The IMS Library does not rename files upon download. Below is a helpful guide in keeping assets organized during the process of downloading images from the IMS Library and uploading the images in the BAC website CMS.

- Create a folder on your desktop called IMS STAGING.
- Within this folder create folders for sizes you use often:
  - 660x440
  - 310x206
  - 40x40
- Create a Lightbox for the specific task and add the selected files to Lightbox.
- Open Lightbox and download the files from within the lightbox. Since the BAC website requires multiple sizes of one image, creating a Lightbox helps in locating the files quickly since they’re in one easy location.
- Download the assets from the IMS Library at desired sizes.
- Place images in the corresponding folders listed above.
- Once you’ve finished downloading assets, add the image size to the end of the filename.
- When downloading multiple files you may want to use Adobe Bridge to batch rename files.
- Once you’ve renamed the files upload them into the CMS.
- Filenames should look similar to the examples below – specifically the file size located at the end of the filename:
  - 20130625-bds-presentations-001_660x440.jpg
  - 20130625-bds-presentations-001_310x206.jpg
  - 20130625-bds-presentations-001_40x40.jpg
- Finally, once the files are successfully uploaded into the CMS - delete the files from the folder on your desktop.