# GO by Spark - How to add an image in GO? Scribe

This guide is essential for anyone looking to effectively add images to GO while ensuring compliance with specific image guidelines that optimize functionality. It provides step-by-step instructions to help users navigate the platform and manage their image assets efficiently. Overall, this guide streamlines the image upload process, making it user-friendly and straightforward.

# Image Guidelines Before You Add an Image

1 Before you begin adding your image, it's important to follow the recommended image size guidelines to ensure GO functions correctly. *Uploading images that exceed the size limits may cause the software to display errors.* 

#### **Key Points:**

- Mobile Images:
  - Best Size: 710 x 426
  - Aspect Ratio: 16:9
  - Format: PNG
  - Resolution: Minimum of 72 DPI
  - Maximum File Size: 500 KB
- TV and/or Digital Signage Images:
  - Best Size: 1920x1080
  - Aspect Ratio: 16:9
  - Format: PNG
  - Resolution: Minimum of 72 DPI
  - Maximum File Size: 500 KB

## Now, let's move on to how to add your image!

**2** Navigate to GO URL & Open the Event Library.

**3** Click an Event

5 Click	an Event.									
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	Assets						Q	E	nter Se	ear
Events		Venues	Content						Staff	
ed Event rent Template ID	THE AVENIR	Automated Description								
P ERGE\$ /ent Template ID	THE AVENIR	Automated \$MERGEVAR\$ Description								
۲ d Event:	THE AVENIR	Automated Description								

4 Click here to choose an image from your desktop.

The Avenir	Edit Event - Automat	ted Event Creation	7
Add Event		Ħ	Promote to Brand
Show Archived	+		Segment <ul> <li>Unassigned</li> <li>General</li> </ul>
	PROPERTIES  CLEAR ALL × THE AVENIR	Add All Properties Add additional property	<ul> <li>The Bourgeois</li> <li>The Posh</li> <li>Kids</li> </ul>
	Title Automated Event Creation		Attributes
	Copy Event Template ID		Fitness



5 The example b	elow shows the image we	e've added to GO.	
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The Avenir 💌	Edit Event - Automa	ted Event Creation	
Add Event		Ħ	Promote to Brand
Show Archived	× +	Segment	
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	PROPERTIES	Add All Properties	O The Bourgeois
	× CLEAR ALL × THE AVENIR	Add additional property	🔘 The Posh
	Title		◯ Kids
	Automated Event Creation		Attributes
	Copy Event Template ID		Fitness
	Description		Education

6 Click "Next"	
	60
Private Event (Hide from Daily Plan)	
Crew Only	30
Simple Event	
<ul> <li>All Aboard</li> </ul>	60
Next	
Automated AVENIR Description	60

7 Click "Submit"	
Promote to Brand 🖬 Archive Template 🗖 Duplicate	-
Begin/End Time Function	60
Previous Submit	30
THE Automated AVENIR Description	60
THE Automated	60

## 8 Now that the image has been added in GO, click "Assets" to view it.

#### 4 Libraries Events PROPERTY Automated Description Automated Event Creation Copy Event Template ID Automated \$MERGEVAR\$ \$AUTOMERGE\$ Description 🕒 Copy Event Template ID Automated Description Automated Event

#### **Note:** "Assets" is where all the images are stored.

## **9** Use the search bar to find the image by typing its name or value.

	Libraries	Assets
The Avenir 👻		Images
	Search by image name of <b>PREVIEW</b>	alue. PATH
	Click to Preview	/uploads/event-images/DALL·E 2024-07-11 12.48.00 - 9 different party of a software product called SET, in a neutral style with a gra The posters sho_AGH3hw.webp Copy
	Click to Preview	/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp @ Copy

#### **10** Click here to Preview the Image.



## **11** Use the scroll up/down tool to fully view the image.

Click to Preview	/uploads/event-images/Happy Hour ReelCatch_qg94Dg.we Copy
Click to Preview	/uploads/event-images/2019-04.20 Karnika Marquee Sizzle  Copy
Click to Preview	/uploads/event-images/Screenshot 2024-11-27 at 2.42.02â  Copy
The Avenir Land 💌	/uploads/event-images/Avenir Land Logo_P7UNqg.png @ Copy

12 **1st image:** Note that the link includes the image name, making it easier to find. **2nd image:** It shows the image size. If it exceeds the recommended guidelines, please delete the image, resize it and re-add it to GO.

ick to Preview	/uploads/event-images/Happy Hour ReelCatch_gg94Dg.webp Copy	94.30 KB
ick to Preview	/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2 RtiZkl.mp4 P Copy	179.74 MB
ick to Preview	/uploads/event-images/Screenshot 2024-11-27 at 2.42.02â€ <sup>¬</sup> PM_6ASeLP.png 健 Copy	319.88 KB
The Avenir Land 💌	/ <u>uploads/event-images/Avenir Land Logo P7UNqg.png</u>	28.22 KB

/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp Copy	94.30 KB	Ľ	Ô
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/uploads/event-images/Screenshot 2024-11-27 at 2.42.02†PM_6ASeLP.png ⓓ Copy	319.88 KB	Ľ	Ō
/uploads/event-images/Avenir Land Logo_P7UNqg.png @ Copy	28.22 KB	Ľ	Ŵ

## **13** Click here to edit or add image details.

/uploads/event-images/Happy Hour ReelCatch_gg94Dg.webp Copy	94.30 KB	C	Ō
/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2 RtiZkl.mp4  Copy	179.74 MB	Ľ	Ō
/uploads/event-images/Screenshot 2024-11-27 at 2.42.02â€ <sup>¬</sup> PM_6ASeLP.png	319.88 KB	C	Ō
/uploads/event-images/Avenir Land Logo P7UNqg.png	28.22 KB	Ľ	ā
/uploads/event-images/Avenir Land Logo XteLiL.png	28.22 КВ	ľ	ā

## **14** Under Image Details, a description and an image type can be added.



by image name or value	The Avenir Land	•
v	DESCRIPTION * The Avenir Land Logo	
ick to Preview	IMAGE TYPES Search by image type name	
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**Note:** Additional image types can be added in Brand Settings, but access to this feature depends on user permissions.

## **15** Click here to save changes.

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e				
	DESCRIPTION *			
	The Avenir Land Logo			
	IMAGE TYPES			
	× CLEAR ALL × MOBILE	Search by image type name		
			්ට Reset	<b>G</b> Save Changes

# **16** Below is an example of how the Image Types are displayed.

REVIEW	РАТН	SIZE	AC	TIONS
Click to Preview	/uploads/event-images/DALLÂ-E 2024-07-11 12.48.00 - 9 different posters for the retirement party of a software product called SET, in a neutral style with a gray and green color palette. The posters sho AGH3hw.webp Copy	317.01 KB	Ľ	Ō
Click to Preview	/uploads/event-images/Happy Hour ReelCatch_gg94Dg.webp @ copy	94.30 KB	ľ	Ō
Click to Preview	/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2_RtiZkl.mp4	179.74 MB	Ľ	Î
Click to Preview	/uploads/event-images/Screenshot 2024-11-27 at 2.42.02â€ <sup>¬</sup> PM_6ASeLP.png	319.88 KB	Ľ	Ô
The Avenir Land 🔻	/uploads/event-images/Avenir Land Logo_P7UNqg.png	28.22 KB	Ľ	۵

# **17** And finally, if necessary, click the garbage icon to delete this image.

/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2 RtiZkI.mp4 179.74   Image: Copy MB     /uploads/event-images/Screenshot 2024-11-27 at 2.42.02â     Image: Copy     /uploads/event-images/Avenir Land Logo P7UNqg.png   Image: Copy     <	/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp @ Copy	94.30 KB	C	Ē
/uploads/event-images/Screenshot 2024-11-27 at 2.42.02†PM 6ASeLP.png   Copy     /uploads/event-images/Avenir Land Logo P7UNqg.png   Copy     MOBILE     State     319.88   KB     319.88   KB     State     State <td>/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2 RtiZkl.mp4      Copy</td> <td>179.74 MB</td> <td>Ľ</td> <td>Ô</td>	/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2 RtiZkl.mp4      Copy	179.74 MB	Ľ	Ô
/uploads/event-images/Avenir Land Logo P7UNqg.png     28.22       Copy     MOBILE	/uploads/event-images/Screenshot 2024-11-27 at 2.42.02â€ <sup>¬</sup> PM_6ASeLP.png 健 Copy	319.88 KB	Ľ	Ô
	/uploads/event-images/Avenir Land Logo P7UNqg.png	28.22 КВ	C	

# **18** Confirm once more that you'd like to delete this image.

/uploads/event-images/Happy Hour ReelCatch_gg94Dg.webp @ Copy		94.30 KB	Ľ	â
/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2_RtiZkI.mp @ Copy	<u>04</u>	179.74 MB	Ľ	Ô
/uploads/event-images/Screenshot 2024-11-27 at 2.42.02†PM_6ASeLF	<u>.png</u>	319.88 KB	Ľ	Ô
/uploads/event-images/Avenir Land Logo_P7UNqg.png	Are you sure	28.22 KB ? Click here to	DELE	TE.