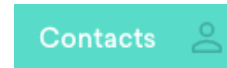


How to Attach a Media File to a Contact Record

To upload a media file to a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**



- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record



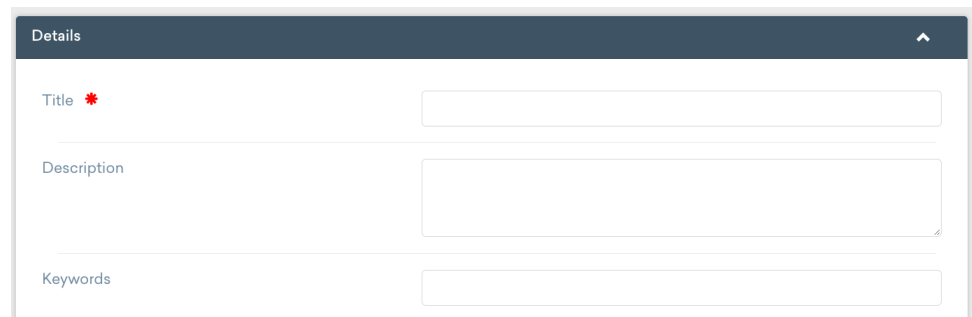
- Select **Media** from the sections on the left-hand side

- Click on the **Upload** icon



- In the **Upload Media** section, choose the file from your hard drive

- Complete the rest of the form and click **Save**



The screenshot shows a 'Details' form with three input fields: 'Title' (with a red asterisk), 'Description', and 'Keywords'. Each field has a corresponding text input area.

