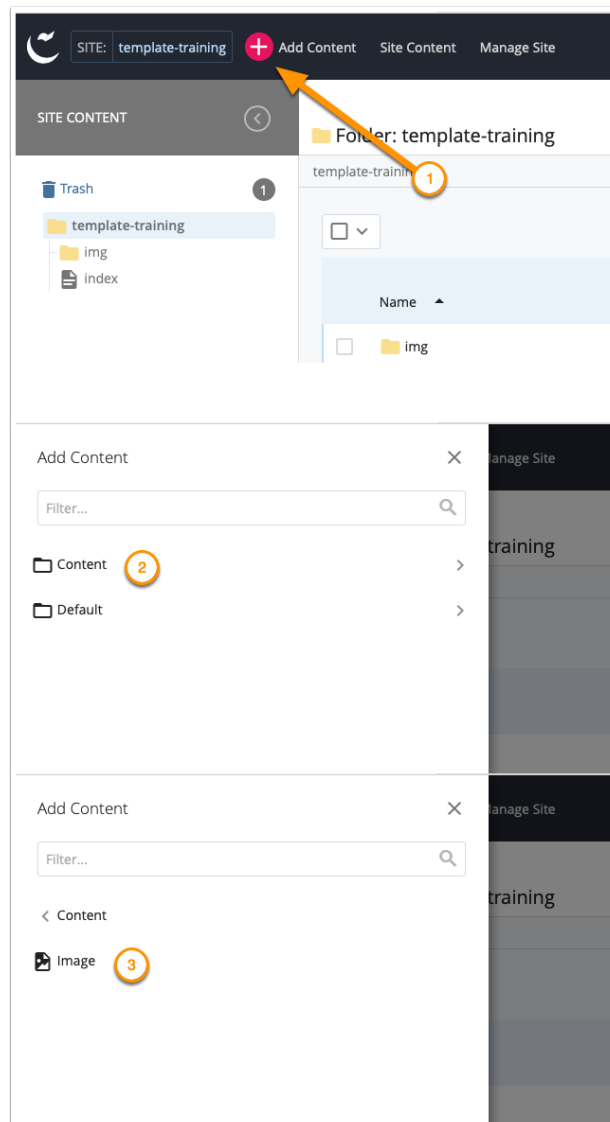


Uploading an Image

This tutorial describes the process for uploading an image into your cascade website.

Add Content

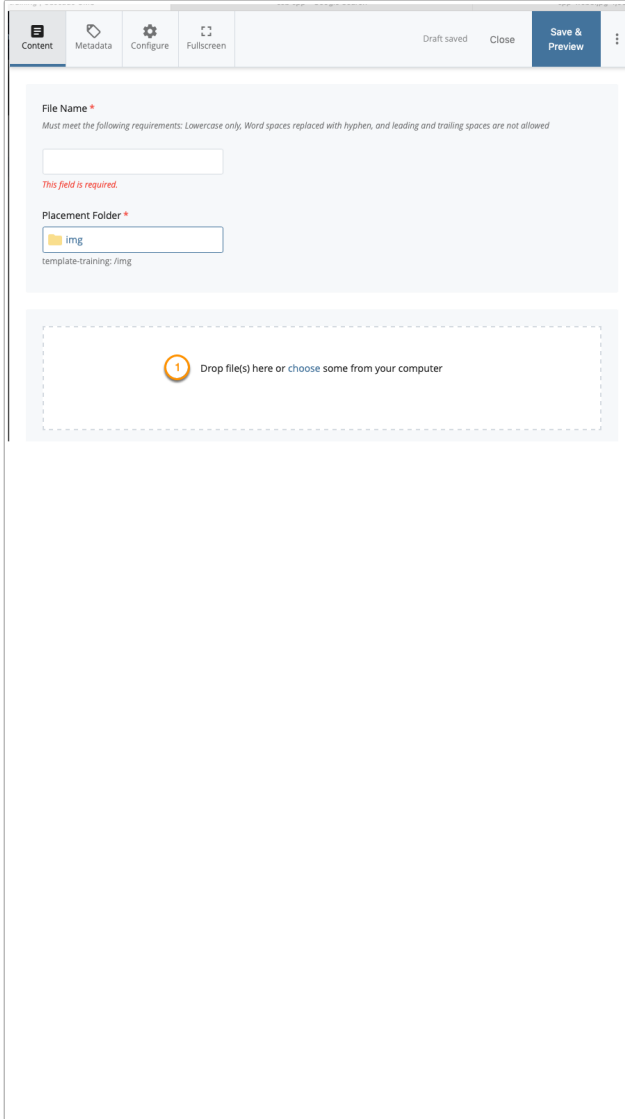
1. Click on the add content button at the top left of the page. 2. Click on the content folder. 3. Click on image.



Uploading an Image

Select Image

Either select choose file or drag an image to the box.



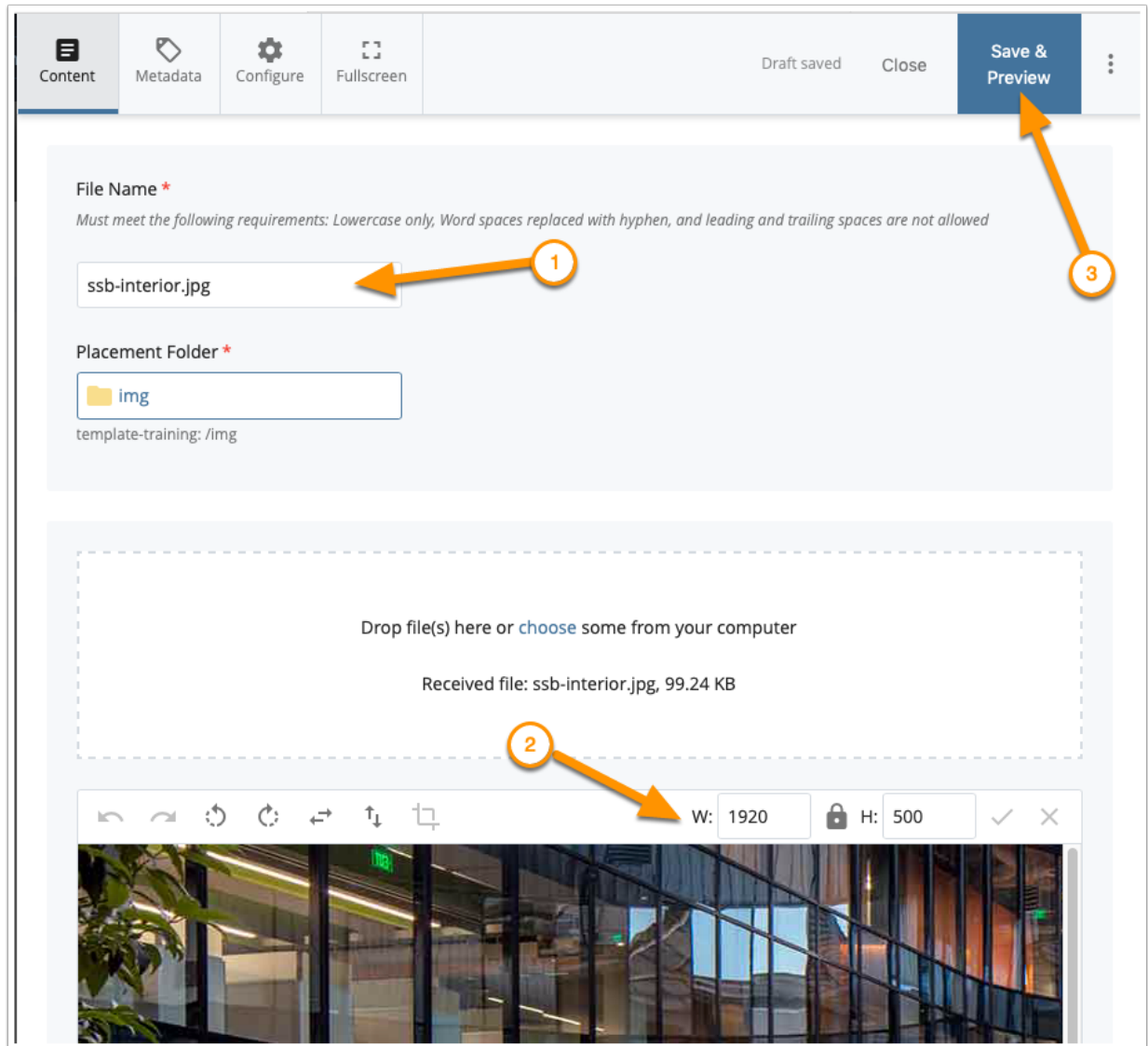
The screenshot shows a web interface for uploading an image. At the top, there is a navigation bar with tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. To the right of these tabs are buttons for 'Draft saved', 'Close', and 'Save & Preview'. Below the navigation bar, there are two required text input fields. The first is labeled 'File Name *' and has a red asterisk. Below it is a small text note: 'Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed'. The second field is labeled 'Placement Folder *' and has a red asterisk. Below it is a dropdown menu showing 'img' and a path 'template-training:/img'. Below these fields is a large dashed rectangular box containing a circular icon with a question mark and the text 'Drop file(s) here or choose some from your computer'.

Name Image

1. After you select your file the name will appear under file name. It should be lowercase and using dashes instead of spaces. If it is a different format Cascade will recommend a name that fits this format. It is also important to make sure the image extension is there (.jpg, .png, .gif, .svg). 2. You will also see

Uploading an Image

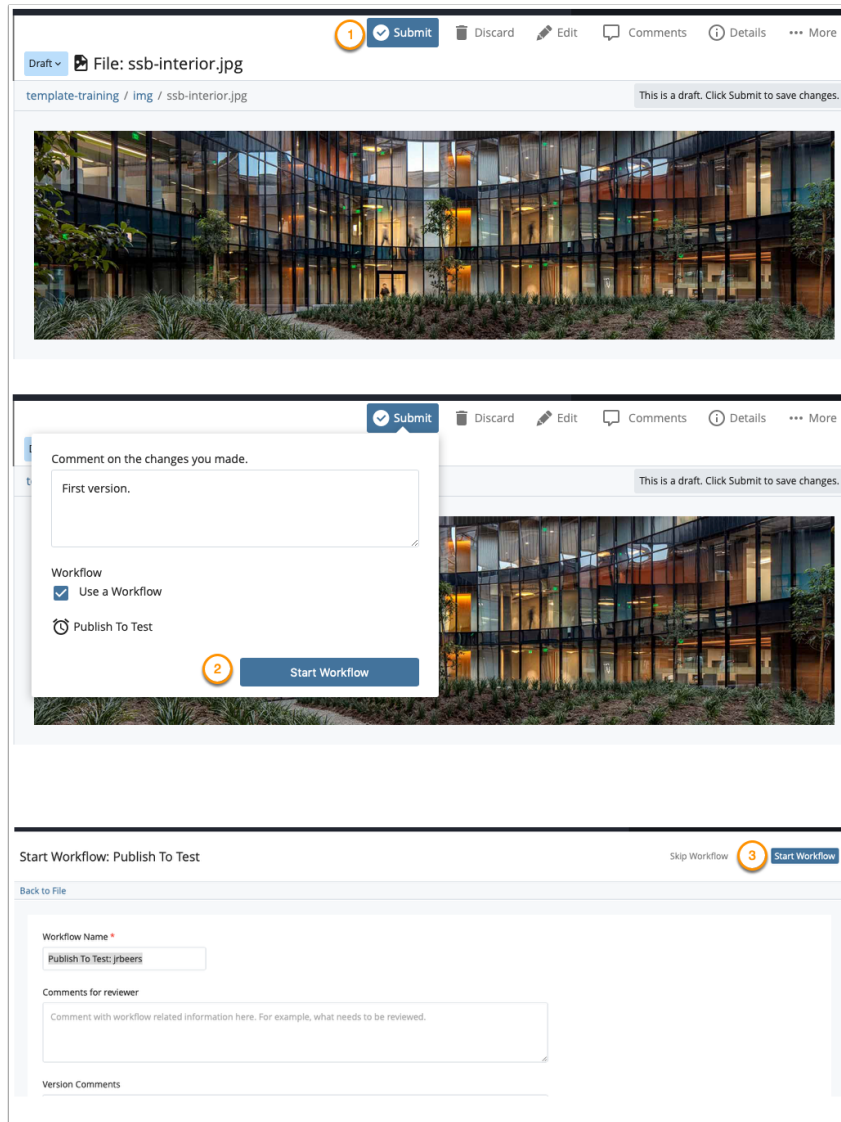
the image appear in the editor with the size of the image at the top. 3. Click on save & preview to continue.



Uploading an Image

Submit and Start Workflow.

1. Click on the submit button. 2. Start Workflow - Publish to Test. 3. Click on start workflow to finish uploading your image.



Uploading an Image

Finished

You will now see your image has been placed in the image folder and is ready to use in your content area.

