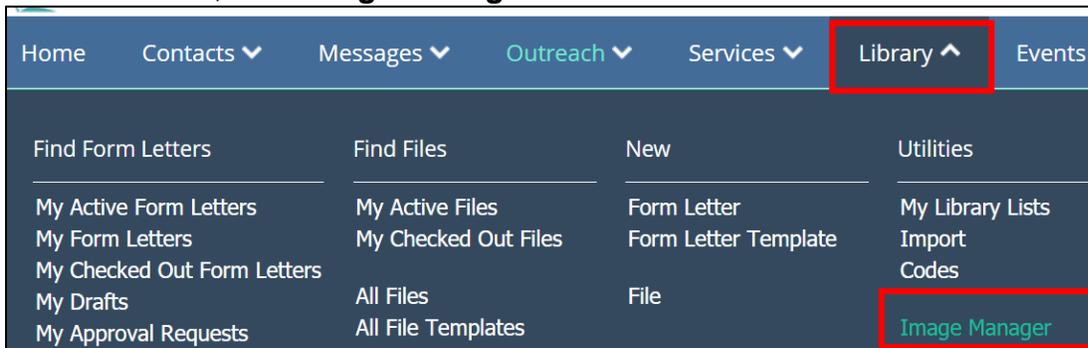


Setting Images as *Favorites* in IQ

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to select and set images as *Favorites* in IQ so that they can easily find and use them for outreach materials.

1. Navigate to **Library**.
2. Under **Utilities**, click **Image Manager**.



3. A list of image files is displayed on the screen. Select the image and click **Fav** (i.e. Favorites).



4. When inserting an image into an newsletter, survey, form, etc. images marked as **Fav** will now display first

Note: To remove an image as a Favorite, follow the steps above and set it to **Unfav**.