

How to Documents to your System Gallery such as PDF's, Excel Spreadsheets, Audio Clips, Image Files, Etc.

Author: Joel Kristenson

Last Updated: 2015-06-05

Overview

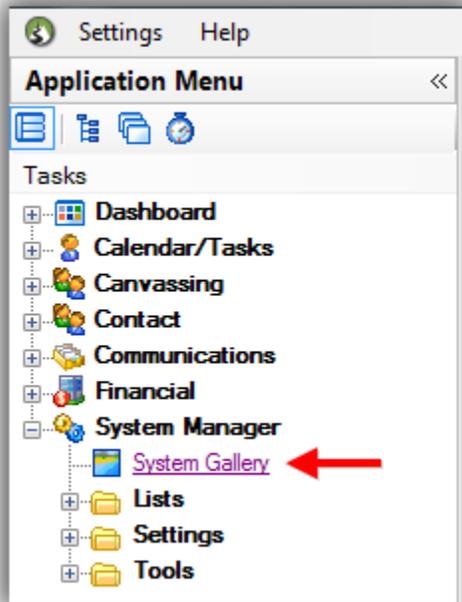
In 2014 the **System Gallery** feature was added to the software. This allows users with [administrative access](#) to upload, and store documents in their database. This can be useful for a variety of reasons such as:

- Adding images to an [eblast](#).
- Storing grant documentation.
- Storing PDF documents such as a newsletter or event poster to link to from a mass email campaign.
- Saving audio files, and linking to them from a mass email campaign.

Steps

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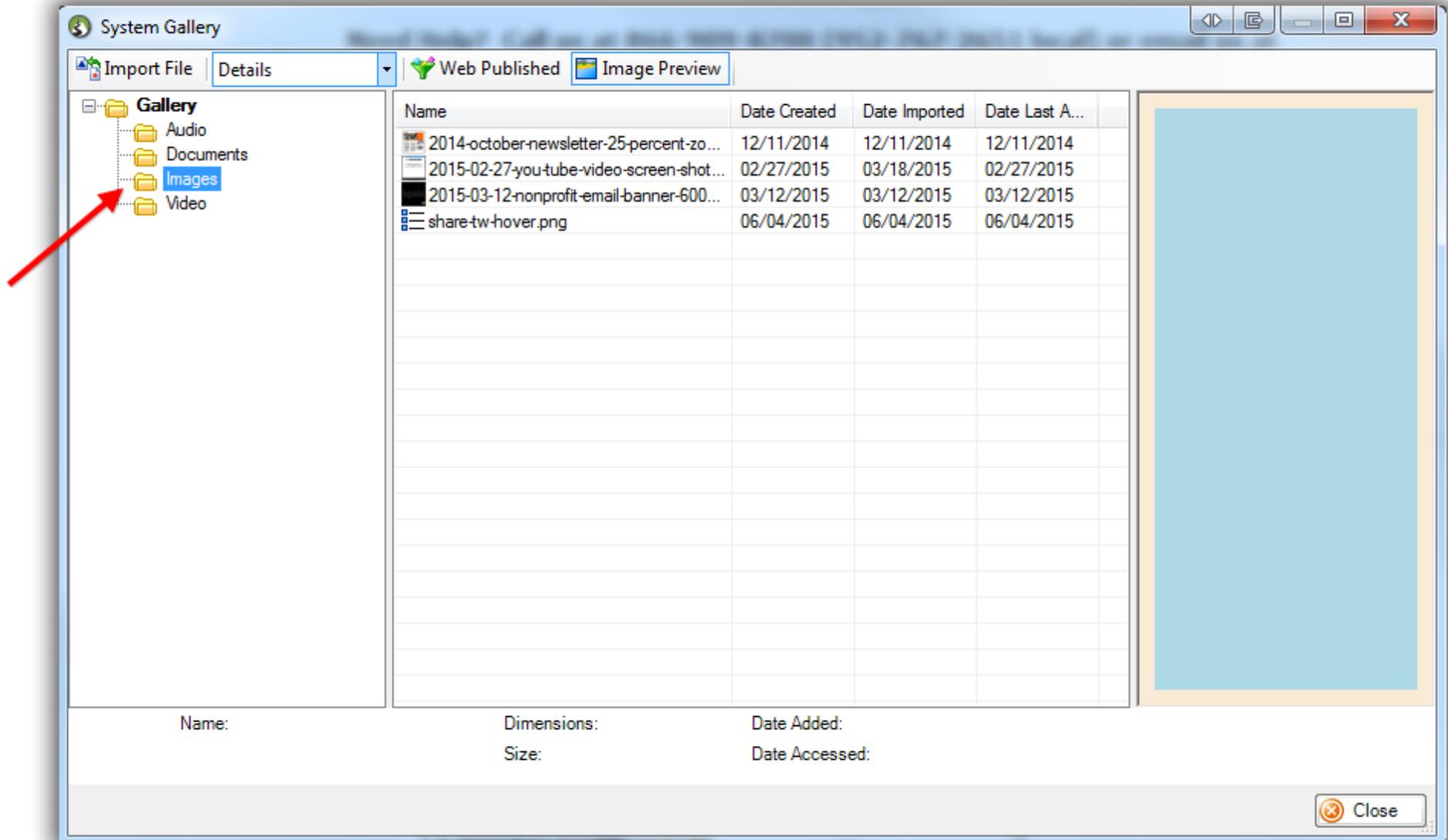
Navigate to the **System Gallery** by following **Application Menu > System Manager > System Gallery**



Select the folder you would like to import the file(s) into. *In this example I selected the **Images** folder.*

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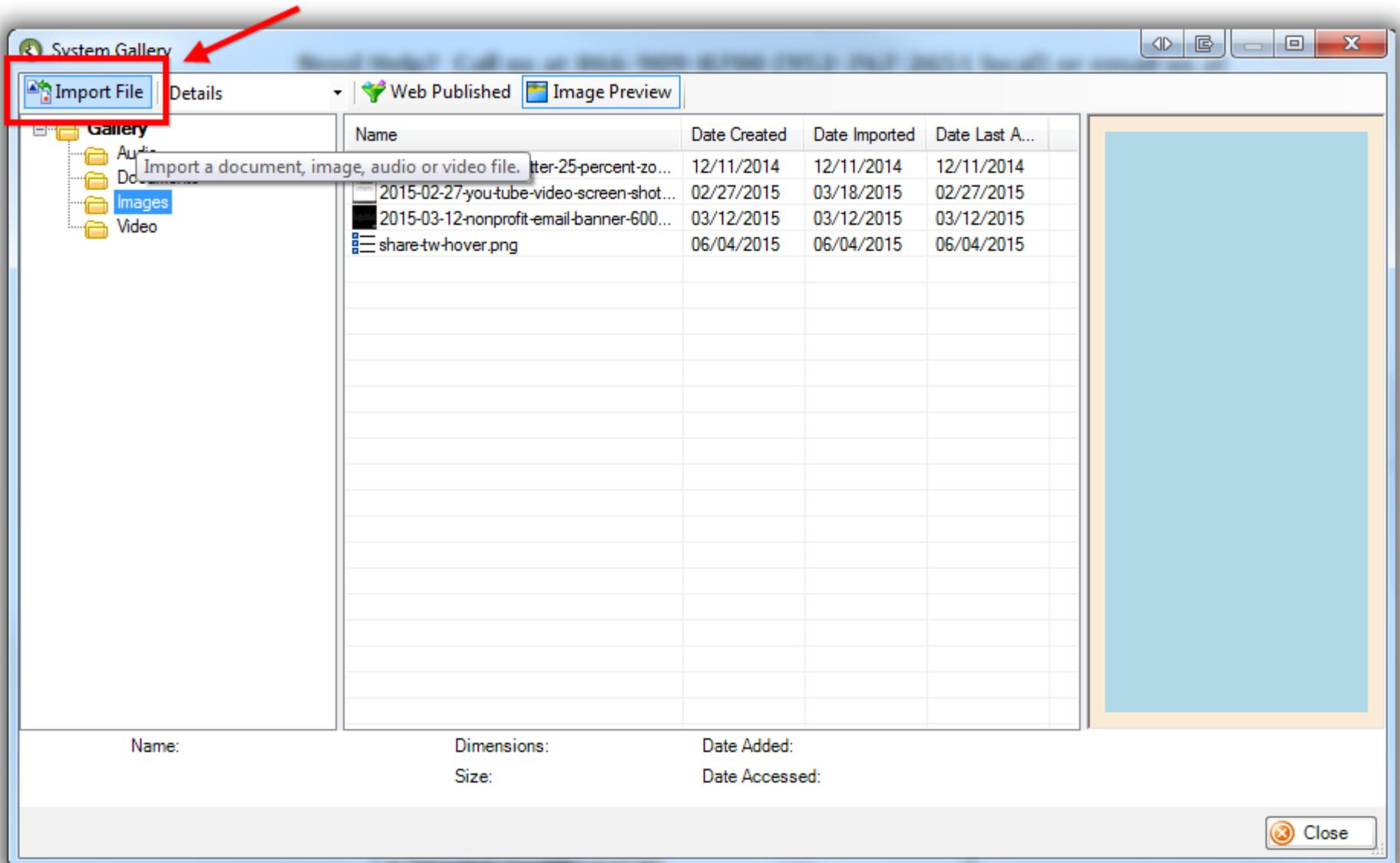
Select the folder you would like to import into.



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Click **[Import File]** from upper-left of the screen.

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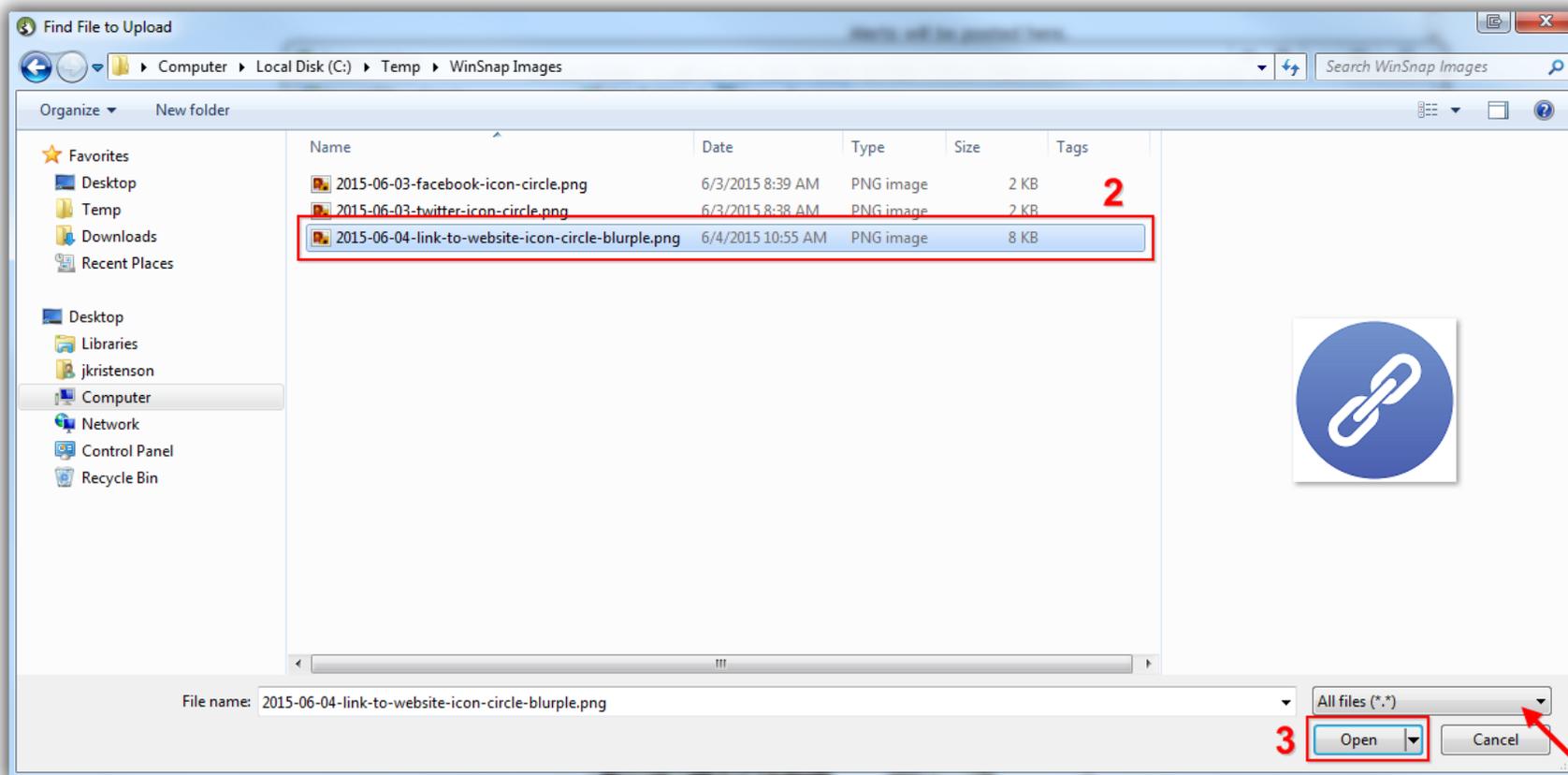


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IMPORTANT! MAKE SURE 'ALL FILES' IS SELECTED FROM THE DROP DOWN IN THE LOWER-RIGHT.

Locate and highlight the file that you want to upload, and click **[Open]**. *In this example I selected a .png image file called "2015-06-04-link-to-website-icon-circle-blurple.png" from my **Temp** folder.*

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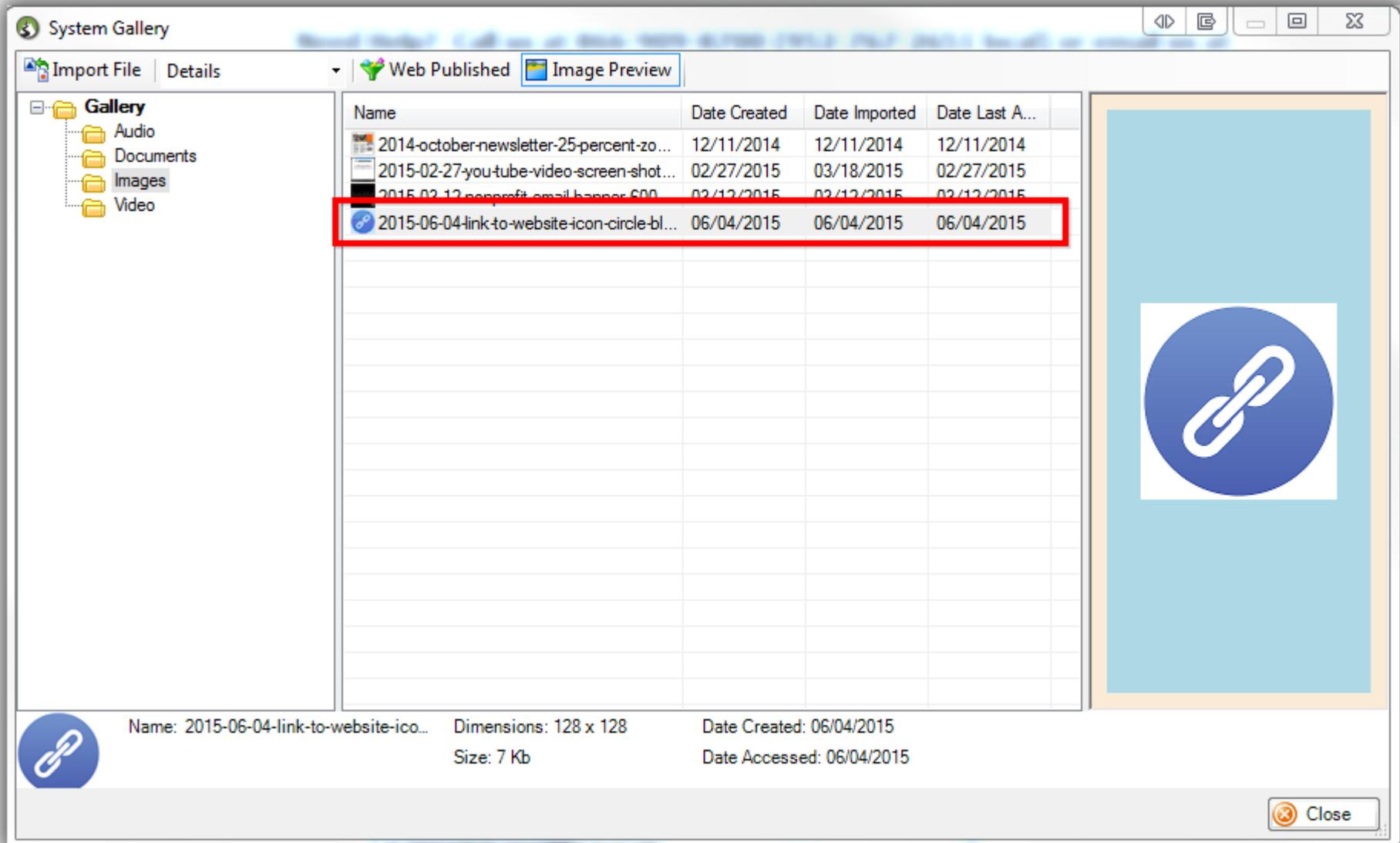
1
MAKE SURE ALL FILES IS SELECTED FROM THE DROP-DOWN.

The new file will now display in your System Gallery in the folder that you previously select. *My example image file is displayed below - you can toggle the drop-down for how the files will appear i.e. Large Icons, Details, List View, Etc.*

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The new file as it appears in the System Gallery.

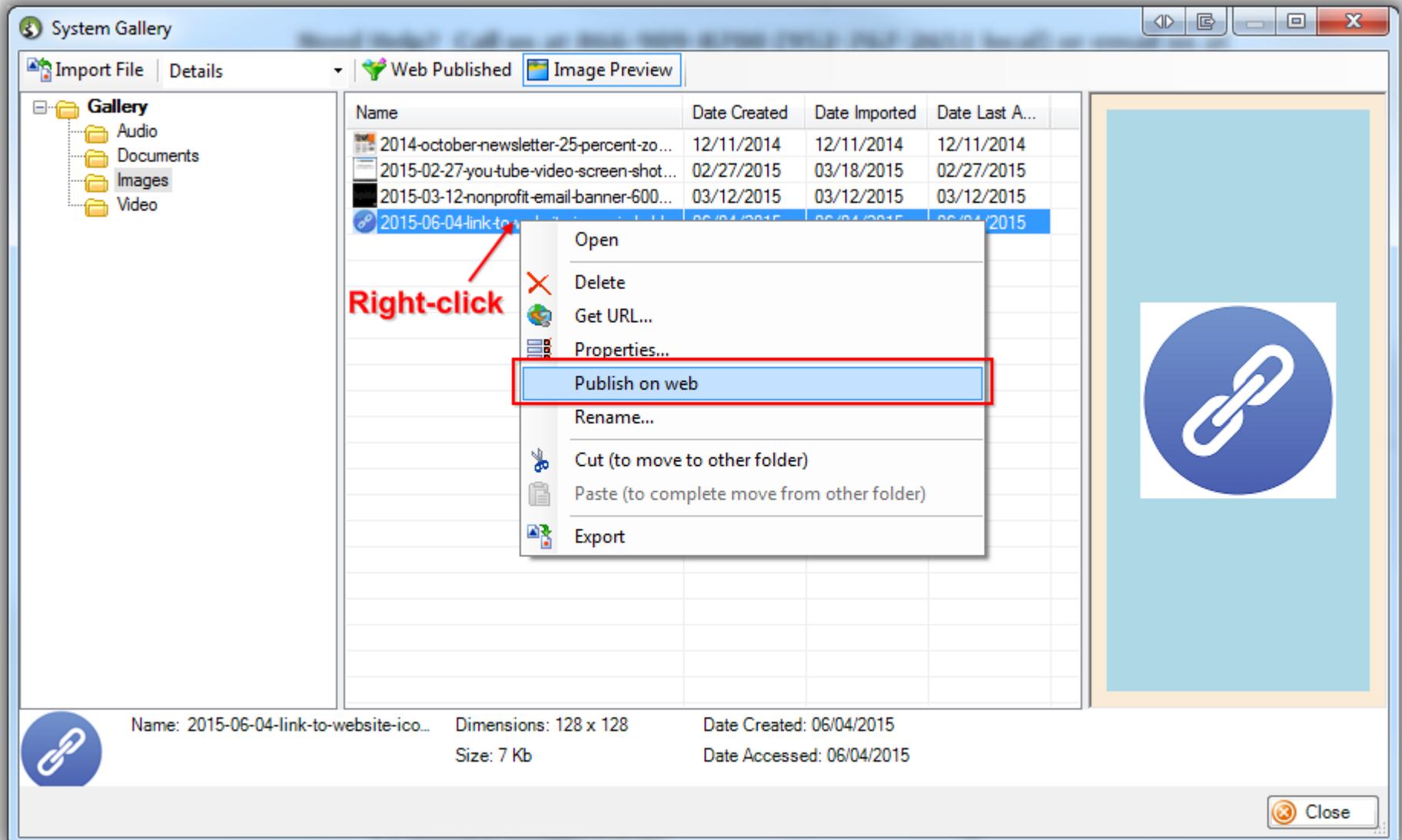


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At this point you're finished with the upload process.

Optionally*, you can right-click on the file, and **Publish it to the Web which will allow you to do things like insert the images into your future email campaigns. If this is something you wish to do simply right-click on the file and select **Publish on web**.

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- 3rd Party Resources

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Related Resources

Article: [How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template](#)

Article: [How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document](#)

Article: [Adding a Database User and Setting Security Settings](#)

Video: [Eblasts Create and Send Eblasts – Includes Image Management](#)

3rd Party Resource (Tool): [WinSnap Screen Capture Tool](#)

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** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

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