Uploading Images or Documents

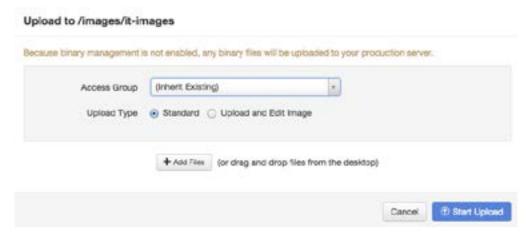
All images should be prepared to the proper specifications and uploaded prior to creating or modifying widgets, image rotators, or homepage feature areas. All documents should be uploaded prior to linking to them within text pages. Your images and documents must be named properly prior to uploading (use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



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.