



# Use Mandala Assets in AV

You can add assets from other Mandala tools in any rich text field in Audio-Video. These fields include:

- Descriptions for audiovisual assets and collections
- Annotations for audiovisual assets

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

1. Create or edit an Audio-Video collection or media asset
  - Learn more about [adding collections](#), uploading [video](#) and [audio](#), and [editing your media](#)
2. Find a rich text editor field
  - Rich text editors include a toolbar and a large space for editing text
  - "Description" fields usually use rich text
3. Place your cursor where you want to insert the asset
4. Click on the  Mandala icon in the toolbar
  - The "Add Mandala Reasset" 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 audio, video, or collection when you're done