

Create and view Image libraries

Step 1: Create a library

- Create a library
- Select a title or thumbnail checkbox
- Open the Library Actions menu

Step 2: Manage libraries

- Manage libraries
- Select View options
- See where images are published

Browse image libraries

All libraries

- Test Image Library
- Private Library: San Francisco
- Default Library

Sort image libraries

Sort image libraries

- Last created on top
- Last modified on top
- By title (A-Z)
- By title (Z-A)

Settings for images

View

- List
- Thumbs
- Timeline

More options

- Permissions for images
- Pages where images are published
- Custom fields for images
- Thumbnails settings
- Regenerate thumbnails
- Recycle bin

Manage Image libraries

The screenshot shows the 'Images' management interface. The 'Default Library' is selected, and the 'Actions' dropdown menu is open. The menu options are: Library properties, Reorder images, Move to another library, Set permissions, and Delete. A yellow callout box with the number 1 contains the following text:

- Select a checkbox or *Actions* button to manage libraries individually
- Adjust *Library properties* and other options

Default Library

Description ⓘ

URL ⓘ

default-library ⓘ

Put this library...

☒ On top level

☐ Under parent library...

Advanced options >

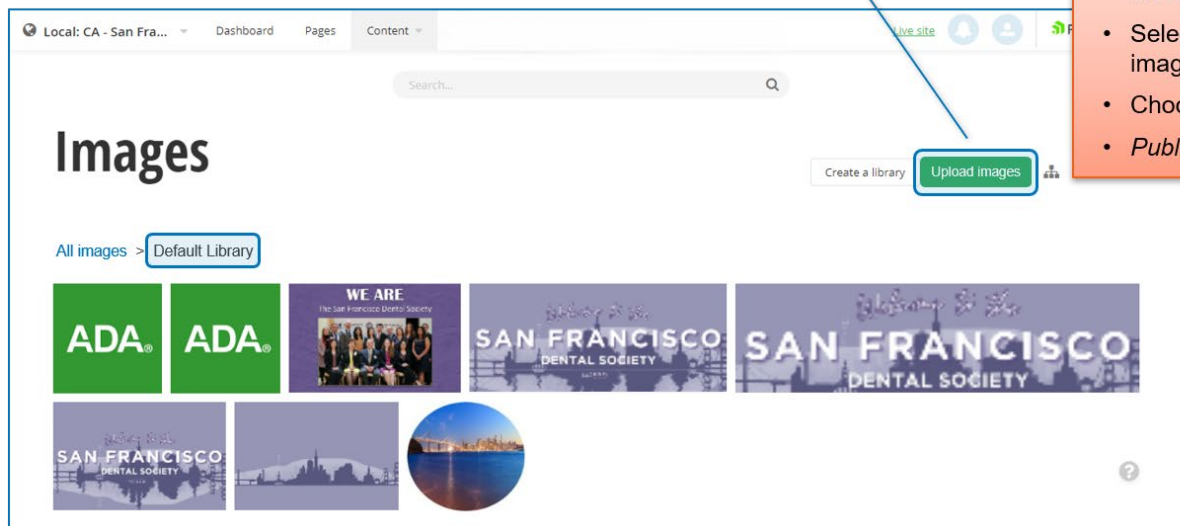
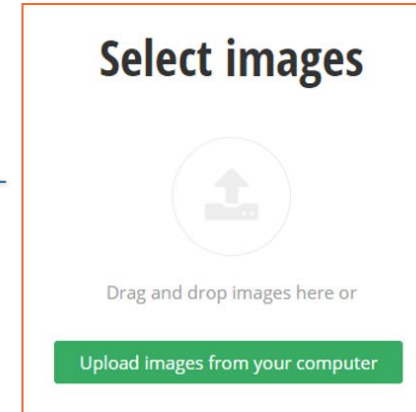
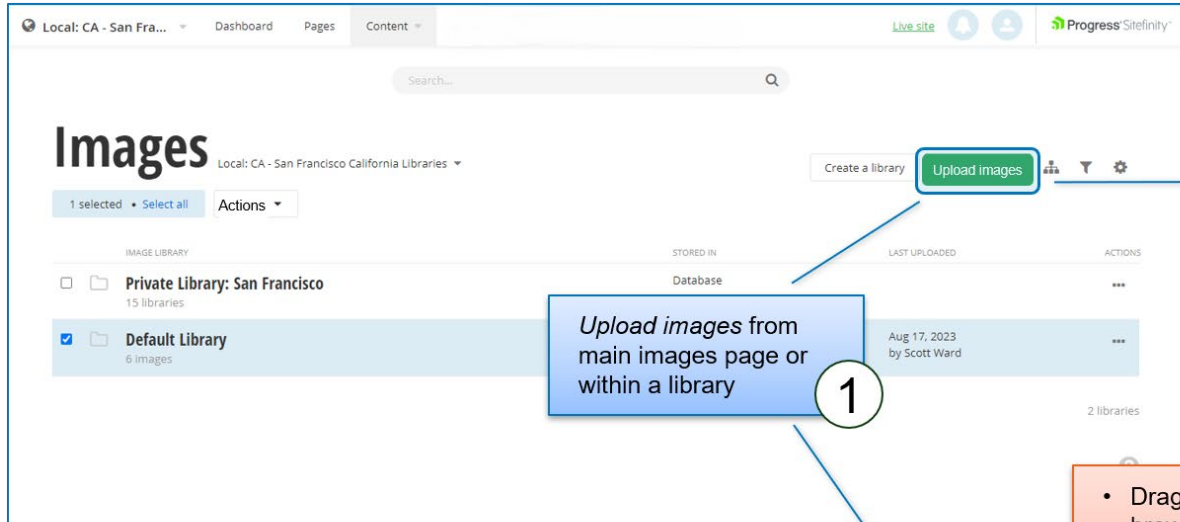
3

- Edit *Title* and *Description*
- Adjust *URL*, placement, and *Advanced options*

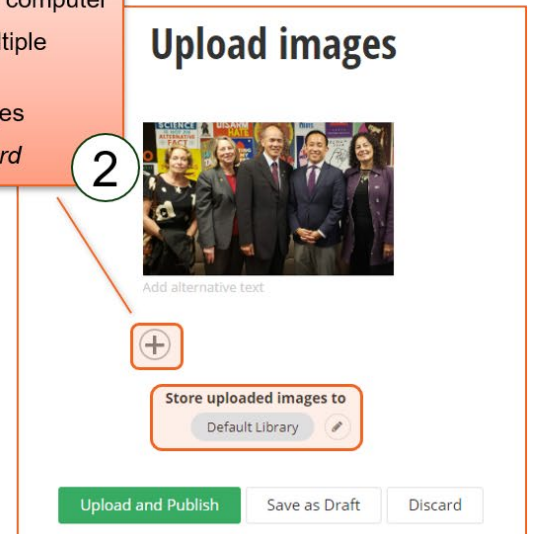
The screenshot shows the 'Images' management interface. The 'Default Library' is selected, and the 'Bulk actions' dropdown menu is open. The menu options are: Bulk actions, Delete, and a table of image libraries. The table has columns: IMAGE LIBRARY, STORED IN, LAST UPLOADED, and ACTIONS. A red callout box with the number 2 contains the following text:

- Select multiple checkboxes for *Bulk actions*
- Select column headings to sort images

Upload images



- Drag & drop or select *Upload* to browse images on your computer
- Select **+** to upload multiple images
- Choose library for images
- *Publish, Save, or Discard*



Manage an image

1 To manage an *Image*, select its *Library* (location)

2 In Thumbnail or Timeline view, select the image's checkbox

3 In List view, select its *Actions* menu button

Adjust an image's properties

Local: CA - San Fra... Dashboard Pages Content Live site Progress Sitefinity

Search...

Images

All Images > Default Library

TITLE / STATUS	THUMBNAIL	FILE / DIM. / SIZE	CATEGORIES	TAGS
☒ Photo of San Francisco Published		JPG 219 X 204 11 KB		
☒ SFDS background Published		JPG 1800 X 1200 124 KB		
☒ SFDS Hero Solid Published		PNG 1110 X 700 202 KB		

EDIT

Image properties

Unpublish
Schedule publish/unpublish

Move to another library
Set permissions

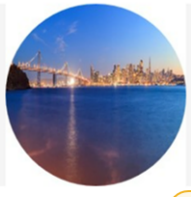
View original
View all sizes
Embed
Download

Revision history
Pages displaying this image 2
Items displaying this image 1

Delete

Image properties

Publish Save as Draft



219 x 204 • 10.67 KB • JPG

Description
Photo of San Francisco

Alternative text
Photo of San Francisco

Library
Default Library

Details

Categories and tags

More options

URL
ada-image

Additional URLs
+

URL to file
https://cmsdev.tri-admin.com/images/localcasanfranciscocalifornialibraries/default-album/ada-image.png

Additional URLs to file
+

Publish Save as Draft

Unpublish
Schedule publish/unpublish

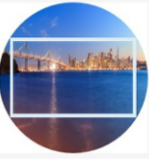
Set permissions

View original
View all sizes
Embed
Download

Revision history
Pages displaying this image 0
Items displaying this image 0

Delete

Crop, resize or rotate



16:9 175 x 98



- Select *Original* to change the thumbnail's shape
- Select  to resize the thumbnail
- Select  to rotate the thumbnail

Original ▾

ASPECT RATIO

Original

Square

16:9

4:3

219 x 204 px

Done Cancel

- Edit *Image properties* as needed
- Select  to adjust *Image* thumbnail size and margins
- Adding *Alternative text* for accessibility is strongly recommended