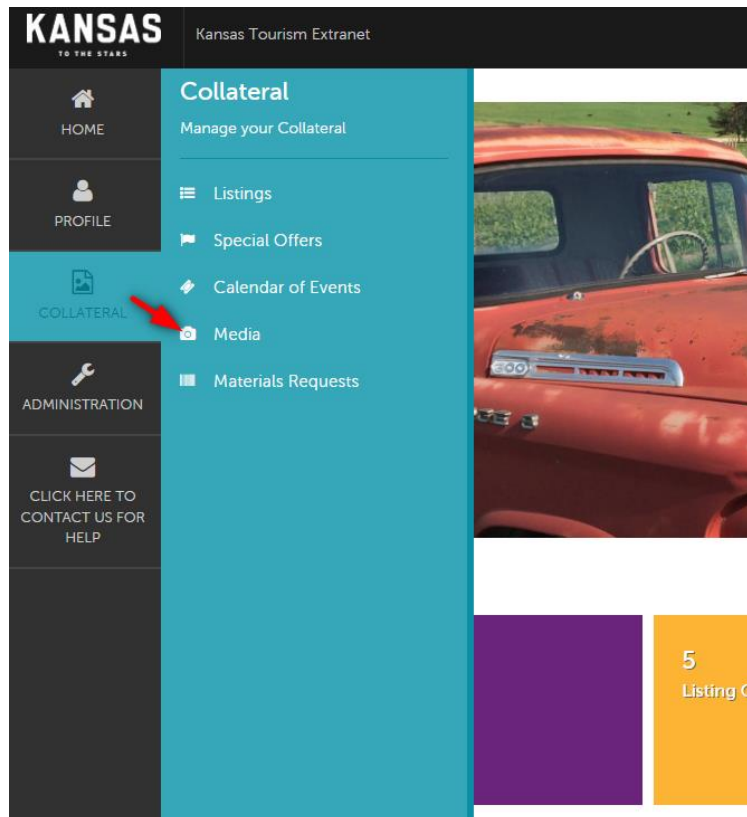


# Images/Logos/Videos for Individual Accounts

Click [here](#) to watch the tutorial video.

Images, logos and videos may be added to your TravelKS.com listings. Unique and interesting images make your listing stand out from the rest!



All account images are stored in the “Collateral” → “Media” tab within the left column navigation. The Media tab displays all images with a summary of information including the title, description, a preview of the image, and the number of listings that it is assigned too.

- To edit an image, click the pencil icon to the left of the image row.
- To delete an image, click the red “X” to the left of the image row.
- To add a new media file, click on the “Add New Media” button

## Uploading Media

The process of uploading images and other media varies depending on the type of media you are uploading. Multiple media types can be added to your Media tab. The Media tab supports several different file types including .jpg, .jpeg and .gif, as well as IPIX and YouTube.

To add new media, click “Add New Media.”

The media form will display with the following fields:

1. **Account** – Your account will be auto-filled.
2. **Title** - Add a title to assist with organization of your media items and tell what the media is of. This does not show up on the photo within the listing.
3. **Type** – Choose logo, image, or youtube video. This will change the form if needed to allow for upload. We suggest always using image over logo.
4. **Sort Order** – Choose the sort order the image should show in.
5. **Description** – Describe the image/logo/video. This does not show up on the photo within the listing.
6. **Upload** – To upload an image/logo, you can click and drag the image to the box or you can click the Browse button to locate the file you wish to upload. If you Browse: Select the image and click Open. If you uploaded a logo or image, a preview will display under the Current Image section. If adding a YouTube video, you will paste the YouTube link in the “Video Link” box at the bottom of the form.
7. **Listings** - Select the listing you would like to attach the image, logo or video to.

When all fields have been completed, you will be able to save the Media record by clicking “Save” or click “Close” to cancel your changes. These images/logos/videos will then be available to use in listings/ /offers. If an image has trouble uploading, please contact the Kansas Tourism Office.

***All logos and images must be high quality. Ideal image size is 1400x1000.***