

Media Library

To Do

1. Open the Media Library and create a new folder (give it a name).
2. Add a PDF Document into this folder and name it. Add a description and ensure to choose the correct file type.
3. Once the PDF has been added successfully, add an image to the folder. Again, ensure to add a description and select the file type.
4. You can also try to modify one of the files by changing the name.

The screenshot shows the TerminalFour Site Manager interface. At the top, there is a navigation bar with the site logo 't4', the text 'TERMINALFOUR Site Manager', and user information including 'Language: English' and 'Administrator: termfour'. Below this is a secondary navigation bar with menu items: Content, Rights & Roles, Assets, Tools, Reports, and Help. The main content area is titled 'Media Library'. On the left, there is a 'Categorised' sidebar with a tree view showing folders like 'Sample Data', 'Content', 'Files', 'Gallery Image', 'Home Page', 'Images', and 'Style Assets'. The 'Home Page' folder is currently selected. The main 'Browse' area features a search bar with the text 'Search for an item', a search button, and a filter dropdown set to 'All Types'. Below the search bar is a grid of media items, each with a small thumbnail and a label: 'Lake', 'City', 'Street', 'Blue Sky', 'Building', 'Bridge', and 'Dark sky'. The 'Add Media' button is highlighted with a green box. At the bottom of the grid, it says 'Page 1 of 1'.



Notes

Add Category:

1. Go to **Content** and select **Media Library**.
2. Select **Add Category** from **Options**.
3. Enter the name and click OK.

Add Media:

1. Click **Add Media**.
2. Fill in name, description and media type.
3. Select the file you wish to upload.
4. Click **Add**.