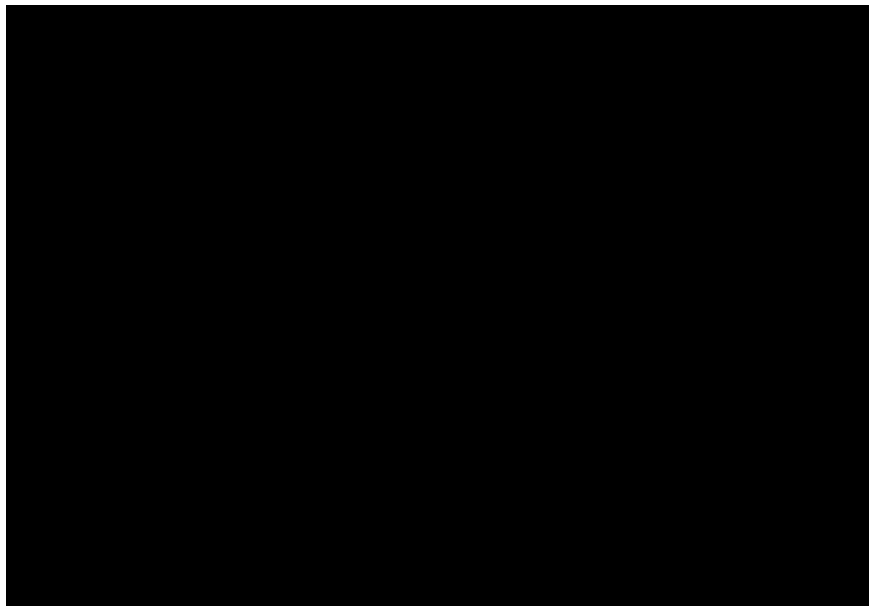


## Uploading Images and Documents (FILES)

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.

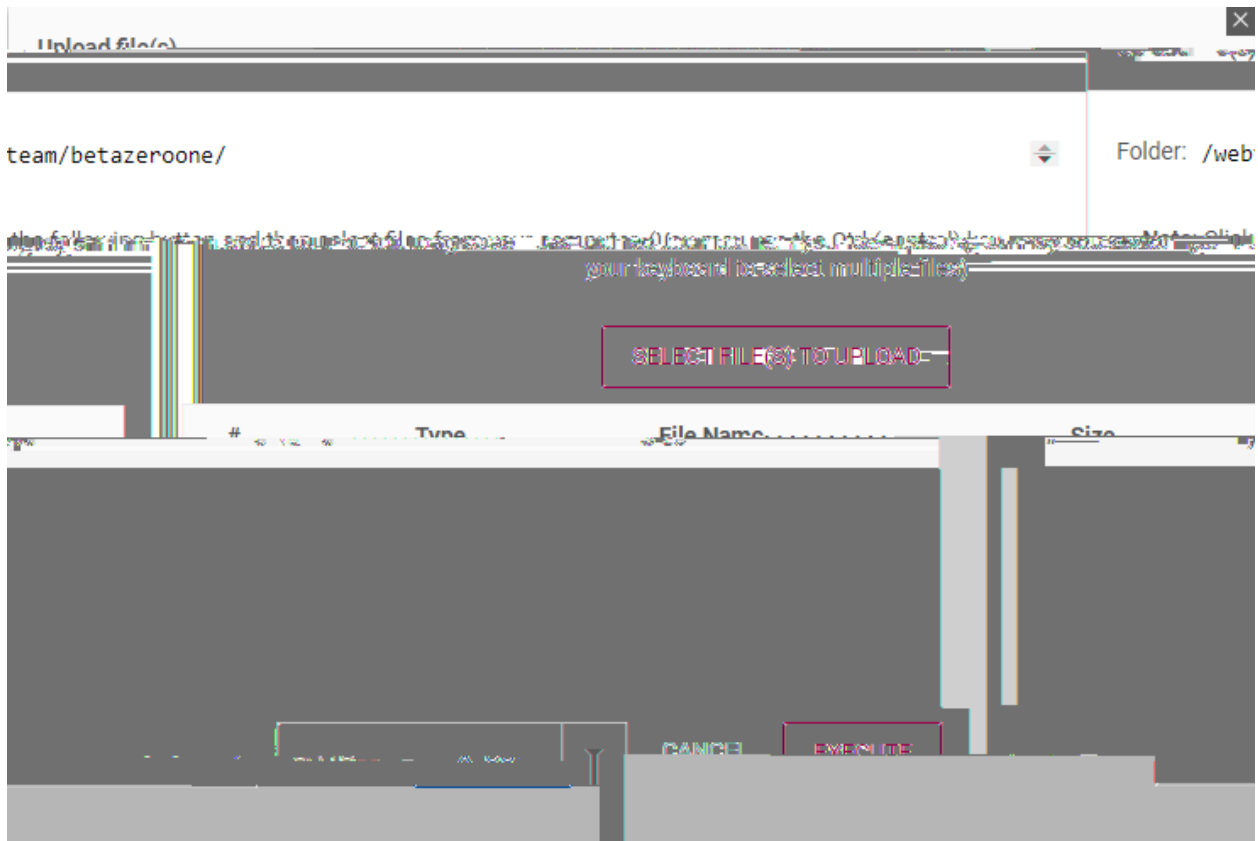


Note:

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 image to documentswork 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,



Click on Select File(s) to Upload to choose files from your computer. Once selected, click the dropdown and choose either Save or Save/Public. Then click Execute to upload your Files.