VENUS CONTROL SUITE

UPLOADING MEDIA

Media files must be uploaded into Venus Control Suite before they can be added to a playlist. The Venus Control Suite uploader allows users to upload multiple files at once as well as associate and tag content.

A group of files, uploaded at the same time, will likely have commonalities that can be expressed by one or more tags. When uploading multiple files, all are selected by default allowing users to apply one tag. A user can still add a tag to individual files by selecting that file from the Media Library after it's been uploaded.

UPLOADING MEDIA

1. Select the **Media** [icon] tab from the Venus Control Suite menu.

2. Drag files from your computer directly into the media library or select the blue **Add New** button.

3. If blue add new was selected**, drag and drop** media files into the uploader or browse for files on the computer by clicking "**click here to upload**." Once files have been uploaded, click **Next** (see figure 1).

4. Users are now able to tag or associate the uploaded files. Select an Account for content association and/or apply an existing tag or create a new tag. To apply a new tag, type it in and click **+**. To apply an existing tag, click on the desired tag button. When finished, click **Done** (see figure 2).

   ✓ **Tip:** When uploading content, use the pixel dimensions of your display. If you use different dimensions your content could be skewed.
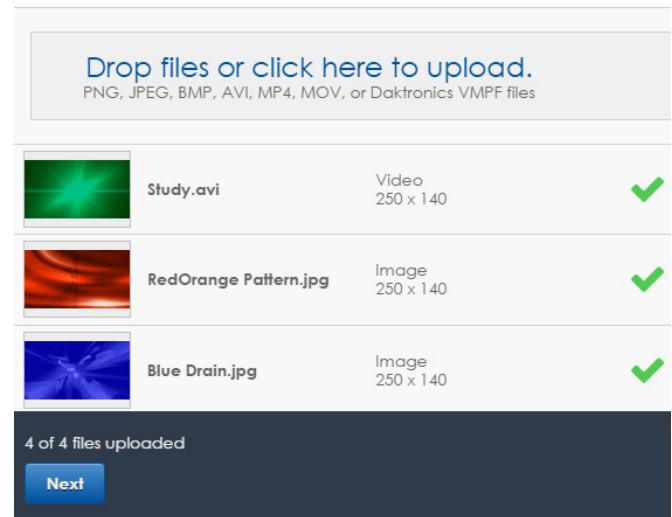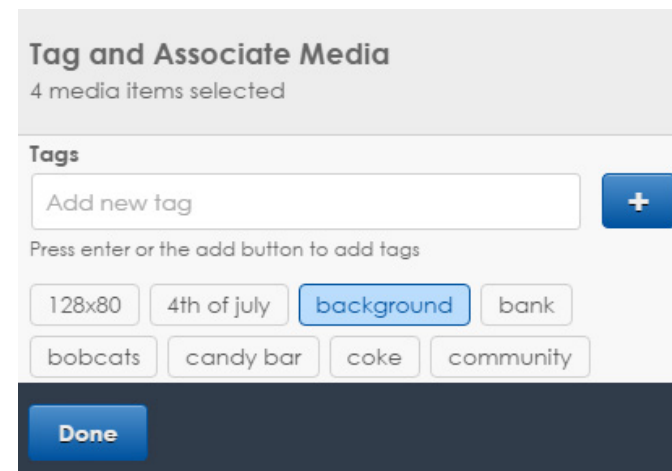

Figure 1: Venus Uploader

Figure 2: Associating and Tagging Content