

File Pile

The file pile is the folder structure where you store all files (e.g., documents, images, etc.) that will be used on your website.

- Files may be used as content links within the Freeform, Forms Editor and FAQ Blocks.
- Files can also be displayed using Titan CMS's list blocks, such as Filter or TOC.
- Any images used throughout the site (e.g., teaser images, freeform block images) will be stored in these file pile folders.
- Most actions from the **App Ribbon** also apply to the files/folders of the file pile.
- Each file its own set of properties found in the **Properties Edit Tab**, allowing you to set up SEO, publication dates and many other properties.
- Upon file or page creation, some properties are created by default. You may view or modify these properties by clicking on the Properties icon in the **Edit Pane**.
- Files added to a specific file pile inherit properties, security, and workflow parameters from their parent folder.

File Naming Recommendations

Here are guidelines to help you name images, PDFs, Word, Excel or PowerPoint documents.

- Choose a file name that is descriptive of the document.
- We recommend that file names have dashes or underscores between words before uploading. Spaces in the filename will be dropped when the file is uploaded.
 Example: Titan CMS Meeting Minutes.pdf becomes TitanCMSMeetingMinutes.pdf
- If you have a new version of the same file, the filenames do not have to match (between the version in Titan CMS and your new version). See <u>Upload a New Version of a File</u> for more information.
- When you upload a file, the file name (with the file extension) goes into the Page Name field in Properties. **Example:** *Titan-CMS-V7-Design-Meeting-Minutes-01172019.doc*

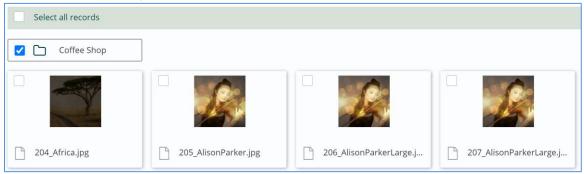
Make the Page Name a more 'user-friendly' name, eliminating the dashes and the file extension: Titan CMS V7 Design Meeting Minutes (Jan. 17, 2019).

- Avoid using noise words in your file name such as "a", "of", "the", "in"
- Avoid placing the type of file in the name. Instead of *Trends-Manufacturing-pdf-2019.pdf*, use *Trends-Manufacturing-2019.pdf*
- **Note:** When naming your image, do not include the dimensions as part of the image name. The exception is a separate upload of a Teaser or Spotlight image. In this situation, it would be beneficial to include the dimensions as part of the file name.

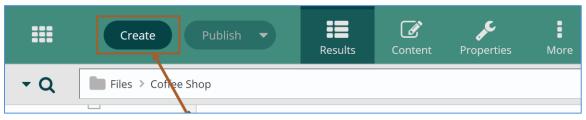


Upload A File

- 1. Go to the Workstation Tree, find the desired file pile folder and click on it.
- 2. You should now see your folder and its files listed.



3. Click the Create button in the App Ribbon.



4. Click the Choose File button.

New File or Folde	r	Cancel	Done
Choose file(s)			1
Content Type	-		
File	Folder		
File	Folder		
Parent Folder			
Coffee Shop			

5. Find the file on your computer and then click "Open."



6. Click Upload. You should now see your file is in the file pile.

New File or Folder		Clear Uploa	nd
⁹ Name	Date	Size	
CoffeeShop-GlencoeFestivalofArt.jpg	6/2/2020	88.9 KB	Ŵ

7. If your site has workflow enabled, you will also need to click the **Publish** button in the **App Ribbon** before the file will be live on your site.

Upload a New Version of a File

Use this process, rather than uploading another file of the same name. Uploading a new version keeps all links to the original file intact.

You can update a file or image from the file pile folder, or from the page the file or image is on using the content explorer.

To update from the file pile folder:

- 1. Go to the Workstation Tree and navigate to your file pile folder.
- 2. Find the file you want to update. Check the box to make a selection.
- 3. Click the Actions button and then click **Edit**.

Actions 1 selected	
C Edit	<u>Size (KB)</u>
> Jump in Tree	
Open Live Version	
Сору	82
Copy hot.png	87
·.PNG	586
Delete	24
preview-snapshot (2).png	104
preview-snapshot (2)[1].png	111



4. Click on the **Upload New Version** button.

Upload New Version Download File Edit Image	
Upload/Modified Date	File: preview-snapshot (2).png

- 5. Browse to the new version of your file on your local or network drive.
- 6. Click Done.
- 7. Click Publish to save your work.

To update from the page the file is on using the content explorer:

- 1. Select the link to the file or the image in your freeform block. Hit the link icon or image icon in the toolbar.
- 2. When the link editor or image editor pops up, hit browse to get to the content explorer.

Link Editor				Cancel Done
S Content	External	O Recent	Email	Telephone
よ Anchor				
Link Destination Path /Titan-CMS-Know	ledgebase/Resources	/7/Configure-SN	Size	✓ Browse
New Window Open in new window				



3. In the content explorer, with the file or image selected, click the upload icon in the information panel.

Content Explorer				Cancel Done
▼ Q Search Results for:	Filtered by: Files			
Select Root	50 results		Select View:	Information 👁 📝 🛓
Northwoods 2023	Name 🔻	Last Modified	<u>Type</u> <u>Size</u>	Constitutions Constitution Constitutions
Resource Library	watch video.png	version	user	Grand and a second s
🕨 📒 Resources		history.png	management.png	Name: upload new version f
🕨 📒 test			Trup)	Type: PNG (Image)
Titan CMS		- 59		Size: 73.4 KB
	0 0 0			Path: /Titan-CMS-Knowledgebase/
Titan CMS Knowledgebase	A COLUMN AND A COLUMNA AND A COLUMN AND A COLUMNA AND A COL			Last Modified: 9/26/2022
Images	user circle font awesome.png	Upload New Version.png	upload new version file.png	
Resources				

- 4. Browse to the new version of your file on your local or network drive.
- 5. Click Done.
- 6. Click Done again in the Content Explorer to use the new version of the file.

Upload Multiple Files

- 1. Go to the Workstation Tree, find the desired file pile folder and click on it.
- 2. You should now see your folder and its files listed.

Select all records				
204_Africa.jpg	205_AlisonParker.jpg	206_AlisonParkerLarge.j	207_AlisonParkerLarge.j	
Click the Create button in the App Ribbon.				
	eate Publish -	Preview	C A A	

Results

3.



4. Click the Choose File button.

New File or Folde	r	Cance	Done
Choose file(s)			1
Content Type			
File	Folder		
Parent Folder			
Coffee Shop			

- 5. Find the files on your computer and then click "Open."
- 6. Click Upload. You should now see your files are in the file pile.

New File or Folder		Clear	Jpload
⁹ Name	Date	Size	
CoffeeShop-GlencoeFestivalofArt.jpg	6/2/2020	88.9 KB	圓

- 7. If your site has workflow enabled, you will also need to click the **Publish** button in the **App Ribbon** before the files will be live on your site.
- 8. When the upload finishes, scroll through your list of uploaded files to ensure all uploaded successfully. All files should have a green checkmark next to them.

New File or Folder		Don	e
Name	Date	Size	
2020-06-03_11-30-20.gif	6/3/2020	20.9 MB	\oslash
fileupload.png	6/2/2020	411.5 KB	\odot
2020-06-02_11-55-58.gif	6/2/2020	3.0 MB	\oslash
CoffeeShop-GlencoeFestivalofArt.jpg	6/2/2020	88.9 KB	\oslash
2020-06-02_9-36-19.mp4	6/2/2020	1.1 MB	\oslash
5 of 5 files uploaded	File upload succ	eeded	

9. Click Done when the uploads are complete. The workstation will refresh, and you will see your uploaded files.



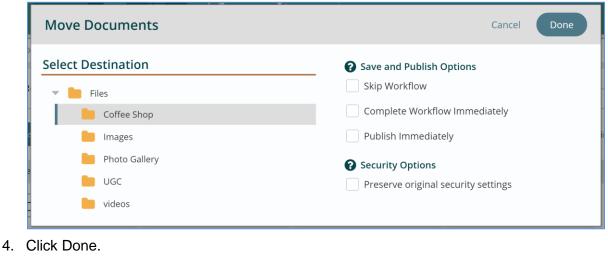
Move a file

A move involves deleting the file from one location and creating it in another location.

- 1. Select your file by clicking the check box next to its name.
- 2. Click on the Actions button and select Move.

Actions 1 selected	
Edit	
> Jump in Tree	
Open Live Version	
省 Сору	
Move	
🔟 Delete	image-2.png

3. Select your destination folder from the file pile tree.



5. Click Publish.

