How to Upload Files From Your Computer

This guide demonstrates how to upload images, videos, and documents from your desktop computer to your Media Manager.

Written By: Dozuki System

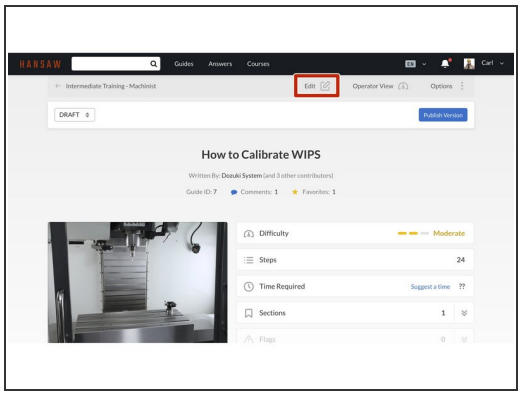


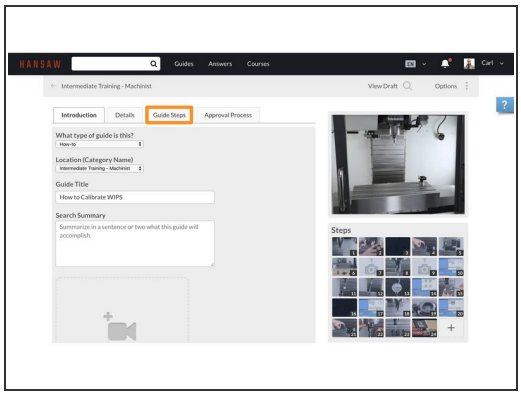
INTRODUCTION

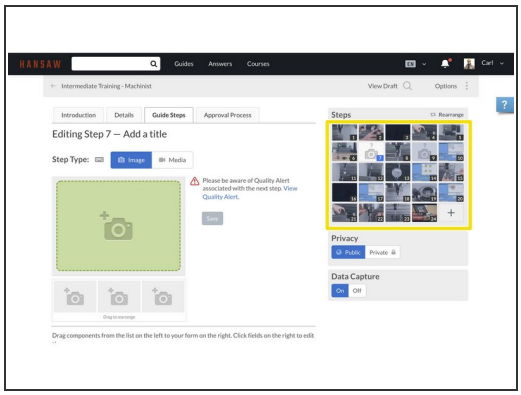
This guide demonstrates how to upload images, videos, and documents from your desktop computer to your Media Manager.

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Step 1 — How to Upload Files From Your Computer

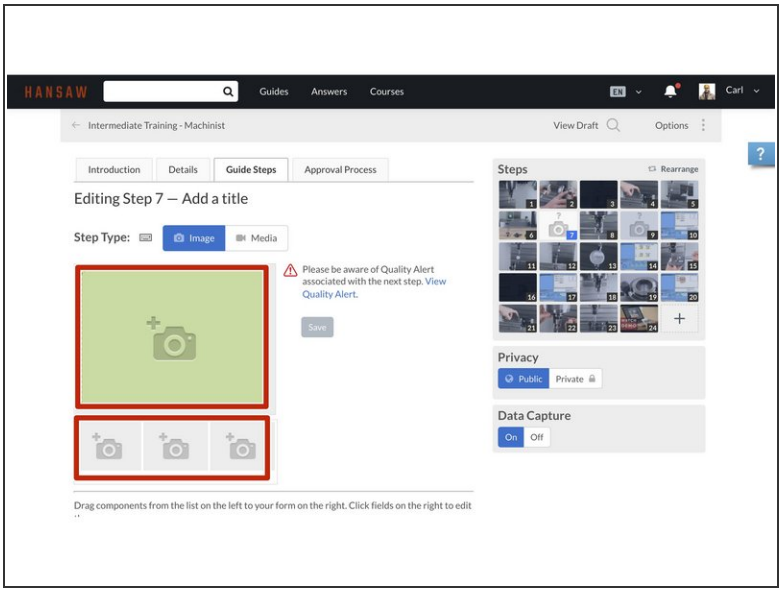


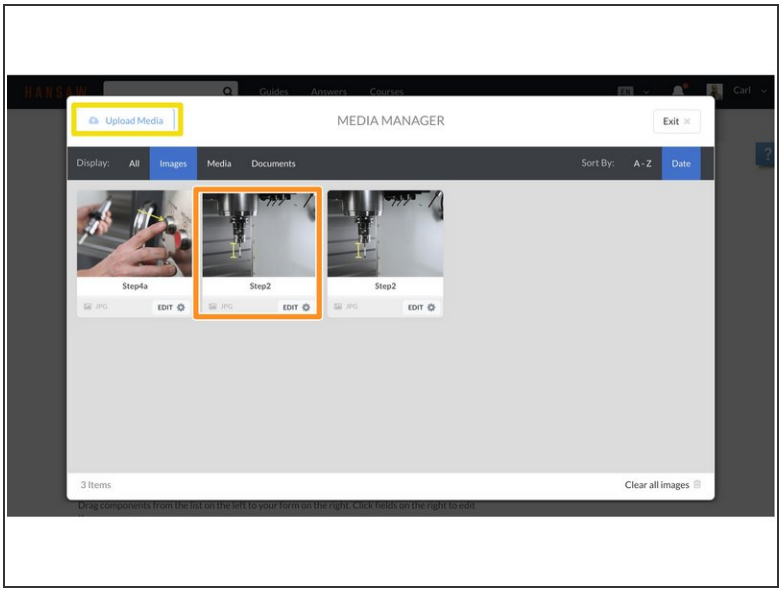




- Click on the **Edit** tab located at the upper-right of the page.
- Click on the **Guide Steps** tab.
- Click on the thumbnail for the step to which you want to add media.

Step 2

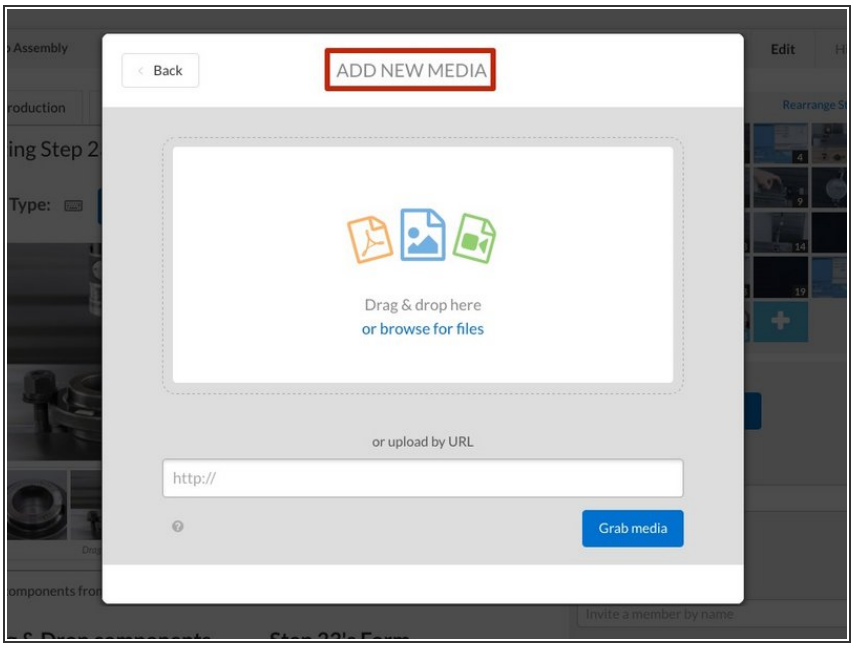




- Click on the main **Media Manager** placeholder or click on one of the thumbnail placeholders beneath the main placeholder.
- If the image is already loaded in your **Media Manager**, click on the image.
- If you need to browse for the image, click on the **Upload Media** button.

Although this guide shows how to add a photo from the **Media Manager**, the process is the same for all other file types.

Step 3



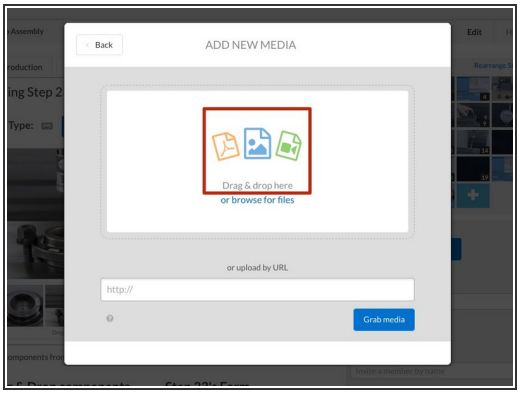
- You may also add a file from the **ADD NEW MEDIA** page which opens when you click **Upload Media** or if you are starting with an empty (no files or images) **Media Manager**.

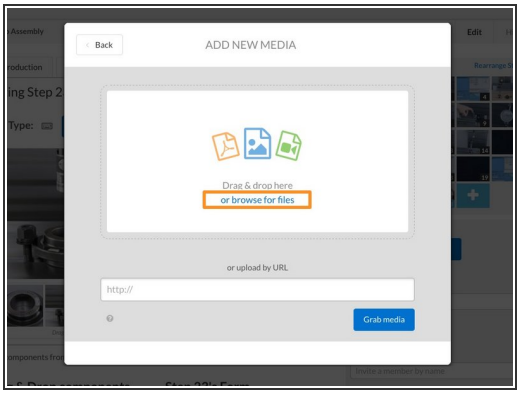
Make sure the file you want to add is in an accepted file format.

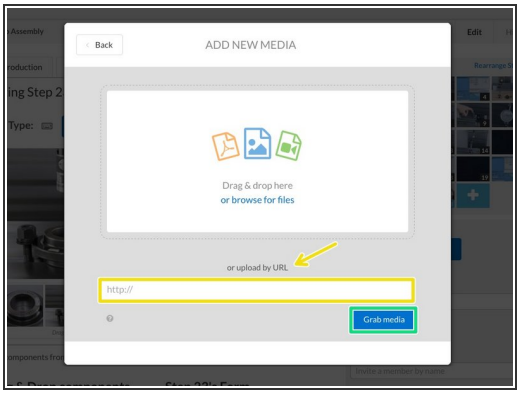
- **Image File Formats:** JPEG, JPG, GIF, PNG, BMP, TIFF, and TIF
- **Document File Formats:** PDF
- **Video File Formats:** MOV, AVI, MP4, MPEG, WMV, OGG, FLV, and 3PG

  Videos have a size limit of **80 MB** and a time limit of **5 minutes**.

Step 4

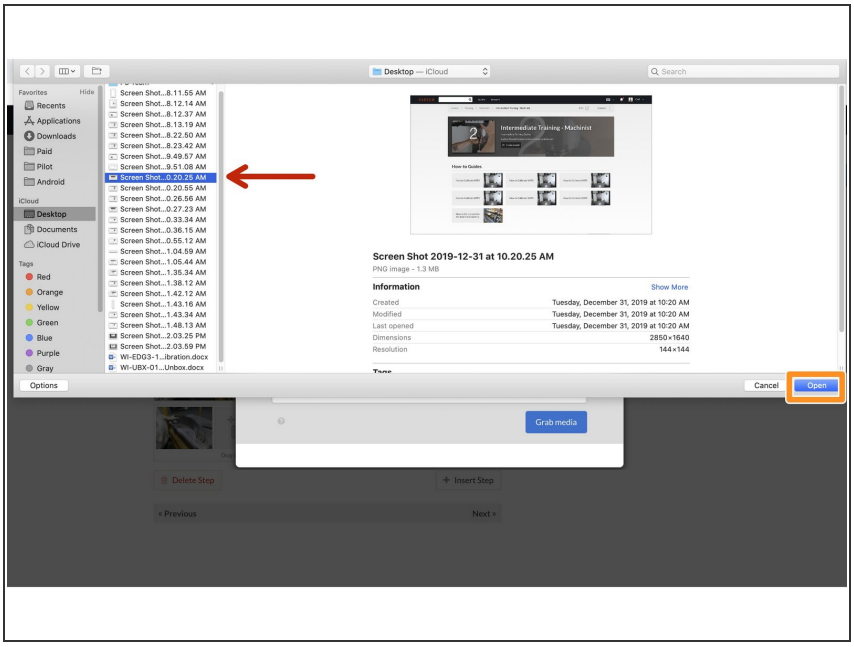






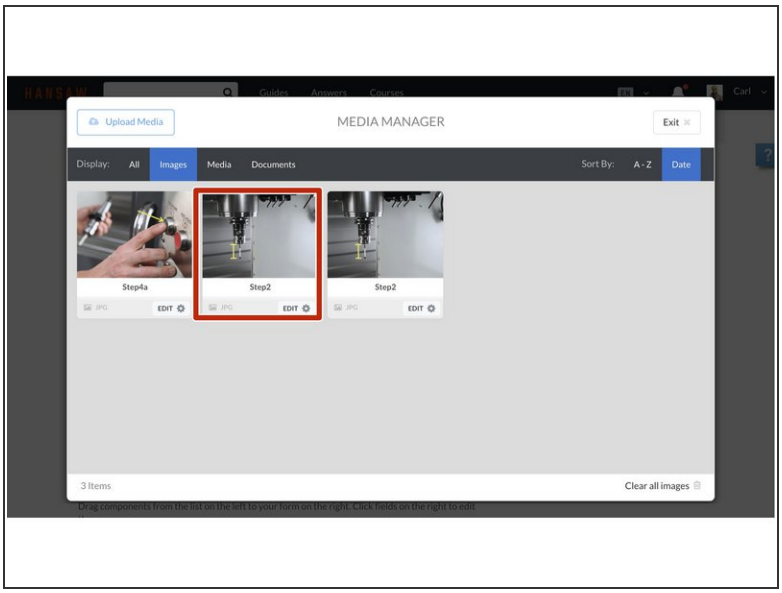
- You have three options:
  - You can **Drag and drop** media straight from your desktop.
  - You can click **browse for files**.
  - You can **upload by URL**, paste a link.
  - Click on the **Grab Media** button in the lower-right of the **Media Manager** to complete the step.

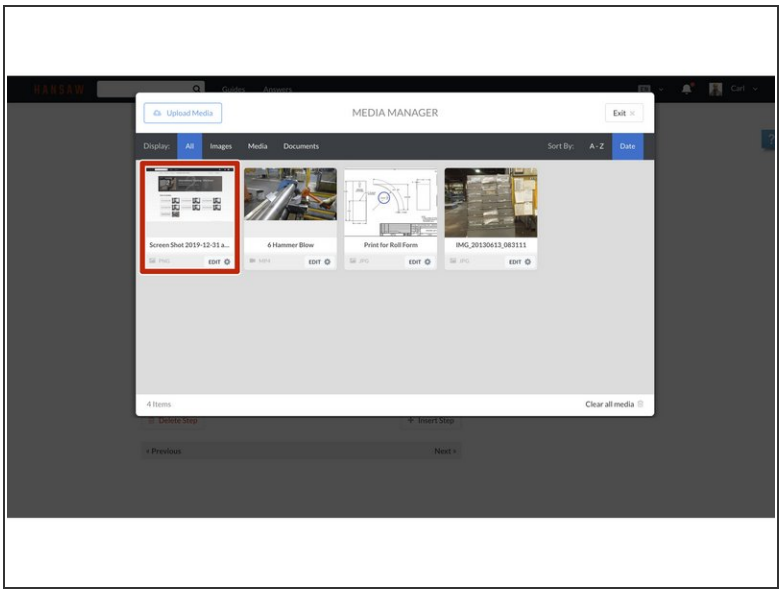
Step 5



- When you click **browse for files**, a window appears that enables you to browse to the file you want to attach.
- Click the file that you want to add.
- Click on the **Open** button in the lower-right of the page.

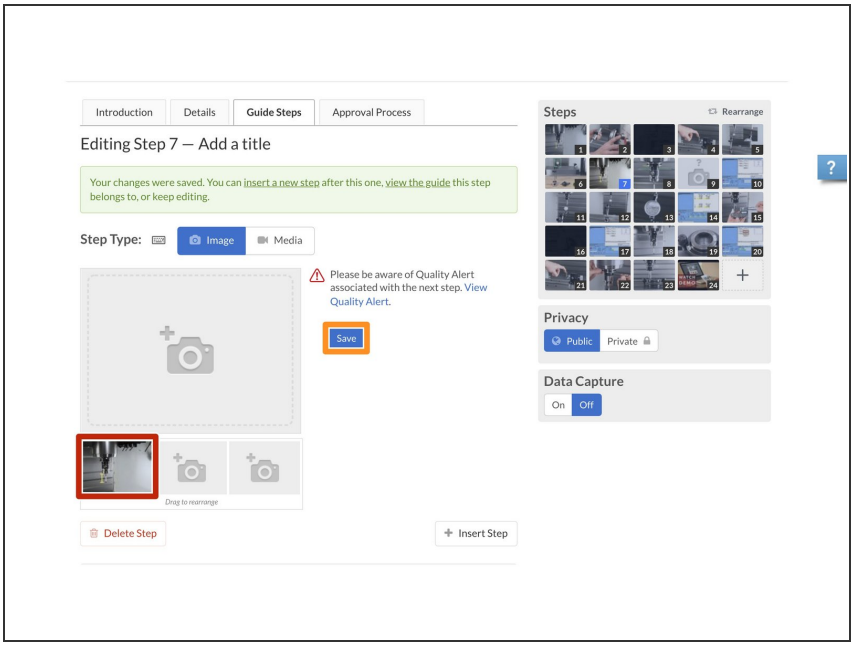
Step 6





- Your selected file will appear in the **Media Manager**.
- Click on the image to add it to your guide step images.

Step 7



- Your image will now appear in the guide step as an image for the step to which you have added it.
- Click on the **Save** button below the step instructions, to the right of the **Media Manager**.

To reassemble your device, follow these instructions in reverse order.

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