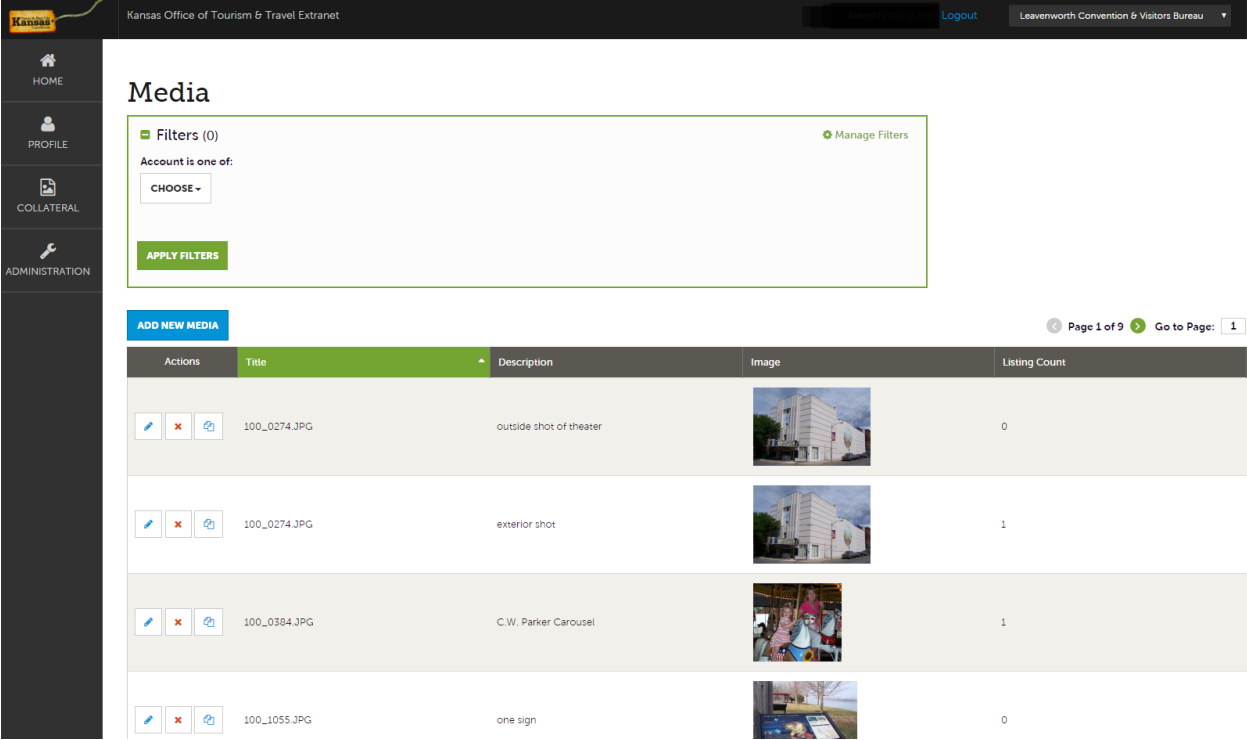


# Images/Logos/Videos for Individual Accounts

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



All account images are stored in the “Collateral” → “Media” tab within the left column navigation. The Media tab displays all images with a summary of information including the title, description, a preview of the image, and the number of listings that it is assigned too. The filter box at the top of the page can be used to sort or filter images the way you want to see them.

- To edit an image, click the pencil icon to the left of the image row.
- To delete an image, click the red “X” to the left of the image row.
- To add a new media file, click on the “Add New Media” button
- To clone an image for editing, click the clone icon .

The media form will display with the following fields:

1. **Account** – Your account will be auto-filled.
2. **Title** - Add a title to assist with organization of your media items and tell what the media is of.
3. **Type** – Choose logo, image, or youtube video. This will change the form if needed to allow for upload.
4. **Sort Order** – Choose the sort order the image should show in.
5. **Description** – Describe the image/logo/video
6. **Upload Logo/Image/YouTube** – Drag and Drop a file or 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.
7. **Listings** - Select the listing 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.” Click “Cancel” to cancel the new media add.

## New Media

SAVE

CANCEL

Sections:  
Media Information

Media Information

Account: \*Required  
--Choose One--

Title: \*Required

Type: \*Required  
--Choose One--

Sort Order:

Description:

Listings:  
CHOOSE AMONG THE FOLLOWING... ▾