

Episerver instructions: Images and documents

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This is a guide on how to upload images and documents in Episerver 7 CMS.

If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#).

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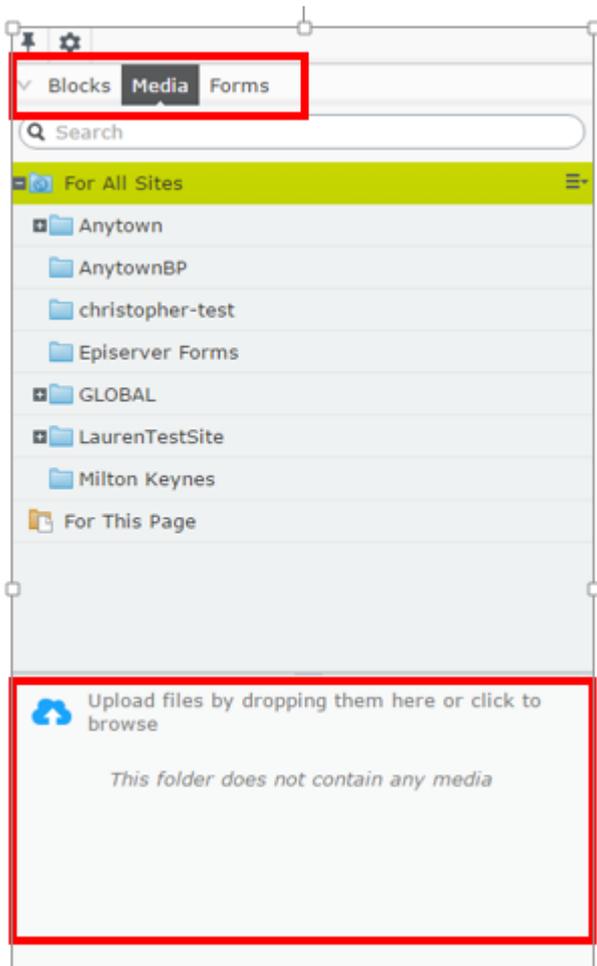
One: Uploading images and documents



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Step one: To upload an image or document go to your folders by clicking the folder icon in the top right-hand corner.



Step two: Select *media*.

Step three: Then select the folder where you want to save your image or file into.

Step four: You can quickly and easily upload an image or a document by selecting it from your computer folder and dragging it into the space ringed here. You can also click there to browse in your computer folders.

Two: Picture sizes and naming conventions

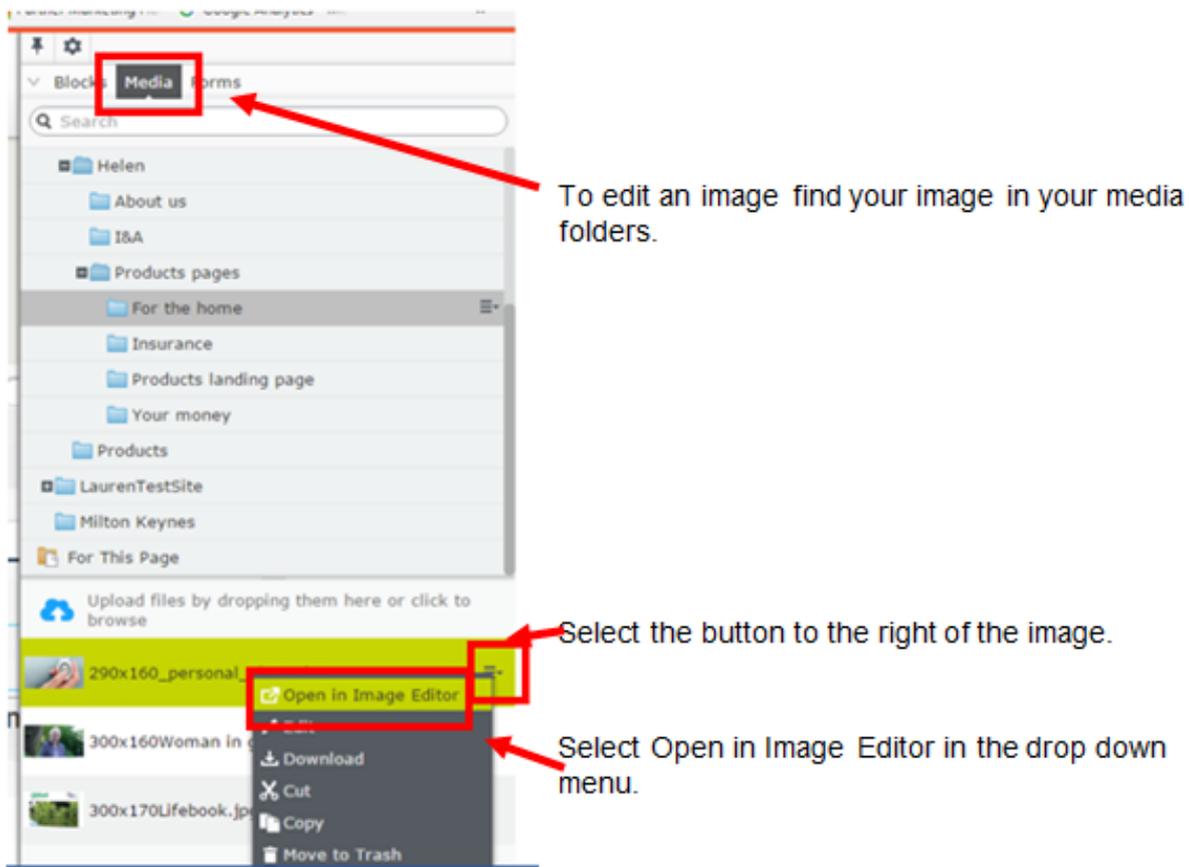
Certain blocks require specific image sizes. Check our [image size guide](#) to see the required image sizes.

When you are saving your images into your folders, we suggest naming them in this format, **size x size description**, so you can make sure you always find the right sized image.

[See our guide on image conventions.](#)

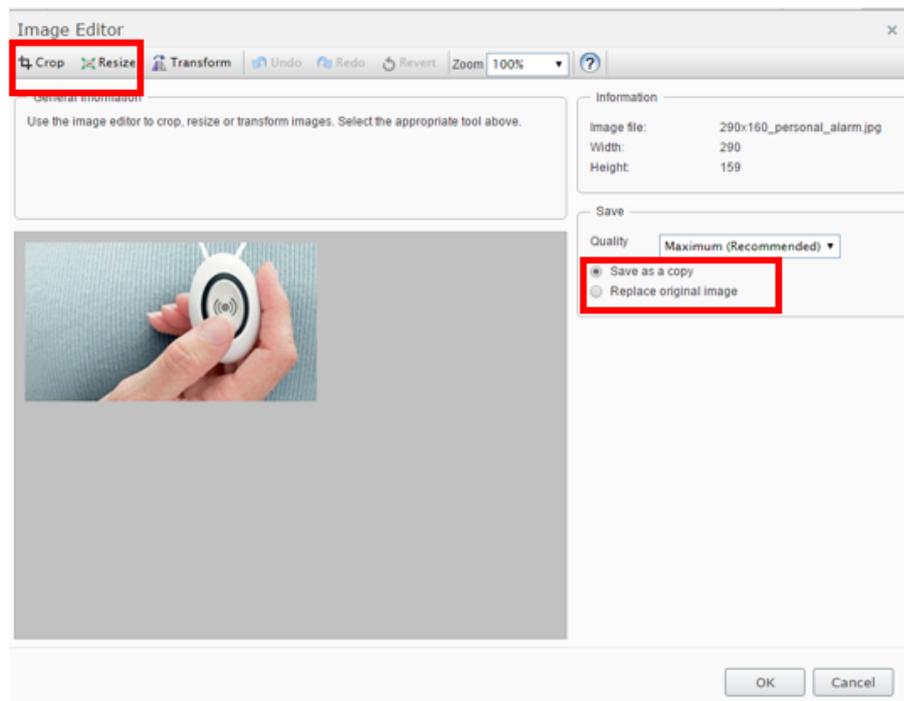
Three: Editing images in image editor

The CMS has a built-in picture editor to enable you to edit your images directly when you have uploaded them.



You can use the image editor to amend the image, such as cropping it or resizing it. When you resize the image, make sure you untick 'Constrain proportions' to

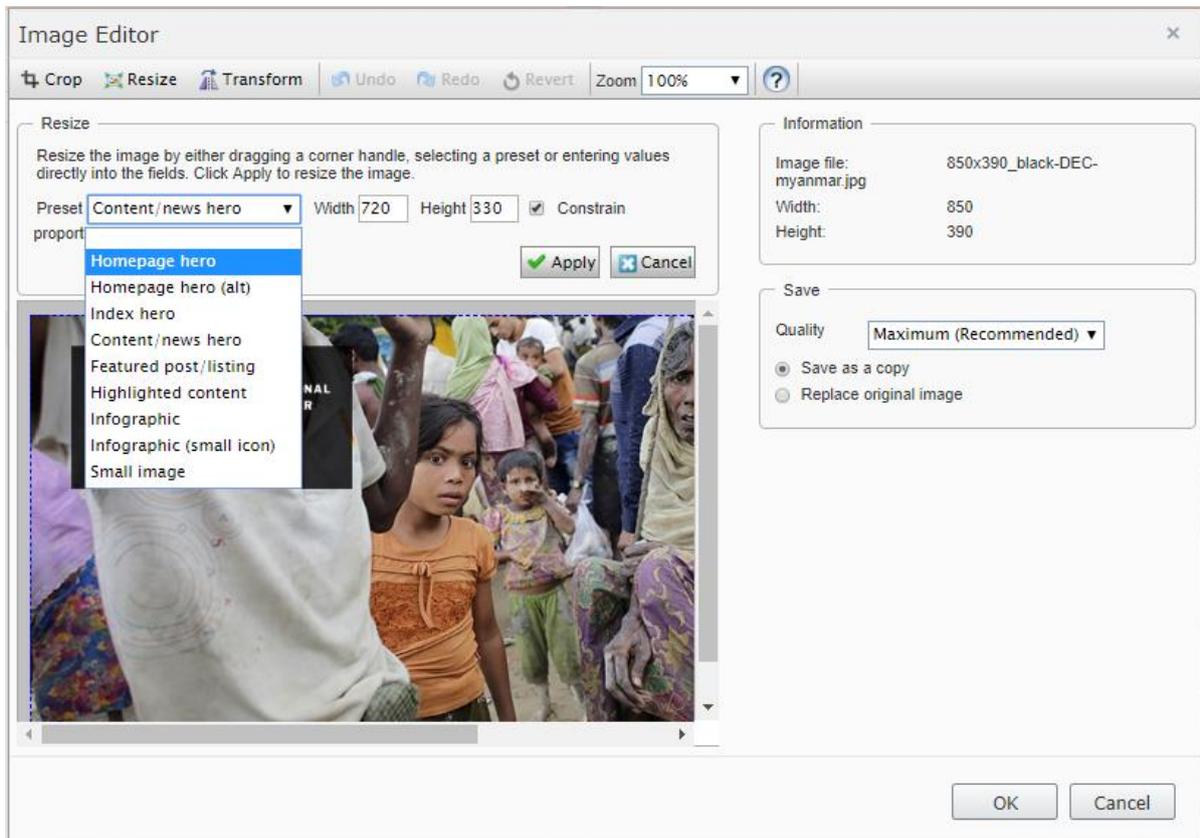
manually change the ratio of width and height to the required [image sizes](#) (certain blocks require specific image sizes).



You will have the option to replace the original image in the CMS folder or save your amended image as a new image in the folder.

There is also an option to resize your images using a selection of Presets available. Please note that you can only **scale down** – you cannot **scale up**.

To do this, click Resize and then select the dropdown menu which will list the different image sizes on offer. Once selected, click apply and then **Save as a Copy** as you normally would when saving an image.



There are more guides and training videos available on the [Partner digital hub](#).

If the answers you need are not in the guides or videos, then please contact partner.content@ageuk.org.uk