



**Pan American
Health
Organization**

Media Library

USER GUIDE



LightRocket | Enterprise

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Signing Up

Signing Up on the Media Library

Users who wish to upload files will need to register as contributors.

For a quick overview of how to register on the system and upload files, you can view a video tutorial [here](#).



How to Sign Up

01

Click on the 'Sign up' link at the top of the [homepage](#)



How to Sign Up

02

On the sign up page, select the 'Contributor' option and complete all the fields as shown:

Sign up

Sign up as a client to use lightboxes and apply for download rights.
Sign up as a contributor to upload and manage files.

Client Contributor Select the 'Contributor' option

Staff member
 No Yes

Email address Confirm email
 insert email address copy confirm email address copy

First name Last name
 John copy Smith copy

Password Confirm password
 copy eye copy eye

Company Position
 insert company name copy insert job/position copy

Apply for download rights
 No Yes

✓ **Sign up**



How to Sign Up

03

Once you've signed up, a media library administrator will need to approve and activate your account. You'll see a screen like this:

Sign up



Pending Approval

If your application is approved, an email will be sent to you at
youremail@xxxx.com confirming your registration details.



Uploading Files



Uploading Files

Once your account has been approved, you will receive an email like this with a link to activate your account.

 Pan American Health Organization

You have successfully registered on the PAHO's Multimedia Library.

Please click on the activation link below to confirm your registration details. You'll then be able to sign-in and upload files to the system*.

<https://multimedia.paho.org/activate?id=217&code=16650ed6859bc795c55158c57792824770c69cc7>

Please take note of the following guidelines before submitting files.

All files uploaded to the media library must be annotated with relevant contextual information, added to the following fields:

- **DESCRIPTION** - Add a short description explaining the who, the what and the why of the image(s) you are submitting.
- **COUNTRY/LOCATION** - Add the country/province/city where the images were created. Country is the minimum requirement.
- **CREDIT** - Add your name or the name of the creator of the image.
- **DATE CREATED** - Check date created info is present. This information should be added automatically.

For detailed explanations of how to upload and annotate files, we recommend you take a look at the following short video tutorials:

- **UPLOADING** - <https://multimedia.paho.org/en/preview/275068>
- **ANNOTATING FILES** - <https://multimedia.paho.org/en/preview/275069>

If you have any questions you can contact the multimedia library manager at multimedia@paho.org.

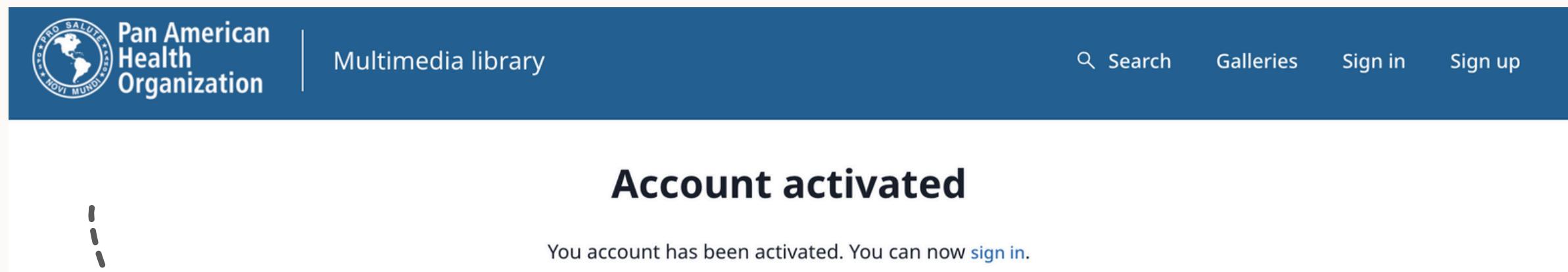
We look forward to seeing your files in the system.

* **NOTE** - If your email software does not support hyperlinks in the body of the message, copy and paste the URL below into the address line of your Web browser.



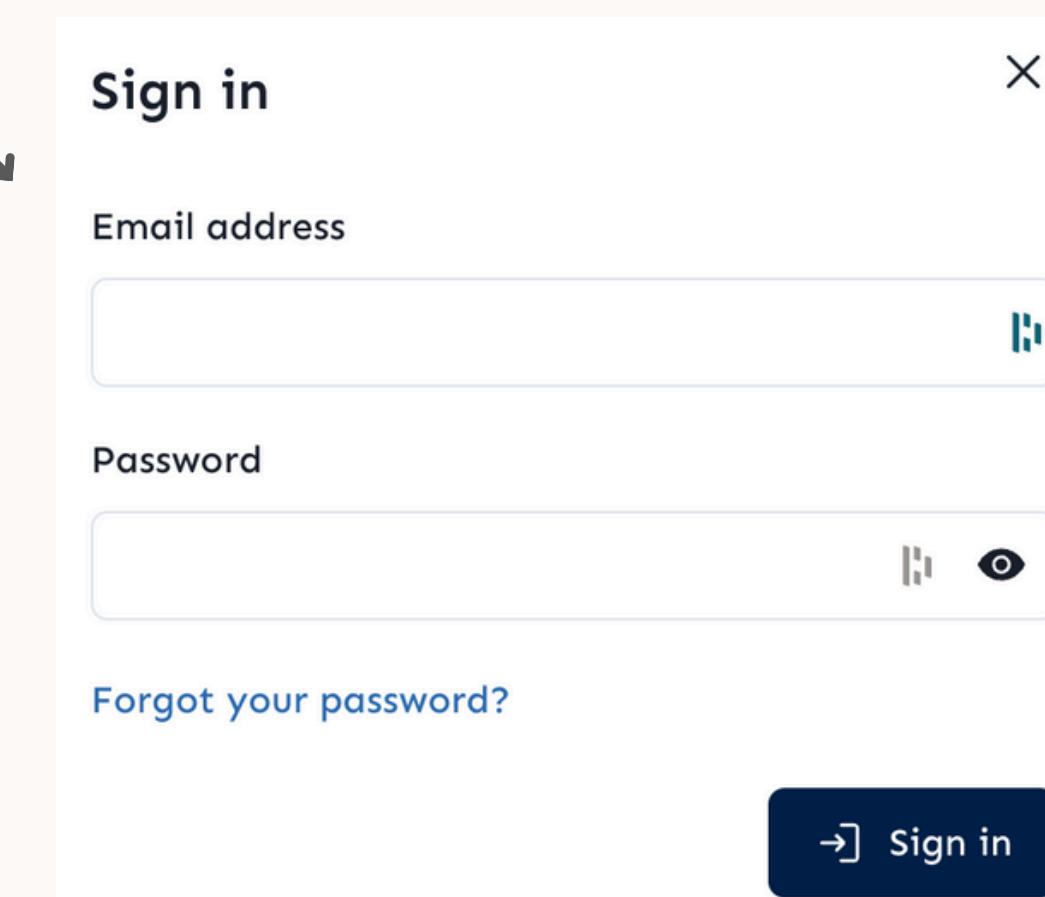
Uploading Files

Click on the link to activate your account.



The screenshot shows the Pan American Health Organization website. At the top, there is a blue header bar with the organization's logo and name on the left, and navigation links for "Search", "Galleries", "Sign in", and "Sign up" on the right. The main content area displays a message: "Account activated" in bold, followed by the text "Your account has been activated. You can now [sign in](#)." A dashed arrow points from the text "And sign in" in the previous slide to this "Sign in" button.

And sign in



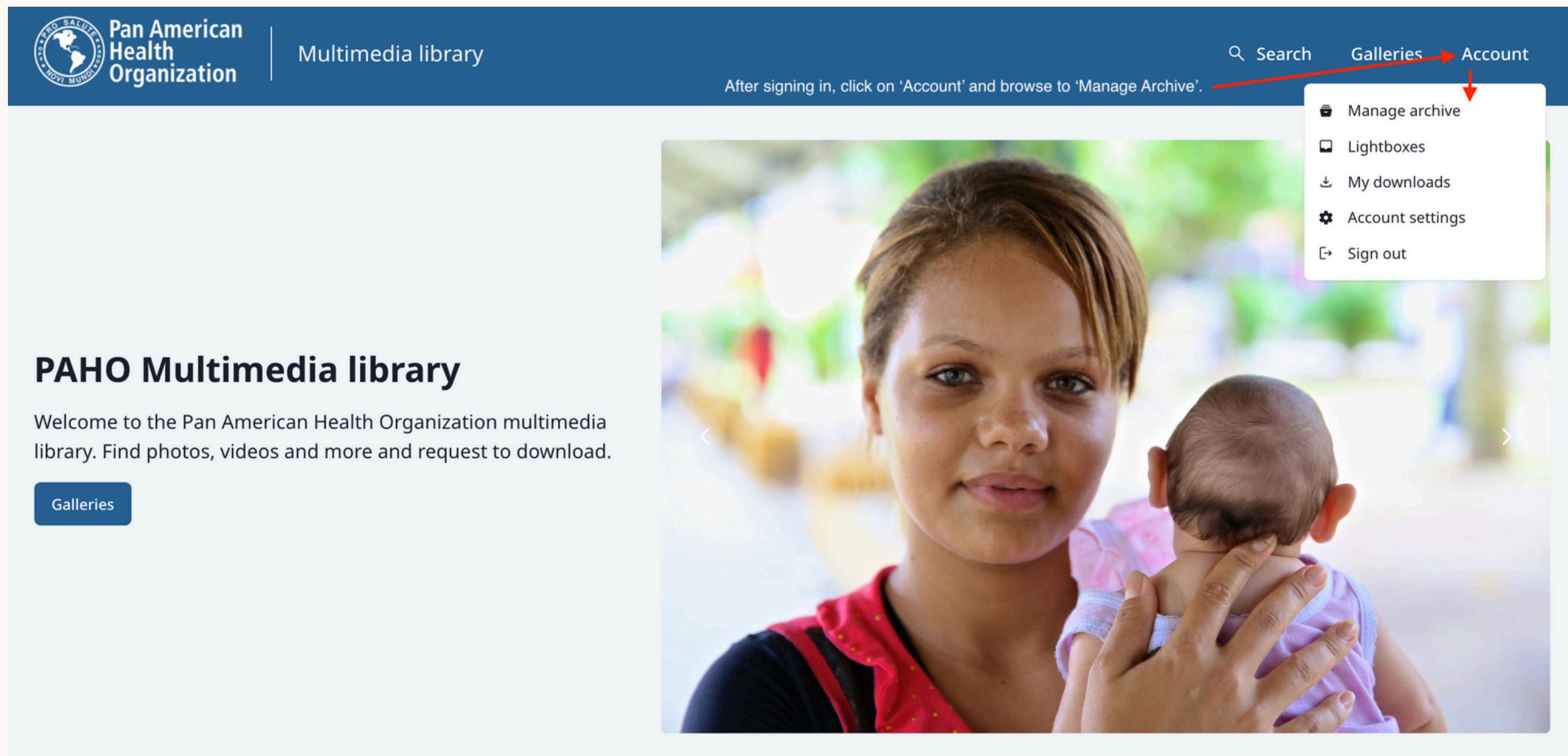
The sign in form has the following fields and features:

- Email address:** An input field with a small icon of a person in the top right corner.
- Password:** An input field with a small icon of a person in the top right corner and a visibility toggle icon (eye) in the bottom right corner.
- Forgot your password?** A blue link at the bottom left of the form.
- Sign in:** A dark blue button with a white right-pointing arrow and the text "Sign in" in white.



Uploading Files

Once signed in, browse to the Manage Archive page by clicking on 'Account' as shown here:

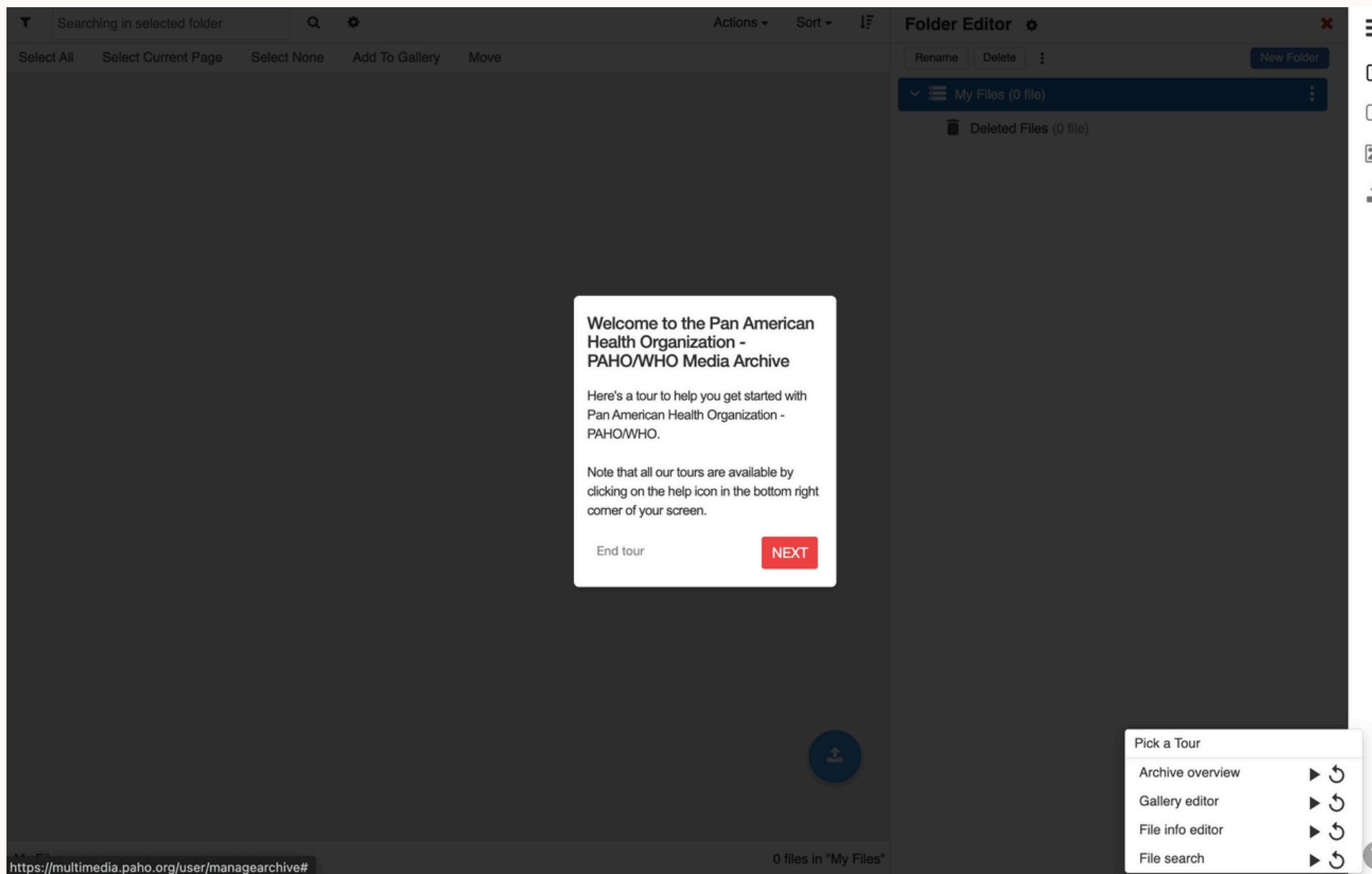


The screenshot shows the Pan American Health Organization (PAHO) Multimedia library website. The top navigation bar includes the PAHO logo, the text "Pan American Health Organization", "Multimedia library", and a search bar with the placeholder "After signing in, click on 'Account' and browse to 'Manage Archive'." A red arrow points from the text in the search bar to the "Account" link in the dropdown menu. The dropdown menu itself is a white box with a thin border, containing the following items: "Manage archive" (with a folder icon), "Lightboxes" (with a camera icon), "My downloads" (with a download icon), "Account settings" (with a gear icon), and "Sign out" (with a sign-out icon). The main content area features a large image of a woman holding a baby. Below the image, there is a "Galleries" button.



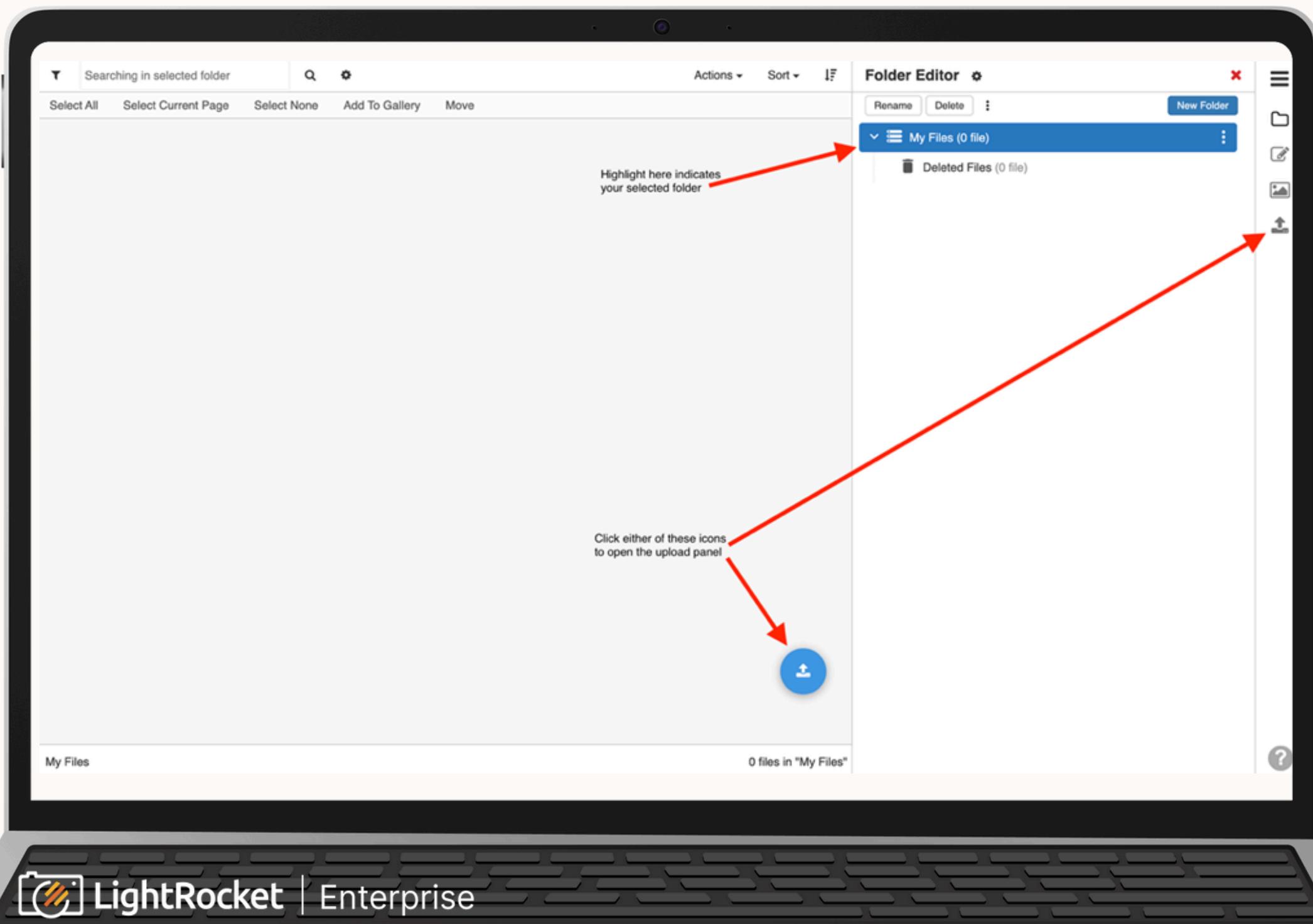
Uploading Files

Follow the new users' tour to get an overview of how to upload and manage files in the media library:



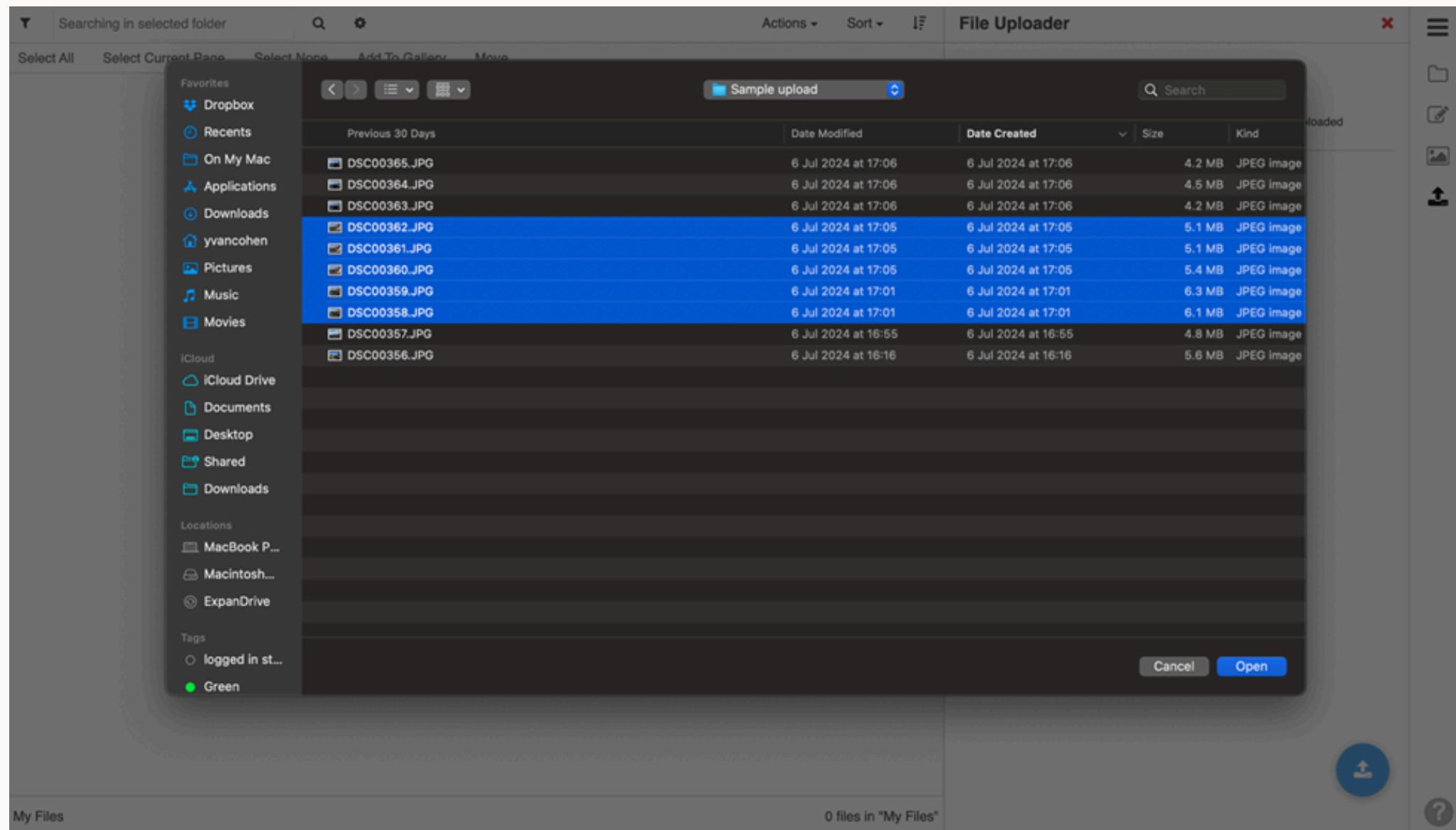
Uploading Files

Or 'End Tour' and click directly on the 'Upload' button as shown below:



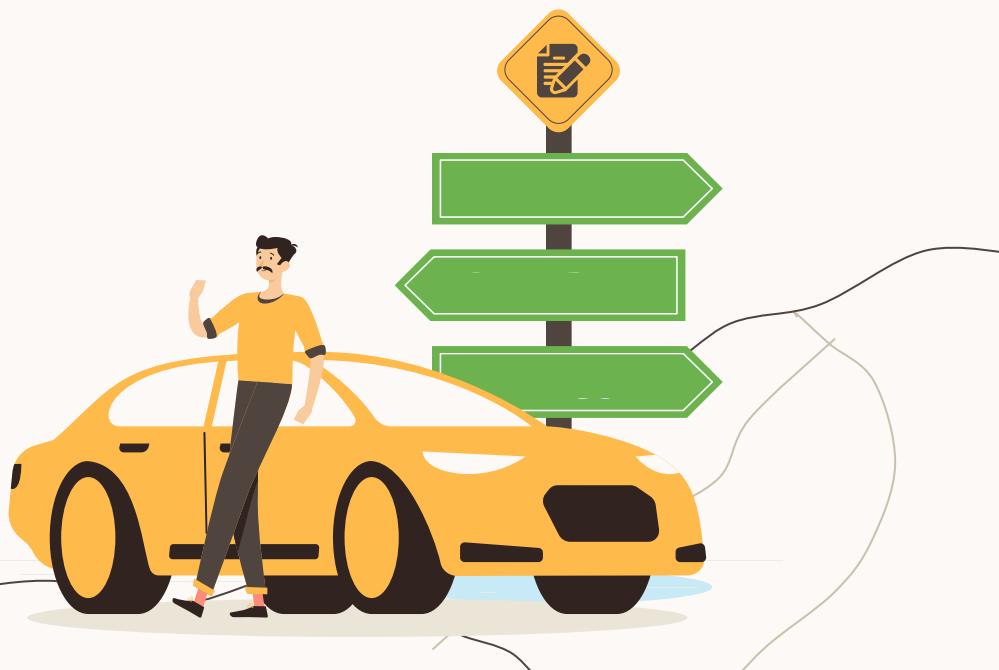
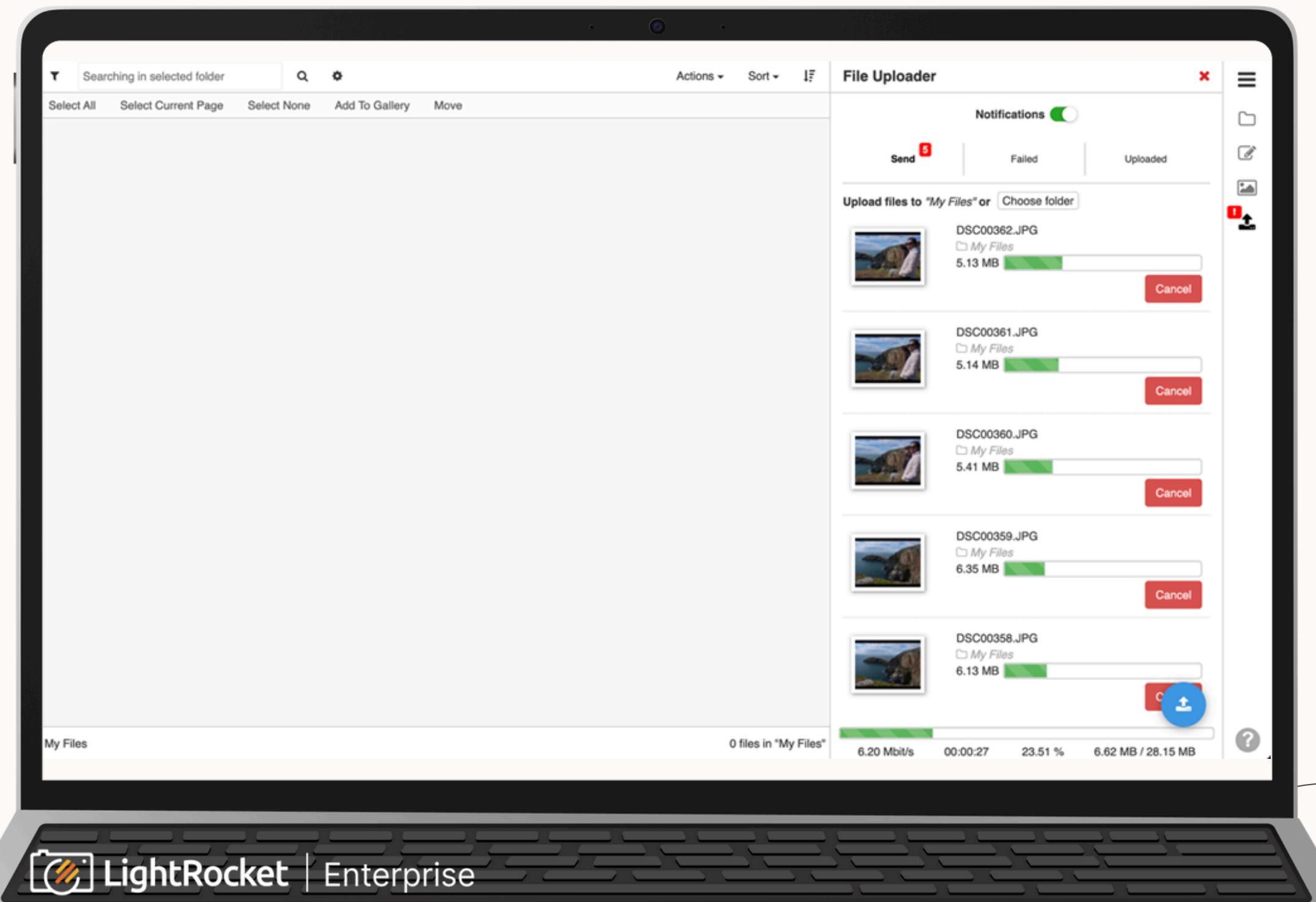
Uploading Files

Browse to and select the files you wish to upload (note you can only select files and not folders).



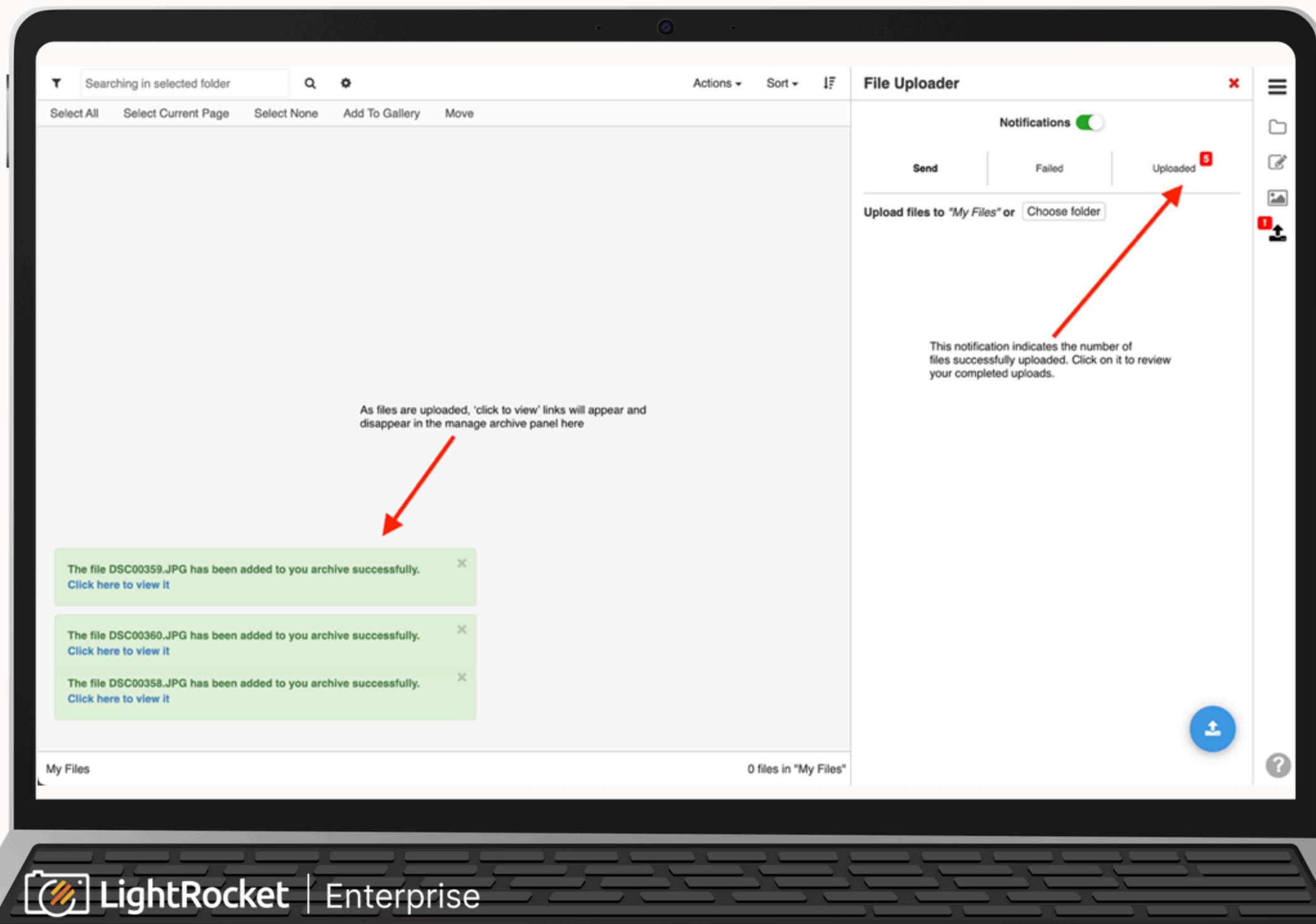
Uploading Files

Click ‘Open’ and monitor your upload in the upload panel.



Uploading Files

As uploads complete you will see temporary 'click to view' links appear (and disappear) in the left panel.



The screenshot shows a 'File Uploader' interface on a laptop screen. The left panel displays a list of uploaded files with green success notifications. The right panel shows a 'Notifications' section with a red 'Uploaded' button and a notification count of 5. A red arrow points to the notification count. Another red arrow points to the success notifications in the left panel. The interface includes a search bar, actions like 'Select All', 'Add To Gallery', and 'Move', and a folder structure on the right.

As files are uploaded, 'click to view' links will appear and disappear in the manage archive panel here

The file DSC00359.JPG has been added to you archive successfully. [Click here to view it](#)

The file DSC00360.JPG has been added to you archive successfully. [Click here to view it](#)

The file DSC00358.JPG has been added to you archive successfully. [Click here to view it](#)

My Files

0 files in "My Files"

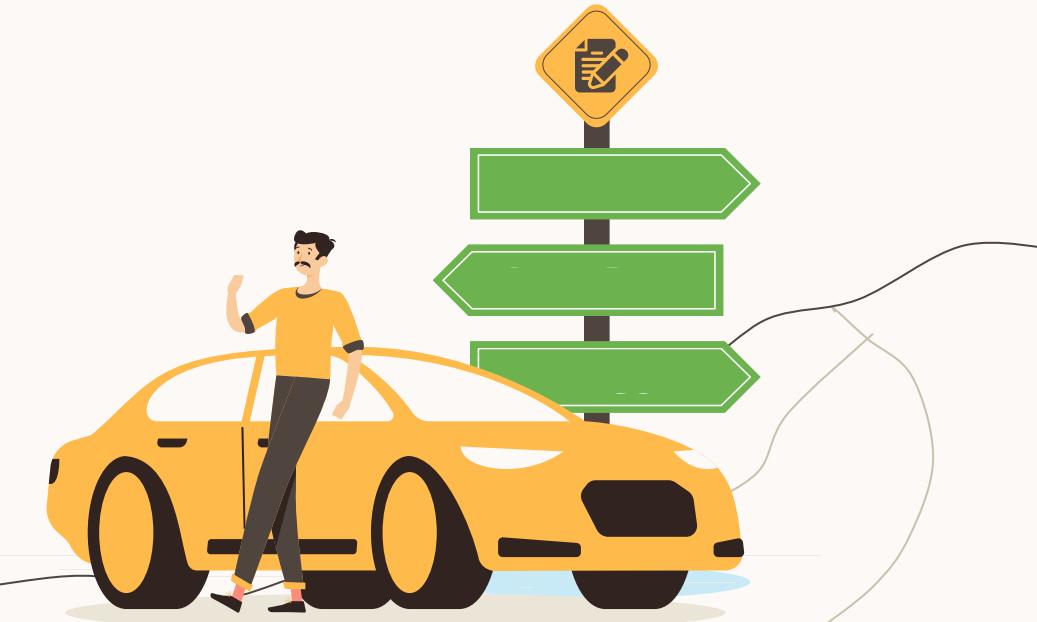
File Uploader

Notifications

Send Failed Uploaded 5

Upload files to "My Files" or [Choose folder](#)

This notification indicates the number of files successfully uploaded. Click on it to review your completed uploads.



Uploading Files

Click on the 'Uploaded' panel to see your completed uploads. Click the magnifying glass icon beside each upload to see your newly uploaded files.

The screenshot shows a file management interface with a left pane and a right pane. The left pane displays five uploaded files, each with a 'New' badge and a set of gray file info icons. A red arrow points to one of these icons with the text: 'These gray icons indicate recommended file info fields that have not been completed. When you submit files to the media library, all these fields/icons should show as completed, namely credit/copyright, description, tags, location info. Completed fields will show as green ticks. If you used a third party application to complete these fields prior to upload, the data will be displayed here and the icons will be replaced by green ticks. See our 'File Info Tutorial' for more info on recommended file info and how to complete these fields.' Another red arrow points to a green checkmark icon with the text: 'Green tick indicates one of the recommended file info fields (in this case 'date created') is complete.' A red arrow also points to the 'My Files' folder name at the bottom left of the left pane with the text: 'This tells you which folder you are viewing. 'My Files' is your root folder.' A red arrow points to the file count '5 files in "My Files"' at the bottom right of the left pane with the text: 'File count for the folder being viewed.' The right pane is titled 'File Uploader' and shows a list of uploaded files: 'DSC00362.JPG' (5.13 MB), 'DSC00361.JPG' (5.14 MB), 'DSC00358.JPG' (6.13 MB), and 'DSC00360.JPG'. Each file has a magnifying glass icon next to its name. A red arrow points to this icon with the text: 'Click on the magnifying glass icon to view newly uploaded files, which are displayed in the left pane.' A red arrow points to a blue upload icon with the text: 'Click on this icon to access our tutorials.' The interface includes a top navigation bar with 'Actions', 'Sort', and a search bar.



Guidelines for Editing Required File Information



Guidelines for Editing Required File Information

When you upload to the media library it's important all your files are accompanied by some basic contextual information.

For most image and video files this means you'll need to add information to the following fields:

-  Description
-  Tags
-  Location (at least a country)
-  Credit and Copyright
-  Date created (this is usually added automatically)



Guidelines for Editing Required File Information

If you add this information in a third party tool like Lightroom, Bridge, or Photoshop the information will be displayed in the corresponding fields in the media library.

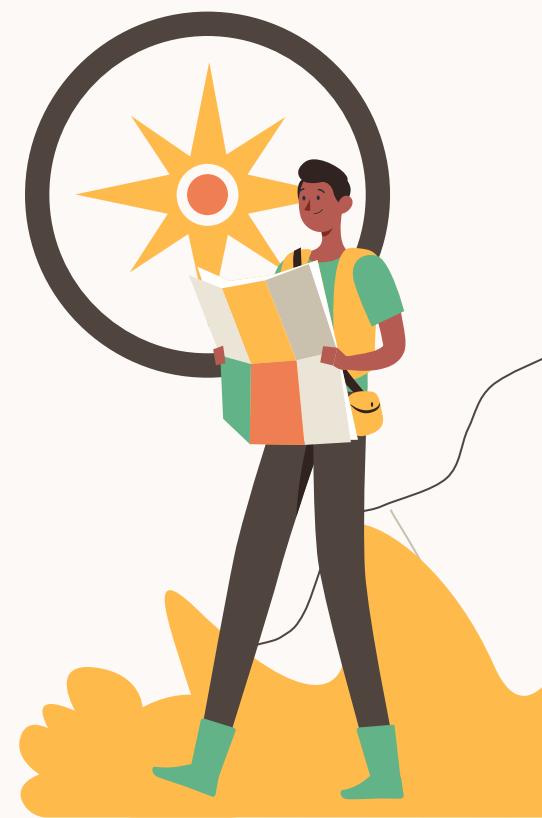
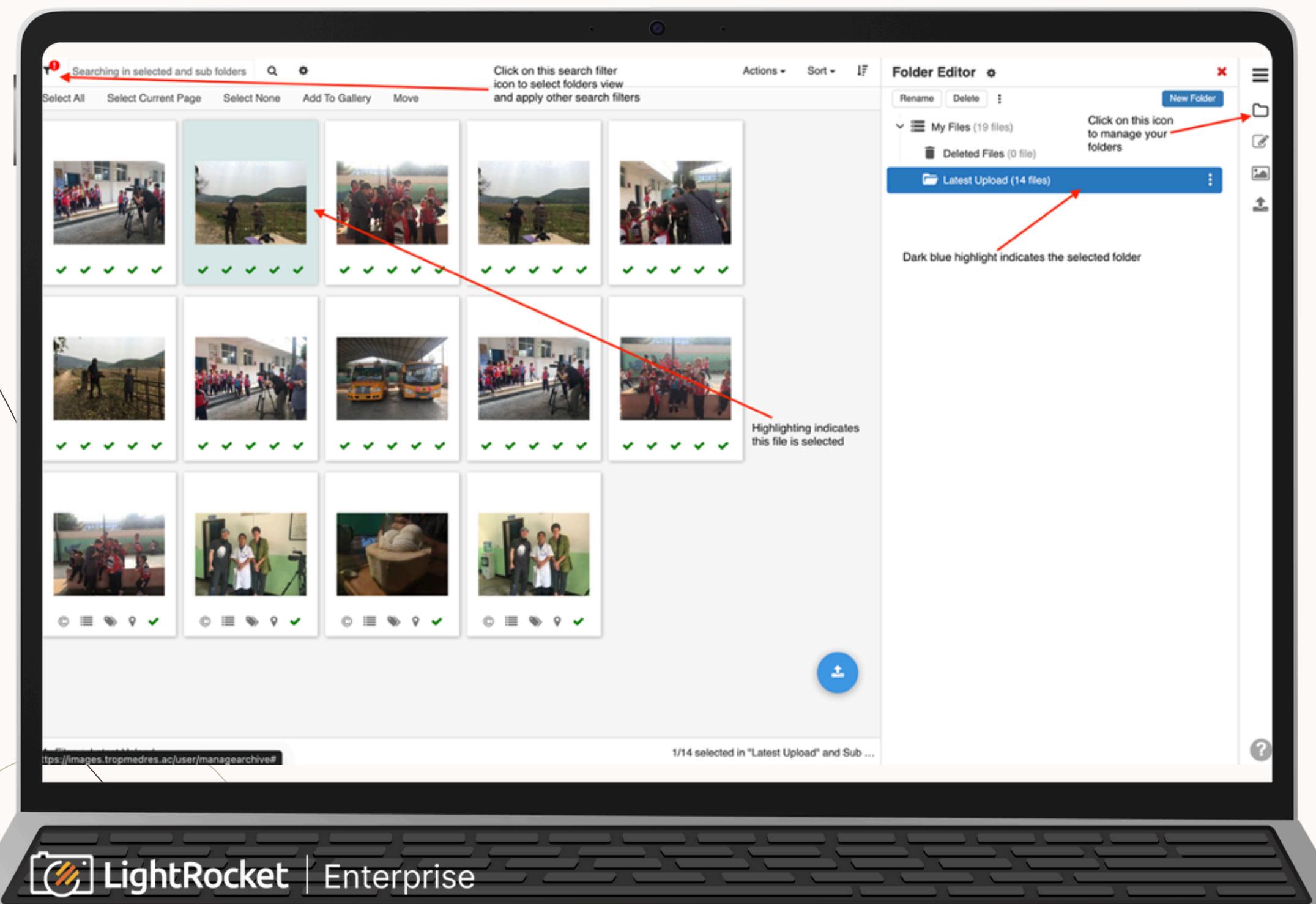
If you haven't already added this information you can do so directly in the media library.

For a detailed explanation of file information management we recommend viewing this short video [tutorial](#).



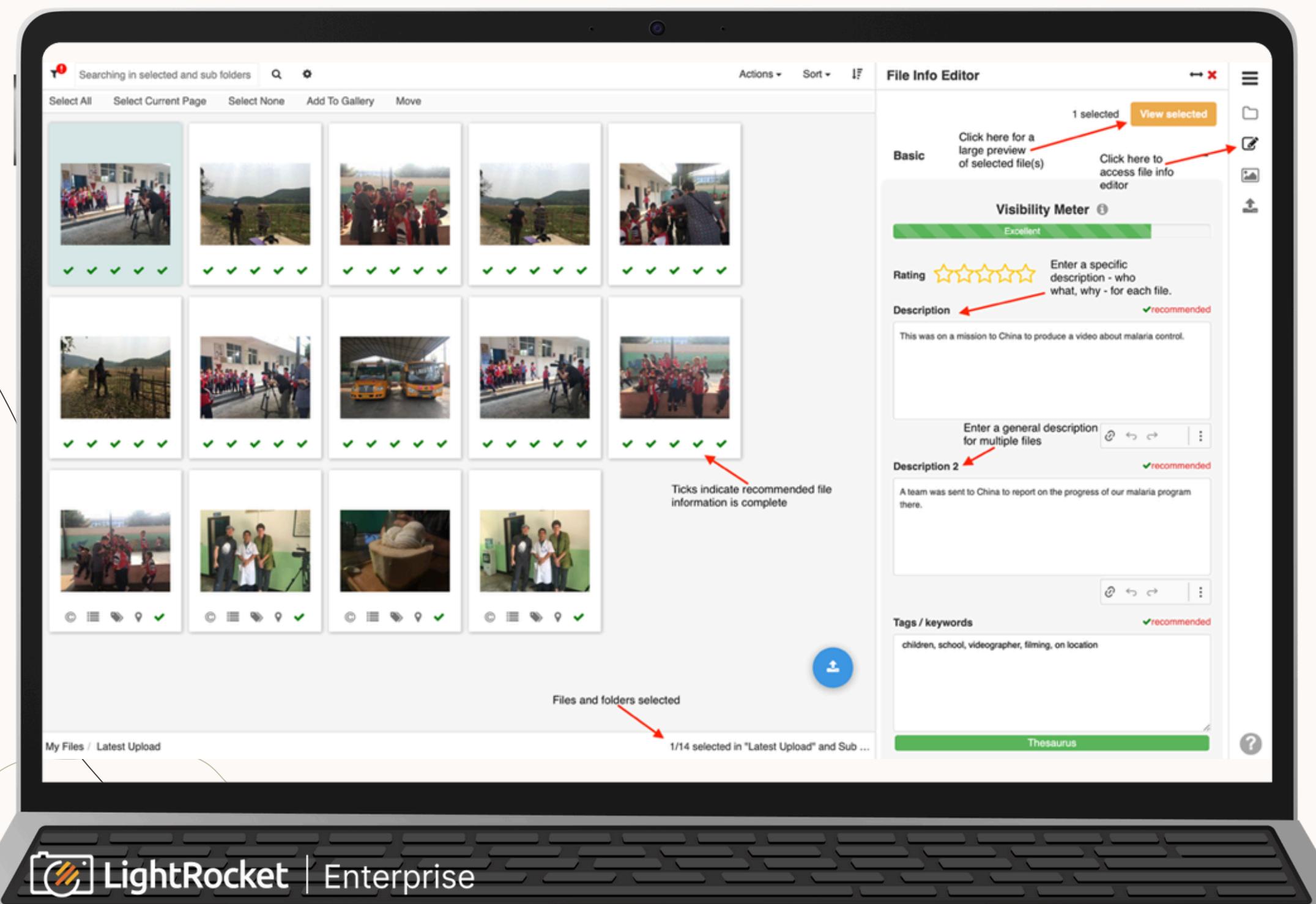
How to Add and Edit File Information

1. Click the 'folder' icon to browse to the content you wish to edit and select one or more files to edit.

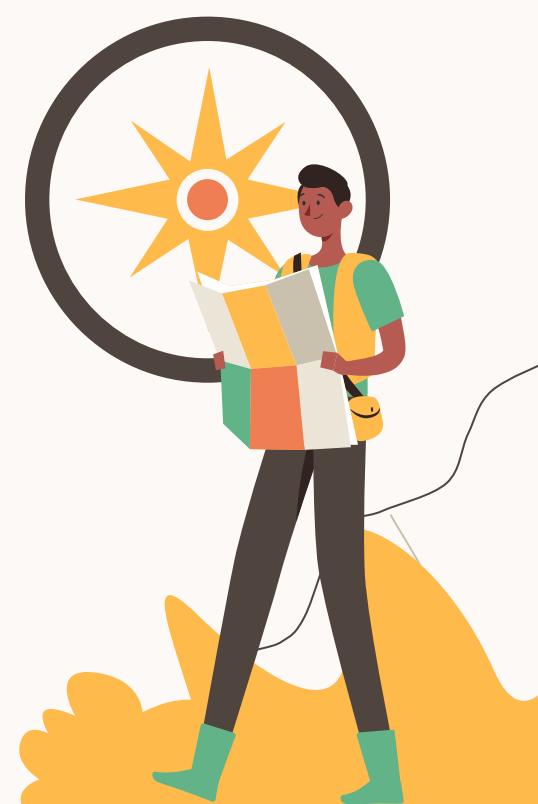


How to Add and Edit File Information

2. Click the 'File Info Editor' icon and complete the recommended fields that correspond to the icons/ticks under the thumbnails.

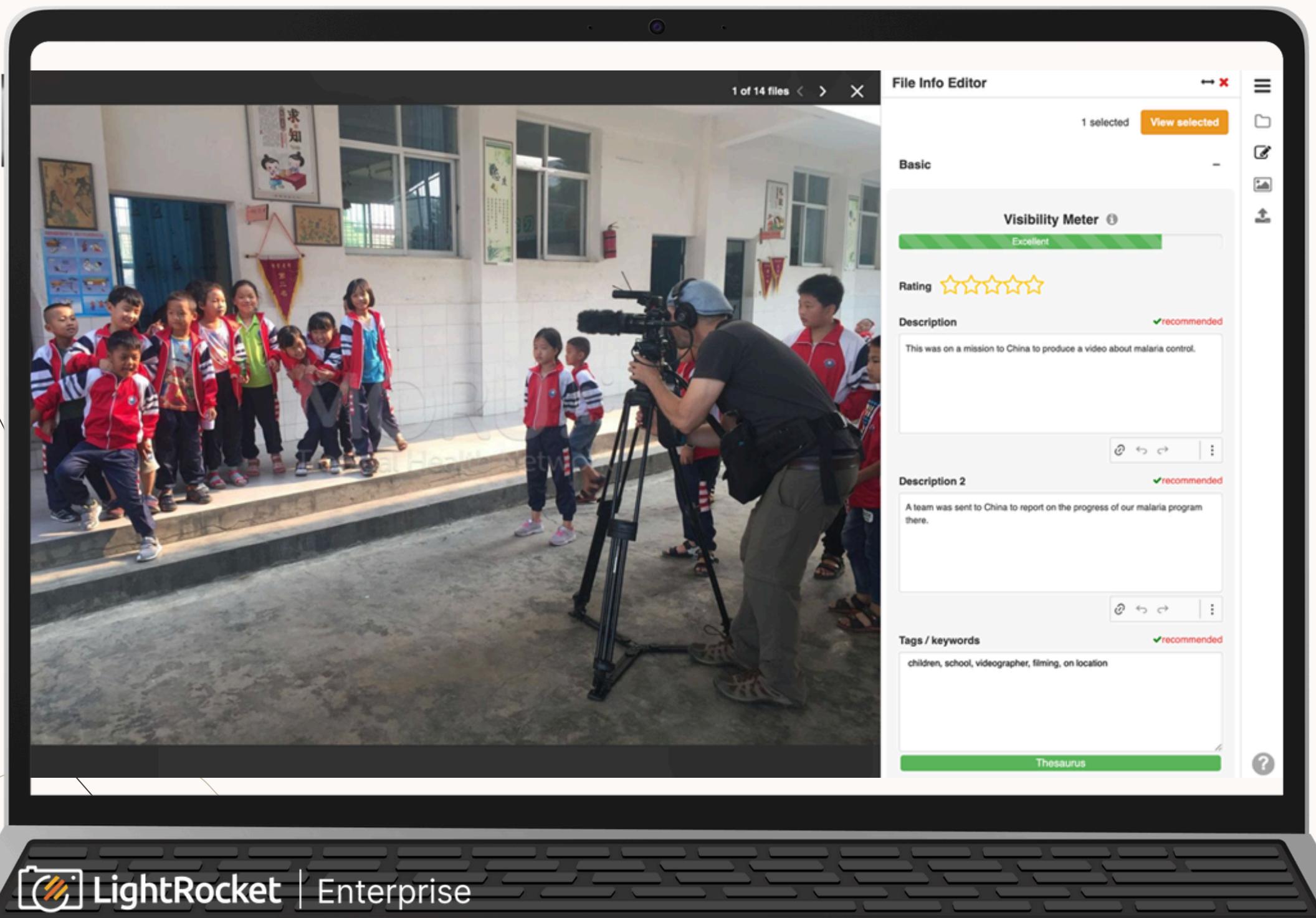


The screenshot shows a laptop screen displaying the LightRocket Enterprise file management interface. On the left, a grid of 14 video thumbnails is shown, each with a set of small green checkmarks (ticks) below it. A red arrow points to the bottom right of this grid with the text 'Ticks indicate recommended file information is complete'. On the right, a 'File Info Editor' dialog box is open. At the top, it says '1 selected' and 'View selected'. Below this is a 'Basic' section with a 'Visibility Meter' (set to 'Excellent'), a 'Rating' (5 stars), and a 'Description' text area containing the text 'This was on a mission to China to produce a video about malaria control.' A red arrow points to the 'Description' text area. Below this is another 'Description' section with a text area containing 'A team was sent to China to report on the progress of our malaria program there.' A red arrow points to this second 'Description' section. At the bottom of the dialog box is a 'Tags / keywords' section with the text 'children, school, videographer, filming, on location' and a 'Thesaurus' button. A red arrow points to the bottom right of the dialog box with the text 'Files and folders selected' and '1/14 selected in "Latest Upload" and Sub ...'. The bottom left of the screen shows the navigation bar with 'My Files / Latest Upload'.



How to Add and Edit File Information

Click the orange 'View Selected' button to see a large preview of the image.



Thank you



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