Update 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 appropriate link in the “My Sites” widget to go to the site containing the document you wish to update.
3. Left click on the main folder your site to reveal the complete site structure.
4. Left click on the _docs folder to reveal the folder’s contents.
5. Scroll to the name of the document you wish to update and left click on it.
6. When you click on the name, the document should render in the main content panel of the system. Look at it and confirm that this is the document that needs replaced.
7. Click the “Edit” button near the top right corner.
8. Click the “choose” link in the content box to open the file explorer of your computer.
9. Select the document you would like to replace the current document with and click on it.
10. Click the “Open” button to add the new doc to the content panel.
11. In the content panel you should now see the file name of the new doc you are swapping in along with its file size.
12. Click the “Preview Draft” button in the top right corner. Doing this will show you a rendered draft of your new document.
13. If you are satisfied with the new document, click the “Submit” button to bring up the version comments field.
14. Add any comments on the updated document you care to leave and click the “Check Content & Submit” button.

15. When you see the “Congratulations, no misspelled words were found!” message click the check mark at the top right corner.
16. Notify the UIW Office of Web Development at webteam@uiwtx.edu of your document update(s) and they can make the necessary publishes to take your changes live.