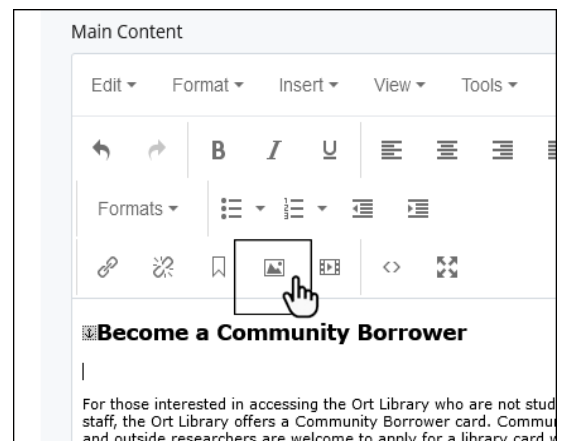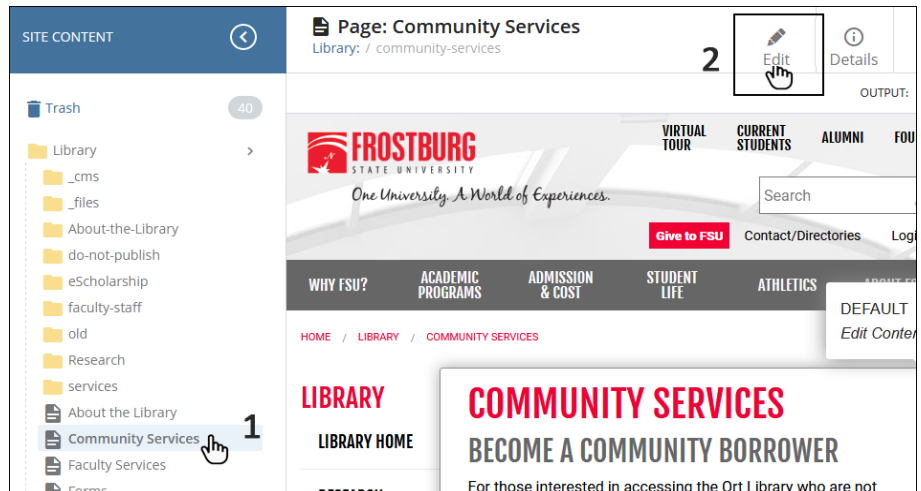# #5 Cascade Content Management System Quick Sheet

Insert an Image/Upload an Image

1. Log into Cascade at **cascade.frostburg.edu:8080** and select your **SITE** (in the upper left area of the Dashboard).

2. In the SITE CONTENT area, go to the page to which you want to add the image. Click on the file (1 in the top image).

3. Next click on the **Edit** button in the upper right area (2 in top image).

4. Scroll down to the **Main Content** area. Place the cursor at the location on the page where you want to insert an image. Then select the **Image** icon (outlined in second image to the right).

5. You will then see the **Insert/edit image** box (third image from top).
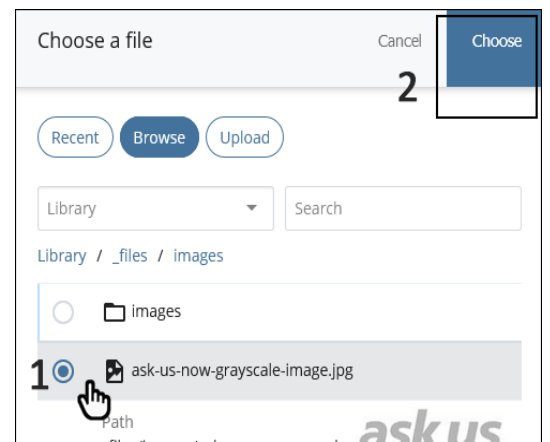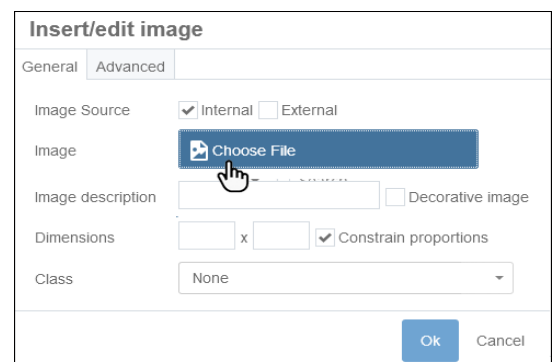
   If the image is on an External page (an image on another site) select **External** and then enter the address of the image you want.

   If the image is on your site, select **Internal** and click in the **Image** field.

   - **Select an Internal File in Your Site**
     If you want to select an image that is already uploaded to your site

     Go to and select the image you want to insert. You will see the **Choose a file** box with three buttons – **Recent**, **Browse** and **Upload** as well as the folders and image files in your site (bottom image).

     Click on **Recent** to see the most recently accessed files in your site. You can use the **Search** field if you wish.

Choose **Browse** to manually find the image file you want, or choose **Browse** and then use the **Search** field to search for a file in your site. Click the round circle next the file you are selecting (1 in bottom image on previous page) and click **Choose** (2 and outlined in bottom image on previous page), then **Ok** and then select **Save and Preview** (bottom image this page).

You are ready to submit and check the page. The page **is not** saved until you go through the submit and page check process. 1. Click the **Submit** button 2) Then click **Submit** again. 3) Address any reported issues. 4) Your page is now saved.

- **Upload a New Image File to Your Site**
  If you want to use an image that is not already in your site, you will need to upload it as outlined on the back of this document

Upload an Image

Follow steps above and then proceed below.

1. Select the **Upload** Button. (1 in image)

2. Select the **Placement Folder** (2 on image) which is where the uploaded image file will be saved to. This is often the "**_files /images**" folder".

   Make sure the circle next to the folder you are choosing is selected.

3. You can then select click on the word link **choose** (3 on image) in the **"**Drop a file here or **_choose_** one from your computer" sentence. . Then select the Image that you will upload and click **Open**. Next select the **Choose** button (4 in image).

4. In the Insert/edit image box, enter an alt tag (**Image Description**) for the Image and click on **Ok.**

5. Click on **Save and Preview** (bottom image). You are ready to submit and check the page. The page **is not** saved until you go through the submit and page check process (see below).

   1. Click the **Submit** button.
   2. Then click **Submit** again.
   3. Address any reported issues.
   4. Your page is now saved.