

Managing the IMCE (Image & File Upload) Drupal 7 – GeorgiaGov Platform

While many Web managers treat content management systems as substitutes for file management systems, it's important that you not fall into that behavior on the Drupal platform. The image and file upload area, or IMCE, is not built to serve as an archive for content. It's just a temporary holding place for files, whether they be JPGs, DOCs or PDFs, that you deliver to your site visitors. Because the IMCE is not a file management system, remind others at your agency to back up all files they send to you for upload.

Generally, you won't access the IMCE directly. Most often you'll visit the area when you're uploading an image from the WYSIWYG of a site page, press release or other content type. If you do need to access your IMCE directly, go to **youragency.georgia.gov/imce**.

When you arrive, you'll notice at the top of the IMCE a master toolbar with options to upload and delete files, create image thumbnails, resize images, search for files and manage directories.

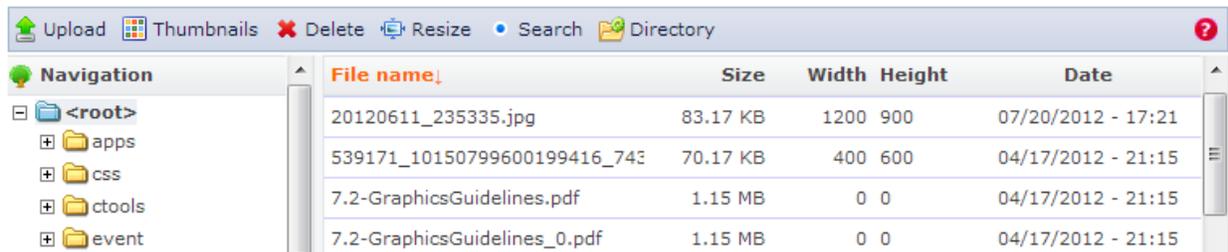


Figure 1 IMCE Tools and Navigation

You'll also notice the directories list in the left navigation. The following are the ones you may need most often:

Directory	Purpose
Root	Stores all sub-directories that organize a site's files and images
Event	Stores thumbnail images attached to events listings
Imagebox	Stores images that display on a homepage image box
Photo_Gallery	Stores images that display in a site's photo galleries
Promotionbox	Stores images that display on a homepage promotion box
Promotionlist	Stores images that display on a homepage promotion list

Directory	Purpose
Related_Files	Stores files and images that display on site pages, press releases and other content types
Rotator	Stores images that display on a homepage rotator
Video	Stores thumbnail images for video pages
Webform	Stores the files Webform respondents submit to your agency. Note: <i>If you created a new directory when you built your Webform, you'll find that new directory under this Webform directory.</i>

1.0 Uploading Files & Images

To upload a new file into your system:

1. Select the directory you'd like to upload your file into.

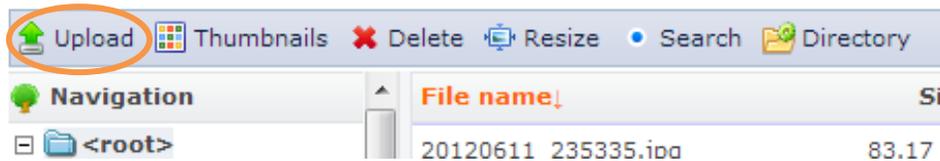


Figure 2 Uploading a file to IMCE

2. In the master toolbar, click **Upload**, and then from the box that appears, click **Choose File**.
3. Browse your computer for the file you need, and select that file.
4. If you'd like to create a thumbnail of your image, check one of the Small, Medium or Large options.

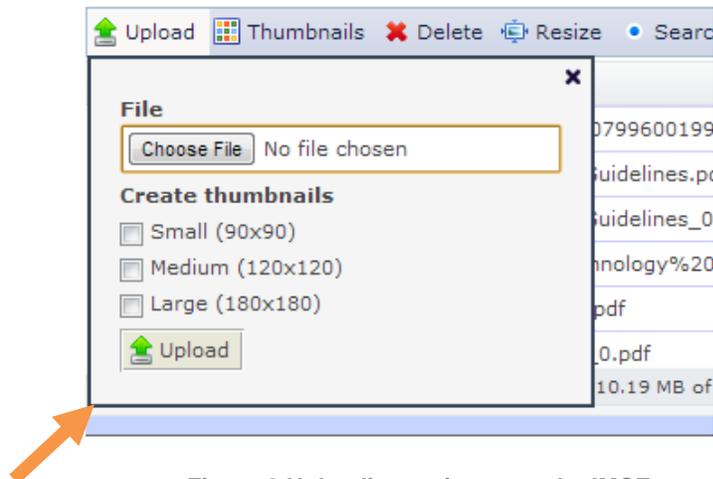


Figure 3 Uploading an image to the IMCE

5. Click the bottom **Upload** button.

If you are using the IMCE directly from a WYSIWYG field on a content item, you can then click the **Insert** button in the toolbar to insert the image into the field.

Naming Conventions

Because you'll offer many files and images to your site visitors, it's easy for the contents of your agency's IMCE to become difficult to manage. By standardizing your file naming convention, you can effectively reduce some of this backend confusion.

Web managers generally recommend one of three conventions for file naming:

Naming Convention	Example
Hyphens	new-agency-policies.pdf; Application-for-Service.doc
Camel Case (no spaces)	NewAgencyPolicies.pdf; ApplicationForService.doc
Underscores	New_Agency_Policies.pdf; Application_for_Service.doc

While any of these is acceptable, we recommend using hyphens because that format will mirror the Drupal platform's friendly URL format.

DO NOT use spaces in your file names. Some browsers, such as Internet Explorer, will display the space as **%20**. So, in your status bar, the file name "New Agency Policies.pdf" will read "New%20Agency%20Policies.pdf." In some cases, having a file name with spaces can create a problem wherein the link does not work or causes references to the file within Drupal to break.

Also keep in mind that it's best to avoid naming a file with a mix of conventions. This happens frequently on state agency sites, particularly when more than one editor works on a site. This mix of conventions in file naming will over time contribute to the IMCE seeming cluttered and unusable.

After you pick a file naming convention that works best for your site's needs, make sure to share that convention widely with other editors on your site.

2.0 Searching for Files

To Search for files in the system:

1. In the master toolbar, click **Search**, and type in part of the file name.
2. Check *Case Insensitive* if you want the search to find all versions regardless of letter case.
3. Click **Search**.

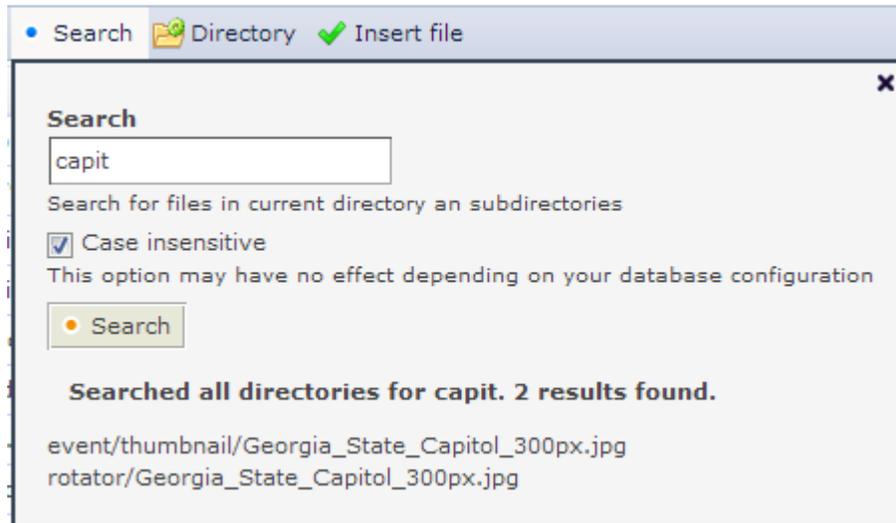


Figure 4 IMCE Search Results

The system will return a list of results. From these results, you will have the relative path of the file, which you can use to navigate to the appropriate directory and find your file.

For example, to find the **Georgia_State_Capitol_300px.jpg** file located at:

event/thumbnail/Georgia_State_Capitol_300px.jpg

you would navigate to the **event** directory, then the **thumbnail** directory, and find it there.

3.0 Creating Image Thumbnails

To create image thumbnails:

1. Highlight the image that needs a thumbnail.
2. In the master toolbar, select **Thumbnails**, and check the box for the thumbnail dimension you need.
3. Click **Create Thumbnails**.

The system will generate a thumbnail image and name it based on the dimension you selected.

4.0 Resizing Images

If the image you have is too large for your website, you can use the IMCE to resize the image to the appropriate dimensions for your needs. DO NOT use the Resize tool to try to make an image *larger* than the original, as the resulting image will be of poor quality. The Resize tool should only be used to make an image *smaller* than the original.

To resize images:

1. Highlight the image that you want to resize.
2. In the master toolbar, select **Resize**, and input a new Width or Height. The IMCE will adjust the other dimension to maintain the appropriate proportions.
3. If you want to keep the original file intact, keep “Create a new image” checked.
4. Click **Resize**.

The system will generate your resized image and, if you chose to create it as a new image, append **_0** to the file name.

5.0 Managing Directories

Because you’ll most often access your IMCE through a content item, there will be little reason for you to add directories. Just as it is with files, removing directories is not as straightforward as adding them. Once you create a directory and make a reference to a file in that directory from a content item, it will be difficult to delete. For this reason, we suggest leaving directories in your system, even if you are no longer actively using those directories.

To create a new directory:

1. Select the parent directory you’d like to place your new sub-directory in.
2. In the master toolbar, select **Directory**.
3. Type in the new sub-directory name.
4. Add the directory.

6.0 Deleting Files & Images

Deleting a file or image cannot be undone. There is no way for the Drupal system to determine whether any page is still linking to your file, so it's important that you make sure no page on your website still links to an image or file before you delete it.

To delete a file from the IMCE:

1. Identify which content items reference the file you want to delete.
2. For each content item that contains this file:
 - a. Edit the content item
 - b. Delete the file reference from those content items.
3. Go to the IMCE at **youragency.georgia.gov/imce**
 - c. Find the file from the navigation structure
 - d. Click on the file name to select it.
 - e. Click **Delete** from the IMCE toolbar.
 - f. You will see a confirmation box. If you're certain you want to delete the file, click **OK**.

Keep in mind that your IMCE is not a file management system. The IMCE's purpose is to ensure that your site's links don't break. For that reason, the IMCE is by nature protective of its content. In most cases, deleting any reference to the file from your live content items will effectively remove the file from being accessed by visitors, so you won't need to delete the actual file.