

[Show](#)

Creating a Recipe: Adding Media to a Recipe

[Previous](#) | [Recipe Media Library](#)

From the recipe, click on the "Details" icon. click the **Insert** link from the **Details** menu.

In order to add any pictures or video to a recipe, you must first add the media to the Recipe Media Library. If you have not added the media to the library, [click here](#) for information on how to do this.

1. From the Recipe Editor, click the **Media** menu.
2. Click **Add** from the Media ribbon.
3. Select an image or video from the drop down menu. Only images added to the media library will display as options.
4. You can click the Preview button for a quick preview of how the image will display to portal users.

Media Notes

You can add notes that will display for portal users next to the media.

1. Click **Add** to create a note.
2. Click **OK** when you are finished.

