I think the trick is to make sure the folder you are adding content to is the color light blue: Right click on it and click ‘view’.

A picture containing diagram

Description automatically generated

Notice how 04 is now blue.

Table

Description automatically generated with medium confidence

Click add content.

Logo

Description automatically generated

Click Default

Graphical user interface, application

Description automatically generated

Then click File

Graphical user interface, text, application, chat or text message

Description automatically generated

Then just drag your files here, it names them automatically.

Graphical user interface, text, application, email

Description automatically generated

If the title of the document has blank spaces in it , the CMS will complain.  You can fix it by clicking on the ‘use the suggested name’.

Graphical user interface, text, application

Description automatically generated

You can see the ‘Placement’ of your document ‘news/2022/04

Then click Preview Draft and Submit if it looks correct.