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What is the image library Mickey D. - 2023-01-12 - Website Content

The **Image Library** stores images which can be used with the <u>Website</u>, <u>Bulletin</u>, <u>Events</u>, and <u>Groups</u>.

#### Warning

Renaming an image or folder will break the link to the image. If this image was used any where on the site, it will display as a broken image.

# **Image Library Details**

When you are in the image library there are several folders on the right:

- **MemberNova Images (locked)** These images were added by <u>MemberNova</u> to assist the organization. Feel free to use any of these images.
- **Organization Images (locked)** This folder is used to store images from your organization if you have a child account. If this folder is empty, you are not a child account.
- Admin A folder which administrators can use.
- **My Images** A folder which is commonly used to store your images.
- Photo Albums (locked) A folder which pulls images from Photo Albums.

#### Note

If a folder says (locked) beside it, you are not able to add images into this folder.

# **Folder options**

When you right click on a folder, you will see several options.

- New Subfolder This allows you to create a subfolder in the Admin or My Images folder.
- **Rename** This allows you to rename a subfolder.
- **Delete** This allows you to delete a subfolder.

# Add an image and other options

Above the images there is a menu bar with four options:

• **Upload** - Allows you to add more images into the image library.

- **Refresh** Refreshes the image library to display any changes.
- Settings This provides view, display, and sort options:
  - **View** Ability to select Thumbnail or List view.
  - **Display** Can hide the File Name, Date, and File Size.
  - **Sorting** Provides four sort options: File Name, Date, Size, Extension.
- Maximize This enlarges the window to full screen.

# Image properties

When you right click on an image, you'll see several options:

- **Select** Chooses the image to be used. You can also double click over the image for this same action.
- View Displays the image in a pop up window.
- **Download** Downloads the image to your computer.
- **Rename** Renames the image.
- **Delete** Moves the image to the **Deleted Image Archive**. If this was image was used anywhere on the website it will display as a broken link.

#### Related Content

• How to add an image or picture