



Woojum™

Quickstart

Upload Media Files: Images

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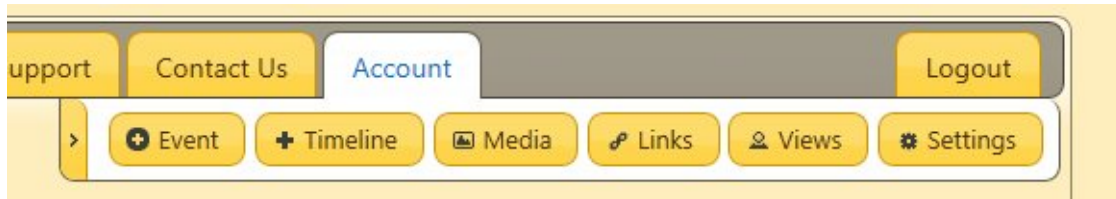
Version: 3.0

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1 About Quickstart Guides

Our Quickstart Guides are intended to help you to get started with Woojum™. They are exactly what they are called, *Quickstart*, which means they do not explain the whys and wherefores, they simply set out the step-by-step way to achieve a particular objective.

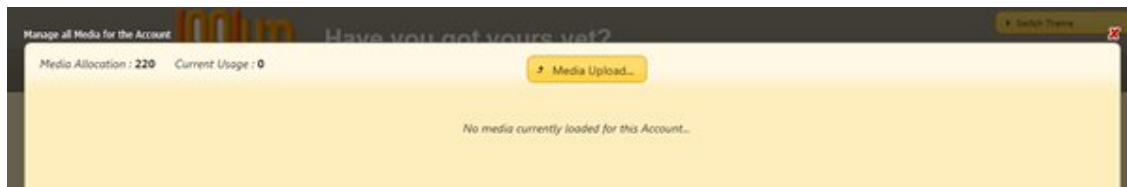
All of our Quickstart Guides are written on the assumption that you are Logged In to your Woojum™ Account and your Toolbar is open.



The Toolbar

2 Upload Image Files

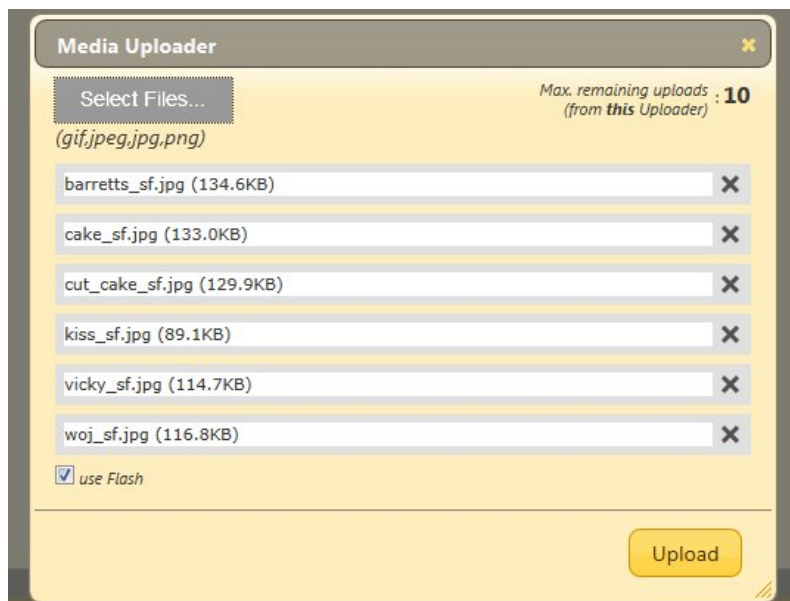
- Click the Media Button on your Toolbar



- Click the Media Upload Button

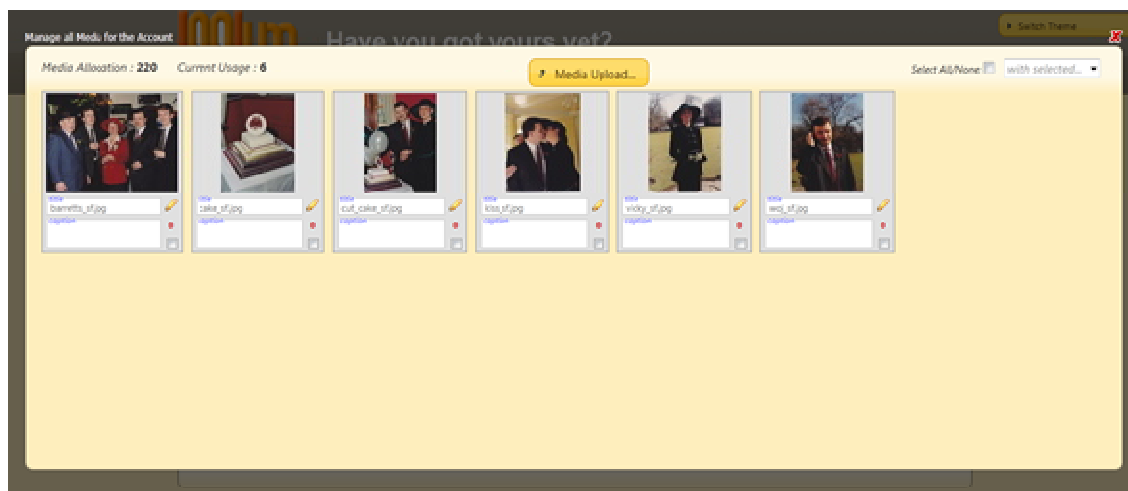


- In the Media Uploader box which opens now
 - Click the Select Files Button
 - Navigate to the Local Folder you want to upload images from
 - Select a batch of up to 10 Files



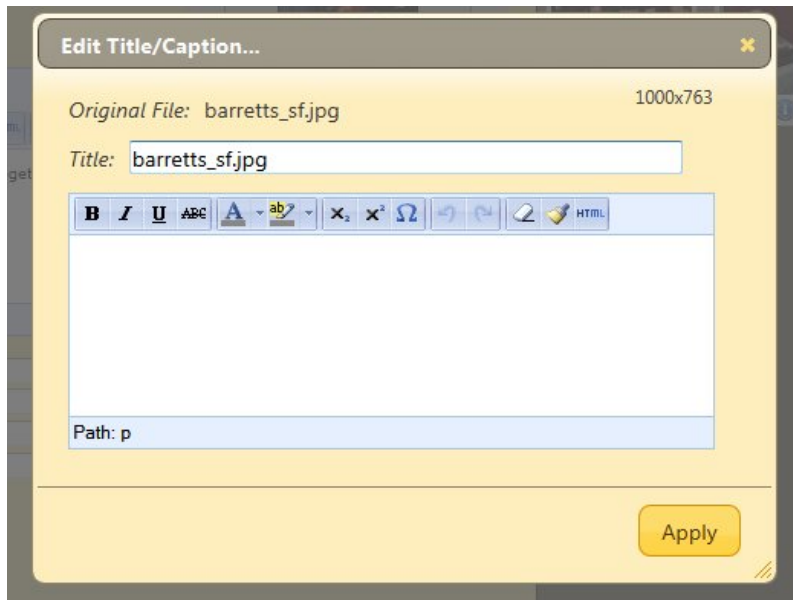
- Click the Upload Button

When the screen tells you that Uploading has been completed, click the Gold X Icon to close it. Your Manage all Media Screen will now show Thumbnail size views of the files you uploaded.



If you want to add Titles and/or Captions for any of your Images now:

- Click the Yellow Pencil Icon next to any Image Title to open the Title /Caption Editor Box



- Overtyping the File Name in the Title Field with the Title you want to give this Media File
- Typing in the text description you want to publish for this Media File
- Clicking the Apply Button to close this box and save your changes