

Image Collection Management

How do I view an image from my website's image collection?

To view an image from your website's image collection, 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 find the image you'd like to view:
 - a. Search using the file name via the search bar.
 - b. Filter results by the date and/or image type by expanding the Show Advanced Options arrow.

Image Collection

Search file name

ADD IMAGE(S)

HIDE ADVANCED OPTIONS

From

To

Image Type

Results per page



12-29-2023

05-13-2024

All

10

4. Click the blue View button underneath the image you'd like to view.

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

5. Click on the paperclip icon on the right of the Image URL.

Image Collection Management

View Image > how-it-works-2020.jpg

< GO BACK

Uploaded by Rick Dunn on 12/29/23 at 7:15 AM

Image Settings

Alternative Text

[Click here](#) to learn about alt text purpose. If your image is decorative, you can leave this blank.

Image URL

<https://execs-dev.dreamersi.net/images/how-it-works-2020.jpg>



UPDATE SETTINGS

DELETE IMAGE

6. Paste the link into a new tab and view the image.

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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Author: n/a

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