


CollectionSpace: Link to an Image

1. Select **CREATE NEW** from the top navigation menu
2. Click on **MEDIA HANDLING** from the **PROCEDURES** column
3. Click the **NUMBER PATTERN** icon next inside the **IDENTIFICATION**
NUMBER field: 
4. Choose a pattern; the field will fill in automatically
5. In the **TITLE** field, enter: The Beauty of Ice - Recto
6. In the **FILE INFORMATION** section, select **EXTERNAL MEDIA** from the Upload dropdown, and then enter the following into the **URL** field:
<https://collectionspace.atlassian.net/wiki/download/attachments/511180801/20CS.001.0008.jpg>
7. Select the **SAVE** button
8. On the right sidebar (expand if necessary), select the **ADD** button in the **RELATED OBJECTS** section
9. Select the **SEARCH** button
10. Select the radio button to the left of any record
11. Select the **RELATE SELECTED** button
12. In the right sidebar, click on the link to go to the Object record