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 imagedocumentswork 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 thr

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Click on Select File(s) to Upload to cheothse files from your computer. Once selectelick the dropdown and choose either Save or Save/Publitishen click Execute to upload your Files.