

Media Manager

This video will cover the Media Manager within Showtime, which houses all of the assets on your site including all images, videos, documents and audio files.

To access the Media Manager, click on the “Media” tab. You can click on the “Media” tab at any time while working in Showtime and the Media Gallery will display as an overlay on top of your work, rather than opening a new page.

Once in the media manager, there are several ways to sort, filter, and search for your assets. The media manager defaults to being sorted by newest, meaning the most recently uploaded assets will show first. The assets can also be sorted alphabetically by file name, by the oldest item first, or by file size, from largest to smallest, and you can use the “sort-by” dropdown menu to select your preference.

The default view of assets is grid view, but you can also toggle to list view, which automatically displays asset details.

Assets can also be filtered by asset type using the “show-type” dropdown menu. The default setting is to show all asset types, but it can be changed to sort by a single file type.

The folder icon in the top bar displays assets based on tags you have previously created. We’ll look at tagging assets in a later section of this video, but once assets are tagged, they can be sorted by tag in this section.

To search assets, use the search bar by typing in all or part of the file name.

Every file within the Media manager has a blue icon in the top right corner notating what type of file it is - for example, a camera icon for an image or a document icon for a PDF or document file.

All image sizes used on your website can also be viewed in the Media Gallery. Click on “Image Sizes” and the dimensions for all image sizes used on your site will appear in an overlay on top of the Media Gallery.

Uploading Assets

To add new assets to the Media Manager, click on the “Upload” button. There are two options - “File(s)” for images, documents and audio files, or YouTube for videos.

Files can be uploaded either from social feeds and shared drives, by dragging files from your computer, or by selecting files from your computer.

To upload a video, copy and paste a YouTube or Vimeo link into the “URL” field. Be sure to include a related image when uploading a video as this image appears in place of the video when it's added to slideshows. To add a related image, type the name of the image in the “Related Media” field and it will auto-populate with matches. The system will automatically add a play button on top of the image. The video title and caption are optional, but always good to include.

If your video isn't playing for some reason, check to see if the link contains “&feature.” If so, remove “&feature” and everything that comes after it. The link will still work, but it removes any of that additional tagging that YouTube tends to tack on.

Once your assets are uploaded, the system will display them at the top of the Media Gallery under “Recently Added Media”. Click on any item in the Media Gallery to reveal additional details, including size and dimensions, and to reveal the “Edit” and “Trash” buttons. The “Edit” button displays the settings for that particular media item. Click on the “Trash” button to delete an asset.

When you click on an asset's “Edit” button, more specifics about that particular asset displays. An “Image Size Warning” will display if an asset is larger than 1mb. We recommend never including images that are larger than 1mb on your website. The heavier the images are, the longer the page will take to load.

The “URL” field provides the link for the asset on the servers. “Title” is the image file name. Note that the system automatically makes the image title its alt tag, so edit accordingly. “Caption” is the description that appears on top of the image in slideshows. You can add a link in the “Link” field to make the asset clickable in slideshows. Use the “Related Media” field for placeholder images on videos.

To “Tag” the asset, add any words or phrases you'd like to sort or organize your assets and press “Enter” after each. For example, you may want to use the tag “original” to organize all your original, uncropped images into a folder, or by image type like “slideshow” or “spotlight”. You can then view and sort your assets by their respective tags by clicking on the folder icon in the main Media Gallery.

Make sure to always save the asset after editing its details.

Editing Assets

Included in the Media Manager is a built-in image editor that you can use to crop and resize images.

To edit an image, click the “edit” button for the image and then click the “Image Editor”. The image editor includes options to filter, resize, crop, or transform an image.

The most important tool is the “Crop” feature which allows you to easily crop images using the various pre-set image sizes for your website. Be sure to start with an image larger than the dimensions needed to avoid a blurry, or pixelated, image. Click on the appropriate image type to resize the image, and scale as necessary. Once the image has been resized, click “Apply” and then “Save” to save the image in its new size. It’s important to note that when saving a resized image, the system will NOT override the original image; instead, it will save as a new image.

To keep your site looking great, it is imperative that all Showtime users size images correctly and optimize them for your website.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime, or contact the help desk to learn more.