

# File Organization

## How do I view an image file?

To view an image file, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Image Collection under the Web Builder heading.
3. To look for your image file:
  - a. Search with the search bar.
  - b. Filter results by date and/or image type by expanding the Show Advanced Options arrow.

Image Collection  

[ADD IMAGE\(S\)](#) ^ HIDE ADVANCED OPTIONS

From:   To:   Image Type:   Results per page:  

4. Click on the blue View button below your image file name.

<input type="checkbox"/>	Name	Date/Time ▾
<input type="checkbox"/>	 <b>img-our-story-2022.jpg</b> <a href="#">Delete</a>   <a href="#">View</a>	02/11/24 at 8:51 PM
<input type="checkbox"/>	 <b>how-it-works-2020.jpg</b> <a href="#">Delete</a>   <a href="#">View</a>	02/11/24 at 8:51 PM

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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