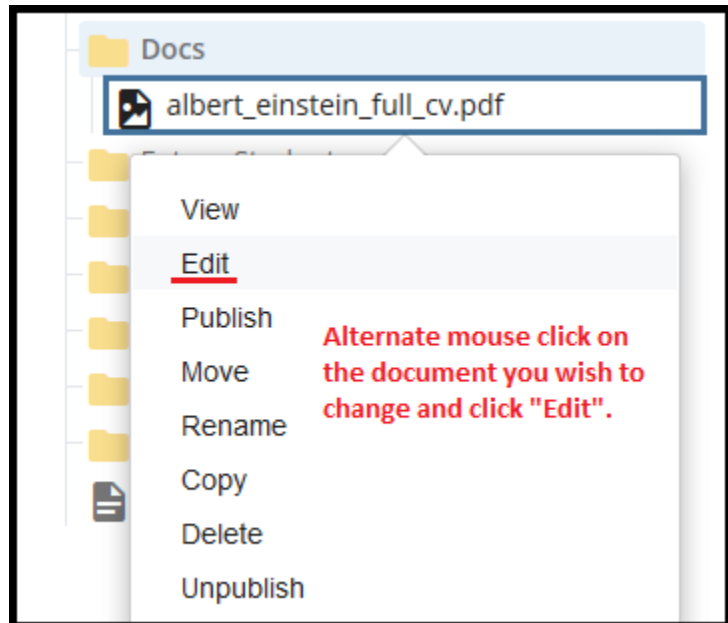


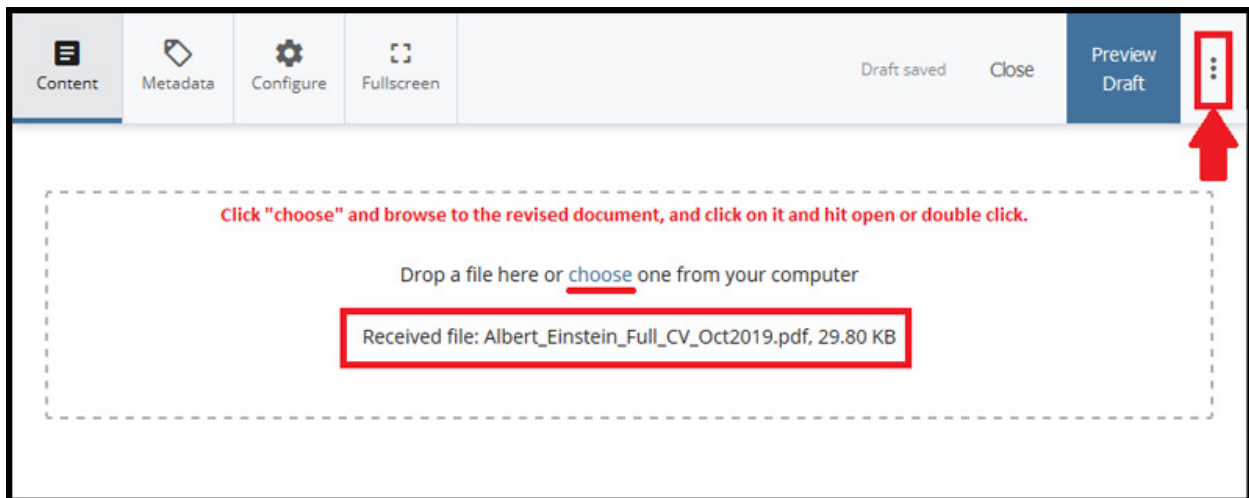
Updating Documents with new version

To update a PDF document that has already been uploaded to Cascade:

1. Make the changes to your document on your hard drive.
2. In Cascade, alternate mouse click on the document you need to update/replace and click "edit".



A new window will open. Click "choose", navigate to the revised document and click on it and hit open or double click. When the revised document shows are "Received", click on the "Advanced Submit" (three vertical dots) icon and then click "Submit".



Note: This allows the link to the PDF document to remain the same thus eliminating the need to update any links referencing the document on your page.