



TDM5 - How To copy media

# 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 explain how to copy media.

# Requirements

If you want to copy media in your TDM environment you need to meet the following requirements:

- Have access to: Designer > Media
- Have items available to copy

# How to copy media

1. Login to your TDM5 environment.

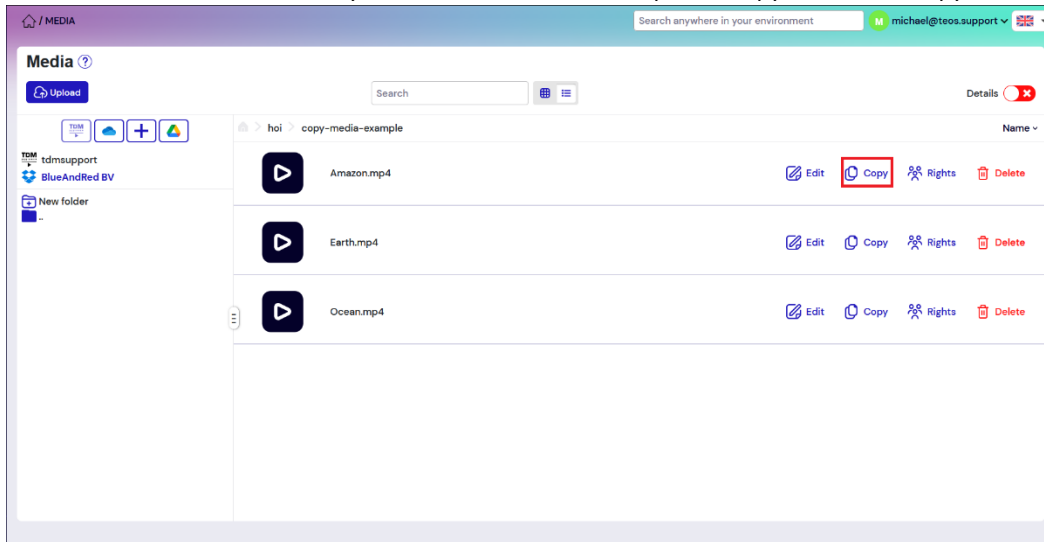
2. Select “Designer”.



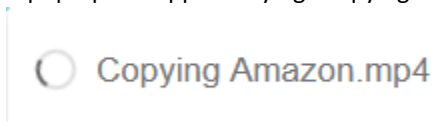
3. Select the menu option called “Media”.



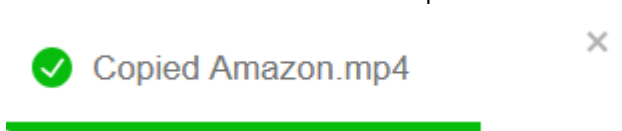
4. An overview of the media library will be shown, select the option “Copy” to make a copy of an item.



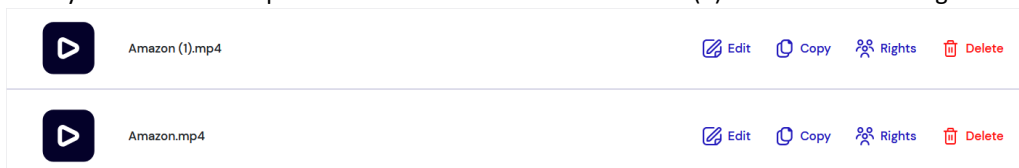
5. A pop-up will appear saying “Copying”.



6. After a few seconds the item will be copied.



7. Then you will see the copied item which will have the number “(1)” behind it indicating it’s the copy.



You can repeat these steps to copy any additional media files.