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
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

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!)
✓ Web Team Office Hours
✓ Email zetahelp@brandeis.edu
Thank you for attending!