



Objective – Media Library

- The Media Library stores files used in enhancing content presentation.
- Store categorised media for ease of access and reference by the system

PLEASE DO NOT use as an archive! All media stored here must be in use, please delete old and unused media.



Did you know?

- The Media Library is accessible directly from the WYSIWIG menu; this means you can add media while you are adding the content.
- The media library will look something like this:

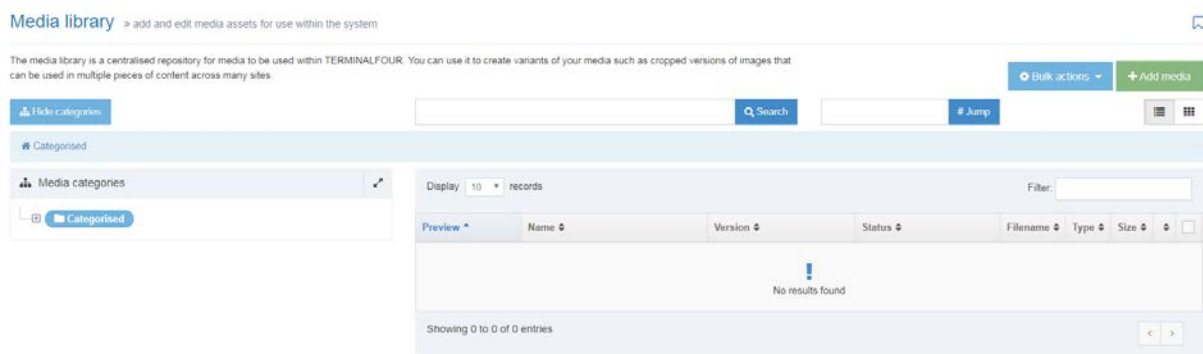


Figure 1: The landing page of the media library

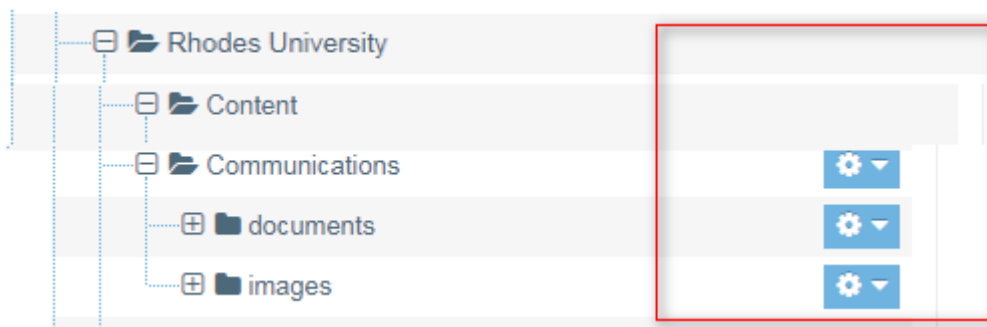



Figure 2: Media library display the section library accessible to the current user

- This, () action button indicates that you have access to the sections and can make changes to them.




How To

To create a Category:

1. Click on **Content** and select **Media Library**., as shown on **figure 3**
2. The Media Library opens as shown on **Figure 1**
3. Expand the tree structure to find your site's media library and click on it (**see figure 2**).
4. Click the dropdown arrow on the **Actions** button.
5. Click **Create sub-category**.(**see figure 5**)
6. A text box pops up; enter the new category name and click **Save Changes** (**see figure 6**).
7. Click on your new category

To Add Media:

8. Click "**Add Media**", and a new window will come up. (**see fig:4**)
 - a. **Media file:** click on the cloud like, upload icon () to select the relevant media from your computer's repository. (***required field**)
 - b. **Media Type:** Automatically detected, but you can select your own type as shown on **figure 9**
 - c. **Name:** Enter a name for your media. It should be descriptive enough, but short. (***required field**)
 - d. **Description:** max 400 characters describing your media, important for search engine indexing.
 - e. **Syntax highlighting language:** If you are loading text files with code, you can choose the syntax here. So that keywords in your code can be highlighted appropriately(see figure)
 - f. **Keywords:** comma separated words, related to the media. This is also for indexing by search engines.
9. Click **Save changes**

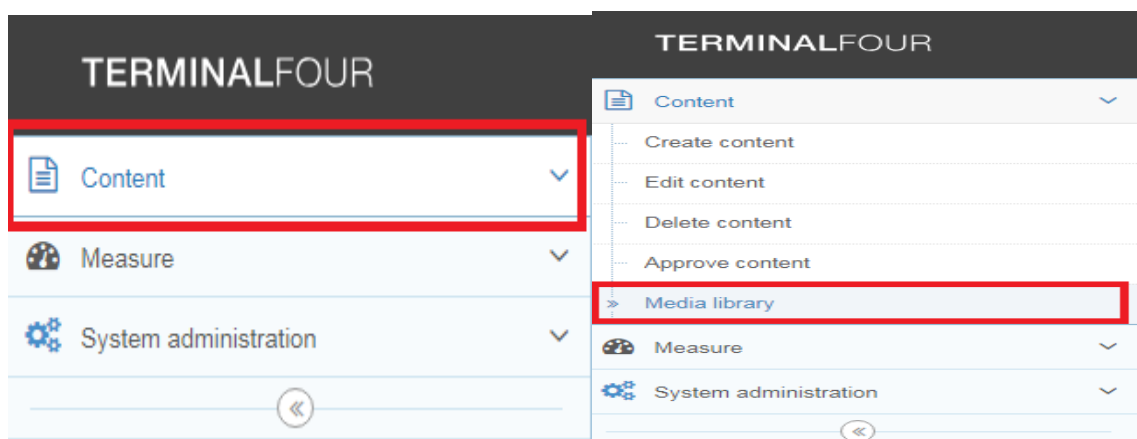


Figure 3: Selecting media library from the content button

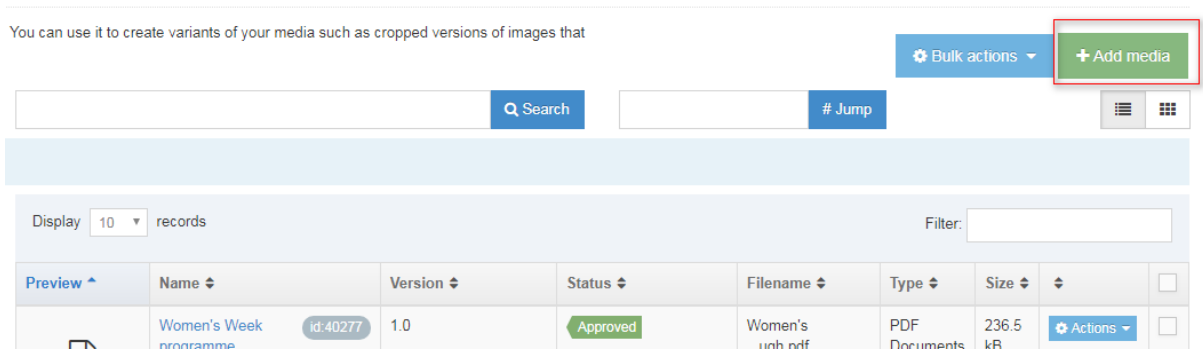


Figure 4: Locating the "Add Media" button

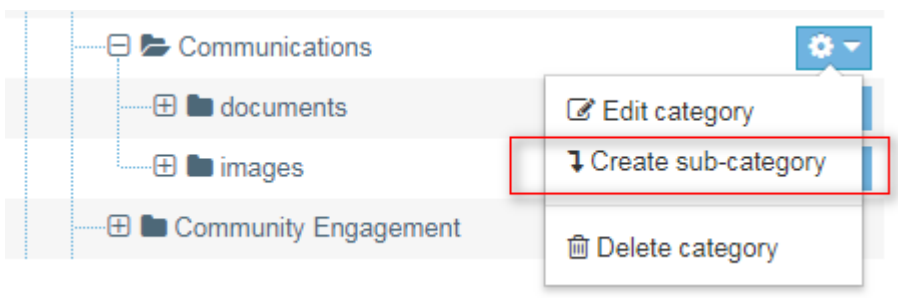


Figure 5: An image showing how a category is added to the media library.

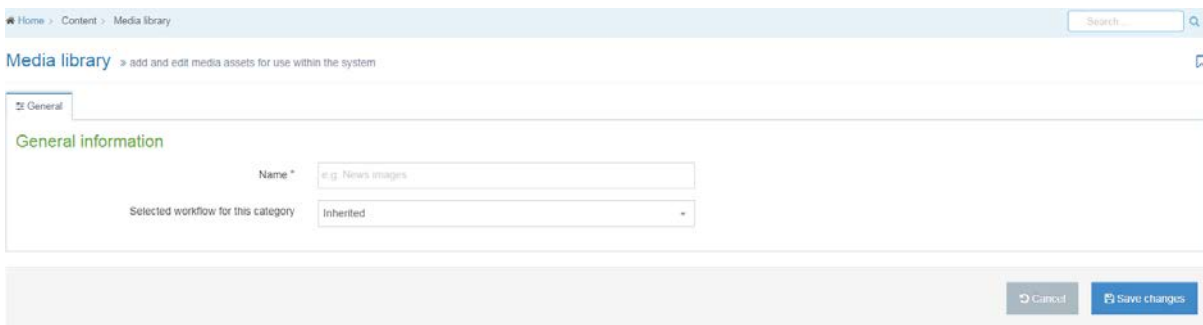


Figure 6: The dialog box to create the subcategory

Media details

Media file (Max. 50000KB) * Drop file here or click to choose

Media type Image

Name *

Description e.g. A student sitting under a tree.

Syntax highlighting language HTML/XML

Media language dependence Fully independent Independent media file Fully dependent

Metadata

keywords Enter some text

Cancel Save changes

Figure 7: The window for adding media.

-
- HTML/XML
 - HTML/XML
 - Java
 - Javascript
 - None
 - PHP
 - Stylesheet CSS

Figure 8: List of available text highlighters

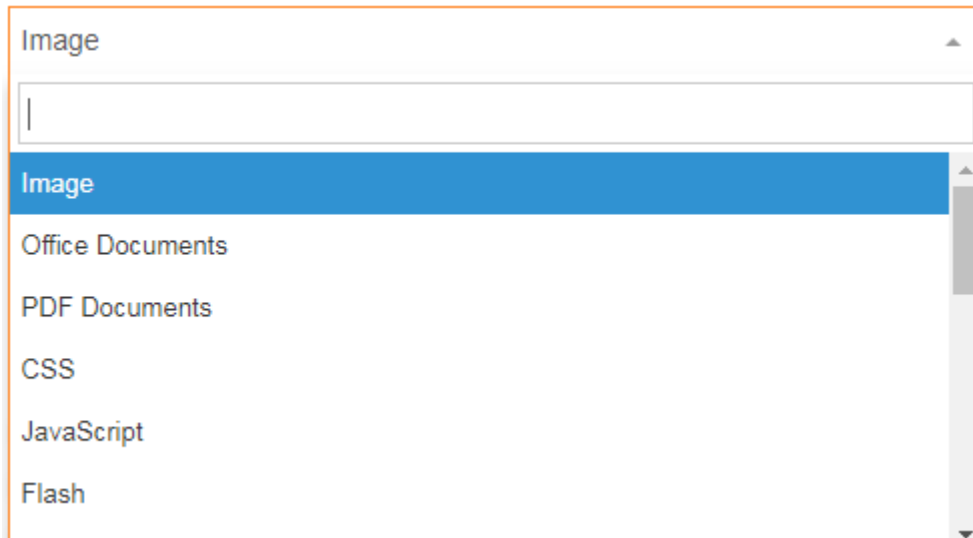


Figure 9: List of permissible media types

TIPS:

Images:

- Images should be compressed and resized before uploading to t4 media library
- Landscape images look better on news stories , save portraits for stuff like profiles
- Carousel images should be 1000px in width and 500px in height
- News images should be 640px in width and 360px in height

Documents:


- The name given to a document in the media library, (will be the hyperlink to the document), must be descriptive enough. E.g. Course outline 20XX instead of Document 1
- We recommend that you save your documents as PDF, unless there is a need to save them as Office Documents.
- When updating documents, modify the previous document and replace the file with the updated document.

NB: TerminalFour media references points to the media location. You can change what is in the location and the reference will update accordingly, without modifying the content referencing the media. E.g. you can update a document that is linked on a certain page, directly from media library and it will update on the page automatically without having to relink the file.

Below is an example of how to update a document, but the same thing applies to an image.



How To –Update a document

1. Go to the media library, and locate the document you want to update.
2. Click on the **Actions** drop-down
3. On the next window, click **“Edit”**. (see fig:11)
4. On the **Media Details** page, find media button. (see fig: 8)
5. Click on the upload icon ()
6. Select the updated document from your files, then click open
7. Click **Save changes**, and you are done

All references to the document should update accordingly, not changes necessary on the content referencing the document.




Preview ^	Name ^	Version ^	Status ^	Filename ^	Type ^	Size ^	^
	Women's Week programme id:40277 A programme of events for Women's Week at Rhodes	1.0	Approved	Women's ...ugh.pdf	PDF Document	236.5 KB	Actions ^ Edit Move Variants Download Delete

Figure 10: click edit, with an intention to update media

Media details

Preview	 Women's Week programme Women's week click through pdf (236.5 kB) <small>Media Library > Categori... > Rhodes University > Content > Communications > documents</small>
Media file (Max: 50000KB)	Drop file here or click to choose 
Media type	PDF Documents
Name *	Women's Week programme
Description	A programme of events for Women's Week at Rhodes
Syntax highlighting language	HTML/XML
Media language dependence	Fully independent

Metadata

keywords	Women's Week
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Figure 11: Dialog box for editing (updating media)