Welcome to Cascade Management System: Training & Editor Reference

Have you seen the new TAMUG websites?

For all Cascade Management System request for PUBLISHING please email cms@tamug.edu for the quickest response.

For all Cascade Management System request for QUESTIONS or COMMENTS please email cascadeusers@tamug.edu for the quickest response.

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**Definition & Objective:**

Cascade is web design, editing, and managing system used by the Texas A&M University System, and is the program which has made the new web pages for the TAMUG campus possible. The main purpose of using the Cascade system is to consolidate web information, update and edit, and present a unified brand for the TAMUG campus.

**Getting Started & Access:**

In order to have or gain access to the Cascade System for TAMUG, you must be affiliated with the specified webpage/website and have proper authorization. In order to gain said access if you are:

- As a student, you will be able to edit pages of affiliated clubs or campus organizations at the request of someone with proper authority through the university.
- As a staff member, you could help edit your department’s website.
- If you are faculty, then you may require a website for your lab or learning center.

Once you know what website you're interested in managing, then you need to request access to that site(s) by emailing cms@tamug.edu. If a student, it is best to have said authorities’ person email cms with your first and last name along with your NetID.

**Help & Assistance:**

There are many people on campus here to help you work through websites, website management, & updating information on the web. The best way to get answers, get help, or find assistance, please email cascadeusers@tamug.edu for the fastest response from Cascade editors or publishers. For the best way to get a page Published email cms@tamug.edu.

We are currently creating a new email address for users who might have questions, concerns, and comments about Cascade. There will also be training sessions to help those refresh, touch base on and learn new things about Cascade happening each month. Many individuals are working through these same issues & are listed on the Information Service website on http://www.tamug.edu/computing/websites/webdev.html.

**Editing & Managing a Website: The Basics**

The basic elements of editing a website include creating, editing, publishing pages, files, and organizing elements.

To access the Cascade Management System (CMS), you must login.
A. **Login to CMS**

1. Open your internet browser and in the URL enter: https://cms.tamu.edu

2. Enter your NetID and Password & Click “Login”

3. Make sure at the top of the page to select **WWW.TAMUG.EDU**.

**NOTE:** Once logged in, look to the upper right hand corner and locate where it says “My Settings”

A page will pop up and prompt your preferences. Look towards the bottom of the page and click where it says default settings next to the little blue page looking icon. It will then show another page where you can select **WWW.TAMUG.EDU** and then press confirm/submit. Re-click the home page and it should be set and you should not have to worry about the log in step about selecting **WWW.TAMUG.EDU** from the tab again.
4. Once selected, you will see all of the system folders. You will only have access to your group’s website folder.
B. **Add a Folder**

This is going to be a folder within your website folder, often used for organization (this can be seen, or hidden).

1. Click on the **New** button in the top blue bar of CMS.

2. Hover the mouse over the folder you want to create the folder in.
3. Select “Standard Folder”

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**Important Note:** All new folders will have a security default called Workflows, which require you to contact [cms@tamug.edu](mailto:cms@tamug.edu) to be able to add or edit content.
4. Give the folder a “System Name.” The System Name is only going to be seen within Cascade.

5. The Parent Folder illustrates the potential location for your newly made folder. To change the location, click on the blue words in the brackets and search for the best place within Cascade.

6. Give the folder a “Display Name.” This is the name that will appear in the left menu.

7. Allow in Menu? You can allow this folder to be seen on the web, or used only within Cascade by selecting Yes, or No.
8. Once decided, click “Submit” and the folder will be created.
C. **Add a Webpage**

1. Click on the **New** button in the top blue bar of CMS.
2. Hover the mouse over the page you want to create.

3. Select the type of page you want to create from the four templates available.

Template Examples are below:

**Standard Page**

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This is what you will see when you create a standard page.

This is what you will see when you create a standard page.

This is what you will see when you create a standard page.

This is what you will see when you create a standard page.

This is what you will see when you create a standard page.
4. Give the page a “System Name.” This name appears in Cascade to identify the page, and will not be seen by public.

5. Give the page a “Display Name.” This is the name that will appear in the left menu.

6. The Title is an place to identify the page, and will be seen in the Tab of the webpage.

7. Add content to the large box that looks like Word doc.

8. Click “Submit” and the page will be created.

9. After submitting you will be automatically redirected to what the page should look like once it has been published. If there is anything that needs to be edited, or added to the page, at the top there is an “Edit” tab at the top; select this and you will be brought back to the working page.
D. **To Add A Hyperlink**

1. Click on “Edit”

2. Highlight the text you want to hyperlink to be associated within the WYSIWYG.

3. Click on the chain link icon, or right click on the test and select “insert/edit link”

I. **To add an Internal hyperlink:**

   i. Select “Internal” if the page you are linking to is within Cascade.

   ii. Click on the brackets next to the blue page icon. This will allow you to browse through Cascade and target the link desired.

II. **To add an External Hyperlink:**

   i. Select “External” if the page you are linking is NOT within Cascade (i.e. outside links)

   ii. Enter the URL of the external hyperlink in the “Link” box.

   iii. Once your link is in place, you have a “Target” option for the location of your link to be either within the “Same Window,” or “New Window.”

**NOTE:** It is common practice to select “Same Window” as your “Target” option when it is an internal link and “New Window” for all external links.
E. To Upload An Image, or File

1. Click on the button.
2. Hover the mouse over your group’s folder. Make sure that you are directing your image to the correct folder/location.

   **NOTE:** If you upload an image to the wrong location, you can move the file around to the proper one at any time.

4. Once selected, you will be directed to a new window. Here you will input what you will call your file under “System Name.” Be sure to label your file accordingly for easy findings later.

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Important NOTE: All file uploaded into Cascade cost the University money, so please keep the size of these files no more than 400KB, but a recommended 200KB. For help or assistance, please contact cms@tamug.edu.
NOTE: If uploading a jpg title your image with .jpg after the title, if it is a pdf add .pdf after the file name. (.pdf, .doc, .jpg, .png) If this is not done, then your jpg image or pdf will NOT show up properly and you will have an X indicating the file cannot be viewed live.

5. Under “Data” you will see the “Browse” button; here you will upload your image or pdf. Browse through your computer to the item you wish to upload.

6. Once the file you want to have uploaded has been selected and located double check the images width and height.

   NOTE: The best way to resize an image in a file is in paint. Also, image size is a recommended 200KB, and no more than 400KB.
7. Review the parent folder for where your image will be housed in, if it is not your desired location simply click the blue lettering next to “Parent Folder” and redirect where to put the file.
8. Click “Submit” and your image is now available in Cascade.
F. **Add an Image and Inline the Image**

1. Determine and navigate to the page you want to add an image to.

2. Select the Edit tab once you have selected the page you want to add an image to.

3. Scroll down to the WYSIWYG area and place the cursor where you want to place the image.

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Vallisneria americana (Wild Celery) and *Rangia cuneata* (Atlantic Rangia) responses to freshwater inflows in Galveston Bay.

Estuarine organisms, such as macroinvertebrates and submerged aquatic vegetation (SAV), are meaningful bioindicators of environmental conditions. The Trinity-San Jacinto Basin and Bay Expert Science Team (BBEST) have identified flora, such as *Vallisneria americana* (Wild Celery), and fauna like Rangia clams, as important indicators of freshwater inflows in Galveston Bay. With funding from TCEQ, GBEP and TPWD we are collecting water quality and sediment samples and measuring nutrients throughout north Galveston Bay and the Trinity River delta. Our objective is to determine the distribution of *Vallisneria* and Rangia clams in relation to salinity gradients in north Galveston Bay and the Trinity River delta. Currently, we are monitoring several stations within north Galveston Bay and the river delta during monthly surveys. These projects will...
4. Click the Insert/Edit Image icon [ ] in the WYSIWYG tool bar

5. A new window will pop open; click the file button next to where it says *Image*.

6. Once this has been selected another window will appear. As this window opens you will navigate to the image you have uploaded.
7. Select the photo you wish to upload and then press confirm.

![Image of file upload interface]

8. There will be one last pop up window. This window will show the dimensions and path of the file. In the *Alternate Text* box write a brief description of the image that was selected.

![Image of insert/edit image interface]

**NOTE:** If you want to make your image smaller, only enter the width. CMS is designed to proportionally change an images size. If both height and width are changed simultaneously, the image will appear distorted.
9. Before clicking Insert, observe the Advanced tab in the window and select.

10. Determine the justification of alignment you wish to have the image at on the page. If the Default is left selected, then the text will not wrap around the image.

11. Vertical and Horizontal spacing are placed to create a buffer between the text and the image being put inserted. It is recommended that a number between 5 and 10 is selected for each field.
12. Click Insert to add an image on the page.

13. If the image is still too large for the page, you can still click the photo and resize to fit accordingly.

14. Remember that this is still Edit mode, so click Submit at the bottom of the page to save your changes and view your results.
G. Inserting a Banner

NOTE: Banner images are uploaded the same as other image files. The only difference is the location/where to insert the image.

1. Go into “Edit” mode on your page.
2. Locate where your page says “Image List.”

3. Here locate:

4. Browse for the banner you created and select the one you wish to put up.

5. Once the image is selected click “confirm.”

NOTE: You can add more than one banner picture by clicking the [+] symbol in the top left corner of the “Image List.”

Important Note: All banners are 750 pixels wide and 250 pixels tall. For Help resizing contact cms@tamug.edu. or
H. Add Anchors

Once you have created your web page and inserted all of your information into your page you might find yourself wanting to link images, words, questions and answers, etc. and you can!

1. You will first need to identify the content/information that you plan on linking in your page.
2. Once you have highlighted your word(s), or image make sure to select the anchor icon located up in the top of your WYSIWYG tool bar.

3. A small window will come up and prompt you to name your anchor. It is always easiest to copy what you have named your anchor for later, if not it is important to remember what you named your anchor.
4. Press “Insert”, you will see a little \{ \} appear where you had your cursor, or next to the word(s) or image. **Note: Once published the little anchor will not be seen, it will only be visible in edit mode.**

5. Now select the word(s) or image and click the “Link” icon.

6. A new window will appear again and read down till you locate where it says Anchor. Here you will input the name you gave your anchor in step 3.

7. Press “Insert”
8. The word(s) or image you selected will now appear as a linked text.

9. Click “Submit” to save your anchors and changes.
I. **Adding Tables**

Tables are useful for displaying content and information in a clean grid form

1. Go to your desired page where you would like to insert your table. Make sure you are under the Edit mode.

2. Place your cursor where you would like to place your table and then click on the table button located in the WYSIWYG toolbar.
3. The Insert/Modify table window will appear after clicking the table button. You can set the alignment of your table, width, the number of Columns (vertical) and Rows (horizontal) that you want to have.

NOTE: When setting your width make sure that you have it set to a percent and not actual pixels. You can align your table to sit in the center, left, or right of your page. Cellpadding will dictate the amount of space around the content you input; Cellspacing refers to the space between the cells; Border refers to the thickness of the border around the table itself.
4. Also, you can set a class to your table as to what the lettering will look like.

NOTE: Skip, Accordion, ui-accordion-header and parent class do not work.
5. Under the Advanced tab you have more options to add to your table.

6. Under this tab look to where it says “Frame” here you can set the limits of your table’s frame as far as where you would want your lines to be shown, or hidden.
7. Border color and Background color

8. Click “insert” to have your table show up in your WYSIWYG window. To look at your tables properties right click on the sides of your table.

Note: In order to edit your table, right click on your table located within the WYSIWIYG, here you can insert a table within a table, look at table properties, and delete your table.
9. Once you have your table complete press “submit” at the end of the page and view what you have created.

<table>
<thead>
<tr>
<th>This is my table.</th>
<th>This is my table.</th>
<th>Do you like my table?</th>
<th>Do you like my table?</th>
<th>I like my table.</th>
</tr>
</thead>
<tbody>
<tr>
<td>123-456-7890</td>
<td>So many different tables!</td>
<td>Pretty table!</td>
<td>Can I delete my table?</td>
<td>Yes, you can!</td>
</tr>
</tbody>
</table>
J. **Styles**  
**NOTE:** Styles will only work in the Firefox web browser!! Styles are not necessary when creating your page, but they are fun and help make things stand out more where you need them to. You will have to highlight your text first before selecting your desired style.

1. Locate your WYSIWYG box while in Edit mode and find the drop down menu where it says “styles.”

![Image of WYSIWYG box with styles dropdown]

2. Click the drop down menu and note the various options that are given.

![Image of styles dropdown menu]

**Note:** While “skip, accordion, ui-accordion-header, and parent” are listed as styles, unfortunately they do not work.
This is the "skip" style
This is the "accordion" style
This is the "ui-accordion-header" style
This is the "parent" style
This is the "small" style
This is the "medium" style
This is the "large" style
This is the "x-large" style
This is the "smallmaroon" style
This is the "mediummaroon" style
This is the "largemaroon" style
This is the "x-largemaroon" style
This is the "smallgraphite" style

This is the "mediumgraphite" style
This is the "largegraphite" style
This is the "x-largegraphite" style
This is the "maroonbanner" style
This is the "maroonbannerlarge" style
This is the "sandandseabanner" style
This is the "sandandseabannerlarge" style

Additional Resources for Cascade Editors: cms@tamug.edu for assistance
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www.tamug.edu/computing