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: 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

GINSBURG SPEAKS AT BRANDEIS

On Thursday, Jan. 28 — 100 years to the day that Brandeis University’s namesake Louis D. Brandeis was nominated to the nation’s highest court — Supreme Court Justice Ruth Bader Ginsburg spoke to more than 2,500 gathered at Brandeis about his legacy and continued influence on public discourse and American jurisprudence.

Ginsburg’s address, held at the university’s Gosman Sports and Convocation Center, kicked off a semester-long centennial celebration of Louis D. Brandeis’ appointment to the Supreme Court.
Editing an Existing Asset

- Second Page: Past Events
Metadata

Page Headline | Folder Name | Site Name
Metadata

User Metadata

Display Name: Ruth Bader Ginsburg Speaks at Brandeis

Custom Metadata

Long Name for page heading (leave blank to use display name)
Short Name for Breadcrumbs (leave blank to use display name)

Ruth Bader Ginsburg Speaks at Brandeis
For More Information

✓ Review the CMS User Guide
✓ Use the Web Editors 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!