

How to Add Images to Content in Cascade CMS

1. Log-in to the Cascade content management system and navigate to the page that needs an image.
2. Click the “Edit” button in the top right corner and select the row of content from the center pop-up you would like to add the link to.
3. Determine where in the content of your page you would like to embed your image.
4. Place your cursor at the beginning of the line of text at the height on the page where you would like to add your image.
5. Click the fifth icon from the right in the bar at the top of the WYSIWYG that looks like a photo of a mountain. This will bring up the Insert/Edit Image pop-up.
6. The first option on the pop-up allows the user to choose between internal or external images. Internal images are images that have been uploaded to Cascade. External images are images from other sources outside of Cascade. External images can be unstable so, as a rule, only use images that have been added to Cascade.
7. The next field is labeled “Image Source” and is where you select the actual image you want to embed into your page content. Click the “Choose File” button to open image flyout.
8. By default, the image flyout will display its “Recent” tab on loading. This tab contains all the files you have visited recently in Cascade. If the image you need is here, click on it to load it into the “Image Source” field and skip to Step 11. If it is not, click the tab marked “Browse” at the top of the flyout to bring up the site navigation.
9. From the “Browse” tab, use the breadcrumb navigation to get to the _img-repository or any other site you can access. If the image you need is in the _imgs folder of the site you are in, just click on the _imgs folder icon below the breadcrumb to navigate into it.
10. Select the image you would like to use. You can preview an image by clicking on its name. When you find the one you want, click the “Choose” button in the top right corner of the flyout to load it into the “Image Source” field.
11. Once your image is loaded, move to the Image Description field and enter a brief description of the image itself. Examples of good image descriptions would be, “Front of UIW Admin Building” or “Nursing students working on a project”. It does not have to be anything too elaborate, just a basic idea of the image’s contents. This makes your page content more accessible to all audiences and is a required field.
12. The last two fields of the “Insert/Edit Image” pop-up are “Dimensions” and “Class”. Your image dimensions should have been set when you loaded the image into the system so use this field as a final check before you add it to the page. The “Class” field is not something in use and can be skipped.

13. Click the “Ok” button the lower right corner of the “Insert/Edit Image” to view the initial render of your image.
14. When the pop-up disappears your image should appear highlighted in blue and unformatted. To add formatting, click the “Formats” dropdown in the second row of the WYSIWYG next to the italics icon.
15. From the dropdown, hover over the last option marked “Custom” and select either “Left” or “Right” to format your image into the page’s content. Either option will format and size your image to fit your page appropriately.
16. From here, hit “Preview Draft” to see your image on the page.
17. If everything looks good, click “Submit” to begin the workflow process.
18. If, after looking at your draft you want to see how your image would look on the other side (right or left), click edit, open the image’s content row and click on the image to highlight it.
19. Next, go back to the “Formats” you used in Step 15 and click on the option you chose before (right or left) to remove the current formatting then go back into the “Formats” dropdown one last time to add the other style (right or left) and click “Preview Draft”.
20. Once you are happy with the formatting, click the “Submit” button to begin the workflow process.

For more information on Workflows, loading images into Cascade or to find out how to turn your image into a link, check out the other tutorial documents located in the sidebar of your Editing Standards page(<https://www.uiw.edu/style-guide/editing-standards-and-guidelines.html>).