File Organization

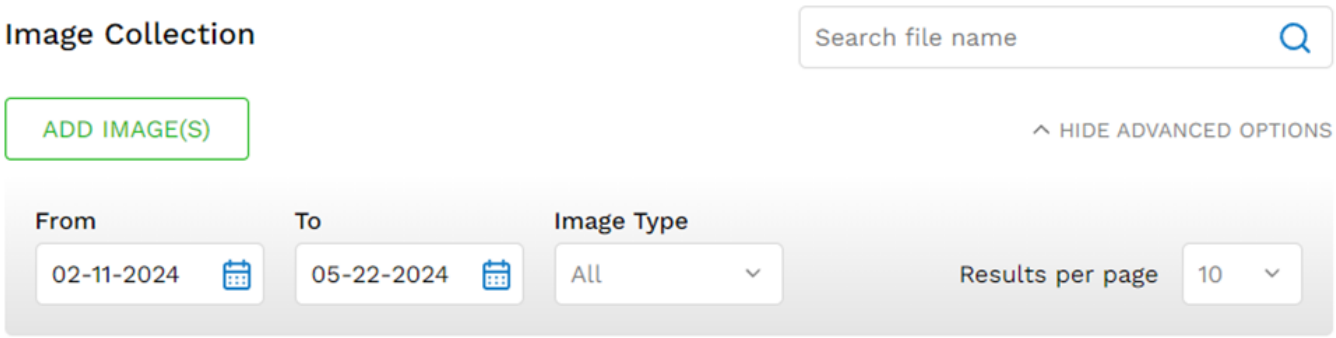
How do I view an image file?

To view an image file, follow these steps:

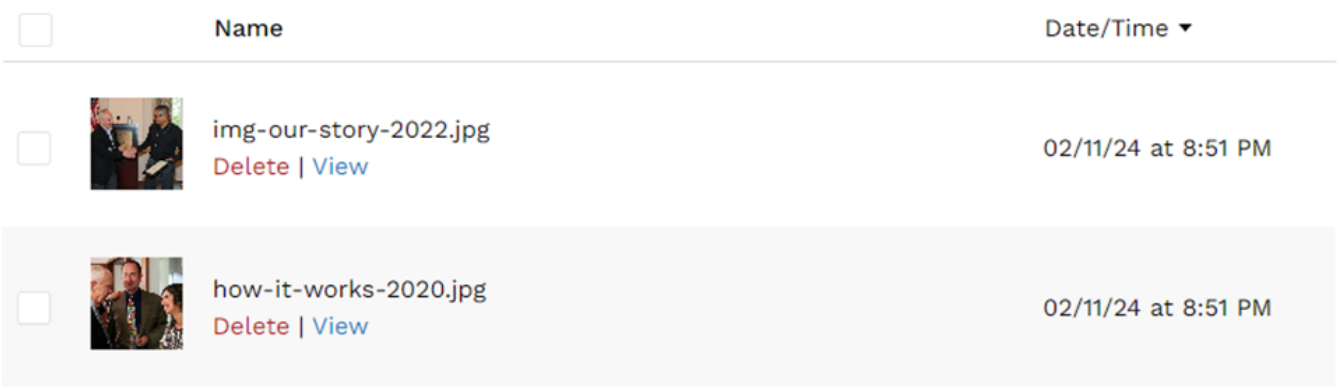
1. Go to the Admin Tools tab at the top.
2. Go to Image Collection under the Web Builder heading.
3. To look for your image file:

a. Search with the search bar.

b. Filter results by date and/or image type by expanding the Show Advanced Options arrow.



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



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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