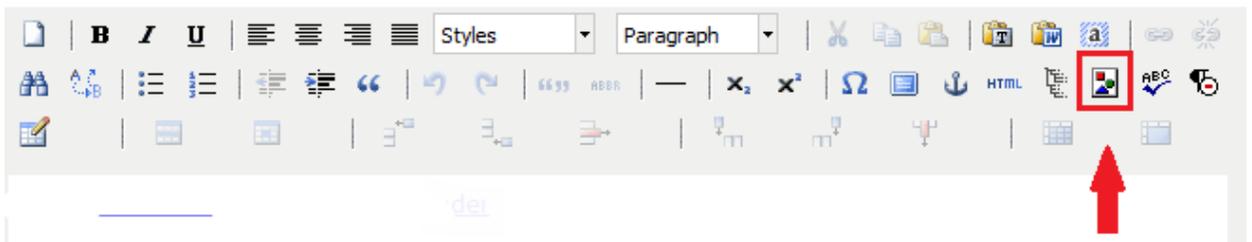


Uploading or Adding a Document / Photo to a Page

1. The first step to uploading a document/photo is to login to the Terminal 4 direct edit view within the site you wish to upload the document/photo to.
2. To upload a document/photo, first hover your mouse over the page content and select the “modify” option as if you were going to edit the content on the page.

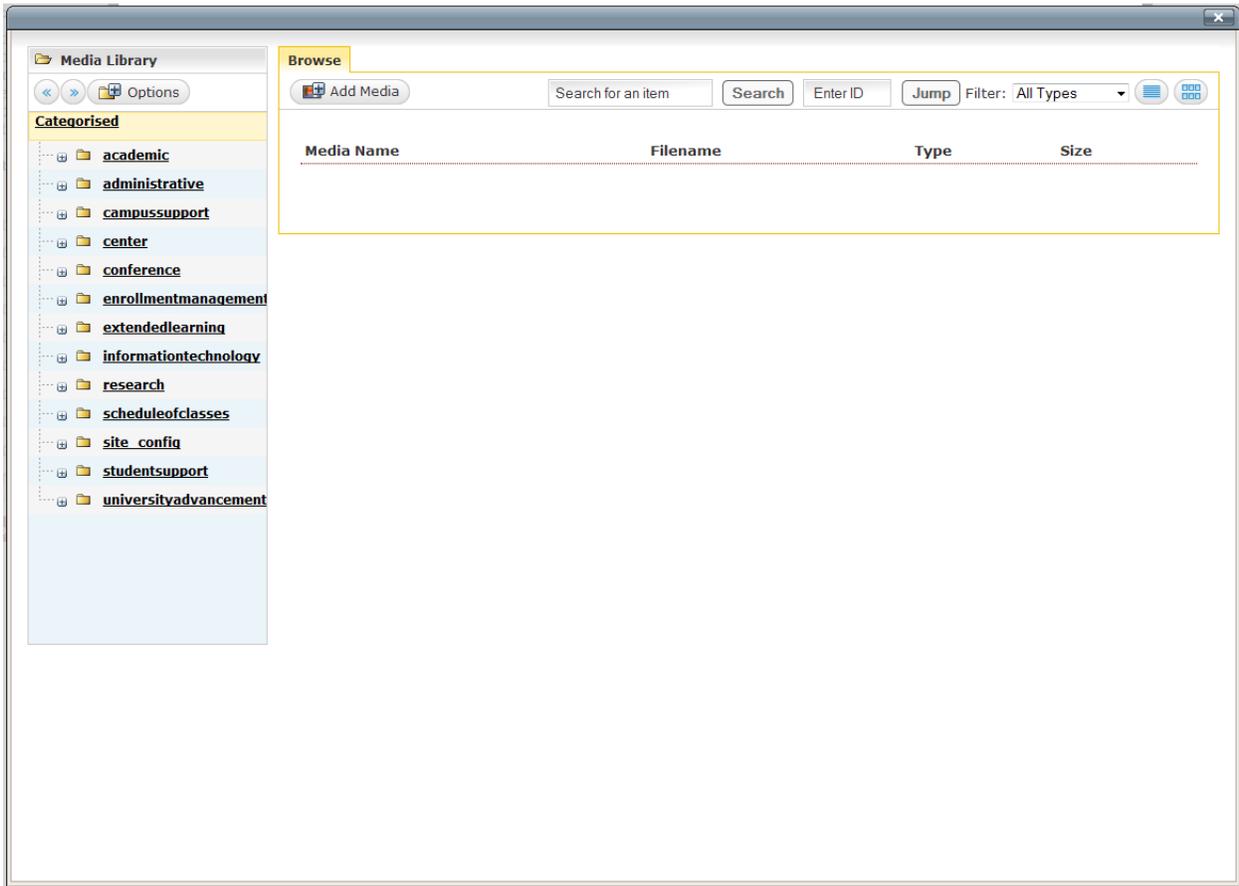


3. In the group of buttons above the body content field to the far right you will see a button that looks like a white square with a red square, a green circle and a blue triangle in it.

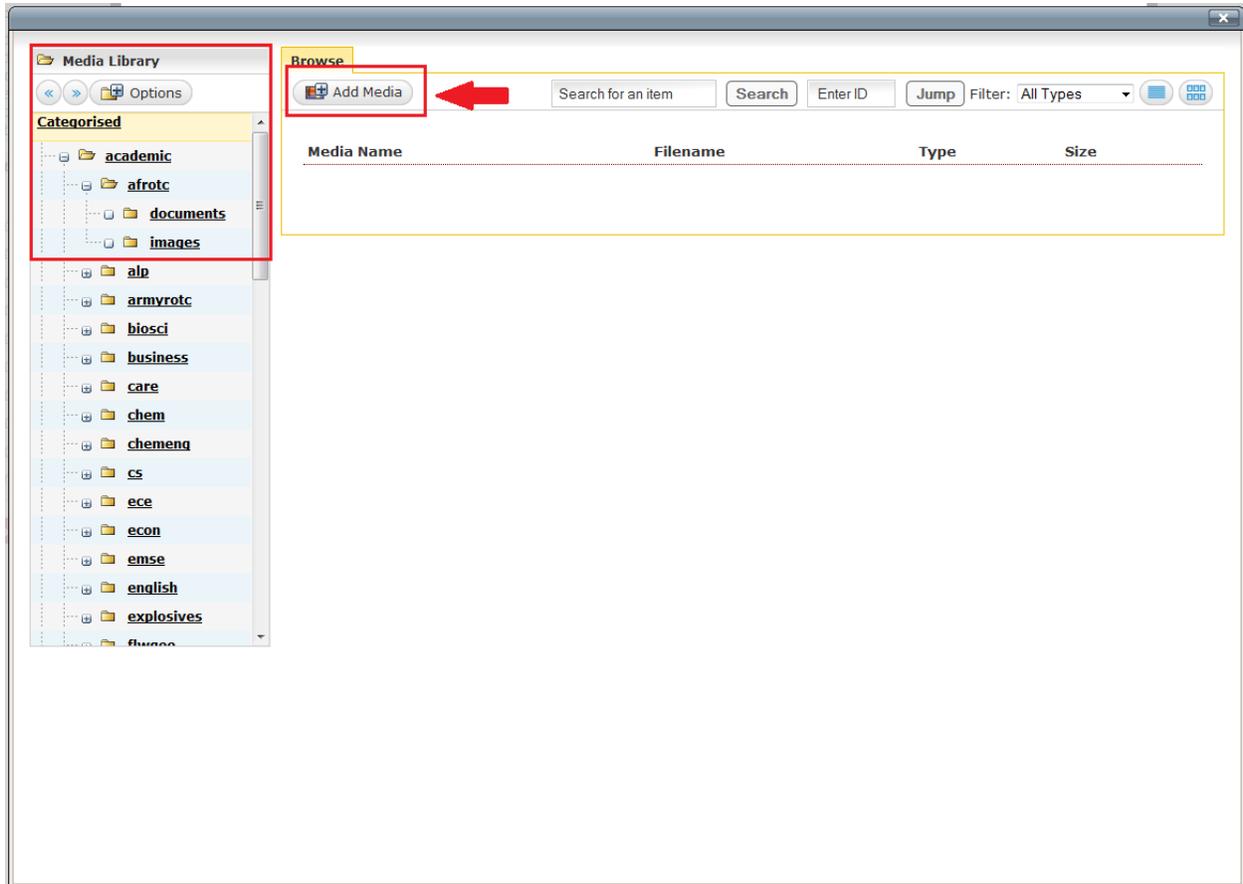


Upon hovering your mouse over it you should see the words “insert media”.

4. Click the “insert media button” button and it should open a window that looks like this.

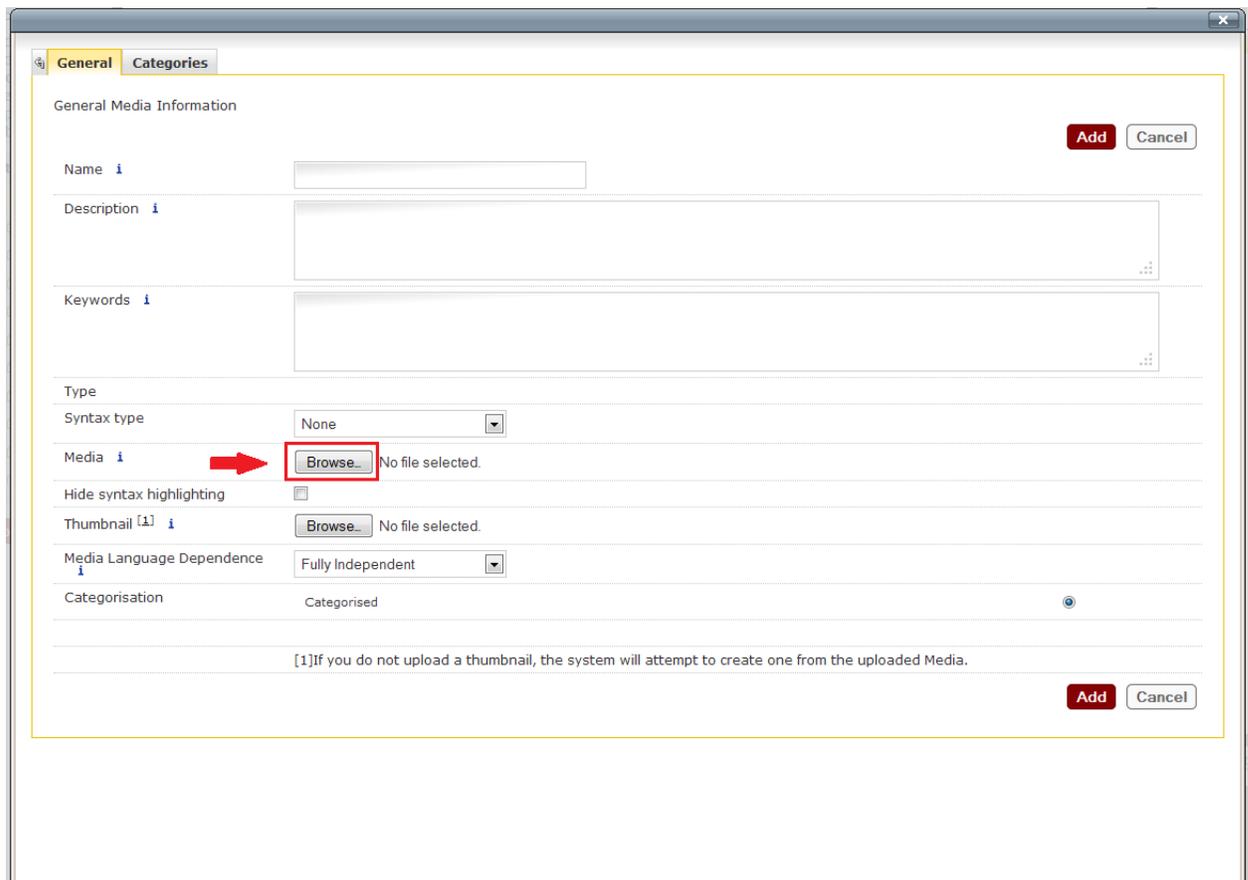


- From the insert media window navigate into the department folder where you would like to store the document/photo, preferably under the same department directory as the site that it will be added to under the folder titled “documents/images” (some sites may have an audio section as well) if there is one. Then you will want to click the “Add Media” button at the top of the window near the “Browse” tab. For information on how to find the directory in which you wish to place your content see navigating the full client.



If you are seeking to add a document/photo that already exists in a directory, navigate through the directories to the left until you find the proper location and skip to step 7.

6. After clicking the “Add Media” Button a window like the one below should appear. From this window, name your document/photo something distinct that you will be able to find for future use and you have the option of adding a description and keywords to make it easier to find the document/photo amongst others later on.
7. Finally click the browse button under the media section and select the document that you would like to upload. When you’re finished, click the “Add” button.

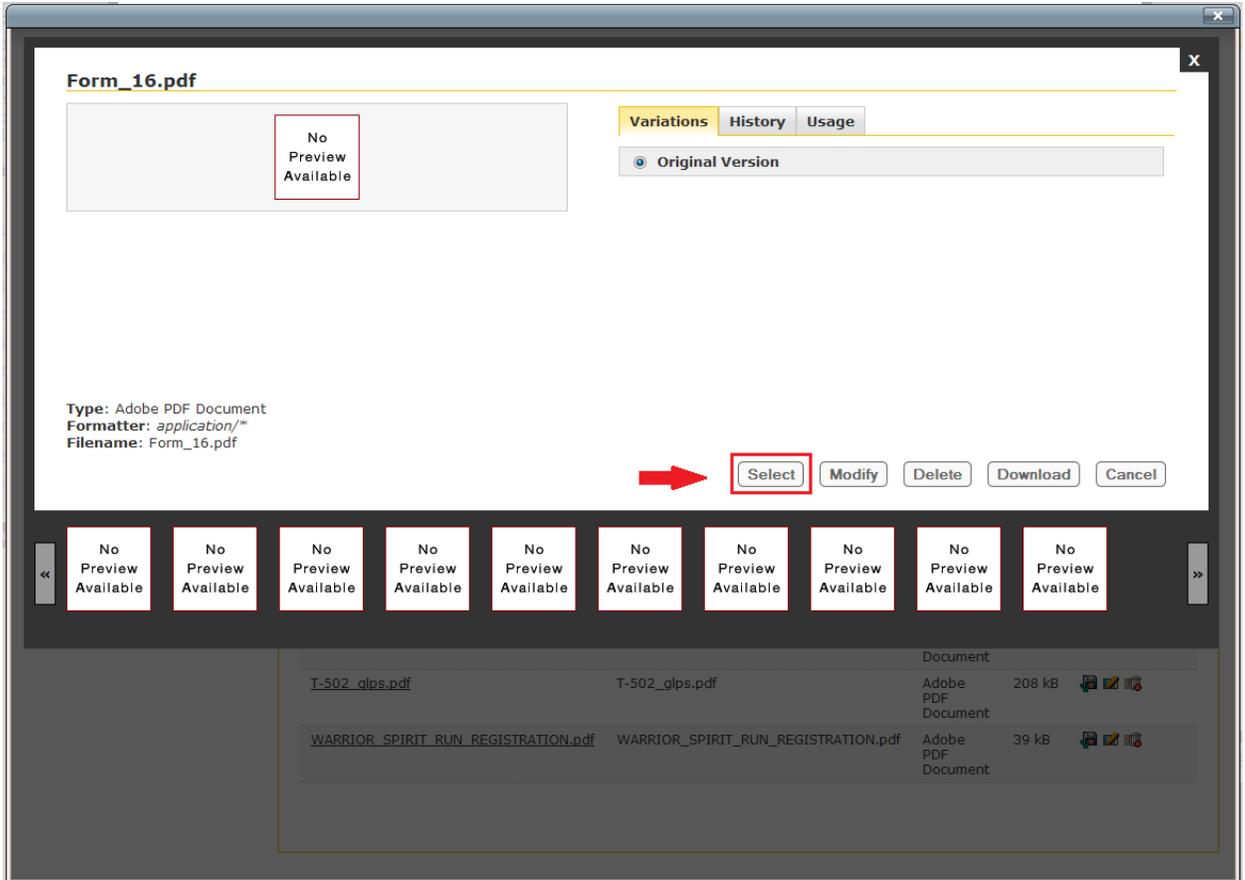


The image shows a dialog box titled "General Media Information" with two tabs: "General" (selected) and "Categories". The dialog contains several input fields and controls:

- Name:** A text input field.
- Description:** A large text area with a vertical scrollbar.
- Keywords:** A text area with a vertical scrollbar.
- Type:** A section header.
- Syntax type:** A dropdown menu currently set to "None".
- Media:** A section with a "Browse..." button highlighted by a red box and a red arrow pointing to it from the left. The text "No file selected." is displayed to the right of the button.
- Hide syntax highlighting:** A checkbox that is currently unchecked.
- Thumbnail:** A section with a "Browse..." button and the text "No file selected." to its right.
- Media Language Dependence:** A dropdown menu currently set to "Fully Independent".
- Categorisation:** A radio button labeled "Categorised" which is selected.

At the bottom of the dialog, there is a note: "[1]If you do not upload a thumbnail, the system will attempt to create one from the uploaded Media." and two buttons: "Add" (red) and "Cancel" (white).

- Once you've added the document/photo, locate it in the list of media under the directory you placed it and click on its name under the "Media Name" column. Once you click on the document/photo name you should be greeted by a window similar to this.



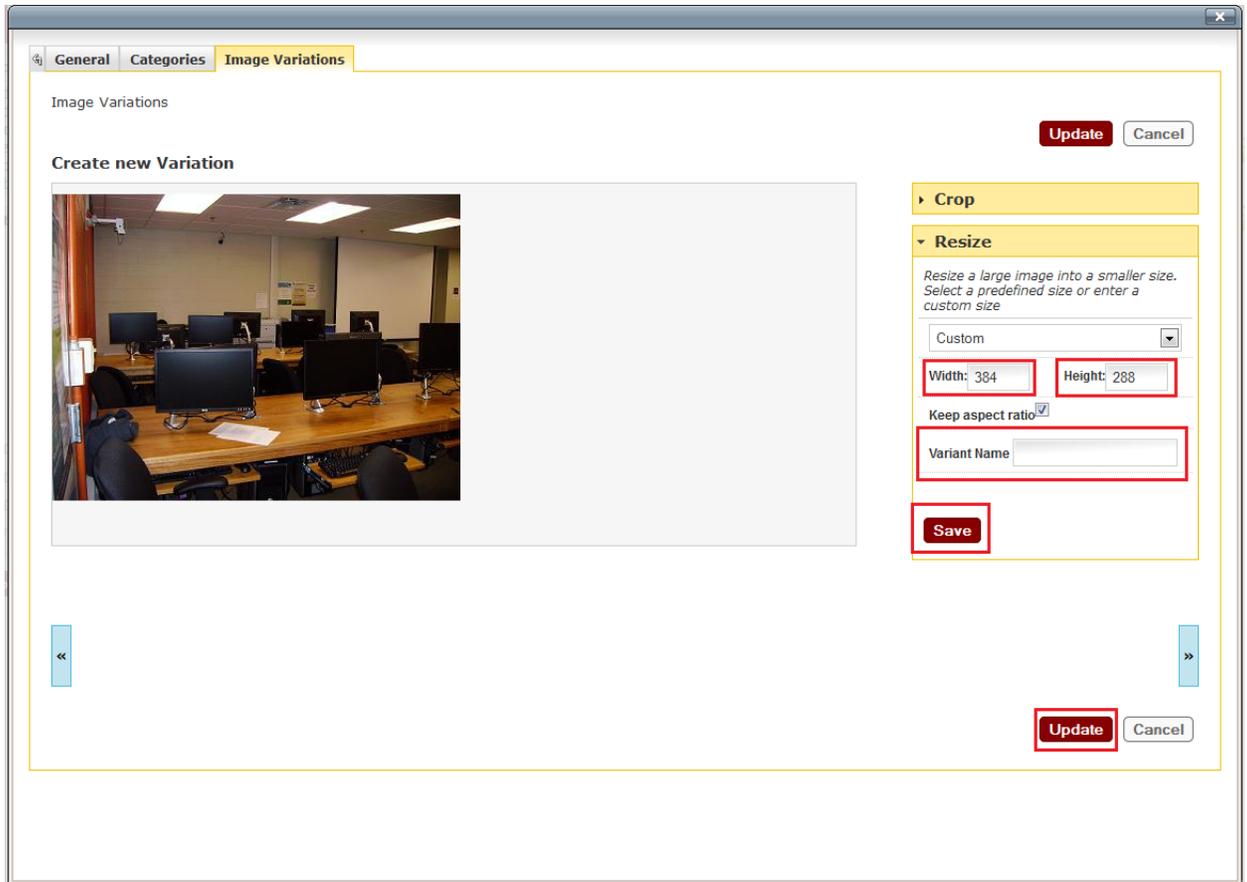
Click on the "Select" button and a link to the document will appear in the body content field.

9. (For photos) In the event that your photo is too large to fit on the page or if you just simply wish to alter the size, from the window below, click the “Add Variant” button.

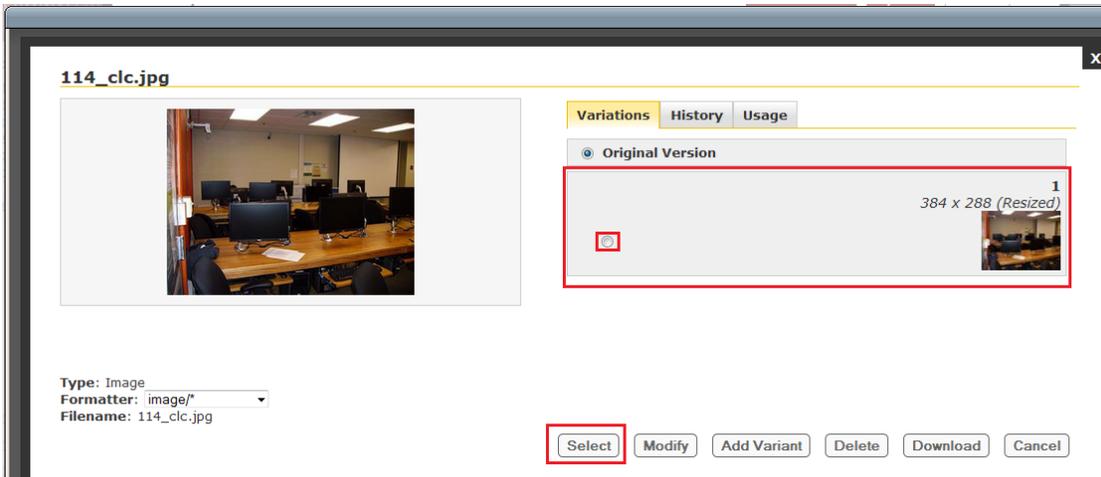
The screenshot shows a media management window titled "114_clc.jpg". It features a main image area on the left displaying a classroom with several computer workstations. To the right of the image are tabs for "Variations", "History", and "Usage", with "Original Version" selected. Below the image, there are fields for "Type: Image", "Formatter: image/*", and "Filename: 114_clc.jpg". A row of action buttons includes "Select", "Modify", "Add Variant" (highlighted with a red box and a red arrow pointing down), "Delete", "Download", and "Cancel". At the bottom of the window is a horizontal scrollable gallery of various photos. Below the gallery is a table listing media items.

2013_Black_New_Iberia	1457537_596394467086277_1334918194_n.jpg	Image	9
2013_Gold_New_Iberia	CIMG1477.JPG	Image	9
aboutmatt.jpg	aboutmatt.jpg	Image	1
airshot.jpg	airshot.jpg	Image	2

10. From this window you can crop (cut off sides from a photo to change its size or remove unwanted photo elements) and or resize the image as you like (the average image size is no more than 500x500 so if you image exceeds that reduce the largest margin to 500 and the other margin will size itself accordingly, Ex. 3000x400 scales to 500x67).When you are done modifying the photo, give a name to the “Variant Name” section like “<filename> scaled” or something to indicate it as the version you wish to use then click save and then update.



Click on the “select” button and a link to the document will appear in the body content field.



11. Once you've completed the updated steps, re-select the picture from the list and you will now have a window like this with an original version and the variant. Click the bubble for the variant that you created and click select and now the photo in your body content will be the scaled/re-sized image you created.

