

# Manage Media (Visuals/Document)

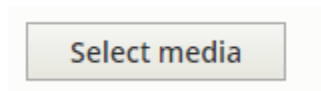
- Integrate media
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## Integrate media

When creating a page you can add media directly with a paragraph and the text tool.

## Visual

When adding a visual



## 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 Aut **3** fichier choisi

One file only.  
1 MB limit.  
Allowed types: png gif jpg jpeg.  
Images larger than 1920x1280 pixels will be resized.

Revision log message

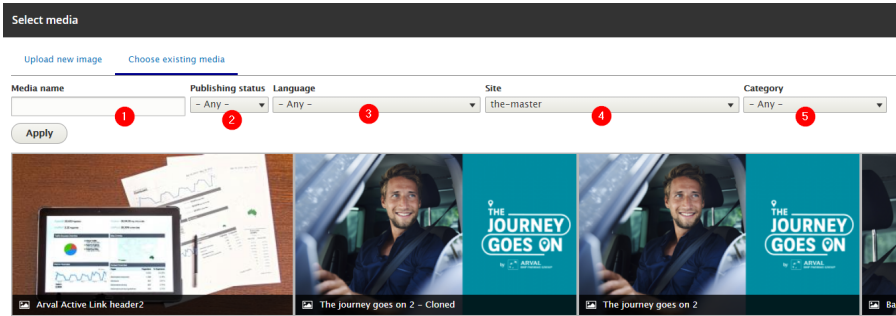
Briefly describe the changes you have made.

Save image **4**

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

## Existing visual in library

If the visual already exist you can search it with the tool.



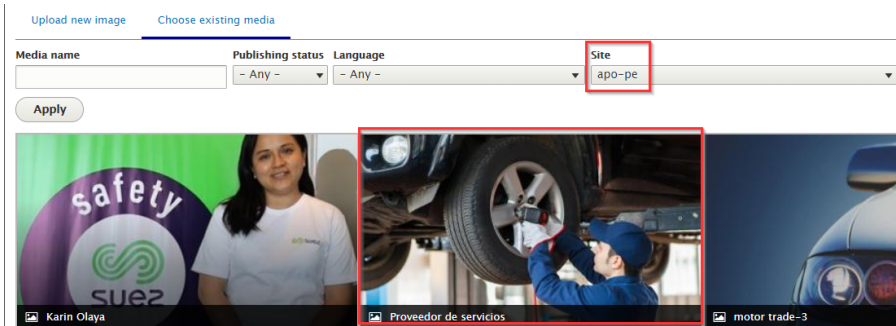
Number	Title	Description
1	Media name	Search the visual directly with it name
2	Publishing status	Filter by publish/unpublish visual
3	Language	Filter the language of the visual
4	Site	Filter the website where is display the visual
5	Category	Not use

## Duplicate visual

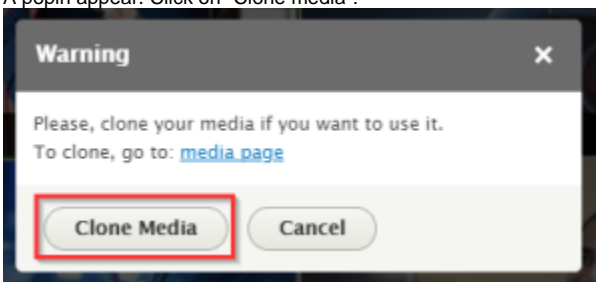
You can duplicate visual from another website.

**⚠ Always make sure that the other country granted you the right to use the visual ⚠**

Select another website you are login and click on a visual



A popin appear. 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 duplicate. 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 \*

the-master ▼

Name \*

Characters: 31

Proveedor de servicios - Cloned **1**

Image \*



Alternative text \* **2**

Service supplier

Short description of the image used by screen readers and display

 Service\_supplier\_0.jpg (198.84 KB)

 This crop definition affects more usages of this image

[▶ CROP IMAGE \(CROPPING APPLIED\)](#) **3**

Remove



Revision information

No revision

Create new revision

[Save](#)

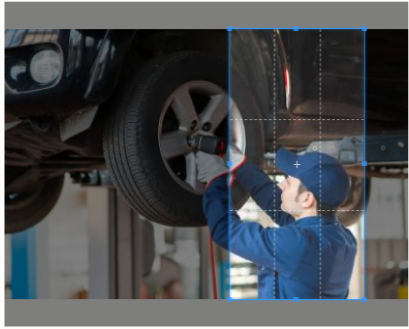
[Delete](#)

Number	Title	Description
<b>1</b>	Name	Translate the media name  Two visual cannot have the same name 
<b>2</b>	Alternative text	Use when visual cannot be display.
<b>3</b>	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 carouselCropping applied.
- Crop 2:1**  
Used in:
  - Testimonials mobile
  - Video carousel
  - Picture galleryCropping applied.
- Crop 3:1**  
Used in:
  - Slider large desktop
  - Full picture
  - Team category imageCropping applied.
- Crop 3:2**  
Used in:
  - Slider tablet
  - 1 to 4 foldable arguments mobile
  - 2 foldable arguments
  - Title text image CTACropping applied.
- Crop 5:1**  
Cropping applied.
- Crop 7:1**  
Used in:
  - Reinsurance
  - Marketing banner imageCropping applied.



Reset crop

## Documents

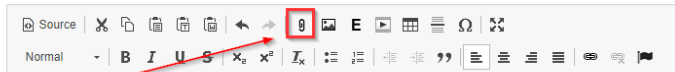
Can be add in a Riche Text Editor.

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 \*

Choisir un fichier Aucun fichier choisi

Title

Document

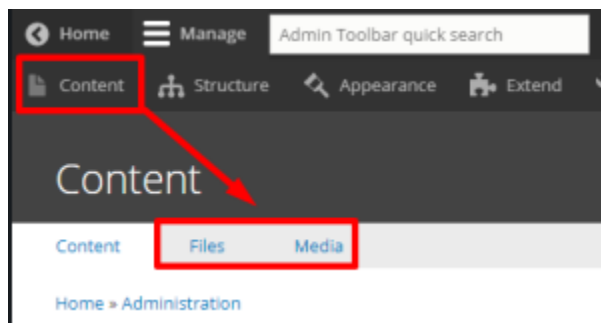
Populates the title attribute of the link, usually shown as a small tooltip on hover.

▶ ADVANCED

Save

## Manage media

You can also manage media directly in the media library.



Go in **Content** page then two tabs are available:

- File: List only the available file (No managing here)
- Media: Managing of visuals

## Media

### Media

Content Files Media

Table Grid **1**


Home > Administration > Content

Add media **2**

**3**

Media name	Type	Published status	Language	Site	Category
	- Any -	- Any -	- Any -	CORP-the-master	- Any -

Filter

Image	Media name	Type	Site	Category	Author	Status	Updated	Operations
	Ofertas para flotas - Cloned	Image	CORP-the-master		gdevivar	Published	23/11/2020 - 16:48	Edit <b>4</b>

Number	Description
1	Display in list or grid
2	Adding a new visual

3	Easily find existing visual
4	Edit the name or alias Or delete the visual