



[Knowledge Base](#) > [Gym Lead Machine](#) > [Settings & Integrations](#) > [Media Storage Guide](#)

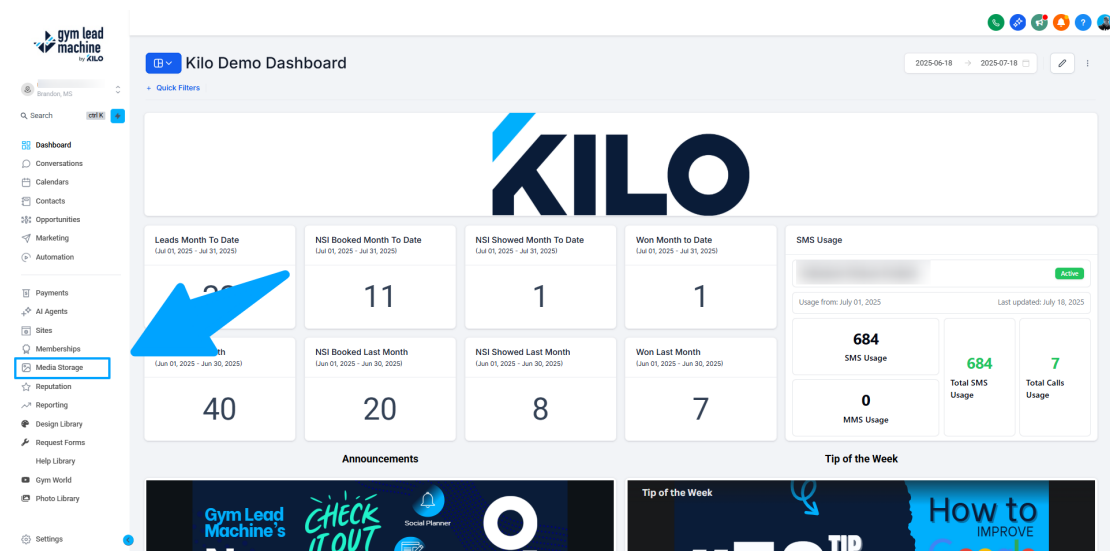
## Media Storage Guide

Mavilyn Carlos - 2026-09-07 - [Settings & Integrations](#)

Need more help? Contact our support team at [hello@usekilo.com](mailto:hello@usekilo.com). We're here for you!

### Accessing Media Storage

From your Gym Lead Machine dashboard, open the left-hand navigation and click **Media Storage**. This is your central hub for uploading and organizing images, videos, and documents for use throughout the platform.



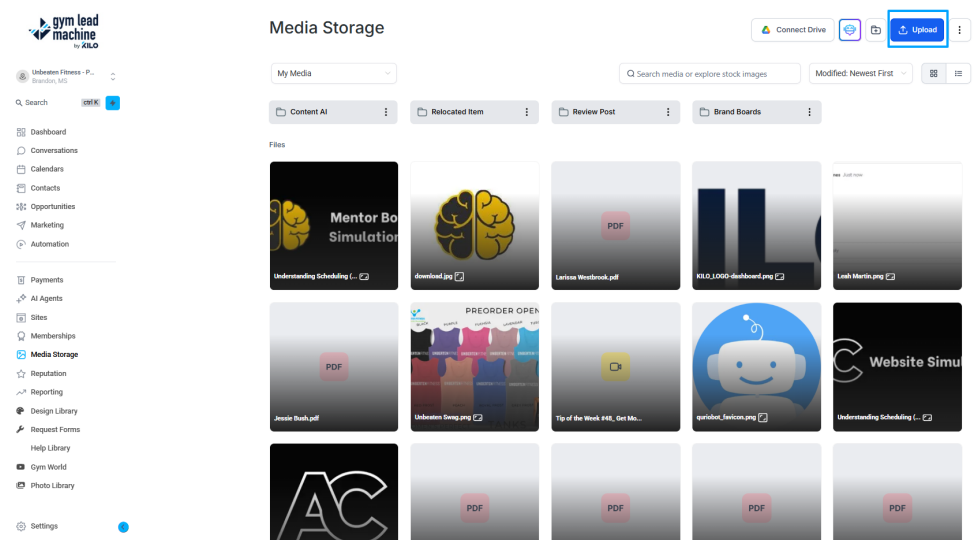
### Uploading & Managing Media

#### Upload Methods

- Click the blue **Upload** button in the top-right corner
- Drag & drop files directly into the interface
- Connect your Google Drive to import files you've already saved

#### File Support & Limits

Media Storage supports common formats like PNG, JPG, GIF, MP4, PDF, and fonts (.ttf, .woff). Files can be up to 100 MB in size.



## Organizing Media

### Sorting Tools

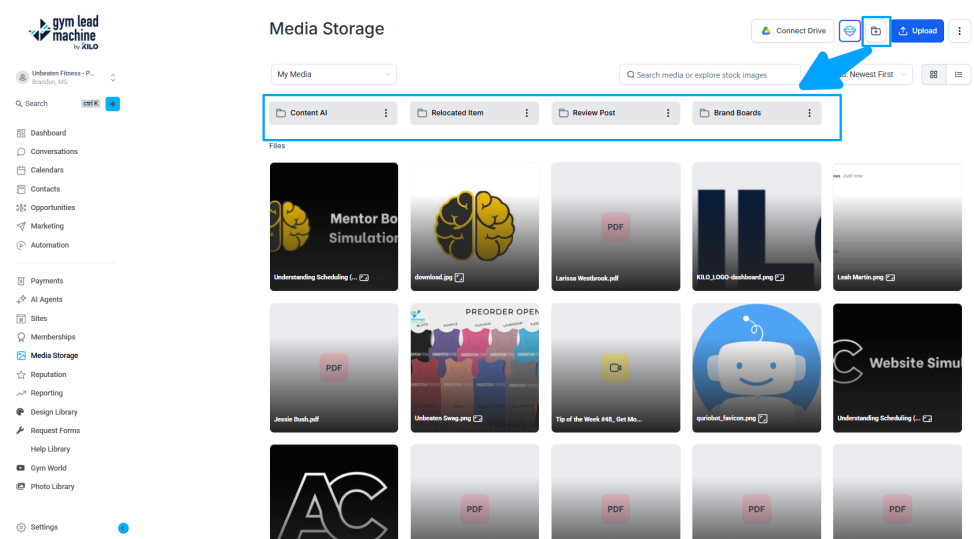
Sort your files by name, size, or modification date to keep things tidy.

### Display Modes

- **Grid view** shows thumbnails with shape indicators (Landscape, Portrait, Square)
- **List view** includes file name, size, and dimensions

### Folders & Bulk Moves

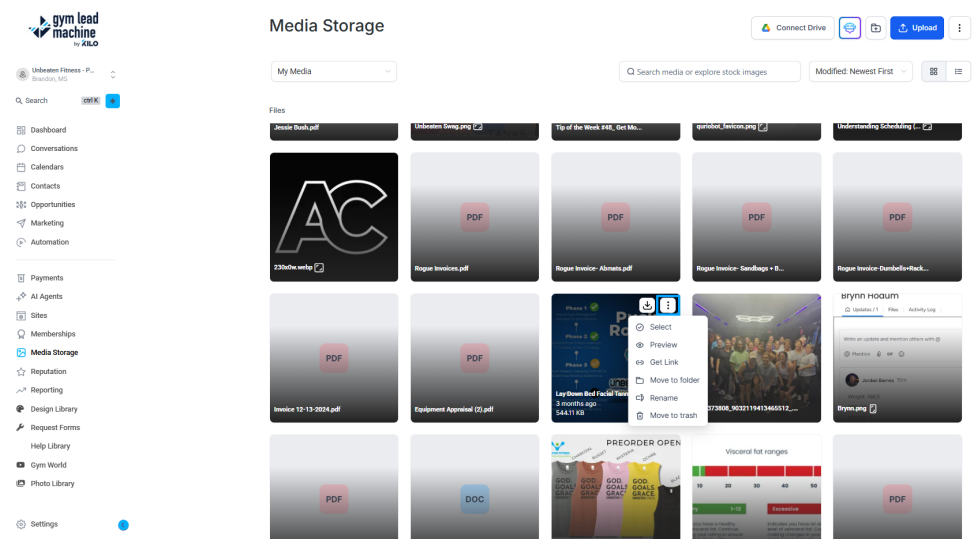
You can create folders to organize your files. Move multiple items or folders—including subfolders—by using the hover menu.



### Quick Actions

When you hover over or right-click a file, you can:

- Rename
- Move to a different folder
- Preview
- Insert into a social post, form, survey, quiz, site, or funnel
- Delete (sends to Trash)



## Preview & Insert

Use the preview window to double-check a file before inserting it. The insert option is available within any builder or planner where media is used.

## Trash & Recovery

Deleted files are sent to Trash, where they remain for 30 days. During this time, you can restore them if needed. After 30 days, they're permanently removed.

## Google Drive Integration

You can connect your Google Drive to sync files directly into Media Storage. Once connected:

- Your Drive files appear alongside uploaded media
- Two-way sync ensures updates are reflected across both platforms
- You can create folders and upload from within Media Storage

Note: You can't rename or delete Google Drive files from inside Gym Lead Machine—these changes must be made in Drive.

## Using Media Across Gym Lead Machine

Any media you want to use in Gym Lead Machine must first be stored in Media Storage. This includes images or files for:

- Social Media Planner
- Forms, Surveys & Quizzes
- Website & Funnel Builders

## Summary Table

| Feature             | Description                                        |
|---------------------|----------------------------------------------------|
| □ Upload & Import   | Upload files, drag & drop, or connect Google Drive |
| □ Organize          | Sort, view (grid/list), create/move folders        |
| □ Quick Actions     | Rename, move, preview, insert, delete              |
| □ Trash Safety      | 30-day restoration period for deleted files        |
| □ Google Drive Sync | Two-way sync for owned Drive files                 |
| □ Fully Integrated  | Use media across planner, forms, websites, funnels |

## FAQs

### What file types can I upload?

PNG, JPG, GIF, WEBP, PDF, DOCX, MP4, MOV, audio files, and fonts (TTF/OTF/WOFF) up to 100 MB.

### Can I rename files?

Yes, but only files stored directly in Media Storage—not those synced from Google Drive.

### What if I delete a file by mistake?

Files go to Trash for 30 days. You can restore them during that period.

### Will changes in Google Drive appear here?

Yes. Changes to Drive files are reflected automatically in Media Storage.

### Are Google Drive files stored in Gym Lead Machine?

No. They're accessed through a live sync, not stored directly.