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Tab

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## The Media Library Tab

Jennifer S - 2019-05-17 - in ESP Updates

The Media Library tab is where you can manage images and videos for products.

Images:

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- [Upload Images](#)
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- [Delete Images](#)

Videos:

- [Add a Video](#)
  - [Add Products to a Video](#)
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- 

### Search, Filter, and Sort Images

You can find images in a number of ways:

- *Search*

Enter the product number, product name or keyword in the search box at the top left of your screen and click the magnifying button. You can search for multiple images by separating them using a comma and a space.



After searching, you will be able to use the filters to narrow your results further using the available options.

- *Filter*

Filter your products by the criteria listed in the left hand column of the page: Status, VS (Virtual Sample) Status, Colors, and more. The number in parenthesis is the

amount of images which are categorized within the option.

<b>Status</b>
Linked (318)
Unlinked (882)
<b>Media Tags</b>
Alternate (1)
<b>VS Status</b>
Not Virtualized (1200)
<b>Colors</b>
BLUE (74)
RED (55)

Click on the **See All** link to view all values within each criterion.

- *Sort By*

Click on the **Sort by** dropdown and choose to sort your images to display in the order you prefer. You are able to sort by :

- Newest
- Oldest
- File Size
- File Name



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### **Upload Images**

To add images in the Media Library tab, click on the Upload Images button.

Please review the