MORU
Tropical Health Network
Media Library

USER GUIDE

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Signing Up

Signing Up on the Media Library

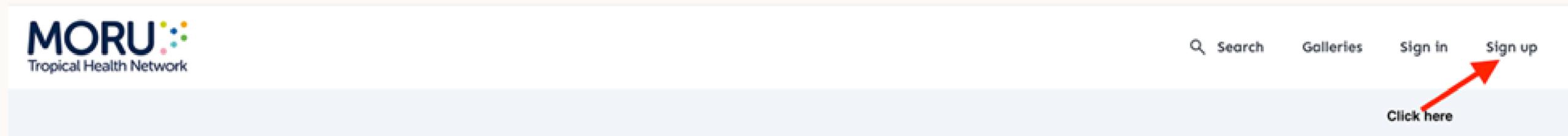Users who wish to upload files will need to register as contributors.

For a quick overview of how to register on the system and upload files, you can view a video tutorial here.

How to Sign Up

01   Click on the 'Sign up' link at the top of the homepage

How to Sign Up

02

On the sign up page, select the 'Contributor' option and complete all the fields as shown:

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How to Sign Up

03   Once you've signed up, a media library administrator will need to approve and activate your account. You'll see a screen like this:

Sign up

🕐 **Pending Approval**

If your application is approved, an email will be sent to you at
youremail@xxxx.com   confirming your registration details.

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Uploading Files

Uploading Files

Once your account has been approved, you will receive an email like this with a link to activate your account.

You have successfully registered on the MORU Tropical Health Network's Media Library.

Please click on the activation link below to confirm your registration details. You'll then be able to sign-in and upload files to the system*.

https://images.tropmedres.ac/activate?id=134&code=21122e1693c6932e3b016ccacb50e58dc5d1ca59

Please take note of the following guidelines before submitting files.

All files uploaded to the media library must be annotated with relevant contextual information, added to the following fields:

- **DESCRIPTION** - Add a short description explaining the who, the what and the why of the image(s) you are submitting.
- **COUNTRY/LOCATION** - Add the country/province/city where the images were created. Country is the minimum requirement.
- **CREDIT** - Add your name or the name of the creator of the image.
- **DATE CREATED** - Check date created info is present. This information should be added automatically.

Uploading Files

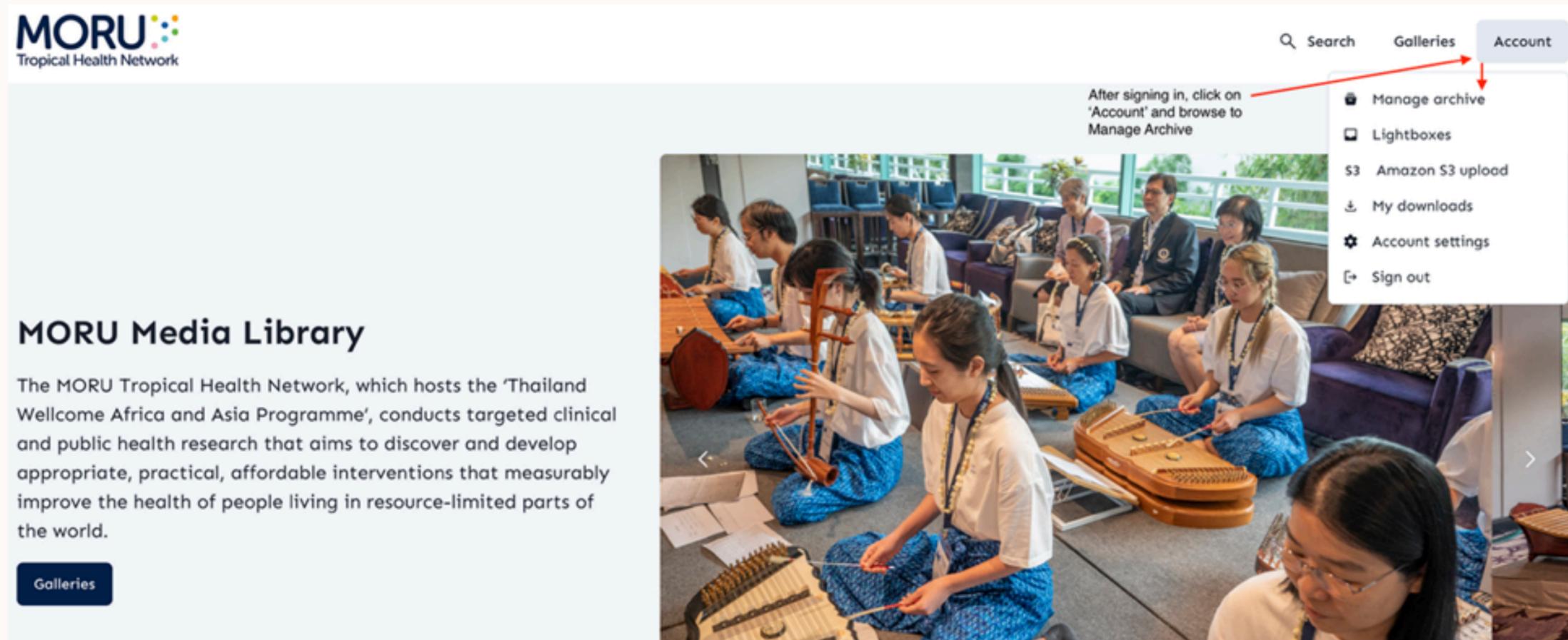Click on the link to activate your account.
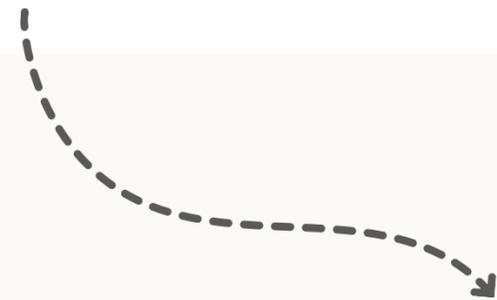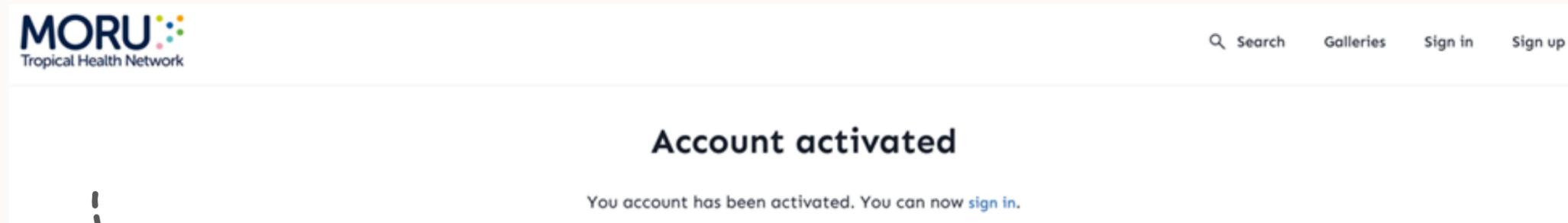
And sign in

Uploading Files

Once signed in, browse to the Manage Archive page by clicking on 'Account' as shown here:

Uploading Files

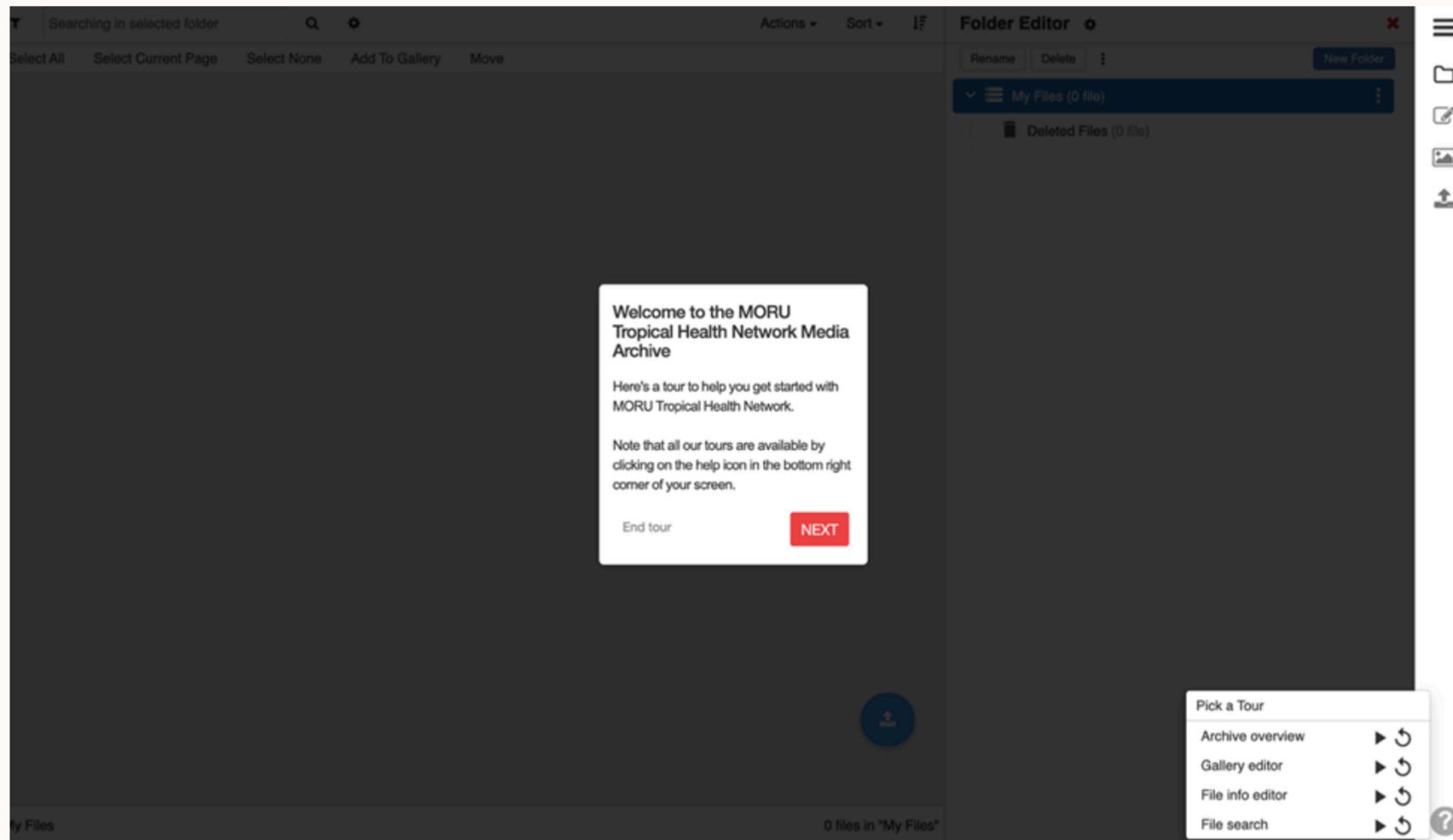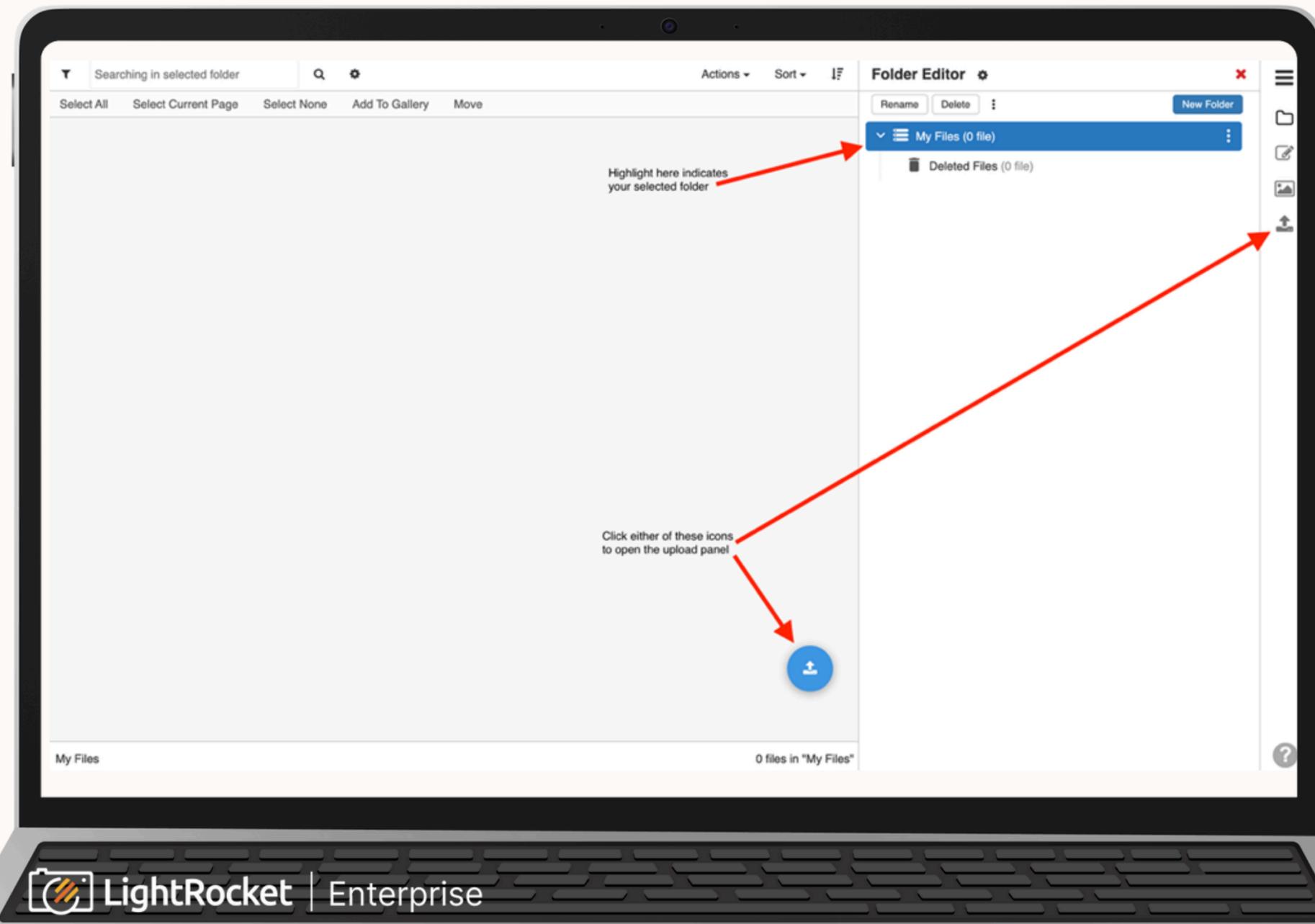Follow the new users' tour to get an overview of how to upload and manage files in the media library:
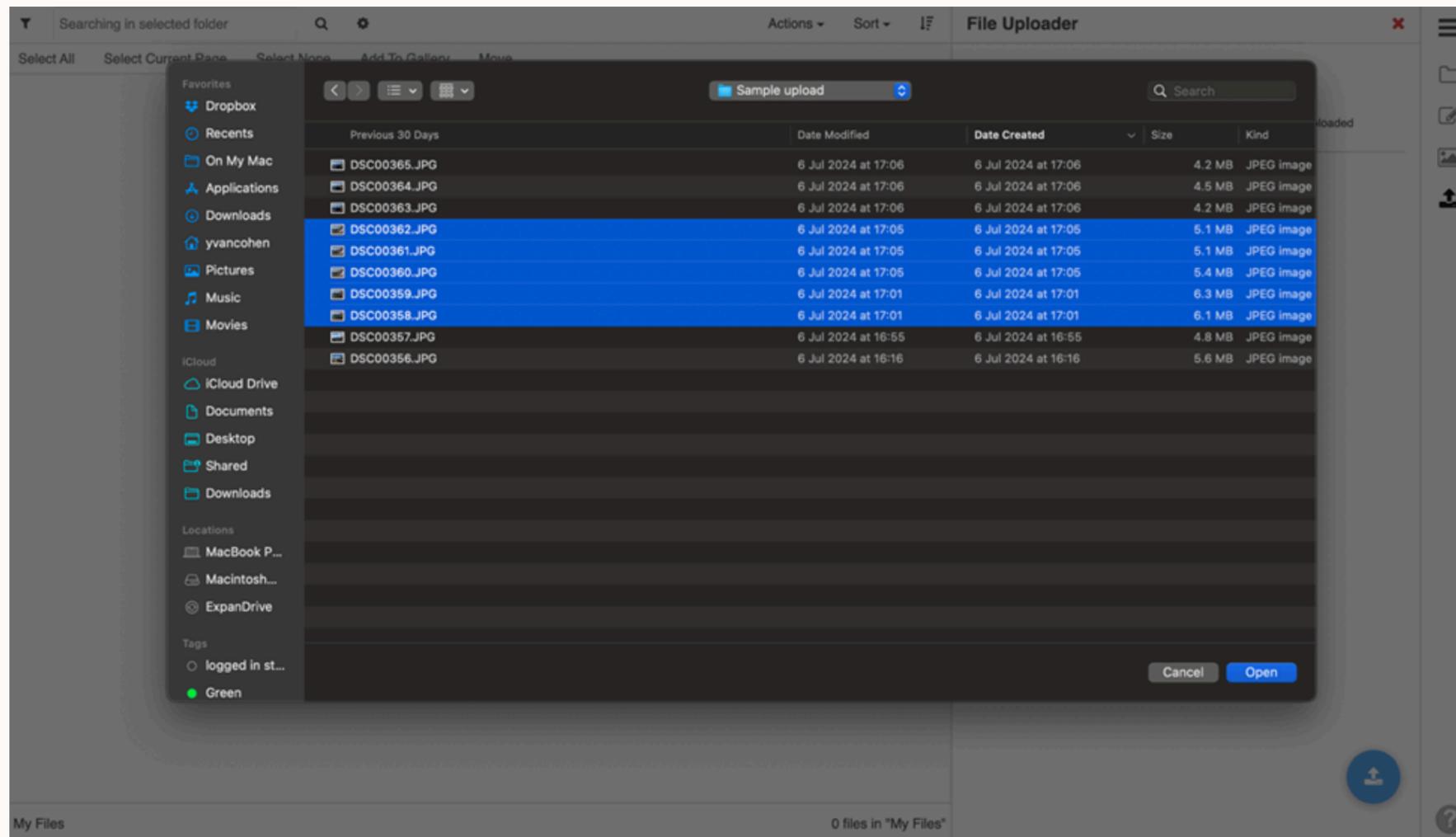
Uploading Files

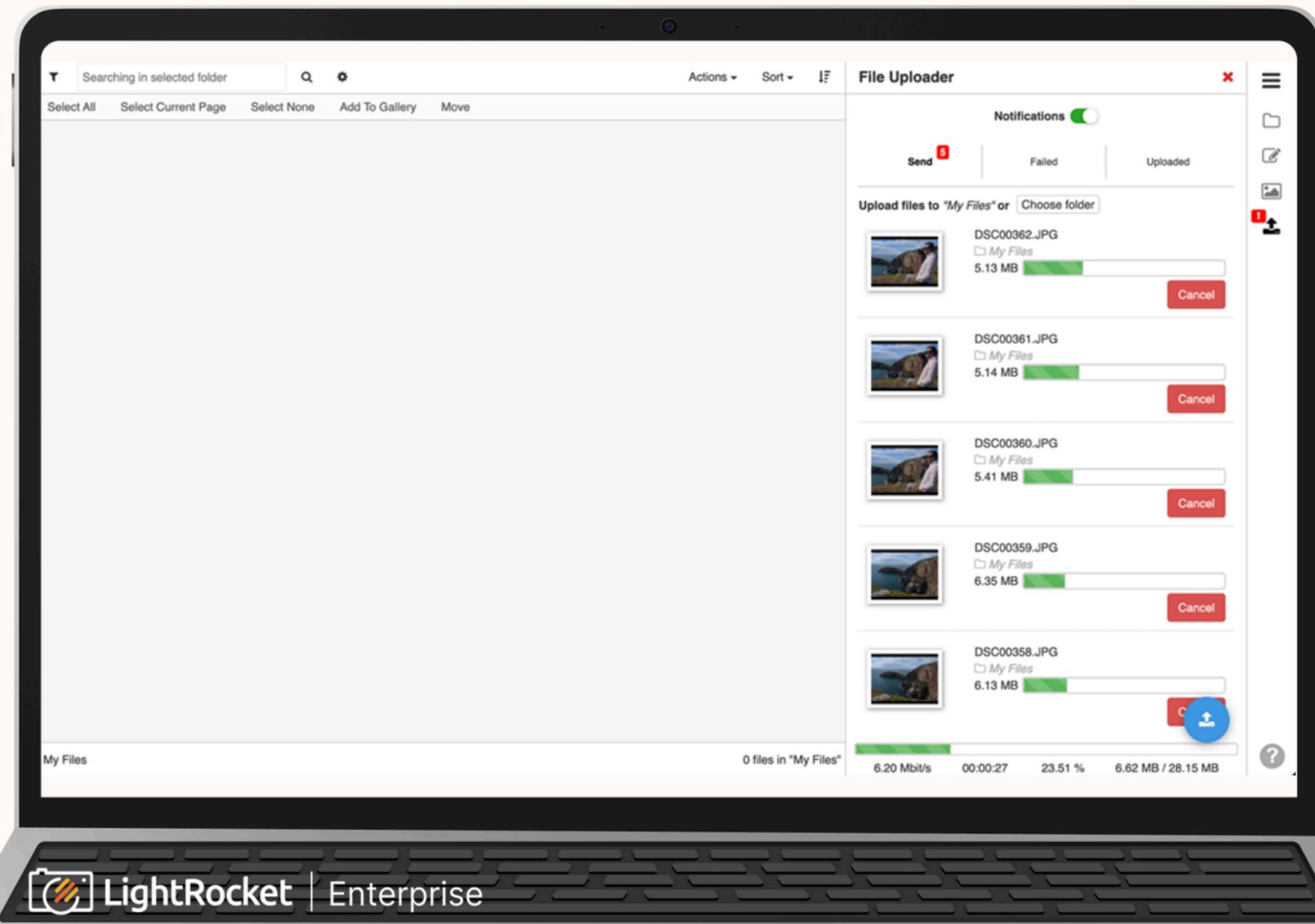Or 'End Tour' and click directly on the 'Upload' button as shown below:

Uploading Files

Browse to and select the files you wish to upload (note you can only select files and not folders).
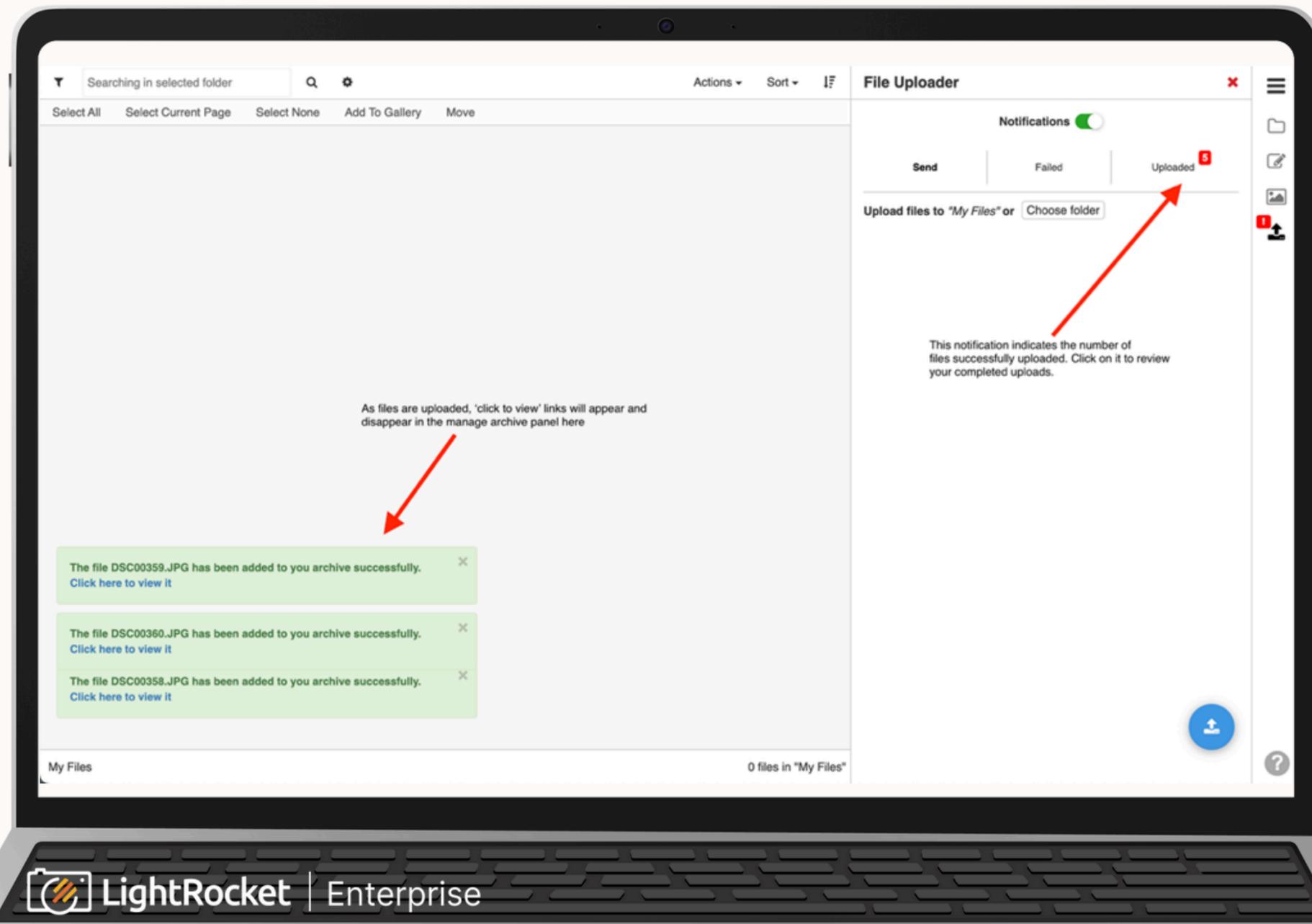
Uploading Files

Click 'Open' and monitor your upload in the upload panel.

Uploading Files

As uploads complete you will see temporary 'click to view' links appear (and disappear) in the left panel.

Uploading Files

Click on the 'Uploaded' panel to see your completed uploads. Click the magnifying glass icon beside each upload to see your newly uploaded files.

Guidelines for Editing Required File Information

Guidelines for Editing Required File Information

When you upload to the media library it's important all your files are accompanied by some basic contextual information.

For most image and video files this means you'll need to add information to the following fields:

Description

Tags

Location (at least a country)

Credit and Copyright (e.g. photographer's name / MORU)

Date created (this is usually added automatically)

Guidelines for Editing Required File Information

If you add this information in a third party tool like Lightroom, Bridge, or Photoshop the information will be displayed in the corresponding fields in the media library.
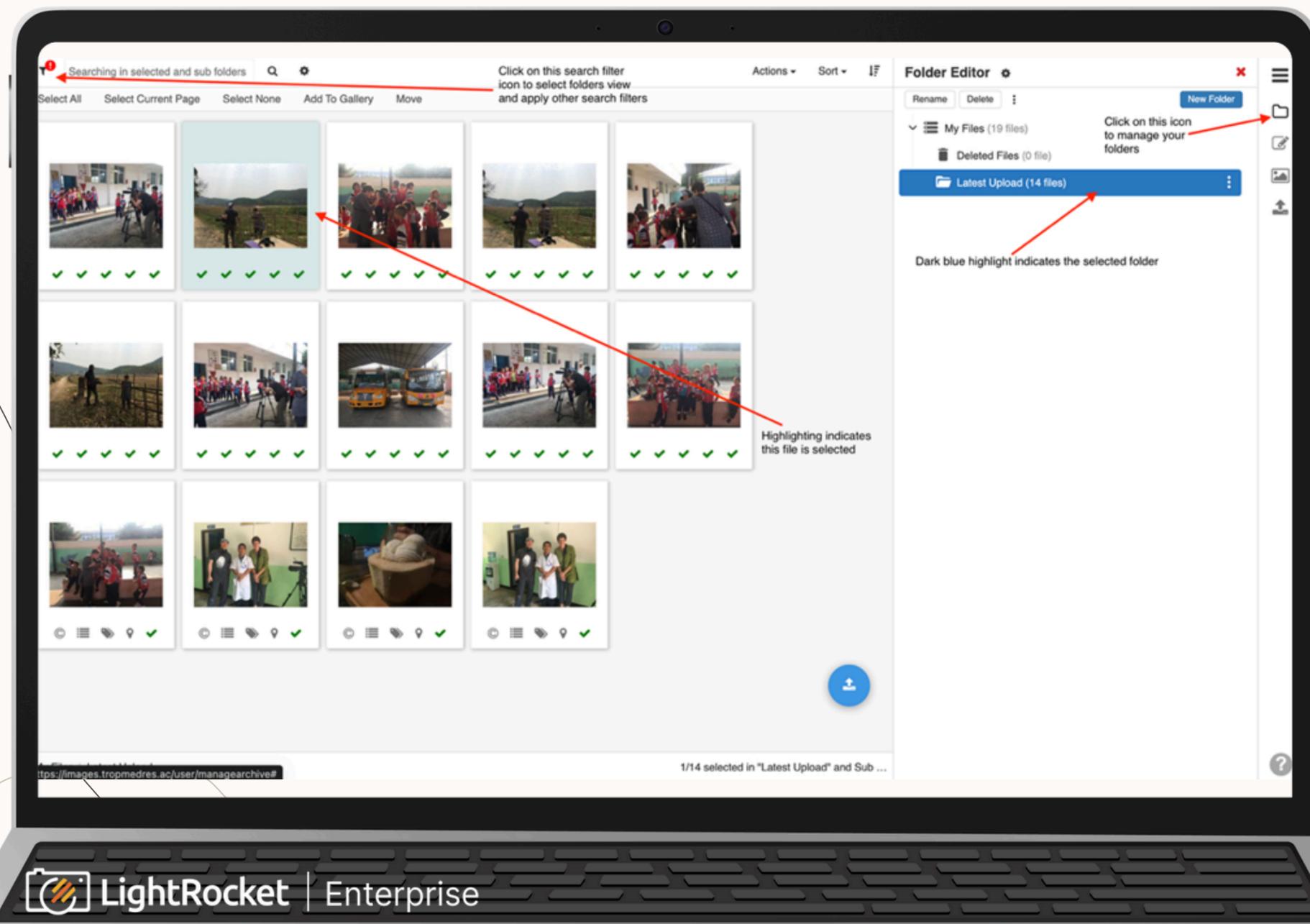
If you haven't already added this information you can do so directly in the media library.

For a detailed explanation of file information management we recommend viewing this short video [tutorial](#).

How to Add and Edit File Information

1. Click the 'folder' icon to browse to the content you wish to edit and select one or more files to edit.

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How to Add and Edit File Information

2. Click the 'File Info Editor' icon and complete the recommended fields that correspond to the icons/ticks under the thumbnails.

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How to Add and Edit File Information

Click the orange 'View Selected' button to see a large preview of the image.

1 of 14 files

File Info Editor

1 selected   View selected

Basic

Visibility Meter ⓘ

Excellent

Rating ⭐⭐⭐⭐⭐

Description   ✔recommended

This was on a mission to China to produce a video about malaria control.

Description 2   ✔recommended

A team was sent to China to report on the progress of our malaria program there.

Tags / keywords   ✔recommended

children, school, videographer, filming, on location

Thesaurus

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