

Uploading Multiple Files

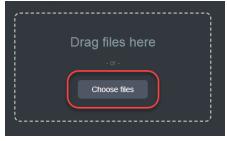
Step 1: Click on the blue + icon located at the bottom right of the page to go to "Content Library"



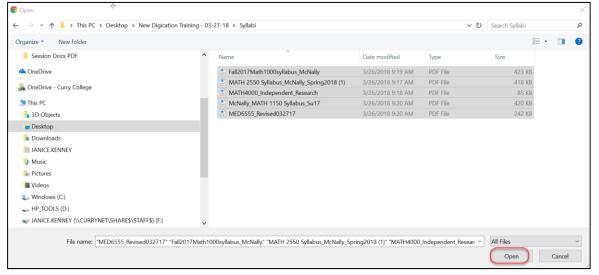
Step 2: Click on Upload File

RECENTLY USED						
<		SLIDE	RICH TEXT	UPLOAD FILE	TAKE PICTURE	
MORE WAYS TO ADD CON	TENT					
SLIDE	RICH TEXT	TABLE	PREVIOUS UPLOADS		O TAKE PICTURE	

Step 3: Click on Choose files



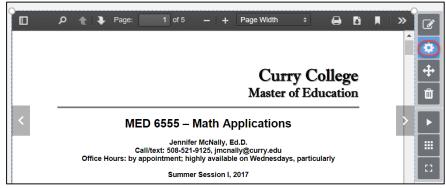
Step 4: Browse your computer, select the files and click Open



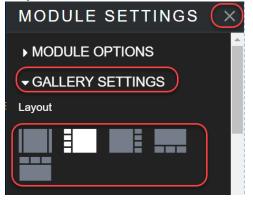
Step 5: Click Upload



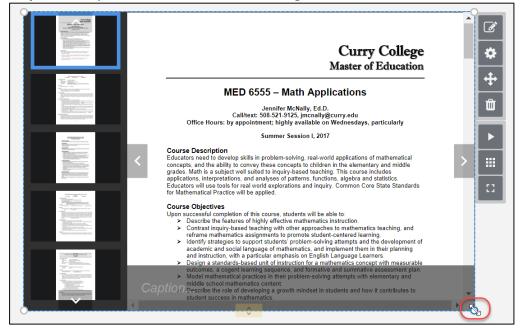
Step 6: After the files have uploaded click on Settings (gear icon)



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

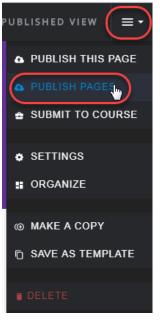


Step 8: Place your cursor over the bottom right corner of the file, click, hold and drag to resize the file



New Digication – Uploading Multiple Files

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



Step 10: Click PUBLISH

