

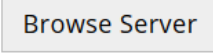


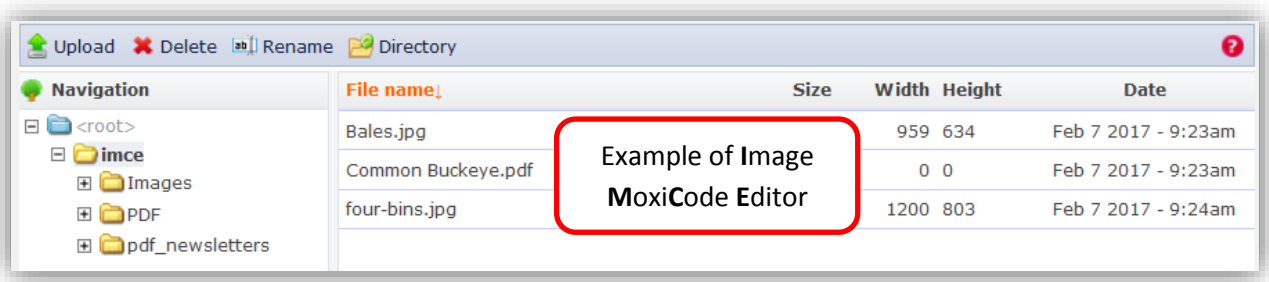
IMCE

Sometimes you might want to use a file, for example a PDF, or an image in more than one place on your site. Instead of uploading the file or image multiple times you can save it to a folder and reuse it.

Saving an Image or File to the Server

You can get to the IMCE folders by selecting File Browser after you log in or from the CKEditor select the

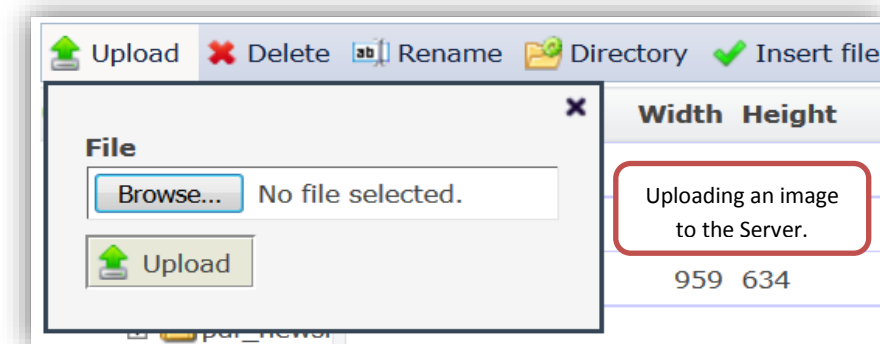
 Link Button or the  Image button then select the  button.



Tips:

- **File names should not have spaces or special characters.**
- Select a file by clicking the corresponding row in the file list.
- Ctrl+click to add files to the selection or to remove files from the selection.
- Shift+click to create a range selection. Click to start the range and shift+click to end it.
- In order to send a file to an external application, double click on the file row.
- Sort the files by clicking a column header of the file list.
- Keyboard shortcuts for file list: up, down, left, home, end, ctrl+A.
- Keyboard shortcuts for selected files: enter/insert, delete, U(pload).
- Keyboard shortcuts for directory list: up, down, left, right, home, end.
- Maximum image resolution: 1200x1200

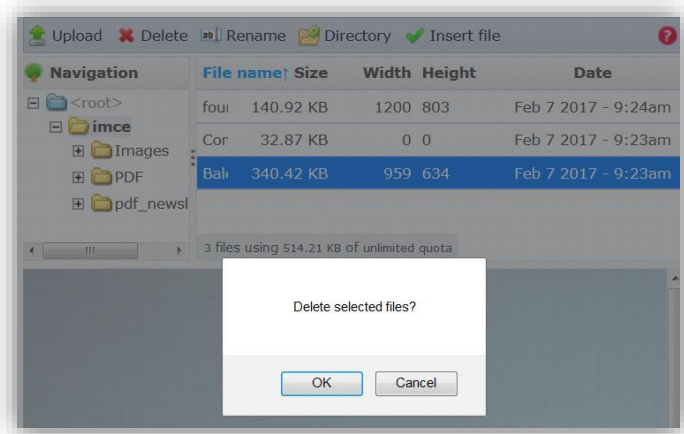
Upload



Select the folder where you want to place the image or file. Select Upload from the tool bar. Browse to the image or file on your local machine and select it, then click Upload in the popup menu. You can repeat this process until you

have uploaded all the images or files needed. The system will quickly display a confirmation of the upload. If the image was larger than 1200X1200 pixels the system will resize the image.

Delete



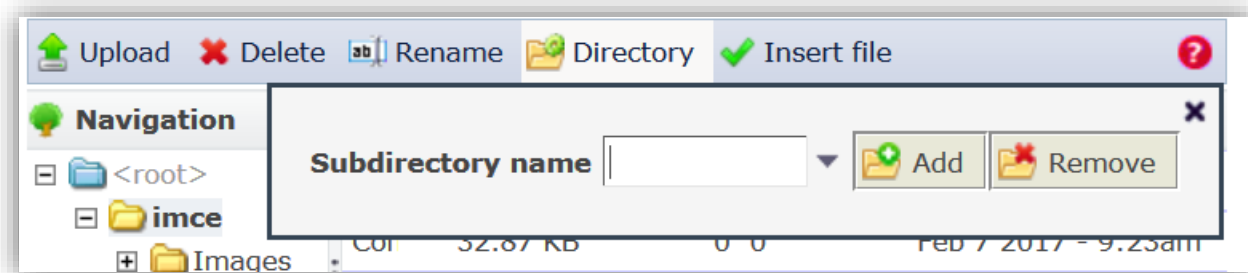
To Delete an image or file, select the image or file and click on the Delete tool. Clicking on the OK button will delete the selection. The system will quickly display a confirmation of the deletion.

Rename

If you need to Rename a file, please do it as soon as you have uploaded it to IMCE. Changing the name of a file or image after it has been used in a document would cause the link the break. Items in IMCE each have a distinct URL.

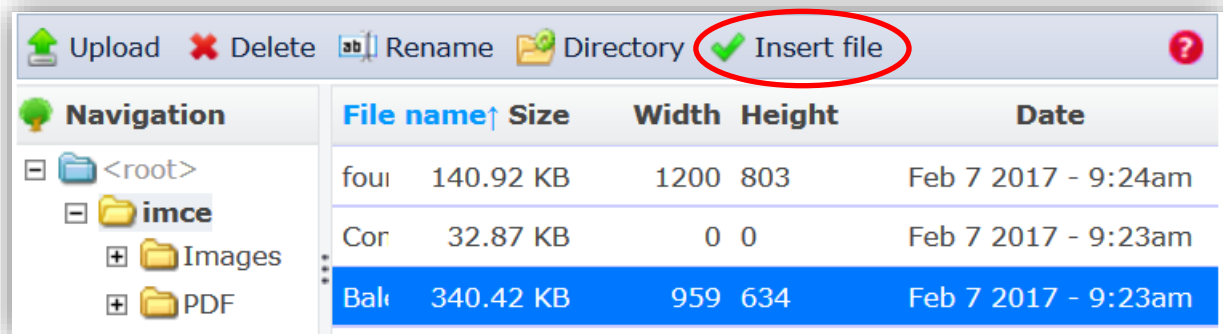
Directory

The Directory tool allows you to create (Add) or delete (Remove) directories. When you want to delete a directory select the Directory tool, click on the parent directory, type in the name of the directory you want to delete and click Remove then confirm the deletion by clicking the OK button. The system will quickly display a confirmation of the deletion.




Insert file

Once you have selected an image or a file to place in a body text area, click on the Insert file tool and the image or file will be placed at the point where your cursor is in the body text. If you are inserting an image the image will appear. If you are inserting a file, a hyperlink to the file will appear or if you have selected text or an image in the body text that text or image will become the hyperlink.



System Messages

Often the system will quickly display a confirmation or error message, don't worry if you can't read it as fast as it is displayed. Click on the  Help tool and the message will be in the Log messages area at the bottom of the help screen.

