

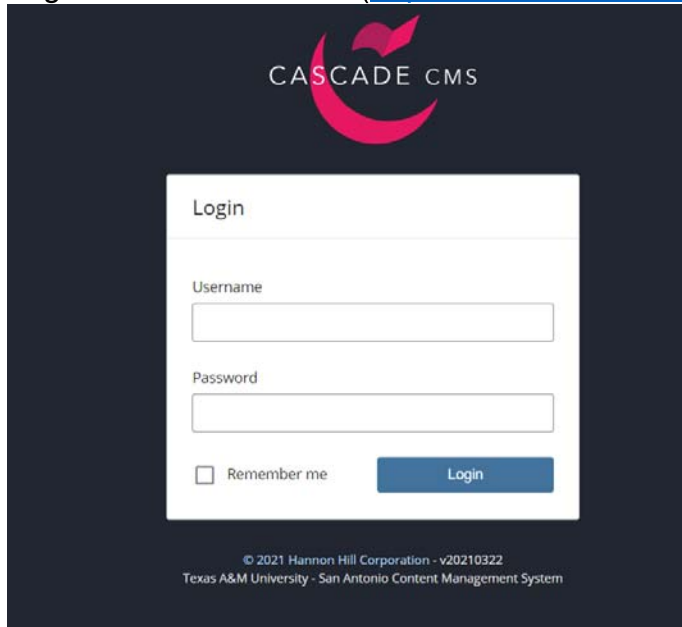


TEXAS A&M UNIVERSITY
SAN ANTONIO

Cascade Cloud

How to add a document file or image file
in Cascade

1. Log into Cascade Cloud (<https://tamusa.cascadecms.com>)



CASCADE CMS

Login

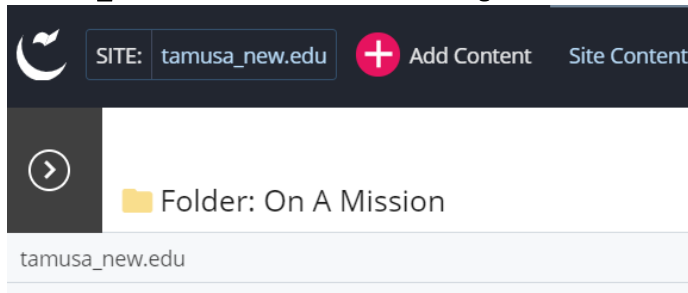
Username

Password

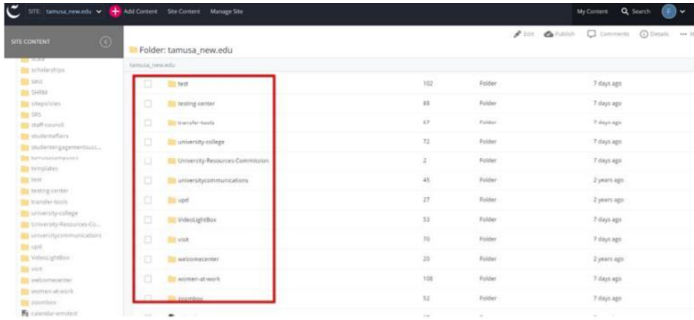
Remember me

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Texas A&M University - San Antonio Content Management System

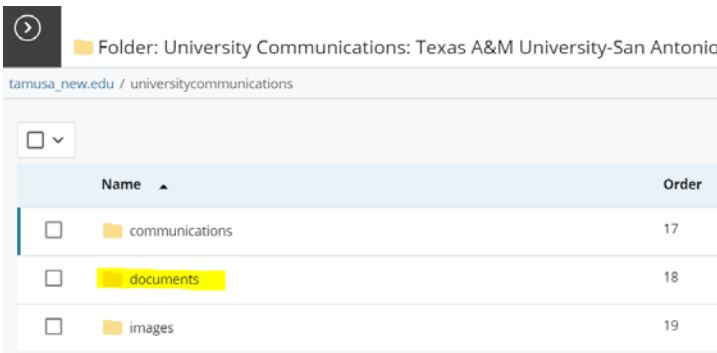
2. Once logged in, click on the SITE DROP DOWN menu and select tamusa_new.edu or click on tamusa_new.edu from the MYSITE widget.



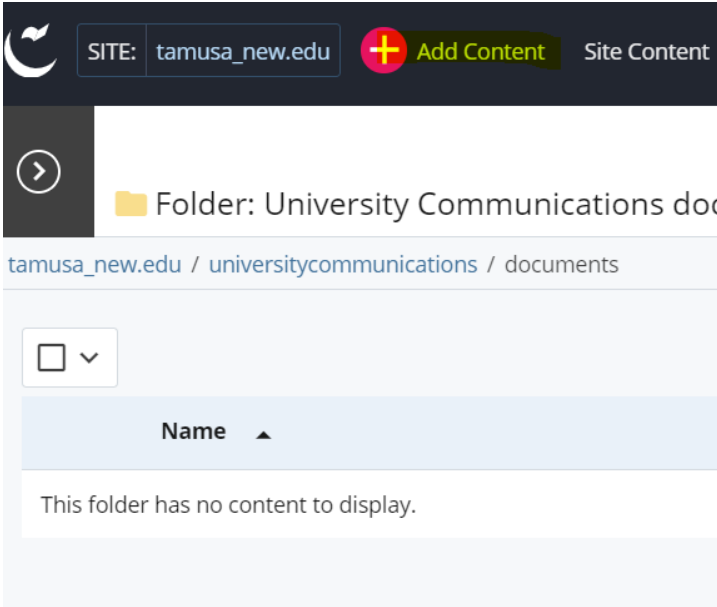
3. Select your department folder.



4. Depending on the file you are uploading, locate either the DOCUMENTS or IMAGE folder. Click folder.



5. Click the ADD CONTENT option located at the top left of your browser window.



6. Select CLICK HERE TO CHOOSE ASSET and depending on which file you are uploading, click on UPLOAD DOCUMENT FILE or UPLOAD IMAGE FILE.

Add Content



Filter...



< Click here to choose asset



External Link

Creates a navigation option



Folder



Page w Navigation



Setup Block



Sidebar Feature



Upload Document File

Upload .pdf, .doc, .pptx, .xlsx documents



Upload Image File

Upload .jpg, .png files

7. Add the following meta tags:

- **File name**: the file name CANNOT have spaces. Replace space with hyphen. (Ex. Student-Handbook.pdf)
- **Placement folder** - Placement folder is the folder location you will be adding the document in. Make sure it is the DOCUMENTS or IMAGES folder under your section.
- **Display Name** – Add the name of the file here. The display name CAN have spaces.
- **Title**: Title should include the following information, DISPLAYNAME: DEPARTMENT – UNIVERSITY NAME (Ex. Campus Map: Parking – Texas A&M University-San Antonio)
- **Include in Navigation** - Include in navigation should be set to NO



File Name *

Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and

This field is required.

Placement Folder *

tamusa_new.edu: /universitycommunication...

Display Name *

Title *

Include in Navigation

Yes No

8. Drag and drop your file or select a file from your hard drive by clicking CHOOSE.

Drop file(s) here or choose some from your computer

9. Click on METADATA tab and fill in the required summary and keyword fields.

Content Metadata Configure Fullscreen

File Name *

Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are

marcom-strategy.pdf

Placement Folder *

documents

tamusa_new.edu: /universitycommunication...

Summary *

Keywords *

10. Click PREVIEW DRAFT to view a preview of your file.

Content Metadata Configure Fullscreen

Draft saved Close Preview Draft

File Name *

11. Follow the workflow process to submit your file for approval/publish.