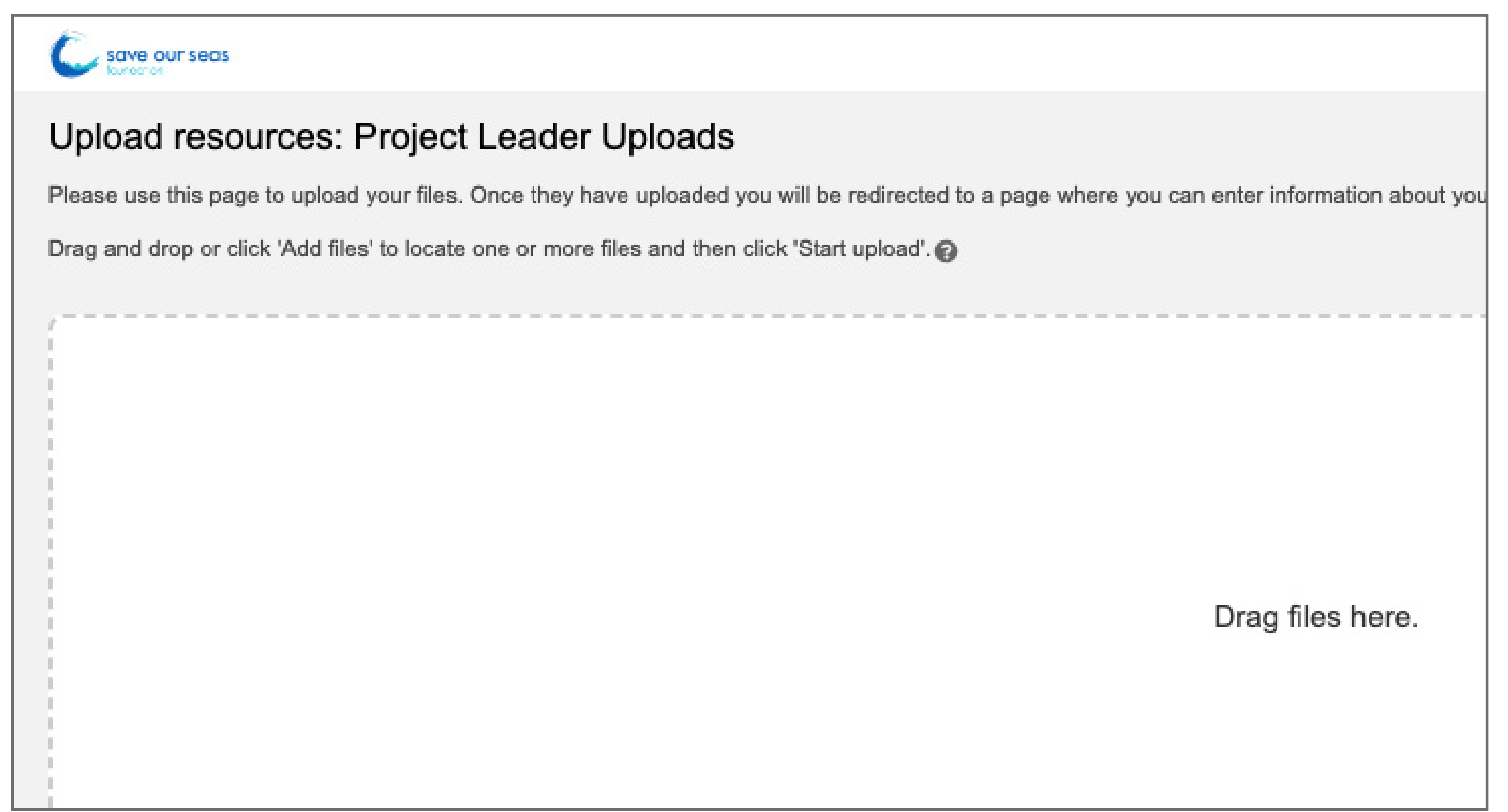


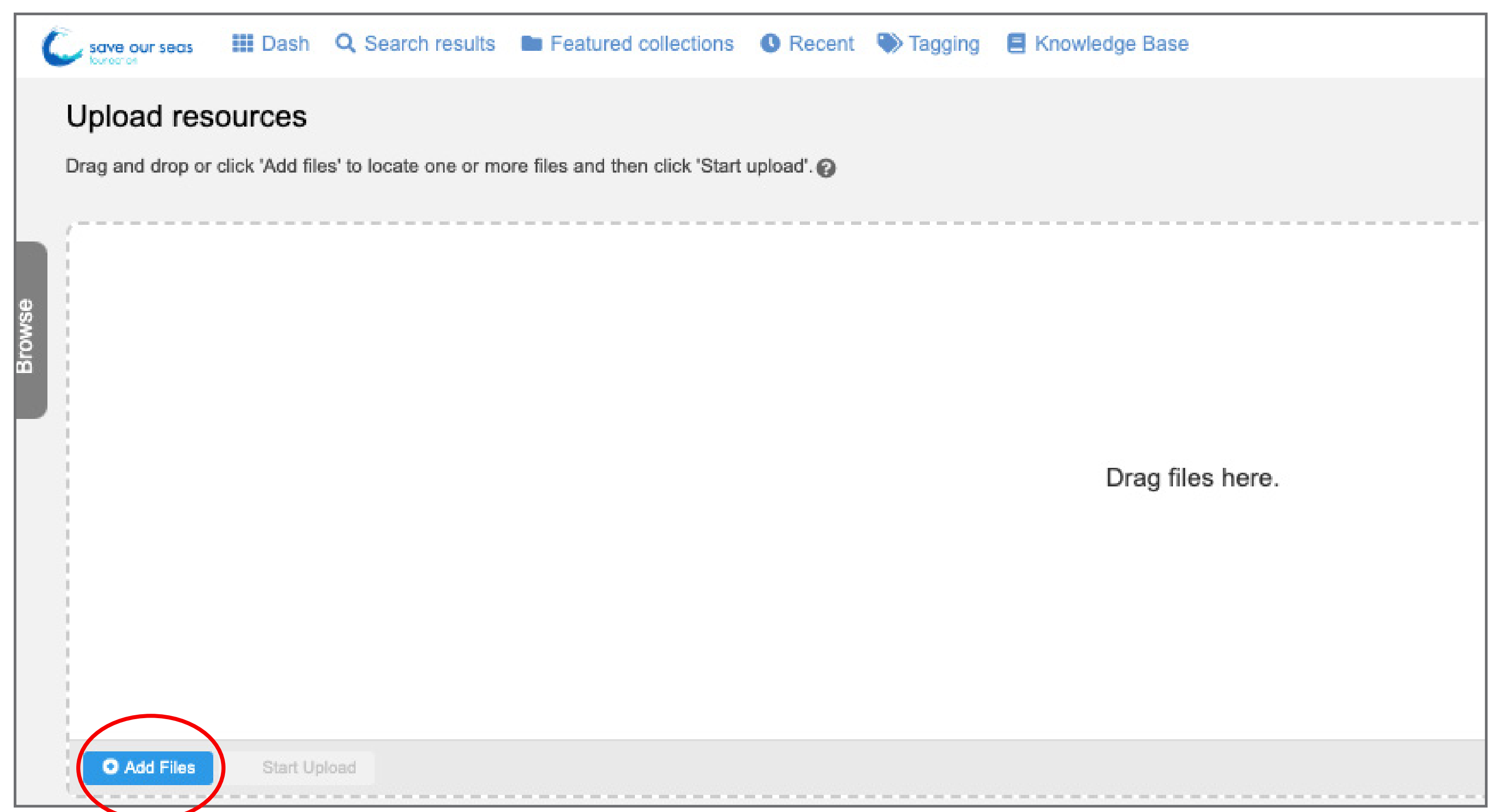
Media Library upload guide

Steps to upload:

1. Login to the media library with the link provided:
<https://library.saveourseas.com/?c=57&k=5d6269fe78>

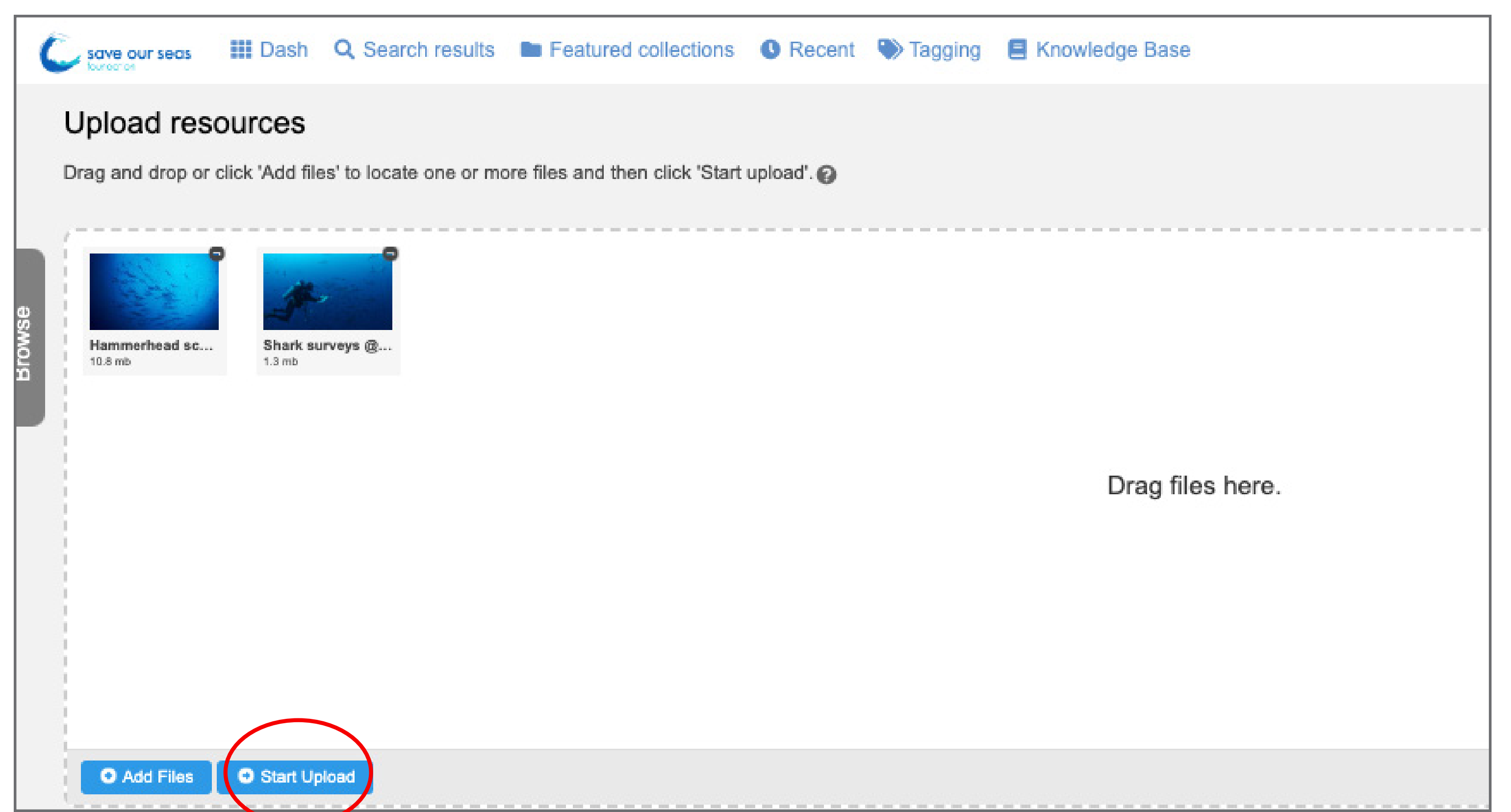


2a. Drag your files onto the upload list from your folders or browse for them using the 'Add files' button.



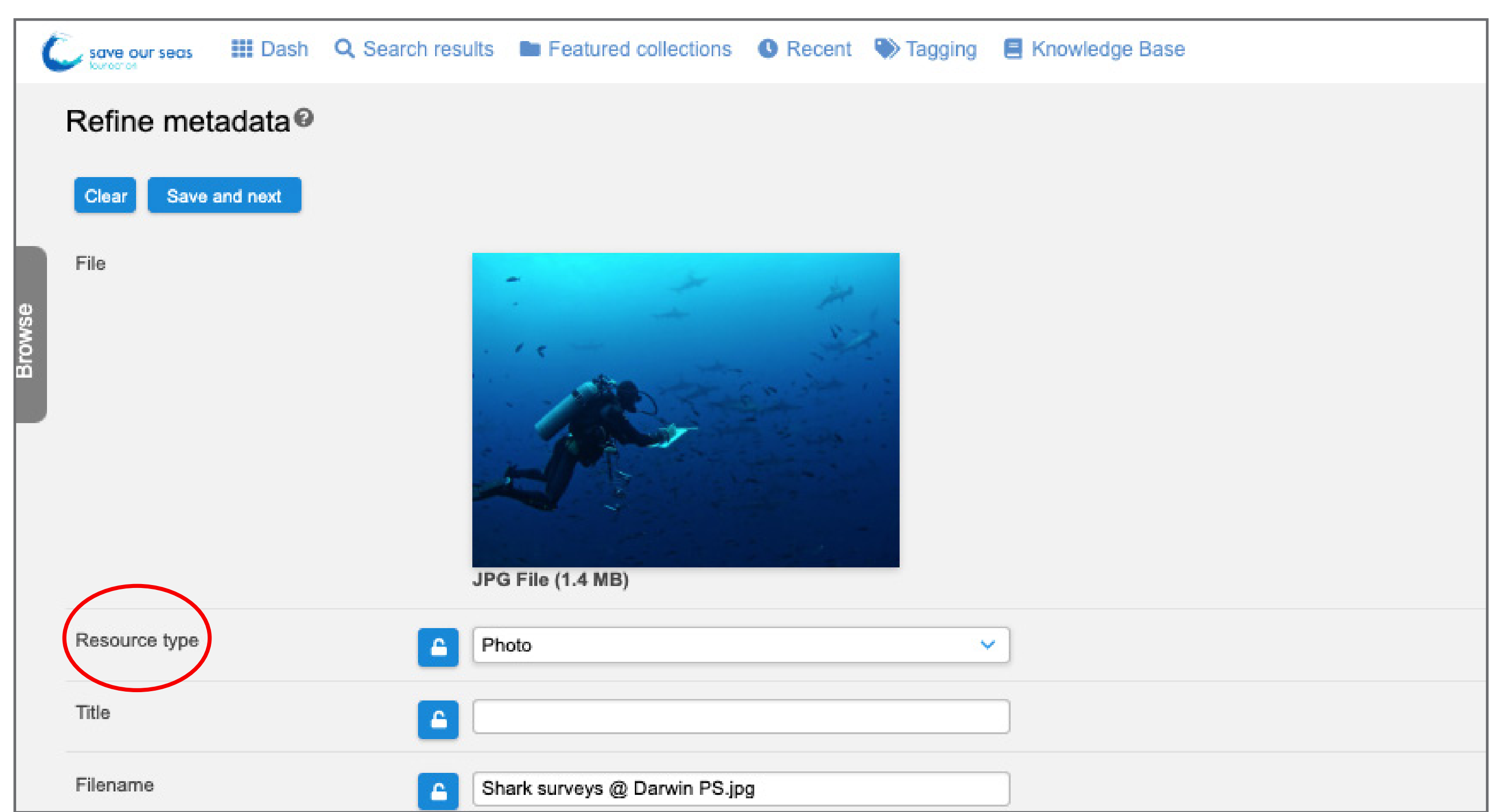
b. Once you have added all your resources, click 'Start upload'.

c. Wait whilst the upload takes place. You can see a percentage counter in the bottom right corner.



3. When the upload batch is complete, you will be asked to review the metadata for each resource. **Please only review the two fields as shown below:**

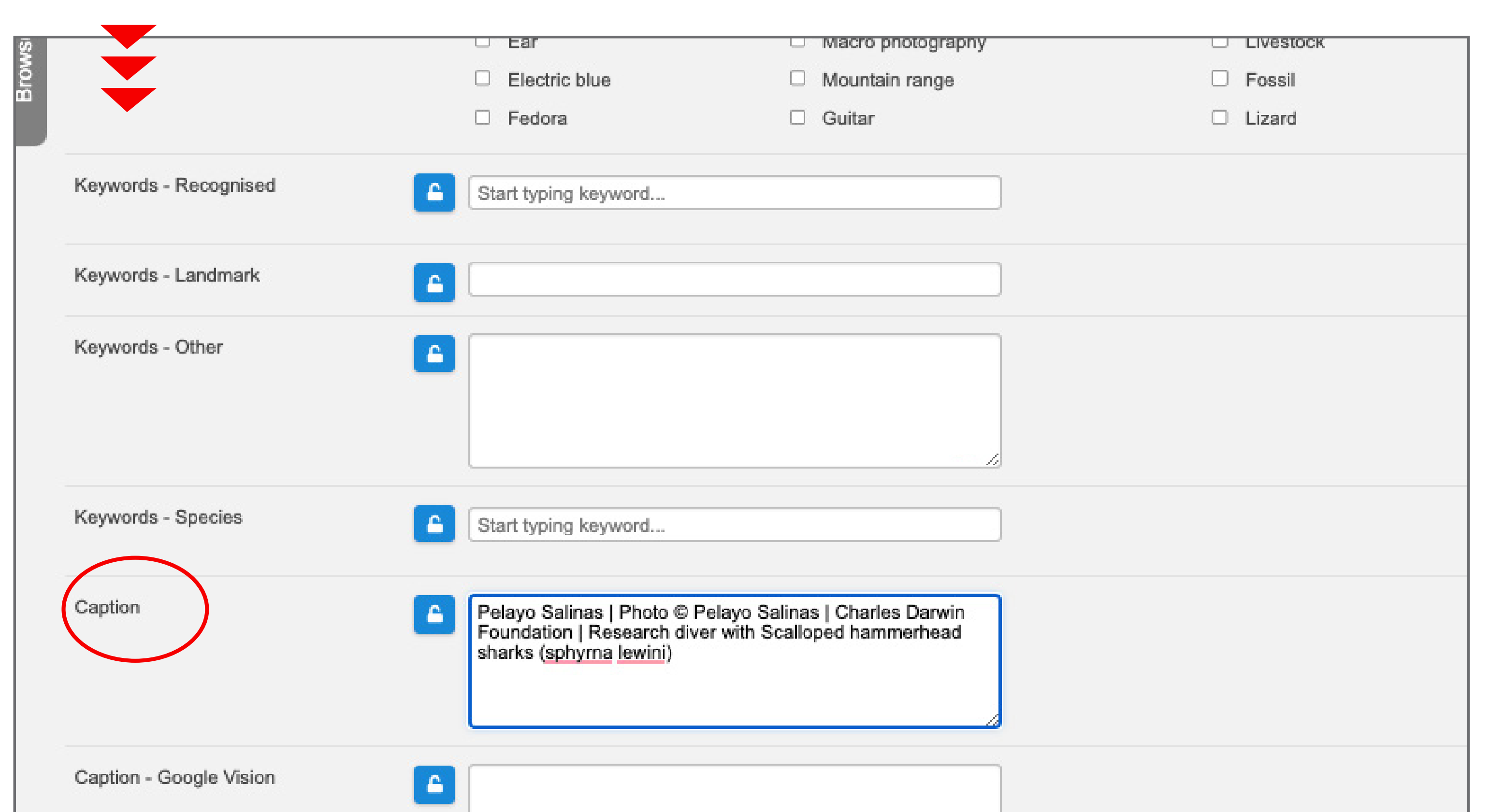
a. Please select the 'Resource type' (photo or video) in the first line.



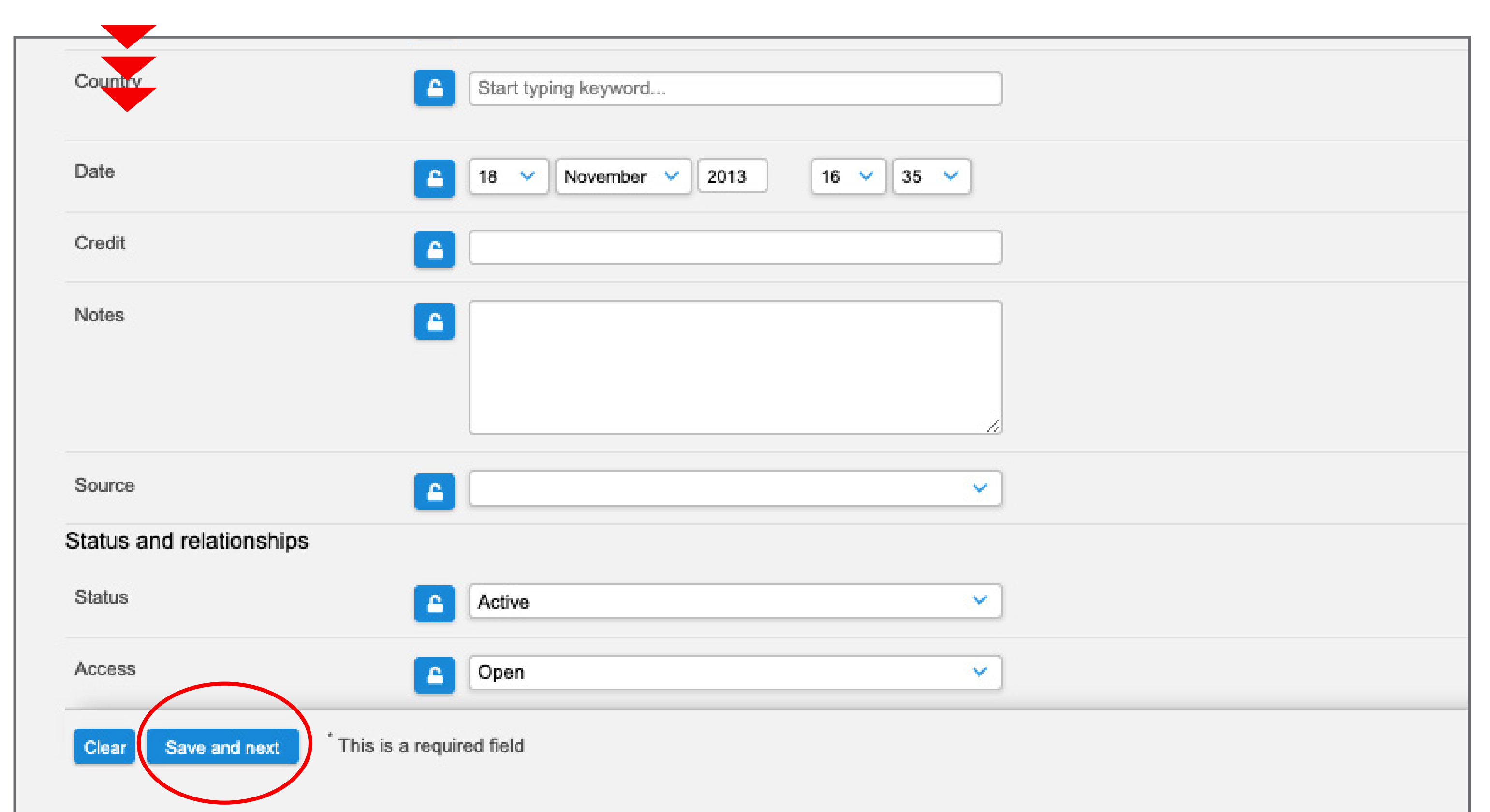
b. Scroll to 'Caption' to add information for the image.

i. All files must have at least the project leader's name, photographer credit and associated organisation (if applicable) and species name (common & scientific).

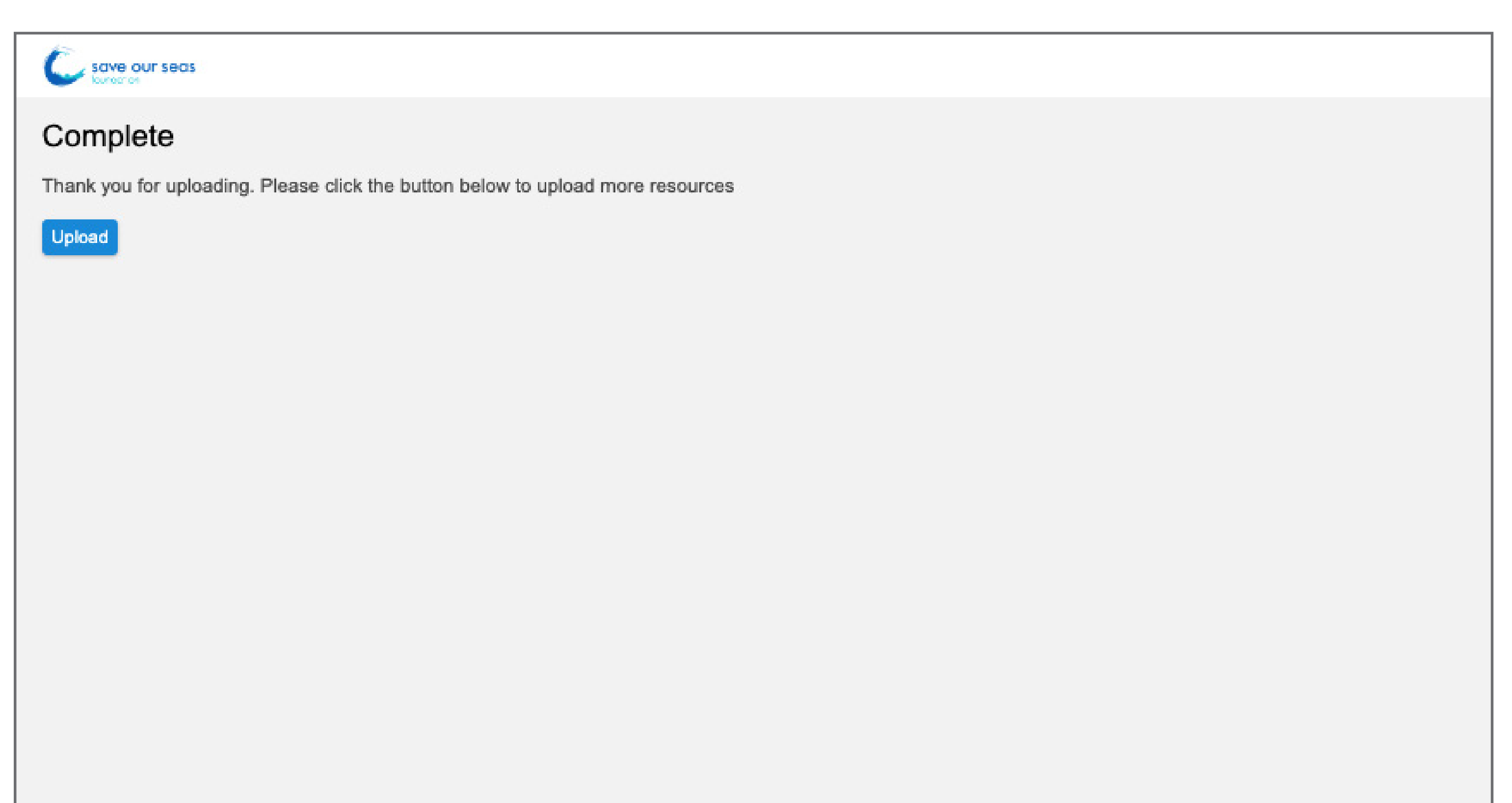
ii. Should you wish to add a caption to describe the image, please feel free to do so in the same space after the required information is provided.



4a. Once all information is added, click 'save & next' to move on to the next file.



b. Once you have added metadata to all the files in your upload, you will see the below screen.



5. If you wish to add more files, simply click 'upload' and start the process from step 2.