

## What is the Image Library?

Michael C. - 2023-02-23 - Website Content

The **Image Library** stores all photos uploaded by all your members. It offers an easy way to add and share pictures on the homepage or other sections of your Club's website. The Image Library includes access to the **Photo Album library** as well, but note that the Photo Album Library is a different section within the Image Library.

### REQUIREMENTS & NOTES:

- You will need Access Level 60 (Editor) or higher (level 50, 40 or 30) to add/delete/restore club images.
- Any single folder inside your Image Library can only display up to **5000 images**. To upload and display more images, please create subfolders.
- All uploaded images **must be 15 MB or smaller**.
- These are the types of image files that can be uploaded into the Image Library: **bmp, gif, jpg, jpeg, png**. The Image Library is unable to accept other types of image files.

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## Image Library Location

To access the image library use the following one of the following set of steps:

### Option 1)

1. Login to the Club's **Member Area**.
2. Click on the **Website** tab in the top admin bar.
3. Click on the **Website Content** tab, in the menu below the admin bar.
4. Next, click on the **Libraries** link in the left grey menu on the page
5. Click on the **Image Library** link to access the media library.

## Option 2)

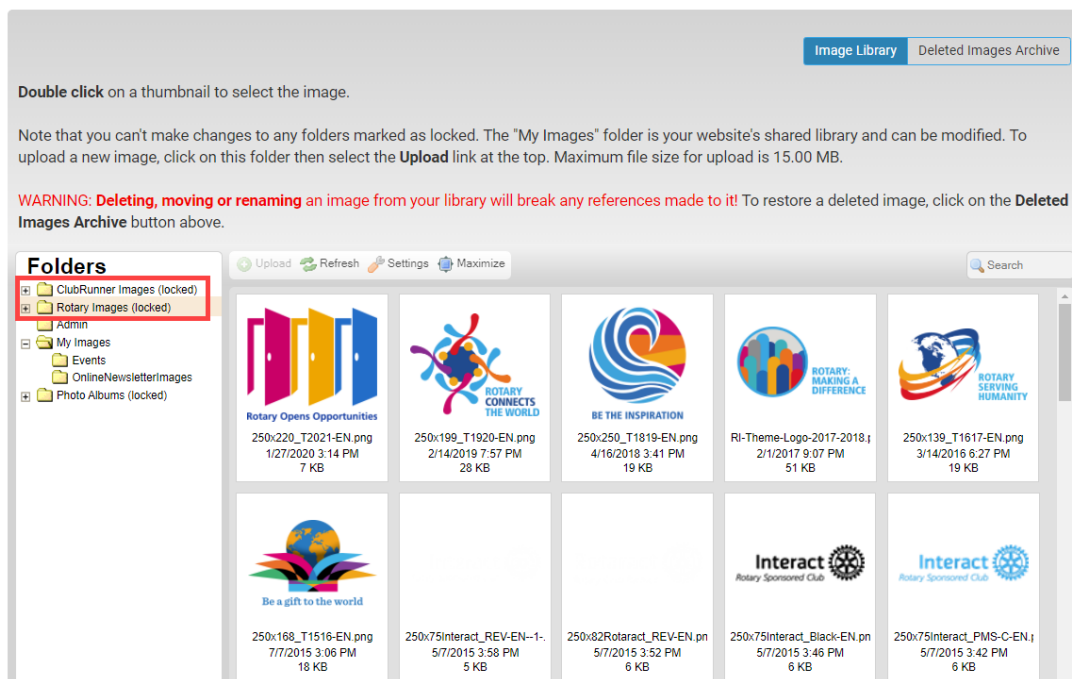
1. Login to the Club's **Member Area**.
2. In the **Administration Menu page**, scroll to the **Website Content** group and click **Image Library**.

# Using the Image Library

Each time a picture is uploaded to ClubRunner, it will be archived in the Image Library where it can be reused on other sections of your Club's website. Here, you will find a number of folders containing images.

1. The **ClubRunner Images** and **Rotary Images** folders are locked, and contain ClubRunner and Rotary images. Feel free to use any of the images they contain. The ClubRunner folder contains generic images, the Rotary folder contains club and district logos and more. You cannot upload images to these folders, or delete images stored here.

## Image Library



1. The **My Images** folder is where you and your club members can upload your own club images.

## Note

On club websites, the **Admin** Image Library folder and its images may only be modified by a member with the greatest access level **30 - Site Administrator**.

Website Editors, with the access level **60 - Editor**, and greater, will be able to use the images from the **Admin** folder on other website stories & emails, but will not be able to add

or delete images from the **Admin** Image Library folder. Learn more about club access levels from our [What access levels are available in ClubRunner guide](#).

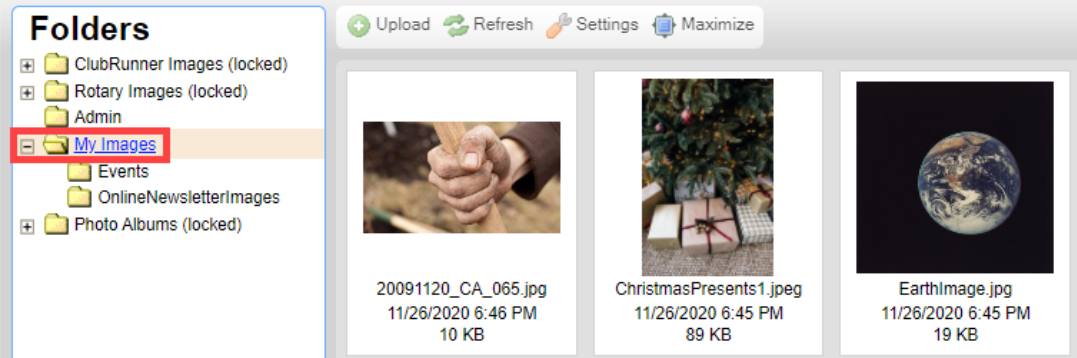
On district websites, any members with the **Website Content Editor** access right have access to use the images, but may not add or delete images from the Admin Image Library Folder. Learn more about district access rights from our [Introduction to district access rights guide](#).

## Image Library

**Double click** on a thumbnail to select the image.

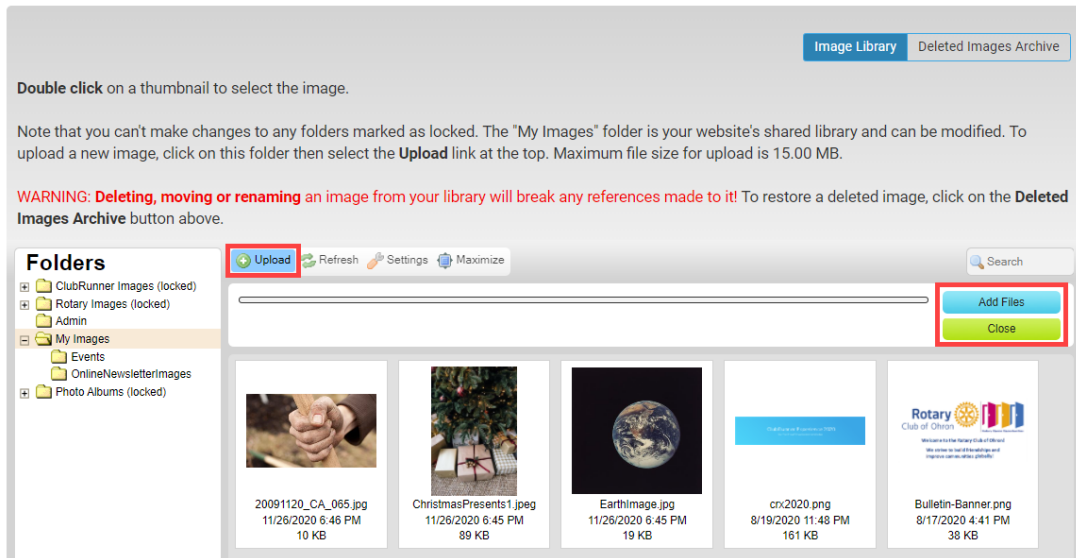
Note that you can't make changes to any folders marked as locked. The "My Images" folder is your well upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for up

**WARNING: Deleting, moving or renaming** an image from your library will break any references made to Images Archive button above.

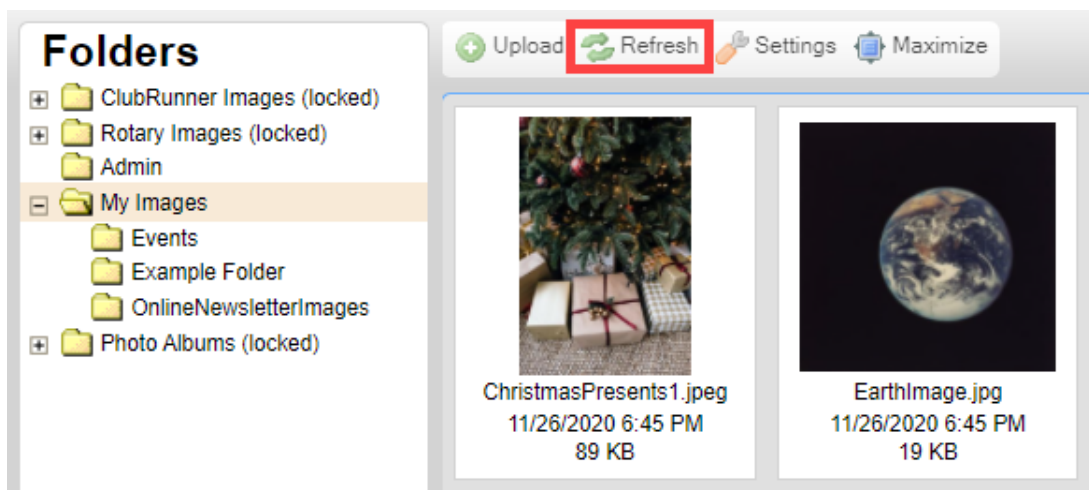


1. The **Upload** button allows you to add pictures. You can also drag and drop images from your device into the Image Library folder, to upload the images.

## Image Library



1. The **Refresh** button ensures you are seeing the most recent selection of photos, by refreshing the page from the database.



1. The **Settings** button allows you to filter the way images are displayed and presented. Using the settings, you can set the **View, Display and Sorting** when reviewing the images from the library.

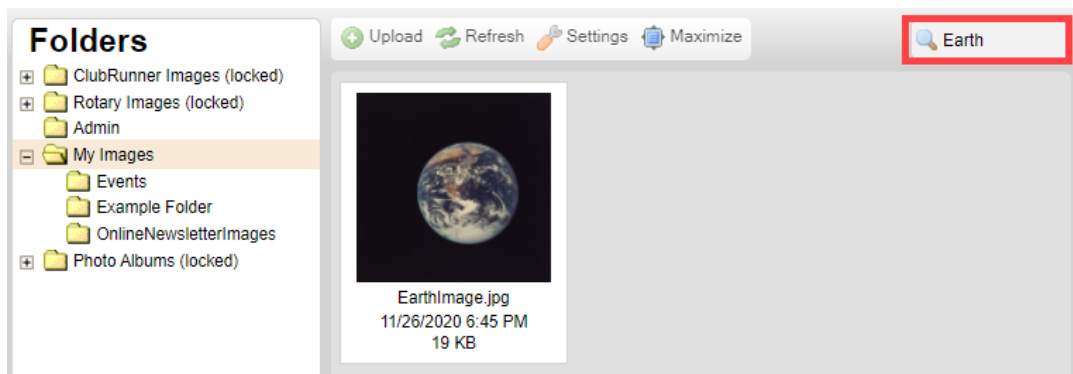
## Image Library

The screenshot shows the 'Image Library' interface. At the top, there are tabs for 'Image Library' and 'Deleted Images Archive'. Below the tabs, a message states: 'Double click on a thumbnail to select the image.' Another note says: 'Note that you can't make changes to any folders marked as locked. The "My Images" folder is your website's shared library and can be modified. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for upload is 15.00 MB.' A warning message in red text reads: 'WARNING: Deleting, moving or renaming an image from your library will break any references made to it! To restore a deleted image, click on the Deleted Images Archive button above.' The interface includes a 'Folders' sidebar on the left with a tree view showing folders like 'ClubRunner Images (locked)', 'Rotary Images (locked)', 'Admin', 'My Images' (expanded), 'Events', 'OnlineNewsletterImages', and 'Photo Albums (locked)'. The main area has a toolbar with 'Upload', 'Refresh', 'Settings' (highlighted with a red box), and 'Maximize'. Below the toolbar is a 'Settings' dialog box (also highlighted with a red box) containing three sections: 'View' with radio buttons for 'Thumbnails' (selected) and 'List'; 'Display' with checkboxes for 'File Name', 'Date', and 'File Size' (all checked); and 'Sorting' with radio buttons for 'by File Name', 'by Date' (selected), 'by Size', and 'by Extension'. A 'Close' button is at the bottom right of the dialog. Below the settings, a grid of image thumbnails is visible, each with a filename, timestamp, and size. The thumbnails include '20091120\_CA\_065.jpg', 'ChristmasPresents1.jpeg', 'EarthImage.jpg', and 'cnc2020.png'.

1. The **Maximize** button expands the **Media Library** window to full-screen.

The screenshot shows the 'Image Library' interface with the 'Maximize' button highlighted by a red box. The 'Folders' sidebar on the left is expanded, showing a tree view of folders: 'ClubRunner Images (locked)', 'Rotary Images (locked)', 'Admin', 'My Images' (expanded), 'Events', 'Example Folder', 'OnlineNewsletterImages', and 'Photo Albums (locked)'. The main area has a toolbar with 'Upload', 'Refresh', 'Settings', and 'Maximize' (highlighted with a red box). Below the toolbar, a grid of image thumbnails is visible, each with a filename, timestamp, and size. The thumbnails include 'ChristmasPresents1.jpeg' and 'EarthImage.jpg'.

1. The **Search** box searches the library for image files by name.

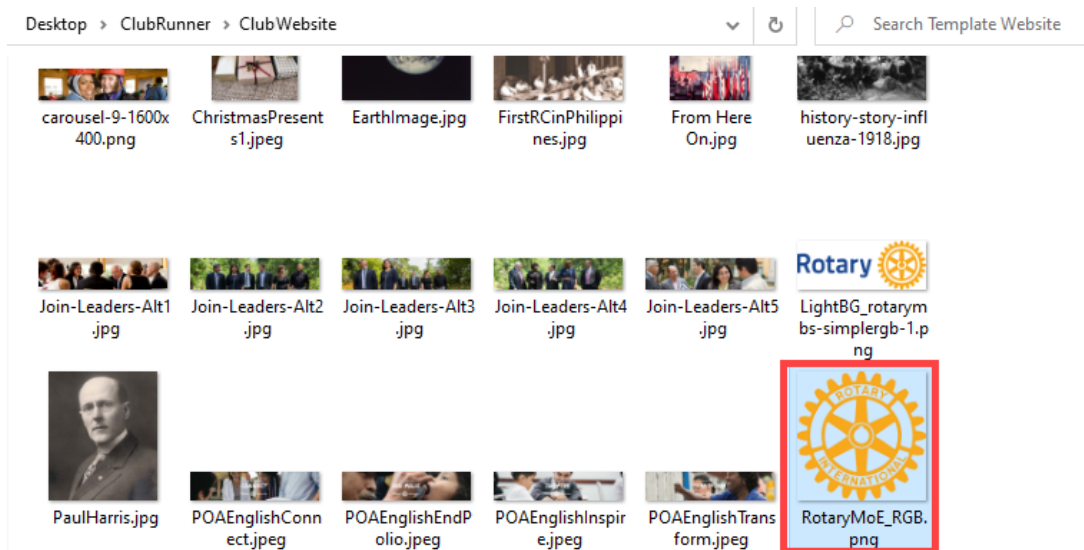


## Adding Pictures to the Image Library

There are two methods to upload pictures from your computer:

- Drag and drop
- Upload Button

1. To add a photo using the **Drag and Drop** method, open the file folder where you are pictures are stored.



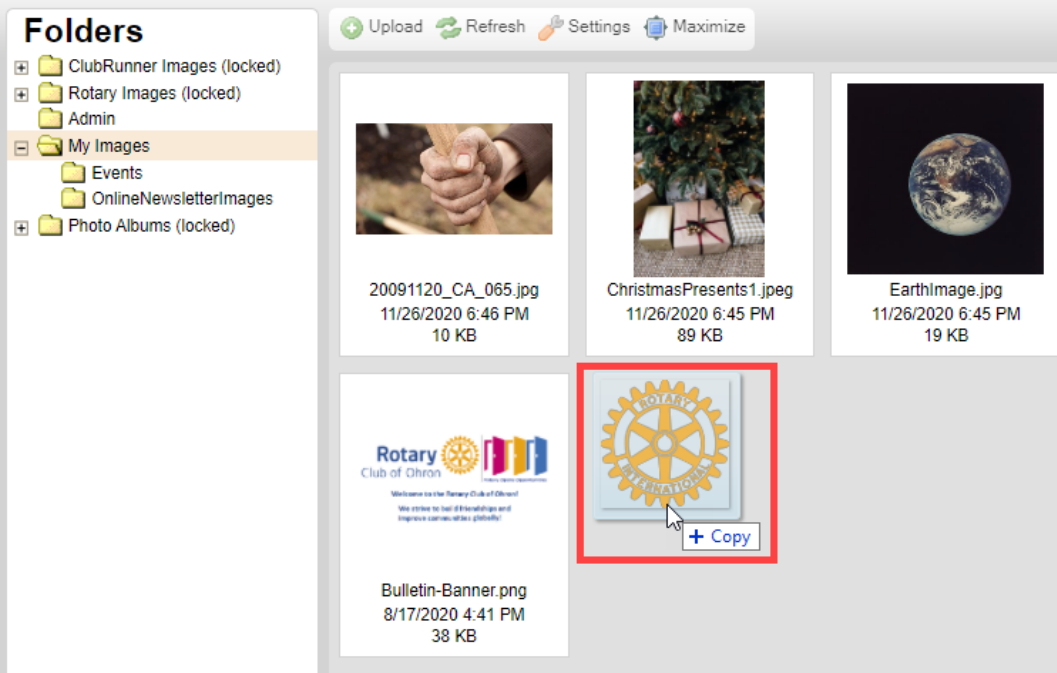
1. Click on an image and hold down the primary mouse button. Drag the photo to the **Image Library** window on ClubRunner, then let go of the primary mouse button. If you want to move multiple photos, hold down the **CTRL** key and click each photo on your device, then drag the group of images into the Image Library window.

## Image Library

**Double click** on a thumbnail to select the image.

Note that you can't make changes to any folders marked as locked. The "My Images" folder is your well. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for

**WARNING: Deleting, moving or renaming** an image from your library will break any references made to it. To recover deleted images, click the **Deleted Images Archive** button above.



1. To add a photo using the **Upload** button, click **Upload**. In the folder explorer on your device, navigate to the images, click the images once to highlight the images, then click **Open** to upload the images to the Image Library.

## Image Library

Image Library

Deleted Images Archive

Double click on a thumbnail to select the image.

Note that you can't make changes to any folders marked as locked. The "My Images" folder is your website's shared library and can be modified. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for upload is 15.00 MB.

**WARNING: Deleting, moving or renaming** an image from your library will break any references made to it! To restore a deleted image, click on the **Deleted Images Archive** button above.

Folders

ClubRunner Images (locked)

Rotary Images (locked)

Admin

**My Images**

Events

OnlineNewsletterImages

Photo Albums (locked)

Upload

Refresh


Settings

Maximize


Search

Add Files


Close




20091120\_CA\_065.jpg  
11/26/2020 6:46 PM  
10 KB




ChristmasPresents1.jpeg  
11/26/2020 6:45 PM  
89 KB



EarthImage.jpg  
11/26/2020 6:45 PM  
19 KB



cn2020.png  
8/19/2020 11:48 PM  
161 KB



Bulletin-Banner.png  
8/17/2020 4:41 PM  
38 KB

## Image Library

Double click on a thumbnail to select the image.

Note that you can't make changes to any folders marked as locked. The "My Images" folder is your website's shared library and can be modified. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for upload is 15.00 MB.

**WARNING: Deleting, moving or renaming** an image from your library will break any references made to it! To restore a deleted image, click on the **Deleted Images Archive** button above.

Folders

ClubRunner Images (locked)

Rotary Images (locked)

Admin

**My Images**

Events

OnlineNewsletterImages


Photo Albums (locked)

Upload


Refresh

Settings

Maximize



RotaryMoE\_RGB.png  
11/26/2020 6:59 PM  
74 KB



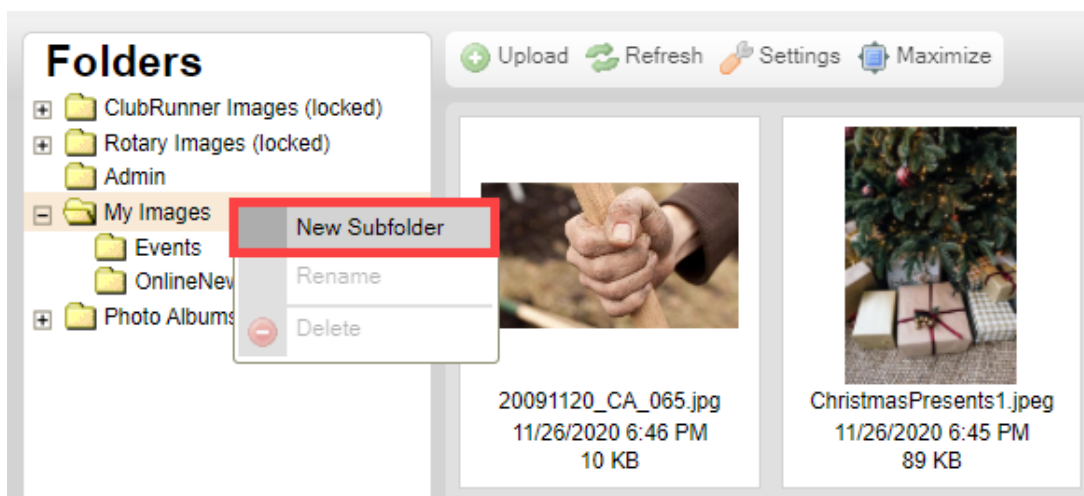
20091120\_CA\_065.jpg  
11/26/2020 6:46 PM  
10 KB

## Managing & Organizing Images

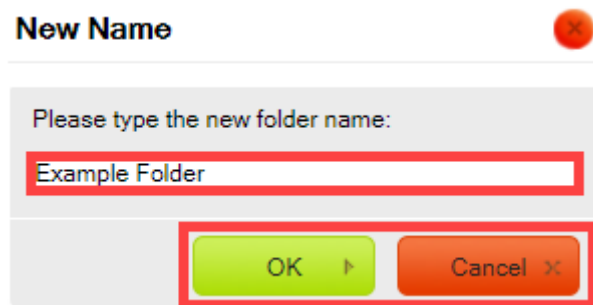
You can manage and organize images in the My Images folder, by creating a Subfolder. To create a subfolder, please use the following steps:



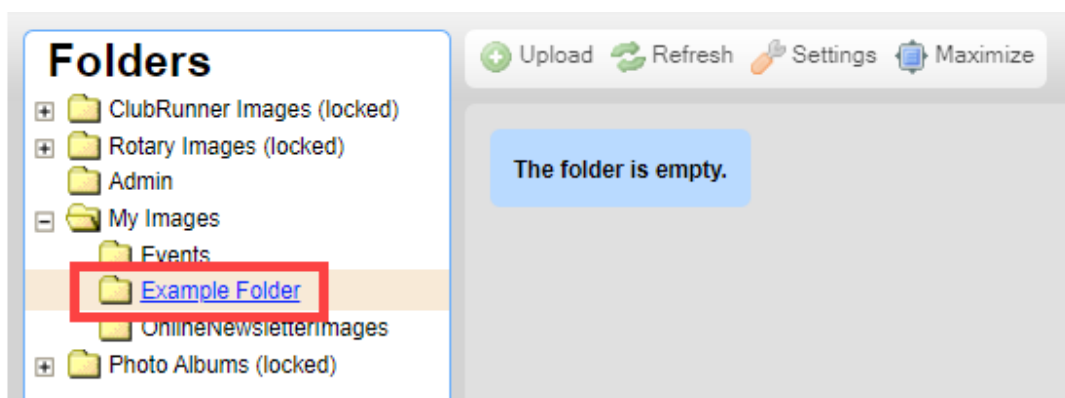
1. Right-click the My Images folder, and click **New Subfolder**.



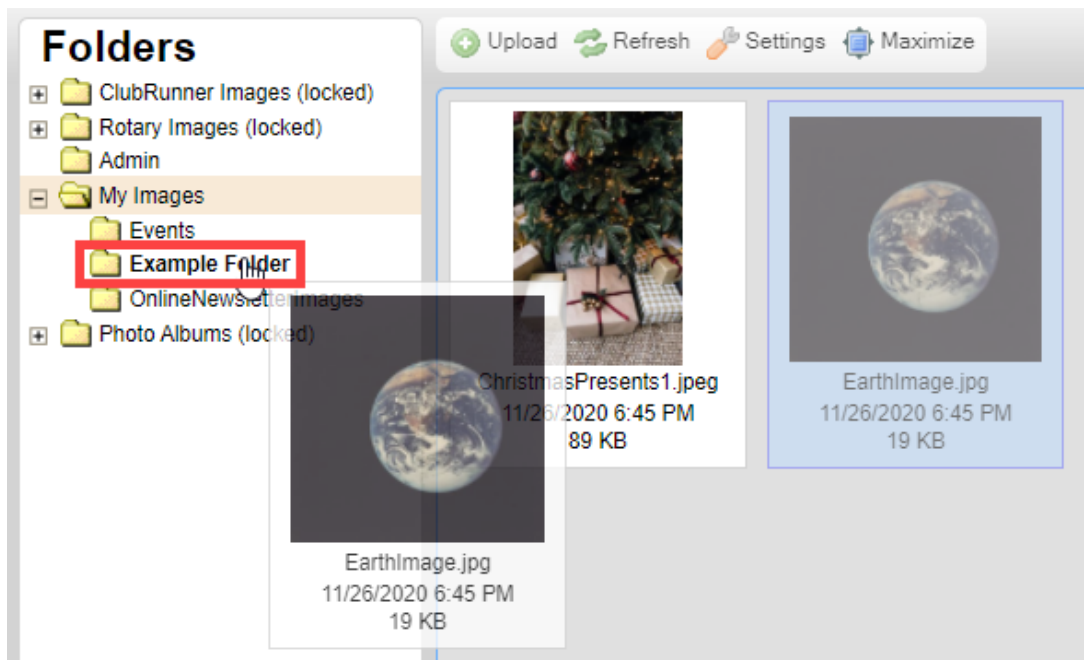
1. In the dialog, type the new subfolder name, and click **OK**.



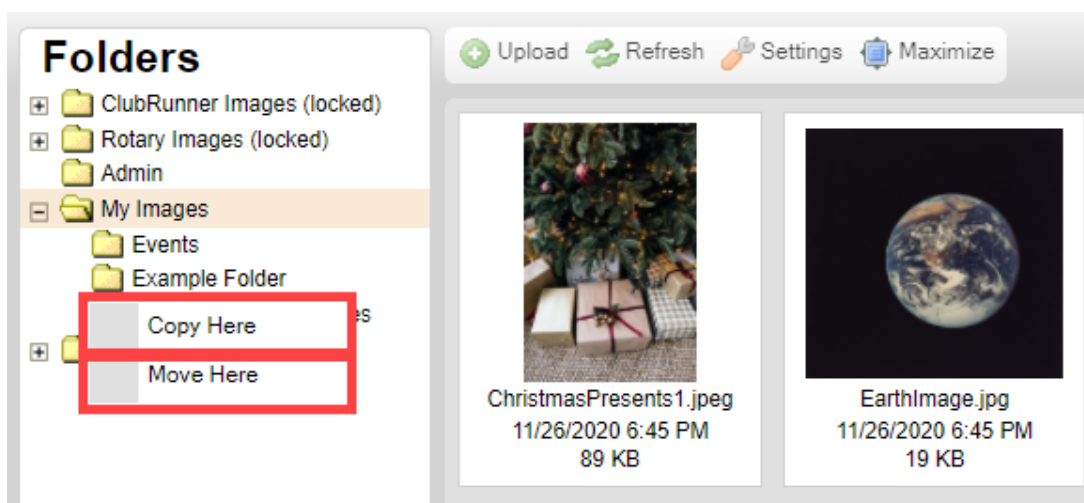
1. The new folder is now created. To view all of the subfolders in the My Images folder, click the + icon.



1. To move or copy an image from one folder to another, drag-and-drop the image from the existing folder, into the new folder.



1. Click **Copy Here** to copy the image into the new folder, or click **Move Here** to move the image from the existing folder, into the new folder.

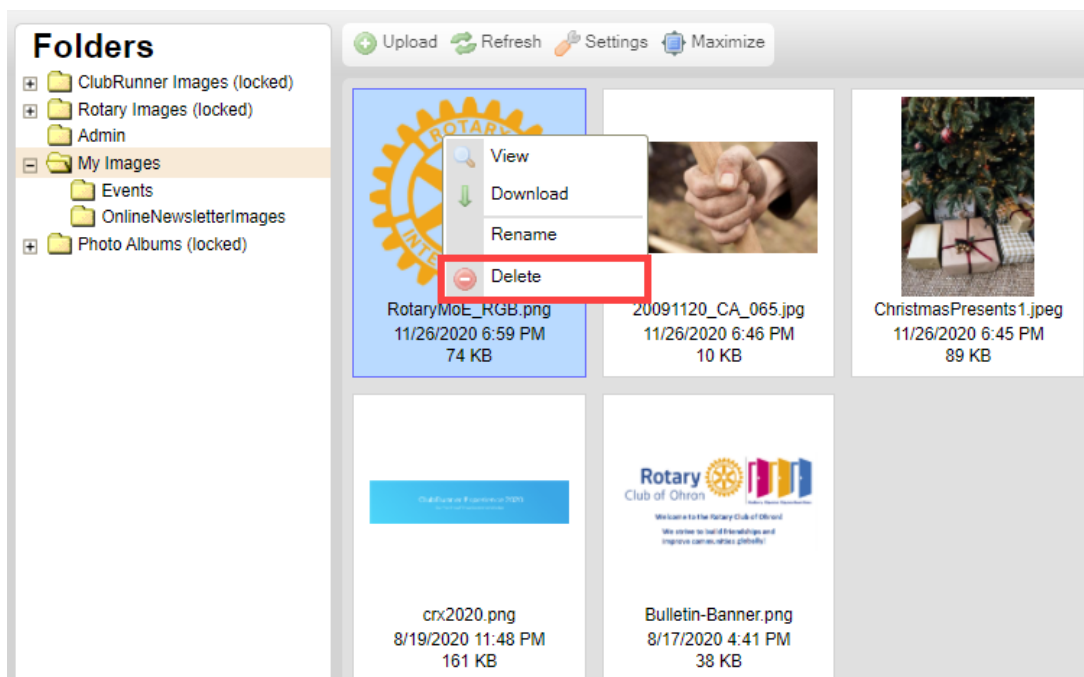


Note

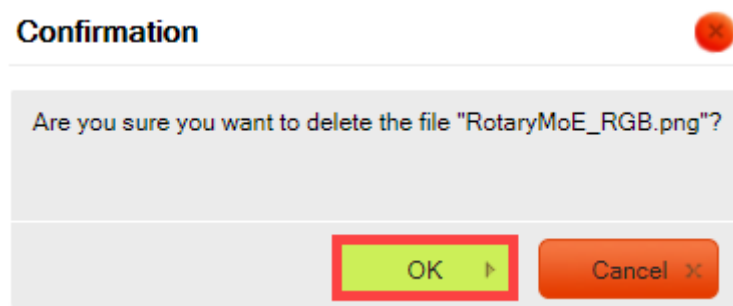
You can select multiple images from a folder to move or copy, by holding down the **CTRL** key and clicking the additional images.

## Deleting Images

1. Right-click on the image you want to delete and then click **Delete** to delete the image.



1. A dialog box will pop up. Click **OK** to confirm that you want it deleted.



## Restoring Deleted Images

1. In the Image Library, click the **Deleted Images Archive** tab.

## Image Library

**Image Library** Deleted Images Archive

**Double click** on a thumbnail to select the image.

Note that you can't make changes to any folders marked as locked. The "My Images" folder is your website's shared library and can be modified. To upload a new image, click on this folder then select the **Upload** link at the top. Maximum file size for upload is 15.00 MB.

**WARNING: Deleting, moving or renaming an image from your library will break any references made to it!** To restore a deleted image, click on the **Deleted Images Archive** button above.

**Folders**

- ClubRunner Images (locked)
- Rotary Images (locked)
- Admin
- My Images**
- Events
- OnlineNewsletterImages
- Photo Albums (locked)

Upload Refresh Settings Maximize Search

Image Name	File Size
20091120_CA_065.jpg	10 KB
ChristmasPresents1.jpeg	89 KB
EarthImage.jpg	19 KB
crx2020.png	161 KB

1. This will take you to the Deleted Images Archive. Right click on the image you want to undelete and click **Restore File**.

## Deleted Images Archive

**Image Library** Deleted Images Archive

To restore an image, right click over the thumbnail then select **Restore**.

**Note that the images within this archive are stored in a private folder and cannot be referenced online.**

**Folders**

- Admin
- My Images**
- Events
- OnlineNewsletterImages

Refresh Settings Maximize Search

Image Name	File Size
RotaryMoE_RGB.png	74 KB
ChristmasPresents1_202011	89 KB

1. You will get a dialog box asking you if you are sure you want to restore the image. Click **OK** to restore it.

## Related Content

- [VIDEO: Website Content with Shawn P.](#)
- [Editing & pasting text and images in ClubRunner – Best Practices](#)