

UPLOADING MULTIPLE FILES IN MARKETING CALENDAR OFFICE

You can upload multiple files at the same time in Marketing Calendar Office on any Editor Window- Campaigns, Projects, Events, Tasks and Press Releases. You no longer have to save after each file then re-open the window to load the next file.

To upload multiple files first open the Editor Window where you want to attach the multiple files. The example below is a Task Editor Window.

Task Send Graphic File to Printer

Category None [Change Project/Event](#) Clear Project/Event:

Reminder No Reminder Start: 07/24/20
(Start typing to filter contacts)

CC:
 Send Email

Art Department Franpa Anderson
 Lesley Jones Pamela Anderson
 Ashley Travaglione Carrie Anderson
 Corey Robertson David Carlin Ed Glaser

Date 08/18/2013 to 09/23/2013

Assigned To Paul Dean

Approval from No Approval Start: 07/24/20
(Start typing to filter contacts)

Art Department Franpa Anderson
 Lesley Jones Pamela Anderson
 Ashley Travaglione Carrie Anderson
 Corey Robertson David Carlin Ed Glaser

Save as Template

Approvals:
(3)

Time Hours

Task Type (Design:) (Copy:) (Approval:)

Print Vendor (FWA:) (Vista:) (Express Print:)

Invoice (Dept.:) (Client:) (None:)
Expense
Actual Expense
Income
Actual Income

Budget
Actual Expense
Income
Actual Income

Status 0%

Last Updated 07/24/2013

Related To Campaign: UK Development See Blue Project: UK Dev Ways to Give Brochure

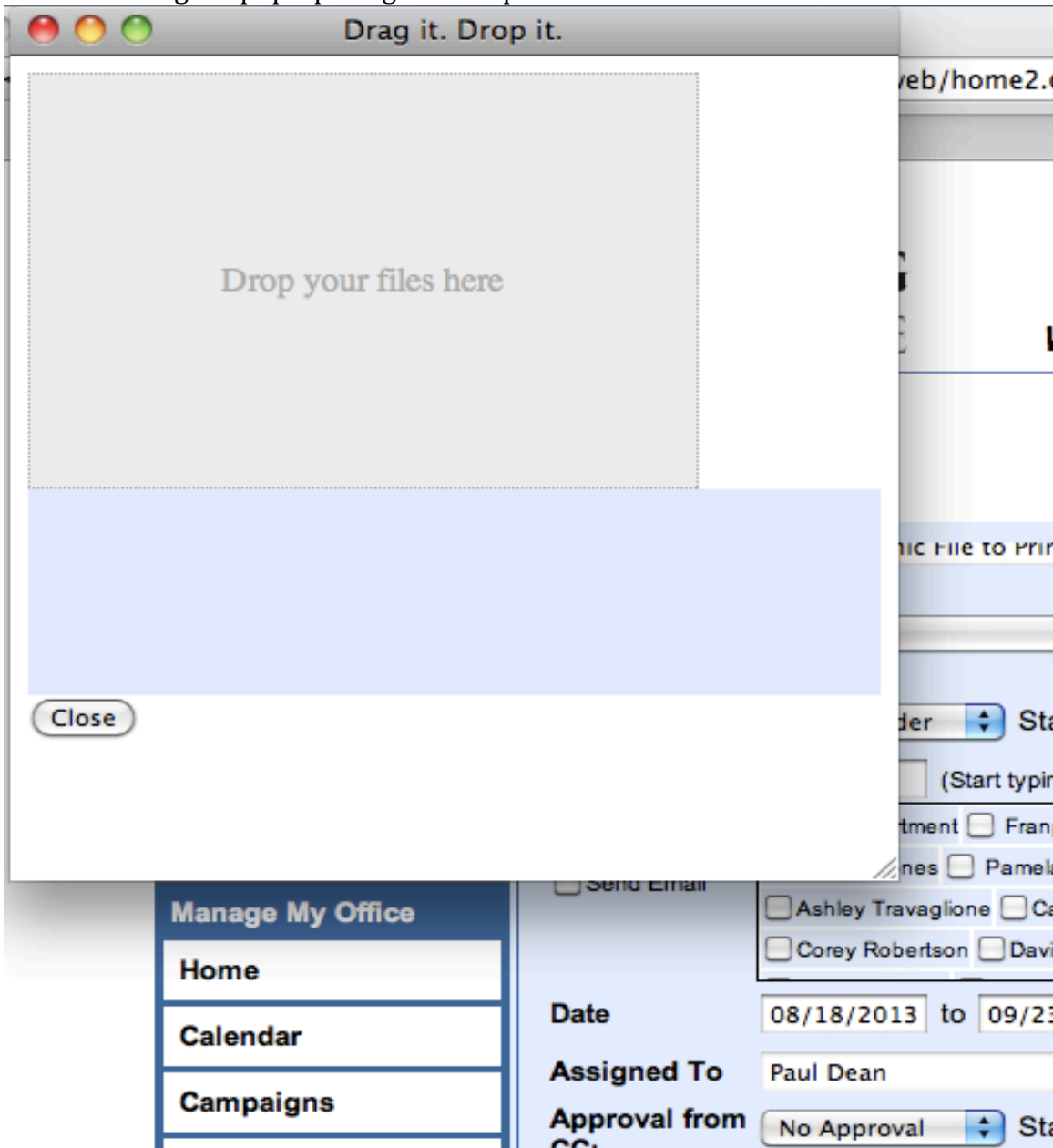
Comments:
[edit](#)
[comments](#)
Send file to printer by date

Attach File no file selected
[upload multiple files](#)

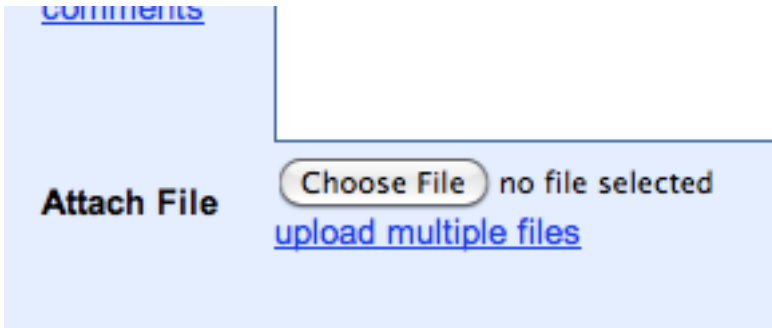
Next look for and click on the link “upload multiple files”, just under the “Choose File” button.

Attach File no file selected
[upload multiple files](#)

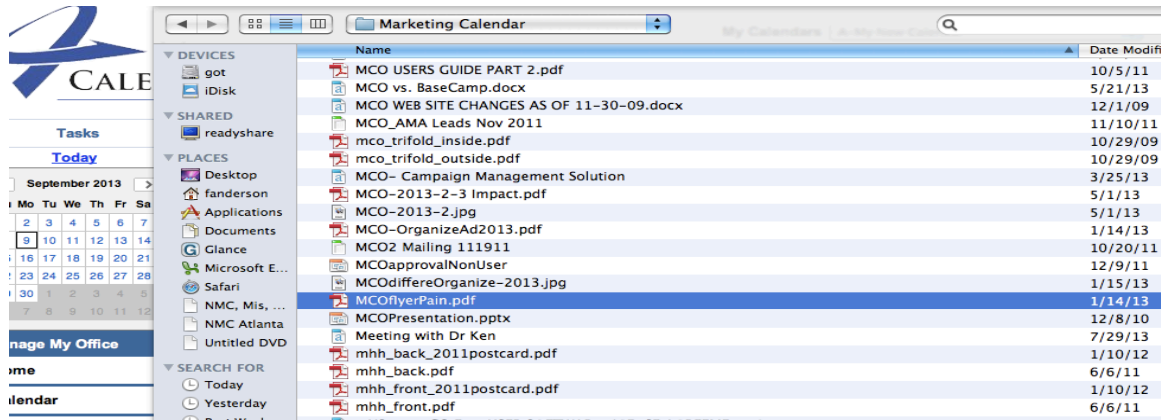
You will then get a pop-up Drag and Drop Window.



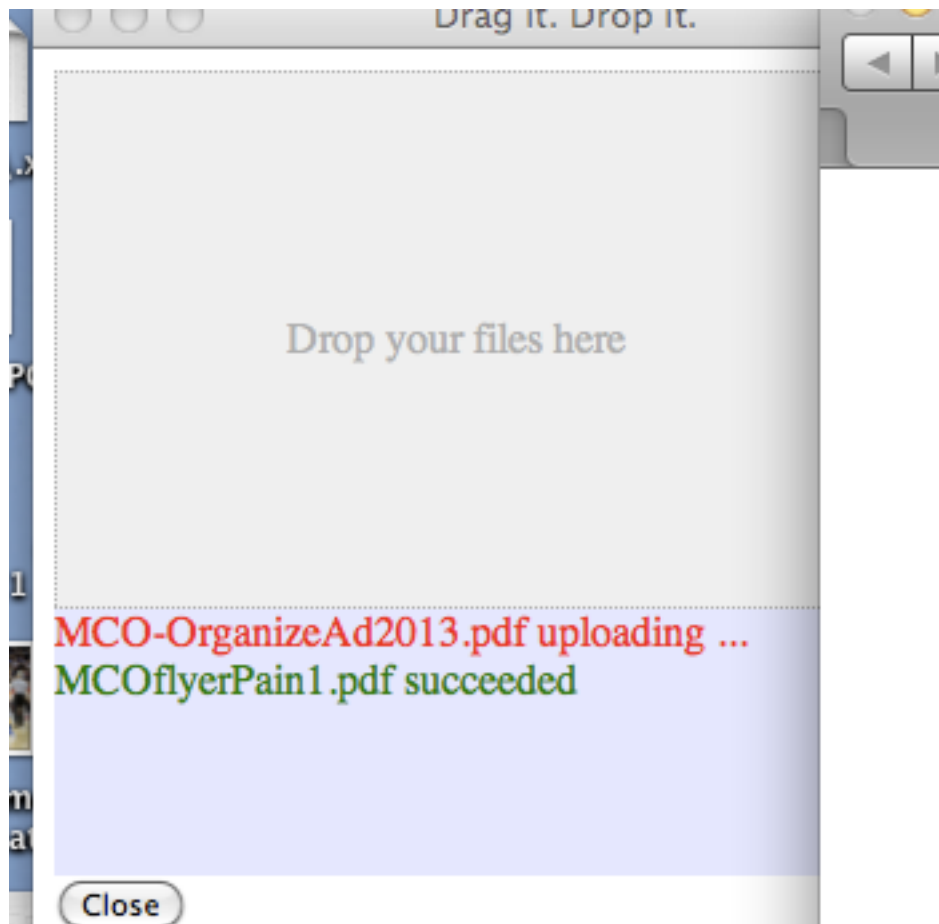
Next Click on Choose File.



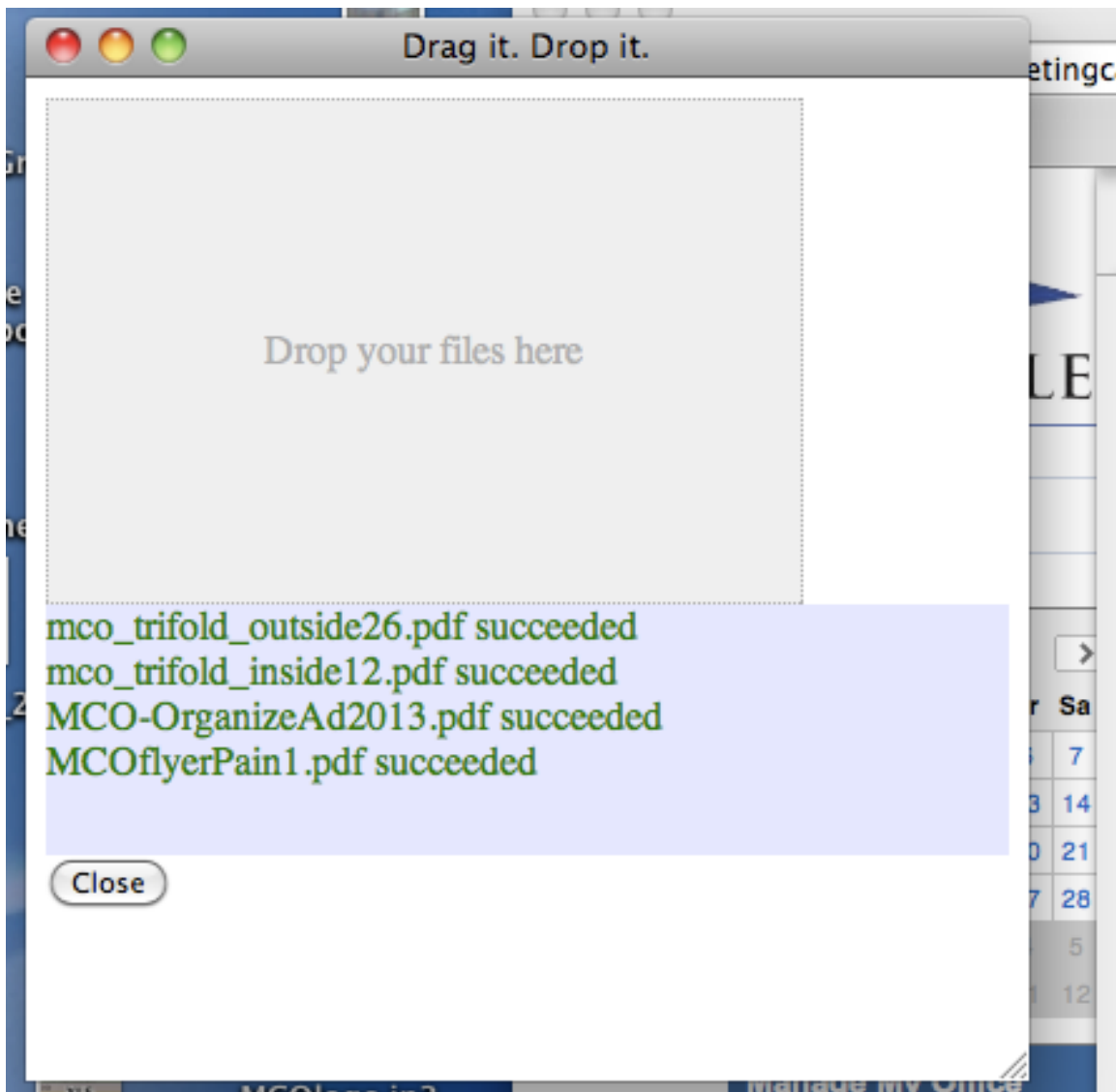
Then as you normally would from any program, when attaching a file, select your file (or if they are grouped you can select several).



Then Drag your file(s) to the MCO Drag it. Drop it. Window in the grey area that says "Drop your files here". You will see each file as it copying/uploading. Red is uploading. The file will appear in Green and say "succeeded" when it is complete. The screen will also show the progression of the upload with a percentage indicator.



Once all your files have been uploaded and have “succeeded” to the right of them, click on the Close button in the lower left hand corner of the Drag it. Drop it. Window.



You will then see the list of your attached/uploaded files. Then click “Save”. This will attach all the files.

