How to Upload Brand Images

GTP iCommerce instructions on how to upload images in the correct .jpg format

Login into the CMS

- Go up to the second tab, 'called images'

- Click on the Edit brand images in the drop down menu
  - (Under the Category and brands subheading)

Go to the images drop down menu

Select a brand that you want to upload an image for

Select choose file to get a image

Click on choose file
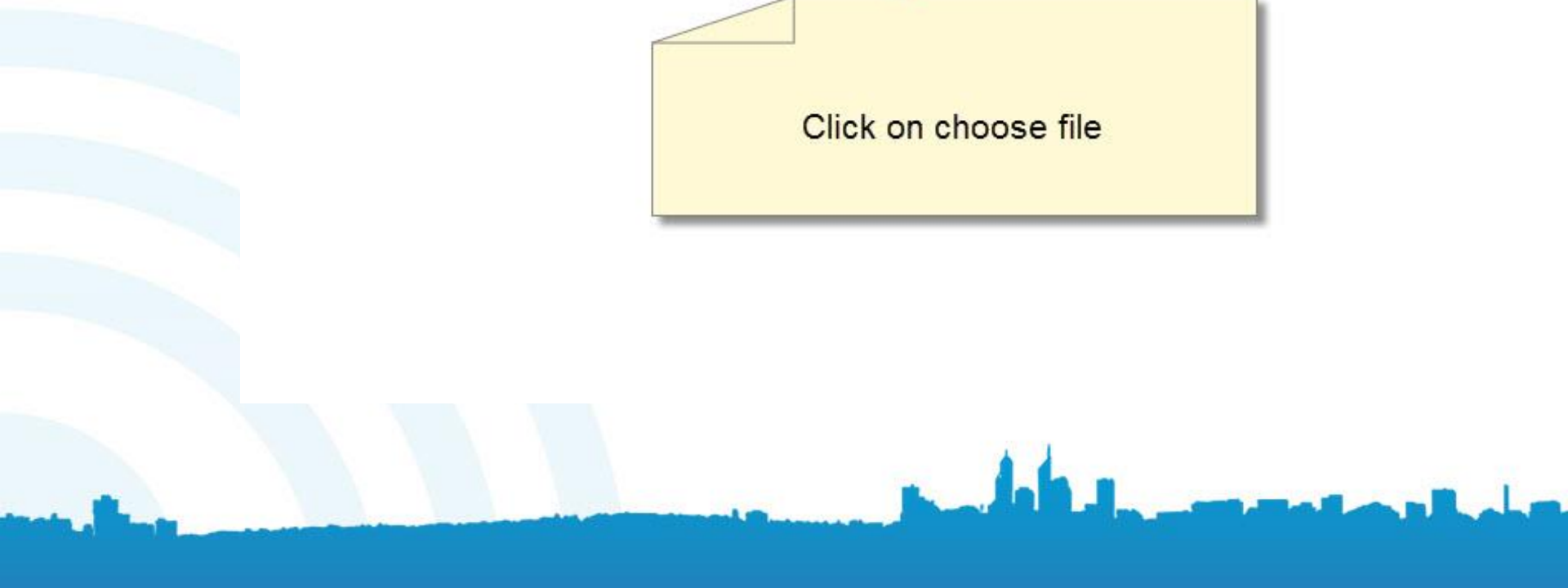
Select a image from the appropriate file – check the image type
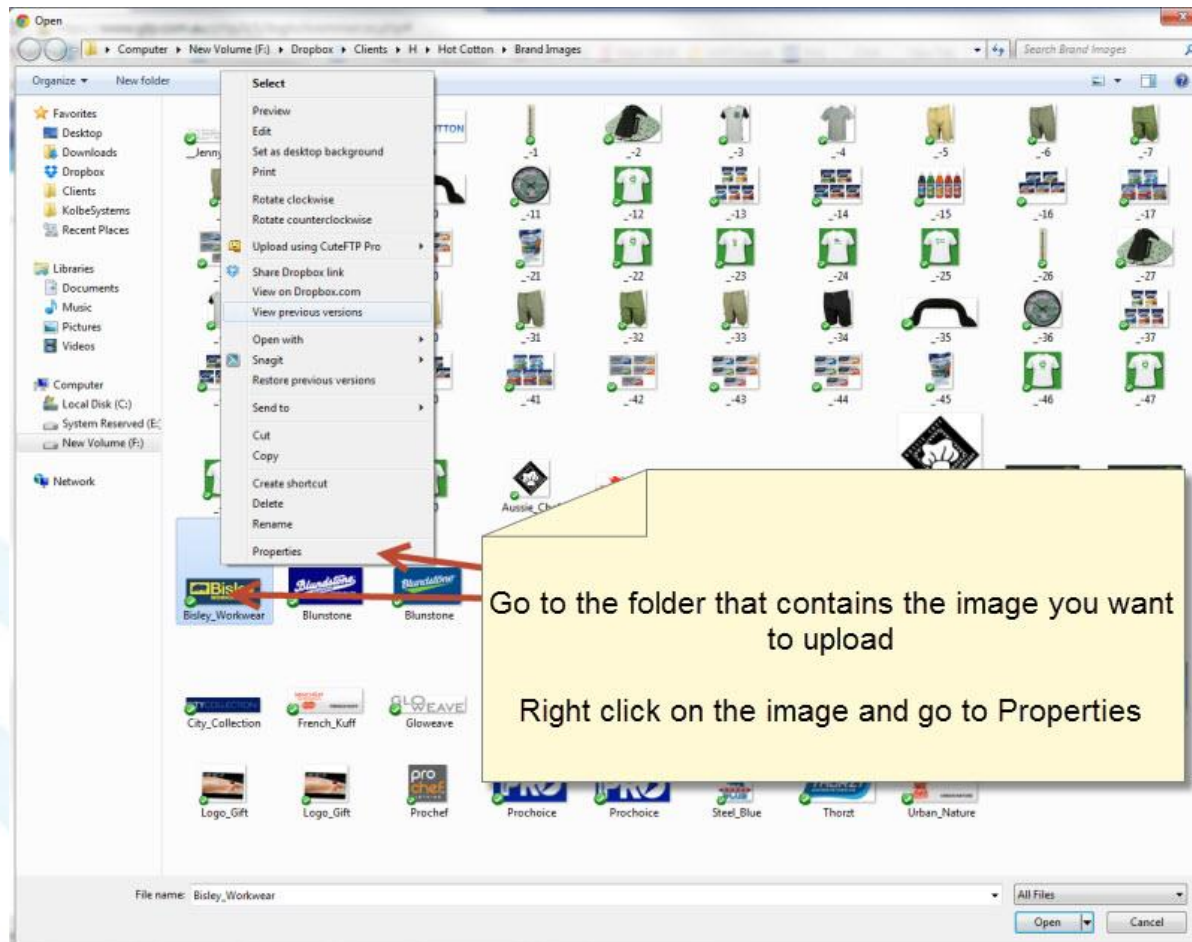
Needs to be .jpg image type

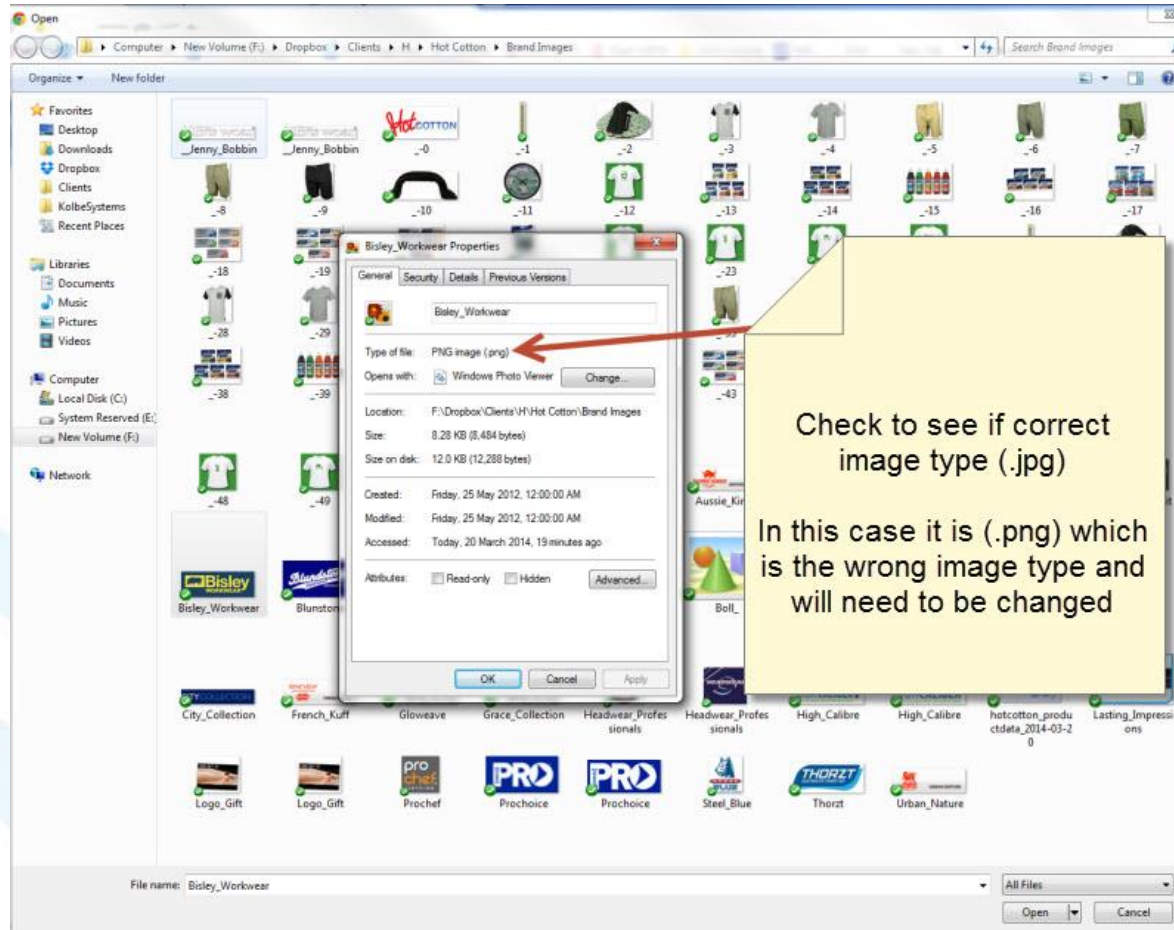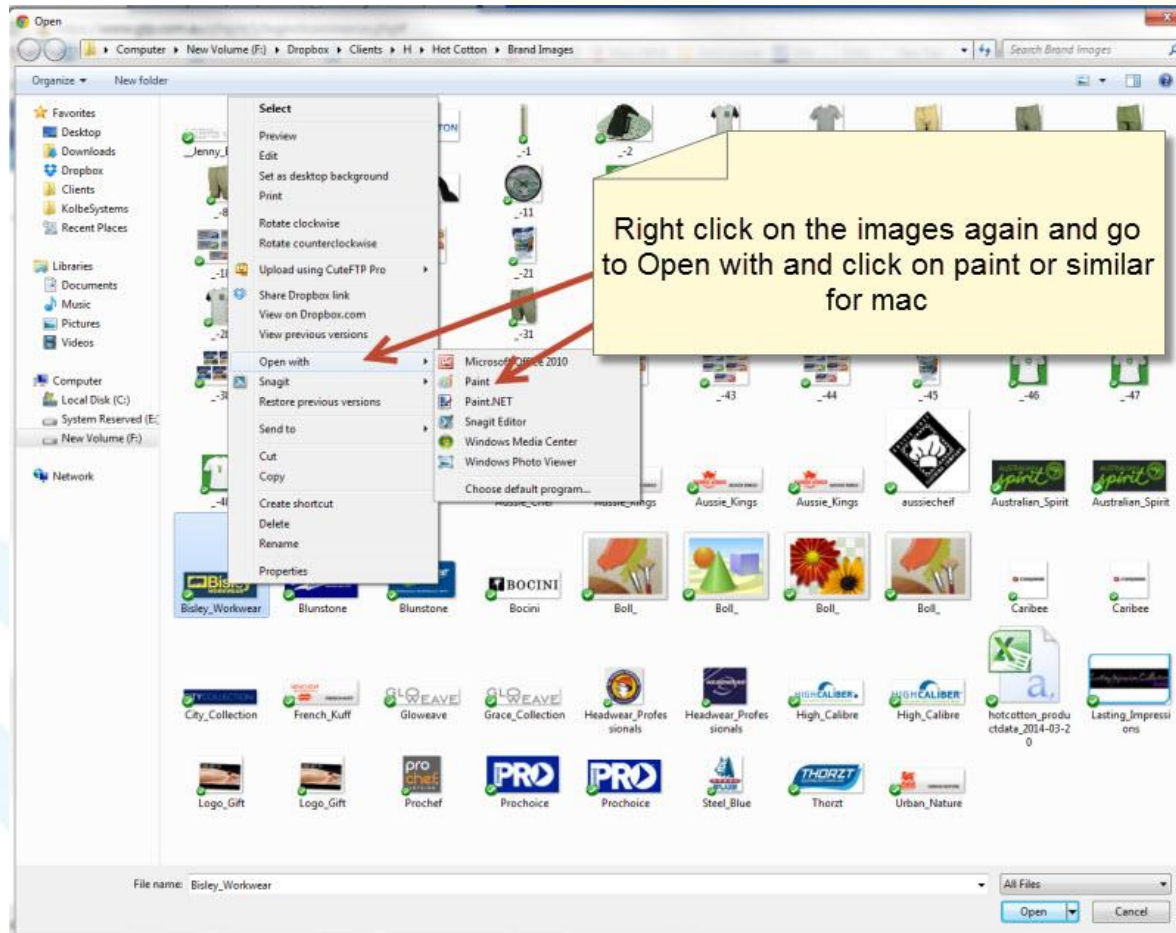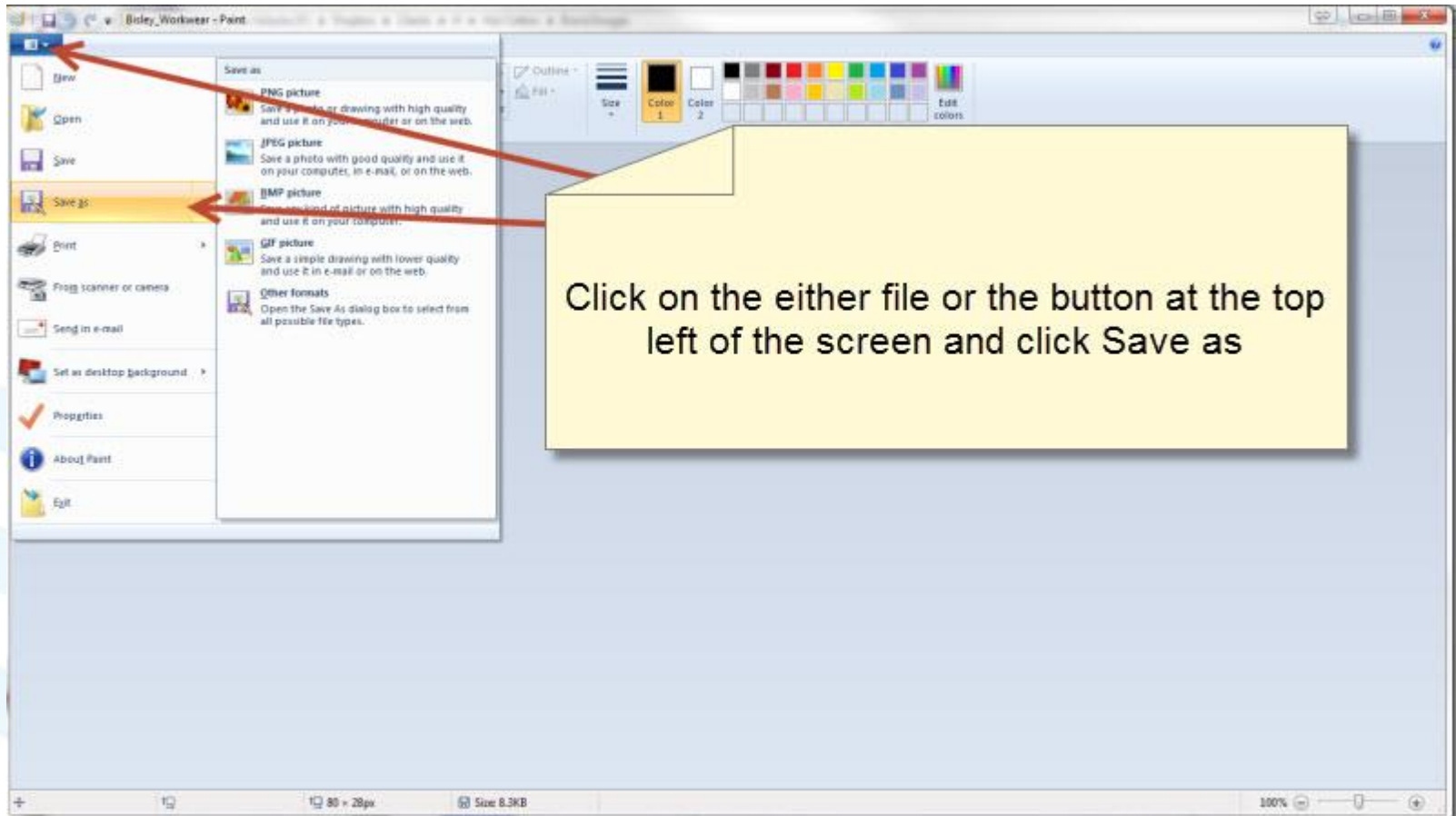# Changing Image type – can use paint

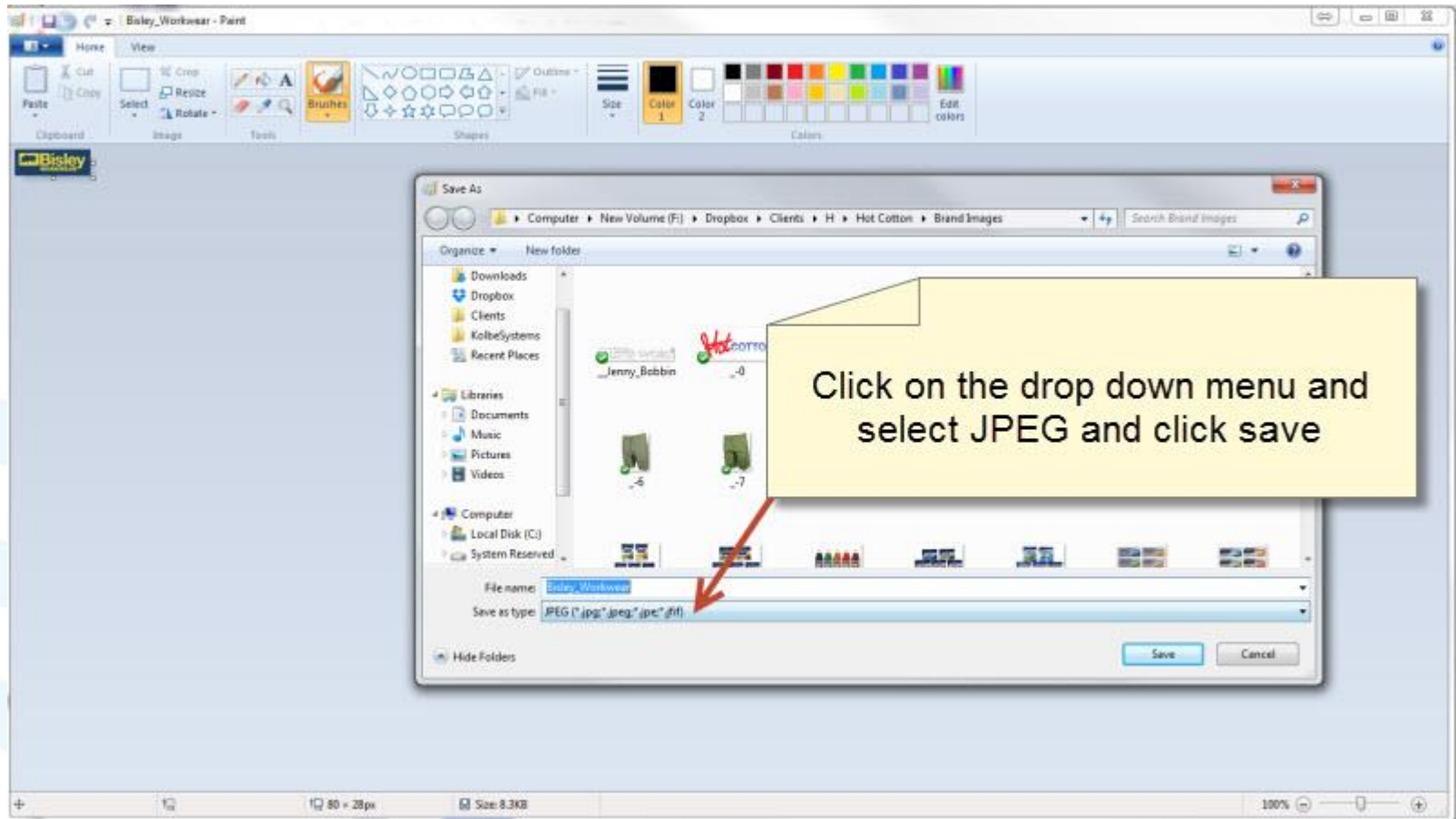Right click on the images again and go to Open with and click on paint or similar for mac
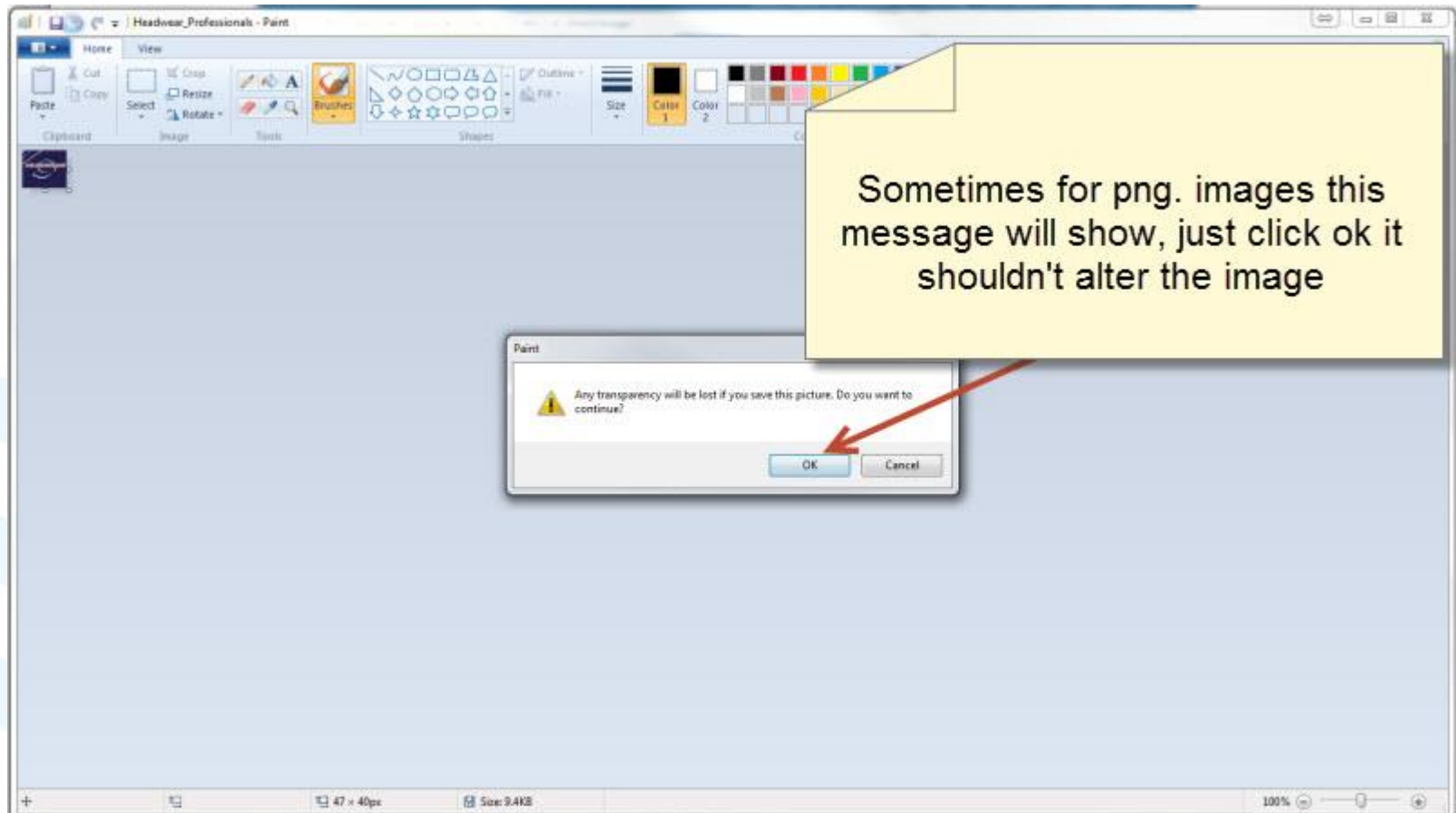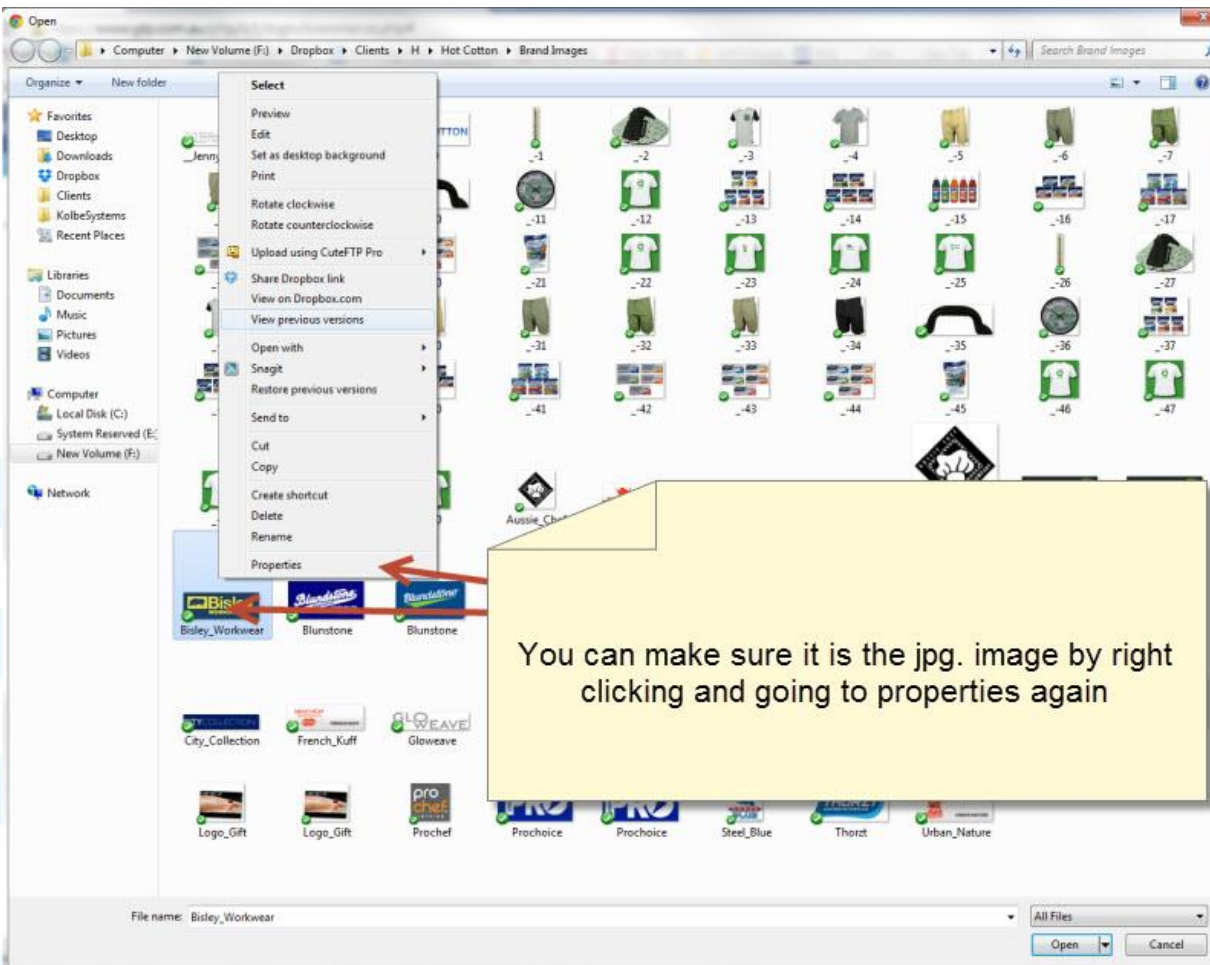
Click Save as

Change to JPEG in the 'Save as type' drop down menu
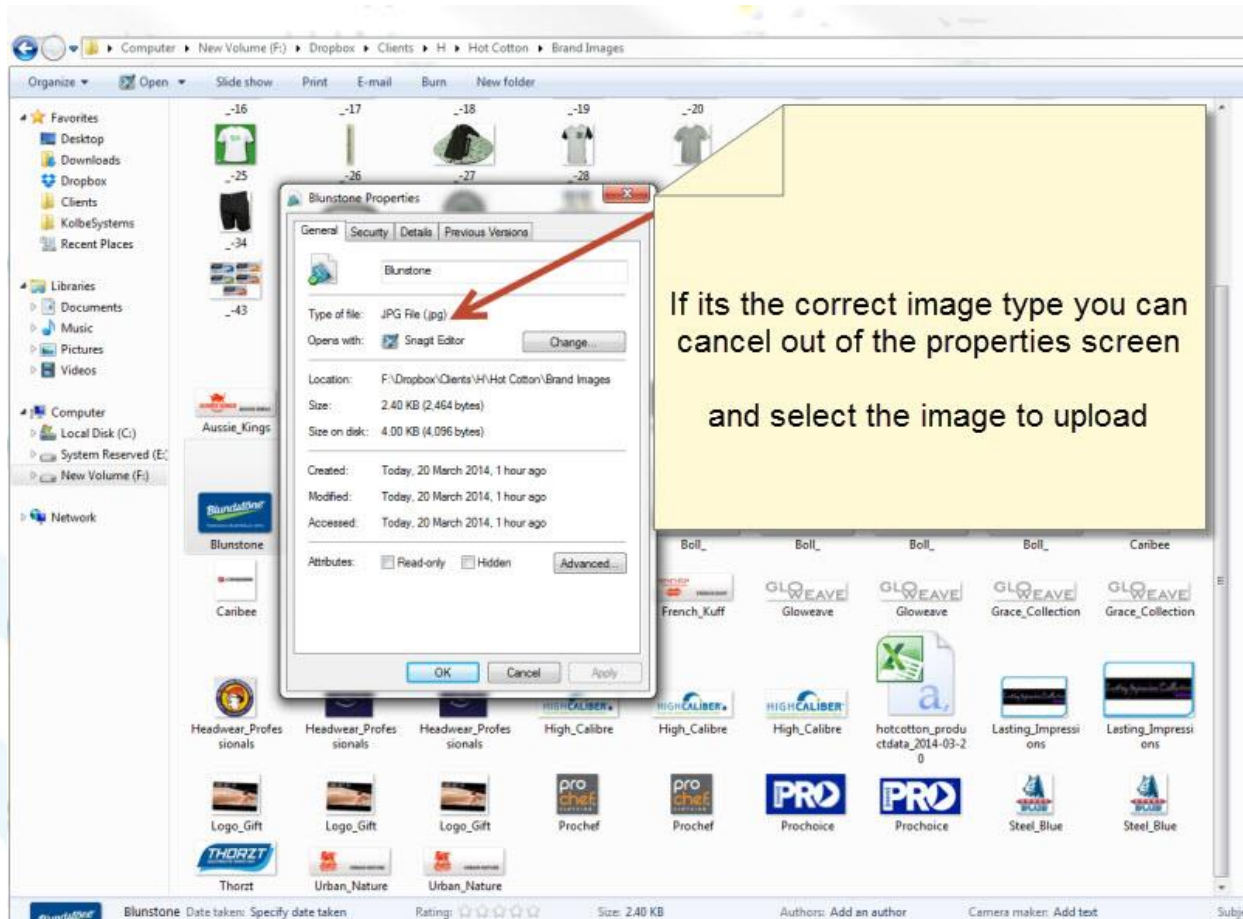
Click yes

Go back to the image selection screen and select the new .jpg type

- Close paint and go back to the image selection screen

- You should see the new jpg image being displayed

You can make sure it is the jpg. image by right clicking and going to properties again

Select the image

If its the correct image type you can cancel out of the properties screen

and select the image to upload

Upload image

Image Uploaded

Check the website for the new brand images

End of Presentation

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