DOZUKI

How to Copy an Image Back to Your Media Manager

This guide shows how to copy an image back to the Media Manager for reuse.

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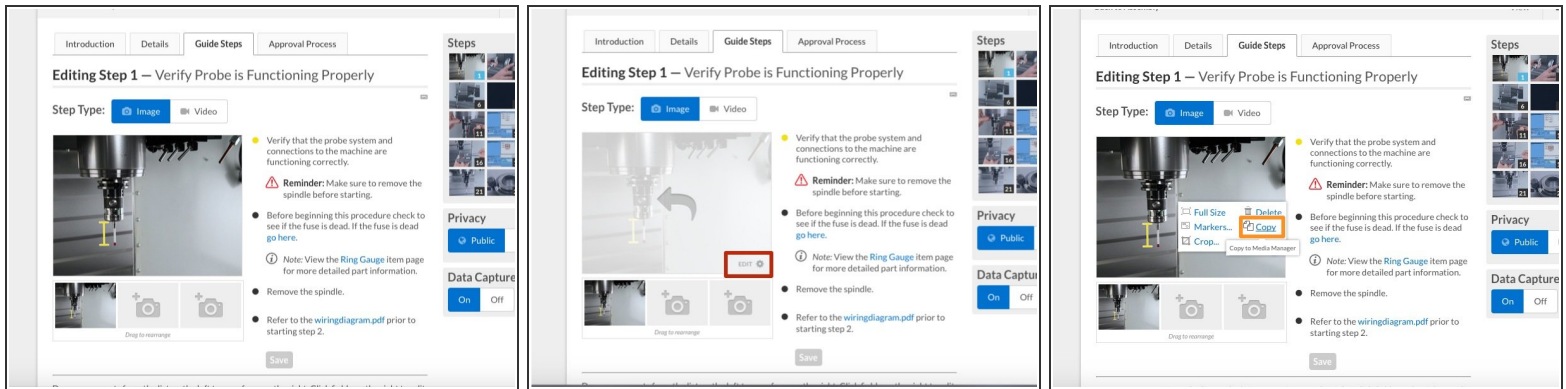
INTRODUCTION

This guide shows how to copy an image back to the Media Manager for reuse.
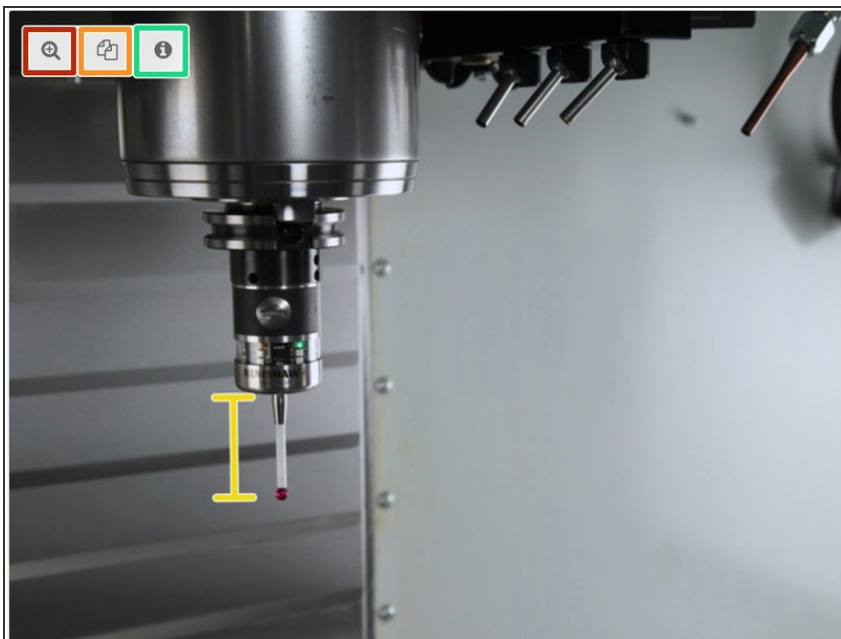
The Media Manager in Dozuki is designed for uploading images to use in a single guide. Users may want to reuse images that have already been added to a guide. In order to reuse an image, it needs to be copied back to the Media Manager.

Step 1 — How to Copy an Image When Editing a Guide

- Once you add an image to a step, it can be copied back to your media manager for reuse.

- After you add the image to the step, hover over the image and click on the gear icon that appears in the lower-right corner of the image.

- On the list of options, click **Copy**.
  - The image will be added back to your media manager.

Step 2 — How to Copy an Image When Viewing a Guide

- Hover over the image, and a menu will display.

- You now have the option to:
  - View the original image that was uploaded.
  - Copy the image to your media manager.
  - View image metadata.

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