Uploading a New Image from your Computer

After clicking the point on the page where you want to have the image be inserted onto, click Upload/Insert.
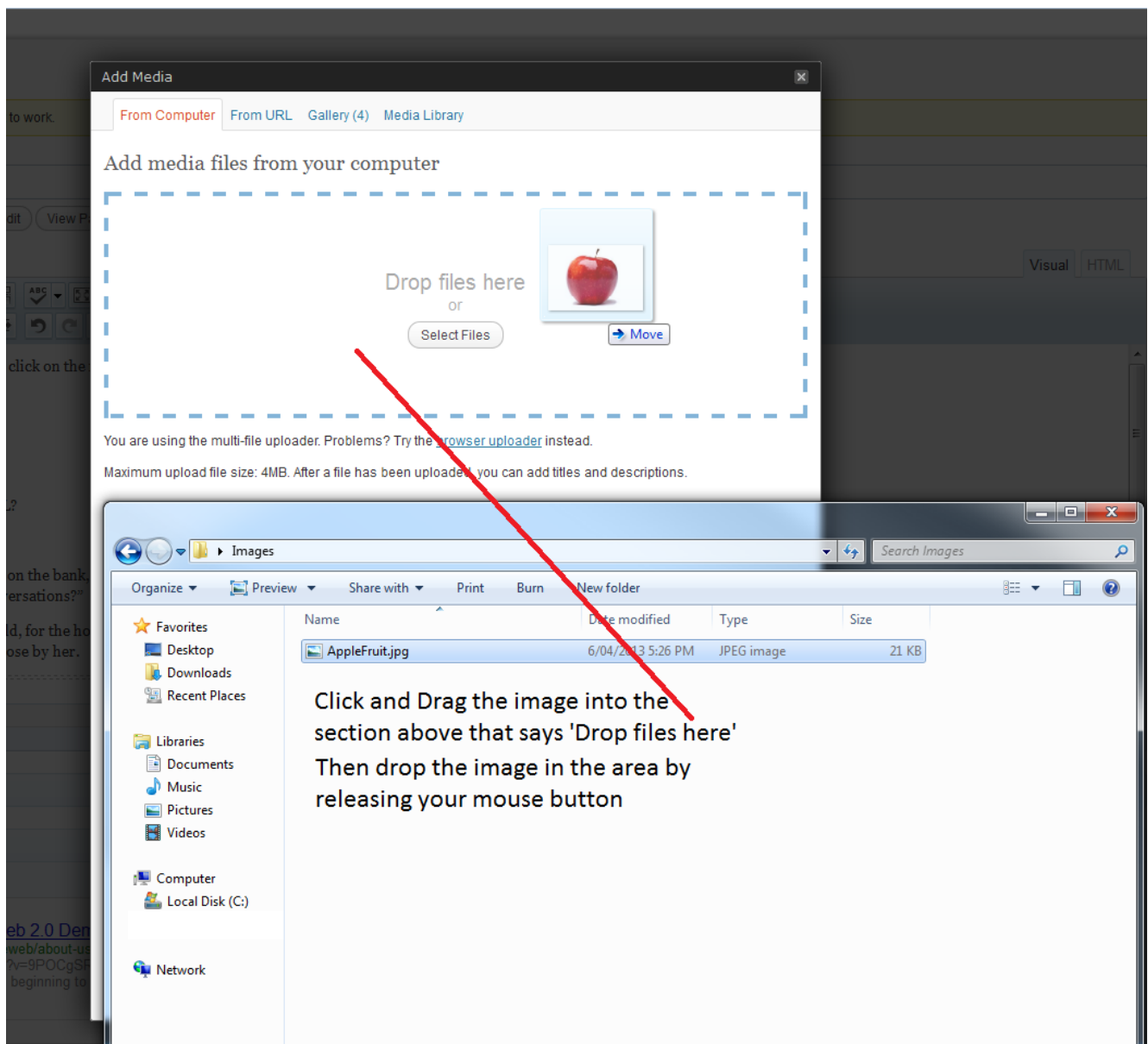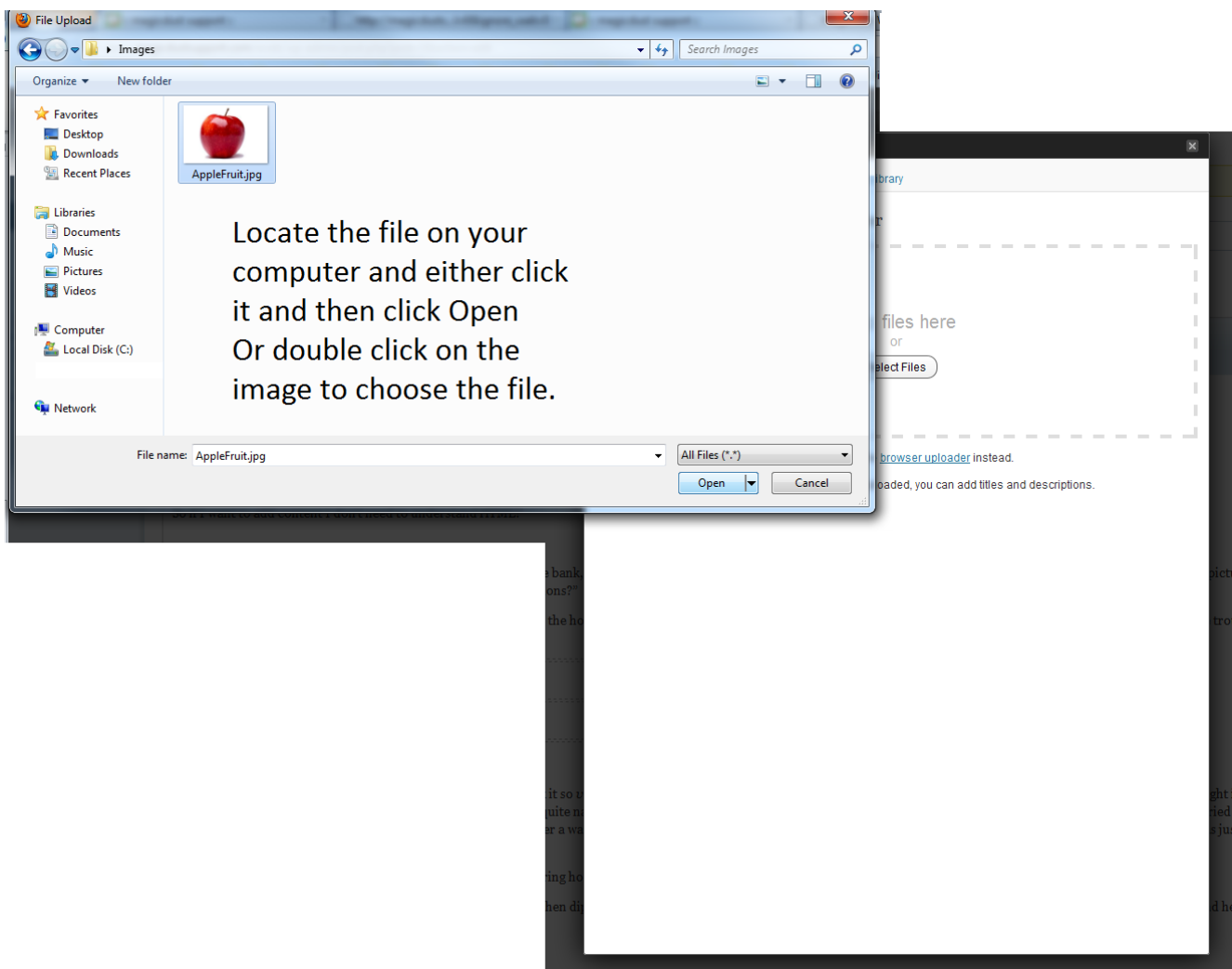
This should bring up the below window:

You have two options to upload the image(s) from your computer.

You can either Drag and drop files (Method 'A' below) from your computer into the dashed bordered area highlighted with a Red Box and it will start to upload the file(s) for you, or you can click on Select Files (Method 'B' below) to locate the files on your computer. Images showing these steps are below.

A. 'Drop files here'

B. 'Select Files'

Locate the file on your
computer and either click
it and then click Open
Or double click on the
image to choose the file.

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https://magicdustsupport.com.au/kb2/entry/324/