dotCMS **documentation** WILLIAM PATERSON UNIVERSITY

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:
   http://www.wpunj.edu/cms/

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

The recommened folder name for iamges and files is **Assets**, illustrated to the left.

The example on the right features separate folders for Images and PDFs, a good strategy for sites that feature many files of each format.
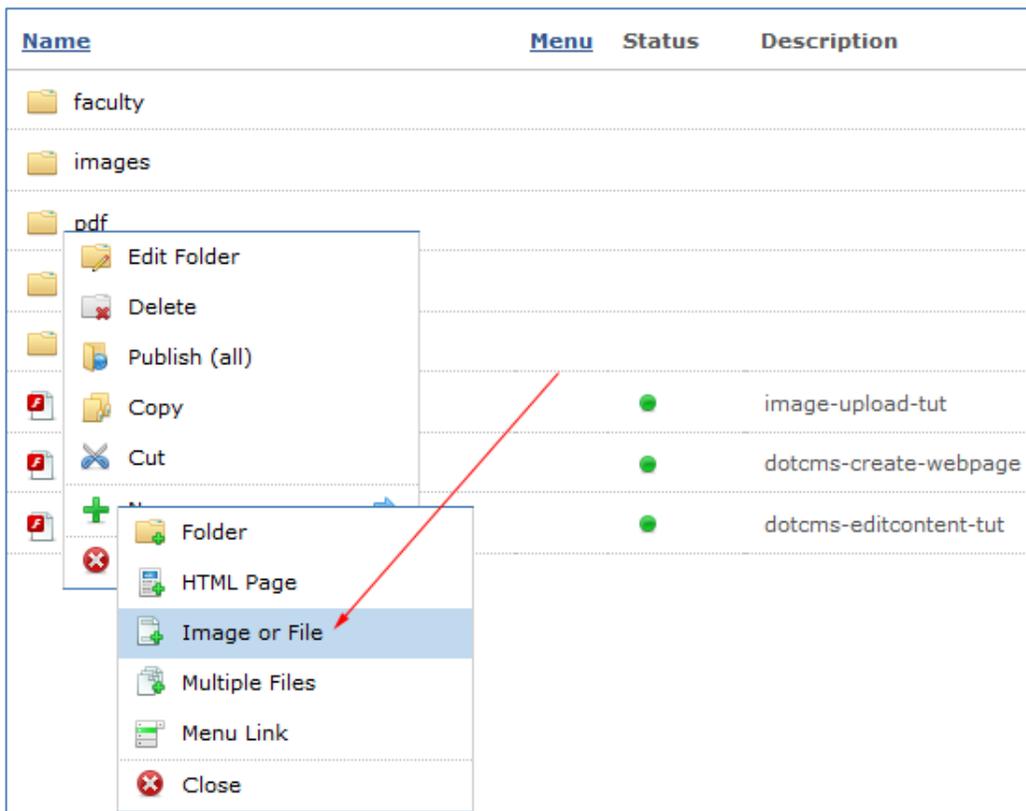

1

5. Upload a single file/image

Right-click the **Assets** folder and select **New** --
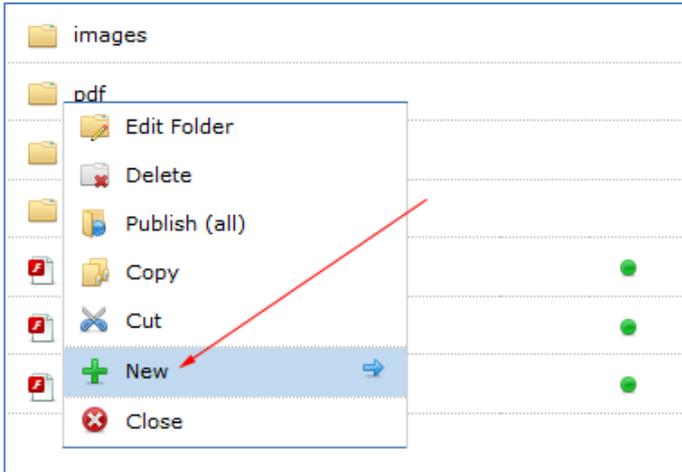
6. Upload multiple files/images

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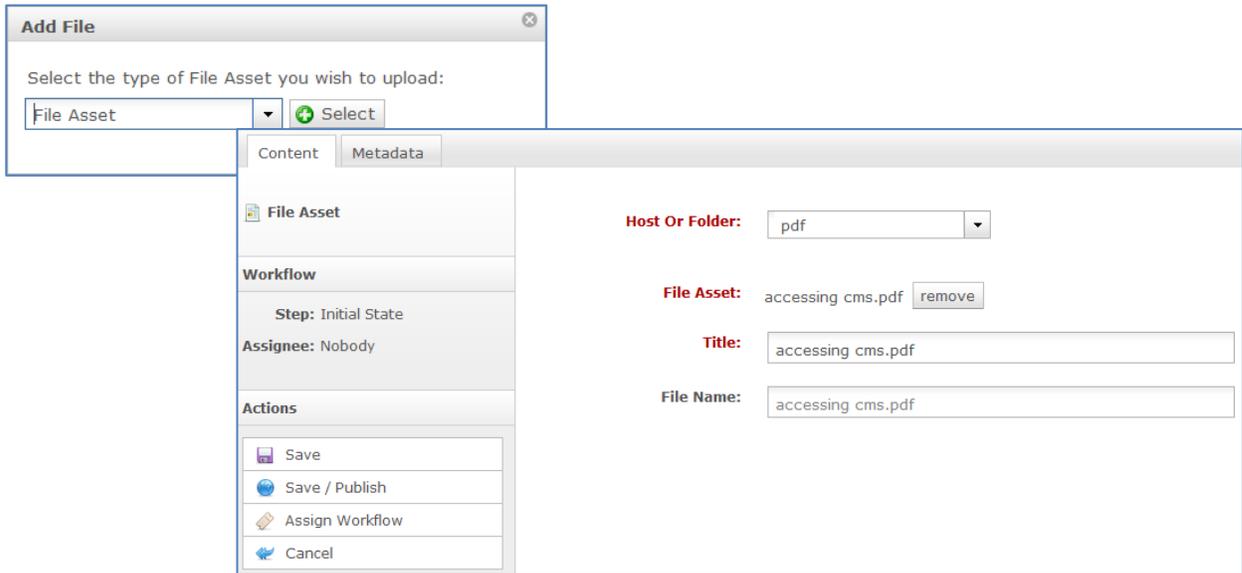
Use the **Choose File** field to browse for the image or file, and give the item a title and a description.

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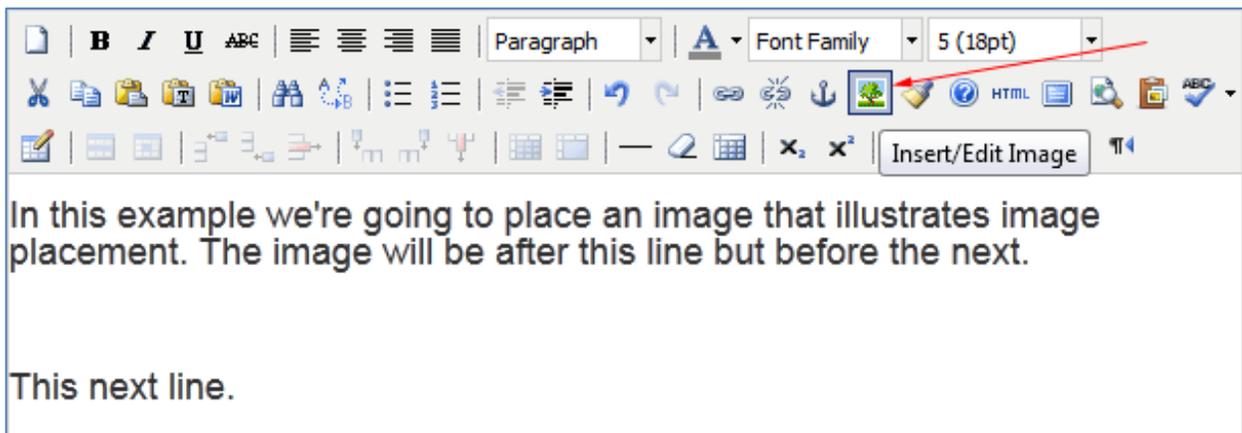
The red arrow is pointing at the Image button, which looks (somewhat) like a deciduous tree.

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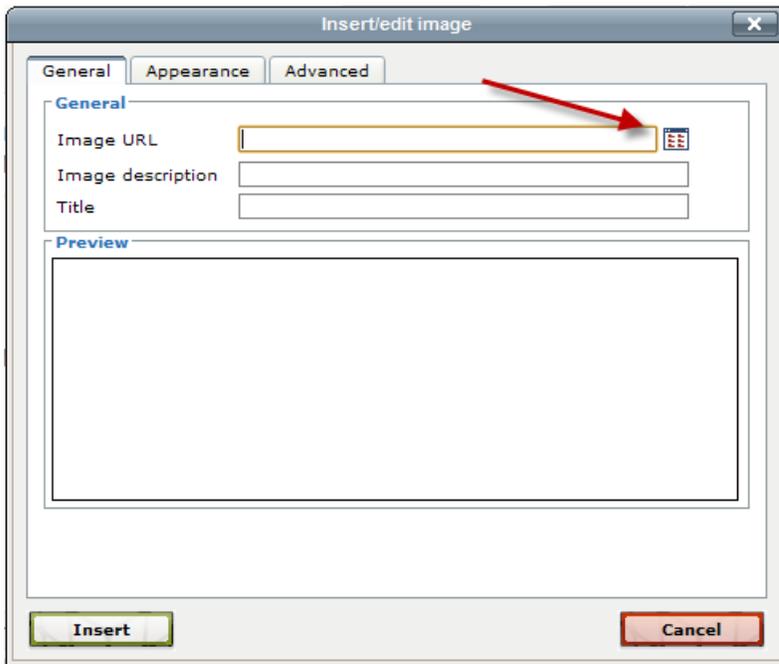
After you've selected the image button the **Insert/edit image** interface will appear. Select the **Browse** button, highlighted by the arrow.

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.
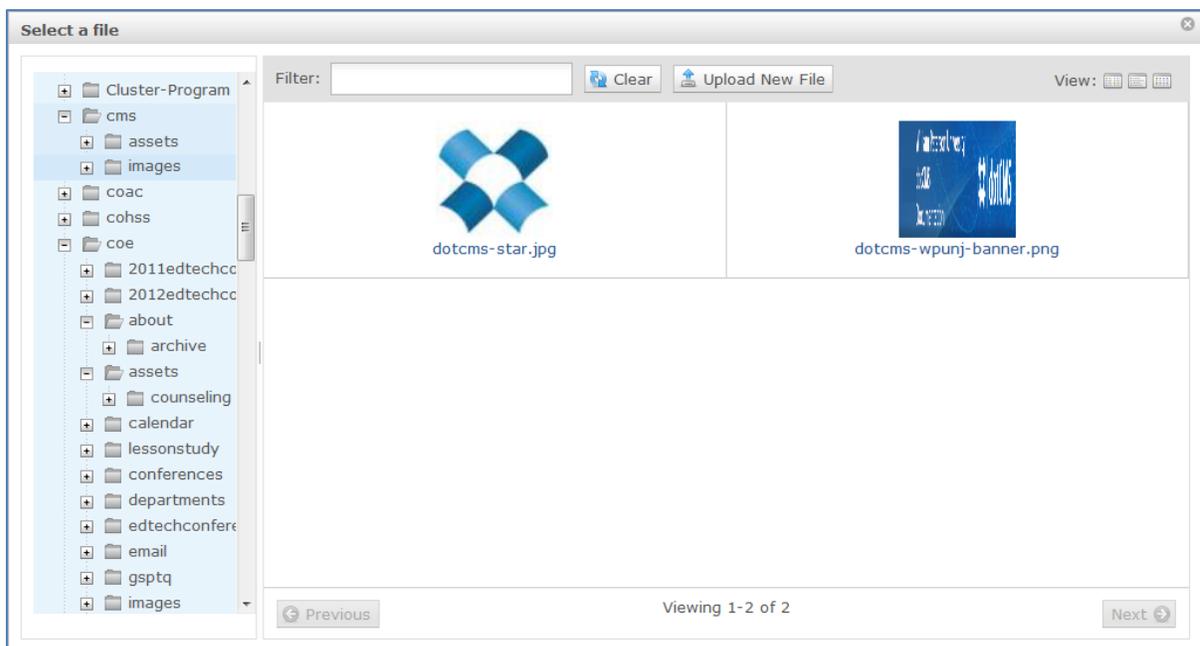
11. Insert image interface with image selected

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.
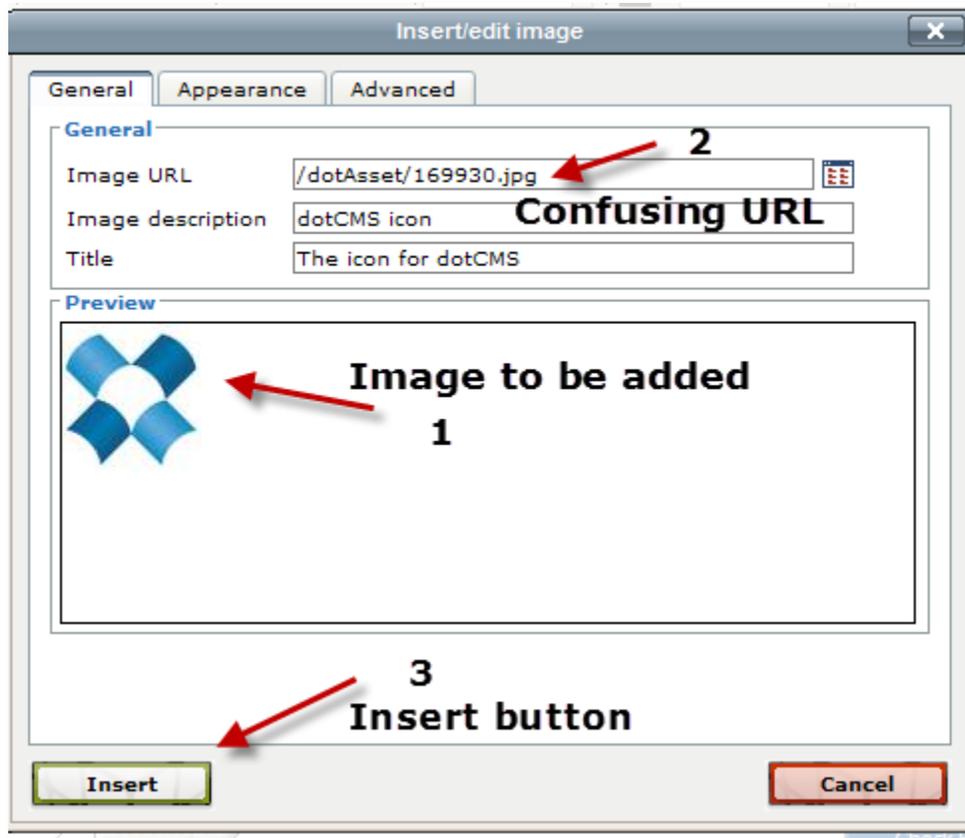
12. Image entered in WYSIWYG interface:
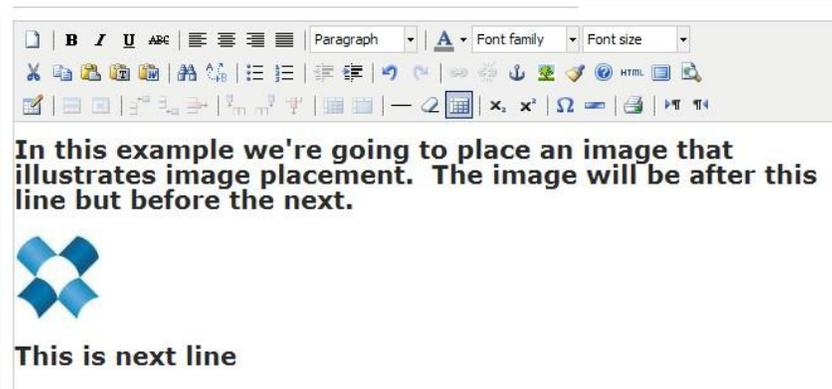
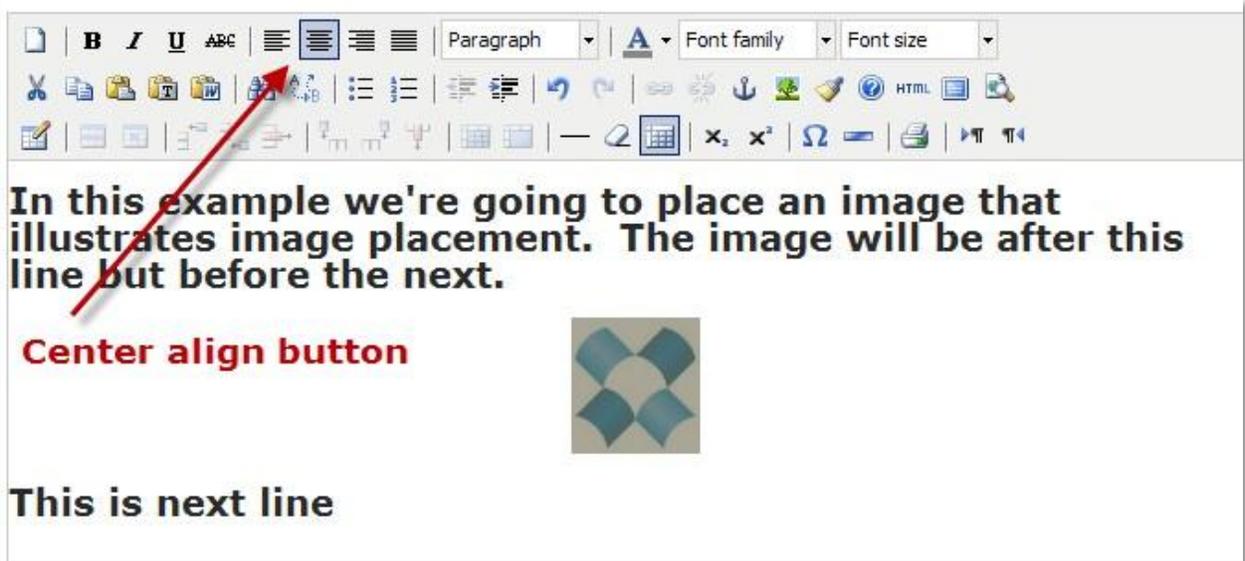**13.** Image centered using the **Center Align** button

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**