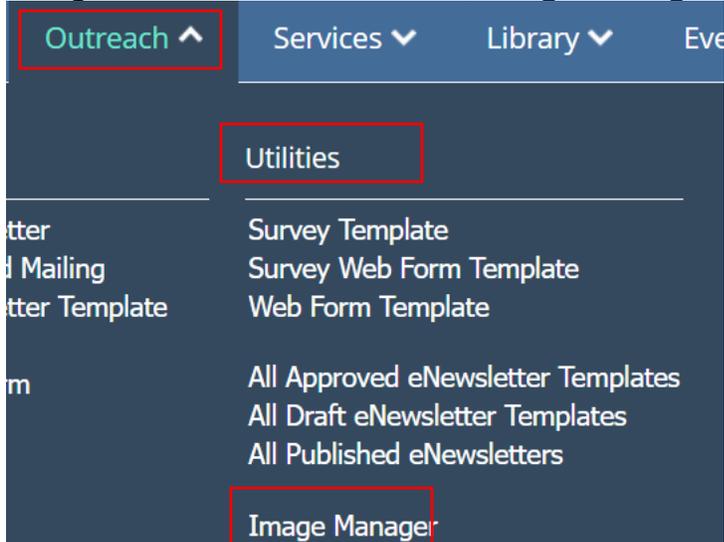


Setting IQ Images as Favorites

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to set an uploaded image in IQ as a “favorite” so that it will appear first in a set of items. This will make it easier for users to find these images when inserting them in newsletters and Form Letters.

1. Navigate to **Outreach > Utilities, Image Manager.**



2. IQ will display a list of images that are uploaded into IQ.
3. Select the row containing the image. Click **Fav.**

