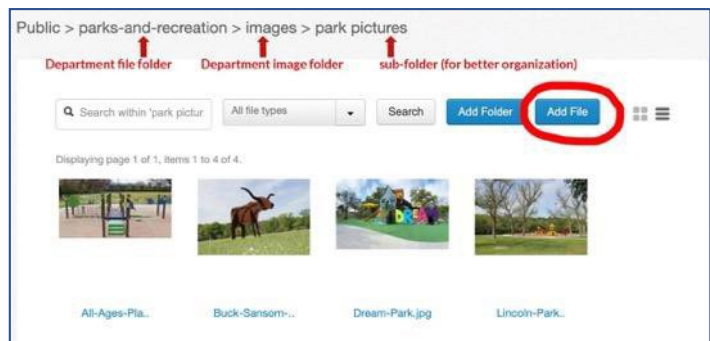


## Uploading documents and images

1. Log into Open Cities and click the “Files” option in the top navigation.
2. Find your department’s folder in the file system, then click the sub-folder that your file belongs in: the “documents” folder, or the “images” folder.
3. Double-click on either the “documents” or the “images” folder, and all of the subfolders and files should appear in the main part of your screen.
4. You’re now ready to begin the upload process. Now you can either:

a) Create a new folder to house your new image(s) by clicking the “add folder” button in the top right corner,  
or

b) Double-click an existing folder, and  
once it opens, add a document or image to that folder using the “add file” button in the top right corner.



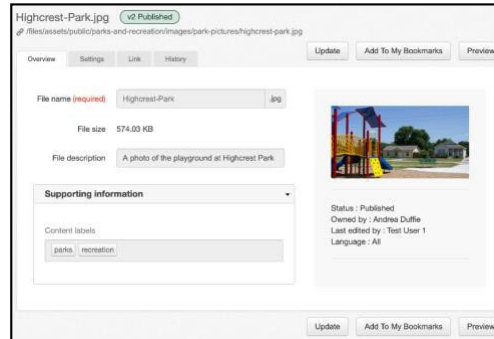
**TIP: If you ever become uncertain which folder you’re in, check the navigation text at the top of the page. It will list the department file folder, the image folder, and whichever folder you’re currently in.**

5. Once you click the “Add file” button, you’ll be taken to a screen with a blue button at the top that says “Upload a file”. Click that button to select whichever document or image on your computer that you would like to load into the system.

6. Once you’ve selected your file, click the green “start upload” button at the bottom of the page. **Leave all of the checked/unchecked File Configuration Options alone.**

7. After a file uploads, add a file description and content labels. This is very important, because the file description functions as “alt-text” to help the website meet accessibility standards for the vision-impaired.

This description should be something straightforward, describing the image or document. Something like “a photo of the playground at Highcrest Park”, or “PDF document of the agenda for the Urban Design Commission”.



**8. Publish the file.** Once you click “publish”, the file will enter your department’s workflow for approval. The file will not be accessible for use until approved by a department PIO or Communications Officer.

## Organizing documents and images

Depending on your level of permissions, you may be able to organize your team’s documents and images in Open Cities.

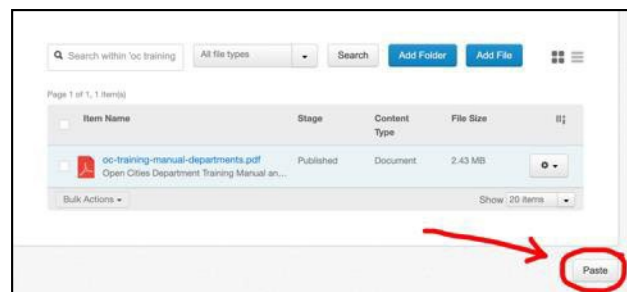
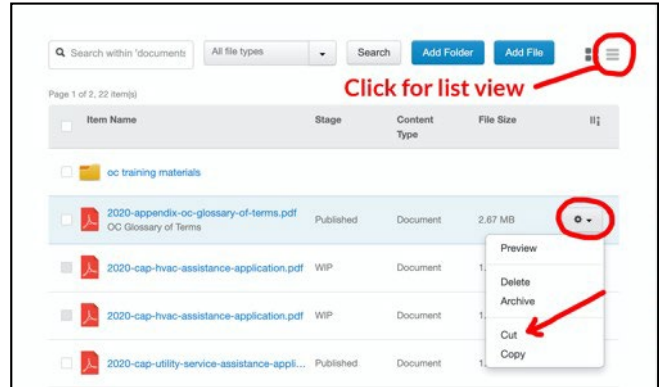
Go to your department's documents/images folder and **make sure you're viewing the documents/images in list view instead of viewing them as thumbnails.**

(You can click the three bars in the top right of the page to make sure it's showing up the correct way.)

Then, locate your document and click the gear button on the far right. This should open a drop-down menu with the "cut" option available.

Cut your document and click inside the folder where you'd like it to live. Inside that folder, you'll see a "paste" button in the bottom right corner.

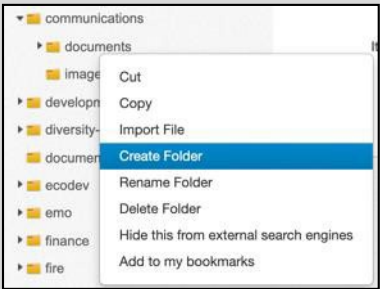
Clicking that button should allow you to move your document there.



**IMPORTANT NOTE: You will need to CUT your documents when organizing them instead of copying them. Copying your image will not carry over the pages/areas of the site where your document is already linked. Only cutting and pasting will do that.**

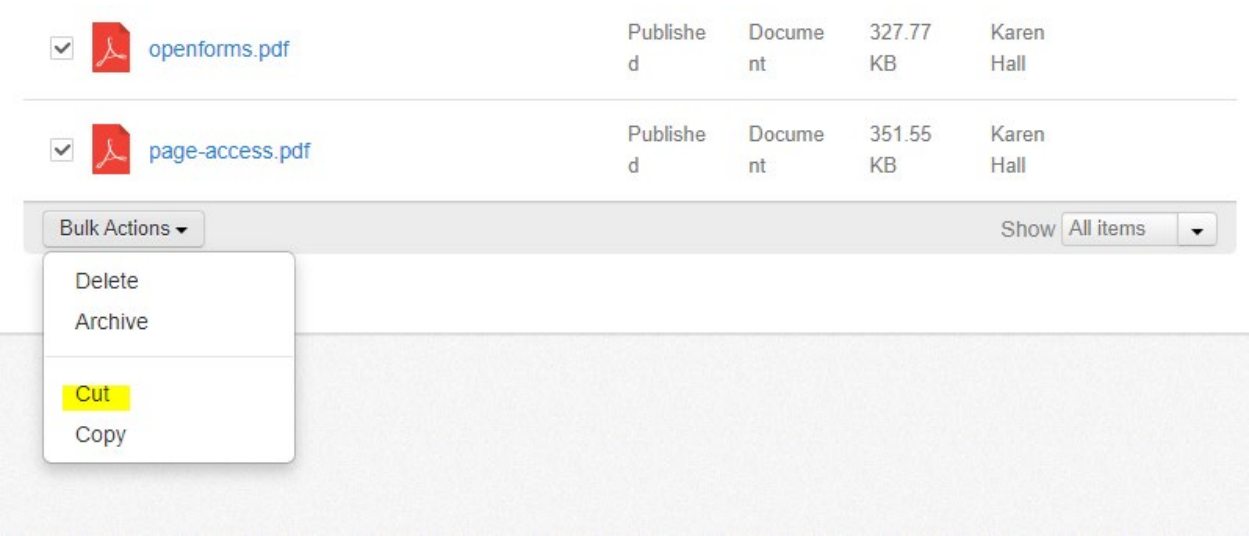
**Adding a folder**

If you would like to add a sub-folder within your documents/images folder, right click on it and select the option to "create a folder".




**Moving files**

To keep your files linked and all the versions you have of a document use the cut to take the checked files and then move them into the folder location you want to paste them.



Public > communications > documents > oc training materials > openforms

 Search within 'openforms'

All file types 

Search

Add Folder

Add File



No items to display

Paste