EMORY UNIVERSITY

# Communications and Marketing

# How to Update a File or Image in Cascade

Updating a document or image in Cascade can be a quick upload and publish in most cases, and sometimes it can be a very quick upload. It's a much easier and faster process to update a file rather than loading a new one and updating every single link.

## Find Your File

Refresh your memory by referring to our [documentation online](#). Drill down in the file tree on the left in your site.
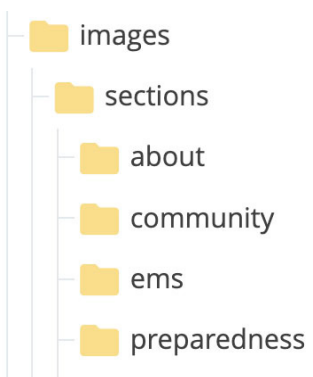


Like blocks, there should be a sections folder which mimics the page folders of your site. Images for your Community page would therefore be in the "images > sections > community" folder.

You may have a slightly different information architecture. If you have a process you follow that helps you remember steps or find files, don't be afraid to stick with it.

## Edit Your File

Click Edit, whether in the right-click menu, or clicking the file name itself and choosing Edit from the top toolbar. You will either have a modal window drop down (right-click menu), or open a "page" for the file. In Edit mode, both options will show a Drag-n-Drop/File Chooser Box above the file details (before you click "edit" the file may just be displayed without much notice you're in the backend, so be sure to look for "edit"). Drag or choose your replacement image and click Publish. You may also choose to publish the page the file is located on (I find this step faster than waiting for a cache to clear and refreshing my web browser several times).

## File Naming Conventions

Using file naming conventions can make editing pages and files in Cascade a lot easier. Updates will be quicker and files easier to find. Duplicate files may also be reduced.

- Try to name the file descriptively. "smith-taylor.jpg"  or "smith-taylor-cv.pdf" are good because both identify the file's subject. The generic name of "resume june.pdf" is not specific and would be difficult to pick out among others named similarly.
- Using dates can become a bane. "handbook-june-2020.pdf" is replaced with "handbook-july-2022.pdf" but the URL of the file and its SEO are both improved with "student-handbook-law.pdf" and placing dates in the document rather than in the file name.
- Spaces can upset browsers and links. "please-use-hyphens_or_underscores.jpg" This stan-

dard is particularly useful on PDFs that may be redirected in the future.
- Succinct names are also a great idea. Long file names can be difficult to sort through in the folder if you have 85 files that begin with "e1c6819b-1781-47fd-83f1-1d69295c3746_" before getting to the relevant part of "covid-procedures.docx"