



TDM5 - How To delete 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 delete media.

Requirements

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

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

How to delete media

1. Login to your TDM5 environment.

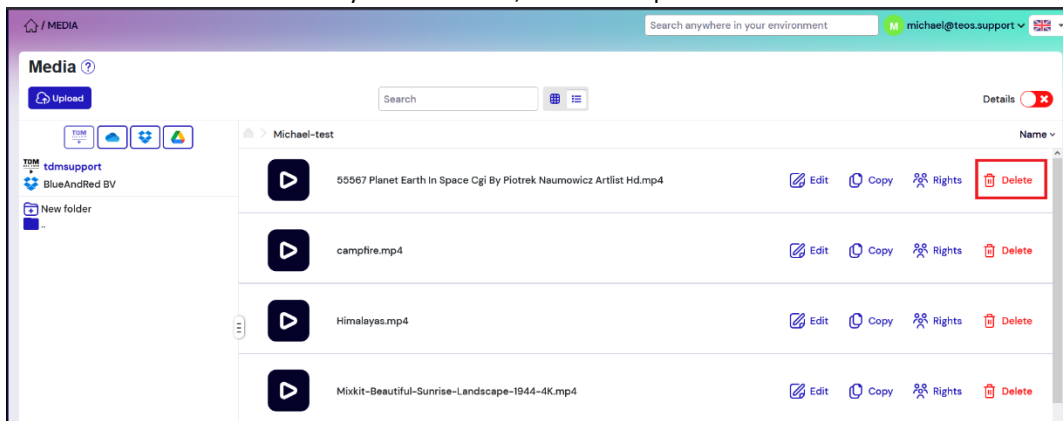
2. Select “Designer”.



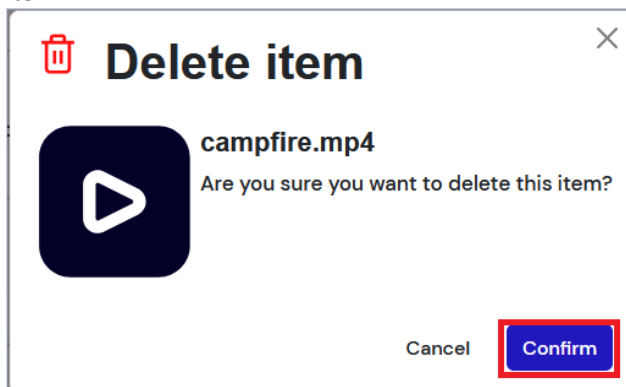
3. Select the menu option called “Media”.



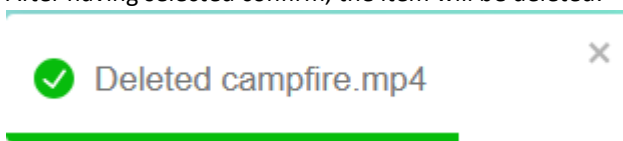
4. An overview of the media library will be shown, select the option “Delete” to delete an item.



5. A pop-up will appear saying confirming you want to delete the item. Select “Confirm” to delete the item.



6. After having selected confirm, the item will be deleted.



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