How To … Add Media | Images
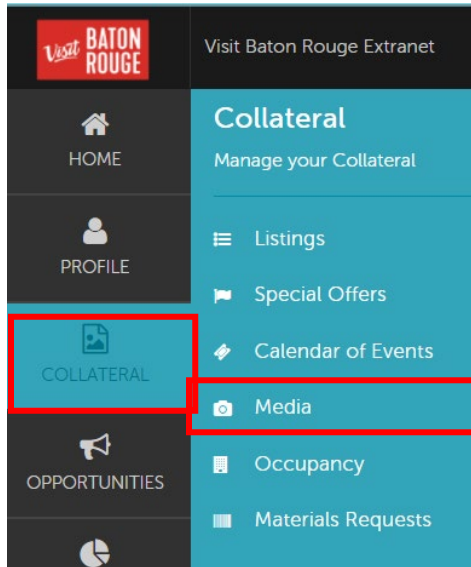

The Collateral Tab …

⭐ **HOT TIP:** Always add your images / pictures first before adding another Listing, Promos/Specials or Calendar of Events **

1) Click on the Collateral tab > click on Media

The Media will present below with your property/ service images available for you to use on your Listings and Special Offers

2) The Media will present below with your property/ service images available for you to use on your Listings and Special Offers
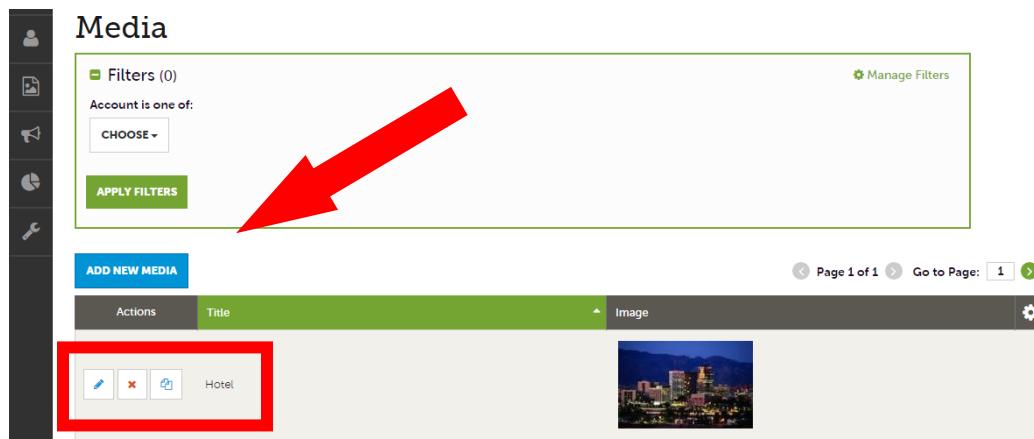
"Pencil" Icon = Edit existing image

"Red X "Icon = Delete existing image

"Clone" Icon = Duplicate / Copy an image information. The icon is 2 pieces of paper

Add New Media (Blue Button) = As you add the new media, the **Type** dropdown will require for you to choose, if your media is a **Logo**, an **Image** or a **YouTube Video**

3) Or **Drag & Drop -** As with Calendar of Events, you can browse your hard drive or "drag and drop" an image. You will be able to attach the new uploaded or the edited images to one or multiple listings by selecting the **"Listings"** drop down menu.

1) Click on **SAVE** (blue Button) at the top left.

⭐**HOT TIP 2:** Always click on the **SAVE** Button

QUESTIONS: Please contact Fallon Gerald at fallon@visitbatonrouge.com