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Uploading documents
in Contensis CMS

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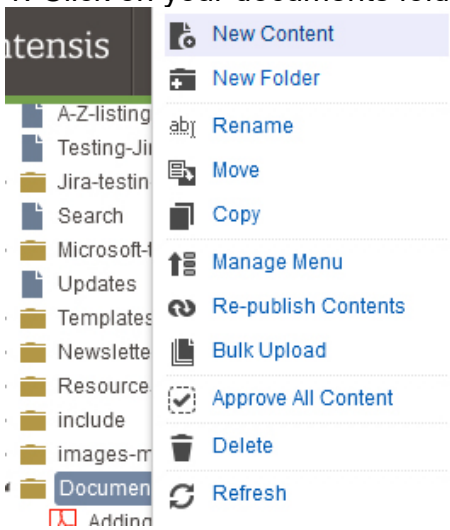
Uploading documents

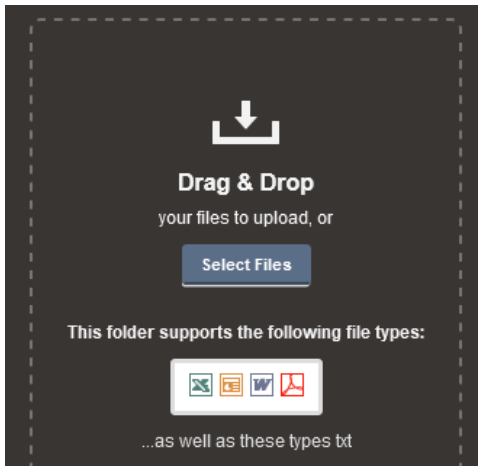
1. Click on your documents folder and select **New Content**



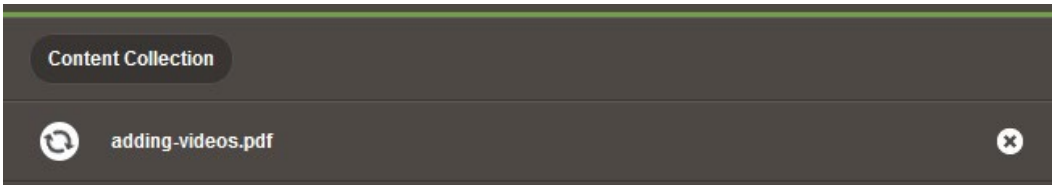
2. To upload your document, either:

- **Drag and Drop** your files from your computer into the dotted area (the text and icons below this show what file types can be uploaded) **or**

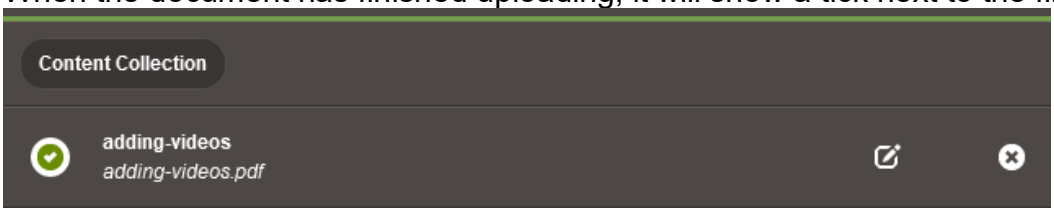
- Browse to your files on your computer by using **Select Files**



Your content will show in the right-hand side of the window under **Content Collection**. The rotating arrow shows that the document is uploading.



When the document has finished uploading, it will show a tick next to the file name.



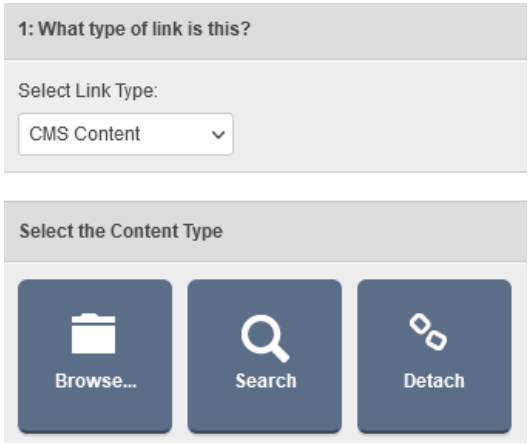
You can change the title of the file before saving it by clicking on the pencil icon to the right of the filename.

It is best practice to save documents with a name that clearly shows what the document is, lowercase, with hyphens between words. Avoid using dates in filenames.

3. If you have made changes to the title, click **Done Editing**.

4. When you have finished uploading/making changes, click **Save and Submit** or **Save and Approve** at the bottom of the screen, depending on your permissions.

Linking to your document



1. In your page, **highlight the text** that you want to link to the document
2. Click the **Insert/Edit Link** icon from the toolbar
3. Select **CMS Content** under Link Type and **Browse** for your document
4. Click **Save** and your document should now be linked to from the text you highlighted

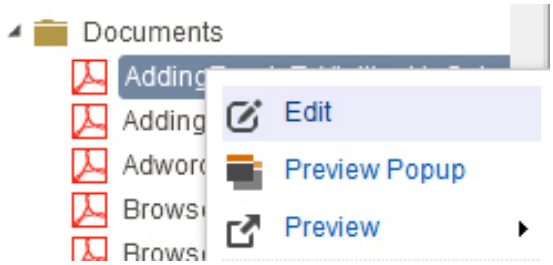
Remember to show what sort of file it is, through text or using our link styling options.

Editing current documents

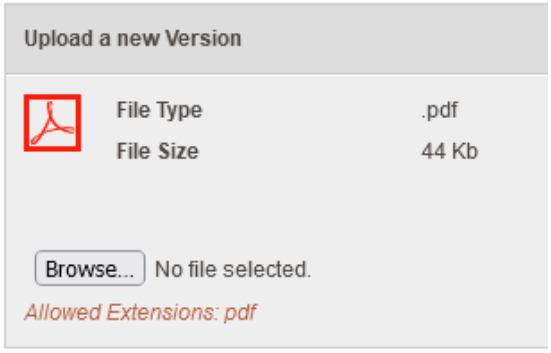
If you need to upload a new version of a document that you have already uploaded, you can edit the current document to upload the newer version over it. This means the link to your document stays the same and you don't have to relink to your document on your page.

1. Find the document you want to update in your documents folder

2. Click on the document and select **Edit**



3. Click on **Browse** and find the new version of the document on your computer – this should be the same file type as before, ie a PDF to replace a PDF



4. Click **Save** and then Submit or Submit and Approver depending on your permissions

The new version of the file will replace the old one once it goes live. If you have recently downloaded the old version, you might need to clear cookies to see the new version.