

Quick Guide! One Step Add and Associate an Asset to Content

You created new content and you want to add and associate an asset.

You can add it in One Step!

Make sure you are at Edit Content for your content...

Edit Content Item

CONTENT ID: 214340

Preview Update Duplicate DELETE

Basic Content Information * denotes required fields

* **Primary Category:** EMICHIGAN-HOWTOTIPS-TIPS_AND_TRICKS
Change Category Edit Category Browse Category

Content Status: LIVE

* **Content Type:** HTML (HTML 1.0/2.0)

* **Content Title:** One Step ADD & ASSOCIATE an asset to your content!
Character Count

Scroll down to the Associated Asset section of the page...

-Content Only -Both Comp/Cont Update Association

Add an Associated Asset

Enter Asset ID - Shortcut: Associate

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

...and select One Step Add and Associate Asset. The Add Asset process begins!

Select your site from the Category preselect list.

Category Pre-Select

FOR ASSET SECURITY: Please select a SITE (or select NONE for no security) from the list below. Only asset categories that are below the selected category will be available for selection on the next input screen.

<- NONE ->
DNR
DNRE
EMERGING_DISEASES
KIDS
LICENSESEARCH
LM
MDARD
MDE
MFPC

Continue

The Add New Asset form appears!

Fill in your fields and be sure to add the descriptive text that is required for both a document and an image.

If you are adding an image, select the Thumbnail box if you need the image to be a thumbnail appearing in a component.

Add New Asset Complete this form and click ADD to upload and register the asset. **Add**

Whoa! Is your asset too big? **Image Sizer Tool** Assets exceeding 10 MB will NOT be accepted. Images exceeding 1 MB and exceeding 1000 pixels in width or height should be resized before uploading.

*Asset FileName: C:\Users\nolana\Desktop\migov.png **Browse...**

*Asset Permission: EMICHIGAN-ASSETS
eMICHIGAN Assets

*Asset Type: IMAGE (Image (.gif, .jpg, .bmp, .png))
Thumbnail? Check box for YES. **Fill out form completely and use good alt text for images. Check Thumbnail box if you need the image in a component. Click ADD!**

*Asset Description: Michigan.gov banner logo
(24 of 128 chars max)

*Alternate Tag: (Image Only) Michigan.gov banner logo

CMA Keywords:

File Statistics File Size in Bytes:

Complete this form and click ADD to upload and register the asset. **Add**

You are transported back to the Edit Content screen and you can see your added and associated image is now connected to your content!

Associated Assets

Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
441816	Michigan.gov banner logo	/images/emichigan/migov_441816_7.png	<input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont Priority: 100 Update Associ	Delete

Add an Associated Asset
Enter Asset ID - Shortcut: **Associate**

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

To go one step further... if you want to create a link item to a PDF file or document asset, you can go to the Link Field and check the Asset radio box. Then put the asset ID in the URL field, and click update.

The URL is automatically completed for you and will be totally accurate!

Send feedback for this Quick Guide to emichigan@michigan.gov