

## **Solving Some Common Cascade Problems**

### **CREATING NEW PAGES AND FOLDERS**

To create a new page, we recommend copying a page from the same folder you'd like your new page to be in. Save it with a new appropriate system name. The new page will take on all of the characteristics of the copied page, including the navigation. If it does belong in a new location, be sure to change the parent folder under System to reflect that appropriate location. Also, once you've created the new page, change the title and display name in Metadata and, of course, the copy in Content.

### **MAKING CHANGES TO THE NAVIGATION**

Whenever you change anything that affects the navigation menu (such as reorganizing, deleting or adding pages, changing a page's display name or changing the order of your pages), Cascade will automatically update all of the necessary pages. You will see these changes within the CMS, but they won't show up on the Web until after the daily publish at 11 p.m.

### **SAVING YOUR WORK**

Always, always, always hit Submit to save your progress on a page – even if you're not done and need to make more changes before you're ready to publish. If you need to refer to something on another page, want to preview your page or even want to publish it right away, all of your changes will be lost if you don't hit Submit first. There is not an auto-save feature and you will not be warned while leaving a page that you have not saved.

If the spellchecker finds errors on your page, you will also be prompted to hit Submit or Cancel again. Even if you don't want to deal with spellchecker right then, still hit Submit or all of your changes will be lost.

**Note:** Every time you save, another version of your page will be created. This means if you've made changes you no longer want (such as deleting a paragraph by accident) you can use the Versions feature under the Advanced tab to find a previous version of the page that still contains that copy.

### **COPYING AND PASTING TEXT**

Copying and pasting directly from Word, or another Web site, can cause you troubles due to hidden formatting. While the text may look OK to you, it likely carries some formatting that will mess up your text inside the CMS.

Thankfully, the fix is fairly simple. Always first copy and paste the text into a plain text editor, prior to copying and pasting it into Cascade.

#### **Using Notepad on a PC**

1. Highlight and copy the text you wish to paste into Cascade Server. This can be from a Web page, Word, etc.
2. Open Notepad. (Start-Programs-Accessories-Notepad)
3. In Notepad, go to Edit-Paste (or ctrl+v). You will see your text without the formatting.
4. In Notepad, go to Edit-Select All (or ctrl+a) to highlight the text. Go to Edit-Copy (or ctrl+c) to copy it.

5. On the Cascade edit screen, place your cursor where you want the text and go to Edit-Paste (or ctrl+v).

### **Using TextEdit on a Mac**

1. Highlight and copy the text you wish to paste into Cascade Server. This can be from a Web page, Word, etc.
2. Open TextEdit. (Go-Applications-TextEdit)
3. In TextEdit, go to Edit-Paste (or apple+v). At this point, the text may still have some formatting, though it should be mostly formatting-free.
4. In TextEdit, go to Format-Make Plain Text (or shift+apple+t). When it asks if you want to convert this document to plain text, click OK.
5. In TextEdit, go to Edit-Select All (or apple+a) to highlight the text. Go to Edit-Copy (or apple+c) to copy it.
6. On the Cascade edit screen, place your cursor where you want the text to be inserted and go to Edit-Paste (or apple+v).

### **Using a Firefox Add-On on a PC or Mac**

When copying text from Web pages, another way to correct formatting problems is to use the Firefox add-on called Copy Plain Text (available at <https://addons.mozilla.org/firefox/134/>). Add-ons, or extensions, are small pieces of software that can add new features or tiny tweaks to your Firefox browser. The Copy Plain Text extension adds a right-click menu option called Copy as Plain Text, eliminating the need to paste the text into Notepad or TextEdit. This option is also available from the menu bar at Edit-Copy as Plain Text.

## **CREATING FORMS**

The page editor in Cascade does not include any tools for creating Web forms, so they must be created directly in HTML code. If you need to create Web forms as part of your site in Cascade Server, please contact Web Services. Of course, if you're OK with people downloading forms and submitting them by mail, e-mail or in person, you can always add a pdf to your assets folder and link to appropriate pages.

## **DELETING FILES AND FOLDERS**

Be very careful when deleting files and folders from Cascade Server! Once you delete something, it is extremely difficult for us to recover it and may be impossible. You can delete a file or folder in one of two ways.

1. Select the page or folder from the left-side directory tree. Even if it looks like the correct item is selected, click on it again to be absolutely certain. Then, click on the Delete tab.

When the confirmation screen comes up, read it carefully to be sure you understand what's being deleted, if it's being unpublished and, if so, from which destinations. If you're unsure of anything, ask for help before clicking Submit.

2. Select the folder housing the folder or page you'd like to delete. Then, looking at the list of pages and folder on the center of your screen, find the red Delete button on the far right that corresponds with the item you'd like to delete. Double check you found the correct item and are on the correct line. Then, click on the Delete button.