NEW DIGICATION

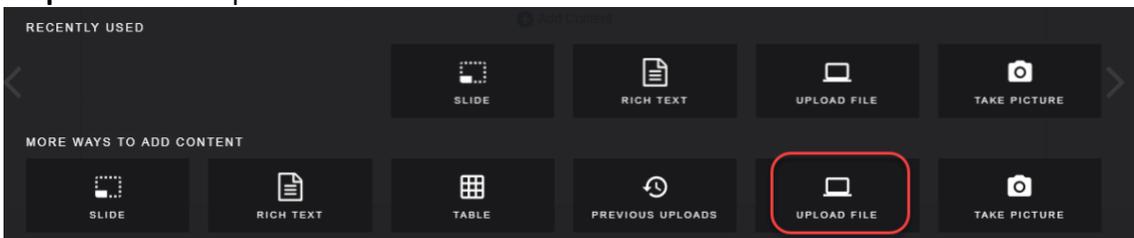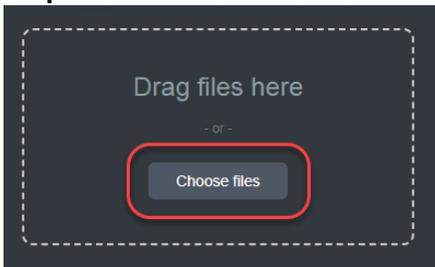**Uploading Multiple Files**

Step 1: Click on the blue + icon located at the bottom right of the page to go to "Content Library"
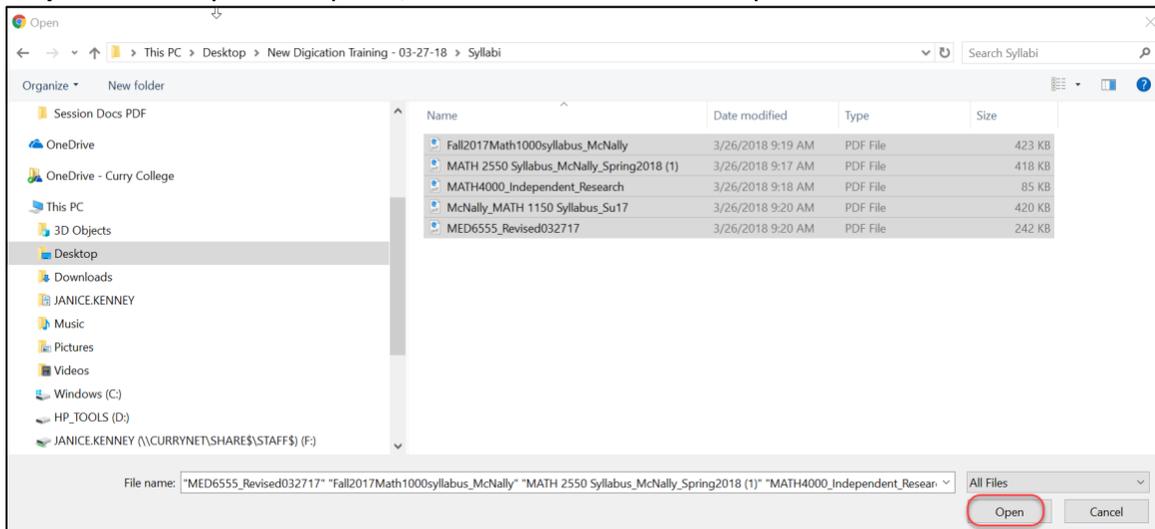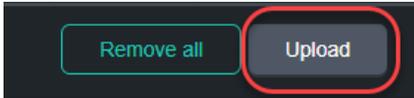

Step 2: Click on Upload File
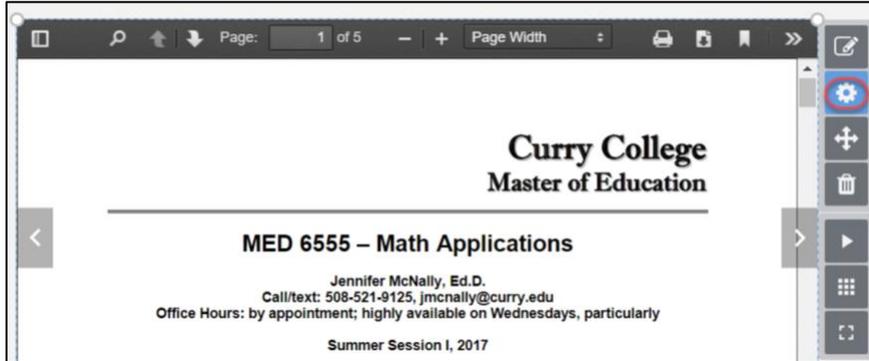

Step 3: Click on Choose files

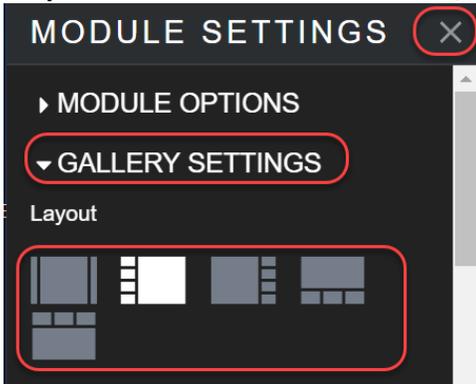**Step 4: Browse** your computer, **selec**t the files and **click** Open
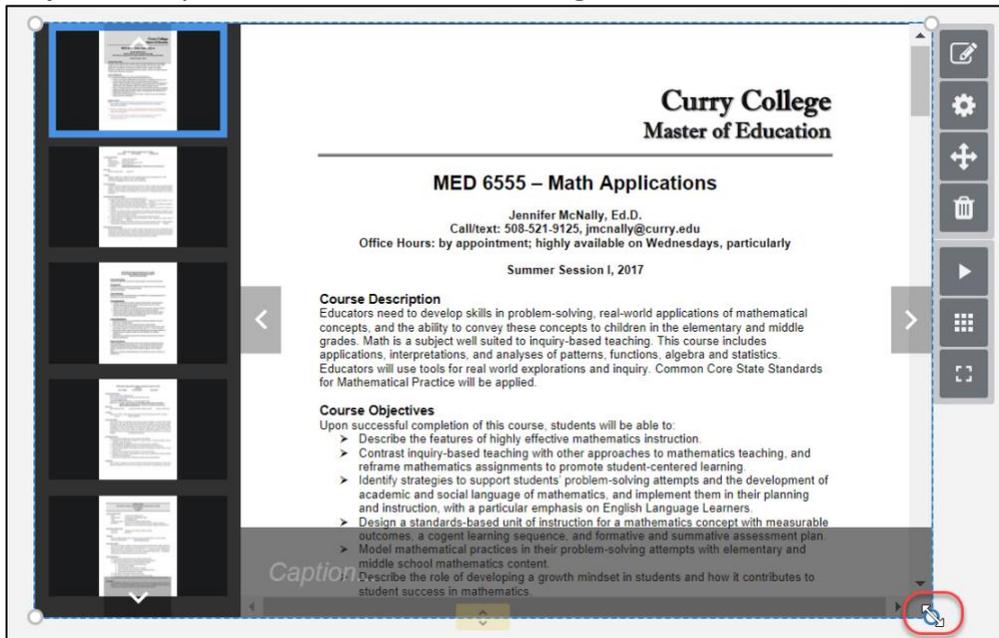
Step 5: Click Upload

Step 6: After the files have uploaded **click** on Settings (gear icon)

Step 7: Click on GALLERY SETTINGS, **select** a Layout icon then close the MODULE SETTINGS Panel
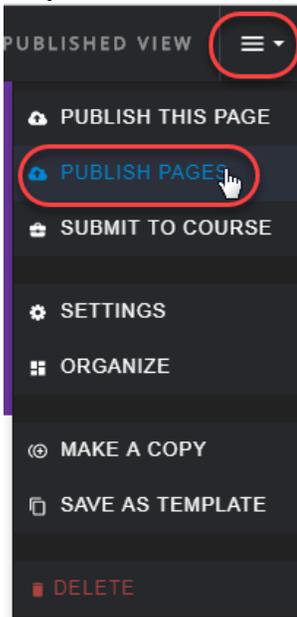

Step 8: Place your cursor over the bottom right corner of the file, click, hold and drag to resize the file

NOTE: If you have already added a file and would like to add more files to create a Gallery, click on the Edit button next to the file and choose **ADD MORE FILES**:

Step 9: Click on the menu in the upper right corner and **select** PUBLISH PAGES.

Step 10: Click PUBLISH