**Managing Media & Images**

*Organise and access all your images quickly with the moonstride Media module. Use folders and the image manager to keep your media tidy and ready for use in proposals, bookings, itineraries, and more.*

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**1. Introduction**

The **Image Manager** lets you maintain an organised gallery of images, neatly sorted into folders for easy retrieval. These images can be inserted across various areas in moonstride—such as documents, itineraries, promotional content and booking communications.

**2. Accessing the Image Manager**

**Navigation:** Go to **Widgets → Widget → Media → Image Manager** from the main navigation menu.

*Insert screenshot here of the Image Manager screen.*

Within the Image Manager, you can:

* View all existing folders and images in your gallery.
* Upload new image files.
* Create new folders to categorise images by type, project, or usage.
* Download, preview or delete files and folders as needed.

**3. Uploading an Image File**

To add a new image from your computer:

1. In the Image Manager, click **Upload a file**.
2. You can either:
   * Drag and drop the image file into the designated area on the screen, **or**
   * Click inside the upload area to open your computer’s file browser and select your image.
3. Once uploaded, your image will be stored in the selected folder and available for use throughout the platform.

**Tip:** Use standard image formats (such as JPG or PNG) for best compatibility.

*Insert screenshot here of the file upload area.*

**4. Creating a New Image Folder**

To keep your images organised:

1. In the Image Manager, click **New Folder**.
2. A pop-up window will appear—enter a name for your new folder.
3. Click **OK** to create the folder.
4. Your new folder will now appear in the directory list, ready for you to upload images directly into it.

*Insert screenshot here of the New Folder pop-up and the directory structure.*

**5. See Also**

* [Adding Images to Itineraries and Quotes](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Document & Template Customisation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Media Management Best Practices](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

The Media module’s Image Manager in moonstride allows you to keep your library of images streamlined, accessible, and always ready for use wherever your business needs them. For detailed guidance or troubleshooting with image uploads and organisation, contact our friendly support team.