



Content Management System



Media Library

**Queen's University Belfast
2019**

Web Support Team
Information Services

Queries: go.qub.ac.uk/itsupport

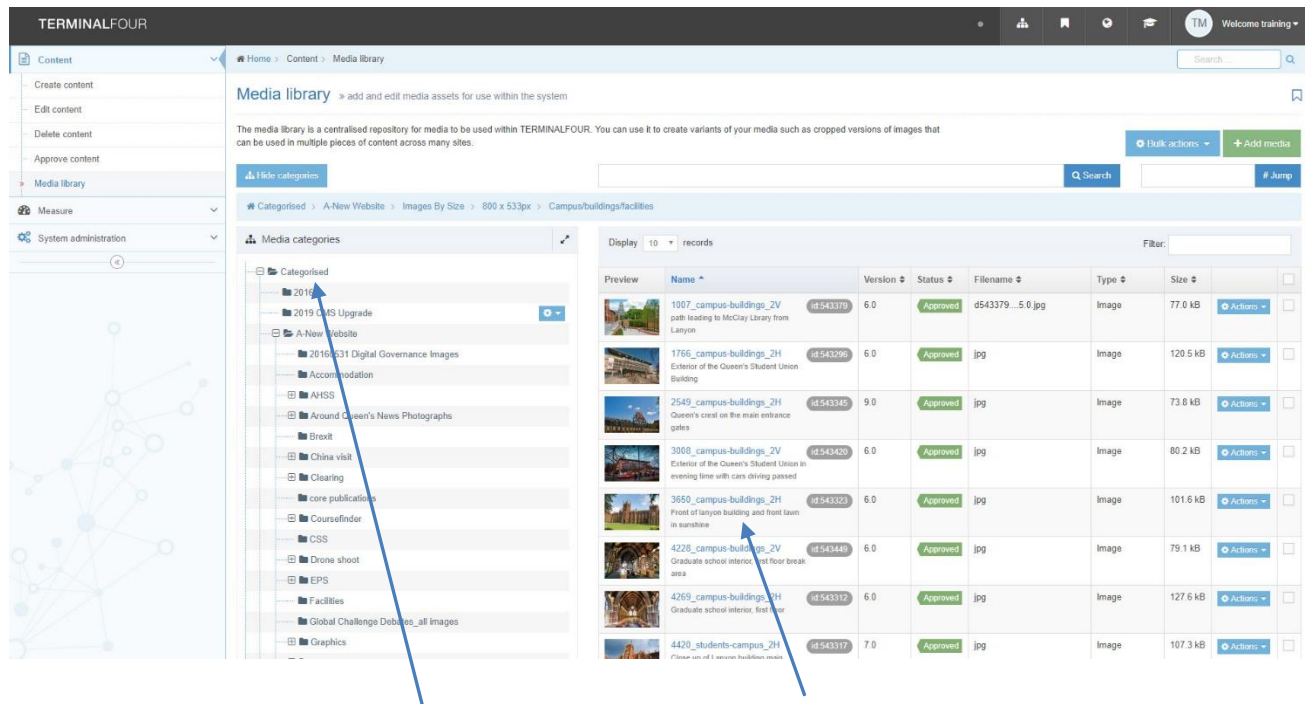
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The Media Library

Media Files are stored within the Media Library and are organized into Media Categories.

Typically, the media files you will be working with are Images.

The Media Library looks like this:



Left Panel lists the Media Categories. Click the + signs to expand the structure to display sub categories

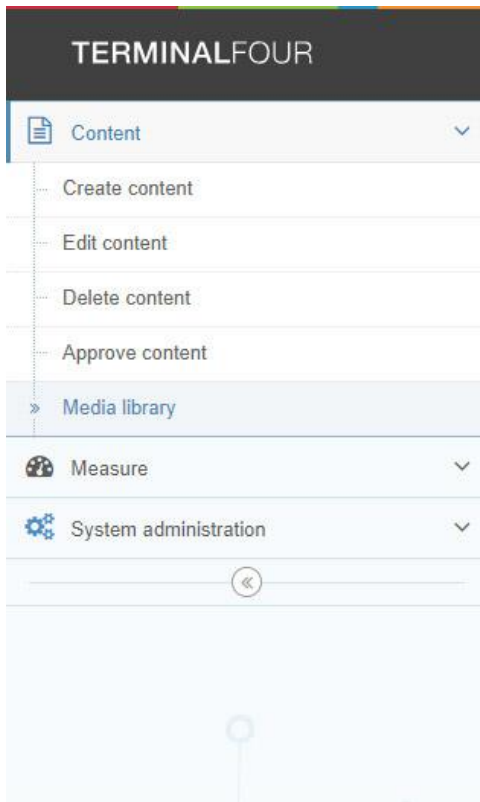
Right Panel lists the Media Files within the selected Category. Thumbnails of each image are displayed. Each image has its own Actions menu, which displays options for:

- Edit
- Move
- Variants
- Download
- Delete

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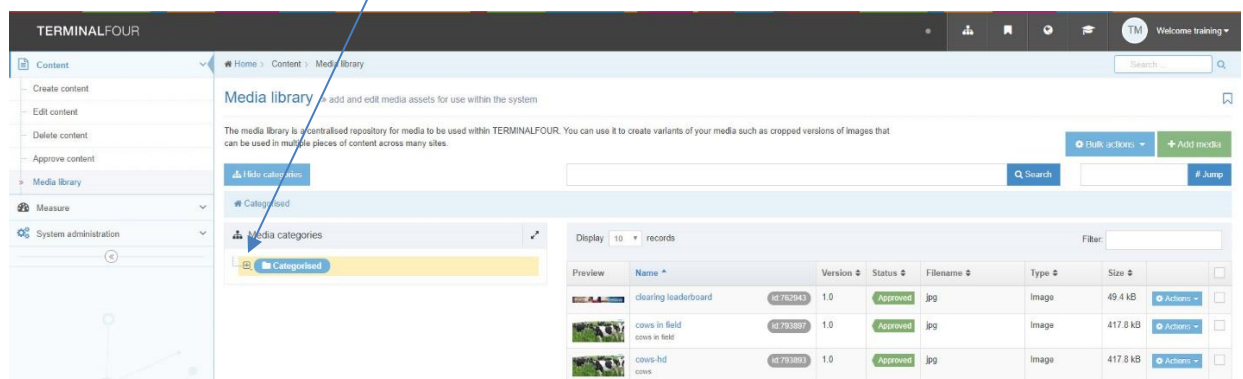
Adding an Image to the Media Library

Directions



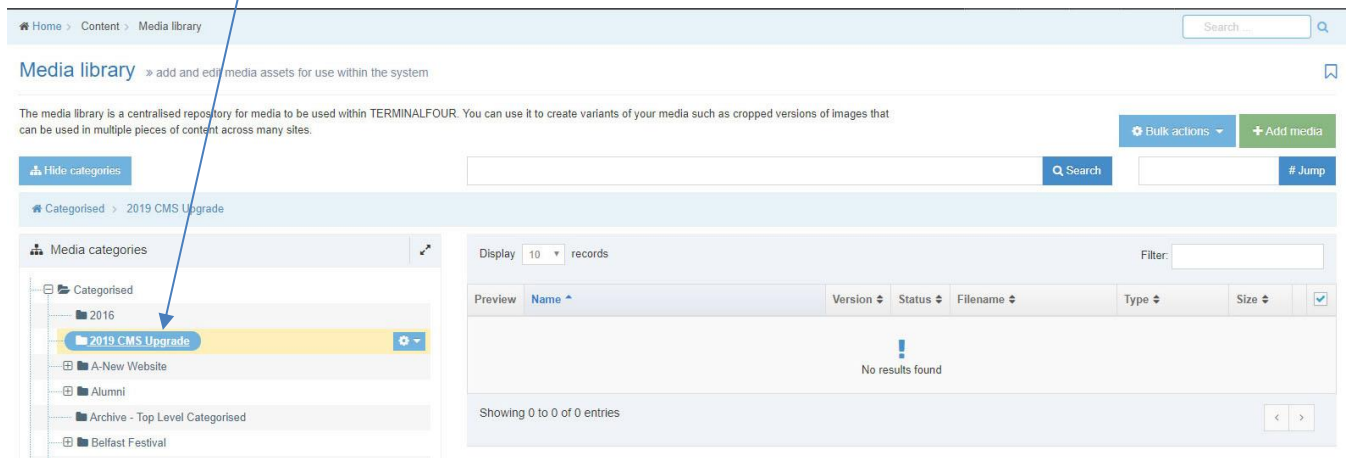
- Log in to the system at: <http://cmst4.qub.ac.uk>
- From the Content menu, choose Media Library

- Click the + sign beside Categorised, to expand the structure:

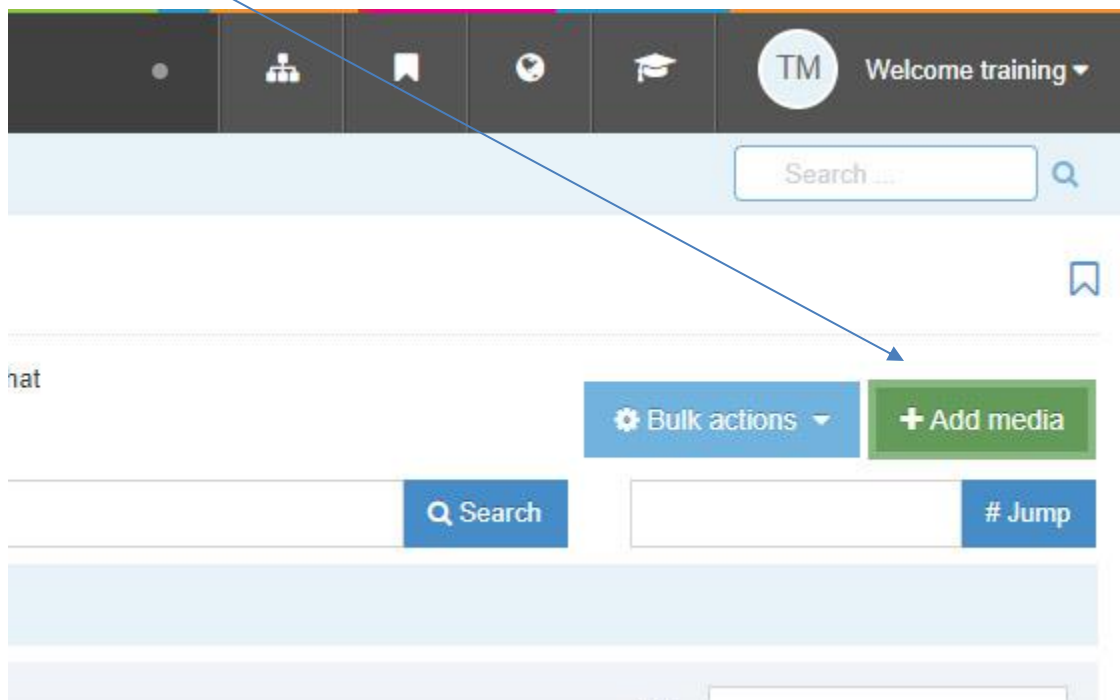


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- Click the category you wish to add an image to:



- Click Add Media:



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- Fill in each field, as follows:

Field	Description
Media file	Browse to locate and select the file that will be uploaded to the Media Library.
Media Type	The Media type is automatically determined based on the Media types configuration . Usually Image will be selected. You can change the selection to a different media type, eg, PDF Document.
Name	Add a descriptive Name . This becomes the name of the media item viewable by other Media library users.
Description	Provide a Description of the image/document. For images, the description becomes the ALT tag and can be read by a screen reader.
Syntax highlighting language	Leave it at the default setting.
Media Language Dependence	Leave it at the default setting.
Keywords	Include some accurate keywords that can be used when searching for media in the Media Library

- Your fields will look similar to this:

Home > Content > Media library > Create new

Search...

Media library » add and edit media assets for use within the system

General

Media details

Media file (Max: 5000KB) *

Queen's_800x533.jpg (0.1 MB)

Remove

Media type: Image

Name: McClay Library

Description: A daytime view of the McClay Library at Queen's University Belfast

Syntax highlighting language: HTML/XML

Media language dependence: ☒ Fully independent ☐ Independent media file ☐ Fully dependent

Metadata

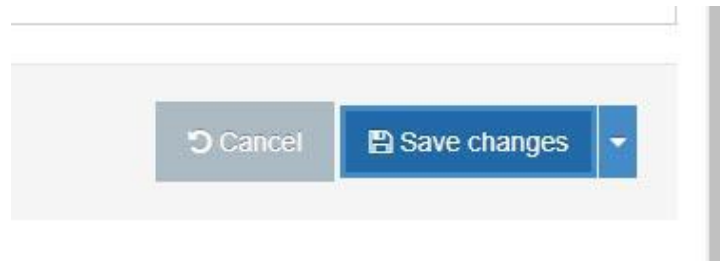
keywords: McClay, Library, Daytime, Tower, Campus

961 characters remaining... max allowed: 1000

Cancel Save changes

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- Click Save Changes



- Your media item is displayed in thumbnail view within the selected category:

A screenshot of the 'Media library' interface. The breadcrumb trail at the top reads 'Home > Content > Media library'. Below this, the title 'Media library' is followed by the subtitle '» add and edit media assets for use within the system'. A descriptive paragraph states: 'The media library is a centralised repository for media to be used within TERMINALFOUR. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.' On the right, there are buttons for 'Bulk actions' and 'Add media'. Below the description, there is a search bar with a 'Search' button and a 'Jump' button. On the left, a 'Media categories' sidebar shows a tree structure with 'Categorised' as the selected category. Under 'Categorised', '2019 CMS Upgrade' is highlighted. The main content area shows a table of media items. The table has columns for 'Preview', 'Name', 'Version', 'Status', 'Filename', 'Type', 'Size', and 'Actions'. A single entry is displayed: 'McClay Library' with a preview image, version '1.0', status 'Approved', filename 'jpg', type 'Image', and size '153.5 kB'. A blue arrow points from the '2019 CMS Upgrade' category in the sidebar to the 'McClay Library' entry in the table. Below the table, it says 'Showing 1 to 1 of 1 entries' with pagination controls.

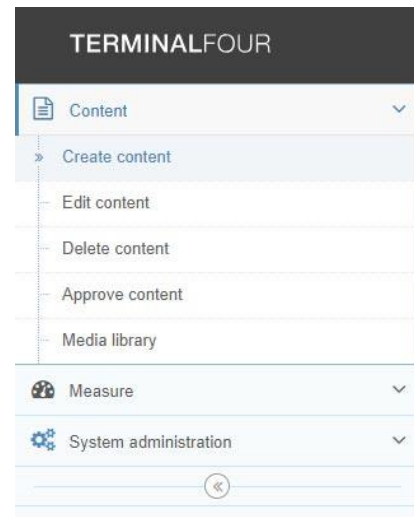
Inserting an Image from the Media Library into a Content Type

You can either insert a media item into a predefined field within a content type OR into the wysiwyg text editor.

Insert a media item into a predefined field

The following example inserts an image into the One Horizontal content type:

- Create/Modify the piece of content to open it in edit mode

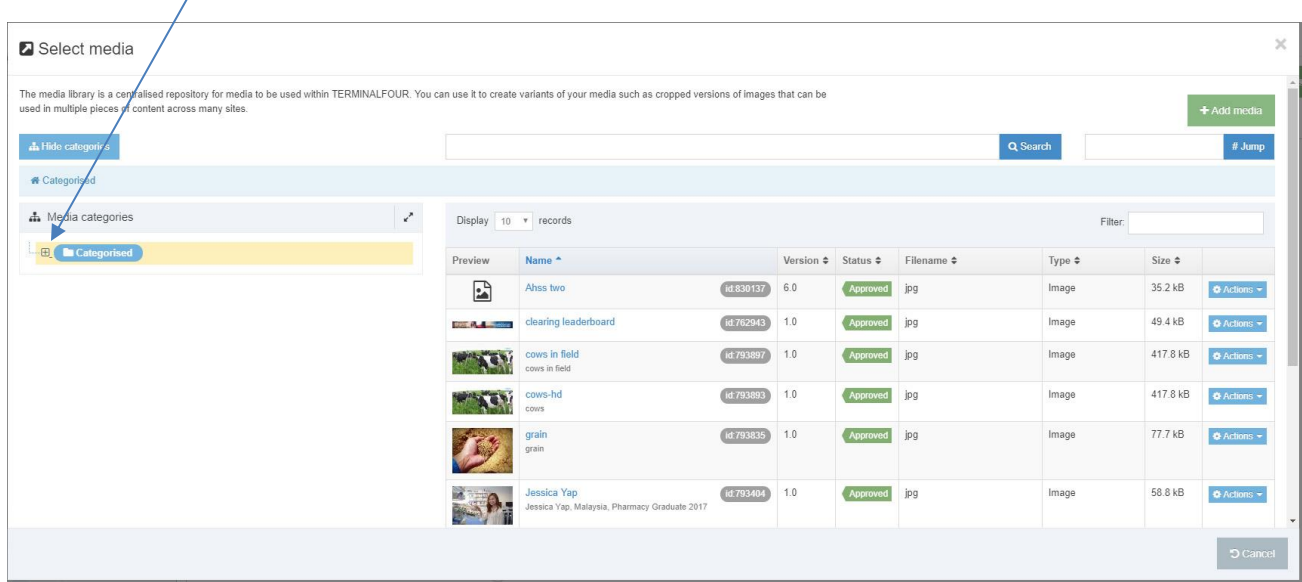


- Click Select Media

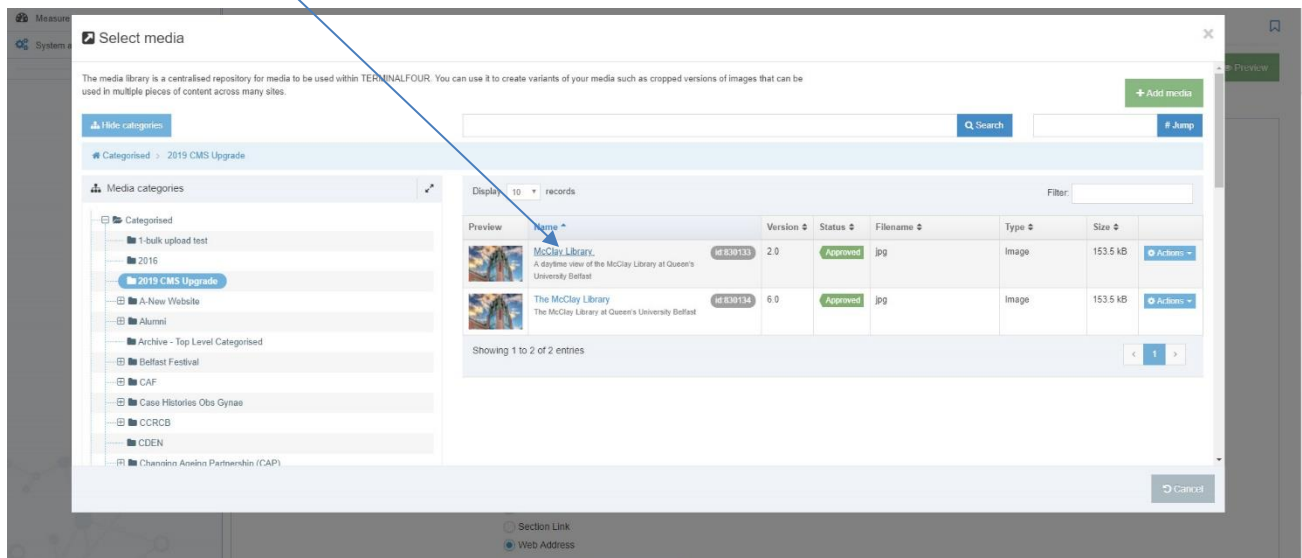
A screenshot of the Content Management System edit form for the 'DTP - One Horizontal' content type. The form is titled 'Content > new content' and has a 'Preview' button in the top right. It features several tabs: 'General', 'Content', 'Channels', and 'Options'. The 'Content' tab is active. The form contains the following fields: 'Name' (Research One Horizontal), 'Heading' (Research at Queen's), 'Introductory Text' (World Class Research at Queen's University Belfast), 'Sub Text' (Making a difference through our impact on the world), and 'Image Right' (with a 'Select media' button). Below these fields, there are radio buttons for 'CHOOSE Section Link OR Web Address OR None', with 'Web Address' selected. There are also buttons for '+ Add section link' and '+ Add content link'. At the bottom, there is a 'Web Address for Link' field with the value 'https://www.qub.ac.uk/Research/'. A tooltip points to this field with the text 'Complete this field if you have a web address'.

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- In the Media Library window, click the + sign beside Categories to expand the category structure:

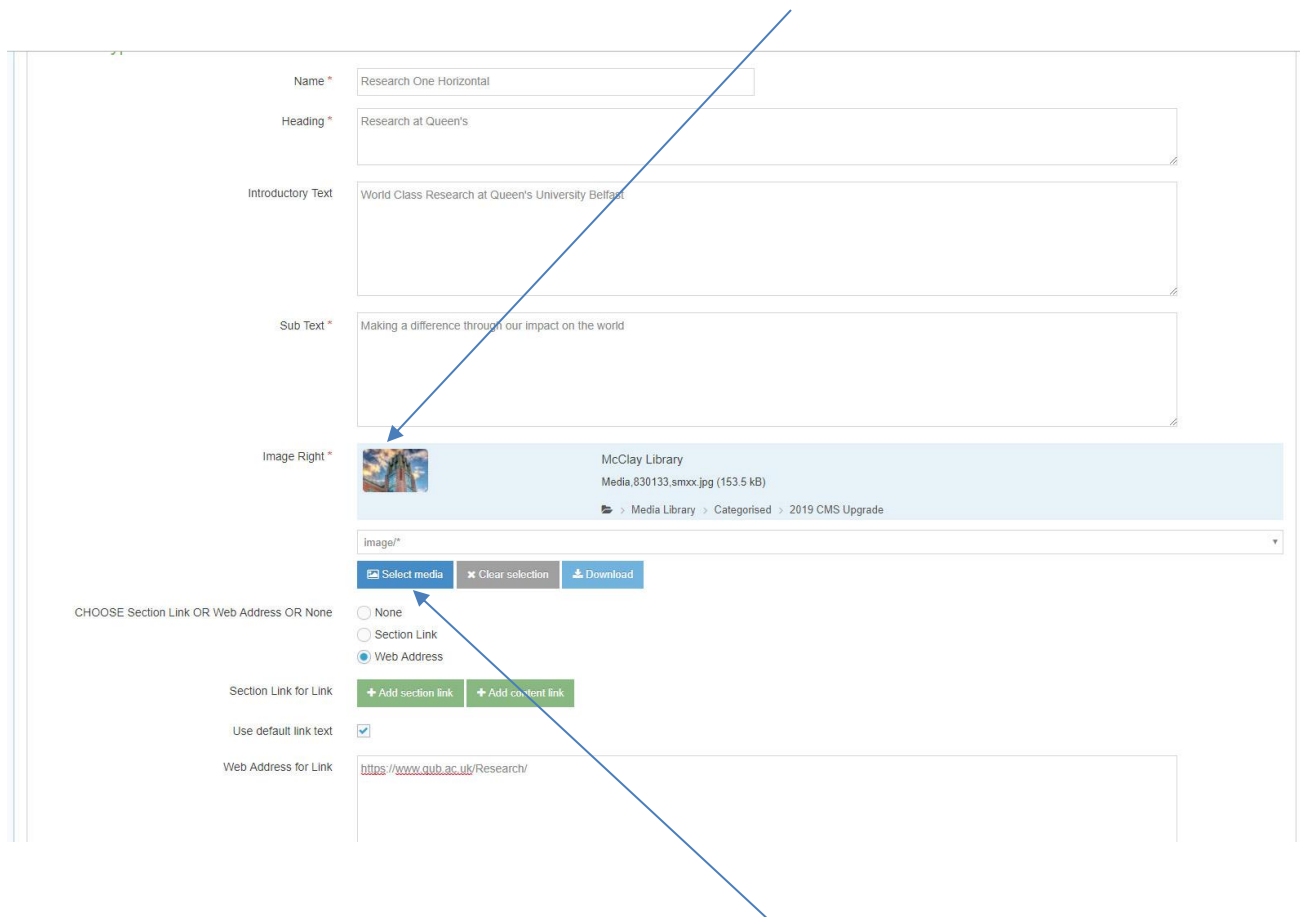


- Click on the name of the category where your images are located. The contents are displayed on the right side of the screen. Click the name of the image you wish to insert into the content type:



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- The image is inserted into the content type and its thumbnail is displayed:

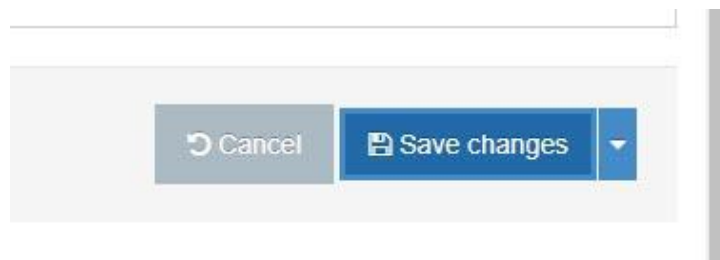


The screenshot shows a CMS form with the following fields:

- Name ***: Research One Horizontal
- Heading ***: Research at Queen's
- Introductory Text**: World Class Research at Queen's University Belfast
- Sub Text ***: Making a difference through our impact on the world
- Image Right ***: A light blue box containing a thumbnail of a building, the text "McClay Library", "Media,830133.smxx.jpg (153.5 kB)", and a breadcrumb "Media Library > Categorized > 2019 CMS Upgrade". Below this is a dropdown menu labeled "Image/*".
- CHOOSE Section Link OR Web Address OR None**: Radio buttons for "None", "Section Link", and "Web Address" (selected).
- Section Link for Link**: Two green buttons: "+ Add section link" and "+ Add content link".
- Use default link text**: A checked checkbox.
- Web Address for Link**: A text field containing "https://www.qub.ac.uk/Research/".

A blue arrow originates from the top right and points to the "Image Right" field. Another blue arrow originates from the bottom right and points to the "Select media" button.

- You can change the selected image by clicking Select Media and choosing a different image.
- Click Save Changes



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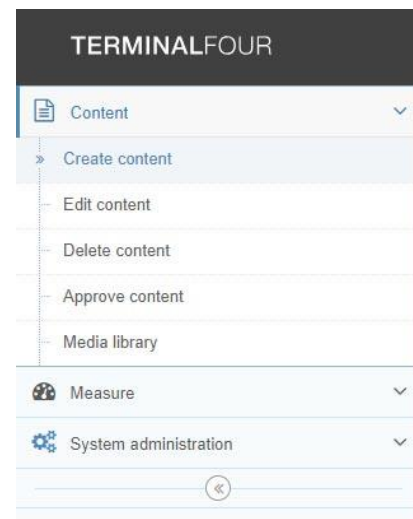
Inserting an Image from the Media Library into a Content Type

You can either insert a media item into a predefined field within a content type OR into the wysiwyg text editor.

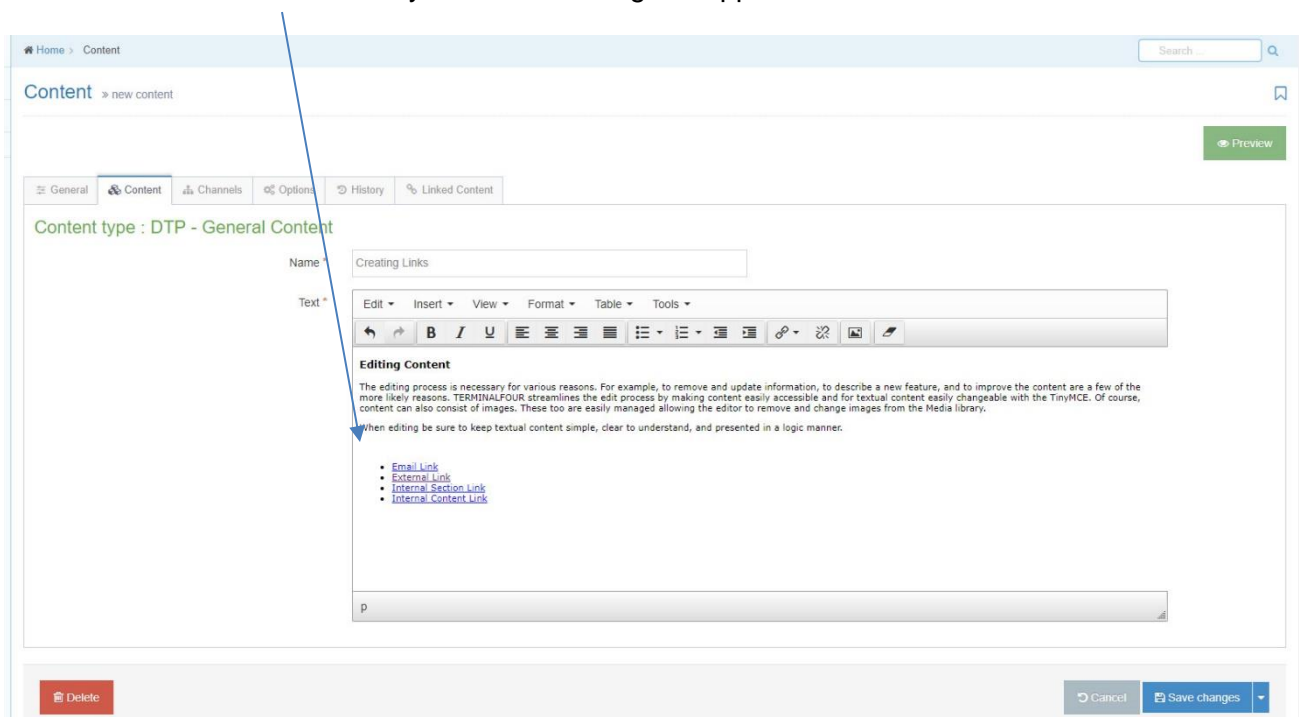
Insert a media item into the wysiwyg text editor.

The following example inserts an image into the General Content content type:

- Create/Modify the piece of content to open it in edit mode




- Insert the cursor where you want the image to appear:



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- Click the Insert from Media icon:



The screenshot shows the top toolbar of the CMS editor. It includes menus for Edit, Insert, View, Format, Table, and Tools. Below these are various icons for text formatting (bold, italic, underline, list, link, unlink, image, video) and a specific 'Insert from Media' button highlighted with a black box and an arrow.

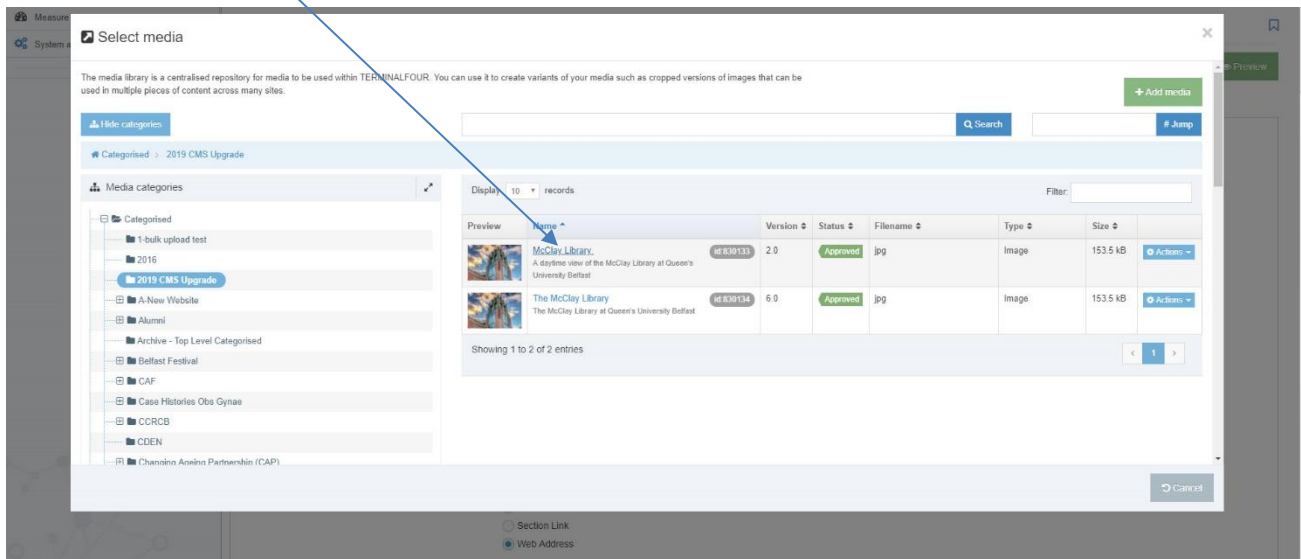
Editing Content

The editing process is necessary for various reasons. For example, to remove and update information, to describe a new feature, and to improve the content are a few of the more likely reasons. TERMINALFOUR streamlines the edit process by making content easily accessible and for textual content easily changeable with the TinyMCE. Of course, content can also consist of images. These too are easily managed allowing the editor to remove and change images from the Media library.

When editing be sure to keep textual content simple, clear to understand, and presented in a logic manner.

- [Email Link](#)
- [External Link](#)
- [Internal Section Link](#)
- [Internal Content Link](#)

- Click on the name of the category where your images are located. The contents are displayed on the right side of the screen. Click the name of the image you wish to insert into the content type:

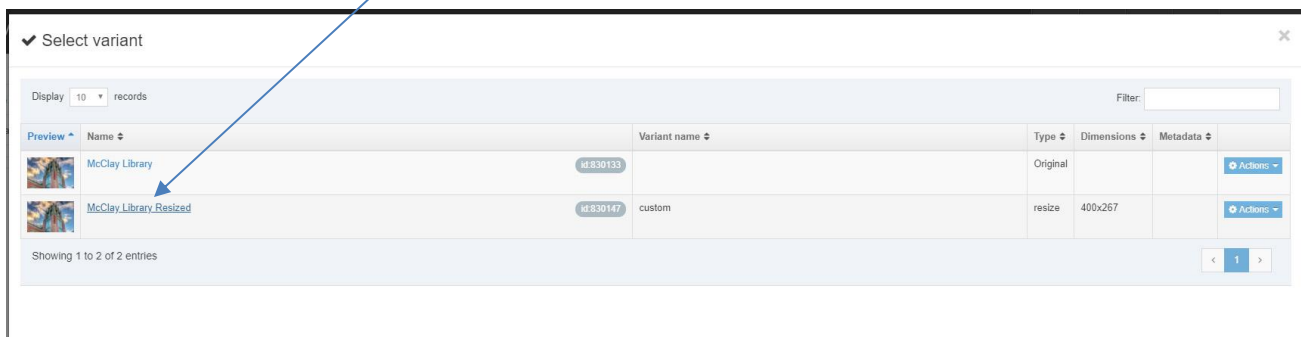


The screenshot shows the 'Select media' dialog. On the left, there's a tree view of media categories. The '2019 CMS Upgrade' category is selected. On the right, a table displays media items. A blue arrow points from the category name in the tree to the 'McClay Library' entry in the table.

Preview	Name	Version	Status	Filename	Type	Size	Actions
	McClay Library A daytime view of the McClay Library at Queen's University Belfast	id:830133	2.0	Approved	jpg	153.5 kB	Actions
	The McClay Library The McClay Library at Queen's University Belfast	id:830134	6.0	Approved	jpg	153.5 kB	Actions

Showing 1 to 2 of 2 entries

- If the image has any associated variants (resized or cropped versions of the original image), these will then be displayed:



The screenshot shows the 'Select variant' dialog. It displays a table of media variants for the 'McClay Library' image. A blue arrow points from the 'McClay Library' entry in the table above to the 'McClay Library Resized' entry in this table.

Preview	Name	Variant name	Type	Dimensions	Metadata	Actions
	McClay Library	id:830133	Original			Actions
	McClay Library Resized	id:830147	resize	400x267		Actions

Showing 1 to 2 of 2 entries

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- Click the title of the image you wish to insert. It will then be displayed in the text editor:

Home > Content

Content » new content

Preview

General Content Channels Options History Linked Content

Content type : DTP - General Content

Name * Creating Links


Text *

Edit Insert View Format Table Tools

Editing Content

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p

Delete Cancel Save changes

- In Preview, the inserted image will look similar to this:

QUEEN'S UNIVERSITY BELFAST

Queen's Students Staff Alumni News Staff Directory

STUDY RESEARCH INTERNATIONAL BUSINESS ABOUT

Trainingmod


CMS TRAINING » A SCHOOL SITE » STUDY AT THE SCHOOL » TRAININGMOD

Training 1 Training 2 Training 3 Training 4 Training 5 Training 6 Training 7 Training 8 Training 9 Training 10 Training 11 More Options

EDITING CONTENT

The editing process is necessary for various reasons. For example, to remove and update information, to describe a new feature, and to improve the content are a few of the more likely reasons. TERMINALFOUR streamlines the edit process by making content easily accessible and for textual content easily changeable with the TinyMCE. Of course, content can also consist of images. These too are easily managed allowing the editor to remove and change images from the Media library.

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- Email Link
- External Link
- Internal Section Link
- Internal Content Link

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- Click Save Changes

