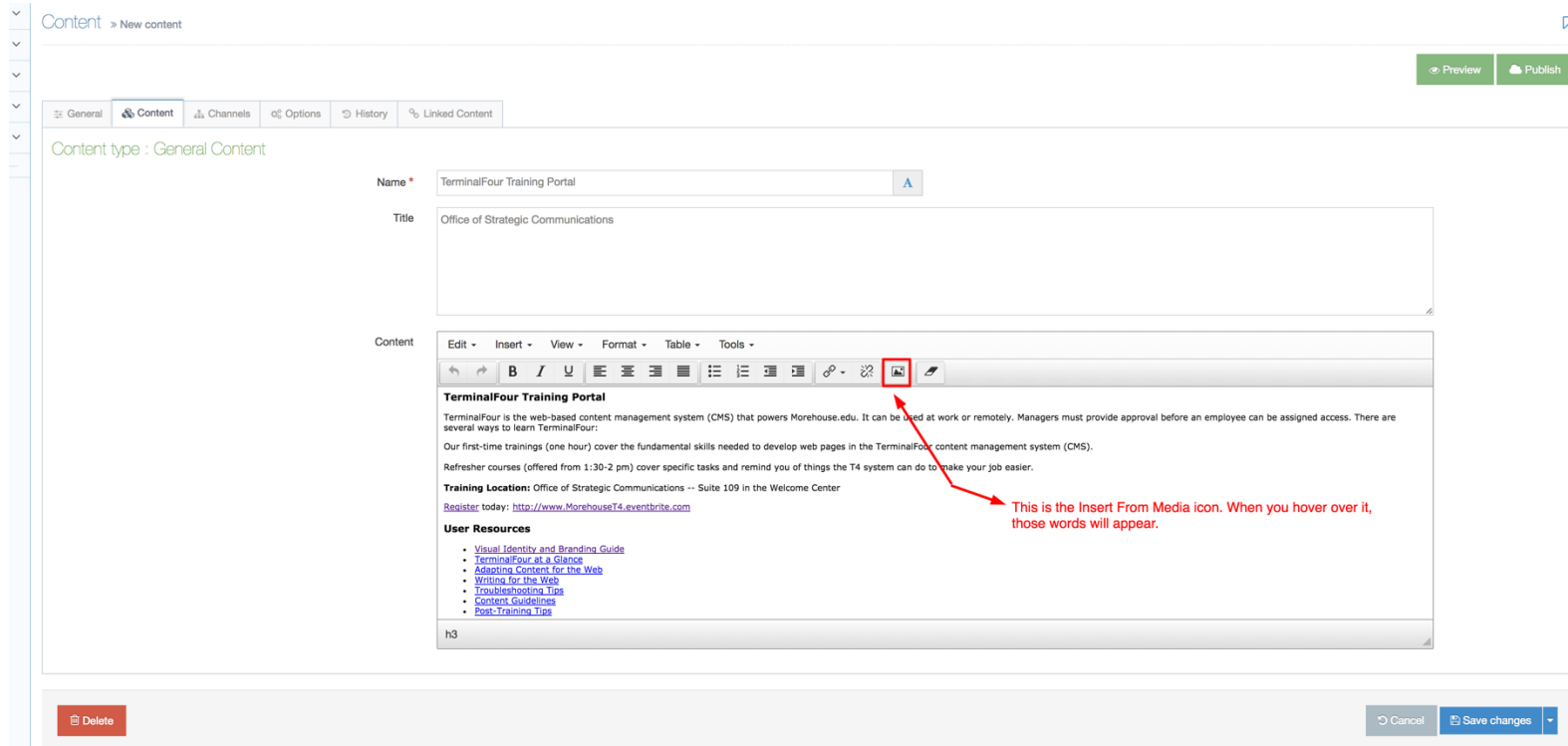


## Selecting an Image (or a pdf or Word File) From a Media Library

1. To add an image to content, place your cursor in the content box where you want the image (or link to a file) to appear.
2. Click on the Insert From Media icon in TerminalFour:



The screenshot shows the TerminalFour content editor interface. At the top, there is a breadcrumb trail 'Content > New content' and a bookmark icon. Below this is a navigation bar with tabs for 'General', 'Content', 'Channels', 'Options', 'History', and 'Linked Content'. The 'Content' tab is active, and the content type is 'General Content'. The main editing area has a 'Name' field with 'TerminalFour Training Portal' and a 'Title' field with 'Office of Strategic Communications'. Below these fields is a rich text editor toolbar with various icons. The 'Insert From Media' icon, which is a square with a plus sign and a document icon, is highlighted with a red box. A red arrow points from this icon to a text box on the right that says 'This is the Insert From Media icon. When you hover over it, those words will appear.' The content area below the toolbar contains the following text: **TerminalFour Training Portal**  
TerminalFour is the web-based content management system (CMS) that powers Morehouse.edu. It can be used at work or remotely. Managers must provide approval before an employee can be assigned access. There are several ways to learn TerminalFour:  
Our first-time trainings (one hour) cover the fundamental skills needed to develop web pages in the TerminalFour content management system (CMS).  
Refresher courses (offered from 1:30-2 pm) cover specific tasks and remind you of things the T4 system can do to make your job easier.  
**Training Location:** Office of Strategic Communications -- Suite 109 in the Welcome Center  
**Register today:** <http://www.MorehouseT4.eventbrite.com>  
**User Resources**

- [Visual Identity and Branding Guide](#)
- [TerminalFour at a Glance](#)
- [Adapting Content for the Web](#)
- [Writing for the Web](#)
- [Troubleshooting Tips](#)
- [Content Guidelines](#)
- [Post-Training Tips](#)

At the bottom of the editor, there are buttons for 'Delete', 'Cancel', and 'Save changes'.

3. Click on the the plus sign next to the word Categorised in the top left corner if it is not already expanded. You will need to select the folder you want the media you are adding by clicking on the name of that folder.
4. After selecting the folder, click the green Add Media button as shown in the next graphic.

**Select media** ✕

The media library is a centralised repository for media to be used within TERMINALFOUR. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.

Hide categories  Q Search Jump + Add media Grid

**Categorised**

**Media categories**

+ Categorised

Display 10 records Filter:

Preview	Name	Version	Status	Filename	Type	Size
No results found						

Showing 0 to 0 of 0 entries < >

Cancel

*Click the plus sign to expand the list of folders and select the folder to which you will add media. Then click on the green Add Media button in the top right corner and add your image, pdf or Word file.*

5. If media already exists in the folder, you will see it listed. Follow the steps for adding media by selecting a file from your desktop and opening it or dragging or dropping it into the Media File field. The Media Type will automatically select. Name the item and click Save Changes.
6. You will be taken back to the Media Library. Find the file you have just uploaded and click on its name. It should then show up in the space on the content page you originally selected. If it does not appear, repeat that final step again to make it show up.