

Objective – Adding media to a page

- Visually enhance content
- Add reference to documents
- Give the end-user the ability to download some documents



How To-Add Media to a page

1. While modifying/adding content, right click and select “insert media” or locate this icon →  on the TinyMCE menu. **(See fig: 1)**
 - a. *Ensure the mouse cursor is where you want the media to appear on your page.*
2. On the media library page that comes up, expand until you can see all folders related to your site. **(See fig: 2)**
3. select the folder where the media is located. Documents would be in the documents folder and images on the images folder (*see the Media Library document, on how to create sub-sections*).
4. Click the item you want to add:
 - a. **Document:**
 - i. Click on the document name. **(see fig:3)**
 - ii. The document name will then appear, as a link on the space where the cursor point was.
 - b. **Image:**
 - i. Click the image you want to use
 - ii. You can select any of the variations available **(see fig:5)**
 - iii. Click the on the media variant you want , and you will be redirected to the page with the media appearing on the point where your cursor was

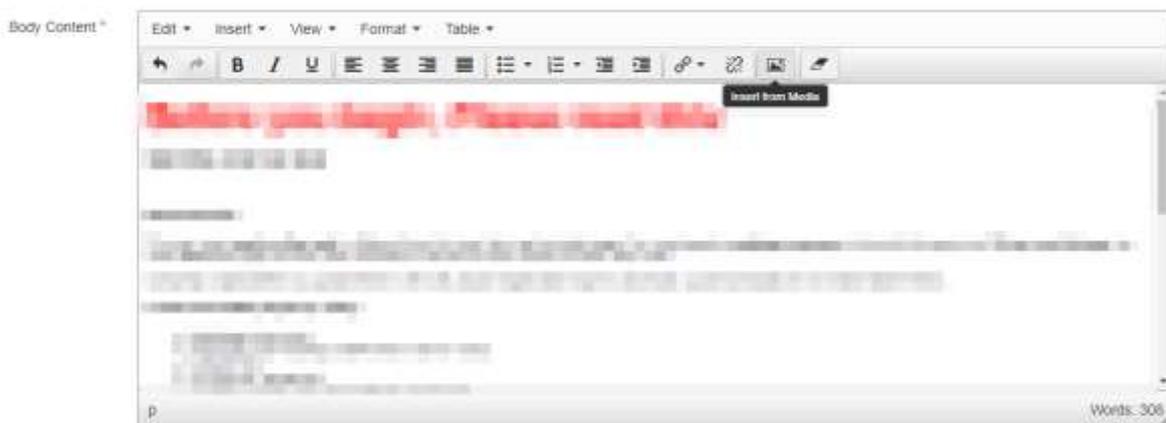


Figure 1: Locating the add media icon.



Figure 2: Media library, showing the folders you have access to

	VC's speech VC's speech	481543	1.0	Approved	Vice-Cha... 011.pdf	PDF Documents	296.0 kB	Actions
	DMC's speech DMC's speech	481536	1.0	Approved	Vote of ... 011.pdf	PDF Documents	107.7 kB	Actions
	Prof Brenda Schmahmann Prof Brenda Schmahmann	481510	1.0	Approved	Prof Bre...ech.pdf	PDF Documents	54.6 kB	Actions

Showing 1 to 10 of 87 entries

Figure 3: Selecting the highlighted document

Display 10 records Filter:

Preview	Name	Version	Status	Filename	Type	Size	Actions
	Beanie	481949	2.0	Approved	Marketn... 03.jpg	Image 30.9 kB	Actions
	Campus Hoodie White	481947	2.0	Approved	Rhodes c... 22.jpg	Image 74.7 kB	Actions
	Campus Hoodie Black	481948	2.0	Approved	Rhodes c... 04.jpg	Image 63.4 kB	Actions
	Ladies V-Neck	481941	2.0	Approved	Rhodes c... 07.jpg	Image 29.6 kB	Actions
	Turtle Neck	481940	2.0	Approved	Rhodes c... 12.jpg	Image 83.1 kB	Actions

Figure 4: Selecting the Image

Display 10 records

Preview	Name		Variant name
	Campus Hoodie		
	266 x 400		Main Gallery Image
	133 x 200		Small image

Showing 1 to 3 of 3 entries

Figure 5: media variants with dimensions