How to add media in WordPress

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Adding media, such as images, videos, and audio files, to your WordPress website is essential for enhancing visual appeal and engaging your audience. This documentation will guide you through the process of adding media to your WordPress site using the media library.

Uploading Media Files

To upload media files to your WordPress site, follow these steps:

1. From the WordPress dashboard, navigate to “Media” and click on “Add New”.
2. Click the “Select Files” button to upload media files from your computer.
3. Alternatively, you can drag and drop files directly into the media library.
4. Once the files are uploaded, you can add additional details such as title, alt text, caption, and description.

Adding Media to Posts/Pages

To add media to your posts or pages, follow these steps:

1. Create a new post or edit an existing one.
2. Place your cursor where you want to insert the media.
3. Click the “Add Media” button above the text editor.
4. Select the media file from the media library or upload a new file.
5. Set the display settings such as alignment, size, and link options.
6. Click “Insert into post/page” to add the media.

Managing Media Library

The media library in WordPress allows you to manage and organize your media files efficiently. You can perform the following actions in the media library:

- **Edit**: Click on a media file to edit its details, such as title, alt text, and caption.
- **Delete**: Select the media file and click on the “Delete Permanently” option to remove it from the library.
- **Filter**: Use the filter options to search for specific media files based on date, type, or keyword.

Embedding Media from External Sources

WordPress also allows you to embed media from external sources such as YouTube videos, tweets, and Instagram posts. To embed external media:

1. Copy the embed code or URL of the media you want to add.
2. In the post/page editor, switch to the Text/HTML view.
3. Paste the embed code or URL directly into the editor.
4. Switch back to the Visual view to preview and save the changes.

Conclusion

Adding media to your WordPress site is a simple and effective way to enhance your content and engage your audience. Utilize the media library to upload, manage, and insert media files into your posts and pages seamlessly.

Video Tutorial