

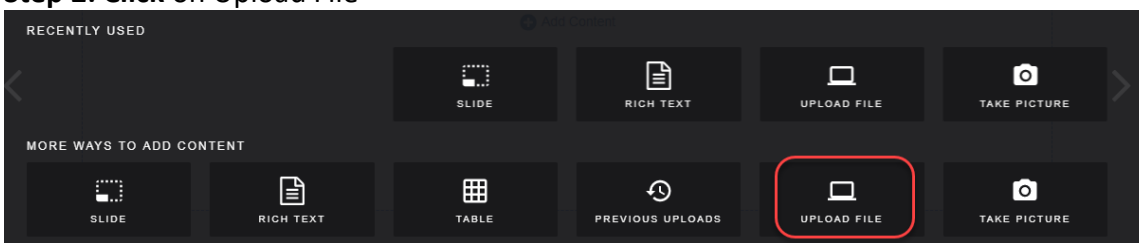


Uploading Multiple Files

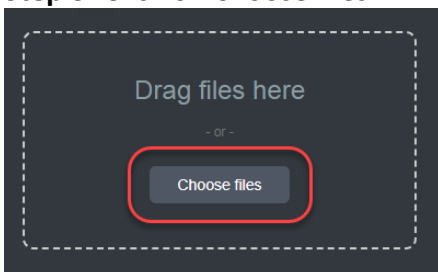
Step 1: Click on the blue + icon located at the bottom right of the page to go to “Content Library”



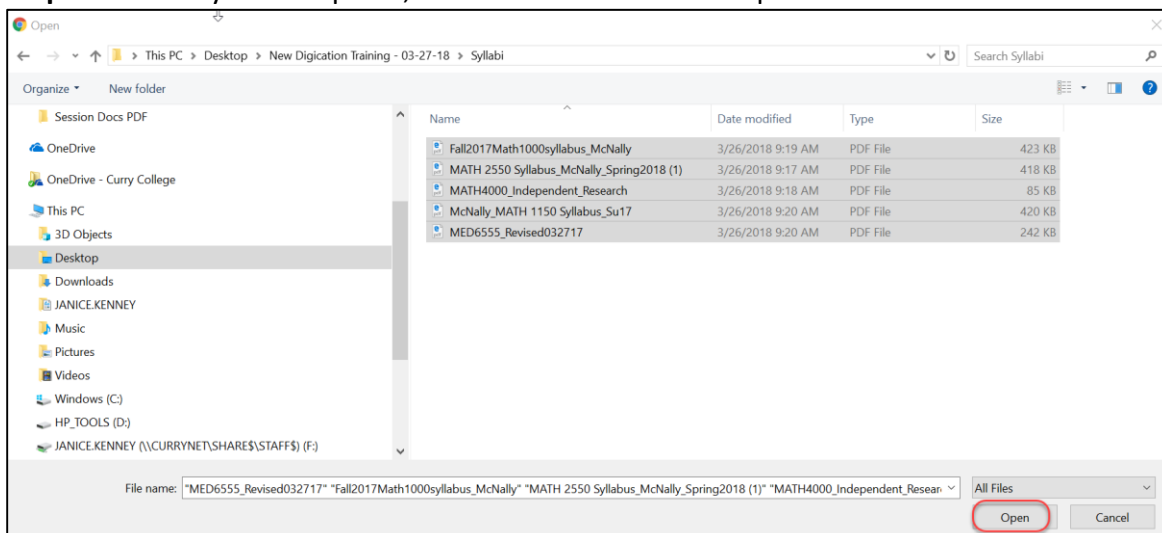
Step 2: Click on Upload File



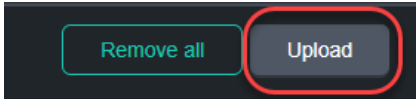
Step 3: Click on Choose files



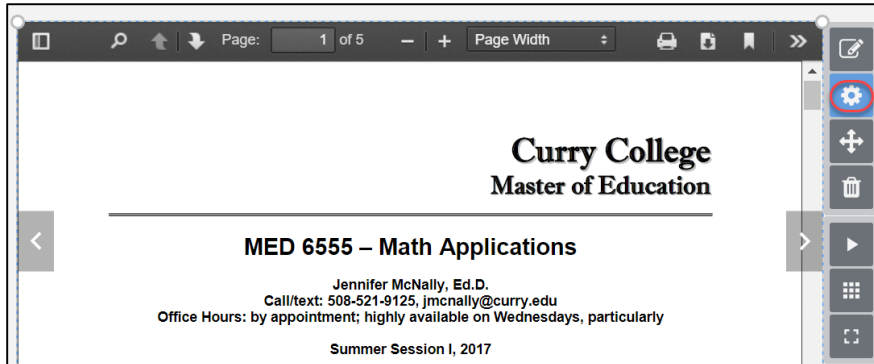
Step 4: Browse your computer, select the files and click Open



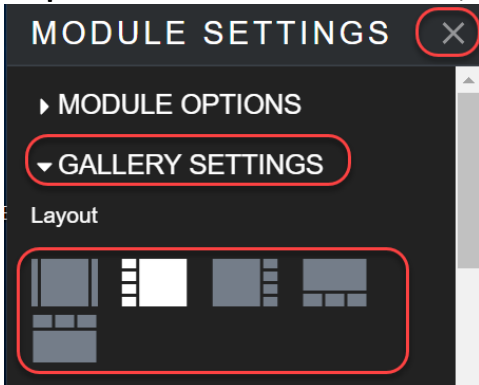
Step 5: Click Upload



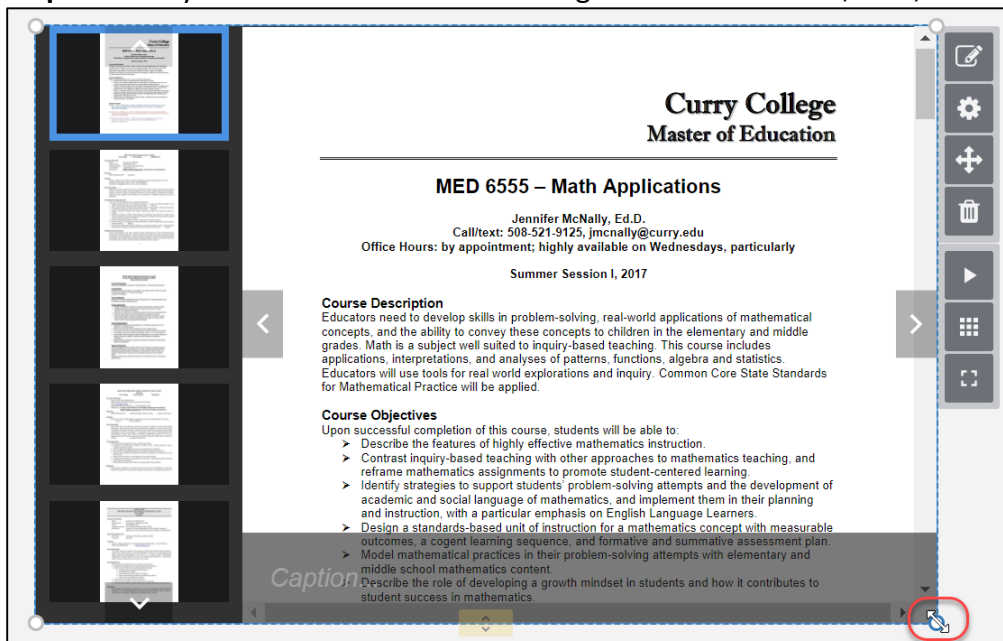
Step 6: After the files have uploaded click on Settings (gear icon)



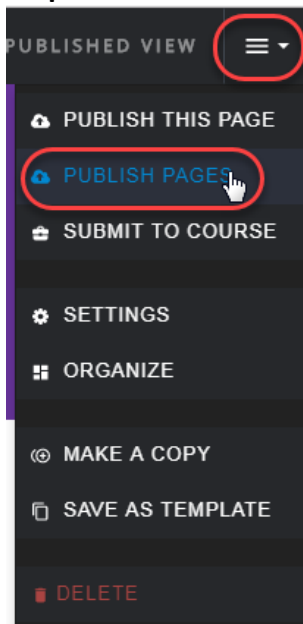
Step 7: Click on GALLERY SETTINGS, select a Layout icon then close the MODULE SETTINGS Panel



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



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



Step 10: Click PUBLISH

