story

Check ☐ when this step is complete.   Edit steps: **1** **2** **3** **4** **5** **6** **7** **8**

Step 3. Upload / Edit Media

You are editing *Lisa Schwartz's New Story Contribution*

Edit: Upload Media   Edit Media Data   Delete Media

Basic editing instructions

Get Help

Click on the lightbulbs in each section.

View Example:

Editing form | Treehouses
Rylan's editing process

Builders Toolkit

Adding Media
Upload Media
Image Data Form Help
Multimedia Reference
Copyright Issues

Upload /Edit Media

Upload a new media file

To upload a new media file follow the steps below:

1. **Select a media file type:** ⦿ Image ◯ Sound ◯ Movie ◯ Document
2. Use the **Browse** (**Choose File**) button to locate the file you want to upload from your computer.
   [Choose File] no file selected
3. Then click on the **Upload Media File** button to initiate the upload.
   [Upload Media File]

Images
Please upload only JPEG, GIF, or PNG files. Ideally your master image should be around 800 pixels wide or high (example). See The Multimedia Reference and Adding Media for more information.

Documents
Select this media type for uploading text files, PDF, Word, Excel, PowerPoint documents, etc.

Size limit
You may upload media files up to 5 megabytes. Most sound and movie files under one minute will fit this requirement. If you would like to

contribute a larger file, contact learning@tolweb.org for instructions.

Edit data for one of my media files in the ToL database

To edit a media file you must first find it in the ToL database. Type search criteria in one of the search fields below and click find media. We recommend you type search criteria into only one field.

Find media that match the following criteria:

Text in Any Media Data Field

Media File ID

Scientific Name

Copyright Owner

File Name

Attached to Group

Find Media Files

Note: You will only be able to edit images that you have contributed yourself or for which you own the copyright.

Delete one of my media files from the ToL database

To delete a media file you must first find it in the ToL database. Type search criteria in one of the search fields below and click find media. We recommend you type search criteria into only one field.

Find media that match the following criteria:

Text in Any Media Data Field

Media File ID

Scientific Name

Copyright Owner

File Name

Attached to Group

Find Media Files

Note: You will only be able to edit images that you have contributed yourself or for which you own the copyright.

top