File Pile

The file pile is the folder structure where you store all files (e.g., documents, images, etc.) that will be used on your website.

- Files may be used as content links within the Freeform, Forms Editor and FAQ Blocks.
- Files can also be displayed using Titan CMS's list blocks, such as Filter or TOC.
- Any images used throughout the site (e.g., teaser images, freeform block images) will be stored in these file pile folders.
- Most actions from the **App Ribbon** also apply to the files/folders of the file pile.
- Each file its own set of properties found in the **Properties Edit Tab,** allowing you to set up SEO, publication dates and many other properties.
- Upon file or page creation, some properties are created by default. You may view or modify these properties by clicking on the Properties icon in the **Edit Pane.**
- Files added to a specific file pile inherit properties, security, and workflow parameters from their parent folder.

File Naming Recommendations

Here are guidelines to help you name images, PDFs, Word, Excel or PowerPoint documents.

- Choose a file name that is descriptive of the document.
- We recommend that file names have dashes or underscores between words before uploading. Spaces in the filename will be dropped when the file is uploaded.
  Example: Titan CMS Meeting Minutes.pdf becomes TitanCMSMeetingMinutes.pdf
- If you have a new version of the same file, the filenames do not have to match (between the version in Titan CMS and your new version). See Upload a New Version of a File for more information.
- When you upload a file, the file name (with the file extension) goes into the Page Name field in Properties. **Example:** *Titan-CMS-V7-Design-Meeting-Minutes-01172019.doc*

Make the Page Name a more 'user-friendly' name, eliminating the dashes and the file extension: Titan CMS V7 Design Meeting Minutes (Jan. 17, 2019).

- Avoid using noise words in your file name such as "a", "of", "the", "in"
- Avoid placing the type of file in the name. Instead of *Trends-Manufacturing-pdf-2019.pdf*, use *Trends-Manufacturing-2019.pdf*
- **Note:** When naming your image, do not include the dimensions as part of the image name. The exception is a separate upload of a Teaser or Spotlight image. In this situation, it would be beneficial to include the dimensions as part of the file name.
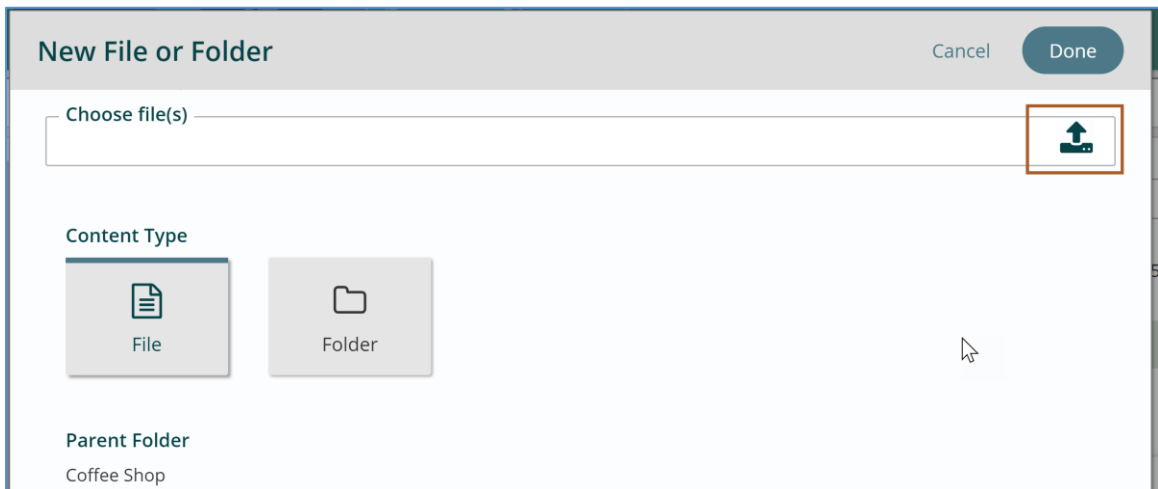
Upload A File

1. Go to the Workstation Tree, find the desired file pile folder and click on it.
2. You should now see your folder and its files listed.
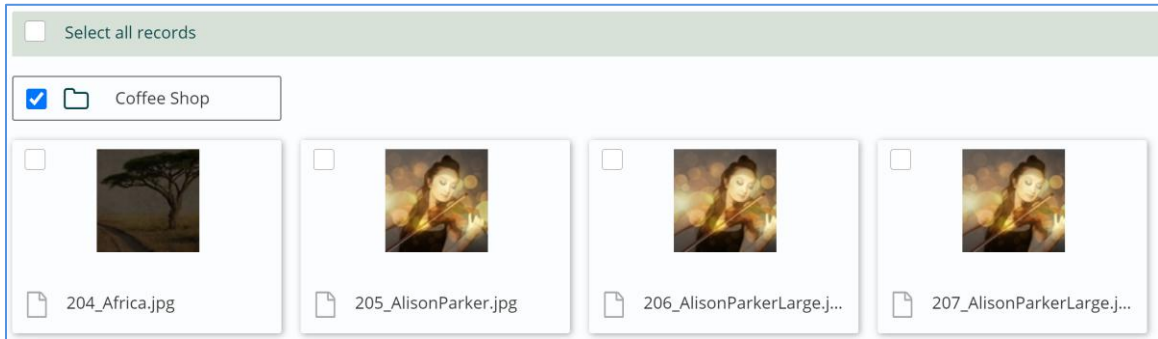
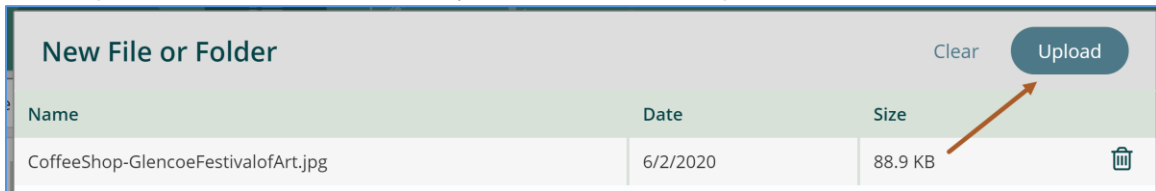3. Click the Create button in the App Ribbon.
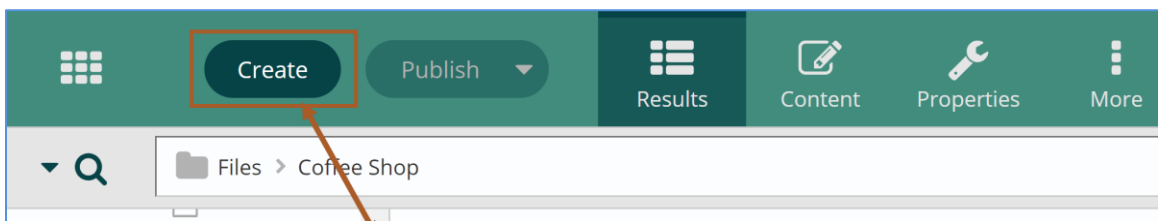
4. Click the Choose File button.

5. Find the file on your computer and then click "Open."

6. Click Upload. You should now see your file is in the file pile.

New File or Folder			Clear Upload
Name	**Date**	**Size**	
CoffeeShop-GlencoeFestivalofArt.jpg	6/2/2020	88.9 KB	🗑

7. If your site has workflow enabled, you will also need to click the **Publish** button in the **App Ribbon** before the file will be live on your site.
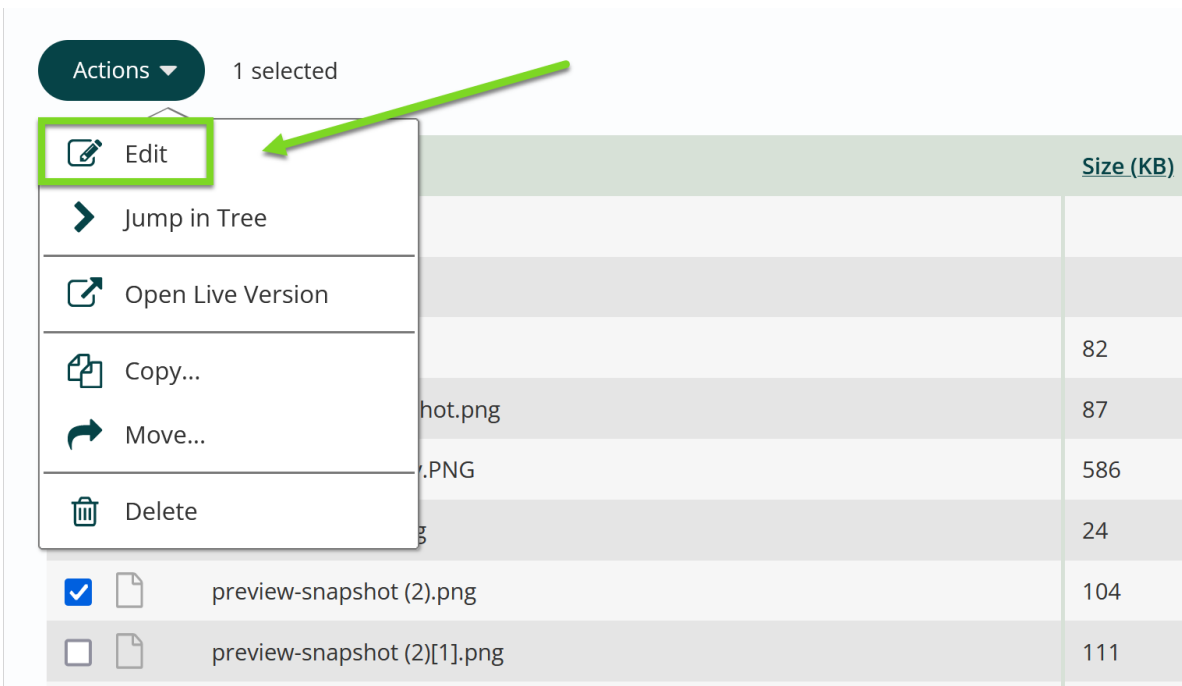
Upload a New Version of a File

Use this process, rather than uploading another file of the same name. Uploading a new version keeps all links to the original file intact.
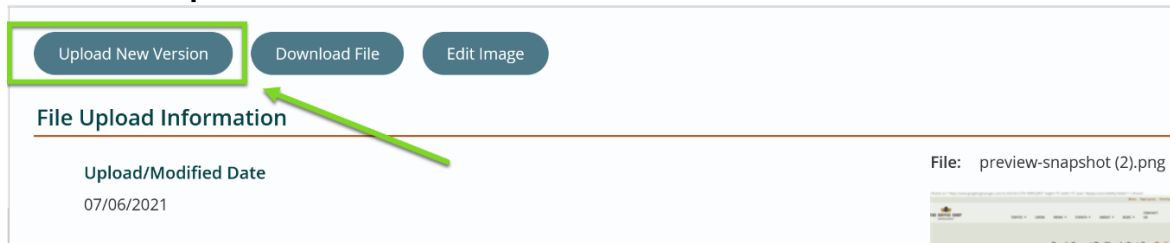
You can update a file or image from the file pile folder, or from the page the file or image is on using the content explorer.

To update from the file pile folder:

1. Go to the Workstation Tree and navigate to your file pile folder.
2. Find the file you want to update. Check the box to make a selection.
3. Click the Actions button and then click **Edit**.

Actions ▼	1 selected		
✏ Edit			**Size (KB)**
❯ Jump in Tree			
↗ Open Live Version			
			82
⧉ Copy...	...hot.png		87
➔ Move...	...y.PNG		586
	...g		24
🗑 Delete			
☑ 🗋 preview-snapshot (2).png			104
☐ 🗋 preview-snapshot (2)[1].png			111

4. Click on the **Upload New Version** button.

5. Browse to the new version of your file on your local or network drive.
6. Click Done.
7. Click Publish to save your work.

To update from the page the file is on using the content explorer:

1. Select the link to the file or the image in your freeform block. Hit the link icon or image icon in the toolbar.

2. When the link editor or image editor pops up, hit browse to get to the content explorer.
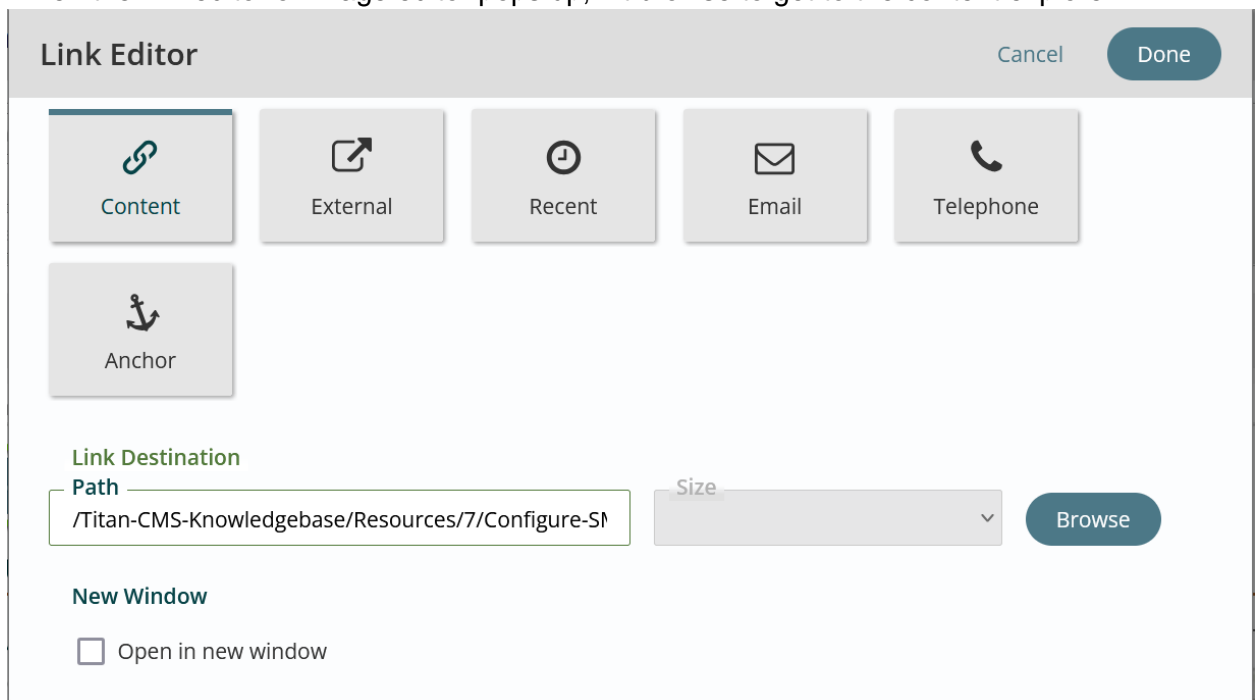
3. In the content explorer, with the file or image selected, click the upload icon in the information panel.
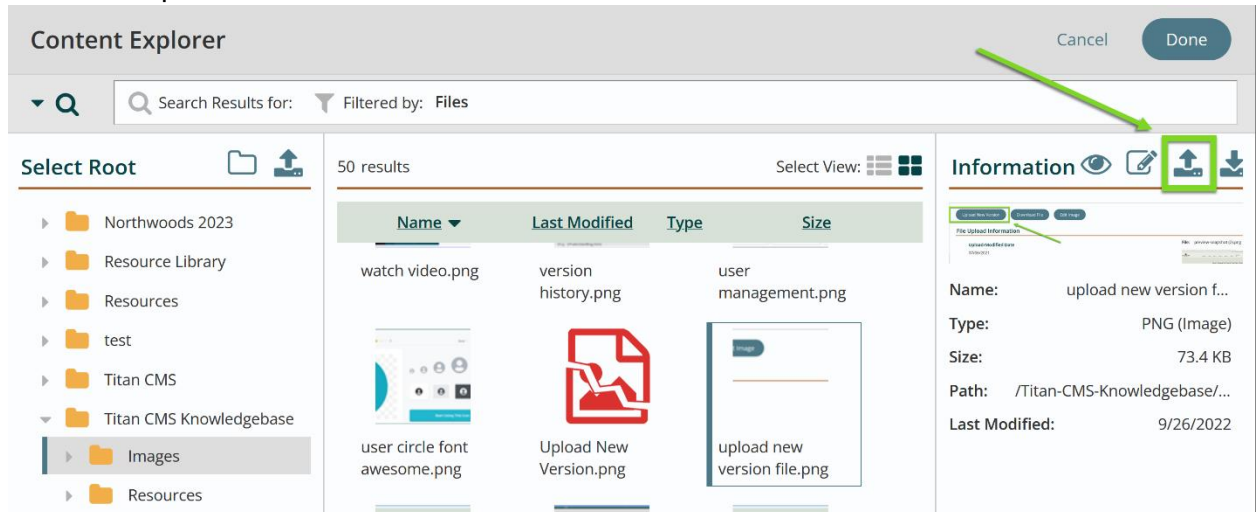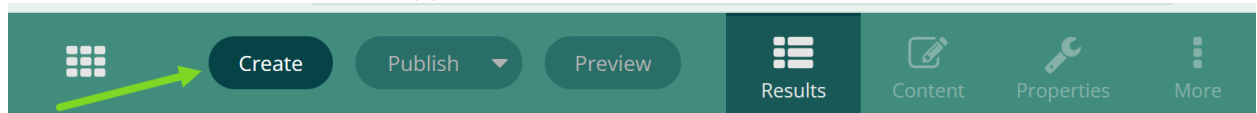

4. Browse to the new version of your file on your local or network drive.

5. Click Done.

6. Click Done again in the Content Explorer to use the new version of the file.
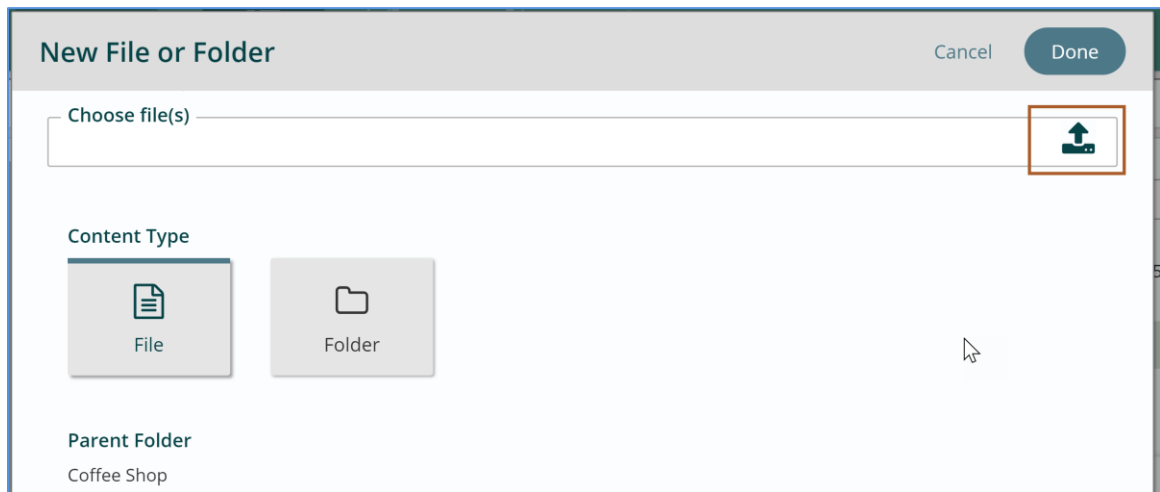
Upload Multiple Files

1. Go to the Workstation Tree, find the desired file pile folder and click on it.
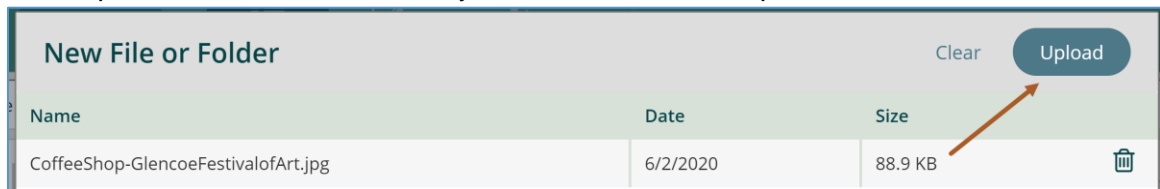2. You should now see your folder and its files listed.
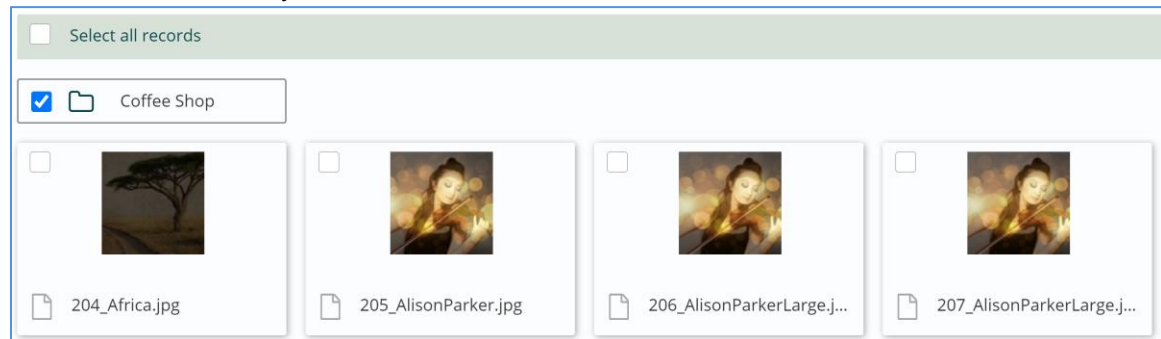

3. Click the Create button in the App Ribbon.

4. Click the Choose File button.

5. Find the files on your computer and then click "Open."

6. Click Upload. You should now see your files are in the file pile.

7. If your site has workflow enabled, you will also need to click the **Publish** button in the **App Ribbon** before the files will be live on your site.

8. When the upload finishes, scroll through your list of uploaded files to ensure all uploaded successfully. All files should have a green checkmark next to them.
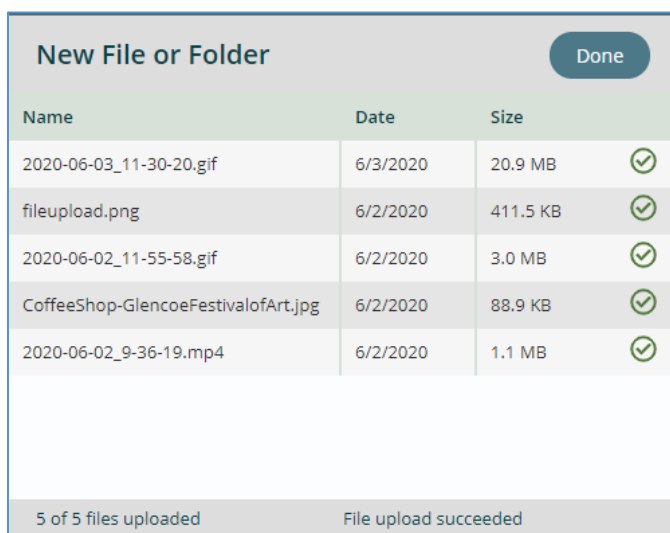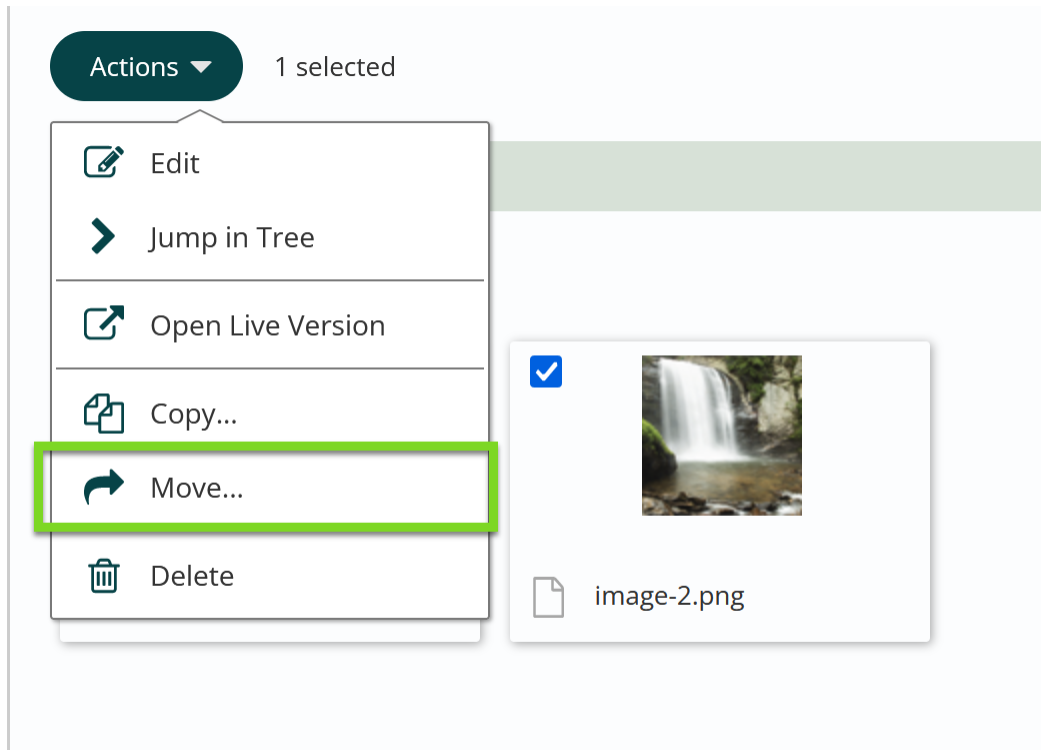

9. Click Done when the uploads are complete. The workstation will refresh, and you will see your uploaded files.
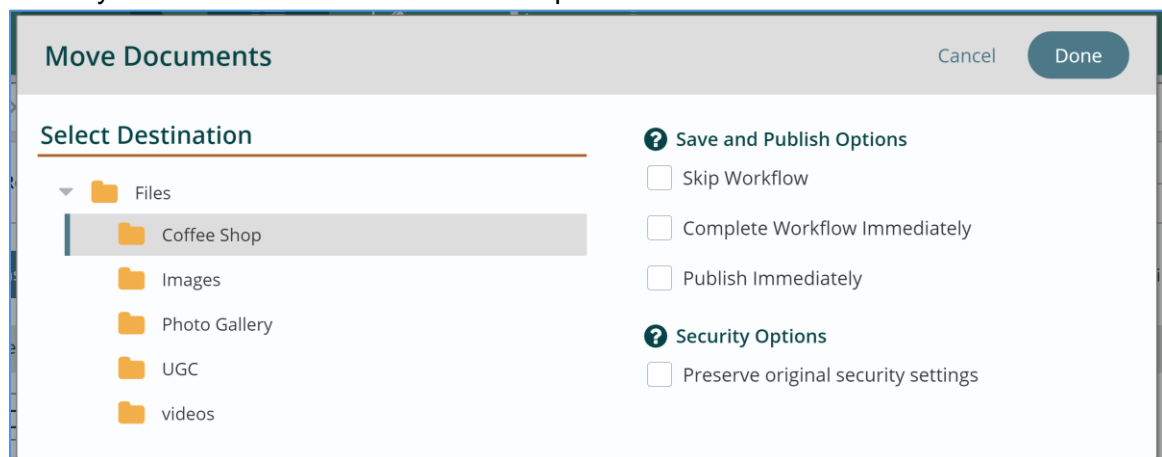
Move a file

A move involves deleting the file from one location and creating it in another location.

1. Select your file by clicking the check box next to its name.
2. Click on the Actions button and select Move.

3. Select your destination folder from the file pile tree.

4. Click Done.
5. Click Publish.