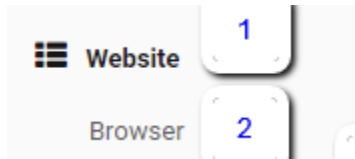
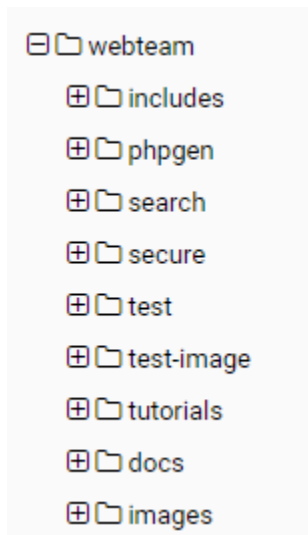


## Upload a single new file

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



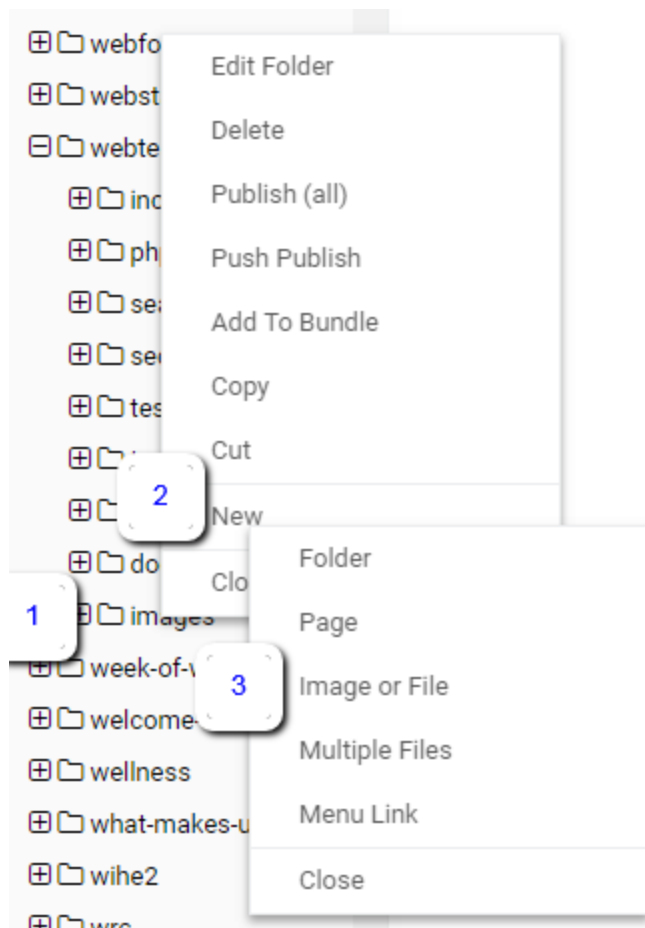
4. Use the scroll bar and the plus signs to navigate to folder where you want the new file to reside.



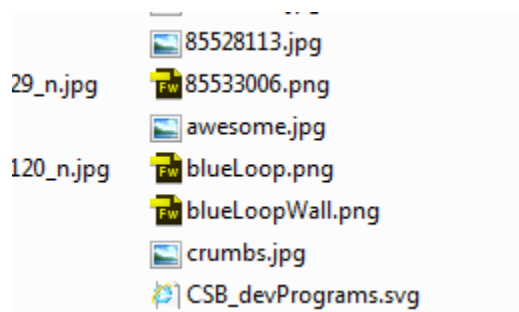
Generally speaking, Images should go in an /images/ folder – JPG, PNG, GIF

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 "Image or File"



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



8. Click the file to select it, then click Open. dotCMS will upload the file and show a preview of the image when it's done

File Asset:



awesome.jpg

 Remove

Title:

awesome.jpg

9. If this is the wrong file, click on Remove and select a new one. When you've got the image you want, click on Save/Publish on the right side of the screen to add this file to the folder you'd selected.

**File Asset**

English (US) ▼

Save

Save / Publish

Cancel

**Workflow**

Step:

Initial State

Assignee:

Nobody

10. The file will finish uploading and you'll get a confirmation note. dotCMS will then return you to your list of files.