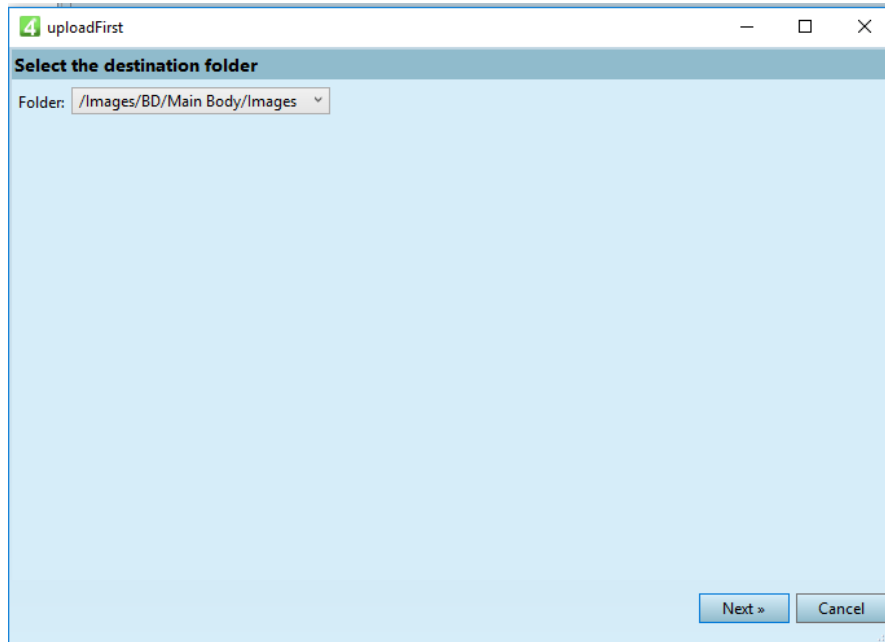


To drag and drop an image in the system

Click on the picture and drag it into GN4.

Release the image once GN4 has opened.

The upload First dialogue box will appear. Choose Images / BD / Main Body / Images



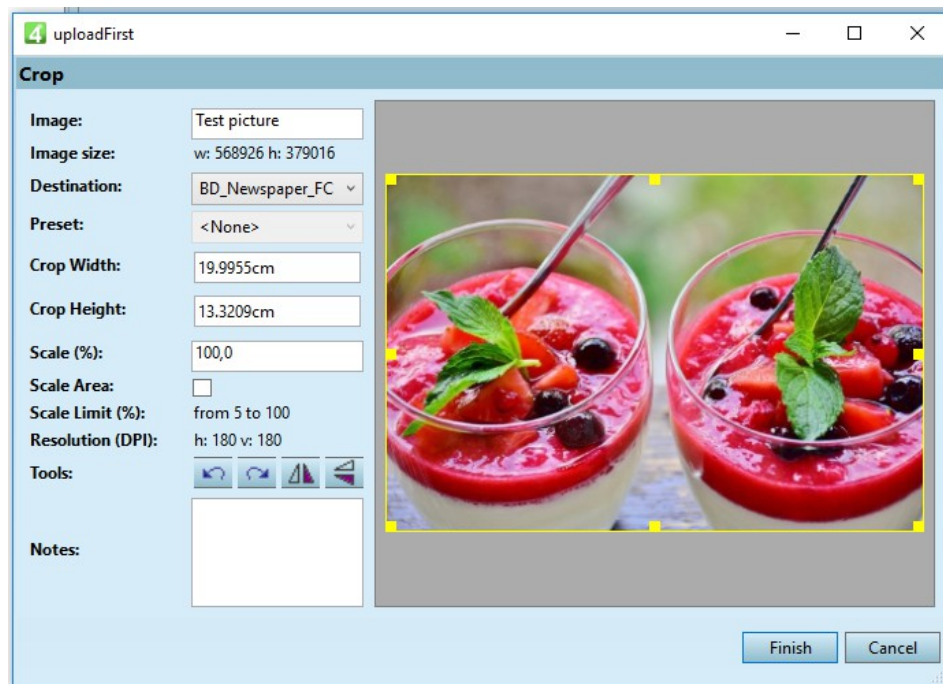
Hit Next.

Once you have done this, the next dialogue will require you to fill in the metadata.

The image shows the same '4 uploadFirst' dialog box, but now at the 'Upload - Files information' step. A note at the top states: 'If Title, Authors, Event date or Summary are left blank, these fields will be automatically filled with metadata read from the uploaded file(s), when present.' The form contains several fields: 'Name' with the value 'Test picture'; 'Authors' with the value 'Photographer's Name'; 'Event date' with a date picker set to '2019/05/29' and a time dropdown set to '20 : 21'; and a 'Summary' text area containing 'Test picture for illustrative purposes.' Below these is a 'Keywords' section with a text input field containing 'Test; Picture; Training' and a '+' icon to the right. A note below the keywords says 'Keywords must be separated by commas'. At the bottom, there is a 'Source' dropdown menu set to 'User Upload'. 'Next »' and 'Cancel' buttons are at the bottom right.

After clicking on Next, you will move to the crop dialogue box.

Ensure you choose the correct Destination – BD_Newspaper_FC.



Resize the image by scaling the area. Hit Finish.

Your image will appear in the Ed Images tab.