MEDIA LIBRARY TUTORIAL

OUR purpose today is to learn how to upload media to the Media Library.

The purpose of the Media Library is to store docs and images that are posted on the website. Every media file you upload to WordPress (images, documents, video, etc) is listed in the media library. From there, you can edit, delete, select, and insert media files.

Generally, it is not used for the purpose of sharing documents directly. (Such as Cloud share, Dropbox, etc.)

Today, we will go through the steps of adding new media. These sessions are narrow skill lessons and do not cover the entire functionality of the Media Library. Future sessions will show how to get material out of the Media Library onto the website.

GENERAL OVERVIEW OF CONTENTS OF MEDIA LIBRARY

1. Clicking on Library under Media displays all media. Documents and images are there.
2. We do not have videos yet.
3. Click on all media items to see the types of media we can add.
4. Click on all dates, and you can access media by month and year.
5. Click on Bulk select, click on test-document-minutes and document-23. Delete permanently is highlighted, click on Delete permanently and those two documents are deleted. CAUTION: deleting items from the Media Library may affect content on the Website.
6. Search box - Type in a key word such as "Bulletin" all President's Bulletins are displayed

ADD NEW MEDIA

1. If you are already in media library a single option appears:
Drop files to upload or Select files
(Defaults to multi-file uploader, see 2 b below)
a. Click on select files and the dialog box with files on your computer appears.
b. Click on the file name you want to add and click OPEN.
c. The file will appear in the Media Library.

2. From the Dashboard:
a. Click on Add New and Upload New Media appears.
b. You can choose a single file or image or switch to the multi-file loader.
c. Choosing a single file works the same as above
d. To use multi-file uploader, you would highlight multiple files and click OPEN