

Importing Graphics and Other Media

{button Tell me how...,PI('`,`import_rtf_999738')}

The Import Files Wizard makes it easy to add files to your Private Media Collections.. You can specify that Share Media find and import particular file types, such as BMP or AVI files.

The Import Files Wizard is helpful if you want to gather up media files scattered on your hard drive and bring them into Share Media.

{button Related Topics,PI('`,`import_rtf_999732')}

[Creating Your Own Collections Import/Export Filters](#)

[To import files scattered on your hard drive](#)

To import files scattered on your hard drive

- 1 On the File menu, click Import Files Wizard.
- 2 Follow the instructions on screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 3 Click Finish.

{button Related Topics,PI('`,`import_rtf_1000186')}

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