Site Content > Image Library

View **Image Library** video

The **Image Library** is the central location that all images within the site can be found. It is important to realize that images are not embedded in a web page. Images on a website are "called" to a web page from a specific location (the Image Library). There are three parts to the Image Library.

1. Image Search
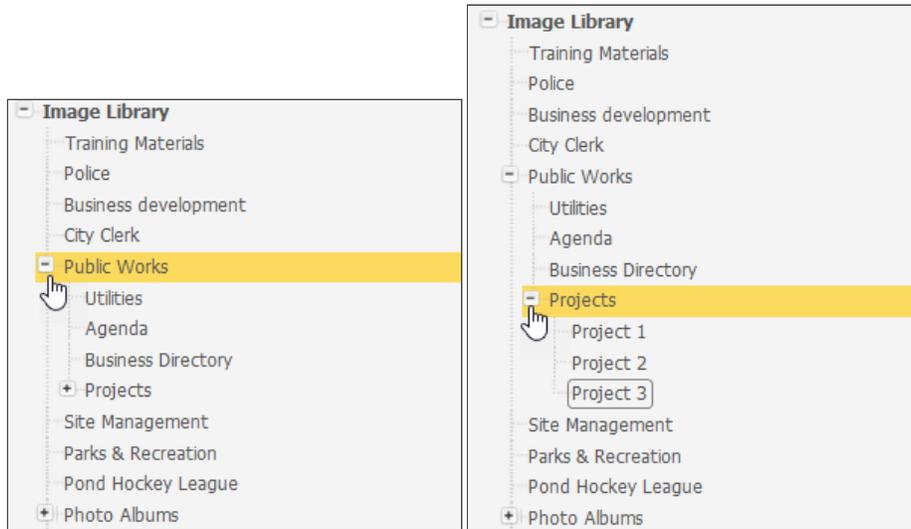2. Image Folder Tree View
3. Image List

Image Search

To search for a particular image, click into the search image field, type the text you wish to search for and click the magnifying glass button 🔍 (or press enter).

This will search for a image name, image alt tag or image ID with the entered search term and generate a list of images with all matching results (if any). You can either choose to take action on one of the images in the results by clicking on that row and triggering the action menu, or click the **Back to List View** button to return to the initial Image Library menu.

Image Folder Tree View

The image folder tree view displays the organizational folders for all the images of the website. The tree view allows for easy access to all image folder levels within the built structure by quickly expanding [+] or contracting [-] relevant folders of the library. You can use these folders, and the tree structure to more easily manage image placement and organization.
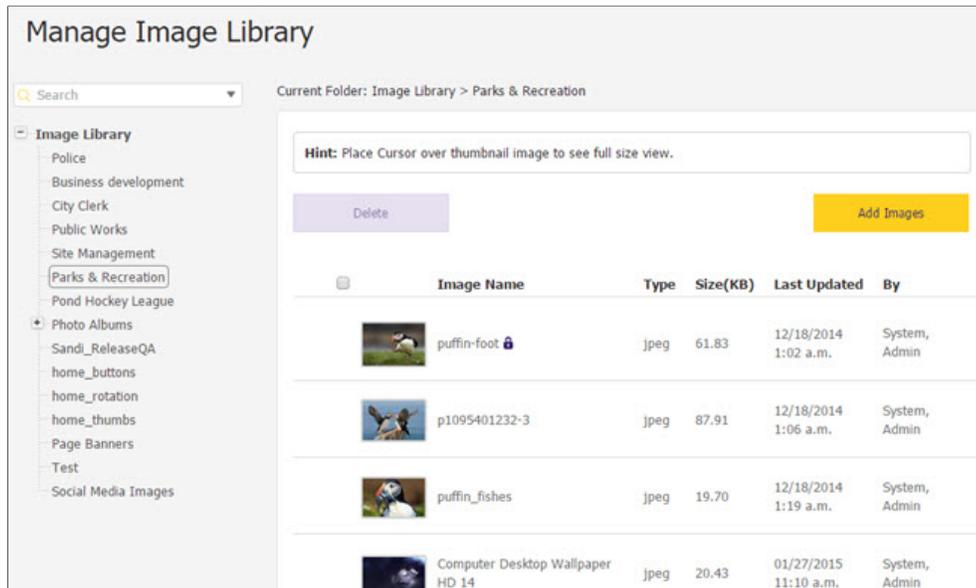
When expanding a specific folder, you will see that folders immediate sub-folders (if any exist) and you will see any images in that folder load in the table to the right of the tree view in the Image List.

There will be a small move icon ⠿ next to each folder if you have move permissions. You can Drag-and-drop these folders as required to further organize each image folder.

Image List

The image list is a table that will display images in the currently selected folder. When first loading the Image Library this list will be empty as there can be no images placed into the root (initial) directory. Depending on your site's settings, the image list sorting can be manual sorting, where you can use drag and drop to sort the images in the folder however you want, or the image list may be sorted alphabetically, or it may be sorted by the last updated date, with the most recently updated or added documents at the top of the list.

If there are many images in the folder, there will be a **<< Load More >>** link at the bottom of the list. Click on this to load the next page of images.

Click on a column header such as Image Name to sort the list by that header.

Below is an explanation of the items in the Image list table:

Image Thumbnail	The thumbnail of the uploaded image.
Sort Icon	This allows you to drag & drop the image within the table list to sort the image up and down as required. **Note: you will not see this option if your site is set to sort images alphabetically or by the last updated date. It will be disabled if you have clicked on a column header to sort by that column.**
Move Icon	This allows you to drag & drop the image into a different image folder to the left to move it into a different folder location.
Image Name	The name of the image as it was placed into the VCMS. This is an internal name for the image only.
Image Type	The type of image that was uploaded or converted to when uploaded (.jpg, .png, or .gif)
Image Size	The size of the uploaded image in kilobytes (kb).
Last Updated	The date the image was last updated.
By	The user who last updated the image.

Image Library | **All Videos**

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For more information on how to upload or modify images, please see the following guides below.

- Add Images
- Classic Upload Tool
- Bulk Process Images
- Edit Image
- Review Image
- Delete Image
- Move/Order Images
- Image Folder
- Search Images

- [Show All Options](#)