

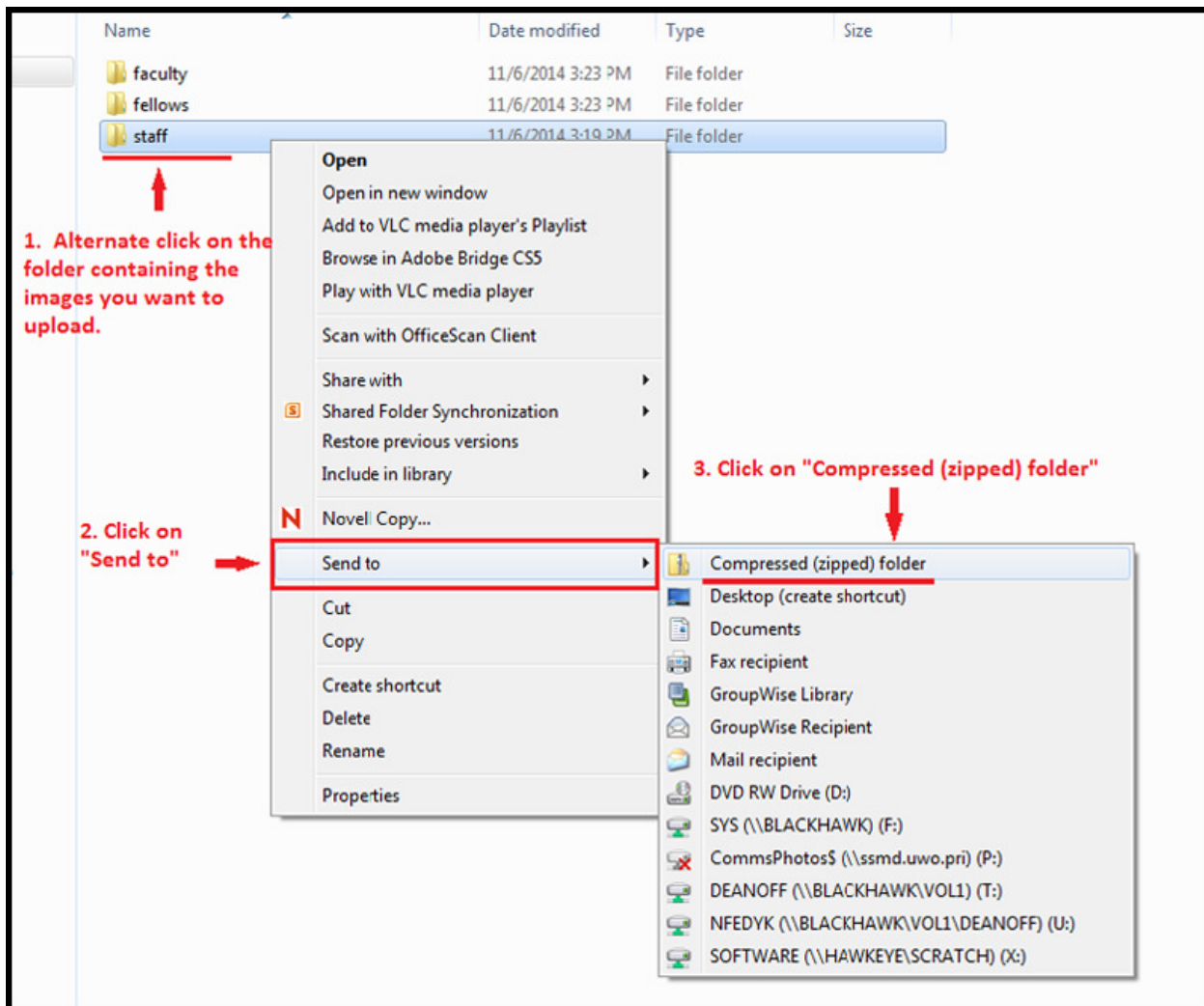
# Bulk Uploads

Bulk Uploads: Uploading multiple images or documents to Cascade can be done by first creating a folder on your hard drive that you will put all of your properly sized images or your documents into.





For example, you have images of several staff members you need to upload:

Create a folder on your hard drive called “staff”. Put all of the 115px x 150px images of each staff member into that folder. When you are ready to upload the folder:

1. Alternate click on the folder
2. Click on “Send to”
3. Click on “Compressed (zipped) folder”



A new folder will be created – in this example “staff.zip”

 faculty	11/6/2014 3:23 PM	File folder	
 fellows	11/6/2014 3:23 PM	File folder	
 staff	11/6/2014 3:43 PM	File folder	
 staff.zip	11/6/2014 3:43 PM	Compressed (zipp...	75 KB

In Cascade, highlight the folder you want to upload your zipped folder into. In this example we are uploading images so we will highlight the “img” folder in Cascade. Then click “Add Content” the same as you did for adding a single image. You can drag and drop the zipped file or click “choose” which will allow you to search on your hard drive for the file. Once you find the file, click on it and hit open or double click.

### Zip Archive


Cancel **Unpack**

Placement Folder \*  
  
Schulich Information Services: /img

Metadata Set \*  
  
Schulich Information Services: Metadata Set...

Drop a file here or [choose one from your computer](#)

**Received file: staff.zip, 135.13 KB**

 You have uploaded a zip file.

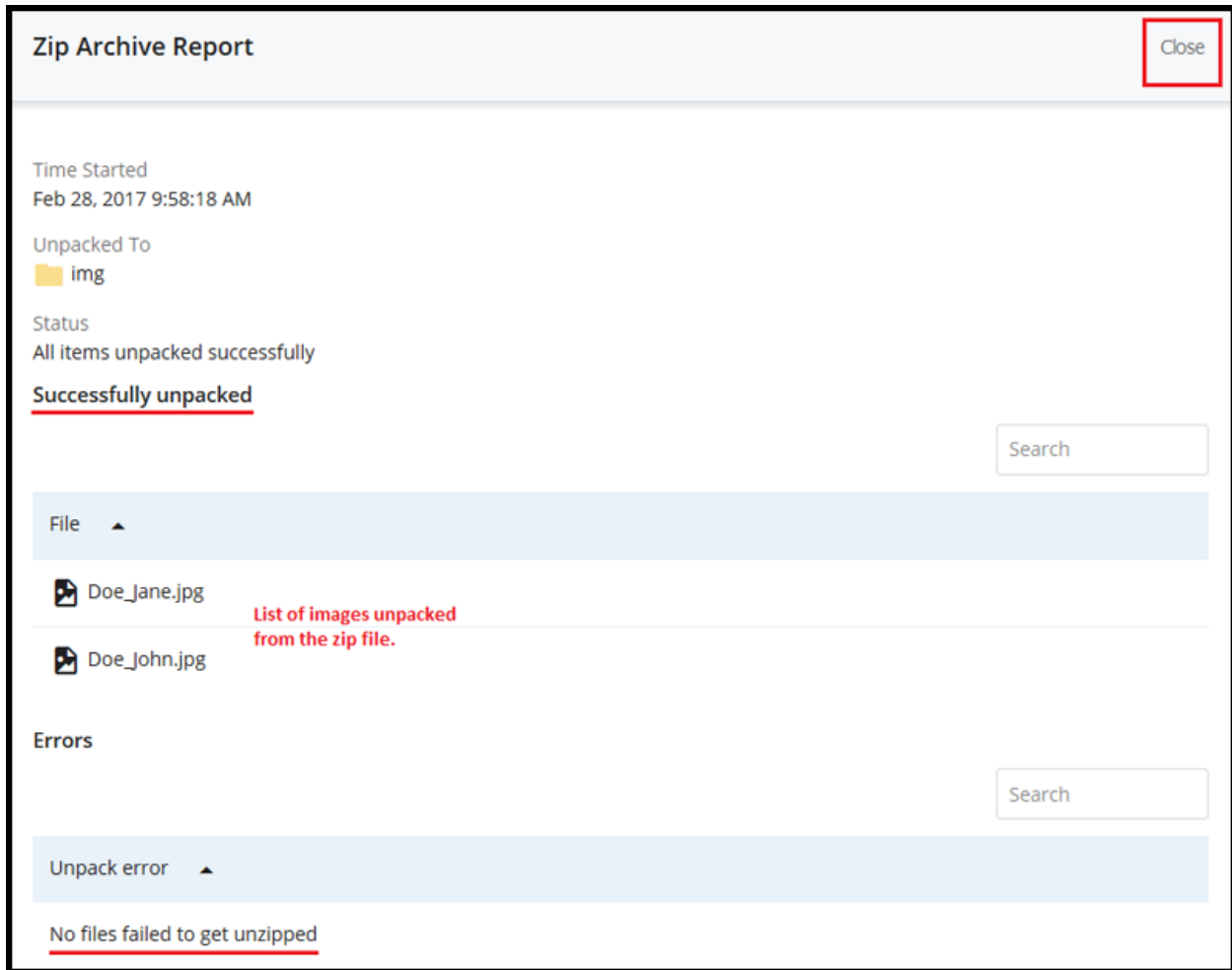
Would you like to extract and save all of the contents into the current directory?

Yes  No

The file will show as “Received”.

Change “Would you like to extract and save all of the contents into the current directory?” to “Yes” and then click “Unpack”.

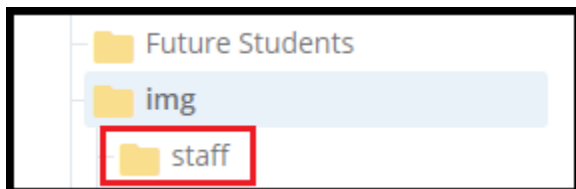
The Zip Archive Report will show that the file was successfully unpacked and list the images that were unpacked. It will also show if there were any errors unpacking the file.



The screenshot shows a window titled "Zip Archive Report" with a "Close" button in the top right corner. The report details the following information:

- Time Started:** Feb 28, 2017 9:58:18 AM
- Unpacked To:** img
- Status:** All items unpacked successfully
- Successfully unpacked:** A section with a search bar and a list of files:
  - Doe\_Jane.jpg
  - Doe\_John.jpgA red note next to the files reads: "List of images unpacked from the zip file."
- Errors:** A section with a search bar and a message: "No files failed to get unzipped"

The new "staff" folder containing all of your images will appear in the "img" folder in Cascade.



The new "staff" folder will be in the "img" folder.