

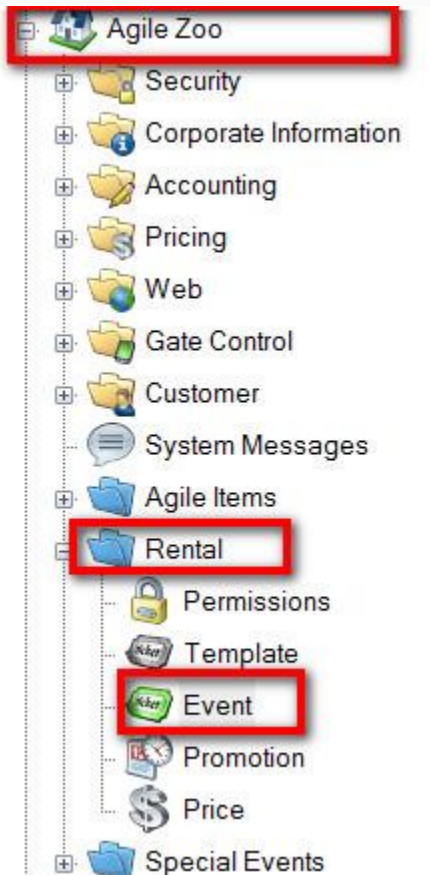
# Adding A Captions To Images

1. Log into Administration



2. Select the Corporate Organization

3. Select the folder that houses your Event/Show/Template.



4. Select the Event/Show/Template right click and select properties.

Event	Internal Name	Start Date
	My New Test Event	7/3/2015 8:00 PM
	e1	New PM
	e2	Properties PM
		Delete

5. Click on the **Image** Tab.

Confirmation	Custom Properties	Included Shorts	Notes	Images	Web Control	Web Descriptives	Web Availability	Description	Extra HTML	Venue Info
General	Sales Channels	Delivery	Search Category	Ticket Verbiage						

6. Double click on the **Blue** box above the image you want to add a caption to.



Thumbnail Image



Thumbnail Image

