

# GO by Spark - How to add an image in GO? Scribe<sup>®</sup>

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:

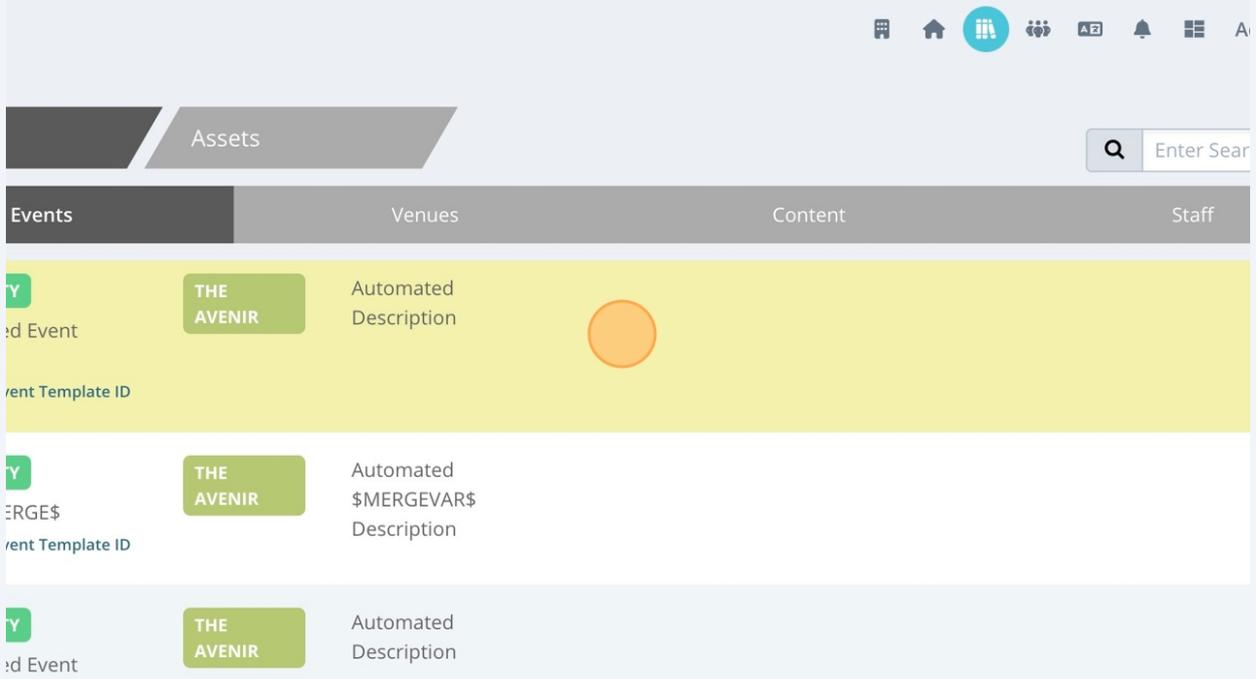
- Mobile Images:
  - **Best Size:** 710 x 426
  - **Aspect Ratio:** 16:9
  - **Format:** PNG
  - **Resolution:** Minimum of 72 DPI
  - **Maximum File Size:** 500 KB
- TV and/or Digital Signage Images:
  - **Best Size:** 1920x1080
  - **Aspect Ratio:** 16:9
  - **Format:** PNG
  - **Resolution:** Minimum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

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

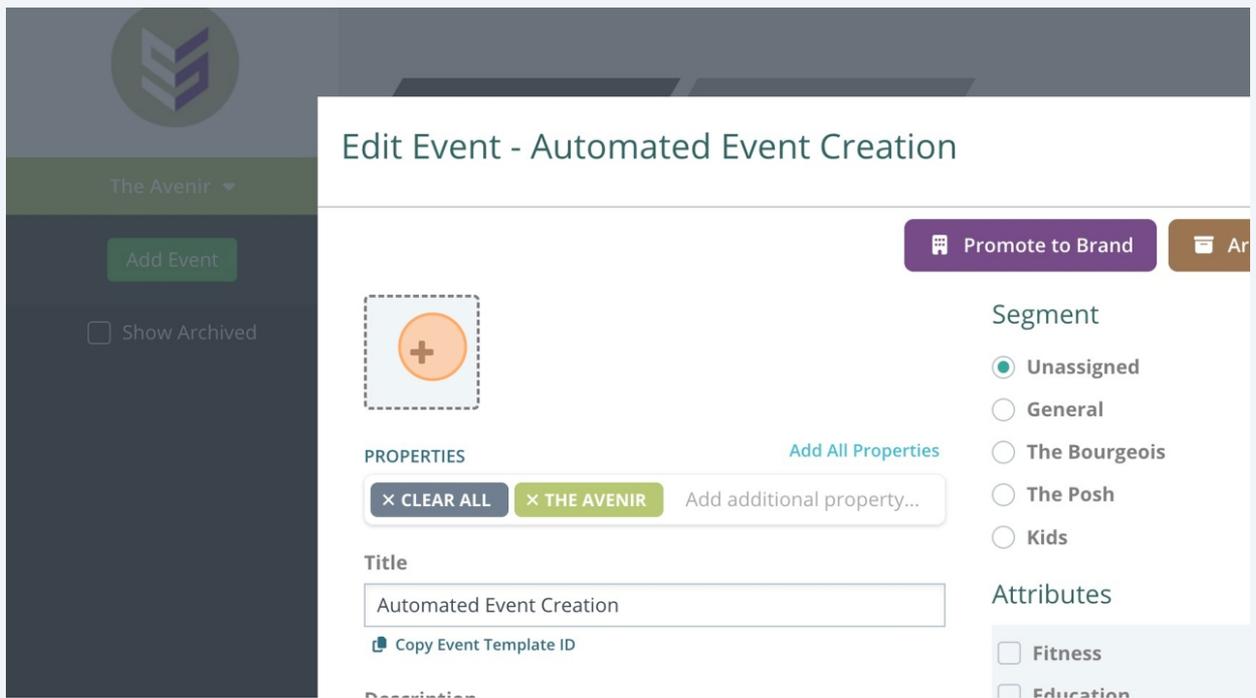
2

Navigate to GO URL & Open the Event Library.

3 Click an Event.



4 Click here to choose an image from your desktop.

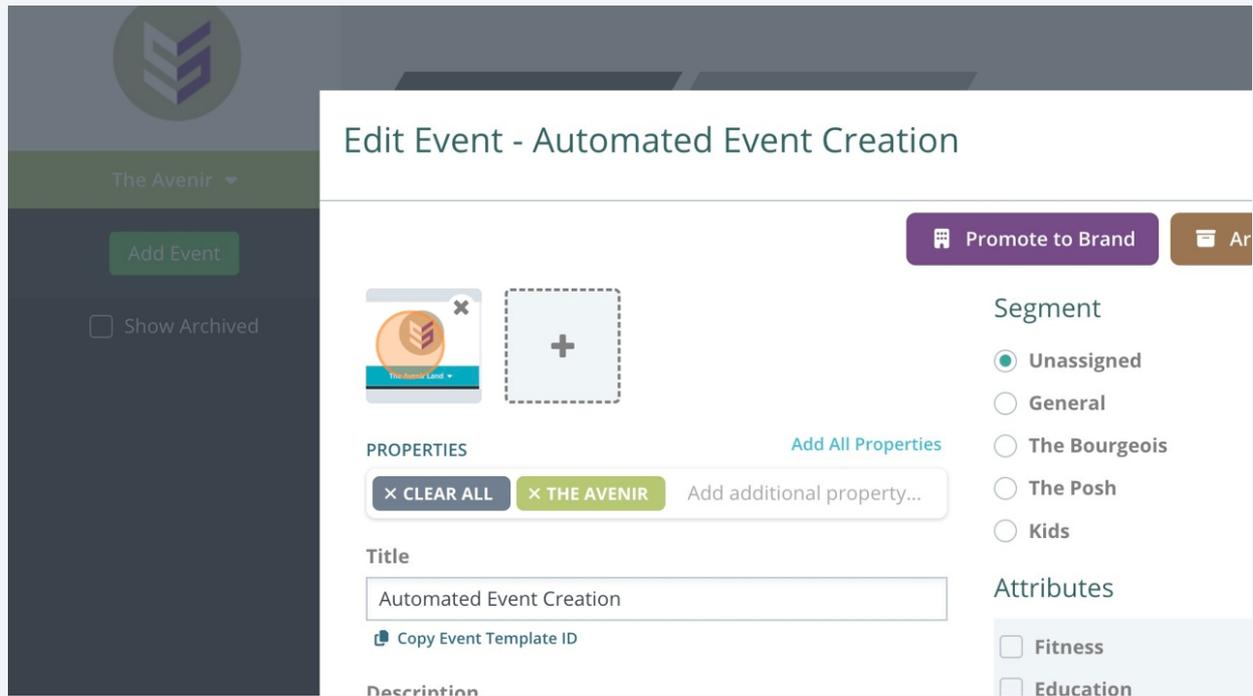




**Tip:** Naming the image can help you to easily identify it in step 9.

5

The example below shows the image we've added to GO.



6 Click "Next"

A screenshot of a form interface. At the top, there is a header area. Below it, a list of checkboxes is displayed:  Private Event (Hide from Daily Plan),  Crew Only,  Simple Event,  Homecoming,  All Aboard, and  VIP. At the bottom right of the form, a blue button labeled "Next" is highlighted with an orange circle. Below the form, a table is partially visible with columns for "THE AVENIR" and "Automated Description".

THE AVENIR	Automated Description	
		60
		30
		60
		60

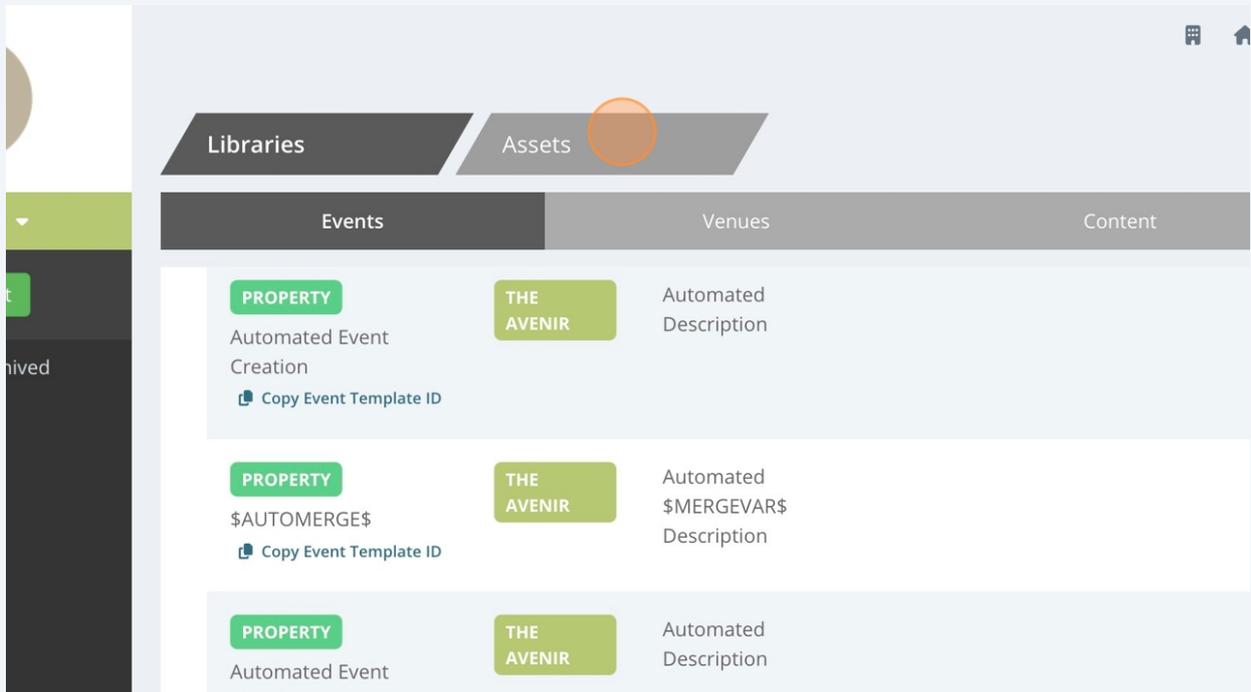
7 Click "Submit"

A screenshot of a form interface. At the top, there are three buttons: "Promote to Brand" (purple), "Archive Template" (brown), and "Duplicate" (teal). Below these buttons, there are two columns labeled "Begin/End Time" and "Function". At the bottom right of the form, a blue button labeled "Submit" is highlighted with an orange circle. Below the form, a table is visible with columns for "THE AVENIR" and "Automated Description".

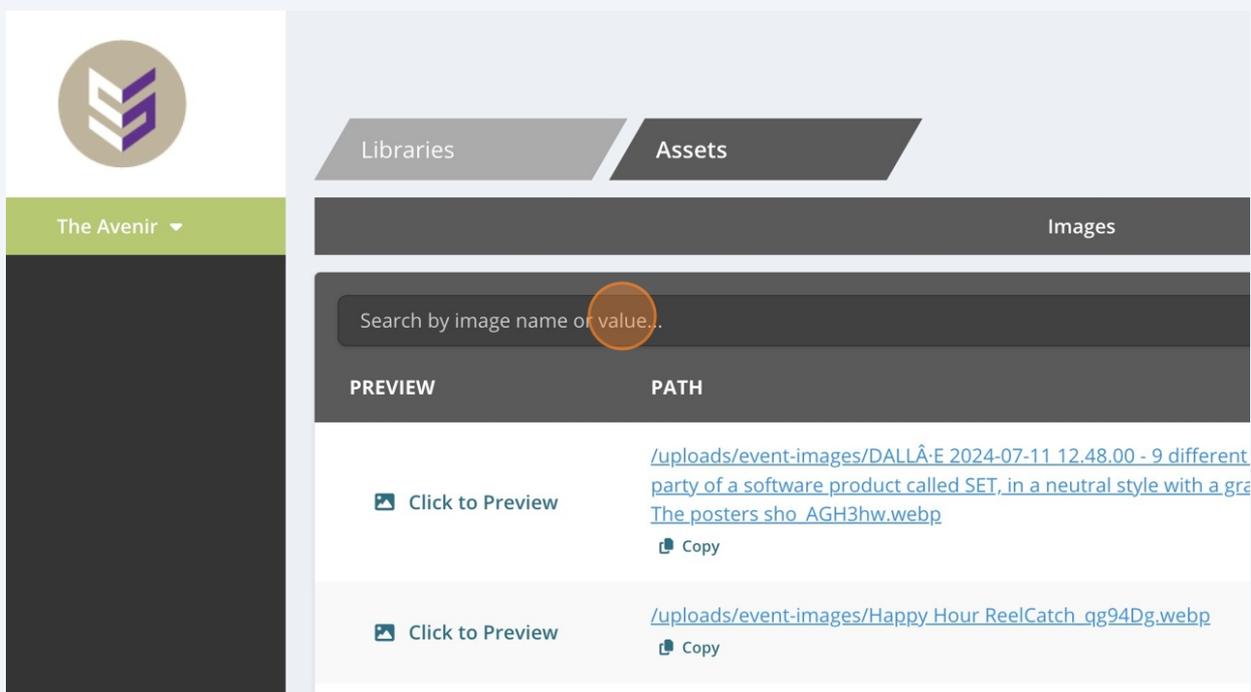
THE AVENIR	Automated Description	
		30
		60
		60
		30
		60
		60

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

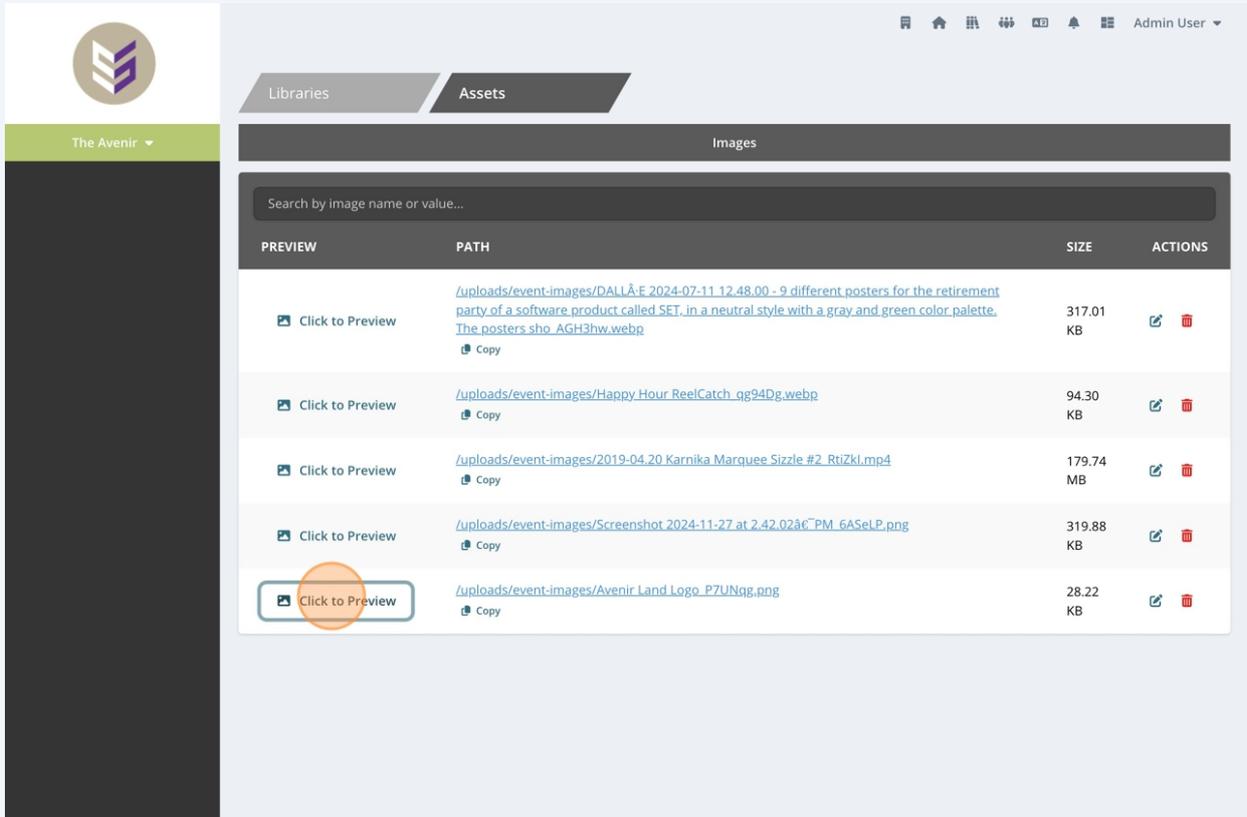
**Note:** "Assets" is where all the images are stored.



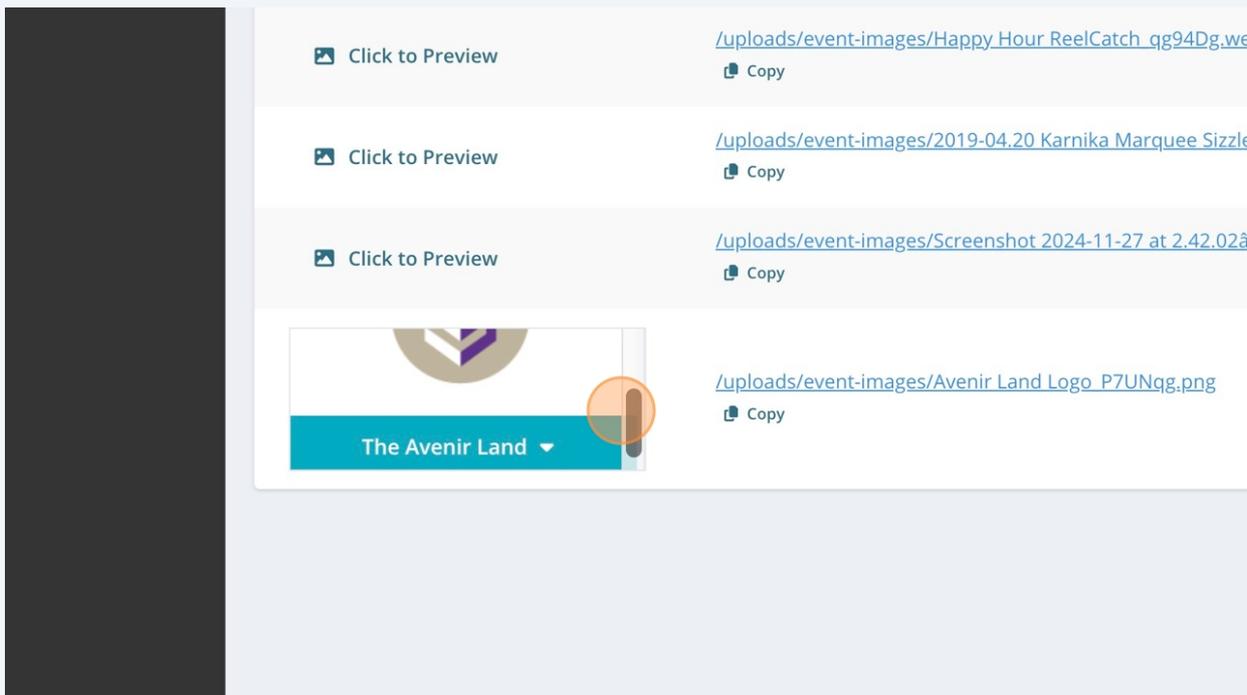
9 Use the search bar to find the image by typing its name or value.



10 Click here to Preview the Image.



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



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.

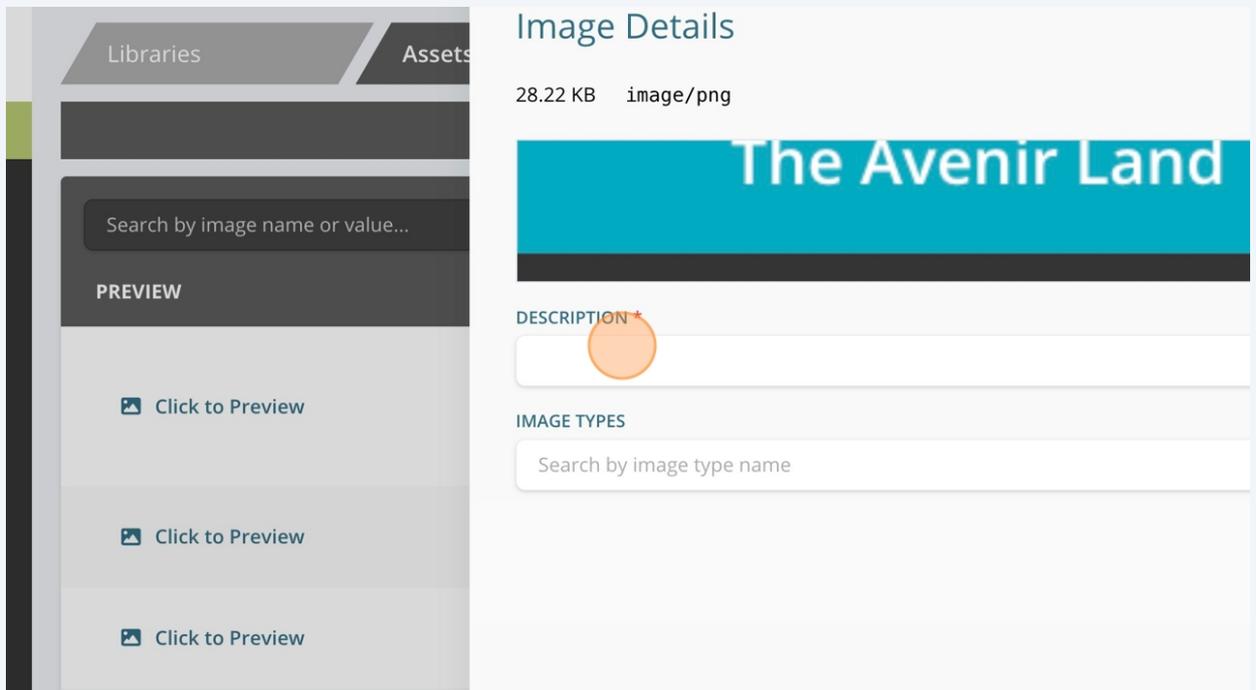
Click to Preview	<a href="/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp">/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp</a> Copy	94.30 KB
Click to Preview	<a href="/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4">/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4</a> Copy	179.74 MB
Click to Preview	<a href="/uploads/event-images/Screenshot_2024-11-27_at_2.42.02PM_6ASeLP.png">/uploads/event-images/Screenshot_2024-11-27_at_2.42.02PM_6ASeLP.png</a> Copy	319.88 KB
	<a href="/uploads/event-images/Avenir_Land_Logo_P7UNqg.png">/uploads/event-images/Avenir_Land_Logo_P7UNqg.png</a> Copy	28.22 KB

<a href="/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp">/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp</a> Copy	94.30 KB	 
<a href="/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4">/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4</a> Copy	179.74 MB	 
<a href="/uploads/event-images/Screenshot_2024-11-27_at_2.42.02PM_6ASeLP.png">/uploads/event-images/Screenshot_2024-11-27_at_2.42.02PM_6ASeLP.png</a> Copy	319.88 KB	 
 <a href="/uploads/event-images/Avenir_Land_Logo_P7UNqg.png">/uploads/event-images/Avenir_Land_Logo_P7UNqg.png</a> Copy	28.22 KB	 

13 Click here to edit or add image details.

<a href="/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp">/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp</a> Copy	94.30 KB	 
<a href="/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4">/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4</a> Copy	179.74 MB	 
<a href="/uploads/event-images/Screenshot_2024-11-27_at_2.42.02â€PM_6ASeLP.png">/uploads/event-images/Screenshot_2024-11-27_at_2.42.02â€PM_6ASeLP.png</a> Copy	319.88 KB	 
<a href="/uploads/event-images/Avenir_Land_Logo_P7UNqg.png">/uploads/event-images/Avenir_Land_Logo_P7UNqg.png</a> Copy <b>MOBILE</b>	28.22 KB	 
<a href="/uploads/event-images/Avenir_Land_Logo_XteLiL.png">/uploads/event-images/Avenir_Land_Logo_XteLiL.png</a> Copy	28.22 KB	 

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



Libraries Assets

Search by image name or value...

PREVIEW

 Click to Preview

 Click to Preview

 Click to Preview

### Image Details

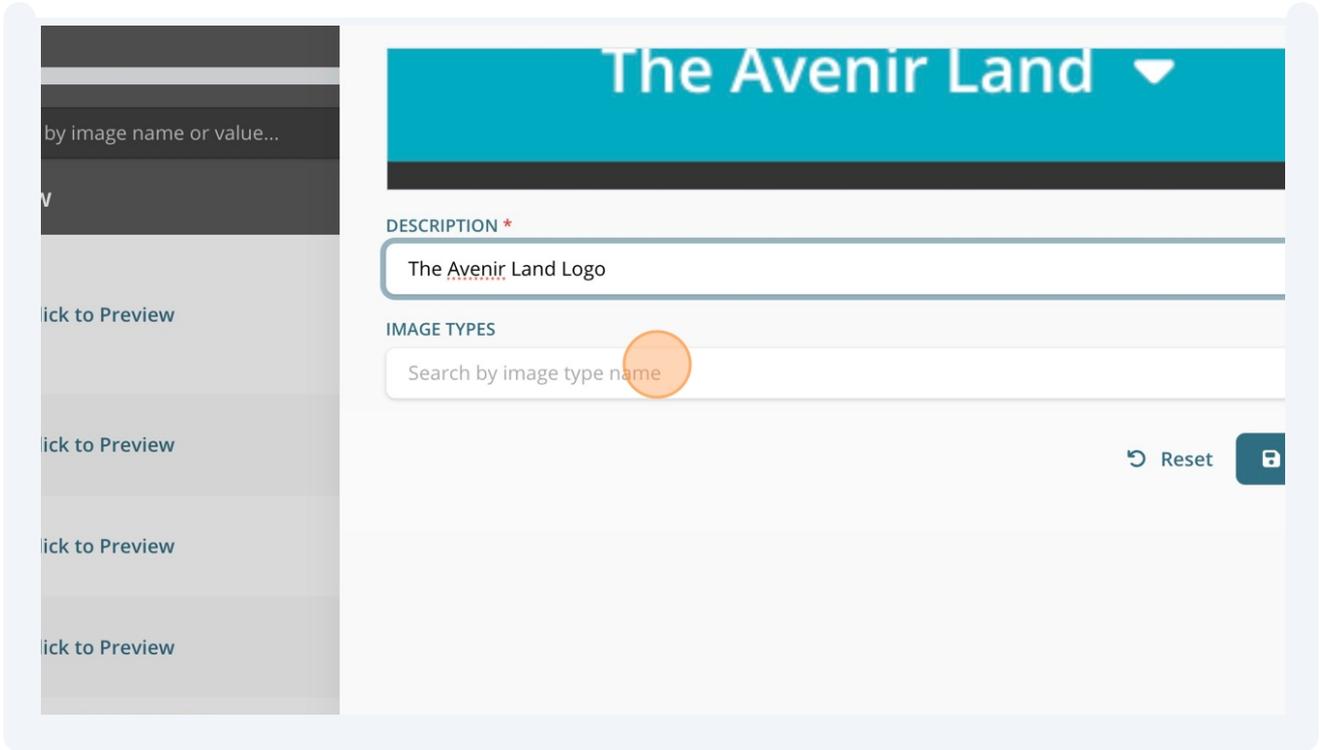
28.22 KB image/png



DESCRIPTION \*

IMAGE TYPES

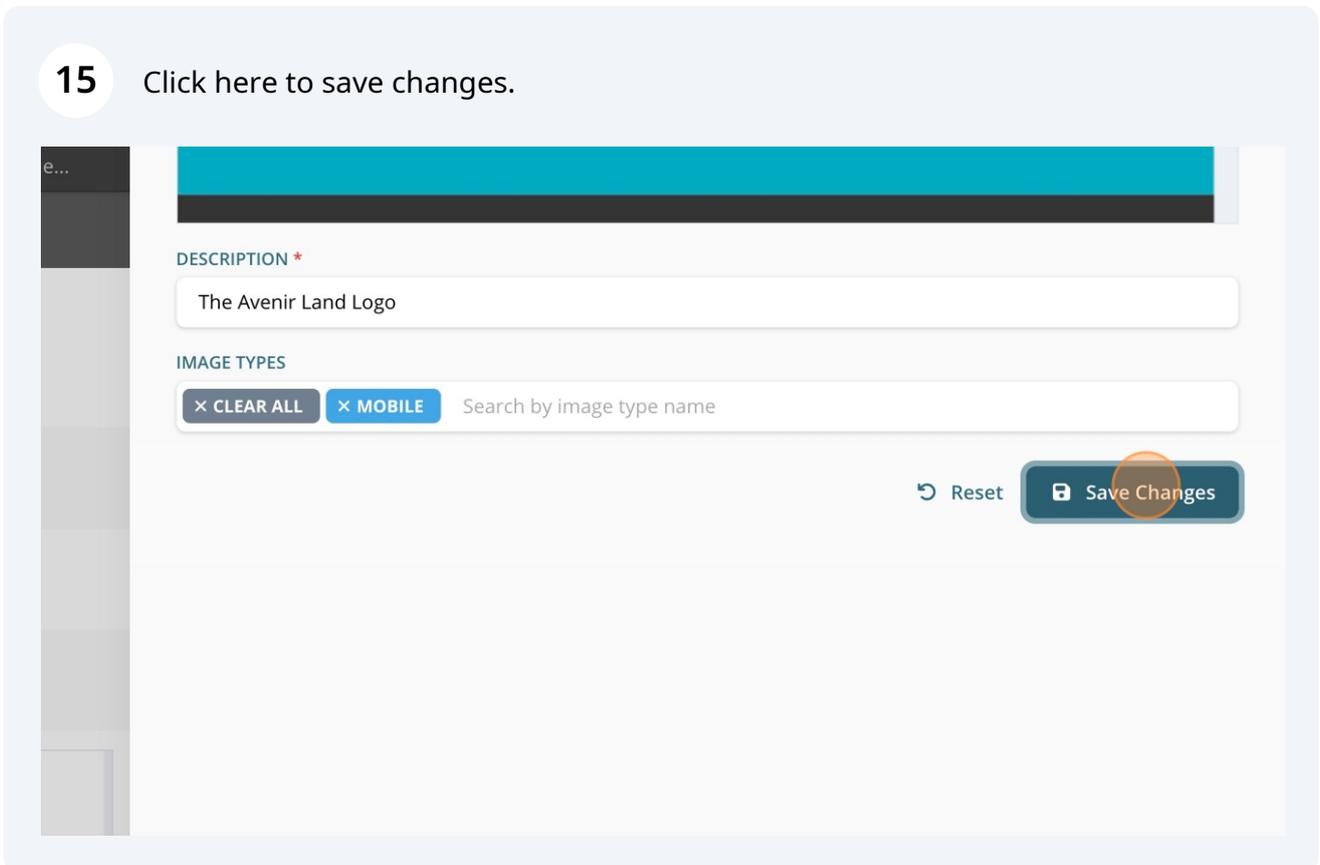
Search by image type name



**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.



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

PREVIEW	PATH	SIZE	ACTIONS
 Click to Preview	<a href="/uploads/event-images/DALL�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">/uploads/event-images/DALL�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</a> Copy	317.01 KB	 
 Click to Preview	<a href="/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp">/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp</a> Copy	94.30 KB	 
 Click to Preview	<a href="/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2_RtiZkl.mp4">/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2_RtiZkl.mp4</a> Copy	179.74 MB	 
 Click to Preview	<a href="/uploads/event-images/Screenshot 2024-11-27 at 2.42.02�PM 6ASeLP.png">/uploads/event-images/Screenshot 2024-11-27 at 2.42.02�PM 6ASeLP.png</a> Copy	319.88 KB	 
	<a href="/uploads/event-images/Avenir Land Logo_P7UNqg.png">/uploads/event-images/Avenir Land Logo_P7UNqg.png</a> Copy	28.22 KB	 

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

<a href="/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp">/uploads/event-images/Happy Hour ReelCatch_qg94Dg.webp</a> Copy	94.30 KB	 
<a href="/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2_RtiZkl.mp4">/uploads/event-images/2019-04.20 Karnika Marquee Sizzle #2_RtiZkl.mp4</a> Copy	179.74 MB	 
<a href="/uploads/event-images/Screenshot 2024-11-27 at 2.42.02�PM 6ASeLP.png">/uploads/event-images/Screenshot 2024-11-27 at 2.42.02�PM 6ASeLP.png</a> Copy	319.88 KB	 
 <a href="/uploads/event-images/Avenir Land Logo_P7UNqg.png">/uploads/event-images/Avenir Land Logo_P7UNqg.png</a> Copy	28.22 KB	 

18

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

<a href="/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp">/uploads/event-images/Happy_Hour_ReelCatch_qg94Dg.webp</a> Copy	94.30 KB	 
<a href="/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4">/uploads/event-images/2019-04.20_Karnika_Marquee_Sizzle_#2_RtiZkl.mp4</a> Copy	179.74 MB	 
<a href="/uploads/event-images/Screenshot_2024-11-27_at_2.42.02â€PM_6ASeLP.png">/uploads/event-images/Screenshot_2024-11-27_at_2.42.02â€PM_6ASeLP.png</a> Copy	319.88 KB	 
<a href="/uploads/event-images/Avenir_Land_Logo_P7UNqg.png">/uploads/event-images/Avenir_Land_Logo_P7UNqg.png</a> Copy <b>MOBILE</b>	28.22 KB	 

Are you sure? Click here to DELETE.