

# Create a New Folder in Cascade CMS

## 1 Open the \_eu-training folder

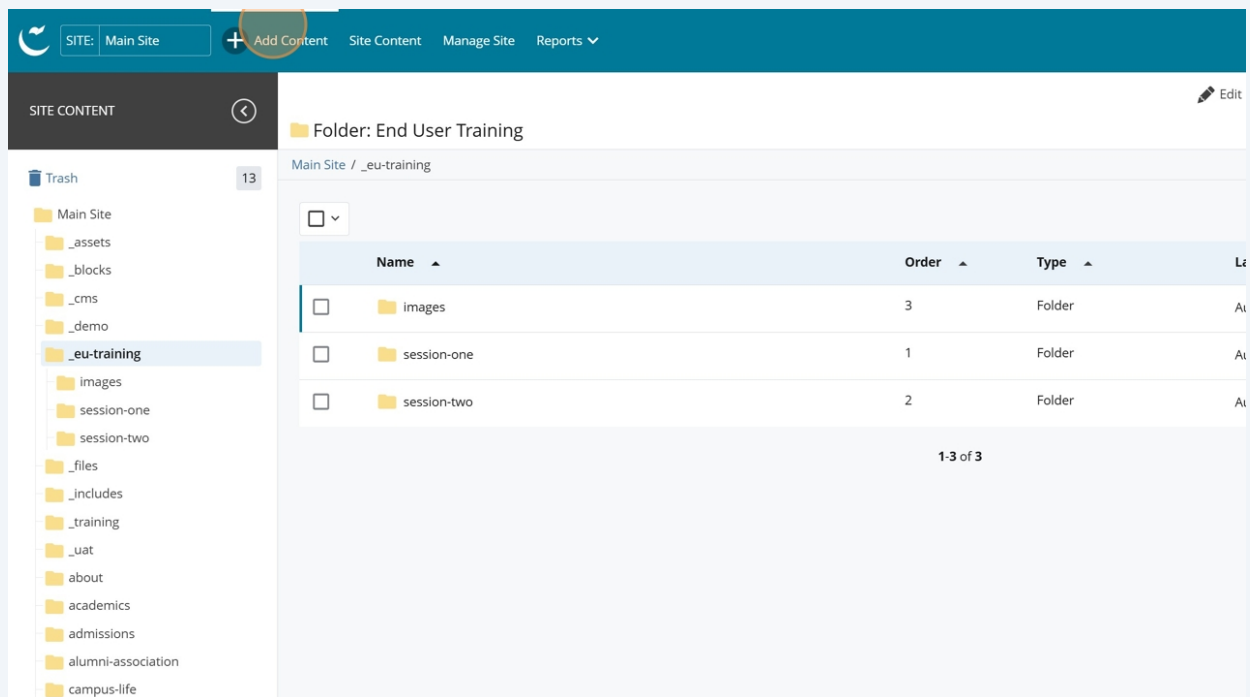
13 Main Site / \_eu-training

☐ ☐

| Name                                 | Order | Type   | Last Modified                |
|--------------------------------------|-------|--------|------------------------------|
| <input type="checkbox"/> images      | 3     | Folder | Aug 4 12:32 PM by Sam Skinne |
| <input type="checkbox"/> session-one | 1     | Folder | Aug 4 11:56 AM by Sam Skinne |
| <input type="checkbox"/> session-two | 2     | Folder | Aug 4 11:56 AM by Sam Skinne |

1-3 of 3

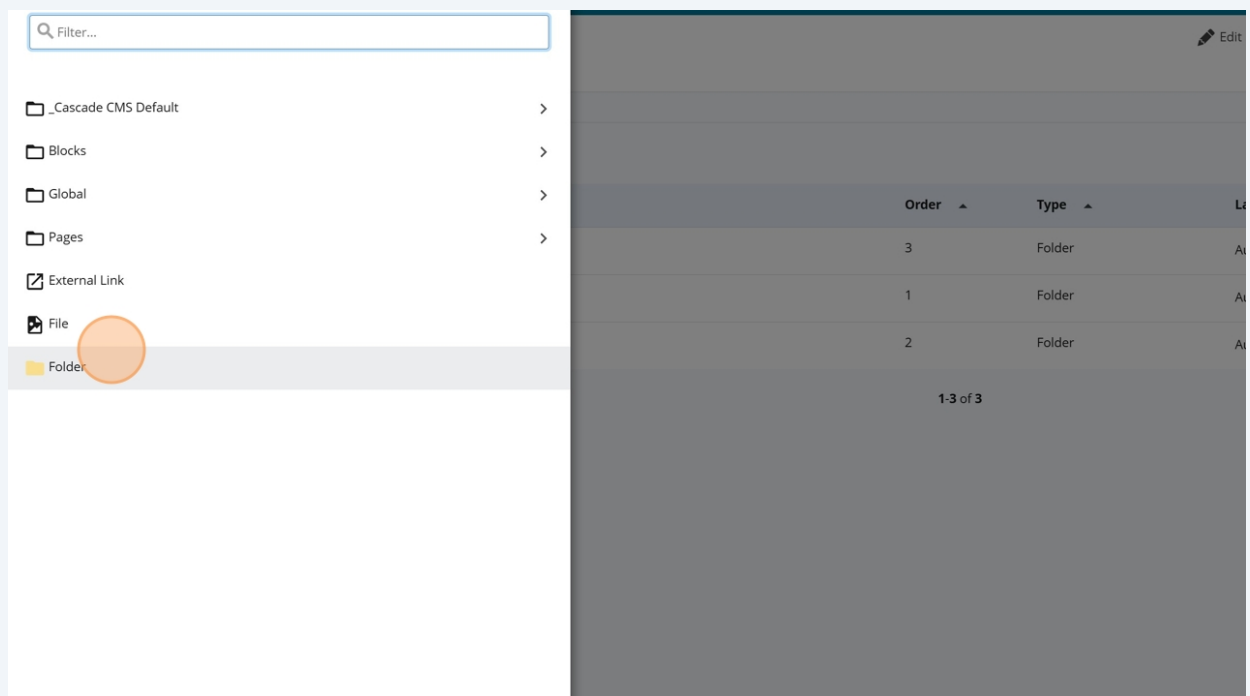
## 2 Click "Add Content"



The screenshot shows the Cascade CMS interface. The top navigation bar is teal and contains the following items: a circular logo, a dropdown menu labeled 'SITE: Main Site', a button labeled '+ Add Content' (highlighted with an orange circle), and links for 'Site Content', 'Manage Site', and 'Reports'. Below the navigation bar, the left sidebar is titled 'SITE CONTENT' and shows a tree view of the site structure. The 'Main Site' folder is expanded, showing subfolders like '\_assets', '\_blocks', '\_cms', '\_demo', and '\_eu-training' (highlighted). The main content area is titled 'Folder: End User Training' and shows a list of items under the path 'Main Site / \_eu-training'. The list has columns for 'Name', 'Order', 'Type', and 'Last Modified'. The items are 'images' (Order 3), 'session-one' (Order 1), and 'session-two' (Order 2). The 'Add Content' button is highlighted with an orange circle.

| Name        | Order | Type   | Last Modified |
|-------------|-------|--------|---------------|
| images      | 3     | Folder | Aug 1, 2018   |
| session-one | 1     | Folder | Aug 1, 2018   |
| session-two | 2     | Folder | Aug 1, 2018   |

## 3 Click "Folder"



The screenshot shows the Cascade CMS interface. The left sidebar is titled 'Filter...' and shows a list of content types: '\_Cascade CMS Default', 'Blocks', 'Global', 'Pages', 'External Link', 'File', and 'Folder' (highlighted with an orange circle). The main content area is titled 'Folder: End User Training' and shows a list of items under the path 'Main Site / \_eu-training'. The list has columns for 'Name', 'Order', 'Type', and 'Last Modified'. The items are 'images' (Order 3), 'session-one' (Order 1), and 'session-two' (Order 2). The 'Folder' option is highlighted with an orange circle.

| Name        | Order | Type   | Last Modified |
|-------------|-------|--------|---------------|
| images      | 3     | Folder | Aug 1, 2018   |
| session-one | 1     | Folder | Aug 1, 2018   |
| session-two | 2     | Folder | Aug 1, 2018   |

4 Double-click the "Folder Name" field.

The screenshot shows a web application interface for managing site content. On the left, a sidebar displays a tree view of folders under 'Main Site', including '\_eu-training'. The main area shows a 'Folder: End User' dialog. The 'Folder Name' field is highlighted with an orange circle and contains the text 'folder'. Below it, the 'Placement Folder' is set to '\_eu-training'. The 'Display Name' field is empty. There are two questions with radio button options: 'Is this a top-level or college folder?' (Yes/No) and 'Is this a department or office folder?' (Yes/No). The 'No' option is selected for both. The top navigation bar includes 'SITE: Main Site', 'Add Content', 'Site Content', 'Metadata', 'Properties', 'Draft saved', 'Close', and 'Submit'.

**Folder Name \***  
*Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed*

folder

**Placement Folder \***  
\_eu-training  
Main Site: /\_eu-training

**Display Name**

Is this a top-level or college folder? \*

*Does this folder contain sibling folders with different navigation menus?*

☐ Yes ☒ No

Is this a department or office folder? \*

*Does this folder have a unique navigation menu?*

☐ Yes ☒ No

5 rename "folder" to your name in all lowercase with dashes (i.e., mike-hoogterp)

## 6 make sure the placement folder is "\_eu-training"

**SITE CONTENT**

Folder: End U

Main Site / \_eu-training

Trash 13

Main Site

\_assets

\_blocks

\_cms

\_demo

**\_eu-training**

images

session-one

session-two

\_files

\_includes

\_training

\_uat

about

academics

admissions

alumni-association

campus-life

**Folder Name \***

Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed

mike-hoogterp

**Placement Folder \***

**\_eu-training**

Main Site: /\_eu-training

**Display Name**

Is this a top-level or college folder? \*

Does this folder contain sibling folders with different navigation menus?

☐ Yes ☒ No

Is this a department or office folder? \*

Does this folder have a unique navigation menu?

☐ Yes ☒ No

## 7 Click "Submit"

**SITE CONTENT**

Folder: End U

Main Site / \_eu-training

Trash 13

Main Site

\_assets

\_blocks

\_cms

\_demo

**\_eu-training**

images

session-one

session-two

\_files

\_includes

\_training

\_uat

about

academics

admissions

alumni-association

campus-life

**Folder Name \***

Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed

mike-hoogterp

**Placement Folder \***

**\_eu-training**

Main Site: /\_eu-training

**Display Name**

Is this a top-level or college folder? \*

Does this folder contain sibling folders with different navigation menus?

☐ Yes ☒ No

Is this a department or office folder? \*

Does this folder have a unique navigation menu?

☐ Yes ☒ No

**Submit**