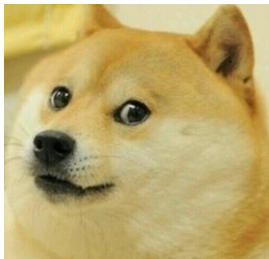


Uploading Assets (PDF, pictures, graphics, etc.)

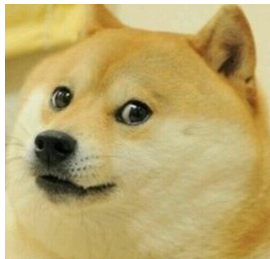
1. Go to your **"Dashboard"** and find the **Bulk Upload** box
2. Under Target Folder, click **SF > your department folder > image OR pdf**
3. Click the **"Approve assets"** box. *Note - it's very important to do so

Approve assets

4. Choose the correct asset type as either Image or File. *NOTE – if you choose file and upload an image, it WILL NOT work.
5. Click **Add File** and make sure file is saved with a descriptive title (see below).



✘ df3f5a00acf72d.jpg



✔ doge.jpg

6. Click **Upload**.
7. It will go live the next morning as long as you did **#3 above**.

BULK UPLOAD ▼

Target folder: /Assets/sf/cte/pdf/

- + cat
- + ccs
- + construction
- + consumer-information
- + csc
- cte
- pdf
- + demo
- + digital-media

Approve assets

Asset type:
File

Files for upload:

ADD FILE CLEAR ALL

+ **Details:** 0 file(s) queued for upload

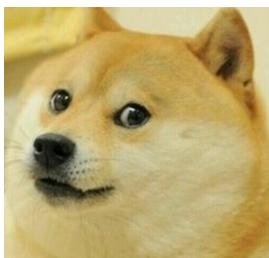
CANCEL UPLOAD

Adding Assets to your Page

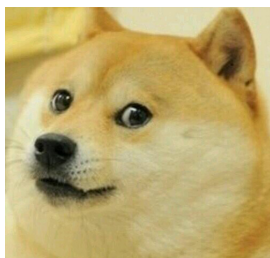
1. Go to your **"Home"** and click **Browser Library**
2. Under SF folder, click **SF > your department folder > index (or page name)**
3. Click the **"Approve assets"** box. *Note - it's very important to do so

Approve assets

4. Choose the correct asset type as either Image or File. *NOTE – if you choose file and upload an image, it WILL NOT work.
5. Click **Add File** and make sure file is saved with a descriptive title (see below).



✘ df3f5a00acf72d.jpg



✔ doge.jpg

6. Click **Upload**.
7. It will go live the next morning as long as you did **#3 above**.