Media Library: I have several files to upload. What is the easiest way to do this?

There is an easy way to upload multiple files using our MoxieCode Image Manager tool located in the Text Editor:

1. In Edit Website Mode, click Add a New Page Block.
2. Click the Add Image icon in the text editor tools. (looks like a tree with a plus sign on it)
3. Click Upload in the top right corner of the Moxiecode Image Manager
4. Click Choose Files
4. Browse for your file on your computer hard drive and select Open
5. Click Add More?
6. Repeat step 4 & 5 until all of the images you would like uploaded are in your list.
7. Click Add to Server
8. These will load several images at one time into your Library.

*NOTE-The Moxiecode Image Manager offers you additional layout options within a paragraph block for more advanced users. See our list of instructions for the MoxieCode Image Manager in the Photos section of our Knowledge Base.

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