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1 Introduction

Umbraco is an information platform that allows you to quickly and easily publish information on a website without the need for any specific knowledge of creating web pages. Umbraco allows any staff member to easily create and update a company’s website via a normal web browser. It can be compared to simple word-processing.

No special skills are needed to be able to create web pages using Umbraco, and you will be able to create pages and publish them without any previous knowledge of HTML. Never the less, this will in no way reduce the functionality of your website. Umbraco offers a number of complete functions that each editor can use to develop their website. The aim of a platform such as Umbraco is to distribute the work involved in keeping a website up-to-date among as many people as possible. It is easy to learn and use. Most people think it is good that the tool is easy to learn but those who already have knowledge of creating websites can often feel limited using a platform. If you already have considerable experience in creating web pages, you can use your knowledge to create web pages using HTML, or other tools you are used to using, which you can then integrate into Umbraco. Anything you can do using HTML, you can also do using Umbraco.

Umbraco is a platform for all types of websites. Most commercial websites are aimed at different target groups. Almost all companies have a public website that they use to market themselves and their products to customers and other interested parties. Most companies also have an intranet, which is a website for publishing internal information for employees. Many also have an extranet, which is intended for employees and often for close partners and subcontractors as well. These last two types are usually password protected, so that only those with the necessary authorization can access them. Through working with Umbraco, all kinds of websites can be managed on one single platform. Some organizations have chosen to implement Umbraco on all their websites, while others only on a selection. All editing work is carried out directly via a web browser, which means that you will always be able to log on to Umbraco via the Internet to create and update information, irrespective of time and place.

Whilst Umbraco has been designed to be as intuitive as possible, the objective of this document is to give editors the key skills they will need to perform their job, and make learning and using Umbraco a breeze.

Happy editing!
2 Getting Started with Umbraco

2.1 Logging On

Umbraco is a web publishing system that is easy for editors to use and does not require large hardware and software resources. All you will need is basic word processing skills and any modern web browser. To access edit mode, open your web browser and enter http://www.usi.edu/umbraco/ A login box will appear for you to enter your username and password. Check with USI Web Services for account access.

2.2 The Edit Mode Interface

Once you have logged on to Umbraco's edit mode, the following content will be shown in your browser. On the left of the window is the contents panel showing the pages of the website in the form of a tree structure. Below the content panel is the sections panel, which contains links to the different sections of the edit mode interface. The right side of the window either displays the current page or, as in this case, the start page in edit mode.

The structure as the editor sees it in edit mode. Every heading here corresponds to a page on the Web site. Click the triangle to display the sub-pages.

The sections panel used to navigate around edit mode sections. Different users will have different sections that they can access.

Quick create button to start creating content

Quick search field to find existing content
2.3 Editing Existing Content

To edit a page in edit mode:
1. Browse to the page you want to edit in the tree structure within the content panel, and select the page by clicking its name. The edit interface for the page is then displayed on the right. (You can browse sub pages in the tree structure by clicking the triangle in front of the page name).
2. Make your changes to the content.
3. Click Save.
4. Click Preview to preview how the page will appear on the live website.
5. Once you are satisfied, click Save and Publish to make the changes live.

2.4 Create, Save and Publish Content

The procedure for creating pages in Umbraco can be described in six easy steps. Start by deciding where to locate the page, then create the page, add content to the page, save the page, preview the page and finally publish the page.
1. Select the page to which you would like the new page to be a sub-page of.
2. Right click the page, and click Create from the context menu, then select the document type and enter a name for the page.
3. Add content to the page
4. Click Save.
5. Click Preview to preview how the page will appear on the live website.
6. Once you are satisfied, click Save and Publish to make the changes live.
2a. Click **Create** from the context menu

1. Select a page in the content tree

2b. Select the document type and enter a name for the page
2.4.1 Various Saving and Publishing Options

It is possible to save the contents of page in several different ways. The various alternatives suit different occasions, depending on what you want to do after you have saved.

Save

The Save button is ideal for when you are working on one page for a long period of time. To be sure that you won’t lose any of the changes, you should save regularly. When you select Save, the content is stored but not published to the live website. *(You can use the Preview button to preview how the page will appear on the live website)*

Save and Publish

The Save and publish button is ideal for when you want to publish a previously saved page to the live website, or to just publish a page without previewing it.

Publish (Context Menu)

The Publish option within the context menu is ideal for when you want to publish a page and all of its sub-pages all at once. When you click Publish, a dialog is displayed for you to choose which pages should be published.

Scheduled Publishing

Scheduled publishing is ideal when you need a page to go live at a specific date and time when it is not convenient to do so manually. The scheduled publish settings can be found on the properties tab of the page you wish to publish. Simply click on the Properties tab and select a Publish at date then click Save and the page will publish itself automatically when the selected date occurs.
2.5 Working on the Structure of the Website

Constructing a website from scratch requires a great deal of thought before the practical work begins. It is important to have a clear idea of what information is to be displayed and how this should be structured so that visitors can easily find what they are looking for. If a large amount of information is to be displayed, it is even more important to plan properly before starting work. From a purely technical point of view, there is usually no particular problem in beginning with the practical work, but this can entail a large amount of duplicate work if you are not satisfied.

It is normal to create an area-based structure directly under the home page, and to build up structures under this home page for each area. To make it simple for visitors to find what they are looking for and navigate around your website, it is a good idea to limit the menu structure to a maximum of three levels. This also makes it easier for you to maintain the website in a clear manner.

The structure in Umbraco is made up of pages. The names of the pages automatically form structures and menus. At the top of the structure you will always find the home page, which is the basis of your website. Under the home page, you then create the structure you want by creating new pages. It may be appropriate to create pages so that the structure is ready before you fill the pages with content. It is also very easy to move and copy pages in the structure.

The root of the site structure is also where you will find the Recycle Bin.
2.6 Ordering Pages

The pages in Umbraco are sorted in the tree structure according to a predefined sort order. It is most common for the page that has been created most recently to be placed at the top of the tree structure. You can easily change the sort order of the pages in a section of the website by using the sort function.

1. Select the parent page of the section to sort.
   (The page to which the pages you wish to sort are sub-pages of)
2. Right click the page, and click Sort from the context menu.
3. Drag the pages into the required order. Alternatively, click on the Name or Creation date column header to sort the items automatically by Name or Creation date. Clicking on a column header again reverses the sort order.
4. Click Save

![Ordering Pages](image)

2.7 Moving a Page

You can easily move pages between sections within the site structure using the move function.

1. Select the page you want to move.
2. Right click the page, and click Move from the context menu.
3. Select the parent page you want to move the page below.
4. Click OK
2.8 Copying a Page

If you want to reuse a page or structure you have created previously, you can copy the page and its sub-pages to a different point within the site structure. When you copy a page, all its sub-pages will also be copied. You can also define whether links should be automatically updated, or keep the linkage with the original pages.

1. Select the page you want to copy.
2. Right click the page, and click **Copy** from the context menu.
3. Select the parent page you want to copy the page below.
4. Select whether to **Relate copied items to the original** page.
5. Click **OK**
2.9 Deleting a Page

If you have a large number of pages on your website that are no longer public, you can delete them from the website. Once you have deleted a page, it is sent to the Recycle Bin. If you change your mind, you can restore the deleted page from the Recycle Bin.

1. Select the page you want to delete.
2. Right click the page, and click Delete from the context menu.
3. Click OK to confirm deletion of the page, or click Cancel to cancel deletion.
3 Working with Content

In this section, we will show how to work with different data types in Umbraco. In practice, you build up your entire website with the aid of ready-made page templates instead of building it using HTML and programming, which is normal when you do not have a tool like Umbraco. Basically, you only need to fill in the information, since the functionality is contained in the page template.

3.1 Rich Text Editor

The Umbraco Rich Text Editor is the field where you, as editor, can be creative. You select how much you want to do yourself. You can work on text content, format the text, or simply leave it the way it is. If you want to do more, you can insert images, create tables or create links to other page or documents. You are only limited by the scope of your own imagination.

The functionality varies depending on how the editor is setup. In this manual the built-in editor is described. Contact your system administrator for details about which editor featured your organization uses.

3.1.1 Editor Buttons

Below are all the default editor buttons available. Your system administrator is able to determine which buttons are displayed in different templates. You could therefore have access to more or fewer buttons than those shown here.

3.1.2 Paragraph Break/Line Break

The Editor is like any other word processing program. You write the text, and the text wraps around when the line reaches the end. When you press ENTER in the editor, you get a paragraph break, which means there is space between the paragraphs. If you do not want a space, you have to make a line break instead. You do this by pressing SHIFT+ENTER.

3.1.3 Shortcut Keys

To make your work easier, there are shortcut keys for certain editor functions. Shortcut keys let you use the keyboard to carry out certain commands.
<table>
<thead>
<tr>
<th>Command</th>
<th>Shortcut Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + Z</td>
<td>Undo</td>
</tr>
<tr>
<td>Ctrl + Y</td>
<td>Redo</td>
</tr>
<tr>
<td>Ctrl + X</td>
<td>Cut</td>
</tr>
<tr>
<td>Ctrl + C</td>
<td>Copy</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Paste</td>
</tr>
<tr>
<td>Ctrl + B</td>
<td>Bold</td>
</tr>
<tr>
<td>Ctrl + I</td>
<td>Italic</td>
</tr>
<tr>
<td>Ctrl + A</td>
<td>Select all</td>
</tr>
</tbody>
</table>

### 3.1.4 Editor Context Menu (Right-Click)

As well as the editor toolbar, you also have access to all the standard tools via a context menu. To display the context menu, simply right-click anywhere within the editor content area.

### 3.1.5 Text Formatting

You do not normally need to spend much time formatting text because Umbraco takes care of a lot of the formatting for you. When the default formatting is not enough however, there are a number of options for controlling the formatting of text.

#### Formatting Buttons

The most basic, and probably the most familiar way to control formatting are via the formatting buttons. These work much the same as those found in most word processing applications such as Microsoft Word. With these you can apply simple formatting such as **Bold**, *Italic* and *underline* as well as altering text alignment and creating bulleted and numbered lists. If you cannot view all the formatting buttons you will need to be given access by an administrator.

Regardless of the formatting being applied, the process for applying a format using the formatting buttons is always the same.

1. Select the text you want to apply the formatting to.
2. Click the formatting button to apply the formatting you wish to add.

#### Styles

Another way of apply formatting is via the **Styles** dropdown list. The styles list provides a set of predefined styles that can be applied to text whilst maintaining a consistent look and feel through the site. These styles often incorporate more advanced formatting functionality, such as headings, sub headings and paragraphs. Whilst the styles available on your site may differ, the process for applying styles is always the same.

1. Select the text you want to apply the style to.
2. Select the style to apply from the **Styles** dropdown list.
Copying Content from Other Programs

You can copy text to Umbraco from any program you like. The important thing is to paste the text in the right way, so as to maintain the look and feel of the website.

1. Select and copy the text in the program you want to copy from.
2. Switch to Umbraco and enter edit mode for the page you wish to copy the text into.
3. Position the cursor in the editor at the point where you want to place the text.
4. Click Paste from Word in the editor toolbar.
5. In the dialog, press Ctrl + V to paste in the text.
6. Click Insert to complete the process.

By pasting content in this way, it ensures that only those formatting rules allowed by the system are kept and that the integrity of the site is maintained. If you do past in formatted text from another application without using the Paste from Word feature, you can remove all formatting from the text by following the process as detailed in Removing Formatting.

3.1.6 Show/Hide HTML Code

If you are proficient in the use of HTML, you can switch to HTML mode and create your page by writing HTML code. You can also check the code and make minor adjustments here to get the page exactly as you want it.

3.1.7 Links

The Insert Link button is used to create links to internal pages and media files, external pages, e-mail links and anchors. The process for inserting a hyperlink differs depending on the type of hyperlink you wish to create.
Link to a Page on Another Website

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. In the **URL** field, enter the URL of the web page you wish to link to.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**
Link to a Page in Umbraco

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. Select a page from the **Content** tab to link to.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids. (By default the name of the selected page will automatically be entered for your convenience)
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**
**Link to a Media File in Umbraco**

1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. Select a media file from the **Media** tab to link to.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**
**Link to an Anchor on the Same Page**

Sometimes it can be useful to be able to link to a place on the same webpage. This can be the case if you have a long piece of text divided into several different sections for example. In order to be able to link to a specific place on a page, you must add an ‘anchor’, so that the web browser knows where it should go.

**Insert an anchor**

1. Select the text where you want to place a bookmark.
2. Click **Insert Anchor** in the toolbar.
3. In the **Name** field, enter a name for your anchor. If possible, avoid using special characters or spaces.
4. Select **Insert**.
5. The anchor is displayed in the editor as a yellow anchor symbol.

![Insert local link](image)

**Change an Anchor**

1. Select the anchor symbol in the editor.
2. Click **Insert Anchor** in the toolbar.
3. In the **Name** field, update the name for your anchor. If possible, avoid using special characters or spaces.
4. Select **Insert**.

**Delete an Anchor**

1. Select the anchor symbol in the editor.
2. Press the Delete key.
Link to an Anchor
1. Select the text that will form the hyperlink.
2. Click the **Insert Link** button to launch the link properties dialog box.
3. Select the anchor to link to from the **Anchor** dropdown list.
4. In the **Title** field, enter the text that will be shown as a pointer to the link. This is important information for everyone reading the website with different accessibility aids.
5. In the **Target** field, select the target window / frame the link should be opened in.
6. Click **Insert**

Create a Link from an Image
You can make images into clickable links in Umbraco.

1. Insert an image into the editor.
   *(See *Working with Images* for more details)*
2. Select the image that will form the hyperlink.
3. From here, follow the same instructions as for inserting a normal hyperlink, starting at step 2.
3.1.8 Working with Images

To display images on a page they must be stored on the web server. Many organizations set up a media library, containing images that editors can use on their pages. Others allow their editors free use of their own images. The procedure for uploading an image varies slightly, depending on which method your organization has adopted. Check with your system administrator what is applicable in your organization.

Unlike many other computer applications, a web page does not embed images. Instead, it uses a link to the image and location on the web server upon which the image is stored. This means that if you delete an image from the web server it will also disappear from the page.

For a variety of reasons, some visitors will not be able to see the images on your website. It is also common that many people disable the display of images when browsing the web if their modem connection is slow. People who are visually impaired can ‘read’ web pages using various accessibility tools; however, images are often difficult to ‘read’. So that both these groups of people can understand what an image represents, it is important to provide a text option where the image is described in words. You enter the description of the image in the Name field.

Inserting an Image from the Media Library

1. Place the cursor in the editor where you want to insert your image.
2. Click the Insert Image button from the toolbar to open the image properties dialog box.
3. Select an image from the Choose tab to insert.
4. In the Name field, enter a name/description for the image.
   (By default the name of the file will be automatically entered for your convenience)
5. Enter the desired dimensions of the image in the Width and Height fields.
   (By default the actual width and height of the image will be automatically entered for you convenience)
6. Click Insert to add the image.

7.
Inserting an Image from your Computer

1. Place the cursor in the editor where you want to insert your image.
2. Click the **Insert Image** button from the toolbar to open the image properties dialog box.
3. Click the **Create New** tab.
4. In the **Name** field, enter a name for the image.
5. In the **File** field, choose a file to upload by clicking **Browse...** button and selecting the file to be uploaded.
6. In the **Save at...** field, choose a location within the media folder to upload the image to by clicking the **Choose...** link and selecting the appropriate folder.
7. Click **Save** to upload the image.

8. If you prefer to change the dimensions of the image, enter the new dimensions in the **Width** and **Height** fields.
   (By default the actual width and height of the image will be automatically entered when you click save.)
9. Click **Insert** to add the image.
Deleting an Image from the Page

If you want to delete an image from the page, simply select the image and press Delete. The image disappears from the page, but is not deleted from the web server.

3.1.9 Macros

In Umbraco, macros are small building blocks of functionality that can be dropped into an editor. Each macro encompasses a piece of functionality, and provides a simple interface to be able to modify the macro to your requirements. A macro can be anything from a contact form to an embeddable media player. The advantage of macros is that it gives editors the ability to add complex elements to the page in a simple manner.

What macros are installed differs from system to system, so please see your system administrator to find out which macros are available to you; however, the process for adding and updating a macro is always the same.

Adding a Macro to the Page

1. Place the cursor in the editor where you want to insert your macro.
2. Click the Insert Macro button from the toolbar to open the macro properties dialog box.
3. Select a macro to insert from the Select macro dropdown list.
4. Click **OK** to select the macro.

5. Configure the macro as required.

6. Click **OK** to insert the macro.

7. The macro is displayed in the editor with a yellow dotted border.

Above is an example of the macro properties for the ‘uQR’ macro
Updating a Macro on the Page
1. Select the macro to update.
2. Click the Insert Macro button from the toolbar to open the macro properties dialog box.
3. Configure the macro as required.
4. Click OK to update the macro.

3.1.10 Tables
Tables are used to format information in a grid based structure. When you insert a table, you select how many rows and columns the table should comprise of, as well as fill in a number of additional optional formatting properties. These values can be altered later, so you do not need to know exactly what your table will look like when you create it.

Table Properties
Once you have created a table, you can tailor it to your requirements. You can change its position on the page, change the width of table and enter colors and background images. Make these changes in the Insert/Modify table dialog box, which you can open by right-clicking anywhere in the table and selecting Table Properties.
General Tab

Cols / Rows
The cols and rows field defines how many columns and rows will make up your table.

Cellpadding
Cell padding is the distance from the edge of the cell to its content. The distance is given in pixels. The default value for cell padding is 1 pixel. If you do not want any distance, you must specify the value 0.

Cellspacing
Cell spacing is the distance between the cells in a table. The distance is given in pixels. The default value for cell spacing is 2 pixels. If you do not want any distance, you must specify the value 0.

Alignment
Using alignment, you can decide where on the page the table will be placed. Here you can select to position the table to the left, to the right or have it centered.

Border
The border field defines in pixels, the thickness of a border line to go around the table. If you do not want any border, you must specify the value 0.

Width / Height
The width and height fields define the physical dimensions of the table, and can be defined in either pixels or as a percentage of the containing element. To enter a pixel dimension, simply enter the number of pixels you want the table to be, or alternatively for a percentage based dimension, enter a number between 1 and 100 followed by the ‘%’ character. Setting the height of
a table is generally not common practice, although it can be done. If a height is not defined, then the height of the table is generally governed by its content.

Table caption
Checking the table caption field will provide a caption area at the top of the table to allow you to define a caption for the table.

Cell Properties
To modify the properties of cell, you would need to do this via the Table cell properties dialog box, which you can open by right clicking anywhere in the table cell and selecting Cell > Table cell properties.

Row Properties
To modify the properties of a row, you would do this via the Table row properties dialog box, which you can open by right clicking anywhere in the table and selecting Row > Table row properties.

Modify the number of Rows and Columns in a Table
If you have a table on a page that you want to add or remove rows or columns from at a later point, you can do this by right clicking the table, and selecting one of the insert or remove options from either the row or columns sub menu.

Merging Cells
If you want to merge two or more cells in a table, you can do this via the Merge table cells dialog box, by right clicking the left / top most cell you want to merge and selecting Cell > Merge tables cells. From the dialog, you can say how many columns or rows you want to merge the cell over.
Splitting Cells

You can re-split two or more cells that you previously merged by right clicking in the cell, and selecting Cell > Split merged table cell.
4 Version Management

Umbraco allows you to work with multiple versions of the same page. All previously published pages are saved in a version history list. This means that you never lose changes to a page, because all old versions of the page are always saved to the history. You then have the opportunity to access and re-publish older versions if necessary.

4.1 Comparing Versions

To compare a page on the site with its previous versions:

1. Right-click on the page and choose the Rollback option
2. In the Rollback dialogue box, select a version from the Rollback To dropdown list
3. When you select a version from the dropdown list, you are presented with a comparison of the current page with the version you selected. Red, struck-out text is text that will not appear in the selected version and green means text that will be added, should you choose to rollback to that version of the page.
4. If you check the Html checkbox, you will be shown the selected version of the page as Html. Check the Diff checkbox to see the differences between the versions as a list of fields.

1. Right-click on a page in the Content tree and choose Rollback

2. Select a version from the Rollback To dropdown list
4. Check the Diff checkbox to see the differences between the two versions as a list of fields.

4. Check the Html checkbox to see a comparison of the versions as html.

3. The differences between the current version of the page and the selected version are displayed.
4.2 Rollback to a Previous Version

To rollback to a previous version of the page:

1. Follow the steps in Comparing Versions
2. When you have chosen the version of the page that you wish to rollback to, click the Rollback button.
3. Click OK to confirm the rollback. Your content has now been rolled back to the selected version of the page.
4. Click the “Close this Window” link to return to the Content tree.
5 Media Management in Umbraco

All media within your site first needs to be loaded into the Media section. The Media section is basically a media library for the site. To access the Media Section click the media icon in the sections area.

Within the Media section you can create folders and files in a similar manner to that of your desktop computer.

5.1 Working with Folders

Folders can be used to help organise the Media section and to keep similar items in a logical structure.
Creating a Folder

1. Select the folder to which you would like the new folder to be a sub-folder of.
2. Right click the folder, and click Create from the context menu, then select Folder from the media type dropdown and enter a name for the folder.
3. Click Create.
Enter a name for your folder, and set the media type to Folder. Click the Create button.

**Deleting a Folder**

If you wish to tidy up the Media section of your site, you can easily delete existing folders. Once you have deleted a folder, it is sent to the Recycle Bin. If you change your mind, you can restore the deleted page from the Recycle Bin.

1. Select the folder you want to delete.
2. Right click the folder, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the page, or click **Cancel** to cancel deletion.

Note that the contents of the folder are also moved to the Recycle Bin. You can restore items from the recycle bin in the same way as you can in the Content section.

**Restoring a Folder from the Recycle Bin**

The Recycle Bin is a separate tree structure within the Media panel and you can recognize it by the recycling symbol to the left. If you click the triangle in front of the Recycle Bin, you will see its contents. To restore a folder, move the item to the part of the tree where you want the item to be. Read more about how to do this in the section entitled **Moving a Folder**

*(This feature is only available in Umbraco v4.5)*
Moving a Folder

You can easily move folders within the Media section using the move function.

1. Select the folder you want to move.
2. Right click the folder, and click Move from the context menu.
3. Select the parent folder you want to move the folder below.
4. Click OK

Sorting the Contents of a Folder

Media items in Umbraco are sorted in the tree structure according to a predefined sort order. It is most common for the item that has been created most recently to be placed at the bottom of the tree structure. You can easily change the sort order of the items in a folder by using the sort function.

1. Select the folder to sort.
2. Right click the folder, and click Sort from the context menu.
3. Drag the folders, images and files into the required order. Alternatively, click on the Name or Creation date column header to sort the items automatically by Name or Creation date. Clicking on a column header again reverses the sort order.
4. Click Save
3b. Click on the column headings to sort by Name or Creation date.
5.2 Working with Images and Files

Uploading an Image or File

1. Select the folder where you would like to create your new image or file.
2. Click on the upload button on the tool bar

3. Either drag files from your computer or click the Browse... button and select the files you want to upload.

2. Right click the folder and click Create
4. Click **Upload**.

5. Your images will appear in the folder you selected in the Media Section.
Changing the name of an image

If you wish to rename any of your images,

1. Select the image you want to rename.

2. Choose the Properties tab.

3. Change the Name field as required.
Deleting an Image or File

If you wish to tidy up the Media section of your site, you can easily delete existing images. Once you have deleted an image, it is sent to the Recycle Bin. If you change your mind, you can restore the deleted image from the Recycle Bin.

1. Select the image you want to delete.
2. Right click the image, and click **Delete** from the context menu.
3. Click **OK** to confirm deletion of the image, or click **Cancel** to cancel deletion.

Restoring an Image or File from the Recycle Bin

The Recycle Bin is a separate tree structure within the Media panel and you can recognize it by the recycling symbol to the left. If you click the triangle in front of the Recycle Bin, you will see its contents. To restore an image or file, move the item to the part of the tree where you want the item to be. Read more about how to do this in the section entitled *Moving an Image or File*.

(This feature is only available in Umbraco v4.5)

Moving an Image or File

You can easily move images between folders within the Media section using the move function.

1. Select the image you want to move.
2. Right click the image, and click **Move** from the context menu.
3. Select the parent folder you want to move the image below.
4. Click **OK**
6 Tips & Tricks

6.1 Reload Nodes

When editing content, the content tree will generally refresh itself when content is saved. If the tree doesn’t refresh, or if multiple editors are working on the site, and you want to have their changes loaded into your content tree, you can do this by reloading parts of the content tree. To reload a section of the content tree, simply right-click on an item in the tree, and choose the Reload nodes option from the context menu. Choosing this option causes the content tree to refresh itself, and its child nodes, to reflect any new changes.