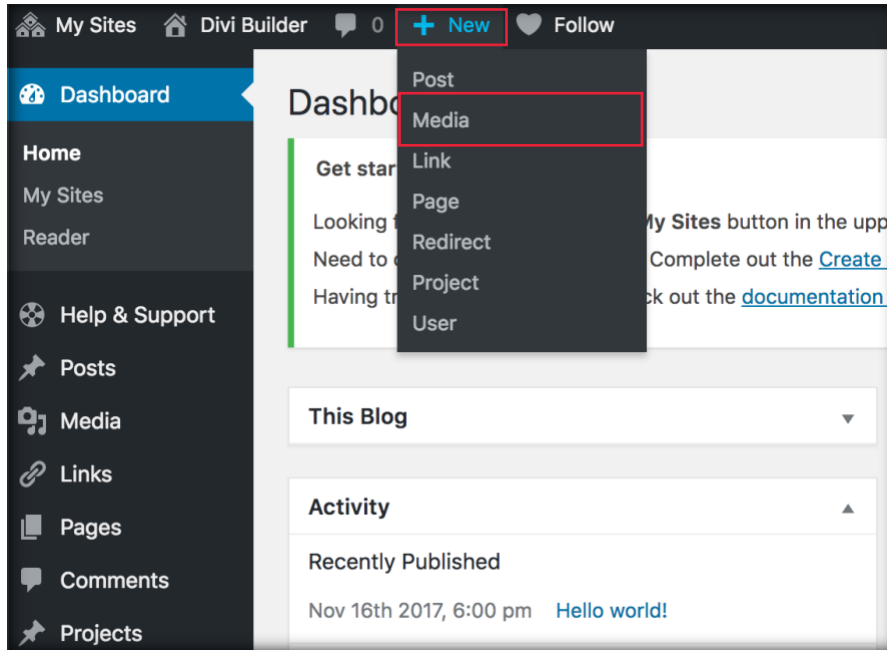


# Uploading Documents

The quickest way to add images is to simply hover over the “+ New” option at the top of the page then scroll down and select “Media”.



You will be directed to the following screen where you can drag and drop your documents into your media library, or you can select your documents from the folder you saved them from.

