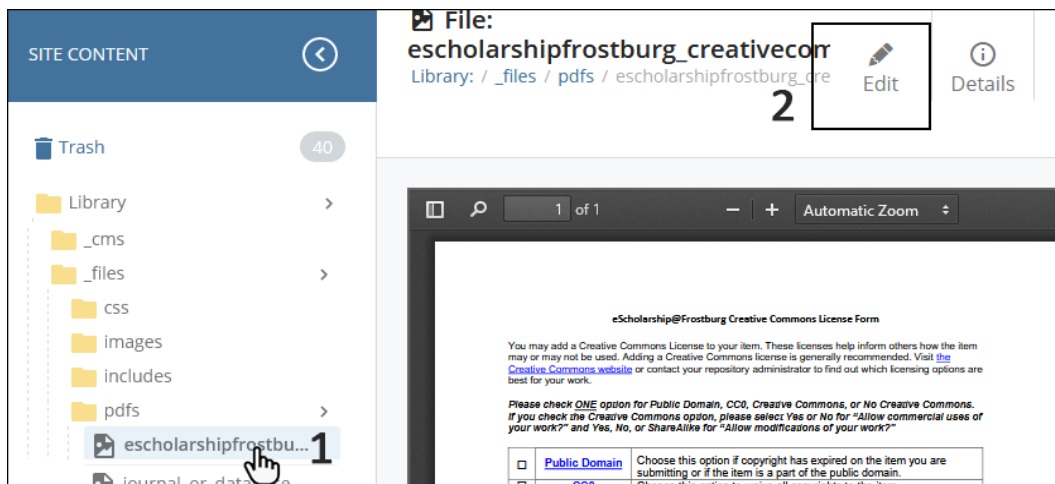


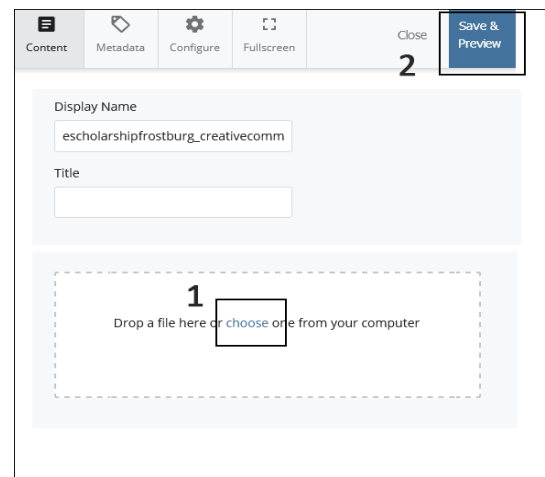
#7 Cascade Content Management System Quick Sheet

Update a PDF File

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 PDF file you want to update (1 in top image). Very often PDF files are in the **_files/** or **_files/pdfs/** folder.



3. Next click on the **Edit** button in the upper right area (2 and outlined in top image).
4. Click on the **choose** link in the *"Drop a file here or choose one from your computer"* sentence (1 and outlined in second image).
5. Find the file on your computer that you want to upload to replace the current PDF with and click **Open** and **Ok**. Next click **Save and Preview** and the new PDF file you selected will open on the screen.



When you save this PDF as described below, it will replace/overwrite the original PDF file keeping the original file name. The file **is not** saved until you complete the Submit and page check process below.

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

