

<http://cascade.wesleyan.edu>

## Homepage “What’s New” Accordion

- Open “accordion” folder
- Open “accordion-data” page
- Click “Edit” to make the changes below
  - o Within each panel you can insert the following:
    - Tab Name
    - Title
    - Content (can include bold, italics, links, etc)
    - RSS
  - o If RSS for the Roth Blog is chosen, the title and content information is not used, otherwise title and content feed into the accordion
  - o The RSS for the Roth Blog is located in the following path:  
accordion/rss-roth-blog
  - o Panel 1 is always open on default.
- Click “Submit”

## Homepage Right Sidebar (buttons, office hours, etc)

- Open “home-sidebar”
- Click “Edit” to make desired changes
- Click “Submit”

## Speeches

- Open “speeches” page
- Click “Edit” to make the changes below
  - o Introductory Paragraph (includes page header)
  - o Year Group – can be added for each calendar year (i.e. 2010, 2011)
  - o Year Group >> Speech
    - Event Name
    - Month/Day
    - Document Link
    - Video Link
    - Audio Link
- Some fields are required, but any or none of the links to read, watch, listen may be added as available
- Click “Submit”

## Publications & Bylines

- Open “publications” or “bylines” page
- click “Edit” to make the changes below
  - o Introductory Paragraph
  - o Writings
    - Date
    - Source
    - Title (use <em> and </em> around anything that needs italics)
    - Excerpt (first 1-3 sentences of writing)
    - Link (when present, a “Read More” will appear at end of excerpt)
- Click “Submit”

## Leadership Team

- To add photos for each individual:
  - o **Width: 192px / Height: 192px**
  - o Open “images” folder
  - o Highlight “leadershipteam” folder
  - o Click “New,” then “File” from dropdown
  - o Browse for file
  - o Click “Submit”
- To add/edit more individuals:
  - o Open “leadershipteam” page
  - o Click “Edit” to make the changes below
    - Page Header (text to be displayed at the top of the page)
    - Intro Paragraph (or subtitle information)
    - Then, for each “contact” complete the following:
      - Add Name
      - Add Title
      - Add Photo (click orange icon, browse back to “leadership” folder in “images”)
      - Add Bio text
  - o Click “Submit”