There are several changes in the Cascade Server upgrade that affect both how you enter content and how that content is displayed on the published page. Once you are in the “Edit” mode for your page, you will notice the following changes.

### Folder Tree Navigation

The active folders have all moved one level down. They can now be found inside of the “AGNR Web Site” folder in the folder tree.

![Folder Tree Navigation Diagram](image)

### Right Side Bar

There are now two WYSIWYG editor windows. The first one is labeled “Main Body.” This is where you add content for the middle column of the page. This is required.

The second WYSIWYG editor, labeled “Right Side Bar,” allows you to add content to the right side of the page. This is not required.
News: Right Side Bar

To display news items on your published web page, check the box titled “Display Related News,” and then set your filter on the meta data tab, as before.

You now have the option to display specific news stories on your page (i.e., they will not get “bumped” by newer articles). Choose the articles by clicking on the blue browse icon to navigate to that page in Cascade Server.

You can add as many specific news stories as you like. Click the plus (+) icon to add additional fields. If you specify fewer than three news stories, additional news stories will be added to your page based on the metadata you set.

Contact Information

Contact information can now include a title and a phone number. These are optional.

A valid Contact Name and Contact Email are still required.
Menu Display Options

The default menu display setting for all pages is the “Short Menu.”

To select the “Long Menu,” check the box titled “Menu Options.”

Cascade will now display only Divider Text in the Short Menu area, as in this example.

All other items will be listed in the Long Menu, which appears on the middle of the page below the content, as before.