3 EASY STEPS TO BEGIN EDITING YOUR WEB SITE

STEP 1:
Go to: http://ecsu-cms.beacontechnologies.com:8080/
Type in your username (same as your Eastern username) and Cascade password* and click login (blue button)
*If you have forgotten your username or password, please email Jason Wheat (wheatj@easternct.edu) to reset it for you. You may click on “remember me” to have your login stored for easy access in the future.

STEP 2:
Select under “My Sites”: Eastern Connecticut State University (this will open to the work area). Scroll through the left column to find your website’s folder and click to select. Once open, you can find and click on the page you would like to edit, either from the left column or the main content in the center of the page.

NOTE: If you have sub-menus, the page you are looking for may be inside a folder.

STEP 3:
Once you have found the page you would like to edit, click “edit” to open the page and make changes. Remember you may need to open different content rows to find the content you want to edit. You also may have to scroll down to get to the content row you are looking for. Click Preview & Draft button on top right to post your edits. Once satisfied, click “publish” in the upper white navigation bar.

*NOTE: If you have forgotten your username or password, please contact Jason Wheat at wheatj@easternct.edu so he can reset it for you.
QUICK START GUIDE

Eastern web pages are built using a variety of “content rows,” each with different functionality and a varying use of text, heads, photos, graphics, and videos. Keep in mind you do not have to build your page based on the order of the content rows in the drop down menu nor would you ever use all of the rows. These are samples of how you can use the content rows but you may explore additional options by referring to your Cascade Contributors Guide.

BANNER:
Banner heading text should be short and intuitive (“University Relations”; not “Office of University Relations”). The photo should convey the nature of the department, office or service.

NOTE: All pages using the Landing page template must have a main content row and it must be the first content row on the page. Interior pages do not have a main content row, but can use the “wysiwyg” content row or any other content row as the first row.

MAIN CONTENT ROW/ WYSIWYG:
Allows you to display content (may include images) either on a landing page or interior page.

CARD DECK:
Used for two or three elements of equal importance with a header, photo, text and an optional link to more content.

NOTE: You can use the Card Deck content row with a two- or three-column row format, and with or without images.

Image size: Landing Page 1920x745 or Interior Page 950x490 pixels.
GALLERY:
Allows you to rotate multiple images/text in a slider (maximum of 6). You have the option of auto advancing the slides or allowing the end user to manually advance the slider.

NOTE: Auto advance ensures that the end user sees multiple items. Hovering over any single item stops the auto advance so the end user can control the movement. Image size: 624x425 pixels.

ROLLUPS:
Must appear as three separate rollups, three per row. You may have up to three rows of rollups, totaling nine rollups. In the two examples shown to the right, note that the first example has text that is revealed on rollup (mouse hover) and the second example has static photos in the two rows. Optional link included.

Image size: 402x572 pixels

ICON SLIDER:
Used to create statistics with a graphic, number/symbol, and caption. A field to enter each element exists in the CMS.
ACCORDIONS:

Each accordion opens independently to reduce the number of interior pages and clicks, allowing users to see more content while controlling the vertical length of the page. Accordions can include a header, text, image, and link(s) to more information.

IMAGE SLIDER:

Used to create a photo slider of multiple images, with or without captions. Includes a heading.

NOTE: Maximum of five images allowed.
Image size: 430x290, 630x430, or 425x580 pixels.

TWO COLUMN TEXT/MEDIA:

While this content row is designed to showcase a video, it can also be used to present two columns of text, or used with text and an image. Two examples are shown, one with text and video and one with just two columns of text.

Image size: 600x400 or 400x600 pixels.
**BLUE BLOCK:**

Used to break up a page that has a lot of black text on a white background and is text only, without photo or header options.

![Example of Blue Block]

**CALLOUT:**

Perfect for showcasing deadlines or announcements. Always has white text on a dark blue background, with a transparent photo in background. Has an optional call-to-action link such as “Learn more.”

![Example of Callout]

**2/1 TEXT with MEDIA:**

While similar to Two Column Text/Media, this content row divides the content into a 2/3 and 1/3 format. You have the option of using an image or a video. Has an optional call-to-action link such as “Learn more.”

![Example of 2/1 Text with Media]

**THERE ARE NO STUPID QUESTIONS!**

Still need help? Contact your web developer in the Office of University Relations, refer to your Hannon Hill Cascade Contributor Guide or look at our short help videos at easternct.edu/universityrelations/web-services.