

# How to add an Image to your Location Details

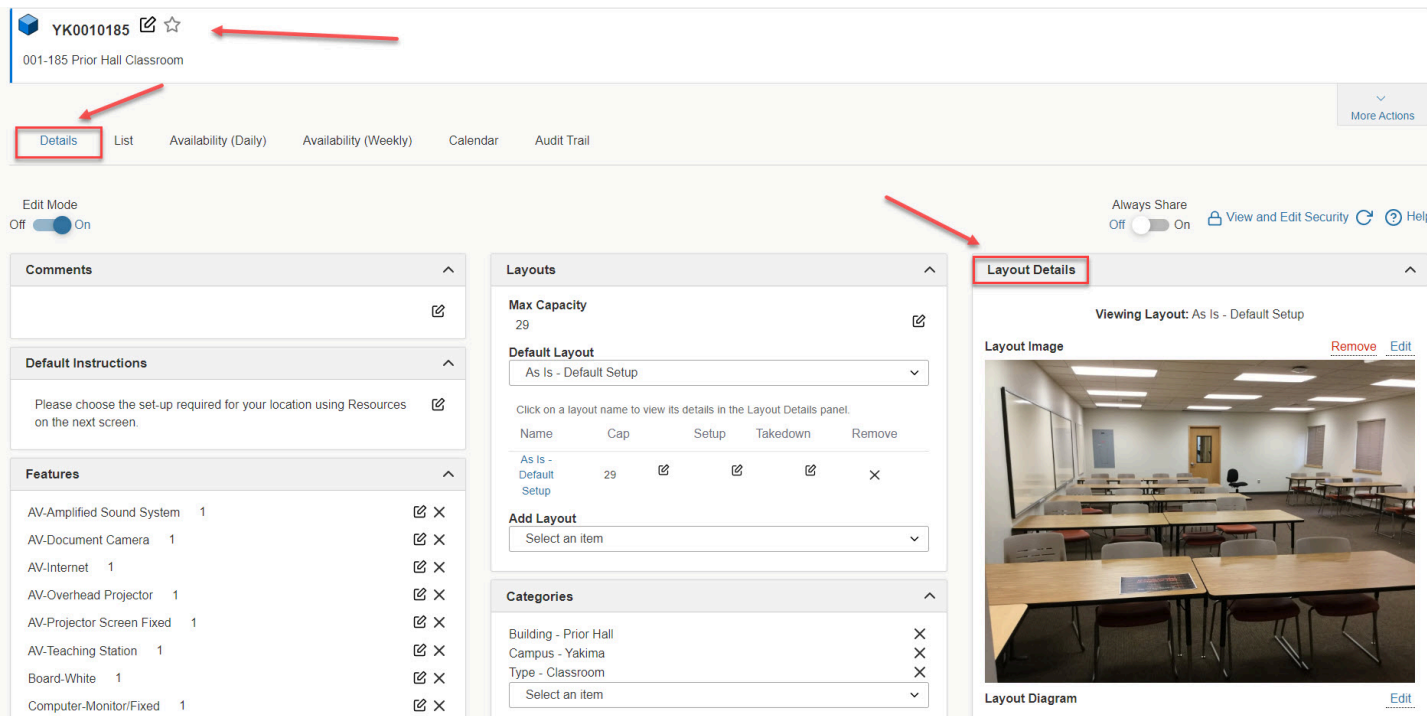
**Purpose:** Adding images of your space layouts and of the spaces themselves is a powerful way to showcase your campus locations.

**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 [How to add images to 25Live image directory | 25Live \(Software\) | ctclink Reference Center](#).

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.



YK0010185 001-185 Prior Hall Classroom

Details List Availability (Daily) Availability (Weekly) Calendar Audit Trail

Edit Mode Off On

Always Share Off On View and Edit Security Help

Comments

Default Instructions

Please choose the set-up required for your location using Resources on the next screen.

Features

Name	Cap	Setup	Takedown	Remove
As Is - Default Setup	29			
Scheme #4	29			

Add Layout

Select an item

Q Select an item

Layout Details

Viewing Layout: Scheme #4

Layout Image Edit

Layout Diagram Edit

Default Instructions

Map

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