

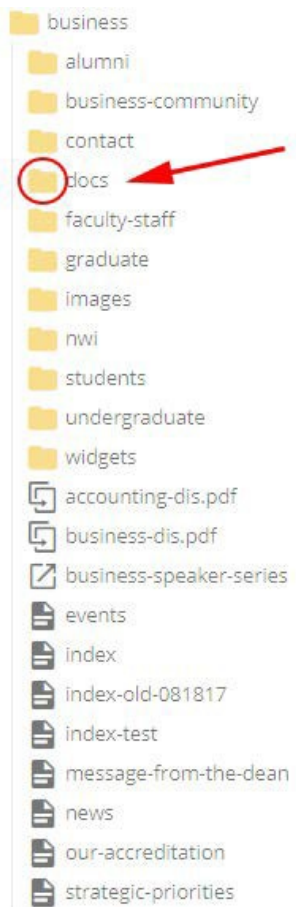
# How to Upload a PDF File in WCMS

## Naming Convention

Before you upload a file, make sure it 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 file extension, e.g., **.pdf**.

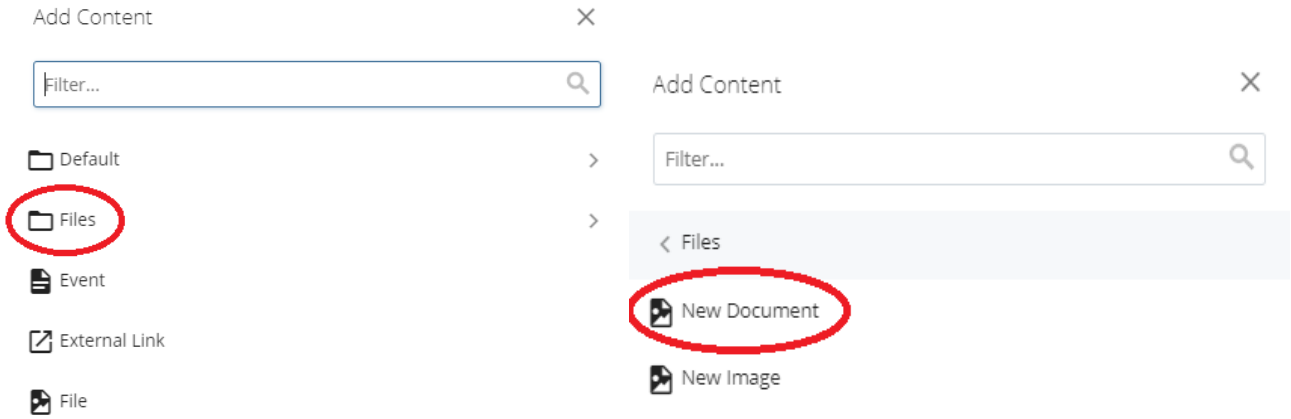
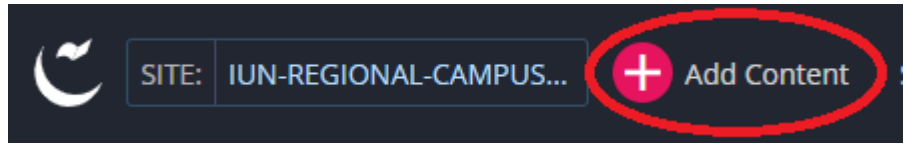
**NOTES:** Files may have been uploaded in the past that do not match this naming convention. It is not necessary to rename the files, but ok if you do.



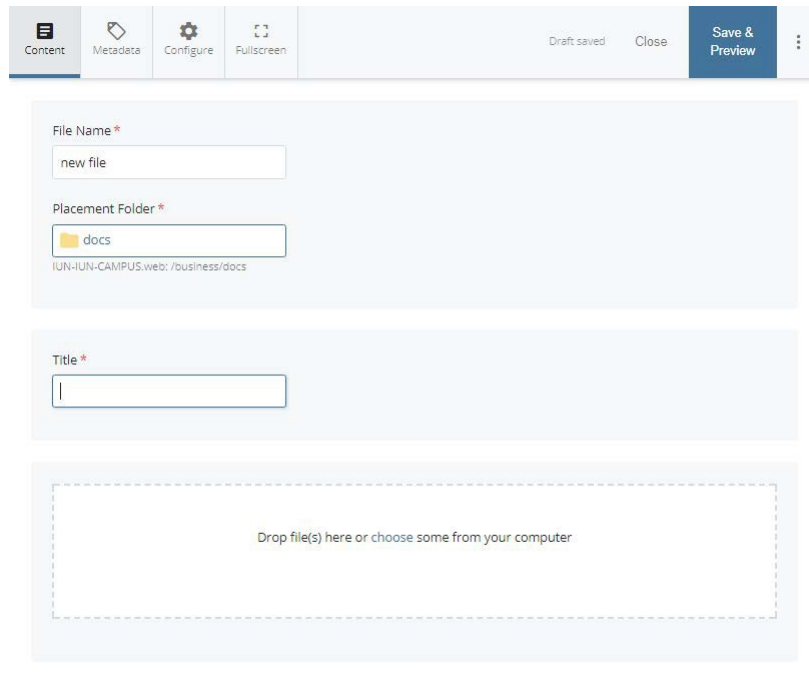
Login to WCMS. Click on the folder icon to expand it. (Icon is the left of the folder name). Select the folder you want to upload the file to. Standard practice is to place all document files (not images) in the “**docs**” folder in your website.

**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, choose: click on the “Add Content > Files> New Document”


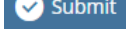


The **New File dialog box** opens. Click on the dotted dashed area “**Drop file(s) here or choose some from your computer**”to select the file you want to or drag and drop your file into the dotted dash area.




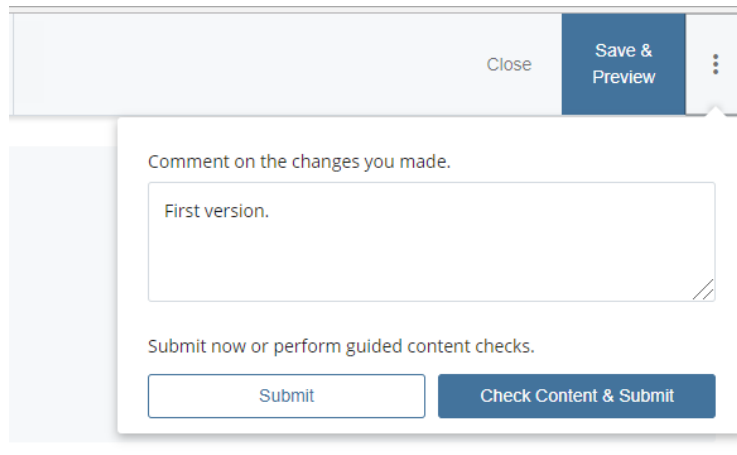
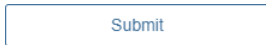
## You can submit your changes in two ways

### 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.

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** 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 “**docs**” folder. If you forgot to choose the “**docs**” folder before you started to upload the file, click the Placement folder link, and browse to your “**docs**” folder and select.
- In the **Title Section**, give a title name to your file.


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

The screenshot shows the WCMS interface with a form for uploading a file. The form has three main sections: File Name, Placement Folder, and Title. The File Name field contains 'how-to-edit-your-website.pdf' and has a red error message 'This field is required.' below it. The Placement Folder field contains 'WCMS' and has a path 'IUN-IUN-CAMPUS.web: /technology/web/wc...' below it. The Title field contains 'How to Edit Your Website'. Below the form is a dashed box for file upload, containing the text 'Drop file(s) here or choose some from your computer' and 'Received file: how-to-edit-your-website.pdf, 712.47 KB'. The top navigation bar includes 'Content', 'Metadata', 'Configure', 'Fullscreen', 'Draft saved', 'Close', and 'Save & Preview' buttons.

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

**Titles** can be upper of lowercase letters and can contain spaces. Add a title to your document.

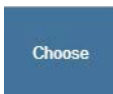
If the Placement Folder location is correct, click the Save & Preview button  at the top right of the screen **OR** you can click the vertical 3 dots  next to "Save & Preview" and click the "Submit" button.



**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 if placement folder is correct)



The screenshot shows two sections of a form. The first section is titled 'File Name \*' and contains a text input field with the text 'new file'. The second section is titled 'Placement Folder \*' and contains a dropdown menu with a yellow folder icon and the text 'docs'. A red arrow points to the 'docs' option. Below the dropdown, the path 'IUN-IUN-CAMPUS.web: /\_dev/docs' is displayed. The third section is titled 'Title \*' and contains an empty text input field.

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



and then click the Choose button  at the top right.

The screenshot shows a 'Choose a folder' dialog box. At the top, there are three buttons: 'Choose a folder', 'Cancel', and 'Choose'. Below the buttons, there are two tabs: 'Recent' and 'Browse', with 'Browse' selected. The current selection is 'IUN-IUN-CAMPUS.web: /\_dev/docs'. There is a dropdown menu showing 'IUN-IUN-CAMPUS.web' and a search input field. Below this, the path 'IUN-IUN-CAMPUS.web / \_dev' is shown. A list of folders is displayed with radio buttons: '\_dev', '\_widgets', 'dia', and 'docs'. The 'docs' folder is selected. At the bottom, there is a table with the following information:

Title/Display Name
Docs
Path
/_dev/docs
Created
10 months ago
Last Modified
10 months ago

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  then click the “Submit” button. 

The document should now appear in the “docs” folder you specified.


## Publishing a document

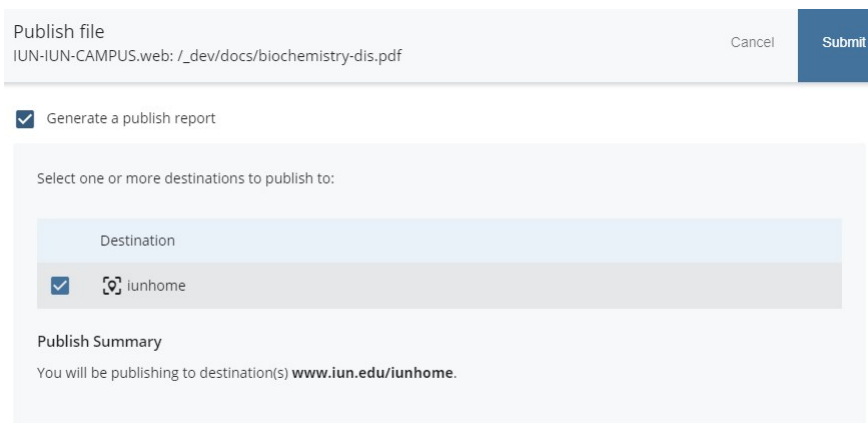
To publish the new PDF so the links will work properly, in the folder list, right click on the asset’s filename.

In the pop-up content menu, click **Publish**.

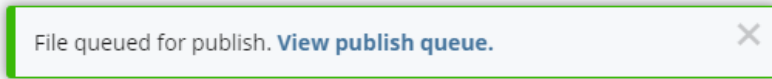


The destination should already be selected for “iunhome”. This the productions server.

To publish the assets, click the “Submit”  button at the top right of the screen.



A green publish message will appear at the bottom of the screen informing you the “File is queued for publish. View publish queue.”

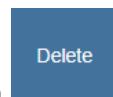


## To delete a PDF

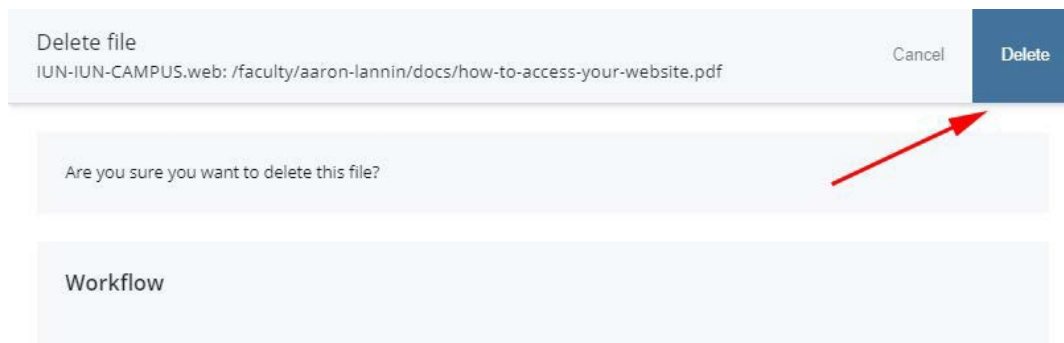
Note: if an uploaded file becomes obsolete and needs to be unpublished and deleted. Two ways to delete

### Option 1:

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



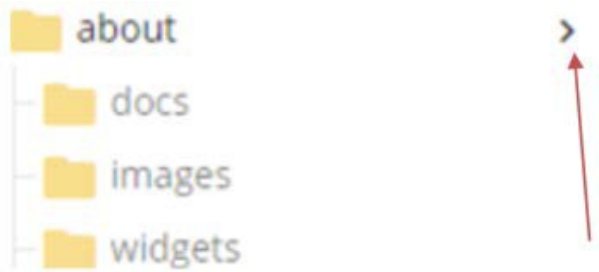
The delete file window appears. Click the delete button at the top right of the screen to complete the action.



### Option 2.

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

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

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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](https://wcms.iu.edu)

Delete Assets Cancel Confirm Delete

You are attempting to delete the following assets. Please confirm that you want to begin deleting.

For publishable assets selected, unpublish from applicable destinations

Assets that will be deleted

Name ▲


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

Click the “Confirm Delete” button  at the top of the screen.