Uploading images
in Contensis CMS

In this guide

Uploading images

1. Each site folder in the CMS should have its own images folder. Click on your **images** folder (or relevant subfolder within it) and select **New Content**.
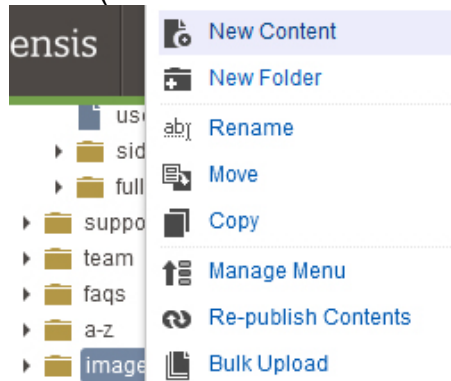

The **Create New Content** dialog will show a drag and drop area and a list of any available non-image content types on the right-hand side.

2. To upload your image(s), either:
- **Drag and Drop** your image files from your computer into the dotted area **or**

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

You can drag and drop or select multiple image files to upload at the same time.

Your image(s) will show in the right-hand side of the window under **Content Collection**. The rotating arrow shows that the file is uploading.
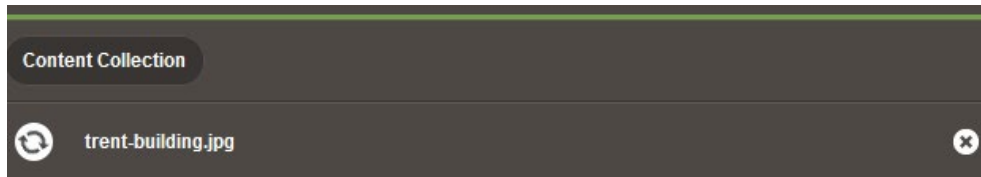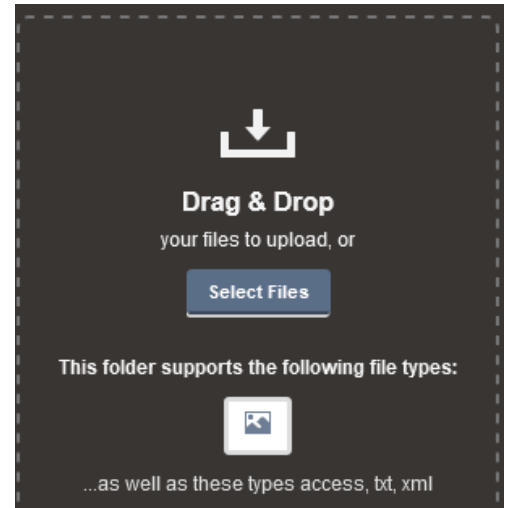
When the file has finished uploading, it will show a tick next to the file name.

3. You can change the title of the file and add alt text before the file by clicking on the pencil icon to the right of the filename.

You should name your image something that makes it clear what it is.

You **need to amend the Alt Text** box. **Alt Text is text that describes the image**. It is a legal requirement for accessibility and is used by screen readers for those with visual impairments, among others.

For example, the below image could have alt text saying 'Trent Building and Highfields lake with two ducks and boat'. You don't need to put 'image of…' first.
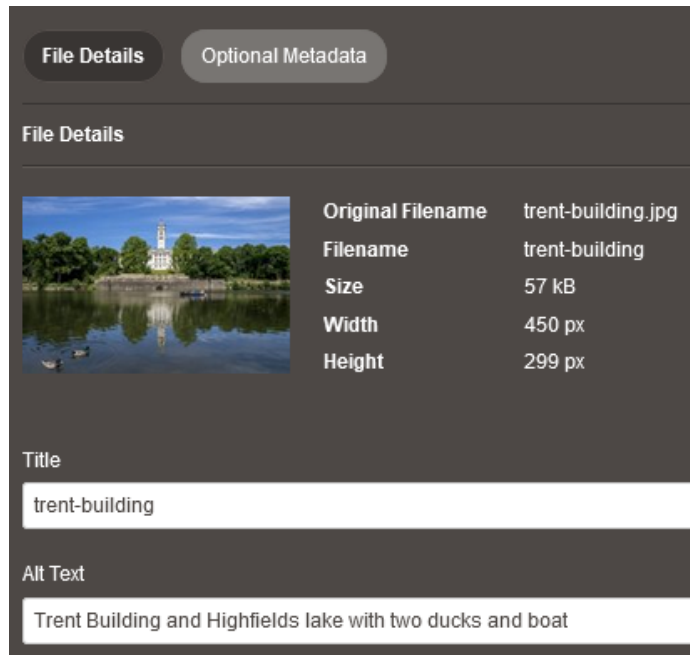

Click **Done Editing** when you have finished making changes.

When you have finished making your changes. Click **Save and Submit** or **Save and Approve** at the bottom of the screen (depending on your permissions).

Replacing existing images

The CMS allows users to upload newer versions of images.

1. To upload a new version of an image, click on the image file in the navigator and select **Edit**.
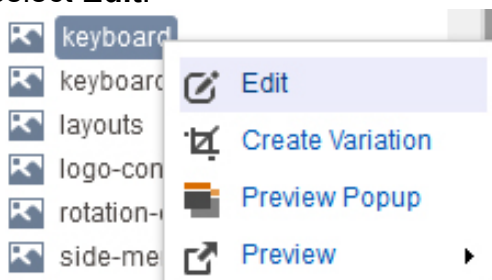
2. Click **Browse** and navigate to the new file on your computer. Replacement images should be the same size and file type as the original version.

3. Once you have selected your new file, the location will be in the address box next to the **Browse** button. Edit the **Alt Text** as required.

4. To publish the new image, click **Save**, **Preview** and then under **Workflow** select **Submit**, **Submit with Message** or **Submit and Approve** depending on your permissions.