

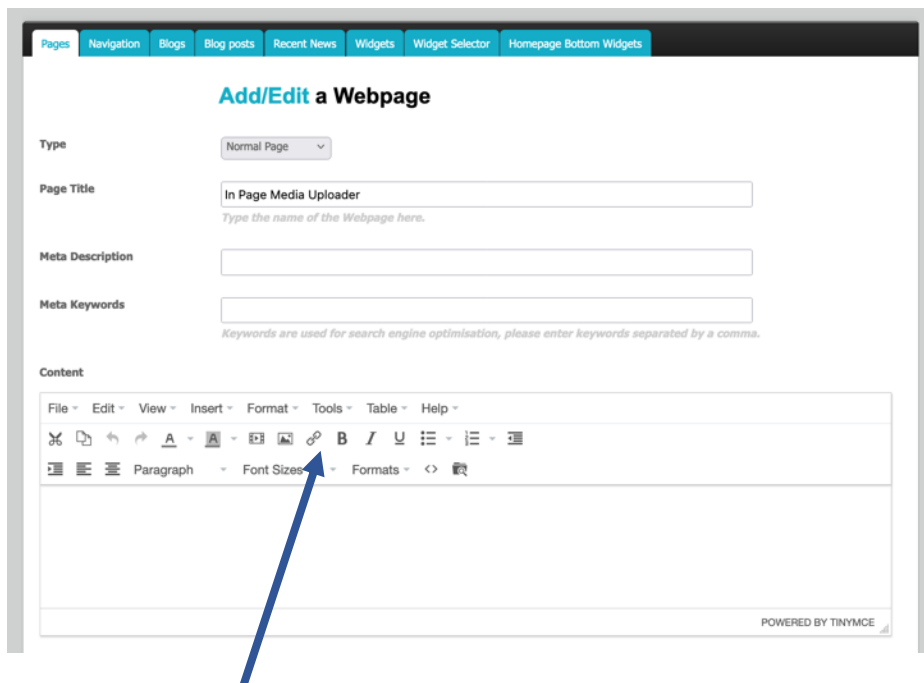
In-Page Media Uploader

Built into your pages and articles is a new media uploader that allows you to add images and documents in bulk, directly on the page or article that you are working on. This can be very handy when you are loading multiple images or documents at one time.

The in-page media uploader is an alternative method of uploading content, you are still free to use the standard media folder also.

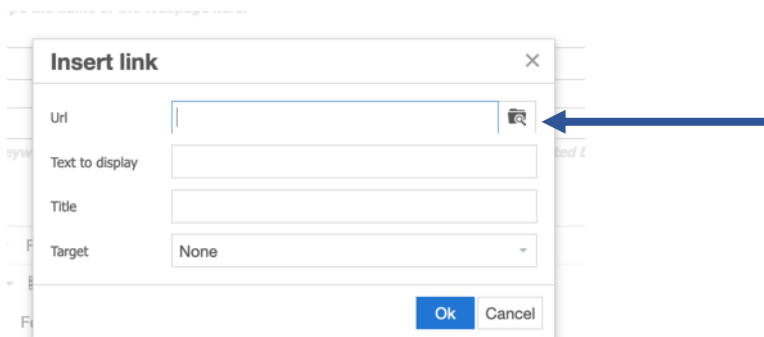
Loading PDF's

- Go to the page or article that you wish to upload your media to and click on the pencil icon to edit.

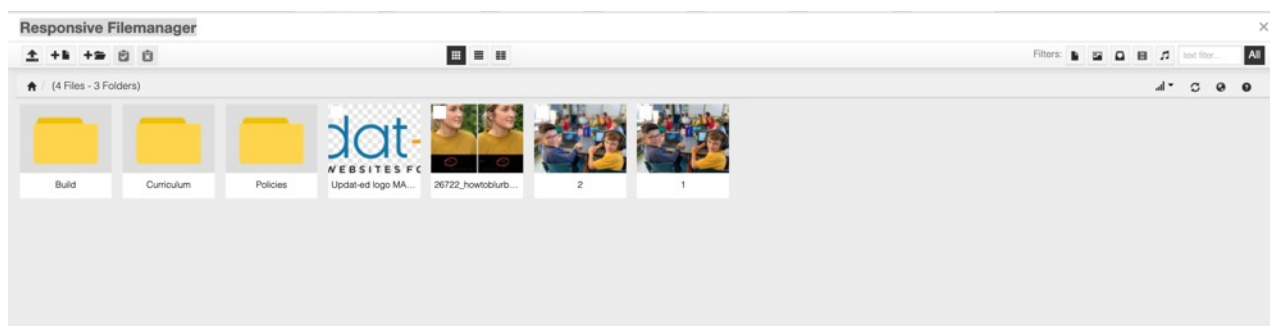


- Click on the hyperlink button.

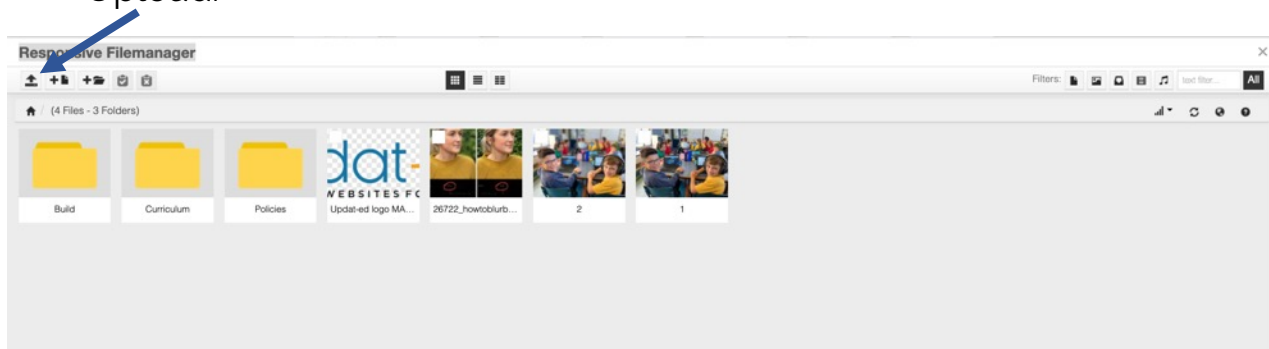
- The Insert Link pop up will appear, click on the icon to the right.



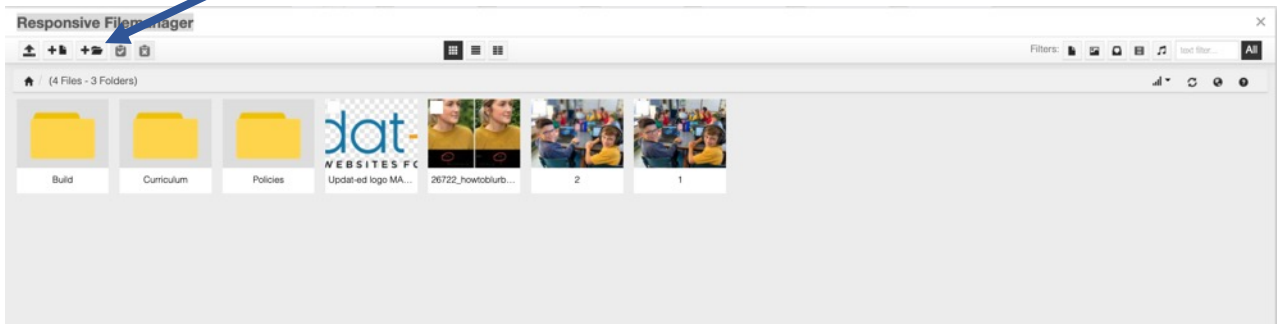
- The Responsive File Manager pop up will open and look similar to this.



- To load content directly into this landing page you would click on Upload.



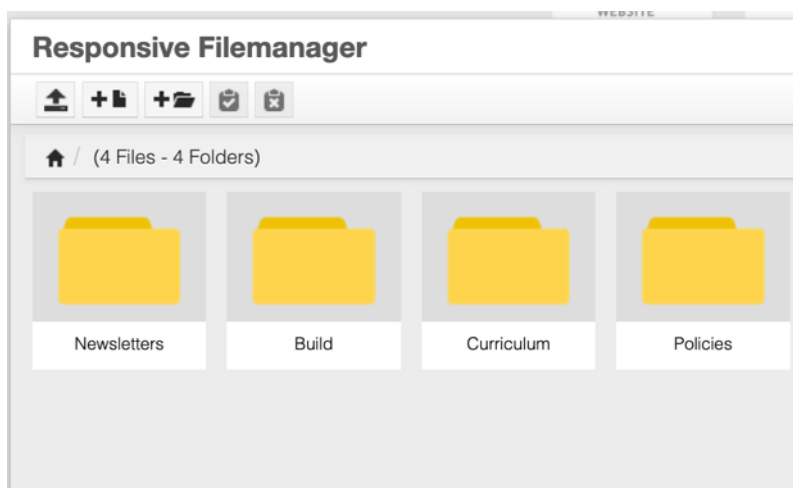
- You may like to create separate folders for your content to keep your Responsive File Manager organised. Please be mindful that the folder needs to be created before you upload your documents.
- Click on New Folder.



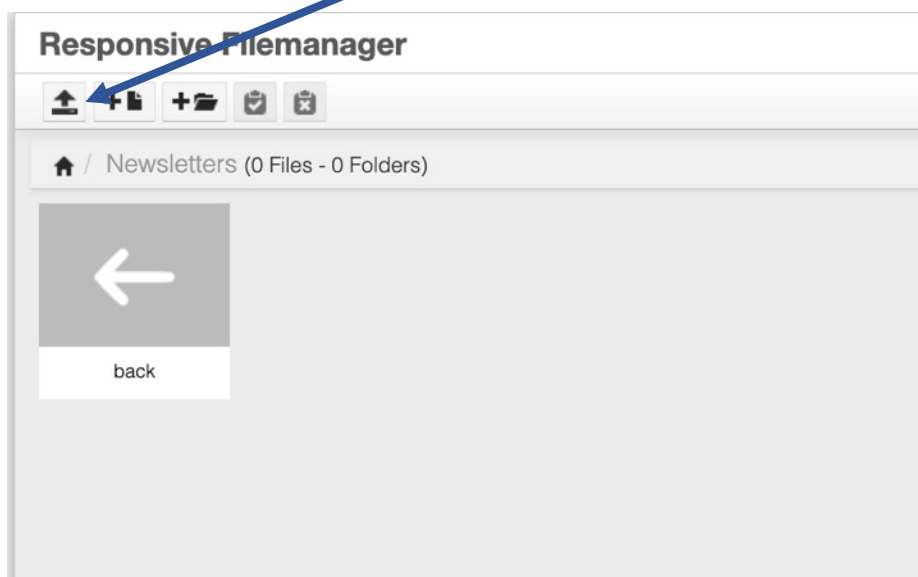
- Title your folder and click OK.

The dialog box has a title bar 'Insert folder name:'. Below it is a text input field containing the text 'Newsletters'. At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

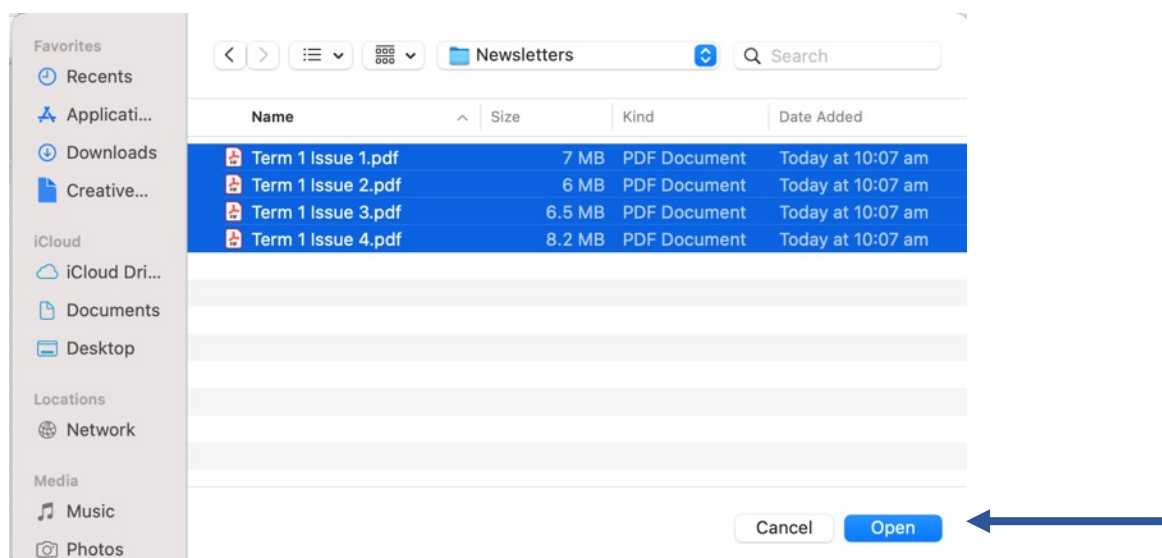
- Your new folder will be in the list of folders, you will need to double click on this folder to open it.



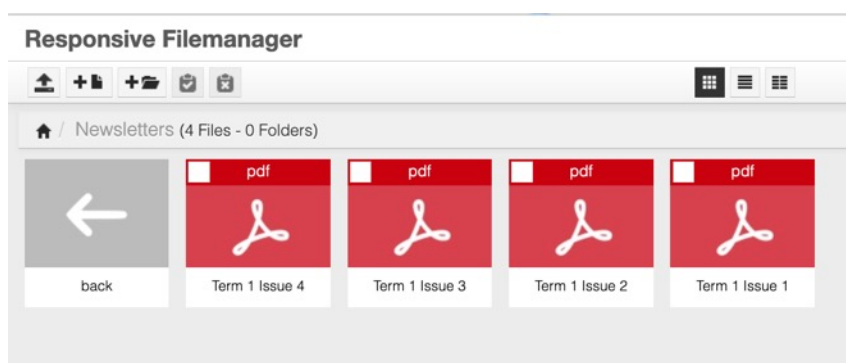
- You can now click on the Upload button to load your files into your new folder.



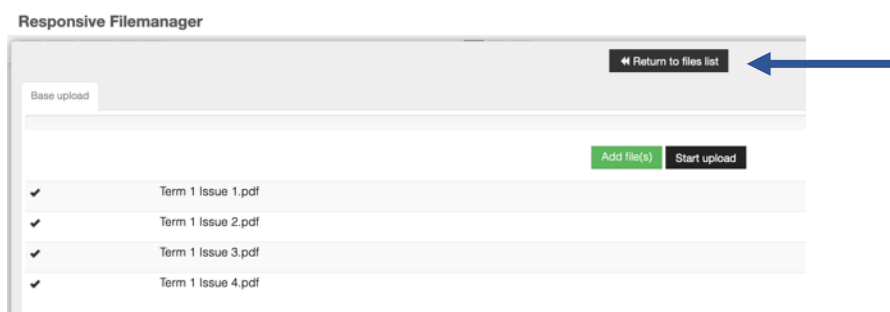
- Browse your computer for the file/s that you wish to upload. Select your file/s and then click Open.



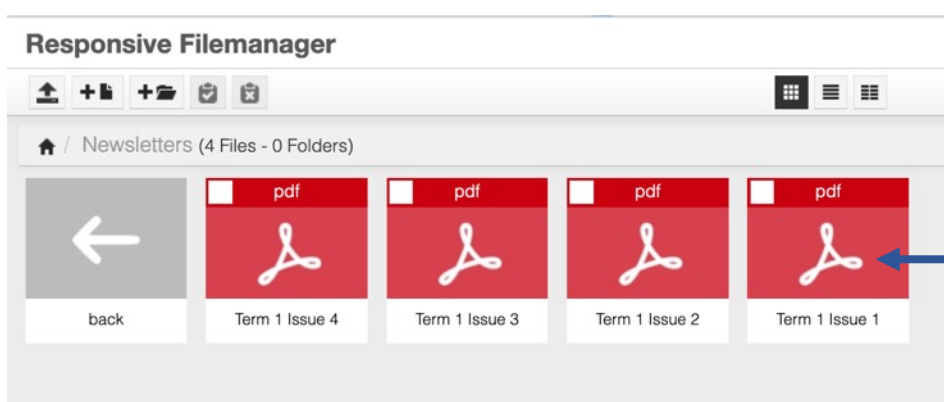
- You will land back in the Responsive File Manager. Click on Start Upload.



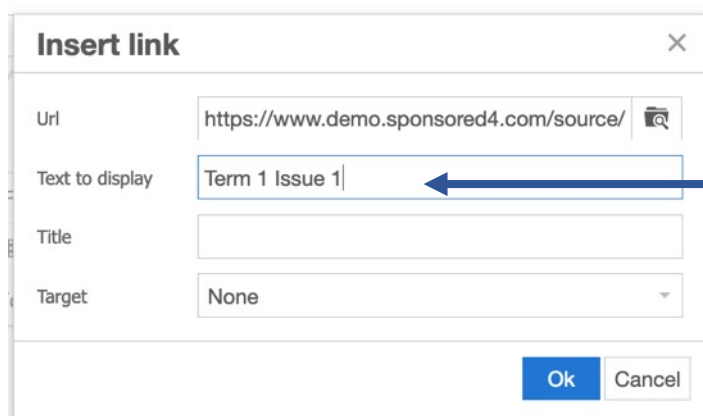
- When they are loaded there will be a tick to the left of the file name. Once all are loaded, click on Return to file list.



- Click on the first file you wish to load.



- In the Text to Display box, type the name of the file you are linking, then click OK.



Insert link

Url:

Text to display:

Title:

Target:

Ok **Cancel**

- Your first file has been loaded.

Type

Page Title
Type the name of the Webpage here.

Meta Description

Meta Keywords
Keywords are used for search engine optimisation, please

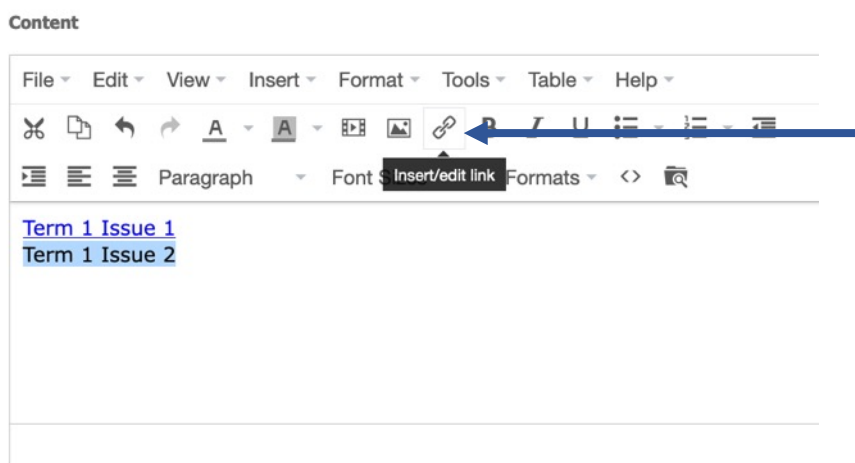
Content

File Edit View Insert Format Tools Table Help

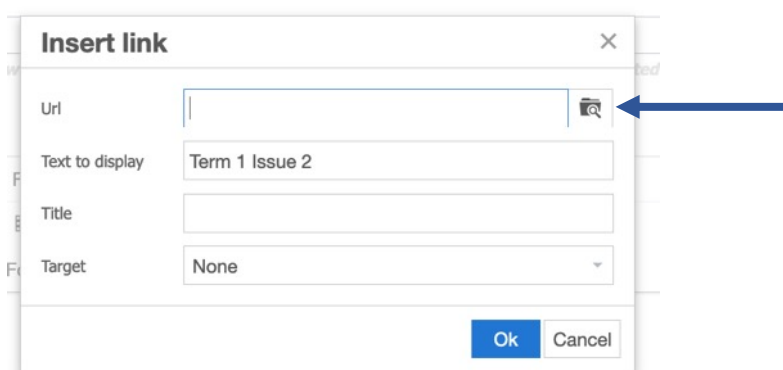
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[Term 1 Issue 1](#)

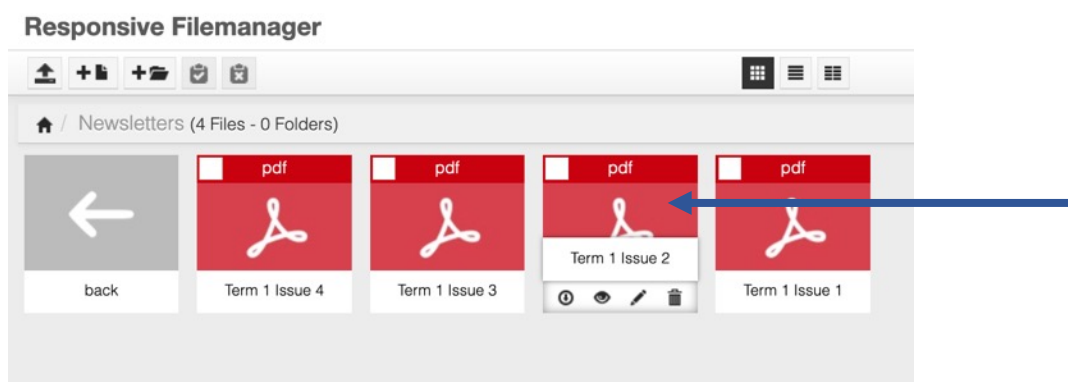
- Type the title of your second file, highlight it, then click on the hyperlink button.



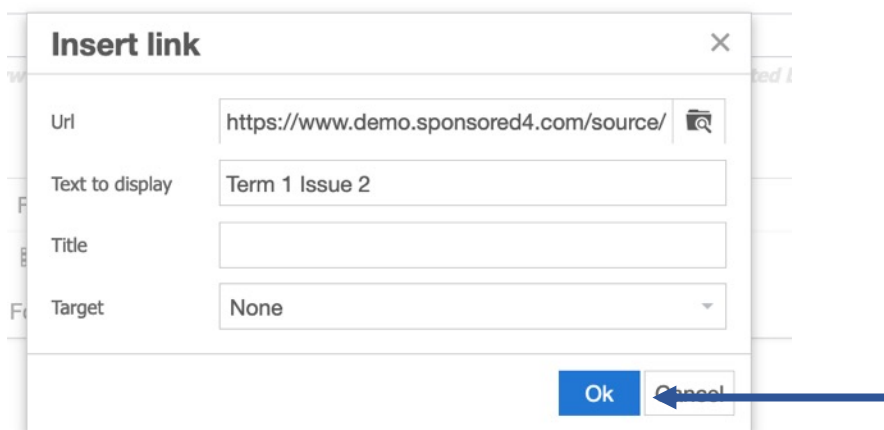
- Click on the icon on the right.



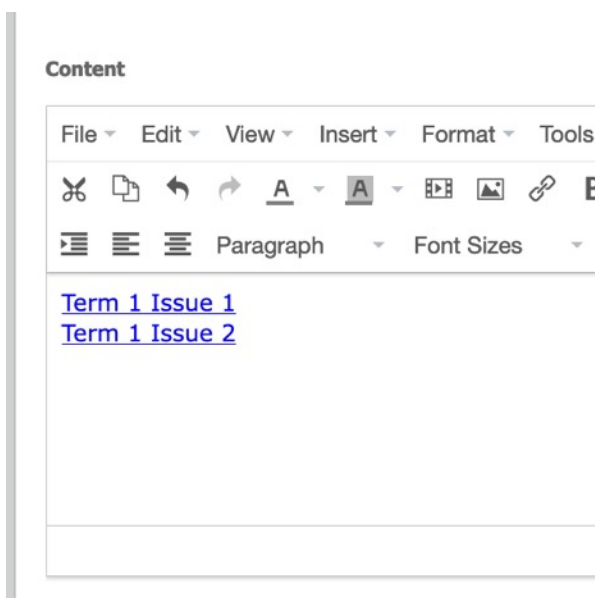
- Click on your second file.



- Because you had already typed the file name, you can just click OK as you will not need to name the document.

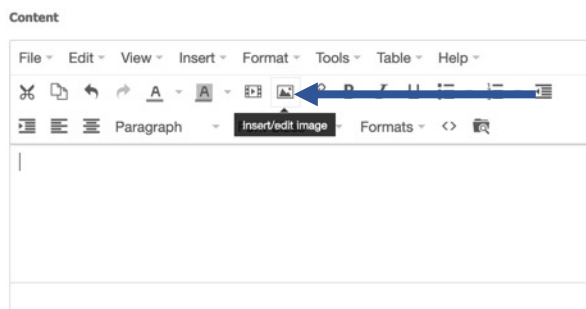


- Your second file has been uploaded. Continue the process.

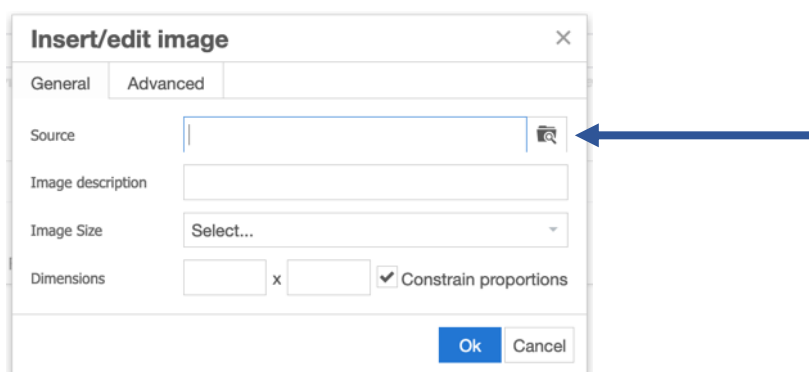


Loading Images

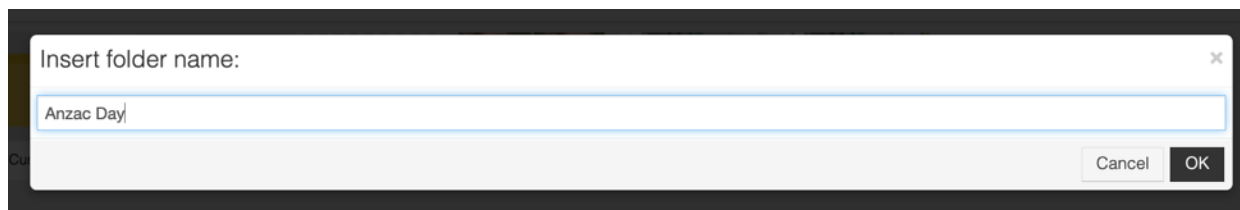
- Place your cursor where you would like the picture to appear. Click on the Insert/Edit Image button.



- Click on the icon to the right.

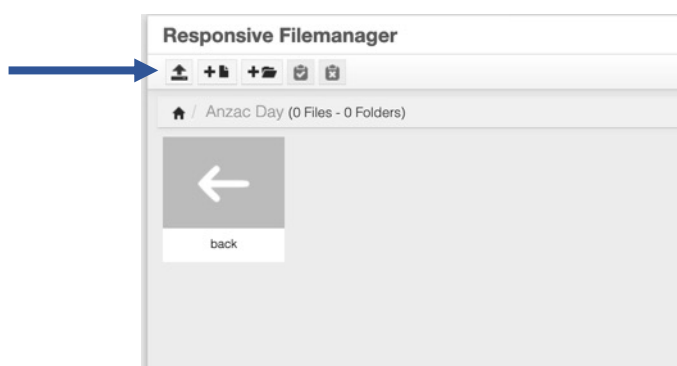


- Create a new folder. Then double click on the folder to open it.

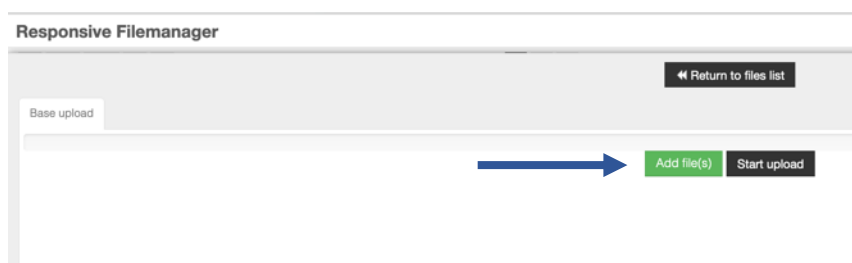


Loading Images

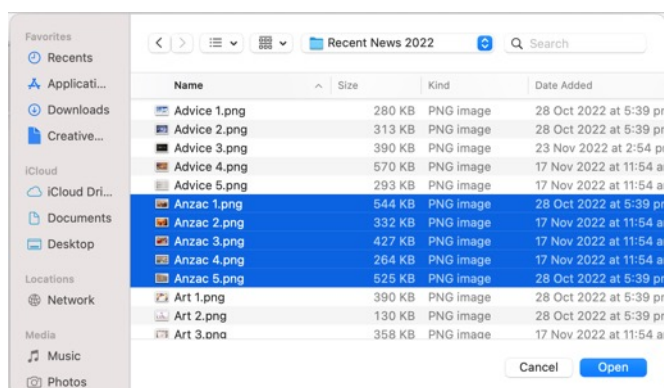
- Place your cursor where you would like the picture to appear. Click on the Insert/Edit Image button.



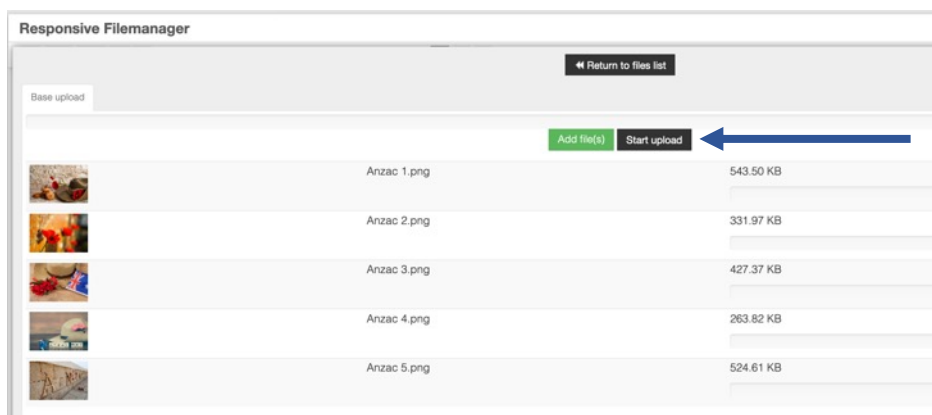
- Click on Add file.



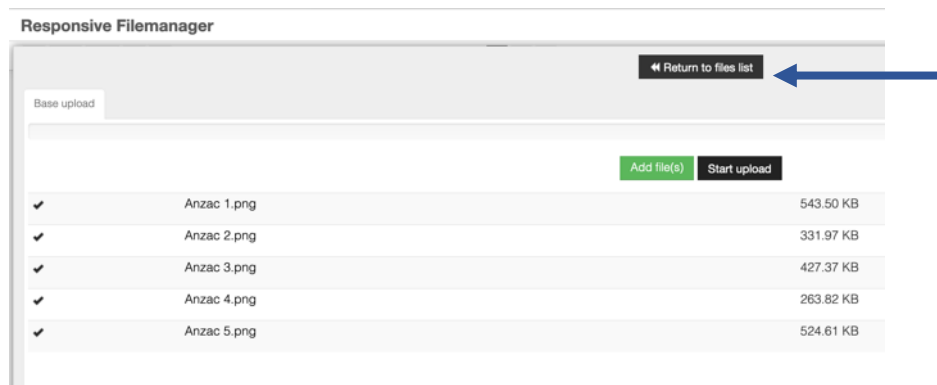
- Browse your computer for the image/s you would like to load and click Open.



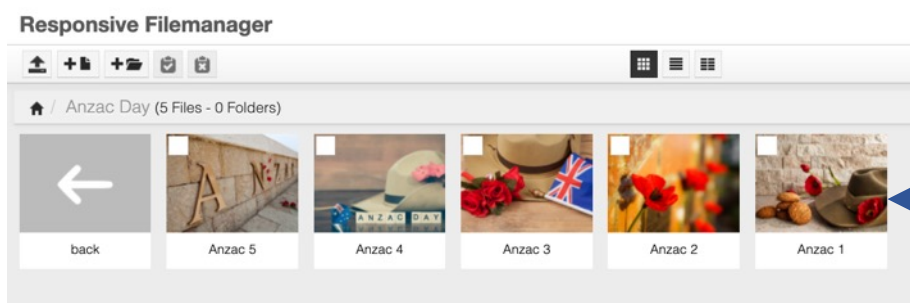
- Click on Start Upload.



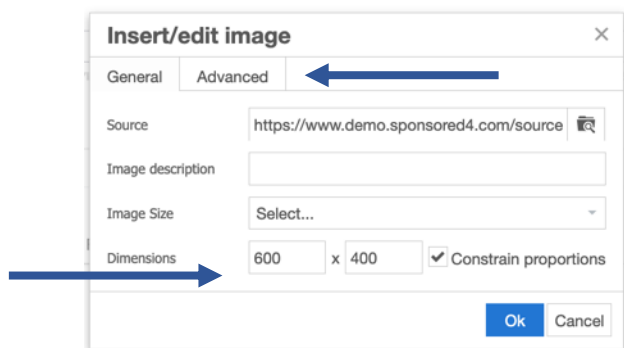
- When your images are loaded there will be tick on the left. Click on the Return to file list button.



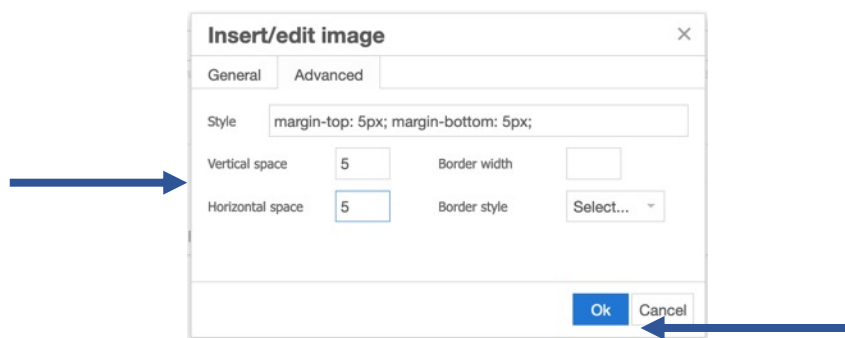
- Click on the first image you wish to upload.



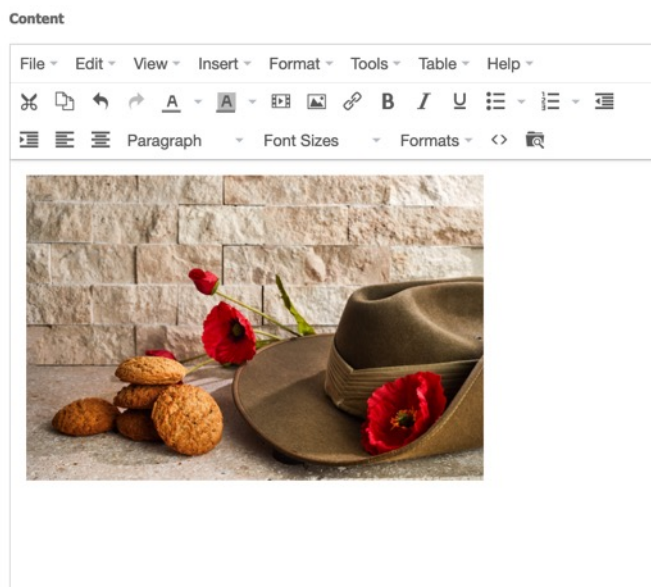
- Change the dimensions to suit your plan.



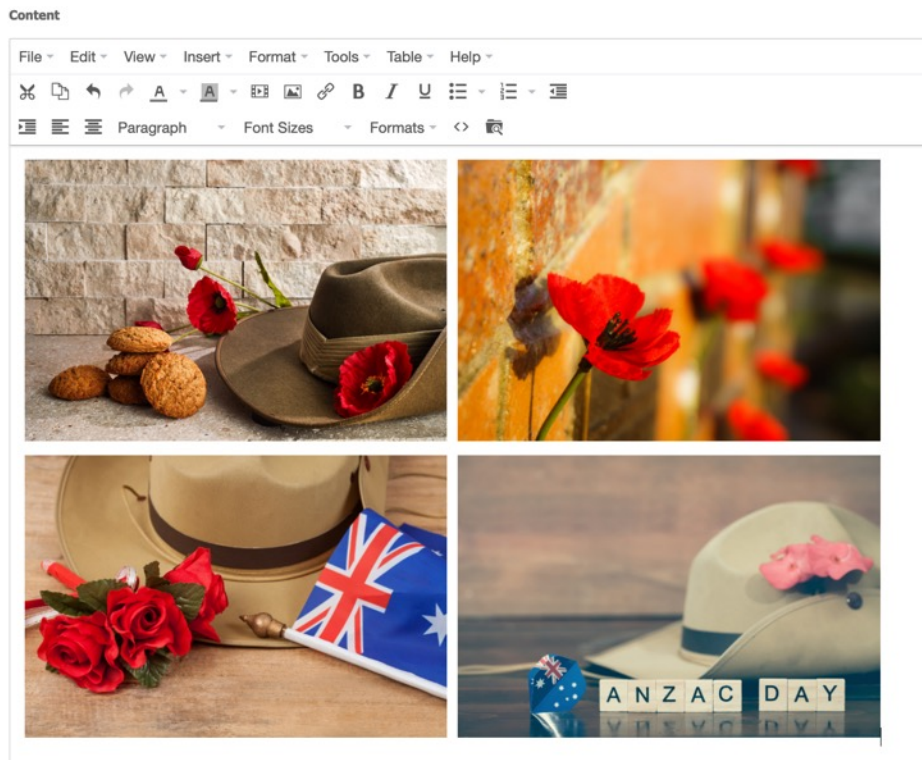
- Click on Advanced Tab to add some vertical and horizontal spacing.



- Click OK and your image will load.



- Pop your cursor where you would like the next image and repeat the process.



- See "Working with Images" Cheat sheet on tips to align your pictures on a page.