

<http://www.websuburb.com.au/HelpDesk/Images/Uploadimages/tabid/188/Default.aspx>

4-2 Upload images

4-2.1 Step 1: Click on the Files menu icon



Click on the Files link on the Common Tasks menu at the top of the page.

4-2.2 Step 2: Click on the Upload icon

Select the Upload option from the File Manager toolbar.

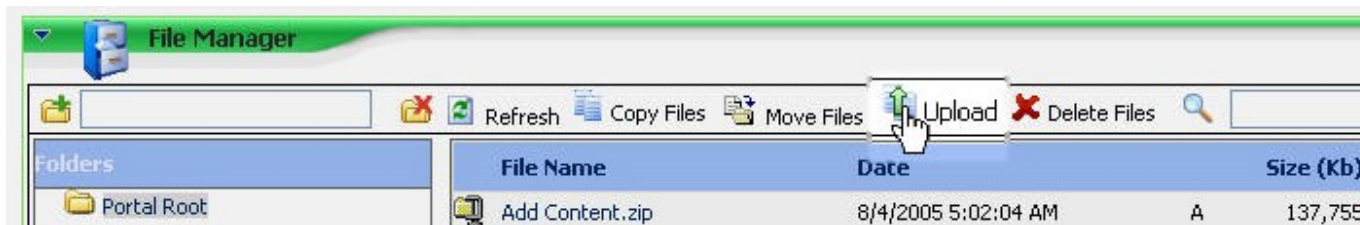


Figure: Upload Icon on File Manager Toolbar

4-2.3 Step 3: Browse for Image files

Click on the Browse button to display Windows Choose file dialog. Select the file that you wish to upload from your hard drive or network.

NB! Be careful to only select image files that are small enough to upload quickly (i.e. less than 50kb) We will look at [resizing digital camera images](#) in the next step.

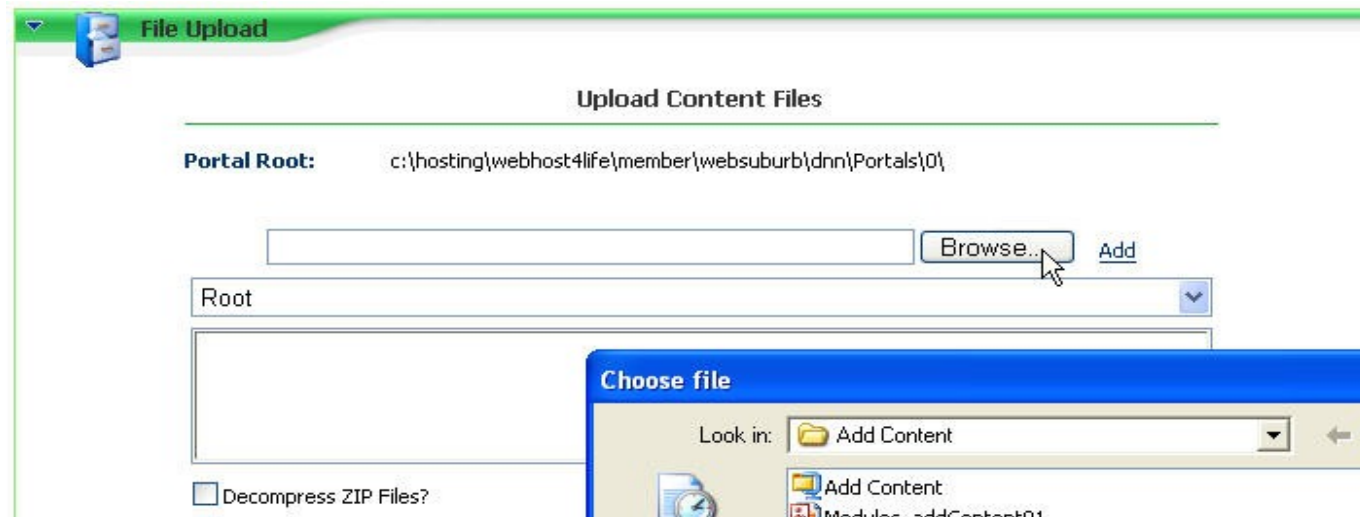


Figure: Browsing hard drive for images to upload to file manager

Add multiple files to the Upload dialog box if you wish to speed up the process.

Tip! Add all the images you wish to upload in a zip file on your hard drive. Tick the Decompress ZIP Files option before uploading the file. This will enable you to upload many files in a single step and DotNetNuke will automatically unzip the files as they are added to the Image Gallery.

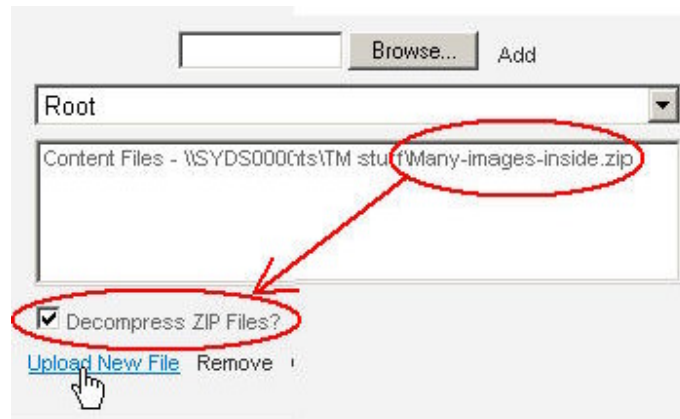


Figure: Upload many images in a zip file and decompress the ZIP file

4-2.4 Step 4: Click on the upload files link

Thats it! The images are now included in the Image Gallery.

The next step in the Session is Sizing Images.

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