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
Log in to your site. Navigate to Add Content and select the Link Button or the Image button then select the button. This will take you to the IMCE add on that will allow you to create, manipulate and add content to directorics on the server.

Tips:
- 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.
- Resize the work-spaces by dragging the horizontal or vertical resize-bars.
- Keyboard shortcuts for file list: up, down, left, home, end, ctrl+A.
- Keyboard shortcuts for selected files: enter/insert, delete, R(esize), T(umbnails), U(LOAD).
- 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. The system will quickly display a message to let you know if the image was larger than 1200X1200 pixels and to let you know it has resized the image.

**Thumbnails**

If you need a Thumbnail of the image you have uploaded, click on the image then select the Thumbnails tool. Select the size of the thumbnail that you need and click Create thumbnails. The editor will create a thumbnail copy of the image you selected with the name small, medium or large preceding the original image name. For example: Fox.jpg would have a thumbnail name of small_fox.jpg.

**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.
Maximum image resolution you can upload is 1200x1200 pixels. If you have an image uploaded that you want to resize you can use the Resize tool. Select the image and click on the Resize tool. Put in the Width you want and tab to the Height section, the relative size to keep the image in proportion will appear. If you want to create a new image make sure the Create a new image box is checked, then click on the Resize button.

When you Resize an image using the Create a new image selection the editor will name the new image OriginalName_0.jpg and continue to increase _1, _2, _3 etc.

For example: JaguarWatching.jpg became JaguarWatching_0.jpg
Select the image you want to crop, then click on the Crop tool. Sometimes, depending on your computer’s monitor you will need to move the image up on the screen to see it. To do this you can mouse over the line between the image and the file list. Using the two headed arrow select the line and move it up (or down) the screen until you can see as much of the image as you need to crop it. Using the black crosshair draw a red box around the part of the image you want to keep. The (X:Y) numbers cannot be longer than 4 characters, so XXX.X will be OK but XXX.XX will not. See the example of the error message in the image above.

Or you can type the Width and Height in the box and using your mouse click on the box you just created and hold down the left mouse button (you should see a four headed arrow) to drag the box over the portion of the image you want to keep.

When you Resize an image using the Crop tool the editor will name the new image OrginalName_0.jpg and continue to increase _1, _2, _3 etc. For example: TigerWhite.jpg became TigerWhite_0.jpg.

**Rename**

This function is not available. Changing the name of a file or image after it has been used in a document would cause the link the break.
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.