Template Workspace Files & Folders

The Template Workspace Files & Folders should contain template specific graphics. Graphics include logos, custom icons and background photos (if applicable).

If you have a Custom Template, your designer will provide specific dimensions for each item during the delivery phase.

If you are setting up a Design Ready Template, you can access specific size dimensions within each templates description in the Template Configuration Window.

Uploading assets to the Template Workspace Files & Folders will make them available for application in the Template Configuration Window.

Access the Template Workspace Files & Folders

Here's how you access the Template Workspace Files & Folders.

1. In *Site Manager*, expand CONFIGURE in the Content Browser by clicking on the arrow and select Templates. The Template Workspace displays.
2. Click **Files & Folders**.

Logos

Inside the Images subfolder, create a subfolder named *Logos*. Within the Logos subfolder is where you will upload your logos.

Here's what you'll need to do prior to uploading your logos.

- Images are sized correctly to be placed
- Images are saved as a transparent .png if they are going on a solid background
- Images are saved as a .jpg if they are going to be placed on a white background

Custom Icons

Inside the Site Files subfolder, you will create a subfolder named *Icons*. Within the Icons subfolder is where you will upload your icons.

Here's what you'll need to do prior to uploading your icons.

- Images are sized correctly to be placed
- Images are saved as the desired color since custom icons are not color changing
- Images are saved as a transparent .png if they are going on a solid background
- Images are saved as a .jpg if they are going on a white background

Background Photos

Inside the Images subfolder, you will create a subfolder named *Backgrounds*. Within the Backgrounds subfolder is where you will upload your background photos.

Here is what you'll need to do prior to uploading your background photos.

- Images are sized correctly to be placed
- Images are saved as a .jpg or .png

To learn more about Files & Folders, read the Files & Folders Guide. To learn more about template set up, read Working with Templates or the Template Configuration Guide.