

Uploading Images or Documents

All images should be prepared to the proper specifications and uploaded prior to creating or modifying widgets, image rotators, or homepage feature areas. All documents should be uploaded prior to linking to them within text pages. Your images and documents must be named properly prior to uploading (use only lowercase letters and numbers. Separate words and numbers with dashes).

To upload images

1. From the top directory, click on the images folder. Click on your unit's folder.
2. Click on the "Test" tab (if you are uploading after your site has gone live, then skip this step).
3. Drag and drop files or click the **Upload** icon.



4. If **Upload**, click **Add Files** to browse to the image(s) you would like to upload or drag and drop the file(s) from your computer.
5. Click **Start Upload**.

A screenshot of a web interface for uploading files. At the top, it says 'Upload to /images/it-images'. Below that, a warning message reads: 'Because binary management is not enabled, any binary files will be uploaded to your production server.' The form includes an 'Access Group' dropdown menu set to '(Inherit Existing)', and 'Upload Type' radio buttons for 'Standard' (selected) and 'Upload and Edit Image'. At the bottom, there is an '+ Add Files' button with the text '(or drag and drop files from the desktop)' and two buttons: 'Cancel' and 'Start Upload'.

To upload documents

1. From within your unit's directory, click on the documents folder.
2. Click on the "Test" tab (if you are uploading after your site has gone live, then skip this step).
3. Drag and drop or click the **Upload** icon.
4. If **Upload**, click **Add Files** to browse to the document(s) you would like to upload or drag and drop the file(s) from your computer.
5. Click **Start Upload**.

Note: Uploaded images and documents do not appear on the Staging tab. To view files that you have uploaded, click on the Test or Production tab.