Apogee Design Support Center
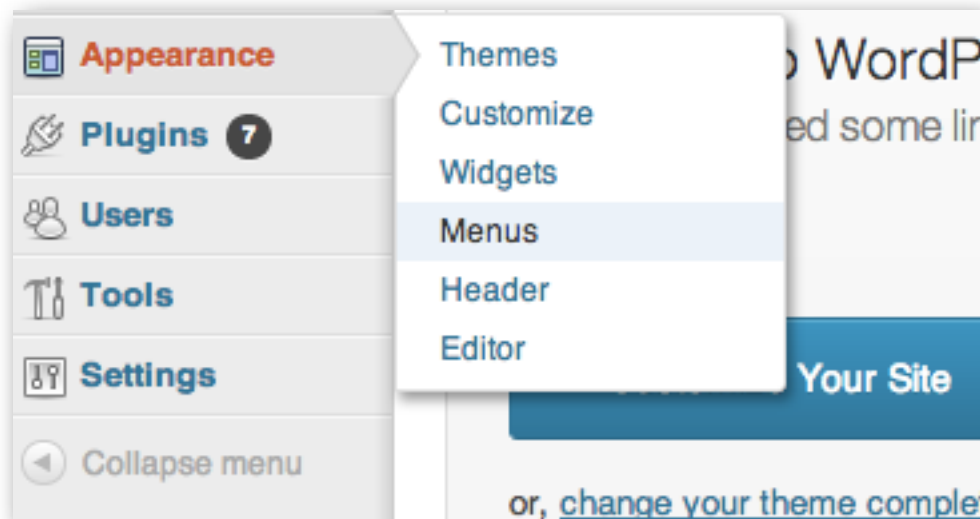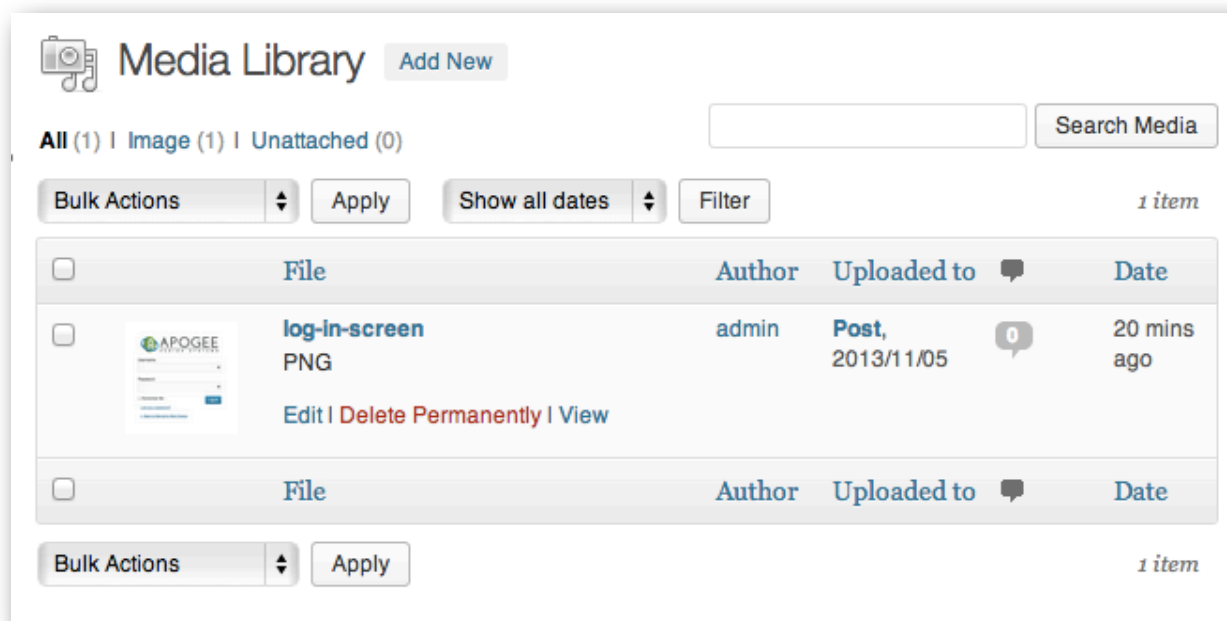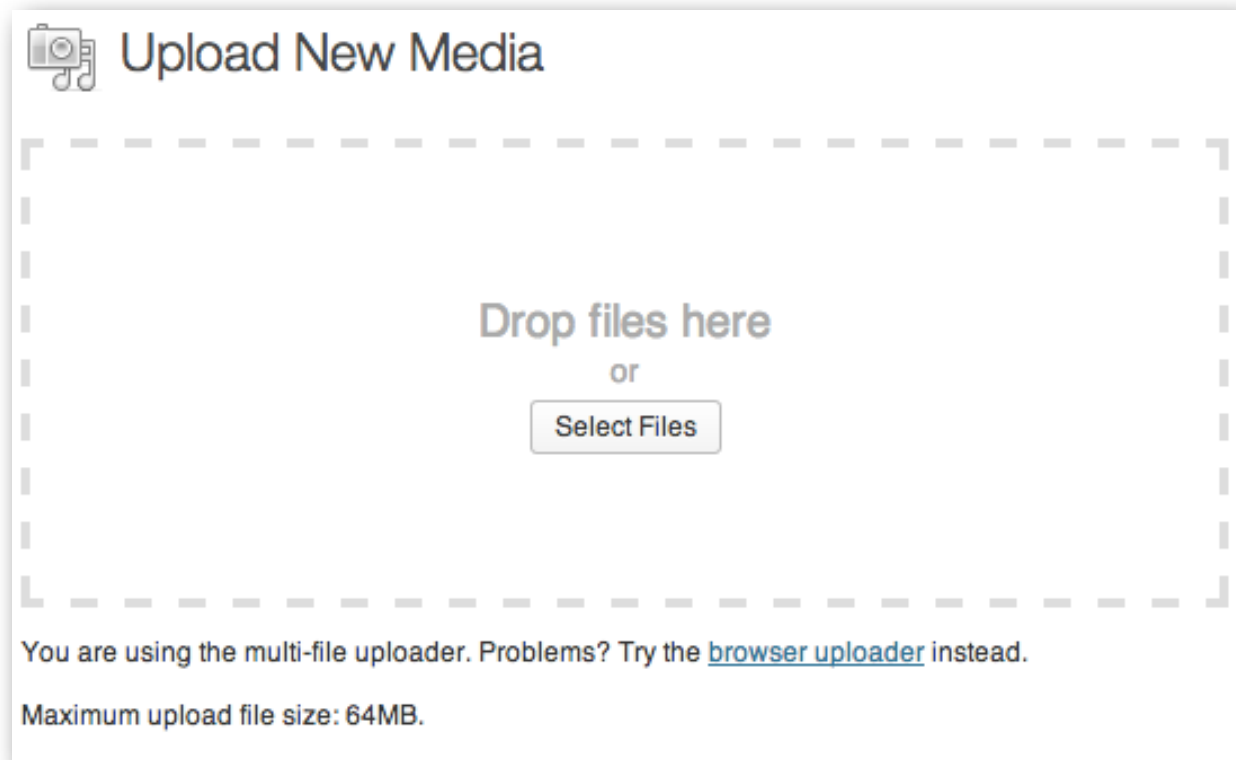
User Manual: *Manage Media*
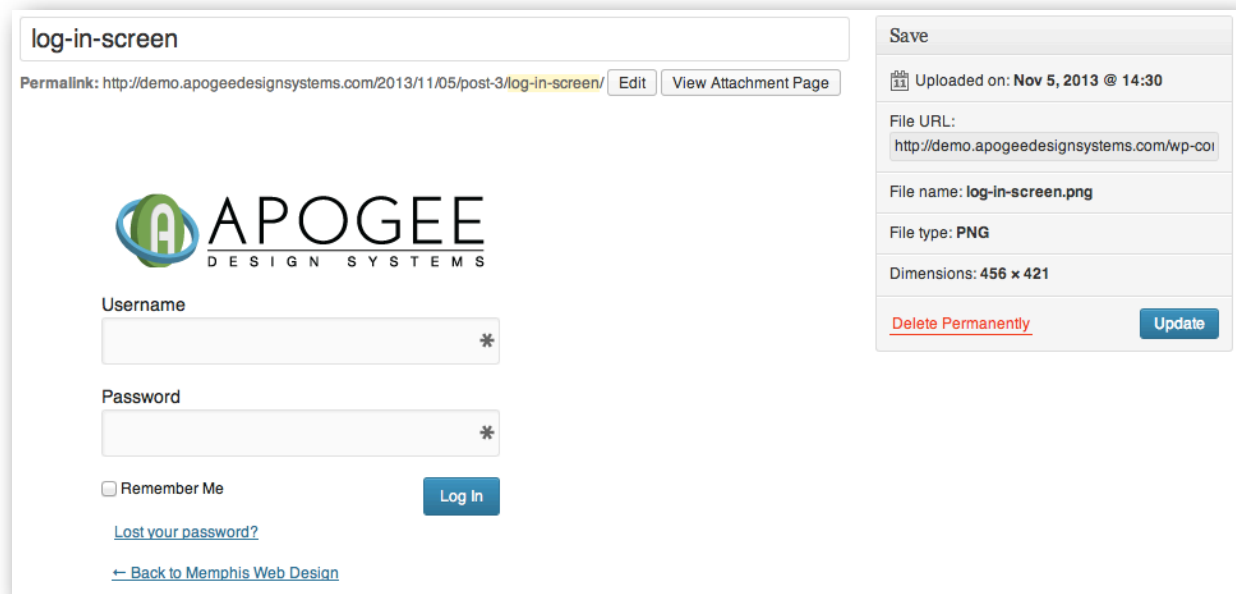
Manage Media

1. Navigate to Appearance > Menus

2. This is the screen you will see. From this screen, you can add new media to your library, view, edit or delete existing files in your library, and a number of other actions.

3. To add new files to your media library, click 'Add New' and you will be able to select a file from your computer or drag-and-drop files into the upload screen.

4. Once you have selected your files, you can select 'Edit' as seen in the second photo above.

5. Here you can add a caption, hover text, and a description. When you're finished, be sure to click 'Update'.

Edit Image

Caption

Alternative Text

Description

| b | *i* | link | b-quote | del | ins | img | ul | ol | li | code | close tags |