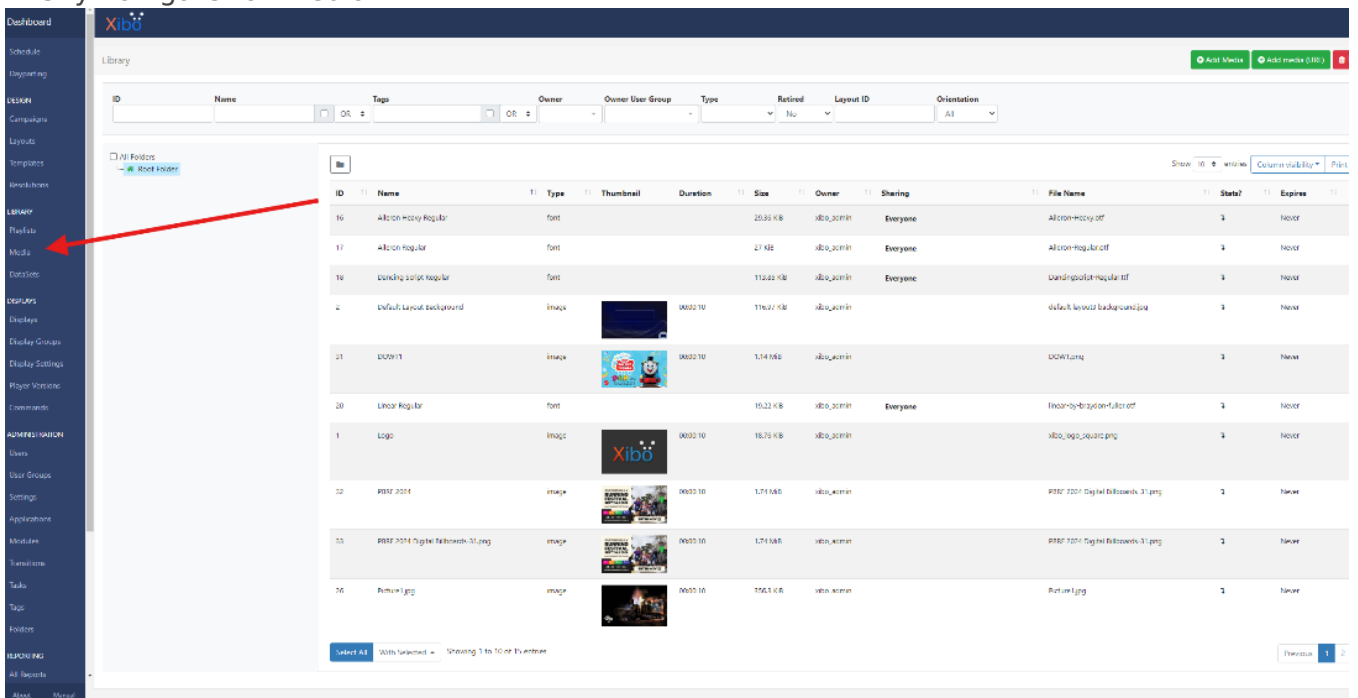








Add media (image)

This article shows you how to upload a new image into the Xibo library.

1. Firstly navigate to "media".



The screenshot shows the Xibo Library interface. On the left sidebar, the 'Media' option is highlighted with a red arrow. The main content area displays a table of media items. The table has columns for ID, Name, Type, Thumbnail, Duration, Size, Owner, Sharing, File Name, Status, and Expires. The table contains 10 rows of data, including font files, images, and videos.

ID	Name	Type	Thumbnail	Duration	Size	Owner	Sharing	File Name	Status	Expires
16	Allcion-mcopy-regular	font			29.86 KB	xibo_admin	Everyone	Allcion-mcopy.otf	1	Never
17	Allcion-regular	font			27 KB	xibo_admin	Everyone	Allcion-regular.otf	1	Never
18	Dandig-sans-regular	font			112.63 KB	xibo_admin	Everyone	Dandig-sans-regular.ttf	1	Never
4	Default-Layout-Background	image		00:02:10	17.81 KB	xibo_admin		Default-Layout-Background.jpg	1	Never
21	DOWNLINK	image		00:02:10	1.14 MB	xibo_admin		DOWNLINK	1	Never
20	Linux-regular	font			19.22 KB	xibo_admin	Everyone	Linux-regular-regular.otf	1	Never
1	Logo	image		00:02:10	18.79 KB	xibo_admin		Xibo-Logo-2014.png	1	Never
52	PRF-2014	image		00:02:10	1.71 MB	xibo_admin		PRF-2014-Digital-Billboard-31.png	1	Never
53	PRF-2014-Digital-Billboard-31.png	image		00:02:10	1.71 MB	xibo_admin		PRF-2014-Digital-Billboard-31.png	1	Never
56	Picture1.jpg	image		00:02:10	156.1 KB	xibo_admin		Picture1.jpg	1	Never

2. Click "add media".

The screenshot shows the Xibo Library interface. At the top right, there are two green buttons: 'Add Media' and 'Add media (1/5)'. A red arrow points to the 'Add Media' button. Below the buttons is a search and filter bar with fields for ID, Name, Tags, Owner, Owner User Group, Type, Retired, Layout ID, and Orientation. On the left, there is a 'Folders' sidebar showing 'Root Folder'. The main area contains a table of media items with columns for ID, Name, Type, Thumbnail, Duration, Size, Owner, Sharing, File Name, Status, and Expires.

ID	Name	Type	Thumbnail	Duration	Size	Owner	Sharing	File Name	Status	Expires
16	Aileron Hcary Regular	font		00:00:10	29.93 KiB	xibo_admin	Everyone	Aileron-Hcary.ott	1	Never
17	Aileron Regular	font		00:00:10	27 KiB	xibo_admin	Everyone	Aileron-Regular.ott	1	Never
18	Denscript Regular	font		00:00:10	113.08 KiB	xibo_admin	Everyone	Denscript-Regular.ott	1	Never
2	Default Layout background	image		00:00:10	116.97 KiB	xibo_admin		default-layout2-background.jpg	1	Never
31	DOWT1	image		00:00:10	1.14 MB	xibo_admin		DOWT1.png	1	Never
20	Linear Regular	font		00:00:10	19.22 KiB	xibo_admin	Everyone	Linear-Regular.ott	1	Never
1	Logo	image		00:00:10	16.76 KiB	xibo_admin		xibo_logo_square.png	1	Never
32	PERF 2024	image		00:00:10	1.14 MB	xibo_admin		PERF 2024 Digital Billboards-31.png	1	Never
33	PERF 2024 Digital Billboards-31.png	image		00:00:10	1.74 MB	xibo_admin		PERF 2024 Digital Billboards-31.png	1	Never
27	Picture1.jpg	image		00:00:10	250.3 KiB	xibo_admin		Picture1.jpg	1	Never

3. Click "add file", then "start upload". Then click "done".

The screenshot shows the 'Add Media' dialog box. It contains a text area with the message 'This form accepts files up to a maximum size of 2G'. Below the text area, it says 'Current Folder: Root Folder'. At the bottom, there are four buttons: 'Add Files', 'Start upload', 'Cancel upload', and 'Select Folder'. A red arrow points to the 'Add Files' button.

Your image is now ready to be added to a layout.

Revision #2

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