

How to Sign Up for Cloudinary and Configure File Naming Settings

<u>Cloudinary</u> is an end-to-end image- and video-management solution for websites and mobile apps, covering everything from image and video uploads, storage, manipulations, optimizations.

In this FAQ we will go over how to sign up for Cloudinary and change the Cloudinary unique filename settings. By default, when you upload an image to Cloudinary it will add characters to your image name in order to make it "unique". This will cause issues when you are matching images to items in Image Management in RepDesk.

1. Create an account with Cloudinary if you have not already. You can sign up for a free account at <u>Cloudinary.com</u>.

When you initially sign up for Cloudinary, you will need to verify your email address. You will be emailed a link from Cloudinary welcoming you and asking you to "Sign in to Validate your Email Address". Please sign in from the link in the email.

Once you sign in you, will be prompted to select your "main role" and define your "primary use cases" for Cloudinary.

Please select "Creative" or "Other (specify role)" and then select "I still don't know".

Welcome to Cloudinary			
What's you	r main role?		
< > Developer	DevOps		
Marketing	/ Tech Executive		
Creative	(?) Other		
Continue			

Welcome to Cloudinary			
What are your primary use cases?			
Collaborate with my team	Create and deliver asset variations		
Store and manage assets	Share assets with others		
I still don't know	Other		
Done			
• •			

2. Once you have set up your account, sign into Cloudinary and navigate to the Settings gear on the top right of the page. Once you are in the general settings, select the Upload settings.

	Ç* Setting	s € 0 -		
Dashboard	🖻 Media Library	🕼 Transformations	Reports	Add-ons
Settings				
Account	load Security	y Users		
Try out the new navigation experience!				
Want to try out our new navigation experience? You can switch back at any time before the official release. Making this change will update the navigation for all users in your account and for all product environments (sub-accounts).				
 If you implement the Media Library Widget, you must include a new parameter to your configuration. If you use the Media Library Widget or one of our <u>Platform Integrations</u> and your account has <u>SAML (SSO) login</u> enabled, you If you need assistance, <u>contact Support.</u> 				

3. Once you are in the Upload settings, navigate down to the middle of the page and find the Upload Presets settings. Select Edit under Settings.

Upload presets:	Enable unsigne	Enable unsigned uploading			
	Simplify your image Cloudinary account v using an upload pres	Simplify your image uploading procedure by enabling users to upload images and other assets into your Cloudinary account without pre-signing the upload request. For security reasons, unsigned uploads require using an upload preset.			
	Name	Mode	Settings		
	ml_default	Signed	Overwrite: true Use filename or externally defined Public ID: true Unique filename: false Delivery type: upload Access mode: public		
	Add upload pres	et			
	Upload presets allow you to define the default behavior for your uploads, instead of receiving these as parameters during the upload request itself. Parameters can include tags, incoming or on-demand transformations, notification URL, and more. Upload presets have precedence over client-side upload parameters.				

4. In the Upload Preset settings, select Storage and Access and then navigate to Unique filename and toggle it to "off". This will prevent Cloudinary from adding random characters to your image uploads. After you make this change you must save your changes by clicking the orange Save button on the top right of the page.

ŵ	Dashboard 🖻	Media Library 🛱 Transformations 🗠 Reports 🛸 Add-ons				
÷	Edit upload preset: m	l_default				
	Storage and Access	Upload preset name				
		ml_default				
	Media analysis and Al	The upload preset name must be unique in your account or sub-account. This value is passed as the				
joj	Upload Manipulations	'upload_preset' parameter when calling the upload API.				
01	Upload Control	Signing Mode:				
		Set to 'Unsigned' to enable unsigned uploading to Cloudinary with this upload preset.				
		Folder				
		An optional prefix (folder path) that will be prepended to the Public ID. This can be useful for creating meaningful, SEO-friendly file paths for your delivery URLs. It can include alphanumeric characters, underscores, hyphens and forward slashes (/).				
	Use filename or externally defined Public ID: 🥌 on					
		When 'On', then if a Public ID is specified for the uploaded file outside the context of this upload preset, it is used. Otherwise, the filename of the uploaded file is used. When 'Off', the Default Public ID setting determines				
		how to generate the Public ID. Default: Off				
		Unique filename: off Only relevant if The 'Use filename or externally defined Public ID' is 'On'. When 'Unique filename' is 'On', no random characters are added to the end of the asset's Public ID. This makes it possible to override existing				
		assets by uproduing a me with the same menanie as an existing Public ID. Default: Off.				

	Ģ⁺.	\$		0 -
Save		Free P	lan	Upgrade

5. Once this change is made, you can upload images and the file names will not change.





