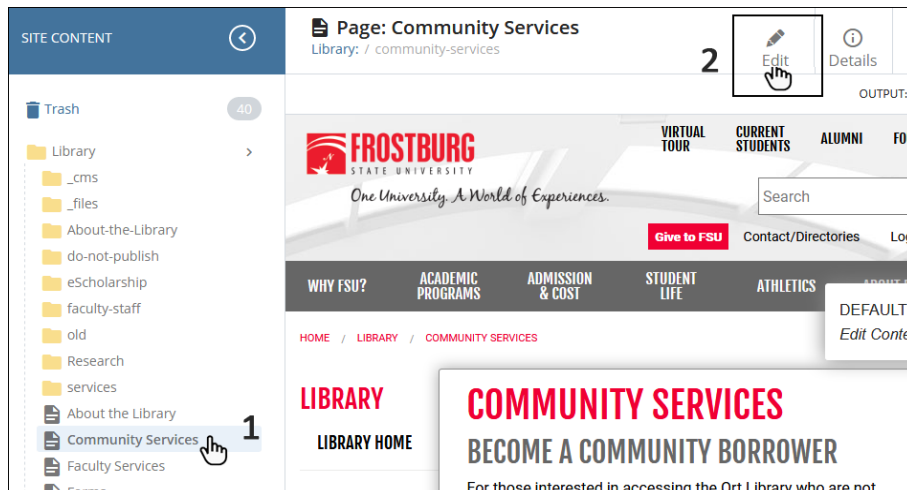


## #4 Cascade Content Management System Quick Sheet

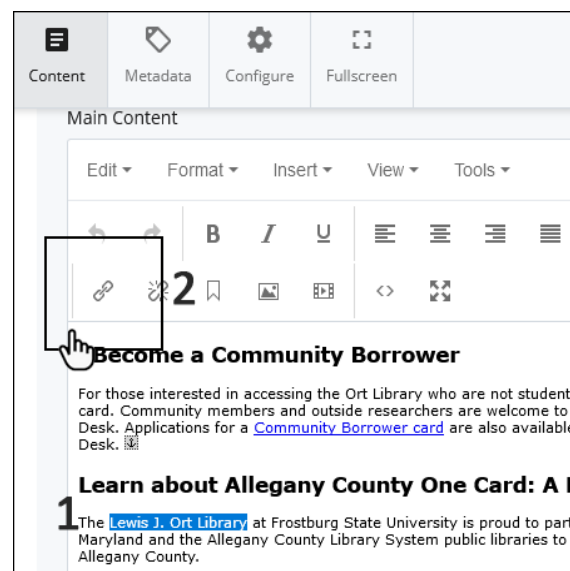
### Link to a PDF File/Upload a PDF File

These instructions work for other file types like MS Excel and MS Word.

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 link to a PDF. Click on the file (1 in the top image).



3. Next click on the **Edit** button in the upper right area (2 in the top image).
4. Scroll down to the **Main Content** area. Highlight the text that is to be clickable to go to the PDF (1 in second image). Then select the **Link** icon (2 & outlined in second image).
5. The **Insert/edit link** box will open (third image).



If the PDF file is on an External site, select **External** and then enter the address of the PDF file you want.

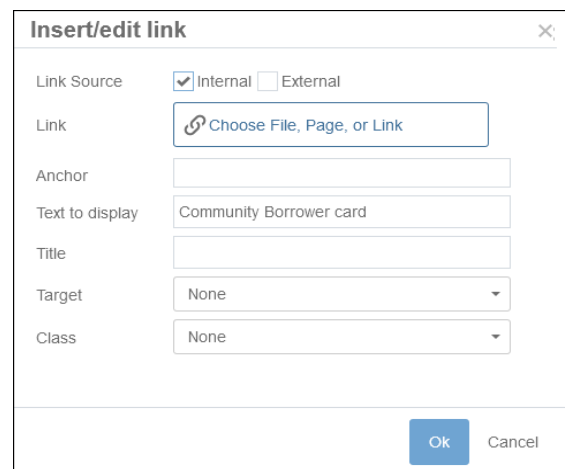
If the PDF file is on your site, select **Internal** and click in the **Link** field.

#### 6. Select an Internal File in Your Site

*If you want to select a PDF file that is already uploaded to your site*

Go to and select the PDF file you want to link to. You will see the **Choose a file, page, or link** box with three buttons – **Recent**, **Browse** and **Upload** as well as the folders and pdfs files in your site (top image on following page).

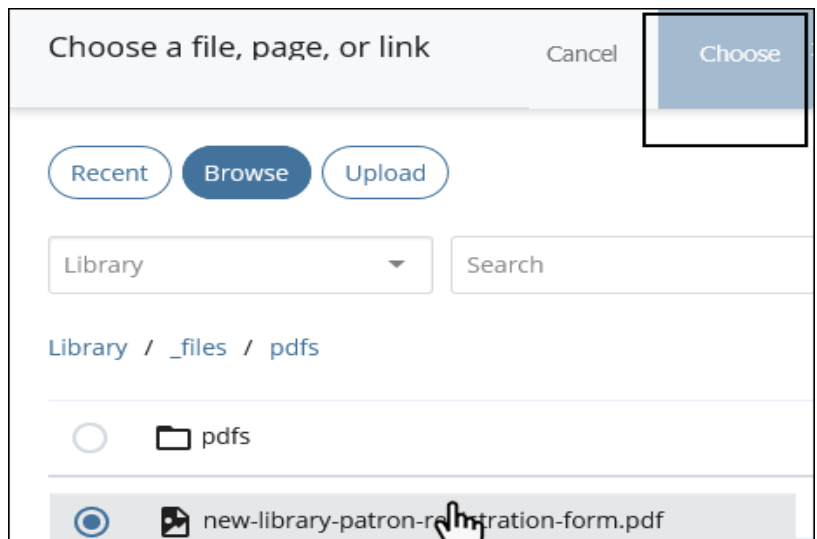
- Click on **Recent** to see the most recently accessed files in your site. You can use the **Search** field if you wish.



- Choose **Browse** to manually find the PDF 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 and click **Choose** (outlined in top image), then **Ok** and then select **Save and Preview**.

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.



- Choose the **Upload** button to upload a new PDF file to your site. *If you want to use a PDF file that is not already in your site, you will need to upload it as outlined below.*

## Upload a New PDF File to Your Site

Follow the steps above and then proceed below.

7. Select the **Upload** button (1 on bottom image).

Select the **Placement Folder** (2 on bottom image) which is where the uploaded PDF file will be saved to. This is often the “**\_files /pdfs/**” folder”.

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

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

Click on **Save and Preview**. 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. Click **Submit** again.
3. Address any reported issues.
4. Your page is now saved.

