## How to add an Image to your Location Details

**Purpose**: Adding images of your space layouts and of the spaces themselves is a powerful way to showcase your campus locations.

Audience: All 25live Users

1. Viewing images require that you log into your 25Live Pro and open the **Location Details** of the location image that you want to add.

**NOTE**: Before adding an image to your location details, you need to first add your image to your 25Live image directory. You can view the QRG for this here <u>How to add images to 25Live image</u> <u>directory | 25Live (Software) | ctcLink Reference Center</u>.

2. When in the Location details, you should see some other location information such as **Features**, **Categories** and **Layouts.** You will also see a section called "Layout Details" which is associated with each layout.

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3. To add an image, select the **Layout** you want to display in an image and you will see a <u>Layout</u> <u>Image</u> and <u>Layout Diagram</u>. You can add images to both of these sections for the specific layout you have selected.