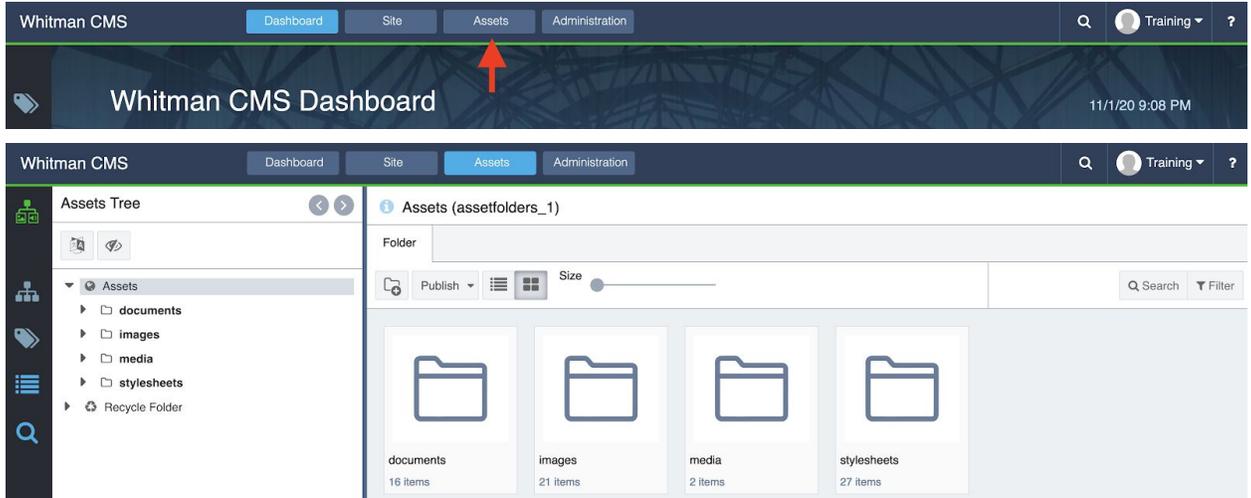
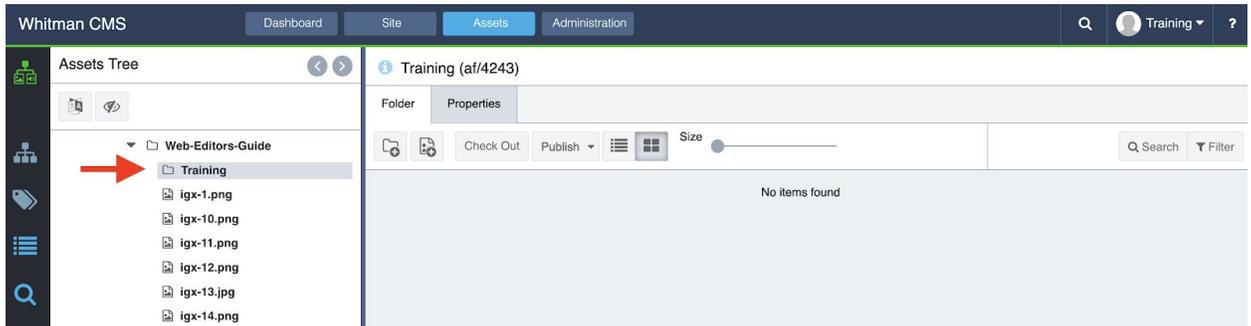


# Ingeniux - Uploading a New Image

1. Select the Assets section

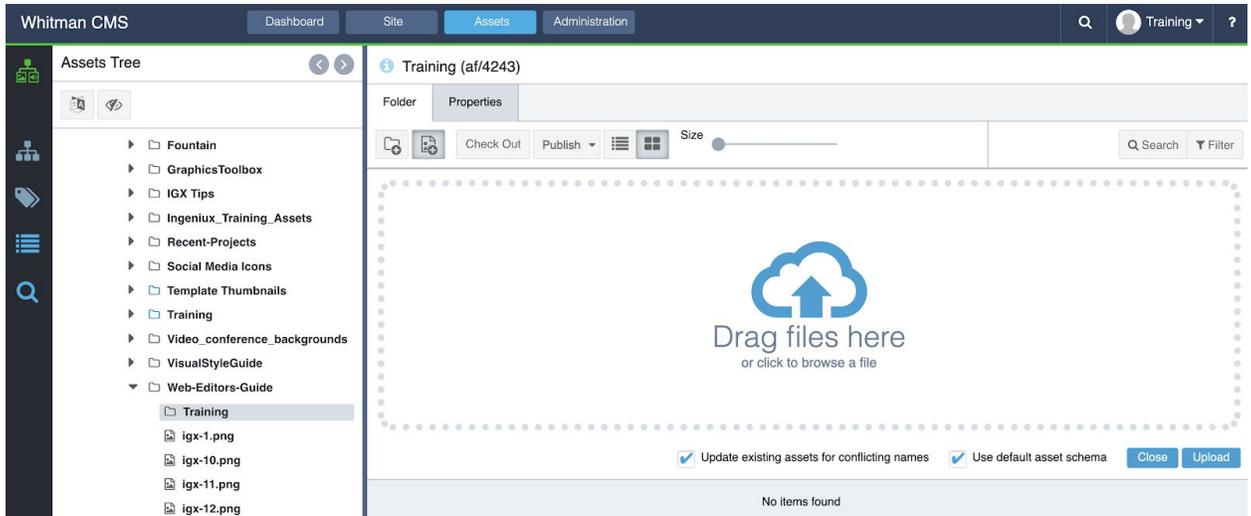


2. Navigate to the folder where the image will reside. Example: Assets > Images > Communications > 2020 > Web Editors Guide > Training

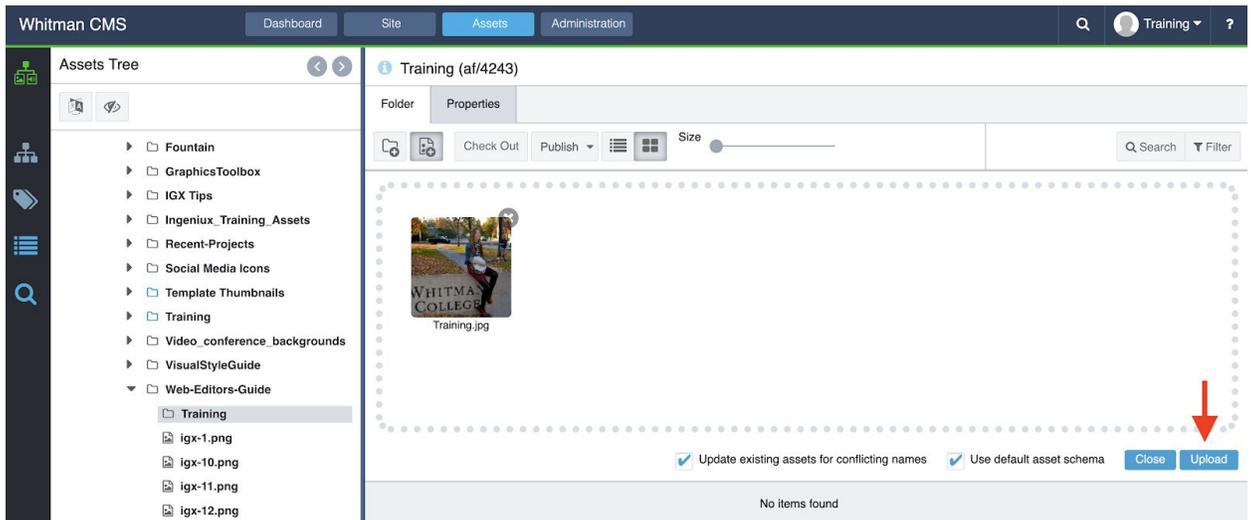


3. Select the Upload new Asset icon

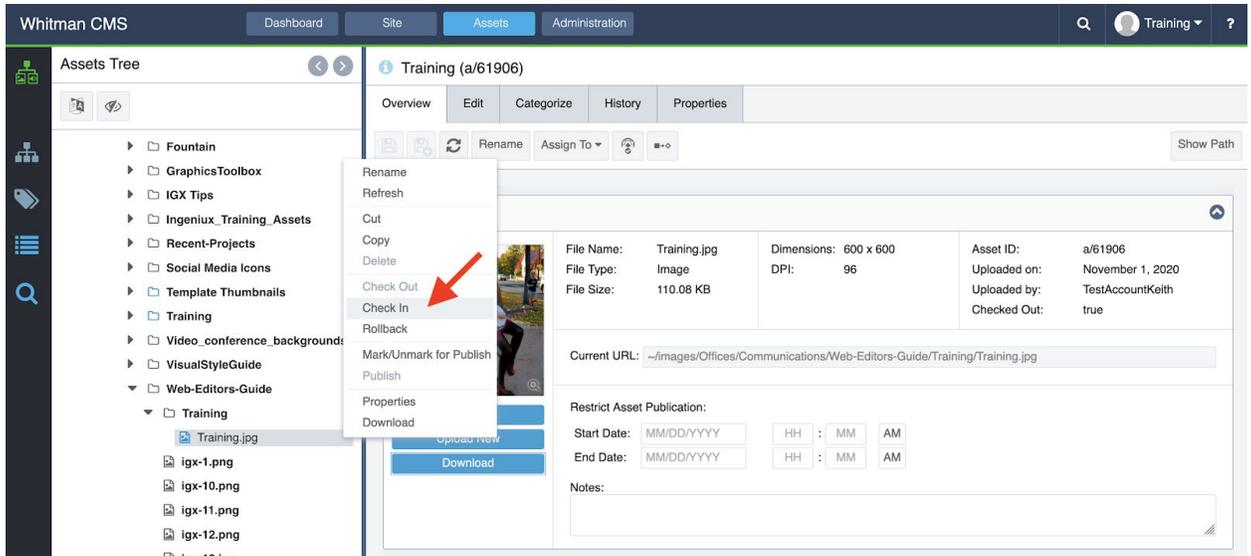




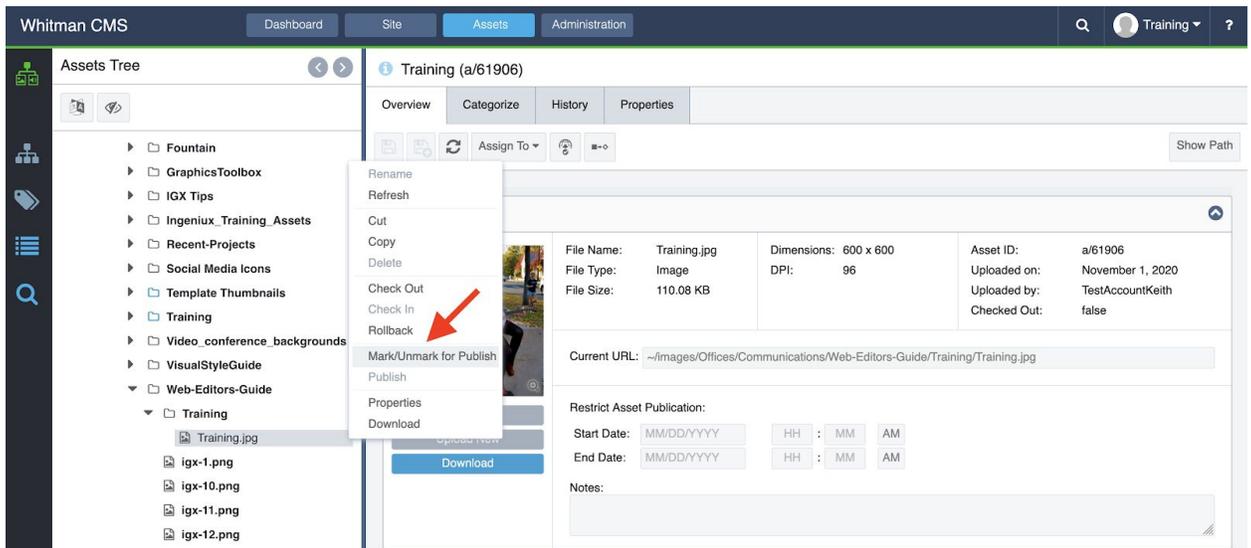
4. Upload the image and click the "Upload" button



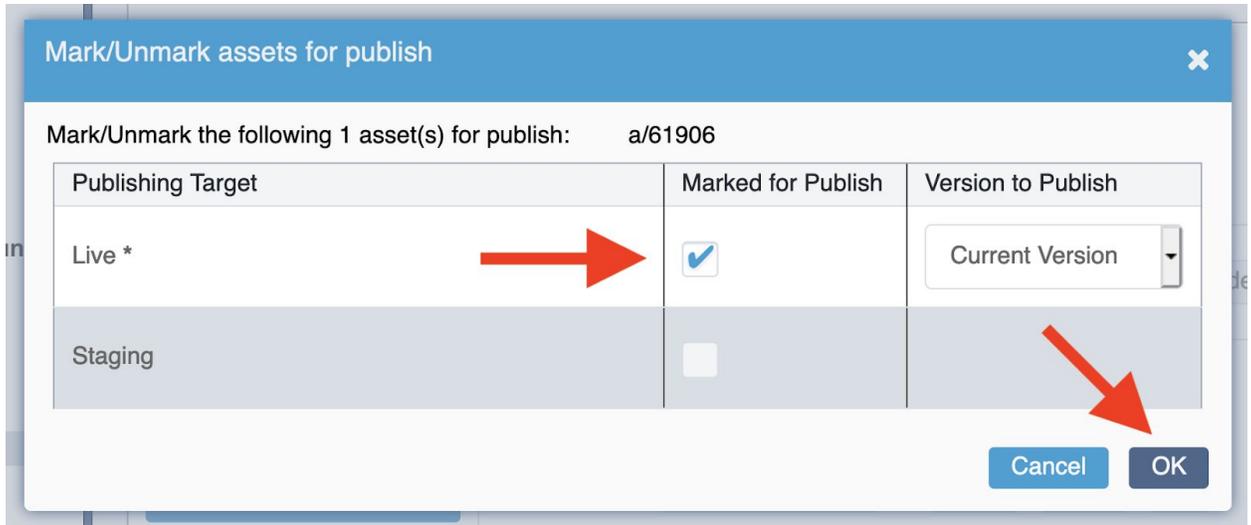
5. Right-Click the image title in the asset-tree and select "Check In"



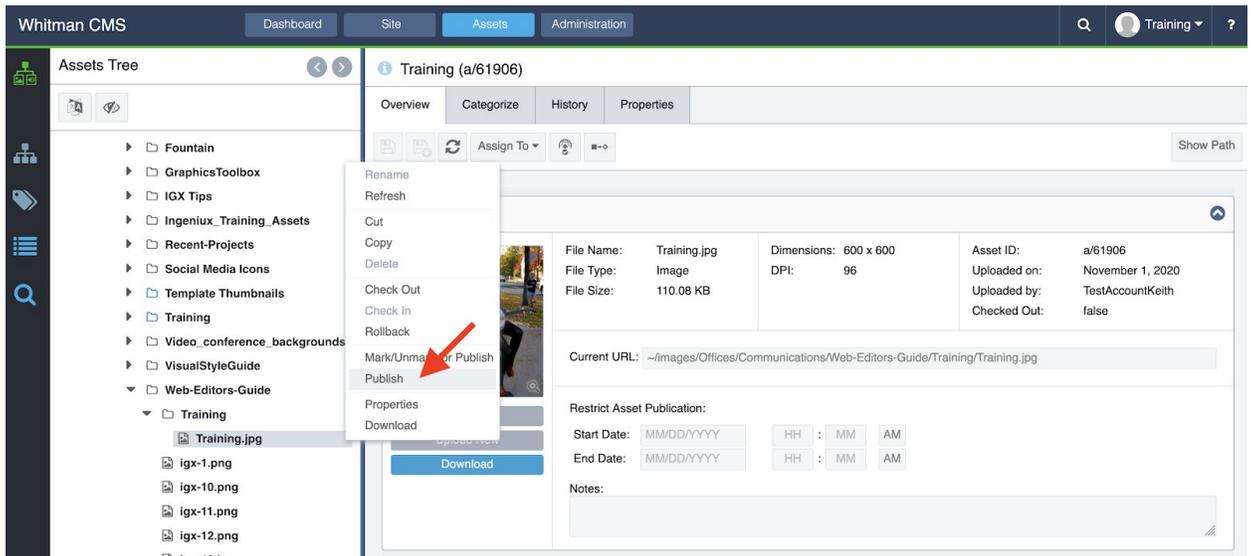
6. Right-Click the image title in the asset-tree and select “Mark/Unmark for Publish”



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

Publish:



Select one or more targets to publish:

Filter 

Publishing Target	Last Publish Date
Live	11/1/20 5:45 PM

Perform Replication

Cancel

Full

Incremental



Revised 11/10/2020