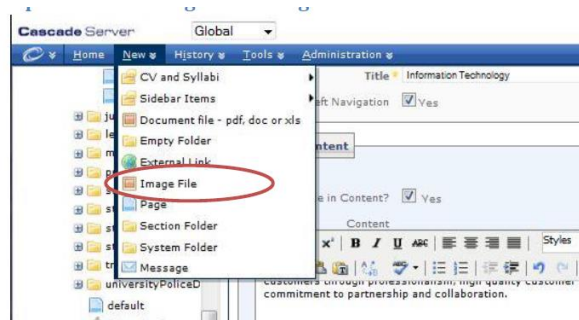


# Upload and editing a new image



## To upload a new image:

1. Create a new Image File from the New menu, following screen appears:

A screenshot of the 'Create' form in the Cascade Server interface. The form has tabs for 'Preview', 'Create', 'Content', 'Metadata', and 'System'. The 'Create' tab is active. The form contains the following fields:

- 'System Name' with the value 'Image'.
- 'Parent Folder' with a dropdown menu showing '(MainSite/CampusLife/CampusServices/CITESupportCenter/selfhelp/FacultyStaff/Cascade/manual)'.
- 'Inline Metadata' section with 'Description' and 'Link' text input fields.
- A dashed box containing the text 'Drop file here to upload or' and a 'Choose File' button.
- A yellow bar at the bottom with the text 'What did you change?' and buttons for 'Submit', 'Save Draft', 'Cancel', and 'Advanced Options'.

2. Under the Inline Metadata section, click on **choose file** to select an image from your computer to upload. Once selected, the image will begin uploading.
3. When the upload is complete, the image editor loads in the creation screen.
4. Manipulate the image using any of the [editing actions](#).
5. **Submit** to save the new image.