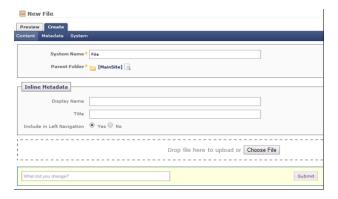# Uploading a Document File

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)

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