

Images/Logos/Videos for Individual Accounts

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

All account images are stored in the Web -> Media tab within the Member Record. The Media tab displays all images with a summary of information including the image type, title, and file name, a preview of the image, who created the image, the date the image was uploaded/created, and who updated the image last with a Last Updated date stamp. The Sort Order column can be used to determine display order both in CRM and on your website.

- To edit an image, click the pencil icon to the left of the image.
- To delete an image, click the red "X" to the left of the image.
- To add a new media file, click on the appropriate button on the top right side of the grid. (Ex: New Logo/Image)



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.

Uploading Media

The process of uploading images and other media varies depending on the type of media you are uploading.

- To upload a logo or image, click the New Logo/Image button.
- To upload an IPIX file, click New IPIX.
- To link to a YouTube video, click New YouTube.

The media form will display with the following fields:

Type - If you are uploading an image or logo, select the type of image you want to upload. Logos are the image displayed on the listing when listed with multiple other properties, such as on a search result page. Images are displayed within the listing detail page on the website. If you are uploading another form of media (IPIX or YouTube) the Type field will be automatically completed and will not be editable.

Title - Add a title to assist with organization.

Upload Logo/Image/IPIX/YouTube - Click the Browse button to locate the file you wish to upload. 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.

Add to Listing(s) - Select which listing(s) 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. You can also click Save & New Media to save this logo/image and refresh the New Media form, or click Close to cancel your changes.

New Logo/Image Welcome, Jennifer Turner - Logged in to:

MEDIA: NEW MEDIA FOR EL QUARTELEJO MUSEUM

[Save](#) [Save & New Media](#) [Close](#)

Colored fields are required.

Media Information

Type:	Logo ▾
Title:	<input type="text"/>
Upload Logo:	<input type="button" value="Choose File"/> No file chosen

Add To Listing(s)

<input checked="" type="checkbox"/>	El Quartejejo Museum (Website: History & Heritage: Museums) - ListingID: 2232
-------------------------------------	---

Colored fields are required.

[Save](#) [Save & New Media](#) [Close](#)

New YouTube Welcome, Jennifer Turner - Logged in to:

MEDIA: NEW MEDIA FOR EL QUARTELEJO MUSEUM

[Save](#) [Save & New Media](#) [Close](#)

Colored fields are required.

Media Information

Type:	YouTube
Title:	<input type="text"/>
YouTube Link:	<input type="text"/>

Add To Listing(s)

<input checked="" type="checkbox"/>	El Quartejejo Museum (Website: History & Heritage: Museums) - ListingID: 2232
-------------------------------------	---

Colored fields are required.

[Save](#) [Save & New Media](#) [Close](#)