



Web Editor Guide



Cascade Training Documentation

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Forward

This document serves as your guide to editing pages and creating new pages in the new Cascade Server content management system (CMS) using the CSU-Pueblo templates.

The new system for processing web updates, known as Cascade, allows CSU-Pueblo Web Development robust capabilities for content management, use of multimedia, permissions, workflows, and overall efficient and effective communication.

The new site has a very consistent way to display content and we can leverage built in options as much as possible. Pages and content from the old site have been moved into the new site with the frame of mind that the system is changing. The web development team did not just replicate the content into a visual shell rather we integrating the content for the benefit of user experience.

The web development team has minimized the use of inline styles and moved toward using a custom stylesheet. As we develop styles they will added to a web developer's page for use in the website.

Web Style Guide

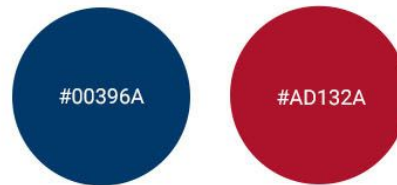
This is our visual guide for the web and should be used in all cases that involve styling a page with custom attributes. This guide is subject to change and update based on future change requests and need.

University Logos



Color Palette

Primary



Accent



Typography

Roboto Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@%^&*()_+

Roboto Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@%^&*()_+

Roboto Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@%^&*()_+

Roboto Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@%^&*()_+

Roboto Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@%^&*()_+

Lusitana Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@%^&*()_+

Header 1

Header 2

Header 3

LINK CALLOUT

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Buttons & Links

Normal



Hover



Normal



Hover



Normal

[A Link Example](#)

Hover

[A Link Example](#)

Social Media Icons



Table Styles

Tables are built using standard HTML and are automatically styled across the website. The thead row will feature a dark grey background and the other odd rows will be zebra striped for readability. The standard setup of a table is below:

HTML for small tables

```
<table class="responsive-table">
  <thead>
    <tr>
      <th>Thing</th>
      <th>Cost</th>
    </tr>
  </thead>
  <tbody>
    <tr>
      <td data-table-header="Thing">
        Burrito</td>
      <td data-table-header="Cost">
        $5</td>
    </tr>
  </tbody>
  <tfoot>
    <tr>
      <td>Total</td>
      <td>$5</td>
    </tr>
  </tfoot>
</table>
```

HTML for large tables

```
<div class="responsive-table-lg">
  <table>
    <thead>
      <tr>
        <th>Thing</th>
        <th>Cost</th>
      </tr>
    </thead>
    <tbody>
      <tr>
        <td>Burrito</td>
        <td>$5</td>
      </tr>
    </tbody>
    <tfoot>
      <tr>
        <td>Total</td>
        <td>$5</td>
      </tr>
    </tfoot>
  </table>
</div>
```

Rendered in Desktop

Thing	Cost
Burrito	\$5
Total	\$5

Rendered in Mobile

Thing	Burrito
Cost	\$5
Total	\$5

Rendered in Desktop

Thing	Cost
Burrito	\$5
Total	\$5

Rendered in Mobile

*The table can be used with touch to scroll left and right

Spotlight Styles

Spotlight pages are pages that require images to the left and text to the right.

```
<div class=spotlight-item>  
    
  <h2>Title/Heading</h2>  
  <p>Content Lorem ipsum dolor sit amet, consectetur  
    adipiscing elit. Vestibulum a sagittis ante.</p>  
</div>
```

Photography and Graphics

Photography is an important part of creating a professional and consistent website. This section provides specific dimensions of photos and their placement within the website. Be sure to name all images with the proper prefix. View example: https://auth.csupueblo.edu/_img-repository

Type	Size Width x Height in Pixels	Description	Naming Prefix
Slider images	1900 × 390 px	<i>Slider images are reserved for landing pages and in general entry page layouts. Only use 3-4 of these in any given slider.</i>	sld-
One Column	576 × 280 px	<i>A one column image that is placed above textual content.</i>	1col-
One Column Banner	576 × 130 px	<i>A small banner that highlights an event, contains a logo, or other.</i>	1colb-
Two Column & Three Column	426 × 260 px	<i>This image size is used in a two column layout</i>	23col-
Two Column & Three Column Banner	426 × 140 px	<i>A very small banner that highlights an event, contains a logo, or other.</i>	23colb-
Widget Image	426 × 185 px	<i>This size is for the image for a widgets image selection</i>	wgt-
<i>Gallery Thumbnail</i>	<i>270 × 166 px</i>	<i>Thumbnails are automatically created based on the original sized image. This number is for reference.</i>	<i>n/a</i>
Gallery Images	Maximum - 900 px Wide* Minimum - 440 x 270 px	<i>Gallery images are various sizes and normal standards apply to these images.</i>	gal-
Logo	Any size between: Minimum - 160 x 160 px Maximum - 230 x 230 px	<i>Normal department logos sit top left of the content in the page. Sponsors/partners at the bottom.</i>	logo-
Logo Banner	Minimum - 576 px Wide*	<i>Used to display long logos over text on a particular page.</i>	logob-
Profile Images	226 × 300 px	<i>Used on contact us and profile pages</i>	pro-

**Height can be smaller or larger to ensure proper proportion.*

Page Layouts

Page layouts are a subset of page configurations that can be created via use of the INTERIOR PAGE template. Templates are fairly bare when creating a website and the combination of options can get complex. The following templates should be followed as closely as possible when creating a new interior page.

Basic Content Page

This is the standard page that a large percentage of the site is made from. The third column is specific in our strategy to syndicate content across the site more efficiently by use of widget.

Key Features:

- These are pages that link off the landing page for any given subsite.
- These pages will not use the large slider on the top of the page.
- The right column is turned on by default
- This image should be at the top of the content and other inline images should be sparingly used if at all.
- Downloadable content columns for multiple document links
- An optional accordion for FAQs



The Expanded Basic Content Page

This is a standard page without the right column.

Key Features:

- Designed for displaying content that needs additional real estate

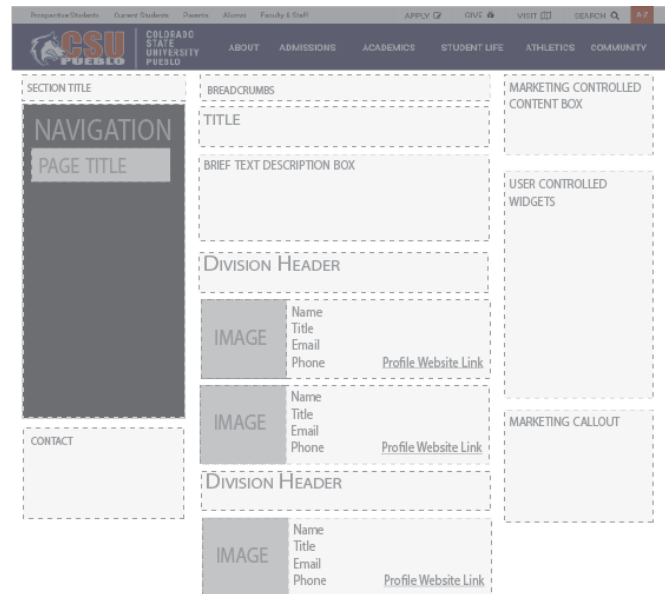


Contact Us

This is a mandatory page on all college, program, and department sites. These pages come by many names, shapes, and sizes. We will only refer to these pages as Contact Us from this point forward.

Key Features:

- This page gives the main department contact information at the top of the page
 - Name
 - Address
 - Profile website link (if available)
 - Email
 - Phone/Fax
- A small horizontal card displays a brief description of faculty and/or staff from that area.
 - The cards link directly to a profile page if that individual chooses to create a profile page.
- The Contact Us page is always the last link on the left navigation

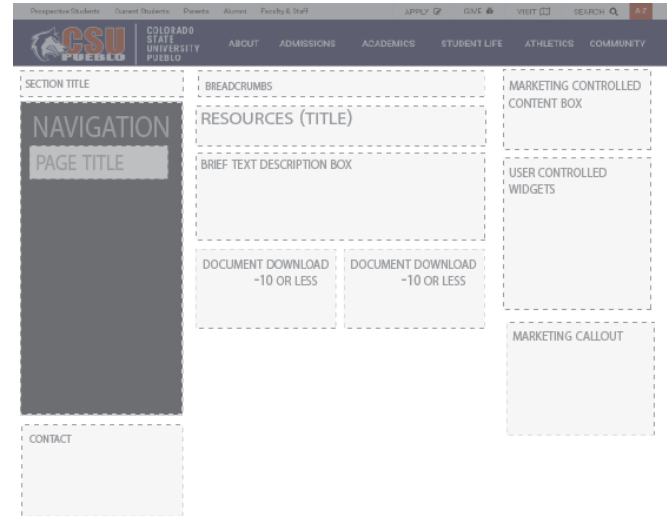


Resources Page

This is a default page/site when you have a site that links to documents or other multimedia and must be called Resources. It is designed to hold loads of links and descriptions.

Key Features

- Makes use of the Document Download within columns
- Great page to group downloadable resources that have been found separated across multiple pages.
- The Resources page/site is always the second to last page on the left navigation when used.

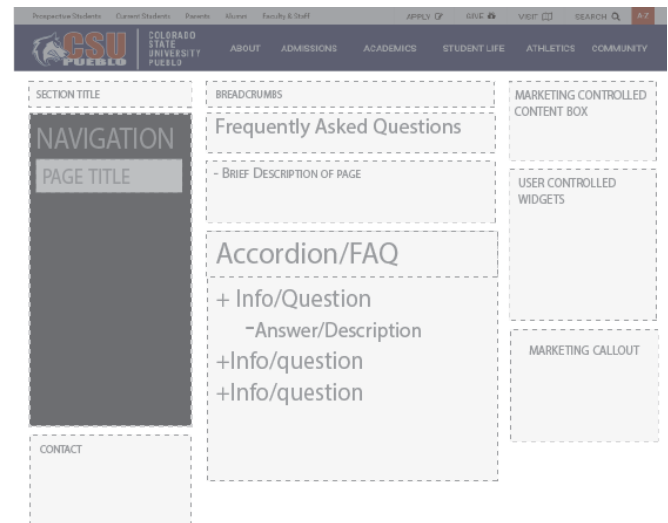


Accordion Page

This is designed for pages that end up being very long and have a lot of content. FAQ pages should always be used in this layout. The accordion allows users to hide/show content using the accordion tool.

Key Features:

- Use the accordion content type to style and organize content
- Title line is displayed as ALL CAPS
- Description can use WYSIWYG features



Academic Program Landing Page (Interior)

This is a home page for academic departments, but instead of using the actual landing template it is configured using the INTERIOR PAGE template.

Key Features



Basic Academic Program Page (Interior)

These pages are children under the home page for academic departments and will contain a bulk of the content



Widgets and Columns

The INTERIOR PAGE template features the ability to activate a right hand column (sometimes referred to as the third column) to display information. The column will not allow for direct content input on a page level. The column accepts WIDGETS that exist outside the page itself.

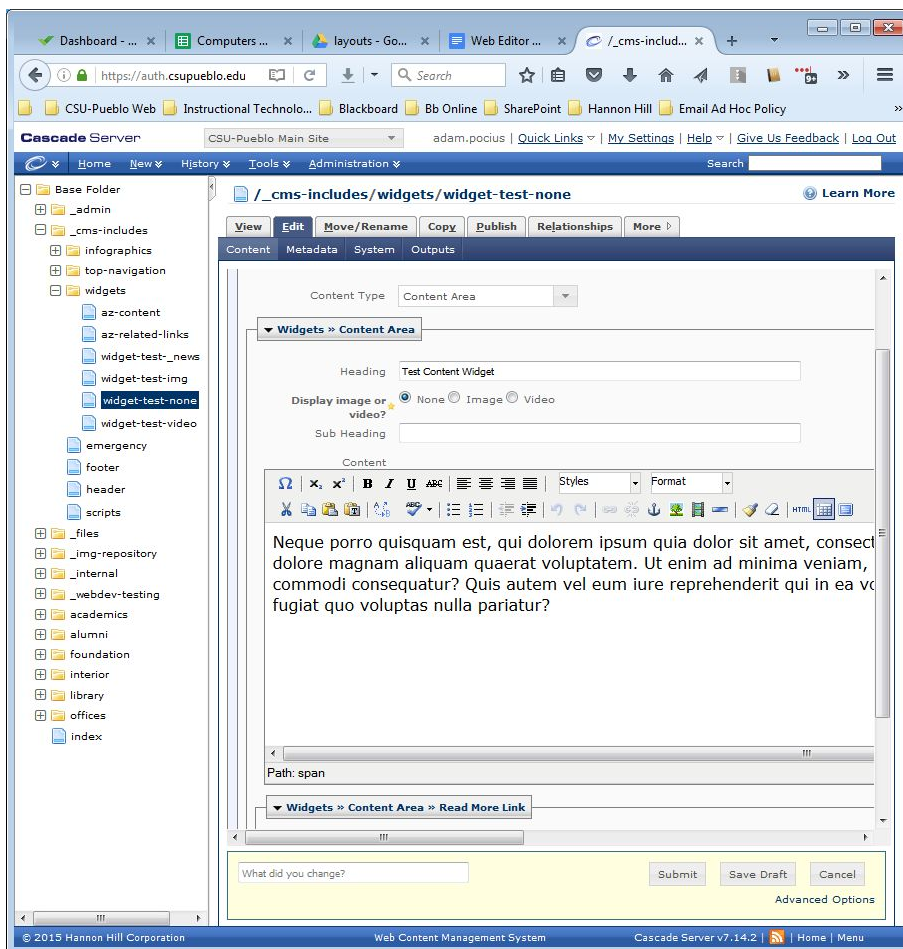
Basic widget implementation would look like this:

- 1) Create a widget and store it in the **_wgt** folder associated with the site.
- 2) Create/edit the page you would like to add the widget
- 3) In the Right Column area, use the search tool to add the widget

Key Features:

- Widgets can be used across multiple pages simultaneously
 - If the widget is changed, it changes across the website
- Widgets call out important information that can be used across target pages on the website
- There will exist a GLOBAL widgets folder so basic web editors can pull in CSU-Pueblo general information

Widget being created in Cascade:



Widget in the visual design:

Right Col Admin Widget



[READ MORE](#)

Upcoming Project

The Summer Showcase

There are projects on the horizon geared to improve campus communication. The first of these projects is upgrading the WIFI access points throughout campus...

[SUMMER SHOWCASE](#)

Right Col Bottom Admin Widget



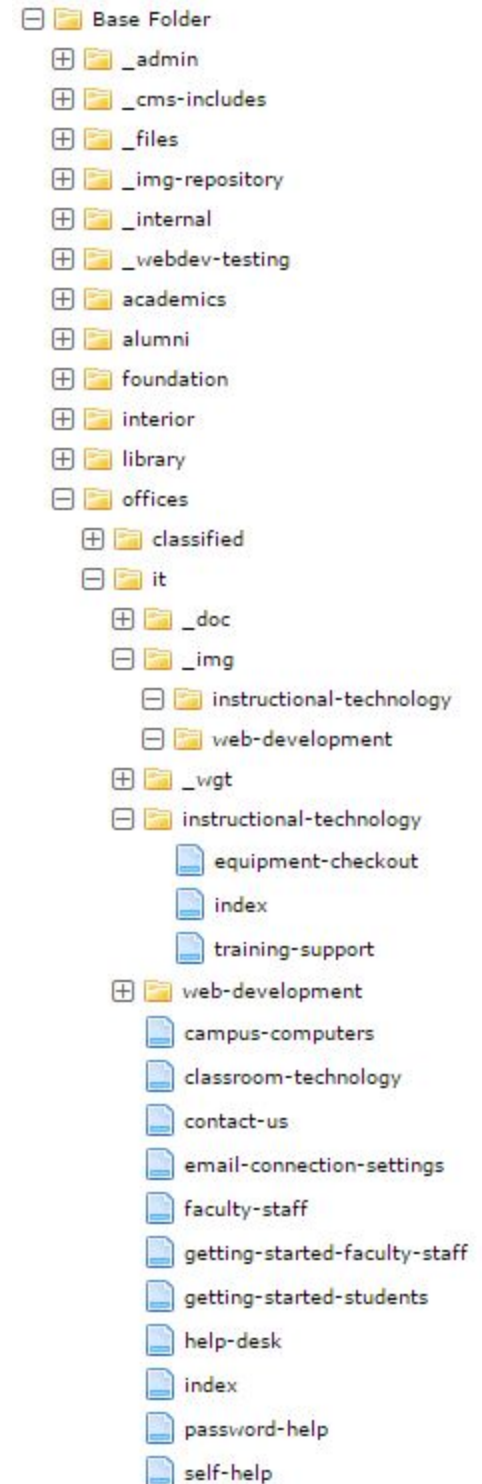
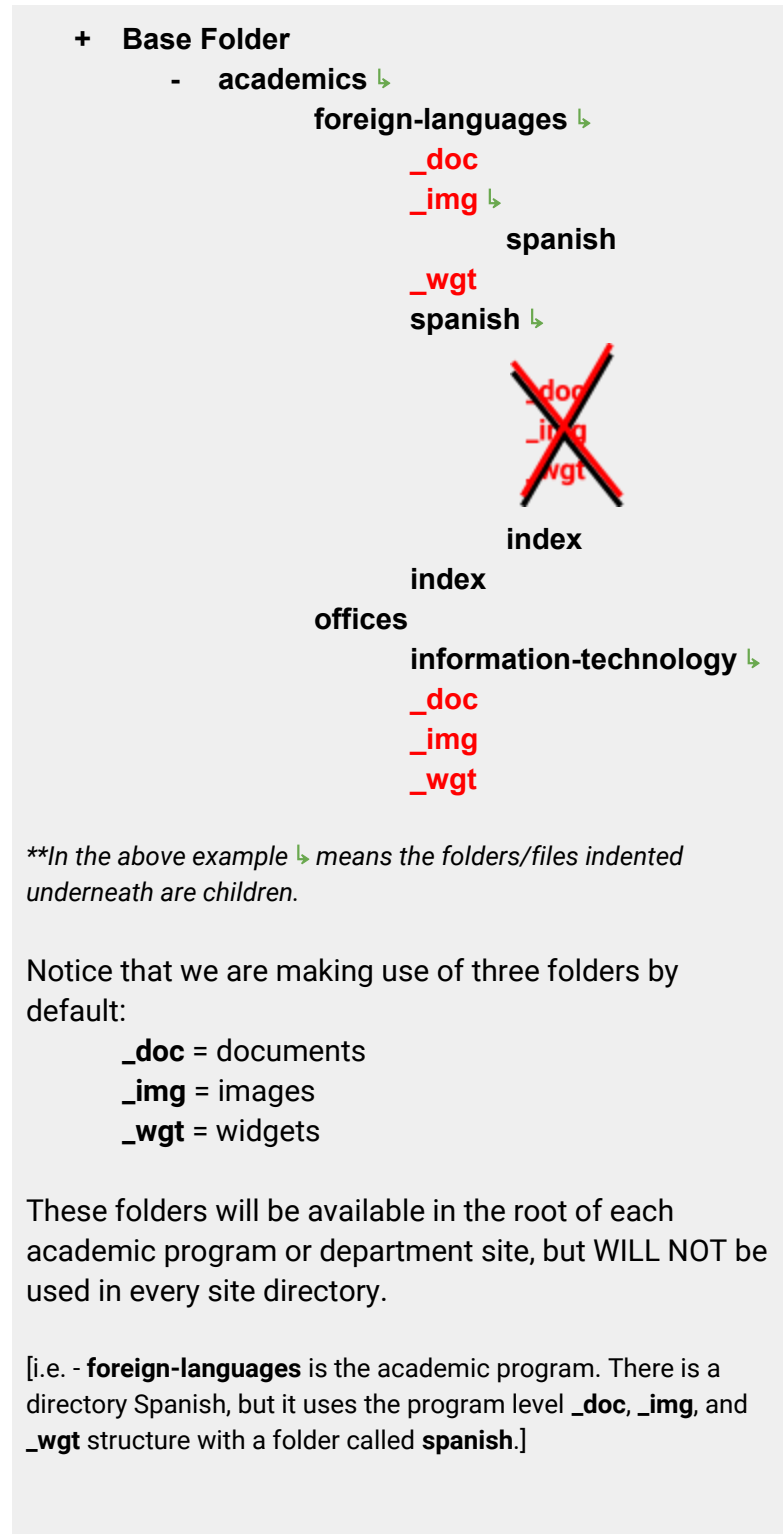
Widget Placement

This section is incomplete, but will be updated accordingly.

Directory and File Structure

The new website will be organized in a similar fashion as was experienced in SharePoint, but we have made some definite changes to help things out a bit more.

Here is a simple example of what to do and not to do as well as a screenshot of the file tree in Cascade.



Naming Conventions

In Cascade we are going with a standard **lowercase and dash** system for every system level file.

Page example:

If the title of the page was:

Information Technology Center

and if you were filling in the *system name* it should be written like this:

information-technology-center

File example:

If the title of the file was:

2113ART9940-crazyFilename ImPRTySUrelHTthKYBRd_studentO%utcmes.pdf

it should be named* like this:

art-student-outcomes.pdf

Guidelines

- There are certain system file/folders such as:
 - _admin
 - _img-repository
 - _doc
 - _img
 - _wgt

Do not use the underscore (_) to begin any of your files or folders. This is reserved for system level files and folders.

Mandatory Pages and Important Guidelines

Contact Us Page

The **Contact Us** page is mandatory on all academic programs, department pages, and any other subsite that would require the page.

The Contact Us page should exist at the Academic Program / Department level. The various units of the program / department should be separated using headings on the Contact Us page. Use this format

```
<div class="contact-us-item">
  
  <ul>
    <li>Full Name</li>
    <li>The Title of Their Position</li>
    <li>Phone: 719.555.5785</li>
    <li>user.name@csupueblo.edu</li>
    <li>https://www.csupueblo.edu/website</li>
  </ul>
</div>
```

Right Column

All **Interior Page** layouts should have the right column turned on.

Links to Policy

If you are migrating an official university policy page, you will not need to migrate the policy documents. You will still need to migrate the page. All policy documents should link to this site URL*:

<http://csu-pueblo-policies.colostate.edu/>

** A confusing aspect is the word "Policy". Many departments create departmental "policy" documents that are not official policy documents of the university. Official documents have presidential and general counsel signatures on them.*

Call to Action

There is an option in many templates to add a call to action. Here are the guidelines for use:

- Titles should be short and concise
- Should link to a specific action
 - Fill out a survey
 - Download this file
 - Register for this class
 - Watch this video
 - Donate to this cause

Read More Link

The read more button is used to link users to more detailed content on another page. These do not normally link to another document or external site. Here are the guidelines:

- Links are to more content that can be read
- Helps make a page containing a lot of information more concise with a topic paragraph
- Used in widgets to bring up a page, news story, or event in full detail

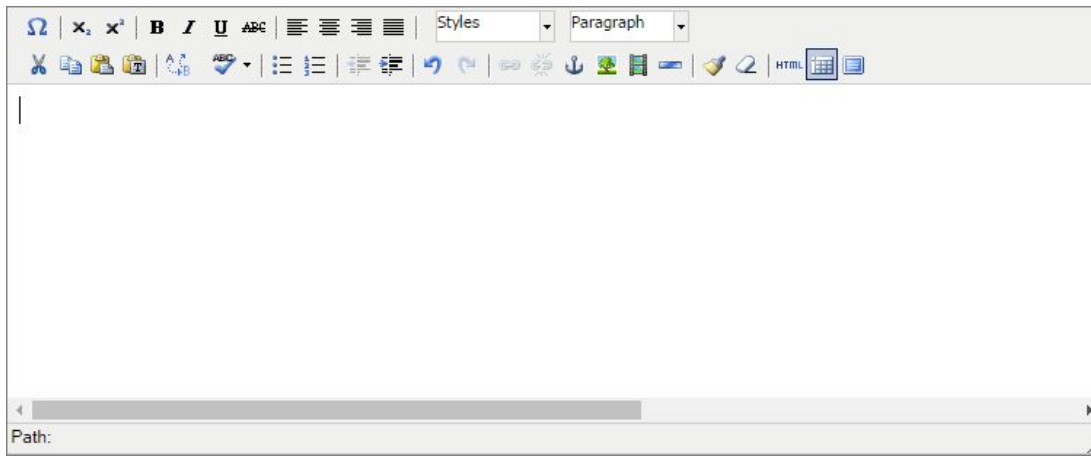
Columns

When using the Main Content selector, you can select COLUMNS. By default it will load two columns. You can add up to three columns into the layout if necessary. Do not confuse the third column with the widget column to the far right.

WYSIWYG Editor

The text editor in Cascade is devised to remove IDs, classes, and inline styles. This helps to create a more consistent look for pages without a lot of customized code per page. Some semantic tags will not be stripped and may cause slight issues.

The HTML editor can time out if you are in it too long! Code in a plain text editor and paste in when ready. Once you save the bulk of your coding, you can fiddle with code in the HTML editor.



Semantic HTML

A semantic element in HTML clearly describes the meaning to both the browser and the developer. Semantic elements already pre-exist in HTML, but their appearance can be changed with CSS.

Example:

This is semantic HTML because the content is marked as a Heading

```
<h1>Semantic HTML FTW</h1>
<h2>What does it all mean?</h2>
<p>Semantic HTML helps the browser and developers understand the
structure of a document based on meaning.</p>
```

This is non semantic HTML because the tags give the content no real meaning. If you are wondering, a class is an attribute and you are giving it meaning, but it is still non semantic because it only has meaning to the developer and not HTML in general.

```
<div>Non Semantic HTML</div>
<span>Here is some content about sharks.</span>
<div class="sharknado">Sharknado is an awesome film!</div>
```

Cascade - Content Management System

The CMS we are using is designed specifically for front end websites and the web editor interface is very different from the SharePoint CMS. There are specific details and standards we plan to follow when creating directories, pages, and documents in the new system. The end result will be better organization and increase ability to maintain the website.

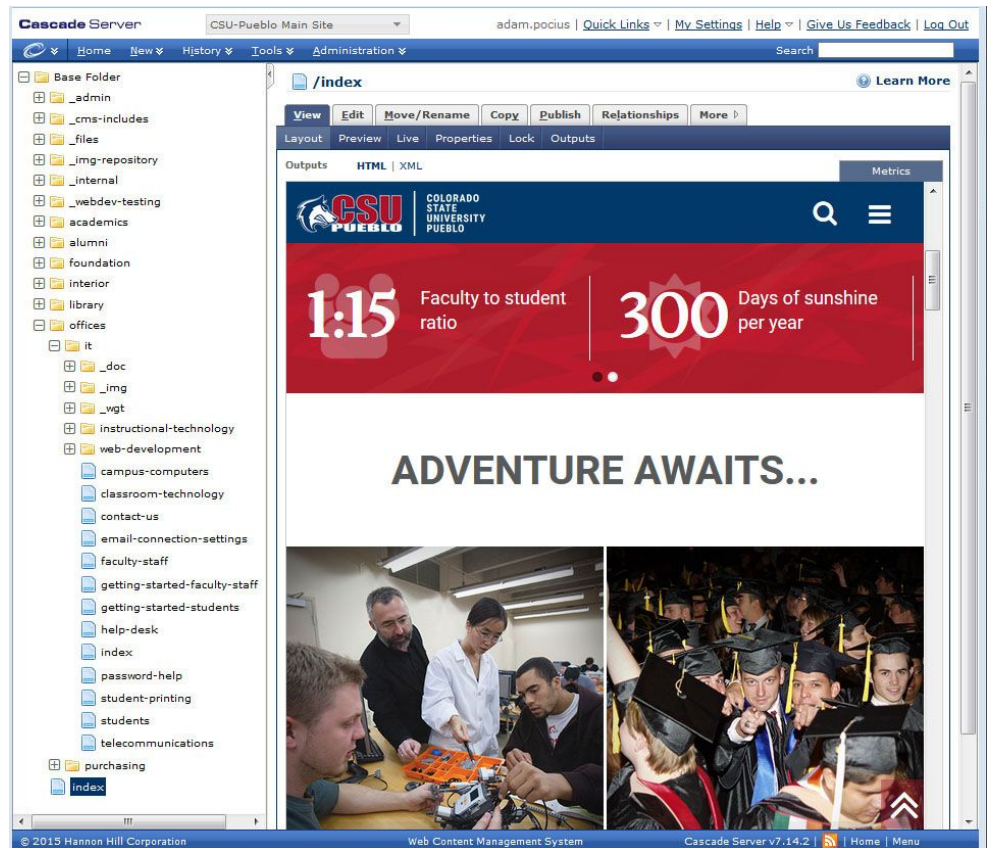
WORKSPACE

The layout for a standard editor is a folder tree on the left and a preview on the right.

The right side is a preview of the edited page.

Published pages could have subtle differences than the in editor preview.

Always check your published page!

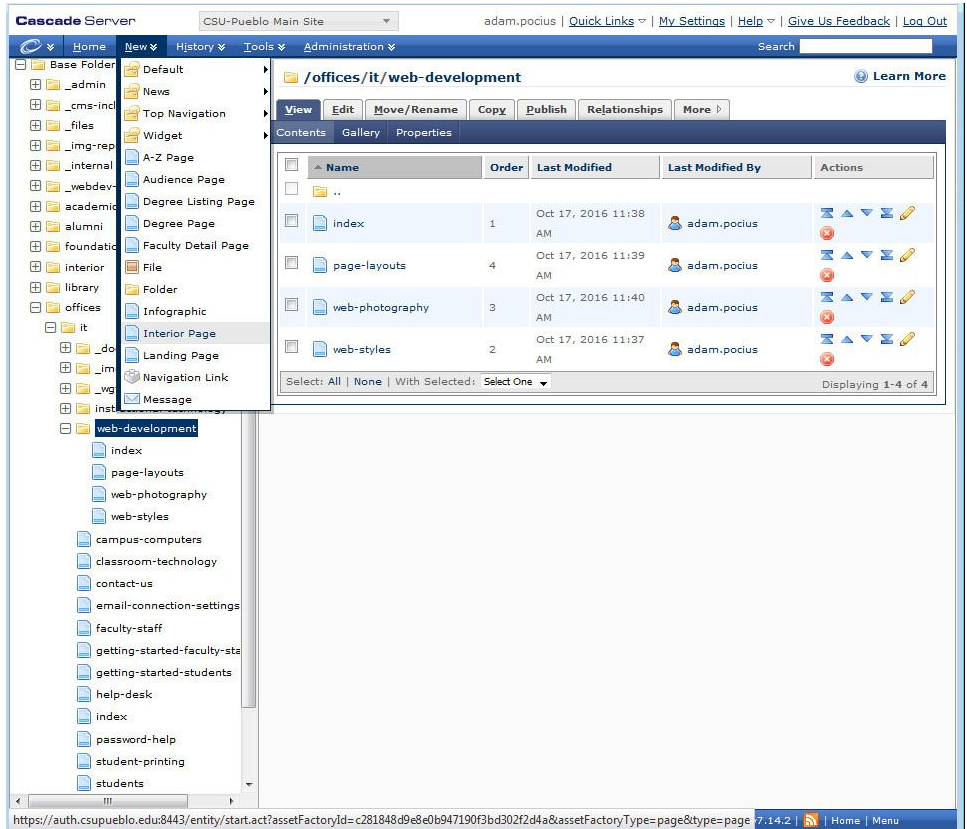


NEW ITEMS

The “New” button will drop down a list of page types, file, and folder options.

This list will differ depending on your role in Cascade. (Do not use the “Default” folder from this dropdown.)

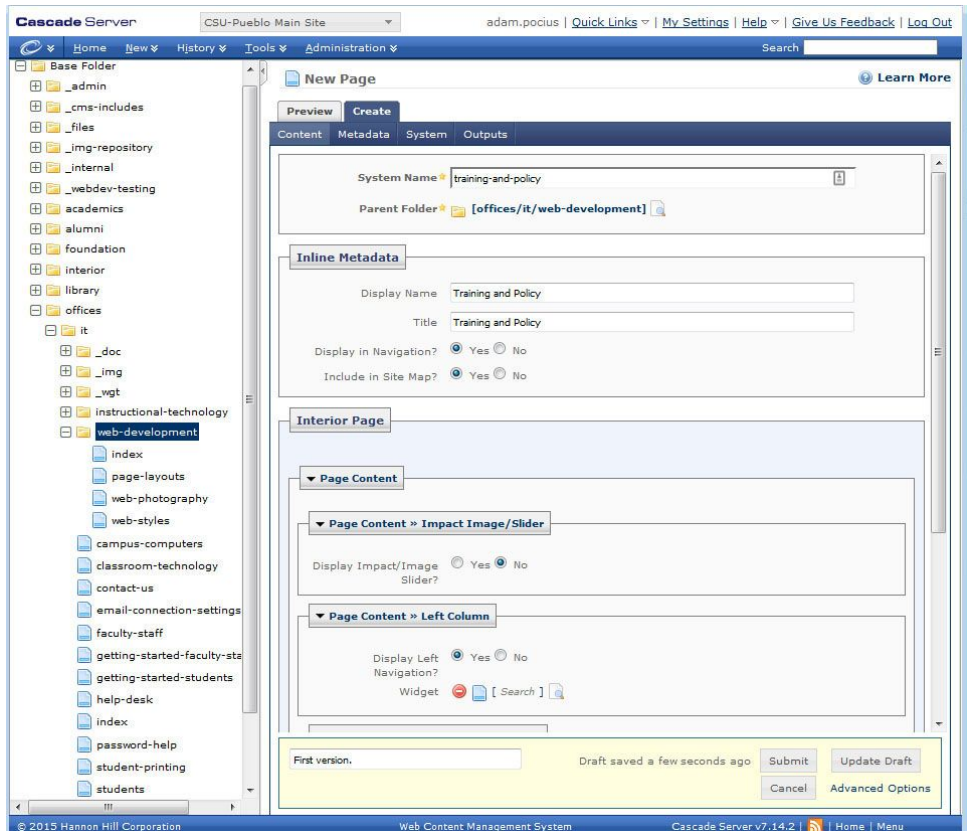
In this example a new Interior Page template is being selected.



SYSTEM NAME

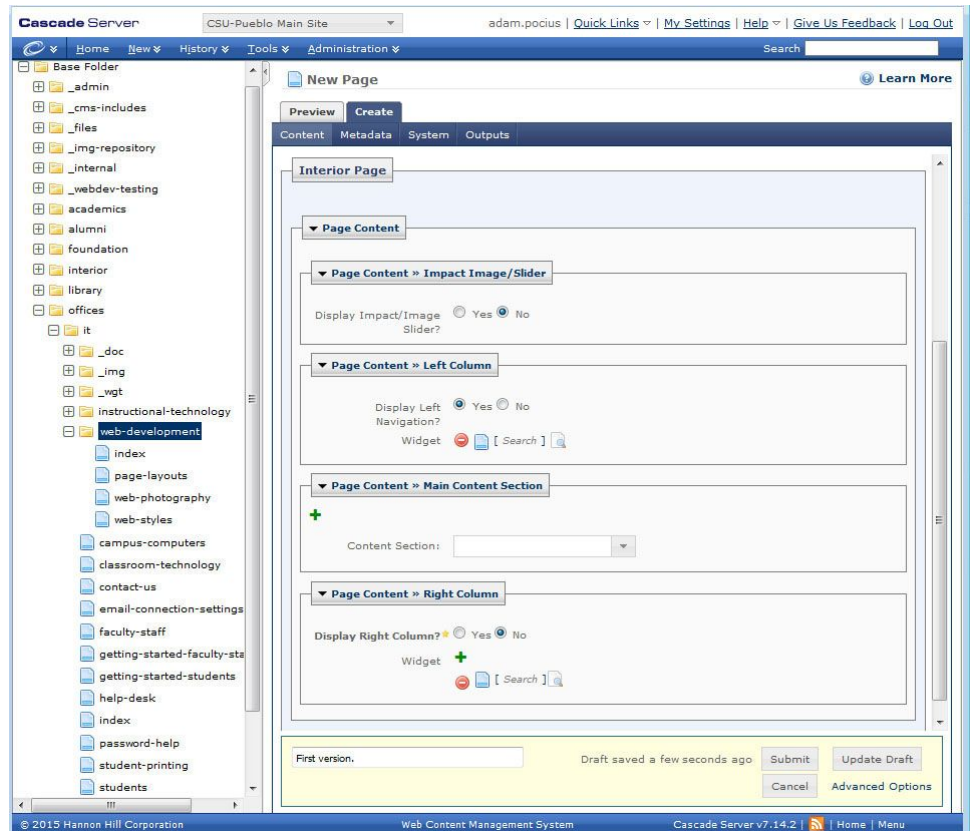
The first thing you must do when creating a new page is give it a name.

Remember the name must be all lowercase and have dashes instead of spaces.



Notice how all the various fields are expanded and you can add content or widgets to the various areas.

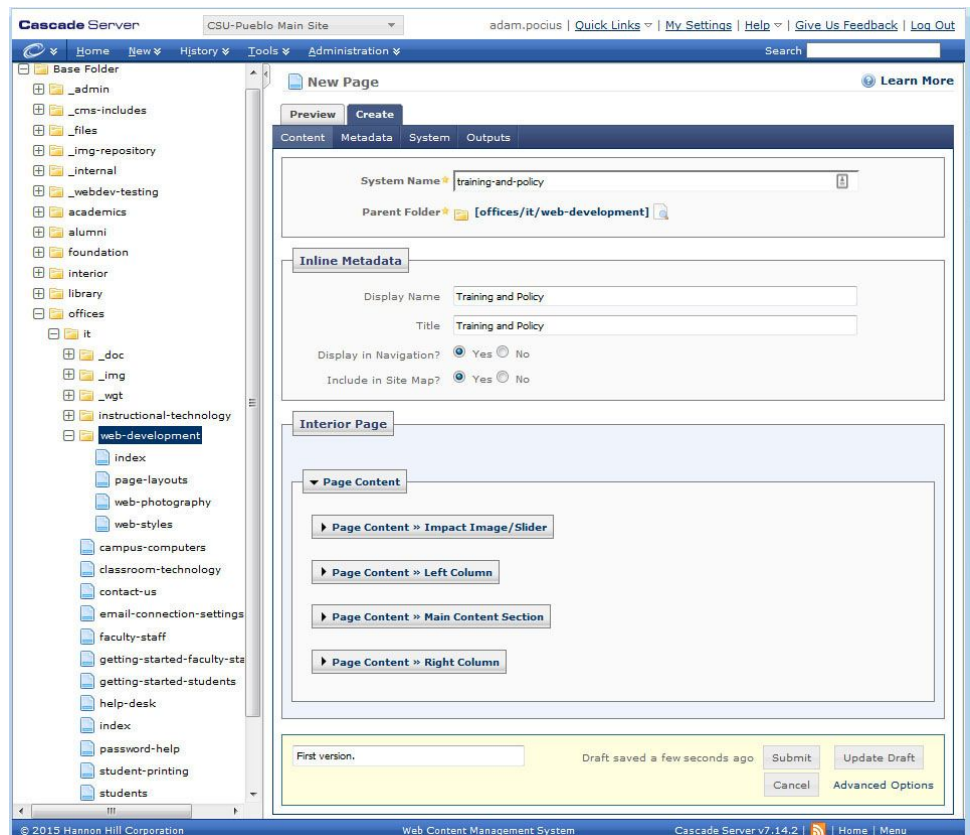
This expanded view can get very complex to look at as you add content.



To help make the interface look simple, collapse each section by clicking the arrow or title of the section.

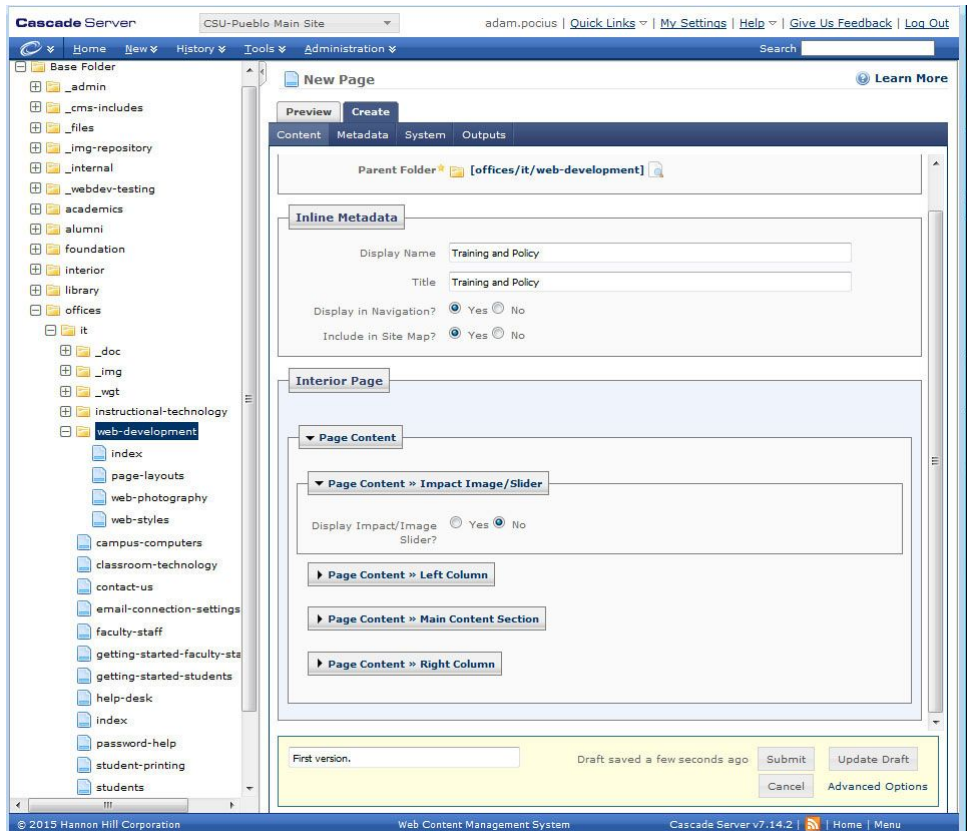
This looks a lot easier to see and manipulate.

Unfortunately, there is not a collapse all feature and you must close things up every time you login to edit.



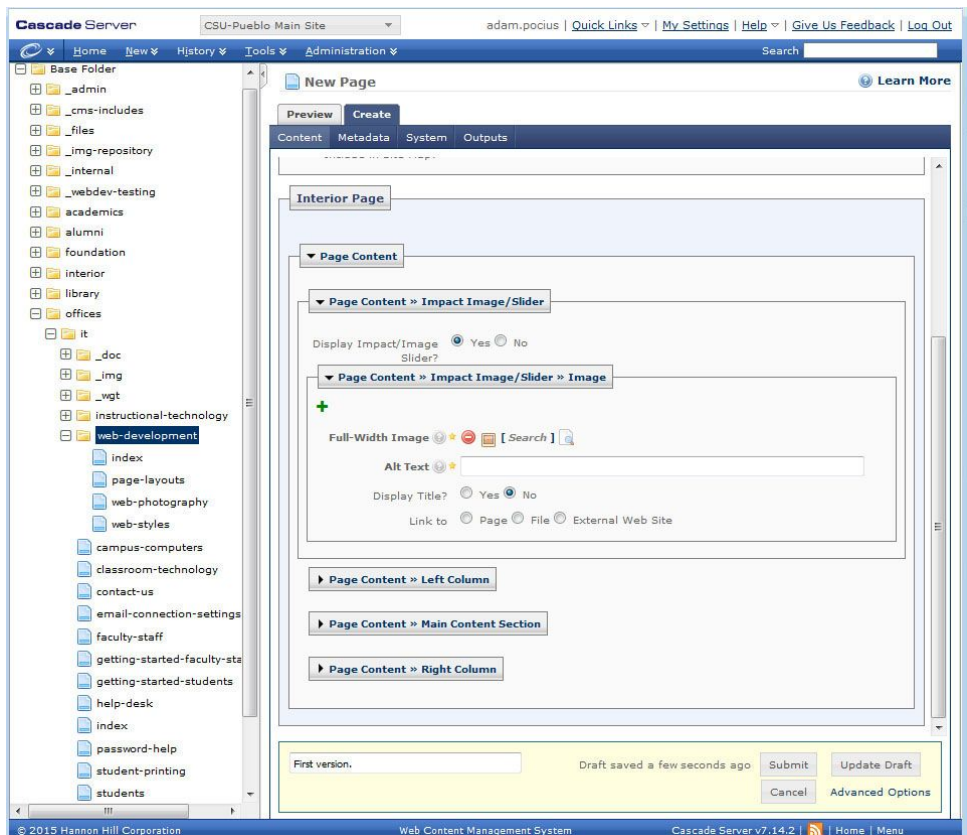
DISPLAY NAME AND TITLE

The Display Name and Title are user friendly fields. That means use all the proper capitalization and punctuation her.



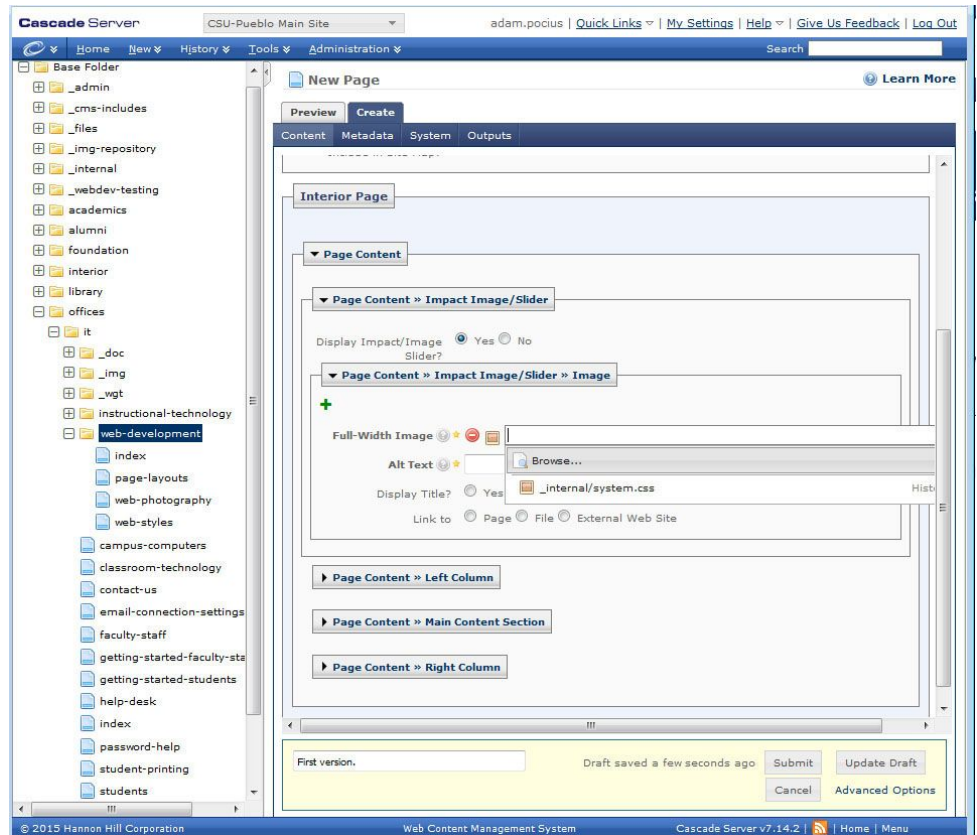
SLIDER

The Interior Page template is very flexible and offers a slider. The slider is only used when the interior template is being configured as a landing page. Do not add sliders to random pages please.

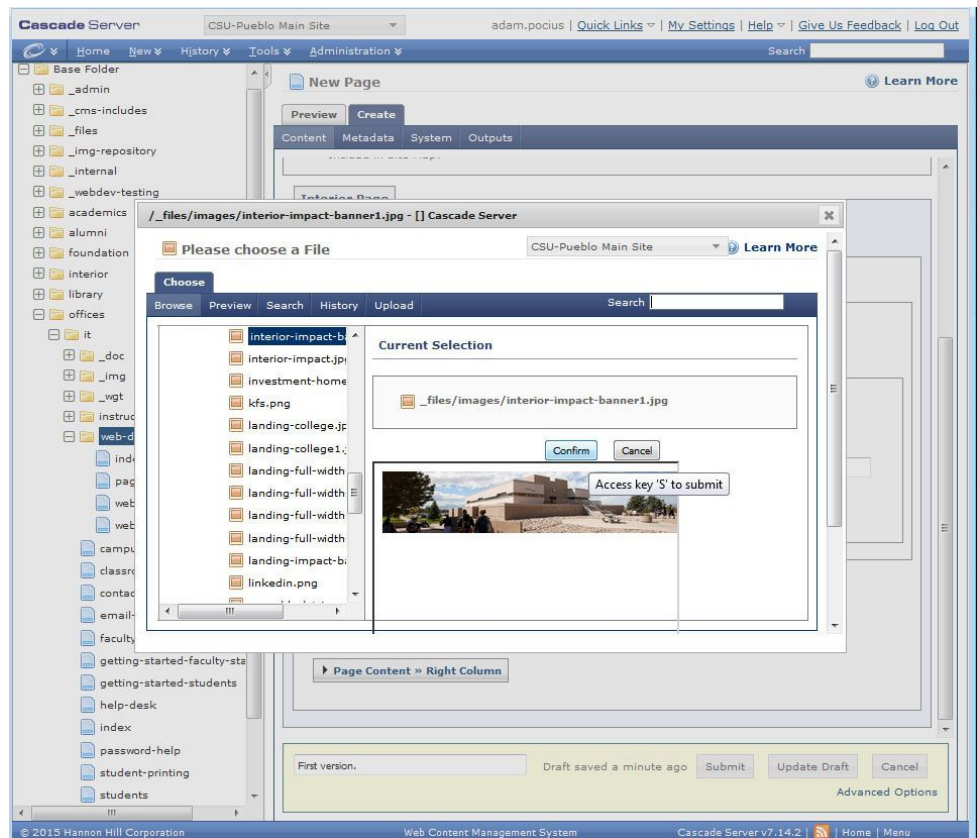


ADD SLIDER IMAGE

Fields in Cascade are easy to manipulate. To select an image, click the field and then BROWSE from the dropdown.



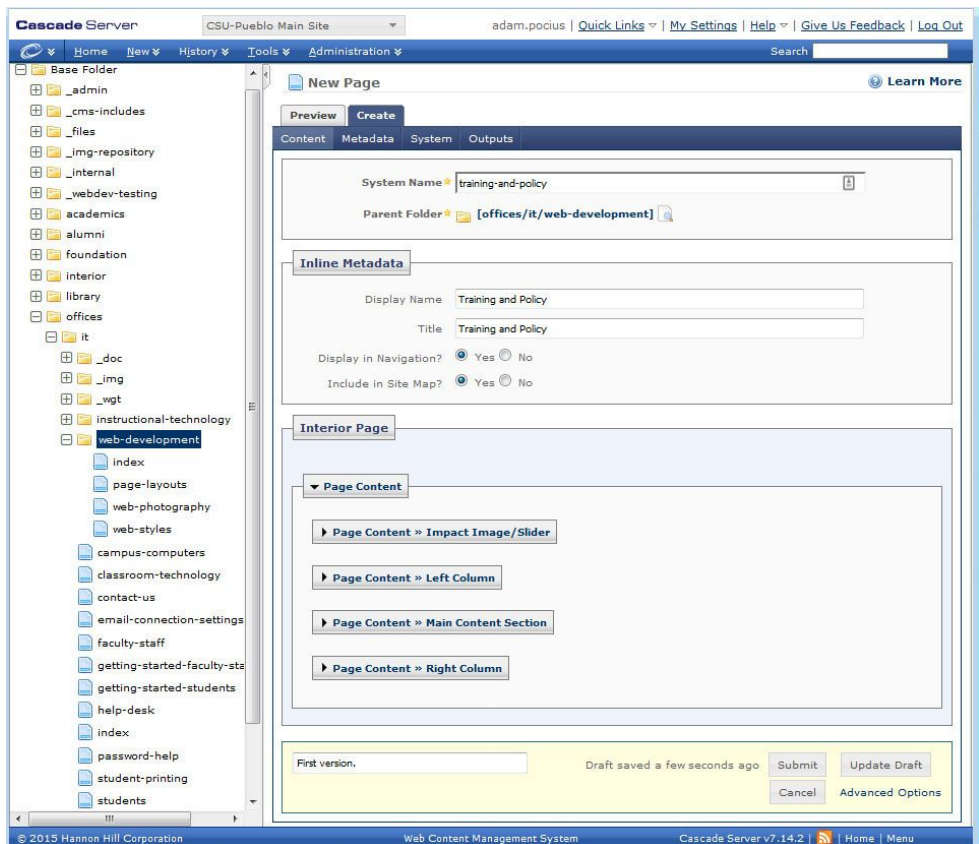
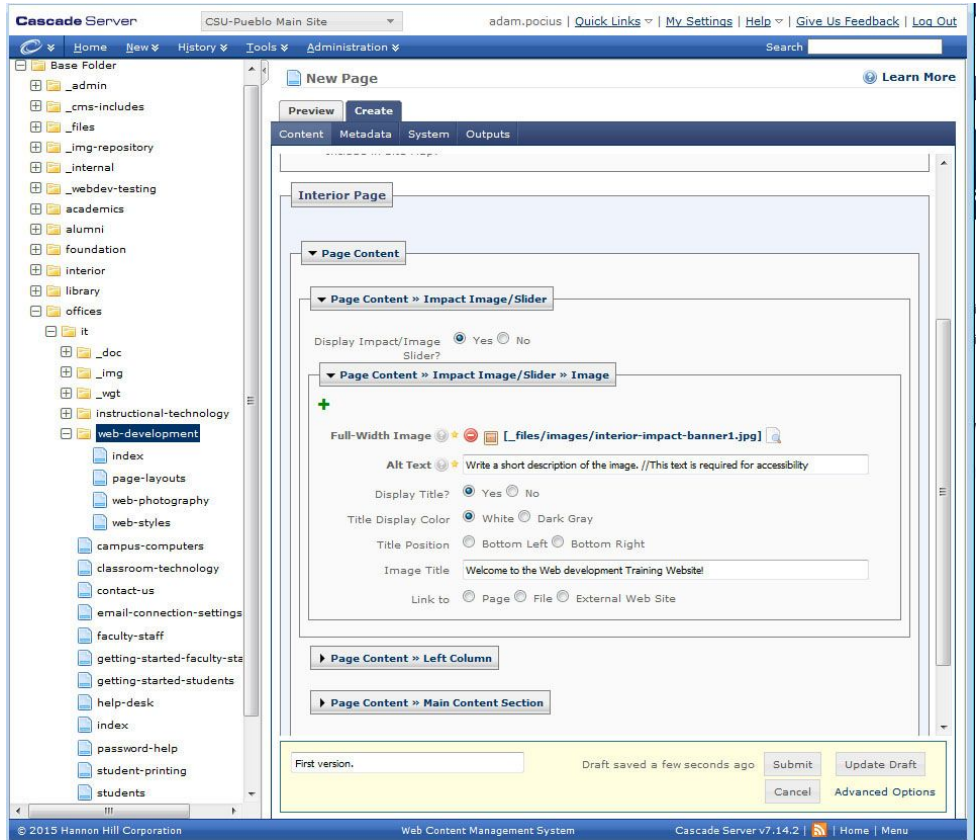
An image selector will appear and you navigate to find the right image. Be sure to overview the image size guidelines so you create/pick the right sized image!



ALT TEXT

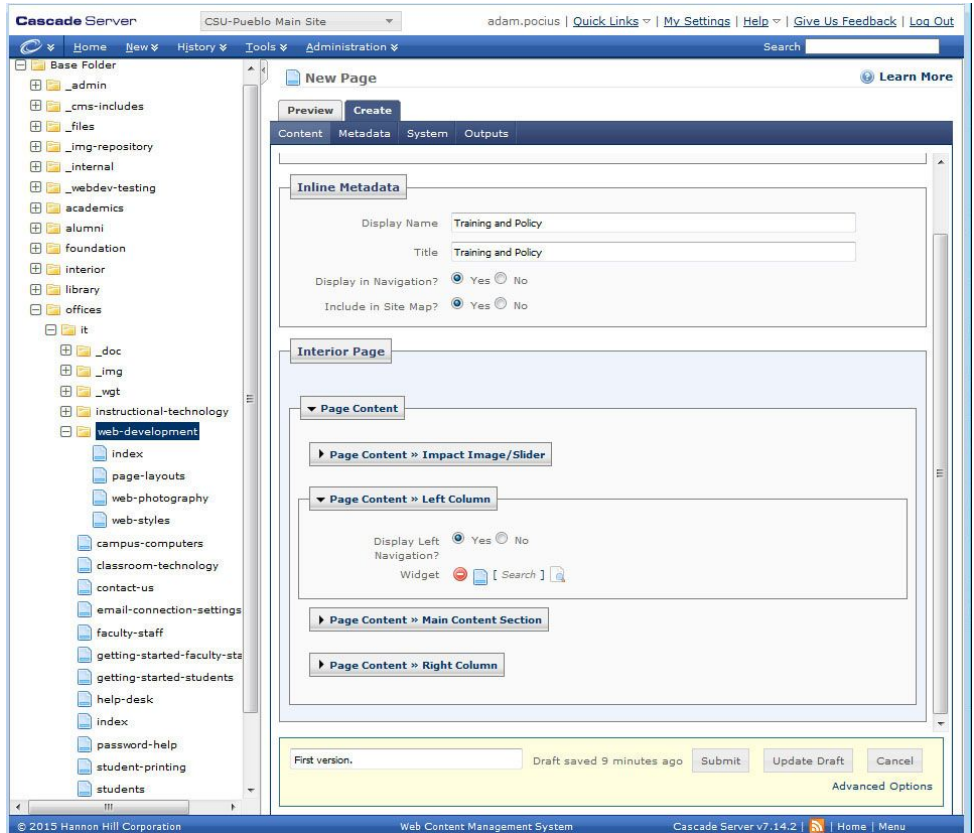
ALT stands for alternate. Alternate Text is needed for every image in the system to comply with accessibility guidelines. You cannot submit page changes without ALT text on every image.

To help keep track of where you are, collapse a session when you are done, and move to the next.



LEFT COLUMN

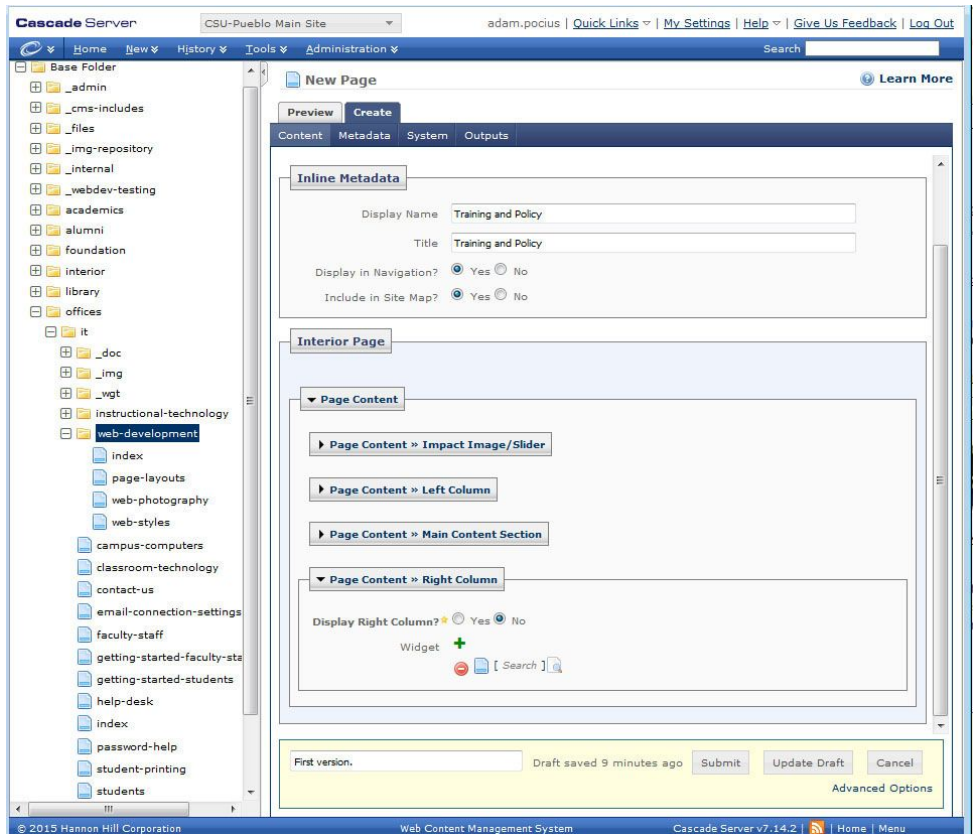
The left column is the navigation for the page. An optional widget can be added under the navigation. The widget under the navigation is used for contact information and admin level buttons.



RIGHT COLUMN

The right column should be turned on by default. This column is designed to syndicate information across the website. This column does not have any direct content editing capabilities, but does allow for placement of a pre-created widget.

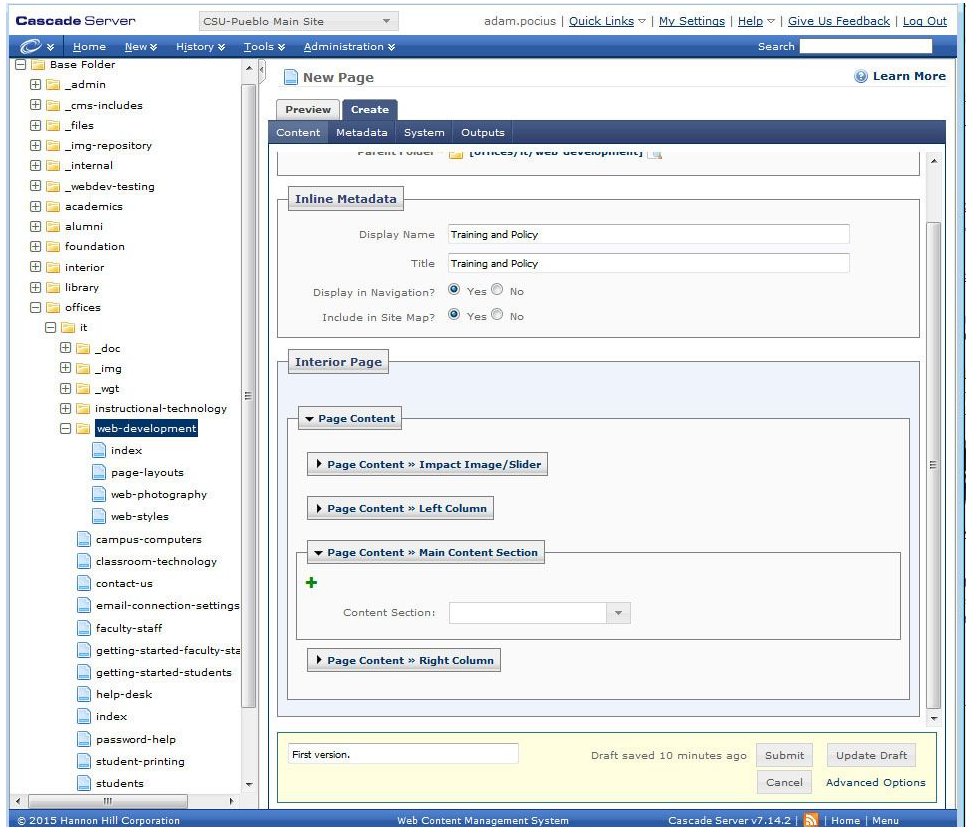
The top and bottom space of this column are controlled globally by external affairs.



PAGE CONTENT

This is where you will spend a lion's share of your time.

There are a variety of options to choose from in the Main Content Section.



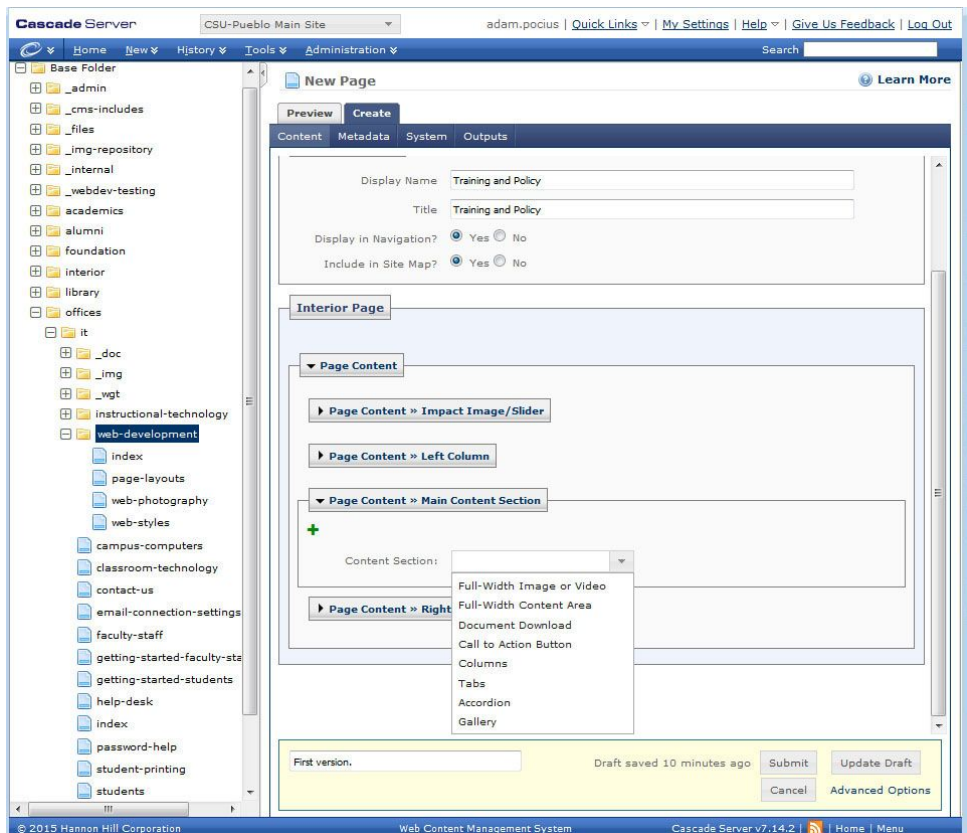
Main Content Section

You will be picking one section type and adding content.

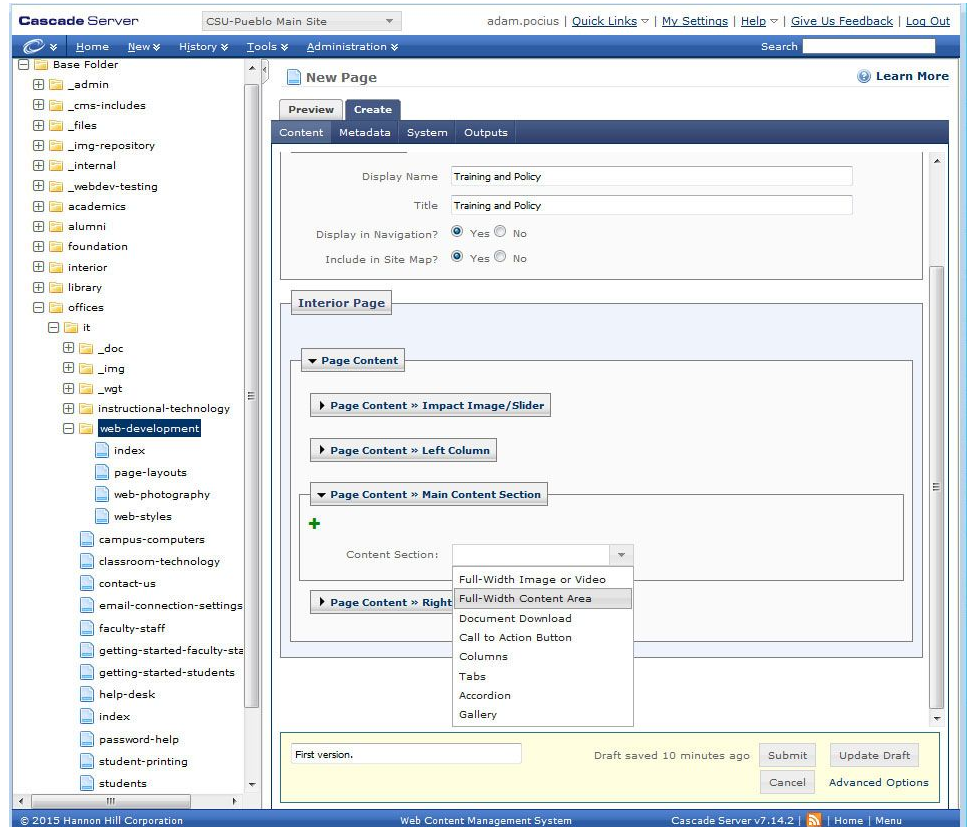
You can generate multiple Main Content Sections and they will stack on top of each other with the options available per type.

Types of sections:

Full Width-Image or Video
Full Width Content Area
Document Download
Call to Action Button
Columns
Tabs
Accordion
Gallery



A majority of the initial content will move into a Full Width Content Section.



Once selected you will see a few different fields you can use within the content section

1) Heading

This is the title of the section you are creating.

2) WYSIWYG

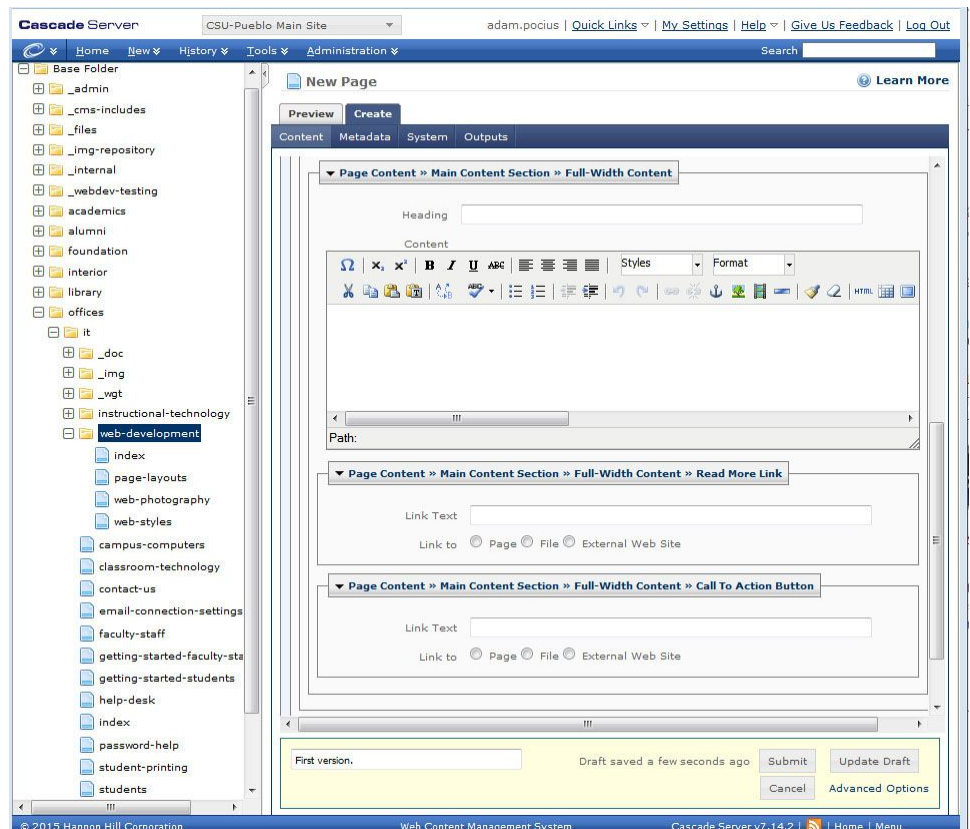
This is an area that allows you to add content without columns. It is setup close to how the SharePoint site was set up.

3) Read More Link

Use this only when linking to another page of information.

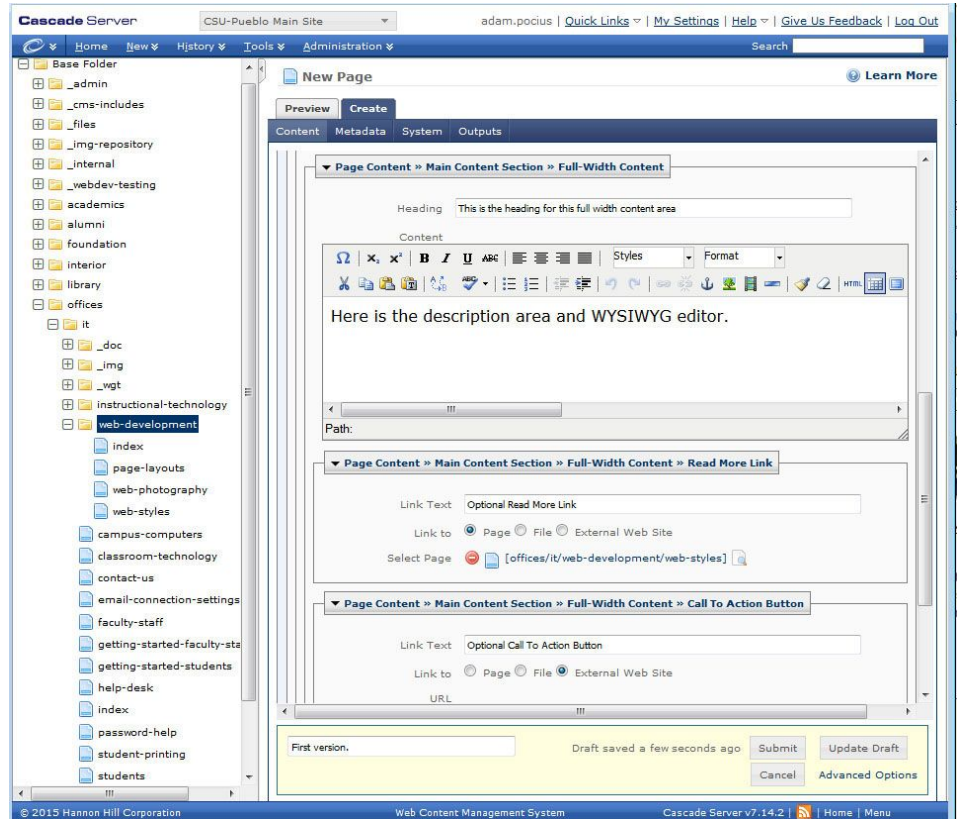
4) Call to Action

Use this when you need the user to do something like download a form, fill out a survey, or take a



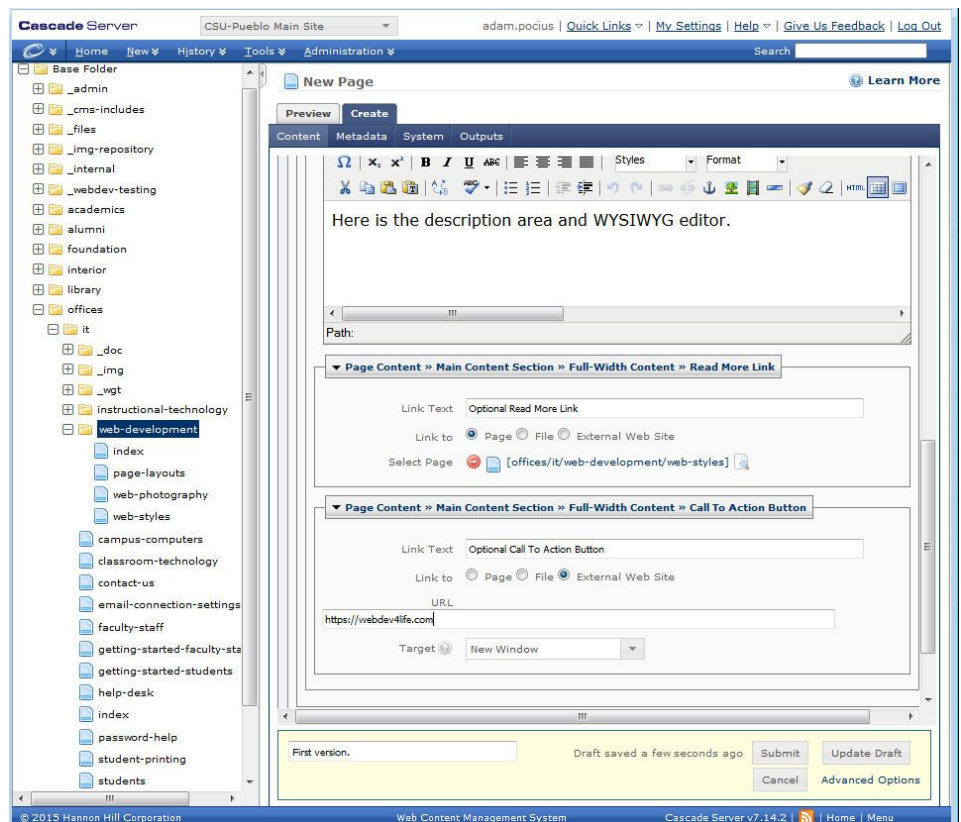
specific action.

In this example, all the areas are filled out to show how they render.



When linking a Call to Action to an outside website, make sure the target is set to New Window.

Click the Submit button at the bottom of the page to save your changes.

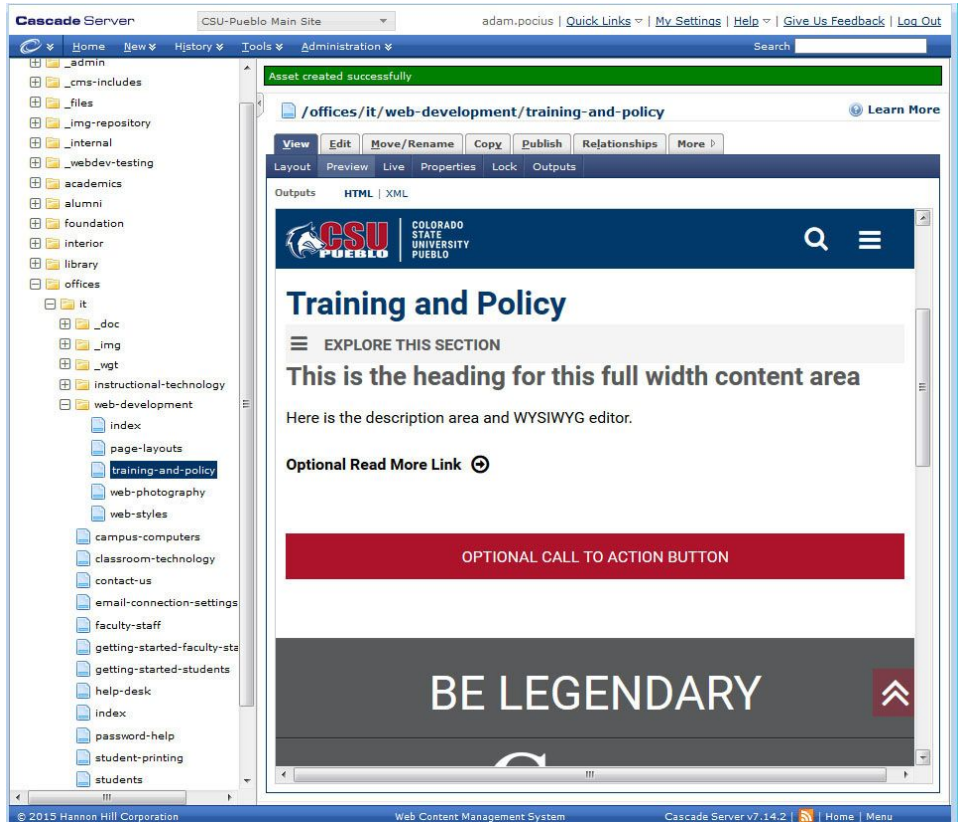
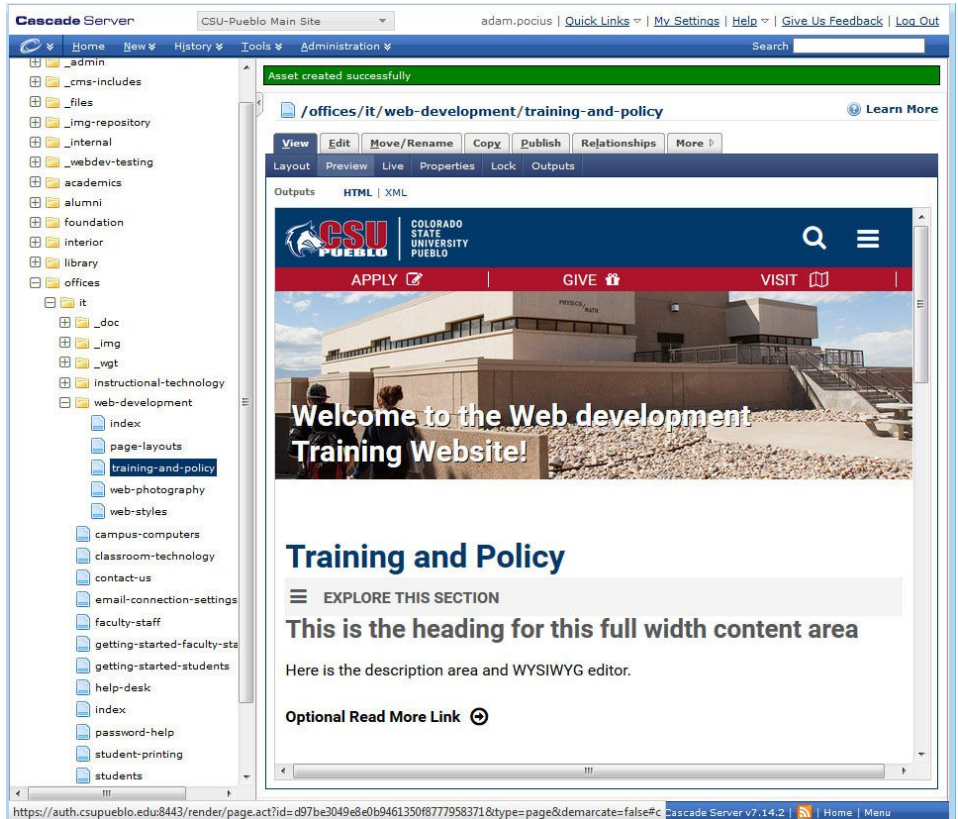


PREVIEW

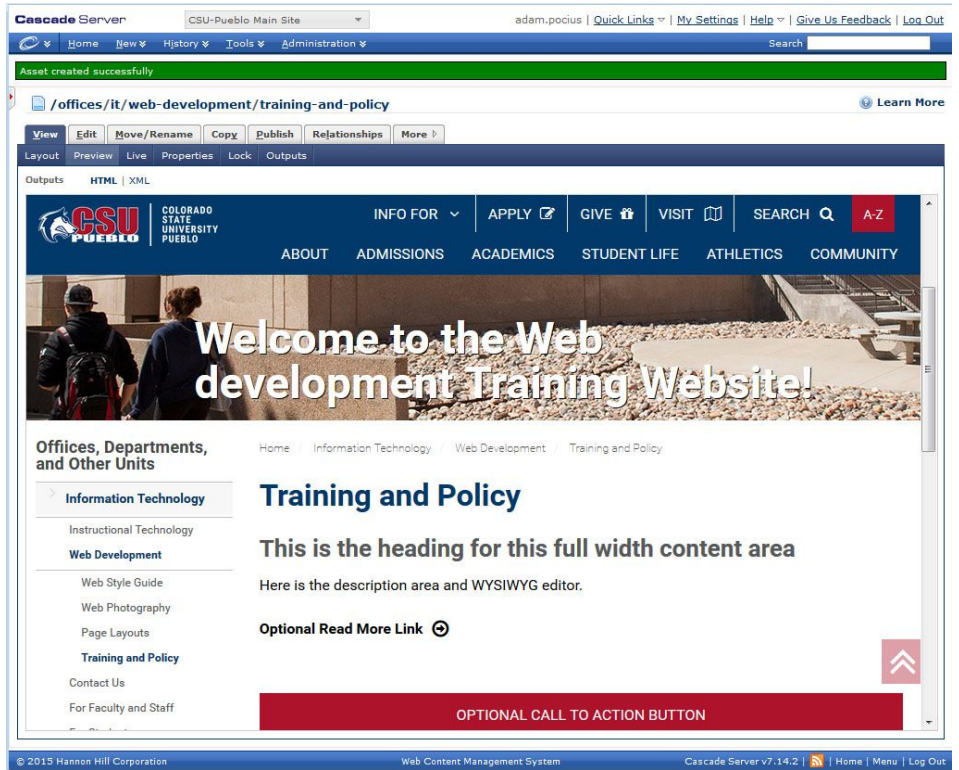
Preview is an approximation of what the site would look like when it is published (there may be differences between published sites and previews).

Since the screenshot is a bit smaller the mobile breakpoint is active.

Scrolled down to see to bottom. Notice all the areas we populated from above.



This is the desktop breakpoint preview.



Publishing

Publishing is still being worked out, but you can click the PUBLISH tab and select STAGING to send the page to the server.

You can view a PUBLISHED page on campus at:

<https://auth.csupueblo.edu>

Addendums

This section will include new sheets of information as it becomes available.