

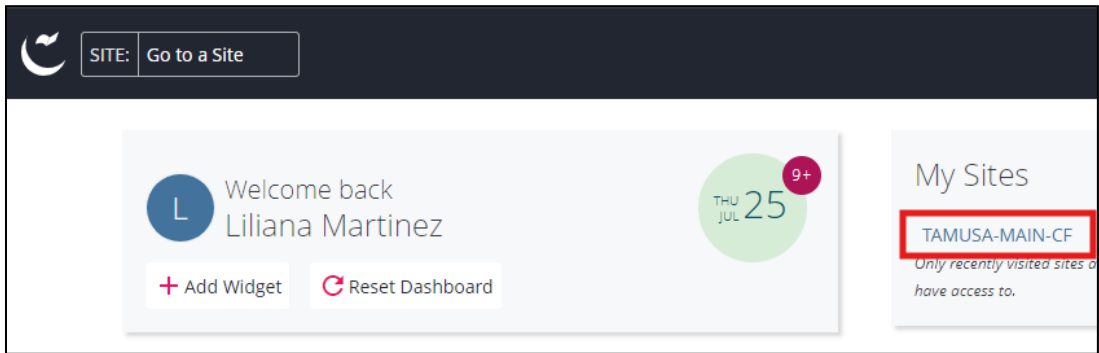


TEXAS A&M UNIVERSITY
SAN ANTONIO

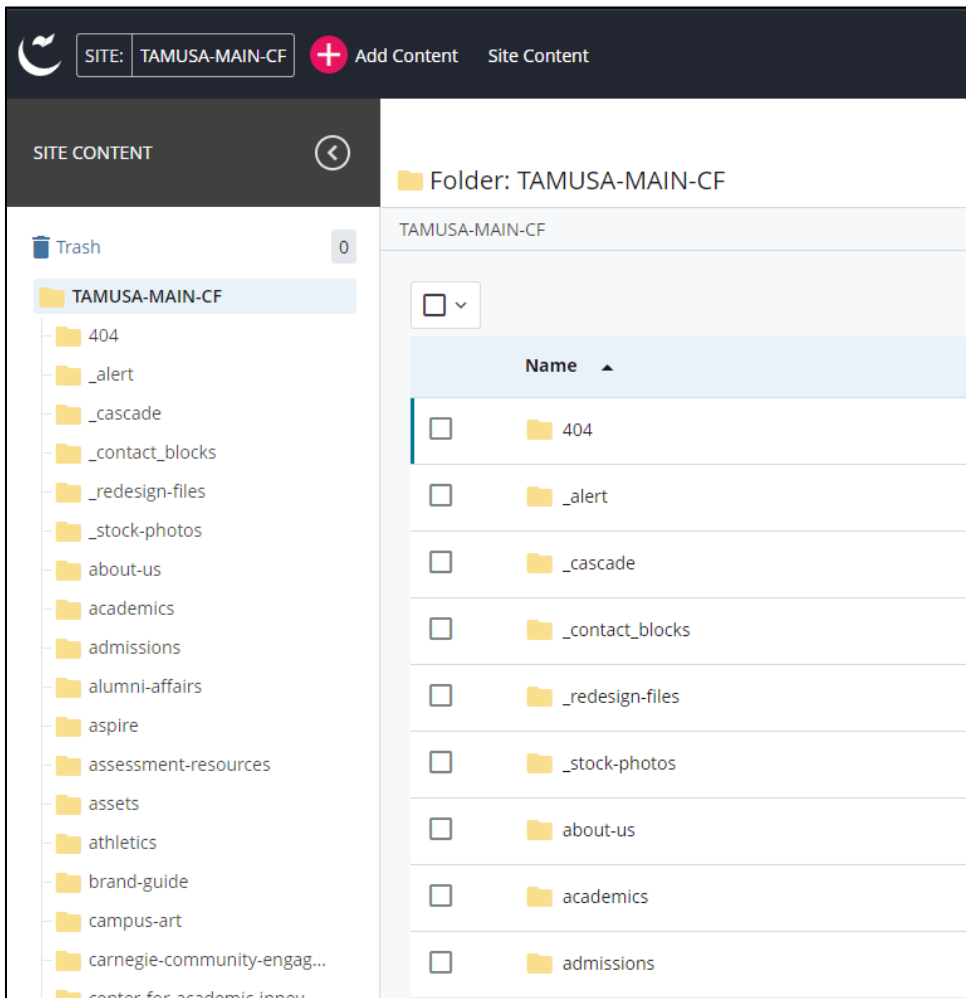
Cascade Cloud

How to add a document file or image file
in Cascade

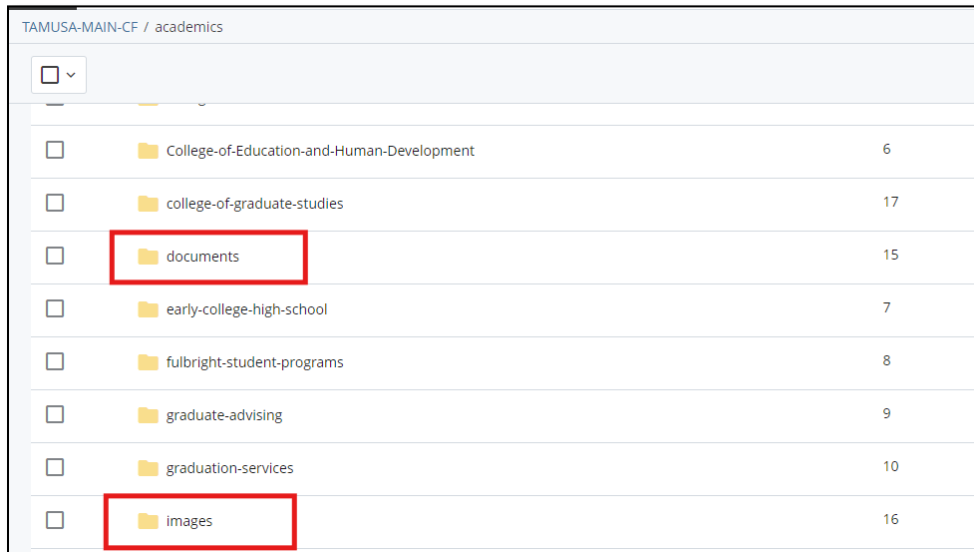
1. Under MY SITES click on TAMUSA-MAIN-CF.



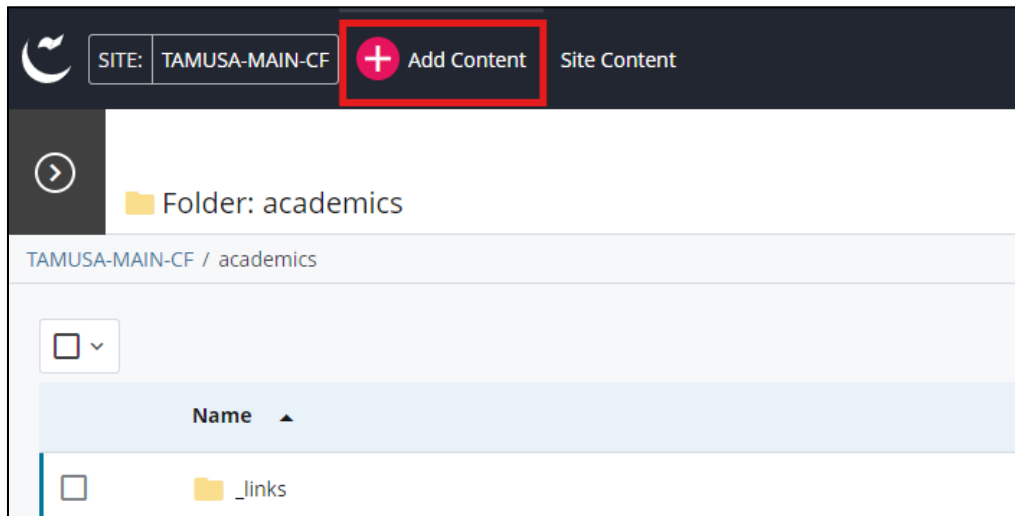
2. Select your department folder.



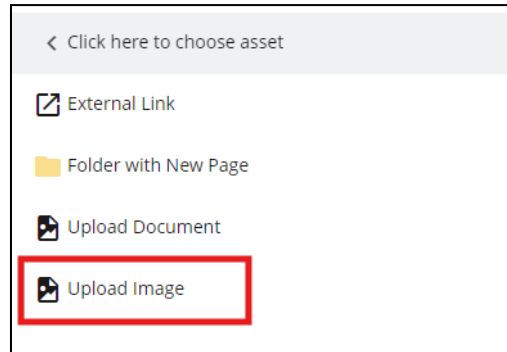
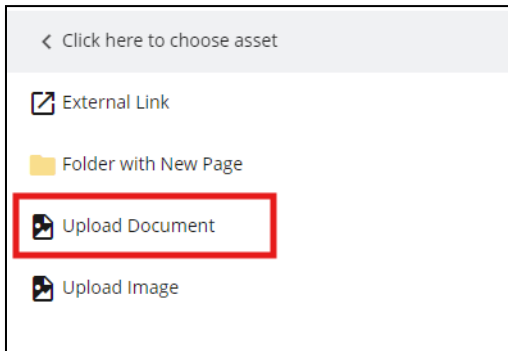
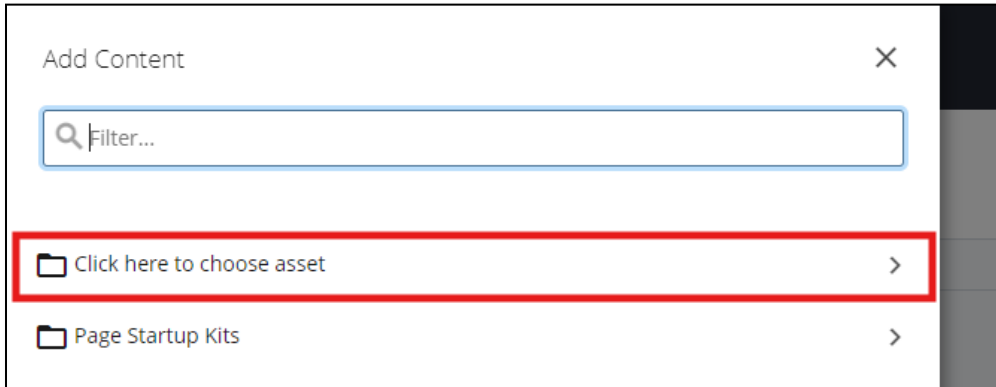
3. Depending on the file you are uploading, locate either the DOCUMENTS or IMAGE folder. Click folder.



4. Click the ADD CONTENT option located at the top left of your browser window.



5. Select **CLICK HERE TO CHOOSE ASSET** and depending on which file you are uploading, click on **UPLOAD DOCUMENT FILE** or **UPLOAD IMAGE FILE**.

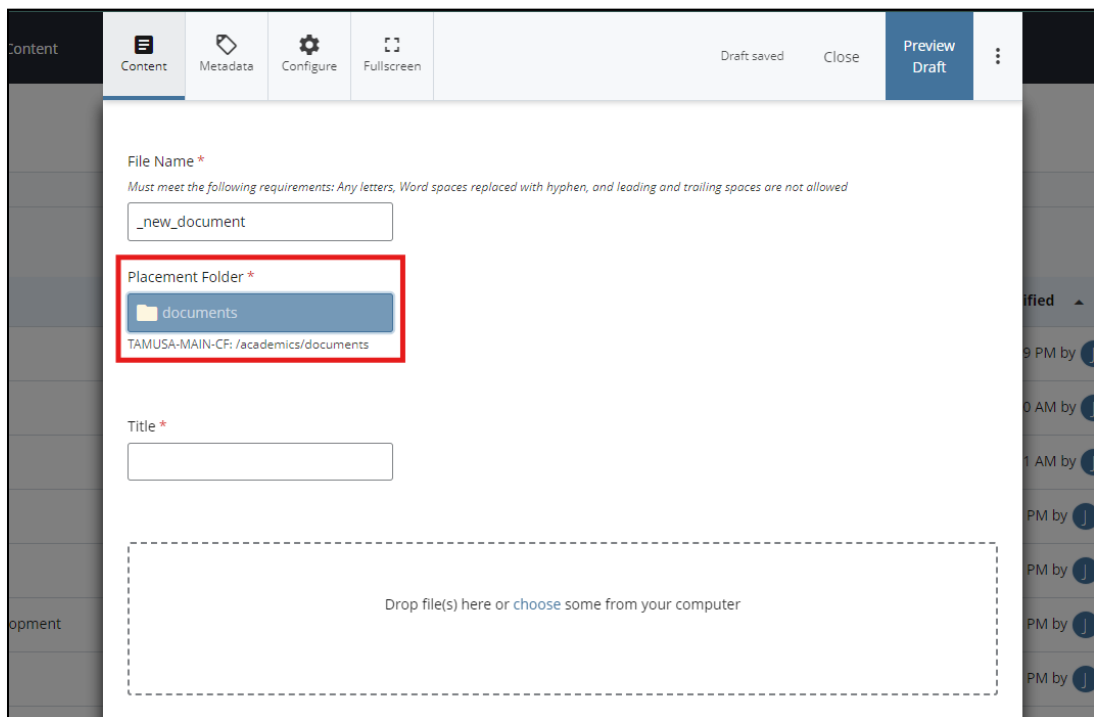


6. Add the following meta tags:

- **File name:** the file name CANNOT have spaces. Replace space with hyphen. (Ex. Student-Handbook.pdf)

- **Placement folder** - Make sure it is the **DOCUMENTS** or **IMAGES** folder under your section.

- **Title:** Title should include the following information, DISPLAY NAME: DEPARTMENT – UNIVERSITY NAME (Ex. Campus Map: Parking – Texas A&M University-San Antonio)



The screenshot shows a user interface for adding a document. At the top, there is a navigation bar with tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. On the right side of the navigation bar, there are buttons for 'Drafts saved', 'Close', and 'Preview Draft'. The main content area contains a form with the following fields:

- File Name ***: A text input field containing the text "_new_document". Below the field is a note: "Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed".
- Placement Folder ***: A dropdown menu with "documents" selected. The entire field is highlighted with a red rectangular box. Below the dropdown, the path "TAMUSA-MAIN-CF: /academics/documents" is displayed.
- Title ***: An empty text input field.
- File Upload Area**: A dashed rectangular box containing the text "Drop file(s) here or [choose](#) some from your computer".

On the right side of the interface, there is a vertical list of items, each with a date and time followed by "by" and a user icon. The visible items are:

- 9 PM by [user icon]
- 0 AM by [user icon]
- 1 AM by [user icon]
- PM by [user icon]
- PM by [user icon]
- PM by [user icon]
- PM by [user icon]

7. Click on METADATA tab and fill in the required summary and keyword fields.

The screenshot shows a software interface with a top navigation bar containing 'Content', 'Metadata', 'Configure', and 'Fullscreen' tabs. The 'Metadata' tab is active. To the right of the tabs are 'Draft saved', 'Close', and 'Preview Draft' buttons. The main area contains a form with the following fields:

- File Name ***: A text input field containing '_new_document'. Below it is a note: 'Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed'.
- Placement Folder ***: A dropdown menu showing 'documents'. Below it is the path: 'TAMUSA-MAIN-CF: /academics/documents'.
- Display Name**: An empty text input field.
- Summary**: A large empty text area.
- Teaser**: A large empty text area.
- Keywords**: An empty text input field.

8. Click PREVIEW DRAFT to view a preview of your file.

This screenshot is identical to the previous one, but the 'Preview Draft' button in the top right corner is highlighted with a red rectangular box.

9. Follow the workflow process to submit your file for approval/publish.