



**Items:  
Adding Item Images**

v 1.0

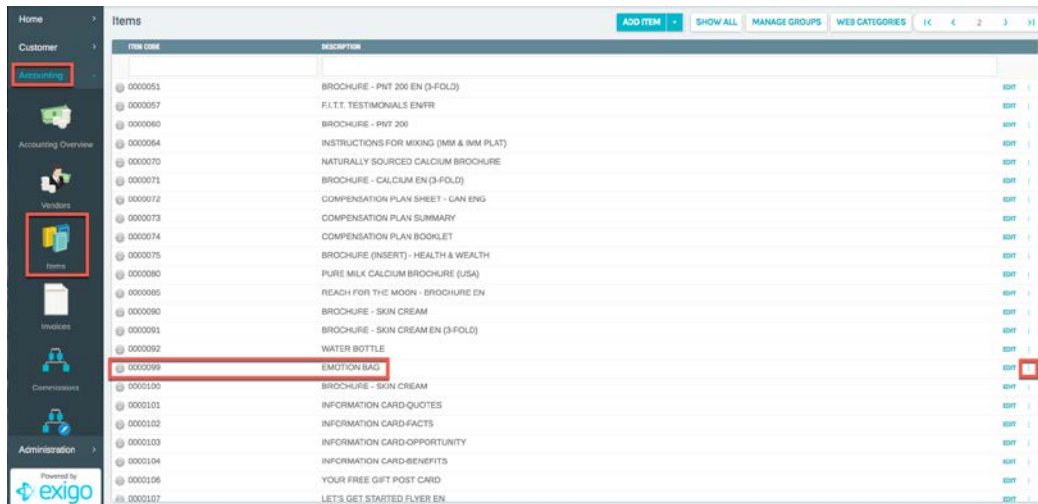
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## Contents

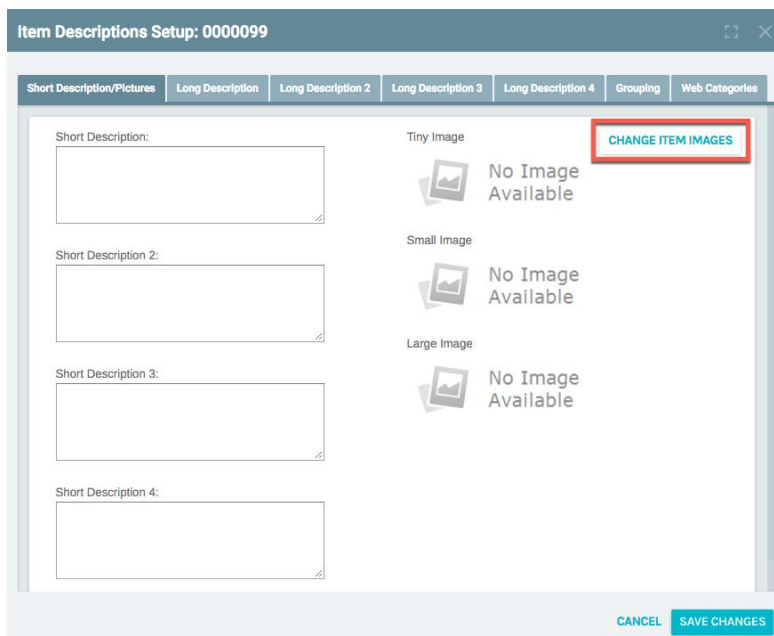
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## How to Add Images to Items

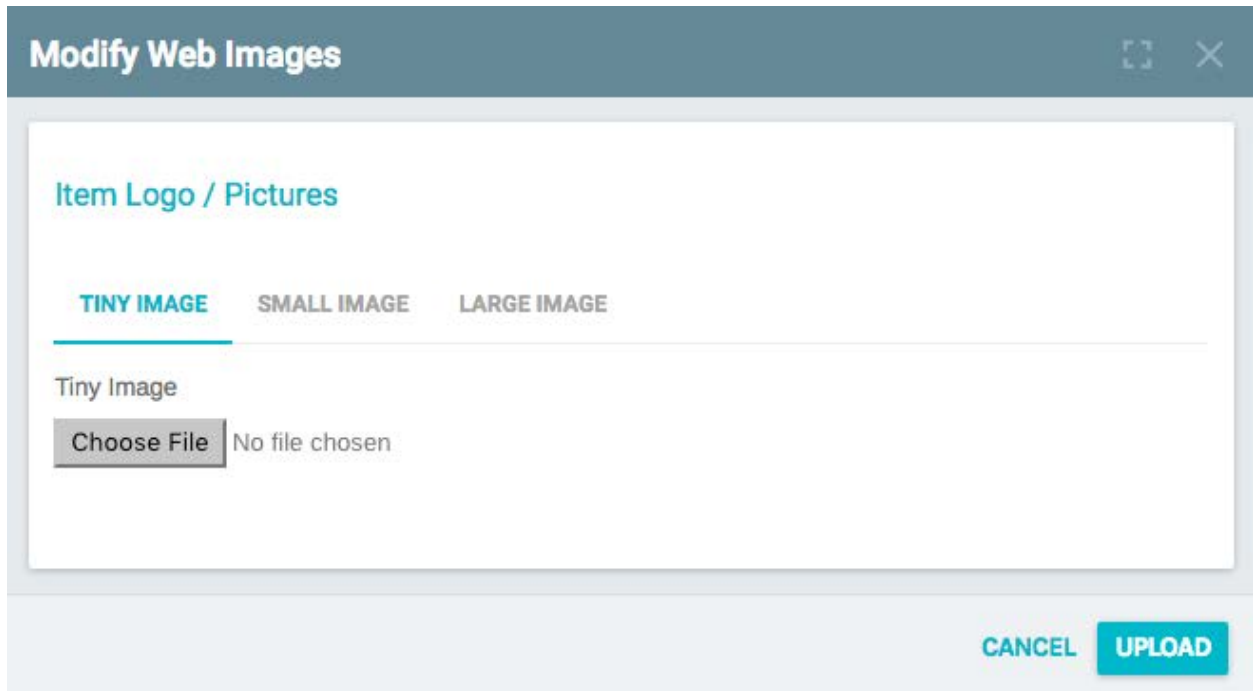
1. Log in to Exigo.com.
2. Go to Accounting > Items
3. Click on the Ellipses at the end of the Row for the specific Item (shown below):



4. Clicking on the Ellipses will allow the following choices:
  - a. Edit Item
  - b. Edit Web Info
  - c. View Item Summary
  - d. Delete
5. Click on Edit Web Info. The following window will open:



6. Click on Change Item Images to load Images. The following window will open:



7. Click on Tiny Image and Choose a File with the following characteristics:
  - a. 72 dpi, 150 x 150 pixels
8. Click on Small Image and Choose a File with the following characteristics:
  - a. 72 dpi, 250 x 250 pixels
9. Click on Large Image and Choose a File with the following characteristics:
  - a. 72 dpi, 500 x 500 pixels
10. Click Upload.

**NOTE:** The images may not appear until you refresh your screen. If an image does not appear after the refresh, re-upload and refresh again.