

## Add a document to 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 appropriate site in the “My Sites” widget to go to the site you to which you wish to add document.
3. Left click on the main folder your site to reveal the complete site structure.
4. Hover over the “\_docs” folder” until the “>” appears at the right end of the file structure column and click on it to navigate into the “\_docs” folder.
5. Check the top of the content column. If you see something that looks like “UIW Community/yoursite/\_docs” you will know you are in the right place.
6. Now that you know you are where you are supposed to be, click the “Add Content” button in the top left corner next to the “+” to bring up the “Add Content” flyout from the left side of the page.
7. Click the folder icon marked “Default”.
8. Click the “File” icon. Remember, images and documents are both classified as files in the Cascade system.
9. From the screen that pops up, click the “choose” link in the center to select a document for upload from your computer.
10. Select the PDF you want from your computer by clicking on it and then click the “Open” button to add it to your draft in Cascade.
11. At this point, check the file name to make sure that it conforms to the requirements (lower case, dashes between the words, no leading or trailing spaces). You should also make sure that the file name makes sense for your use and can be easily associated with the document’s content.

12. When you have the name set, click the “Preview Draft” button in the top right corner of the add screen.
13. Once your draft is visible, examine it to make sure everything is as you would want it render on the web. When you are satisfied, click the “Submit” button in the top, center right area to bring up the versioning pop-up.
14. Feel free to add any comments you would like to leave regarding this particular version of your document, type them in the text box and click the “Check Content & Submit” button to continue
15. At this point, the system will run a quick check on your doc. When you see the “Congratulations” message, click the check mark in the top right corner.
16. The name of your newly added document should now be alphabetically listed in the \_docs folder of the file structure.
17. Congratulations! Your doc is now ready for use in the Cascade Content Management System!