

OBSERVING CIVIC ENGAGEMENT LAB

Website Training Guide

Complete Code Reference Edition

Cascade CMS Login & Navigation
Editing, Images & File Uploads
Copy-Paste Code Snippets for Columns, Cards,
Photos, Animations & More
Building Newsletter Sub-Pages

Observing Civic Engagement Lab
Indiana University — O'Neill School of Public and Environmental Affairs

oce.indiana.edu

Communications Team Reference Document · Version 2.0 · April 2026

Table of Contents

1	Logging into Cascade CMS	3
2	Navigating the Dashboard & Site Tree	4
3	Editing Existing Page Content	5
4	Uploading Images & Files	7
5	Code Snippet Library	9
5.1	Two-Column Text Layout	9
5.2	Three & Four Column Grids	10
5.3	Content Cards (Text Boxes)	11
5.4	Callout / Highlight Blocks	12
5.5	Photo Layouts & Sizing	13
5.6	Circular Headshot Frames	14
5.7	Hover Animations & Interactivity	15
5.8	Stat / Impact Numbers	17
5.9	Section Headers & Kickers	18
5.10	Links & Buttons	19
6	Building Newsletter Sub-Pages	20
7	Brand Quick Reference	24

8	Additional Code Snippets	27
8. 1	Full Blank Page Scaffold	27
8. 2	People / RA Profile Card	28
8. 3	Simple Data Table	29
8. 4	Q&A; / Interview Block	30
8. 5	Back-Navigation Breadcrumb	30
8. 6	Video Embed Card	31
8. 7	Accordion / Expandable Section	31
9	Troubleshooting Common Problems	33
10	Quick-Action Cheat Sheet	35

01 Logging into Cascade CMS

The OCE Lab website is managed through Indiana University's Cascade CMS. You will need an active IU account with site access already configured by your team lead.

01 Go to the CMS

Open your browser and navigate to **cms.indiana.edu**

02 Click 'Log in with IU'

Authenticate with your IU username and passphrase

03 Complete Duo 2FA

Approve the push notification on your Duo-enrolled device

04 Select the OCE Lab site

From the site list, click **oce.indiana.edu** to open the site tree

05 You're in!

The left panel shows the site tree. The center shows page content. You're ready to work.

TIP

Bookmark cms.indiana.edu. Sessions time out after inactivity — save your work frequently with Save & Preview.

02 Navigating the Dashboard & Site Tree

The Interface at a Glance

Site Tree	Left panel	All pages, folders, and files. Expand folders by clicking the arrow.
Toolbar	Top bar	Edit, Copy, Move, Publish, Preview, Delete actions.
Content Area	Center	Preview of selected page or the edit form when editing.
Properties	Right/bottom	Metadata, title, display name, publish status.

Key Folders in the Site Tree

/index.html	Home page — edit carefully
/news-events/	All newsletters. Each edition gets its own subfolder.
/news-events/spring-2026/	Spring 2026 newsletter — individual section pages live here
/people/	RA and staff profile photos (images only — no HTML pages here)
/people/index.html	The People page listing all team members
/images/	General site images, banners, collages
/participants/	Organization logos (.svg files)
/results/index.html	Research outputs page
DO NOT	Never rename or delete folders. Doing so breaks every link that references pages or files inside them.

03 Editing Existing Page Content

How to Edit a Page — Step by Step

- 1 Find the page** — In the site tree, click the page name. It will open in the center content area.
- 2 Click Edit** — In the top toolbar, click the pencil/Edit button. The page opens in edit mode.
- 3 Find the content block** — Look for the block called Content or Body Content. This holds the HTML.
- 4 Switch to Source view** — Click the Source button (looks like `< >`) in the editor toolbar to see raw HTML.
- 5 Make your changes** — Edit text, update links, or paste new HTML. Follow the patterns already in use.
- 6 Preview** — Click Preview to see how it will look in a browser before saving.
- 7 Save** — Click Save & Preview or Save & Close. Your change is now saved as a draft.
- 8 Publish** — Click Publish in the toolbar to make your change live on the website.

Critical Editing Rules

- Use `—` (the HTML entity) for em dashes — never type — directly. Cascade's database can misread it.
- Never paste from Microsoft Word. Paste as plain text first (Ctrl+Shift+V), then reformat in Source view.
- Never use emojis in any content field. Cascade's database cannot store 4-byte UTF-8 characters and will throw a fatal SQL error.
- Always use the existing CSS class names already on the page. Do not invent new class names.
- External links must have `target="_blank"` and `rel="noopener noreferrer"`.
- Internal links use relative paths: `/people/index.html` — never the full `https://` URL.
- Image alt text is required on every `<img>` tag for accessibility compliance.
- Check for unclosed tags before saving. A missing `</div>` can break the entire page layout.

TIP

If you accidentally break a page layout, close the edit window without saving and start again. Changes are only committed when you click Save.

04 Uploading Images & Files

File Requirements at a Glance

Page photos	.jpg or .png	500 KB	Compress before uploading. Candid, authentic style.
Profile/headshots	.png	200 KB	Square crop. Minimum 300x300px.
Org logos	.svg	100 KB	SVG preferred for crisp rendering at any size.
Documents	.pdf	5 MB	Flatten and optimize. Check accessibility.

File Naming Rules

- Lowercase letters only — no capitals: **john-smith.png** not John-Smith.png
- Hyphens between words — no spaces or underscores: **bloomington-coin-club.svg**
- People photos: **firstname-lastname.png** — e.g., jackson-shinkle.png
- Newsletter images: include the edition — e.g., **spring-2026-team-photo.jpg**
- No special characters: no !, @, #, \$, %, (,), etc.
- Never rename a file after it has been published — it will break all references to it on the site

How to Upload a File

- 1 Go to the right folder** — Navigate in the site tree: /people/ for headshots, /images/ for general photos, /participants/ for logos.
- 2 Right-click the folder** — Select New > File from the context menu.
- 3 Choose your file** — Click Choose File and select your prepared, correctly named file.
- 4 Verify the file name** — The name field auto-fills. Confirm it follows naming conventions.
- 5 Add a title** — Enter a short descriptive title (e.g., 'Jackson Shinkle profile photo').
- 6 Save and Publish** — Click Save & Preview, then Publish to make it accessible via URL on the live site.

Finding a File's Path for Use in HTML

After uploading, click the file in the site tree. In the Properties panel, look for the path. It will look like this and is what you paste into `` tags:

File path format

```
/render/file.act?path=/people/jackson-shinkle.png
```

For a newsletter image:

```
/render/file.act?path=/news-events/spring-2026/team-photo.jpg
```

For an org logo:

```
/render/file.act?path=/participants/kiwanis.svg
```

05 Code Snippet Library

This section contains ready-to-use HTML and CSS snippets. Each snippet is complete — copy the entire block into your page's Source view. Highlighted lines in amber are the parts you change. Everything else maintains the structure and should not be modified.

■ Normal code — do not modify structure

■ Highlighted = YOUR content to edit

■ Comment — explanation only

DO NOT

Only edit the highlighted amber lines. Changing class names, removing style tags, or altering the HTML structure will break the page layout.

5.1 — Two-Column Text Layout

Use this to split content into two equal side-by-side columns. Works best for comparing information or displaying two related topics. Stacks to single column on mobile automatically.

Two-Column Layout

```
<style><!--
.oce-two-col { display: flex; gap: 1.5rem; flex-wrap: wrap; margin: 1.5rem 0; }
.oce-two-col-item { flex: 1; min-width: 260px; }
.oce-two-col-item h3 { color: #990000; margin: 0 0 0.5rem; font-size: 1.1rem; }
.oce-two-col-item p { color: #2C3E50; line-height: 1.8; margin: 0; }
--></style>

<div class="oce-two-col">
  <div class="oce-two-col-item">
    <h3>Column One Heading</h3>
    <p>Write your left column text here. This can be
    as long as you need it to be.</p>
  </div>
  <div class="oce-two-col-item">
    <h3>Column Two Heading</h3>
    <p>Write your right column text here.</p>
  </div>
</div>
```

TIP

To make columns unequal widths (e.g., 60/40), change flex: 1 on each item to flex: 3 and flex: 2 respectively.

5.2 — Three & Four Column Grids

Use CSS grid for three or four equal columns. Perfect for team member listings, project overviews, or stat displays. Change the number at the end of repeat() to set column count.

Three/Four Column Grid

```
<style><!--
/* Change repeat(3, 1fr) to repeat(4, 1fr) for 4 columns */
.oce-grid { display: grid; grid-template-columns: repeat(3, 1fr);
gap: 1.5rem; margin: 1.5rem 0; }
.oce-grid-item { background: #fff; border: 1px solid #e3e3e3;
border-top: 3px solid #990000; padding: 1.25rem; }
.oce-grid-item h4 { color: #990000; margin: 0 0 0.5rem; font-size: 1rem; }
.oce-grid-item p { color: #2C3E50; line-height: 1.7; font-size: 0.95rem; margin: 0; }
@media (max-width: 700px) {
.oce-grid { grid-template-columns: 1fr; } /* 1 col on mobile */
}
--></style>

<div class="oce-grid">

<!-- Repeat this block for each column item -->
<div class="oce-grid-item">
<h4>Item Title</h4>
<p>Description text for this grid item.</p>
</div>

<!-- Add more <div class="oce-grid-item"> blocks as needed -->
</div>
```

5.3 — Content Cards (Individual Text Boxes)

Cards are self-contained content boxes with a crimson top border, white background, and subtle shadow. They lift slightly on hover. Use them for spotlights, announcements, team bios, or any boxed content.

Content Cards

```
<style><!--
.oce-card-wrap { display: grid; grid-template-columns: repeat(2, 1fr);
gap: 1.5rem; margin: 1.5rem 0; }
.oce-card { background: #fff; border: 1px solid #e3e3e3;
border-top: 4px solid #990000; border-radius: 4px;
padding: 1.5rem; box-shadow: 0 2px 10px rgba(0,0,0,0.06);
transition: box-shadow 0.2s ease, transform 0.2s ease; }
.oce-card:hover { box-shadow: 0 6px 20px rgba(0,0,0,0.12);
transform: translateY(-3px); }
.oce-card h3 { color: #990000; margin: 0 0 0.75rem; font-size: 1.1rem; }
.oce-card p { color: #2C3E50; line-height: 1.8; margin: 0 0 0.75rem; }
.oce-card p:last-child { margin-bottom: 0; }
@media (max-width: 650px) { .oce-card-wrap { grid-template-columns: 1fr; } }
--></style>

<div class="oce-card-wrap">
  <!-- Copy/paste this entire card block to add more cards -->
  <article class="oce-card">
    <h3>Card Title</h3>
    <p>First paragraph of card content. Write as much
    as you need here.</p>
    <p>Second paragraph, if needed.</p>
  </article>
  <!-- Repeat <article class="oce-card"> for each card -->
</div>
```

TIP

To make a single full-width card (no grid), remove the oce-card-wrap div and just use on its own.

5.4 — Callout / Highlight Blocks

Two styles: a left-bordered callout for quotes or key info, and a full crimson banner for important announcements.

Callout & Banner Blocks

```

<style><!--
/* Style 1: Left-border callout (for quotes, tips, key info) */
.oce-callout { border-left: 5px solid #990000; background: #f8f8f8;
padding: 1.25rem 1.5rem; margin: 1.5rem 0;
border-radius: 0 4px 4px 0; }
.oce-callout p { color: #2C3E50; line-height: 1.8; margin: 0; font-size: 1.05rem; }
/* Style 2: Crimson banner (for announcements, CTAs) */
.oce-banner { background: #990000; color: #fff; padding: 1.25rem 1.5rem;
border-radius: 4px; margin: 1.5rem 0; text-align: center; }
.oce-banner p { color: #fff; margin: 0; font-size: 1.05rem; font-weight: bold; }
.oce-banner a { color: #ffd0d0; text-decoration: underline; }
--></style>

<!-- Left-border callout -->
<div class="oce-callout">
<p>Your key message, quote, or highlighted information goes here.</p>
</div>

<!-- Crimson announcement banner -->
<div class="oce-banner">
<p>Important announcement text here. <a href="/link">Learn more</a></p>
</div>

```

5.5 — Photo Layouts, Sizing & Borders

Use these snippets for consistent photo treatment across the site. All photos should have descriptive alt text for accessibility.

Photo Layout Snippets

```
<style><!--
/* Full-width photo with caption */
.oce-photo-full { width: 100%; border-radius: 4px;
border: 1px solid #e3e3e3; display: block;
box-shadow: 0 2px 10px rgba(0,0,0,0.07); }
.oce-photo-caption { font-size: 0.9rem; color: #4F5B66;
margin: 0.5rem 0 1.5rem; font-style: italic; }
/* Fixed-height photo (crops to fit – good for cards) */
.oce-photo-fixed { width: 100%; height: 220px; object-fit: cover;
border-radius: 4px; display: block; }
/* Change 220px to any height you need */
/* Float photo right with text wrapping */
.oce-photo-float { float: right; width: 280px; margin: 0 0 1.5rem 2rem;
border-radius: 4px; border: 1px solid #ddd; }
.oce-photo-float img { width: 100%; height: auto; display: block; }
.oce-photo-float figcaption { font-size: 0.9rem; color: #555;
margin-top: 0.5rem; }
--></style>

<!-- Full-width photo with caption -->

<p class="oce-photo-caption">Caption text here (optional)</p>

<!-- Fixed-height cropped photo (use inside a card) -->


<!-- Float photo right with wrapped text -->
<figure class="oce-photo-float">

<figcaption>Caption text (optional)</figcaption>
</figure>
<p>This text will wrap around the photo on desktop...</p>
<div style="clear:both;"></div> <!-- Always add this after a float -->
```

NOTE

Always add clear:both after a floated photo. Forgetting this will cause subsequent content to wrap incorrectly underneath the image.

5.6 — Circular Headshot Frames

Used for RA spotlights, people pages, and team profiles. The circle is created with border-radius: 50%. The photo must be square (equal width and height) for a perfect circle.

Circular Headshot

```

<style><!--
/* Standard circular headshot (92px – used in spotlight cards) */
.oce-headshot { width: 92px; height: 92px; border-radius: 50%;
object-fit: cover; display: block;
border: 2px solid #ead3d3;
box-shadow: 0 2px 8px rgba(0,0,0,0.10); }

/* Larger headshot (140px – for leadership/featured profiles) */
.oce-headshot-lg { width: 140px; height: 140px; border-radius: 50%;
object-fit: cover; display: block;
border: 3px solid #990000;
box-shadow: 0 4px 14px rgba(0,0,0,0.12); }

/* Card layout: photo + name + role side by side */
.oce-person-header { display: grid;
grid-template-columns: 100px minmax(0,1fr);
gap: 1rem; align-items: center;
margin-bottom: 1.25rem;
padding-bottom: 1rem;
border-bottom: 1px solid #e3e3e3; }
.oce-person-name { margin: 0 0 0.4rem; font-size: 1.2rem; color: #111; }
.oce-person-role { display: inline-block; padding: 0.25rem 0.6rem;
font-size: 0.78rem; font-weight: bold; letter-spacing: 0.04em;
text-transform: uppercase; color: #990000;
background: #f8f1f1; border: 1px solid #ead3d3;
border-radius: 3px; }
--></style>

<!-- Standard circular headshot alone -->


<!-- Full person card header: photo + name + role tag -->
<div class="oce-person-header">
<figure style="margin:0;">

</figure>
<div>
<h3 class="oce-person-name">Full Name Here</h3>
<span class="oce-person-role">Their Role</span>
</div>
</div>

```

TIP

Change width/height values to resize the circle. Always keep width and height equal or the image will become an ellipse instead of a circle.

5.7 — Hover Animations & Interactivity

CSS transitions create smooth, professional micro-interactions without JavaScript. These animations are subtle and appropriate for an academic research site — they add polish without distraction.

Pop / Lift Effect (Cards)

Pop/Lift on Hover

```
/* Add to any card or box element */
.oce-card {
  transition: box-shadow 0.2s ease, transform 0.2s ease;
/* The transition duration (0.2s) controls speed */
}
.oce-card:hover {
  box-shadow: 0 6px 20px rgba(0,0,0,0.12); /* deeper shadow on hover */
  transform: translateY(-3px); /* lifts 3px upward */
/* Change -3px to -5px for a more dramatic lift */
}
```

Fade-In Color Border Effect

Fade-In Border on Hover

```
/* Border appears on hover – great for org cards or link boxes */
.oce-link-card {
  border: 2px solid transparent;
  transition: border-color 0.2s ease, box-shadow 0.2s ease;
}
.oce-link-card:hover {
  border-color: #990000; /* crimson border appears */
  box-shadow: 0 4px 14px rgba(153,0,0,0.10);
}
```

Image Zoom Inside Card

Image Zoom on Hover

```
/* The card clips the image; hovering zooms it slightly */
.oce-img-card { overflow: hidden; border-radius: 4px; }
.oce-img-card img {
  width: 100%; display: block;
  transition: transform 0.35s ease;
}
.oce-img-card:hover img {
  transform: scale(1.04); /* zooms to 104% – subtle */
/* Change 1.04 to 1.08 for a more visible zoom */
}
```

Animated Link Underline

Animated Underline Link

```
/* Underline grows from left to right on hover */
.oce-animated-link {
  color: #990000;
  text-decoration: none;
  background-image: linear-gradient(#990000, #990000);
  background-size: 0% 2px;
  background-repeat: no-repeat;
  background-position: left bottom;
  transition: background-size 0.25s ease;
  padding-bottom: 2px;
}
.oce-animated-link:hover {
  background-size: 100% 2px;
}

<!-- Usage: --> <a class="oce-animated-link" href="/link">Link text</a>
```

Smooth Section Fade-In on Page Load

Page Load Fade-In

```
/* Section fades in when page loads */
.oce-fade-in {
  animation: oceFadeIn 0.6s ease forwards;
}
@keyframes oceFadeIn {
  from { opacity: 0; transform: translateY(12px); }
  to { opacity: 1; transform: translateY(0); }
}

<!-- Wrap any section: -->
<section class="oce-fade-in">
  <!-- your content here -->
</section>
```

5.8 — Stat / Impact Number Display

Use this to highlight key statistics — observation counts, participant numbers, organization totals. Large crimson numbers with supporting text.

Stat / Impact Numbers

```
<style><!--
.oce-stats-row { display: flex; flex-wrap: wrap; gap: 1.5rem; margin: 1.5rem 0; }
.oce-stat-box { flex: 1; min-width: 160px; background: #fff;
border: 1px solid #e3e3e3; border-top: 4px solid #990000;
padding: 1.25rem 1rem; text-align: center;
border-radius: 4px; }
.oce-stat-num { display: block; font-size: 2.4rem; font-weight: 700;
color: #990000; line-height: 1; margin-bottom: 0.4rem; }
.oce-stat-label { font-size: 0.9rem; color: #4F5B66; line-height: 1.5; }
--></style>

<div class="oce-stats-row">
  <!-- Repeat this block for each stat -->
  <div class="oce-stat-box">
    <span class="oce-stat-num">75,469</span>
    <span class="oce-stat-label">people observed<br/>in Bloomington</span>
  </div>
  <div class="oce-stat-box">
    <span class="oce-stat-num">2,273</span>
    <span class="oce-stat-label">total convenings<br/>observed</span>
  </div>
  <div class="oce-stat-box">
    <span class="oce-stat-num">50</span>
    <span class="oce-stat-label">participating<br/>organizations</span>
  </div>
</div>
```

5.9 — Section Headers & Kickers

A kicker is the small uppercase label above a heading (e.g., 'Newsletter Update'). This pattern is used throughout the site for consistent section identification.

Section Header with Kicker

```

<style><!--
.oce-kicker { display: inline-block; margin-bottom: 0.75rem;
font-size: 0.82rem; font-weight: 700;
letter-spacing: 0.08em; text-transform: uppercase;
color: #990000; }

.oce-section-heading { font-size: 1.9rem; font-weight: 700;
color: #111; margin: 0 0 0.25rem;
line-height: 1.2; }

.oce-section-header { margin-bottom: 2rem; padding-bottom: 1rem;
border-bottom: 2px solid #990000; }
--></style>

<!-- Section header with kicker + heading -->
<div class="oce-section-header">
<span class="oce-kicker">Newsletter Update</span>
<h2 class="oce-section-heading">Data Team Updates</h2>
</div>

```

5.10 — Links & Buttons

Three link/button styles for different purposes. Always include rel and target attributes on external links.

Links & Buttons

```
<style><!--
/* Standard text link */
.oce-link { color: #990000; text-decoration: underline; }
.oce-link:hover { text-decoration: none; }

/* Crimson button */
.oce-btn { display: inline-block; padding: 0.6rem 1.4rem;
background: #990000; color: #fff; font-weight: 700;
text-decoration: none; border-radius: 3px;
transition: background 0.2s ease, transform 0.15s ease; }
.oce-btn:hover { background: #7a0000; transform: translateY(-1px); color: #fff; }

/* Outline button */
.oce-btn-outline { display: inline-block; padding: 0.6rem 1.4rem;
border: 2px solid #990000; color: #990000;
font-weight: 700; text-decoration: none;
border-radius: 3px;
transition: all 0.2s ease; }
.oce-btn-outline:hover { background: #990000; color: #fff; }

/* PDF / document download link */
.oce-doc-link { display: inline-flex; align-items: center; gap: 0.4rem;
color: #990000; font-weight: 700; text-decoration: underline; }
.oce-doc-link::before { content: '\2192'; font-weight: bold; }
/* Uses arrow (\2192) – safe for Cascade CMS database */
--></style>

<!-- Internal link -->
<a class="oce-link" href="/people/index.html">Meet our team</a>

<!-- External link (always add target + rel) -->
<a class="oce-link" href="https://external-site.com"
target="_blank" rel="noopener noreferrer"
aria-label="Link text (opens in new tab)">Link text</a>

<!-- Crimson button -->
<a class="oce-btn" href="/results/index.html">See Research</a>

<!-- Outline button -->
<a class="oce-btn-outline" href="/contact/index.html">Contact Us</a>

<!-- PDF download link -->
<a class="oce-doc-link"
href="https://indiana.sharepoint.com/sites/YOUR-PDF-LINK"
target="_blank" rel="noopener noreferrer"
aria-label="Download sample report (opens in new tab)">View Sample Report (PDF)</a>
```

06 Building Newsletter Sub-Pages

Each newsletter edition lives in its own folder under /news-events/. Inside that folder, each section of the newsletter (Director's Letter, Lab Updates, RA Spotlights, etc.) is a separate HTML page. This keeps pages fast and easy to update individually.

Newsletter Folder Structure

Newsletter Folder Structure

```
/news-events/  
spring-2026/ <-- one folder per edition  
index.html <-- edition landing page (table of contents)  
director-letter.html  
lab-updates.html  
alumni-team-spotlights.html  
remote-projects.html  
data-team-updates.html  
research-questions.html  
current-past-staff.html  
comms-team.html  
  
fall-2026/ <-- new edition = new folder  
index.html  
director-letter.html  
...etc
```

Step-by-Step: Creating a New Newsletter Edition

01 Copy the previous edition's folder

In the site tree, right-click the spring-2026 folder (or most recent edition). Select Copy. Navigate to /news-events/ and Paste. This copies all pages and their structure at once.

02 Rename the folder

Right-click the copied folder and select Rename. Use the format: fall-2026, spring-2027, etc. Lowercase, hyphenated, year at the end.

03 Update the index.html (landing page)

Open the new folder's index.html. Edit the edition title, date, and the list of section links. Update each href to point to the new folder: /news-events/fall-2026/section-name.html

04 Edit each section page

Open each page (director-letter.html, lab-updates.html, etc.) and replace all content from the previous edition with the new edition's content. Keep the CSS style blocks — only change the HTML content inside the body.

05 Add the new edition to the main nav

Open /news-events/index.html and add a link to the new edition's index.html following the same link pattern as previous editions.

06 Preview all pages

Click through every page and verify: text is correct, images load, all internal links work, and the layout looks correct on desktop view.

07 Publish everything

Select the new edition folder in the site tree. Right-click > Publish. Choose to publish the folder and all children. This publishes every page at once.

TIP

Copy the entire folder — never create pages from scratch. Copying preserves the correct Cascade CMS content type, metadata structure, and all existing CSS that makes the pages look right.

Newsletter Index Page Template

The index.html of each newsletter edition is the landing page that links to all sections. Here is the full copy-paste template. Amber lines are yours to edit.

Newsletter Index — CSS (Part 1 of 2)

```
<style><!--
.oce-nl-index { max-width: 900px; margin: 2rem auto; padding: 0 1.5rem 3rem;
font-family: Arial, Helvetica, sans-serif; }
.oce-nl-header { border-bottom: 2px solid #990000; margin-bottom: 2rem;
padding-bottom: 1rem; }
.oce-nl-kicker { display: inline-block; font-size: 0.82rem; font-weight: 700;
letter-spacing: 0.08em; text-transform: uppercase;
color: #990000; margin-bottom: 0.75rem; }
.oce-nl-title { margin: 0; font-size: 2rem; font-weight: 700; color: #111; }
.oce-nl-intro { color: #4F5B66; font-size: 1rem; line-height: 1.7; margin: 0.75rem 0 0;
}
.oce-nl-grid { display: grid; grid-template-columns: repeat(2, 1fr); gap: 1.25rem; }
.oce-nl-card { background: #fff; border: 1px solid #e3e3e3;
border-top: 4px solid #990000; padding: 1.25rem; border-radius: 4px;
transition: box-shadow 0.2s ease, transform 0.2s ease; }
.oce-nl-card:hover { box-shadow: 0 4px 14px rgba(0,0,0,0.10); transform:
translateY(-2px); }
.oce-nl-card h3 { margin: 0 0 0.4rem; font-size: 1.05rem; color: #111; }
.oce-nl-card p { margin: 0 0 0.75rem; font-size: 0.95rem; color: #4F5B66; line-height:
1.65; }
.oce-nl-card a { font-weight: 700; color: #990000; text-decoration: underline;
font-size: 0.95rem; }
.oce-nl-card a:hover { text-decoration: none; }
@media (max-width: 650px) { .oce-nl-grid { grid-template-columns: 1fr; } }
--></style>
```

HTML — paste below the CSS style block above (Part 2 of 2):

Newsletter Index — HTML (Part 2 of 2)

```

<section class="oce-nl-index">
<div class="oce-nl-header">
<span class="oce-nl-kicker">OCE Lab Newsletter</span>
<h1 class="oce-nl-title">Fall 2026 Newsletter</h1>
<p class="oce-nl-intro">Welcome to the Fall 2026 edition.</p>
</div>
<div class="oce-nl-grid">
<!-- Copy/paste one card block per newsletter section -->
<div class="oce-nl-card">
<h3>Letter from the Director</h3>
<p>A message from Lab Director Dr. Matthew Baggetta.</p>
<a href="/news-events/fall-2026/director-letter.html">Read more</a>
</div>
<div class="oce-nl-card">
<h3>Lab Updates</h3>
<p>The latest news from across our observation sites.</p>
<a href="/news-events/fall-2026/lab-updates.html">Read more</a>
</div>
<div class="oce-nl-card">
<h3>RA and Alumni Spotlights</h3>
<p>Stories from our current research assistants and alumni.</p>
<a href="/news-events/fall-2026/alumni-team-spotlights.html">Read more</a>
</div>
<div class="oce-nl-card">
<h3>Community Reflections</h3>
<p>Updates from our remote sites in Idaho, Iowa, and New York.</p>
<a href="/news-events/fall-2026/remote-projects.html">Read more</a>
</div>
<div class="oce-nl-card">
<h3>Data Team Updates</h3>
<p>Progress on data collection, cleaning, and analysis.</p>
<a href="/news-events/fall-2026/data-team-updates.html">Read more</a>
</div>
<div class="oce-nl-card">
<h3>Stay Connected</h3>
<p>How to follow the OCE Lab and get involved.</p>
<a href="/news-events/fall-2026/comms-team.html">Read more</a>
</div>
</div>
</section>

```

Individual Section Page Template

Every section page (director-letter.html, lab-updates.html, etc.) uses this base structure. The style block at the top only needs to be added once per page.

Individual Section Page Template

```
<style><!--
.oce-update-section { max-width: 1000px; margin: 2.5rem auto;
padding: 0 1.5rem 3rem;
font-family: Arial, Helvetica, sans-serif; }
.oce-update-card { background: #fff; border: 1px solid #e3e3e3;
border-top: 4px solid #990000; border-radius: 4px;
padding: 2.5rem 2.25rem;
box-shadow: 0 2px 10px rgba(0,0,0,0.06); }
.oce-update-kicker { display: inline-block; margin-bottom: 0.85rem;
font-size: 0.82rem; font-weight: 700;
letter-spacing: 0.08em; text-transform: uppercase;
color: #990000; }
.oce-update-title { margin: 0 0 0.5rem; font-size: 2rem;
font-weight: 700; color: #111; }
.oce-update-byline { margin: 0 0 1.75rem; font-size: 1rem; color: #666; }
.oce-update-body p { margin: 0 0 1.35rem; font-size: 1.05rem;
line-height: 1.9; color: #333; }
--></style>

<section aria-labelledby="page-heading" class="oce-update-section">
<div class="oce-update-card">
  <span class="oce-update-kicker">Newsletter Update</span>
  <h2 class="oce-update-title" id="page-heading">Section Title Here</h2>
  <p class="oce-update-byline">By Author Name, Their Role</p>
  <div class="oce-update-body">
    <p>First paragraph of content here.</p>
    <p>Second paragraph here. Add as many paragraphs as needed.</p>
  </div>
</div>
</section>
```

NOTE

The aria-labelledby attribute on the section element and id on the heading are required for accessibility compliance with IU web standards. Always include them.

07 Brand Quick Reference

Official Color Values

Crimson Red	#990000	153, 0, 0	Primary accent, headings, borders, tags, buttons
Navy Blue	#2C3E50	44, 62, 80	Body text, section headings, table headers
Dark Gray	#4F5B66	79, 91, 102	Secondary text, captions, muted content
White	#FFFFFF	255, 255, 255	Card backgrounds, page background
Light Gray	#f7f7f7	247, 247, 247	Alternate row backgrounds, callout fills
Border Gray	#e3e3e3	227, 227, 227	Card borders, dividers, table lines

Typography (Web)

The brand fonts are BentonSans-Black and BentonSans-Regular. On the web, these fall back to **Arial, Helvetica, sans-serif**. Always use this font stack in CSS:

Web Font Stack

```
font-family: Arial, Helvetica, sans-serif;  
/* Never specify BentonSans in web CSS – it is not available in browsers */
```

Voice & Terminology Rules

- **First reference:** Observing Civic Engagement Lab (OCE Lab) — spell out in full, then use acronym
- **All subsequent references:** OCE Lab — always capitalize both 'OCE' and 'Lab'
- **Active voice:** 'OCE Lab conducts research...' not 'Research is conducted by...'
- **Team pronoun:** Use 'we' and 'our' when writing as the lab: 'We have observed...'
- **Avoid jargon:** Define SSO as 'systematic social observation (SSO)' on first use
- **Tone:** Authoritative but approachable. Academic but human. Inclusive and action-oriented.

Common HTML Entities for Special Characters

Em dash —	—	Sentence breaks, asides
En dash –	–	Ranges: 40–50 observations

Left “ quote	&#8220;	Opening quotation marks
Right ” quote	&#8221;	Closing quotation marks
Right ’ apostrophe	&#8217;	Contractions: we’ve, it’s, don’t
Non-breaking space	&#160;	Keep numbers with their units
Ampersand &	&amp;	In HTML attributes and text

Team Contacts

Louis Gallegos Comms Lead & Brand Steward	lgallego@iu.edu	Brand questions, code review, new content
Dr. Claire Woodward Lab & Program Manager	clamwood@iu.edu	Lab-wide decisions, new pages, major updates
IU WCMS Support	itswebmaster@iu.edu	CMS access issues, technical errors, system problems
IU Brand Office	iubrand@iu.edu	IU brand compliance, logo usage questions

*OCE Lab Website Training Guide · Version 2.0 · April 2026 · Prepared by the OCE Lab Communications Team ·
oce.indiana.edu*

08 Additional Code Snippets

More ready-to-use components for common page needs. Remember: amber lines are yours to edit — everything else maintains structure.

■ Normal code — do not modify structure

■ Highlighted = YOUR content to edit

■ Comment — explanation only

8.1 — Full Blank Page Scaffold

Use this as the starting point when building any new page from scratch. It includes the full style block, section wrapper, header, and body structure that every OCE Lab page uses. Copy the entire block into Source view on a new blank page.

Full Blank Page Scaffold

```

<style><!--
/* === OCE LAB PAGE SCAFFOLD === */
/* Core wrapper – controls max width and centering */
.oce-page { max-width: 1000px; margin: 2.5rem auto;
padding: 0 1.5rem 3rem;
font-family: Arial, Helvetica, sans-serif; color: #222; }
/* Page header with crimson underline */
.oce-page-header { margin-bottom: 2.25rem; padding-bottom: 1.1rem;
border-bottom: 2px solid #990000; }
.oce-page-kicker { display: inline-block; margin-bottom: 0.75rem;
font-size: 0.82rem; font-weight: 700;
letter-spacing: 0.08em; text-transform: uppercase;
color: #990000; }
.oce-page-title { margin: 0; font-size: 2rem; font-weight: 700; color: #111; }
/* Main content card */
.oce-page-card { background: #fff; border: 1px solid #e3e3e3;
border-top: 4px solid #990000; border-radius: 4px;
padding: 2rem 2.25rem;
box-shadow: 0 2px 10px rgba(0,0,0,0.06); }
/* Body text */
.oce-page-body p { margin: 0 0 1.35rem; font-size: 1.05rem;
line-height: 1.9; color: #333; }
.oce-page-body p:last-child { margin-bottom: 0; }
/* Responsive */
@media (max-width: 700px) {
.oce-page-card { padding: 1.5rem 1.25rem; }
.oce-page-title { font-size: 1.7rem; }
}
--></style>

<!-- Page wrapper – aria-labelledby links section to its heading for accessibility -->
<section aria-labelledby="page-main-heading" class="oce-page">

<!-- Page header -->
<div class="oce-page-header">
<span class="oce-page-kicker">Section Label Here</span>
<h2 class="oce-page-title" id="page-main-heading">Page Title Here</h2>
</div>

<!-- Main content card -->
<div class="oce-page-card">
<div class="oce-page-body">
<p>First paragraph of your page content goes here.</p>
<p>Add more paragraphs as needed. Each paragraph is a separate <p> tag.</p>
</div>
</div>

</section>

```

TIP

This scaffold gives you the crimson border-top card, the section header with kicker, and accessible ARIA markup — all in one copy-paste. Build from here and add snippets from Section 5 inside the .oce-page-body div.

8.2 — People / RA Profile Card

Used on the People page and in newsletter spotlights. Shows a circular headshot, name, role tag, and contact links side by side. Wrap multiple cards in the two or four-column grid from Section 5.2.

People / RA Profile Card

```

<style><!--
.oce-profile-card { background: #fff; border: 1px solid #e3e3e3;
border-top: 4px solid #990000; border-radius: 4px;
padding: 1.5rem;
box-shadow: 0 2px 8px rgba(0,0,0,0.06);
transition: box-shadow 0.2s ease, transform 0.2s ease; }
.oce-profile-card:hover { box-shadow: 0 6px 18px rgba(0,0,0,0.11);
transform: translateY(-2px); }
.oce-profile-inner { display: grid;
grid-template-columns: 90px minmax(0,1fr);
gap: 1rem; align-items: center;
margin-bottom: 1rem;
padding-bottom: 0.9rem;
border-bottom: 1px solid #e3e3e3; }
.oce-profile-photo { width: 90px; height: 90px; border-radius: 50%;
object-fit: cover; border: 2px solid #ead3d3;
box-shadow: 0 2px 6px rgba(0,0,0,0.09); }
.oce-profile-name { margin: 0 0 0.35rem; font-size: 1.15rem;
font-weight: 700; color: #111; }
.oce-profile-role { display: inline-block; padding: 0.25rem 0.55rem;
font-size: 0.75rem; font-weight: 700;
letter-spacing: 0.04em; text-transform: uppercase;
color: #990000; background: #f8f1f1;
border: 1px solid #ead3d3; border-radius: 3px; }
.oce-profile-links { margin: 0; padding: 0; list-style: none;
display: flex; gap: 0.75rem; flex-wrap: wrap; }
.oce-profile-links a { font-size: 0.88rem; color: #990000;
text-decoration: underline; }
.oce-profile-links a:hover { text-decoration: none; }
--></style>

<article class="oce-profile-card">
<div class="oce-profile-inner">

<div>
<h3 class="oce-profile-name">Full Name Here</h3>
<span class="oce-profile-role">Research Assistant</span>
</div>
</div>
<ul class="oce-profile-links">
<li><a href="mailto:netid@iu.edu">netid@iu.edu</a></li>
<li><a href="https://linkedin.com/in/their-profile"
target="_blank" rel="noopener noreferrer">LinkedIn</a></li>
</ul>
</article>

```

8.3 — Simple Data Table

Use for displaying structured information: observation counts by site, research outputs by year, funding sources, etc. Includes alternating row colors and a sticky-style header.

Data Table

```

<style><!--
.oce-table-wrap { overflow-x: auto; margin: 1.5rem 0; }
/* overflow-x: auto lets table scroll on mobile */
.oce-table { width: 100%; border-collapse: collapse;
font-family: Arial, Helvetica, sans-serif;
font-size: 0.97rem; }
.oce-table thead th { background: #2C3E50; color: #fff;
padding: 0.75rem 1rem; text-align: left;
font-weight: 700; font-size: 0.88rem;
letter-spacing: 0.03em; }
.oce-table tbody tr:nth-child(even) { background: #f7f7f7; }
.oce-table tbody td { padding: 0.7rem 1rem; color: #2C3E50;
border-bottom: 1px solid #e3e3e3;
line-height: 1.5; }
.oce-table tbody tr:hover { background: #fff5f5; }
/* Highlight a specific cell with crimson text */
.oce-table .oce-table-highlight { color: #990000; font-weight: 700; }
--></style>

<div class="oce-table-wrap">
<table class="oce-table">
<thead>
<tr>
<th>Site</th>
<th>Active RAs</th>
<th>Organizations</th>
<th>Weekly Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloomington, Indiana</td>
<td class="oce-table-highlight">25</td>
<td>55</td>
<td>40-50</td>
</tr>
<tr>
<td>Adirondacks, New York</td>
<td class="oce-table-highlight">2</td>
<td>30</td>
<td>8-15</td>
</tr>
<!-- Add more <tr> rows as needed -->
</tbody>
</table>
</div>

```

8.4 — Q&A; / Interview Block

Used in spotlight pages, alumni features, and newsletter profiles. Questions appear in crimson bold; answers in standard navy body text. Matches the existing RA spotlight page pattern exactly.

Q&A; / Interview Block

```
<style><!--
.oce-qa-block { margin-bottom: 1.35rem; }
.oce-qa-block:last-child { margin-bottom: 0; }
.oce-qa-question { margin: 0 0 0.5rem; font-size: 0.95rem;
font-weight: 700; color: #990000; line-height: 1.5; }
.oce-qa-answer { margin: 0; font-size: 1.03rem;
line-height: 1.9; color: #333; }
--></style>

<!-- Repeat this block for each Q&A; pair -->
<div class="oce-qa-block">
  <p class="oce-qa-question">What professional and/or personal ventures have you
undertaken in the last year? Any highlights? Things to celebrate?</p>
  <p class="oce-qa-answer">Write the person's answer here. Keep their voice
and tone intact as much as possible.</p>
</div>

<div class="oce-qa-block">
  <p class="oce-qa-question">How has working for OCE impacted your experiences?</p>
  <p class="oce-qa-answer">Second answer goes here.</p>
</div>
```

8.5 — Back-Navigation Breadcrumb

Add this at the top of any newsletter section page so readers can easily navigate back to the newsletter index. Uses a left-pointing arrow and subtle styling.

Breadcrumb Navigation

```
<style><!--
.oce-breadcrumb { margin: 0 0 1.5rem; padding: 0.6rem 1rem;
background: #f7f7f7; border: 1px solid #e3e3e3;
border-radius: 4px; font-size: 0.9rem;
color: #4F5B66; }
.oce-breadcrumb a { color: #990000; text-decoration: underline; }
.oce-breadcrumb a:hover { text-decoration: none; }
.oce-breadcrumb-sep { margin: 0 0.4rem; color: #ccc; }
--></style>

<!-- Place this ABOVE the main section/card, at the very top of page content -->
<nav class="oce-breadcrumb" aria-label="Breadcrumb navigation">
<a href="/news-events/index.html">News & Events</a>
<span class="oce-breadcrumb-sep">/</span>
<a href="/news-events/spring-2026/index.html">Spring 2026 Newsletter</a>
<span class="oce-breadcrumb-sep">/</span>
<span>Data Team Updates</span>
</nav>
```

8.6 — Video Embed Card

Embeds a video from IU's Kaltura media system (or any iframe source) inside a styled card. The padding-top trick maintains a 16:9 aspect ratio on all screen sizes.

Video Embed Card

```

<style><!--
.oce-video-card { padding: 1.1rem 1.25rem; border-radius: 4px;
border: 1px solid #e3e3e3;
background: #fff;
box-shadow: 0 4px 14px rgba(0,0,0,0.05);
margin: 1.5rem 0; }
.oce-video-title { margin: 0 0 0.35rem; font-size: 1.05rem;
color: #990000; font-weight: 700; }
.oce-video-desc { margin: 0 0 0.75rem; color: #4F5B66;
font-size: 0.95rem; line-height: 1.6; }
.oce-video-embed { position: relative; width: 100%;
padding-top: 56.25%; /* 16:9 ratio */
overflow: hidden; border-radius: 4px;
border: 1px solid #d3d3d3; background: #000; }
.oce-video-embed iframe { position: absolute; inset: 0;
width: 100%; height: 100%; border: 0; }
--></style>

<div class="oce-video-card">
<h3 class="oce-video-title">Watch: How we observe civic engagement</h3>
<p class="oce-video-desc">A brief description of what this video covers.</p>
<div class="oce-video-embed">
<iframe
src="https://cdnapisec.kaltura.com/p/1751071/embedPlaykitJs/uiconf_id/55328513
?iframeembed=true&entry_id=YOUR_ENTRY_ID"
title="Descriptive title for screen readers"
allow="autoplay *; fullscreen *; encrypted-media *"
allowfullscreen sandbox="allow-downloads allow-forms
allow-same-origin allow-scripts allow-top-navigation
allow-pointer-lock allow-popups allow-modals
allow-presentation">
</iframe>
</div>
</div>

<!-- Replace YOUR_ENTRY_ID with the Kaltura entry ID for your video -->
<!-- Find this in IU MediaSpace under your video's Embed settings -->

```


8.7 — Accordion / Expandable Section

An accordion lets you hide long content behind a clickable toggle — useful for FAQs, lengthy bios, or supplementary details that shouldn't overwhelm the page. Uses only HTML and CSS (no JavaScript needed).

Accordion CSS (Part 1 of 2)

```
<style><!--
.ace-accordion { margin: 1.5rem 0; }
.ace-accordion-item { border: 1px solid #e3e3e3;
border-radius: 4px; margin-bottom: 0.6rem;
overflow: hidden; }
/* The checkbox trick: hides checkbox, uses it to track open/closed */
.ace-acc-toggle { display: none; }
.ace-acc-label { display: flex; justify-content: space-between;
align-items: center; padding: 0.9rem 1.1rem;
background: #f7f7f7; cursor: pointer;
font-weight: 700; color: #2C3E50; font-size: 1rem;
border-left: 4px solid #990000;
transition: background 0.15s ease; }
.ace-acc-label:hover { background: #f0f0f0; }
.ace-acc-label::after { content: '\002B'; /* + sign */
color: #990000; font-size: 1.2rem;
font-weight: 700; line-height: 1; }
.ace-acc-toggle:checked + .ace-acc-label::after { content: '\2212'; /* - */ }
.ace-acc-content { max-height: 0; overflow: hidden;
transition: max-height 0.3s ease; }
.ace-acc-toggle:checked ~ .ace-acc-content { max-height: 600px; }
.ace-acc-content-inner { padding: 1rem 1.1rem 1.1rem;
color: #333; font-size: 1rem; line-height: 1.8; }
--></style>
```

HTML — paste below the CSS block above (Part 2 of 2):

Accordion / Expandable Sections

```

<div class="oce-accordion">
  <!-- Copy this entire block for each accordion item -->
  <div class="oce-accordion-item">
    <!-- Each item needs a UNIQUE id on the input and matching for on the label -->
    <input type="checkbox" class="oce-acc-toggle" id="acc-item-1" />
    <label class="oce-acc-label" for="acc-item-1">
      Question or Section Title Here
    </label>
    <div class="oce-acc-content">
      <div class="oce-acc-content-inner">
        <p>The answer or expanded content goes here.</p>
      </div>
    </div>
  </div>

  <div class="oce-accordion-item">
    <input type="checkbox" class="oce-acc-toggle" id="acc-item-2" />
    <label class="oce-acc-label" for="acc-item-2">
      Second Question or Section Title
    </label>
    <div class="oce-acc-content">
      <div class="oce-acc-content-inner">
        <p>Second answer content here.</p>
      </div>
    </div>
  </div>

  <!-- IMPORTANT: each input id (acc-item-1, acc-item-2) must be unique on the page -->
  <!-- Change acc-item-1, acc-item-2 to any unique names you prefer -->

```

NOTE

The max-height: 600px on the open state should be larger than your tallest content panel. If content gets cut off, increase this value.

09 Troubleshooting Common Problems

These are the most common issues you'll encounter when editing the OCE Lab site in Cascade CMS, and exactly how to fix them.

SQL Error: 'Incorrect string value' when saving

Why this happens: *You have an emoji or special 4-byte character somewhere in the content.*

- Search your content for any emoji characters (copy-paste from phone, etc.)
- Remove all emojis — they cannot be stored in Cascade's database
- For icons, use Unicode escape codes in CSS: content: '\2192' for an arrow
- For decorative symbols, use HTML entities: ★ for a star, — for an em dash

Page layout is completely broken after saving

Why this happens: *A div or style tag was accidentally deleted or left unclosed.*

- Do NOT publish — close the edit window without saving if possible
- If already saved, open the page and click Edit
- In Source view, look for unclosed tags — every needs a
- Check that the <!-- ... --> block is still intact at the top
- Compare with a working page to spot missing structure

Image not showing — broken image icon appears

Why this happens: *The file path in the src attribute is wrong, or the file wasn't published.*

- Click the image file in the site tree to confirm it exists
- Check that the file has been Published (not just saved)
- Copy the exact path from the Properties panel and paste into your src attribute
- Path must start with /render/file.act?path=/ — check for typos
- File names are case-sensitive: Jackson-Shinkle.png is different from jackson-shinkle.png

Changes saved but not showing on the live site

Why this happens: *The page was saved as a draft but not published.*

- In the site tree, click the page
- Click Publish in the toolbar
- Wait 30-60 seconds and do a hard refresh in your browser (Ctrl+Shift+R)
- If still not updating, check if the page is inside a workflow that requires approval

Text pasted from Word looks wrong — strange fonts or formatting

Why this happens: *Word adds hidden HTML markup that overrides the site's styles.*

- Undo the paste immediately (Ctrl+Z)
- Copy your text again from Word
- In the CMS editor, use Paste as Plain Text: Ctrl+Shift+V
- Then reformat using the editor toolbar or by adding HTML tags in Source view
- Never use the regular Ctrl+V paste with Word content

Two-column layout stacking vertically on desktop

Why this happens: *The CSS style block may have been accidentally deleted, or there's a class name typo.*

- In Source view, confirm the `<!-- ... -->` block is at the very top of the page content
- Check that every div has the exact class name — e.g., `class="oce-two-col"` not `class="oce-two-cols"`
- Confirm the style block includes the correct class definition
- If the style block is missing, re-paste the CSS from the relevant snippet in Section 5

Hover animations not working

Why this happens: *The transition property must be on the base element, not the :hover state.*

- Check that `transition: ...` is in the base CSS class (e.g., `.oce-card`)
- The `:hover` rule should only contain the changed values, not the transition
- CSS animations don't work in the CMS preview — test on the live published page
- Some older browsers may not support certain animation properties — this is expected

Accordion items all open at once or none open

Why this happens: *The input id and label for attributes don't match, or ids are duplicated on the page.*

- Every id must be unique on the page: id="acc-item-1", id="acc-item-2", etc.
- The must exactly match its corresponding
- Duplicate ids on the same page will cause unexpected behavior — check all accordion items

Link opens in the same tab instead of a new tab

Why this happens: *The target="_blank" attribute is missing from the link.*

- Add target="_blank" rel="noopener noreferrer" to any external link
- Always add aria-label="Link text (opens in new tab)" for accessibility
- Internal links (pages on oce.indiana.edu) should NOT open in a new tab

Can't find a page in the site tree

Why this happens: *The page may be in an unexpected folder, or you may not have access.*

- Use the Search function in Cascade CMS (magnifying glass icon) to search by page title
- Check that you're looking in the correct edition's folder (e.g., /news-events/spring-2026/)
- If the page doesn't exist yet, it needs to be created — see Section 6 for newsletter pages

10 Quick-Action Cheat Sheet

Everything you need on one page — bookmark this or keep it open while working.

CMS Actions

Log in	Go to cms.indiana.edu → Log in with IU → select oce.indiana.edu
Edit a page	Site tree → click page → Edit button (pencil icon) → Source view
Save a draft	Save & Preview or Save & Close (change is NOT yet live)
Publish a page	After saving → click Publish in toolbar → confirm
Upload a file	Right-click target folder in site tree → New → File → Choose File
Find a file path	Click file in site tree → Properties panel shows the path
Copy a page	Right-click page → Copy → navigate to destination → Paste
Rename a page/folder	Right-click item → Rename → use lowercase-hyphenated names
Publish entire folder	Right-click folder → Publish → select folder and all children
Preview before publish	In edit mode → click Preview in toolbar
Undo a bad save	Edit → Source view → manually restore previous content (no auto-undo)

Keyboard Shortcuts in Cascade CMS Editor

Ctrl + Z	Undo last change (within the editor session only)
Ctrl + Shift + V	Paste as plain text — always use this when pasting from Word or another site
Ctrl + A	Select all content in the editor
Ctrl + F	Find text in the current page (browser find)
Ctrl + Shift + R	Hard refresh — forces browser to reload latest published version

Brand Values at a Glance

Primary color	#990000 Crimson	Any other red, orange, or pink
Body text color	#2C3E50 Navy	Pure black (#000000)
Secondary text	#4F5B66 Dark Gray	Light gray on white background (fails contrast)
Web font	Arial, Helvetica, sans-serif	Georgia, Times, Comic Sans, or web fonts not in stack
Lab name	OCE Lab (after first full reference)	OCE, the Lab, oce lab (lowercase)
Em dash	— (HTML entity)	Typing — directly (causes encoding errors in CMS)
Emojis	Never	In any content field — causes fatal SQL error

Useful Links

- **OCE Lab Website:** oce.indiana.edu
- **Cascade CMS Login:** cms.indiana.edu
- **IU Brand Guide & Assets:** iu.edu/brand/index.html
- **IU Web Accessibility Guide:** accessibility.iu.edu
- **IU MediaSpace (Kaltura video):** mediaspace.iu.edu
- **IU WCMS Knowledge Base:** kb.iu.edu (search: WCMS Cascade)

OCE Lab Website Training Guide · Version 2.0 (Extended) · April 2026
 Prepared by the OCE Lab Communications Team · oce.indiana.edu
 Questions? Contact Louis Gallegos: lgallego@iu.edu