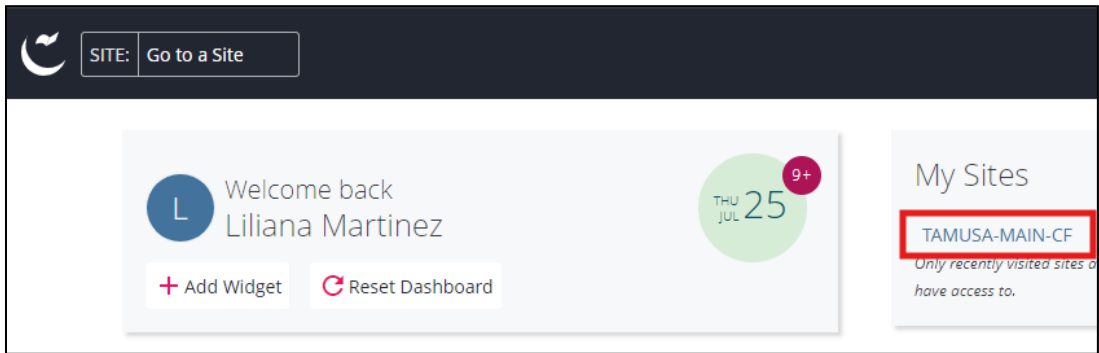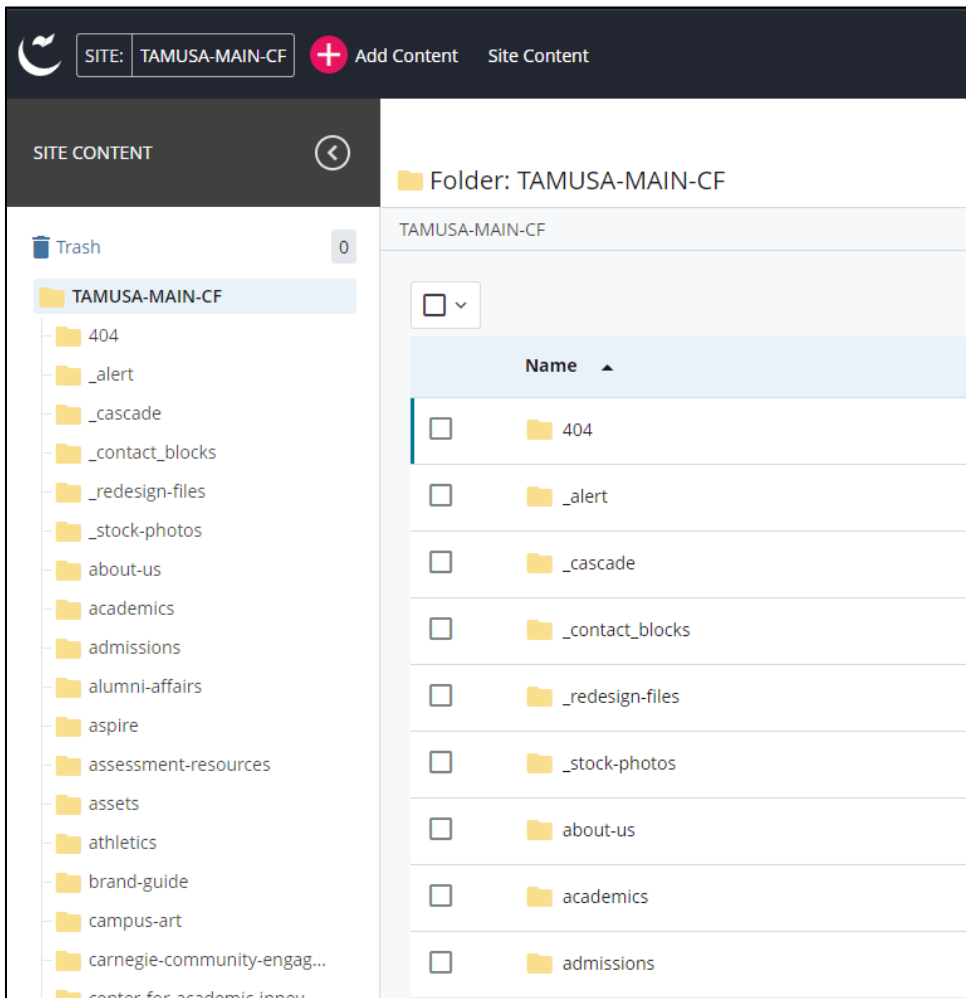# TEXAS A&M UNIVERSITY
SAN ANTONIO

Cascade Cloud

How to add a document file or image file in Cascade
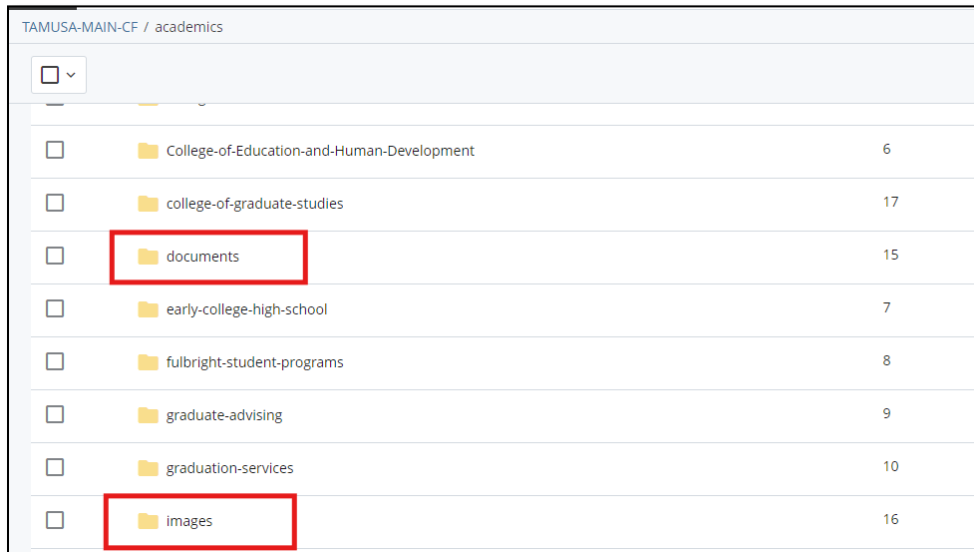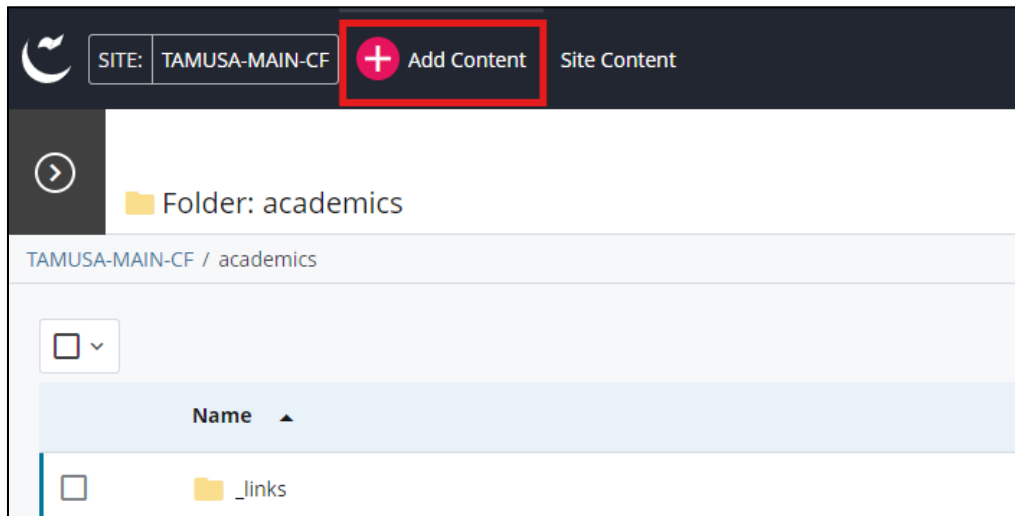
1. Under MY SITES click on TAMUSA-MAIN-CF.

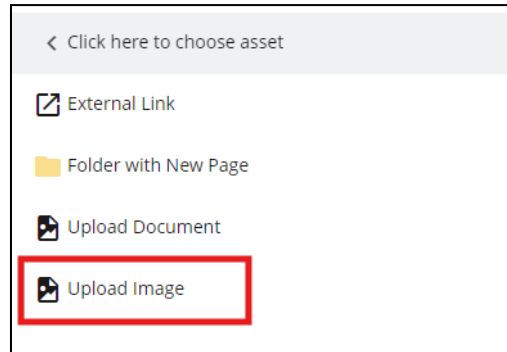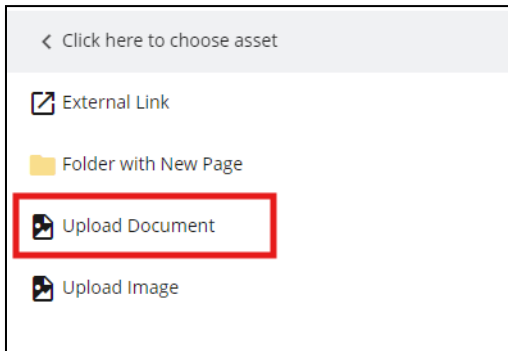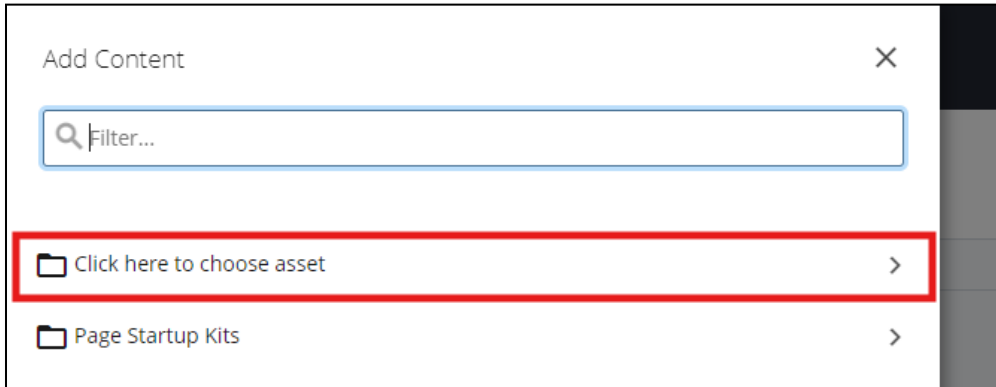
2. Select your department folder.

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.

Add Content   ✕

🔍 Filter...

📁 Click here to choose asset   >

📁 Page Startup Kits   >

< Click here to choose asset

📄 External Link

📁 Folder with New Page

📄 Upload Document

📄 Upload Image

< Click here to choose asset

📄 External Link

📁 Folder with New Page
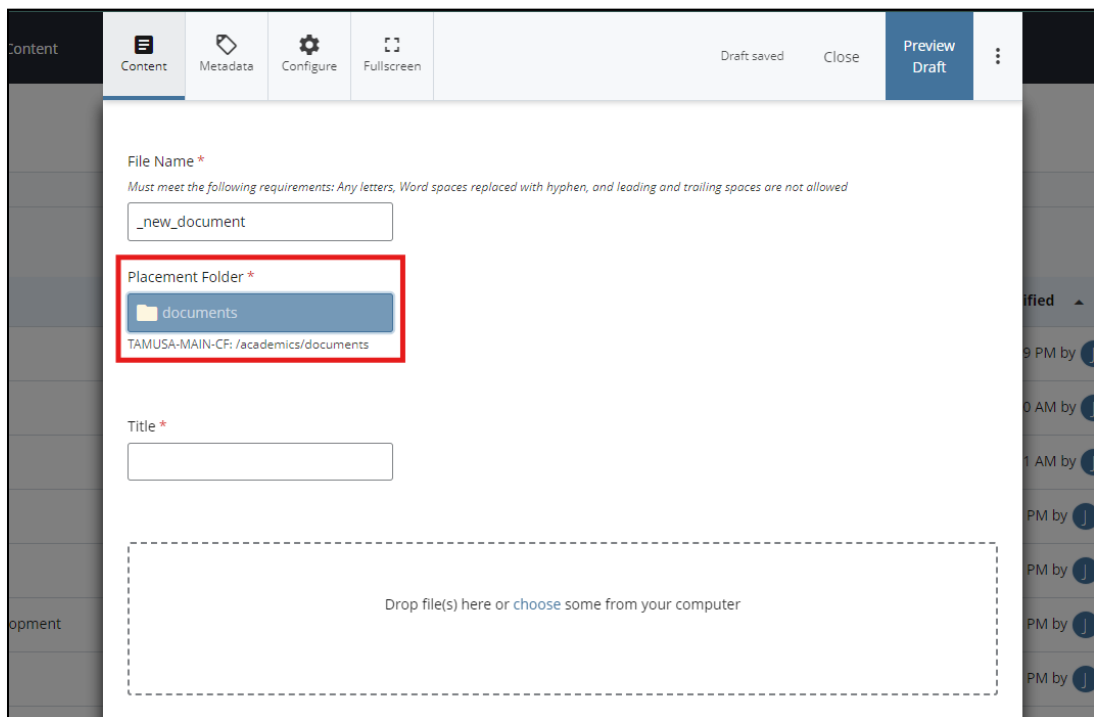
📄 Upload Document

📄 Upload Image

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)

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

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

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