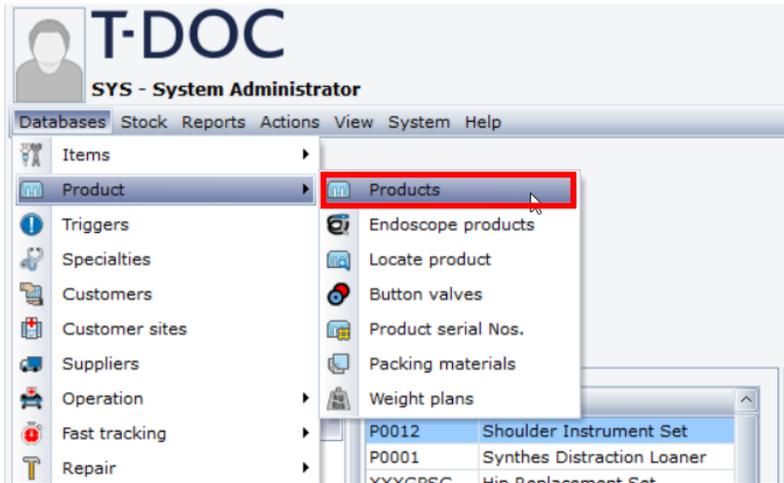


T-DOC v16 Adding Media

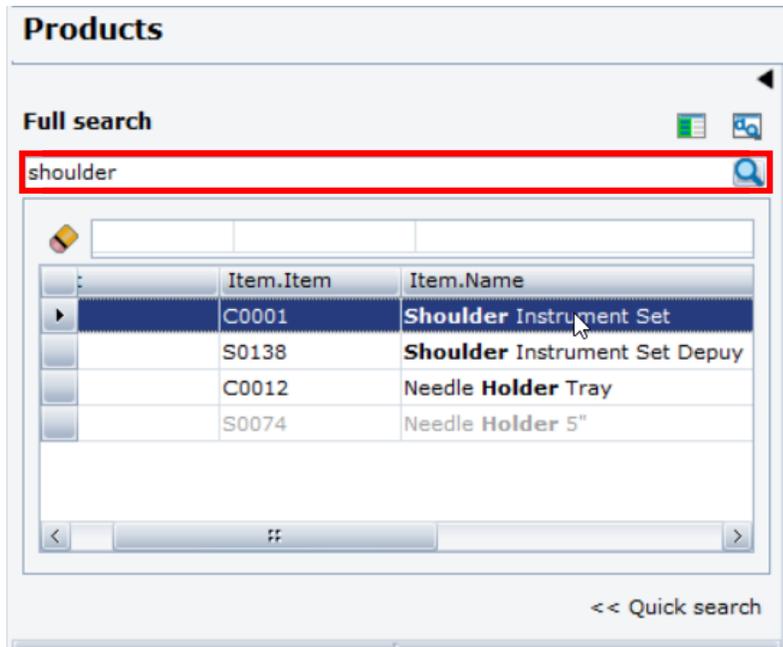
1. Pictures and videos can be added to most record types in T-DOC Admin using the steps shown in this guide. To add a picture to a product, click **Databases > Product > Products**.



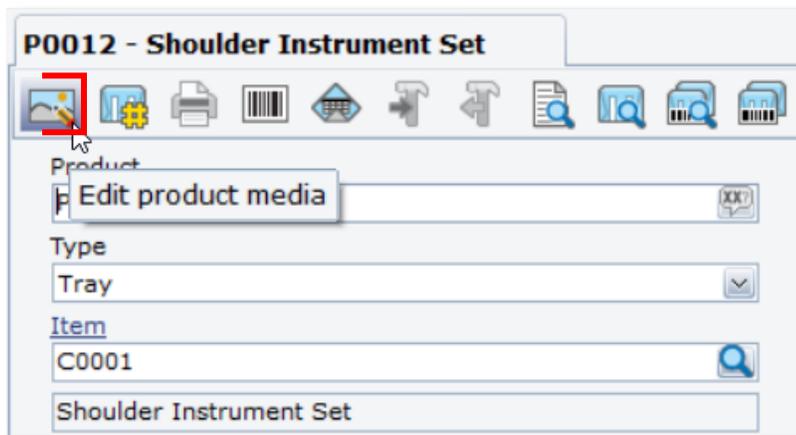
2. In the left pane click **Full search**.



3. Type the product name or number you want to update and double-click it.

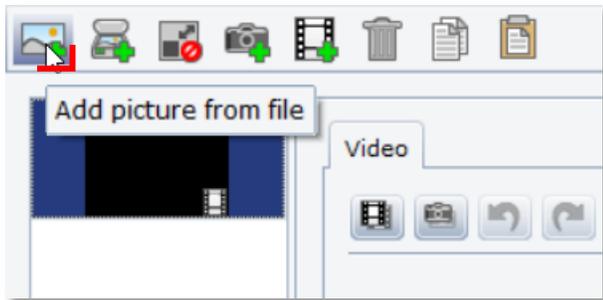


4. Click  to Edit product media.

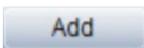


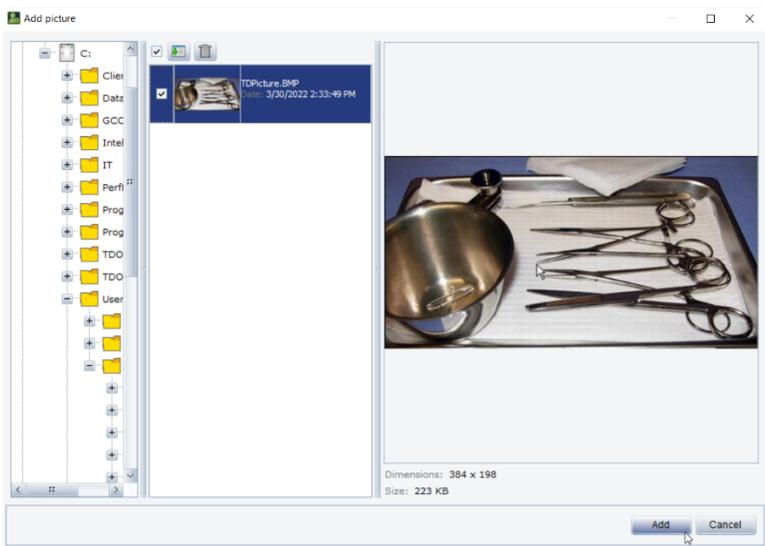
5. Click  to add a picture saved to your PC.

Note: Media can be imported by different methods like  to add video or  to take a picture using a web cam.

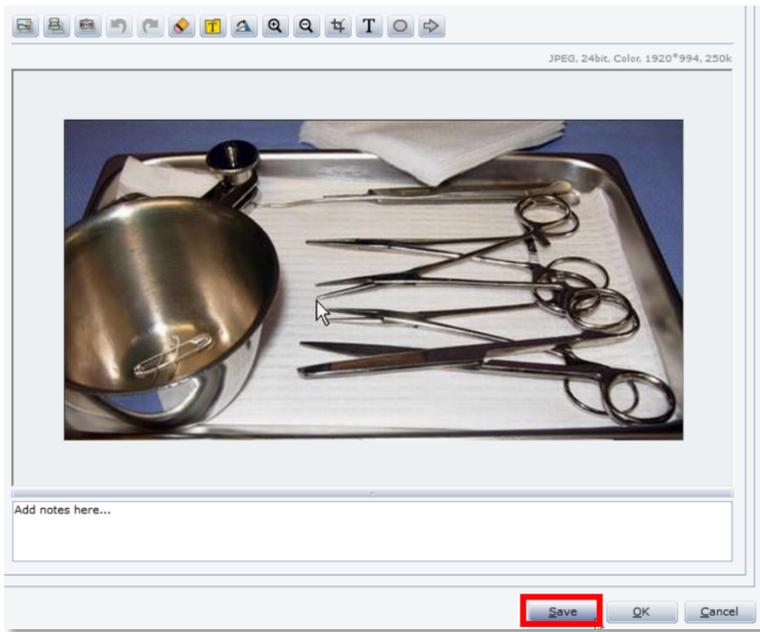


6. Find where the picture is saved on your PC using the dialog box. Click the check next to the picture.

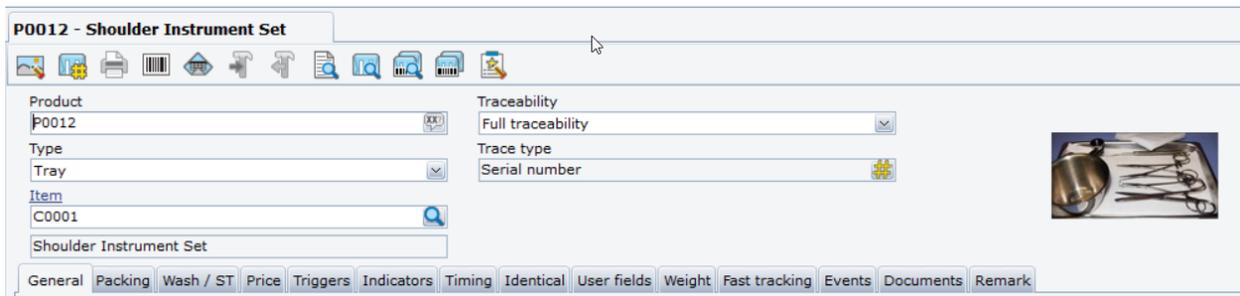
7. Click 



8. Click **Save**



9. The picture is added and will display on the right of the Product screen.



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