The Media Library is the location within the Terminal4 Content Management System where users add the media: images, audio, documents and PDFs, etc., for their pages.

**Adding media into the Media Library**

1. Choose the media to be added and fill out the “Name” and “Description” fields.

   1.1. **Media**
   
   Click “Choose File” and browse to the file you want to add to the Media Library from the pop-up window.

   1.2. **Name**
   
   The following are naming conventions for different types of media:
   - People & Headshots - First and Last name
   - Banners - the page the banner is for and/or what the banner image is of
   - Buttons - what the media is linking to
   - Documents & PDFs - title of the document (Note: when documents are added to pages the link created is the name of the media)
   - Slide Images - what the slide is for (event/information/etc.)
   - Audio - file name or what the file is talking about

   1.3. **Description** (becomes the alt tag):
   - Simply explain what the media is
   - Images (most important to fill out because this type of media uses alt tags)
     - What is the image of?
     - What does any text in the image say?
     - Any information that tells what the image's purpose on the page is.

2. Click “Add” to then upload the media to the library for use in your website’s pages.

For questions or assistance contact University Communications at webmaster@mail.montclair.edu