

How to add an image in the Asset Library? Scribe[®]

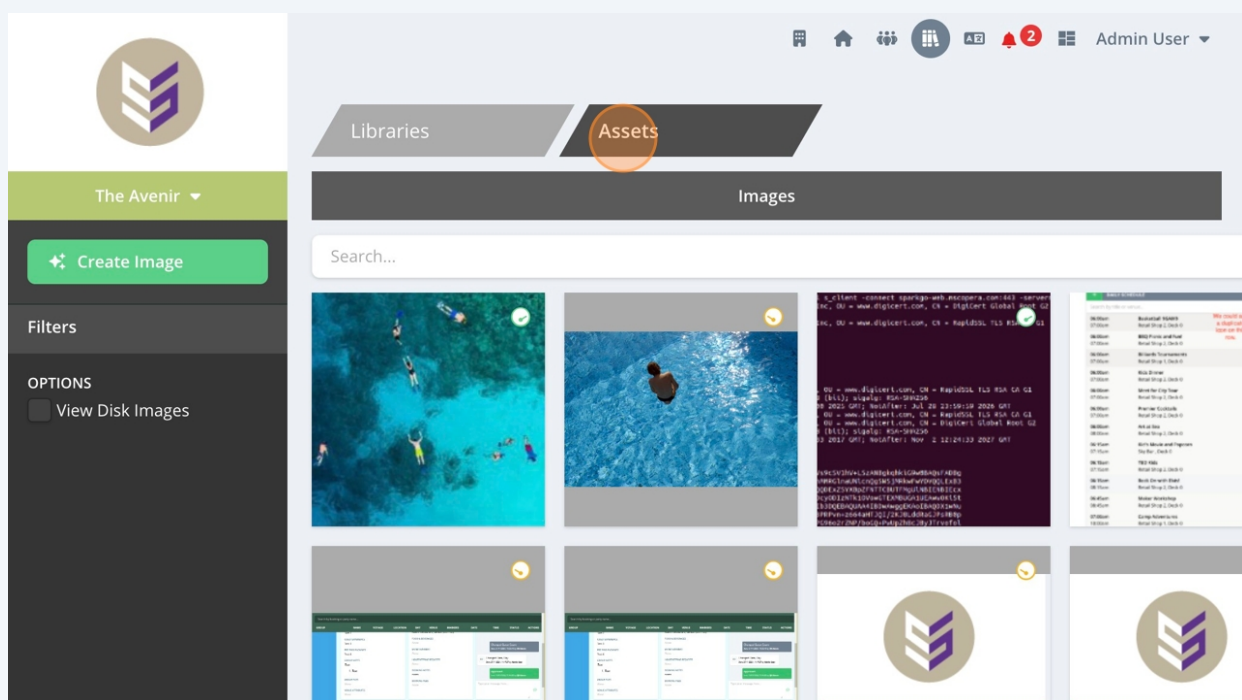
This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to add an image...](https://scribehow.com/embed-preview/How%20to%20add%20an%20image...)

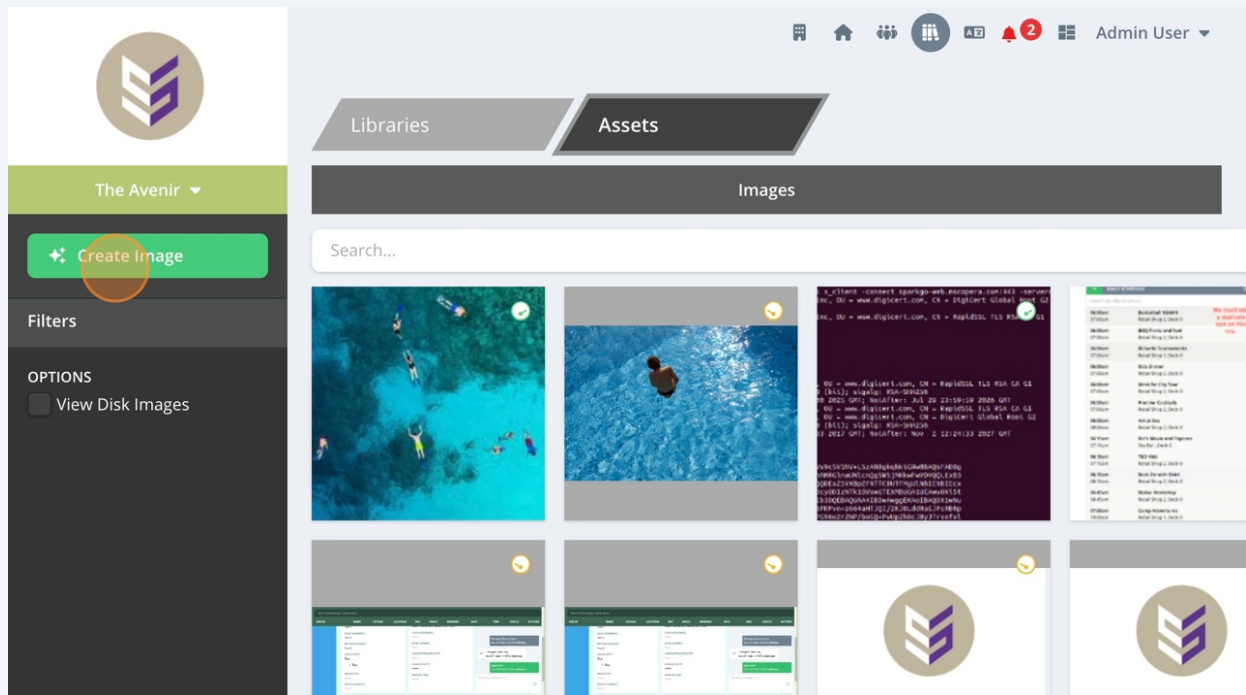
This guide is essential for anyone looking to effectively add images to the Asset Library in GO. It provides step-by-step instructions to help users navigate the platform and manage their image assets efficiently. Overall, this guide streamlines the image upload process, making it user-friendly and straightforward.

1 Navigate to GO URL & Open the Asset Library.

Click "Assets"

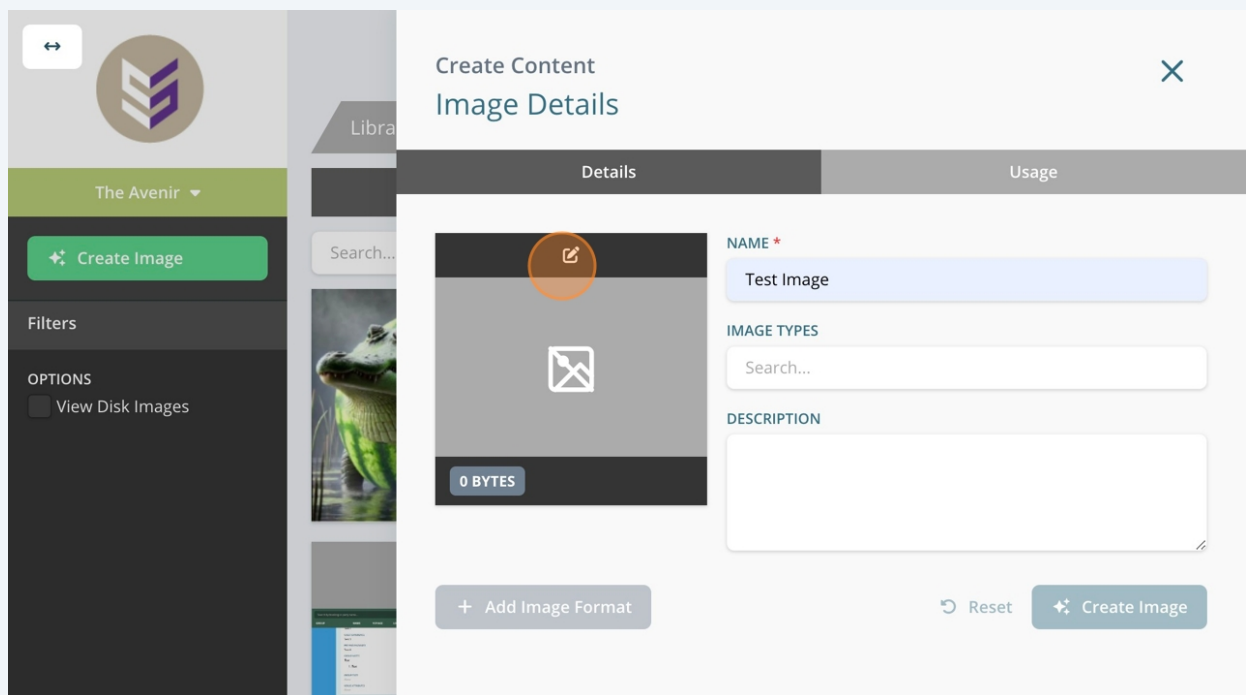


2 Click "Create Image"



3 Name your image and then click on the "edit" icon to upload an image from your files.

The "red star" indicates it's a mandatory field to complete. Adding a Description and adding an Image Type are optional.

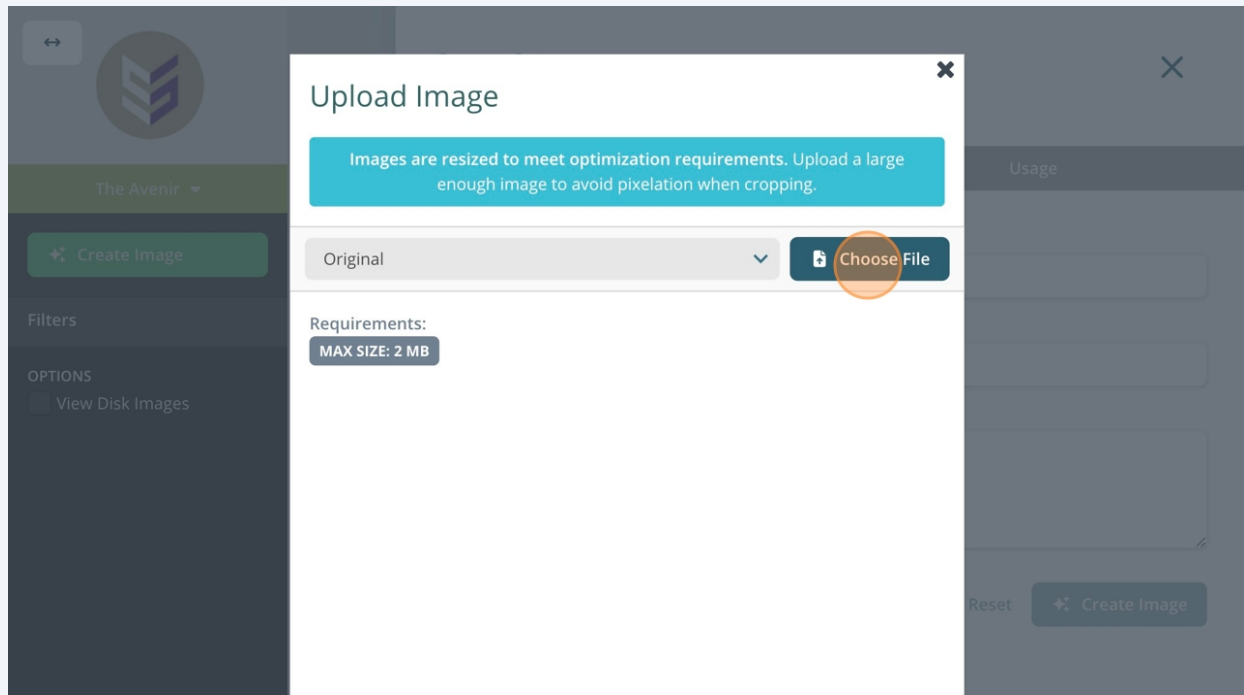




Note: Image Types can be customized in the Brand Settings.

4

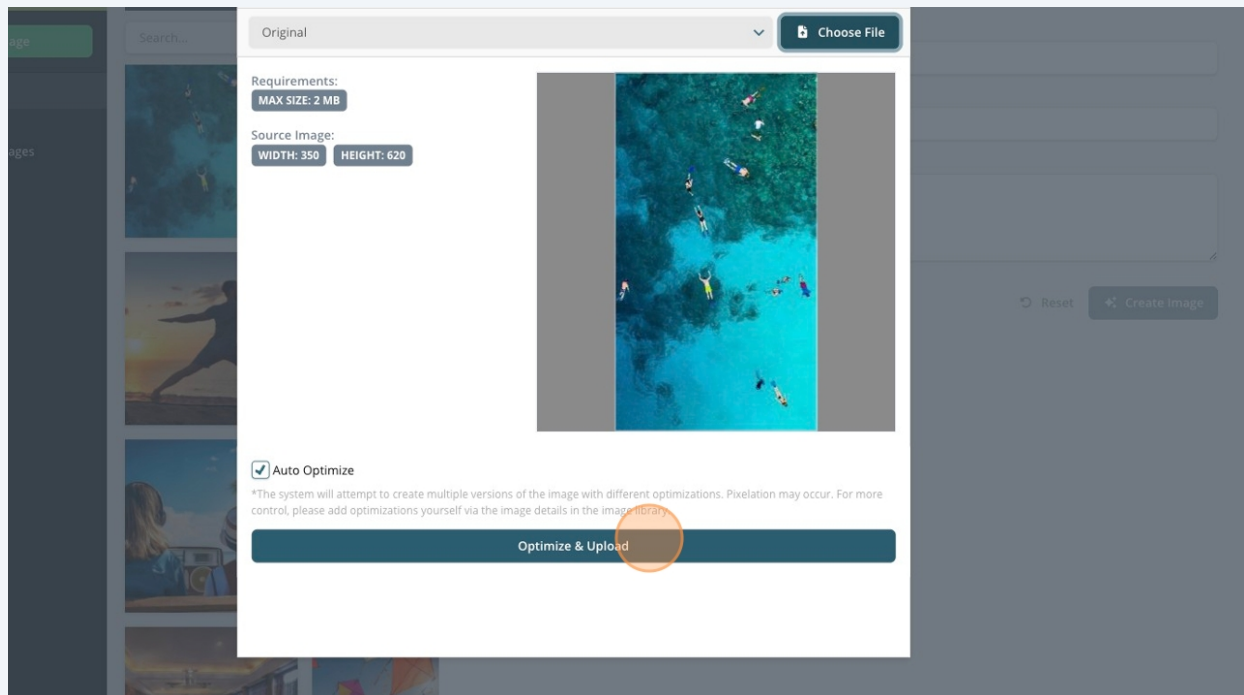
Click "Choose File" to browse for the image you'd like to upload.



5

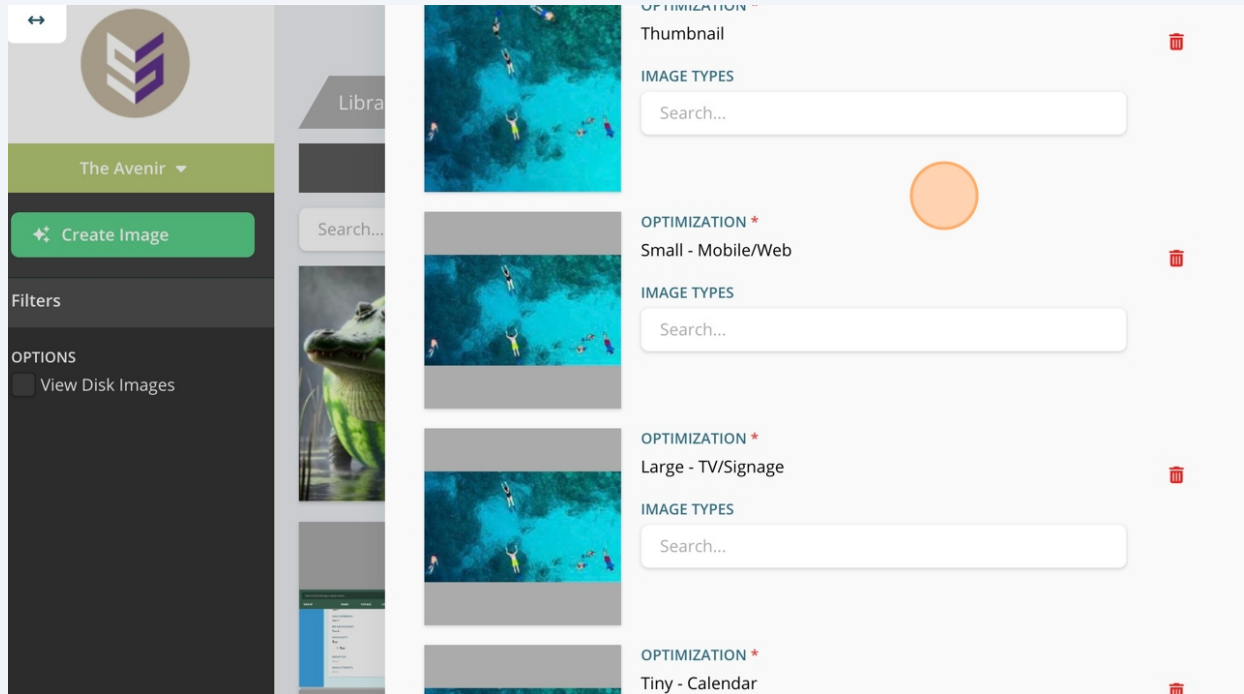
Click "Optimize & Upload"

GO will auto optimize the image by creating different image formats: thumbnail, Small(mobile), Large (TV/Signage), and Tiny (Calendar).

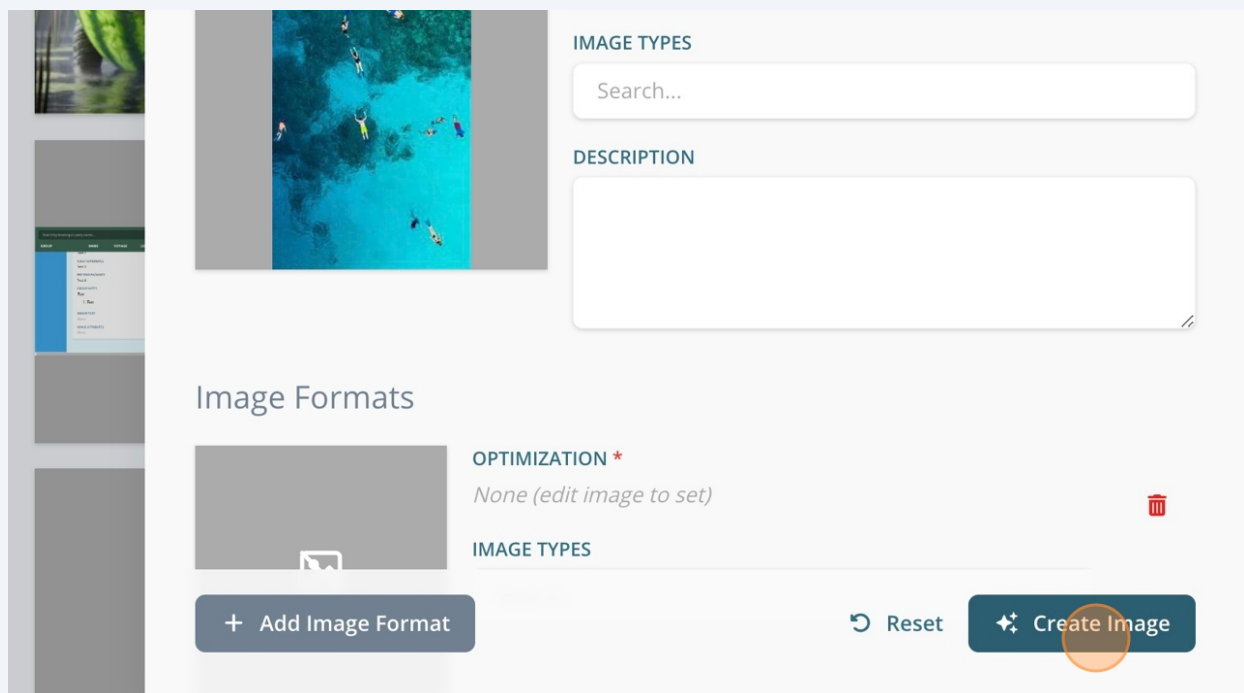


6 Example of GO Image Formats.

**This is completely optional and based on your endpoints and where the image will be used. If you only have a print program, no other image formats are required and you may click on the garbage icon to delete them.*



7 Click "Create Image" when done.





Follow the below instructions to add an additional Image Format.

8

Click "Add Image Format"

Filters

OPTIONS

☐ View Disk Images

Optimizations

- Small - Mobile/Web
- Large - TV/Signage
- Tiny - Calendar

NAME *

Test

IMAGE TYPES

Search...

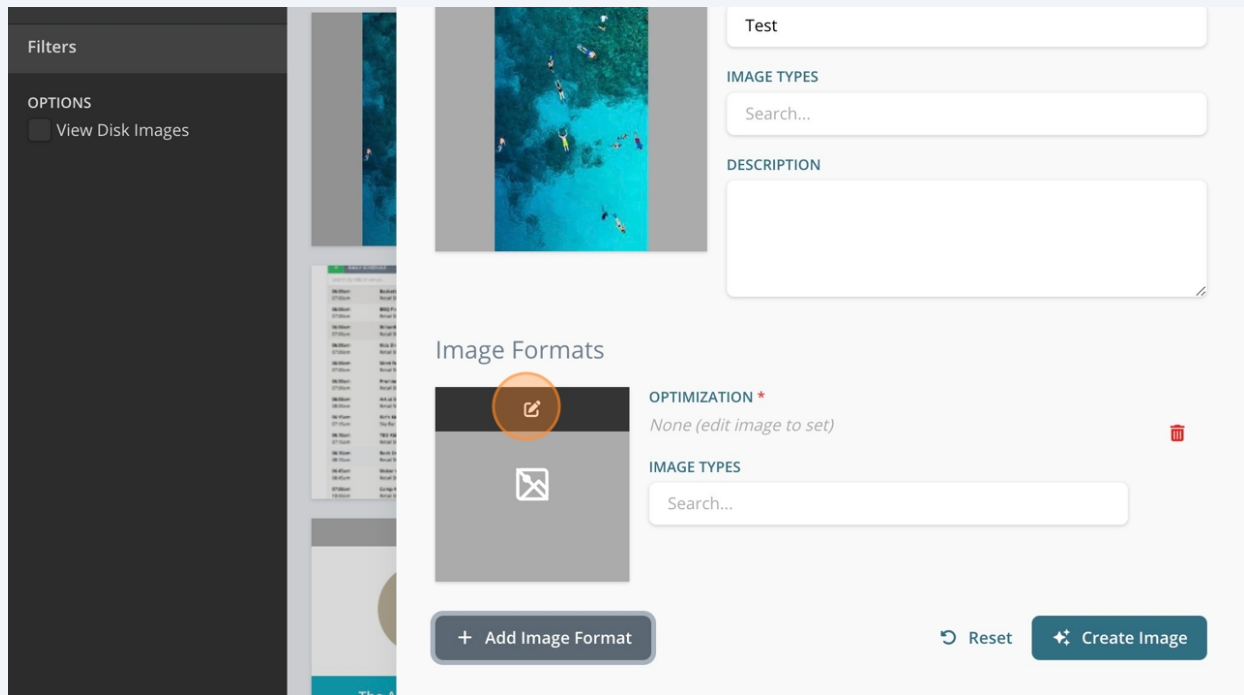
DESCRIPTION

+ Add Image Format

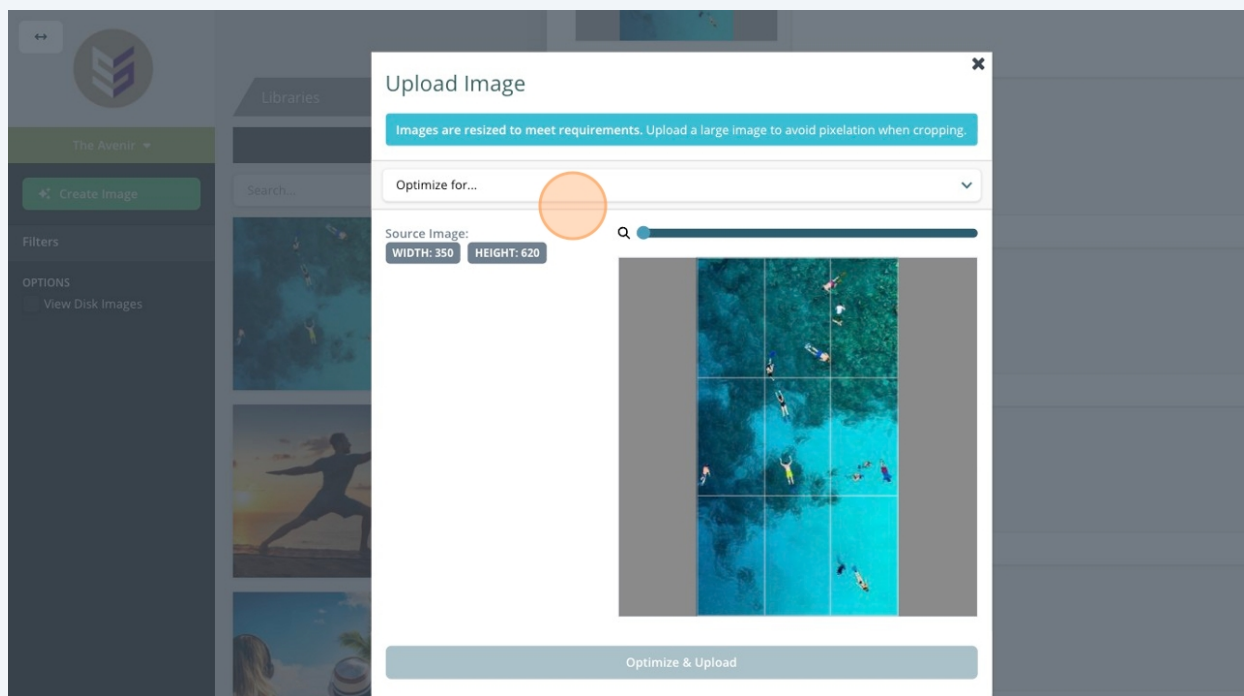
Reset

Create Image

9 Click the "edit" icon.

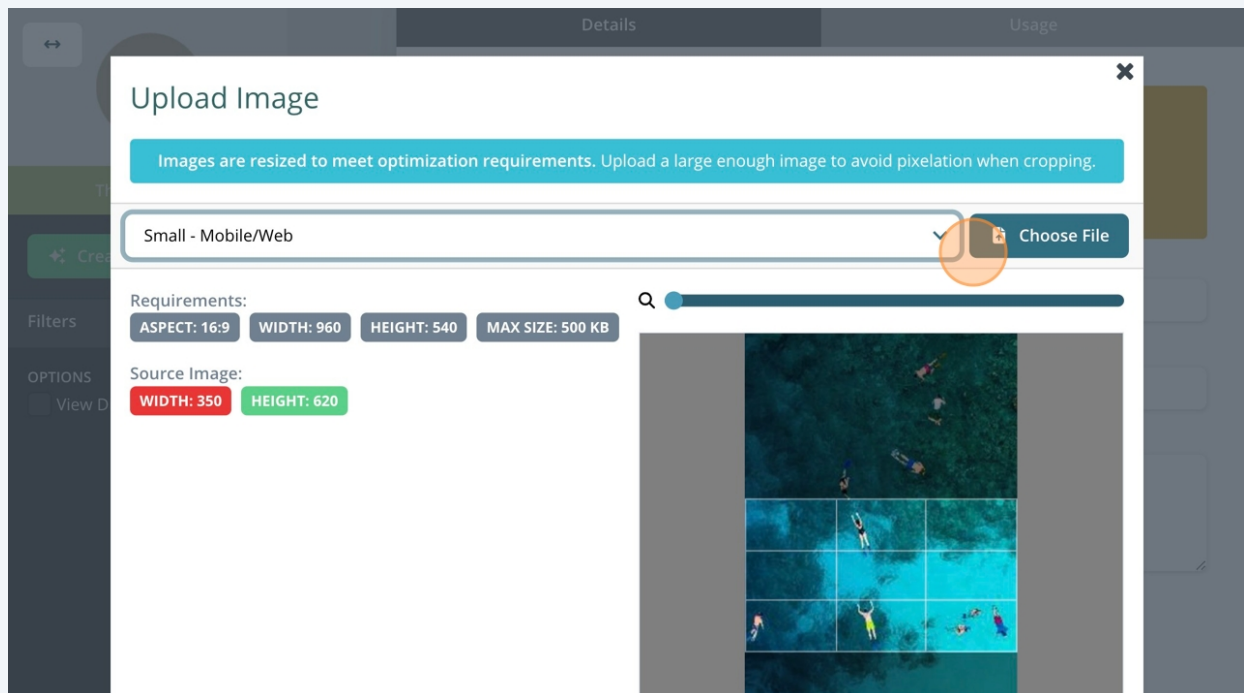


10 Select an optimization from the dropdown.



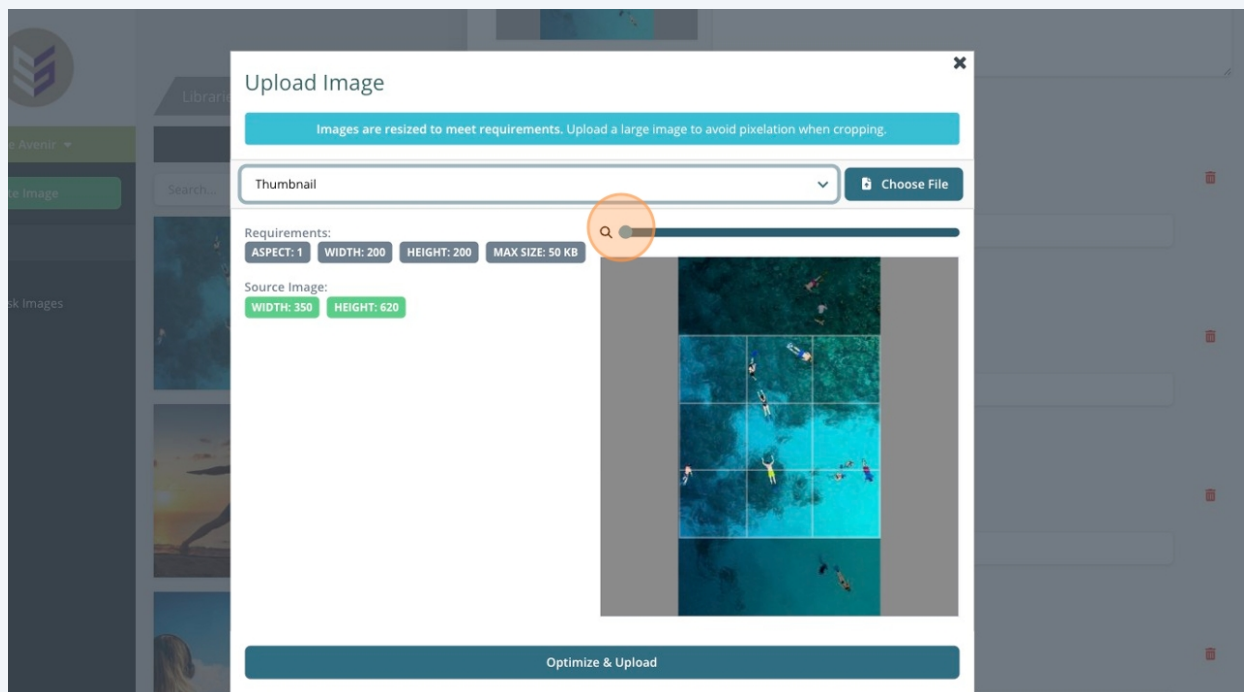
11

As shown below, by default, GO will use the image upload to automatically generate the Image Format. However, if you'd like to use a different version for a format, you can upload another image by clicking "Choose File".

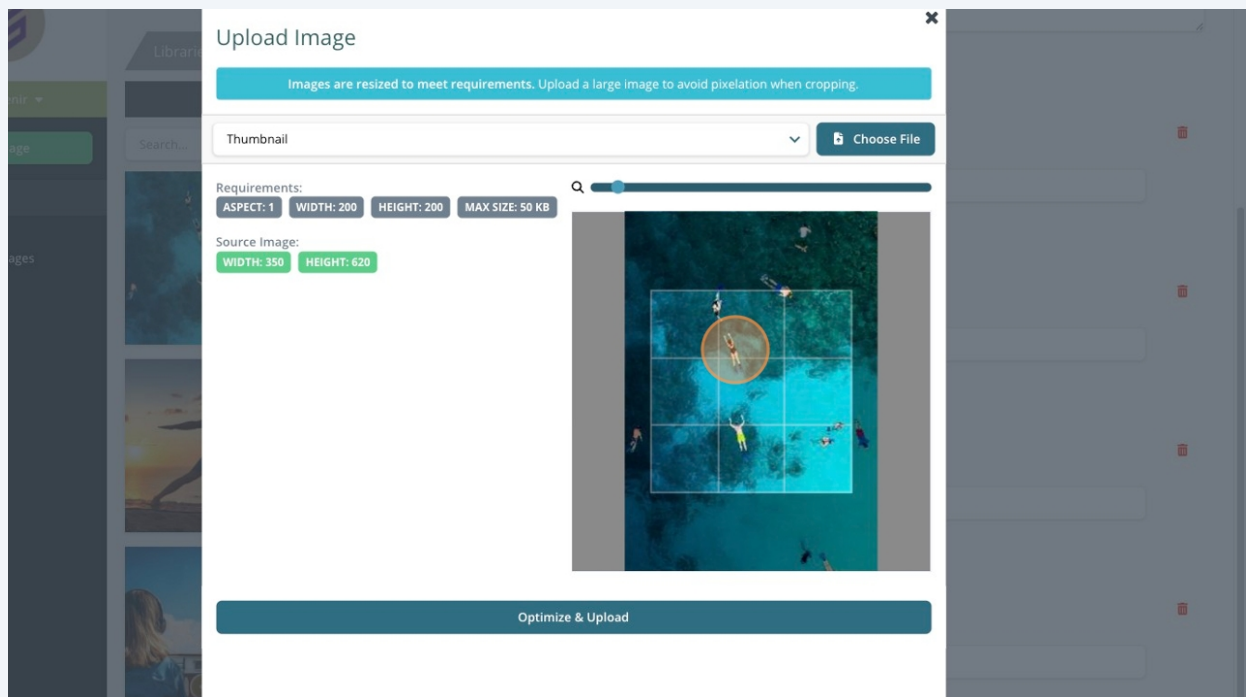


12

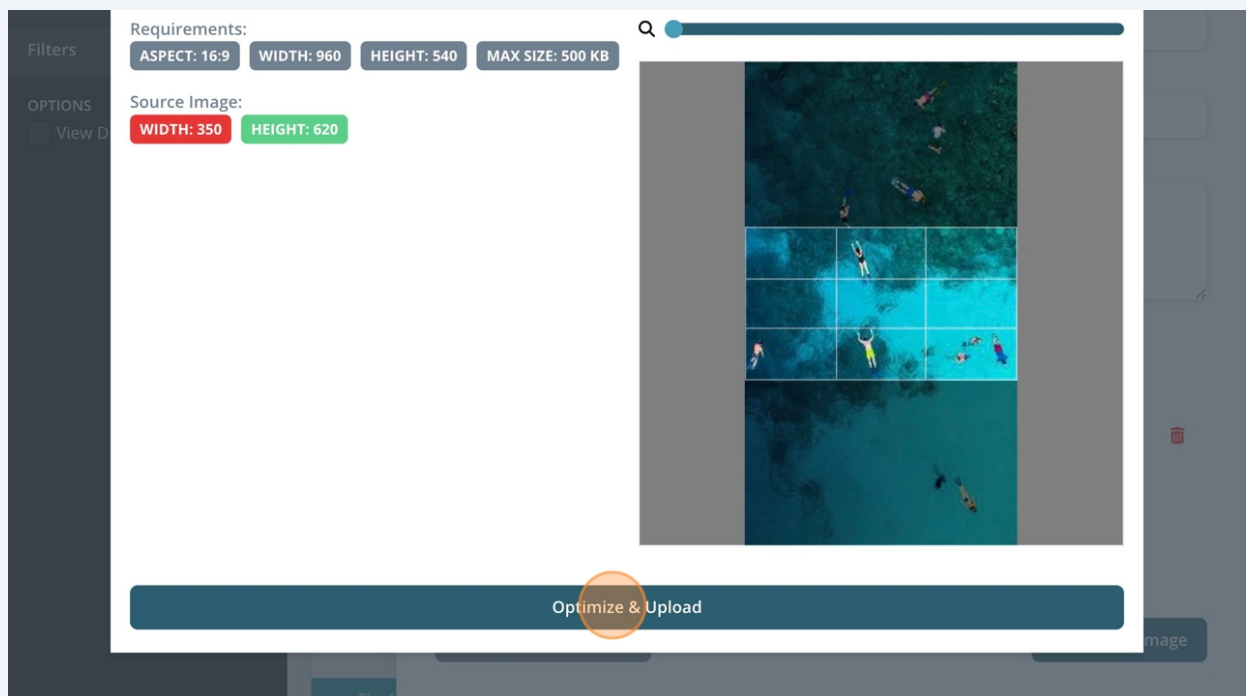
Click this range field to zoom in/out.



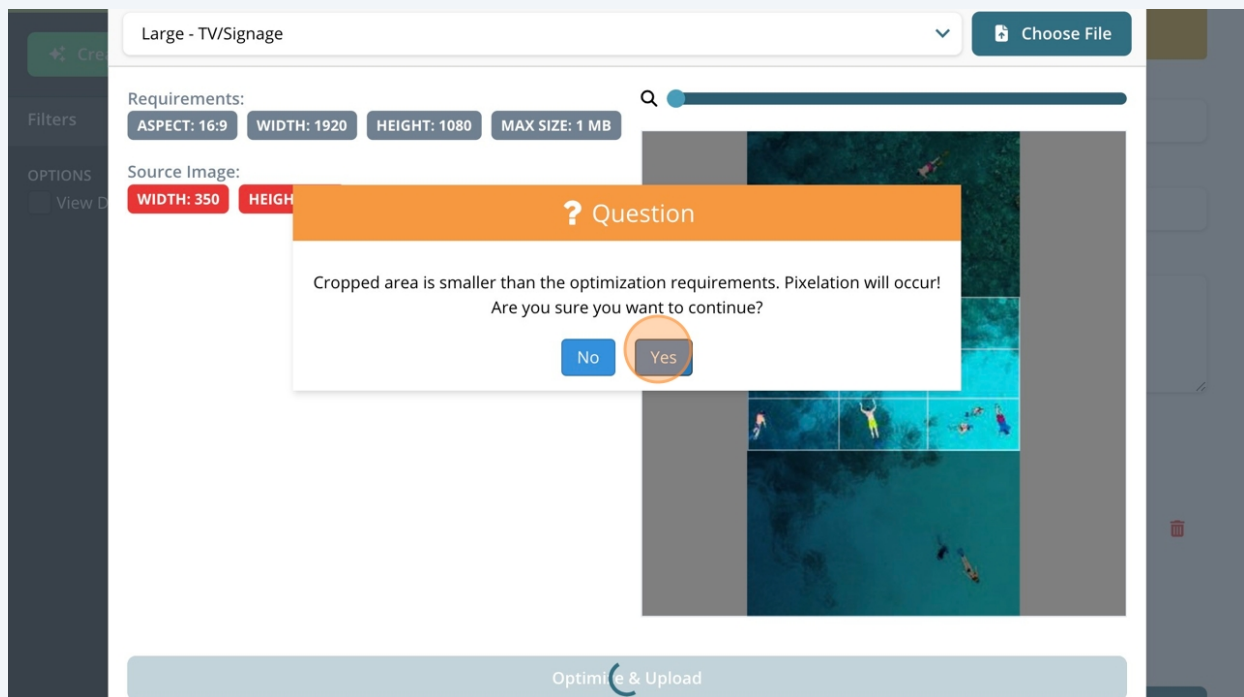
- 13 Click here and drag the image to adjust its position.



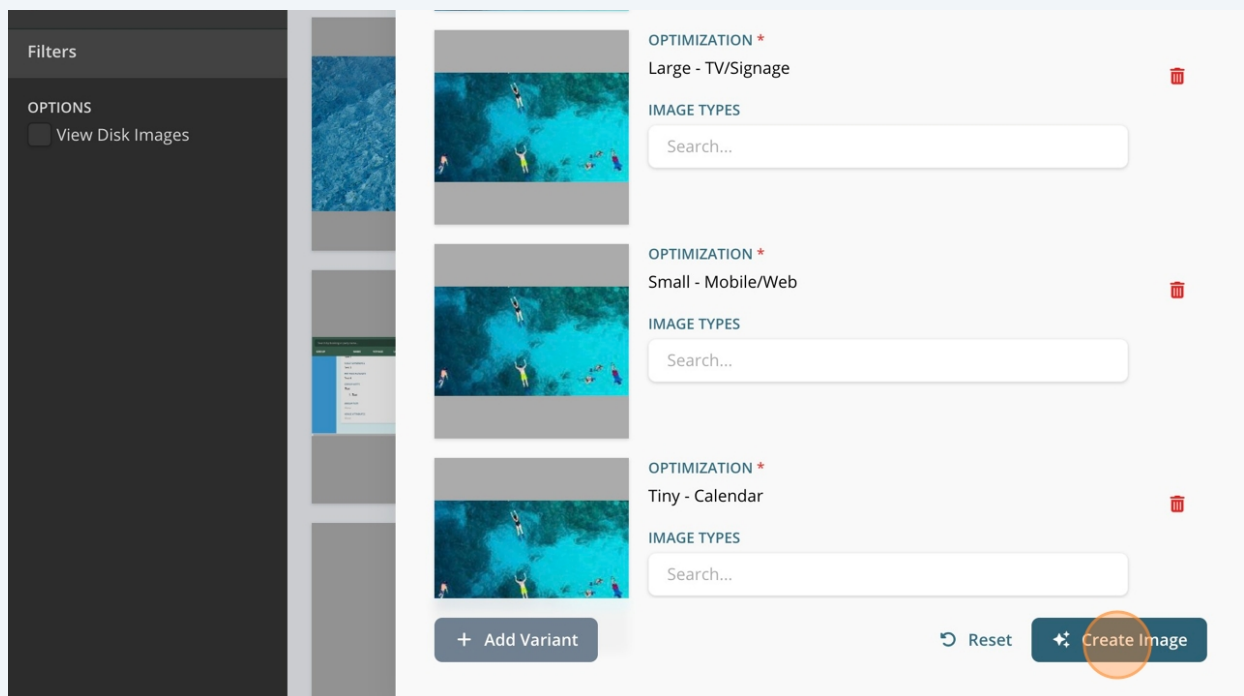
- 14 Click "Optimize & Upload" when finished.



15 Click "Yes" if you want to continue.

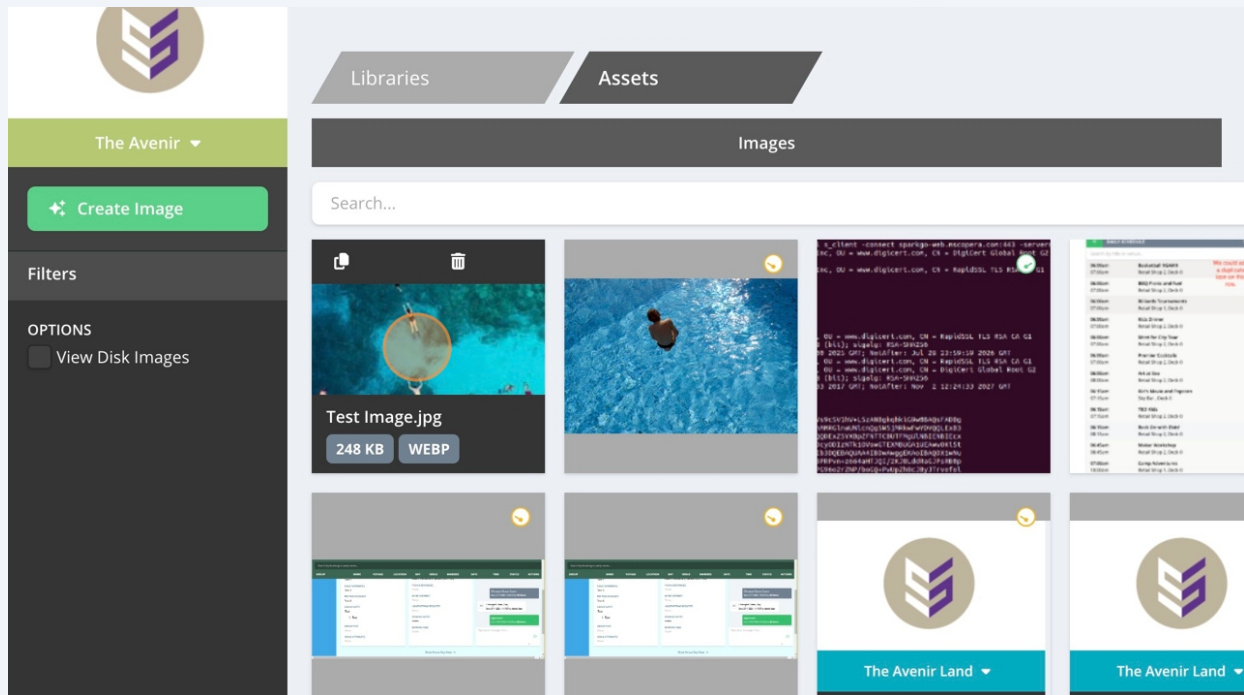


16 When you are finished with the variants, click "Create Image".



17

Once you have created your image it will be stored in the Assets Library. In the future you can find your image by using the search bar or by scrolling the images.



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The original image loaded will be the default image used for an event (in the library or canvas) and in the print program.

Depending on your additional endpoints and integrations (if any) GO will decide which image format to populate based on size.

