

Cheat Sheet

Uploading Docs/Images in Sitecore

Login URL: <https://prodcms.lawa.org/sitecore/login>

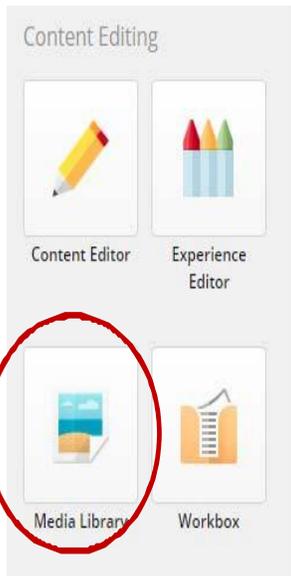
Use your email address: ITServiceDesk@lawa.org

Password: 9>5L?v#tiHw

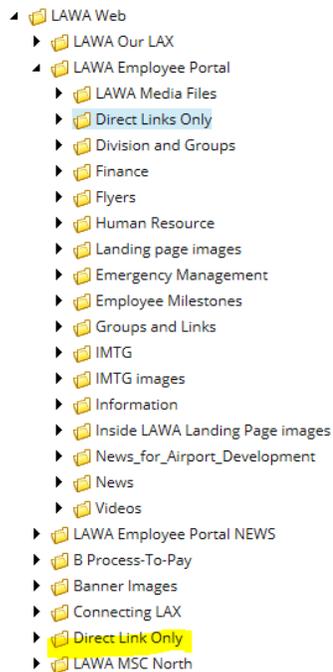
Screen after successful login:



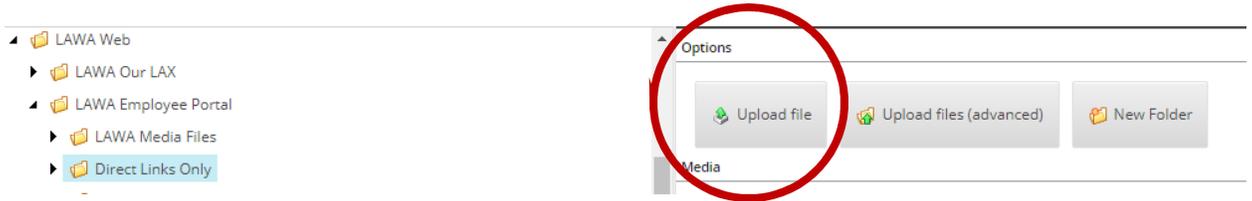
1. Click on Media Library button:



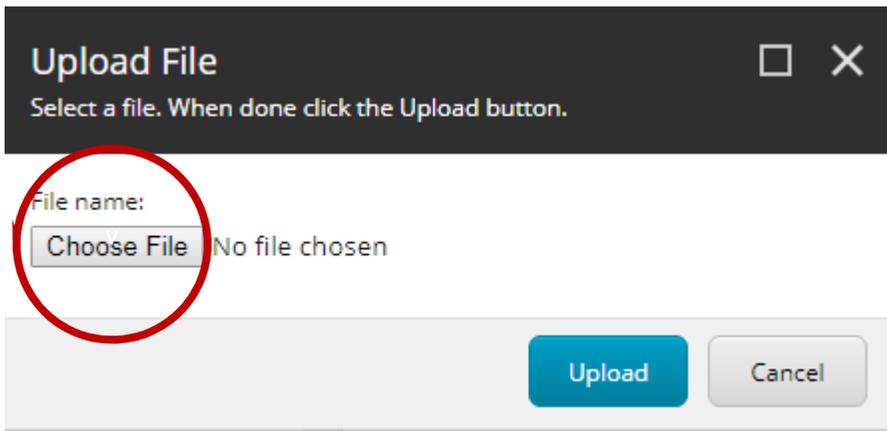
2. Expand the corresponding folder on where you want to post the file:
 - a. Internal: LAWA Web > LAWA Employee Portal > Direct Links Only
 - b. External: LAWA Web > Direct Link Only



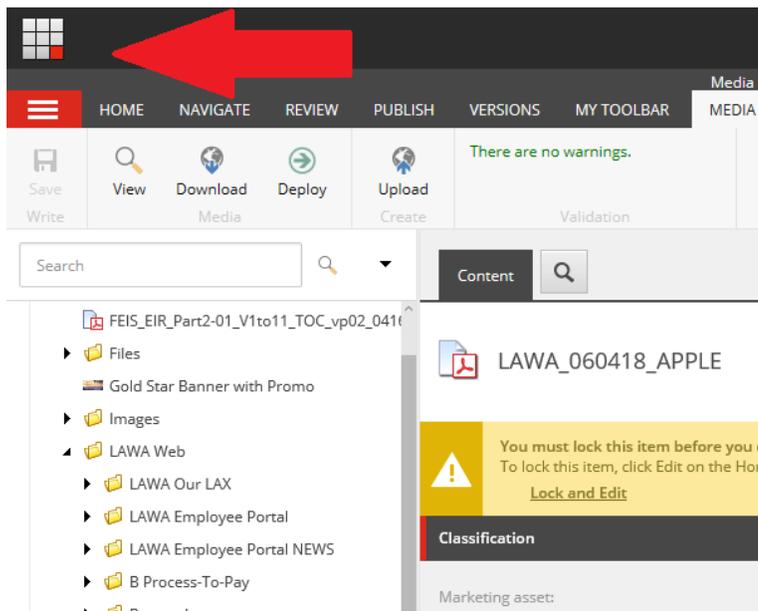
3. For **internal use only**, go to **LAWA Web > LAWA Employee Portal > Direct Links Only**
4. Click on the **Upload file** button:



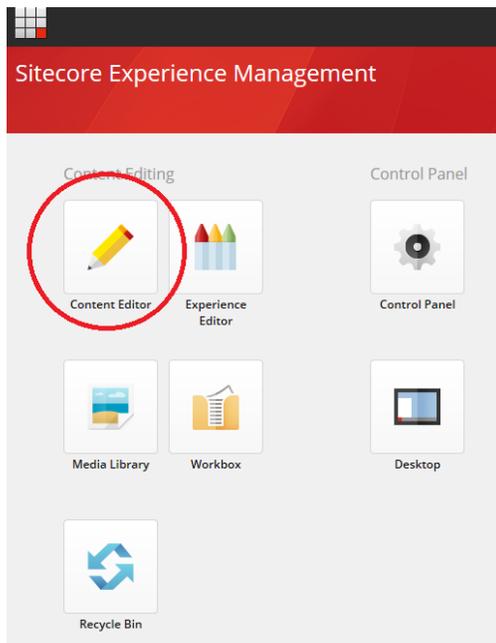
5. Click on **Choose File**, select from your HD or other network location of the file, then click on **Upload**.



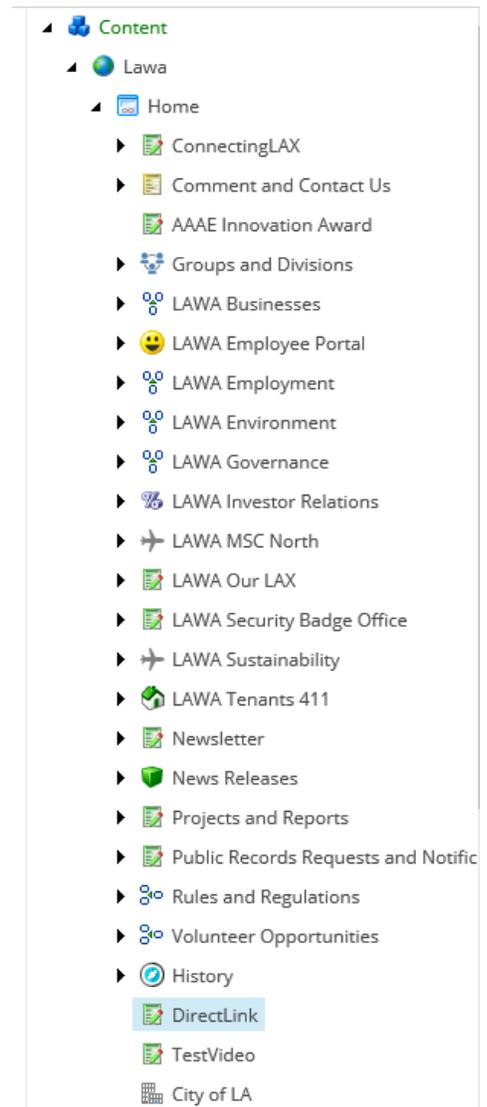
6. Once the file is uploaded, click on the Sitecore logo



7. Click on **Content Editor**

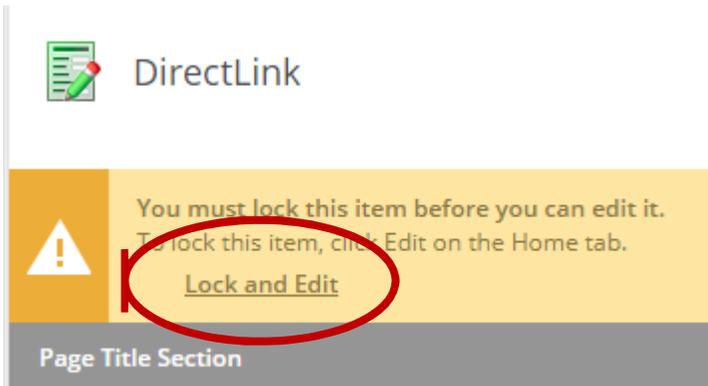


8. Expand Content > LAWA > Home > Hlstory > DirectLink

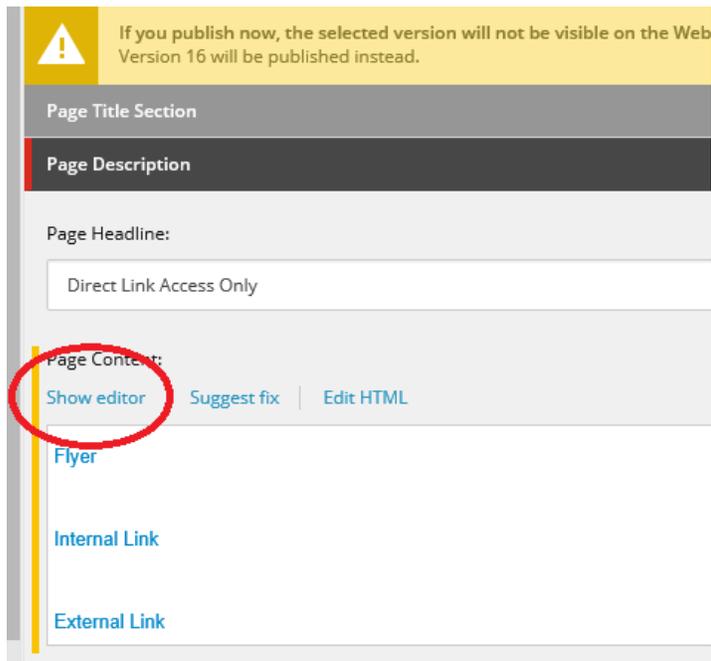


9.

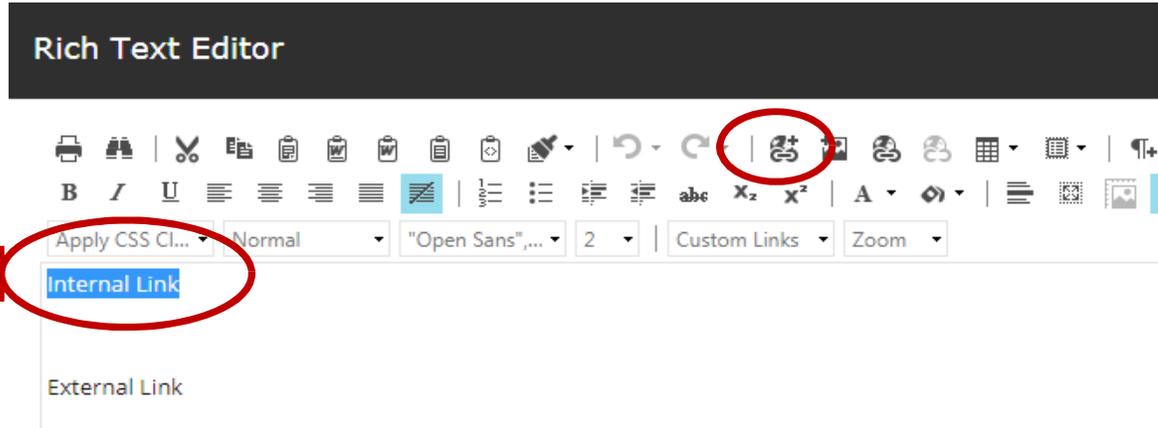
10. Click on **Lock and Edit**



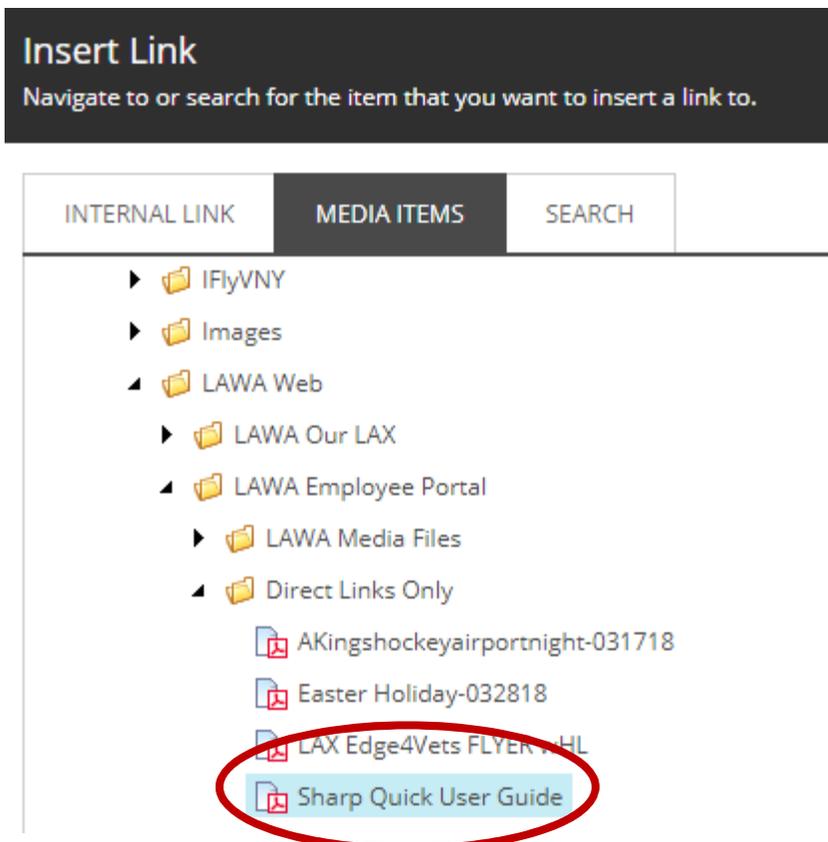
11. Click on **Show editor**



12. Select/Highlight **Internal Link** and click on **Insert Sitecore Link** icon:



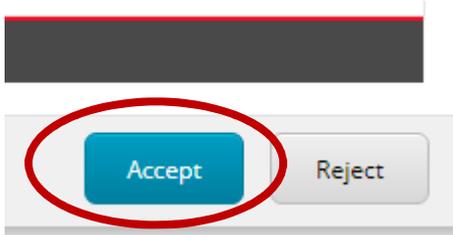
13. Navigate to the uploaded file in **Media Items** tab: Media Library > LAWA Web > LAWA Employee Portal > Direct Links Only, then click on the file that you uploaded.



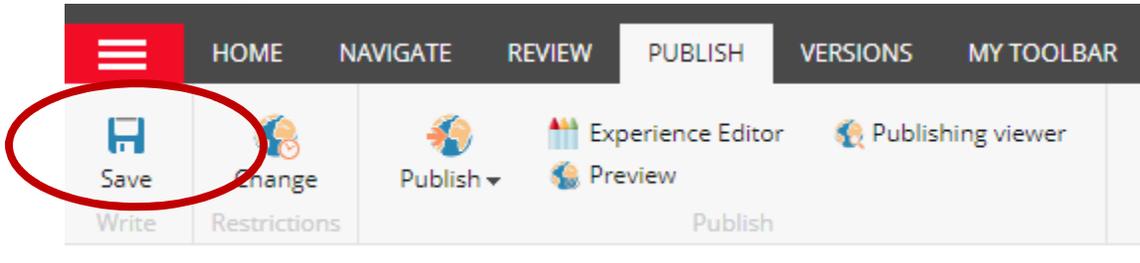
14. Then click Insert button from the bottom of the window:



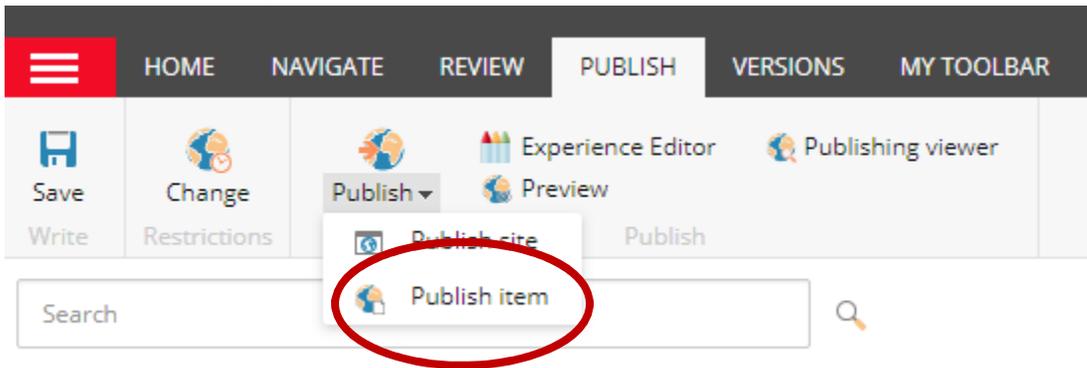
15. Click Accept button:



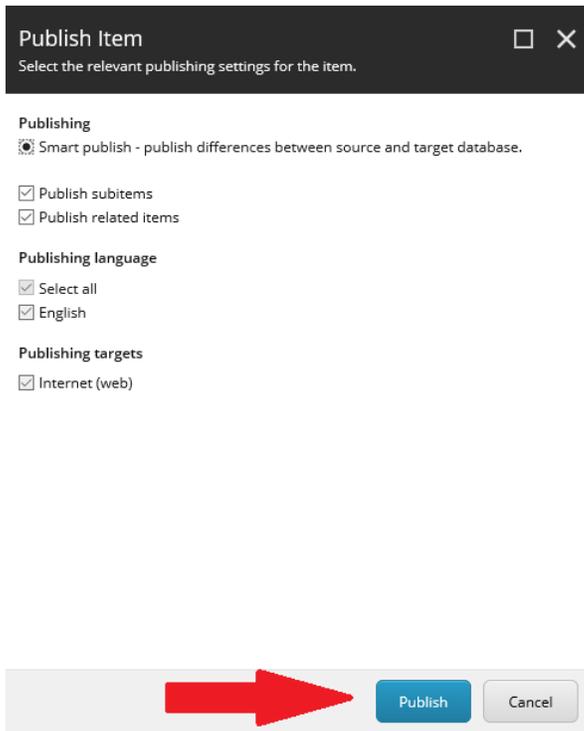
16. Save the change:



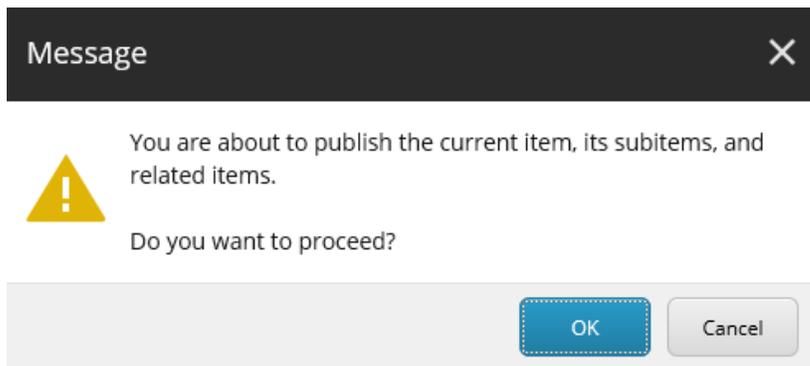
17. Go to the **Publish** tab, click on **Publish icon** and select **Publish item**:



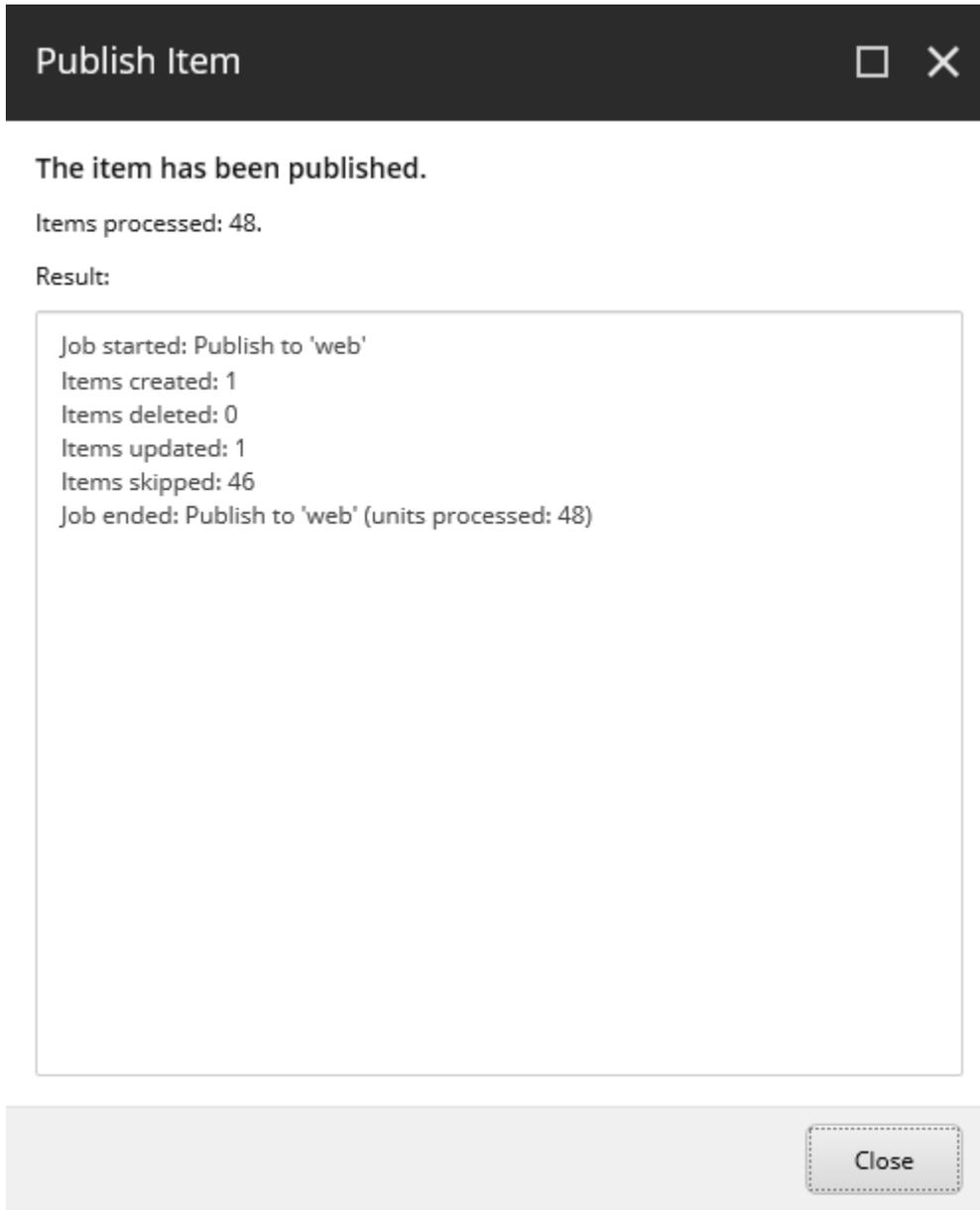
18. Click on **Publish**.



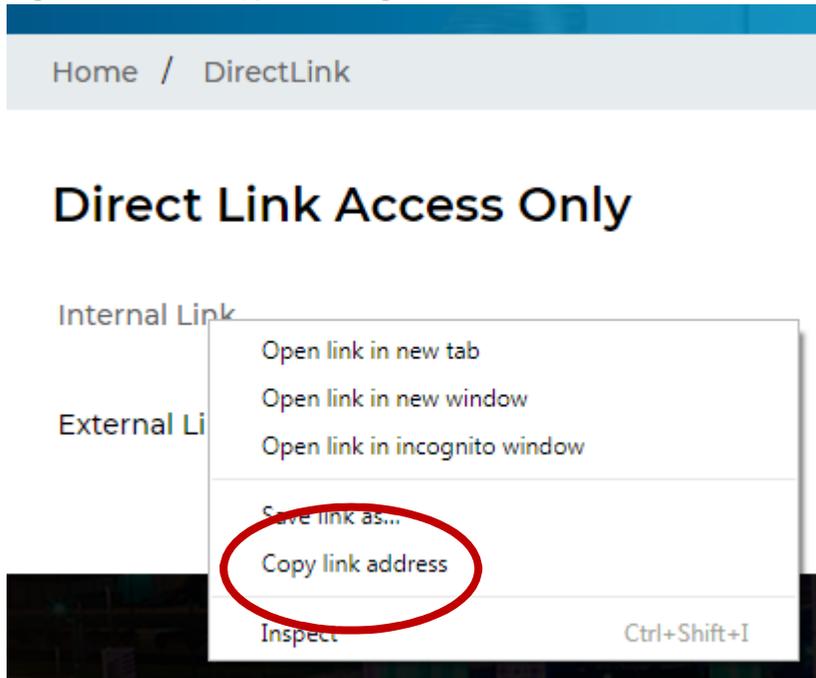
19. Click on **OK**.



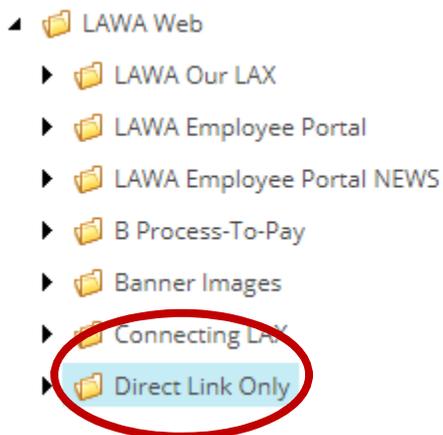
20. Click on **Close**



21. Open a new browser tab and go to: <https://www.lawa.org/directlink>
22. Right click on the hyperlink to get the “Direct Link” address



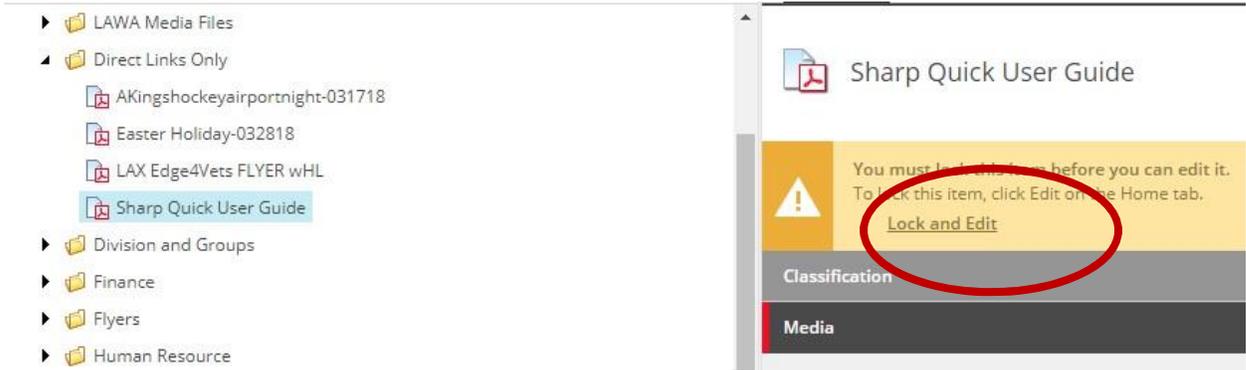
23. Provide that address to the requester.
24. For the **External Link** (so people outside LAWA network can access it), navigate through **Media Library** and go to **LAWA Web > Direct Link Only**:



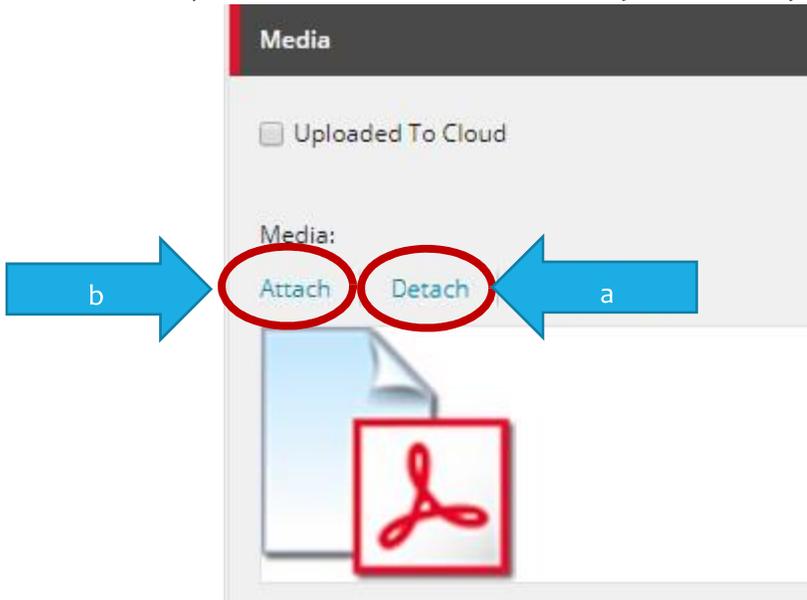
25. Then follow step #2 and onwards.

Replacing Uploaded Document/Image

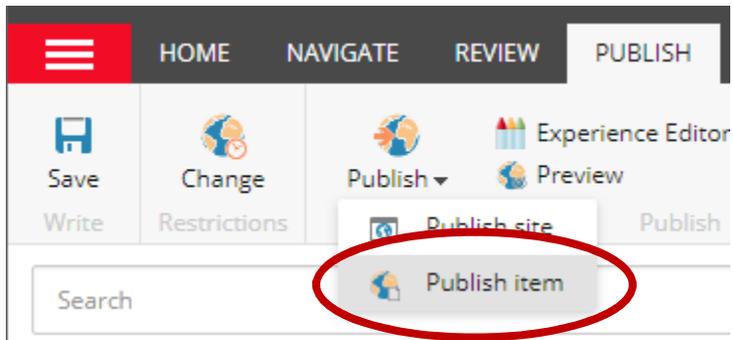
- a. Select the file you need to update/replace.
Then click Lock and Edit, as shown below:



- b. Scroll down to Media tab.
 - a) Click **Detach**
 - b) Then **Attach** the new document you need to upload.



c. Then Publish the item:



d. **Note:** Link should stay the same.
Make sure to clear browser cache before checking.