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Overview

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

- Adding images to an <u>eblast</u>.
- 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.





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.



Select the folder you would like to import into.

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	Name	Date Created	Date Imported	Date Last A	
	2014-october-newsletter-25-percent-zo	12/11/2014	12/11/2014	12/11/2014	
	2015-02-27-you-tube-video-screen-shot	02/27/2015	03/18/2015	02/27/2015	
	2015-03-12-nonprofit-email-banner-600	03/12/2015	03/12/2015	03/12/2015	
	≣— share-tw-hover.png	06/04/2015	06/04/2015	06/04/2015	
Name:	Dimensions:	Date Added:			
Size:		Date Accessed:			



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



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Gallery	Name	Date Created	Date Imported	Date Last A			
Import a document,	image, audio or video file. tter-25-percent-zo	12/11/2014	12/11/2014	12/11/2014			
	2015-02-27-you-tube-video-screen-shot	02/27/2015	03/18/2015	02/27/2015			
	2015-03-12-nonprofit-email-banner-600	03/12/2015	03/12/2015	03/12/2015			
	= share-tw-hover.png	06/04/2015	06/04/2015	06/04/2015			
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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.





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.*





The new file as it appears in the System Gallery.

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					(Close



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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C C	Size: 7 Kb		Date Accessed: 06/04/2015				
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As of the time this article was written the base level package with **Trail Blazer** provides up to 1G of document storage, and its \$10.00/mo for each additional GB after that. Feel free to contact our Support or Sales departments if you think you may be close to your limit.



- YouTube Channel

- Knowledge Base Articles

- 3rd Party Resources



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

Trail Blazer Live Support

- **(C)** Phone: 1-866-909-8700
- Email: <u>support@trailblz.com</u>
- Facebook: https://www.facebook.com/pages/Trail-Blazer-Software/64872951180
- **Twitter:** <u>https://twitter.com/trailblazersoft</u>



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

<u>*Click here*</u> to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

* After registering you'll receive a confirmation email with the instructions for how to log into the <u>GoToMeeting</u> session where we host our live interactive trainings.

* This service *is* included in your contract.