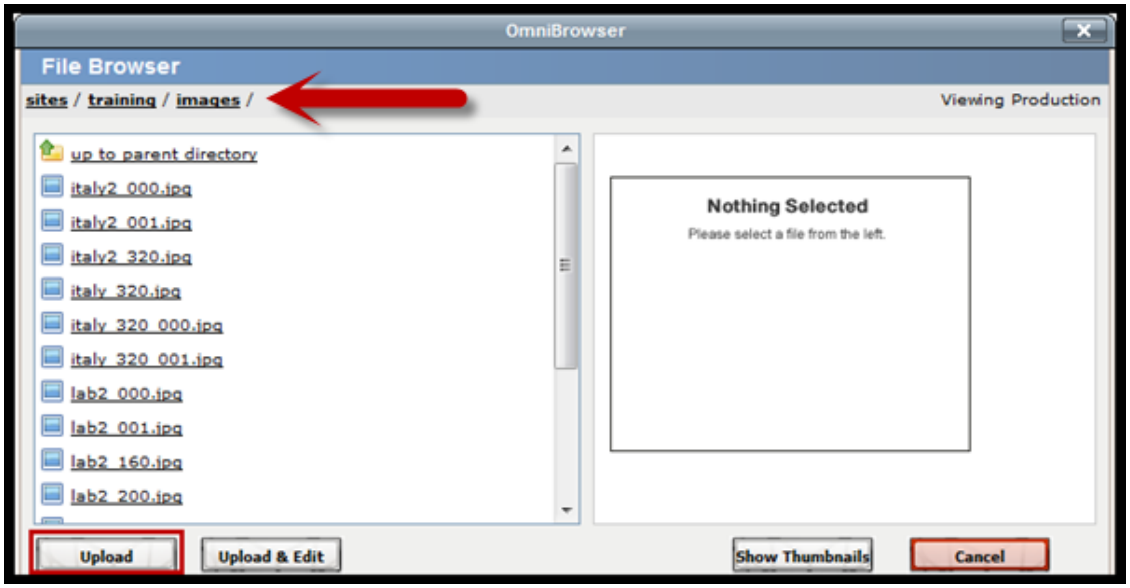
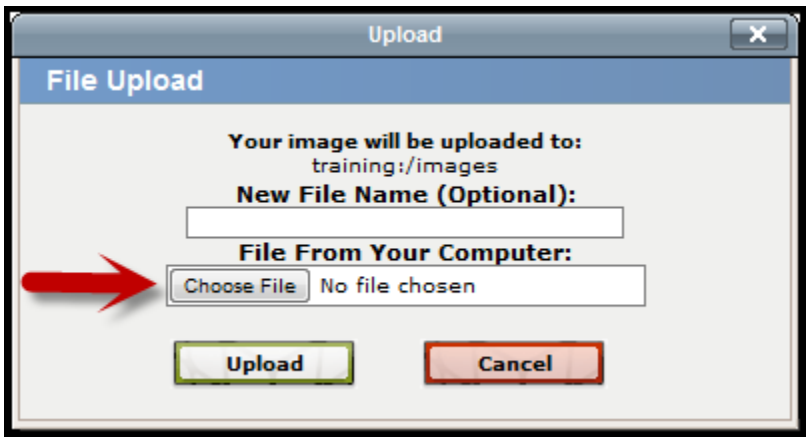
UPLOAD AN IMAGE

If the image has not already been uploaded to the Production Server, it can be uploaded through the File Browser that pops up when the browse button is clicked (see Steps 1 through 4 of Inserting Images).

1. Again, make sure you are uploading to the **Images Folder**. Click the **Upload button**.

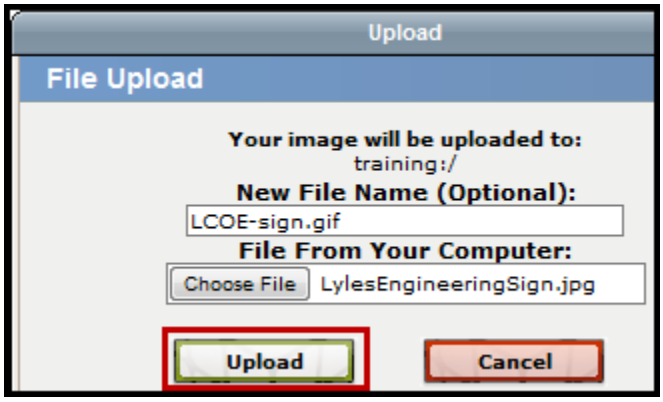


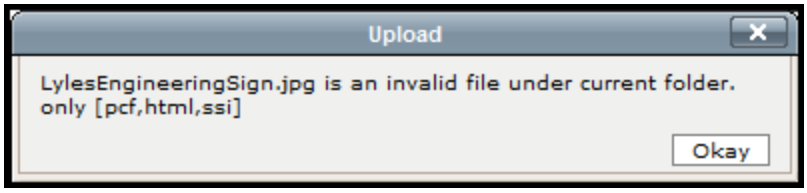
2. In the File Upload window, click the **Choose File button** to locate the file you want to upload. Allowable extensions include jpg, png, jpeg and gif.



3. Find the image to upload, and click open or double click it. If desired, rename the file by typing a new name with the file extension in the **New File Name (Optional)** field.

4. Click **Upload**. Once successful, you will receive a success message in a new window.



***NOTE:** If you receive an error message saying the image is an invalid file under the current folder, make sure you are uploading jpg, png, jpeg or gif images to the images folder, see Steps 1-4 of Inserting Images.*

Also if you are a Level 6, with no overwrite permissions, be sure the same name does not exist already in the Images folder.