



MEDIA LIBRARY

MANUAL



OTYS Recruiting Technology



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1 | INTRODUCTION

1.1 ABOUT THE MEDIA LIBRARY

The Media Library in OTYS Go! is a module that allows you to manage and edit images. When you upload an image, you can edit and reuse it in different ways within your OTYS Go! system. For example, an image that your colleague has placed in the system can easily be reused in various modules.

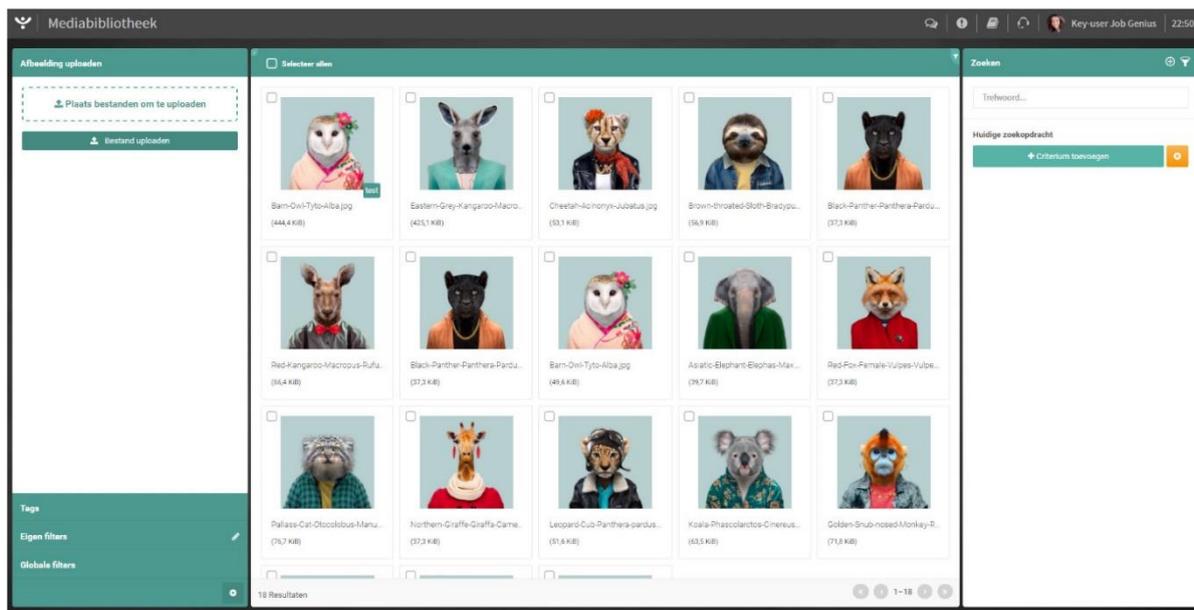


Fig. 1 - Media Library in OTYS Go!

1.2 PURPOSE OF THIS MANUAL

In this manual we explain how to use the Media Library in OTYS Go! to manage and edit images.

2 | ADD AND EDIT IMAGES

2.1 SEARCH AND FILTER

To find images that you have previously added, you can use the advanced filter and search function of OTYS Go!. This can be found in the right-hand panel of your screen. Here you can add multiple criteria to find the right search result.

If you want to use this combination of search criteria more often, you can save the search as a filter. You do this by clicking on the 'Plus' icon in the upper right corner of the search panel. The created filter can then be found in the left-hand panel of your screen and you can then carry out your saved search with a single click at a later time.

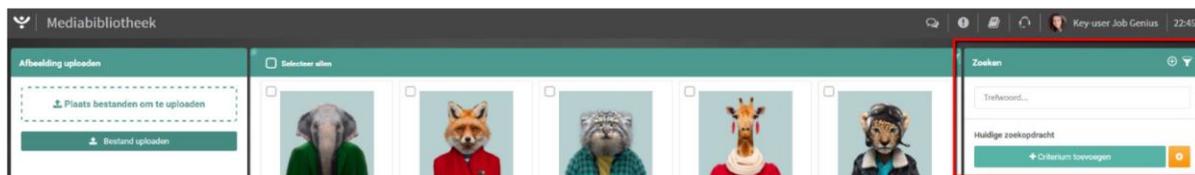


Fig. 2 – Search filter in the Media Library

In your Media Library, you have the following search options at your disposal:

- Keyword
This allows you to search for images based on a keyword in the original file name or in the title you gave it.
- Created by
This allows you to search for images based on the person who added the image.
- ALT Text
This allows you to search for images containing a certain ALT text.
- Edited on
This allows you to search for images based on the date they were last edited.
- Uploaded on
This allows you to search for images based on the date they were added to the system.
- Tag
This allows you to search for images that have been assigned a certain tag.
- Title
This allows you to search for images that contain a specific word in the title.
- Type
This allows you to search for specific types of files within the Media Library.

Instructions on the best way to use these functions are given in the manual 'Lists, Searches and Matching in Go!'. We have chosen to describe this functionality in a separate manual, because the instructions are the same for multiple OTYS Go! modules.



Fig. 3 – Search options in the Media Library

2.2 TAG SELECTION

In order to find your files quickly and easily, the Media Library offers the option of finding images to which a certain tag has been assigned.

To use this filter option, open the 'Tags' tab in the panel on the left.

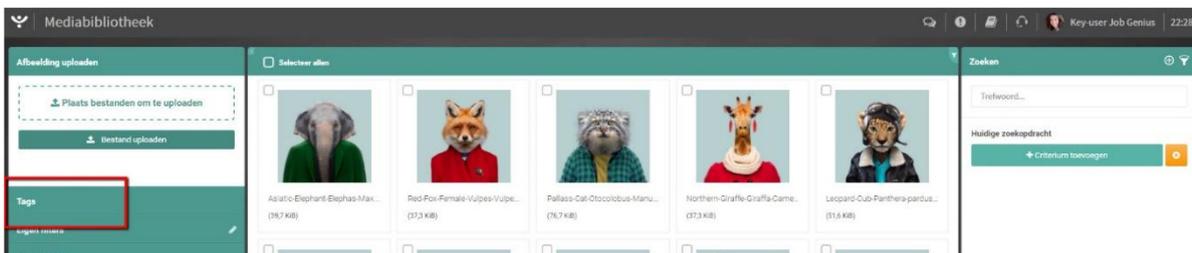


Fig. 4 – Tag selection

Under this tab you will see all tags assigned to images. The tags are sorted based on the number of images they have been assigned to. For example, if you use the 'Header image' tag and it is assigned to ten images, it will be displayed above a tag assigned to only five images.

By clicking on a tag you activate it in the search filter. This way, only images with this tag will be displayed. If you then click on another tag, you will see all the images that have been assigned one of these two tags, or both.

2.3 ADD IMAGES

Images can be added to your system in different ways. Permitted file types are: JPG, PNG, JPEG, BMP and GIF.

2.3.1 DRAG AND DROP

It is also possible to drag images to your library. To do this, first navigate to the relevant image on your own computer and then drag it to the Media Library. Add the image to the queue by releasing it above the designated area in the left-hand panel or on top of the already existing images in the overview (see Section 2.3.3).

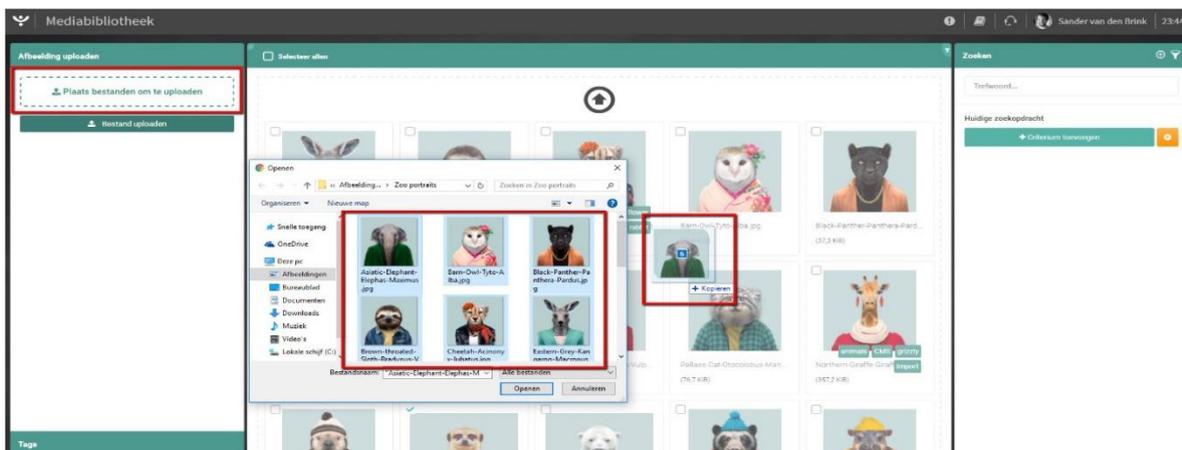


Fig. 5 – Drag and drop images

2.3.2 SELECT MANUALLY

To manually add files to your library, go to 'Upload file' in the left-hand panel and click the 'Upload files' button. This opens a window that allows you to navigate on your computer to the images you wish to add. By selecting one or more images and clicking on 'Open', the files will be added to the queue (see Section 2.3.3).

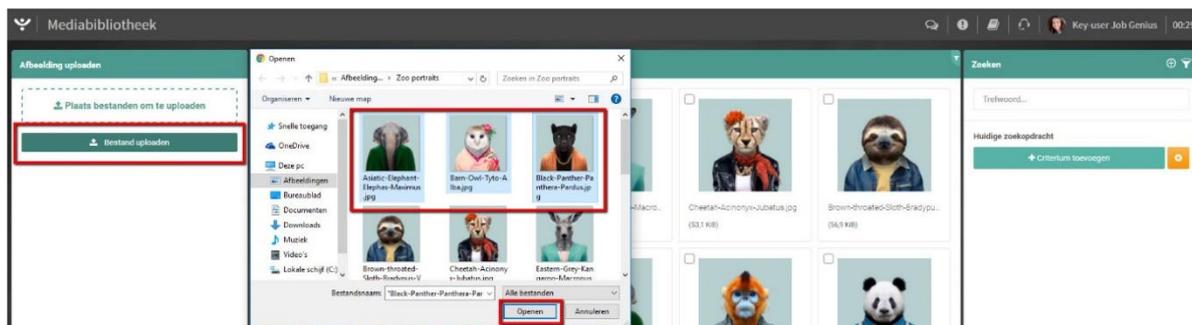


Fig. 6 – Add images manually

2.3.3 QUEUE

Images moved to the Media Library first appear in the upload queue. Once you have added images to the queue in the way you want, you can follow the progress of the upload under the 'Upload file' tab. Depending on your internet speed and the size of the image, progress will be faster or slower. When the upload of the images is complete, they are immediately visible in your Media Library and the images are removed from the queue.

2.4 BATCH ACTIONS

You can perform various batch actions. This means you perform a certain action directly on the images you have selected. Currently you can assign a tag to multiple images at once or you can delete selected images in batch.

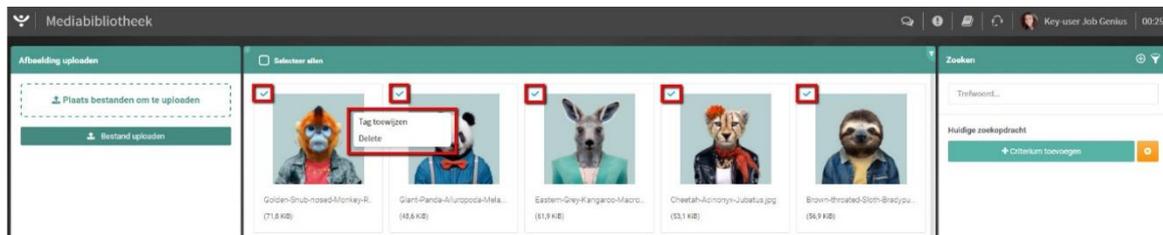


Fig. 7 – Perform batch actions

2.5 EDIT IMAGE

To edit an image, click on an image in your Media Library. Editing options include adding information, graphic editing or deleting the image.

2.5.1 ADD INFORMATION

To add information to the image, click on the corresponding image. The image opens up in a large screen. On the right side of this screen you can add the title, ALT text and tags to your image by editing this data.

Adding a title to the image is recommended so that you can easily find the image again later. The ALT text is displayed in alternative cases instead of the image itself. Adding ALT text is important for a well-functioning website and contributes to your ranking in search engines.

To retrieve your files quickly and easily, you can assign tags to your images. You can add a tag by typing the desired tag name in the 'Tag' field and pressing enter. The word you have typed will automatically be converted to a tag. Previously assigned tags will then be recognised so you can reuse them.

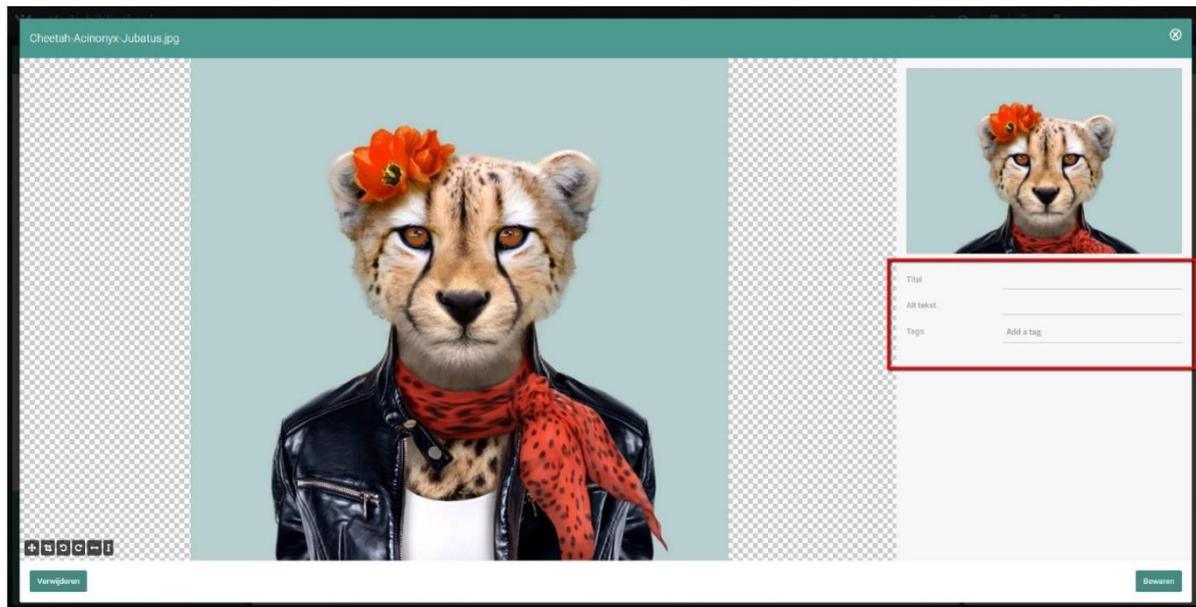


Fig. 8 – Edit title, ALT text and tags

2.5.2 EDIT IMAGE

In addition to adding information, you can also perform various editing actions on your image. You can make the following edits:

- Crop
- Rotate
- Flip

You can do this by using the various options at the bottom left of the editing screen.

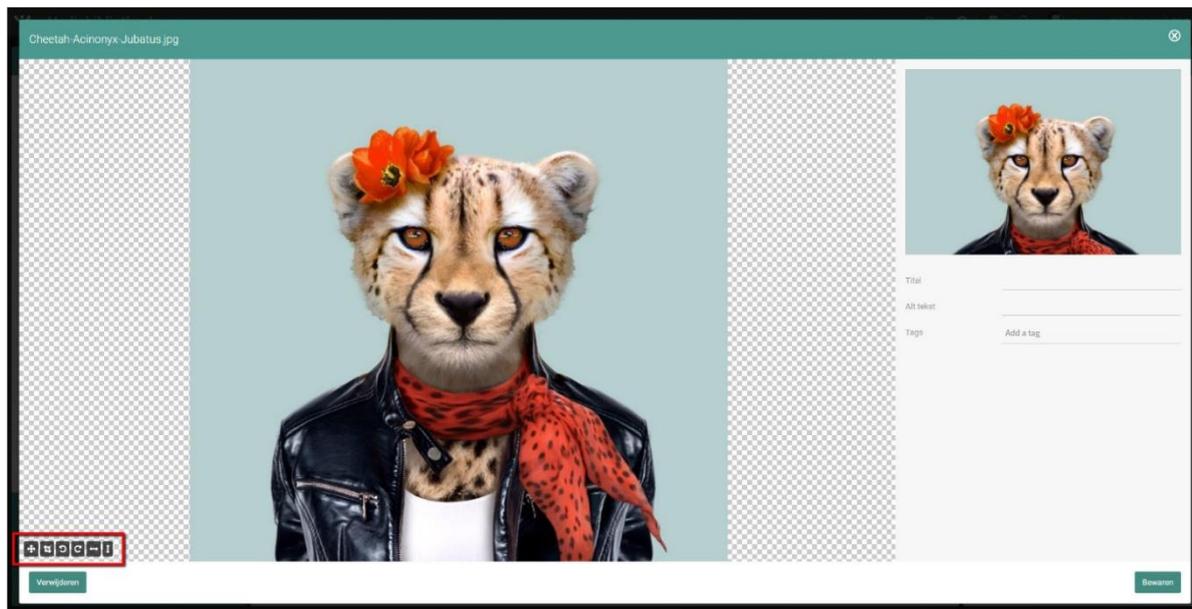


Fig. 9 - Edit image

You can zoom in and out of the image by clicking with your mouse on the editing area and using the scroll wheel on your mouse. This allows you to perform the operation even more precisely. To edit your image, you have the following options at your disposal:

- Shift image

The first button in the editing actions bar allows you to shift the image relative to the cutting plane.



- Crop image

The second option allows you to drag a cutting plane over the image, allowing you to save a portion of the image.



- Rotate to left

With the third option you can rotate the image to the left. When you click on this icon the image is rotated 45 degrees to the left.



- Rotate to right

The fourth option allows you to rotate the image 45 degrees to the right.



- Rotate horizontally

With the fifth option you can rotate the image horizontally. In fact, you mirror the image.



- Rotate vertically

With the sixth option you can rotate the image vertically. This effectively turns the image upside down.



To save the changes you have made, click on the 'Save' button on the right.

2.6 DELETE IMAGE

Images can be deleted individually or in batch. Go to the screen where you edit images, and click on the 'Delete' button at the bottom. Once you confirm this action, the image will be deleted from your system. To delete images in batch, select all the images that you want to delete and click the right mouse button in the overview screen. From the batch menu, select the 'Delete' option. Once you have confirmed the delete action, the images are deleted from your system.

We recommend deleting images that are not suitable or not used. This way you can prevent pollution of your Media Library and you can work as efficiently as possible. Please note: when you delete images that are still used on your website or in your newsletter, this can cause problems for viewing the website or reading a newsletter.

2.7 USE WITHIN OTHER MODULES

Images that you have made available within the Media Library can be used in other modules. This way you can add images to your newsletter. This is explained in the corresponding manuals.

