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Multi Media Library: Adding Image Files

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Adding an Image to the Recipe Media Library

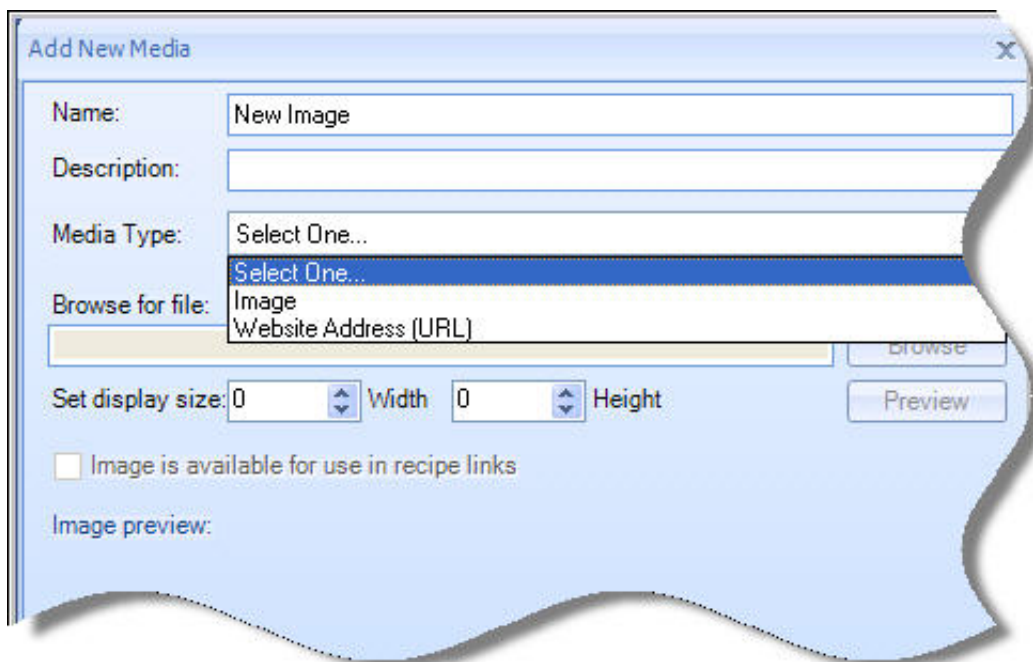
Images will not be available to add to a recipe until they are added to the Recipe System Media Library. Follow the steps below to add an image file to the Media Library.

1. Navigate to the Control Panel. From the **Go Menu**, choose **Control Panel**.
2. Click the **Manage Recipe Media** link.
3. Click the **Add Media** button at the top left of the menu bar.
4. Name and describe the new media file.

Name and Description

The name of the image is just used for the purposes of quickly referencing the picture. The name is limited to 50 characters. The description is the actual wording that shows up to the portal users. In the case of several images per recipe, you will want to differentiate what users should expect to see when they click the image button. To do this, give the image a distinct description, such as "Pan Roasted Chicken before Plating" or "Pan Roasted Chicken after Plating". There is also a 50 character limit on the description.

5. From the **Media Type** drop down, choose **Image**.



6. Click the **Browse** button to located the file.
7. Once the file has been located and selected, click **Open** to attach the file.
8. Click **OK** to exit.

If the media that you are adding will be used as a button to a linked recipe, check the option **Image is available for use in recipe links**.

Note: You can only set the display size for URL's.

Manage Media [X]

Name:

Description:

Browse for file or enter URL:

Display size: Width Height

☐ Image is available for use in recipe links

Image preview:

