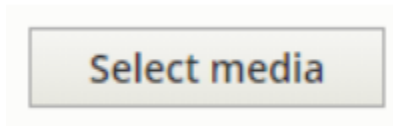


How to manage media

Visual

When adding a visual



New visual

You can upload a new visual non-existing in the library

Select media

[Upload new image](#) [Choose existing media](#)

Site * 1
- Select a value -

Name *
Characters: 0 2

Image *
 3

One file only.
1 MB limit.
Allowed types: png gif jpg jpeg.
Images larger than **1920x1280** pixels will be resized.

Revision log message

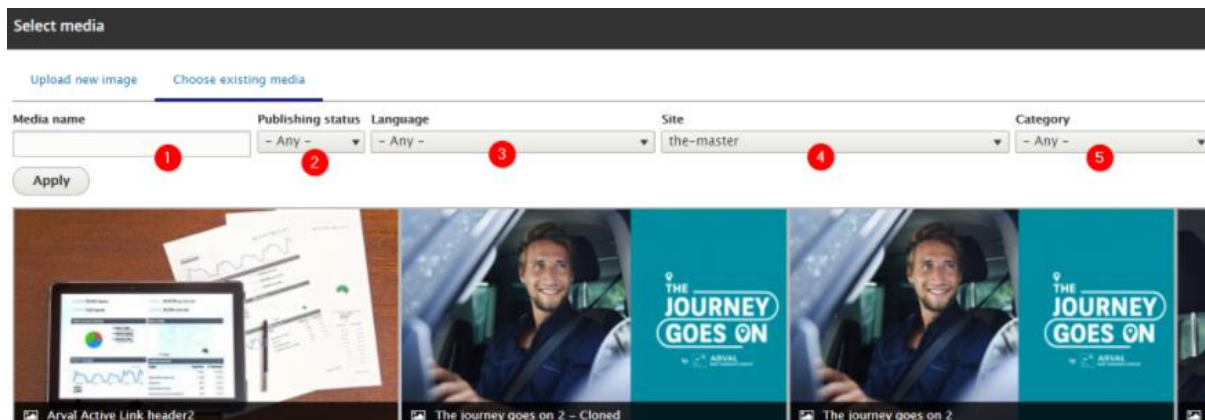
Briefly describe the changes you have made.

4

Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Name	Choose a name that can be find later in the library Two visual cannot have the same name
3	Image	Upload the visual
4	Save Image	Save the visual in the library

Existing visual in library

If the visual already exist you can search it with the tool.



Number	Title	Description
1	Media name	Search the visual directly with it name
2	Publishing status	Filter by publish/unpublish visual
3	Language	Filter the language of the visual
4	Site	Filter the website where is display the visual
5	Category	Not use

Duplicate visual

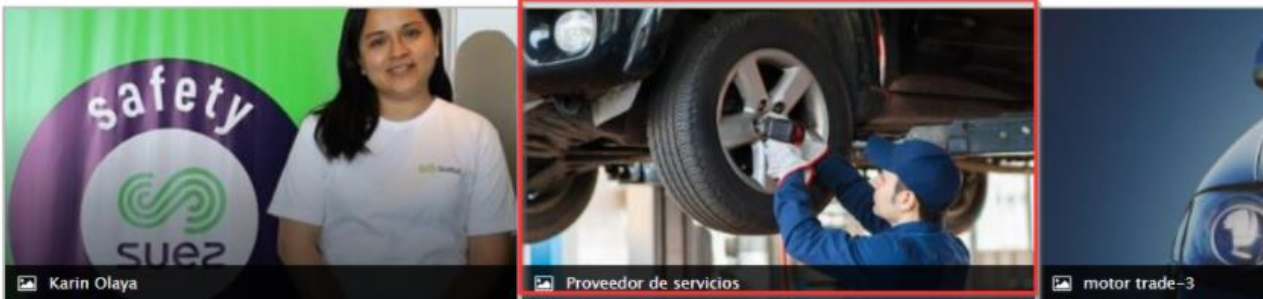
You can duplicate visual from another website.

Select another website you are login and click on a visual

Upload new image Choose existing media

Media name	Publishing status	Language	Site
<input type="text"/>	- Any -	- Any -	apo-pe

Apply



The grid shows three thumbnails: 1. A woman in a white shirt with a 'safety' logo and 'suez' text, captioned 'Karin Olaya'. 2. A mechanic working on a car wheel, captioned 'Proveedor de servicios'. 3. A blue car, captioned 'motor trade-3'.

A popin appear. Click on "Clone media":

Warning ×

Please, clone your media if you want to use it.
To clone, go to: [media page](#)

Clone Media **Cancel**

Then select the website you are login and click on "Clone":

[Home](#)

Do you want to clone the *Media* entity named *Proveedor de servicios*

Select the site into which you want to clone the entity *

the-master

Clone **Abort**

The visual is now duplicate. Translate the name and alt text:

Edit *Image* Proveedor de servicios - Cloned

Edit
Delete
Clone
Translate

[Home](#)

✓ The entity *Proveedor de servicios (13984)* of type *media* was cloned

Site *


the-master ▼

Name *

Characters: 31 1

Proveedor de servicios - Cloned

Image *



Alternative text * 2

Service supplier

Short description of the image used by screen readers and displ

Service supplier_0.jpg (198.84 KB)

⚠ This crop definition affects more usages of this image

▶ CROP IMAGE (CROPPING APPLIED) 3

Remove

Revision information

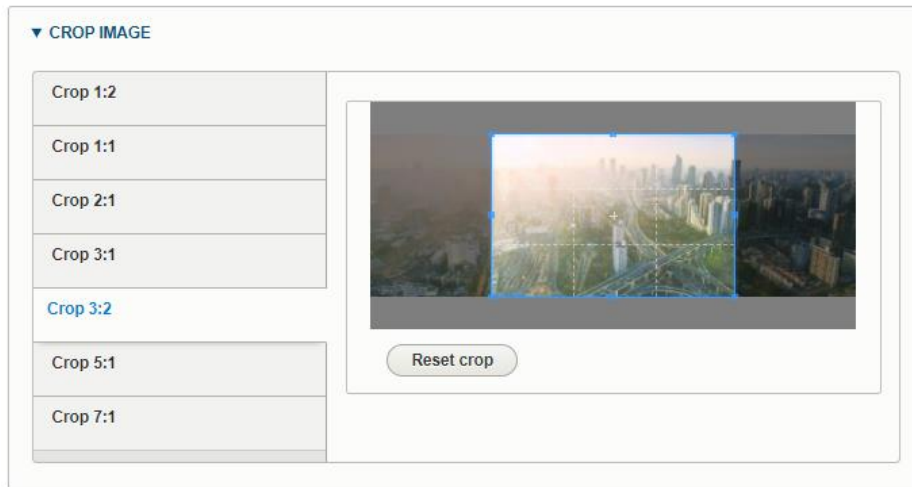
No revision Create new revision

Save

Delete

Number	Title	Description
1	Name	Translate the media name Two visual cannot have the same name
2	Alternative text	Use when visual cannot be display.
3	Crop image	Choose each crop for each dimension case

Crop media



Documents

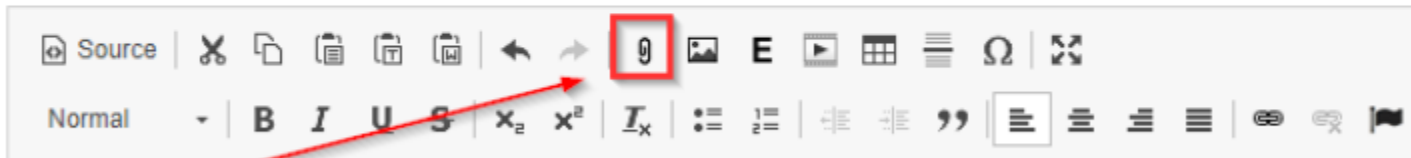
Can be added in a Riche Text Editor.

Select the text that will contain the document link:

HTML

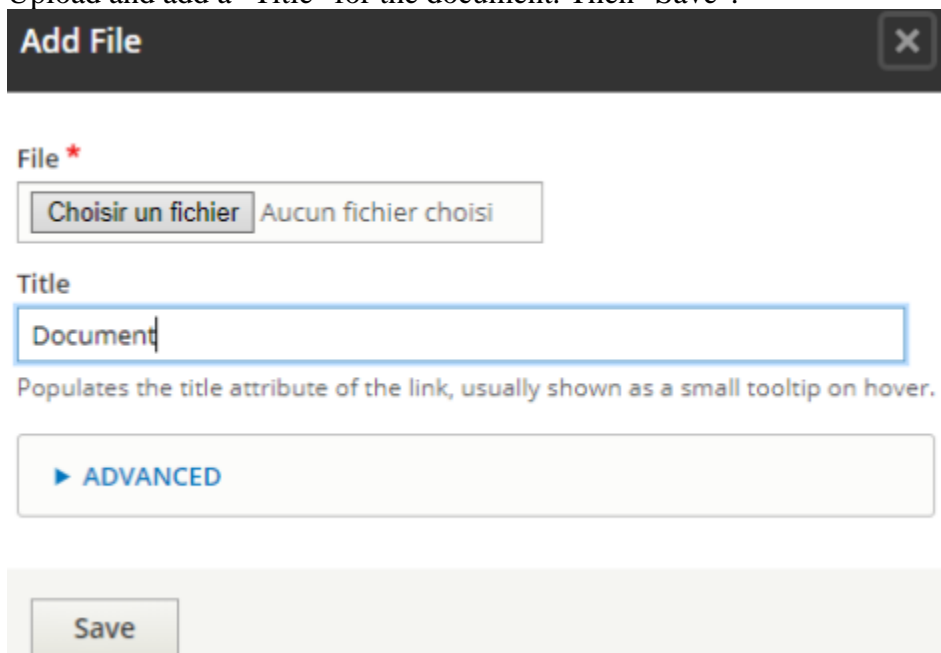
Title

Body *



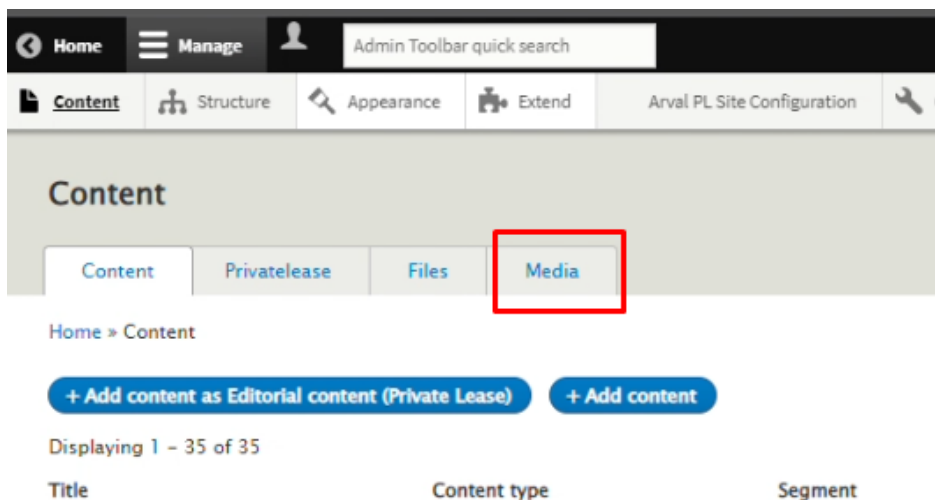
Document

Upload and add a "Title" for the document. Then "Save".



The screenshot shows a dark grey 'Add File' dialog box with a close button (X) in the top right corner. Below the title bar, there is a 'File *' section with a button labeled 'Choisir un fichier' and the text 'Aucun fichier choisi'. The 'Title' section has a text input field containing the word 'Document'. Below the input field is a descriptive text: 'Populates the title attribute of the link, usually shown as a small tooltip on hover.' There is a blue button with a right-pointing arrow and the text 'ADVANCED'. At the bottom of the dialog is a light grey 'Save' button.

There's a second method for this, you'll have to clic on "Content", then Media



Clic on Add media, File and you'll get this :

Add File

Home » Add File

Site *

CORP-micrositetraining_DW **1**

Language

English **2**

Name *

Characters: 0

3

File *

Choisir un fichier **4** fichier choisi

One file only.

32 MB limit.

Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods odt fodt fods fodp fodg key numt

Published

Revision information

No revision

Authoring information

By jdeslandes (9239) on 2022-02-03

Revision log message

Briefly describe the changes you have made.

Save **5**

Number	Title	Description
1	Site	Check if you're on the good website
2	Language	Check if you're on the good language
3	Name	Name of the file
4	File	Choose the file to upload
5	Save	Save the file to upload it