**What’s New in Cascade 8**

Cascade 8 works basically the same as past versions of cascade,  but it looks **very** different!  Here are are a few things to know to help you get started…

**1. Finding Your Web pages**

When you first login to Cascade you will not see your own web pages and files — your first page is your dashboard.

**To get to your list of web pages and files you can:**

* select your website  from the Site dropdown menu at the top of the screen
— or —
* use the My Sites widget on your Dashboard

**2. Changing the Way File Names Are Listed**

By default Cascade 8 lists your web pages by Title (information you set in the metadata) — but you can change your settings to list your pages by the system name (or URL)

**To make the change:**

* On the right of the Dashboard Tool bar locate a circle with your initial
* click the downward arrow to it’s right

* Select **Settings** to get to the settings screen
* uncheck the box for **Appearance of Asset Links**

* Submit your changes

**3. Saving Your Edits**

**Saving your edits to the database is now a *two* step process.**

1. use the Save & Preview button to save your edits into a ***Draft*** copy of the file to preview

2. if the preview looks correct you have 2 ways to submit
	1. press the **Click Submit** in the green outlined box that appears on the bottom of the screen (it disappears quickly)
	
	— or —
	2. press the blue submit button on the top of the page
	
3. If you do not *Submit* the page, your edits are save as a *Draft*
4. The next time you edit the page that has un-submitted changes you will see a dropdown next to the filename.  From the dropdown you can choose to edit the current page or the draft .

5. If you decide to edit the current page you will see a warning message  — and you will lose the previous edits saved in the draft


**4. Adding New Pages & other Content to Your Website**

In Cascade 8 the tools to help you add new pages, links, files… are found under: **Add Content**.
The Add Content menu replaces the old New menu.

