Document Upload Editing Guide: Uploading/Modifying Documents

UPLOADING A DOCUMENT TO SITECORE (DOCS and or IMAGES)

PLEASE NOTE: When uploading documents to sitecore, the publishing cycle varies. Documents are automatically published within 24 hours of upload.

Navigate to the media library

Inside the Media Library locate the folder you wish to upload the document into

In the example below, we expanded the Capital Ideas folder and selected the “docs” folder
In the content window located on the right, click on the “upload files” icon (see example)

[Image: A screenshot showing the upload files icon highlighted]

PLEASE NOTE: If needing to upload more than one document, we recommend using the “upload files” folder.

In the open window, browse to the document and or image you wish to upload which is either located on your desktop, disk, cd, etc.
Select the document and or image you wish to upload

Once selected, you should be prompted with the “uploading window”

![Image of uploading window]

When the upload is complete, locate the document and or image you recently uploaded and click on it to view its details (see example) – In the example below I am clicking on the “bg-question-logo”

![Image of folder with images]

PLEASE NOTE: Only when uploading images, you will need to give your image an ALT (Alternative) name when uploading images to Sitecore. While the image is selected, scroll down slightly and locate the image tab.

In the Alt field, enter a name for this image (see screenshot)

![Image of Alt field]

What is an ALT name and why it is recommended? (The alternate will display via the web if for someone reason the image does not render on the webpage. This is a good method to display to the user, what type of image will be rendered in a specified placeholder on the webpage. Example, if the Chicago Booth Logo does not render, the ALT name which will display is “Home” which represents we are using the Logo as a quick link to return to the home page. (see...
example)

Repeat the above steps if uploading additional items.

**IMPORTANT:** It is highly recommended to consult with the Marketing department for assistance with optimizing your images before uploading them to sitecore. To avoid uploading LARGE files that may take a long time to download and our render on the web, please email Webhelp.

**PLEASE NOTE:** The document will take time to publish via the web. If uploaded between 6am and 11:55am CST, the document will be live by 12 noon CST. If uploaded between 12 noon CST and 5:55pm, the document will be live by 6:00pm CST

**LINKING TO ITEMS IN THE MEDIA LIBRARY**

To link to an item in the media library, navigate to the page you wish to update

From the WYSIWYG
Click on show editor (see screenshot)

Lorem Ipsum is simply dummy text of the printing and typesetting industry. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Place your cursor in the location within the text where you wish to add the picture (see screenshot)

Lorem Ipsum is simply dummy text of the printing and typesetting industry’s standard dummy text ever since the 1500s, when it was popularised by Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

In the example above we, I placed the cursor infront of the word “Lorem”
Next, click on the “Insert sitecore media” icon (see screenshot)

In the Insert Media Item window, navigate to the folder which contains your image

Click on the image

Once selected, click on insert (see screenshot)
PLEASE NOTE: There are some advanced options to allow you to better align your image, by right clicking on the image, and selecting properties. Please consult with webhelp if neededing assistance, but some items are regarding the
margins and how text wraps around your image. (see screenshot)

![Image Properties](image.png)

**LINKING TO A DOCUMENT SUCH AS A PDF**

In the wysiwyg, click on show editor

In the example below, I will highlight the phrase “Download the brochure” and link to an uploaded document that has been stored in the media library
Highlight the text (see screenshot)

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the

While highlighted, click on the hyperlink manager icon (see screenshot)

In the Hyperlink Manager window, click on the document manager icon (see screenshot)
Navigate to the folder in which this document is stored (see screenshot)
Select the document, and click on insert (see screenshot)
While still in the Hyperlink Manager window it is recommended to “always” target any documents to open in a new window. In the target section, select “New Window” (See Screenshot)

Press OK to confirm changes

The highlighted text should now be linked (see screenshot)

 Preview your page in the browser to confirm
REPLACING AND UPLOAD DOCUMENT

At times you may have to update a document and or image. People change, take new pictures, content gets updated, etc.

Navigate to the media library

Locate your folder along with the document you wish to replace

Select the document (see screenshot)

Click on “attach” under the media section
Browse to the file you wish to upload and replace the current document or file with

Confirm changes

PLEASE NOTE: The changes can take up to 24 hours to take place on the web. Please consult with webhelp if needing assistance.

USING THE LINK AS AN EXTERNAL REFERENCE

At times you may want to include a direct link to the document you uploaded either in an email, listserve or outside document. To do so, refer to the steps below.

Click on the document you recently uploaded

Navigate to the “quick info” tab and locate the “Item ID”

If you do not see the “Quick Info” tab followed the instructions below to enable it.
Click on the red icon located in the top left

Scroll down and select “application options”

In the application options window, select “quick info section”

Press the OK button to confirm

Once the document is automatically published, you may use the “direct link url” below.

**Step One**
Highlight the Item Id and paste it after the url below (see below).

**Please note:** The url will always be the website name for your site. In this case, we are using Chicago Booth

http://www.chicagobooth.edu/~media/{76CE1F4A-09C0-49C5-A95A-181F80E6124E}

**Step Two**
Remove the { } characters from the ItemID in the url above as well as the hyphens –

Once done, the url will look as such

http://www.chicagobooth.edu/~media/76CE1F4A09C049C5A95A181F80E6124E
Step Three
Add the correct extension after the url above. Eg: If PDF add .pdf, if word file, add .doc or .docx, etc.... (see below)

In the example below, we are specifically linking to a PDF document, so I add the extension .pdf

http://www.chicagobooth.edu/~media/76CE1F4A09C049C5A95A181F80E6124E.pdf

Copy and paste the url above in your browser to confirm it has been published.

Repeat the above steps for other documents

If needing assistance, please email Webhelp.