

How do I upload an image in CMWeb?

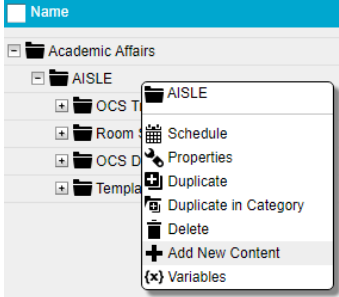
Tell Me

Follow the steps below to upload an image to a **Content Category** in Content Manager Web (CMWeb).

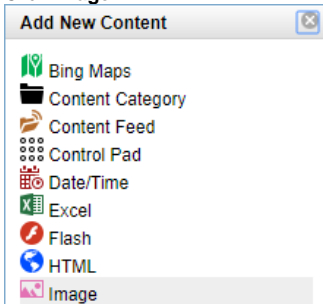
1. Log in to **CMWeb** using your NinerNET credentials
2. Click the **Content Library** tab





3. Right click your department's Content Category and click **Add New Content**



4. Click **Image**

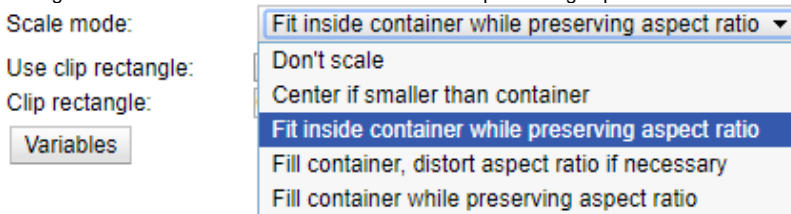


5. Click the upload button  next to the **Location** field
6. Click **Choose File**
7. Select the image to upload and click **Open**


 **Unique Filename**


Make sure each image has a department-specific filename (ex: *AISLE.ClassroomSupport.Directory.9-18-2017.DirectoryMain.jpg*) before uploading to prevent content being replaced by a file with the same name

8. Click **Upload**
9. Click **OK**
10. Update the name (if desired)
11. Update the duration (default is 30 seconds)
12. Change the **Scale mode** to "Fit inside container while preserving aspect ratio"



13. Click **OK**

 **Save your work**

Click the save button  to save any changes made

Related FAQs

- [How do I request FWI Digital Signage?](#)
- [What is Content Manager Web \(CMWeb\)?](#)
- [Four Winds Interactive \(FWI\) - Digital Sign Management](#)
- [What is FWI Digital Signage?](#)
- [What training resources are available for FWI?](#)