

# Quick Tip #7 v1.1 (Jan 2018)

## Remove/Edit Images from your Image Library:

- Click on *"My Account"* on the main menu toolbar
- Click on *"My Image Library"*
- You are presented with an Image Search function which you can use to find images in your library
- Click on *"Display All Images"* at the bottom of the Image Search area
- All your images are listed, perhaps over multiple pages
- From this page you can:
  - o **Change just the title of the image.** All places the image is displayed will be automatically updated – Click on *"Save Changes"* at the top or bottom of the image list
  - o **Delete image** – click on *"Delete"* button on the right side of the image box – Click on *"Save Changes"* at the top or bottom of the image list
  - o **Edit image** – click on *"Edit"* on the left side of the image box. This will allow you to replace the current version the image with a new file, change the title, add Owner ID, change the *"Genuine Wildlife"* status and change the Restrictions – click on *"Save"* in the edit window
  - o **Resize Image** - If you need a larger sized image for a competition (i.e. 1600 pixels wide instead of 1400 pixels wide), use the *"edit image"* button to upload the larger file. Any competitions needing a smaller file size (i.e. 1400 pixels) will automatically size a larger image down.
    - This will not affect any competitions or galleries the image is currently in
    - Images smaller than the target competition WILL NOT be upsized
    - An alternative would be to upload a second image and give it a different name

**IMPORTANT** – Click on *"Save Changes"* at the top or bottom of the image list after any changes