MediaSource
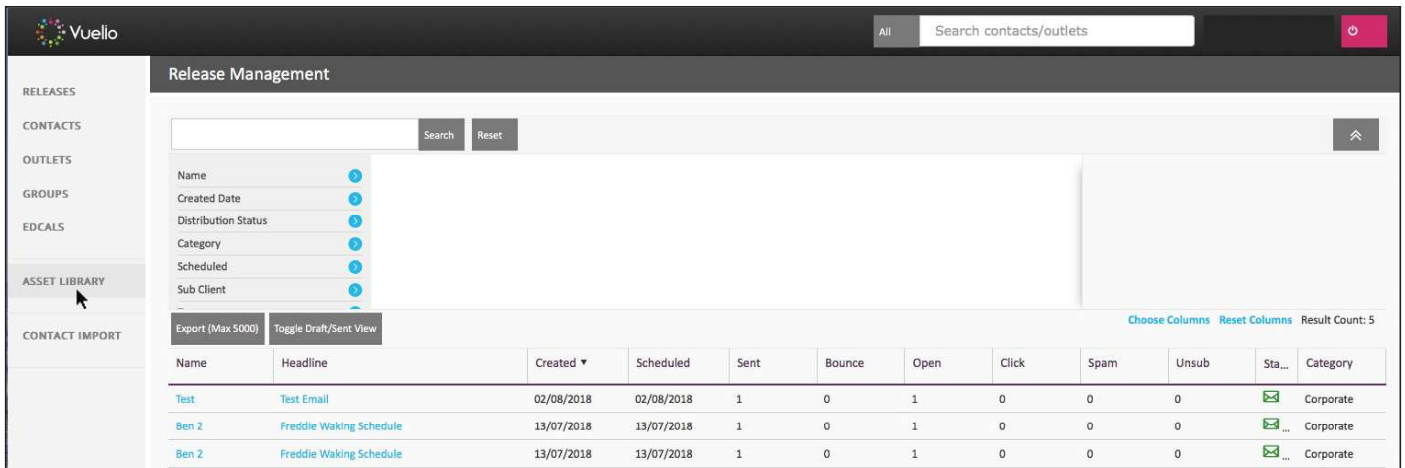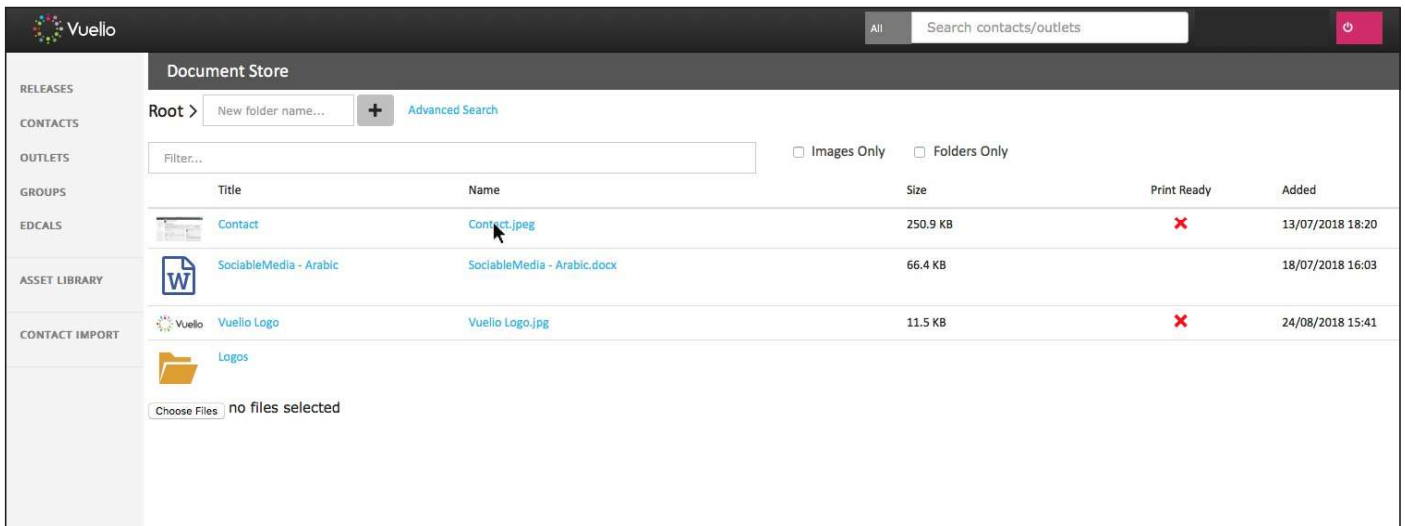
Asset Library

Files such as images and documents that you wish to send with your distributions are stored online in your **Asset Library**. Images can then be embedded into your distributions, or inserted as a download link for the recipient to click on to download the document or image file.

To manage your stored files, select **Asset Library** from the menu on the left side of the screen:

Any documents or images previously uploaded into your **Asset Library** will display, along with any **Folders** you have previously created:
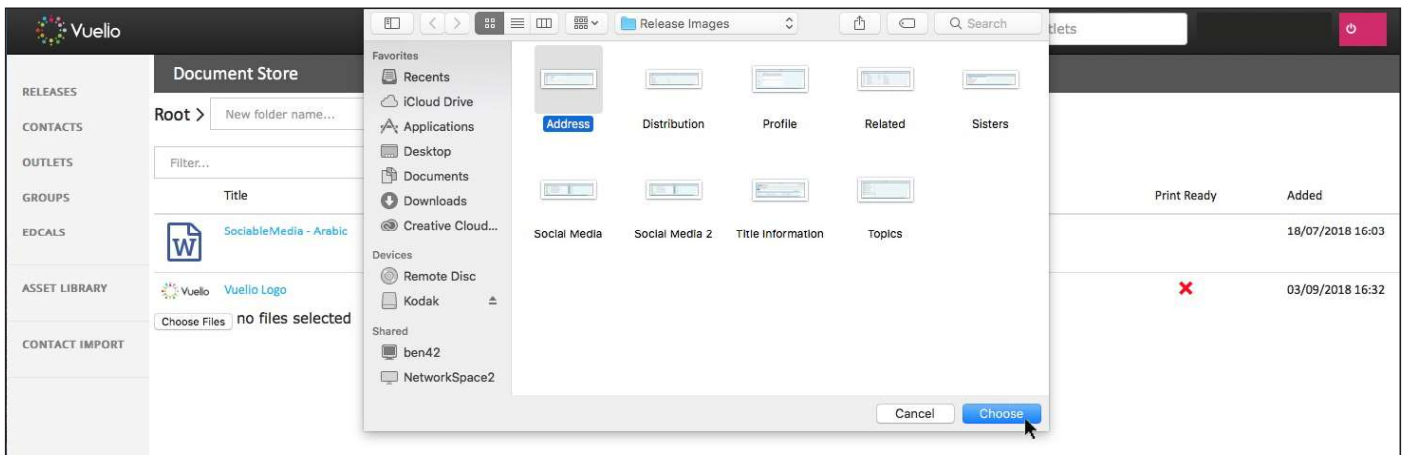

Note: If you have a lot of files stored in your **Asset Library**, you can enter text into the **Filter** box to help find what you are looking for, as well using the two tick boxes to only show images or folders respectively.
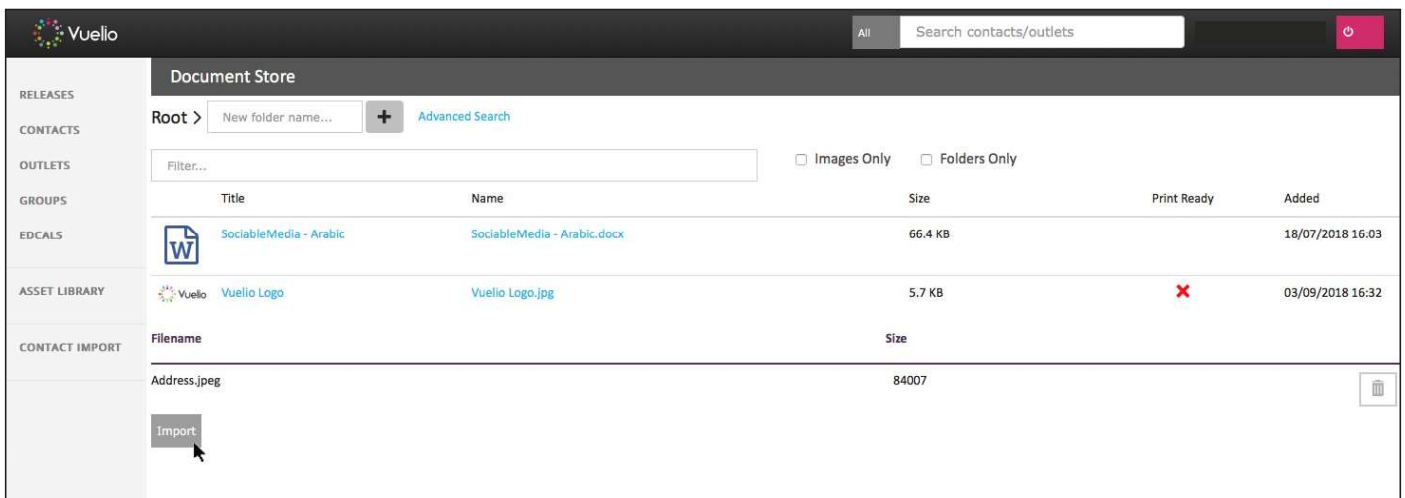
Vuelio

Upload a New File

To upload a new file to your **Asset Library,** select the **Choose Files** button:
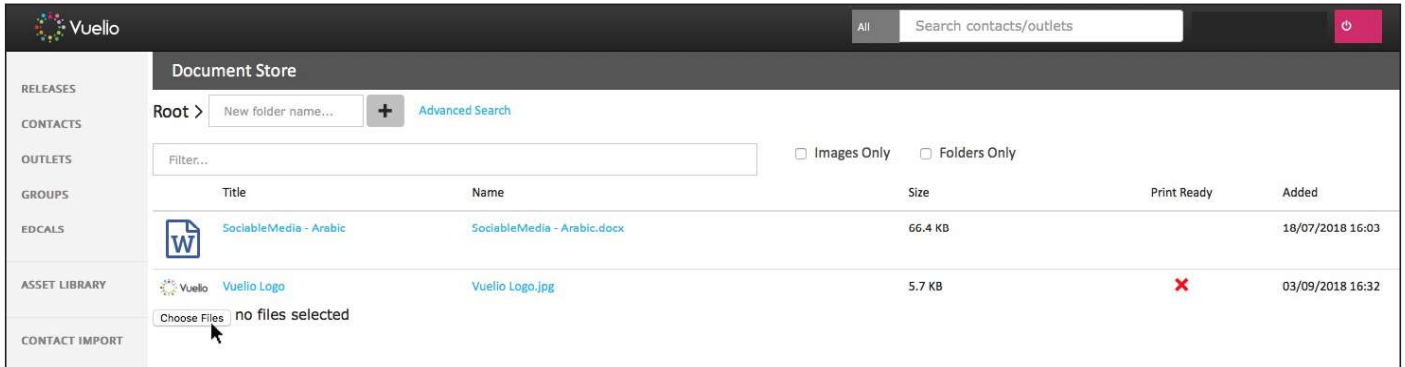
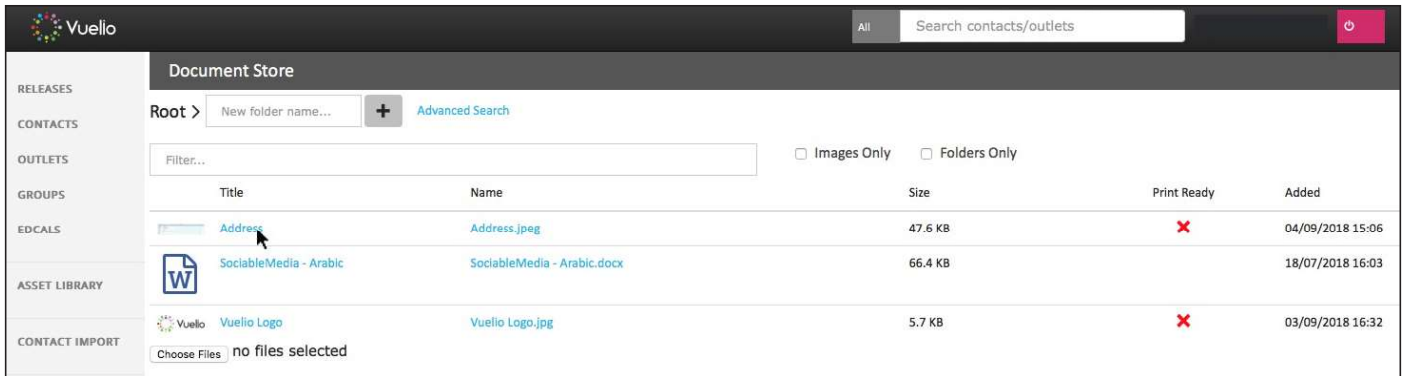Locate the file(s) you wish to upload, and select them:

Press the **Import** button, and the selected file(s) will be uploaded into your **Asset Library**:

MediaSource

Adding MetaData to a File

Once you have uploaded a file to your **Asset Library** you can add metadata to it such as **Tags** and a **Description** for reference. Click on the **Title** or **Name** of the file:
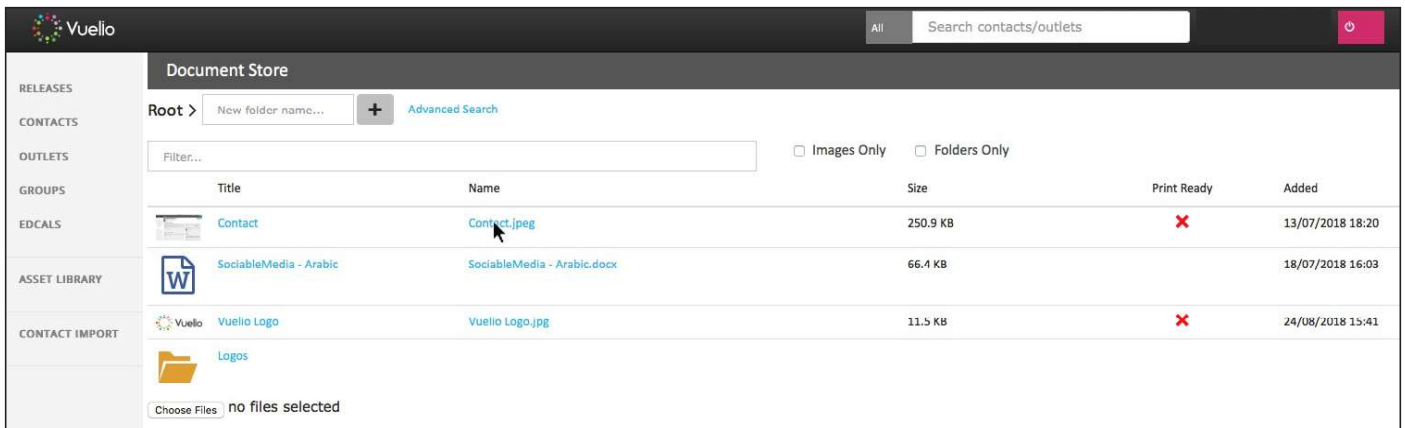

The details of the selected file will display on the right of the screen and you can **Edit** the details by changing its **Title**, adding a **Description**, adding **Tags** by typing in the box and pressing **Enter/Return** to create each **Tag**, and by moving it to any **Folders** you have created on your account. Press the **Update Document** button at the bottom of the screen to **Save** any changes.:
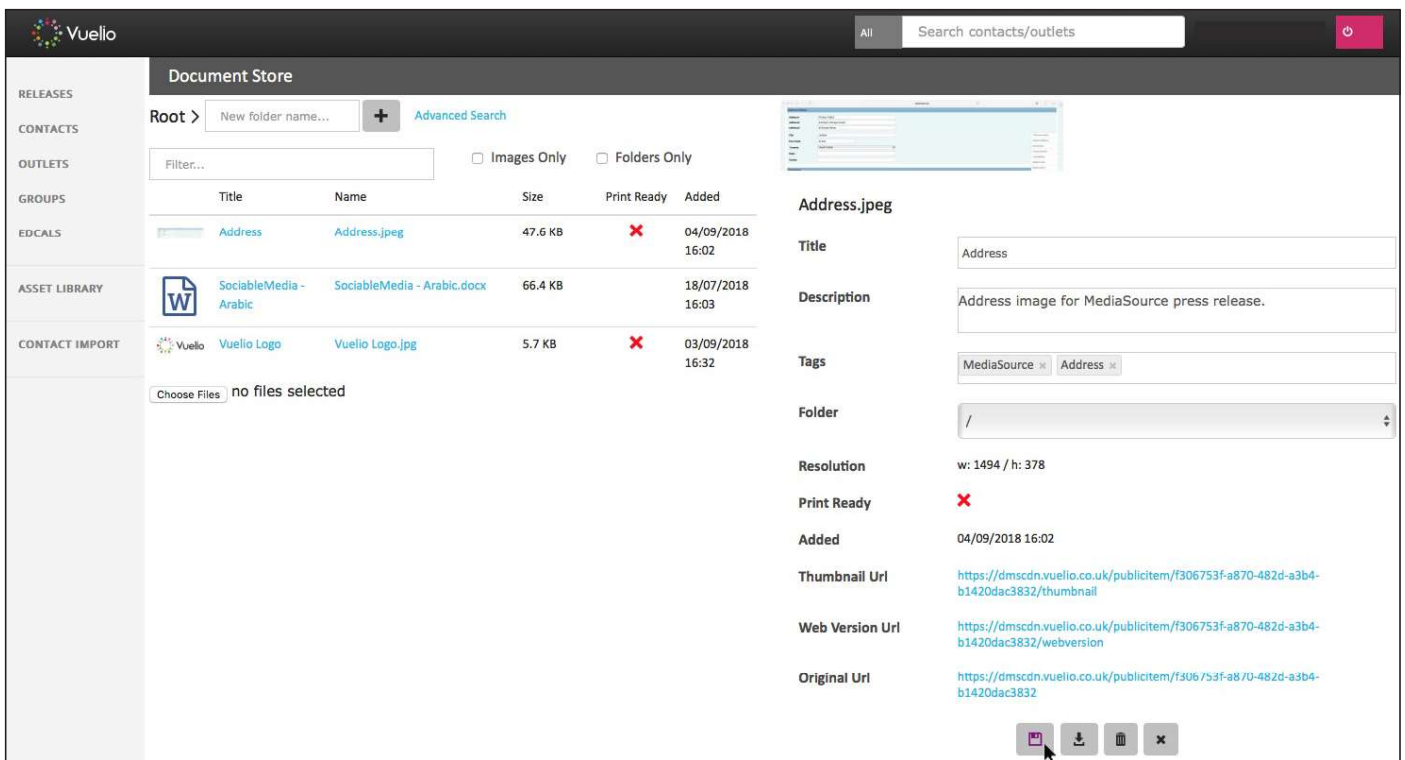

Note: Other details also display here, such as whether an image is '**Print Ready**', its **Resolution** size, and the **URLs** to use if you wish to embed the original image, a 'web-friendly' version, or thumbnail version. You can also download a copy of the file using the **Download** button.

Delete an Old File

To delete a file from your **Asset Library,** click either the **Name** or the **Title** of the file that you wish to remove:


The details of the selected file will display on the right of the screen, such as its **Title, Description** and any added **Tags**. Use the **Delete** icon at the bottom of the screen to permanently remove the file from your **Asset Library**:
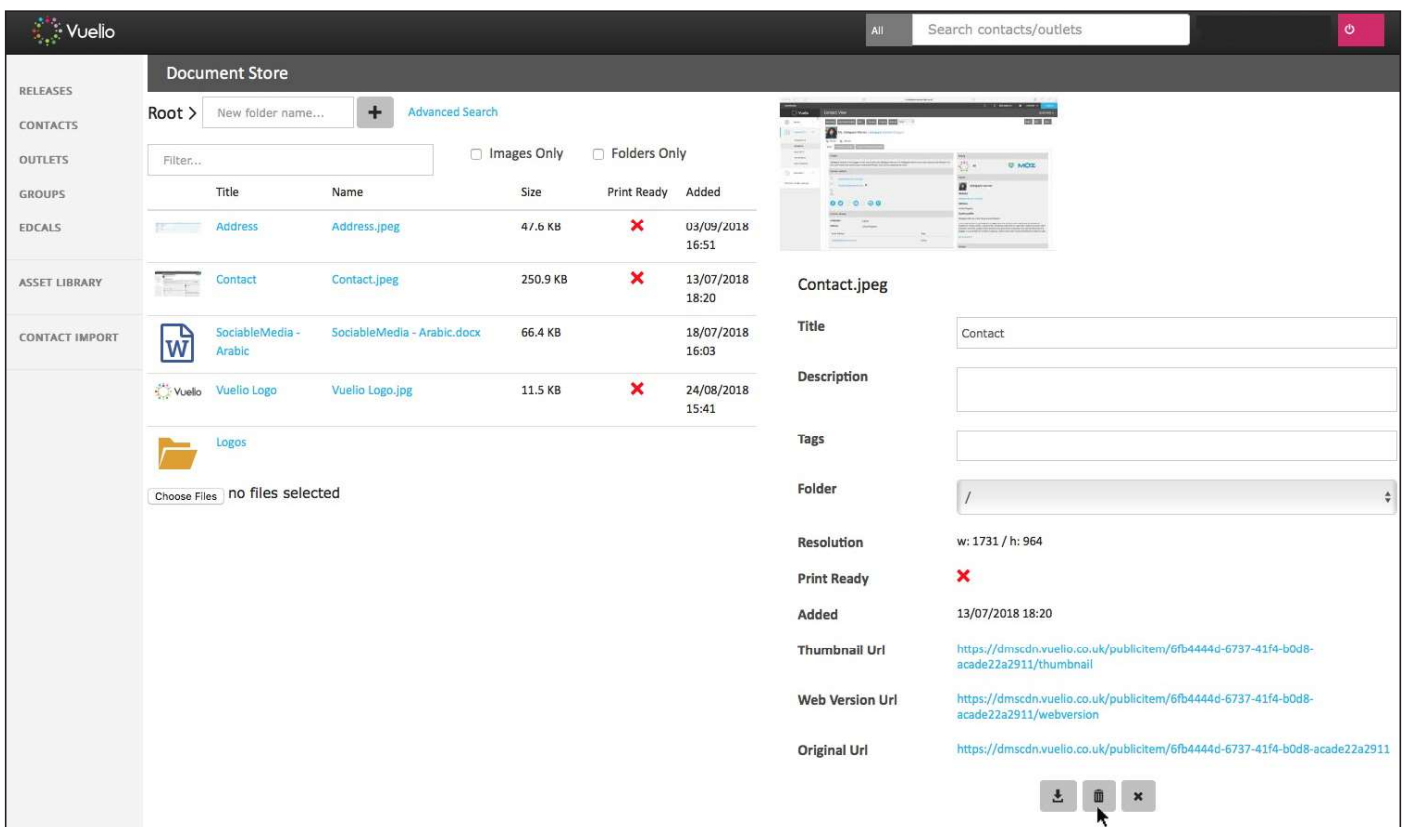
Using Folders to Organise Assets

You can create **Folders** to manage and organise the documents and images uploaded to your **Asset Library**. To create a new **Folder,** type a name for the folder in the text box to the right of where it says **Root** and then click the **Plus** button to create a **Folder** with that name:
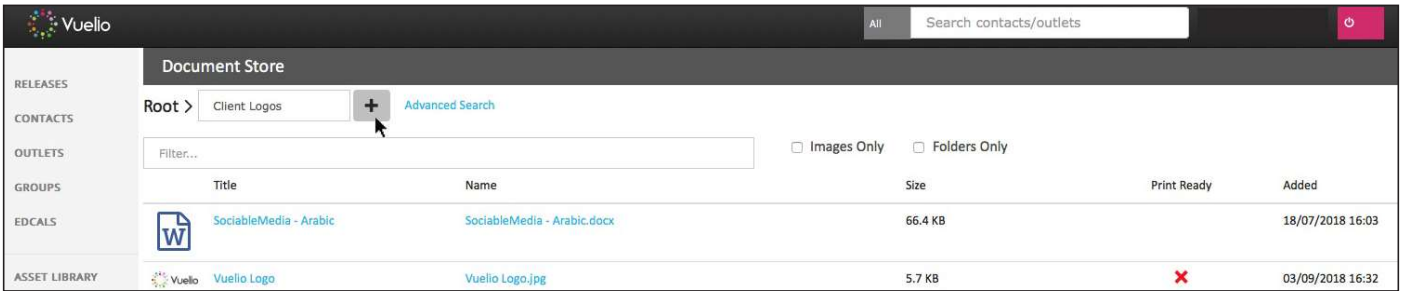
A new **Folder** will be created and you can then use the **Choose Files** button to upload new content into the **Folder** in the usual way:
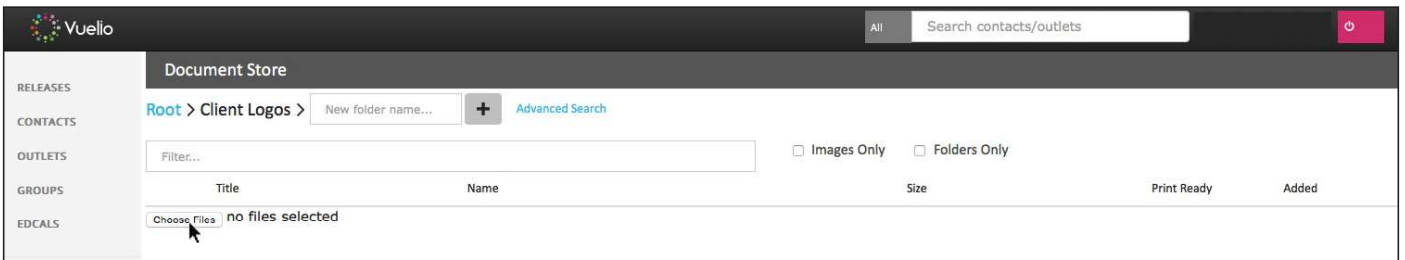

Clicking on **Root** will take you back to the first screen and the created **Folder** can be seen - you can click into the **Folder** to open it:
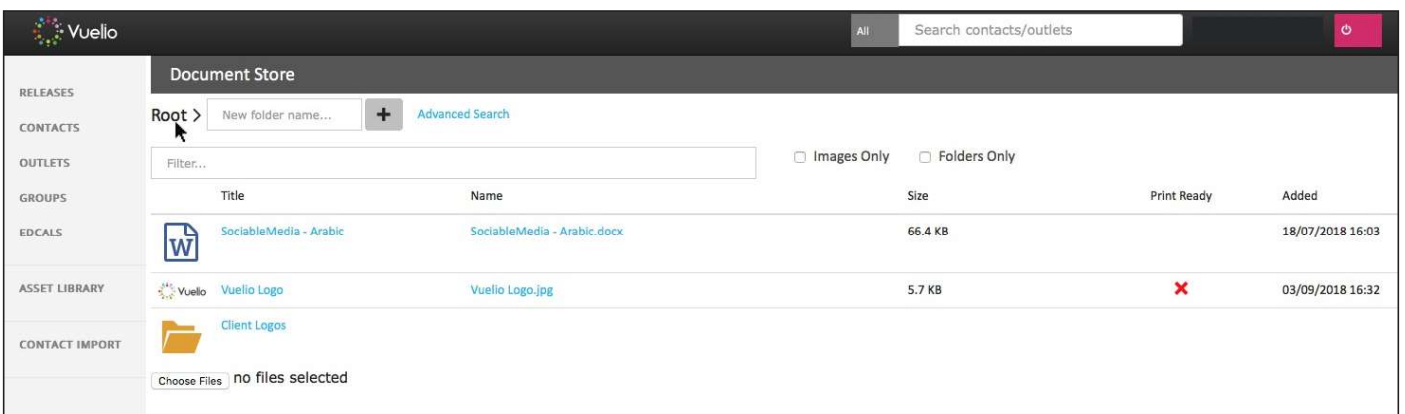
Note: Folders will automatically delete if they are left empty.

Moving Existing Assets to New Folders

To move an existing image or document to a new **Folder,** select the item by clicking either its **Title** or **Name** to open its details, and then select the name of the **Folder** you wish to move it to:
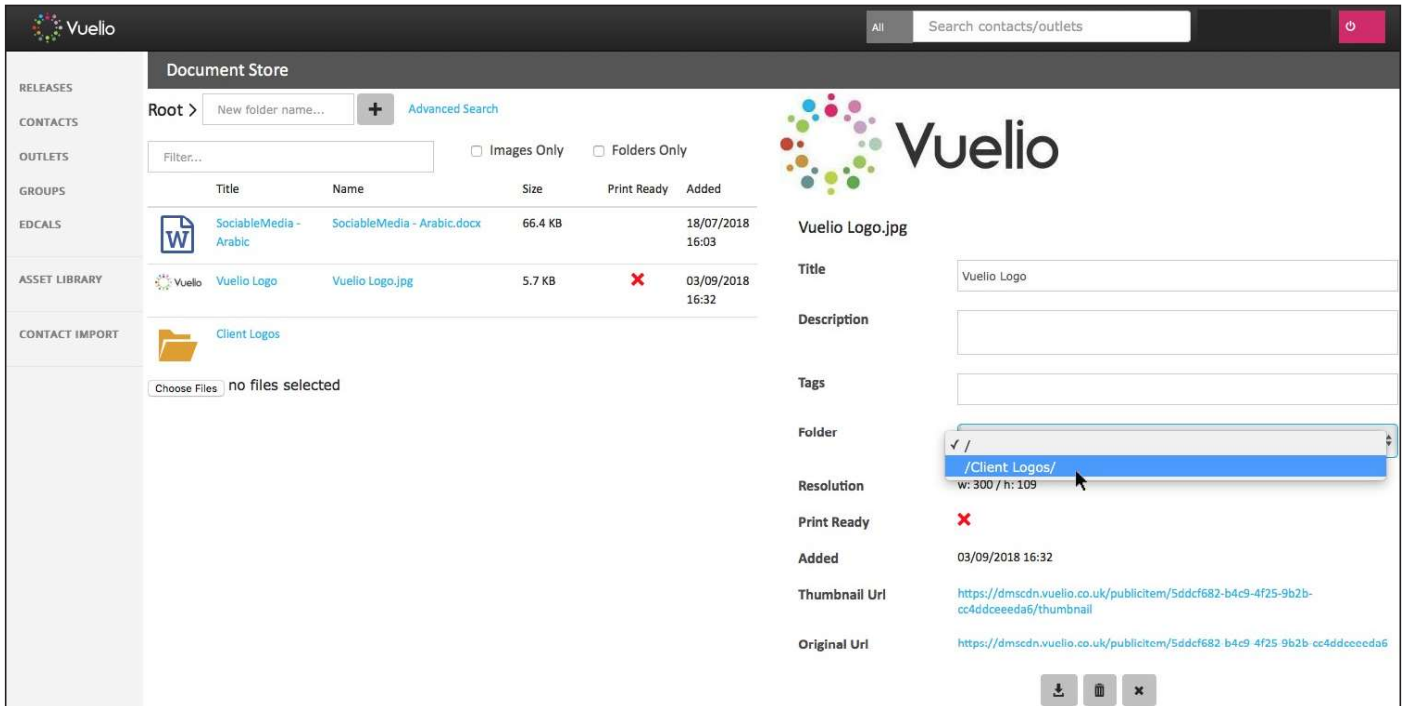
Press the **Update Document** icon which now appears at the bottom of the screen, and the **Asset** will be moved to the selected **Folder**: