

FRONTSTEPS®

WordPress Themes

How-to

Beginner's Guide

Using the media library

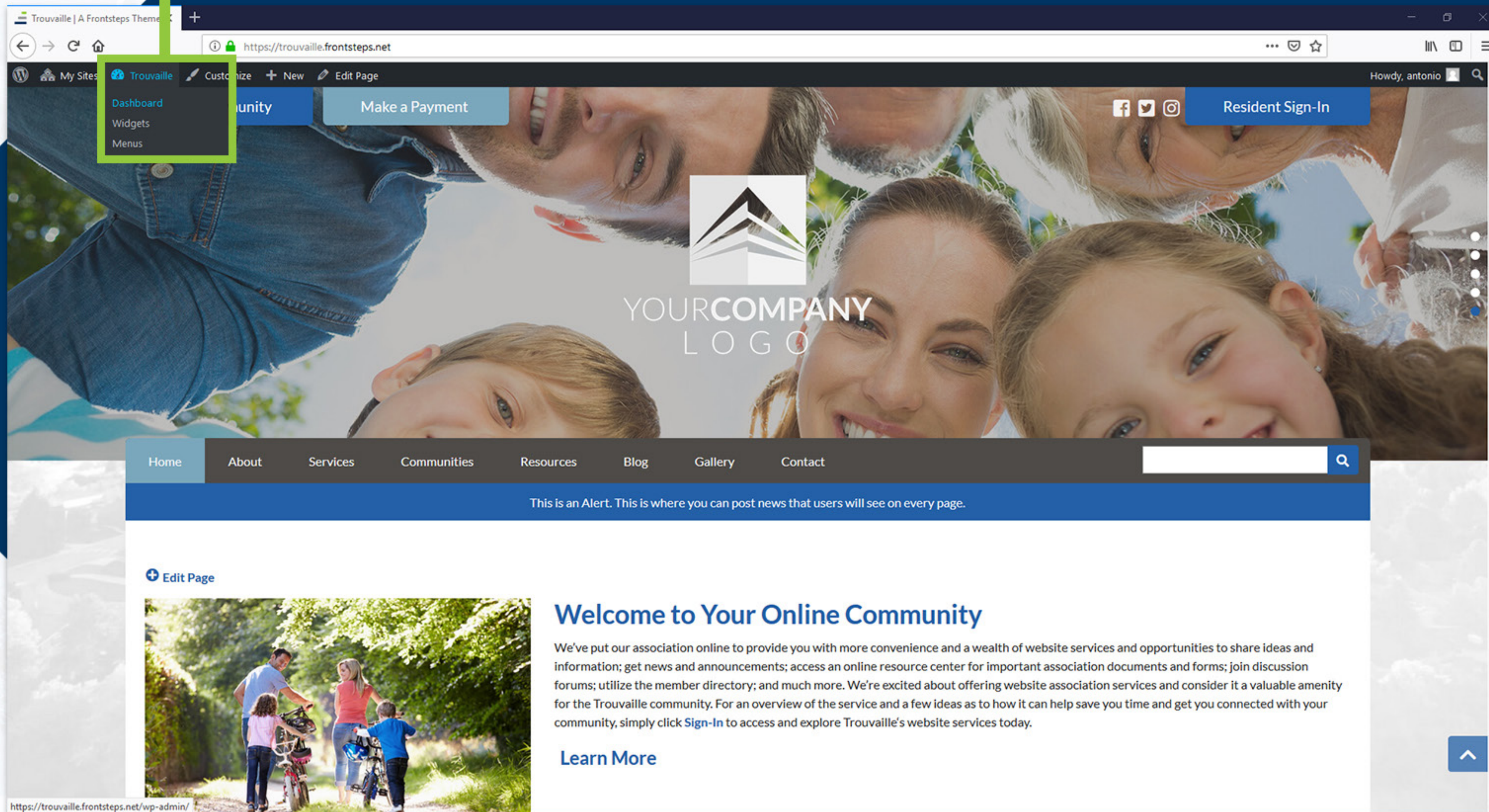


WORDPRESS





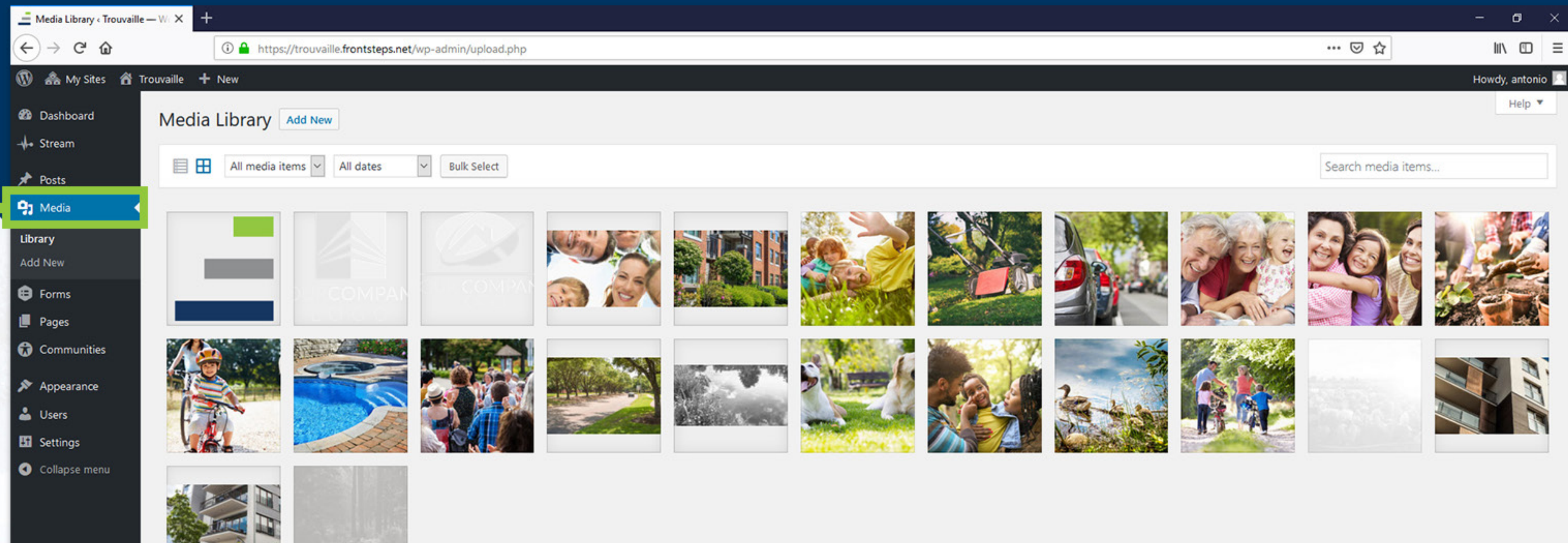
The media library can be accessed through the WordPress **dashboard**.





The **WordPress media library** is where your website stores its image, audio, video and document files.

Located here.





In the Media Library, you can **select** any files that you would like to **view more details** about.

A screenshot of the WordPress Media Library interface. The browser address bar shows "https://trouville.frontsteps.net/wp-admin/upload.php". The left sidebar contains a menu with items like Dashboard, Stream, Posts, Media (highlighted), Library, Add New, Forms, Pages, Communities, Appearance, Users, Settings, and Collapse menu. The main area is titled "Media Library" and has an "Add New" button. Below the title are filters for "All media items", "All dates", and "Bulk Select", along with a search bar labeled "Search media items...". The media items are displayed in a grid of thumbnails. One thumbnail, showing a child on a bicycle, is highlighted with a green border. A green line extends from the "INFO" icon in the top left to this highlighted thumbnail. At the bottom of the interface, there is a footer that says "Thank you for creating with WordPress." and "Version 5.2".


The attachment details page provides you the **file information** as well as **editable** attribute fields.



Media Library < Trouville — W X +

https://trouville.frontsteps.net/wp-admin/upload.php?item=552

Attachment Details



Edit Image

File name: trouville_default-example6.jpg
File type: image/jpeg
Uploaded on: February 22, 2019
File size: 108 KB
Dimensions: 1024 by 682 pixels

Alternative Text:
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title:

Caption:

Description:

Uploaded By: acolon

Uploaded To: [Services](#)

Copy Link:

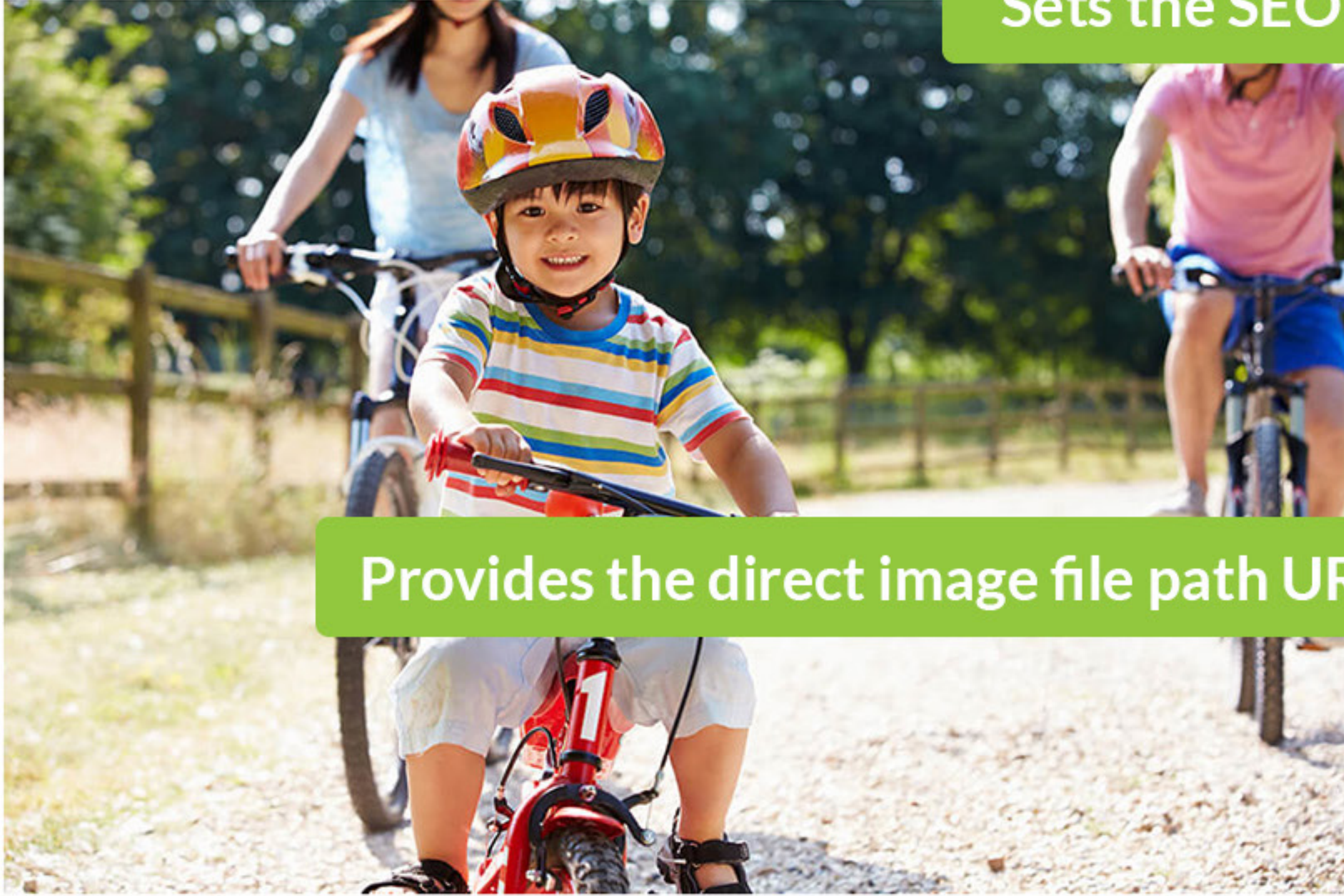
[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

A few **notable fields** are highlighted below.



Media Library - Trouville - W X +
https://trouville.frontsteps.net/wp-admin/upload.php?item=552

Attachment Details



Sets the SEO Alt Tag information for the image

File size: 108 KB
Dimensions: 1024 by 682 pixels

Alternative Text	Alt Tag Description
Title	trouville_default-example6
Caption	
Description	
Uploaded By	acolon
Uploaded To	Services
Copy Link	https://trouville.frontsteps.net/wp-content/uploads/sites/101/

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

Provides the direct image file path URL

Will permanently delete the file from the media library

Edit Image

When using the customizer menu or making page edits, **changing/adding images** will access the media library.



A screenshot of the WordPress admin interface. The browser address bar shows 'https://trouville.frontsteps.net/wp-admin/post.php?post=5&action=edit'. The left sidebar contains navigation menus for 'My Sites', 'Dashboard', 'Stream', 'Posts', 'Media', 'Forms', 'Pages', 'All Pages', 'Communities', 'Appearance', 'Users', 'Settings', and 'Collapse menu'. The main content area is divided into two columns. Column 1 has an 'Image' section with 'No image selected' and an 'Add Image' button, and a 'Content' section with an 'Add Media' button. Column 2 has a large image of a swimming pool. A green callout box with white text points to the 'Add Image' and 'Add Media' buttons, stating: 'These buttons elements are connected to the media library'. The right sidebar shows 'Order' (0), 'Featured Image' (with a thumbnail and 'Remove featured image' link), and 'Visual'/'Text' tabs for the content area. The content area in column 2 contains a paragraph of placeholder text.

These buttons elements are connected to the media library

Within the media library menu, you can **select** the desired picture or media as well as **upload** new ones.

Upload option

WordPress Admin Interface: Select Image

Upload Files | Media Library

All images | All dates | Search media items...

ATTACHMENT DETAILS

trouvaille_default-example6.jpg
February 22, 2019
108 KB
1024 by 682 pixels
[Edit Image](#)
[Delete Permanently](#)

Alt Text:
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title:

Caption:

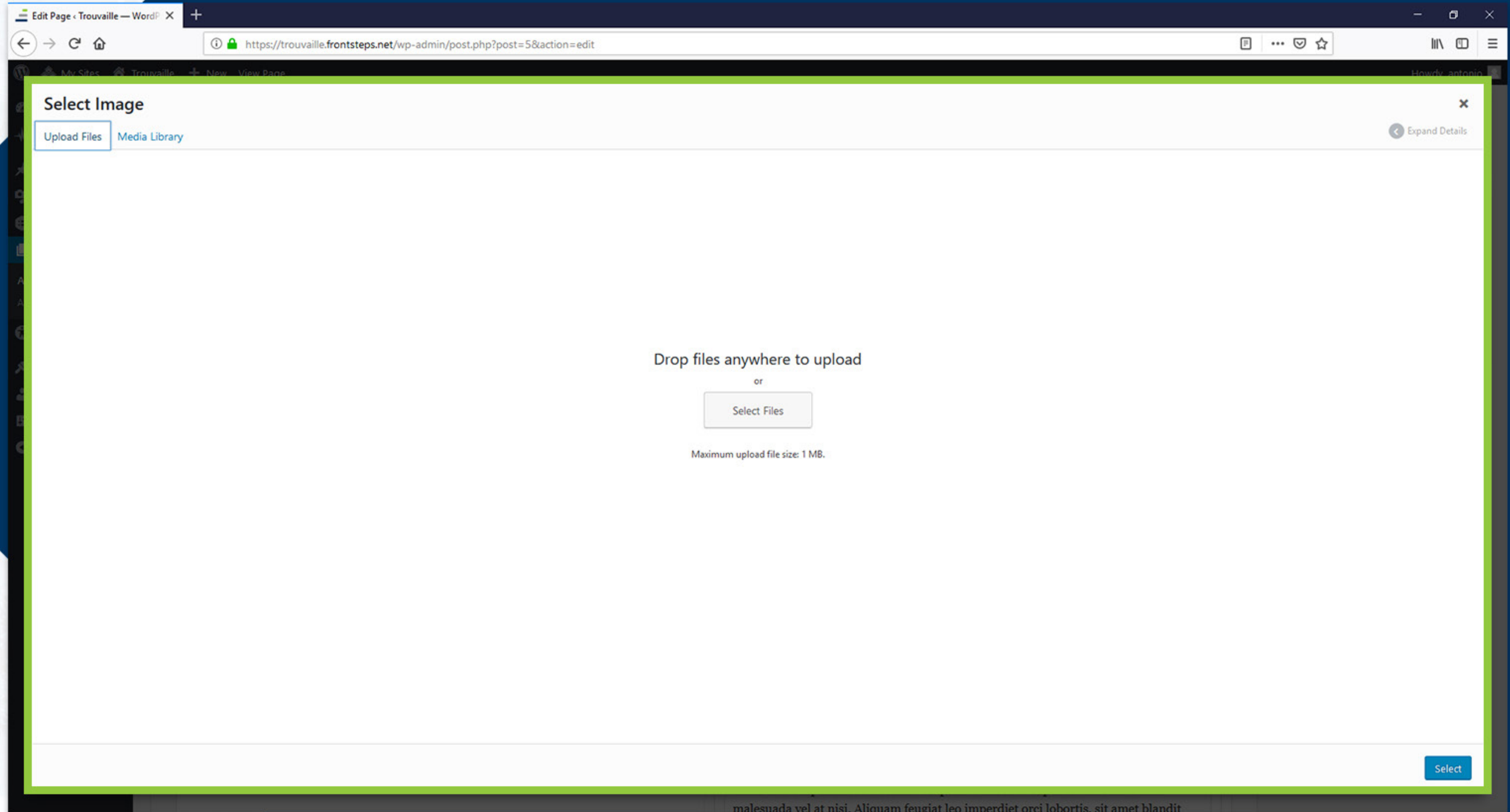
Description:

Copy Link:

Select

Choose selected item

In the upload files menu, you can **drag and drop** or **search your computer** for your desired file(s).





One additional tip is practicing proper **file size compression and sizing** for your images.

<https://tinypng.com> is a great free image compression resource to use for all your images.





The value of good file size practice are **faster website loading performance**, for both desktop and mobile devices, as well as **greater SEO score results** for search engines like Google.

For the best results we recommend using image file sizes of **less than 500 KB**.

TinyPNG - Compress PNG ima X +

https://tinypng.com

HOME PHOTOSHOP DEVELOPER API THIRD-PARTY ANALYZER LOGIN

Drop your .png or .jpg files here!
Up to 20 images, max 5 MB each.

Like to compress more? [Go Pro!](#)

tiny png

Smart PNG and JPEG compression

More than 1 billion PNG and JPEG images optimized and still counting!

What does TinyPNG do?
TinyPNG uses smart lossy compression

Why should I use TinyPNG?
PNG is useful because it's the only widely

Get the Web Interface Pro!



You have reached the
end of this tutorial.