

Solving Some Common CMS Problems

<https://cms.cord.edu/>

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 belongs 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.

RENAMING PAGES

Never change a page's System Name or Parent Folder. Instead, Copy the page and give it a new System Name and/or Parent Folder. Then, delete the original page. You should always be in the COPY tab when renaming a name, never in the Edit tab. This will prevent you from creating a page that cannot be found in the CMS but still exists on the server (and is searchable on the Web.)

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.

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 later. If you need to refer to something on another page, want to preview your page or even want to publish it right away, be sure to 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 spell checker finds errors on your page, you will also be prompted to hit Submit or Cancel again. Always select 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 troubles due to hidden formatting. While the text may look OK to you, it likely carries some formatting that will alter the 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 (<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 tools for creating Web forms. Instead, contact Online Services and we'll create a form for you.

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.

Jamie Thompson

Online Production Manager

299-3987

thompson@cord.edu