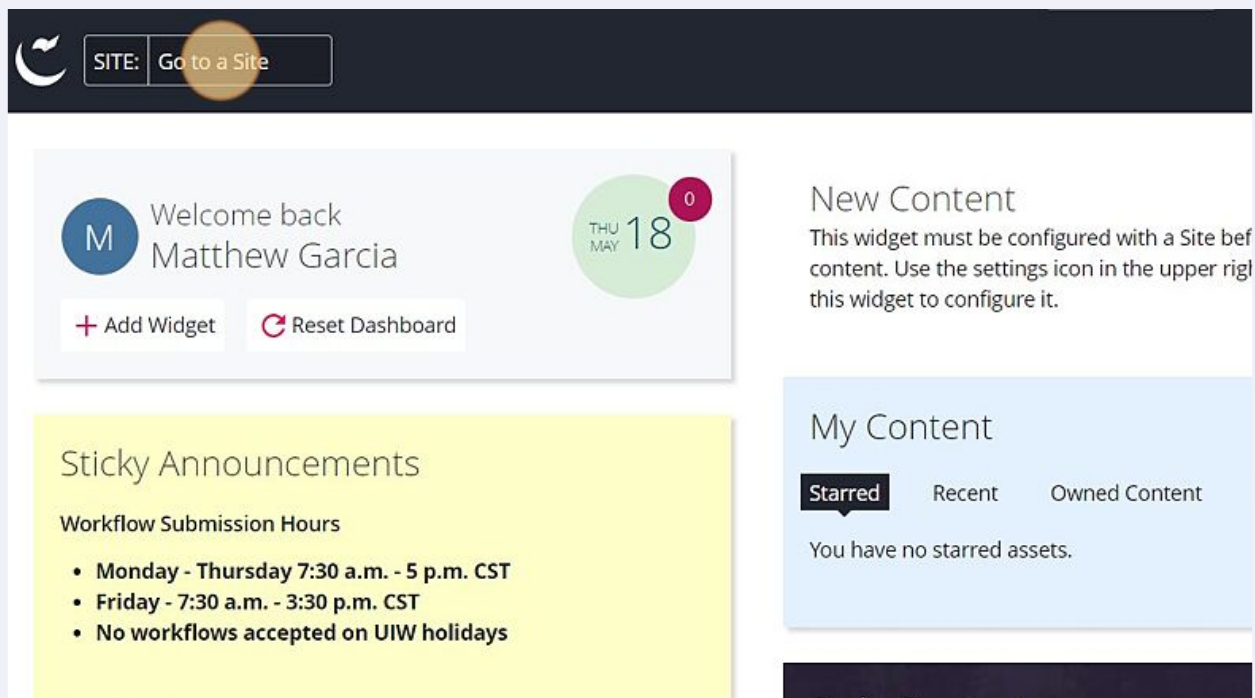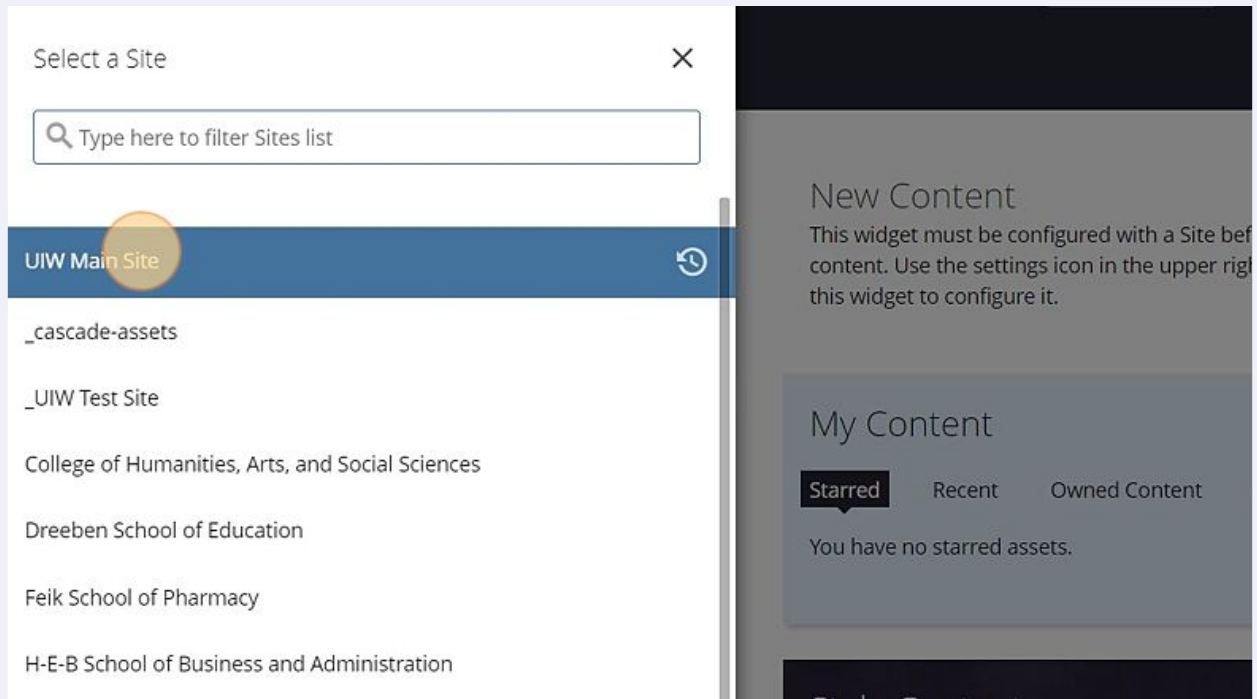# How to Update a Document in the System

1   Navigate to Cascade CMS
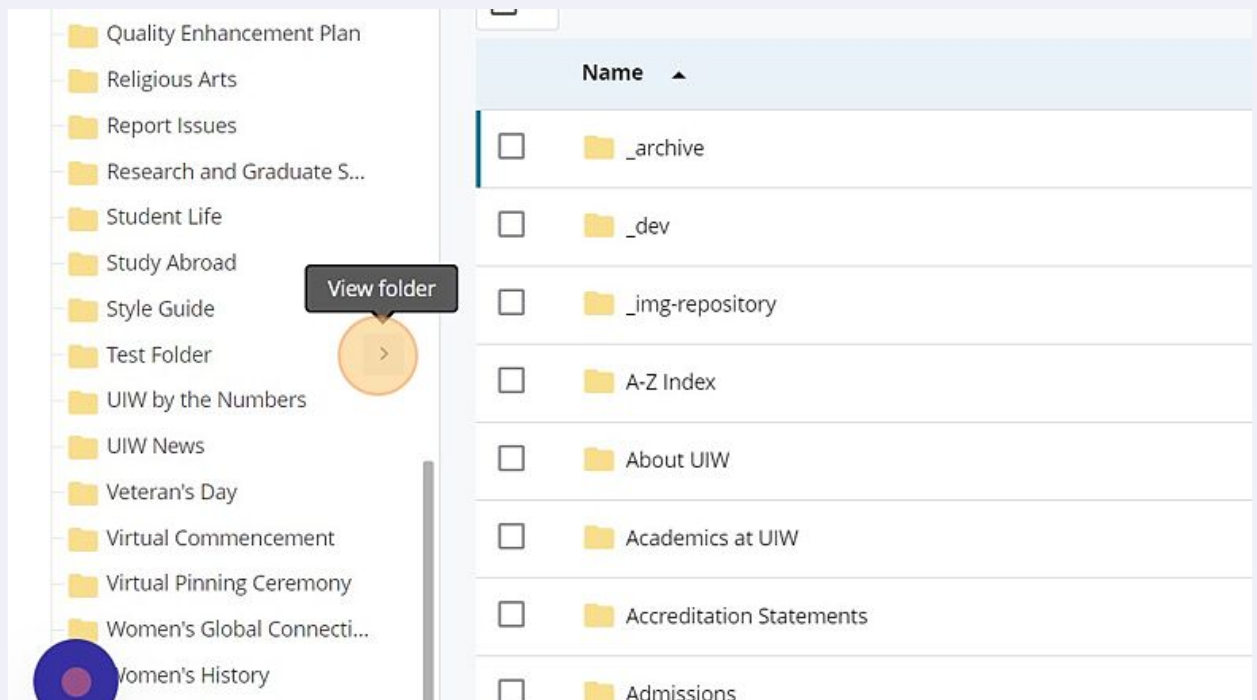
2   Click "Go to a Site"

3 Navigate to the site you would like to update.

Select a Site   ✕

🔍 Type here to filter Sites list

UIW Main Site   🕘

_cascade-assets

_UIW Test Site

College of Humanities, Arts, and Social Sciences

Dreeben School of Education

Feik School of Pharmacy

H-E-B School of Business and Administration

New Content

This widget must be configured with a Site bef
content. Use the settings icon in the upper rig
this widget to configure it.

My Content

Starred   Recent   Owned Content

You have no starred assets.

4 Expand the site's folder system.

Quality Enhancement Plan
Religious Arts
Report Issues
Research and Graduate S...
Student Life
Study Abroad
Style Guide   View folder
Test Folder
UIW by the Numbers
UIW News
Veteran's Day
Virtual Commencement
Virtual Pinning Ceremony
Women's Global Connecti...
Women's History

Name ▲

☐ 📁 _archive

☐ 📁 _dev

☐ 📁 _img-repository

☐ 📁 A-Z Index

☐ 📁 About UIW

☐ 📁 Academics at UIW

☐ 📁 Accreditation Statements

☐ 📁 Admissions

5 Click "_docs" folder

	Name ▲
☐	📁 _assets
☐	📁 _docs
☐	📁 _imgs
☐	📁 _widgets
☐	📁 Demo Training
☐	📁 Training
☐	📄 Accessibility Statement for University of the Incarnate Word
☐	📄 Another Standard Page Test

Left navigation panel:
- Report Issues
- Research and Graduate S...
- Student Life
- Study Abroad
- Style Guide
- **Test Folder**
  - _assets
  - _docs
  - _imgs
  - _widgets
  - Demo Training
  - Training
  - Accessibility Statement ...
  - Another Standard Page...
  - cta-nav-styles

View folder

6 Click on the document you would like to replace.

	Name ▲	Order ▲
☐	📄 daily-crime-log-4-16-23.pdf	3
☐	📄 how-to-add-a-document-to-cascade.pdf	1
☐	📄 how-to-add-a-document-to-cascade.pdf	2

1-3 of 3

7 Click "Edit"

My Content   Q Search   M ∨

✏️ Edit   ☁ Publish   💬 Comments   ⓘ Details   ☆   ⋯
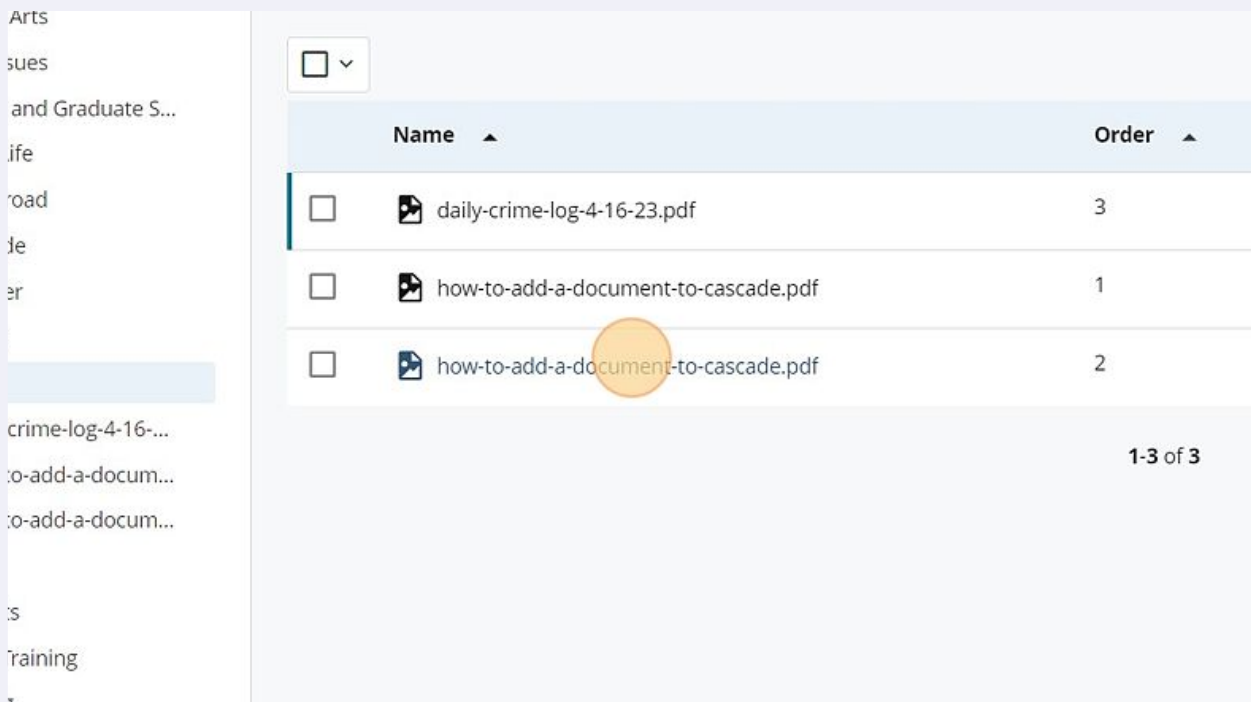
o-cascade.pdf

ocument-to-cascade.pdf

1 / 2   —   100%   +   ⊡   ⟲   ⬇   🖨

odate a document in Cascade

1. Log in to your Cascade user account at
   https://uiw.cascadecms.com/home.act
2. Click the "Go to a Site" field at the top left corner or the

8 Click "choose"

📄 Content   ⚙️ Configure   ⟨⟩ Fullscreen   Close   Preview Draft

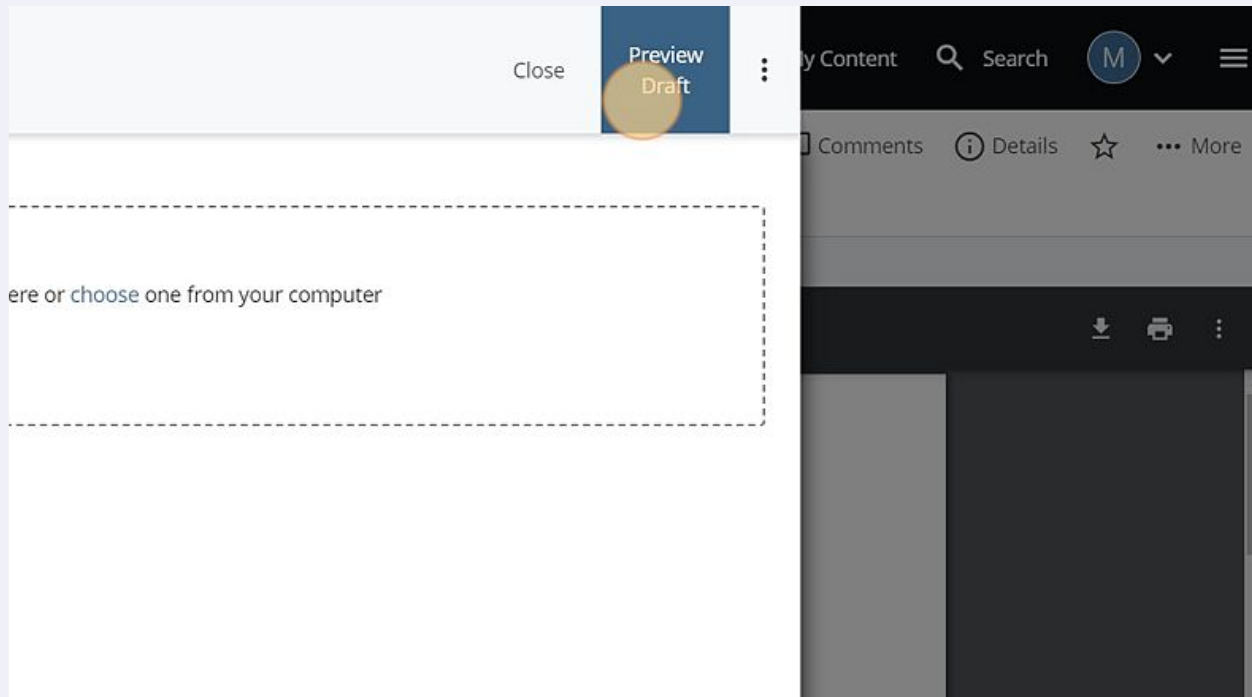Drop a file here or choose one from your computer

Tags

Select one or more values... ▾

9 Select the document you would like to replace the current document with and click on it to open it.

10 Click "Preview Draft"

11 Click "Submit"