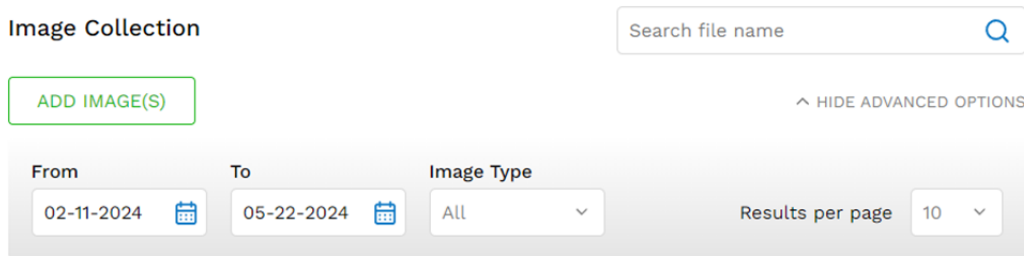


Build Your Organization Website

How do I add image files?

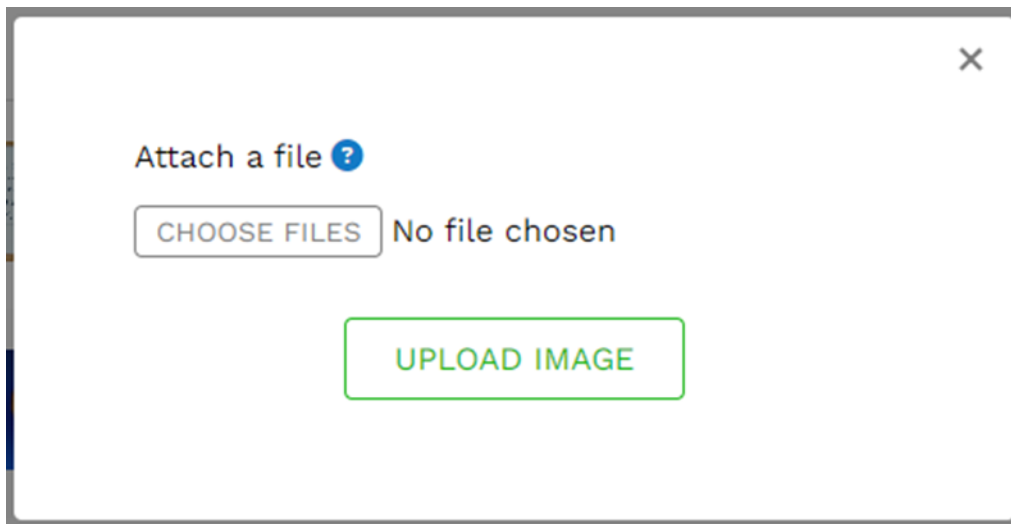
To add image files, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Image Collection under the Web Builder heading.
3. Click on the green Add Image(s) button. Supported file types include .jpg, .png, and .gif with a max file size of 10MB.



The screenshot shows the 'Image Collection' interface. At the top left is the title 'Image Collection'. To its right is a search bar labeled 'Search file name' with a magnifying glass icon. Below the search bar is a green button labeled 'ADD IMAGE(S)'. To the right of this button is a link that says '^ HIDE ADVANCED OPTIONS'. Below these elements are three filter sections: 'From' with a date range '02-11-2024' and a calendar icon, 'To' with a date range '05-22-2024' and a calendar icon, and 'Image Type' with a dropdown menu currently set to 'All'. To the right of these filters is a 'Results per page' dropdown menu set to '10'.

4. Click on the gray Choose Files button to attach an image file or multiple image files.
5. Click on the green Upload Image.



Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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