

## What is the image library

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The **Image Library** stores images which can be used with the [Website](#), [Bulletin](#), [Events](#), and [Groups](#).

### Warning

Renaming an image or folder will break the link to the image. If this image was used anywhere 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 [MemberNova](#) 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](#)