

## Chapter 5: Media Manager\*\*WIP

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### Media Manager:

The initial view of the Media Manager screen presents all existing root directory media folders and images, and three text input fields. This manager allows you to perform 3 basic tasks:

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Create (and remove) directories for your media files

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Upload media content to any folder, or delete existing media files

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Retrieve the code (full URL) needed to use the media in your site

### To create a new directory:

In the Create Directory text box, enter a name for the new directory, and then click the 'Create' icon on the toolbar. The directory will then be created and available to you for storing your files. This will be a sub-directory under the main directory (initial view). It will be shown as a new folder in the Media Manager window.

**NOTE:** Creating directories is only possible if your server has 'safe mode off!' (You can check this setting from the Menu: System / System? Information: PHP settings) . If "Safe Mode" is on, you can ask to have this turned off by your Internet Service Provider. If this setting is 'On', you will have to create your directories using your FTP software.

You can delete a directory by clicking on the 'Trash Can' icon under the image of the corresponding folder. Clicking the 'Folder' icon itself will switch to the contents of that directory.

### Uploading a file:

To upload a file, either enter the location of the files on your hard drive into the text box, or click the 'Browse' button. The 'Browse' button will open a new pop-up window, from which you can navigate to the location on your hard drive to the file that you want to upload. Select the directory that you wish to upload the file to. Click the 'Upload' icon in the Toolbar. Your image or document will upload and then be available in the chosen directory.

### Deleting a file:

To Delete a file, click the 'Trash Can' icon under the image of the file in the Media Manager window.

### Retrieve a file's hyperlink:

Click the 'pencil' icon of the file in the Media Manager screen. This will enter the hyperlink code into the 'Code' field'. This can then be used by copying and pasting the code into for example, a content item or module text box.

**NOTE:** Make sure your files have the correct file extension for their image or document type. This will help you to organize the images or files within the Media Manager into appropriate directories.

To learn how to upload and manage your media files, click:

[Media Manager](#)

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Note: If you have suggestions/corrections for this text, please visit the [Suggestions, Modifications and Corrections](#) forum.

Thank you!

Michelle Bisson

Documentation Team Co-Leader