

Configuring



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Creating media objects manually

When you need a media object that has several different properties from the supplied or existing media objects, you can create a new one.

To create a media object manually:

1. Click the **Administration** tab.
2. In the left pane, click **Media ⇒ System Media** or **Media ⇒ Printer Media**.
3. Click **Add**.
4. Fill in the required and optional properties that need to be adjusted to match your environment.
5. Click **OK**.

⬇ **Note:** You can export entries in the Media table to a Comma-Separated Values (CSV) file. Click the  button in the top right corner of the page and select **Export table to CSV**. The exported list only contains entries for media that match all the filters that are set. For example, you type **A4** in the filter field . The list in the CSV file contains only the entries for media with **A4** in the media name, description, or type details. The entries are sorted by media name.

Parent topic: [Defining media objects](#)