Upload Product Images in the CMS

Overview

Upload product images in the CMS in Product Maintenance. Unlike images uploaded via the Integrator, there are no restrictions on the number of images you can upload and how an image is named. You can also add tags to an image.

File Manager in the CMS can be used to maintain product images. However, you cannot assign images to specific products unless you are replacing an assigned image with another of the same file name.

(i) Impo	ortant
	uct images uploaded via File Manager will not be checked for file size suitability. Therefore you must ensure that the image is not too large is to over a subscription of the web.
	 The maximum file sizes should be: 250kb for desktop/tablet: 50kb for mobile. The pixel dimensions required depend on where the image will be displayed: Thumbnail folder - 50 x 50 px (for order lines and in emails) Small folder - 250 x 250 px (for product search results) Medium folder - 500 x 500 px (for gallery) Large folder - 1000 x 1000 px (for zoom)
	Here are examples of the file sizes required:
	D Product Images.zip
	 File formats currently supported: .png, .jpg/jpeg, .gif, .svg. 'Next-gen' formats currently not supported but may in future releases:the software does not support the following file formats, but may in future releases of our products. .webp .avif .jp2 .jxr
	• For guidance on which to use when, see: image optimisation.

When you upload the image, four copies of the uploaded image will automatically be created and placed in the appropriate folder.

To upload a product image, navigate to **Products & Categories Product Maintenance**, then find the product you require. Scroll down to the **Product Media** section.

Adding Images

Media Image and Video Links	Collapse Section	
	Media Add Video Add Video	
Go to your file(s) and click o		ift-click' to select multiple images. Click
Organize New folder		
Creative Cloud Files Creative Cloud Files ConeDrive This PC 3D Objects Desktop Downloads Music Pictures Videos Local Disk (C:)	CV100.jpg	Item type: JPG File Dimensions: 1000 x 1000 Size: 95.3 KB
File <u>n</u> ame: CV100.jpg		 All Files (*.*)
The marine. CV 100.jpg		<u>Open</u> Cancel
Once the images have finish		V112.jpg
	100%	
		Insert Close

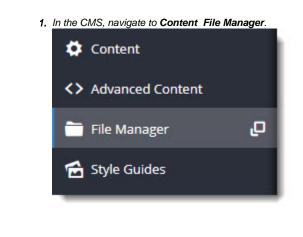
4. Once you click Insert, the image thumbnails will display in the product's media list.

	Media Image and Video Links	 Collapse Section 	
		Media	
		Control panel. Control panel. Front Add Tag	© Delete
		+ How to use.	O Delete
		Add Tag	
5.	To enter relevant c	Add Video Add Video	en click Add Tag . You can add more thai
6.	Click Save or Save	e and Exit. Copies of the uploaded image w	ill display in the appropriate folder.
	Create - Dupload		C Sort - Filter
		Images / ProductImages	
	Documents	Filename	 Size Type Modification date
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	50	dir 02/13/2020 21:49:09	
	500	dir 02/13/2020 21:49:09	
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	📄 💼 Medium	dir 11/02/2021 21:28:03	
	📄 💼 Original	dir 11/02/2021 21:27:57	
	Small	dir 11/02/2021 21:28:03	
	Thumbnail	dir 11/02/2021 21:28:03	

Edit images in CMS File Manager

To change or upload a product image in File Manager:



2. The File Manager window provides a list of images folders. Click on the ProductImages folder.

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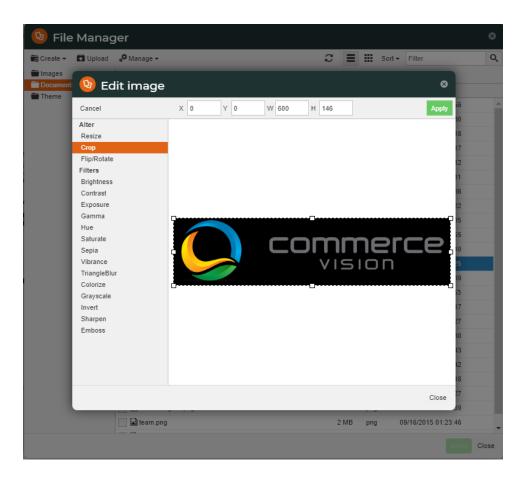
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	Controls			dir	02/13/2020 21:49:09	
	flyers			dir	05/20/2020 23:15:29	
	Productimages			dir	09/26/2020 04:08:01	
	Templatelmages			dir	06/29/2020 21:51:10	
	testck2			dir	07/06/2020 18:48:41	
	334b91f1-ca94-4132-9dcc-ff1bfb9c1056.png	75	KB	png	02/09/2021 19:23:41	
	a68bab29-80f5-4e37-a02b-024cfcfaffd8.png	42	KB	png	02/24/2020 19:48:31	
	CheckoutpageShowingIncorrectNotification.mp4	2 N	ИB	mp4	09/17/2020 23:33:41	
	Colour.png	66	KB	png	02/13/2021 03:41:07	
	David Black and White - Cropped - Web653.jpg	632	2 KB	jpg	10/12/2020 18:16:03	
	📄 🖻 graph.jpg	29	KB	jpg	10/12/2020 20:24:41	
	📄 🗟 logo-payright.png	16	KB	png	02/13/2021 04:17:01	
	Openpay_Single Line Logo without Strapline_RGB_Full Colour.	pnç 9 K	(B	png	02/13/2021 05:20:45	
	Openpay_Single Line Logo without Strapline_RGB_Full Colour	@2 19	KB	png	02/13/2021 03:45:57	
	Payright_LOGO_RGB_MASTER.png	34	KB	png	02/13/2021 04:01:08	
	testbeaver.png	10	KB	png	06/18/2021 23:08:28	

3. If this image is not yet linked to a particular product, upload it to the **Original** folder. Then add it to the product via **Product** <u>Maintenance</u>.

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	Medium	dir 11/	02/2021 21:28:03	
	🔄 🖶 Original	dir 11/	02/2021 23:46:34	
	Small	dir 11/	02/2021 21:28:03	
	📄 💼 Thumbnail	dir 11/	02/2021 21:28:03	

- **4.** If you want to edit or change an existing image file that has already been added for a product, select the appropriately folder: Thumbnail, Small, Medium or Large.
- 5. Edit or replace the image file. NOTE Remember that there are optimal pixel sizes for an image in each folder.

• Edit images - You can crop, resize, flip, and enhance the image in File Manager. Select the image, then click Edit.



Additional Information

By default, the CMS-uploaded image at the top of this list will be the first image displayed in any search on your site and in the Product Detail page. If a product has images uploaded via the Integrator and the CMS and you want the first Integrator-uploaded image to display first, please contact Commerce Vision to enable this option. **NOTE** - this option is available only for versions 4.21.02 and above.

Minimum Version Requirements	03.97.00
Prerequisites	
Self Configurable	Yes
Business Function	Products & Categories
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- File Manager
- What is File Manager in the CMS?