Uploading photos and documents

What types of files can I upload?

Image files can be either .png or .jpg format, but .jpg format is preferrable since the images tend to be of a smaller file size.

Before uploading an image to the website, please crop and resize it appropriately. If you are not sure what size your image should be, contact the web manager. Generally speaking, images should never be more than 1000x1000 pixels. Large images can have very large file sizes which take a long time to load on the website, leading to a poor user experience.

Documents should always be in .pdf format.

What should my files be named?

File names should be brief, descriptive, and not contain any spaces.

Replace any spaces in your file name with either hyphens or underscores.

Remove any extraneous information from your file name.

For example, instead of:

Lake forest college report on goose nesting 7-18-24 (2).pdf

Try:

goose_report_july24.pdf

Where should I upload my files?

Upload your files to your office or department's folder in the Asset Tree. The web manager will show you where this is located when you are first introduced to Ingeniux.

Uploading files

## Step 1: Navigate to and select the appropriate folder to upload your files to

Click on "Assets" at the top of the screen, and then open the Assets Tree if it isn't already open.
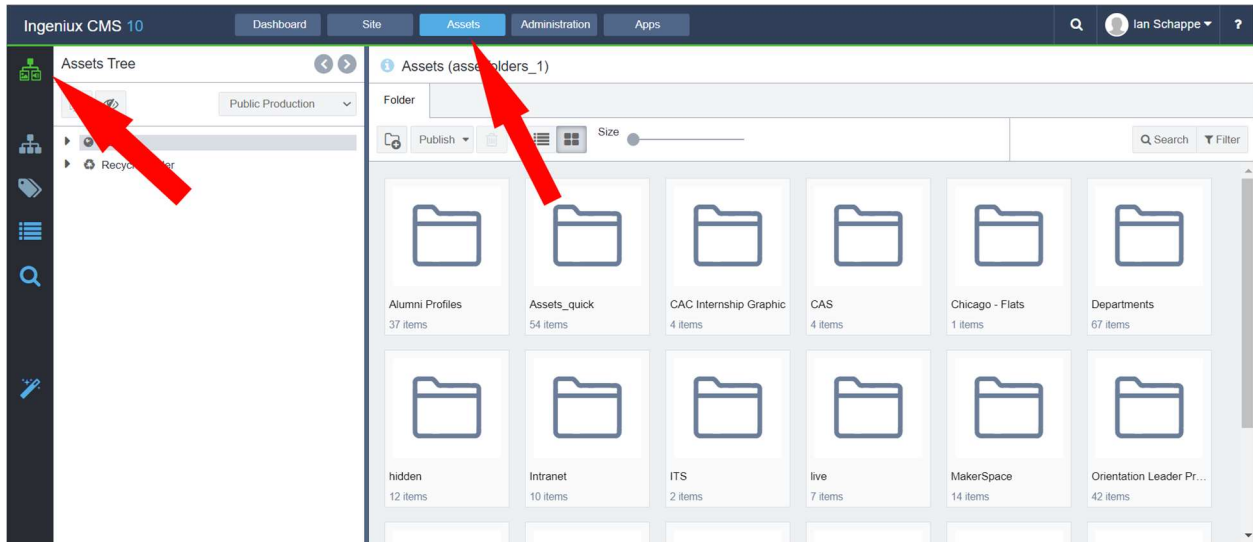
Expand the Assets Tree and navigate to the appropriate folder. In this example, we are uploading a file to an academic department's folder, all of which are located in the **Departments** folder. Click on the folder that you want to upload to in the Assets Tree.

Step 2: Upload your file(s)
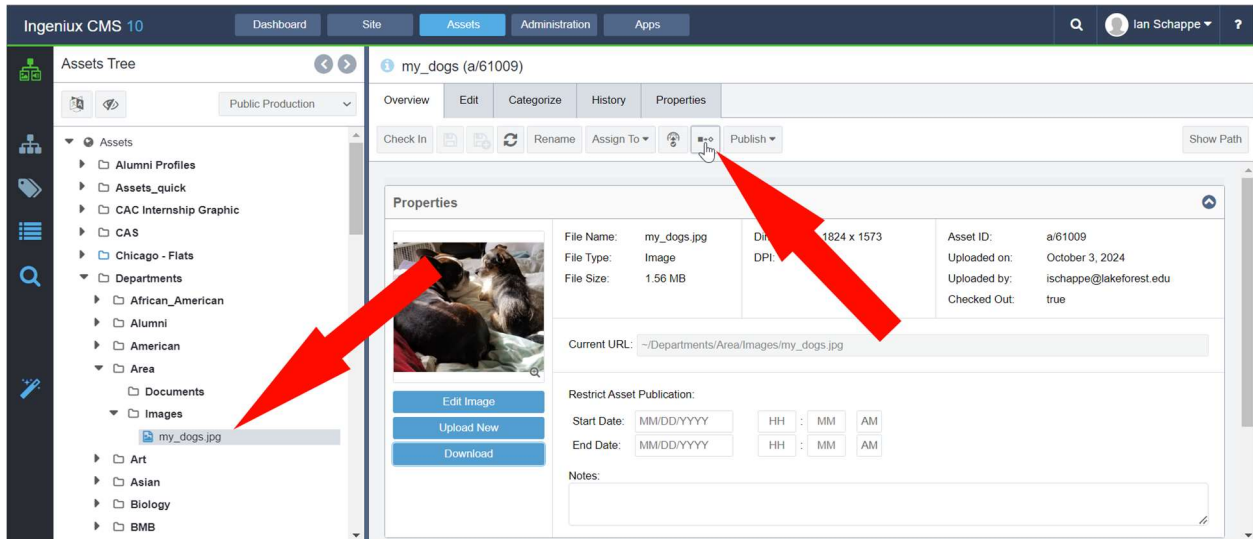
Click on the Create New Asset button
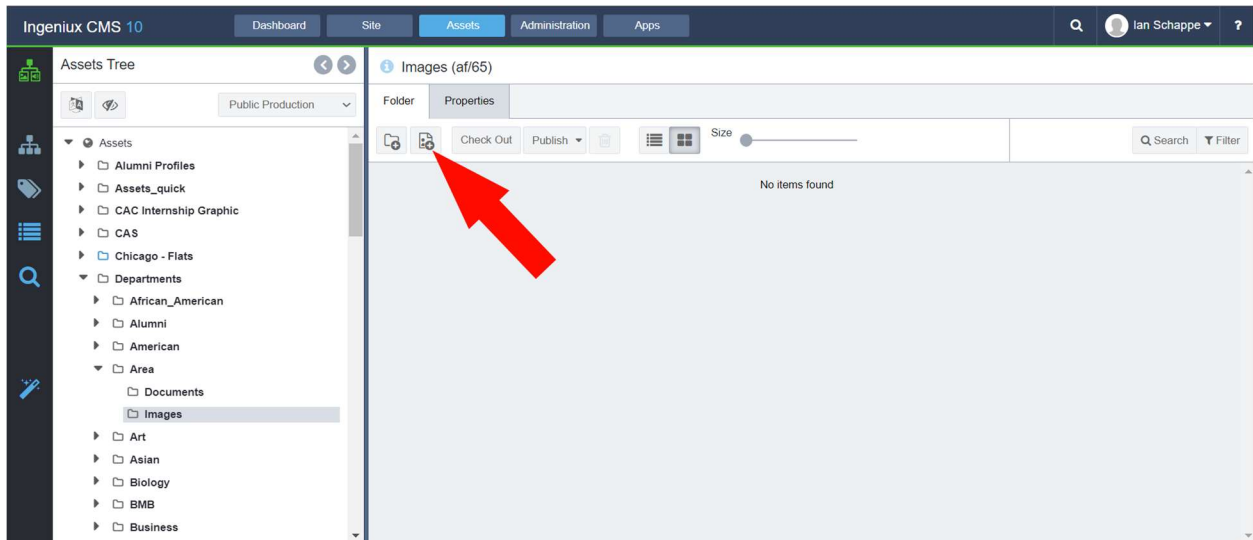
Drag and drop your file(s) into the window that appears, and then click upload.
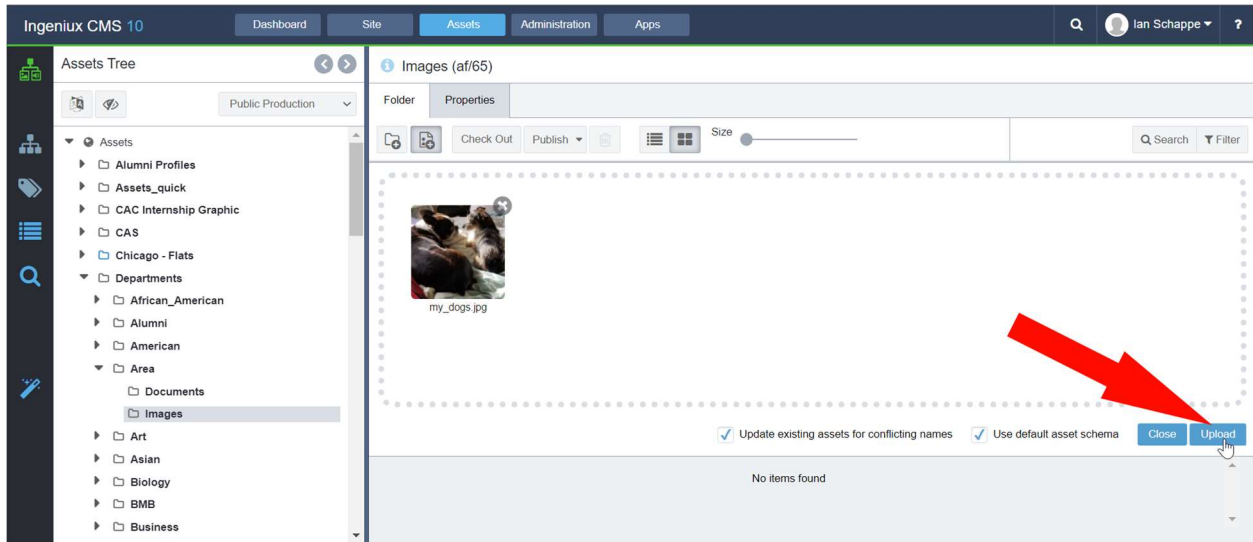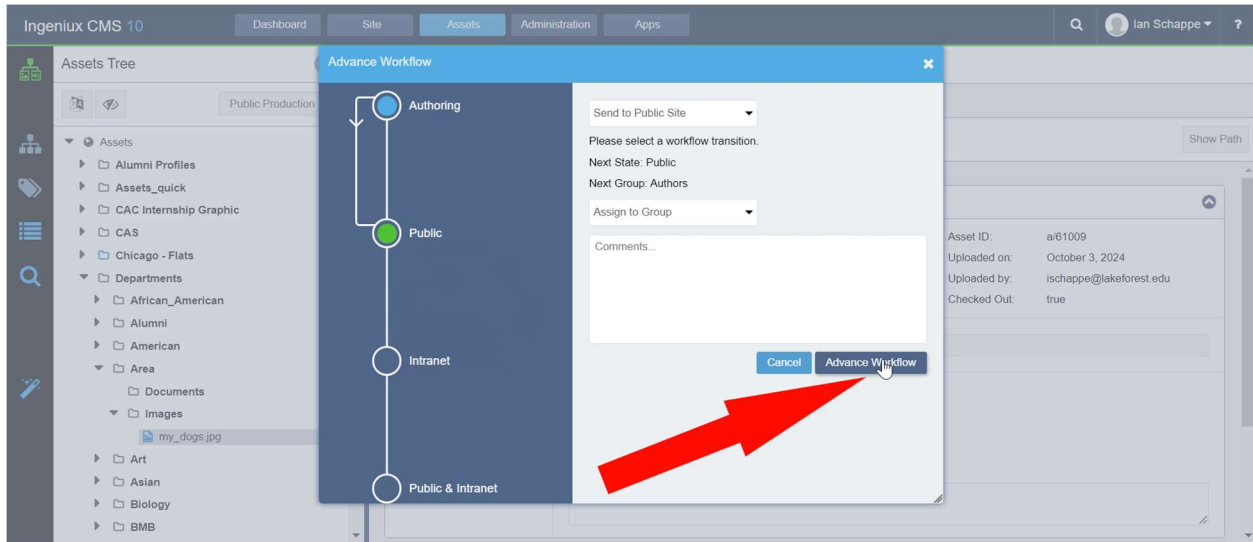
Step 3: Prepare your file(s) for use on a webapge

Once your file has been uploaded, select it in the Assets Tree, and then click on the Advance in Workflow button:

There is no need to change any of the options here. Simply click **Advance Workflow**.

Repeat Step 3 for each file that you uploaded in Step 2.

Your file(s) are now ready to use!