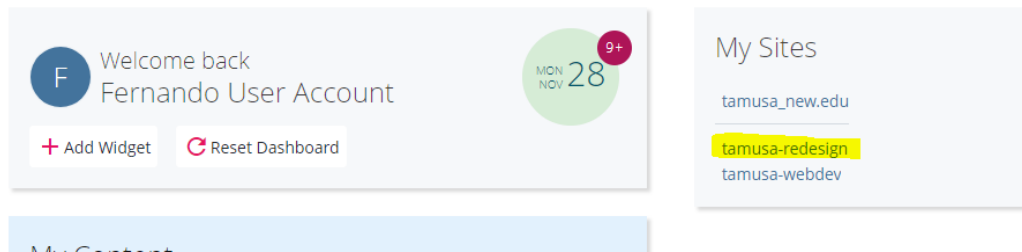




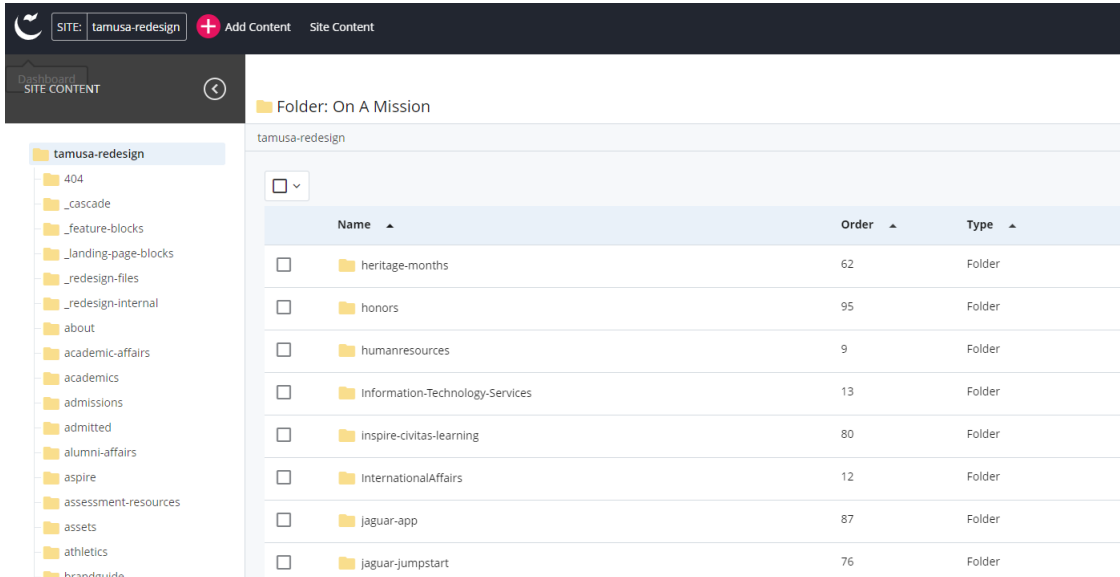
TEXAS A&M UNIVERSITY
SAN ANTONIO

CASCADE CLOUD HOW TO CREATE AN EXTERNAL LINK

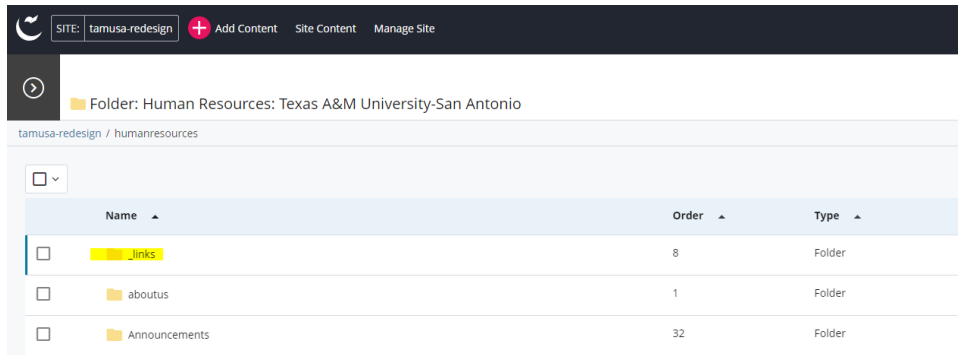
1. Log into Cascade (<https://tamusa.cascadecms.com>)
2. Once logged in, click on the TAMUSA-REDESIGN site either by clicking the site under the MY SITES module on the dashboard or clicking on the GO TO A SITE drop down menu and select TAMUSA-REDESIGN.



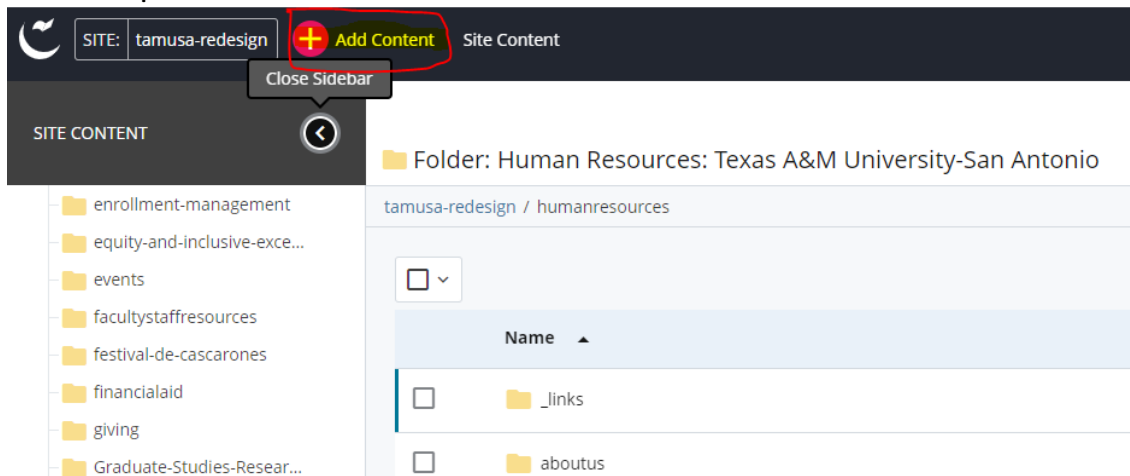
3. Select your department folder.



4. Inside each department folder you should have an **_LINKS** folder. All external links need to be created inside the **_links** folder. Click the **_links** folder.





5. Once you have clicked the **_LINKS** folder, click on the **ADD CONTENT** option to the top left.



6. Select CLICK HERE TO CHOOSE ASSET

Add Content ×


 Click here to choose asset >


 Redesign 2022 >


7. Select EXTERNAL LINK


Add Content ×

< Click here to choose asset

 External Link

 Folder

 Upload Document File
Upload .pdf, .doc, .pptx, .xlsx documents

 Upload Image File
Upload .jpg, .png files

8. Fill out the required fields for your page.

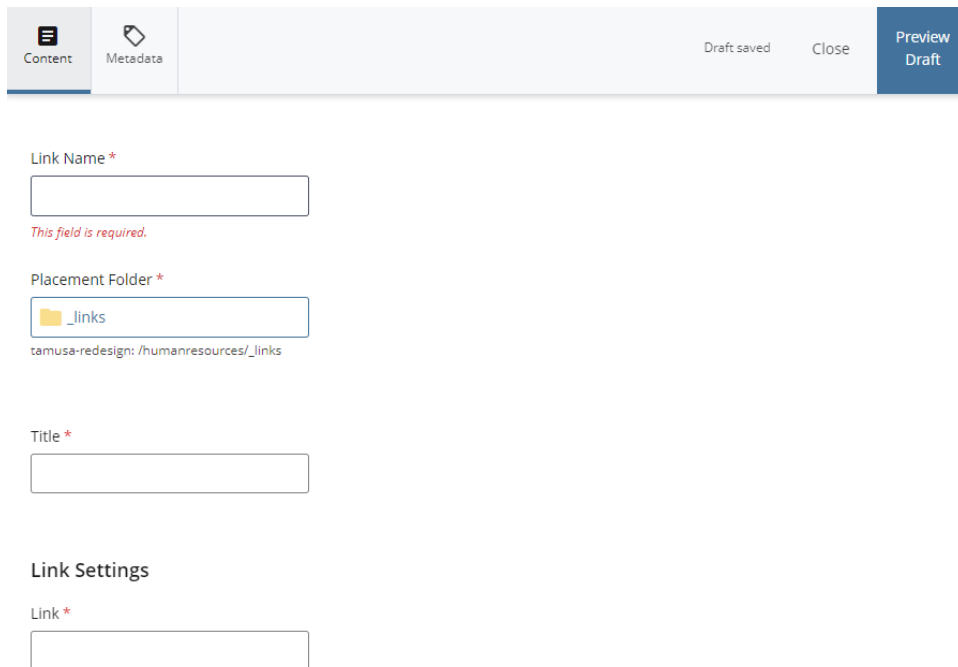
LINK NAME: DO NOT USE SPACES. If you have two or more words as the link name, please use the hyphen (-) (ex: google-link)

PLACEMENT FOLDER: The placement folder is where your external link will

be created. You should be under the `_links` folder in your department folder.

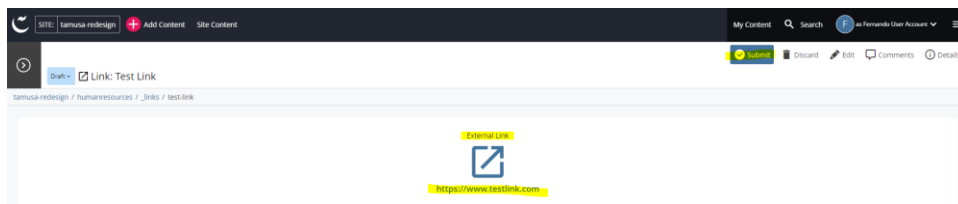
TITLE: The title of the page will be used as the title of the page breadcrumbs and browser tab title.

LINK SETTINGS: This is where you will add the link (URL) you are trying to go to.



The screenshot shows a form with a top navigation bar containing 'Content', 'Metadata', 'Draft saved', 'Close', and 'Preview Draft' buttons. The form fields are: 'Link Name *' with a red error message 'This field is required.' below it; 'Placement Folder *' with a dropdown menu showing '_links' and the path 'tamusa-redesign: /humanresources/_links'; 'Title *' with an empty text box; and 'Link Settings' section with a 'Link *' field.

9. Test your link by clicking the link under EXTERNAL LINK section to make sure the URL is correct. Once you confirm your link works click the SUBMIT button




10. Click the CHECK CONTENT & START WORKFLOW button.

Version Comments

Comments left here will be saved in the assets version history once the workflow completes.

First version.

Workflow

 Global User Workflow

[Check Content & Start Workflow](#)

11. YOU ARE DONE. External Links do not have to go through the entire WORKFLOW process.