

Uploading a Document File

1. Remove any spaces in your file names before importing them into Cascade
2. Navigate to and select the documents folder. *If you don't have a storage folder create one*
3. From top blue toolbar, choose New>>File
4. Enter your file name in the "System Name" field, for example minutes.pdf (the correct file extension such as .pdf is required)

The screenshot shows the 'New File' form in Cascade. The form is divided into several sections. At the top, there are tabs for 'Preview' and 'Create'. Under the 'Create' tab, there are sub-tabs for 'Content', 'Metadata', and 'System'. The 'System' tab is currently selected. In this section, there is a 'System Name' field with the value 'File' and a 'Parent Folder' dropdown menu set to '[MainSite]'. Below this is an 'Inline Metadata' section with two text input fields: 'Display Name' and 'Title'. There is also a radio button for 'Include in Left Navigation' with 'Yes' selected. A dashed box contains the text 'Drop file here to upload or' and a 'Choose File' button. At the bottom of the form, there is a 'What did you change?' field and a 'Submit' button.

5. Enter the same text in Display Name and Title
6. Click "Browse" to find the file on your computer and then Submit