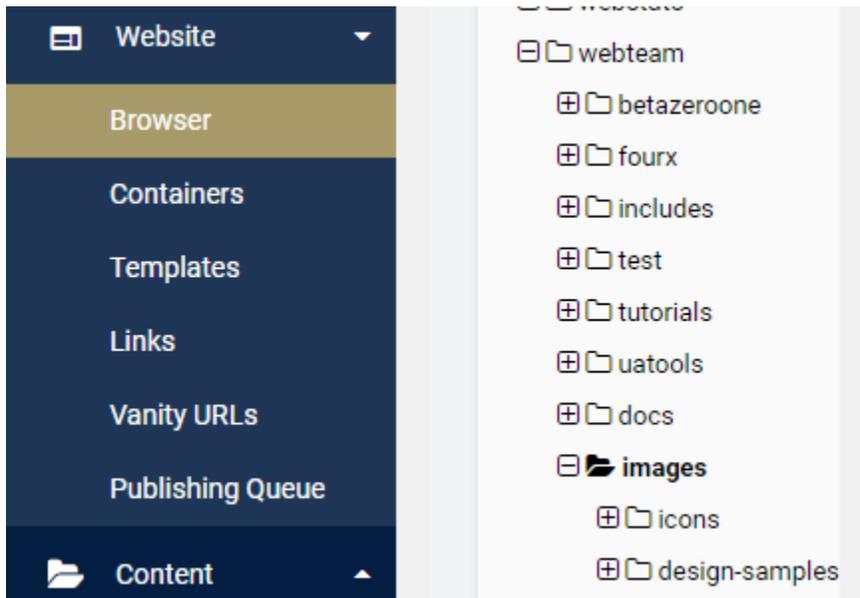


## Uploading Images and Documents (FILES)

To use an image on a page or to link to a document, the File must first be uploaded to dotCMS. The file should be “ready to go” before you upload it:

1. Images should be appropriately cropped and resized for the web.
2. Word Docs are good as files you would like visitors to download and edit
3. PDF files work best as archives or items intended for printing.

To get started with a new File, log into dotCMS and go to Website | Browser, then scroll down in the list of folders to the area where you want the File to reside.

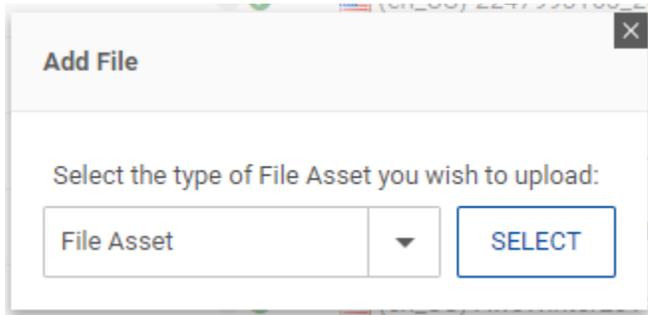


Note:

1. Images and Docs usually go in their respective folders to make it easier to locate them later – but Files can technically be uploaded anywhere.
2. In this example, we'll upload an image - documents work in the same way.

Right-click on the folder where you want the File to reside, then choose New | Image or File

On the Add File screen that pops up, confirm that File Asset is in the dropdown, then click SELECT



Click on Choose File to browse through your computer, flash drive, or network drive to locate the File you want to upload.

When you select the file, you'll see a brief "uploading" message, then a preview of your image will appear. You can Remove this if you've selected the wrong File – or click Save or Save/Publish to upload your File.

Note:

1. It's a good idea to Save/Publish your File instead of just saving. These items are effectively hidden until added to pages or linked to – Publishing now will save a step later.
2. A good file name includes numbers, letters, and hyphen or underscores. You should avoid spaces, commas, and other special characters.

Once this is done, you can use the X in the corner to close the window – you should now see your new File in your list of files.

If you'd like to upload several Files at once to the same folder – ex. meeting minutes or photos of an event – click on Multiple Files once you've selected your folder.

Choose File Asset (just like with uploading individual files) and when you click Select, you'll see this screen:

**Upload file(s)** ✕

Folder: `/webteam/betazeroone/` ⌵

**Note:** Click the following button and then select files from your computer. (You may use the Ctrl (control) key on your keyboard to select multiple files)

#	Type	File Name	Size
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▼ CANCEL

Click on Select File(s) to Upload to choose the files from your computer. Once selected, click the dropdown and choose either Save or Save/Publish – then click Execute to upload your Files.