

Uploading a File

Do you want to make a file available for the public? For example, you may want to make an PDF available for the public to print. The following provides step-by-step instructions on how to upload a file in Cascade Server.

Step	Action
1	Select the destination folder (i.e., Where do you want this file to be stored?).
2	Select New File .
3	<p>In the middle of the page you will see the new "drop zone" that allows you to drag files from your desktop directly into the Cascade interface. You can drag your file into the box.</p> <p>Or</p> <p>Choose the Browse (or Choose File if on Mac) button and select your file in the <i>File Upload</i> dialog box. Click the Open (or Choose) button on the <i>File Upload</i> dialog box.</p> <p><i>Note: Be sure you have renamed your file eliminated all spaces.</i></p>
4	Click the Submit button to upload and save your file.