

Media Manager

Last Updated Monday, 09 April 2007

Type:

com_media

Access:

menu=>Site=>Media Manager

or

Quick Icon=>Media Manager

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Media Manager

Description:

The Joomla! Media Manager is the main control screen for all the various images that can be used in Content Items and various Menus, Category, and Section displays. From here it is possible to upload new images, edit existing image details, and create new directories.

NOTE: It is not possible to move or copy images between directories in the standard Media Manager. This task must either be carried out directly in the `joomla_root/images` directory of the Joomla! web site, or an Extension needs to be added to the installation to allow this functionality.

NOTE: The Media Manager is not the only location where images are stored in a Joomla! installation. Individual

extensions and templates may very well have there own image directories.

Toolbar:

Upload: Click the Upload icon to transfer an image file from a local computer to the joomla_root/images directory. Ensure that the action is activated whilst in the desired directory where the new image is to be stored. This function is used in conjunction with the File Upload field below

Create: Click the Create icon to create a new directory within the joomla_root/images directory tree. Ensure that the action is activated whilst in the desired directory where the new directory is to be stored. This function is used in conjunction with the Create Directory field below.

Cancel: Click the Cancel icon to exit the Media Manager and return to the Control Panel screen. Any details entered but not actioned will be lost.

Help: Click the Help icon at any time to view this Help Screen.

Other Fields:

Create Directory: Enter the name of a new directory in this field before clicking the Create icon. The new directory appears as a sub directory in the current directory of the joomla_root/images directory.

Image/URL Code: This field displays the URL address - with the appropriate HTML tags attached - of a media file when it is selected from the Media Manager workspace. This facilitates copying and pasting the media file URL into a Content Item for example, in the Front-end.

Directory: The Directory field displays the current active directory name and provides a navigational aid for moving around the Media Manager simply by clicking the reveal arrow and selecting the desired target directory from the list. The location will change accordingly.

File Upload: This field is used in conjunction with the Upload icon to identify and then transfer a new copy of a media file from a local computer to the joomla_root/images directory tree. To trace the file click on the Browse button. This will open the File Upload dialogue window. Navigate to the location of the desired media file on the local hard drive. Select the media file and click the Open button. The dialogue window will disappear and the path to, and name of, the media file will appear in the File Upload field. Click the Upload icon to complete the transfer of a copy of the media file from the local computer to the joomla_root/images/ directory tree.

NOTE: There is usually an upper limit to the size of image files that can be uploaded through the Media Manager. This upper limit is indicated by, for example, "[Max = 8M]", which indicates that files bigger than 8 megabytes cannot be uploaded. This limit is set in the PHP configuration file (php.ini) and may differ between web servers and web hosts. The limit cannot be altered from within Joomla! Some hosting companies do not allow the limit to be altered at all!

To allow larger files to be uploaded it will probably be necessary to increase the `upload_max_filesize` and the `post_max_size` settings.

For very large files it may also be necessary to increase the `max_execution_time` and the `memory_limit` settings.

Up Directory: Click the Up Directory icon to move back up the Media Manager directory hierarchy by one level.

Related Information:

Site Mambot: Edit [MOS Image]

Site Mambot: Edit [MOS Image Editor Button]

Site Mambot: Edit [TinyMCE WYSIWYG Editor]

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

