

## How to Set Images as *Favorites* in IQ

**Market:** Federal/State/Local, House, Senate

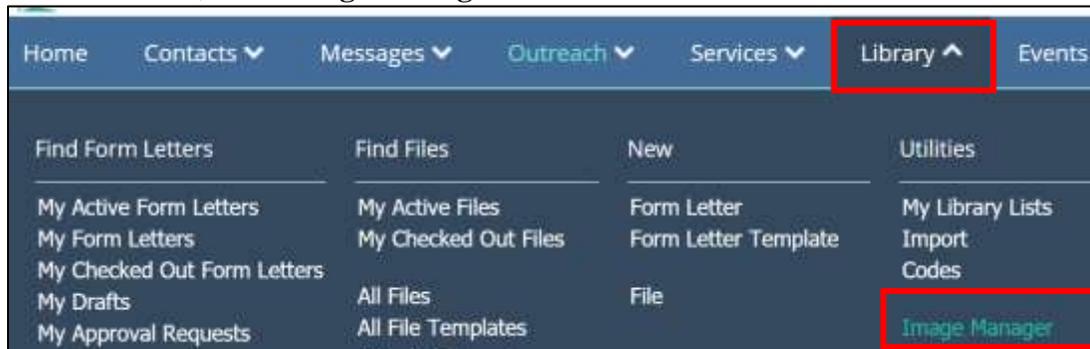
**Module:** Library, Outreach

**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**.



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**.