
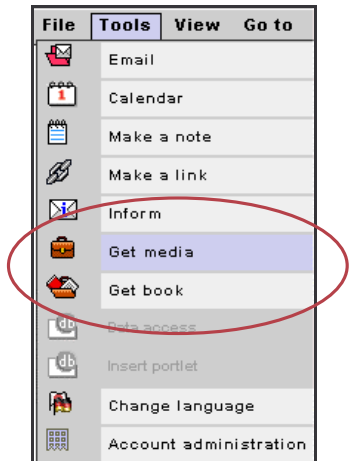



Uploading Files from Asset Bank

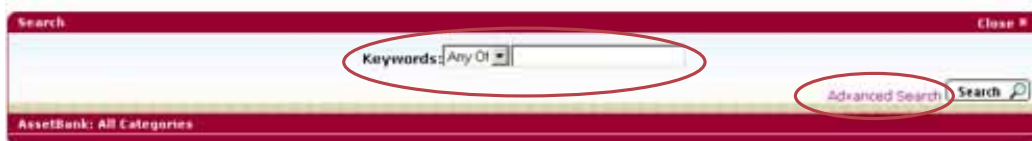
Media files from Asset Bank, including images, video files, and pdf files of whole books can be uploaded into your webspace, for ease of access at a later date.

1. Open the 'My webspace'  folder from the 'Go To' menu in the Digitalbrain toolbar.
2. Two icons will now be accessible from the **Tools** menu in the Digitalbrain toolbar: 'Get media' and 'Get book'.




Using the 'Get Media' Tool

3. Click on the 'Get Media' icon.
4. From the pop up Search screen, type in a keyword.
5. The 'Quick Search' screen will load. Type in a term and click **Search** .



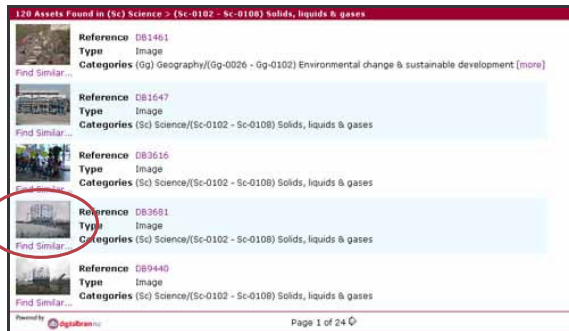
6. Alternatively, click 'Advanced Search' in the bottom right of the box, to load the Advanced Search page.



7. Choose a category from the drop-down menu, and select the 'Type' of asset you require. Click **Search** .

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8. A page listing relevant assets will be displayed:



9. Select the required image by clicking on it (left mouse click). A larger version of the image will be displayed:



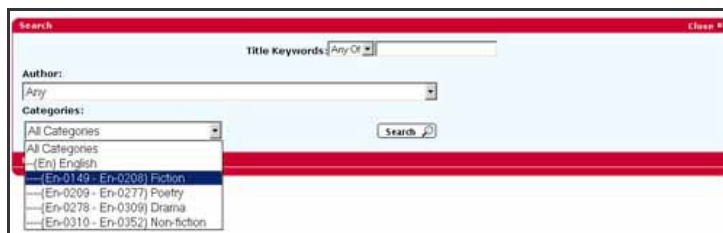
10. If the image is suitable, click on . Alternatively, click to return to the listing.

11. After clicking on 'Insert', the selected image will appear in your webspace folder.

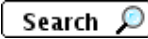
Using the 'Get Book' Tool

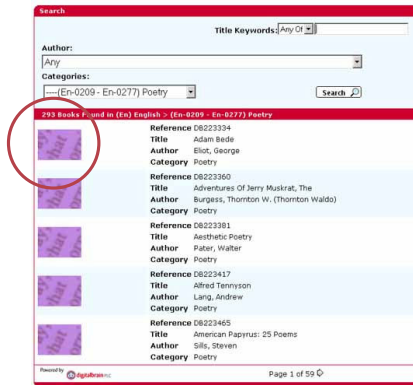
12. Follow steps 1 - 2 above.


13. Click on the 'Get Book' Icon. The following screen will load in a separate browser window:



Uploading Files from Asset Bank

14. Type a keyword, or choose an author or category from the drop-down menus.
15. Click the  button.
16. A page of search results will load. Select the book required by clicking on the image to the left of the screen.



17. Choose the file format of the book you would like to upload (pdf or html) from the drop-down menu and click on the  button.



18. The file will now be displayed in your webspace folder.