Updating the Wesleyan Film Series in Cascade
tutorial by Anya Palkowski

To begin working in the Film Series section:

Log into Cascade at [https://cascade.wesleyan.edu/login.act](https://cascade.wesleyan.edu/login.act), using your WesID and password. Use the red arrow in the upper lefthand corner to expand the navigation panel. Select “Film Series” from the dropdown at the top of the Cascade window.

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To create a new weekly film schedule:
Select “New” from the toolbar, and then “Schedule Page.”

In the blank field under “Movie Schedule:”
Select “Heading 1” from the dropdown, and enter the week
during which this film schedule will take place.
Scroll down to the first cluster of blank fields under “Schedule.”

Using this template, enter all the necessary information:

This is the first film in the series. To add another one:

Click the plus button in the top-lefthand corner of the “Schedule >> Movie” window.
When you are done adding the entire week’s films to the schedule:
Select the “Metadata” tab on the blue mini-toolbar, and alter the first two fields
to match the style of the template below.

Switch to the “System” tab.
The “System Name” field must be in this format: YYYY-MM-DD, using the day on
which the film series begins.
The “Parent Folder” section should read [ / ]
Keep the “Publish” and “Index” boxes checked.

When you are finished, click the “Submit” button below the box. The new weekly film
schedule should now appear on the side bar in the Film Series main navigation.
To prepare images for the front page:

Choose a relevant image from any of the films being shown and open it with an image- or photo-editing program such as Adobe Photoshop or Corel Paintshop.

Once the image is open:
Under the “Image” dropdown, click “Image Size.”
Change the number next to “Resolution” to 72 pixels/inch, and then click OK.

Select the software’s crop tool.
The width of the picture must be 190px, and its height must be 192px. Enter these values into the software’s crop-to-size tool.

Click, drag, adjust, and hit Enter/Return to crop. The frame of the new image will be restrained to the dimensions specified. Save the new image as a .jpg file of any name, and repeat the process for as many new images as needed.
To upload the new images to Cascade:
In the Film Series navigation panel, click on the “random-squares” folder. Then click on the “images” folder.

1. Select the photo you want to replace. 2. Switch to the “Edit” tab and 3. click “Browse...” to look for the image file.
When the file upload dialogue appears, find and select the new image. Its name doesn’t matter, as it will be uploaded under the name of the image it is replacing. After opening the image, click “Submit” on the previous page.

To update the index page to reflect changes in the movie schedule:
Select the “index” page.
Under the “Edit” tab:

Edit the dates and the links next to them as shown by the template.

After changing these, select the title and click the hyperlink button in the visual editor toolbar.
In the dialogue that appears, click the date-formatted string of numbers next to “Link” to change the hyperlinked page.

In the next dialogue, select the correct weekly schedule (all movie titles for the same week will link to the same weekly schedule page. No anchors are necessary.)
Click Confirm, and then Submit on the previous page.
Repeat this for all new movie titles.
To archive a weekly schedule:
Select the page that you wish to archive.

Under the “Edit” tab, switch to “System.”
Click on the [ / ] next to “Parent Folder” to open the parent folder dialogue.
In the dialogue, select “archive” from the list of folders and click “Confirm”.
The archiving process is not yet decided upon and will be refined later.

To publish the changes you have made (after you have proofread them):
Select “Base Folder” in the navigation bar.
Choose the “Publish” tab and, leaving all boxes checked, click “Confirm”.