

# Media management

## Visual

When adding a visual

Select media

## New visual

You can upload a new visual non-existing in the library

### Select media

Upload new image

Choose existing media

Site \*

1

- Select a value -

Name \*

Characters: 0

2

Image \*

Choisir un fichier

3

One file only.

1 MB limit.

Allowed types: png gif jpg jpeg.

Images larger than 1920x1280 pixels will be resized.

Revision log message

Briefly describe the changes you have made.

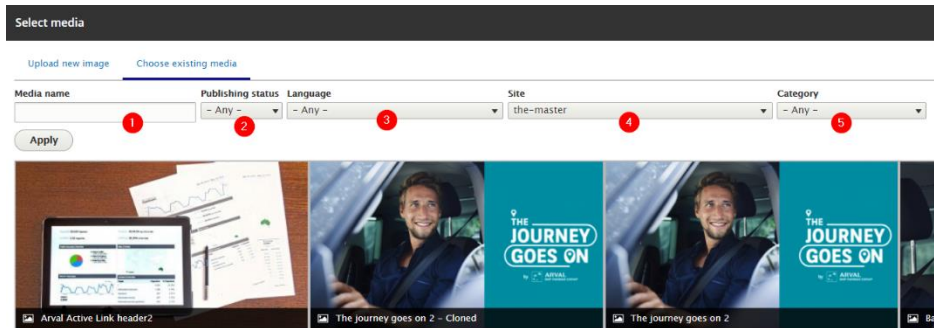
Save image

4

Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Name	Choose a name that can be find later in the library ⚠️ Two visual cannot have the same name ⚠️
3	Image	Upload the visual
4	Save Image	Save the visual in the library

## Existing visual in library

If the visual already exists, you can search it with the tool.

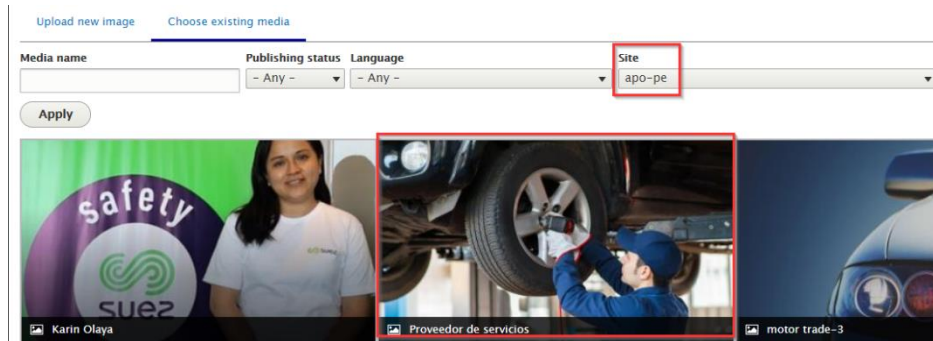


Number	Title	Description
1	Media name	Search the visual directly with it name
2	Publishing status	Filter by publish/unpublish visual
3	Language	Filter the language of the visual
4	Site	Filter the website where is display the visual
5	Category	Not use

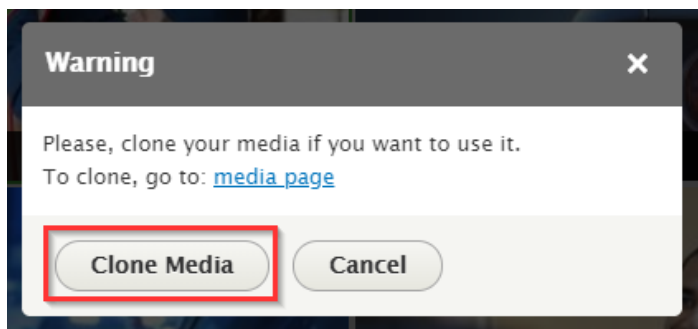
## Duplicate visual

You can duplicate visual from another website.

Select another website you are login and click on a visual



A pop-in appears. Click on "Clone media":



Then select the website you are login and click on "Clone":

[Home](#)

Do you want to clone the *Media* entity named *Proveedor de servicios*

Select the site into which you want to clone the entity \*

the-master

Clone

Abort

The visual is now duplicated. Translate the name and alt text:

### Edit *Image Proveedor de servicios - Cloned*


[Edit](#)
[Delete](#)
[Clone](#)
[Translate](#)


[Home](#)

✓ The entity *Proveedor de servicios (13984)* of type *media* was cloned

Site \*

Name \*  
 Characters: 31 1

Image \*  


Alternative text \* 2  
  
 Short description of the image used by screen readers and display  


⚠ This crop definition affects more usages of this image

▶ CROP IMAGE (CROPPING APPLIED) 3

Revision information  
 No revision  Create new revision

Number	Title	Description
1	Name	Translate the media name <span style="color: yellow; font-weight: bold;">⚠</span> Two visual cannot have the same name <span style="color: yellow; font-weight: bold;">⚠</span>
2	Alternative text	Use when visual cannot be display.
3	Crop image	Choose each crop for each dimension case

## Crop media

▼ CROP IMAGE (CROPPING APPLIED)

**Crop 1:2**

Used in Item 5 visual entries  
Cropping applied.

**Crop 1:1**

Used in:  
- 1 to 4 foldable argument  
- 2 to 4 long arguments  
- Foldable item  
- Testimonials  
- Mosaic 1/2 arguments  
- 4 picto car arguments  
- 3 columns carousel  
Cropping applied.

**Crop 2:1**

Used in:  
- Testimonials mobile  
- Video carousel  
- Picture gallery  
Cropping applied.

**Crop 3:1**

Used in:  
- Slider large desktop  
- Full picture  
- Team category image  
Cropping applied.

**Crop 3:2**

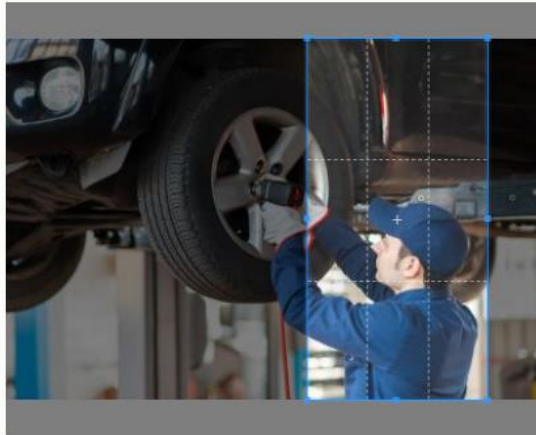
Used in:  
- Slider tablet  
- 1 to 4 foldable arguments mobile  
- 2 foldable arguments  
- Title text image CTA  
Cropping applied.

**Crop 5:1**

Cropping applied.

**Crop 7:1**

Used in:  
- Reinsurance  
- Marketing banner image  
Cropping applied.



Reset crop

## Documents

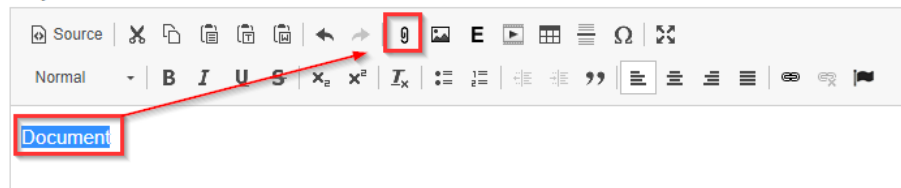
Can be added in a Rich Text Editor.

Select the text that will contain the document link:

HTML

Title

Body \*



Document

Upload and add a "Title" for the document. Then "Save".

**Add File**

File \*

Aucun fichier choisi

Title

Populates the title attribute of the link, usually shown as a small tooltip on hover.

*Document created by Datawords - validated by Arval - strictly confidential - August 2020*