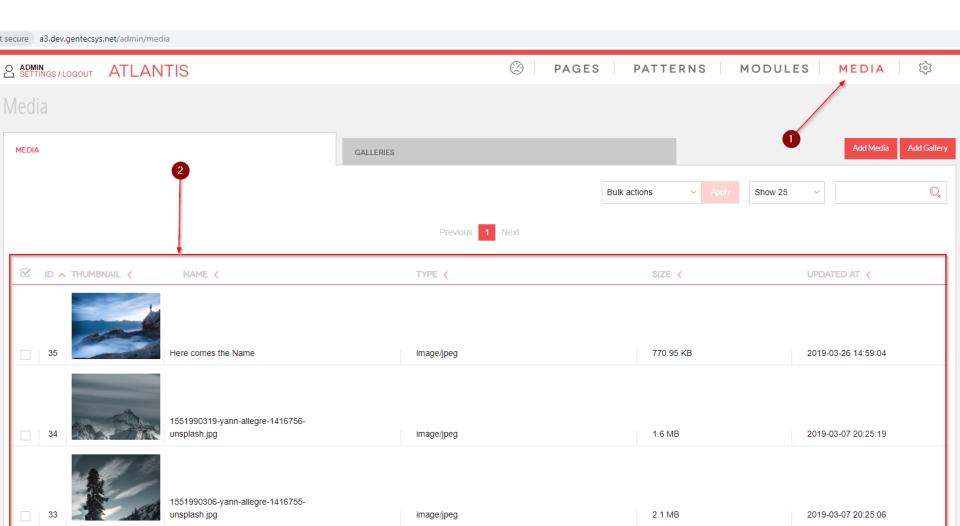


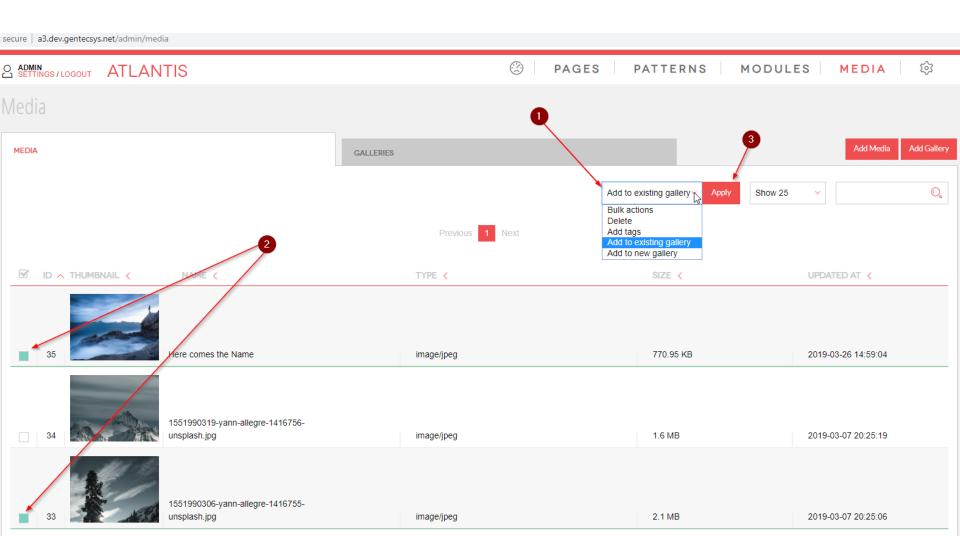
CMS Manual

Manage your media files

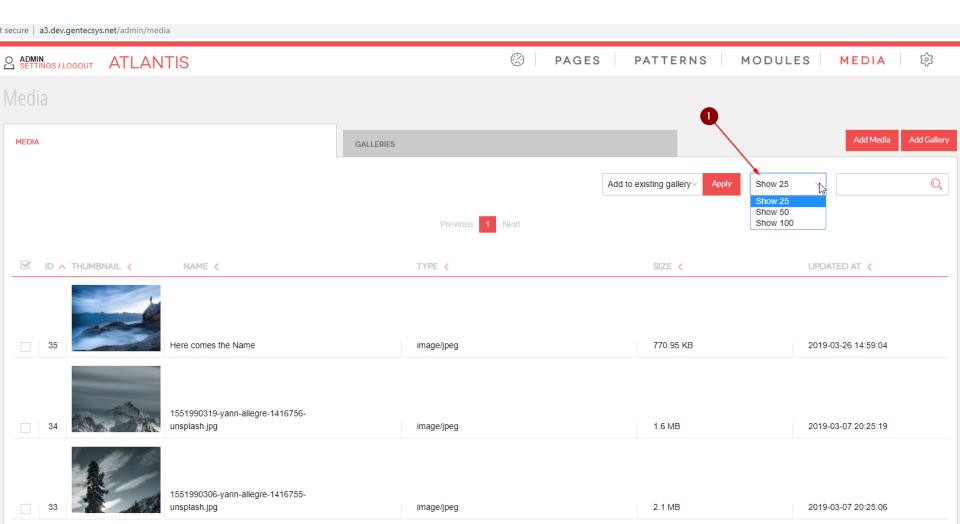
- 1. The media allows you to manage your media files;
- 2. A List of images and pdfs.



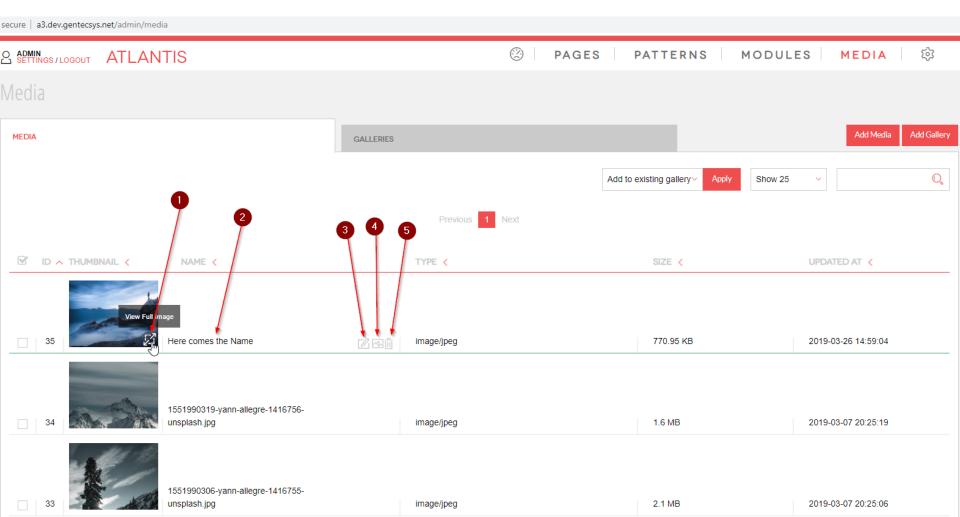
- 1. A drop down list with "bulk actions" (simultaneously updating multiple items);
- 2. Select files on which you want to perform a bulk action;
- 3. Once you have selected the desired files and bulk action, click "Apply"



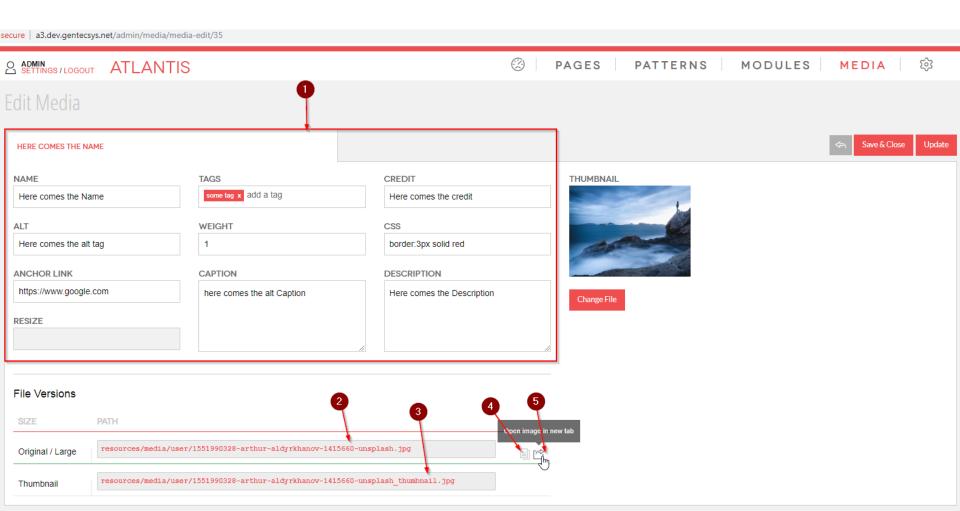
1. "Show per page" drop down (how many items to show per page).



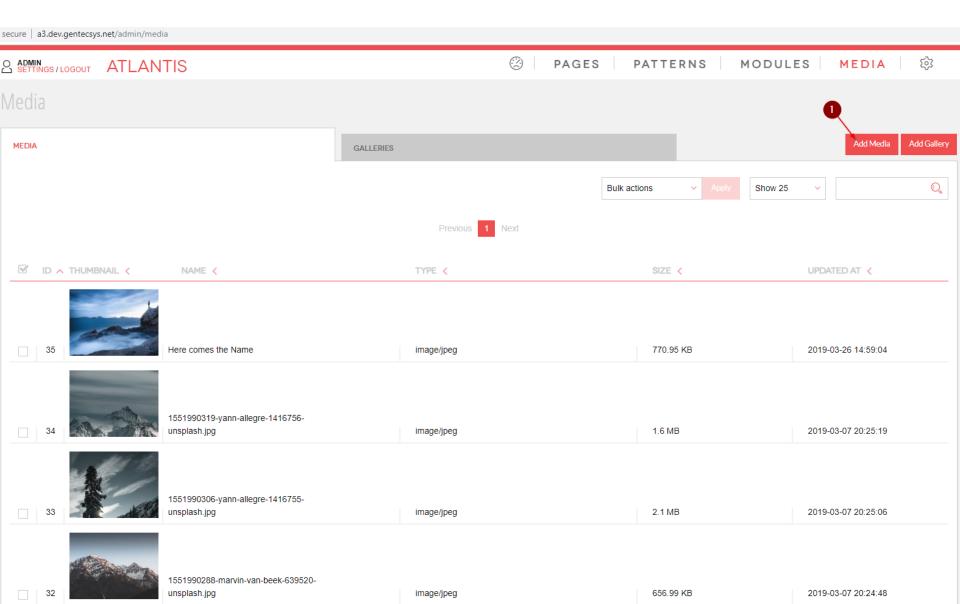
- 1. Preview the image in bigger size;
- 2. The name of the image (it can be changed by editing the image);
- 3. Edit the image;
- 4. Add the image to a gallery;
- 5. Delete the image.



- 1. After you are on the "edit image panel", you will see various fields. Please have in mind that not all of the fields are in use. Which fields will be used depends on the specific use of the image and they need to be turned on/programmed by developer.
- The path of the image (Original/Large);
- 3. The path of the thumb image;
- 4. By clicking on this icon you will copy the file path to your clipboard;
- 5. Opens the image in a new tab.

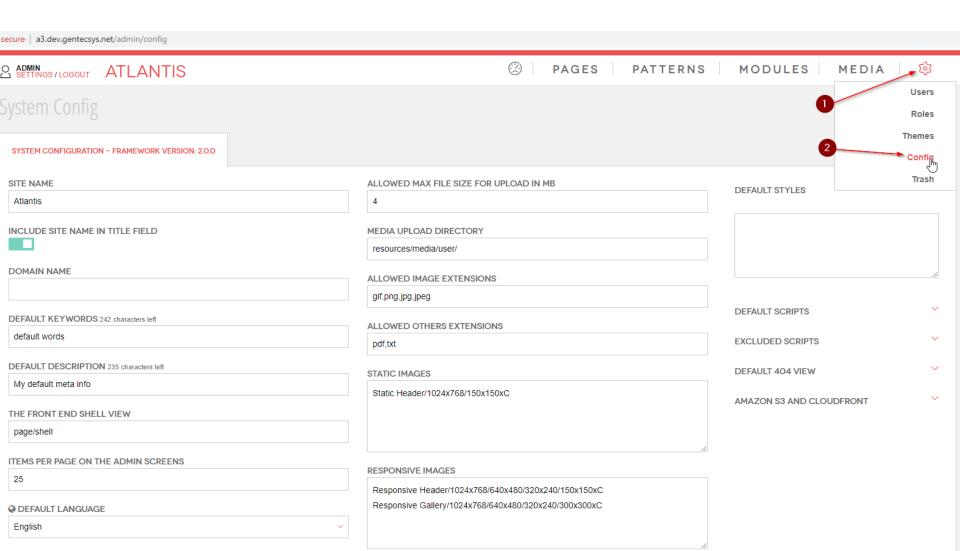


1. To add a new image or pdf, click on the "Add Media" button.

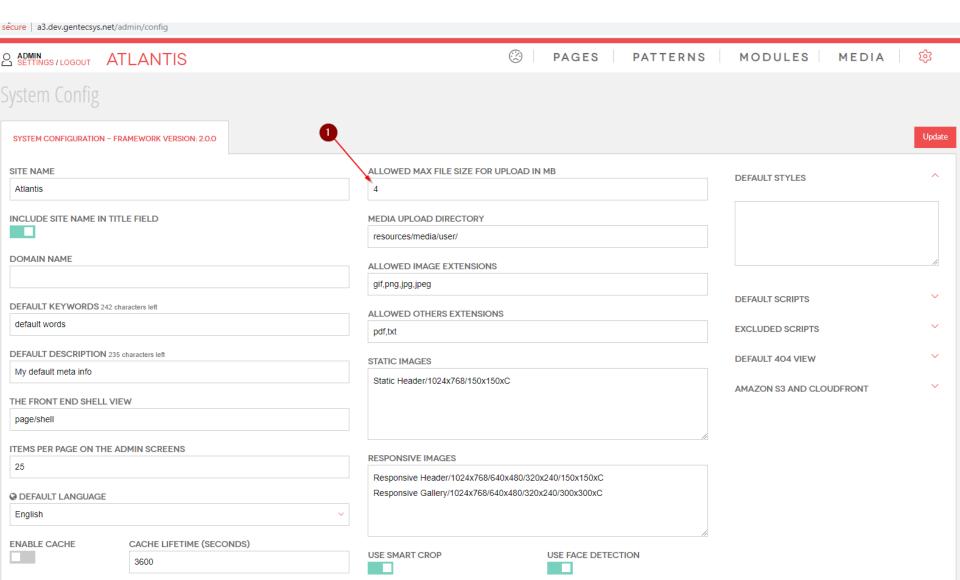


Before uploading any files you have to be aware of some details which can be found on the *config tab*:

- 1. Click on the "toothed wheel";
- 2. Click on "Config",



1. From here you can adjust the *max file size* which is 4mb by default. You won't be able to upload anything larger than the size defined in this field.



2. Image Presets

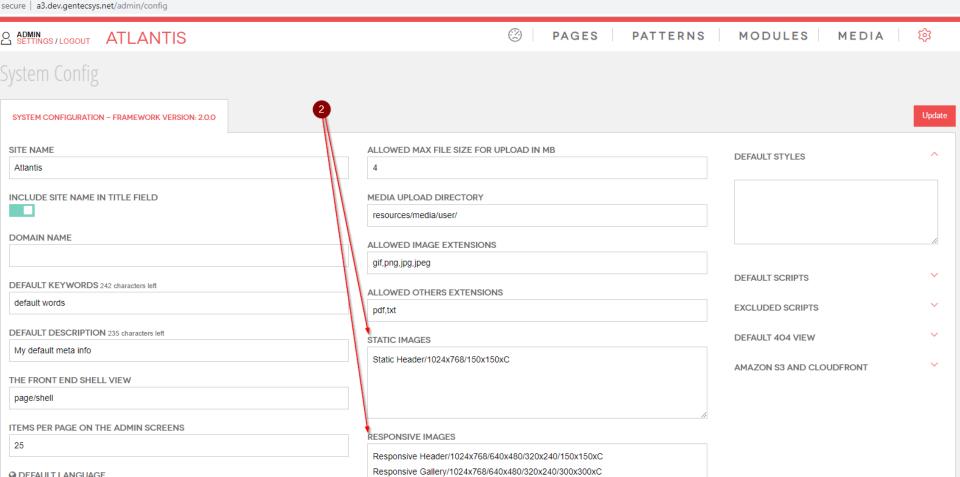
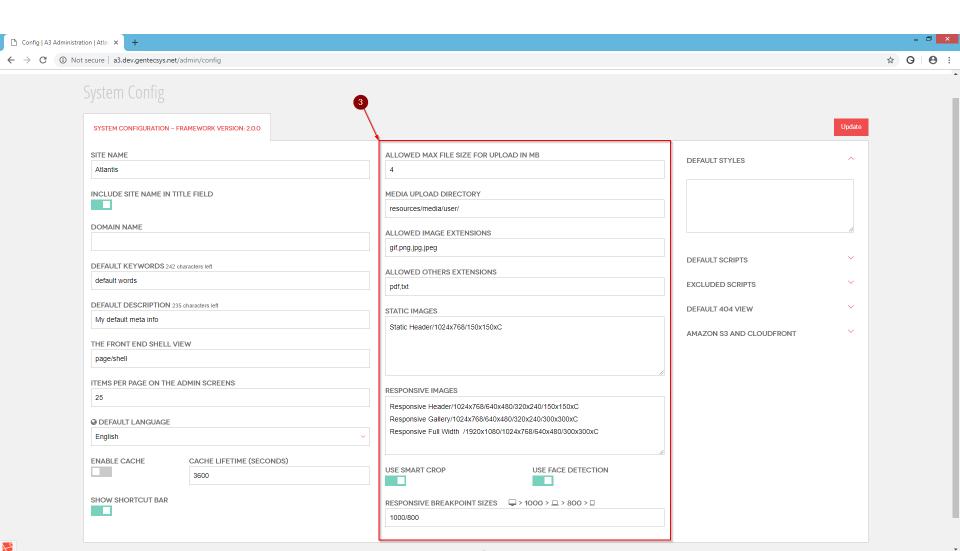


Image Presets:

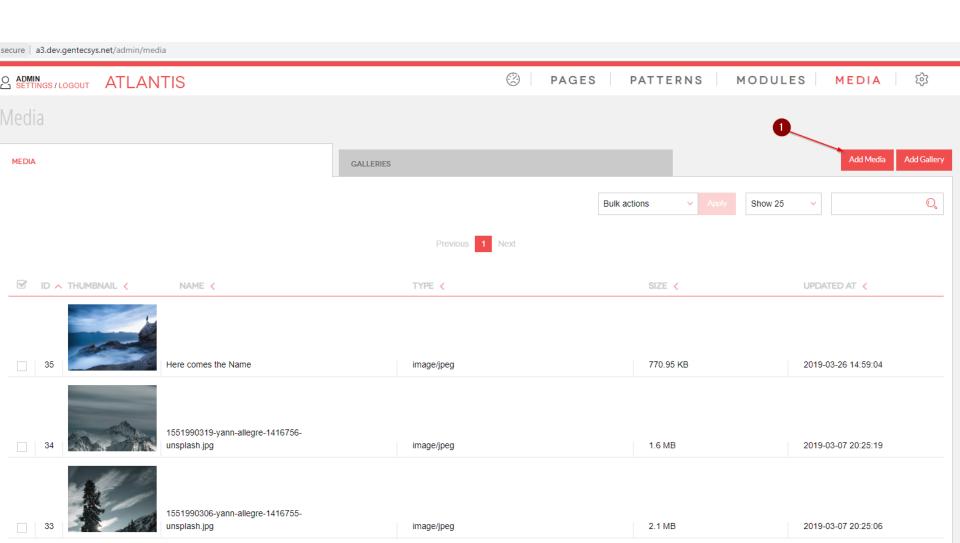
You can create image presets for the media uploader that can be reused later when uploading images to direct A3 what to do. There are two types of image presets - *Static Images* and *Responsive Images* (to take advantage of responsive images, please read this article: http://www.atlantis-cms.com/blog/responsive-breakpoint-sizes-config). Static images are the same for all devices and are in the format of *Preset Name/[big size]/[thumbnail]* or for example *Static Header/1024x768/150x150xC* Note the XC modifier in the thumbnail part of the declaration - C stands for "crop", it directs the system to always crop the thumbnail to that particular size, where if you omit the modifier the thumbnail will be proportionally scaled down but not cropped.

3. This entire column refers to *Media* configurations;

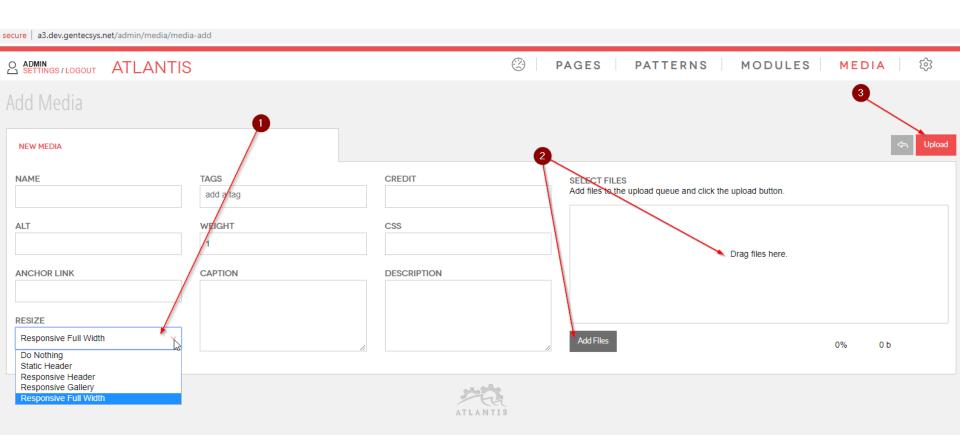


To add a new media file complete the following step:

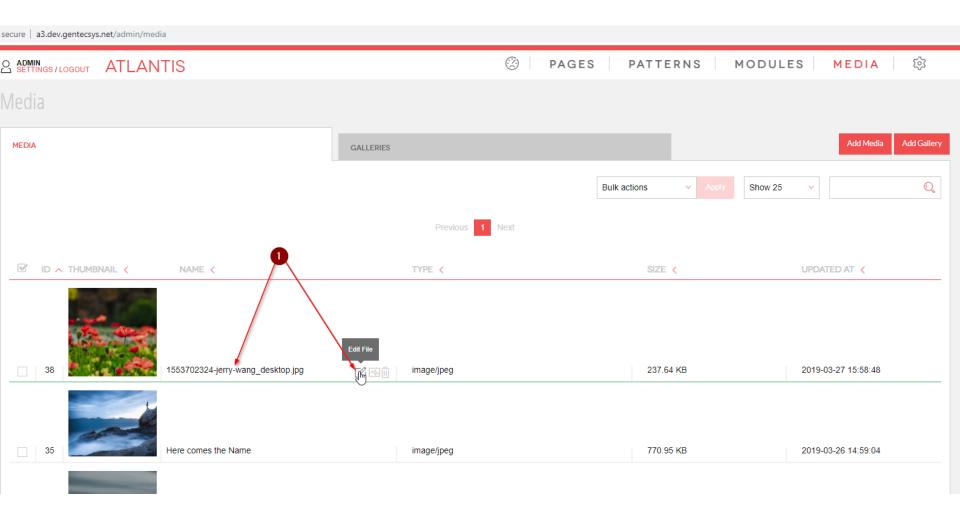
1. Click on "Add Media" button to add a new image or pdf;



- Select the "image preset" (resizing);
- 2. Click on "Add Files" or use the drag and drop feature to add a new image/pdf
- 3. Click "Upload"



1. Once you upload the image, click over the title or the "edit icon"



From "File Versions" you can take the path(url) of the image. Depending on the image preset you used, you will have two paths/urls for static preset – "Original / Large" and "Thumbnail". And four paths/urls for the responsive preset (which is our case) – "Original / Large (1920x1080)", "Medium (1024x768)", "Small (640x480)", "Thumbnail (300x300)".

