UPLOADING AND MANAGING IMAGES

UPLOADING IMAGES
On the account management page in the Managed Business section, on the right, click on the link Upload / Manage Images.
> 1. Click on Choose File to upload an image from your computer or from a removable disk.
> 2. After selecting the file, click on Upload

Your uploaded image will appear within the middle of the page.

If this image is to be your logo, click the "Set Logo" button

If correctly applied, a pop-up window appears – Logo has been set successfully – Click OK The logo will appear at the top right of your page above your Business Details.

If you wish to add a caption to the logo, Click Add caption to logo. Type your caption in to the Caption: field. Click Add Caption. If successful a page appears that the logo caption has been updated. Note: Caption is a maximum 160 characters.

If you are to add more images click Back to Upload Images or return to the Management Page.

If you are to add more images, repeat steps 1 and 2 above. You can upload up to nine images plus a logo.

Deleting A Selected Image
On the image to be deleted, click on the "Delete" button for the image to be deleted.

Set a graphic as a logo
The logo is positioned at the top right of your page above your address details.

You can add a caption to the logo. You can have a total of ten (10) graphics including your logo. The graphics are displayed as thumbnails at the bottom of your page and when clicked on open in a new expanded window.