

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)

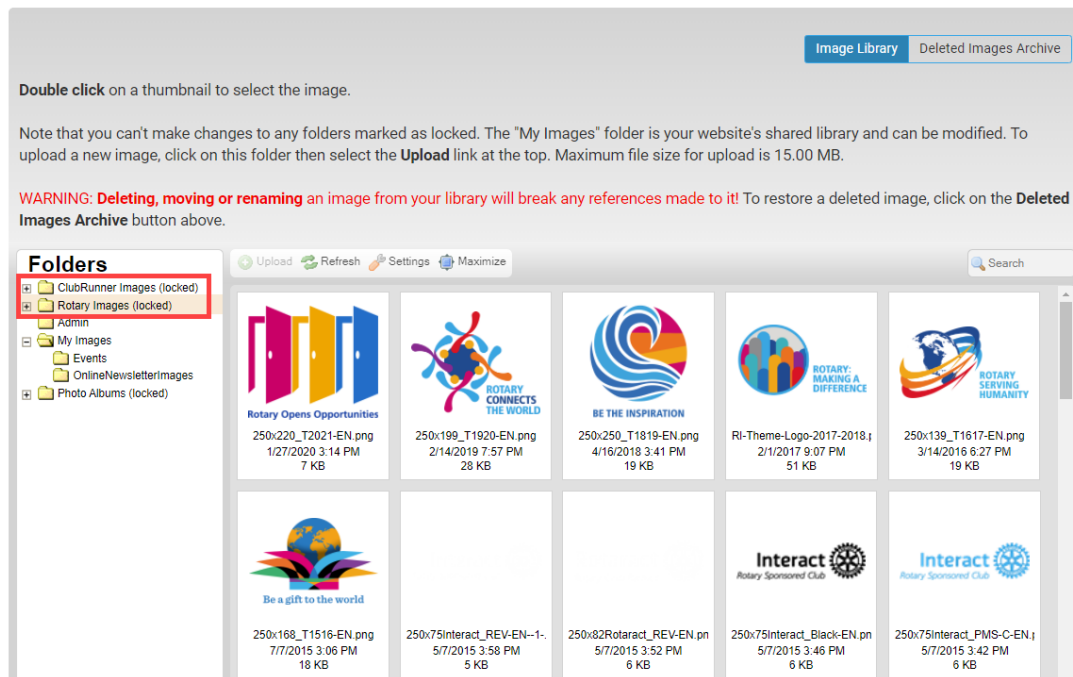
1. Login to the Club's **Member Area**.
2. In the **Administration Menu page**, scroll to the **Website Content** group and click **Image Library**.

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



The screenshot displays the 'Image Library' interface. At the top right, there are tabs for 'Image Library' and 'Deleted Images Archive'. Below the tabs, instructions state: 'Double click on a thumbnail to select the image.' and '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 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.' On the left, a 'Folders' sidebar lists: 'ClubRunner Images (locked)', 'Rotary Images (locked)', 'Admin', 'My Images', 'Events', 'OnlineNewsletterImages', and 'Photo Albums (locked)'. The main area shows a grid of image thumbnails with their respective titles, file names, dates, and sizes. The thumbnails include logos for 'Rotary Opens Opportunities', 'Rotary Connects The World', 'Be The Inspiration', 'Rotary: Making A Difference', 'Rotary Serving Humanity', 'Be a gift to the world', and 'Interact Rotary Sponsored Club'.

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](#).

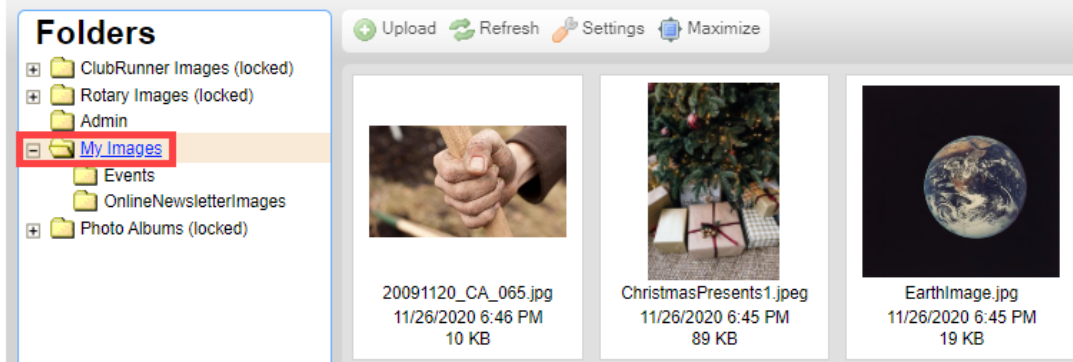
On district websites, any members with the **Website Content Editor** access right have access to use the images, but may not add or delete images from the Admin Image Library Folder. Learn more about district access rights from our [Introduction to district access rights guide](#).

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

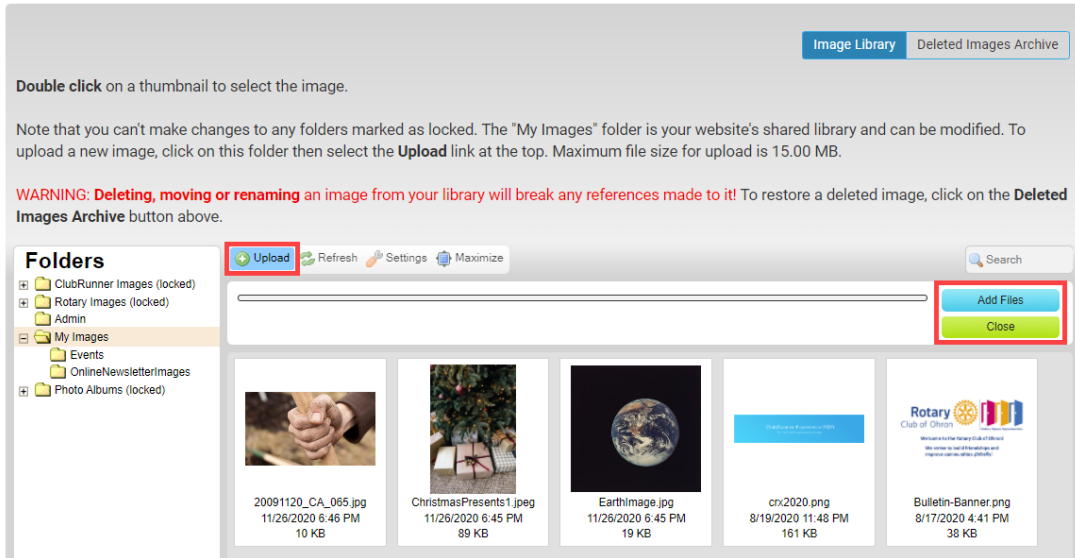


Image Library Deleted Images Archive

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

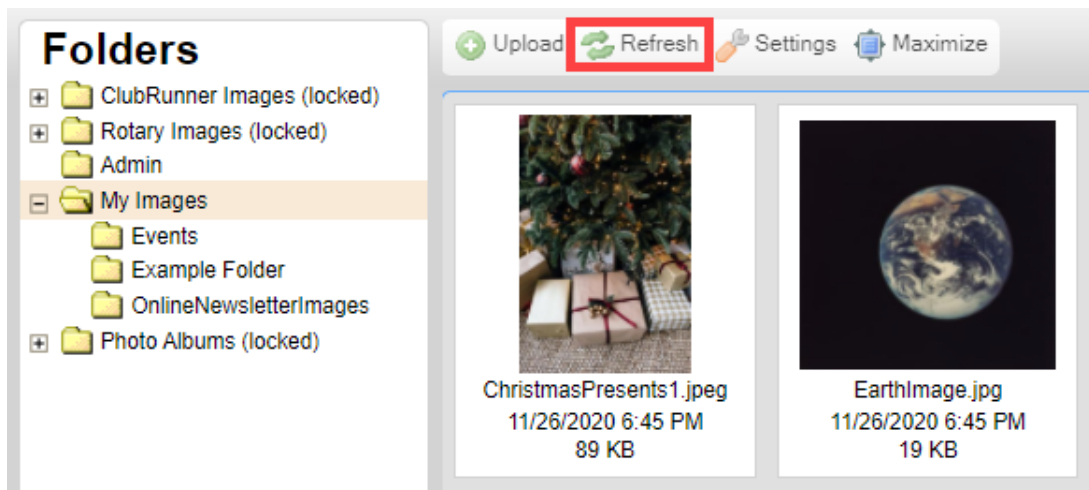
- ClubRunner Images (locked)
- Rotary Images (locked)
- Admin
- My Images
 - Events
 - OnlineNewsletterImages
- Photo Albums (locked)

Upload Refresh Settings Maximize

Add Files Close

Image Name	File Size	Upload Date
20091120_CA_065.jpg	10 KB	11/26/2020 6:46 PM
ChristmasPresents1.jpeg	89 KB	11/26/2020 6:45 PM
EarthImage.jpg	19 KB	11/26/2020 6:45 PM
cr2020.png	161 KB	8/19/2020 11:48 PM
Bulletin-Banner.png	38 KB	8/17/2020 4:41 PM

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



Upload Refresh Settings Maximize

Folders

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

Image Name	File Size	Upload Date
ChristmasPresents1.jpeg	89 KB	11/26/2020 6:45 PM
EarthImage.jpg	19 KB	11/26/2020 6:45 PM

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 right, there are tabs for 'Image Library' and 'Deleted Images Archive'. Below the tabs, there is a text instruction: 'Double click on a thumbnail to select the image.' A note follows: '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 is displayed: '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.'

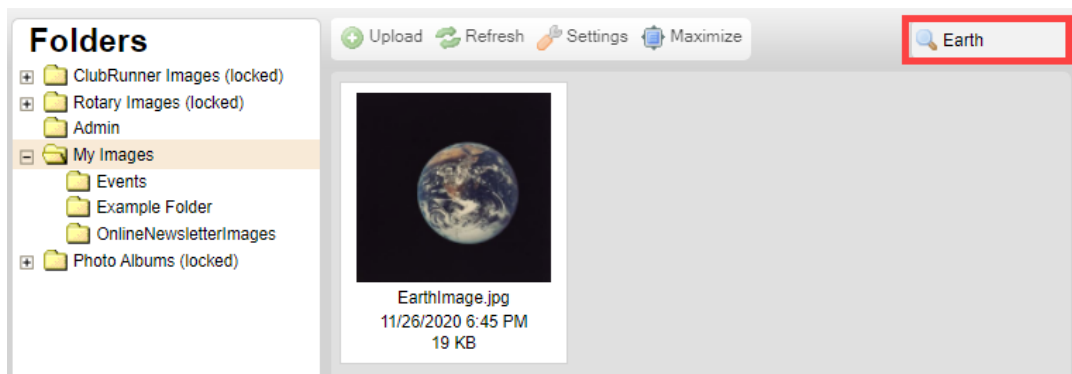
The interface includes a 'Folders' sidebar on the left with a tree view containing: ClubRunner Images (locked), Rotary Images (locked), Admin, My Images (expanded), Events, OnlineNewsletterImages, and Photo Albums (locked). The main area has a toolbar with 'Upload', 'Refresh', 'Settings' (highlighted with a red box), and 'Maximize' buttons. A 'Search' box is located to the right of the toolbar. Below the toolbar is a 'Settings' dialog box (also highlighted with a red box) with three sections: 'View' (radio buttons for 'Thumbnails' and 'List'), 'Display' (checkboxes for 'File Name', 'Date', and 'File Size'), and 'Sorting' (radio buttons for 'by File Name', 'by Date', 'by Size', and 'by Extension'). A 'Close' button is at the bottom right of the dialog.

Below the settings dialog, a grid of image thumbnails is visible. Each thumbnail includes a file name, date, and size. The visible thumbnails are: '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), and 'cnr2020.png' (8/19/2020 11:48 PM, 161 KB).

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

This screenshot shows the 'Image Library' interface with the 'Maximize' button in the toolbar highlighted with a red box. The 'Folders' sidebar on the left is expanded to show 'My Images' with sub-folders: Events, Example Folder, and OnlineNewsletterImages. The main area displays two image thumbnails: 'ChristmasPresents1.jpeg' (11/26/2020 6:45 PM, 89 KB) and 'EarthImage.jpg' (11/26/2020 6:45 PM, 19 KB). The toolbar includes 'Upload', 'Refresh', 'Settings', and 'Maximize' buttons.

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.



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.



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.



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



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](#)