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
Adding and Editing an Asset

• Build two pages. First page:
  – Past Events
Log in

- Using Firefox go to: http://webedit.brandeis.edu
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.
Metada

Page Headline | Folder Name | Site Name
Adding and Editing an Asset

• Second Page
  – Clinton Event
Metadata

**Title**: President Clinton Delivers Inaugural Lecture | Events | Instructor

**Keywords**: 

**Description**: 

**Long Name for page heading**: President Clinton Delivers Inaugural Lecture

**Page Headline**: President Clinton Delivers Inaugural Lecture

**Folder Name**: President Clinton Delivers Inaugural Lecture | Events | Instructor | Brandeis University

**Site Name**: Brandeis University
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!