

Library (DF2) Adding Files to the Website Library

8	images 90k 360px x 480px	webs/64/images/CPBruno 20 July 2014 5.jpeg (cropped)	
9	images 94k 640px x 120px	webs/64/images/gullbanner.jpg ex banner 2	
10	images 57k 640px x 426px	webs/64/images/IMG_3381.JPG	

ALL IMAGES, DOCUMENTS, PDFS, POWER POINTS AND AUDIO FILES TO BE USED ON YOUR WEBSITE MUST BE UPLOADED TO YOUR WEBSITE LIBRARY.
THE LIBRARY IS ACTUALLY CLOUD STORAGE, YOU HAVE YOUR OWN PRIVATE SPACE ON A SERVER TO STORE FILES FOR USE ON YOUR WEBSITE
YOUR LIBRARY IS NOT SHARED. CLICK HERE TO ACCESS THE LIBRARY

[Next](#)

[Home](#) | [Logout](#) | [Edit on](#) | [Page settings](#) | [New page](#) | [Menus](#) | [Library](#) | [Admin](#)

Library

... manage your uploaded pictures, videos, audios and documents

From this page you can add a new file to your library, list what is already in your library and categorise, edit or delete entries. Categories allow you to group your library into topics.

You can also clean up your library, updating image sizes, deleting orphan files and adding entries for files added through the HTML editor.

Bring a new file to your library

Click the "Get new file" button to add a file from your computer or another source into your library. Follow the instructions carefully so the file ends up in the right place.

List the contents of your library

This section is useful if you have many files in your library - otherwise you can ignore it! You can choose to list only files of a particular type, files with particular words in the description or files belonging to a particular category.

List files of the

Include this text

List files from

IT IS IMPORTANT TO GIVE CONCISE NAMES TO ALL FILES THAT YOU UPLOAD TO THE WEBSITE LIBRARY WHICH WILL ALLOW YOU EASILY TO LOCATE THE FILE AGAIN. 'MANAGE CATEGORIES' ALLOWS YOU ALSO TO ALLOT THE FILES YOU HAVE NAMED TO GROUPS (CATEGORIES) THAT YOU HAVE CREATED, EXAMPLE 'LOGOS'. FILES CAN THEN BE RETRIEVED WHEN THEIR NAME HAS BEEN FORGOTTEN BY DISPLAYING THE 'CATEGORY'

There are 15 matching entries listed 10 at a time

File type: all file types, Description match: none, Category: all categories

No	Type	File path, name, Description	Image thumbnail	Action
1	documents 12k	webs/64/documents/AsusE402YLaptop.docx		Cats Move Edit Delete
2	documents 27k	webs/64/documents/Nequeporroquisquamestquidoloremipsumquiadoloresitamet.doc		Cats Move Edit Delete

WARNING: WHEN NAMING THE FILES BEING UPLOADED TO THE LIBRARY AVOID USING ANY SPECIAL CHARACTERS SUCH AS APOSTROPHES, BRACKETS AND QUOTATION MARKS. THESE WILL POSSIBLY BE REJECTED BY THE SYSTEM'S SECURITY AND RENDER THE FILE UNABLE TO BE UPLOADED TO THE LIBRARY

CLICKING ON 'LIBRARY' DISPLAYS THIS MENU

Manage categories

Clean up library

Get new file

List library files

https://www.digitalfife.com/library/CatManlist.asp?ID=64&MainID=33109&UserID=0 - Opera

www.digitalfife.com/library/CatManlist.asp

Manage categories

Here you can add, edit or delete the categories used in your library. Categories are key words or short phrases that help you organise your library.

List of library categories

- Banners [[edit](#) | [delete](#)]
- Docs [[edit](#) | [delete](#)]
- images [[edit](#) | [delete](#)]

Add new library category

Add Close

CLICKING ON 'MANAGE CATEGORIES' DISPLAY THIS MENU

Manage categories

Clean up library

New file

THERE ARE ALREADY THREE 'CATEGORIES' THAT HAVE BEEN CREATED IN THIS LIBRARY. BY CLICKING 'EDIT' THESE CATEGORIES CAN HAVE THEIR TITLE CHANGED. THEY ALSO CAN BE DELETED. DELETING THE CATEGORY DOES NOT DELETE THE FILES.

INSERT THE TITLE OF YOUR 'CATEGORY' HERE. AFTER ADDING TITLE CLICK 'ADD'

All file

n:

All categories v

List library files

Manage categories



Here you can add, edit or delete the categories used in your library. Categories are key words or short phrases that help you organise your library.

List of library categories

- Banners [[edit](#) | [delete](#)]
- Docs [[edit](#) | [delete](#)]
- images [[edit](#) | [delete](#)]
- Logos [[edit](#) | [delete](#)]
- Motorcycles [[edit](#) | [delete](#)]

TWO NEW CATEGORIES HAVE BEEN ADDED
'LOGOS' AND 'MOTORCYCLES'

Add new library category

Add

Close

Library

... manage your uploaded pictures, videos, audios and documents

From this page you can add files to your library into topics.

You can also clean up your library.

[CLICK HERE TO ADD NEW FILES TO THE WEBSITE LIBRARY FOR USE ON THE WEBSITE PAGES](#)

[Manage categories](#)

[Clean up library](#)

Bring a new file to your library

Click the "Get new file" button to add a file from your computer or another source into your library. Follow the instructions carefully so the file ends up in the right place.

[Get new file](#)

List the contents of your library

This section is useful if you have many files in your library - otherwise you can ignore it! You can choose to list only files of a particular type, files with particular words in the description or files belonging to a particular category.

List files of the following type:

Include this text in the name or description:

List files from this category:

[List library files](#)

Add files to library



There are three ways you can add pictures, documents, videos etc. to your library:

1. **Upload files:**
You can simply upload files from your computer. This works for any file type.
2. **Free pictures:**
You can choose a picture from our free library of over 750,000 high quality pictures.
3. **Crop picture:**
You can select a picture on your computer and crop it before uploading.

Upload files

Free pictures

Crop picture

CLICKING ON 'GET NEW FILES' ON THE LIBRARY PAGE WILL DISPLAY THIS MENU. CLICK ON 'UPLOAD FILES' TO ADD FILES TO THE WEBSITE LIBRARY FOR USE ON THE WEBSITE PAGES

https://www.digitalife.com/library/uploadnew1.asp?ID=64 - Opera

www.digitalife.com/library/uploadnew1.asp

Add files to library

Click the green icon - you can select multiple files by holding down the control key while you select each file. After you have uploaded your files, set any scaling for your pictures then press "continue".

Some computers may not allow this and you will need to use the [single file upload](#) tool.

 **Warning:** files in your library with the same names will be overwritten!

Scale pictures to:

pixels wide then pixels high

Picture processing:

JPEG quality: % Convert to grayscale: ☐ No scaling or processing ☐

CLICKING ON 'GET NEW FILES' WILL DISPLAY THIS MENU

Manage categories

Clean up library

Get new file

List library files



Add files to library

Click the green icon - you can select multiple files by holding down the control key while you select each file. After you have uploaded your files, set any scaling for your pictures then press "continue".

Some computers may not allow this and you will need to use the **single file upload** tool.



Warning: files in your library with the same names will be overwritten!

CLICKING HERE WILL ALLOW YOU TO UPLOAD MULTIPLE FILES. SELECT EACH FILE WHILE HOLDING DOWN YOUR KEYBOARD CONTROL KEY. FILES OF DIFFERENT TYPES CAN BE UPLOADED AT THE SAME TIME

CLICKING HERE WILL ALLOW YOU TO UPLOAD A SINGLE FILE. IF YOU ARE UPLOADING A FILE FROM A SMART PHONE YOU WILL ONLY BE ABLE TO USE THE *SINGLE FILE UPLOAD*

Add files to library



Click the green icon - you can select multiple files by holding down the control key while you select each file. After you have uploaded your files, set any scaling for your pictures then press "continue".

Some computers may not allow this and you will need to use the [single file upload](#) tool.



Warning: files in your library with the same names will be overwritten!

AJS.jpg	✓
Bonnie.jpg	✓
Harley-Davidson.JPG	✓
Norton.jpg	✓
Royal Enfield.jpg	✓
Triumph Bonneville .JPG	✓
Triumph Bonneville Jubilee.jpg	✓

THE FILES HAVE NOW BEEN
UPLOADED TO THE WEBSITE
LIBRARY.
CLICKING 'CONTINUE' WILL DISPLAY
A MENU WHERE THE FILES
UPLOADED CAN BE GIVEN A NAME
AND A CATEGORY.
IF A FILE IS NAMED AND ALLOTTED A
CATEGORY IT WILL BE EASIER TO
LOCATE IN THE WEBSITE LIBRARY

Scale pictures to:

pixels wide then pixels high

Picture processing:

JPEG quality: % Convert to grayscale: ☐ No scaling or processing ☐

Cancel

Continue