Upload from Online Sources

To add media from online sources:

1. Go to the Content Editor
   - See the Explore the Content Editor guide for more information

2. In the content box, click where you want to insert media
   - The position of your cursor marks where the media will appear

3. Click the **Add media** icon
   - See Explore the Content Editor to find the media icon
   - The "Select file" window will appear

4. Click the *Web* tab, at the top of the window
   - The tab will open

5. Paste a media URL or embed code from a media provider in the first field
   - Currently, YouTube is the only media provider Texts supports

6. Click **Submit**
   - The "Embedding" page will open
   - The title of your video and a video preview will appear at the top of the page

7. Click the "Display as" drop-down menu
   - Options will expand

8. Choose how the file will be displayed
   - Files may display differently to your readers than they do in the Content Editor

9. Fill in the metadata for your file
   - Scroll down to see all fields

10. Click **Submit**
    - Find **Submit** at the bottom of the page
    - The media window will close
    - The media file will appear in the Content Editor

11. Click **Save**
    - Find **Save** at the bottom of the page
    - The "Edit book page" window will close
    - An update confirmation will appear