Use Mandala Assets in Images

You can add assets from other Mandala tools to any rich text field in Images. These fields include:

- Image notes and descriptions
- Overviews of collections and subcollections

Click the  in the toolbar for these fields to access the importer. For more details, see the instructions below.

1. Create or edit a collection or image
    - Learn more about adding collections, adding images, and editing your image's metadata
2. Find a rich text editor field
    - Rich text editors include a toolbar and a large space for editing text
    - "Notes" fields usually use rich text
3. Place your cursor where you want to insert the Mandala asset
4. Click on the  Mandala icon in the toolbar
    - The "Add Mandala asset" window will open
5. Switch the "Type" to the type of asset you want to add
    - You can find the "Type" drop-down field in the top right corner
    - A list of assets will appear
6. To use an asset you created, enter your computing id in the "Show only from user" field
    - A list of your assets will appear
7. Use the other fields as needed to find the asset you want
8. Click on the asset you want to add
    - The asset will turn green
    - You'll see an excerpt of the asset to the right
9. Click **Add item**
    - The window will close
    - You'll see the asset in the editor
10. Repeat this process to add more assets
11. **Save** the image or collection when you're done