

Site Asset Manager – Files attached to Frog sites

When you upload a file to a site in Frog either as a timeline file or via the text or media widgets, the file enters the assets area. You can reuse a file by expanding the **Site Assets** on either the **Media** widget or **Link to File** widget.

Here you can search through the uploaded files. Most files in this example have a tick against them. This means they are in use somewhere on the site. Files with a cross mean they have been uploaded, but they are not visible on the site. Either the widget they were uploaded to has been deleted, or they were replaced with another file.

In the **editing panel** for the **Link to File** and **Media** widgets, at the bottom of site assets, there is a **Clean** button. If you click that button, Frog will delete all unused files from your site.

You can also do the same in the **Manage Site Assets** section. You can find that in the **Site menu** in the FrogBar.

In the pop up that opens, you will find all the files uploaded from both widgets. There is also the clean option and if you click on the **red cross** symbol, you can **delete individual files**.

You might have noticed another icon on a couple of these images. That denotes the file was uploaded to the site timeline. If you open the image by clicking on the thumbnail, you have all the controls you have on the site timeline.

As well as deleting the image, I could assign it from here, edit the details, I can even comment on it and these comments would appear on the site timeline widget.

Let's take a moment for a quick explanation of the **differences between Site Assets and Timeline Assets**.

Site assets are file you have uploaded during the building of your site, whereas Timeline assets are files sent to your site during its use.

A quick rule of thumb is: if you have the editing panel open, you're dealing with site assets, if it's closed it is timeline.

So why the difference? It's about making the life of the teacher easier during a lesson. If a teacher wants to use FrogSnap to take a picture and send it to their class site, we didn't want them to have to edit the site to get that photo to display.

File Drops are the exception which proves the rule. Files uploaded to a file drop add into the site assets.

Site Asset Manager – Files attached to Frog sites (cont.)

Things get a little confused over the **Image Carousel**. We know lots of you expect the image carousel to be something you prepare in advance, but our widget is designed to work with timeline assets. And so, you were forced to send images one at a time from FrogDrive over to the site. However, we've update the Site Timeline widget, so you can now upload directly to the site's timeline. Which should make preparing image carousels a bit easier.

You can also manage the timeline directly, from the Site dropdown, although, you will have to add a site timeline widget to a page to be able to upload directly. You could then leave this widget on the page and make it only visible to Admins using Rules or you could delete the widget after you're done uploading.