Ingeniux - Uploading a New Image

1. Select the Assets section

2. Navigate to the folder where the image will reside. Example: Assets > Images > Communications > 2020 > Web Editors Guide > Training

3. Select the Upload new Asset icon
4. Upload the image and click the "Upload" button

5. Right-Click the image title in the asset-tree and select “Check In”
6. Right-Click the image title in the asset-tree and select “Mark/Unmark for Publish”

7. Check the Marked for Publish “Live” box and click the “Okay” button
8. Right-Click the image title in the asset-tree and select “Publish”

9. Click the “Incremental” button
Select one or more targets to publish:

<table>
<thead>
<tr>
<th>Publishing Target</th>
<th>Last Publish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live</td>
<td>11/1/20 5:45 PM</td>
</tr>
</tbody>
</table>

Perform Replication

[Options: Cancel, Full, Incremental]