



YouTestMe

How to Store Attachment in Library

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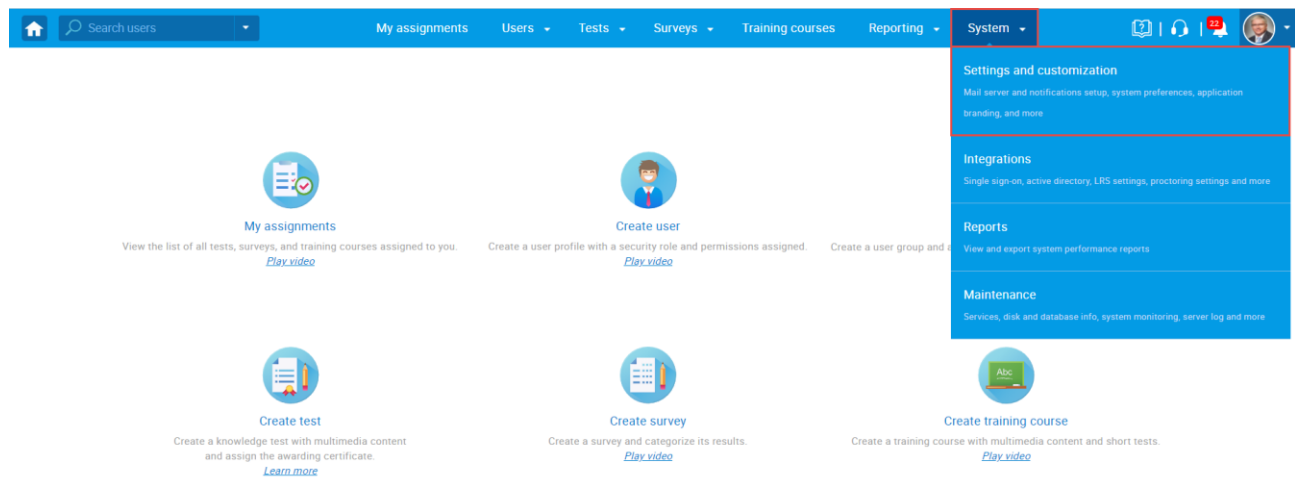
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1 Introduction

This article explains how to create new attachments and store them in the attachment library for later use.

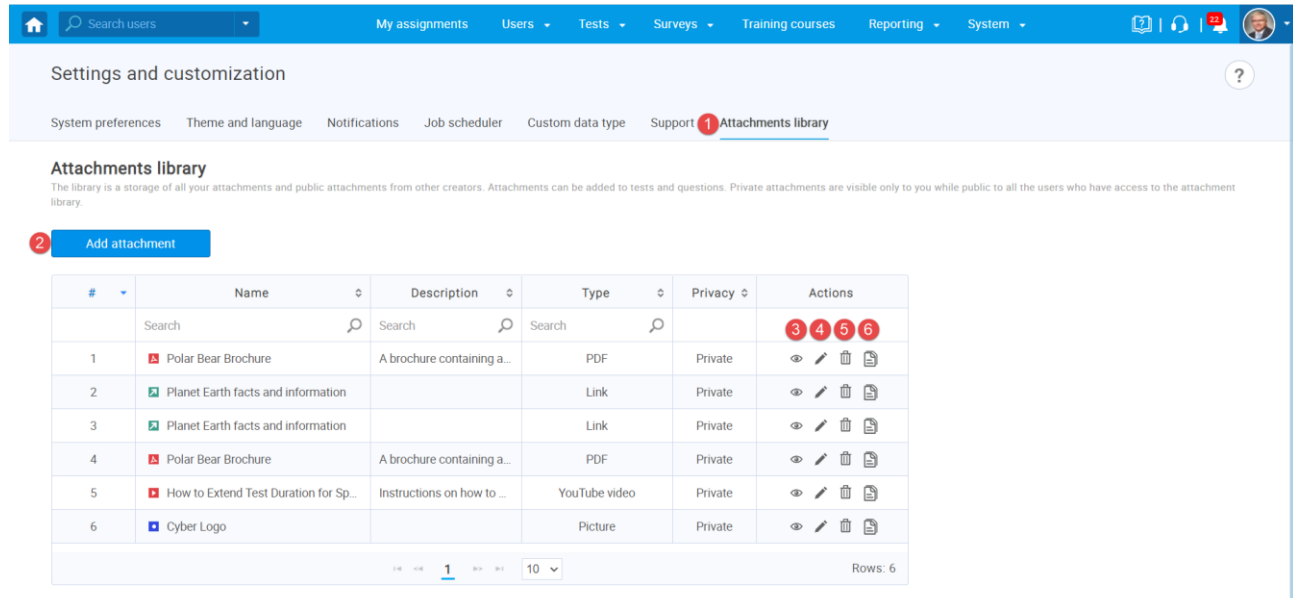
2 Accessing the Library

To access the library, navigate to the "System" and select "Settings and customization".



2.1 Attachments Library Options

1. Click on the "Attachments library" tab.
2. Click on the "Add attachment" button to import a new attachment from your computer.
3. Click the "preview" icon to preview the attachment.
4. Click the "edit" icon to edit the attachment.
5. Click the "delete" icon to delete the attachment (you will not be able to delete the public attachment created by other users, or the one that is used in the test or question).
6. Click the "copy" icon to copy the attachment and save it under a different name.



Settings and customization

System preferences Theme and language Notifications Job scheduler Custom data type Support **1** Attachments library

Attachments library
The library is a storage of all your attachments and public attachments from other creators. Attachments can be added to tests and questions. Private attachments are visible only to you while public to all the users who have access to the attachment library.

2 Add attachment

#	Name	Description	Type	Privacy	Actions
	Search	Search	Search		3 4 5 6
1	Polar Bear Brochure	A brochure containing a...	PDF	Private	
2	Planet Earth facts and information		Link	Private	
3	Planet Earth facts and information		Link	Private	
4	Polar Bear Brochure	A brochure containing a...	PDF	Private	
5	How to Extend Test Duration for Sp...	Instructions on how to ...	YouTube video	Private	
6	Cyber Logo		Picture	Private	

1 10 Rows: 6