Table of Contents

Media Library
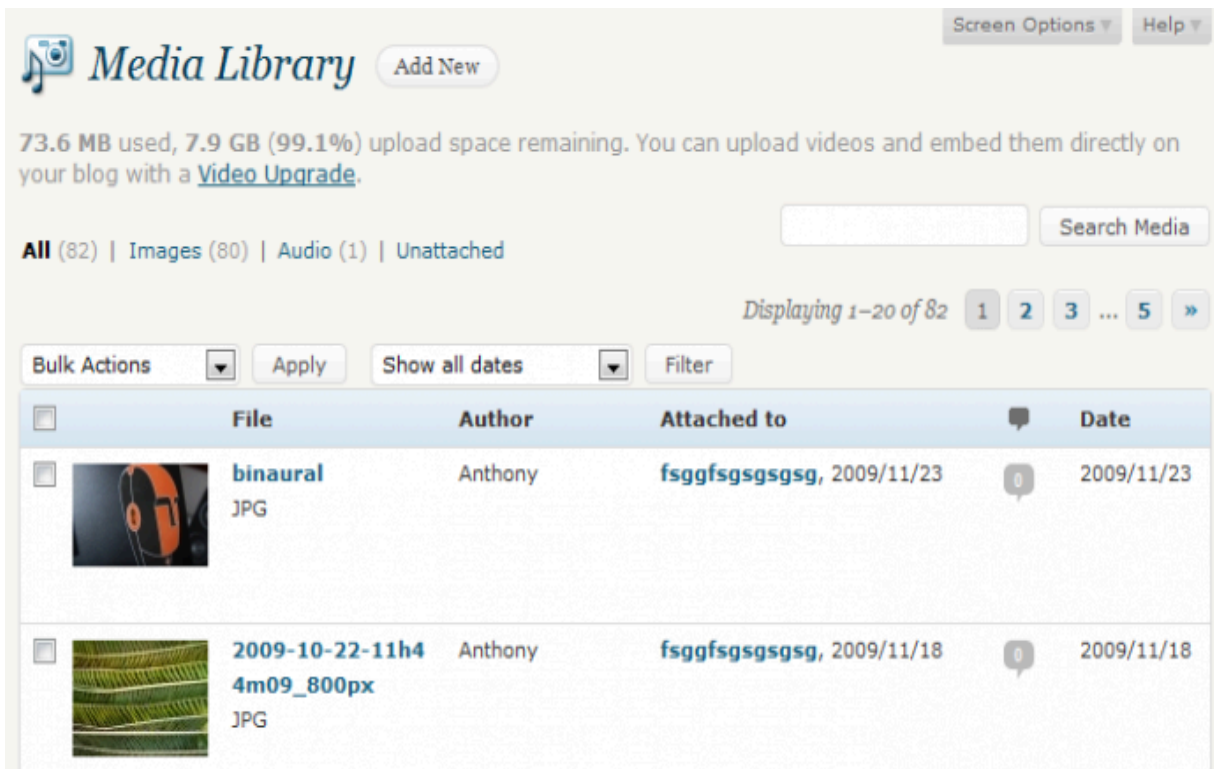
The **Media** menu can be used to manage your existing media files, such as images, audio, videos, and documents. You can also upload new files to your Media Library using **Media > Add New**.
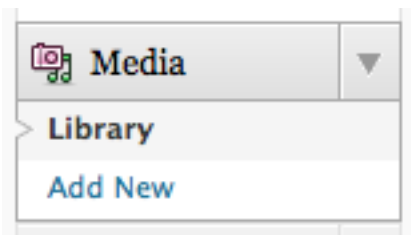
The default screen for the Media menu is the **Media Library**.

As with other dashboard pages, you can use the Screen Options in the upper right to configure which columns are shown in the table.

zerflin training
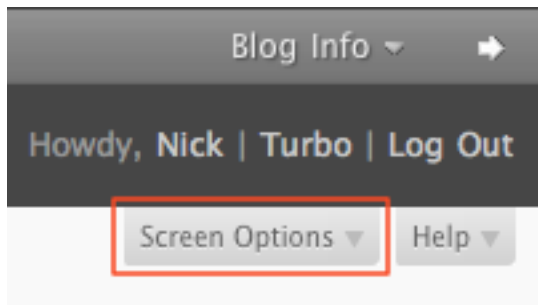
Under the title **Media Library**, you can see how much upload space you have used and how much is remaining.

Media Library

11.2 MB used, 28.0 GB (100.0%) upload space remaining.
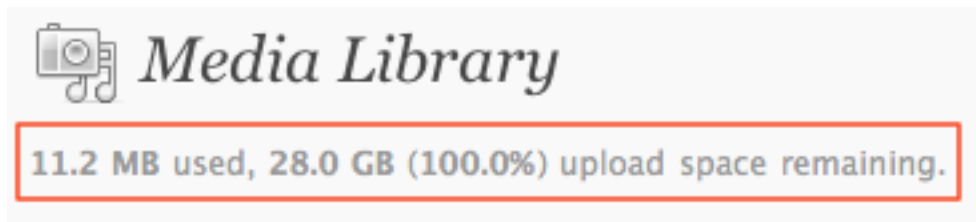
Place the cursor over a file name to see the **Edit**, **Delete Permanently**, and **View** action links appear.

File

binaural
JPG
Edit | Delete Permanently | View
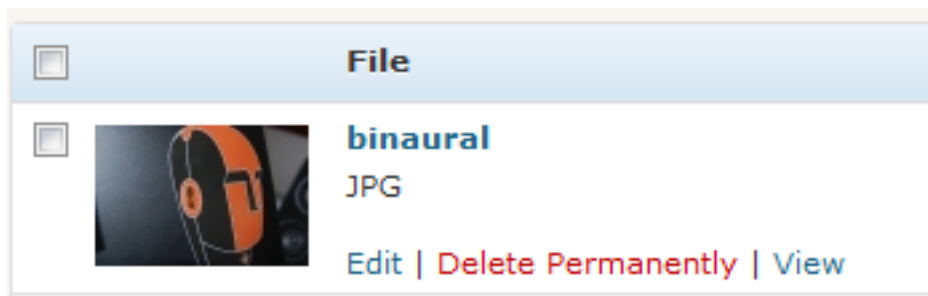
If you click on the **Edit** link, the **Edit Media** page will load, allowing you to change the default **Title**, **Alternate Text**, **Caption**, and **Description**. Remember to click the **Update Media** button after making any changes.

If you click on the **Edit Image** button, you will be able to perform some basic editing functions on the image.

Add New

Add New

By clicking **Add New** on the Media menu you can upload images, audio files, videos and other files to your Media Library without having to start a new post.
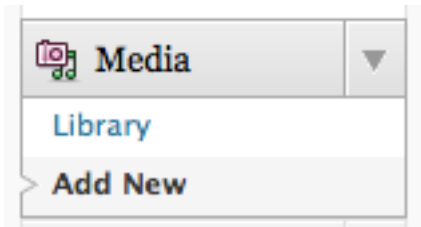
The **Add New** screen lists your allowed file types, allows you to select files to upload, and shows your remaining upload space.
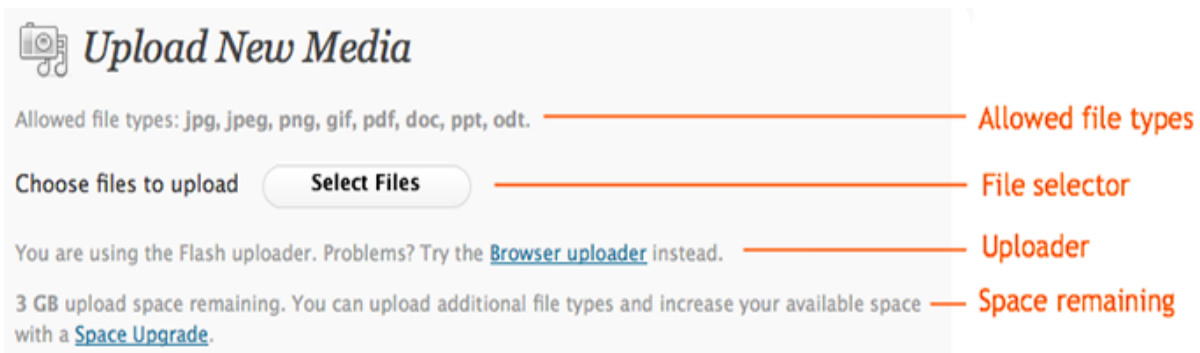
Most users will see the Flash uploader by default, but you can click the **Browser uploader** link to switch.

To add a file, click the **Select Files** button and select one or more files to upload. As the files are added, you will see a progress bar appear for each upload. When a file has finished uploading, you will see a**Show** link on the right.

add-new-browser-uploader		Show
browser-uploader-link		Show
media-add-new		Show
media-edit		Show
media-item-hover-action-links		Show
media-library.png		
media-menu.png		

Save all changes

Clicking on the **Show** link will allow you to edit the **Title**, **Alternate Text**, **Caption**, and **Description** for a file. It will also provide you with the URL of the file. Here's an example of the options for an image upload:

File name: dscn0293.jpg

File type: image/jpeg

Upload date: 28/12/2009

Dimensions: 3264 × 2448

Title	*	DSCN0293
Alternate text		
		Alt text for the image, e.g. "The Mona Lisa"
Caption		
Description		
File URL		http://fir3testthingshere.wordpress.com/files/2009/12/dscn0293.jpg
		Location of the uploaded file.
		Delete

We've had good success with file sizes up to 1 GB. You can try file sizes up to 1.4 GB, but your experience may vary. Remember, uploading big files can take a long time!

To learn how to insert an image, audio, video or other file directly into a post or page, check out the media icons documentation.

Uploading and Inserting Media

In addition to uploading media files directly to your blog's media library, you can also upload, manage, and insert images, audio and video directly from your post or page editing/creation screen using the icons found within the **Upload/Insert** group.

Note: Click on the links below for full instructions on using the media icons.

Add an Image – Easily insert an image into a post or page.

Add Video – If you wish to upload video files directly from your computer, you will need to purchaseVideoPress. For information on embedding videos from other hosting sites/services (e.g. YouTube, DailyMotion, Vimeo, etc.), please review the links in the **Related** section of our Videos support document.

Add Audio – To link to audio elsewhere without storing them in your Media Library, check out your other Audio options.

Add Media (PDF, Microsoft Word document, etc.). This icon will allow you to insert a download link to a document or file. If you wish to embed the actual document/file into the post/page content, you can use Scribd.

Images

Photos are a great way to enhance your WordPress.com blog, and adding and managing

them is easy.

Uploading Images

You can upload the following image types to a post or page on your WordPress.com blog by using the Add an Image icon found within your visual editor:

- .jpg/.jpeg
- .gif
- .png

Notes: Images should be saved in RGB mode, and you will see the best results if you use the sRGB color profile. Animated gifs will not display unless they are displayed at 100% full size. To only upload an image to your blog's Media Library (and not attach it to a specific post/page), use Media -> Add New in your dashboard.

↑ Table of Contents ↑

From Your Computer

1. Go to **Posts -> Add New** or **Pages -> Add New**, or open an existing post in editing mode.
2. Place your cursor where you would like the image to appear, and click on the **Add an Image** icon found in the **Upload/Insert** icon group directly above your editor

3. Click on the **Select Files** button and choose the image file from your computer.
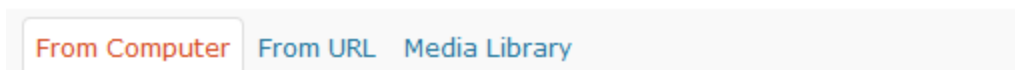
4. Once the uploading/crunching process has completed, you will be given the option to edit some settings before inserting the image into the post/page.

bbear3.jpg
image/jpeg
2009-08-12 07:31:21

Title * My Image

Caption Just another image!
Also used as alternate text for the image

Description This is my image's description.

Link URL http://your-domain.wordpress.com/files/2009/08/bbear3.jpg
[None] [File URL] [Post URL]
Enter a link URL or click above for presets.

Alignment ○ ▬ None   ○ ≣ Left   ○ ≣ Center   ◉ ≣ Right

Size ○ **Thumbnail**   ◉ **Medium**   ○ **Large**   ○ **Full size**
(75 × 49)   (200 × 133)   (400 × 266)   (450 × 299)

[Insert into Post] Delete

5. **Title** - Text displayed as a tooltip (when a mouse is hovered over the image)
6. **Caption** - Image caption displayed directly underneath the image (will also serve as the alternate text.)
7. **Description** - Text displayed with the image in your dashboard and attachment pages on your blog.
8. **Link URL / Link Image to:** – The URL/web address to which the image will be linked. Click the **File URL** button to link the image to its original, full-size version. Click the **Post URL** button to have the image linked to its attachment page.
9. **Alignment** – The position of the image within your post or page. See our page about image alignment for more help.
10. **Size** – The size of the image. You can change this later under Settings -> Media.
11. When finished choosing your image settings, click on the **Insert into Post** button.

From URL

The following process describes inserting an image which already exists on another web site or domain. This method will not upload the document/file to your blog's Media Library. Because it is hosted elsewhere, if the file is removed from its location, the image will no longer work on your blog.

1. Go to **Posts -> Add New** or **Pages -> Add New**, or open an existing post in editing mode.
2. Place your cursor where you would like the image to appear, and click on the **Add an Image** icon found in the **Upload/Insert** icon group directly above your editor.
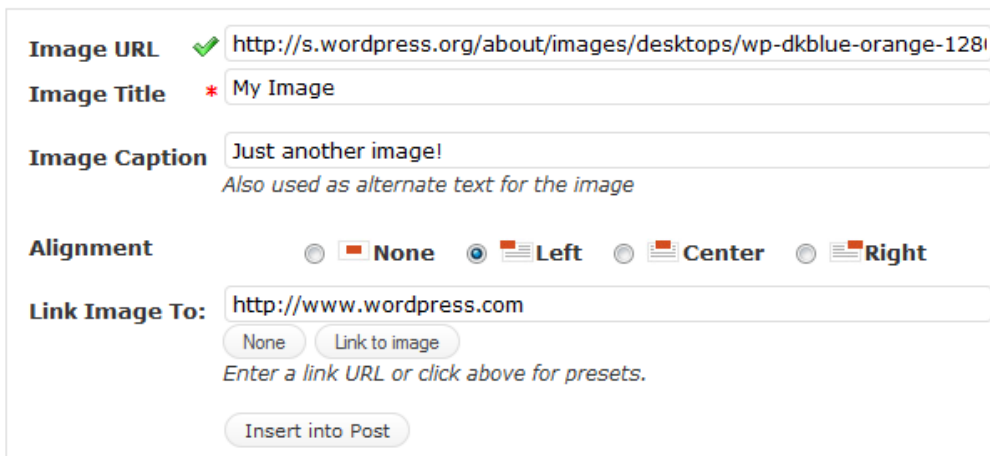3.

4. Click on the From URL tab
5.

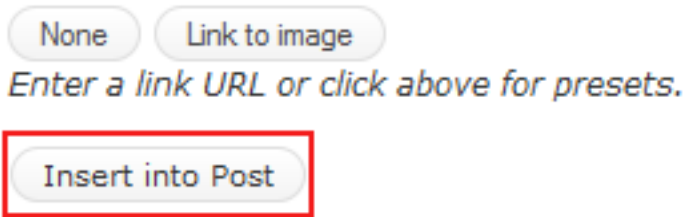6. You will be given the option to edit the settings defined above before inserting the image into the post/page.

7. When finished choosing your image settings, click on the **Insert into Post** button.

None | Link to image

Enter a link URL or click above for presets.
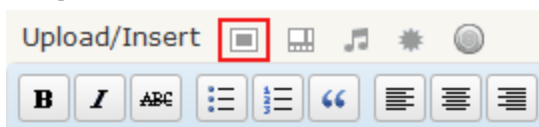
Insert into Post

↑ Table of Contents ↑

From Media Library

The following process describes inserting an image which already exists in your blog's Media Library.

1. Go to **Posts -> Add New** or **Pages -> Add New**, or open an existing post in editing mode.
2. Place your cursor where you would like the image to appear, and click on the **Add an Image** icon found in the **Upload/Insert** icon group directly above your editor.

3. Click on the **Media Library** tab.
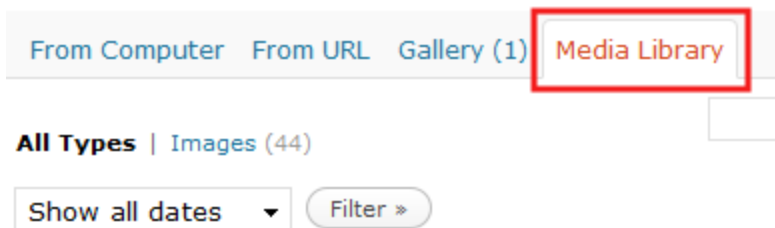
4. Locate the image you wish to insert and click its **Show** link.

5. You will be able to edit some of the image's settings before inserting it into the post/page. Note that the fields will already be populated if you previously added the information when you uploaded your image to the media library.

bbear3.jpg
image/jpeg
2009-08-12 07:31:21

Title	*	My Image
Caption		Just another image!
		Also used as alternate text for the image
Description		This is my image's description.
Link URL		http://your-domain.wordpress.com/files/2009/08/bbear3.jpg

None   File URL   Post URL
Enter a link URL or click above for presets.

Alignment   ○ None   ○ Left   ○ Center   ⊙ Right

Size   ○ Thumbnail (75 × 49)   ⊙ Medium (200 × 133)   ○ Large (400 × 266)   ○ Full size (450 × 299)

Insert into Post   Delete

6. When finished choosing your image settings, click on the **Insert into Post** button.

○ Thumbnail (75 × 49)   ⊙ Medium (200 × 133)

Insert into Post   Delete

7.

Image Alignment

When inserting images into your posts and pages, you can have your text wrap around them to promote a much better and attractive flow of content. This is a snap using the left and right alignment icons in your visual editor.
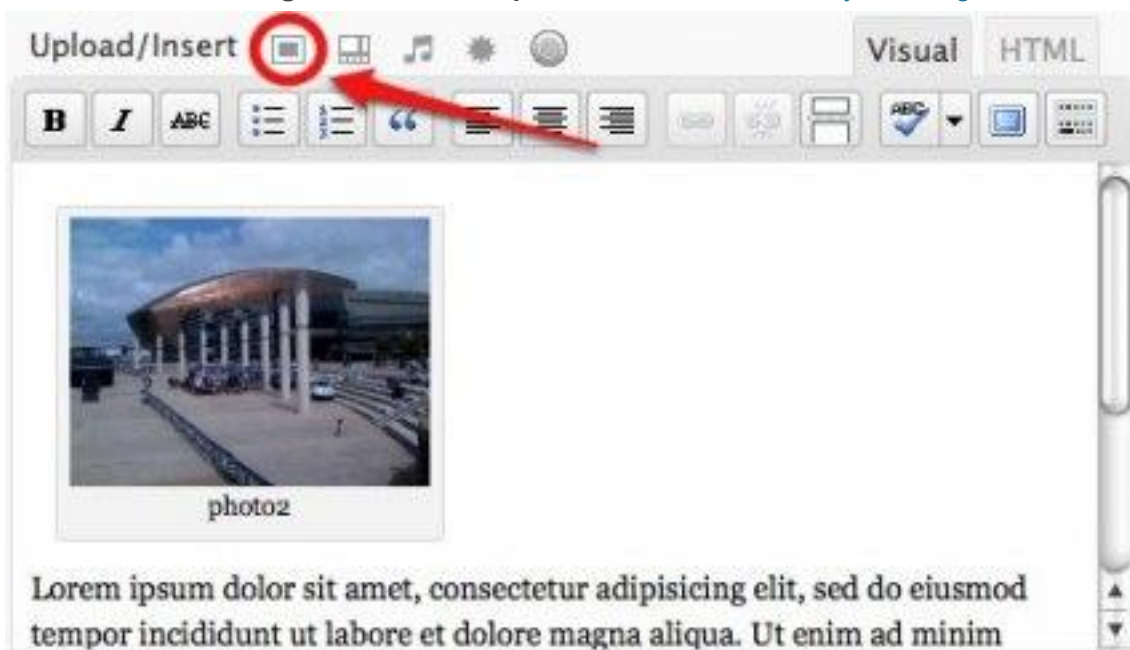
To begin, place your cursor at the beginning of any paragraph in the current post or page (this
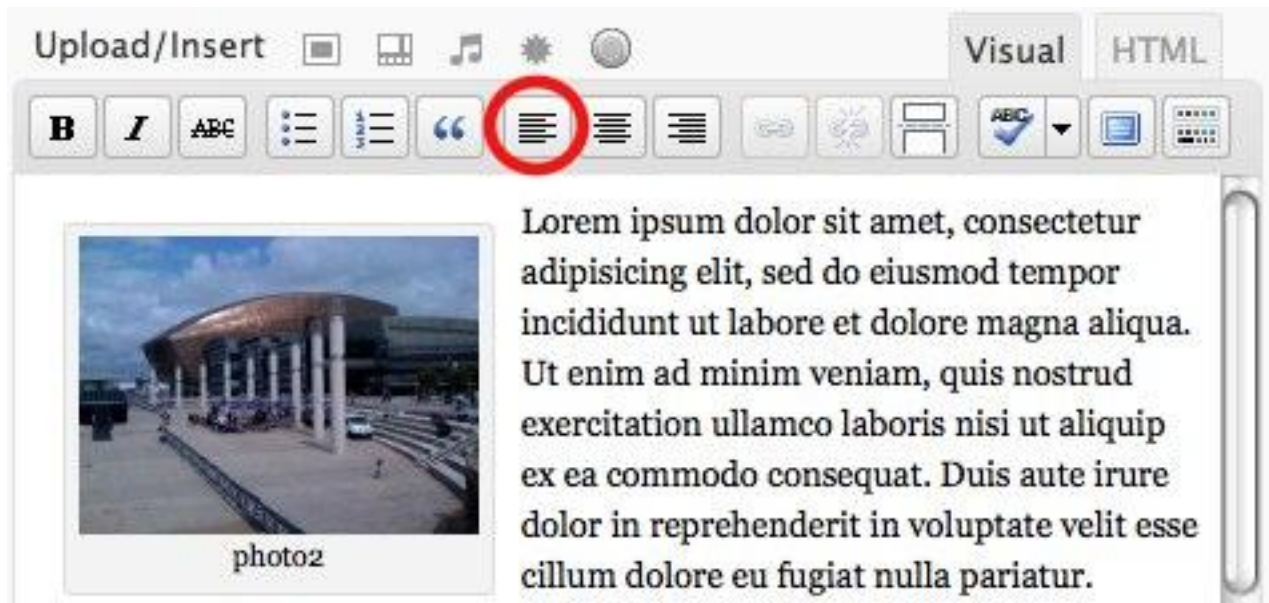
depends on where you wish to insert the image).
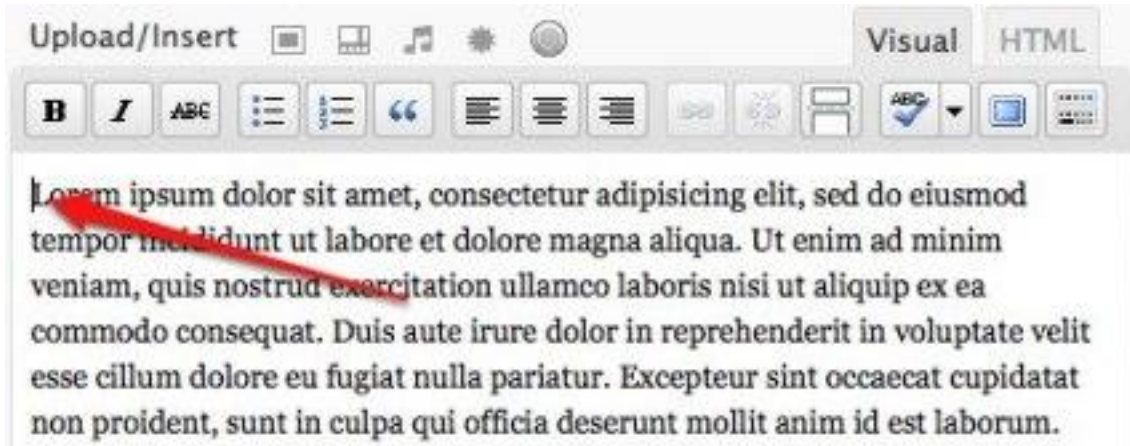
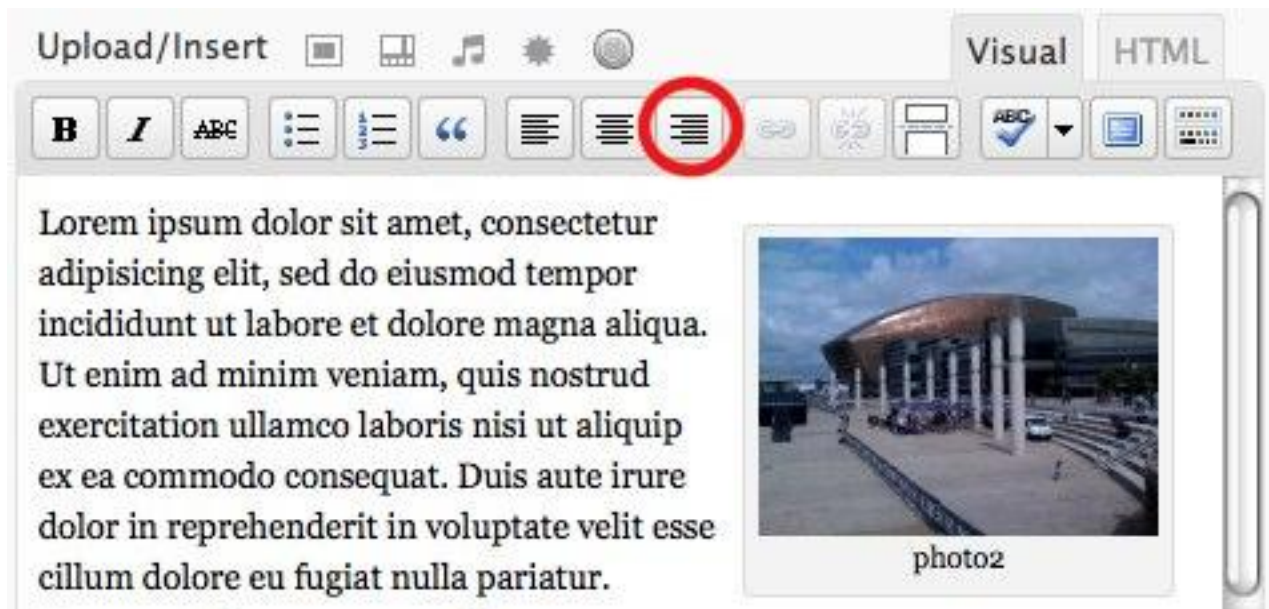Click the **Add an Image** button in the **Upload/Insert** area. Insert your image.

After the image appears in the editor, click on the image once, and click either the left or right alignment button to modify the position of the image and how text wraps around it. Here are examples of both:

Left Alignment

Right Alignment

Side by Side

If you would like to see images appear side by side on the same line, put the images next to each other and give them both either left or right alignment. Make sure the images are small

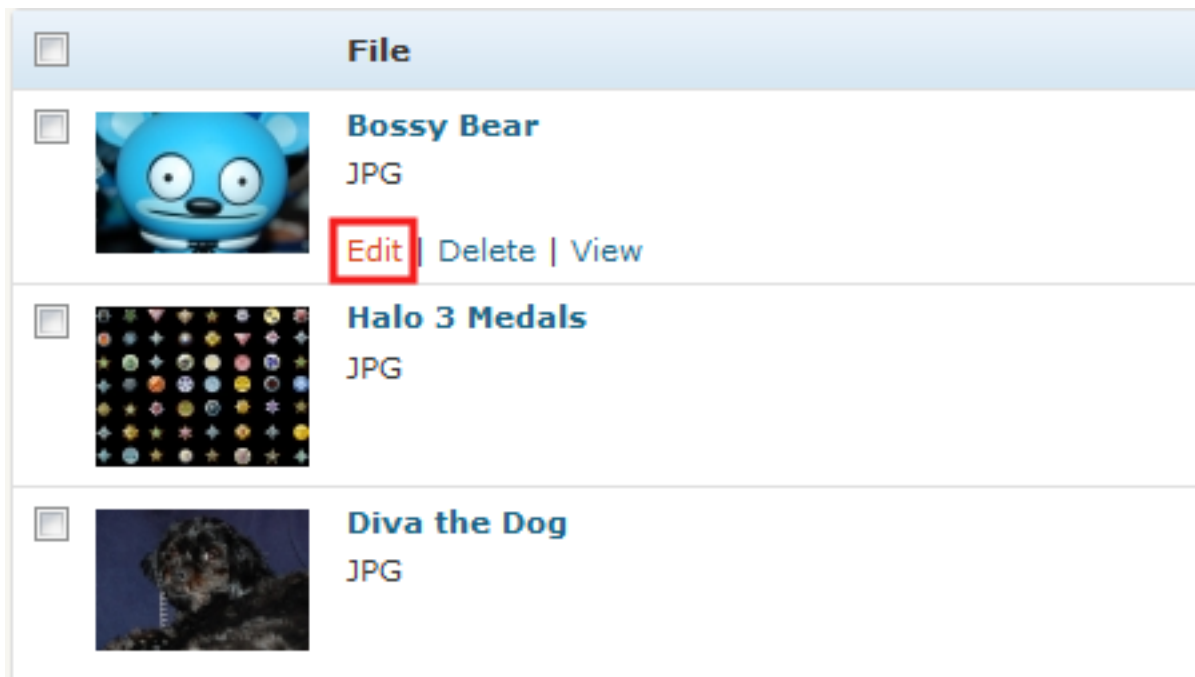enough that they will both fit on one line, including borders and margins.

Image Settings

You can customize a variety of settings for each and every image uploaded to your WordPress.com blog's media library. There are a few ways in which you can access the settings for your images, so we'll outline all of them for you here.

Media Library

You can modify a few settings for your images directly from your media library, which can be accessed from within your dashboard via **Media -> Library** on the left menu.
Once in your blog's Media Library, you can hover your pointer over any of the images and choose the **Edit** option that appears (you can also simply click on the image's title).

You will now have the ability to edit some of the image's settings, as shown below.

![zerflin training logo]

bbear-copy.jpg

image/jpeg

2009-08-04 12:34:46

Title   * Bossy Bear

Caption

Also used as alternate text for the

Description

File URL http://fir3testthingshere.wordpre
Location of the uploaded file.

Update Media

Title – Image title to be displayed as a tooltip (when a mouse is hovered over the image).
Caption – Image caption to be displayed when using captions (will also display as the alternate text).
Description – Full image description.
File URL – This is the location of your image. Note that it cannot be modified.
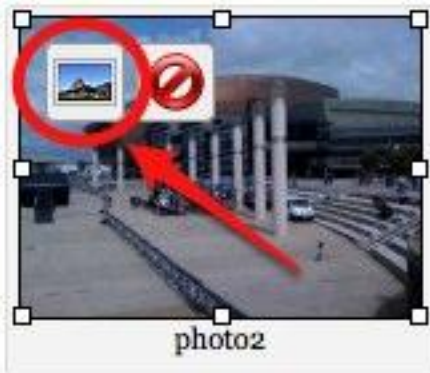After you modify any of the settings, make sure to click the **Update Media** button to save your changes.
↑ Table of Contents ↑

Within Posts

As well as being able to set the size of an image from the image settings you can also edit the image directly from the visual editor. To do this click on an image in the visual editor and select

the configure button:

photo2

A window will appear:

For the most part the options are the same as for **image settings** with the addition of a resize scale:
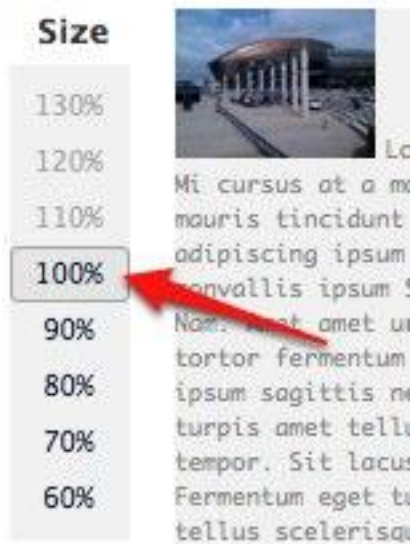
Clicking on a percentage will scale the image to that percent. The preview area to the right will size accordingly to show you the effect of the resize.

Also along the top is an *advanced settings* tab which, when clicked, will display this:

zerflin *training*

Edit Image | **Advanced Settings**

Size

130%
120%
110%
100%
90%
80%
70%
60%

Lorem ipsum dolor sit amet consectetuer velit pretium euismod ipsum enim. Mi cursus at a mollis senectus id orci gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Nunc convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetuer lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc sodales eros tempor. Sit lacus magna dictumst Curabitur fringilla auctor id vitae wisi facilisi. Fermentum eget turpis felis velit leo Nunc Proin orci molestie Praesent. Curabitur tellus scelerisque suscipit ut sem amet cursus mi Morbi eu. Donec libero Vestibulum

Advanced Image Settings

Source	*	http://mailomattic.wordpress.com/files/2009/07/photo2.jpg?w=150
Edit Alternate Text		photo2
Size		Width 150 Height 112 (Original Size)
CSS Class		size-thumbnail wp-image-1204 alignnone
Styles		
Image properties		Border _____ Vertical space _____ Horizontal space _____

Advanced Link Settings

Title	
Link Rel	
CSS Class	
Styles	
Target	**Open link in a new window** ☐

Source – The actual URL for the image in case you want full control over parameters

Size – Exact control over width and height, with the option to reset to the image's original values.

CSS class - The CSS classes that will be added to the image given the current settings. You can override this as appropriate.

Styles – Any CSS styles to be applied to the image.

Image properties – Thickness of border (in pixels), vertical space (in pixels), and horizontal space (in pixels).

Title – Image title to be displayed as a tooltip.

Link rel – The link's rel attribute, for adding nofollow amongst other things.

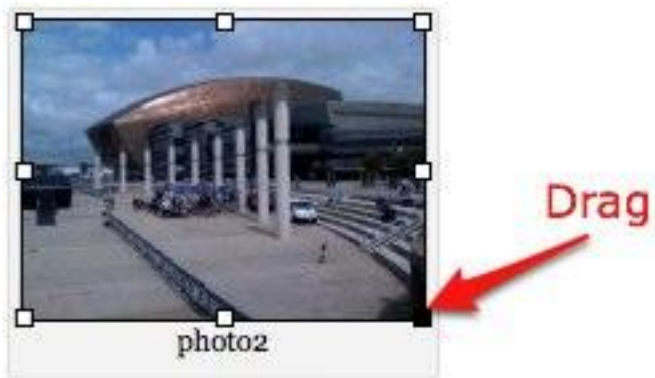**CSS class** – CSS class applied to the link.

Style – Styles applied to the link.

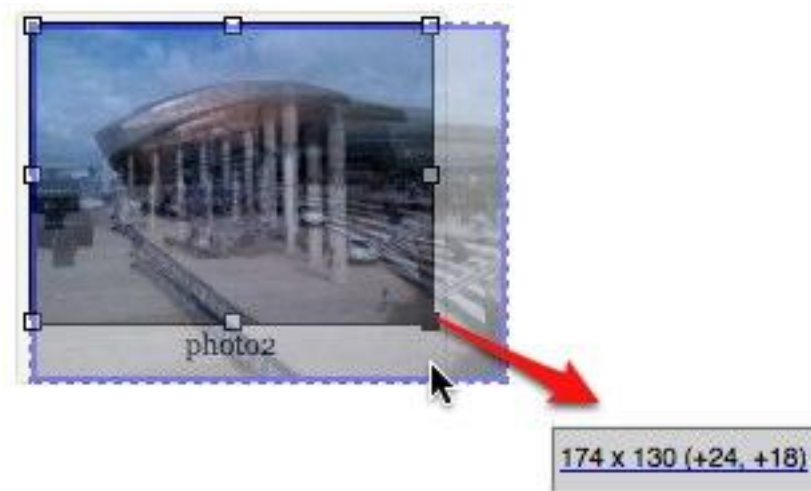**Target** – Select whether the link should open in a new window or the same window.

Drag size

If the above options aren't enough you can also directly resize an image using any of the standard resizing handles:

The image can then be resized by moving the mouse.

Note that the image may become distorted or blocky, depending on your resize.

Image Editing

For each image uploaded to your WordPress.com blog's Media Library, you have some basic editing options (crop, rotate, flip, and resize) available.
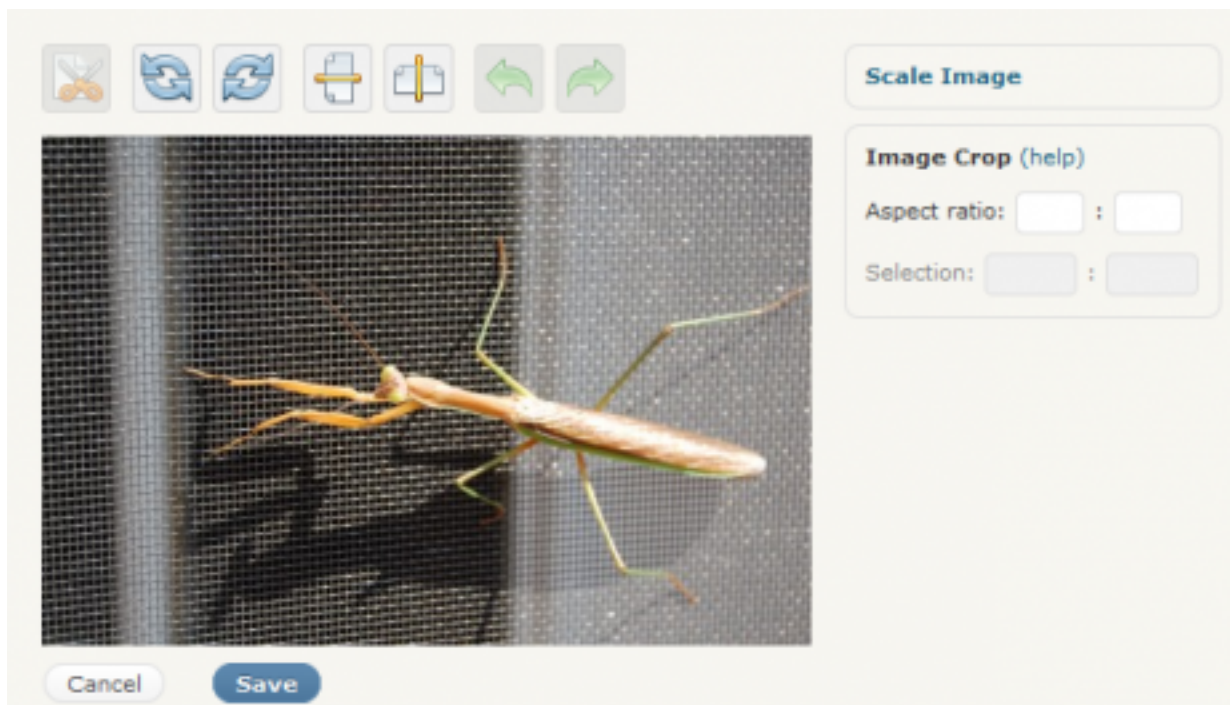
Opening

To access these options, first go to **Media -> Library** in your blog's dashboard and click on the name of any image you wish to edit:

Click on the **Edit Image** link to reveal the advanced editing options:

zerflin *training*

dsc_85503.jpg
image/jpeg
8:15 am
3008 × 2000

Edit image

Title   *   DSC_8550
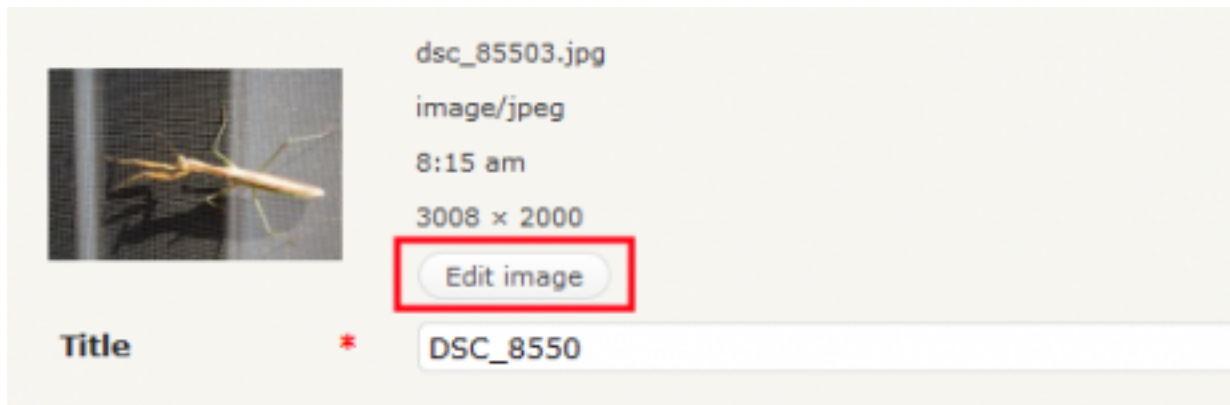
The screen will load and look like the following:

Scale Image

Image Crop (help)

Aspect ratio: [   ] : [   ]

Selection: [   ] : [   ]

Cancel   Save
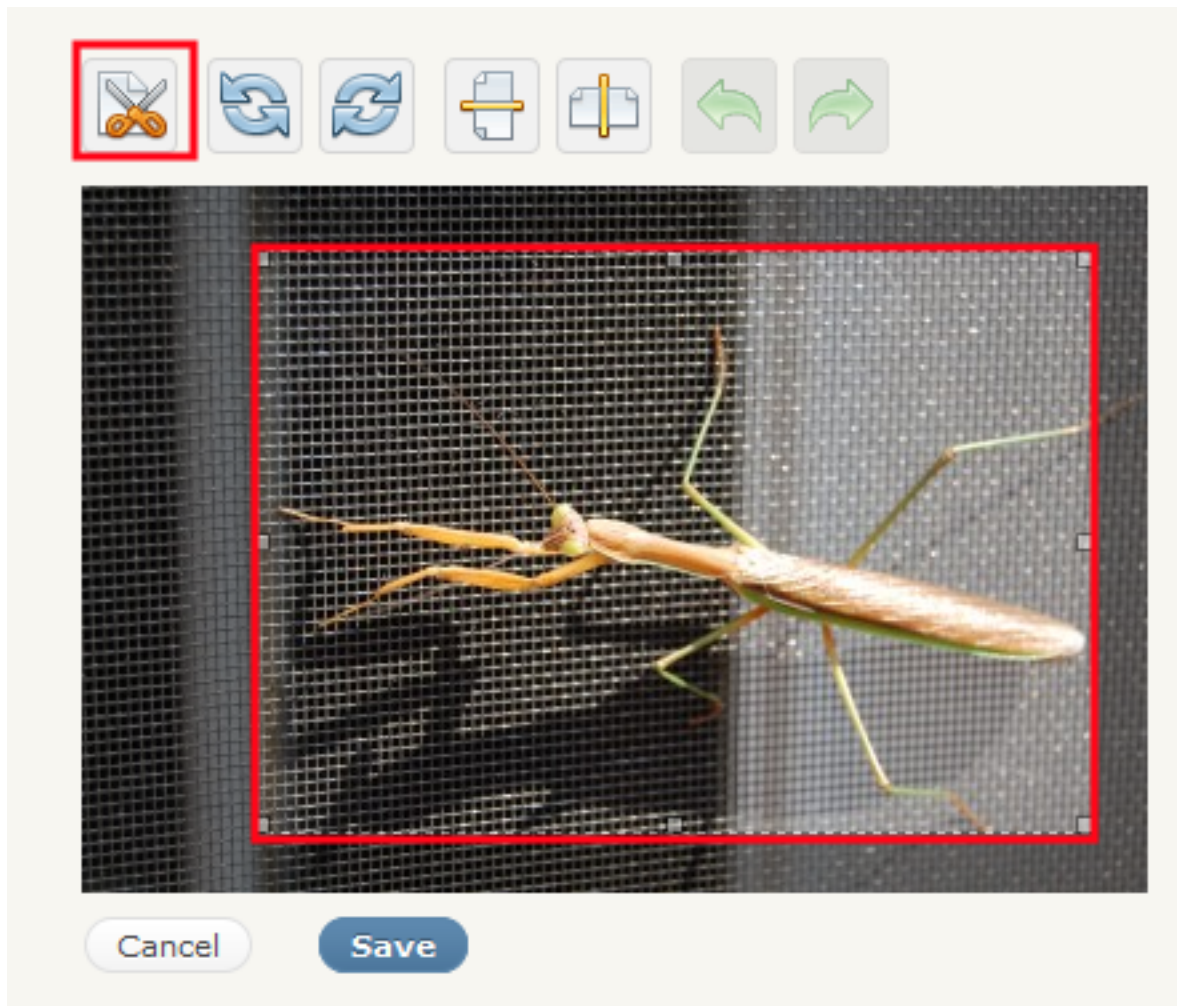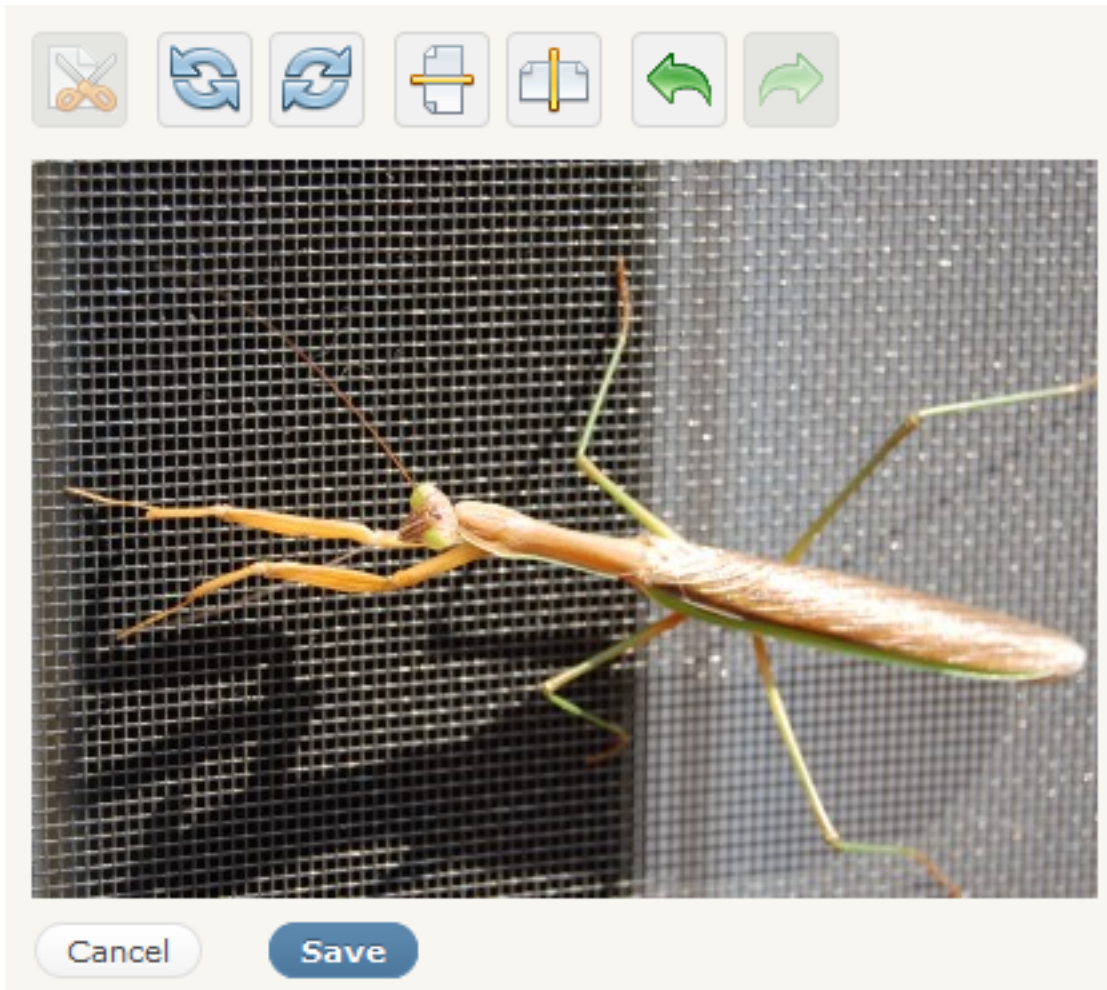
Cropping

You can remove any unwanted portion of an image (like an ex-boyfriend) you have uploaded to your media library by using our cropping feature.

First, with your mouse (click and drag), select the portion of the image you want to keep. Once you're happy with the selection, click on the **Crop** button (highlighted below):
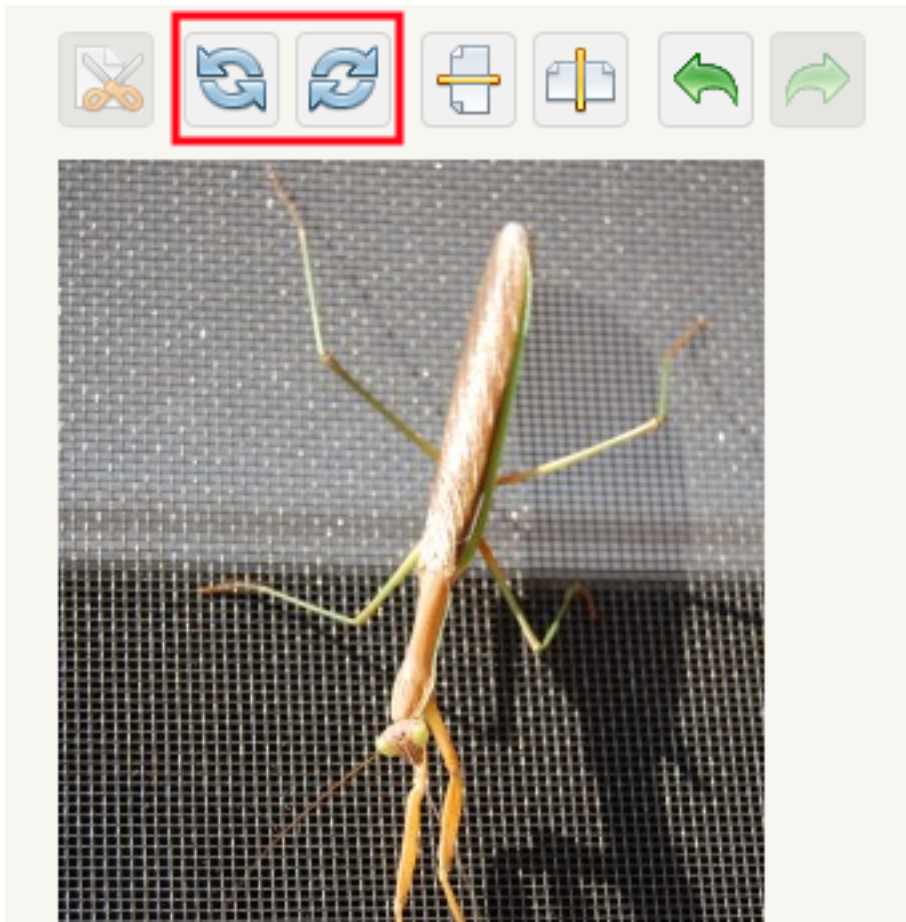
You will then have your new image:

If happy with the result, click **Save**. If unhappy, click **Cancel**. Note that you **must** click **Save** for the crop to finalize.

Rotating

You can rotate (clockwise or counter-clockwise) any image in your media library using the appropriate icons above the image in its editing screen:
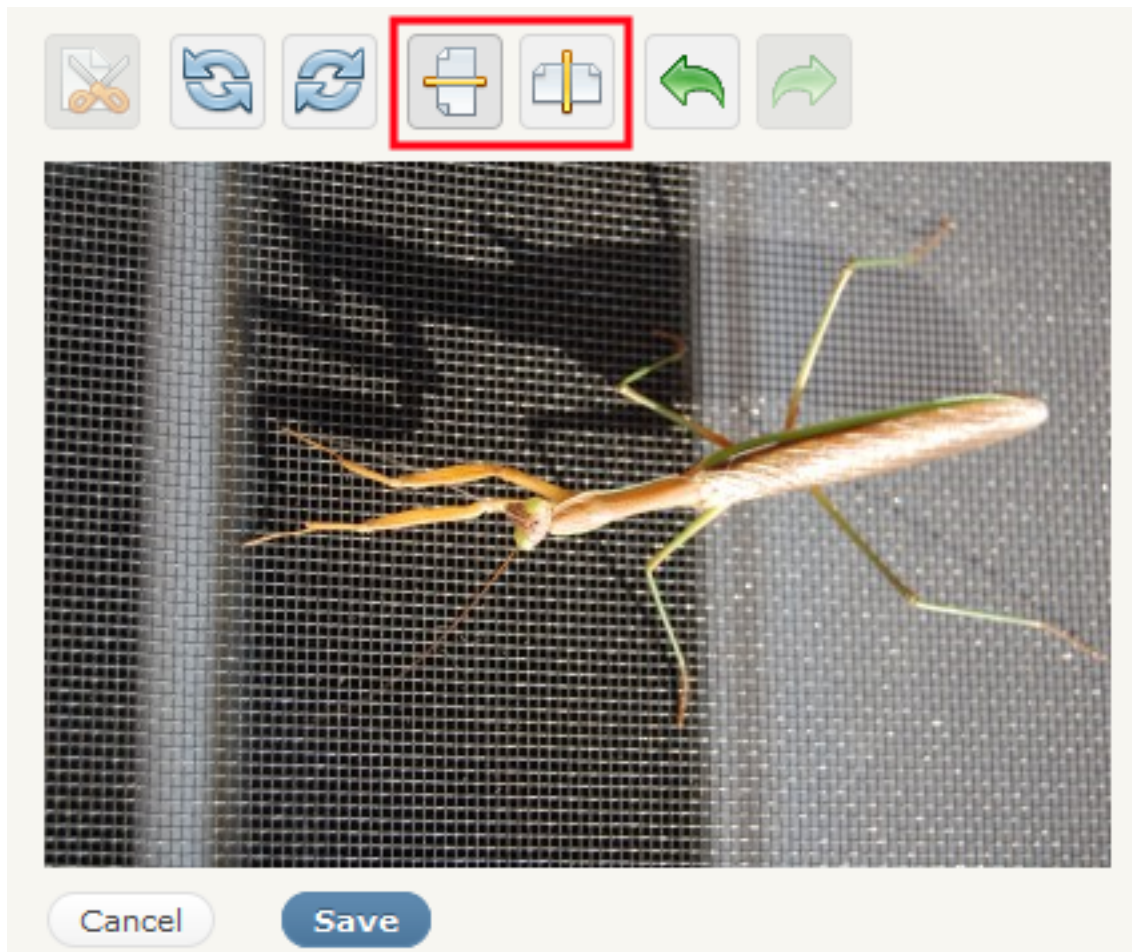
Be sure to click **Save** in order to finalize the image rotation. If you are unhappy with the result, click the **Cancel** button.

Flipping

You can flip (vertically or horizontally) any image in your media library using the appropriate icons above the image in its editing screen:

Be sure to click **Save** in order to finalize the image rotation. If you are unhappy with the result, click the**Cancel** button.

Resizing

You can proportionally scale any original image in your Media Library. For best results the scaling should be done before performing any other operations on it (crop, rotate, etc.). Note that if you make the image larger it may become fuzzy.

Click on the **Scale Image** link to reveal the editing fields.
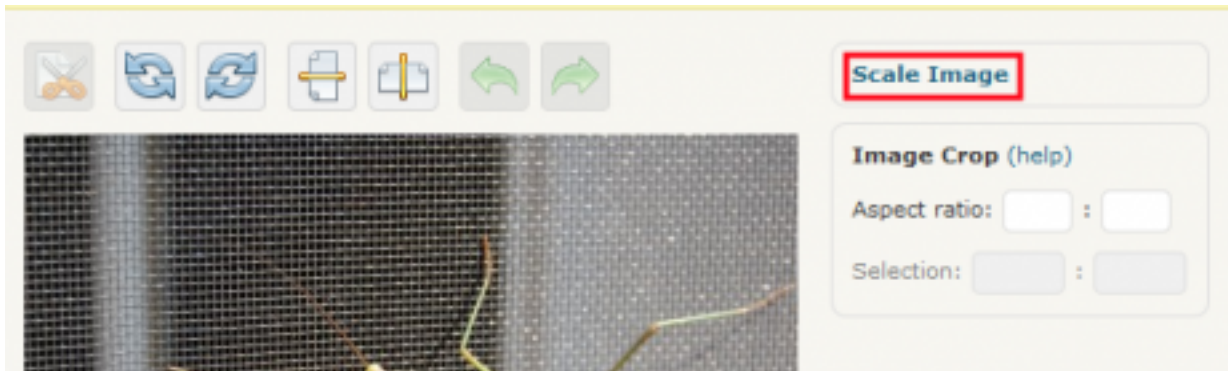
If you then change the width (first field), you will notice that the height (second field) will adjust automatically and proportionally. Once finished, click **Scale** to finalize the action.

Undo and Redo

Similar to an image editing program found on your desktop, you also have the ability to undo and redo edits you have made on an image. These icons are illustrated below:
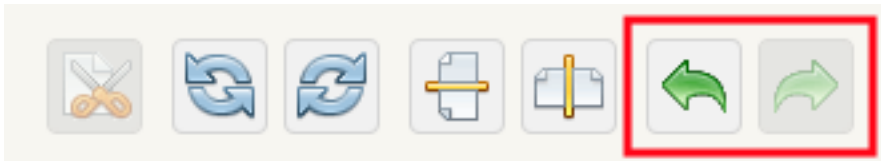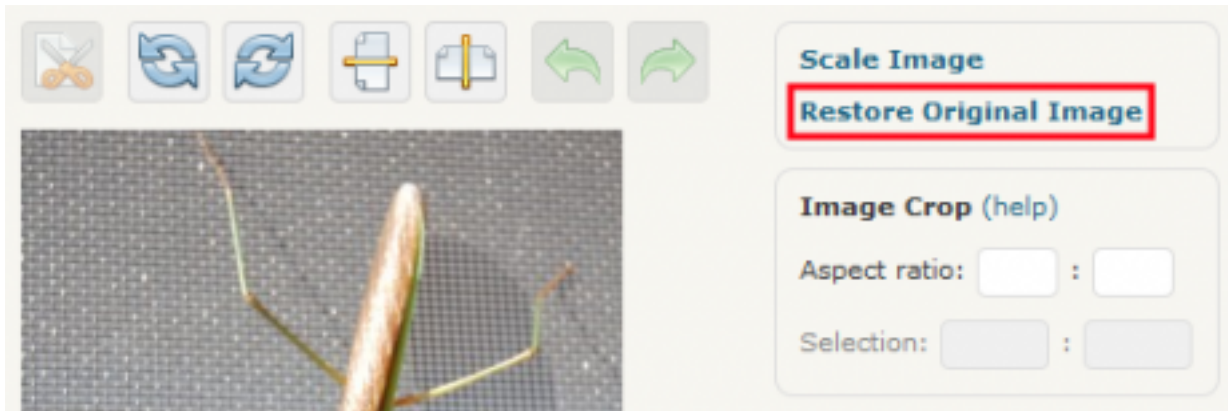
Reverting

It's always a good idea to maintain a copy of any images on your computer, but you do have the ability to revert any previous edits made to the image and restore the original image that you uploaded initially to your media library.

When you open an image in editing mode (one to which you have previously made edits), you will see a**Restore Original Image** link:

If you're sure you would like to restore the image, click on the **Restore image** button. The image should then revert back to its original form, and you will receive a message that the restoration was successful.

Deleting Files

To delete any files or uploads from your WordPress.com blog's Media Library, start the process by navigating to **Media -> Library** in your blog's dashboard:
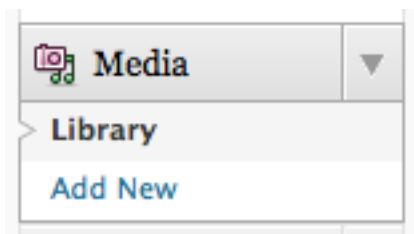
Next, using your mouse, hover over any of the image files that you wish to remove from your library. You will notice that a group of options appear directly under the image title – **Edit | Delete Permanently |View**.
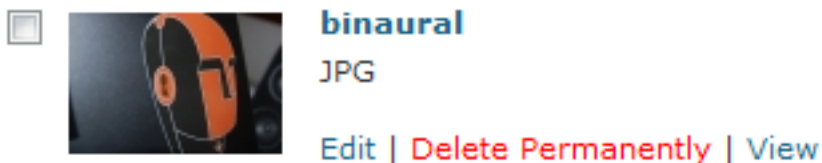
Click on the **Delete Permanently** option to remove the image. You will receive a confirmation prompt. Click **OK** to confirm the image's deletion.

Media permanently deleted.

Done! Please note that once any media files and uploads have been removed from your blog, there is no way to recover them. You would need to upload them again to your blog. So **please** only delete files if you are certain that you would like to have them removed entirely from your blog's media library.

Bulk Deletion

There is an easier way to remove multiple images from your WordPress.com blog's media library.

To do this, select the checkbox next to each image that you wish to remove.

All (77) | Images (74) | Unattached

Bulk Actions ▾ (Apply) Show all dates ▾ (Filter)

☐ **File**

☑ dsc_0010
JPG

☑ dsc_0018
JPG

☑ dsc_0004
JPG

☑ dsc_0444
JPG
Edit | Delete | View

☑ dsc_0445
JPG

☑ hope
JPG

Once you have selected all images that you wish to delete, refer to the **Bulk Actions** drop-down menu above the file listing. Choose the **Delete Permanently** option from the menu and click the **Apply** button.
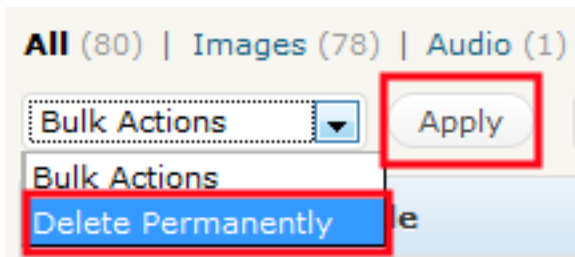
To delete all images in view from any pages of your Media Library, you can select the primary check box and choose **Delete Permanently** from the **Bulk Actions** drop-down, as described above.
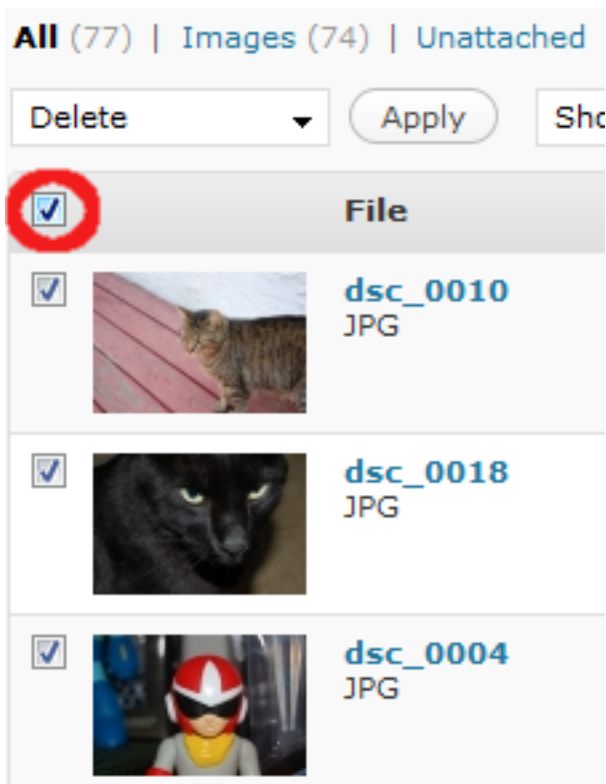

Image Optimization

When you decrease the file size for images before you insert them, uploads and pages will load faster.
This pigeon is around 235kb in size.

32

The pigeon below is only 72kb – less than a third of the above.

See any real differences?

Optimizing your images does 3 things:

1. It makes images quicker to upload.
2. It makes your page load faster for people looking at it.
3. You can fit more images into a limited space.

Simply making an image smaller while editing a page does not necessarily make the file size smaller.

You need to optimize the image. The original image of that pigeon is 1.2MB so that top image is already 1/6 of the size and the bottom image is 16% of the original size. But it still looks good online.

Types of Images

- JPG works best for images with gradients such as photographs.
- GIF are best for blocks of repetitive color including logos, line art, and illustrations with type.
- PNG should be used to preserve partial transparency and a large amount of colors. PNG images often take up more space, so try the GIF format first to see if it works

34

well for your image.

Image Editing Software

Some have easy options to size and compress a batch of photos very quickly. Packages such as Photoshop / Paint Shop Pro will do it, but there is no need to spend money on doing this. These are free:

- Irfanview
- Picasa
- GIMP
- Photofiltre
- FastStone
- Pixia

Flash vs. Browser Uploader

It's as easy as ever to upload files to your blog's Media Library. If the Flash uploader isn't working for you, try clicking the link for the **Browser uploader** or update your Flash player.

Try the Browser uploader instead.

A different screen will load. When you are using the browser uploader, you can only upload one file at a time.

Upload New Media

Allowed file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt.

Browse... Upload Cancel

You are using the Browser uploader. Try the Flash uploader instead.

10.0 MB used, 3.0 GB (99.7%) upload space remaining. You can upload additional file types and increase your available space with a Space Upgrade.

Upload problems

If you experience problems uploading files it may be caused by one of the following:

- The file is too large (filesize) and your connection timed out – try uploading a smaller version or try again. See the Image Optimization page for more information.
- Your image color profile or file name is not correctly set. Try troubleshooting your image file.
- Your connection is slow – simply put, you may have taken so long to upload a file that your connection was dropped.
- There is a problem between your computer and the WordPress server – this may be caused by your internet provider or any number of other problems.