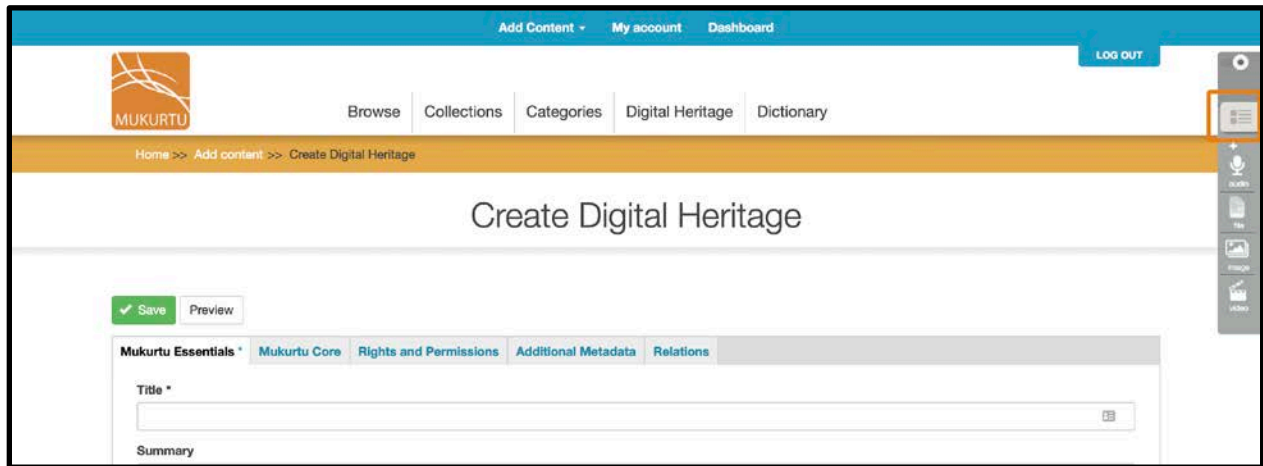


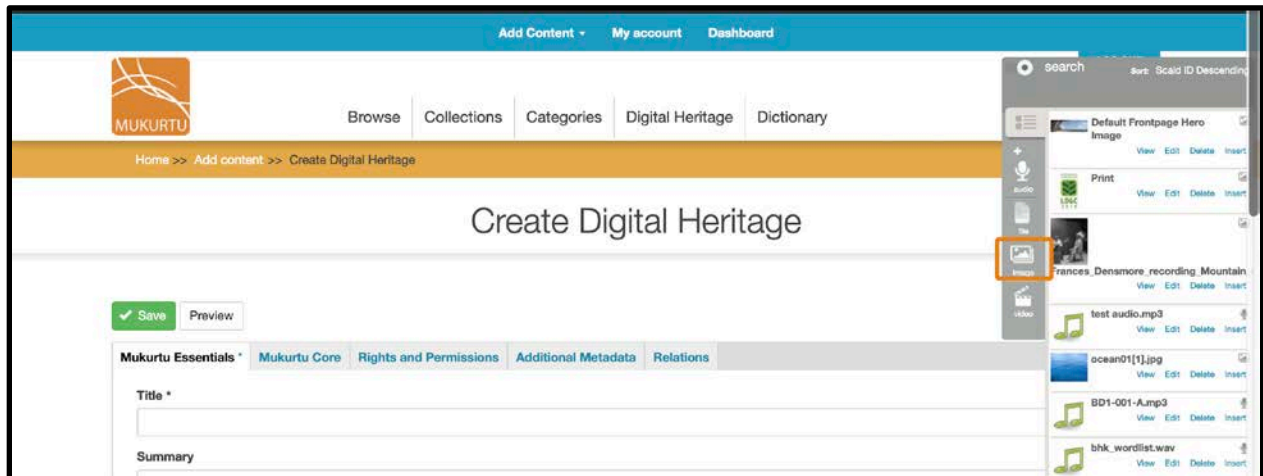
How to Upload a Media Asset

Mukurtu uses a **media library**, which shows up on the right side of the screen when creating digital heritage items, dictionary words, and other content types. All users on a site have access to the same media library. The media library can be expanded and shrunk by clicking the list icon.

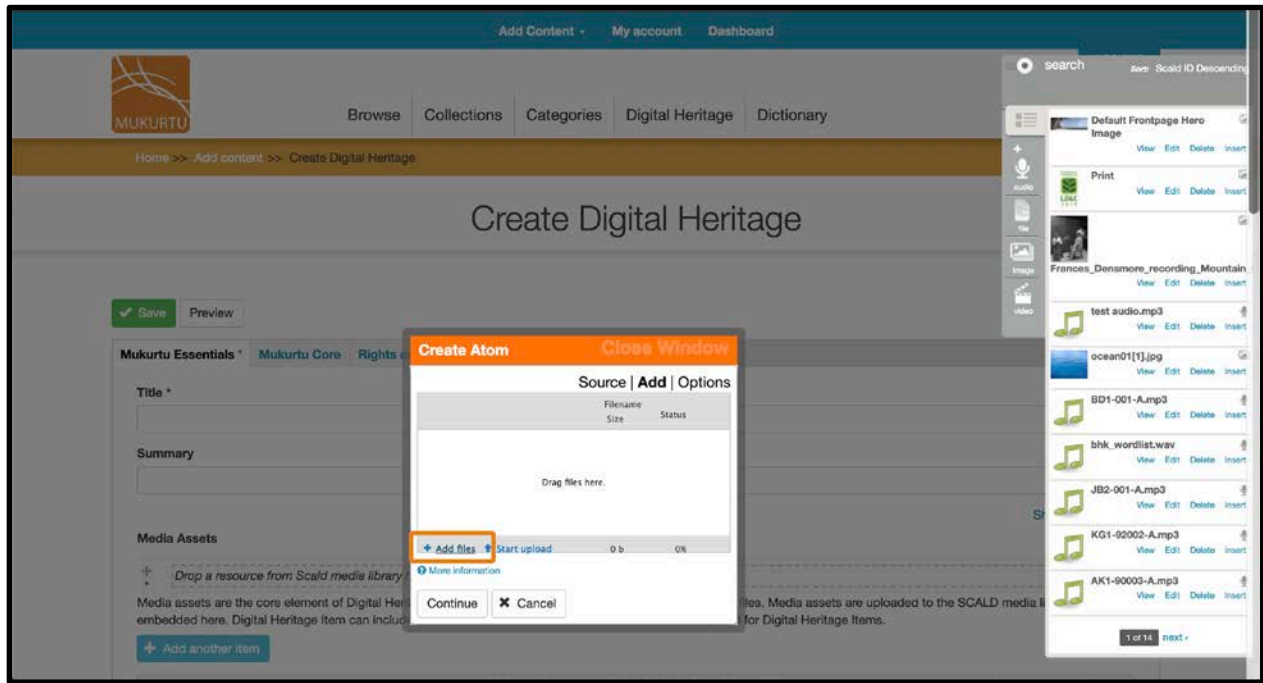


Clicking the other icons (one each for audio, files, images, and video) will open up the media importer and begin the media asset upload process.

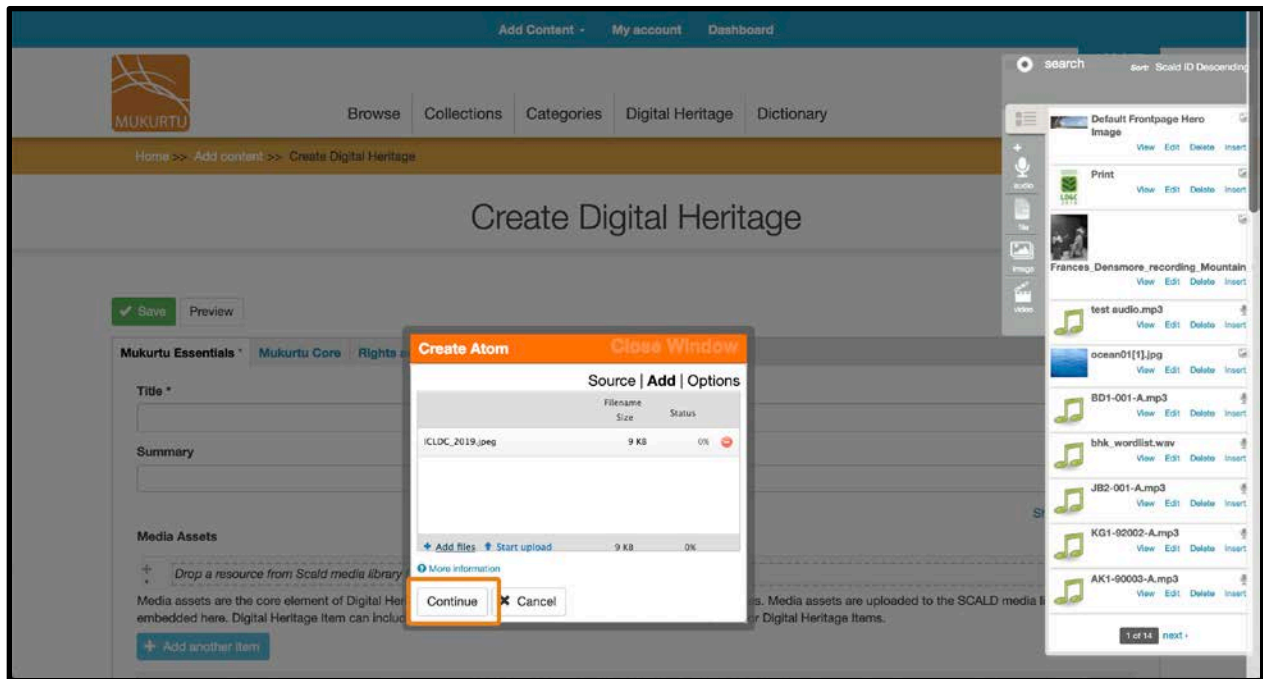
Select the appropriate media type. Only media assets of one type can be uploaded at a time (image, audio, video, document), but different file formats of the same media type can be uploaded at the same time, for example a jpeg and png can be uploaded at the same time, but not a jpeg and mp3.



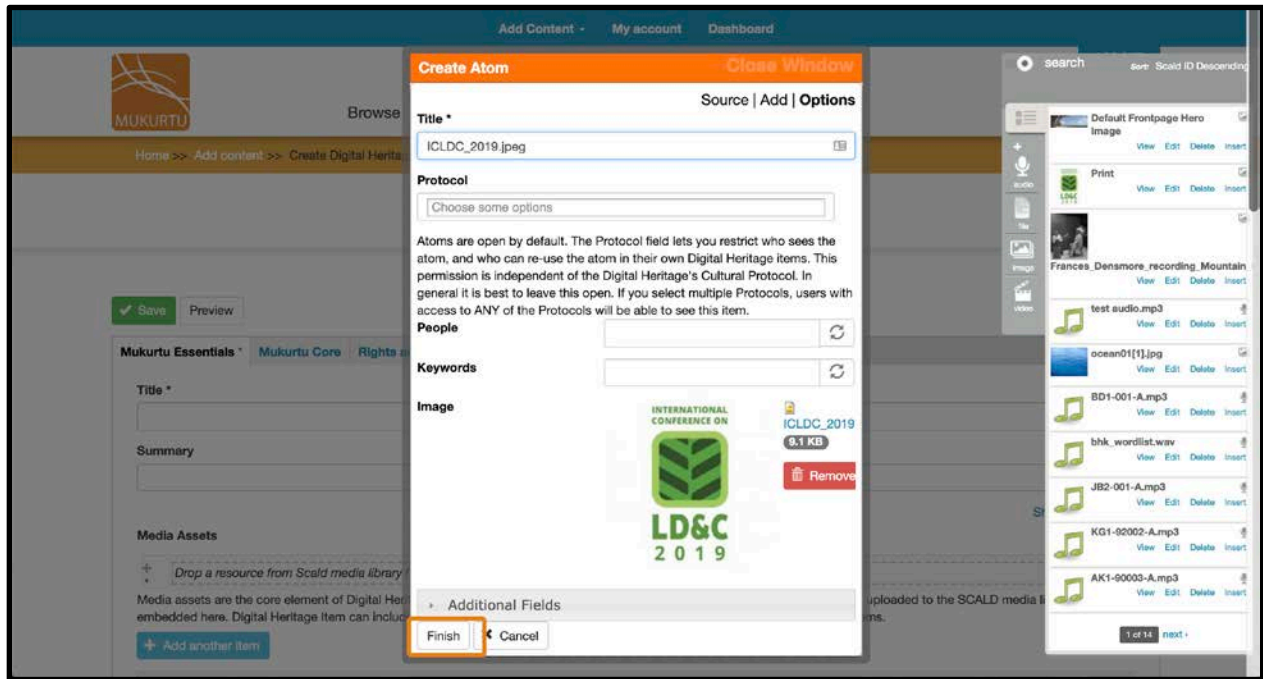
Multiple files can be uploaded at a time. Files can be added by browsing through the importer, or by drag-and-dropping from your computer. At the bottom of the importer window is a list of compatible file formats. Click on **Add Files** to locate the files on the computer.



After all files to be uploaded have been selected, click **Continue**. Depending on file size and number of files, this may take a little while.



Check the metadata and the thumbnail preview. Some of these metadata fields are used in other features, like displaying the speaker of a dictionary word, or to trigger media content warnings. Click **Finish**.



Media assets and metadata will be saved and a confirmation page will be displayed. The media assets can now be used in digital heritage items.

