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# 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

First name  Last name

Password  Confirm password

Company  Position

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.



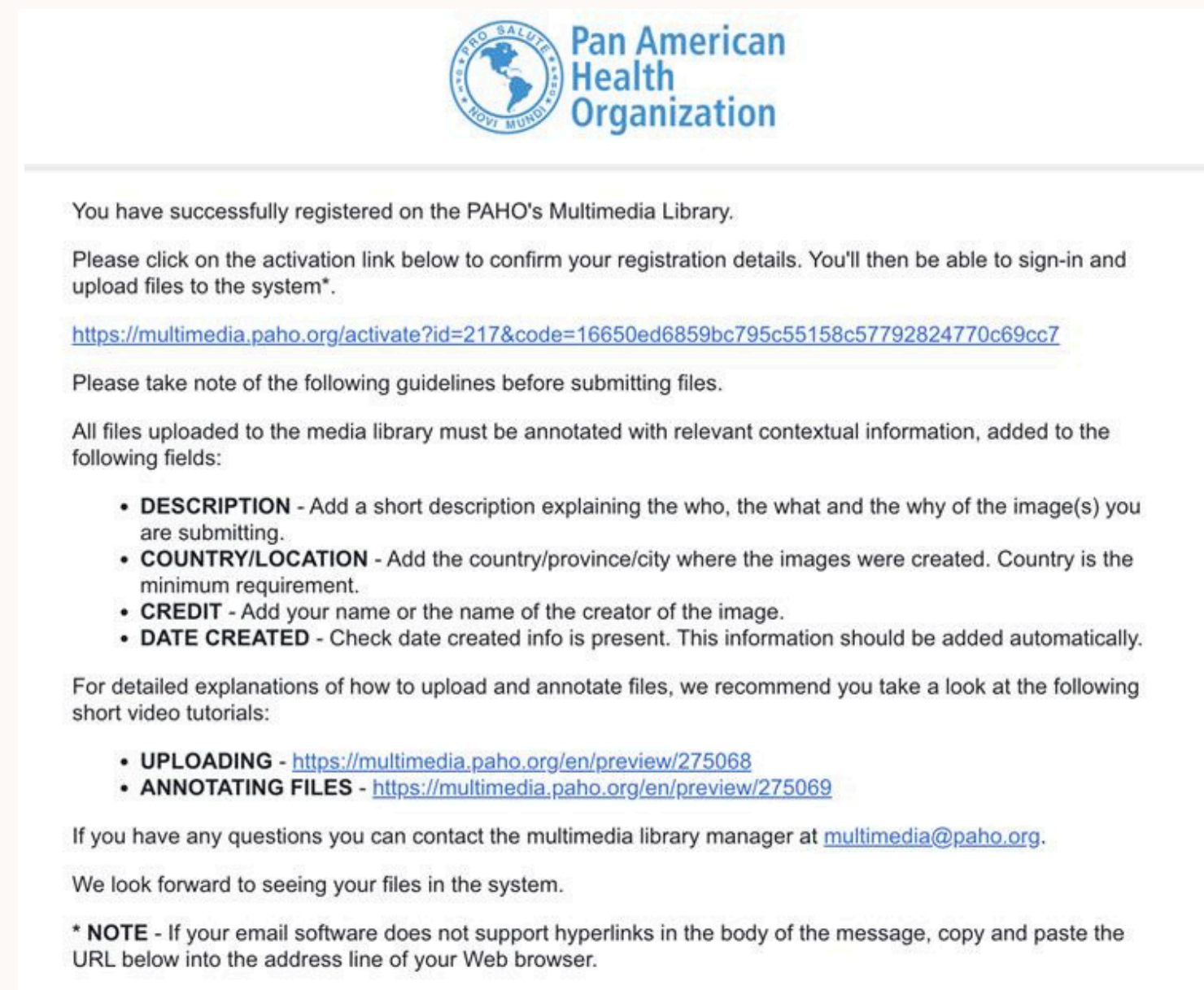


# Uploading Files



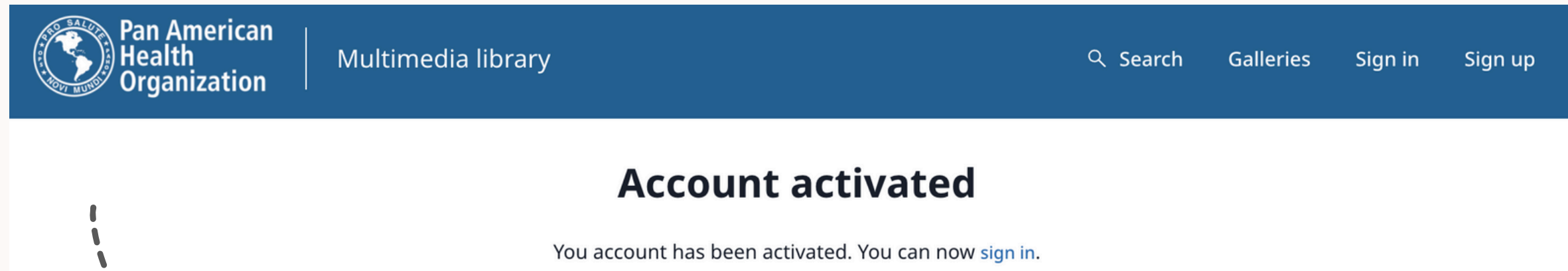
# Uploading Files

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



# Uploading Files

Click on the link to activate your account.



And sign in

Sign in

Email address

Password

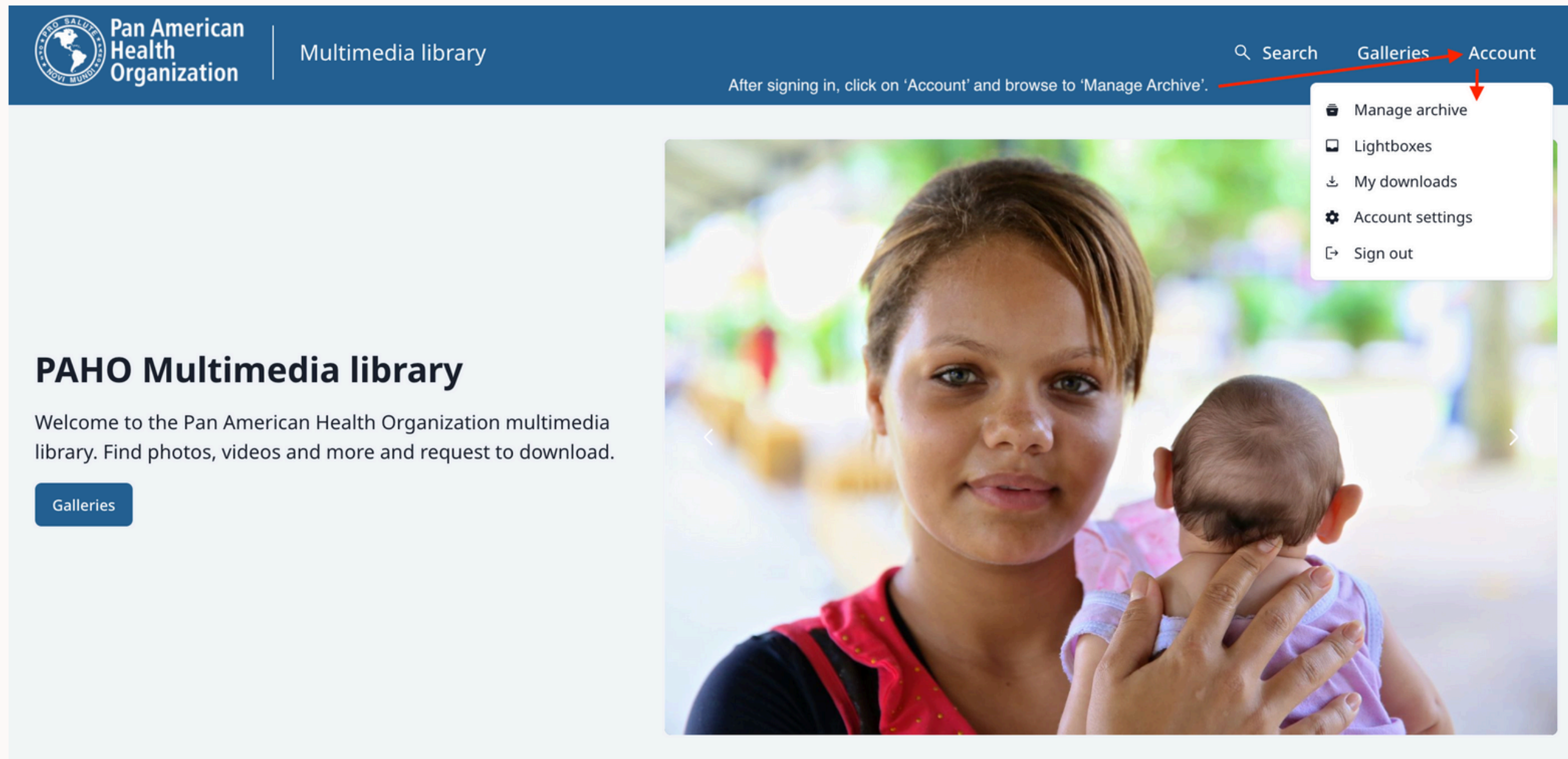
[Forgot your password?](#)

→ Sign in



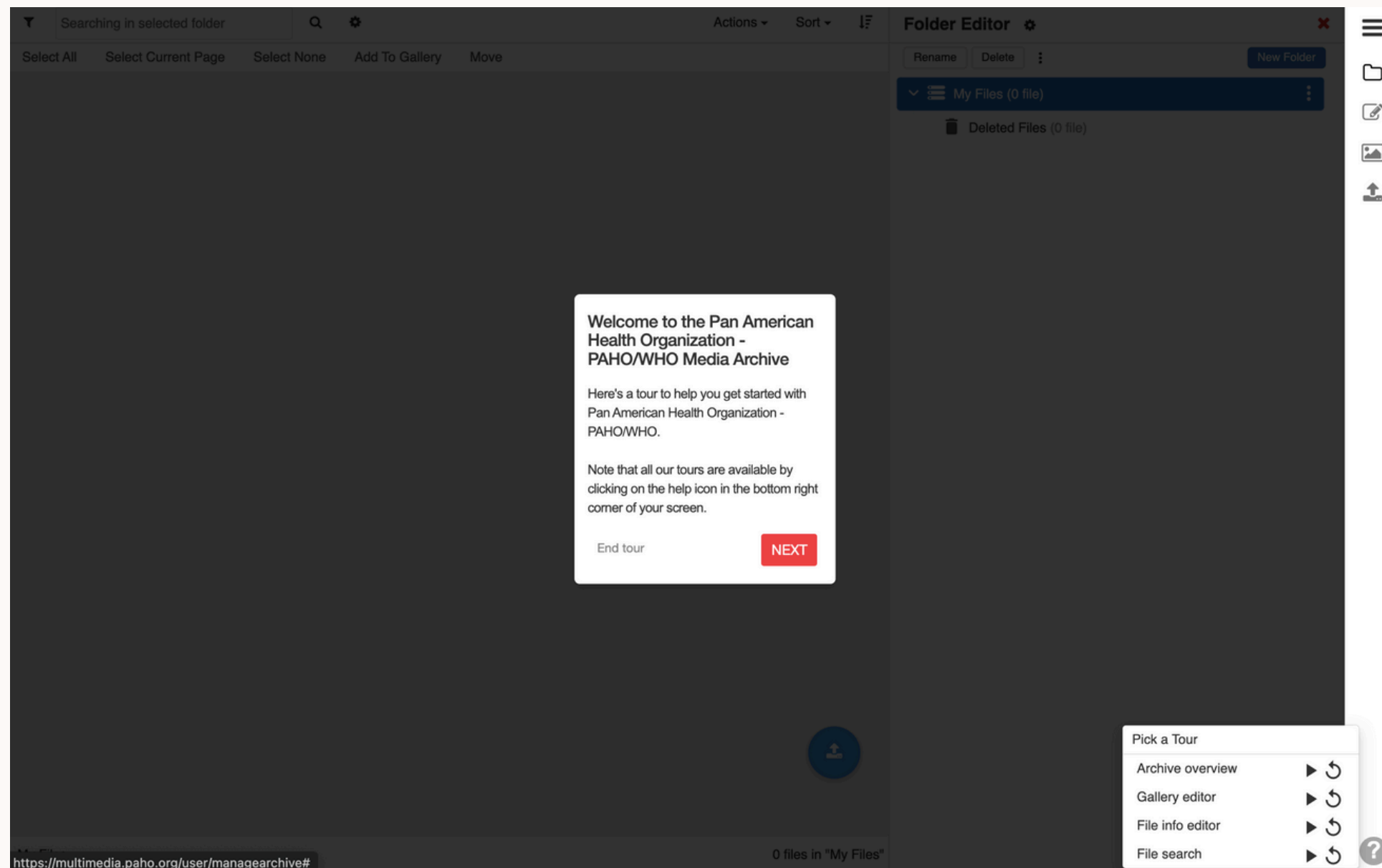
# Uploading Files

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



# Uploading Files

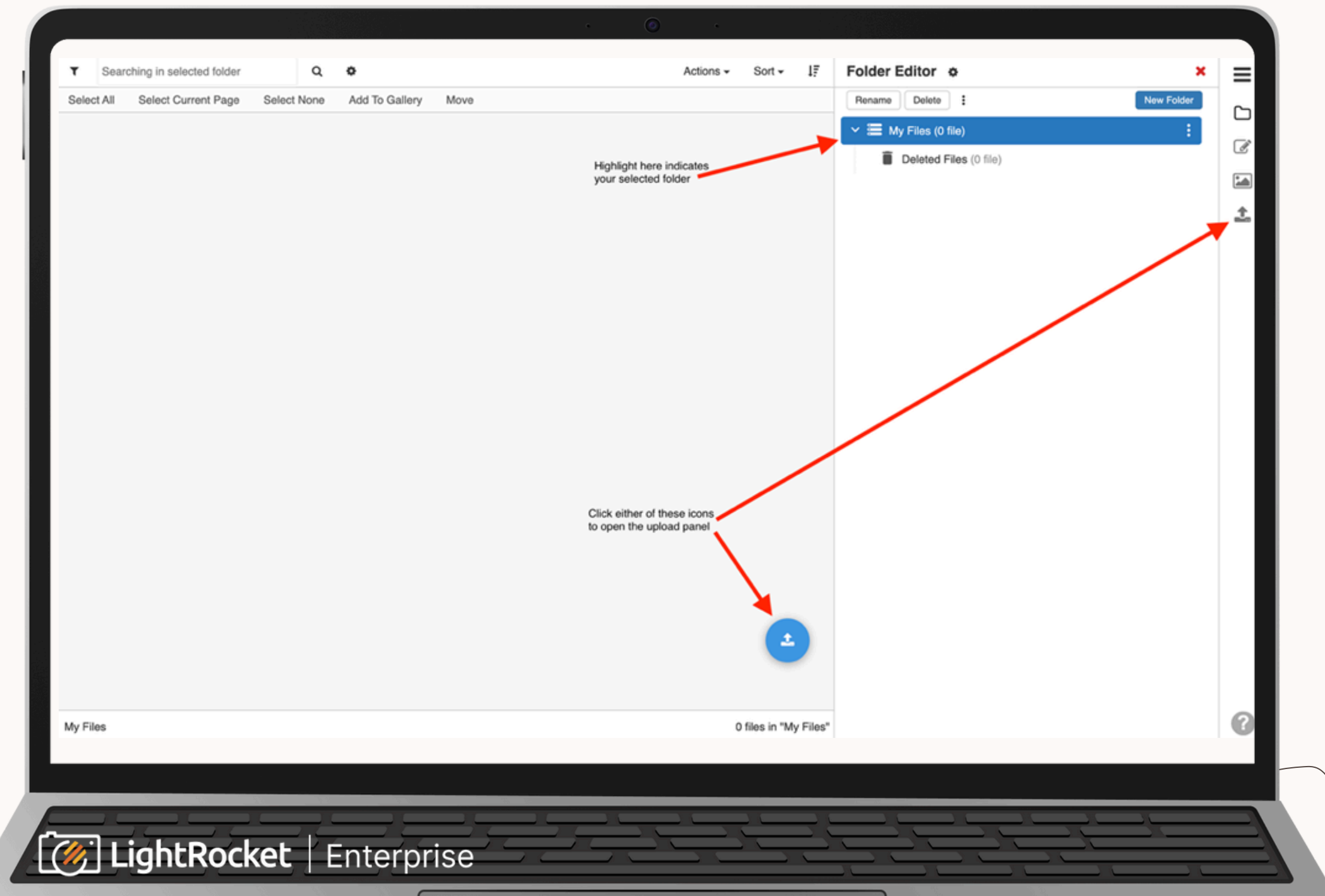
Follow the new users' tour to get an overview of how to upload and manage files in the media library:





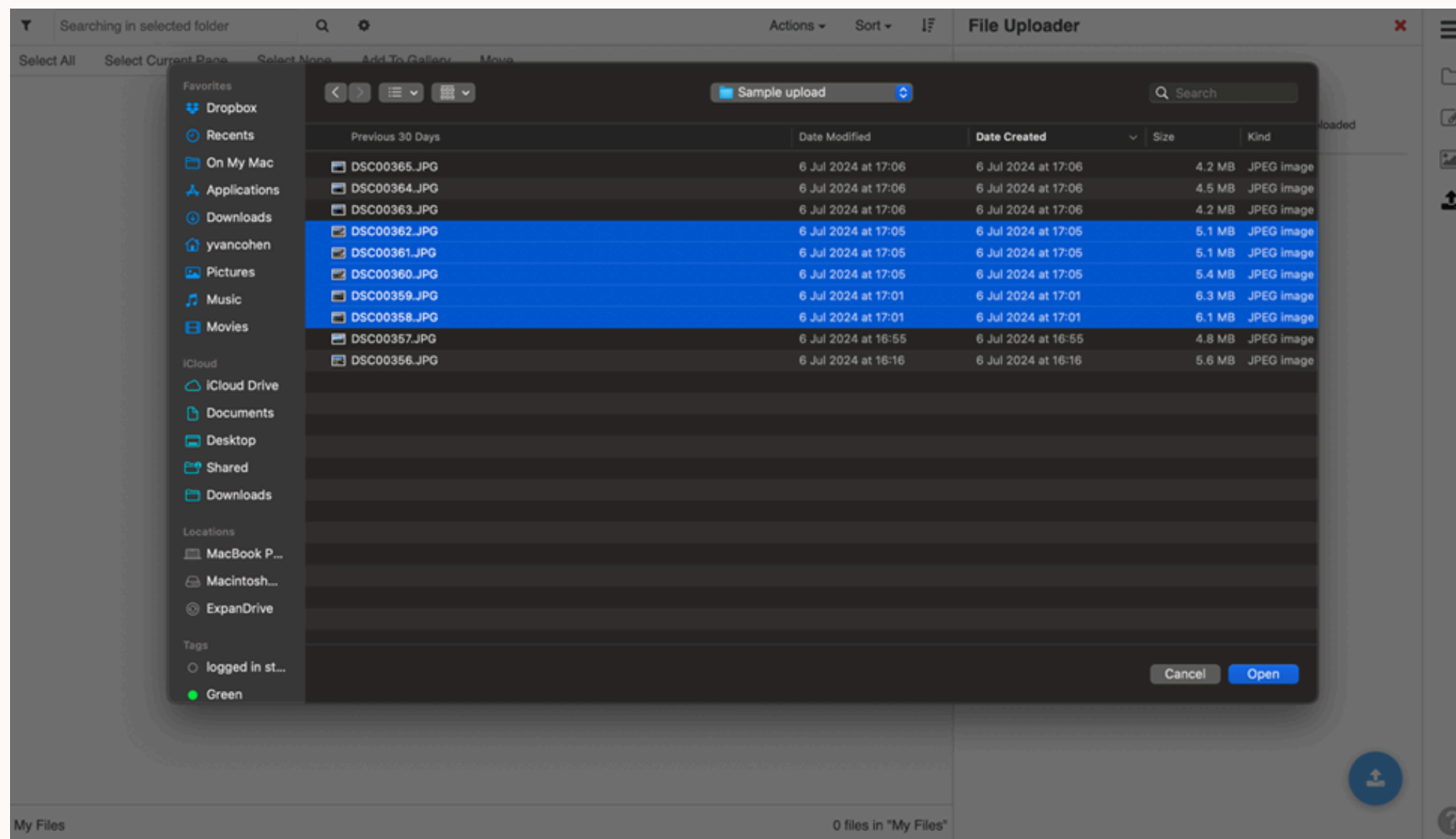
# Uploading Files

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



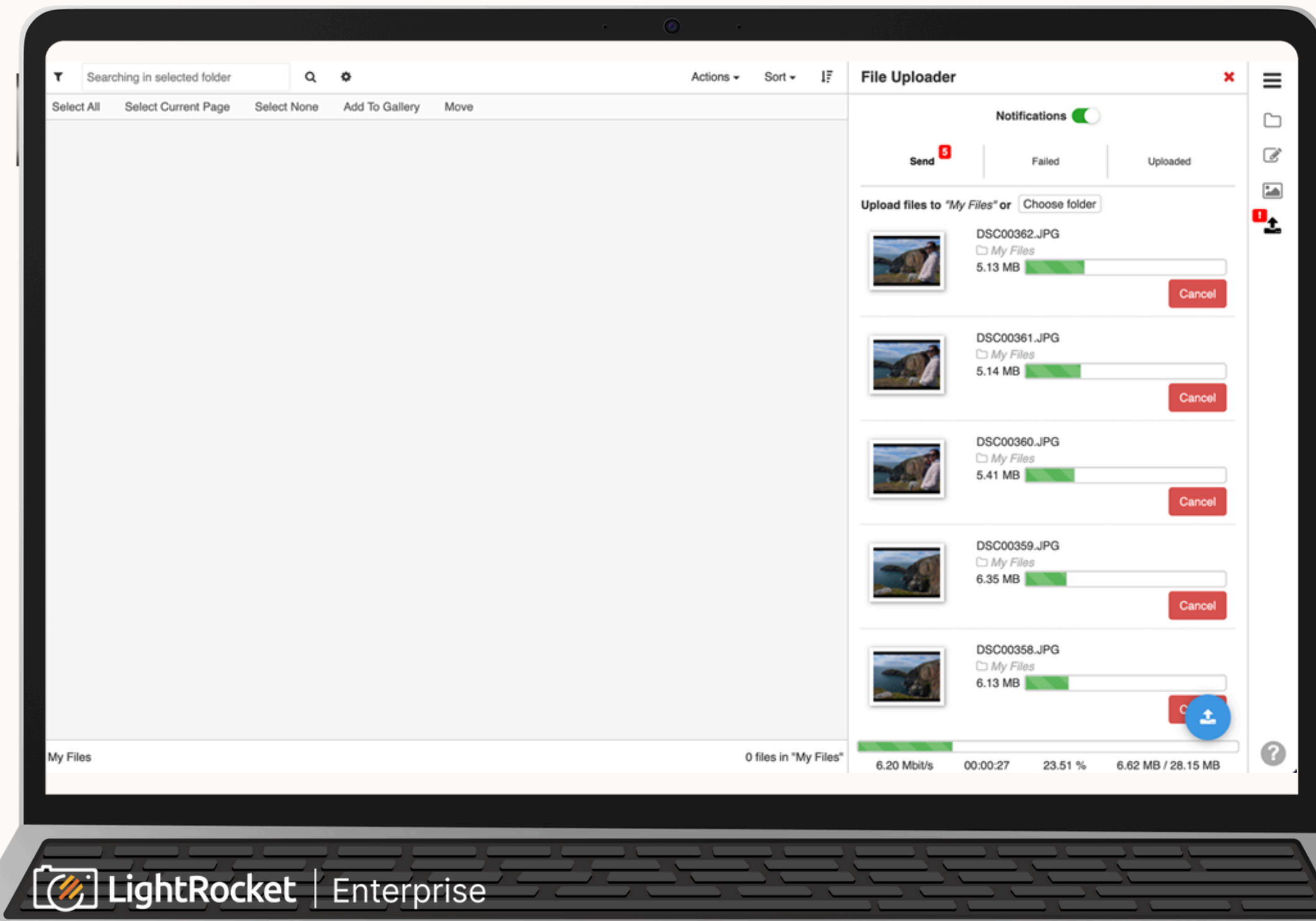
# Uploading Files

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



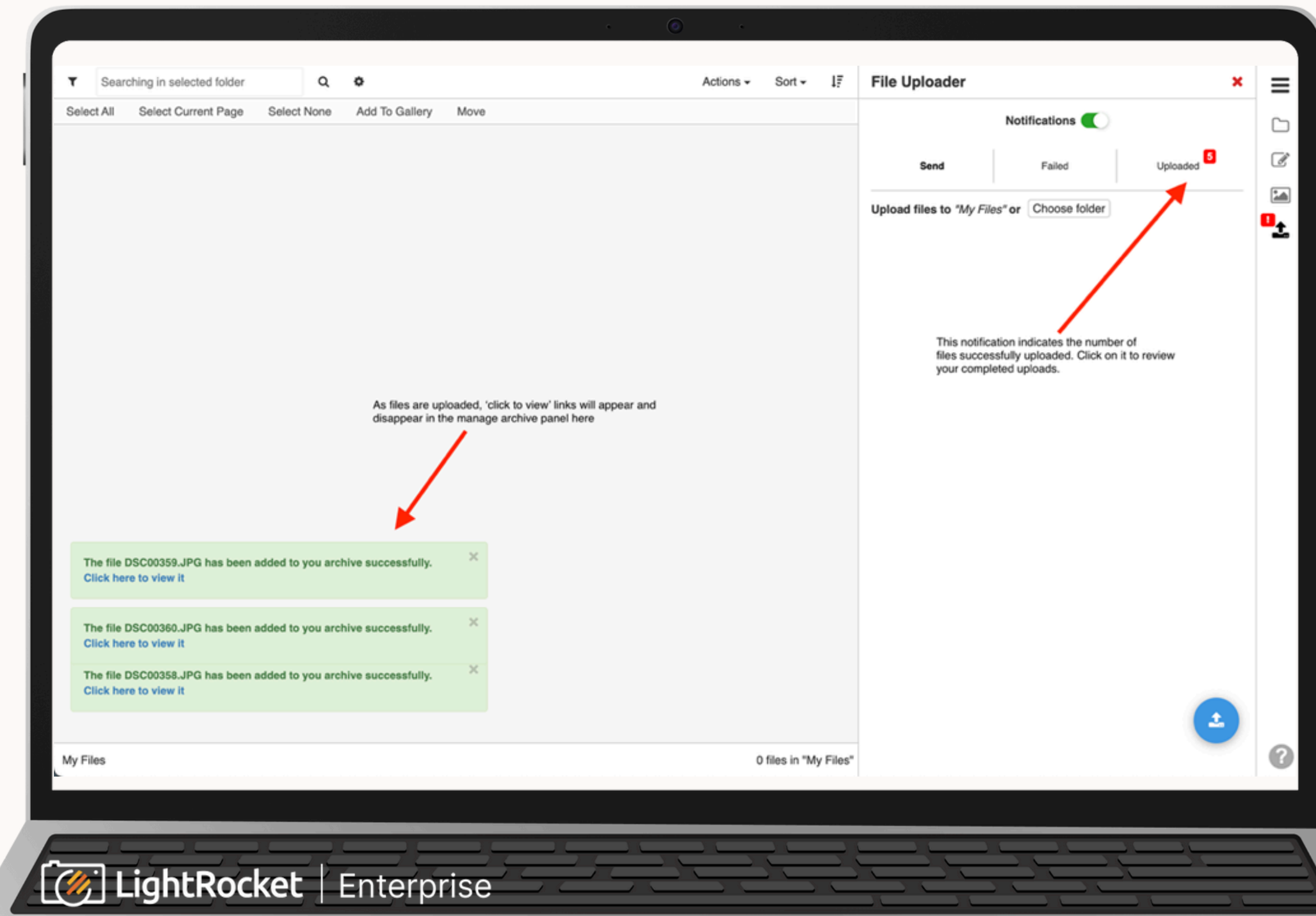
# Uploading Files

Click 'Open' and monitor your upload in the upload panel.



# Uploading Files

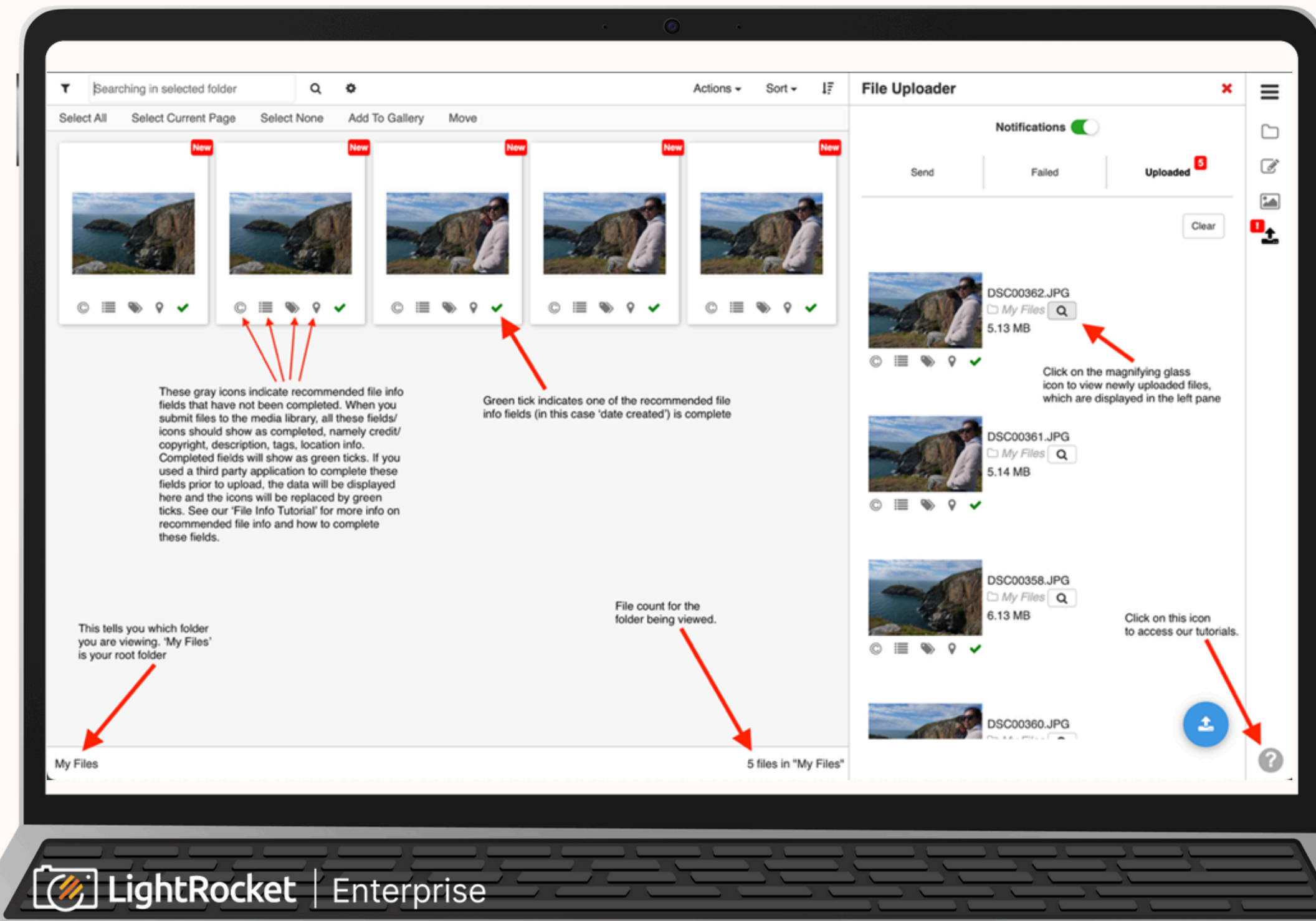
As uploads complete you will see temporary 'click to view' links appear (and disappear) in the left panel.





# 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.




# 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.

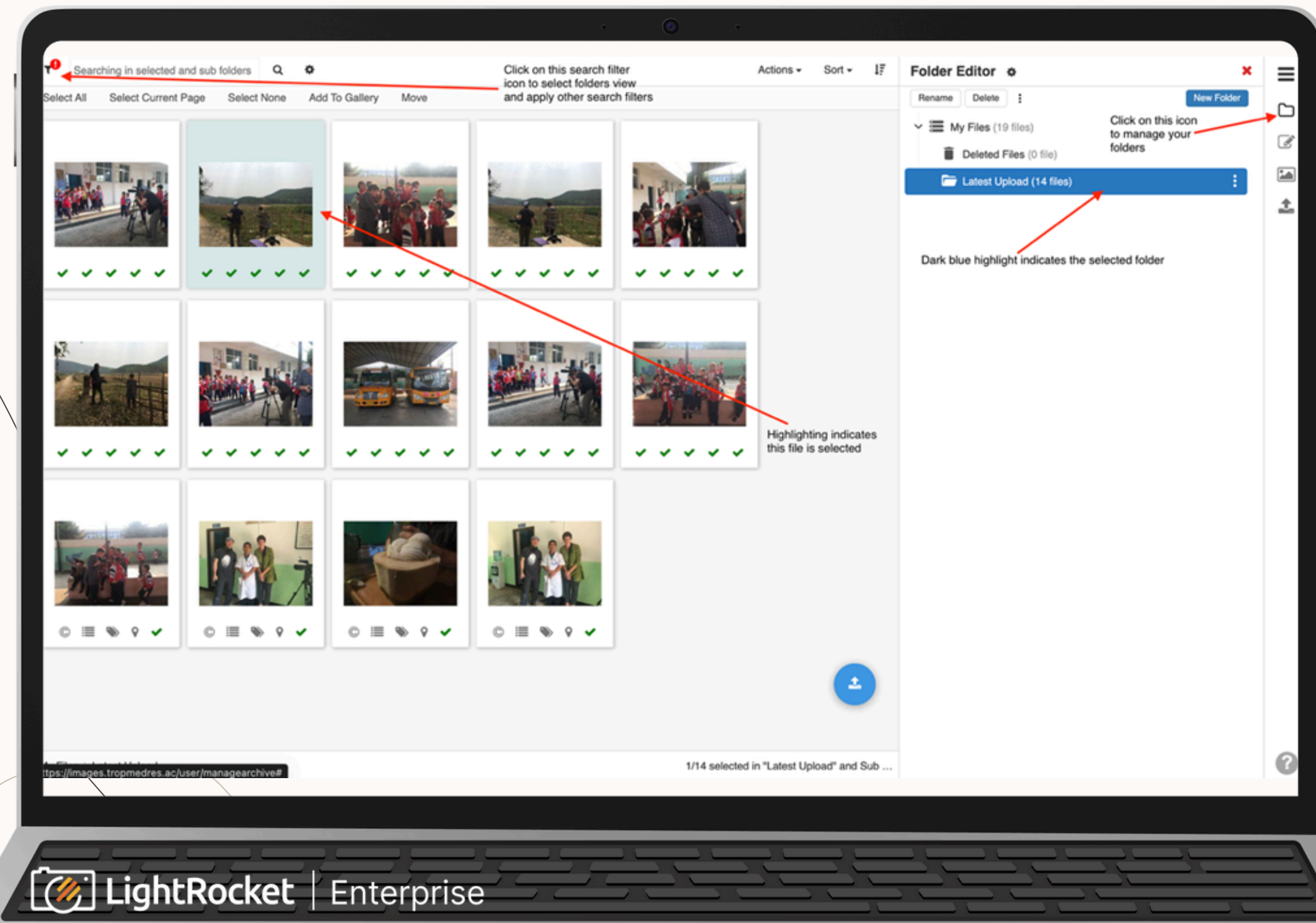
If you haven't already added this information you can do so directly in the media library.

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



# How to Add and Edit File Information

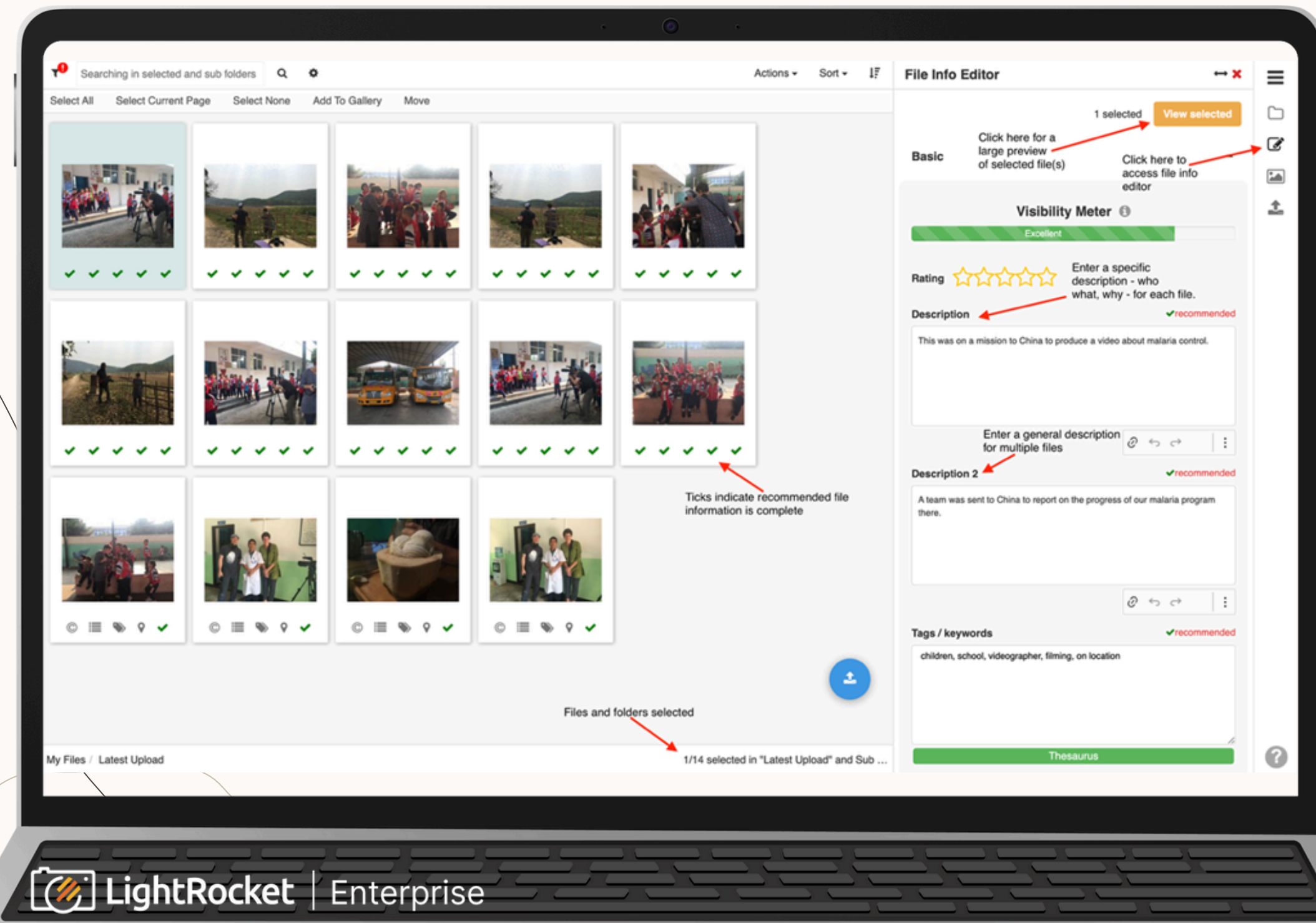
1. Click the 'folder' icon to browse to the content you wish to edit and select one or more files to edit.





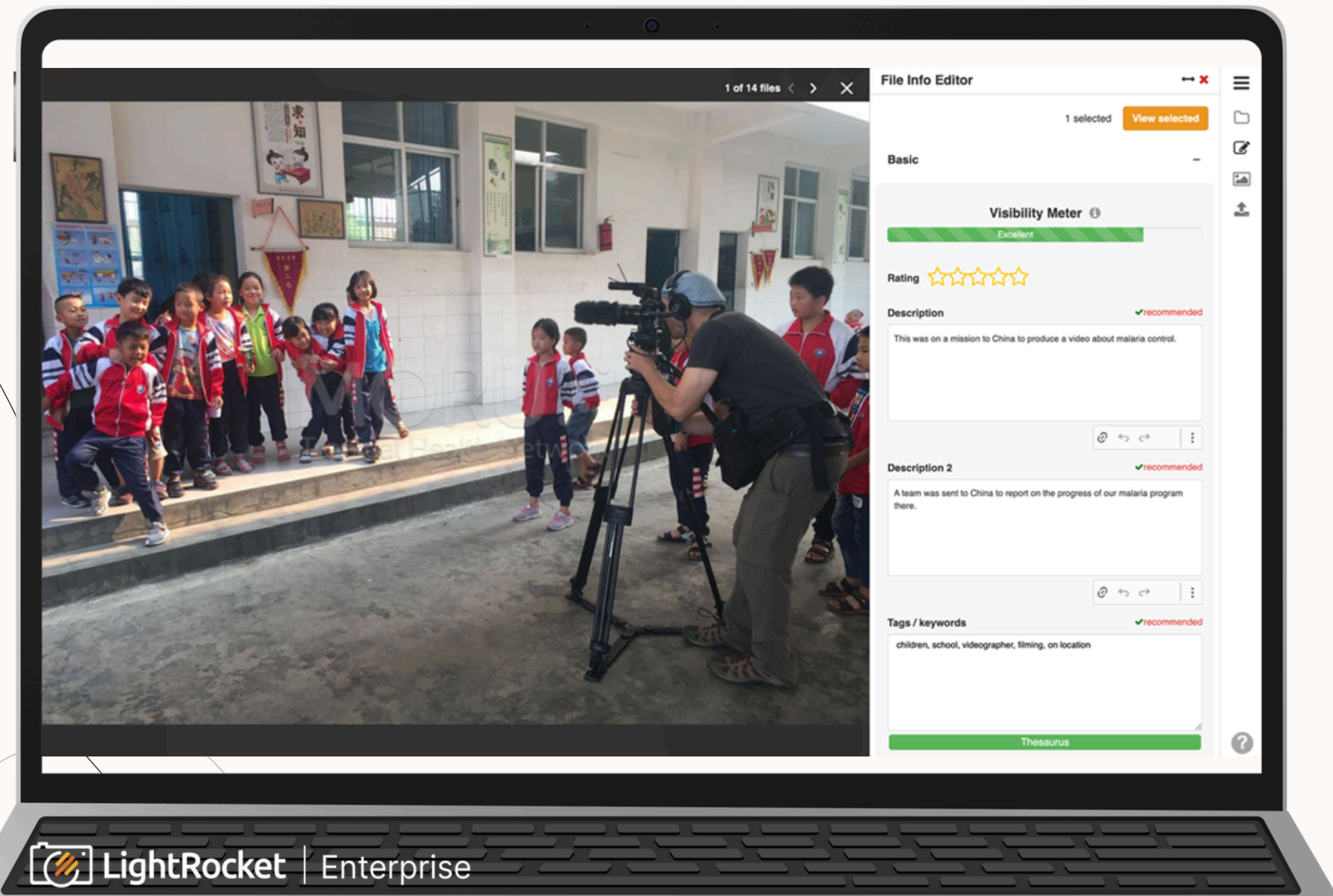
# How to Add and Edit File Information

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



# 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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