

Recent - Google Drive

Web Payments

MyLO Caucus Outline - G

Demo Local | MyLO

Upload Files to Media Lib

Create Action Alert : MyLO

Amaris

Secure | my.lwv.org/colorado/demo-local

Apps

DataBank

EF

MO

GTM

Nat'l DB

Merch

GiftTool

VEC BM

Unfuddle

Amazon

Freshdesk

MyLO

MyLOSupport

CB

VM

PayPal HTML Codes

MY ACCOUNT

LOG OUT

LEAGUE OF WOMEN VOTERS®
OF DEMO LOCAL

MAKING
DEMOCRACY WORK®

Uploading Files to Media Library: Manage Files

ADMINISTER LEAGUE SITE

★ DEMO LOCAL

★ ABOUT

★ DONATE

★ ISSUES

★ STUDIES

Sample page w embed

Voting

Join

A link to a document (PDF)

★ ACTION ALERTS

★ ARTICLES

★ CALENDAR

★ POSITIONS

★ GOOGLE!

★ MEMBERS ONLY
SECTION

View published

View draft

Edit draft

Group

Moderate

Customize display

Another sample slide

Donec ullamcorper nulla non metus auctor fringilla. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus.

Demo Local

Begin on the homepage.

Click the Administer League Site menu to expand options.

2:57 PM
6/22/2018

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LEAGUE OF WOMEN VOTERS®
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This is a demonstration of a Local League Site

ADMINISTER LEAGUE SITE

Manage Menu

Manage Content

Manage Files

Manage Members

Add Page

Add Article

Add Event

Add Action Alert

Add Position

Add Form

Add Slideshow Item

★ DEMO LOCAL

★ ABOUT

View published

View draft

Edit draft

Group

Moderate

Customize display

Demo Slide

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Nullam quis risus eget urna mollis ornare vel eu leo.

About

Demo Local

Click Manage Files to access the Media Library.

https://my.lww.org/mylo/files

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2:57 PM

6/22/2018

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LWW

MY LEAGUE ONLINE

Increasing engagement for Leagues across the country.

★ MYLO OVERVIEW

★ DOCUMENTATION

★ **MANAGE FILES**

★ MYLO ISSUES

Search MyLO

Enter your keywords

SEARCH

MY LEAGUE SITES

Demo Local

Washington

Documentation Demo

Masquerade

MAKING DEMOCRACY WORK®

Manage My MyLO Files

This view shows you all of the files that **you** have uploaded to the system and allows you to manage them. It does not place a file on a page. Files are placed directly on pages when editing those pages.

View all files

Add a new file

Name

Type

- Any -

Media Tag

- Any -

Issue

- Any -

Description contains

Apply

Reset

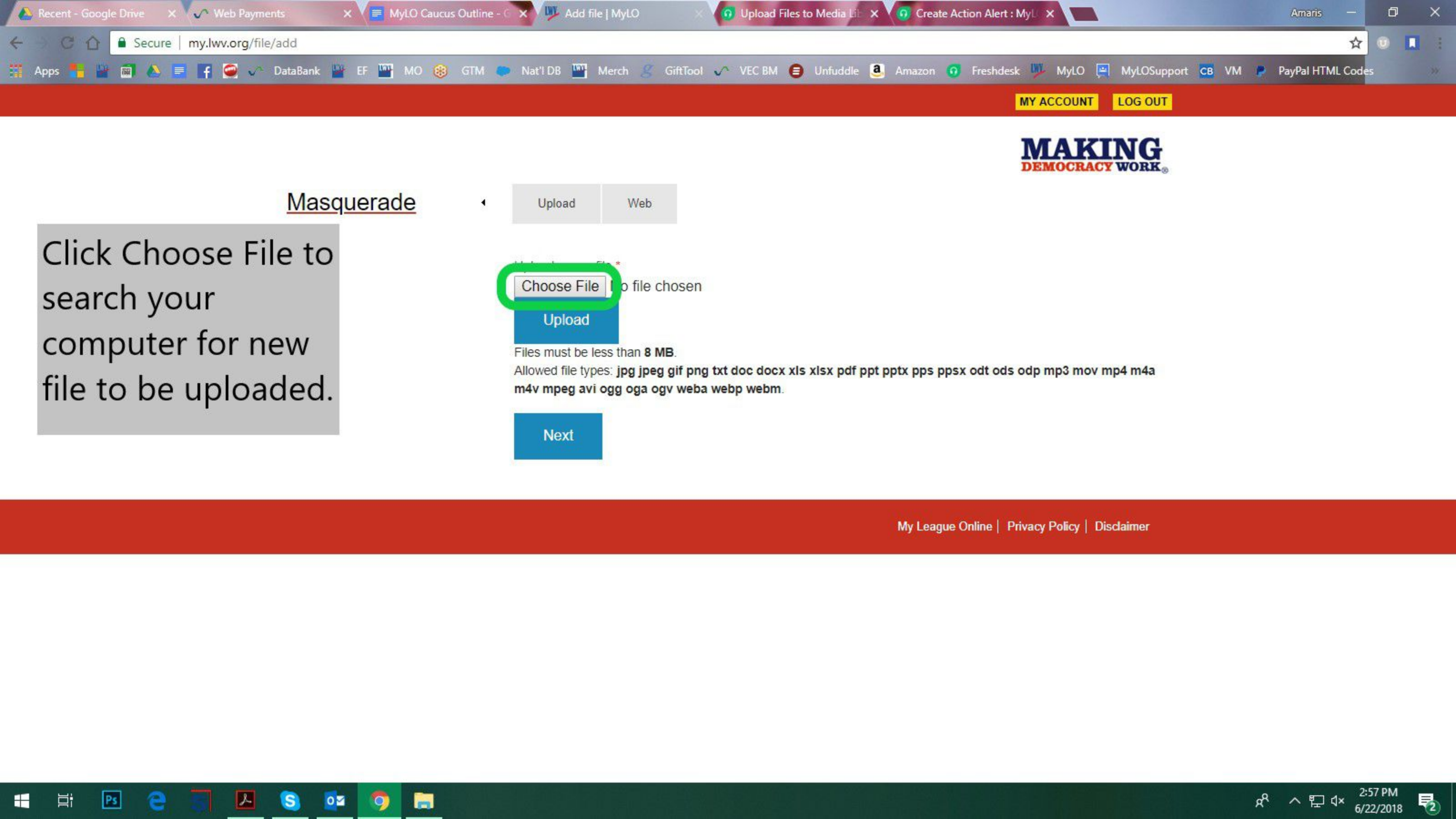
Operations

- Choose an operation -

Execute

2:57 PM

6/22/2018



Masquerade

Click Choose File to search your computer for new file to be uploaded.

Upload

Web

Choose File

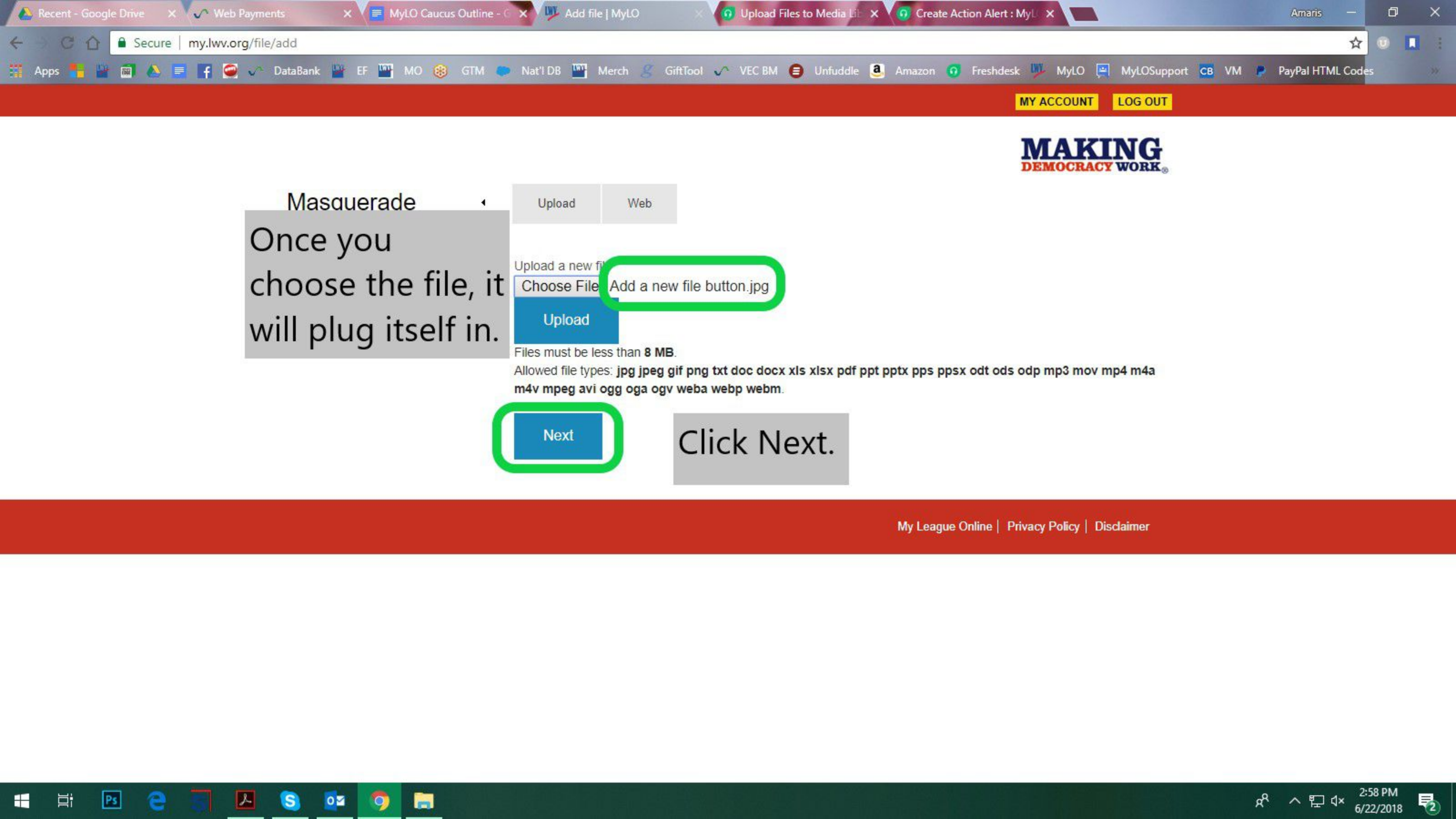
No file chosen

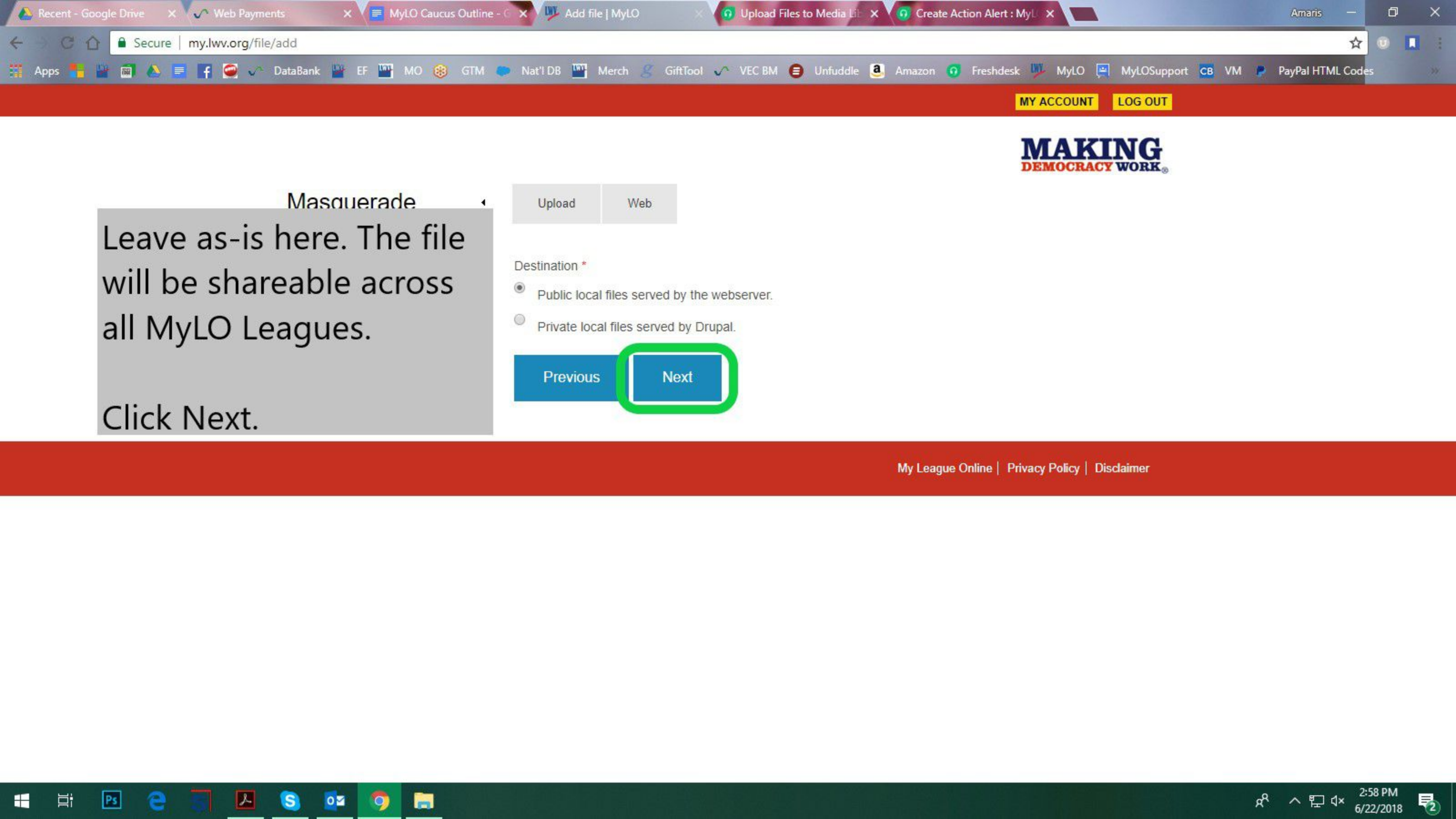
Upload

Files must be less than 8 MB.

Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm.

Next





Now you can edit the titles, adjust the focal point (center) or crop for images, and more.

Masquerade

Upload

Web

Name *

add_a_new_file_button.jpg

Focal Point

Add a new file

Click and drag the crosshair to target the most important portion of the image. This portion of the image will never be cropped.

Crop

Alt Text *

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

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MAKING
DEMOCRACY WORK®

Masquerade

UploadWeb

Name *

Add A New File Button

Focal Point

Add a new file

Click and drag the crosshair to target the most important portion of the image. This portion of the image will never be cropped.

Crop

Alt Text *

Add a new file icon

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

I edited my title and Alt Text.

Windows Taskbar

2:58 PM 6/22/2018

Add a new file

Click and drag the crosshair to target the most important portion of the image. This portion of the image will never be cropped.

Crop

Alt Text *

Add a new file icon

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

File Description

Description about the uploaded file.

Related Issues

Select

Start typing an issue name to search for specific issues. You can enter more than one.

You can also add a description of the file and issues related to this file/its content.

You're required to choose at least one Media Tag that is relevant to this file.

Description about the uploaded file.

Related Issues

Select

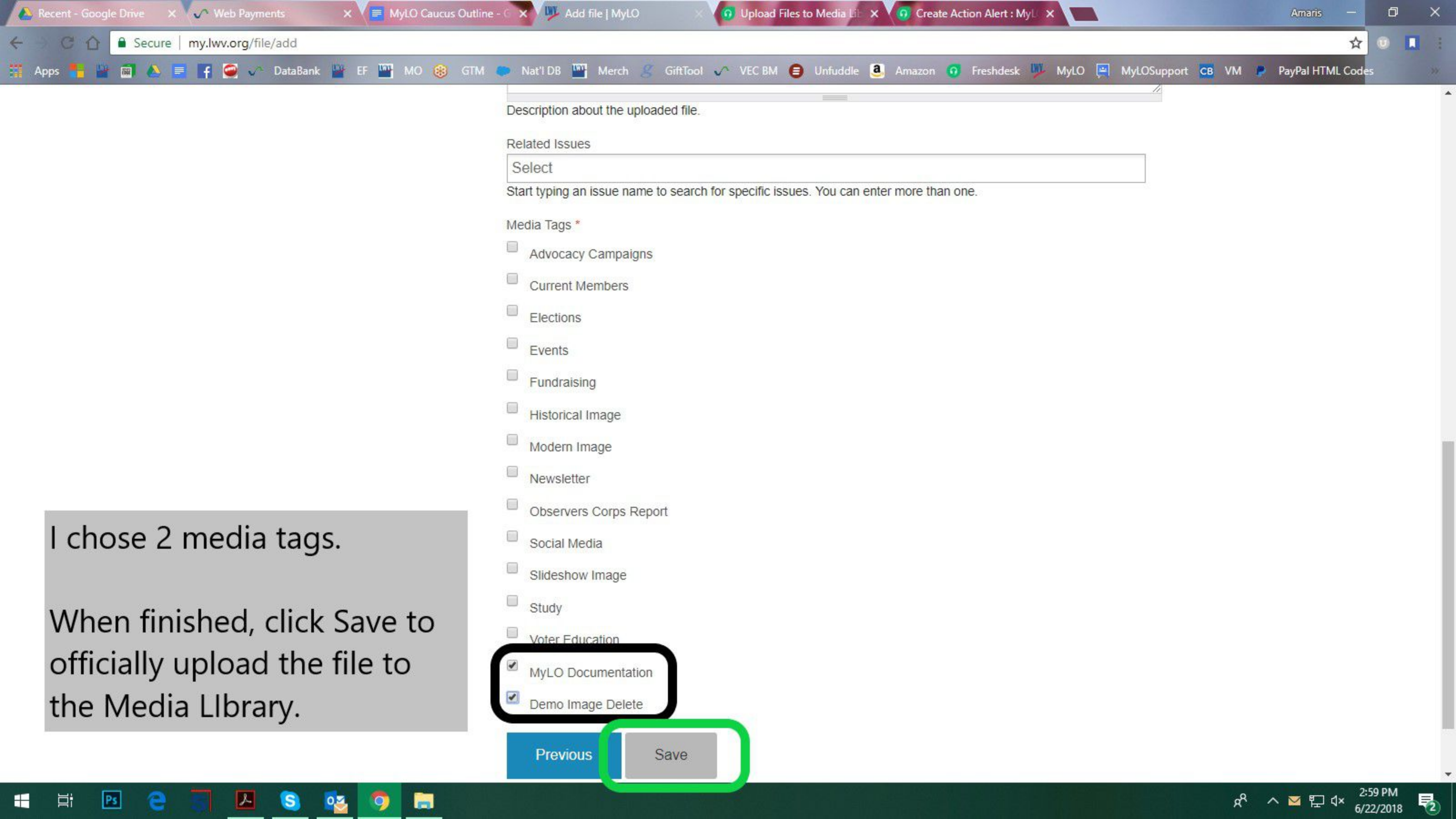
Start typing an issue name to search for specific issues. You can enter more than one.

Media Tags *

- ☐ Advocacy Campaigns
- ☐ Current Members
- ☐ Elections
- ☐ Events
- ☐ Fundraising
- ☐ Historical Image
- ☐ Modern Image
- ☐ Newsletter
- ☐ Observers Corps Report
- ☐ Social Media
- ☐ Slideshow Image
- ☐ Study
- ☐ Voter Education
- ☐ MyLO Documentation
- ☐ Demo Image Delete

Previous

Save



Description about the uploaded file.

Related Issues

Select

Start typing an issue name to search for specific issues. You can enter more than one.

Media Tags *

- ☐ Advocacy Campaigns
- ☐ Current Members
- ☐ Elections
- ☐ Events
- ☐ Fundraising
- ☐ Historical Image
- ☐ Modern Image
- ☐ Newsletter
- ☐ Observers Corps Report
- ☐ Social Media
- ☐ Slideshow Image
- ☐ Study
- ☐ Voter Education
- ☒ MyLO Documentation
- ☒ Demo Image Delete

Previous

Save

I chose 2 media tags.
When finished, click Save to
officially upload the file to
the Media Library.