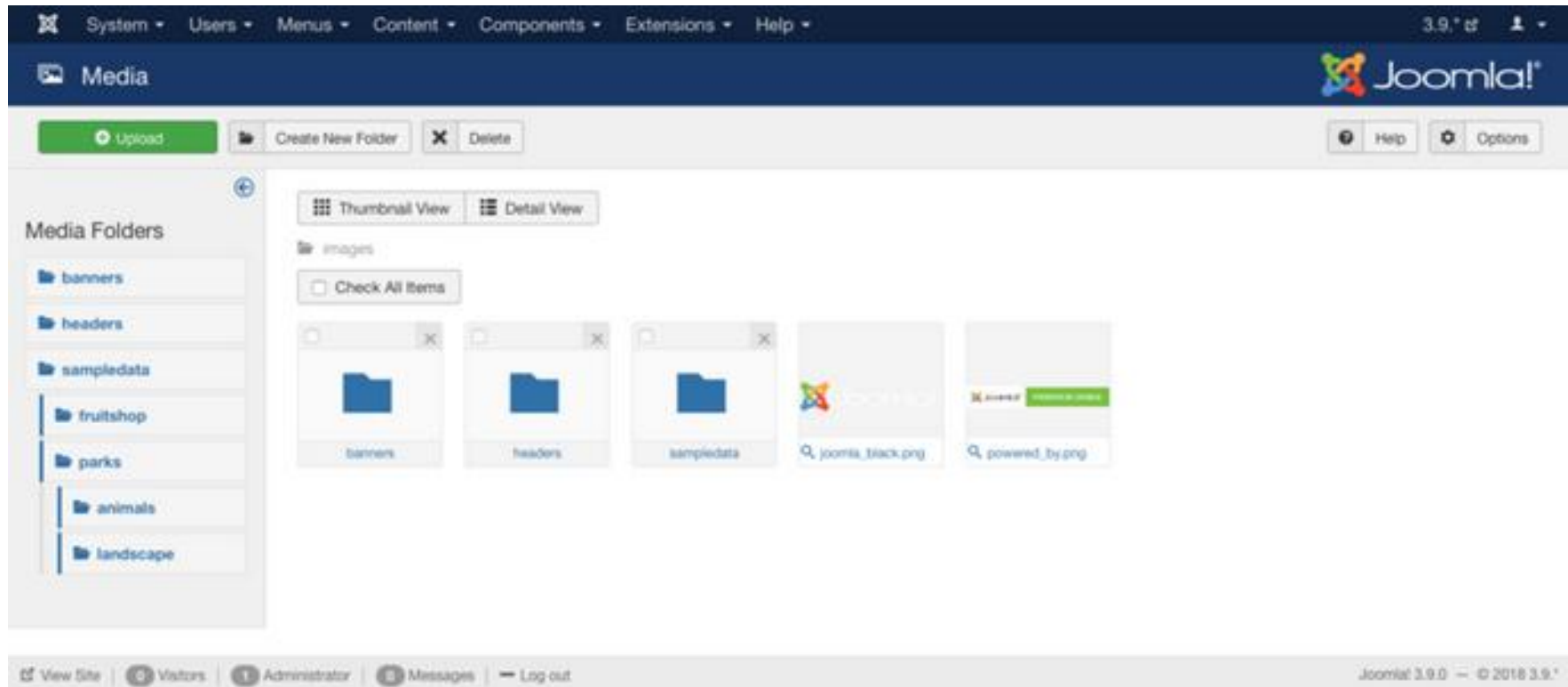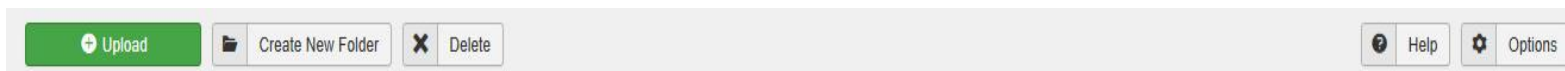# Unit 2
Media Manager

Media Manager

- Media Manager icon in the Control Panel, or click Content → Media Manager menu in the back-end of your Joomla! Installation.

- The Media Manager is a tool for uploading or deleting files in the <joomlaroot>/images/ directory on a web server. Tools included are: uploading new file(s), deleting existing file(s), and creating sub-directories

Media Manager

Toolbar

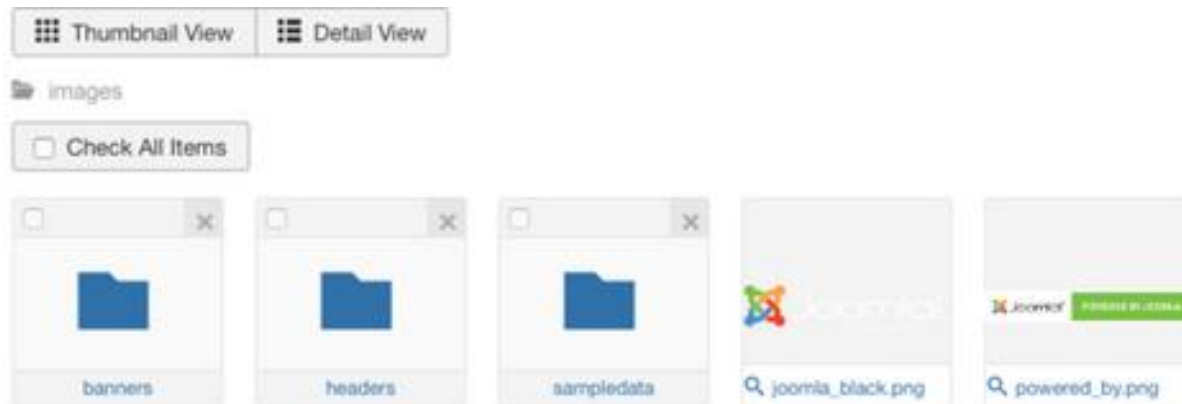- At the top left you will see the toolbar:

- The functions are:
- Upload: Opens hidden element under Thumbnail or Detail view buttons for uploading images.
- Create New Folder: Opens hidden element under Thumbnail or Detail view buttons, where the name of a new folder can be entered and created.
- Delete. Deletes the selected images. Works with one or multiple images selected.
- Help. Opens this help screen.
- Options. Opens the Options window where settings such as default parameters can be edited.

Media Views

Thumbnail View

- The 'Thumbnails View' is shown below, it contains previews of images and icons for sub-folders:

Media Views

Details View

- The 'Details View' is shown below, it contains more details about the files. The benefit of the 'Details View' is the additional information on the files, dimensions: width x height in pixels(px) and file size: actual file disk size.

Uploading Files

- To upload images or other files to the <joomlaroot>/images/ directory (or any of the sub directories) simply open the directory desired to upload into by navigating to it using the current selected view, 'Thumbnail' or 'Details'.

- Click the 'Upload' button in the toolbar to reveal hidden upload element shown below:

Creating New Folder

- To create a sub directory (folder in a folder), use the Media Manager's 'Create Folder' toolbar button. Navigate to the directory (folder) you want as the 'Parent' directory (folder). Click the "Create Folder" button in the toolbar to reveal the hidden element shown below: