## Add a File to Cascade CMS Folder.



1 Navigate to the site where the PDF should live.

2 Click the _do	cs folder.						
SITE CONTENT	()	Folder: _UIW Test Site					
UIW Test Site	View folder						
		Name 🔺	c				
- images			3				
Calendar			1				
– 📒 callum							
- <mark></mark> christian			2				
elizabeth			1				
- Interior							



4 Click "Default"		
Add Content	×	anage Site
Q Filter		
🖿 Default	>	
News	>	
Directory Detail Page		
Directory Listing		t to display.
File		
Folder		
Navigation		

5 Click "File"	
<b>Q</b> Filter	
✓ Default	
Block	
Z External Link	
File	t to display.
Folder	
< > Format	
Page	
Template	

Placement Folder *	
_UIW Test Site: /_docs	
	Drop file(s) here or choose some from your computer
	Drop file(s) here or choose some from your computer

Click "use the suggested name" if you get the warning message "Name does not meet the above requirements or contains an illegal character."

		Content	Metadata	Configure	Fullscreen				
TE CONTENT	$\bigcirc$	File Nam	o *						
j Trash	12	Hie Name * Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and a HCM-1287_Re-Imaging Human Capita							
UIW Test Site		Name does not meet the above requirements, or contains an illegal character. Suggestion: hcm-1287_re-i employee-experience-capabilities_1679423171435001s2ed.pdf Want to use the suggested name?							
_images _widgets		Placeme	nt Folder * cs						
Calendar		_UIW Test	Site: /_docs						
christian elizabeth									

8 Click "Preview Draft"					
	Draft saved	Close	Preview Draft	:	ntent Q Search 💮 🗸 🚍
rd spaces replaced with hyphen, and leading	and trailing spaces are	e not allowed			mments (i) Details 🛠 … More
(s) here or choose some from your c	omputer				

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