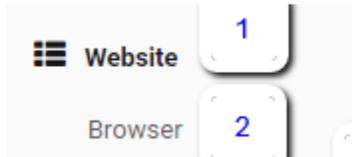
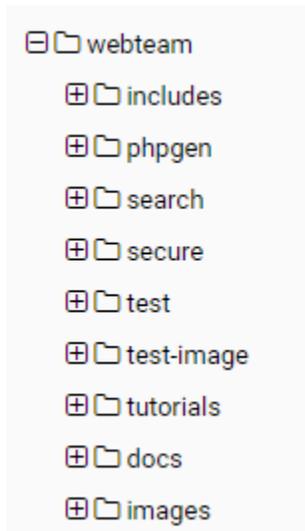


# Upload multiple new files

1. Log into dotCMS: <http://www.uakron.edu/c>
2. Click on Website on the left side of the screen.
3. Click on Browser.



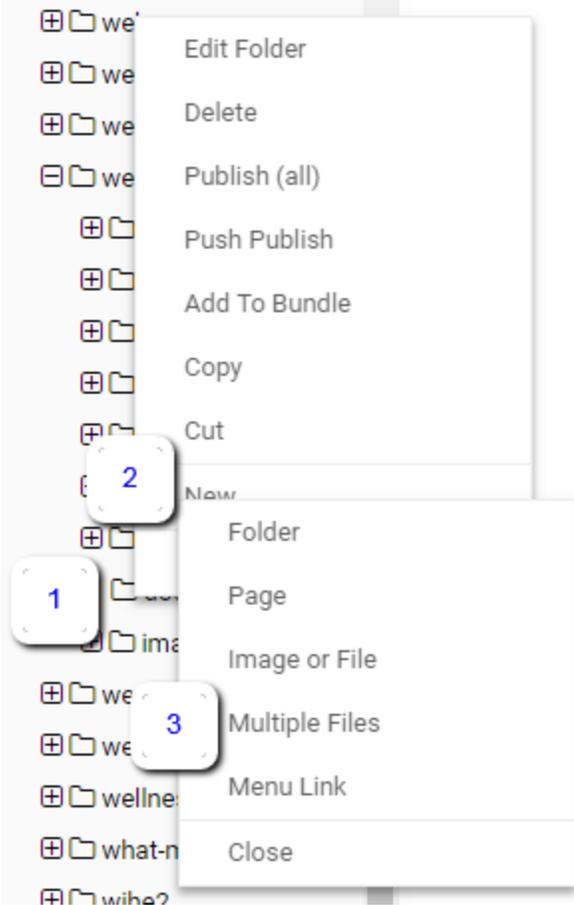
4. Use the scroll bar and the plus signs to navigate to folder where you want the new files to reside.



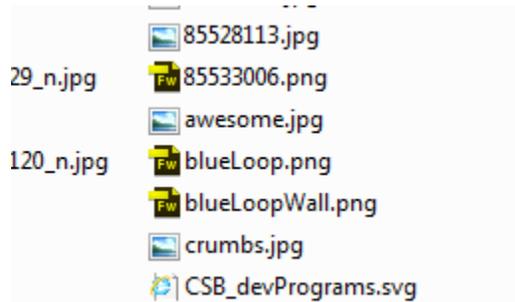
Generally speaking, Images should go in an /images/ folder – JPG, PNG, GIF

Documents should go in a /docs/ folder – DOCX, XLSX, PDF, PPTX, etc.

5. When you've located the folder, right click on it and choose "New", then "Multiple Files"



6. At the “Add File”/ “File Asset” screen, click on Select
7. On the next screen, click on “Select file(s) to upload”, then navigate to the location on your computer, flash drive, or network drive where the files are currently located.



8. Click the first file to select it, then hold down Ctrl or Shift and select additional file. When all the files you want are selected, click Open.

**Note:** Click the following button and then select files from your computer. (You may use the Ctrl (control) key on your keyboard to select multiple files)

Select file(s) to upload

#	Type	File Name	Size
1	JPG	85397082.jpg	42.9 kb
2	JPG	85398955.jpg	26.0 kb
3	JPG	85429318.jpg	19.7 kb
4	JPG	85499050.jpg	91.4 kb

Save

Save and Publish

Cancel

9. If these are the wrong files, click on Cancel and select a new ones. When you've got the files you want, click on the Save/Publish button.
10. The files will finish uploading and you'll get a confirmation note. dotCMS will then return you to your list of files. You may get a note about the files being uploaded in the background – this is normal if you've added a large group of files at once.