



## WCMS Class Examples

### Edit a Page

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Let's start by editing an existing file.

1. In the File and Folder list on the left open the class folder
2. Find the page with your class ID and click it
3. Click the edit tab
4. Make some changes to the text
5. Click Submit to finish

Cascade will run check for spelling errors, accessibility issues, and broken links and present them if found. You should then be taken to the preview window where you can now see your changes.

### Create a Folder

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Create a folder using your class ID (class1, class2, etc.)

A folder within the CMS is a way to group related assets.

To create a folder:

1. Click on the Folder where you want to place the new folder.
2. On the top navigation menu, select New -> Folder.
3. In the Display Name field enter the name of the folder. (This value will be used in Navigation and Breadcrumbs.)
4. Click Submit to save your new folder.

### Upload an Image or File

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Upload an image to your directory.

To upload a new file:

1. From the top navigation menu, select New -> File.
2. The Display Name field enter a descriptive name for the file. **This name will be used to create a new filename. It may also be used if a file list is generated.**
3. Click the "Choose File" button next to the File Upload field.
4. Click Submit to save your newly uploaded file.

## Create a Page

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The Page is a basic webpage that contains one area of content in the main section of the page. Other sections can be populated using the various regions of the template; this will be discussed later in the class.

Let's create a simple page in your new folder.

1. Click the folder you just created in the left folder/file list.
2. On the top navigation menu, select New -> Page
3. Display Name – The Display name will be used in navigation such as the left menu and breadcrumbs. It is also used to generate the SEO friendly file name for the page you are creating. The name can use capitalization and spacing as needed.
4. Title – The Title will be used in the title bar of the browser and as the main heading of the page. The name can use capitalization and spacing as needed.
5. Fill in the Content of your page in the WYSIWYG field.
6. Click Submit to save your new page.

## Create a Block

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Blocks are used to provide reusable pieces of content that can be applied to an entire site or across multiple pages. There are various types of blocks. For this example we will be creating an XHTML Block. Content blocks should typically be stored in the `_internal` folder so that they are not individually published to the web server.

To create an XHTML/Data Definition Block:

1. Content block are typically stored in the `_internal/content` folder.
2. On the top navigation menu, select New -> Content Block.
3. Display Name – This will be used as a unique identifier for you to identify individual content blocks. Be descriptive.
4. Enter your content in the WYSIWYG editor just as you would on a Page.
5. Click Submit to save your block

## Add a Block to your Page

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Lets add the newly created block to your Simple Page.

1. Navigate to your class ID folder and click the simple page you created
2. Click the Edit tab
3. Below the Edit tab click Configurations
4. Find the `SECONDARY_ASIDE_2` region (you can pick another region if you like)
5. Click the icon next to Block in that region. A popup should appear.
6. Navigate to the `_internal/content` folder and select the your Content Block you created.
7. Click confirm
8. Scroll down and click Submit to finish

You should be taken to the preview for your page. The content block you added should now appear in the preview

## Example - Create an Advanced Page

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The Advanced Page is an example of a more complex page that contains multiple WYSIWYG fields that populate different regions of the page. These regions can be overridden and other sections can be populated using the various regions of the template, this will be discussed later in the class.

Lets create an advanced page in your new folder.

1. Click the folder you just created in the left folder/file list.
2. On the top navigation menu, select New -> Advanced Page
3. Display Name – The Display name will be used in navigation such as the left menu and breadcrumbs. It is also used to generate the SEO friendly file name for the page you are creating. The name can use capitalization and spacing as needed.
4. Title – The Title will be used in the title bar of the browser and as the main heading of the page. The name can use capitalization and spacing as needed.
5. Select the 3 column layout for this page to help show how the different regions are used.
6. Fill in the Content of your page in the various WYSIWYG fields. Use unique content in each field or an identifier so that you can visualize where things are being placed when you view the page.
7. Click Submit to save your new page.