## How to Set Images as Favorites in IQ

Market: Federal/State/Local, House, Senate

Module: Library, Outreach

Purpose: This guide provides instructions on selecting and setting images as *Favorites* in IQ.

**Key Benefits** 

IQ enables users to select and set images as *Favorites* in IQ so that they can easily find and use them for outreach materials. Thus, this is a time-saving feature.

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

Home	Contacts 🗸	Messages 💙 🛛 Outr	each 🗸 Services 🗸	Library <b>^</b> Events
Find Form Letters		Find Files	New	Utilities
My Active Form Letters My Form Letters My Checked Out Form Letters		My Active Files My Checked Out File	Form Letter s Form Letter Templati	My Library Lists e Import Codes
My Drafts My Approval Requests		All Files All File Templates	File	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.