

How to upload an image into the Media Library.

Before you add an image to the Media Library in the CMS, you need to make sure that you have SOURCED the image correctly by ensuring you have copyright permission to use it and that you have OPTIMISED the image for use on the web.

Images are uploaded to the Media Library from your own computer.

To upload an image to the Media Library:

1. Click on Content
2. Click on Media Library
3. The Media Library is displayed. On the left panel, you can see the list of folders or categories that you have access to. On the right panel, the contents of the selected category are listed.
4. Click the + sign beside Categorised to display the folders you have access to. In this example, I have access to a top category called CMS Web Site and therefore all the sub categories within it. And I also have access to a sub category within Schools, called A School Site.

This icon tell me that I have write access to these folders, in other words I'm allowed to upload images to them.

I can also see the category A New Website. This is a category that all CMS users can currently see and browse, but cannot upload images to.

5. I'm going to add an image to the folder CMS Web Site. Click on the folder to select it and it's contents will be displayed on the right side of the screen. When you click on a folder, the Add Media option is displayed.

6. Click Add Media

7. Click to locate and upload the image. Images are uploaded from your own computer.

8. I have located the image in my Optimised Images folder on my computer.

9. Click on the image and it's now uploaded to the Media Library.

8. Type a name for the image - The Lanyon Building

9. This image is purely for decorative layout purposes, so it doesn't require a description. However, if your image was specific to providing contextual meaning to your content, such as an image of a Queen's professor being awarded a research grant, then you would add a description into the Description field.

10. Leave the advanced options as they are.

11. You can add some keywords into the metadata field. These are used by the CMS to search for images that you have access to. For example, Lanyon Building daytime.

12. Click Save Changes.

13. The media has been added and you can see it listed in the folder that you selected.

You can now return to the Site Structure and the image is ready to be used in a piece of content.

Editing an Image

If you want to change the image you have uploaded, for example, if you have made further edits to it on your own computer and you want to re-upload the image to overwrite the one that's already there, you can do this by accessing the Actions menu to edit the image.

1. To return to the Media Library, click Content/Media Library. The Media Library remembers the category you were previously working in. Scroll to locate your image.
2. Click on Actions
2. Below the Preview of the existing image, click to locate and upload an updated image.
3. Check the other fields to make sure everything is still accurate.
4. Click Save Changes.

The result of this edit is that any instance of where this image has been inserted into a piece of content, that content will automatically update and appear on the live site in the next scheduled publish.