



The Media Library Tab

Jennifer M - 2024-05-17 - ESP Updates

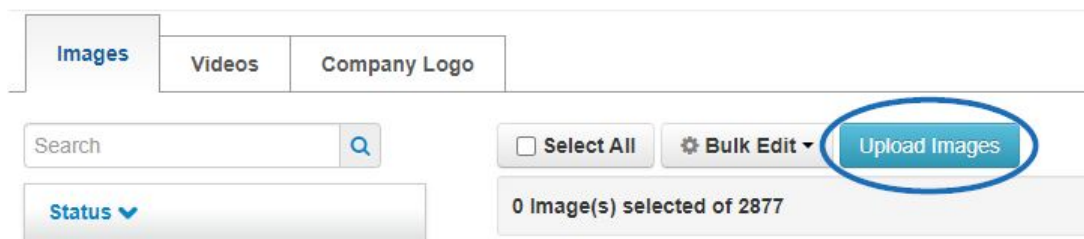
The Media Library tab is where you can manage images and videos for products.



Upload Images

To add images in the Media Library tab, click on the Upload Images button. Please review the [image requirements](#) prior to uploading images.

Media Library



In the Upload Multiple Images window, click on the Select Files button. Browse your computer, select the image(s) you would like to upload, and click on Open.

Note: Hold the CTRL button on your keyboard to select multiple images.

After the images are opened, you will have the opportunity to rename the image file(s) by clicking on the file name, typing a new name, and then clicking off the image. Then, click on the Upload button. The success banner will display beside the image(s). Click on the Continue button to return to the Images tab of the Media Library.

[See this in action!](#)

There is an error message. What do I do now? (click for answer)

If the image does not meet the image requirements, the file will display with a red background, an error flag, and a short description of the reason for the error.

Upload Multiple Images



Images must be in JPG or PNG format, minimum size required is 600x600. No files larger than 10MB.

Select files Upload

GP123_Black.jpg 19.8kB Cancel Error
Image is too small, minimum image dimensions is 600x600

GP123_Blue.jpg 182.4kB Success!

GP123_B...

All Done! We will attempt to link all successfully uploaded images to your products.
This may take a while, check your media library in a bit.

Continue

Based on the reason, you can adjust the file using image editing software and then attend to upload the image again.

Manage Images

Search for Images

Enter the product number, product name or keyword in the search box at the top left of your screen and click the magnifying button. You can search for multiple images by separating them using a comma and a space.

Media Library

Images Videos Company Logo

Search Select All Bulk Edit

Status

0 Image(s) selected of 2541

Filters

Filter your products by the criteria listed in the left hand column of the page: Status, VS (Virtual Sample) Status, Colors, and more. The number in parenthesis is the amount of images which are categorized within the option.



Click on the **See All** link to view all values within each criterion.

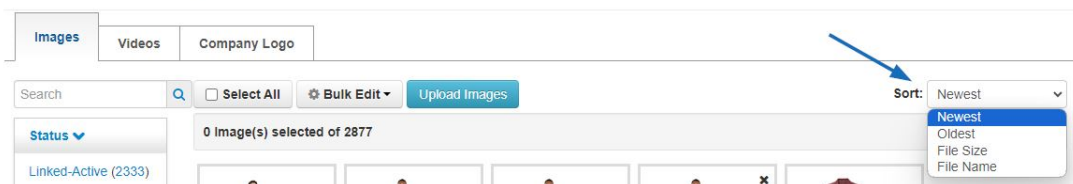
Sort Images

Click on the Sort dropdown and choose to sort your images to display in the order you prefer.

You are able to sort by:

- Newest
- Oldest
- File Size
- File Name

Media Library



Tag Images

To add [Media Tags](#) to images, click on the checkbox in the lower right corner of the

image(s). You can also use the options to the left to filter images and use the Select All button. Once you have chosen the image(s) you would like to tag, click on the Bulk Edit button. Chose which products to apply the bulk edit to:

- ALL Images (every uploaded image in the Media Library)
- ALL Filtered Images (any images which meets the criteria selected)
- Selected Images (only the images you have specifically marked)


Next, click on the Add Media Tags option and click on the Bulk Edit button.

Bulk Edit Options ×


Apply Bulk Edit To:

ALL Images (8) ALL Filtered Images (8) Selected Images (1)

Image Options

Add Media Tags 

Delete Images

Cancel **Bulk Edit** 

Select the tag(s) you would like to apply. It is recommended you enter a selection for as many fields as possible, but if an option does not apply to the image(s) with which you are working, you can leave a field empty. If you need to clear your selections, use the Clear All link. When you are finished, click on Save.


Bulk Add Media Tags ×

Media Tags [Clear All](#)

Select Product Image display tags.

Image View

Image Display	<input type="radio"/> Flat	<input checked="" type="radio"/> Model
Image Decoration	<input checked="" type="radio"/> Blank	<input type="radio"/> Decorated
Image Resolution	<input checked="" type="radio"/> High	<input type="radio"/> Standard
Image Alternate Views	<input type="radio"/> Alternate	<input type="radio"/> Custom
Image Detail View	<input type="checkbox"/> Group	<input type="checkbox"/> Swatch

Cancel **Save** 

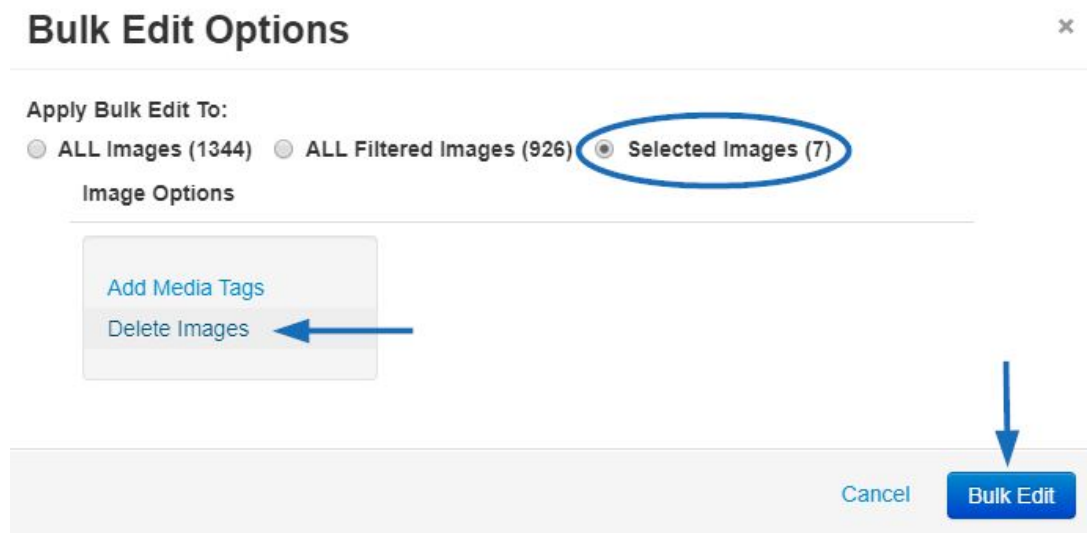
Delete Images

To delete an image, click on the checkbox in the lower right corner of the image(s). You can

also use the options to the left to filter images and use the Select All button. Once you have chosen the image(s) you would like to delete, click on the Bulk Edit button. Chose which products to apply the bulk edit to:

- ALL Images (every uploaded image in the Media Library)
- ALL Filtered Images (any images which meets the criteria selected)
- Selected Images (only the image/images you have specifically marked)

Next, click on the Delete Images option and click on the Bulk Edit button.



Videos

Add a Video

To upload a new video, click on the Add Video button. Please note, a list of previously uploaded videos will be displayed.

Media Library



Enter information in the required fields and then click on the "Save" button.

Images **Videos** Company Logo

Add Video

Video Name * Save

Video Type *

Video URL *

Description

[Cancel](#) + Associate Products

Note: All required fields must be completed before the "Save" button will be enabled. The Video Name, Type and URL fields are required. However the description field is optional.

If you are using Microsoft 10 with the Edge browser, you may not be able to upload a video. Please use a different browser, such as Google Chrome or Mozilla Firefox.

Select Product as the Video type. Accepted video URL types are YouTube, Vimeo, or Facebook. Every Product Video must have a unique URL.

Note: If you are providing a video via Vimeo and have a Vimeo plus account, it is recommended that the end screen of your video be customized so it does not display suggested videos from Vimeo staff or other Vimeo subscribers.

Add Products to a Video

Once you have uploaded and saved the video, you will have the ability to add products. Scroll to the bottom and click on the "+ Associate Products" button.

[← Back](#)

Ceramic Mugs

Video Name * Save

Video Type * Product

Video URL * [Preview](#)

Description

+ Associate Products

Remove Sort by: Search within

XID	Status	Product #	Product Name	Description	Added On	Remove
<p>You don't have any Products associated with this video.</p> <p>Please click the Associate Products button to get started.</p>						

A listing of all of your active products will display. From here, you can select all of your products by checking the "Select All" box or you can use the sort and filter features to locate and select specific items. Check the box under the image of each product you want

to add then click on the "Add Products" button.

Add Products to Video

Search within Sort by ▾

You have selected 2 products.

Your Search Terms

- ✕ MUGS & STEINS
- ✕ Mugs & Steins-Ceramic
- ✕ With Image

Clear All

Product Color

RED (5)

BLUE (4)

YELLOW (3)

CM1216 Ceramic Mug
11159-552069595
Classic ceramic mug
avail...

CM16 Ceramic Mug
11159-550872560
This 16 ounce ceramic
cof...

KID-5-12-1 Mug
11159-551421408
Red Mug

KID1130-2 Red Mug
11159-551209054
Red Mug

Ceramic Mug
11159-551442599
Ceramic C-handle mug
avai...

Page: 1 of 1

Close Add Products

If any of the products you've selected are already associated with another video you will receive a message listing the products that were not able to be added to this video. Click OK. You will have to delete the products from one video before you can add them to another video.

Note:Deleting a product from a video will not remove the product from the ESP Database.

A list displaying all products associated with the video will then display at the bottom of the page.

Products Associated with this Video

Remove Sort by Last Updated Search within

	XID	Status	Product #	Product Name	Description	Added On	Remove
<input type="checkbox"/>	8030878-555053832	Active		C-Handle ceramic mug	Great ceramic mug for any and all promotions! Versatile, dishwasher and microwave safe, this 16 ounce ceramic c-handle mug is ideal for your event!	05/15/2024	<input type="button" value="Remove"/>

Page: 1 of 1

You can also add products to an existing Video by going to the Media Library from the main Updates screen. Click the Videos tab. Find the Video you want to add products to and click Edit. Then, follow the same steps as adding items to a new video, as stated above.

Delete Products from a Video

There are several ways to delete products from videos while you are in the Media Library. Find the video from which you want to delete products and click Edit.

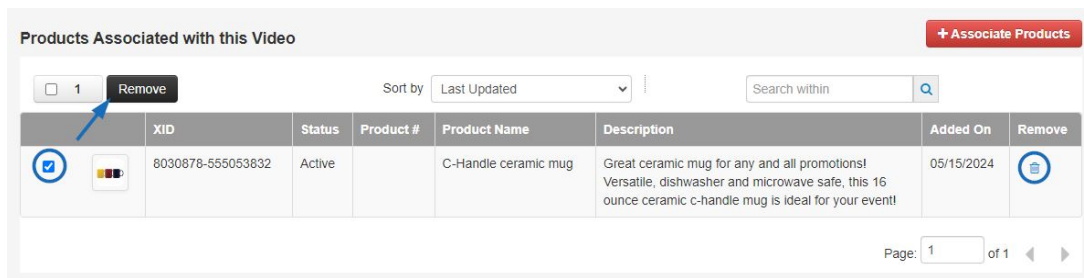
Images **Videos** Company Logo

Search Videos

Video Name ▾	Video Type ▾	Description ▾	Products ▾	Date Added ▾	Action
Ceramic Mugs	Product Video		2	05/17/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Preview"/>

Page: 1 of 1

You can select products to remove by clicking on the checkbox for the product listing or select all products using the checkbox at the top and then clicking the Remove button. You can also remove individual products by clicking on the trash can icon to the far right.



If you have many products associated with the video, you can easily find the products you need to remove by using the "Sort" filters or Search field.



You can also remove the product from the video while you are on the Media Page of an individual product. To do this, go to the Manage Product Tab and locate the product. Then, click on the Edit button.



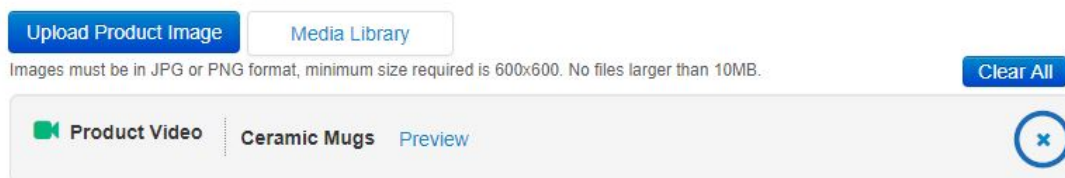
Click on the Media section.



Above the product images, the video associated with the product will be listed. Click on the Preview link to watch the video in a pop-out window. Click the "X" to remove the video from the product.

Product Images & Video

Improve product presentation by adding and tagging images.



Delete a Video

Access the Media Library from either the main ESP Updates screen. Click on the "Videos" tab. A list of existing videos will display. If you have many videos you can enter the Video Name in the search field to find the video you wish to delete.

On the right side of the screen click the Delete button. The video will be removed and

products will no longer be associated with that the video, but the items themselves will remain in the database.

Images **Videos** Company Logo

Search Videos

Video Name ▲▼	Video Type ▲▼	Description ▲▼	Products ▲▼	Date Added ▲▼	Action
Ceramic Mugs	Product Video		2	05/17/2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Preview"/>

Page: of 1

Related Content

- [Image Requirements](#)