

Adding Files

To add a new asset, go to the 'files' tab in the main menu.

From here you can search for an existing asset or add a new assetfile.

To add files, click 'Add Files' on the file uploader and select the files you want to upload.

Your chosen files will appear in the file uploader. Files can be removed from this list and more files can be added. To upload the files, click 'Upload files' underneath the file uploader.

The newly added files will appear in a list above the file uploader. From here, you can edit file information by clicking the edit link, or remove the file by clicking on the delete link.

You can update the title, add credit and all text or change the file. To save your changes, click 'Update'. To discard any changes, click 'Cancel'.

When finished, click on the save button in the top right hand corner or cancel to discard any change

The tabs 'List tags' and 'add tags' allow admin users to search for a file using a tag name they add using these options. In other words you can group files within a search by adding tags. **Note:** This is for admin purposes only

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<http://www.youdu.co.uk/KBV2/KnowledgebaseArticle10033.aspx>

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