

documentation



Inserting Images and Files

1. Prepare images – get the resolution and size you need

Before you even open the CMS tool make sure you have the images you'll be working with in the size and resolution you need. Image editors range from the sophisticated but expensive Adobe Photoshop to the simple – and free – IrfanView.

2. Prepare files – usually PDF.

When we refer to "files" the most common format is Adobe PDF (portable document format). These files preserve design of the original and are especially useful for highly formatted documents such as newsletters and handbooks. People using the latest version of MS Word can create PDF documents by using the Save As feature. For more information on PDF documents contact one of the instructional designers in IRT: 973.720.2659

3. Access CMS, Enter browser, locate folder

If you don't know how to access CMS and locate your folders please consult the first two documents in the WPUNJ documentation site for dotCMS: <u>http://www.wpunj.edu/cms/</u>

4. Identify file/image folders, Assets, Images, PDFs and anything else (Music)

Name	<u>Menu</u> Status Descrip	The recommened folder name for iamges		
2011edtechconference		and files is Assets, illustrated to the left.		
2012edtechconference				
📄 about	1			
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The example on the ri	ight footures congrate			
folders for Images and	d PDFs. a good	pdf		
trategy for sites that feature many files of		📄 students		
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		image-upload-tut.swf		
		dotcms-create-webpage.swf		

5. Upload a single file/image



Right-click the Assets folder and select New --

6. Upload multiple files/images

From the options in the New interface choose to upload either a single file or multiple files.



7. Upload single or multiple files from a local source (a computer, flash drive, etc.)

See the illustration for a single file upload below. The multiple file upload interface is similar except that the editor can choose to upload as many as 20 files and/or images at once. If you are starting a big project it is a good idea to round up all your images and files and upload them at once before you even start working on the webpages themselves.

Add File		\otimes				
Select the type of File As	sset you wish to upload:					
	Content Metadata					
	File Asset	Host Or Folder:	pdf 🔹			
	Workflow Step: Initial State	File Asset:	accessing cms.pdf remove			
	Assignee: Nobody	Title:	accessing cms.pdf			
	Actions	File Name:	accessing cms.pdf			
	ave Save					
	🎯 Save / Publish					
	🖉 Assign Workflow					
	🛫 Cancel					

Use the **Choose File** field to browse for the image or file, and give the item a title and a description.

8. Access content page/area, select image icon

Open a content area and decide where you want to place the image. In the illustration below I've created a space between two lines of text, and the image will go there.



The red arrow is pointing at the Image button, which looks (somewhat) like a deciduous tree.

9. Select Browse icon

Insert/edit image
Insert/edit image General Image URL Image description Title
Insert

After you've selected the image button the **Insert/edit image** interface will appear. Select the **Browse** button, highlighted by the arrow.

10. Browse to and select image

Select the folder in which your images are stored and select an image from the options displayed in the main window.

Select a file			8
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 cms assets images coac cohss coe coe 	dotcms-star.jpg		/abxiver Million Aviii) dotcms-wpunj-banner.png
🔹 🚞 images 📼	G Previous	Viewing 1-2 of 2	Next 🕥

11. Insert image interface with image selected

After you have selected the image fill in the description and the title in the appropriate text areas.

The 1) image you've selected will appear in the **Insert/edit image** interface. The 2) image URL won't make any sense in that neither the folder nor the image name will appear. Don't worry about that. When you are ready to add the image to your editing environment 3) select the **Insert** button.

Insert/edit image	
General Appearance Advanced	
General	
Image URL /dotAsset/169930.jpg	
Image description dotCMS icon Confusing URL	
Title The icon for dotCMS	
Preview	
Image to be added 1	,
3 Insert button	
Insert	

12. Image entered in WYSIWYG interface:



13. Image centered using the **Center Align** button



Image size can be controlled by dragging and dropping the highlighted corners of the image.

Save/publish or save/assign, and remember to Sign Out when you are done with the project!

Contact Jae Kim with questions at: kimj@wpunj.edu – Atrium 107 – 973.720.2937