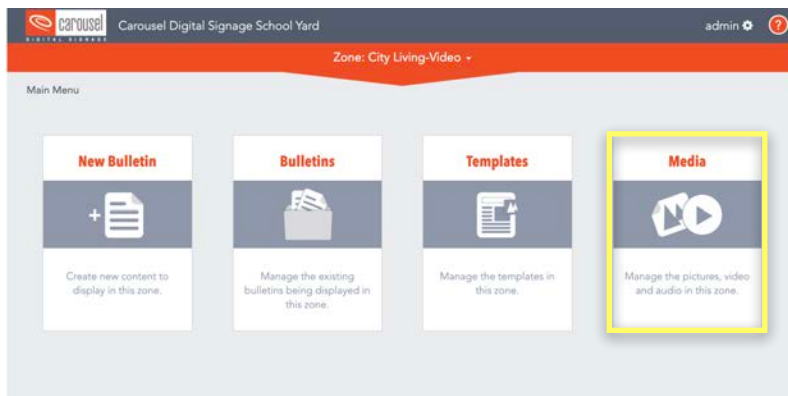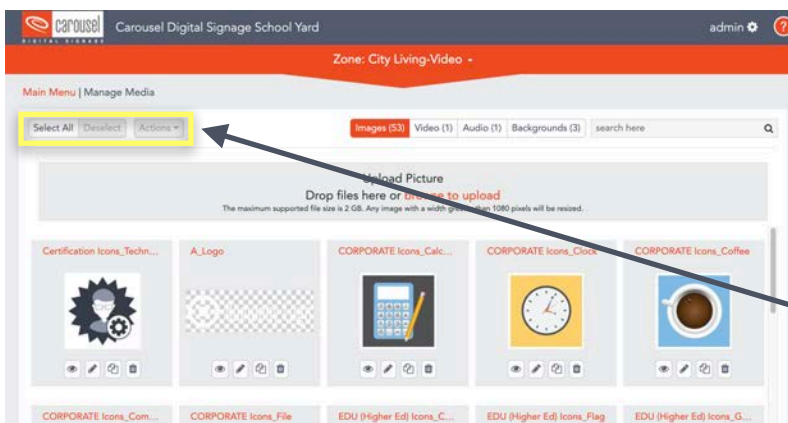# Managing Media
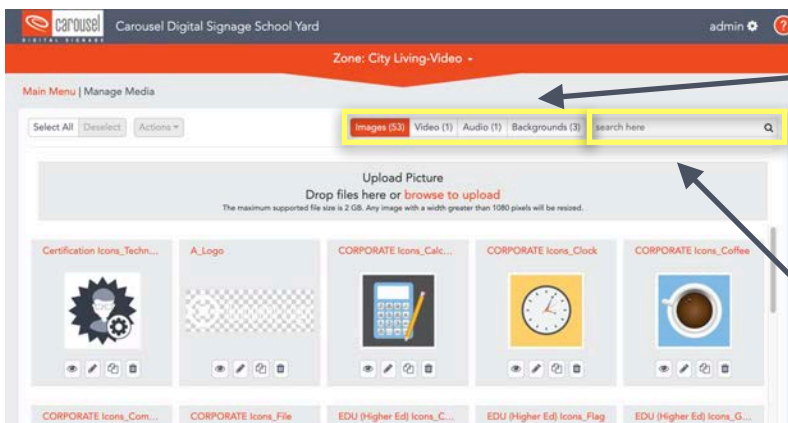

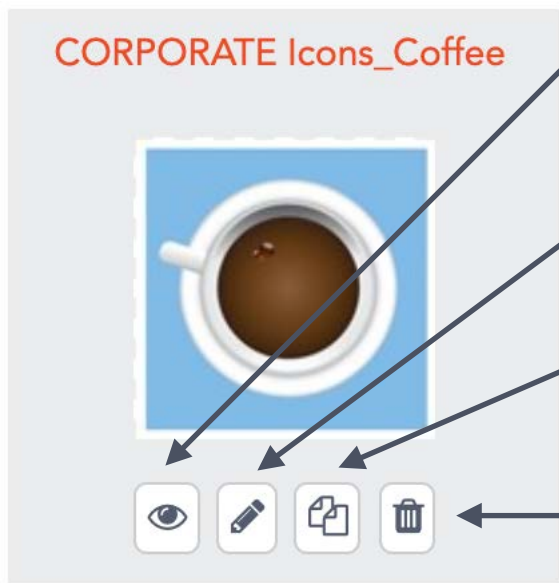Viewing and managing media can be done in any zone by clicking on the media button.

On this page, all of the media for this zone is displayed. Each zone will have its own set of media specific to that zone.

The same select and action options are available that we saw in the bulletin and template areas, which allow you to copy, move and export media, among other things.

The filter buttons will allow you to select between images, video, audio, and backgrounds that are available in this zone.

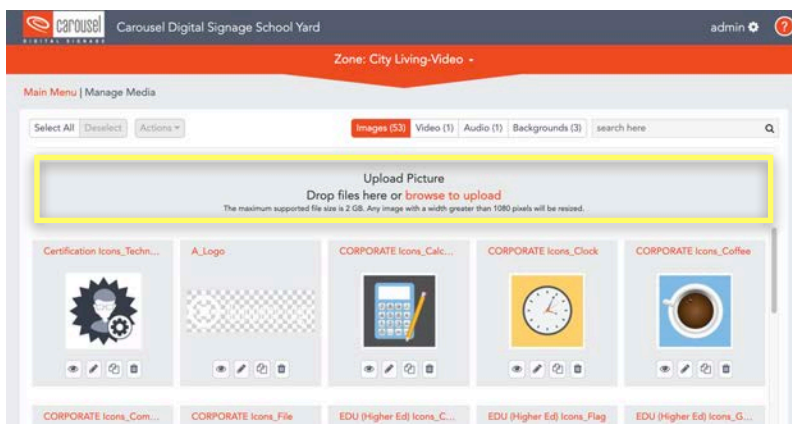You can also search through your media with the search tool.

On each media item, you have 4 buttons. The first allows you to preview the media in a larger window.

Second is the edit button, which allows you to make certain changes to the media item.

Third is the copy button, which will create a copy of this item in another zone.

Finally, the delete button will permanently delete the media item.

You have the ability to upload any media you would like to use in this zone by either clicking on the browse to upload text or dragging and dropping the file in the grey upload area.

Title: Managing Media
Course: Carousel 101
Sequence: Video #12
Created by: John Skoy
Last updated: 08/20/2019