

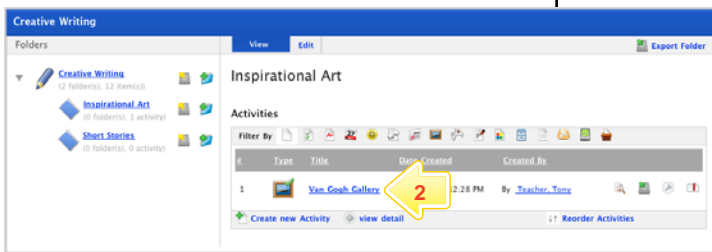
Gallery - Bulk Import

Before you Begin

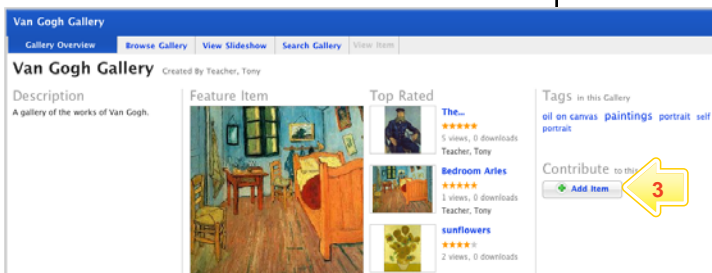
Collect all the files you want to import into a zip file.

Make sure the zip file is accessible on your hard drive or network, or uploaded in your eLocker.

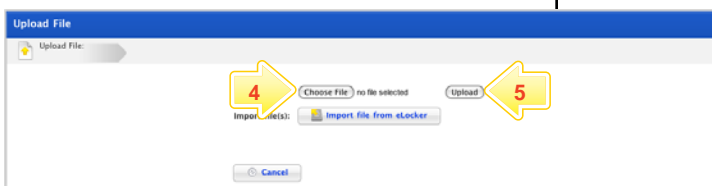
Upload the Zip File



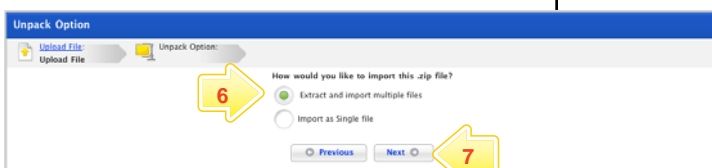
- 1 Navigate to the Class or Group folder that contains the Gallery.
- 2 Click the Gallery to which you want to add an item.



- 3 Click the **Add Item** button.

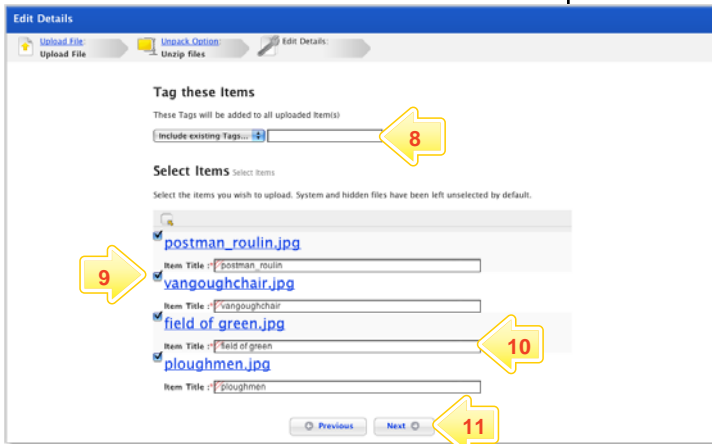


- 4 Click **Choose File**. Navigate to the zip file and select the file.
- 5 Click the **Upload** button.
The Unpack Option page appears.

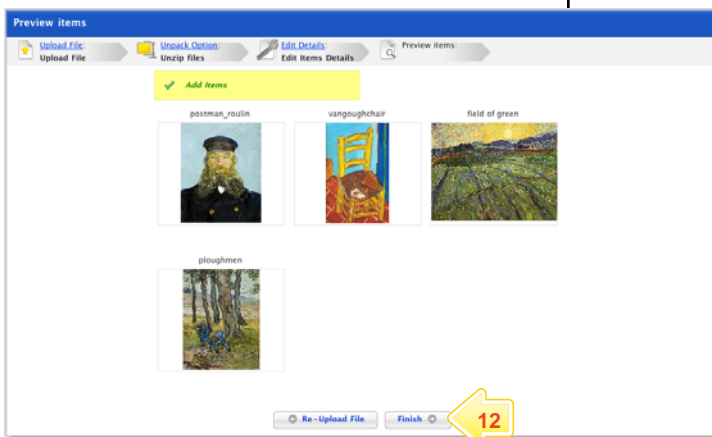


- 6 Ensure that the **Extract and import multiple files** option is selected.
- 7 Click **Next**. The Edit Details page appears.

Gallery - Bulk Import

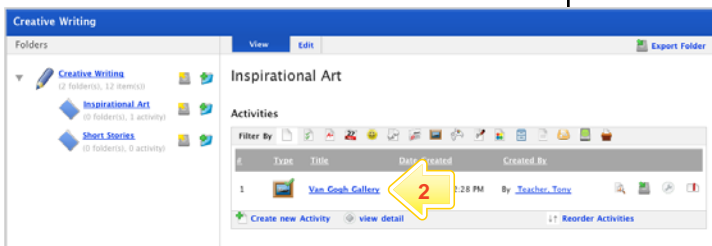


- 8 In the **Tags** field, type any general tags for the items.
- 9 Ensure the items that you want to upload are selected.
- 10 In the **Item Title** fields, edit the item titles if necessary.
- 11 Click **Next**.



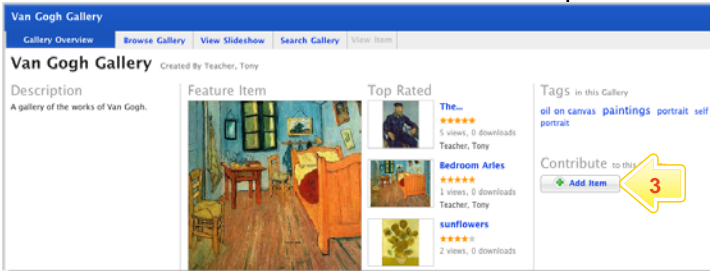
- 12 Click **Finish**. The items are added to the Gallery and the Gallery Overview page appears.

Import the File from your eLocker

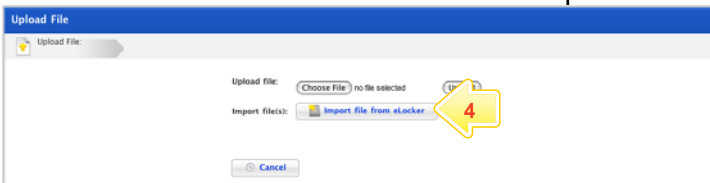


- 1 Navigate to the Class or Group folder that contains the Gallery.
- 2 Click the Gallery to which you want to add an item.

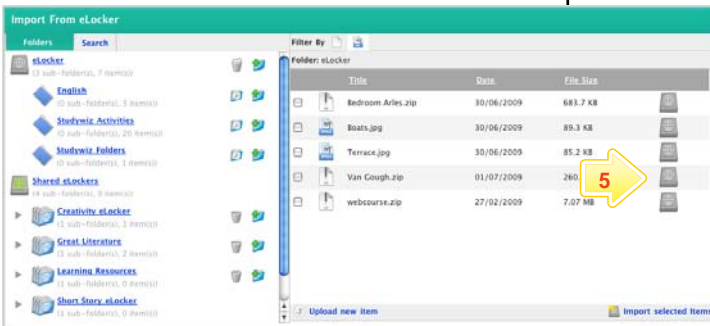
Gallery - Bulk Import




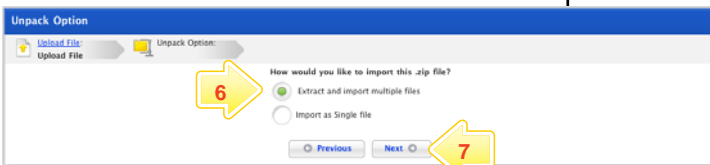
3 Click the **Add Item** button.



4 Click the **Import file from eLocker** button and locate the zip file.



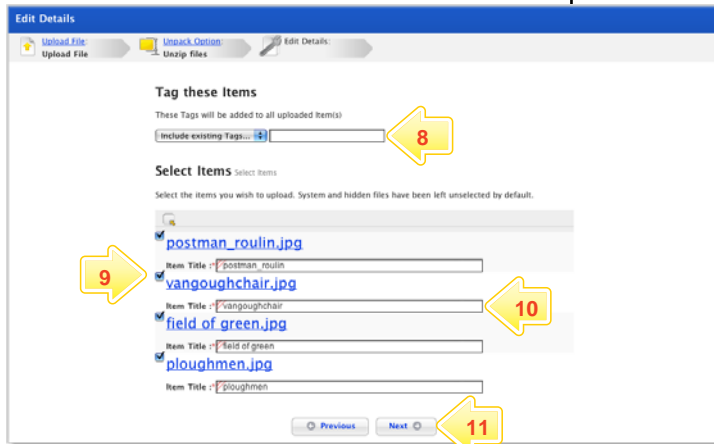
5 Adjacent to the zip file, click the **Import from eLocker** button . The Unpack Options page appears.



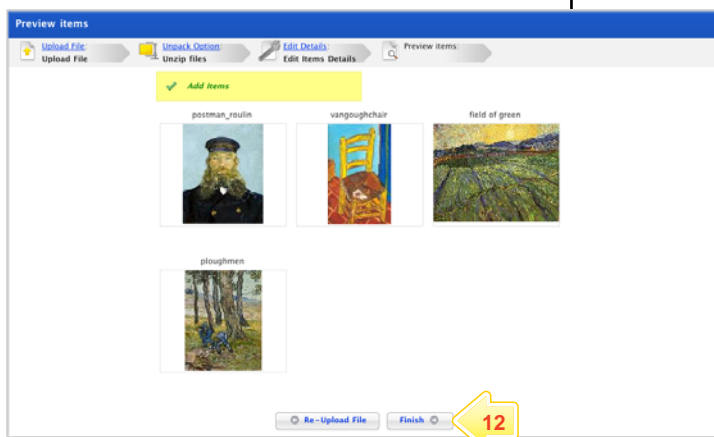
6 Ensure that the **Extract and import multiple files** option is selected.

7 Click **Next**. The Edit Details page appears.

Gallery - Bulk Import



- 8 In the **Tags** field, type any general tags for the items.
- 9 Ensure the items that you want to add are selected.
- 10 In the **Item Title** fields, edit the item titles if necessary.
- 11 Click **Next**. The Preview Items page appears.



- 12 Click **Finish**. The items are added to the Gallery and the Gallery Overview page appears.