Andale Images Quick Start

Printable Instructions:

Uploading an Image

1. Sign in to www.andale.com
2. Click on the 'Auction Tools' tab. Then click on the **Images** link beneath.
3. Click **Upload Images**, in the row of links directly underneath the tabs.
4. Uploading an image is basically copying an image from your computer, and storing it at Andale.com so that you can use in for an eBay ad or other web page.

Upload Images Page

1. Click the gray **Browse** button to look for your images in your computer.
2. In the pop up that appears, click on the icons, or use the dropdown menu, to point it to where the images are stored in your computer.
3. Select the Image you want to upload.
4. Click the next Browse button to upload another image.
5. Browse and select all the images you want to upload.
   - If using a 56k modem, start with less than 10 images at once.
6. On the right hand side, you can click on the drop down arrow to select a folder of your choice to where the image(s) should be uploaded.
7. Click the **Upload** button at the bottom right corner of the page.
8. After images upload you will see the Image Library with a thumbnail size version of your image. All of your images are stored in your Image Library.
   - Check the File Size column to see how large your images are.
   - See the Learn More at the top of the page for more about image size.

Adding an Image to a Live Ad

1. If your images are not uploaded to Andale yet.
2. Sign in to www.andale.com
3. Click on the 'Auction Tools' tab. Then click on the **Images** link beneath.
4. Click the gray **Browse** button across from the Select Image field.
5. Select the image from your computer.
6. Enter the eBay Item Number in the next field.
7. Click Attach Image.

Image Library Page

1. First, you must have already uploaded your images. See directions above.
2. **Select the image(s)** you want to attach by clicking the checkbox(es) to the left.

3. Click the **Attach Images to Ad** button at the bottom right of the page.
4. You can chose whether you want them to be added as :
   a) Thumbnails with click to enlarge images
   b) Full-size images or
   c) Photo Album
5. Enter the eBay item number
6. Click on Continue and complete the process to upload the image(s) to the eBay item number.

Attach Images Page

1. Choose the preferred layout. Use the Learn More to get explanations of options.
2. In the **Attach to Ad section**, click the yellow **Choose Item** button.
3. In the pop up that displays your current Live Ads, select the ad you want to attach the image to by clicking the checkbox to the left.
4. **Scroll** to the bottom of the page and click the **Add** button.
5. The images you selected will be attached to the ad you selected.

Adding an Image to the Sell Your Item Form at eBay

1. Upload your images to Andale.com as above.
2. Click the **Images** tab, then **Image Library** underneath.
3. Copy the URL for the image from the Image Library. (The URL is located beneath each image name)
   - eBay pre-fills the first http:// part of the URL in the image section of their form.
   - When you copy and past the URL, be sure not to end up with "http:// http://URL..."
   - Either delete the http:// in the eBay field, or don't copy that part of the URL from Andale.
4. Paste the URL into the Sell Your Item Form at eBay.

Adding Images to a web page or other web form

1. Upload your images to Andale.com as above.
2. As above, copy the URL from the Image Library and paste it in between the HTML "Tags".
   - Paste the whole thing into your web page, or form, wherever you want the image to appear.
   - Publish, or preview, if you want to make sure you got it right, and to see exactly where it is showing up.