If you upload images or documents to the website as part of the editing you do for the foundation, please use these tips.

1. If you are uploading a document, open the document, go to Info, and check that the Title reflects the document, with NO SPACES (The Title will appear in the tab when the file opens.) You may need to resave the file as a PDF.



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- If you have Adobe Pro, you can edit the Title by opening the file and going to Menu>Document Properties.

2. Upload the image or document to the correct Assets-Images or Assets-Documents folder
   - For example, if the image or document is going on the Scholarships page, it should be uploaded to the **Assets-Images-Students** or **Assets-Documents-Students** folder. The images/documents you upload should go into one of the below folders based on the parent of the subpage you are placing the image/document into.



   - Please do not rename or delete folders as this may break the file path and cause images/documents to not appear correctly on the website
   - There are a few other folders, but these are for other items used by the Communications Director
   - If you aren't sure where to upload a file, ask Alana or Sally.

3. Go to the entry that you are updating the image/document in and edit the block that contains the image/document.

4. Click "Replace" and find the image/document that you uploaded
   - Note: Please do not select "Remove" then "Upload a file" since this leaves an "orphan" file in the Assets and will not let you file to a specific subfolder

5. Save the block and the entry

6. Go back to the Assets-Images or Assets-Documents folder and delete the old image/document
   - To delete, use the check mark next to the file name and the cog wheel at the bottom of the list and delete the file

If you are editing secure sites, please follow the directions above but use the Assets>Secure location (with subfolders) for the files you upload to that area. Remember to delete any old files.

See a Temporary Upload location?  This is used by the Admin logins of the website.