



Vendio Image Hosting - Get Started List

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Get started with Vendio Image Hosting in three easy steps.

Step One: Create Folders to Efficiently Organize Your Standard Images

Folders allow you to efficiently organize your Standard images so you can find them quickly later on. It's a good idea to create a few folders before uploading your images so you can organize them at the time of upload. To create a folder(s), go to the Upload Standard Images page.

- Login, and click the Image Hosting tab located in the left navigation bar.
- Click the 'Upload Images' button to enter the Upload Standard Images page.
- Name your folder in the 'Create New Folder' field, or leave the default name that already appears (depending on your folder preferences, the default folder name will automatically be in date or name format). After you have named your folder, click the 'Create' button.

Step Two: Upload Your Images to Vendio

To upload your Standard images, remain on the page. To upload ZoomStream images, select the 'ZoomStream Images' radio button, which will take you to the ZoomStream Uploader. [Learn more about ZoomStream images.](#)

- Depending on the number of images you want to upload, choose how many upload fields to display (up to 50) by selecting from the 'Show Upload Fields' dropdown menu at the top left of the page.
- Click one of the Browse buttons to locate your image file within your file directory.
- Double-click on the image file name, which will make it appear in the field next to the Browse button.
- If you want, you can rename each image by overwriting the text in the 'Image Name' field.
- Organize each image into one of your saved folders (for Standard images only) by using the 'Upload to Folder' dropdown menus.
- You may do this as many times as you like, depending on how many upload fields you have displayed.
- Once your upload fields are filled (note that it is not necessary to fill all of them), click the 'Upload' button.
- You will be given the upload status for each image on the following page. You can upload more images by clicking the 'Upload More' button, or you can return to the Image Hosting home page by clicking the 'Done' button.

Step Three: Attach Your Images to a Listing

Depending on the type of plan you have selected (Sales Manager or Image Hosting only), there are different ways that you can attach images to your listings.

If you subscribe to a Sales Manager plan:

- Click the Sales Manager tab in the left navigation bar, then click on the icon of the marketplace you want to list your item (eBay, eBay Motors, Yahoo, or Amazon).
- Choose your item's category and click the 'Continue' button.
- On the Create Listing page, scroll down to the Select Images section. Depending on what type of images you want to attach (Standard or ZoomStream), make sure the Standard or ZoomStream Images radio button is selected under 'Find Images'.

- Use the 'Folder' dropdown menu (standard images only) to select the folder where your image(s) are located. You can use Quick Find to search the current page in the image list for an image, or you can click the Search tab and search all of your folders for an image.
- Once you have found the image(s) that you want to attach to your listing, highlight the image name(s) to display a preview of the image in the Preview Images pane.
- Attach the image(s) displayed in the Preview Images window by clicking the 'Attach' button. Your attached image(s) will now appear in the Attached Images pane. You can detach an image by clicking the red 'X' icon, which appears below each image.
- Follow this process until you have attached all of the images you want in your listing.
- Use the green 'Arrow' icons, which appear below each image in the Attached Images window, to move your images left or right depending on the order you want them to appear in your listings.

If you subscribe to an Image Hosting plan only (not using Sales Manager):

- Click the Image Hosting tab and open the folder where the image(s) you want to attach to your listing are stored (to open a list of images in a folder, click on a folder name in the left navigation bar).
- Select the checkbox(s) of the image(s) that you want to attach to your listing.
- Click the 'Attach Button' or the 'Attach with Counter' button.
- If you clicked the 'Attach with Counter' button, follow the three steps outlined on the page, then click the 'Continue' button.
- On the Attach Images page, select the 'New Auction' radio button if you are attaching your image(s) to a new auction, or select the 'Existing Auction' radio button if you are attaching your image(s) to an existing auction.
- Use the 'Select an Auction Site' dropdown menu to select the appropriate auction site, and click the 'Continue' button.
- Follow the instructions on the following page to attach your image(s) (depending on your selection, the process to attach images will differ).

To learn more about Image Hosting, please visit the [Image Hosting How to Use section](#).

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