

Uploading documents to a docs folder

Best practice is to upload your documents into a “doc” folder to keep your folders organized and make finding your documents easier.



Naming convention for Images and documents uploaded to Cascade is that the name should NOT contain spaces or any special characters.

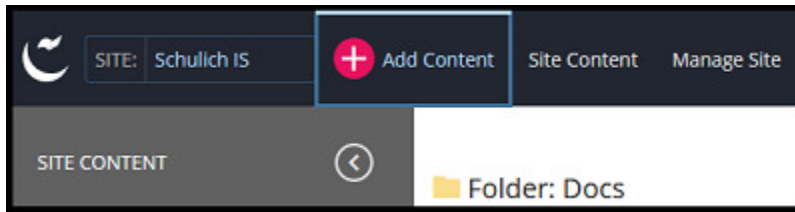
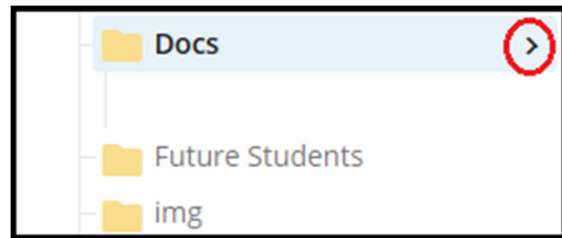


Correct: `nancy_test.pdf`

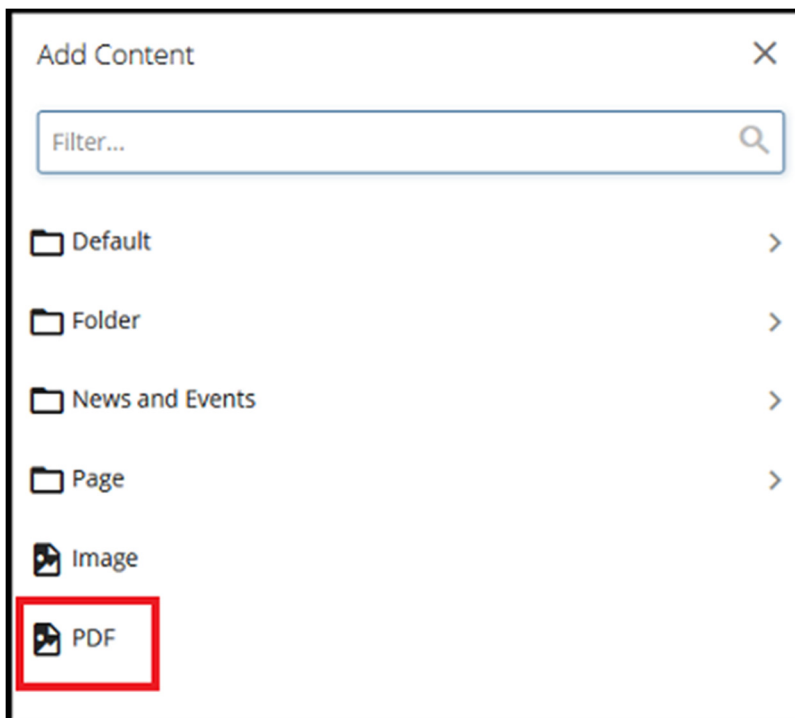


Incorrect: `nancy's test.pdf`

Selecting the folder you wish to upload the document to (in most cases you will have a “docs” or “doc” folder and that is probably where you will want to upload your document to). To select the folder, highlight it and then click on the arrow “>” at the right.



Once that folder is selected, click "Add Content" and then click **PDF**.



Note: These instructions apply for uploading all documents (e.g. Word, Powerpoint, etc.) – just click **PDF** and continue

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

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

The screenshot shows a document upload window with a top navigation bar containing 'Content', 'Metadata', 'Configure', and 'Fullscreen' tabs. On the right side of the bar are 'Draft saved', 'Close', and 'Preview Draft' buttons. A red box highlights three vertical ellipses (Advanced Submit icon) next to the 'Preview Draft' button, with a red arrow pointing to it. A red text annotation reads: 'Click on the three ellipses (Advanced Submit) icon and then click "Submit"'. Below the navigation bar, there is a 'File Name *' field containing 'Albert_Einstein_Full_CV.pdf'. A green arrow points to this field with the text: 'Your document's name will appear here. Note: naming convention for documents is the same as for images, no spaces or special characters.' Below the file name field is a 'Placement Folder *' dropdown menu showing 'docs' and the path 'Schulich IS: /docs'. A large dashed red box contains the text: 'Drag and drop a file in this box or click "choose" which will allow you to search on your computer for your document.' Inside this box, it says 'Drop file(s) here or choose some from your computer'. Below this, a green box highlights the text 'Received file: Albert_Einstein_Full_CV.pdf, 29.72 KB', with a green text annotation below it: 'File name will also appear here to show it has been received.' At the bottom, there is a 'Tags' section with a dropdown menu that says 'Select one or more values...'.