

# Add Media to an Object Record

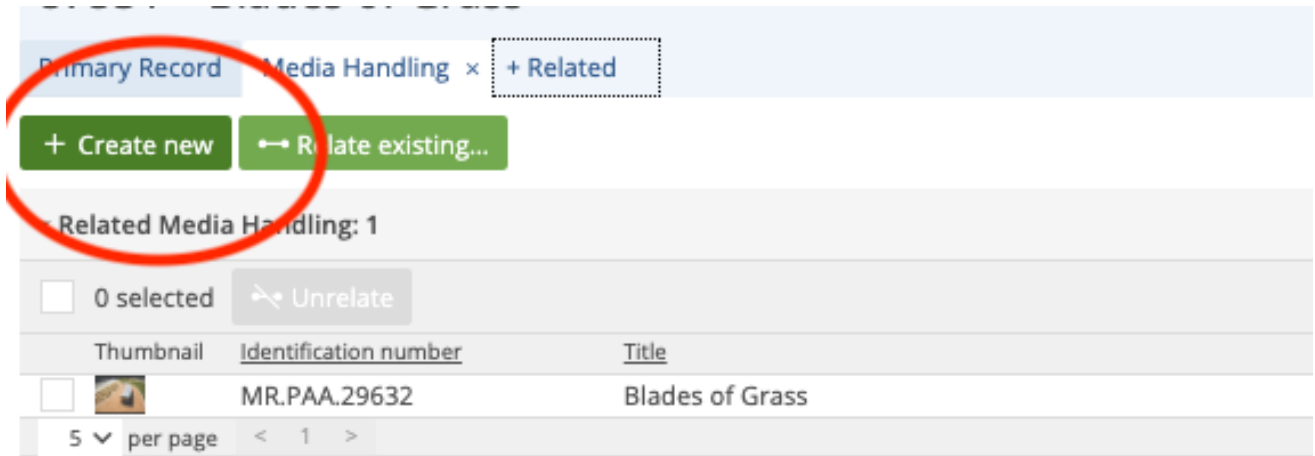
## 1. Open your object record.

The screenshot shows the 'Object Identification Information' section of the record. The Artwork ID is 87531. The program name is 'Texas Tech University - Public Art Program'. The collection is 'Texas Tech University - Public Art Program'. The title is 'Blades of Grass'. The work type is 'sculpture (visual work)'. The owner is 'Texas Tech University - Public Art Program'. The artwork description is: 'The artist, inspired by the vast grasslands that once covered the Llano Estacado, created these benches to represent the elegant shape of blades of grass arching in the West Texas wind. The granite tops are carved with quotes from 19th century social activist Elizabeth Cady Stanton's Solitude of Self, "No one has ever found two blades of ribbon grass alike, and no one alike - nature never repeats herself, and the possibilities of one hum...' The artwork date is 2006-01-01, and the artwork creator is Barbara Grygutis, role 'artist'.

## 2. Once your object record is open, click the +related tab at the top of your screen & select media handling.

The screenshot shows the '+ Related' menu open, with 'Media Handling' highlighted. The menu items are: 'Loans In', 'Loans Out', 'Location/Movement/Inventory', 'Media Handling', 'Object Exits', and 'Valuation Controls'. The record details are the same as in the previous screenshot.

3. Click the +Create New button if the media record (and file) do not already exist in your system. (Only use Relate Existing if the media file already exists in your system.)



4. Fill in the necessary fields and upload your media file. This record will automatically attach to your object record.

