This tutorial will demonstrate how to upload images you have created for the web. We'll use the image below as an example.

Please note: the process for uploading images is almost identical to the process for uploading PDF files, static htm pages, and FLASH files. This tutorial will note any differences as they arise.

If you have not previewed a "Creating Imagery for the Web" tutorial (either the Photoshop or Fireworks version), please do so now.

Please be aware of the following:

1. For best results, maximize your screen.
2. At times, you may need to scroll the screen up and down (or slide to side) in order to see the entire slide.
3. Use the playback control at the top of the slide to pause the movie at anytime.
4. When you see a "next" button, the movie will pause until you press it.

Adams State College honored Dr. Economics, Sarah Johnson, admin.
Loser, professor of Computer Science/Manager; and Dr. Larry Chemistry, for their years of service. The event was held on May 8 in the Student Union Building banquet room.

Attendees at the dinner included the special guests, emeritus faculty, staff and faculty from the college. All gathered to pay tribute to the accomplishments and commitment of these two employees. 

Denver Post
Rocky Mountain News
To begin, simply type the word "bricolage" into your web browser and hit Enter.
This is the Bricolage Workspace.

Your workflow will be located in the tan box on the left-hand side of the screen. As you can see, I’ve got a lot of workflows in my workspace, but you’ll probably only have one.

Let’s begin by uploading our image file onto the test server.

Do this by selecting New Media under your relevant workflow.

I’ll be uploading this file into a news article, so for this tutorial, I’ll use News Media as my workflow.
We need to create a title for this image file. You can name your file whatever you like, but always be as clear as you can.

(please excuse my mis-spelling)
http://bricolage - New Media - Mozilla Firefox

BRICOLAGE

WORKFLOW

MY WORKSPACE

ACADEMICS
ACADEMICS MEDIA
ADMSS
ADMSS MEDIA
ALUMNI
ALUMNI MEDIA
COUNSELING
COUNSELING MEDIA
COUNSELORS
COUNSELORS MEDIA
ESTUDIES
ESTUDIES MEDIA
FINANCE
FINANCE MEDIA
IR
IR MEDIA
NEWS
NEWS MEDIA

New Media

Properties

Site: Main
Title: Retirement 2005 main image

Media Types:

Source:
Audio File
Image
Other Media
Static File

Category:
For images: Media Type will be Fixed Image.
For PDFs or FLASH files, Media Type will be Other Media.
For static HTM pages, Media Type will be Static File.

Priority: Normal

Cover Date: Mon, May 2005

Next »

Create

SUBMIT
If you're uploading an image, the category will always be "filling" within your relevant workflow. My workflow is news, so my category will be: "newslining".

Please note that PDFs, htm pages, and FLASH files will not go into the "filling" category. If I were uploading one of these files, I'd simply place it in the "news" category.
Leave Priority at Normal

The Cover Date will most often be the current date. Feel free to change that if you prefer.
Media "Retirement 2005 main image" created and saved.

Let's continue giving Bricolage more information about this file... (but first, allow me to fix my spelling error)
Media "Retirement 2005 main image" created and saved.
Media "Retirement 2005 main image" created and saved.

- **Title:** Retirement 2005 main image
- **Description:**
  - **Height:** 384 pixels, Width: 720 pixels
- **Source:** Adams State College
- **Category:** news/archive, news
- **Priority:** Normal
- **Cover Date:**
  - Month: May, Day: 15, Year: 2005, Hour: 10, Minute: 01
- **Expiration Date:**
  - Month: May, Day: 15, Year: 2005, Hour: 10, Minute: 01

**Actions:**
- New Media
- Box Alias
- Find Media
- Active Media
- Delete
- Media edit
- Media publish

**Primary Languages:**
- English
- Spanish
- French
- German
- Italian
- Portuguese
- Russian
- Chinese
- Japanese
- Arabic
- Hindi
- Urdu
- Telugu
- Malayalam
- Tamil
- Kannada
- Bengali
- Marathi
- Gujarati
- Punjabi
- Bengali
- Malayalam
- Tamil
- Kannada
- Bengali
- Marathi
- Gujarati
- Punjabi

**Primary Media:**
- Text
- Image
- Video
- Audio
- Interactive

**Records:**
- General
- Courses
- Faculty
- Staff
- Alumni
- Students
- Events
- Publications
- News
- Videos
- Audio
- Interactive

**Student Life:**
- Coursework
- Housing
- Dining
- Recreation
- Health Services
- Counseling
- Athletics
- Student Events
- Student Clubs
- Student Services

**Support:**
- IT Services
- Library
- Career Center
- Financial Aid
- Registrar
- Student Life Services
- Campus Security
- Parking
- Transportation

**Contact:**
- General Information
- Admissions
- Financial Aid
- Student Life
- Campus Services

**More Information:**
- Class Schedule
- Course Descriptions
- Alumni News
- Campus Map
- Campus Directory
- Campus Events
- Campus Store
- Campus Dining
- Campus Housing

**Additional Resources:**
- Alumni Directory
- Career Counseling
- Financial Aid Info
- Campus Safety
- Parking Information
- Transportation Services

**Support:**
- IT Services
- Library
- Career Center
- Financial Aid
- Registrar
- Student Life Services
- Campus Security
- Parking
- Transportation

**Terms:**
- Privacy Policy
- Terms of Use
- Copyright
- Contact Us

Media "Retirement 2005 main image" created and saved.

The Description of the file will be the same as the Title.
Now we're ready to upload. Select Browse.
Navigate to where you've saved the file on your hard drive.
Now go to the top of the screen and click on the URI to preview the file.
Good!
The file upload is complete. Now let's enter information in the CONTENT section.

Don't worry about creating captions...

You do, however, need to always include ALT Text for your images (you won't need to do it for any other type of media). ALT text can be either a brief description of the images' purpose or a brief description of the image itself.

ALT text is very useful to users of speaking browsers, and it can be seen if, for some reason, the file cannot be displayed.
I'll use "Retirement 2005" for my ALT text.
### Table: Content Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caption</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

- **Alt Text:** Retirement 2006
- **Color Type:** YCCr
- **Width:** 212
- **Height:** 192
- **Resolution:** 100/100

### Table: Output Channels

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML</td>
<td>XHTML output</td>
<td></td>
</tr>
</tbody>
</table>

### Table: Associations

- **Categories:** News Images
- **Keywords:** No keywords defined
- **Contributors:** No contributors defined

Check in to News edit
Now let's enter some **keywords**.

Keywords help us identify our files in the Bricolage database.
My keywords will be the names of the people in my image. Separate keywords with commas.
Let's click the URL again to preview the file. It's a good idea to preview often because every time you preview, the test server is updated.
Once you're done previewing, and you're satisfied with the file, click Check In to either your edit desk or your publish desk.

I like to check my uploaded files into an edit desk first, and then publish all of them at once when I am entirely finished with the website.

I'll check this file into "News edit."

(For more information on the Edit and Publish Desks, see the "Building a website" tutorial.)
Congratulations!
That's all there is to it...