



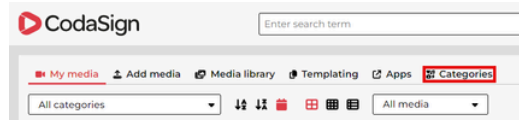
CodaSign User Guide Using Categories

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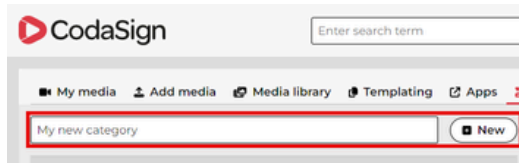
Using Categories

The Categories section lets you create custom categories and apply them to your uploaded media. If you have a large library of content, using categories will make it much easier to organise, sort, and quickly find the media you need.

- 1 Select 'Categories' from the menu bar.



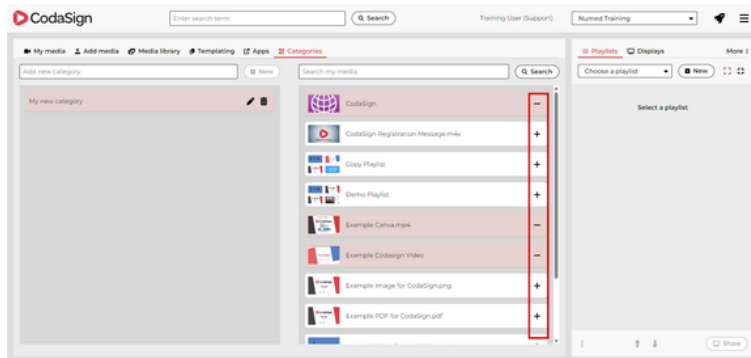
- 2 Type the name of your new category in the 'Add new category' box, then click 'New'.



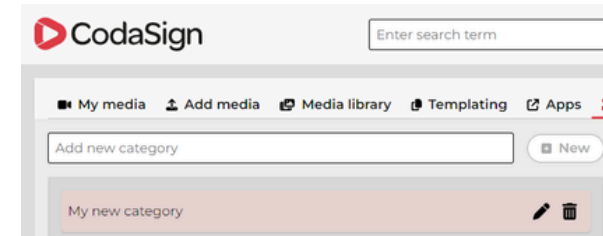
- 3 Click on your new category, and it will be highlighted in pink.

- 4 Locate the piece of media you would like to include in this category either by scrolling the list or by typing its name in the 'Search my media' box and clicking 'Search'.

- 5 Once you've located your media, click '+' to assign it to that category. If you want to remove the media from that category, click '-'.



- 6 A piece of media can be added to as many categories as you want.
- 7 You can edit the category name and delete the category.



- 8 When you now look in 'My media', you will be able to filter using the categories you've created.

