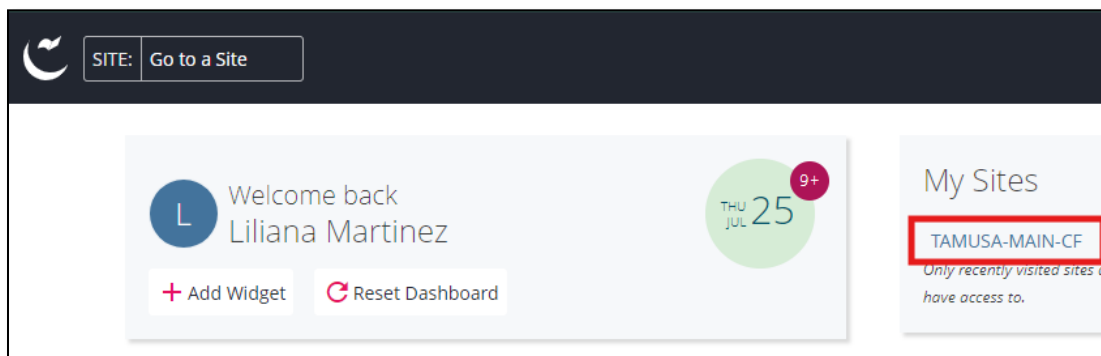




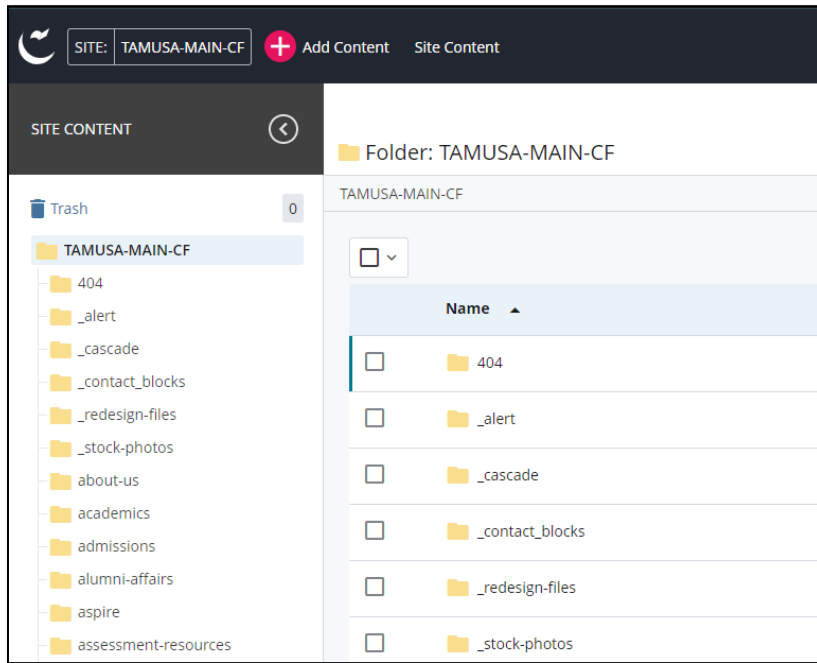
TEXAS A&M UNIVERSITY  
SAN ANTONIO

## CASCADE CLOUD HOW TO CREATE A NEW PAGE

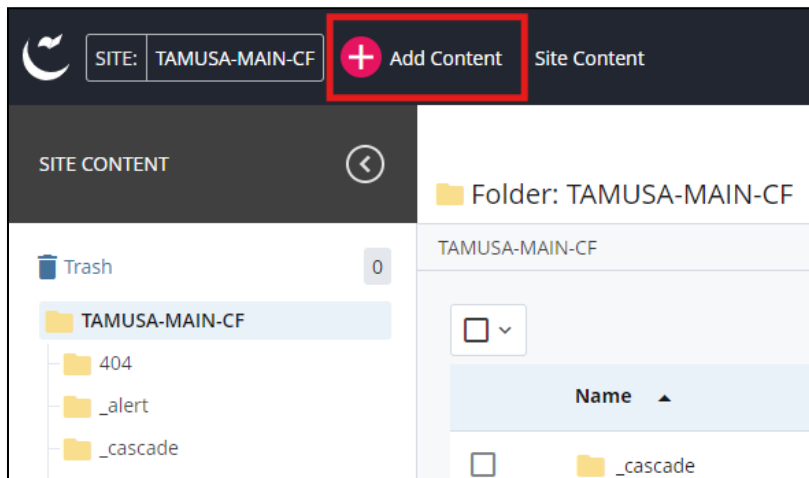
1. Log into Cascade (<https://tamusa.cascadecms.com>)
2. Once logged in, click on the TAMUSA-MAIN-CF site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-MAIN-CF.



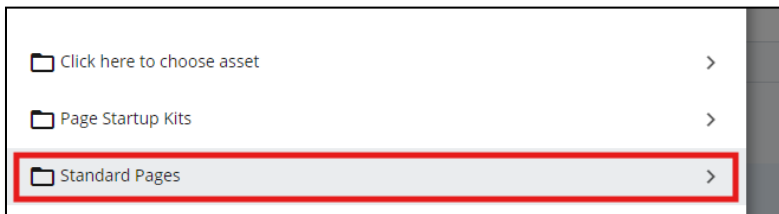
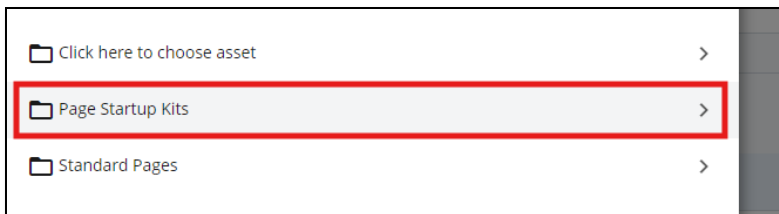
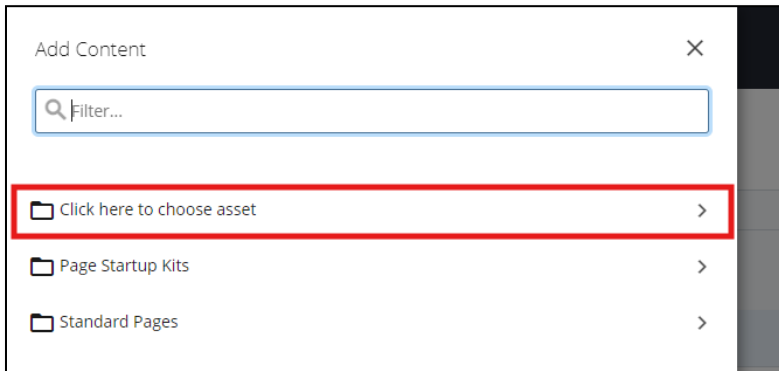
3. Select your department folder.



4. Once you have selected your department folder. Click on the ADD CONTENT option to the top left.

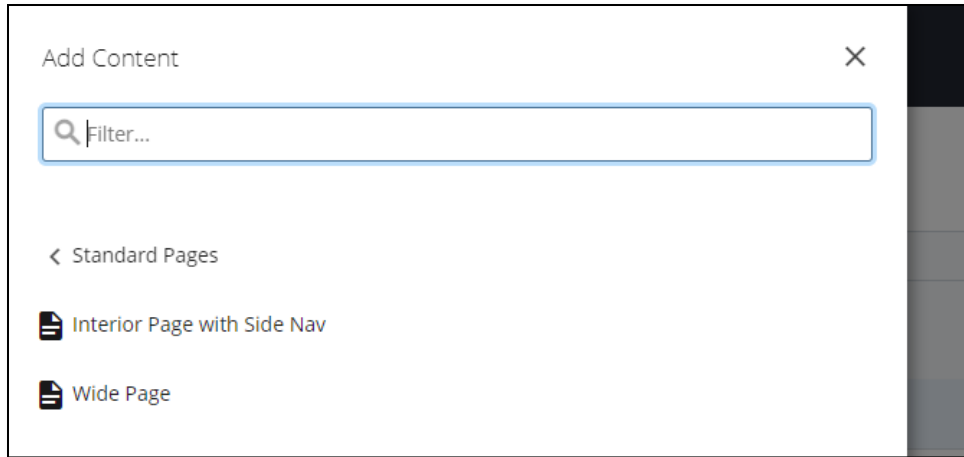


5. Select one of the following options



6. Depending on the sections you would like on the page, select the appropriate template that contains those sections.

If you do not know which template to use, as a default template select INTERIOR PAGE WITH SIDE NAV.



7. Fill out the required fields for your page.

**PAGE NAME:** The page name will be part of your link. **DO NOT USE SPACES.** If you have two or more words as the page name, please use the hyphen (-) (ex: training-page)

**PLACEMENT FOLDER:** The placement folder is where your page will be created.

**DISPLAY NAME:** The display name will serve as the main title of the page. Right below the breadcrumbs.

**TITLE:** The title of the page will be used as the title of the page

breadcrumbs and browser tab title. displayed as one of the results.

The screenshot shows a configuration interface with a top navigation bar containing 'Content', 'Metadata', 'Configure', 'Fullscreen', 'Close', 'Preview Draft', and a menu icon. The main content area contains several form fields:

- Page Name \***: A text input field containing the value "\_new\_landing\_with\_sidebar". A red box highlights this field. Below it is a note: "Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed".
- Placement Folder \***: A dropdown menu showing "TAMUSA-MAIN-CF" with a folder icon. Below it is the path "TAMUSA-MAIN-CF:". A red box highlights this field.
- Display Name**: A text input field containing "Add Display Name". A red box highlights this field. Below it is a note: "Optional name for H1 and generated links to this page".
- Title \***: A text input field containing "Add Title". A red box highlights this field. Below it is a note: "Main Title/Name of Page. Will always be the text in a browser tab".
- Alt Display Name**: A text input field containing "Special name for the submenu".

8. To activate a section to use on the template, expand the section.

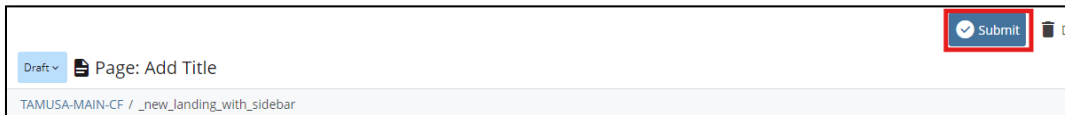
The screenshot shows a 'Page Builder' configuration interface with a top navigation bar containing 'Content', 'Metadata', 'Configure', 'Fullscreen', 'Close', 'Preview Draft', and a menu icon. The main content area contains the following elements:

- Page Builder**: The main heading.
- What kind of page is this?**: Two radio button options: "Page with Sidebar" (selected) and "Wide Page".
- Row of Content**: A section header with a dropdown arrow on the left and a plus/copy icon on the right. A red box highlights the dropdown arrow.
- Content Display Style**: A dropdown menu showing the value "Hero".

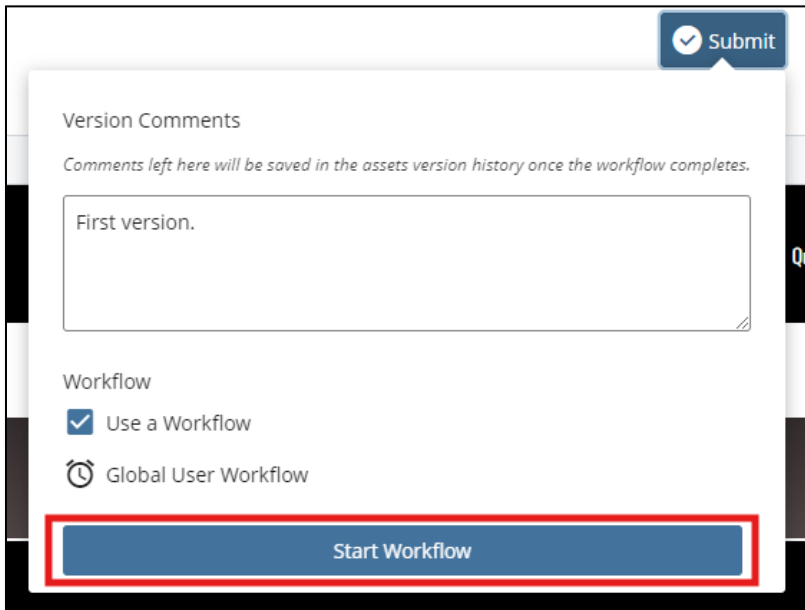
9. Add your content to the page. Once completed. Click the SAVE & PREVIEW button to the top right.



10. Click the SUBMIT button to save your new page.



11. Click the CHECK CONTENT & START WORKFLOW button.



12. On the START WORKFLOW screen, provide comments under the WORKFLOW INSTRUCTIONS/NOTES section, then click the START

WORKFLOW button to the top right.

The screenshot shows a 'Start Workflow' form for 'Global User Workflow'. At the top right, there is a 'Start Workflow' button with a play icon, highlighted with a red box. Below the title, there are three main sections: 'Workflow Name \*' with a text input field containing 'Global User Workflow: Add Title'; 'Workflow instructions/notes' with a text area and a red box around the label; and 'Version Comments' with a text area containing 'First version.'.

13. Click the SUBMIT FOR APPROVAL option to submit your workflow for approval.

The screenshot shows a dialog box titled 'Web Content Creator deciding to Submit OR Make Additional Changes - Step 1 of 3'. On the left, under 'Current Step Owner', there is a profile for 'Liliana Martinez'. On the right, under 'Available Actions', there are two buttons: 'Submit for Approval' (highlighted with a red box) and 'Make Changes'.

14. Click CONTINUE

The screenshot shows the same dialog box as in step 13, but with a modal window open over the 'Submit for Approval' button. The modal is titled 'Submit for Approval' and has a close button (X) in the top right. It contains a text area for 'Workflow instructions/notes (optional)' with the placeholder text 'Comment with workflow related information here. For example, what needs to be reviewed or changed.' Below the text area is a 'Continue' button (highlighted with a red box) and a 'Make Changes' link.

15. YOU ARE DONE

