Bidr's Guide to upload photos and videos via Dropbox

The best method for getting media to us is to upload your bidr[®] listings via Dropbox – if you haven't already, upload your media (Pictures and Videos) onto your computer and save in your documents in an easy to find location.

- Please note videos MUST NOT exceed 60 seconds if they do, they will NOT be uploaded
- 1. Send your Email address and Stud Name to bidr. Please <u>either</u> text or email Aimee with these details.

Text: Aimee on 027 282 1710 <u>or</u> Email: Aimee on <u>aimee.flynn@bidr.co.nz</u>

- 2. Then a folder will be created by bidr[®] which will be shared with you via email (this will not be immediate please allow for one working day for the folder to be created).
- **3.** Once Aimee has created the folder, you will receive the below email (with your details). The folder will be titled with **your Stud name.**



4. Click on the 'Go to Folder' link/button.





5. This will take you to an empty dropbox folder online. Only bidr[®] and you can view and edit the folder– see below example.

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Overview	Hide	
Click here to describe this folder and turn it into a Space Show examples		**
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This folder is empty Drag and drop files into this window to upload.		

- 6. To upload your media into the file, click Upload and then Upload Files.
- **7.** Your desktop files will then be displayed.

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8. Find your media files where you previously saved them, select them and click open at the bottom of the pop-up box.

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	Open	Cancel

9. The file will then upload to the dropbox file which is shared with bidr[®] and we will be able to access it from here.

*PLEASE NOTE: The videos and photographs that you share will be ONLY uploaded by bidr on the below dates:

- Thursday 7th April
- Thursday 14th April
- Thursday 21st April

If you have any problems using Dropbox or would like some assistance, please contact Aimee from bidr[®] on 027 282 1710.

NZ Herefords

