Welcome to
Cascade Content Management System (CMS) Training

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Overview

• Review Standard University (Zeta) Templates
• Log In
• Review CMS Structure
• Add and Edit an Asset (web page)
Zeta Template Overview

- [http://www.brandeis.edu/communications/digital](http://www.brandeis.edu/communications/digital)
Log in

• Using Firefox go to:
  http://webedit.brandeis.edu
Creating an Inner Page

• First page: Ruth Bader Ginsburg Speaks at Brandeis
System Name Best Practices

• Keep them short, using 1-3 relevant keywords.
• Separate keywords with hyphens.
• Use only lowercase letters, numbers or hyphens.
• Do not use spaces or underscores.
Metadata

Page Headline | Folder Name | Site Name
Editing an Existing Asset

• Second Page: Past Events
Metadata

Page Headline | Folder Name | Site Name
For More Information

✓ Review the CMS User Guide
✓ Use the Web Editors Toolkit: 
  [go.brandeis.edu/cms-toolkit](go.brandeis.edu/cms-toolkit)
  - Best Practices and Associated Press Style Sheet
  - Working with Images guidelines
  - Instructions on slideshows and other dynamic functionality (bells and whistles!)
✓ Email zetahelp@brandeis.edu
Thank you for attending!