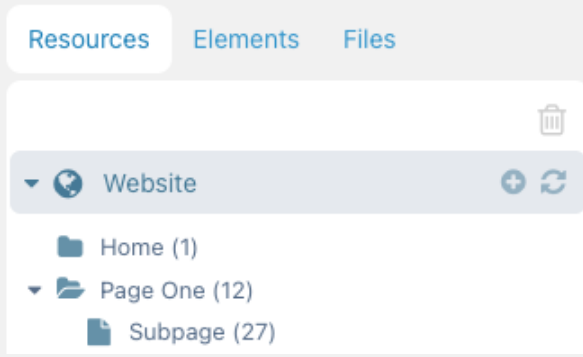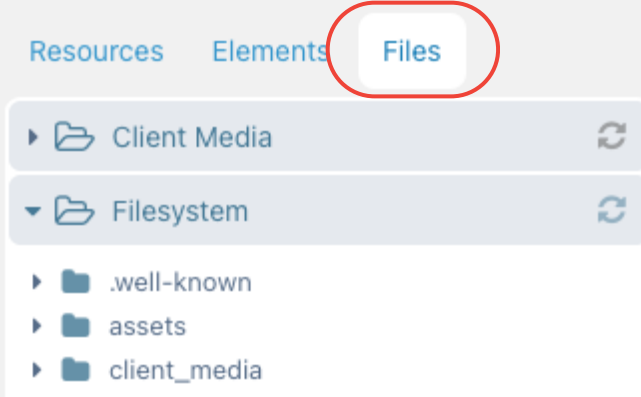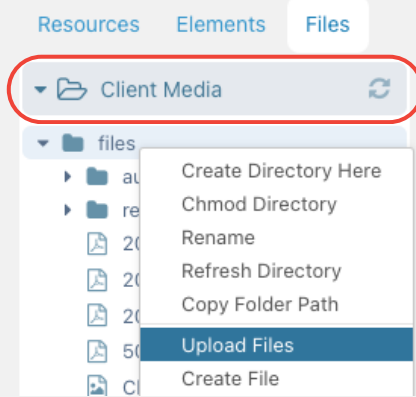# MODX File Uploads

Step-by-Step Guide

01

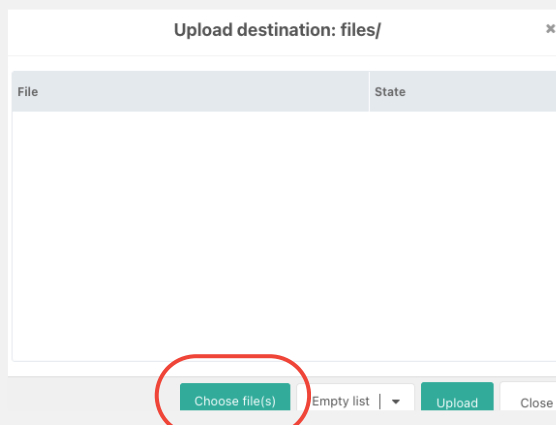Log into your **MODX Dashboard**.

02

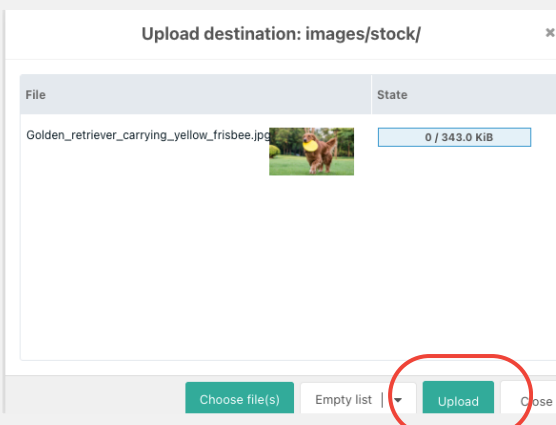Click on **Files** in the top left navigation, then select **Client Media**.

03

In **Client Media**, navigate to the directory where you want your image(s) or file(s).
Right-click and select **Upload Files** in the window that pops up.

04

Click **Choose file(s)** and locate the image(s) you want to upload.

05

Once you've selected your image(s), click **Upload**. Your image(s) will upload to the directory.

*Wait until it reads **Upload Successful** under the state column for each image before hitting close on the window.*

Now, you can use these images in your pages – just insert them wherever needed!