# Table of Contents

**Introduction** .......................................................................................................................... 4  
  How to Use This Manual .............................................................................................................. 4  
  Additional Assistance .................................................................................................................. 4  

**Using Cascade Server** ........................................................................................................ 5  
  Logging In .................................................................................................................................. 5  
  The Dashboard ........................................................................................................................... 5  
  The Menu Bar ........................................................................................................................... 6  
  The Folder Directory ................................................................................................................ 6  
  Content Dropdown Menu .......................................................................................................... 6  

**Creating & Managing Page Navigation** ................................................................................. 7  
  Auto-Navigation ........................................................................................................................ 7  
    To Create an Auto-Navigation ................................................................................................. 7  
    To Edit an Existing Auto-Navigation .................................................................................... 7  
    To Order Items in Auto-Navigation ...................................................................................... 8  
  Custom Navigation .................................................................................................................. 9  
    To Add Custom Navigation to Pages ................................................................................... 9  

**Creating & Editing Content** ................................................................................................ 10  
  Content Types .......................................................................................................................... 10  
  Pages ....................................................................................................................................... 10  
    To Create a New Page ........................................................................................................... 10  
    To Edit an Existing Page ...................................................................................................... 11  
  Editing Rows and Columns ....................................................................................................... 15  
    Using a Right Column / Feature Column ........................................................................... 15  
  Folders ..................................................................................................................................... 16  
    To Create a New Folder ........................................................................................................ 16  
    To Edit an Existing Folder .................................................................................................... 17  
  Files & Images ......................................................................................................................... 17  
    To Create a New File/Image ............................................................................................... 17  
    To Edit an Existing File/Image ........................................................................................... 18  
  Image Editor ............................................................................................................................. 18
## Table of Contents

**Blocks** ........................................................................................................... 19
- To Create a New Block ................................................................................. 19
- To Edit an Existing Block ........................................................................... 19

**External Links** ................................................................................................... 20
- To Select an Internal Link ........................................................................... 20
- To Create A New External Link ................................................................. 20
- To Edit an Existing External Link ............................................................. 20

**Publishing Pages & Content** ............................................................................. 21
- To Publish Your Content ............................................................................ 21
- To Un-publish Your Content ...................................................................... 21
- Saving / Submitting / Publishing ............................................................... 21

**Additional Tools** ............................................................................................... 22
- Bulk File Upload: The Zip Archive ............................................................. 22
- Copy / Duplicate Pages & Content ............................................................... 22
- Delete Pages & Content ............................................................................. 23
- Move/Rename Pages & Content ................................................................. 24
- Lock Pages & Content .............................................................................. 24
- Recycle Bin ................................................................................................. 25
- Version History ............................................................................................ 25
- Tracking and Analytics ............................................................................. 25

**Appendix A: WYSIWYG Text Editor** ................................................................. 27

**Appendix B: Troubleshooting Guide** ................................................................. 27

**Glossary** ............................................................................................................. 31

**Layout Examples** ............................................................................................... 37
- One Column, Simple .................................................................................... 37
- One Column, Right Column ........................................................................ 38
- Right Column Under Main Image .............................................................. 39
- One Column, Two Columns ........................................................................ 40
- One Column, Three Columns .................................................................... 41
- One Column, Two Columns, Right Column ............................................... 42
Introduction

Cascade Server is the official CMS (Content Management System) for NIU websites. This manual contains some of the basic information needed to access and operate Cascade Server.

Terms and definitions may be found in the Glossary, located on p. 27. Examples of layout options are available on p. 37.

**NOTE:** If you need to create a new website in Cascade, or if you need to request access to an already existing page, visit our website at [www.niu.edu/webteam](http://www.niu.edu/webteam) and fill out one of our request forms.

How to Use This Manual

This manual is designed to be read chronologically and then used for reference as necessary. We encourage you to attempt tasks in Cascade Server as you work through the manual.

Additional Assistance

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Communications</td>
<td>Web Communications</td>
<td>N/A</td>
<td><a href="mailto:webcommunications@niu.edu">webcommunications@niu.edu</a></td>
</tr>
<tr>
<td>Michael Mackey</td>
<td>Client Support Specialist</td>
<td>753-9145</td>
<td><a href="mailto:mmackey@niu.edu">mmackey@niu.edu</a></td>
</tr>
<tr>
<td>Jory Keller</td>
<td>Graduate Assistant &amp; Training Coordinator</td>
<td>753-6679</td>
<td><a href="mailto:jkeller5@niu.edu">jkeller5@niu.edu</a></td>
</tr>
</tbody>
</table>

Visit our website: [www.niu.edu/webteam](http://www.niu.edu/webteam)
Using Cascade Server

In this section, you will find information about how to access and use the different parts of the Cascade Server system.

Logging In

1. Navigate to www.niu.edu/webteam or www.niu.edu/cascade and click the Access Cascade Server button (see right).
2. Type in your Novell login ID (must be lowercase) and password. Press “Enter” or click LOG IN.
3. Click the drop-down arrow at the top of the page where it says “Global”.
4. Click the name of the site you wish to edit.

The Dashboard

The Dashboard is the first screen you will see and is used to access your Recycle Bin (see p. 25). To return to your Dashboard, click “Home” in the Menu Bar (see p. 6).
The Menu Bar

The Menu Bar appears at the top of your screen and is used for creating new content, as well as for accessing some additional tools in Cascade Server.

- **CASCADE SERVER ICON:** Provides access to the Publishing Queue
- **HOME:** Returns to the Dashboard
- **NEW:** Creates new pages and content
- **HISTORY:** Shows recent pages and content in Cascade Server
- **TOOLS:** Provides access to the bulk file upload, also known as the Zip Archive (see p. 22)

The Folder Directory

The Folder Directory is used to organize and access content. You can locate your Folder Directory on the left side of your screen, which starts with the Base Folder containing all other folders and content.

To Navigate the Folder Directory

- The plus icon (➕) expands a folder to show all content and subfolders
- The minus icon (➖) returns a folder to its collapsed form
- The folder icon (📁) shows the folder details
- The page icon (📜) opens the page in preview mode

Content Dropdown Menu

The Content Dropdown Menu provides a route to complete tasks on your folders and content items, such as Editing, Publishing, and Deleting. To view the Content Dropdown Menu:

1. Hover over the folder or content item until a down arrow appears, like is illustrated for the index page at left
2. Click the down arrow (⬇) to expand the Content Dropdown Menu
3. Click the action you wish to begin working on, for example, **EDIT**
Creating & Managing Page Navigation

This section describes how to create both the left navigation and the top navigation for your website.

There are two ways to construct page navigation: through an Auto-Navigation that populates on the left side of your screen automatically, or a Custom Navigation that you need to assign to each page manually (for both left navigation and top navigation).

Auto-Navigation

Auto-Navigation is recommended for left navigation and cannot be used for top navigation.

The Auto-Navigation is generated automatically by pulling the Display Names of first-level items in your Folder Directory. In the example at right, the first-level items are the “_internal,” “about,” “contact,” “images,” and “undergraduate” folders, as well as the “index” page.

To Create an Auto-Navigation

To set up a left navigation:

1. Edit the folder, page, or other content item that you want to appear in the left navigation
2. In the DISPLAY NAME, type the name of the content item as you want it to appear in your Auto-Navigation. For example, “About”
3. Change the INCLUDE IN option from “None” to “Left Navigation”
4. Change IF IN NAVIGATION, OPEN IN to “New Window” if linking to an external website
5. Click SUBMIT

To Edit an Existing Auto-Navigation

To change the titles in your left navigation (for example, from “About” to “Welcome from the Chair,”) do the following:

1. Edit the folder, page, or other content item that you wish to change
2. In the DISPLAY NAME field, change the text to the new navigation title (for example, changing “About” to “Welcome from the Chair”)
3. Click SUBMIT
To Order Items in Auto-Navigation

To change the order of your left navigation from top to bottom, click the Base Folder in your Folder Directory, which opens the screen you see below.

![Image of folder directory]

By default, the content items in your Base Folder are arranged alphabetically, as you can see under the shaded Name heading. To arrange the folders by the order they appear in the left navigation, click the Order heading.

![Image of folder directory with Order column highlighted]

To change the order of your left navigation, use the Actions icons:

- **MOVE TO TOP**: Moves the content item to the first position in the Order heading
- **MOVE UP**: Moves the content item to one position above its current location
- **MOVE DOWN**: Moves the content item to one position below its current location
- **MOVE TO BOTTOM**: Moves the content item to the last position in the Order heading
- **EDIT**: Opens the content item for editing
- **DELETE**: Deletes the content item from Cascade Server
Custom Navigation

Custom Navigation is used for top navigation menu and may optionally be used for left navigation. To create a Custom Navigation:

1. Create a new block (see p. 19)
2. In the WYSIWYG Text Editor (see p. 27), click the bulleted list icon (bullets)
3. Type each navigation item. To add a bullet, press the “Enter” key once
4. To link an item to its respective page, highlight the item with your cursor (as the word “ABOUT” has been in the example at right) and click the link icon (link)
5. Using the INTERNAL option, click the page icon (page) to locate the page you would like to link to in your Custom Navigation
6. Click INSERT
7. Repeat this linking process with each navigation item until all bulleted items have been linked
8. Click SUBMIT to record your changes

TIP! The text in your Custom Navigation will appear with the same characteristics that the text has in the bulleted list. In other words, text written in all caps will appear in all caps and text written in title case will appear in title case. The example provided above corresponds with the top navigation for the www.niu.edu site, as seen below:

To Add Custom Navigation to Pages

Custom Navigation must be assigned manually to each individual page. To add a Custom Navigation to a page:

1. Edit (see p. 11) the page that needs the Custom Navigation (left or top)
2. Find the Top Navigation or Left Navigation headings near the bottom of your screen
3. Under the appropriate heading, change DISPLAY to “Yes”
4. For Top Navigation, designate the TOP NAVIGATION BLOCK by clicking the block icon (block). Select the desired Custom Navigation and click CONFIRM
5. For Left Navigation, change the SOURCE to “Custom.” Select the desired Custom Navigation through the CUSTOM BLOCK field by clicking the block icon (block). Click CONFIRM to return to the editing screen
6. Click SUBMIT at the bottom of your page editing screen to record your changes
Creating & Editing Content

This section describes how to add and edit new pages or other content (such as images, documents, and links) to your website using Cascade Server.

Content Types

- **FOLDER**: A container used to organize other content
- **PAGE**: Every webpage you create for your website within Cascade Server
- **FILE**: Images & documents. Examples include .jpg, .png, .doc, .xls, and .pdf
- **BLOCK**: A chunk of content used for Custom Navigation, Area Under Left Navigation, and for web programming code like JavaScript or Flash
- **EXTERNAL LINK**: A link to a website outside of the one you manage in Cascade Server

Pages

Pages are every webpage you create for your website and can be identified in your Folder Directory (see p. 6) by the page icon ( ). Every site section should have an index page.

To Create a New Page

1. Using the **Menu Bar** (see p. 5), click **NEW → DEFAULT → PAGE**.

![Menu Bar and New Page Option]

2. Enter a **SYSTEM NAME**, which corresponds with the URL and appears in the Folder Directory. The system name should be all lower-case and contain **no spaces** (for example, “index”)

3. Select a **PARENT FOLDER** (the folder which will hold your new content) by clicking the folder icon ( ) and selecting a Parent Folder. Click **CONFIRM** to record your selection.
To Edit an Existing Page

1. In the Folder Directory, click on either the page’s name or the page icon ( ) to the left of it. For example, in the “about” folder at right, both “history” and “index” are among the page names.

2. Click the EDIT tab to open the Page Editor (see below).

Page Editor Overview

The Page Editor is used to alter the text, hyperlinks, images, and other content that appears on your pages. There are numerous items to edit, called input fields, and each field is contained within a section of the Page Editor, as marked by a section heading (see below).
# Using the Page Editor (Part I)

<table>
<thead>
<tr>
<th>Section Heading</th>
<th>Page Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inline Metadata</td>
<td>Display Name</td>
<td>Used in breadcrumbs and <strong>Auto-Navigation</strong> (see p. 7)</td>
</tr>
<tr>
<td></td>
<td>Title</td>
<td>Appears at the top of a browser window. Format is “Page Title - NIU - Department Name” <strong>Note:</strong> Titles are what get indexed on both NIU and Google search, so they are important for every page</td>
</tr>
<tr>
<td></td>
<td>Display?</td>
<td>Switch from “None” to “Left Navigation” to include the Display Name in your Auto-Navigation</td>
</tr>
<tr>
<td>Main Heading &amp; Image</td>
<td>Main Heading</td>
<td>Identifies section headings. Use consistently throughout your website or not at all. Appears in heading bar under the NIU logo. <strong>Note:</strong> Do not repeat the department/organization in the Main Heading</td>
</tr>
<tr>
<td>Main Heading Content Block</td>
<td>Main Heading Content Block</td>
<td>Includes items like social media icons on the right-hand side of the heading bar. Click the block icon ( ), select a block and <strong>CONFIRM</strong> to submit your changes. Image below from <a href="http://www.niu.edu/academics">www.niu.edu/academics</a></td>
</tr>
<tr>
<td></td>
<td>Main Image</td>
<td>Large banner image at the top of your screen. Click the file icon ( ) to select a banner image and click <strong>CONFIRM</strong> to submit your changes</td>
</tr>
</tbody>
</table>
### Using the Page Editor (Part II)

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Page Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Main Content Area** | **USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE** | Change to “Yes” if you are:  
   a) Using a banner image AND  
   b) Using a Right Column  
   **NOTE:** If changing option to “Yes,” you will need to add a second column with the plus icon (➕). See *Editing Rows and Columns* on p. 15 |
| **CONTENT COLUMN** | **CONTENT COLUMN** | Use the plus icon (➕) to add columns to your row.  
   See *Editing Rows and Columns* on p. 15  
   Write your content into the WYSIWYG Text Editor (see p. 27 for a complete description) |
| **Right Column** | **DISPLAY?** | Change to “Yes” to activate Right Column. See *Using A Right Column* on p. 15 for a full description |
| **CUSTOM BLOCK** | **CUSTOM BLOCK** | For web content that appears at the top of your Right Column. Click the block icon (🗂), navigate to the desired block and click CONFIRM to submit changes.  
   Add blocks by clicking the plus icon (➕) |
| **CONTENT** | **CONTENT** | Write your content into the WYSIWYG Text Editor (see p. 27) |
| **Top Navigation** | **DISPLAY?** | Change to “Yes” to activate a Top Navigation (see p. 9 for information on Custom Navigation)  
   **TOP NAVIGATION BLOCK** | Click the block icon (🗂) to select your Custom Navigation. Click CONFIRM to submit changes |
### Using the Page Editor (Part III)

<table>
<thead>
<tr>
<th>SECTION HEADING</th>
<th>PAGE OPTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Left Navigation</strong></td>
<td>DISPLAY?</td>
<td>For opting to display a left navigation on your page. Change to “Yes” to activate left navigation on this page (does not add page to left navigation, only makes navigation appear on the page)</td>
</tr>
<tr>
<td></td>
<td>SOURCE</td>
<td>Select “Auto” for an <a href="#">Auto-Navigation</a> (see p. 7) or “Custom” for a <a href="#">Custom Navigation</a> (see p. 9)</td>
</tr>
<tr>
<td></td>
<td>CUSTOM BLOCK</td>
<td>Only for use with Custom Navigation. Click the block icon (.operations) and navigate to the desired block. Click CONFIRM to submit changes</td>
</tr>
<tr>
<td></td>
<td>AREA BELOW NAVIGATION</td>
<td>For web content that appears below your Left Navigation. Click the block icon (operations), navigate to the desired block and click CONFIRM to submit changes. Add blocks by clicking the plus icon (operations)</td>
</tr>
<tr>
<td><strong>Breadcrumbs</strong></td>
<td>DISPLAY?</td>
<td>For opting to use breadcrumbs that appear at the top of your page, above your Main Image. Change to “Yes” to activate breadcrumbs</td>
</tr>
<tr>
<td></td>
<td>ENABLED</td>
<td>Set to “True” if you have your own analytics code that you would like to add to the page. <strong>NOTE:</strong> All pages are already automatically tracked with the NIU analytics program</td>
</tr>
<tr>
<td></td>
<td>SCRIPT FILE</td>
<td>Click the block icon (operations) and navigate to the block that contains your tracking script (Google Analytics). Click CONFIRM to submit changes</td>
</tr>
<tr>
<td></td>
<td>CONTENT</td>
<td>Can hold web programming that needs to be placed in the &lt;head&gt; tag of the page</td>
</tr>
</tbody>
</table>
**Editing Rows and Columns**

Rows and columns allow you greater flexibility in how you lay out and organize your page content. For page layout examples, see p 32.

In Cascade Server, all rows will have one or more column contained within them. Rows will stack vertically in the Page Editor (see p. 11), so the top row in Cascade Server will also be the top row on your page. Columns stack left-to-right within rows, so the topmost column in a row within Cascade Server will be the leftmost column in the row on your page.

If you stack two rows with the same number of columns, the result will be similar to simply having two separate paragraphs within the same row.

To add a row in the Page Editor, click the plus icon (➕) located directly beneath the Main Content Area – Row heading. To add a column, click the plus icon (➕) located to the right of the CONTENT COLUMN field.

**Using a Right Column / Feature Column**

A Right Column, sometimes referred to as a Feature Column, is a column on the right-hand side of your page with a smaller width than a regular second column. For examples of Right Columns, see p. 37 and p. 38 of the Page Layout Examples section of this manual.

There are two options for creating a Right Column.

The first option uses a second column that you have already added (a total of two columns in one row), and changes the second column to a Right Column through the USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE option. Use this option if your banner image extends across your entire screen, as seen in the example on p. 38.

The second option adds a new column to your page through the Right Column section of the Page Editor, marked with the Right Column header. Use this option if your Right Column sits next to your banner image, as seen in the example on p. 37.
Folders

Folders act as containers for site sections and as a means to organize other content. They are also used for breadcrumbs (see p. 27) and Auto-Navigation (see p. 7)

*To Create a New Folder*

1. Using the Menu Bar (see p. 6), click NEW → DEFAULT → FOLDER

2. Enter a SYSTEM NAME, which corresponds with the website URL and appears in the Folder Directory (see p. 6). The system name should be all lower-case with no spaces (examples are “about” or “contact”)

3. Select a PARENT FOLDER (the folder which will hold your new content, i.e. the location of the folder you are creating) by clicking the folder icon ( وغير ) and selecting a Parent Folder. Click CONFIRM to record your selection

4. Enter a DISPLAY NAME, which appears in breadcrumbs (see p. 27) and in Auto-Navigation (see p. 7)

5. Change the INCLUDE IN from “None” to “Left Navigation” if you want the Display Name of this folder to appear in the Auto-Navigation of your pages. Do not use this option if you are using a Custom Navigation for your left navigation

6. Click SUBMIT to save the folder to Cascade Server
**To Edit an Existing Folder**

1. In your Folder Directory, click either the folder’s name (for example, “about”) or the folder icon (📁) that is to the left of it. Do not click the plus icon (➕): this will only expand the folder instead of opening it for editing.
2. Click the **EDIT** tab

   ![Folder Directory Interface]

3. Edit your **DISPLAY NAME**, which appears in breadcrumbs and **Auto-Navigation** (see p. 7).
4. Change the **DISPLAY?** option from “None” to “Left Navigation” if you want the Display Name of this folder to appear in your Auto-Navigation. Do not use this option if you are using a **Custom Navigation** (see p. 9).
5. Click **SUBMIT** to save your changes to Cascade Server.

**Files & Images**

Files include items like images and Word documents, and can be identified with the file icon (📄). The maximum upload size for a file is **30 MB**.

**To Create a New File/Image**

1. Using the **Menu Bar** (see p. 6), click **NEW ➔ DEFAULT ➔ 👍 FILE**
2. Skip the **SYSTEM NAME** field
   
   **TIP!** Skipping the System Name keeps the original filename of your image or document (the one saved to your computer), which prevents broken images and other glitches.
3. Select a **PARENT FOLDER** (i.e. the desired location of the folder you are creating) by clicking the folder icon (📁) and selecting a Parent Folder. Click **CONFIRM** to record your selection.
4. Skip the **FILE CONTENTS** field.
5. Click **BROWSE** or **CHOOSE FILE** (depending on your web browser). Browse to the image or document’s location on your computer, select it and click **OPEN**. If your file is an image, Cascade Server will automatically open the **Image Editor** (see p. 18).
6. Click **SUBMIT** to save the file to Cascade Server.
To Edit an Existing File/Image

1. In the Folder Directory, click on either the file’s name or the file icon ( ) next to it
2. Click the EDIT tab

3. If the file is an image, use the Image Editor as necessary
4. If you would like to replace the file, click BROWSE or CHOOSE FILE (depending on your web browser). Browse to the new image or document on your computer, select it and click OPEN.
5. Click SUBMIT to record changes

Image Editor

To Resize an Image: Type in the desired pixel width or height in the box provided. Click the RESIZE button when complete. If you do not wish to maintain the height and width ratio, unclick the lock button ( ). Images should be sized in proportion to the page window, which is 690 pixels wide.

To Crop an Image: First select the area by clicking on the image and dragging your cursor until the area is outlined. Then click the CROP button to apply changes.

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="600" alt="Width" /> <img src="395" alt="Height" /></td>
<td>WIDTH, LOCK RATIO, HEIGHT</td>
<td>Change pixel width or height, lock to keep aspect ratio the same</td>
</tr>
<tr>
<td><img src="" alt="Resize" /></td>
<td>RESIZE</td>
<td>Apply changes made to image. Must be clicked after changing image</td>
</tr>
<tr>
<td><img src="" alt="Rotate" /></td>
<td>ROTATE IMAGE</td>
<td>Rotate the image 90° clockwise or counter-clockwise</td>
</tr>
<tr>
<td><img src="" alt="Flip" /></td>
<td>FLIP HORIZONTAL / VERTICAL</td>
<td>Flip the image view either horizontally or vertically</td>
</tr>
<tr>
<td><img src="" alt="Crop" /></td>
<td>CROP</td>
<td>First select the desired area, then click the crop button to apply change</td>
</tr>
</tbody>
</table>
Blocks

Blocks are used for Custom Navigation (see p. 7) or for plugging in additional content into places like the Area Below Navigation (see p. 14).

To Create a New Block

1. Using the Menu Bar (see p. 6), click NEW  DEFAULT  BLOCK

2. Click SUBMIT to keep the “XHTML/Data Definition Block” option (always use this)

3. Enter a SYSTEM NAME, which is what you want your block called in the Folder Directory. The system name should be all lower-case and no spaces (for example, ‘main_nav’)

4. Select a PARENT FOLDER (the folder which will hold your new content, i.e. the location of the folder you are creating) by clicking the folder icon ( ) and selecting a Parent Folder. Click CONFIRM to record your selection

5. Using the WYSIWYG Text Editor (see p. 27), enter the necessary content into your block. For web programming code, use the HTML icon ( ) and insert the code directly

6. Click SUBMIT to save the block to Cascade Server

TIP! Blocks are used for creating a Custom Navigation for your website, which is used for the red top navigation bar. To build a Custom Navigation, see Creating & Managing Page Navigation: Custom Navigation on p. 9 of this user manual.

To Edit an Existing Block

1. In the Folder Directory, click on either the block’s name or the block icon ( ) next to it

2. Click the EDIT tab

3. Change your content in the WYSIWYG Text Editor (see p. 27) as necessary

4. Click SUBMIT to save your changes
Internal Links

An internal link is used when you want to link your current page to another page within your current site in Cascade.

1. Using the WYSIWYG Text Editor, type in the name of target you wish to link to.
2. Highlight the appropriate text with your cursor and click the link icon (🔗).
3. Browse using [SEARCH]. Choose the correct target in your Folder Directory pop-up window and CONFIRM.
4. Set the Target to “Same Window,” then UPDATE.

Note: For linking to files or documents, see Troubleshooting Guide (p. 30).

External Links

An external link is used when you want to link your left-hand navigation to a website outside of one that you manage in Cascade, for example another department or a website outside of NIU altogether.

To Create A New External Link

5. Using the Menu Bar (see p. 6), click NEW → DEFAULT → EXTERNAL LINK
6. Enter a SYSTEM NAME, which is what you want the link to be called in the Folder Directory. The system name should be all lower-case and no spaces (for example, ‘studentaffairs_link’)
7. Skip the DISPLAY NAME and INCLUDE IN fields
8. Enter the URL for the external link in the LINK field
9. Click SUBMIT to save your changes to Cascade Server

To Edit an Existing External Link

1. In the Folder Directory, click on either the link’s name or the link icon (🔗) next to it.
2. Click the EDIT tab
3. Change the DISPLAY NAME and INCLUDE IN fields as desired for breadcrumbs or Auto-Navigation (see p. 7)
4. Change the URL for the external link in the LINK field
5. Click SUBMIT to save your changes to Cascade Server
Publishing Pages & Content

This section describes how to publish your pages and content, which means pushing the changes to either your live website or to the development server. You also have the option to un-publish pages or content that you would like to remove from the website, but do not wish to delete altogether.

To Publish Your Content

1. Using the Folder Directory, navigate to the page, folder, or other content item and click **PUBLISH**
2. Set your Destination by having the box checked next to where you would like to publish the content. You may publish to **PRODUCTION** (“live” to the website), to **QA** (only viewable on the development server) or both.
3. Click **SUBMIT** to publish your content

To Un-publish Your Content

1. Using the Folder Directory, navigate to the page, folder, or other content item and click **PUBLISH**
2. Set the locations you need your content removed from by check-boxing **PRODUCTION** (“live” content the website), or **QA** (test content on the development server) or both.
3. Under the Options heading (**Options**), change the **PUBLISH MODE** from “Publish” to “Un-publish”
4. Click **SUBMIT** to un-publish your content

Saving / Submitting / Publishing

When entering content into Cascade Server, there are a variety of methods you can use to keep your data. This section explains the differences among Saving, Submitting, and Publishing.

**SAVE AS DRAFT**: Content is saved in Draft Mode in Cascade Server. Changes cannot be published

**SUBMIT**: Content is saved long-term in Cascade Server but is not viewable on either the “live” site or the QA server

**PUBLISH**: Content may be published to either the QA server (for preview), to the “live” site, or both

**NOTE**: The web address for the QA site is qa2.niu.edu/sitename. For example, the QA version of www.niu.edu/webteam is qa2.niu.edu/webteam.
Additional Tools

In this section, you’ll find an overview of some of the additional tools that Cascade Server provides.

Bulk File Upload: The Zip Archive

The Zip Archive function allows you to upload a zipped folder that contains multiple images, documents, or other files. The maximum allowed size of a zipped folder to be uploaded is 30 MB.

1. Within Cascade Server, click **TOOLS** and then **ZIP ARCHIVE**

2. Select your **PLACEMENT FOLDER**, or where you would like the unzipped files to go

3. Under **ZIP ARCHIVE**, click **CHOOSE FOLDER** and select the zipped file on your computer

4. Click **SUBMIT**

Using Anchor Links

To Create the Anchor

1. Place the cursor in front of the text where you wish to create an anchor (Note: Do not highlight the text).

2. Select the anchor icon in the text editor.

3. Name your anchor (Tip: use one word to make it easy to remember).
To Link to the Anchor

1. Highlight the text you wish to link to your anchor.

2. Select the link icon in the text editor.

3. Using the “Internal” option, click the page icon to locate the page on which the anchor exists.

4. In the “Anchor” field, type in the name of the anchor you wish to link to.

5. Select “Insert.”

Copy / Duplicate Pages & Content

The COPY feature allows you to create a duplicate of any existing content, which is useful when using similar layouts on two different pages.

1. Using the Folder Directory, navigate to the content item you want to duplicate and click COPY

2. Type a SYSTEM NAME for how you want the Folder to be called within the Folder Directory

3. Select the PARENT FOLDER by clicking on the Folder icon and choosing the Folder where you want the new content item to be created

4. Click SUBMIT

Delete Pages & Content

1. Using the Folder Directory, navigate to the item you want to delete

2. Click MORE and then DELETE
3. Check the box next to where it says **UN-PUBLISH CONTENT**

   **NOTE:** If you do not un-publish your content, deleting it will not remove it from your live website

4. Select your **DESTINATION** as **PRODUCTION** (if you want to delete the “live” page) or **QA** (if you want to delete the “development” page) or both (most common)

5. Click **SUBMIT** to delete your content

### Move/Rename Pages & Content

1. Using the Folder Directory, navigate to the item you want to move or rename

2. Click the tab **MOVE/RENAME** tab

![Move/Rename tab](image)

3. If you are attempting to rename the page (or piece of content), type a new **SYSTEM NAME**

4. If you are attempting to move the page or content, change the **PARENT FOLDER** (or folder that is holding the item you wish to move) by clicking the folder icon (📁). In the new window, navigate to the folder that you wish to hold your page or content to and click **CONFIRM**

5. Click **SUBMIT** to move or rename your page or content

### Lock Pages & Content

When you **LOCK** one of your pages or other type of content, you make it un-editable to all other users on Cascade Server.

1. Using the Folder Directory, navigate to the item you want to lock

2. Under the **VIEW** tab, click on **LOCK**

![Lock tab](image)

3. Click **CHECK OUT THIS ASSET**
4. To unlock the item, click **BREAK LOCK** under the **VIEW** tab

**Recycle Bin**

The Recycle Bin contains all content that has been from Cascade Server. These items can be restored to their original locations.

1. Click the **HOME** tab to return to the Dashboard
2. On the Dashboard tab, click **RECYCLE BIN**
3. To **DELETE** the item, click the delete icon (🗑️) to permanently remove it from Cascade Server. To **RESTORE** the item, click the restore icon (복구) to return the item to its original location

**Version History**

Version History allows you to see all the edits that you have made to a content item and to restore these older versions if needed.

1. Navigate to the item using the Folder Directory
2. Click **MORE** and then **VERSIONS**
3. **PATH:** An indication of where the content item is located, or the Folder that the item resides in
   **LAST MODIFIED ON:** Shows the time and date each version was last edited
   **LAST MODIFIED BY:** Indicates the Username of the last person to edit the version
4. To access a previous Version, click on its **PATH**

<table>
<thead>
<tr>
<th>Path</th>
<th>Last Modified On</th>
</tr>
</thead>
<tbody>
<tr>
<td>index</td>
<td>Apr 9, 2011 9:36 PM</td>
</tr>
<tr>
<td>index</td>
<td>Apr 9, 2011 9:37 PM</td>
</tr>
<tr>
<td>index</td>
<td>Apr 5, 2011 3:31 PM</td>
</tr>
<tr>
<td>index</td>
<td>Mar 31, 2011 2:33 PM</td>
</tr>
<tr>
<td>index</td>
<td>Mar 31, 2011 1:31 PM</td>
</tr>
</tbody>
</table>

5. You are now viewing what that specific Version looked like at the time it was submitted

**Version History Options**

- **NEWER**: Changes view to the Version created just after the one you are currently viewing
- **OLDER**: Changes view to the Version created just before the one you are currently viewing
- **CURRENT**: Changes view to the Version currently saved in Cascade Server
- **ACTIVATE**: The Version you are currently viewing replaces the Version currently saved to Cascade Server
- **DELETE**: Deletes the Version you are currently viewing
- **COMPARE WITH CURRENT**: Shows Version currently saved to Cascade Server with highlighting to indicate what is different from Version you are viewing

**Tracking and Analytics**

Here are instructions on how to collect your data once tracking is enabled through IT. (Please note that tracking goes through the WebCRMA interface, and WebCRMA is only compatible with Microsoft’s Internet Explorer browser.)

1. In Internet Explorer, enter this URL: [https://dev.niu.edu/webcrma/](https://dev.niu.edu/webcrma/)
2. Click the Statistics link (left-hand side of the page; fourth bullet point).
3. Enter your Novell ID in the User Name field (be sure any letter characters in your login name are lower-case) and your Novell password in the Password field (the password field is also case-sensitive). Click OK.
4. It will take several seconds for the statistics to populate the page, and during that time, the page will remain blank. Once the statistics load, you should see your Site Statistics and be able to view your Monthly Logs and Reports.
# Appendix A: WYSIWYG Text Editor

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ω</td>
<td>INSERT CUSTOM CHARACTER</td>
<td>Select non-standard characters</td>
</tr>
<tr>
<td>x², x³</td>
<td>SUBSCRIPT, SUPERSCRIPT</td>
<td>Create exponents and subscripts</td>
</tr>
<tr>
<td>B/I/U</td>
<td>BOLD, ITALIC, UNDERLINE, STRIKE</td>
<td>Change appearance of text</td>
</tr>
<tr>
<td>Align</td>
<td>ALIGN</td>
<td>Align Left, Center, Right, Justify</td>
</tr>
<tr>
<td>Styles</td>
<td>STYLES</td>
<td>Align images</td>
</tr>
<tr>
<td>Format</td>
<td>FORMATTING</td>
<td>Select Paragraph or Header levels</td>
</tr>
<tr>
<td></td>
<td>CUT, COPY, PASTE / PLAIN TEXT</td>
<td>Duplicate and remove text blocks</td>
</tr>
<tr>
<td></td>
<td>FIND &amp; REPLACE</td>
<td>Replace all of a certain character (or group of characters) with another</td>
</tr>
<tr>
<td></td>
<td>SPELLCHECK</td>
<td>Check document spelling</td>
</tr>
<tr>
<td></td>
<td>UNORDERED / ORDERED LIST</td>
<td>Add Bulleted/Numbered lists</td>
</tr>
<tr>
<td></td>
<td>INDENT</td>
<td>Create a blocked quote</td>
</tr>
<tr>
<td></td>
<td>LINK, BREAK LINK</td>
<td>Add and remove Hyperlinks</td>
</tr>
<tr>
<td></td>
<td>ANCHOR TAG</td>
<td>Insert an Anchor word that can be hyperlinked to via the Link function</td>
</tr>
<tr>
<td></td>
<td>INSERT IMAGE</td>
<td>Add image to document</td>
</tr>
<tr>
<td></td>
<td>HORIZONTAL REFERENCE</td>
<td>Insert horizontal line across page</td>
</tr>
<tr>
<td></td>
<td>INSERT TABLE</td>
<td>Create a custom table</td>
</tr>
<tr>
<td></td>
<td>EDIT HTML</td>
<td>Switch to HTML editor</td>
</tr>
<tr>
<td></td>
<td>TOGGLE FULLSCREEN</td>
<td>View changes to full screen mode</td>
</tr>
</tbody>
</table>
# Appendix B: Troubleshooting Guide

For the most recent version, visit our website at [http://niu.edu/webteam/resources/troubleshooting/](http://niu.edu/webteam/resources/troubleshooting/)

<table>
<thead>
<tr>
<th>ISSUE / PROBLEM</th>
<th>SUGGESTED ACTION / POSSIBLE FIX / RECOMMENDED SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can’t log in to Cascade Server.</td>
<td><strong>If you are trying to log in from off campus:</strong></td>
</tr>
<tr>
<td></td>
<td>You must be connected to the NIU network to access Cascade Server. You can access the network via VPN software available from ITS. For more information, visit <a href="http://securenet.niu.edu/asa.shtml">http://securenet.niu.edu/asa.shtml</a></td>
</tr>
<tr>
<td></td>
<td>Once you have connected to the network, you should be able to access Cascade Server. If you are still encountering problems with logging in, continue with the solutions below.</td>
</tr>
<tr>
<td></td>
<td><strong>If you are attempting to access Cascade Server within the NIU network:</strong></td>
</tr>
<tr>
<td></td>
<td>Your Novell ID must be in all lower-case letters. The password is the same as your Novell password, so if it contains capital letters those should be included.</td>
</tr>
<tr>
<td>I cannot find where to edit my website in Cascade Server.</td>
<td>Any websites that you have access to will be available through the “Global” dropdown menu at the top of the screen:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Cascade Server Interface" /></td>
</tr>
<tr>
<td></td>
<td>If you do not see the website that you need to edit, you can request permissions by filling out our form at <a href="http://niu.edu/webteam/request_form/access.shtml">http://niu.edu/webteam/request_form/access.shtml</a></td>
</tr>
<tr>
<td>ISSUE / PROBLEM</td>
<td>SUGGESTED ACTION / POSSIBLE FIX / RECOMMENDED SOLUTION</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| My image does not show up, or shows up inconsistently, within Cascade Server or on the live website. | Check the image system name under the **MOVE/RENAME** function. Ensure that the system name:  
  a. Contains only traditional characters (no single spaces—"about_us.jpg" is okay; “about us.jpg” is not). Use hyphens or underscores to separate individual words.  
  b. Has an image file extension at the end (like .jpg, .gif, or .png). |
| I deleted something in Cascade, but it is still showing up on the website.       | Content must be unpublished to be removed from the website.  
  1. If you have deleted something, go to your **RECYCLE BIN** and restore the item with the restore icon (➡️).  
  2. **DELETE** the content or page again, but this time check the box next to where it says **UNPUBLISH**.  
  3. Click **SUBMIT** to delete your content or page. |
| The breadcrumbs on my website are wrong or missing items.                       | Breadcrumbs are controlled by the Display Names of folders and pages. Check the Display Name of every page and folder within the hierarchy through the **EDIT** function. Correct or add names as necessary.  
  In the example at right, the index page is located at about/rankings/clas/index.  
  Thus, to check the breadcrumbs for the example index page, you would check the Display Names of the about, rankings, and clas folders, as well as the index page itself (4 Display Names total). |
| My page won’t display any content.                                              | **EDIT** the page that will not display content.  
  Under the “Main Content Area – Row” heading, ensure that the **USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE** option is set to “No.” |
<table>
<thead>
<tr>
<th>ISSUE / PROBLEM</th>
<th>SUGGESTED ACTION / POSSIBLE FIX / RECOMMENDED SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hyperlink on my page isn’t working correctly.</td>
<td><strong>If the link is internal</strong> (to another webpage within the site you are working on):</td>
</tr>
<tr>
<td></td>
<td>1. <strong>EDIT</strong> the page or block that contains the broken hyperlink.</td>
</tr>
<tr>
<td></td>
<td>2. Highlight the linked text with your cursor and click the link icon ( <img src="https://example.com" alt="link icon" />).</td>
</tr>
<tr>
<td></td>
<td>3. The <strong>LINK</strong> section indicates the current page or document that the hyperlink points to (noted within the [brackets]). Verify that this page is correct, or choose a new one by clicking the page icon ( <img src="https://example.com" alt="page icon" />).</td>
</tr>
<tr>
<td></td>
<td>a. If you update the page or document, make sure to <strong>SUBMIT</strong> the changes to Cascade Server and <strong>PUBLISH</strong> the page to the website.</td>
</tr>
<tr>
<td></td>
<td><strong>If the link is external</strong> (to a different website than the one you are working on):</td>
</tr>
<tr>
<td></td>
<td>1. <strong>EDIT</strong> the page or block that contains the broken hyperlink.</td>
</tr>
<tr>
<td></td>
<td>2. Highlight the linked text with your cursor and click the link icon ( <img src="https://example.com" alt="link icon" />).</td>
</tr>
<tr>
<td></td>
<td>3. Make sure the <strong>LINK</strong> address (the web URL) starts with “http://”</td>
</tr>
<tr>
<td></td>
<td>4. Verify that the full web address is correct.</td>
</tr>
<tr>
<td></td>
<td>a. If you update the page or document, make sure to <strong>SUBMIT</strong> the changes to Cascade Server and <strong>PUBLISH</strong> the page to the website.</td>
</tr>
<tr>
<td></td>
<td><strong>If the link is to a document, PDF, or other file:</strong></td>
</tr>
<tr>
<td></td>
<td>Under the <strong>MOVE/RENAME</strong> function, ensure that the system name:</td>
</tr>
<tr>
<td></td>
<td>a. Contains only traditional characters (no single spaces— &quot;quarterly_report.pdf&quot; is okay; “quarterly report.pdf” is not). Use hyphens or underscores to separate individual words.</td>
</tr>
<tr>
<td></td>
<td>b. Has a file extension at the end (like .doc, .pdf, or .rtf).</td>
</tr>
<tr>
<td></td>
<td><strong>EDIT</strong> the page or block that contains the broken hyperlink.</td>
</tr>
<tr>
<td></td>
<td>1. Highlight the linked text with your cursor and click the link icon ( <img src="https://example.com" alt="link icon" />).</td>
</tr>
<tr>
<td></td>
<td>2. The <strong>LINK</strong> section indicates the current page or document that the hyperlink points to (noted within the [brackets]). Verify that this page is correct, or choose a new one by clicking the page icon ( <img src="https://example.com" alt="page icon" />).</td>
</tr>
<tr>
<td></td>
<td>3. If you update the page or document, make sure to <strong>SUBMIT</strong> the changes to Cascade Server and <strong>PUBLISH</strong> the page to the website.</td>
</tr>
<tr>
<td>ISSUE / PROBLEM</td>
<td>SUGGESTED ACTION / POSSIBLE FIX / RECOMMENDED SOLUTION</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------</td>
</tr>
</tbody>
</table>
| My left navigation is not working, or it is missing links that I want to include in it. | If you are working with Auto-Navigation (most common):  
Auto-Navigation is controlled through the Display Names of 1<sup>st</sup> level items in your Base Folder. 1<sup>st</sup> level items are items that are within the Base folder and no other folder.  
In the example at right, the 1<sup>st</sup> level items are the contact folder, the images folder, the resources folder, and the index page. The AccessCascade.jpg file is a 2<sup>nd</sup> level item.  
To add a 1<sup>st</sup> level item to your Auto-Navigation:  
1. **EDIT** the piece of content or page you wish to add.  
2. Add or edit the Display Name to the desired navigation item name.  
3. In the **INCLUDE IN** section for folders or the **DISPLAY?** section on pages, select “Left Navigation”  
4. **SUBMIT** your changes to Cascade Server. |
| | If you are working with Custom Navigation:  
Custom Navigation is controlled by blocks (indicated by the block icon: 📗) that get assigned to pages.  
You can see which navigation is assigned through the **EDIT** function on pages.  
Under the “Left Navigation” heading, next to the **CUSTOM BLOCK** option, you can see the location of the custom navigation. To edit the custom navigation, click the dropdown arrow next to its location and click **EDIT**. |
**Glossary**

**A**

**Asset:** Every content item that you can edit within Cascade Server: folders, pages, files, blocks, and external links. “Asset” is the terminology used internally by the Cascade Server system.

**Auto-Navigation:** An option for creating left navigation on your site. Auto-Navigation uses the **DISPLAY NAMES** of content items (such as folders and pages) to automatically generate a left navigation that displays on every page. Items can be added or removed from the Auto-Navigation with the **DISPLAY?** option in pages or the **INCLUDE IN** option in folders.

**B**

**Base Folder:** The location where all of the content for your website is housed. The Base Folder is sometimes marked by the slash icon (slash) under options like the **PARENT FOLDER**.

**Block:** A chunk of content that may be “plugged in” to different locations, like to the **TOP NAVIGATION BLOCK**, the **AREA BELOW NAVIGATION**, and to the **MAIN HEADING CONTENT BLOCK** (when using Flash or JavaScript in place of a static image). Also used for **Custom Navigation**.

**Breadcrumbs:** A navigational clue that reminds users how they got to where they did: literally, a “trail back home.” Breadcrumbs are generated automatically from the **DISPLAY NAME** of a page and the folders that the page is housed in. Breadcrumbs appear as links at the top of the page.

**C**

**Child Asset:** Any content item within a folder. The folder that contains a child asset is called the parent folder.

**Child Folder:** A type of child asset, or in other words, a folder that is contained within another folder. The folder holding the child folder is the parent folder.

**CMS:** **Content Management System.** CMS’s are used to add, remove, and edit content on websites without directly editing the HTML or other background web programming.

**Content Item:** Everything you create, edit, and manage in Cascade server, including: folders, pages, files, blocks, and external links.

**Custom Navigation:** The way to create a red top navigation on your site and may be optionally used to create the left navigation menu as well. Custom Navigation is created with a block.

Back to Top
**Display Name**: A piece of information used to generate Auto-Navigation and breadcrumbs in Cascade Server. Display Names are most common for pages and folders while generally unused for blocks and files.

**External Link**: A hyperlink to a website outside of the one being managed in Cascade Server. External links may include hyperlinks to websites like [http://www.google.com](http://www.google.com), or to any other NIU website, like [http://www.niu.edu/academics](http://www.niu.edu/academics).

**File**: An image or other document in Cascade Server. Examples include: .jpg, .doc, .xls, and .pdf.

**First-Level Item**: Any content item (folder, page, or other) contained within only the Base Folder and no other folder. The **DISPLAY NAME**s of first-level items are what show in the Auto-Navigation.

**Folder**: A container used to organize content items, including pages, files, blocks, external links, and other folders.

**Folder Directory**: The organizational structure of your website, as seen on the left side of your screen in Cascade Server. The Folder Directory starts with the Base Folder.

**Heading**: A marker in webpages to show hierarchy and organization. For example, a Heading 1 is more important than a Heading 2, which is more important than Heading 3, and so on. Most pages in Cascade Server will start with a Heading 2, which can be found under the “Format” dropdown menu (Format) in the WYSIWYG Text Editor.

**HTML**: HyperText Markup Language. HTML is the primary web programming used to generate websites. You can access the HTML view of your webpage within the Page Editor using the HTML icon (HTML) in the WYSIWYG Text Editor.

**Hyperlink (Link)**: An element within a webpage that connects that webpage to other content, including to other pages within the same website, to other websites entirely, or even to documents like .doc or .pdf. Within the NIU templates, hyperlinks appear as red text. See: External Link and Internal Link.
Index: The default page for any website or folder. The index page of the Base Folder is your website’s homepage.

Internal Link: A hyperlink to another page or piece of content (like a document) within your website.

Left Navigation: The menu that appears on the left side of your webpages. The left navigation may be created through either Auto-Navigation or through Custom Navigation. The recommended practice for creating a left navigation is via Auto-Navigation.

Link: A shortened term for “hyperlink.”

Locking: A function that allows you to “check out” a content item in Cascade Server (folders, pages, files, blocks, and external links). Locking a content item means that other users cannot edit that item until you “unlock” it.

Main Heading: Text that appears in the gray or tan bar above your page and left navigation, but below the NIU logo. The Main Heading may be edited in the Page Editor.

Metadata: Text or other information for a webpage that does not appear to users accessing the page, but rather on the backend to provide additional information about the webpage. Examples of metadata are keywords, tags, and other similar organizational markers.

Navigation: The menu used to access different parts of a website. In Cascade Server, the two options for navigation are a top navigation and a left navigation, which can be generated via either Custom Navigation or Auto-Navigation.

Nesting: The act of placing content items within folders. A page can be nested within a folder, or a folder can be nested within a folder. Nesting is another way to describe the child/parent relationship of content items.
**Ordered List**: A numbered list in the WYSIWYG Text Editor. Compare to an unordered list.

**Page**: Every webpage you create for your website within Cascade Server.

**Page Editor**: The tool used for creating, editing, and updating your pages. The Page Editor is accessed by clicking the “Edit” tab on a page and includes tools like the WYSIWYG Text Editor.

**Parent Folder**: A folder that contains another folder or other content item, including pages, files, blocks, and external links. The content item inside a parent folder is known as a child asset.

**Subfolder**: The same thing as a child folder: a folder contained within another folder.

**System Name**: Text that identifies your content items in the Folder Directory and appears in the corresponding webpage’s URL (e.g., http://www.niu.edu/academics/undergrad/index.shtml contains three system names: “academics,” “undergrad,” and “index.”).

**Target**: The location where you want a hyperlink to open, whether in a new window or in the same window you are currently using.

**Template**: The overall design of the NIU websites, which includes color styles, fonts, general layout, and other unifying principles across all NIU websites using Cascade Server.

**Title**: Text that appears at the top of a browser window or tab. Should be formatted as “Page Name - NIU - Website Name” e.g. “Contact Us - NIU - Web Communications”

**Top Navigation**: The red navigation menu that appears at the top of your webpage. The top navigation may only be created through a Custom Navigation (as opposed to an Auto-Navigation).

**Tracking Script**: Programming code used to track the behavior of users on a website, typically to track information like visits and page views.
**U**

**Unordered List:** A bulleted list in the WYSIWYG Text Editor. Compare to an ordered list.

**Username:** Your NIU Novell login.

**Back to Top**

**V**

**Version:** A record of each time a content item is submitted within Cascade Server. Versions are accessible under the “More” tab on a content item.

**Back to Top**

**W**

**WYSIWYG:** What You See Is What You Get. A text editor that allows you to update web content without directly editing the HTML.

**Back to Top**

**X**

**Y**

**Z**
Layout Examples

One Column, Simple

FIRST COLUMN ROW: One Column
USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE: No
RIGHT COLUMN: No

Law Programs

The NIU College of Law offers its students a broad perspective of the law through high-quality academic programs and well-respected faculty, practical skills training and a cooperative learning environment with personalized attention. By providing students with rigorous course work and challenging summer and enrichment programs, NIU prepares its students to competitively enter the legal profession immediately after graduation.

The College of Law is accredited by the American Bar Association and is a member of the Association of American Law Schools.

Undergraduates can pursue a pre-law course of study.
One Column, Right Column

**FIRST COLUMN ROW:** One Column

**USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE:** No

**RIGHT COLUMN:** Yes

For more than 100 years, NIU has helped build this region. Our students learn by doing. You will find them teaching in classrooms, conducting research in laboratories, consulting for businesses, solving problems for manufacturers — learning the skills that will turn them into the next generation of leaders who will ensure the vitality of this region for years to come.

Chartered in 1895, Northern Illinois University first opened its doors in 1899 as the Northern Illinois State Normal School solely to prepare college-educated teachers.

The university has since grown into a world-class university that attracts students from around the globe while still serving the northern Illinois region, and yet two traditions established in 1895 remain paramount today: We are deeply committed to preparing teachers and providing an excellent and affordable higher education to Illinois families.
Right Column Under Main Image

**FIRST ROW:** Two Columns

**USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE:** Yes

**RIGHT COLUMN:** No
**One Column, Two Columns**

**FIRST ROW:** One Column

**USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE:** No

**SECOND ROW:** Two Columns

**USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE:** No

**RIGHT COLUMN:** No

---

**Campus Safety**

At NIU, staff and faculty are committed to ensuring a safe and healthy campus and learning environment that challenges and inspires students to be academically and personally successful.

**Campus Safety Tips**

Awareness is the key to preventing crime.

**Stay Safe @ NIU**

Submit your safety concerns and other suggestions to enhance campus safety.

**FAQs**

Questions and answers about how NIU provides a safe learning environment.

**Safety Services**

Services for students who do not wish to walk alone or who need assistance.

---

We take care of each other in order to create a healthy campus and learning environment.

Central to this are the standards and expectations that form our community.

We call it the **Northern PACT.**
One Column, Three Columns

**FIRST ROW:** One Column

**USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE:** No

**SECOND ROW:** Three Columns

**USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE:** No

**RIGHT COLUMN:** No
One Column, Two Columns, Right Column

FIRST ROW: One Column
USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE: No
SECOND ROW: Two Columns
USE SECOND COLUMN AS RIGHT COLUMN UNDER MAIN IMAGE: No
RIGHT COLUMN: Yes

Admissions

Freshmen
Transfer
Graduate
International
Law
Non-Credit

Apply to NIU

Whether you’re nearing completion of high school or seeking post-baccalaureate education, NIU will help you become a critical thinker with the knowledge and skills necessary to contribute to society and the workforce.

The critical step in this journey to lifelong learning is to apply.

Undergraduate Admissions
Freshmen, transfer, post-baccalaureate, reentering & visiting

Graduate School Admissions
For students seeking an advanced degree (bachelor’s degree required).