

#6 Cascade Content Management System Quick Sheet

Update 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 to the left, find and click on the Image file you want to update. Very often Image files are in the **_files/images** folder (1 in the top image).
3. Next click on the **Edit** button in the upper right area (2 in the top image).
4. Click on the **choose** link in the “Drop a file here or choose one from your computer” sentence (1 in the second image).
5. Find the image file on your computer that you want to upload and click **Open**. You will see the new image in the upload screen. Click **Save and Preview** to select the image (2 in the second image).

The image file you selected in step 3 will open on the screen. At this point it is ready to overwrite the original image keeping the original file name.

The file **is not** saved until you complete the Submit and page check process.

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

