

# How to Upload an Image File in WCMS

## Naming Convention

Before you upload a file, make sure the file has been properly named.

- Use only lowercase letters.
- Try to keep names short, but meaningful.
- No spaces or underscores. Use a hyphen to separate words for readability.
- Include the correct file extension, e.g., **.jpg**. or **.gif** or **.png**.

**\*\*FIRST BEFORE YOU UPLOAD TO WCMS YOU MUST COMPRESS YOUR IMAGE FILE FIRST\*\***

ALL IMAGES MUST BE COMPRESSED before uploading to WCMS

### Websites that compress images

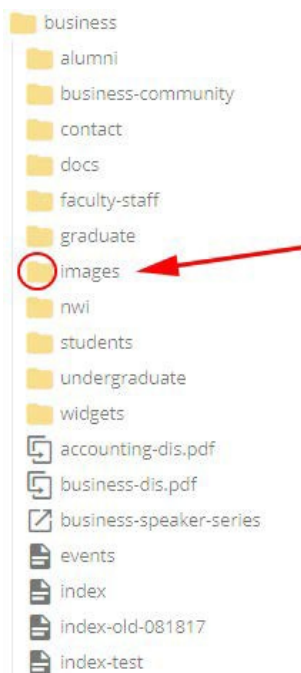
<https://tinypng.com/>

<http://www.shrinkpictures.com/>

You can size and compress with shrink pictures

*Web services does run tests on IU Northwest webpages to see if the pictures have been compress.*

**\*\*NOTES:** Files uploaded in the past that do not match this naming convention. It is not necessary to rename the files.



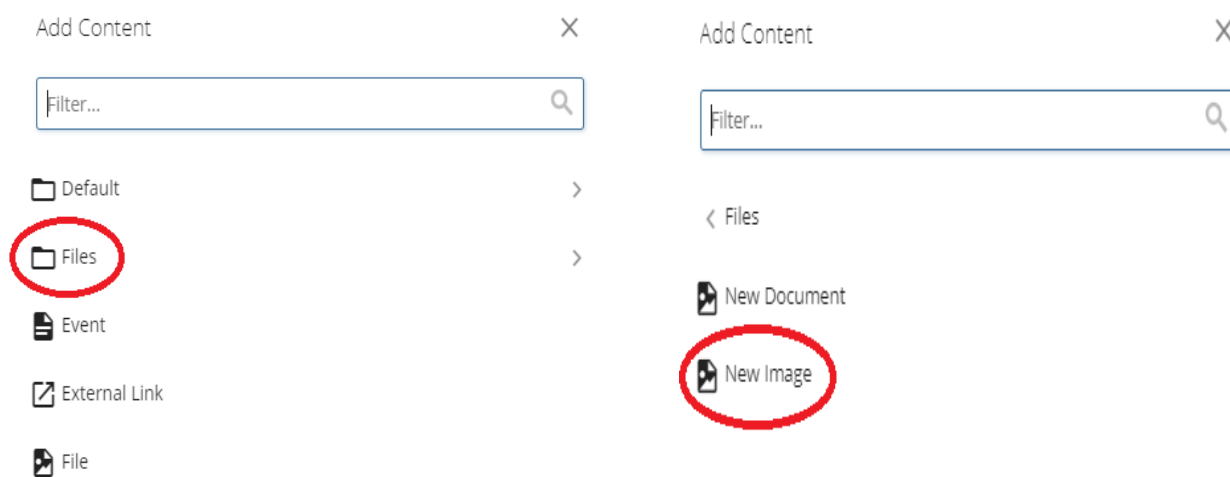
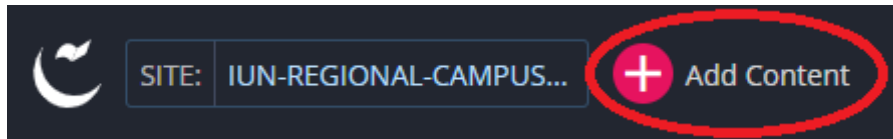
Login to WCMS using Firefox or Chrome at: [wcms.iu.edu](http://wcms.iu.edu)

Login to WCMS. Click the folder icon to the left of the folder name to expand it. Select the folder you want to upload the file to. Standard practice is to place all image files in the **images** folder of your site.

**NOTE:** It is possible to select the folder after you upload the file. When you select the folder first, the location will be filled in for you by WCMS

In the black menu bar above the Dashboard:

Click on the **“Add Content >> Files >> New Image”**

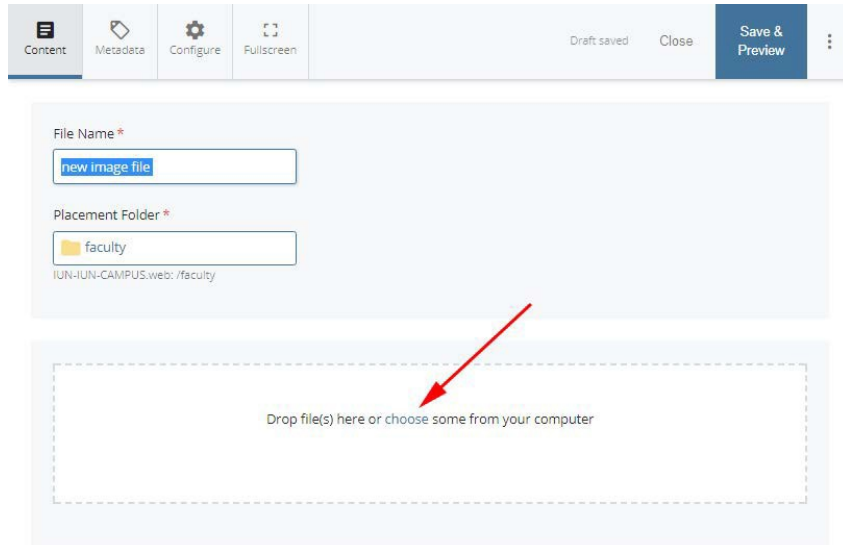


Note: It is best to name your pdf on your computer in the same format needed for the file name.

\*Follow the naming convention


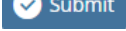
The **New File dialog box** opens. Click on the dotted dashed area **“Drop file(s) here or choose some from your computer”** to select the file you want to or drag and drop your file into the dotted dash area.

Login to WCMS using Firefox or Chrome at: [wcms.iu.edu](http://wcms.iu.edu)




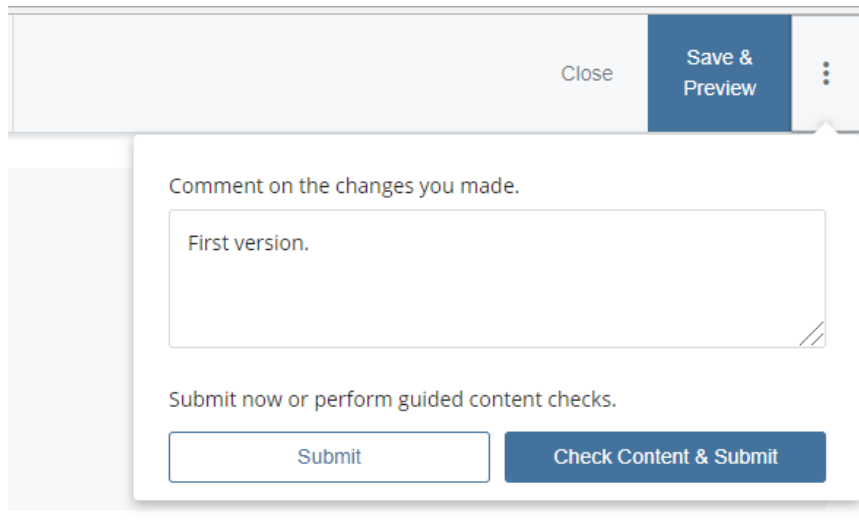
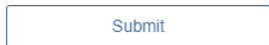
You can submit your changes in two ways

**Option 1**

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

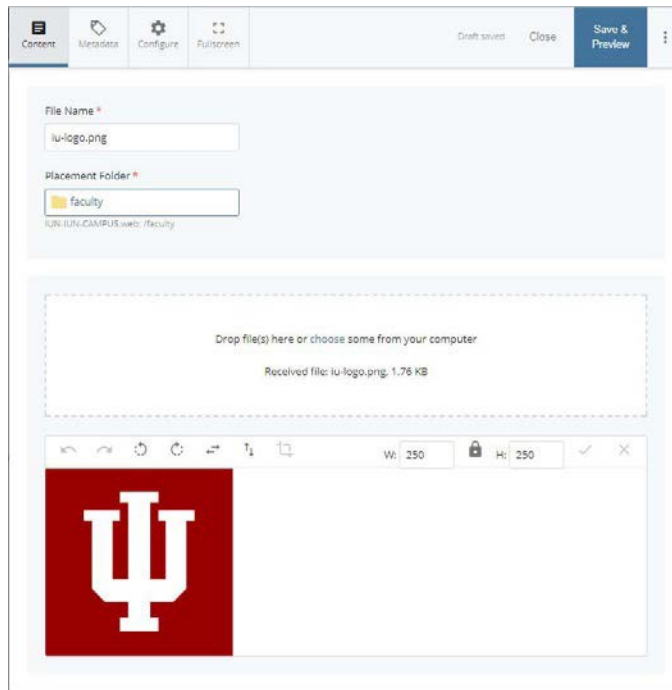
**Option 2:**

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.





The **New File dialog box** reappears.

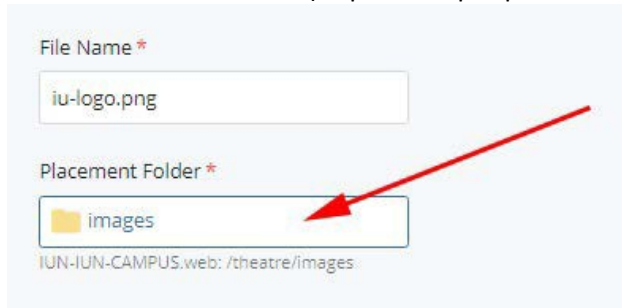
- Click in the **File Name text box** and type a filename including the extension. The name may be the same as the original filename if it meets the WCMS file naming standards, but can be changed to clarify what the file is.
- Verify the **Placement Folder path** shows the correct folder—in most cases—the **“images”** folder. If you forgot to choose the “images” folder before you started to upload the file, click the Placement folder link, and browse to your images folder and select.



**\*\*All File Names** need to be lowercase letters and hyphens for any spaces.

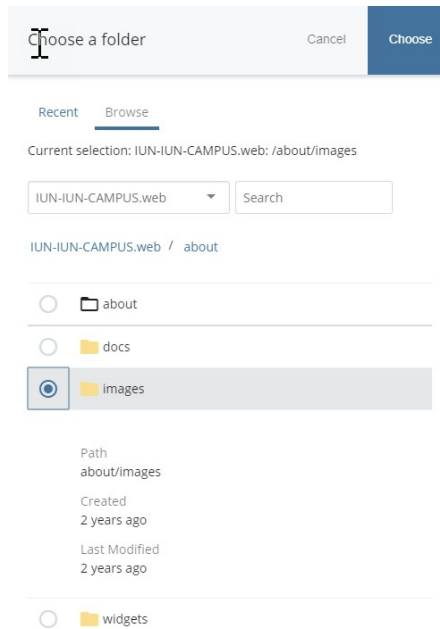
If the Placement Folder location is correct, click the **Save & Preview** button  at the top right of the screen **OR** can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.


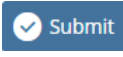
**IF you forgot to select the “images” folder first**, you can click the **Placement Folder textbox** now to find and select the correct folder. (Skip this step is placement folder is correct)




The **Please choose a Folder** window opens. On the left, click the **Images folder** radio button to select it and

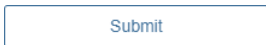
then click the **Choose** button  at the top right.



If the Placement Folder location is correct, click the **Save & Preview** button  at the top right of the screen. To complete the upload, click the **Submit** button  at the top right of the screen.

**OR**

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.



The image should now appear in the “images” folder you specified.

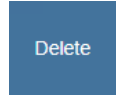
**Publish the image.**

## Deleting an image file

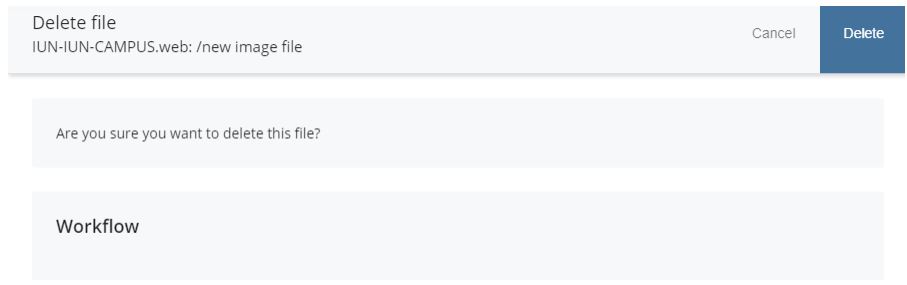
Note: if an uploaded file becomes obsolete and needs to be unpublished and deleted. Two ways to delete

### Option 1:

- In the folder list, right click on the asset's filename.
- In the pop-up content menu, click **Delete**.



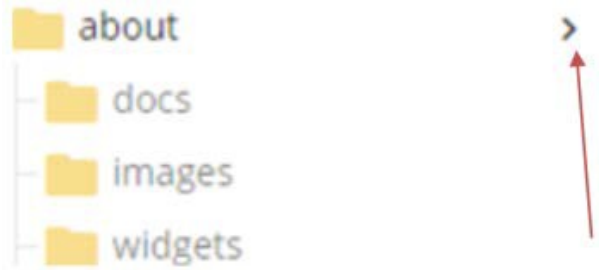
The delete file window appears. Click the delete button at the top right of the screen to complete the action.



Login to WCMS using Firefox or Chrome at: [wcms.iu.edu](http://wcms.iu.edu)

### Option 2.

Hover over the folder name in the asset tree. A right arrow appears to the right. Click on the arrow.



Using the list in the middle of the screen, click on the folder to see the contents of that folder.

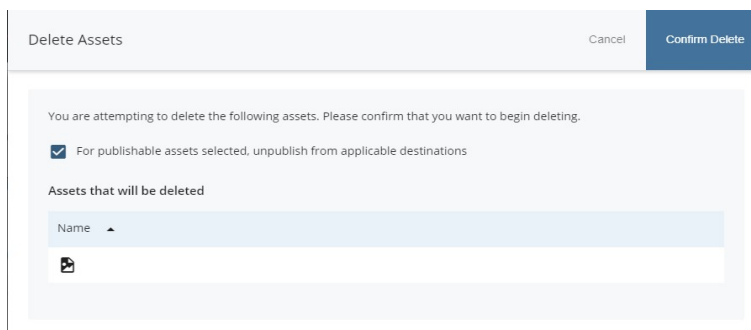
	Name ▲	Order ▲
<input type="checkbox"/>	docs	1
<input type="checkbox"/>	images	2
<input type="checkbox"/>	widgets	3
<input type="checkbox"/>	academics	6
<input type="checkbox"/>	accreditation	9
<input type="checkbox"/>	ada	11
<input type="checkbox"/>	Index	4
<input type="checkbox"/>	Indiana-University-Northwest-ViewBook-2016-2017.pdf	12
<input type="checkbox"/>	maps-directions	10
<input type="checkbox"/>	mission-vision	5
<input type="checkbox"/>	news	8
<input type="checkbox"/>	student-activities	7

1-12 of 12

Select the assets you want to delete by selecting the check box next the name. At the top of this screen there is

a trashcan icon,  click on the trash can.


A “Delete Assets” menu appears confirming the deletion.



Login to WCMS using Firefox or Chrome at: [wcms.iu.edu](http://wcms.iu.edu)

Please make sure the checkbox for “For **publishable assets selected, unpublish from applicable destinations**” is checked.

Click the “Confirm Delete” button

A blue rectangular button with the text "Confirm Delete" in white.

at the top of the screen.