Quick Training for Editing Your Site in KP4

Generally, editing a secondary page in KP4 isn’t much different from editing in the previous version, but here are some guides in case you can’t find what you need.

How to find what you’re looking for

- Follow the URL path to find the page in Cascade
- For example, http://history.richmond.edu/major-minor/lectures.html lives in Cascade under the:
  - history site
  - major-minor folder
  - lectures page

You may see a “kp3” version of your site in Cascade as well (for example, kp3-history), but this is just an archived copy of the old version for reference. These will eventually be deleted.

Editing a secondary page in Cascade

In KP4, the content regions in Cascade will be automatically collapsed when you view the page in “edit” mode. If you need to edit the main text region of the page, click the “Body Copy” section to expand it and make your edits in the page content region.
Creating or editing text/button promos

In KP4, these are found under the “Related Content Item” sections. Click to expand the items you need and edit them as you always have.

Once expanded, the fields are the same. To create a new item, click the “+” button, or click the “-” to delete an item.
There are some new types of promos that require some work with Web Services or University Communications, but the two most common (button and text) are still available:
Editing subnavigation

By default, pages will display the folder’s subnavigation (which now appears on the left side of the page):

![Department of History subnavigation](image)

To be sure a page appears in the subnavigation, it needs a display name in the page’s metadata. To edit the metadata, click Edit>Metadata in the blue toolbar. Then give the page a display name:

![Edit page](image)