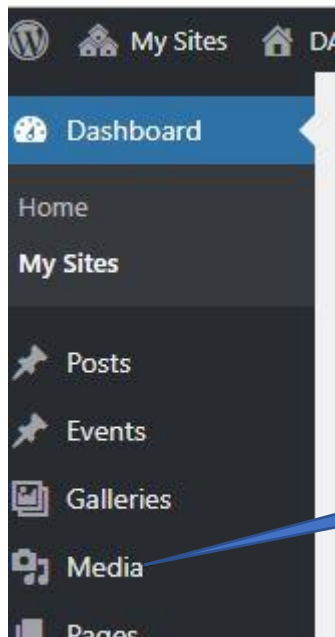


DNBC Website: Media Library

Media Library

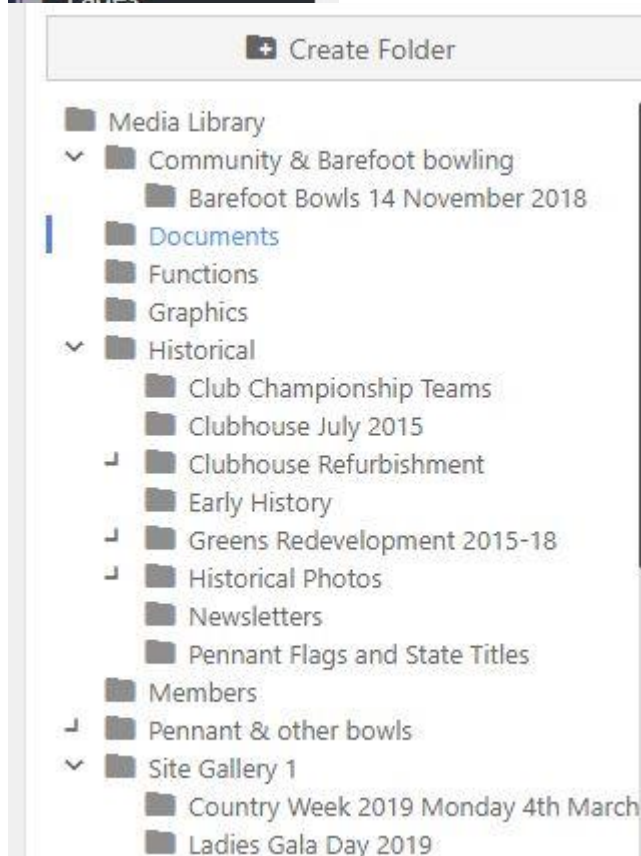


The media library is where all images and documents are stored. They can then be added to website pages.

Note: There is a limit to the size of any single image or document. In general, the limit is 10 MB.

For most purposes the size of images should be kept to about 750KB or less.

Click *Media* to access the library.



You will find many images and documents in the library. They are split into different folders to make finding an individual or group of images easier.

Currently, all documents are in a single folder. This folder should be checked regularly, and documents no longer needed should be removed.

There are a great number of image folders as these are usually kept for a long time for historical purposes, but the same applies; remove those not needed.

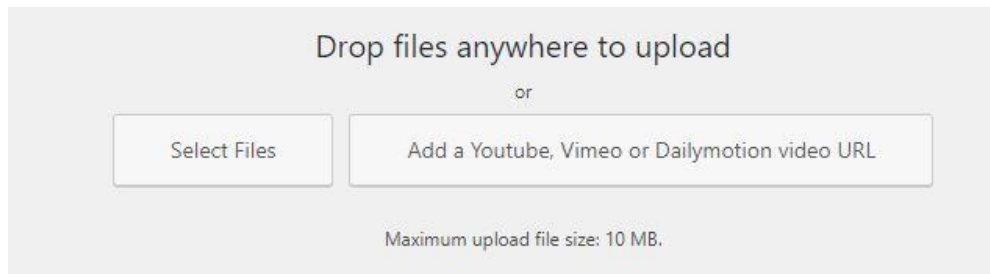
Use this bar to scroll to other media folders

The folder system is much like a computer folder system; you can have sub-folders under each main folder.

DNBC Website: Media Library

Add new images or documents to the library

1. Select the folder in which you want to add images or documents, or create a new folder or sub-folder.
2. Click the *Add New* button at the top of the screen to show this



3. Click *Select Files*- you will be taken to File Explorer to find the document or images to upload. Select as many as you like. They will be added to the documents or images already in the folder.