BIG MEDIUM 2
THE COMPLETE GUIDE

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The Libraries

Big Medium maintains libraries of all of the stuff that you stick to your site's pages: images, documents, audio, video and people. This makes it easy to reuse media across pages and to make your documents available to other editors of the site.

If you want to add an image when you're editing a page, for example, you can select an image from the library, or load a brand new image, which in turn gets added to the library for later reuse. We touched on this already in *Chapter 3: Editing Webpages*, where we covered adding people, images or media to pages directly from the page's edit screen.

Big Medium's library editors also allow you to browse, add, edit and delete library items from Big Medium's various libraries.

Browsing the library

To browse a library, select the library type from Big Medium's "Libraries" menu; you can also switch libraries by clicking a different library's tab from any library's menu screen. Big Medium offers four libraries: images, documents, audio/video clips and people.

You can filter the displayed items using the library browser's toolbar, located just below the various library tabs. This allows you to search for items by name, change the sort order and update the display according to your needs.

Clicking "image only" in the toolbar shows a compact view of thumbnail images that lets you quickly scan a large set of pictures. Clicking "image & text" expands the view to include image title, owner and modification date. When browsing people, it's more useful to see just the name; clicking "text only" displays the names in a compact column view.
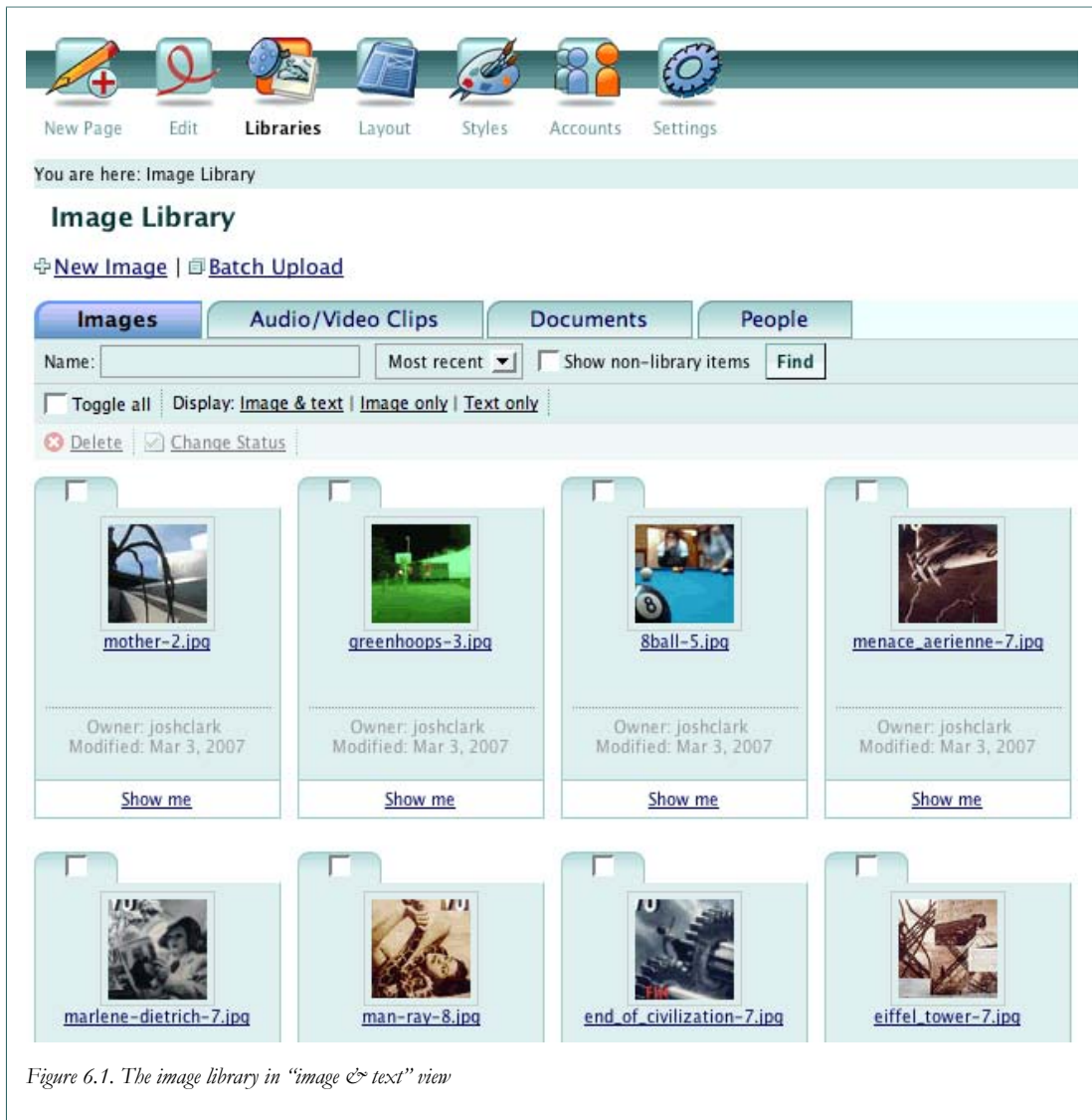
Figure 6.1. The image library in "image & text" view

Who can see what?

Accounts with administrator or webmaster privileges can browse and edit all of the library items.

People with other types of accounts (writers, editors and publishers) can *browse* items that they own—typically, these are the items that you loaded yourself—as well as items whose owners have chosen to share them in the library.

You can also *edit or delete* items that you own. If you're not allowed to edit an item, it is displayed with a padlock. By default, the library browser displays even these uneditable items, showing you the complete collection of items available to you to add to your pages. To see only your own editable items, check the "Editable only" checkbox in the library

browser's toolbar and click "Find" (this option isn't displayed on screens for administrators and webmasters, since they already have permission to edit all items).

Figure 6.2. Items owned by others are "locked"

Non-library items

Sites commonly have images or documents that are used just once on one page; you know you'll never reuse them, and you don't want them to show up in the library browser. When you add an item to the library, either from the library editor or from a page's edit screen, you can choose not to display it in the library by unchecking the "Include in library for later reuse" option in the edit form.

By default, the library browser does not display these non-library items. To include even these "hidden" items, check the "Show non-library items" checkbox in the library browser's toolbar and click "Find."

Deleting from the library

To permanently remove one or more items from the library, click the items' checkboxes in the library browser and then click the "delete" button in the toolbar.

Be careful!

When you delete library items, they are also permanently removed from any pages of the site.

If you want to keep an item on current pages but simply do not want it to show up anymore in the library browser, use the "change status" option to prevent it from displaying in the library, instead of deleting it completely.

Changing item status

The "change status" button in the library browser's toolbar lets you update one or more library items, changing whether it's shared and/or displayed in the library. Administrators and webmasters can also reassign owners, changing the accounts to which items belong.

To change the status of one or more items, click the items' checkboxes in the library browser and then click the "change status" button.

Figure 6.3. The "change status" window

Adding and editing library items

To add an individual item to a library, click the appropriate "New" link at the top of the library browser ("New Image," "New Audio/Video Clip," "New Document" or "New Person"). To edit an existing item, just click it.

The edit screens for library items vary according to library type, but all include a common set of fields.

"Share"

The "share" checkbox lets you choose whether other editors of the site may add the item to their pages. If you leave this option unchecked, other editors will not be offered those items when editing pages or browsing the library.

Teachers at a school website, for example, might have document downloads and images that are specific to their courses. When editing their classroom pages, the teachers could choose not to share those documents and images with other teachers. The owner can still see and reuse those items, but they're no longer available to other teachers. (The exception here is that anyone with webmaster or administrator privileges may use or edit any item in the library, regardless of the value of the "share" setting.)

Changes to this setting apply only to future uses of the item. Making a shared item unshared does not remove the item from existing pages; it only prevents the item from being added to other pages in the future.
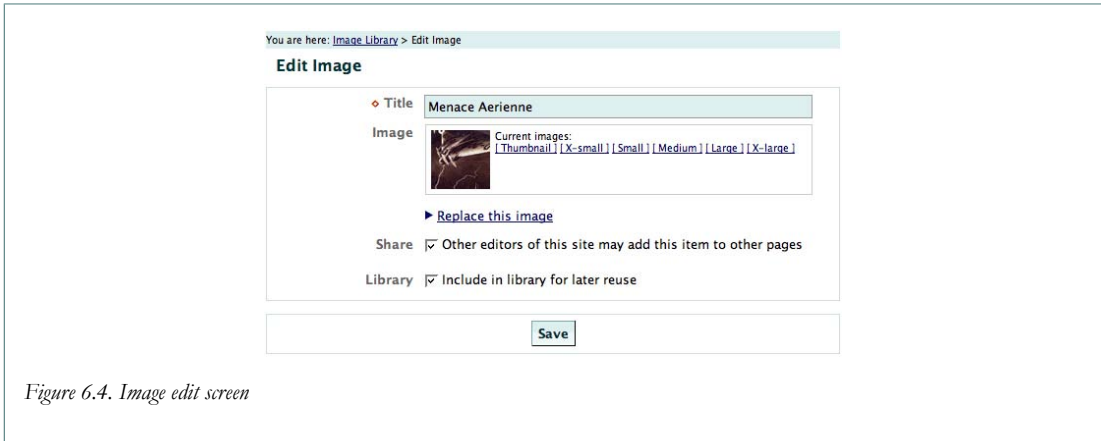
"Library"

The "library" checkbox indicates whether the item should be displayed in the library. Unchecking this item means that the item will never be presented as an option to any user (even its owner) when editing pages. This is useful, for example, when you know that an item will be used only once and will never be added to additional pages.

Changes to this setting apply only to future uses of the item. Unchecking the "library" checkbox does not remove the item from existing pages; it only prevents the item from being added to other pages in the future.

"Owner"

Accounts with webmaster or administrator privileges can assign library items to any user, giving them owner privileges for editing and using the item. This field is not shown to accounts with lower levels of privileges.

Library-specific fields

You are here: Image Library > Edit Image

Edit Image

◇ Title   Menace Aerienne

Image   Current images:
         [Thumbnail] [X-small] [Small] [Medium] [Large] [X-large]

         ▶ Replace this image

Share   ☑ Other editors of this site may add this item to other pages

Library ☑ Include in library for later reuse

Save

Figure 6.4. Image edit screen

In addition to the common library attributes mentioned above, the edit screen for each library includes library-specific fields. The image edit screen, for example, lets you specify the title and image file; the document edit screen lets you specify the title and document file. For details about editing images, documents and audio/video clips, see "Images & Media " in *Chapter 3: Editing Webpages*.

> **Caution**
>
> Changes that you make to library content are applied immediately to any pages containing that item. This means that loading a new image or document file immediately changes the image or document displayed on pages containing that item. Likewise, changing a person's last name immediately changes her name on any pages to which they she has been added as author.
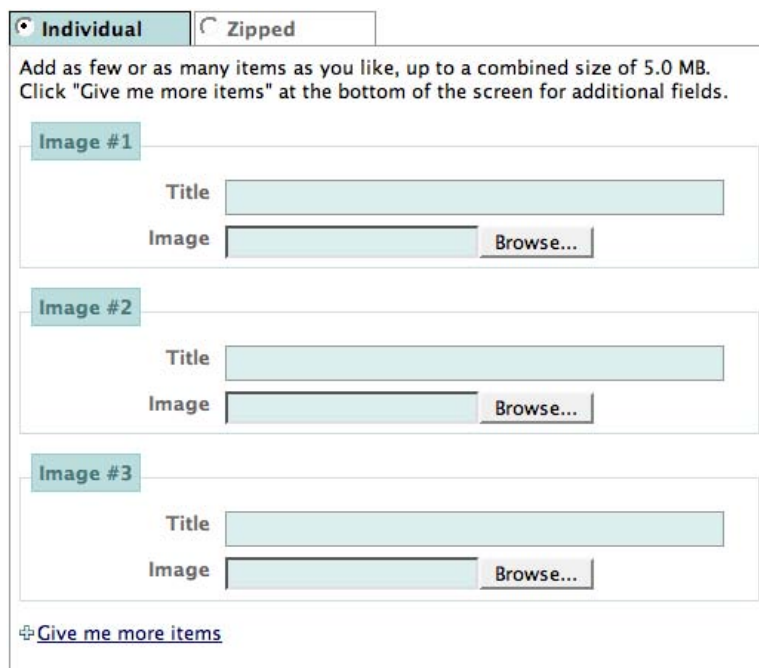
Batch-uploading images and documents

The libraries for images, documents and audio/video clips offer batch-upload options to add multiple images at once. On servers with the supporting software installed, this includes the

ability to upload a single zip file or other compressed archive of files; Big Medium extracts and adds the items for you automatically.

To get started, click "batch upload" from the library browser.

Loading individual files

The batch-upload screen displays several fields to select individual files from your hard drive. This old-school method gets you started with three items, but you can click "Give me more items" to get as many fields as you need. Click "Browse" in each field to select the file and upload when you're done.
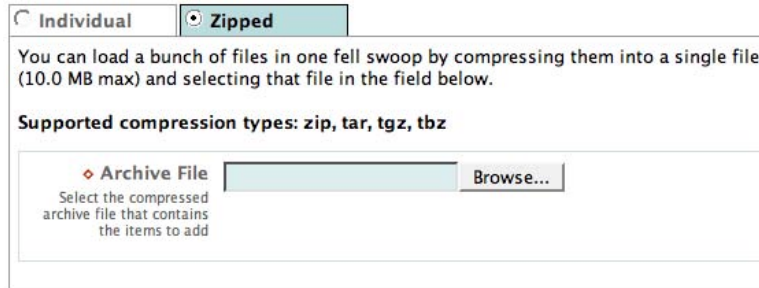
Figure 6.5. Loading individual files

Loading a zip archive

When you have 50 files to load, clicking and browsing for each file gets tedious in a hurry. So the library editor also lets you upload a zip file. Put all your images into one directory, zip it up, and give Big Medium the zip file. Big Medium takes it from there, adding each of your images or documents to the library.

If your server has the necessary software to open zip files or other archive formats, the batch-upload screen displays a second tab, labeled "Zipped." This screen offers a single field to select the zip file.

Figure 6.6. The "zipped" option

Why don't I see a "batch upload" or "zipped" option?

This means that your server does not have the necessary supporting utilities installed.

Batch-uploading images requires that you have one of the supported image libraries installed on your server. If you do not see the "batch upload" link on the main menu for the image library, contact your server administrator or hosting company to ask them to install ImageMagick/PerlMagick, GD, Imager or NetPBM on your server.

Uploading zipped archive files further requires that your server have a decompression utility installed. Unix servers almost always have these utilities installed by default, but Windows servers may require additional software. Contact your server administrator or hosting company to ask them to install the unzip, gzip and tar utilities from `http://gnuwin32.sourceforge.net`.

File upload limits

Big Medium limits the size and type of files that may be uploaded. Accounts with administrator privileges can adjust those limits. For more information, see *"File Upload Limits"* in *Chapter 14: Site and System Properties*.