



**TDM5 - How To** upload media to the  
TDM5 storage

# Introduction

TDM5 offers the ability to create your own designs, this can be done using your own media files like logo's and other company information. There are a few different methods which can be used to access your media files, these options are: the TDM5 build-in storage, OneDrive, Dropbox and Google Drive.

This article will describe how media can be uploaded to the TDM5 build-in storage.

# Requirements

If you want to upload media to your TDM5 build-in storage you need to meet the following requirements:

- Have access to: Designer > Media
- Upload limit of one gigabyte for each file

# How To upload media to the TDM5 storage

1. Login to your TDM5 environment.

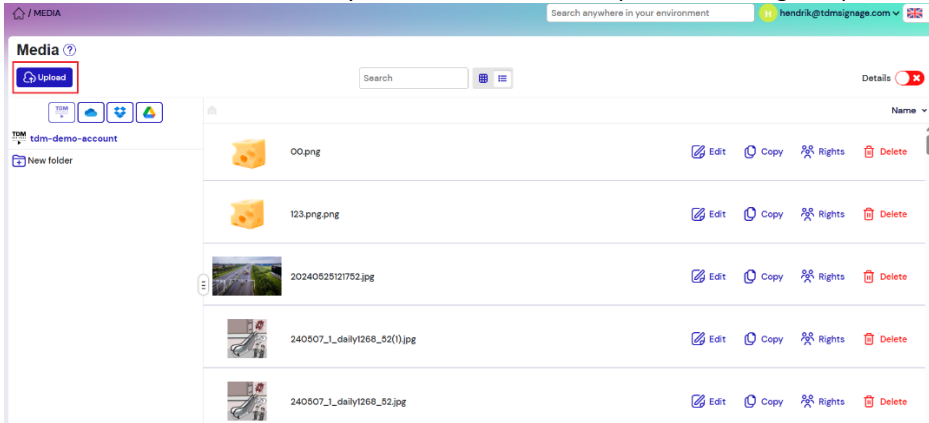
2. Select “Designer”.



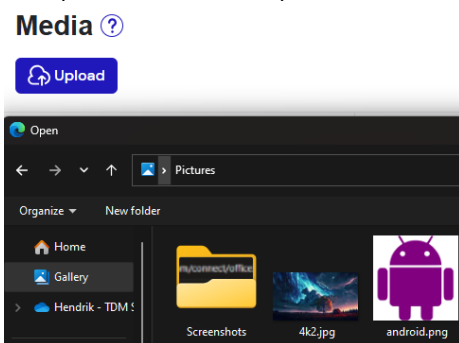
3. Select the menu option called “Media”.



4. An overview of the media library will be shown, select ‘Upload’ in the right top corner to upload media.



5. A file explorer will open where you can select the files you want to upload to TDM5. It is possible to select multiple files at once to upload them all together.



The files will be shown in the media library as soon as the uploaded has succeeded. You can repeat these steps to upload any additional media files.