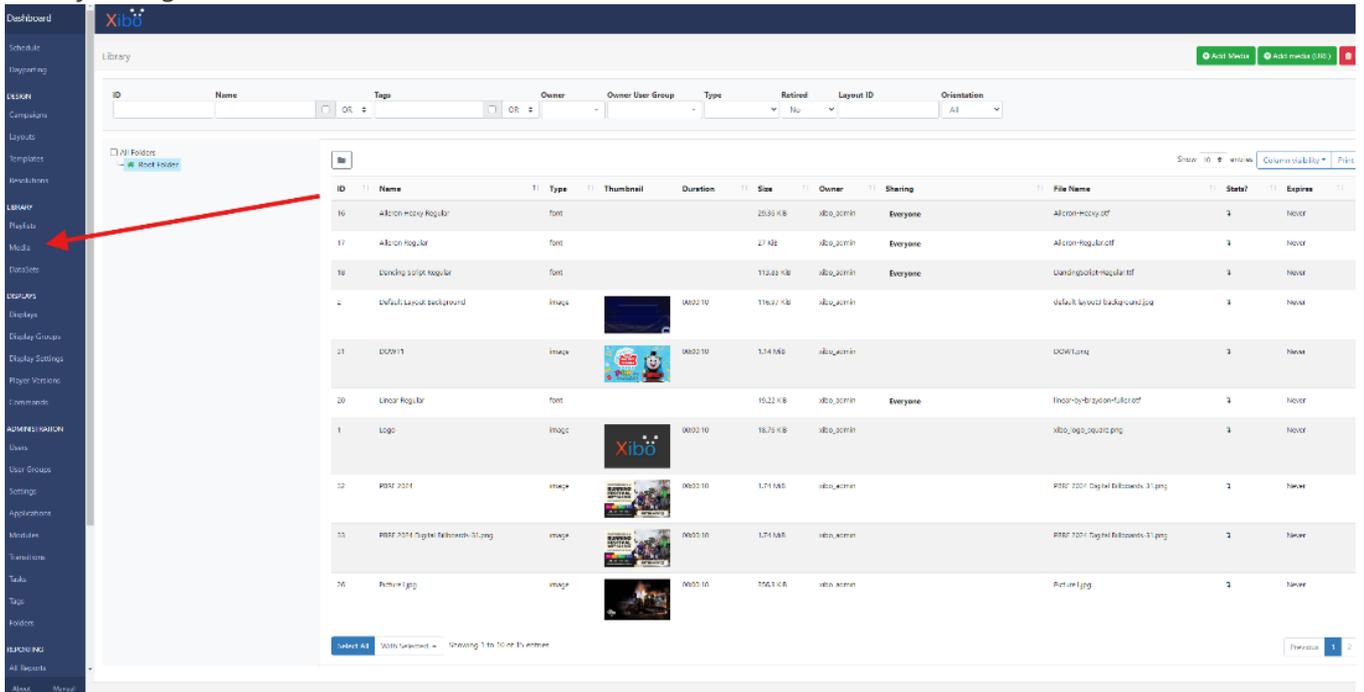


Add media (image)

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. The sidebar on the left contains a navigation menu with categories: Dashboard, LIBRARY, DISPLAYS, ADMINISTRATION, and REPORTING. The 'LIBRARY' section is expanded, and 'Media' is highlighted with a red arrow. The main content area shows a table of media items. At the top right of the library view, there are two buttons: 'Add Media' and 'Add media (API)'. The table below lists various media items, including fonts and images.

ID	Name	Type	Thumbnail	Duration	Size	Owner	Sharing	File Name	Status	Expires
16	Allison-mccoy-regular	font			25.93 KB	xibo_admin	Everyone	Allison-mccoy.otf	1	Never
17	Allison-regular	font			27 KB	xibo_admin	Everyone	Allison-regular.otf	1	Never
18	Landingsurge-regular	font			112.63 KB	xibo_admin	Everyone	Landingsurge-regular.ttf	1	Never
2	Default Layout background	image		00:02:10	116.27 KB	xibo_admin		default-layout-background.jpg	1	Never
21	DOWN11	image		00:02:10	1.14 KB	xibo_admin		DOWN11.png	1	Never
20	Linear-regular	font			16.22 KB	xibo_admin	Everyone	Linear-regular-4.0.0.otf	1	Never
1	Logo	image		00:02:10	18.79 KB	xibo_admin		xibo_logo_202101.png	1	Never
22	PRF 2021	image		00:02:10	1.71 KB	xibo_admin		PRF 2021 Digital Billboards 31.png	1	Never
55	PRF 2021 Digital Billboards 31.png	image		00:02:10	1.71 KB	xibo_admin		PRF 2021 Digital Billboards 31.png	1	Never
56	Picture1.jpg	image		00:02:10	156.3 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 (10)'. 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. The main area displays a table of media files with columns for ID, Name, Type, Thumbnail, Duration, Size, Owner, Sharing, File Name, Status, and Expires. The table contains 13 entries, including fonts like 'Aileron Hcary Regular' and 'Aileron Regular', images like 'Default Layout background', 'DOWT1', and 'xibo_logo_square.png', and digital billboards.

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
10	Denscript Regular	font		00:00:10	11.105 KiB	xibo_admin	Everyone	Denscript-Regular.ttf	1	Never
2	Default Layout background	image		00:00:10	116.97 KiB	xibo_admin		default-layout-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	1.4 MB	xibo_admin		PERF-2024-Digital-Billboards-1.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	255.3 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.

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