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

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3. Select the Upload new Asset icon

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4. Upload the image and click the "Upload" button

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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"

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7. Check the Marked for Publish "Live" box and click the "Okay" button

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8. Right-Click the image title in the asset-tree and select "Publish"

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9. Click the "Incremental" button

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Revised 11/10/2020