

Getting Started

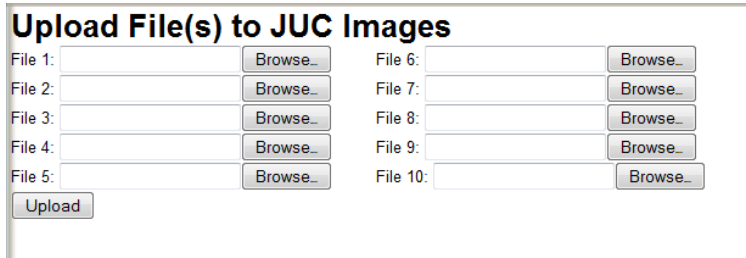
Login to your website and navigate to the Control Panel and select the Media Center option. If you have not optimized your images for the web, please see the following Blog post to learn about images on websites and to download a free tool for optimizing images: <http://blog.marycamacho.com/2011/10/all-about-images-on-web.html>

Adding a File

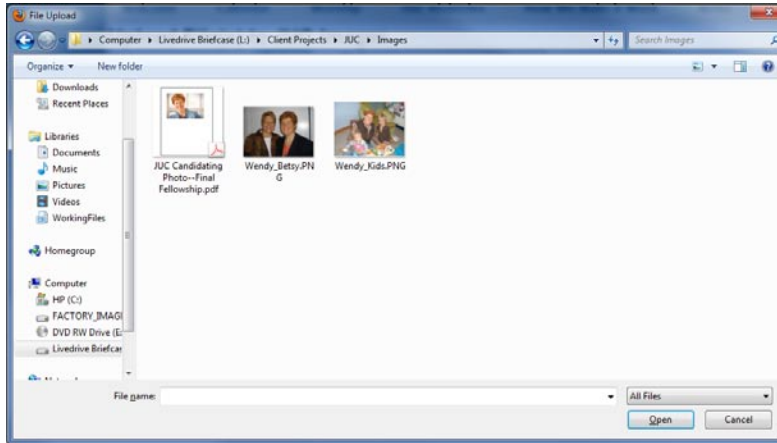
1. Select the folder you want to save the file to by clicking on the folder name on the left side of the Media Center. You can tell which one is open by looking at the folder icons.



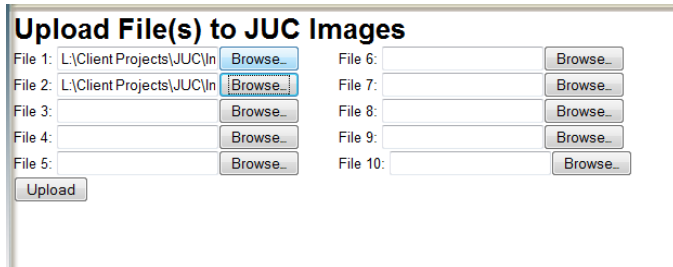
2. To add one file, select the Add/Replace a file button. For adding multiple items, use the Add Multiple Files button. We are selecting multiple in this example.



3. Select the browse button and navigate to the folder on your computer that has the image you want to upload. Select the image you want and press Open button.



4. Continue selecting images, and press Upload when ready.



5. Files are saved into folder and available to use on the website.