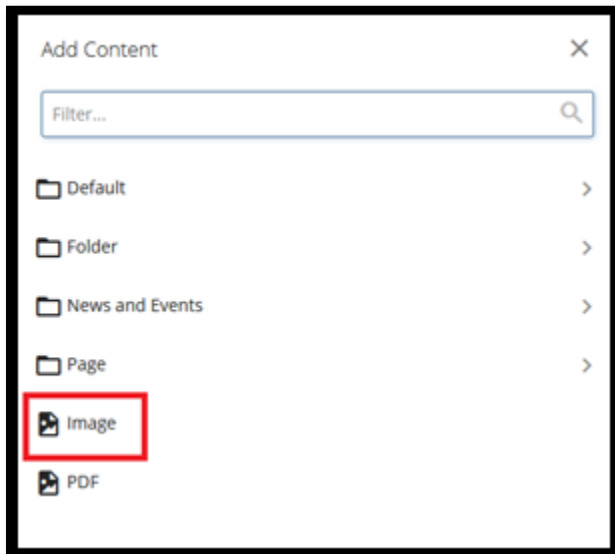
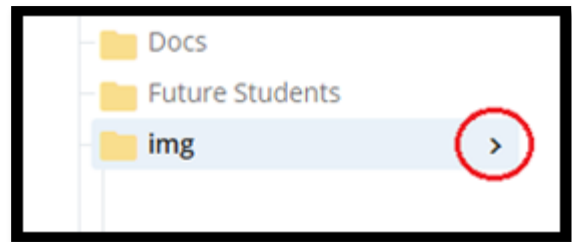


# Uploading Images to Cascade



Best practice: Upload your images into an image folder to keep your folders organized and make finding your images easier. In the example to the left, the main folder is called "img" and subfolders have been created within "img" to further organize images.

Select the folder you wish to upload the image into by highlighting the folder and then clicking on the arrow ">" at the right.



Once the "img" folder is selected, click on "**Add Content**" and then click "**Image**"

A new window will open. You can drag and drop an image or click "choose" which will allow you to search on your hard drive for your image. Once you find the image, click on it and hit open or double click.

File Name \*

Placement Folder \*

  
Schulich Information Services: /img

Drop a file here or choose one from your computer

Drop a file in this box or click "choose" which will allow you to search on your computer for your image.

Your image will appear in the image upload window, click on the "Advanced Submit" (three ellipses) icon and then click "Submit".

Content Metadata Configure Fullscreen Close Save & Preview

File Name \*


Placement Folder \*

  
Schulich IS: /img

Drop a file here or choose one from your computer

Received file: einstein150x115.jpg, 27.75 KB

W: 115 H: 150



Click on the "Advanced Submit" icon (the 3 vertical dots) and then click "Submit"