

Features – Media Library

- Features
- Media Library
- Click dropdown for level
- Choose whether to view company, global or all images in the media library
- Type the name of an image in the search box to find a file
 - If you don't know the full name, start typing and the results will narrow as you type
- Click the file you want and all info. will populate in the Properties box on the right
- Change file name, label the type of image or click none
- Set the level
- Save Properties
- To upload a new image, click "Upload Media"
- Repeat above steps to organize new image