



The Image Library

The **Image Library** can be used to manage images that you have uploaded for use in symbol grids. To access the **Image Library** click the link on the home page .



[Image Library](#)

Uploading Images

You can upload images in the **Image Library** within settings.

1. Click on the **Upload new images** button.

Upload new images



Name or tag

Search

2. In the next screen click the **Choose files** button and locate the images you want to upload.

Upload new images

Use this form to upload your own images from your computer to use in your documents.

You may give each image a name and some tags to help you search and find it later.

Press the Browse / Choose Files button to look for the image on your computer.

If you leave the "Name" field blank, the original filename of the image will be used.

Upload new images

File: No file chosen

Name (optional):

Tags (optional):

Upload images

- When uploading images you will be asked to give them a name and assign tags, this is optional but can make images easier to find when searching for them.

Upload new images

Use this form to upload your own images from your computer to use in your documents.

You may give each image a name and some tags to help you search and find it later.

Press the Browse / Choose Files button to look for the image on your computer.

If you leave the "Name" field blank, the original filename of the image will be used.

Upload new images

File: IMG_9541.JPG

Name (optional):

Tags (optional):

Widgit S

- You can select multiple images in the pop-up dialogue box to upload. If you leave the name blank it will be populated with each image's existing filename.

Upload new images

File: 2 files

Using Tags

You can assign tags which can help you organise your image uploads. You can do this when you create, manage or edit images uploaded to your library. For example, if uploading pictures for a pets topic, you could use tags such as kitten, cat, white etc.

- You can add the tags when first uploading the image. Clicking in the box will display a dropdown of existing tags.

Upload new images

File: IMG_5904.jpg

Name (optional):

Tags (optional):

2. Start to type the word required, the system will show any existing matching tags, which you can click to select.

Upload new images

File: No file chosen

Name (optional):

Tags (optional):
Add kit...
kitten

3. When you click Add or click away from the box, the tag will be added. You can add multiple tags for a single image.

Upload new images

File: No file chosen

Name (optional):

Tags (optional):

Deleting Images

You can delete images from inside the **Image Library**.

Widgit Online

Logged in as vicky (Widgit) [Log out](#)
[Settings](#) [Help](#)

[Documents](#) [Browse All](#) [Browse Published](#) [Extras](#) [Image Library](#)

Filter Images by Tag

Name:
Tags:
Modify:

Name:
Tags:
Modify:

Name:
Tags:
Modify:

Name:
Tags:
Modify:

Simply click the Delete button.



NOTE: Deleting this image will remove it from all documents that it has been used in.


Editing Image Information

You can edit or replace images used, the rotation of images, names or tags

1. To **Upload** replacement images in the **Image Library**, click on the image you wish to replace. It will open the **Replace image** window.

Replace image


Current image



Upload replacement image

No file chosen

2. Click the **Choose File** button, then navigate to your replacement image in your files and click **Open**, then **Update user image**. The old image has now been replaced (both in the **Library** and in any documents where it has been used).

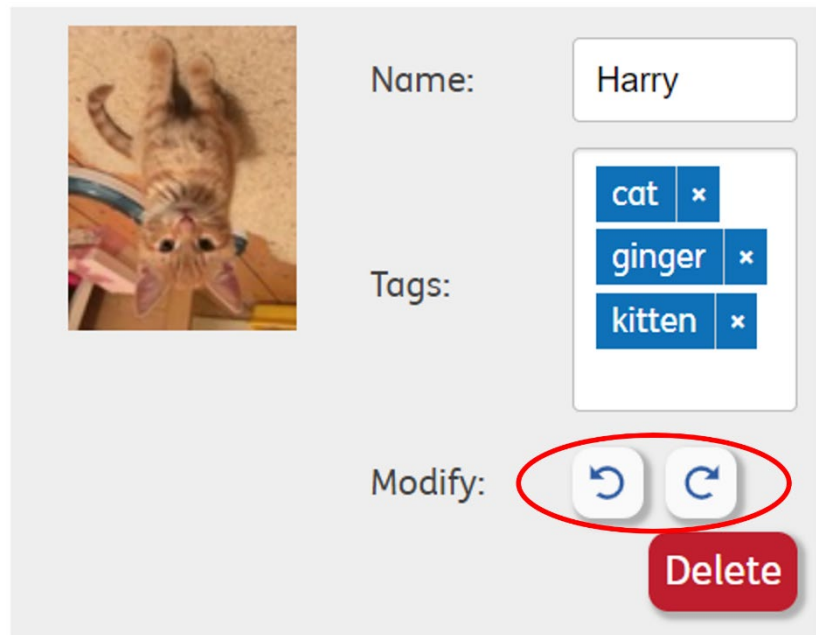


Name:

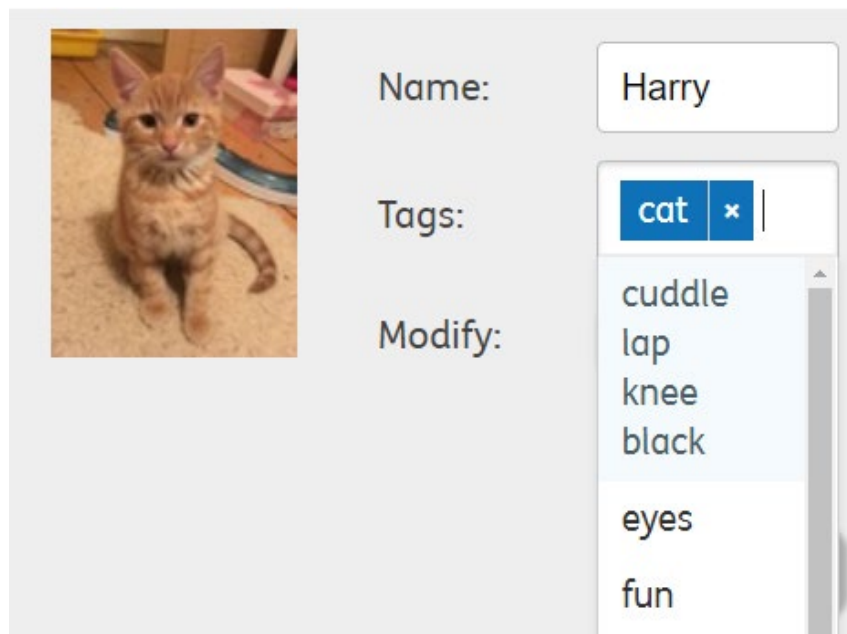
Tags:

Modify:

3. You can change the **orientation** of your images in the **Image Library** using the **rotate buttons**. Your images can be rotated both **clockwise** and **anticlockwise**. If you rotate an image that is already in use in a document, it will make a copy of the image.



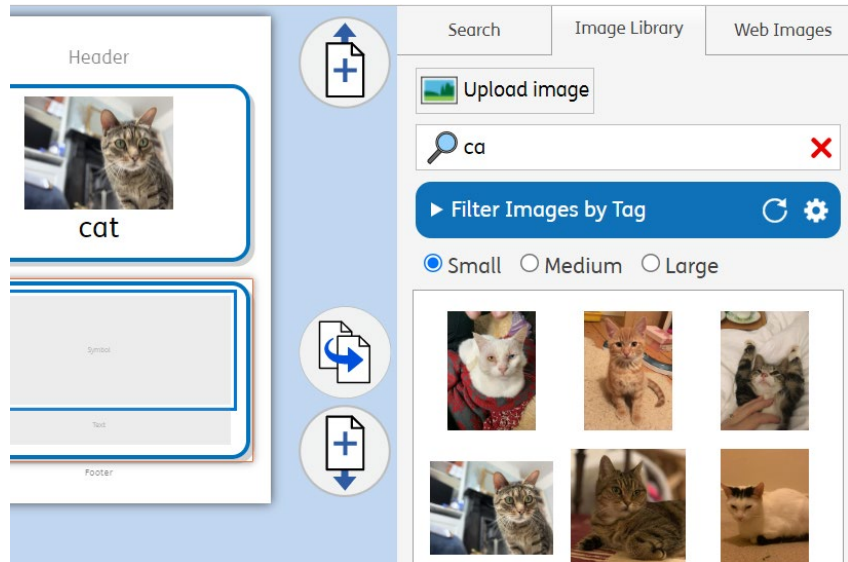
4. To change the **name** or **tags** associated with an image simply **type** the new text in the box.



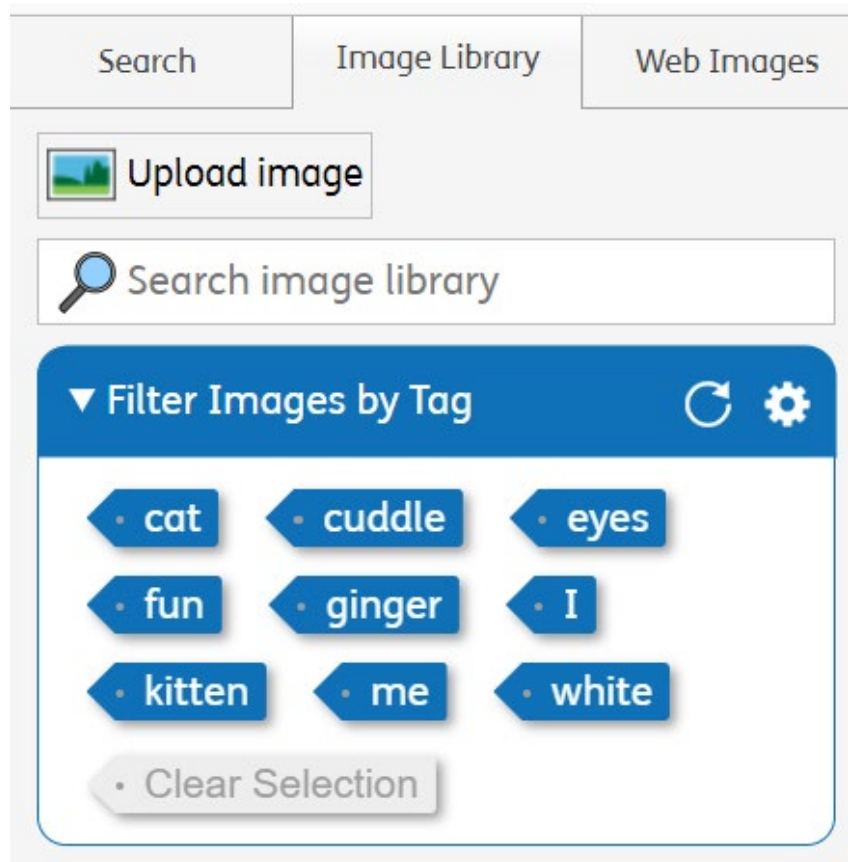
Searching for Images (from a document)

If you have added names or tags to your images, you can search for them. This is useful if you have uploaded a lot of images.

1. Using the **Image Library**
Search: Type the word you are searching for. As you type, you will see all images with that name. **Click** on the image to use in the document.



2. You can also **filter** by tags. **Click** the drop-down on the **Filter Images by Tag** button to see the list of possible tags.



3. Click on a tag to see any/all images with that tag.

▼ Filter Images by Tag ↻ ⚙️

• cat • cuddle • eyes

• fun • ginger • I

• kitten • me • white

• Clear Selection

Small Medium Large

