

# Wordpress Media Library

# Media Library Overview

- \* Images

- \* Video

- \* Recordings

- \* files

# Media Library Screen

✱ Upload

✱ Edit

✱ View

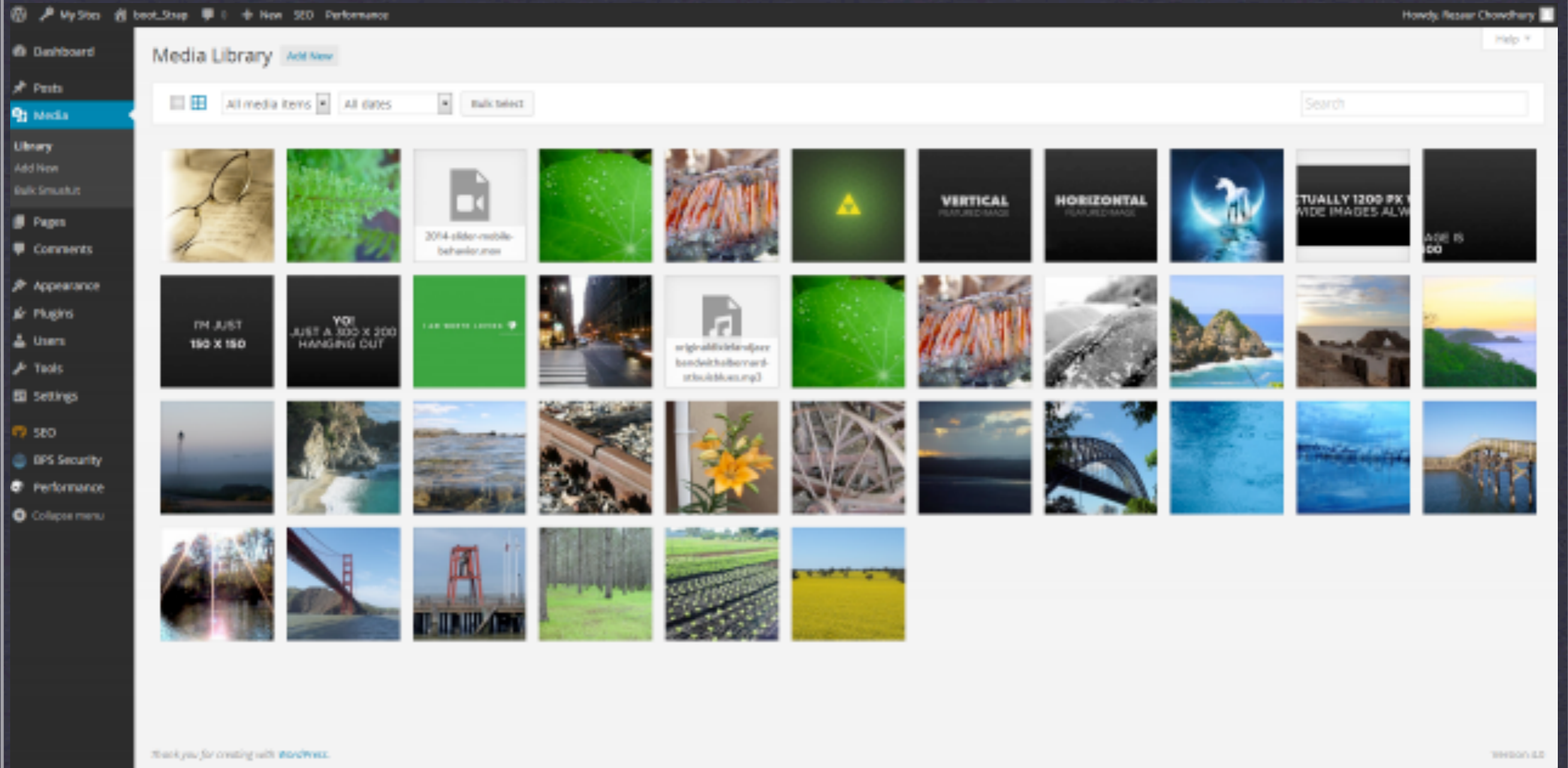
✱ Delete

# Media Library Grid View

- ✱ Image Thumbnails
- ✱ Audio icons
- ✱ Movie icons
- ✱ Document icons

# Grid View Functions

- \* Filter by Type
- \* Filter by Date
- \* Search for items by Filename



# MEDIA LIBRARY GRID VIEW

# Media Table Columns

- \* Checkbox for processing by Bulk Actions
- \* Image "thumbnail"
- \* Filename
- \* Author name
- \* Uploaded to Post or Page or Unattached
- \* Comment quantity
- \* Date Uploaded






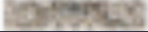
- Dashboard
- Posts
- Media**
- Library
  - Add New
- Links
- Pages
- Comments
- Appearance
- Plugins 2
- Users
- Tools
- Settings
- Collapse menu

# Media Library [Add New](#)

Screen Options Help

All (11) All dates Filter

Bulk Actions  11 items

<input type="checkbox"/>	File	Author	Uploaded to	<input type="checkbox"/>	Date
<input type="checkbox"/>	 Sunset 1 dsc00330.jpg	admin	First Day, 2015/08/08 <a href="#">Detach</a>	0	5 hours ago
<input type="checkbox"/>	 Triangle Triangle.mp3	admin	My Album 2014, 2015/08/07 <a href="#">Detach</a>	2	2015/08/07
<input type="checkbox"/>	 Niagara Niagara.mp4	admin	(Unattached) <a href="#">Attach</a>	0	2015/08/07
<input type="checkbox"/>	 Strange animal 2img_5237_s.jpg	admin	(Unattached) <a href="#">Attach</a>	0	2015/08/07
<input type="checkbox"/>	 2img_2755 2img_2755.jpg	admin	Europe Trip, 2015/08/07 <a href="#">Detach</a>	2	2015/08/07
<input type="checkbox"/>	 2img_2342	admin	Europe Trip	0	2015/08/07

# MEDIA LIST VIEW



# Attachment Details

- \* **Filename**
- \* **File type** – The MIME Type of media file
- \* **Uploaded on** – The date when media file was uploaded
- \* **File size** – The file size of media file
- \* **Dimensions** – (Image files only) The dimensions of image media
- \* **URL** – Read only display of a direct link to the media file.
- \* **Title** – The name of the media. A title is often shown on attachment pages and galleries if themes or plugins are designed to display it.
- \* **Caption** – A brief explanation of the media.
- \* **Description** – An explanation of this particular media.
- \* **Alt Text** – (Image files only) The alt text for the image, e.g. “The Mona Lisa” to describe the media. Used for accessibility.
- \* **Artist** – (Voice files only) Singer, composer or producer of this media.
- \* **Album** – (Voice files only) Album title that includes this media.
- \* **Uploaded By** – [author](#) who uploaded the Media.
- \* **Uploaded To** – Title of the Post or Page that contains this Media. Click on the title to view that Post or Page in an edit Screen. If the Media was unattached to any Post or Page, this line does not appear.

## Attachment Details



Edit Image

File name: dsc00330.jpg  
File type: image/jpeg  
Uploaded on: August 8, 2015  
File size: 1 MB  
Dimensions: 2048 × 1536

URL

Title

Caption

Alt Text

Description

Uploaded By admin

Uploaded To [First Day](#)

[View attachment page](#) | [Edit more details](#) |  
[Delete Permanently](#)

# MEDIA ATTACHMENT DETAILS