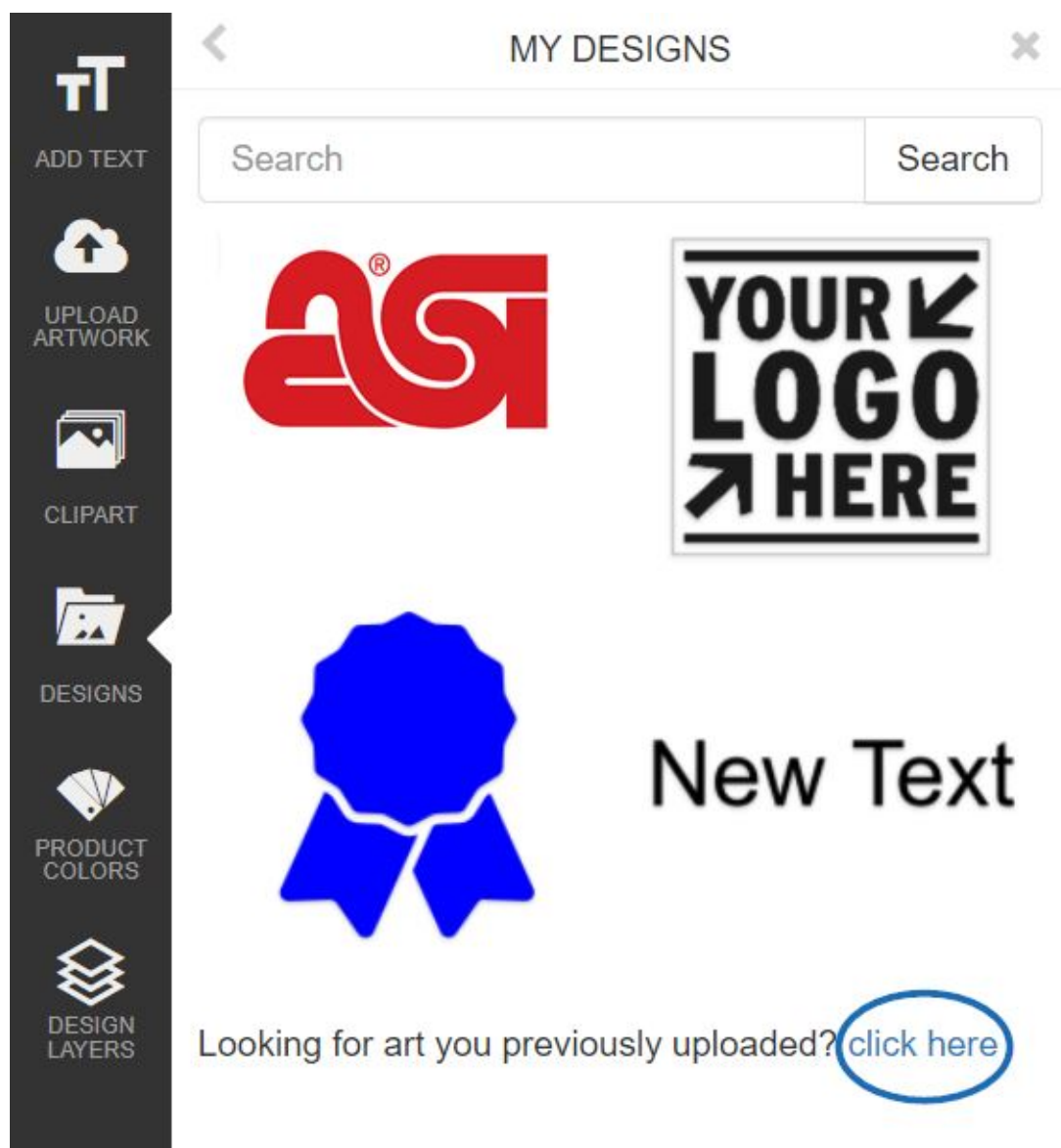




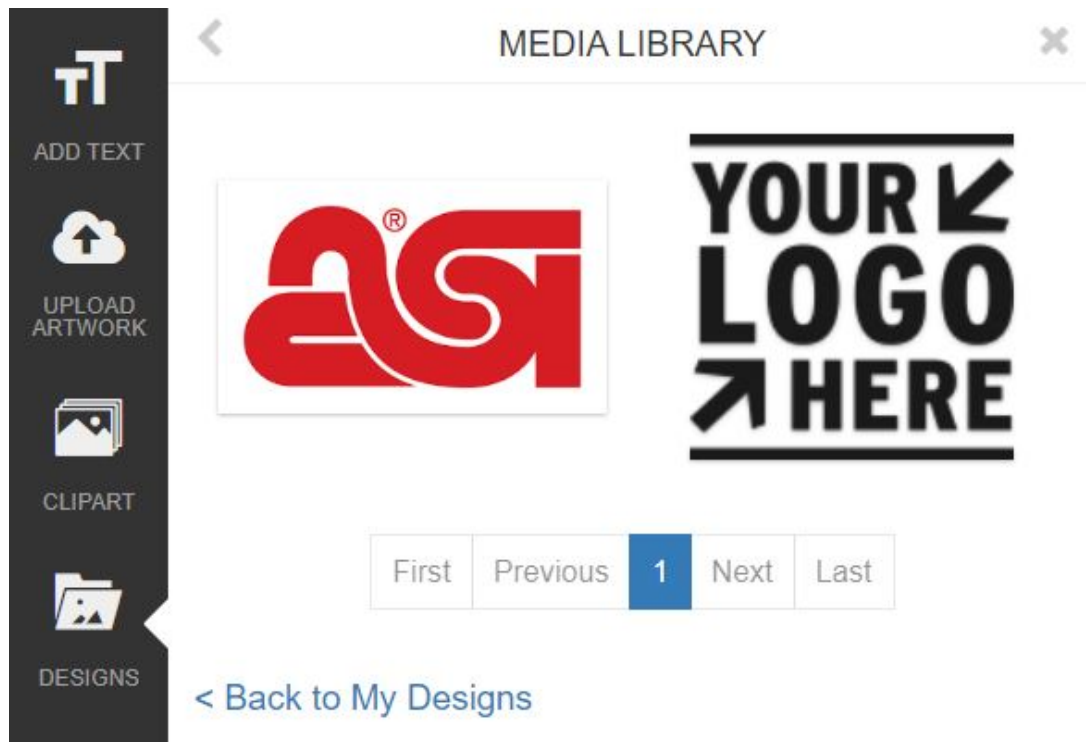
## ESP Quick Tip #33: Manage Artwork in the Design Studio

2022-04-18 - Jennifer M - ESP Quick Tips

When creating Virtual Samples, artwork files are uploaded and saved in the Media Manager. You can view all uploaded files by clicking on the link in the Designs section.

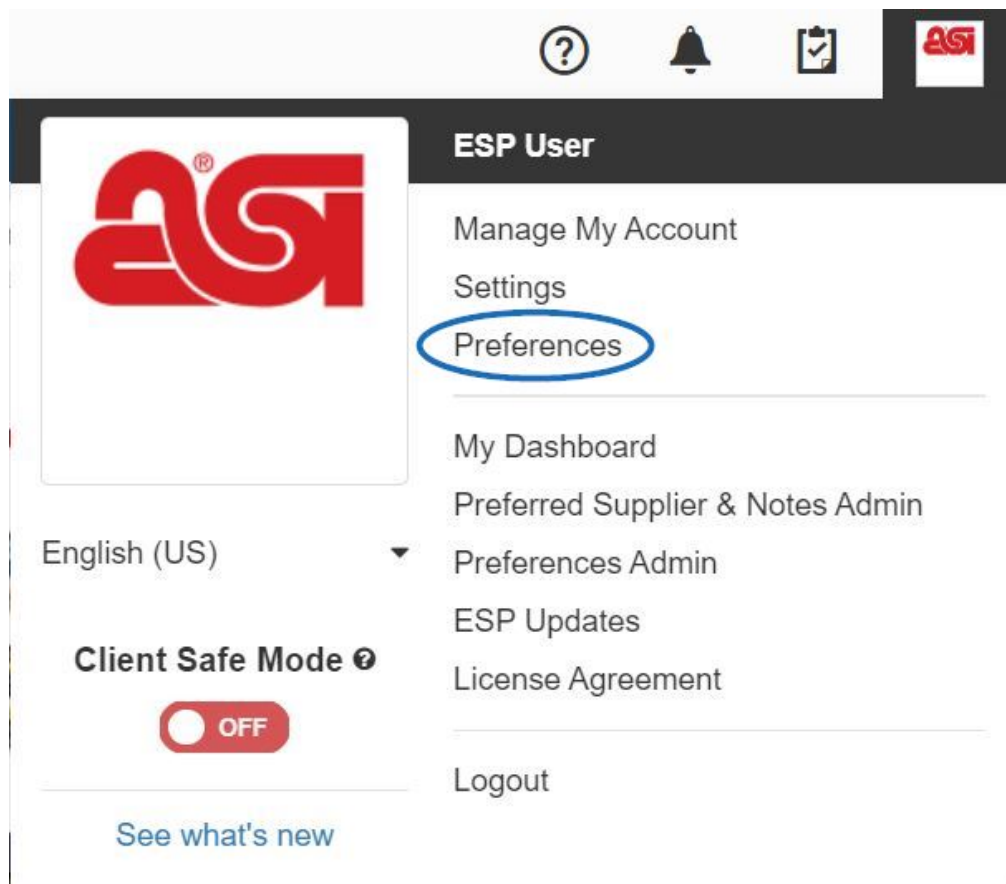


All previously uploaded artwork files will be available in this section.



If you have uploaded an image file to the Design Studio but would like to remove it from the previously uploaded artwork section, take the following steps:

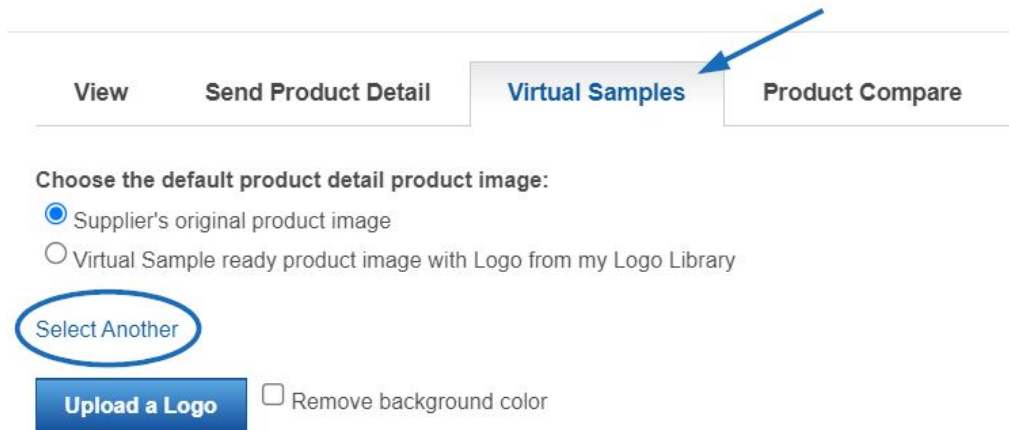
1. To access the Media Manager, click on the avatar (user icon) and then select Preferences.



2. In the Preferences window, go to the Virtual Samples tab and then click on the

"Select Another" link will open the Media Manager.

## Preferences



The screenshot shows the 'Preferences' window with four tabs: 'View', 'Send Product Detail', 'Virtual Samples', and 'Product Compare'. A blue arrow points to the 'Virtual Samples' tab. Below the tabs, the section 'Choose the default product detail product image:' contains two radio buttons. The first, 'Supplier's original product image', is selected. The second, 'Virtual Sample ready product image with Logo from my Logo Library', is unselected. Below these is a link 'Select Another' circled in blue. At the bottom left is a blue button 'Upload a Logo'. To its right is an unchecked checkbox labeled 'Remove background color'.

View   Send Product Detail   **Virtual Samples**   Product Compare

Choose the default product detail product image:

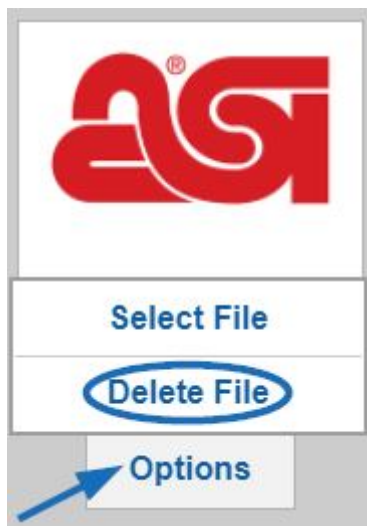
☒ Supplier's original product image

☐ Virtual Sample ready product image with Logo from my Logo Library


[Select Another](#)

**Upload a Logo**   ☐ Remove background color


3. In the Media Manager window, hover on the artwork file you would like to remove and then click on the "Delete File" link.




The artwork file will now be removed from the Previously Uploaded Artwork section of the Design Studio.




ADD TEXT



UPLOAD  
ARTWORK



CLIPART



DESIGNS



[< Back to My Designs](#)