

# How To Use The WordPress Media Library

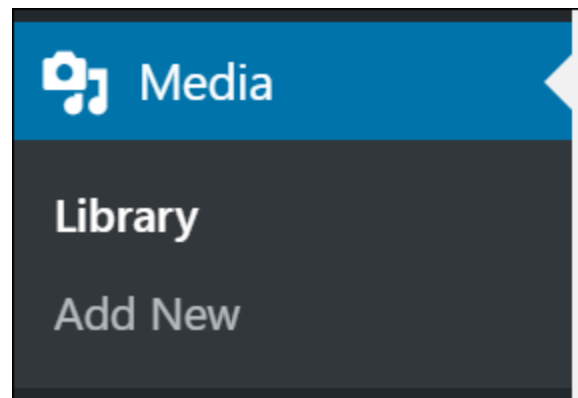
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 [wptrainingmanual.com/wordpress-tutorials/media-library](https://wptrainingmanual.com/wordpress-tutorials/media-library)

June 11, 2020

# How To Use The WordPress Media Library

WordPress Training



In this tutorial, you will learn how to use the WordPress Media Library, including:

For additional information related to using the WordPress Media Library, see these tutorials:

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## Overview Of The WordPress Media Library

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The WordPress Media Library is an important feature of the WordPress content management system (CMS).

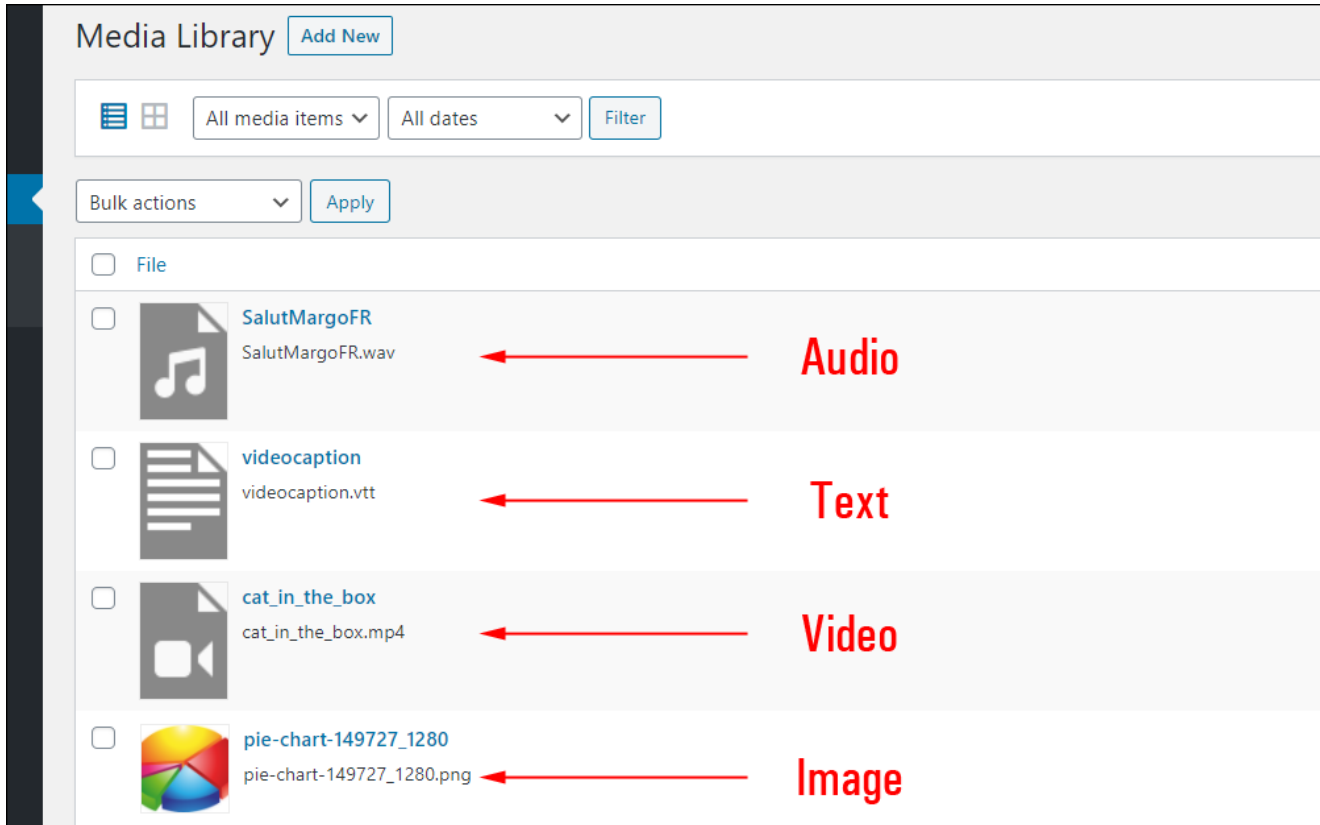


## Media File Types Supported By WordPress

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You can upload and store various types of media files in the WordPress Media Library, and add these to your content.

The most common file types are images, video recordings, and audio files, but you can also use other file types such as PDF documents, spreadsheets, text snippets (e.g. code samples or video transcription files), etc.



The WordPress Media Library lets you store and add various media file types to your site.

For security reasons, WordPress supports only **certain types of files**.

Allowed file types include:

### Images

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- *.jpg*
- *.jpeg*
- *.png*
- *.gif*
- *.ico*

### Video

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- *.mp4*, *.m4v* (MPEG-4)
- *.mov* (QuickTime)
- *.wmv* (Windows Media Video)
- *.avi*
- *.mpg*
- *.ogv* (Ogg)
- *.3gp* (3GPP)
- *.3g2* (3GPP2)

## Audio

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- *.mp3*
- *.m4a*
- *ogg*
- *.wav*

## Documents

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- *.pdf* (Portable Document Format; Adobe Acrobat)
- *.doc*, *.docx* (Microsoft Word Document)
- *.ppt*, *.pptx*, *.pps*, *.ppsx* (Microsoft PowerPoint Presentation)
- *.odt* (OpenDocument Text Document)
- *.xls*, *.xlsx* (Microsoft Excel Document)
- *.psd* (Adobe Photoshop Document)



Some web hosts may not allow you to upload some of the file types listed above (and/or upload large files). Check with your host if you experience issues uploading files to your WordPress site.

## How To Upload Media Files To WordPress

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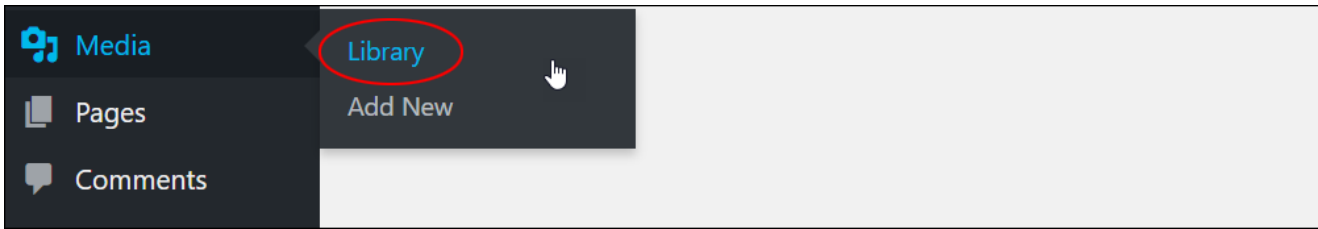
In WordPress, you can:

- Upload media files to your Media Library while creating a new post or page, or
- Upload media files to your site without creating a post or page first.

Uploading media files to the WordPress Library on their own allows you to have these files ready for use as you create new posts and pages on your site, and/or get web links for files that you want to share (e.g. the URL to an image stored on your server).

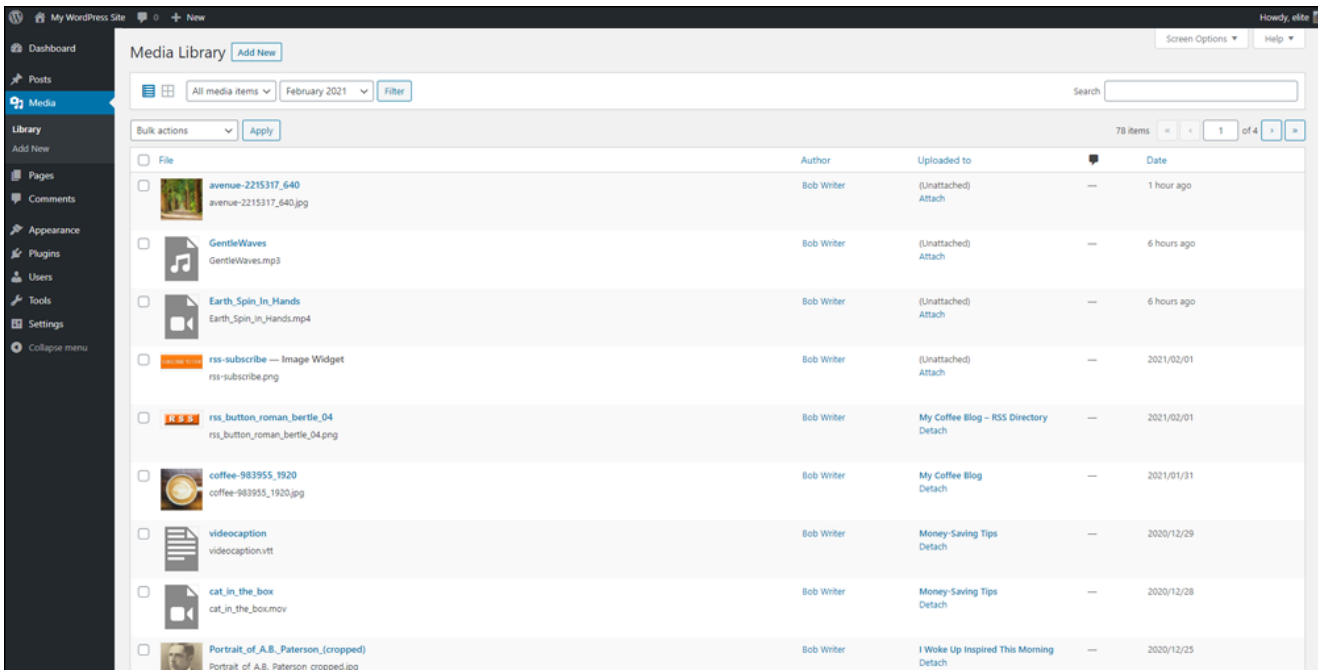


To view all the media files in your WordPress site's Media Library, go to your navigation menu and click on **Media > Library**.



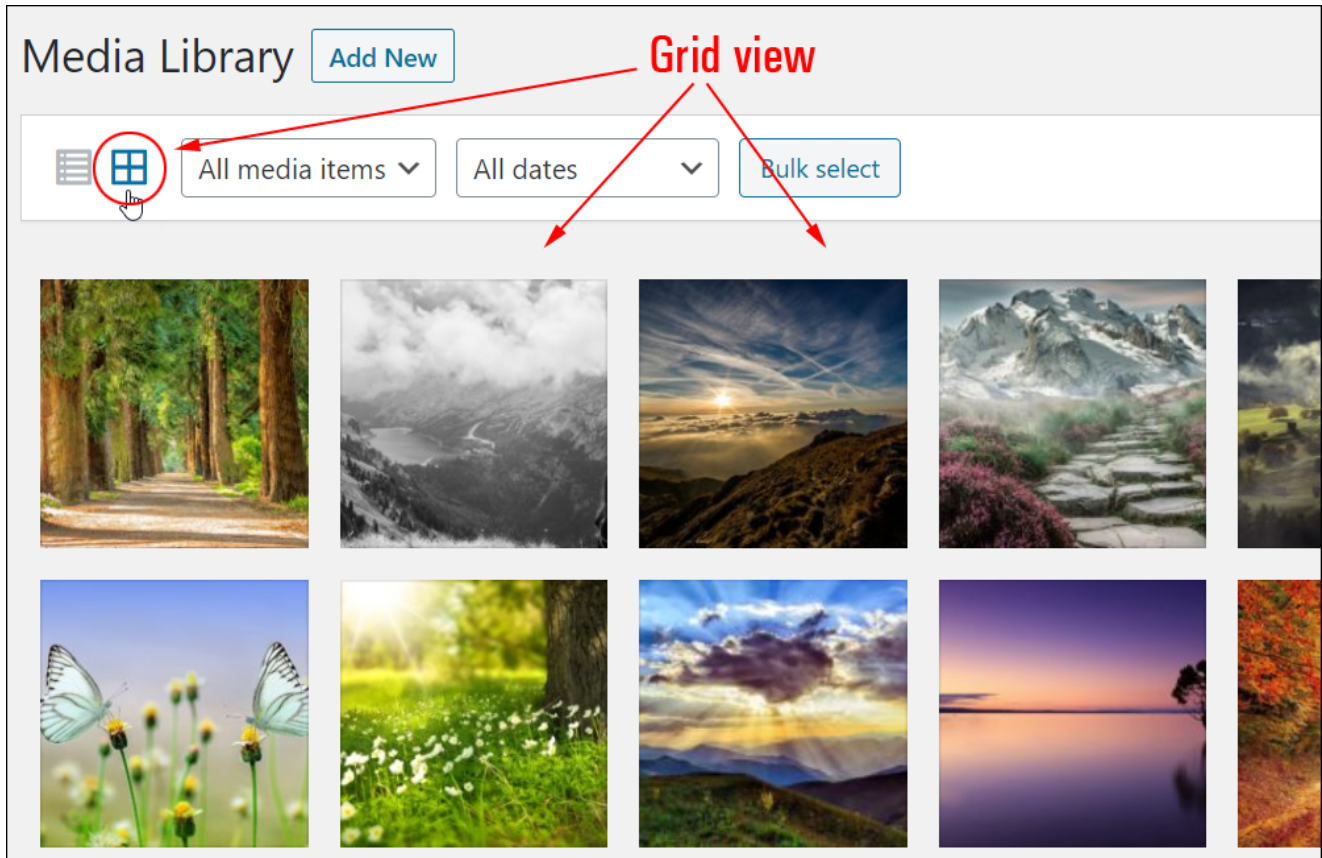
In your WordPress dashboard menu, click on Media > Library.

This brings up the Media Library screen.

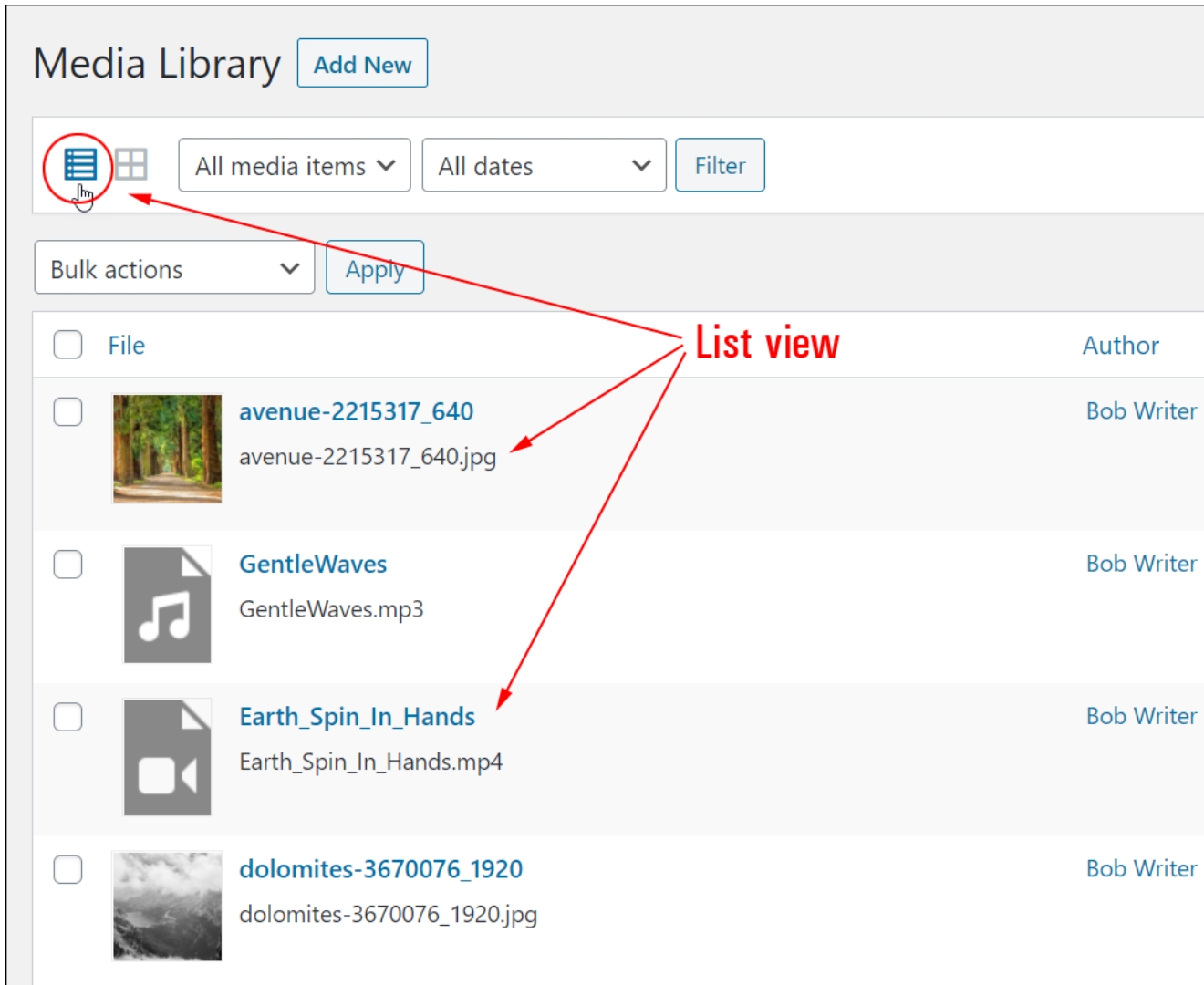


The WordPress Media Library screen.

Items in the Media Library screen can be viewed in Grid view mode...



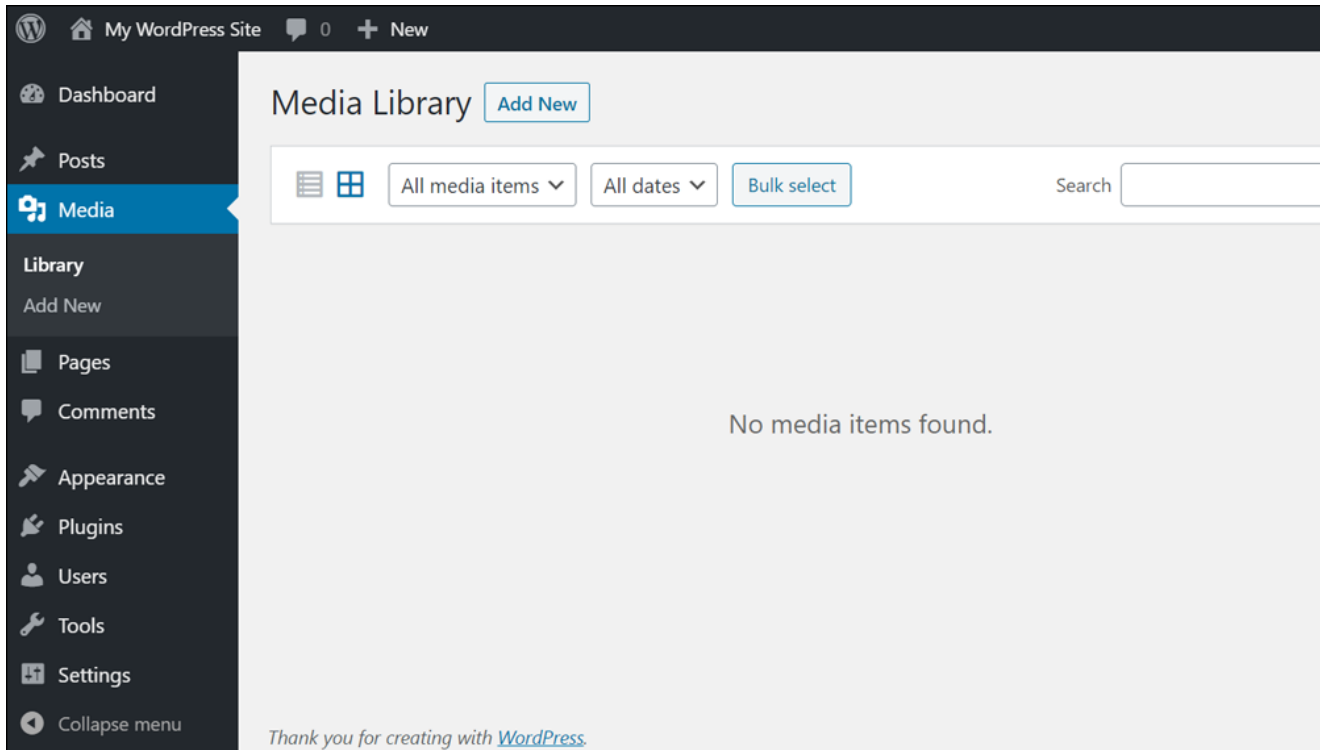
Or List view mode...



List view mode.

We cover the features of the Media Library screen in more detail further below.

If you have not added any media files to your Media Library or are working on a brand-new WordPress installation, the Media Library screen will be empty and display a “No media items found message”.

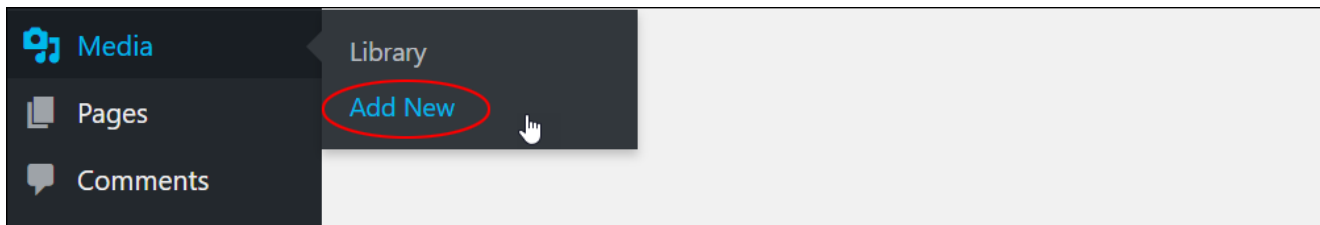


No media items have been added yet to this Media Library, so the screen is empty.

Let's show you how to start adding media to the WordPress Media Library.

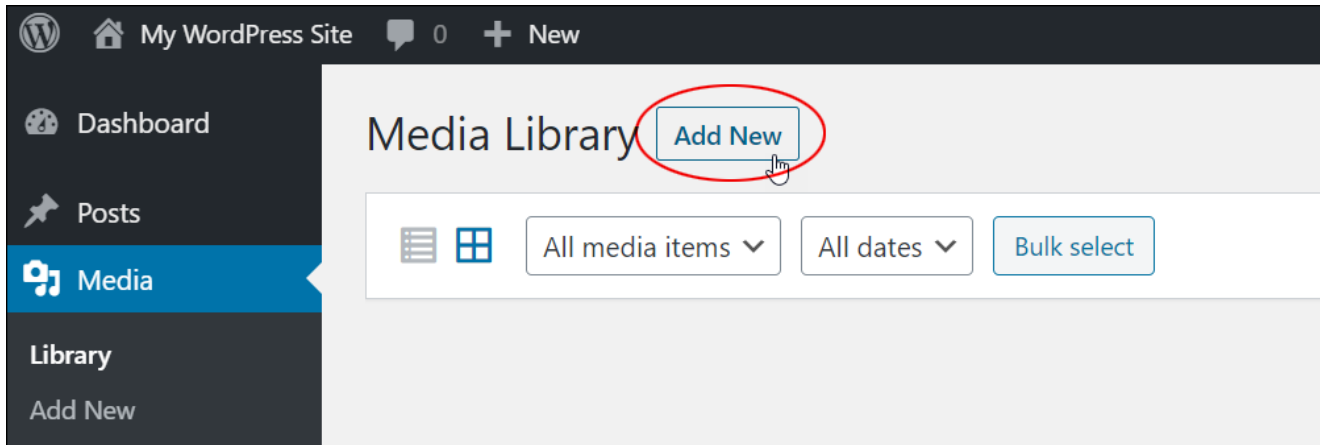
## How To Add Media Files To Your WordPress Media Library

To add media files to your WordPress site's Media Library, go to your navigation menu and click on **Media > Add New...**



Go to Media > Add New to begin adding media to the WordPress Media Library.

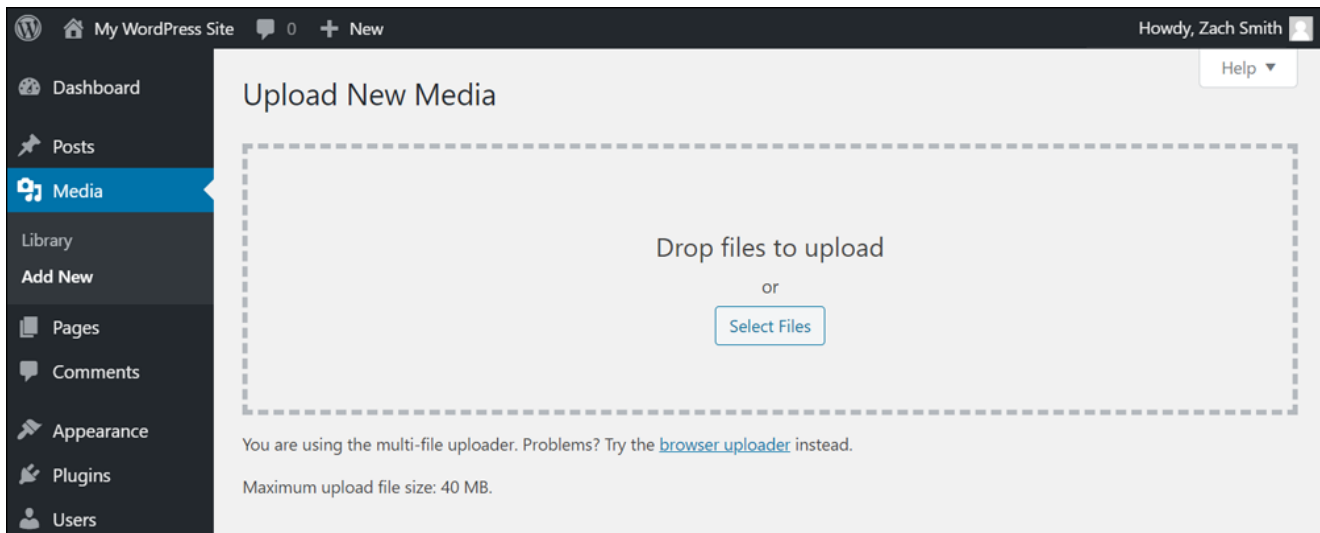
You can also add media files to your site by going to Media > Library and clicking on the **Add New** button in the Media Library screen.



Click on the Add New button in the Media Library screen to add new media files to your site.

This will open a new screen called 'Upload New Media' with the *WordPress multi-file media uploader*.

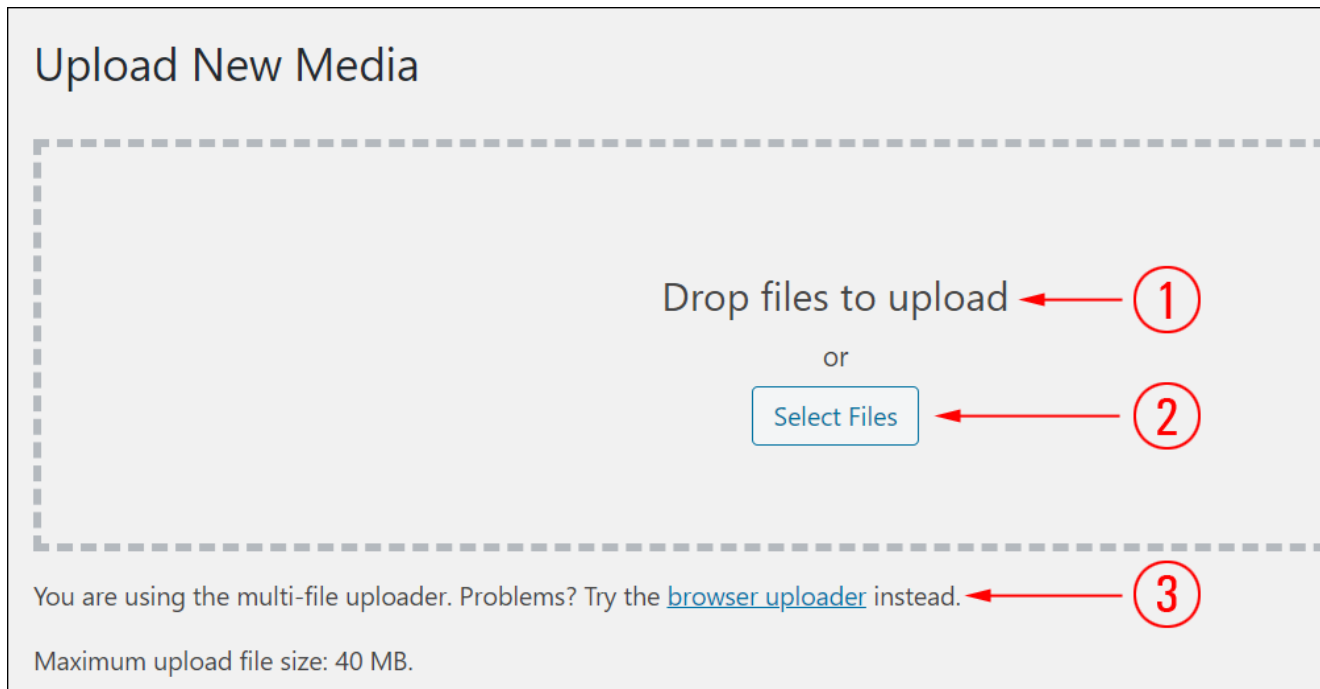
This feature allows you to upload multiple media files to the WordPress Media Library.



The WordPress multi-file media uploader.

There are three options you can use to upload media files to your site via the WordPress Media Library:

1. **Drag-And-Drop:** Add multiple files to your Media Library by selecting a group of files from a media folder on your hard drive and dragging them into the **Drop files to upload** area surrounded by a dashed border.
2. **Select Files:** Clicking on this button opens a browser window that lets you select and upload files from your computer.
3. You can also use the **Browser Uploader** if you experience any problems using the multi-file uploader.



You can upload media files to the WordPress Media Library using different upload methods.



**Note:** the maximum upload size for media files is determined by your web hosting account settings.

In the example screenshot above, the Maximum upload file size is 40MB (MegaBytes), which is enough for commonly used media files like images.

The 'Upload New Media' screen on your site may show a different maximum limit.

If you experience problems uploading media files to your WordPress site, your limit size may be set too low.

You could use an image editing application to resize the image, but it's best to ask your web hosting company to increase your file upload settings or see this tutorial: **[How To Increase Maximum File Upload Size In WordPress](#)**

Let's go through each of the above file upload methods.

## **Drag and Drop Files To Upload**

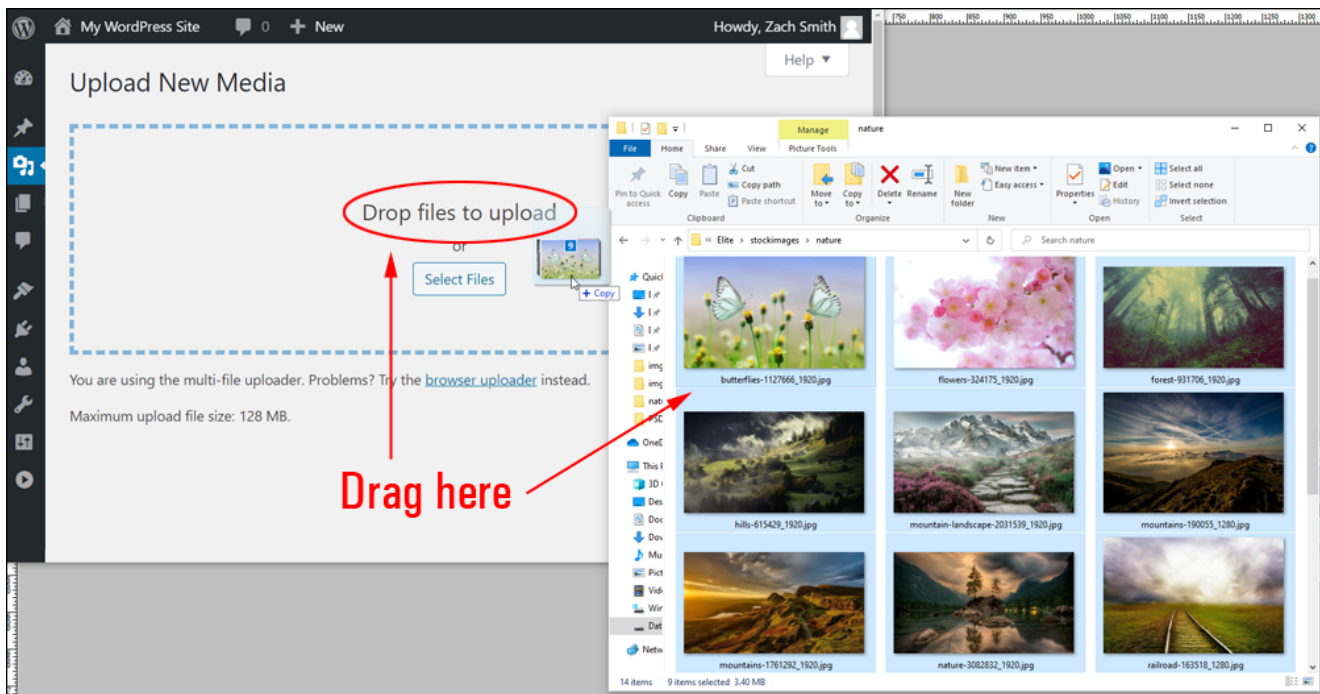
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The drag-and-drop method is useful if you want to upload multiple media files from a folder on your computer, an external hard drive, or a USB stick.

However, you can also use it to upload a single image.




Make sure that both the **Upload New Media** screen and the folder containing your image files are open and visible on your screen (you may have to resize the windows on your browser to see them both).

Next click on a single image, or select multiple images by holding down the Shift or CTRL buttons (Windows users), drag the selected files from your media folder into the blue dotted area of the **Upload New Media** screen (in the **Drop files to upload** section), and release these with your mouse.



Drag and Drop files into the Drop files to upload area.

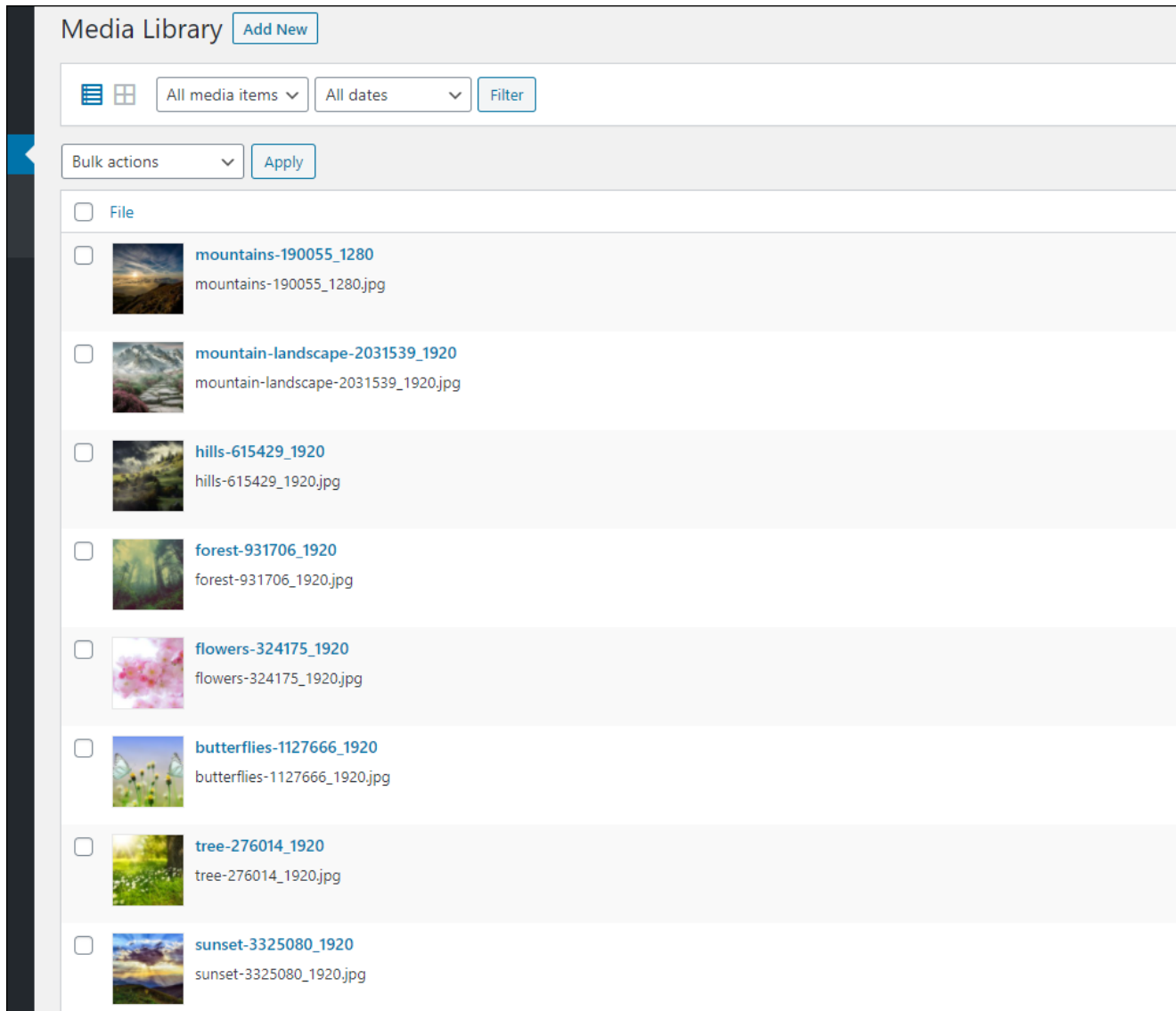
After selecting and dropping your media files to the upload area, a progress bar will display on your screen showing you which files have been uploaded or are uploading to the Media Library.

 mountains-1761292_1920	<a href="#">Edit</a>
 nature-3082832_1920	<a href="#">Edit</a>
 railroad-163518_1280	<a href="#">Edit</a>
road-1072821_1920.jpg	Crunching...
road-1072823_1920.jpg	9%
sunset-1373171_1920.jpg	0%
sunset-3325080_1920.jpg	0%
tree-276014_1920.jpg	0%
butterflies-1127666_1920.jpg	0%
flowers-324175_1920.jpg	0%
forest-931706_1920.jpg	0%
hills-615429_1920.jpg	0%

Your media files are being uploaded to the Media Library.

Once your media files have been uploaded, you can click on the 'Edit' link to edit the file (we cover this in a separate tutorial) or view these on your Media Library screen.





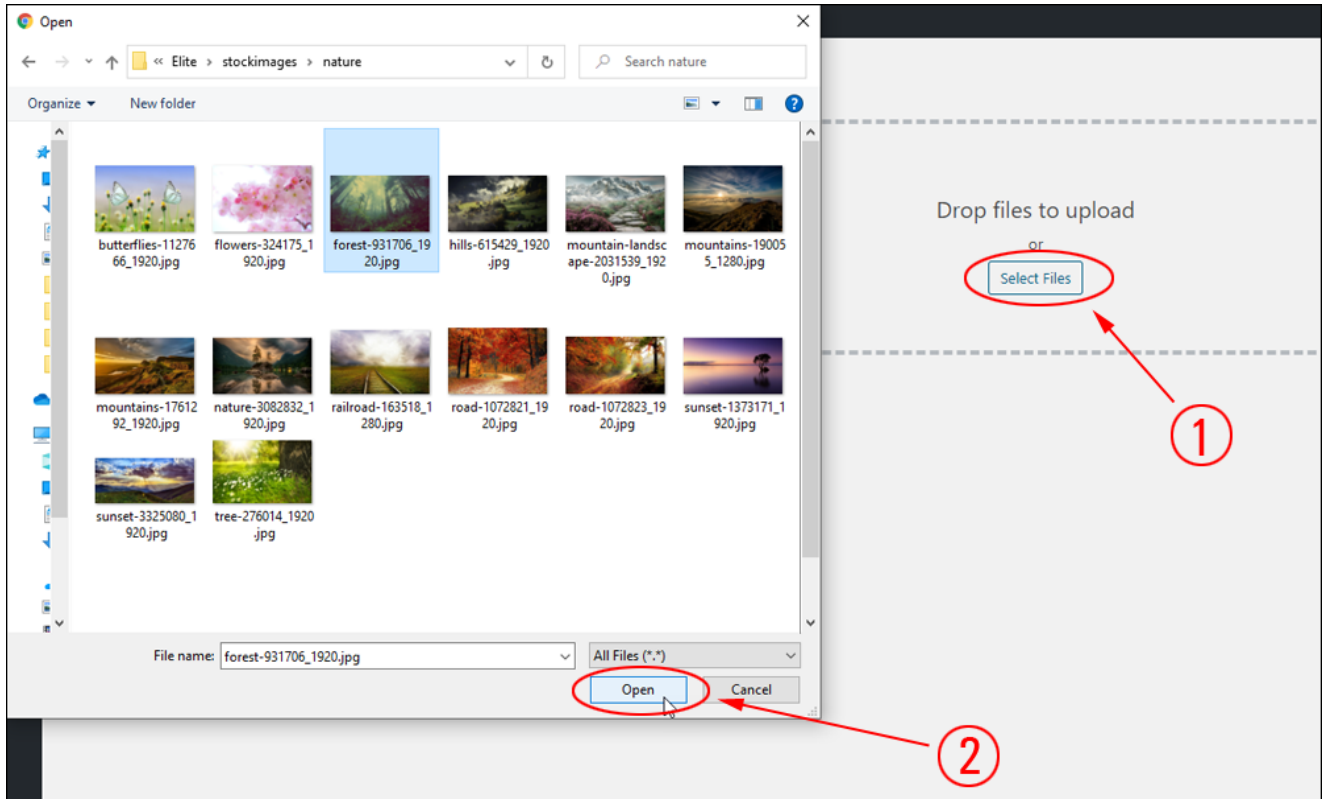
Media files uploaded to the Media Library.

Another way to upload files to the Media Library is to use the 'Select Files' method described below.

## Select Files Button

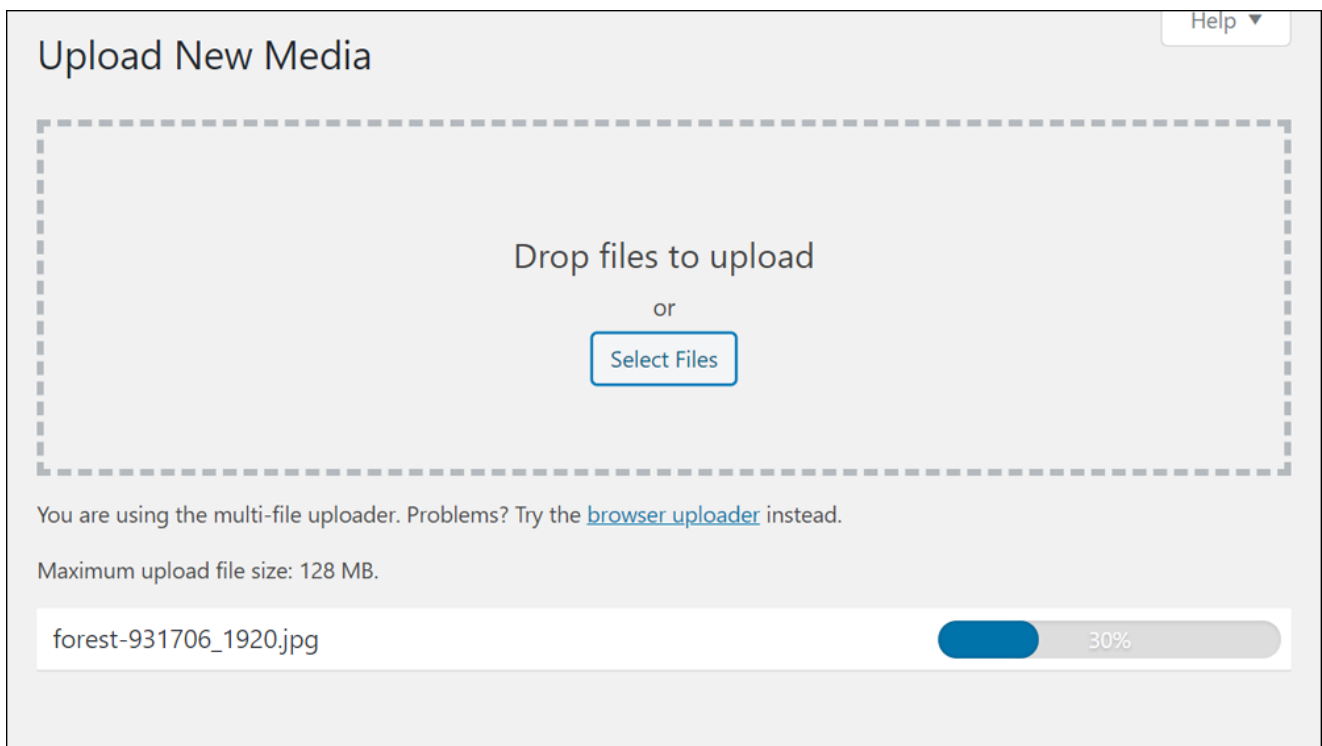
This method allows you to search for your media files (e.g. in your computer or an external hard drive), then upload one or multiple media files to the Media Library:

1. Click on the **Select Files** button in the Media Uploader and locate the folder containing your media files, then,
2. Select one or more files to upload and click **Open** in the File Upload window.



Upload files to the Media Library using the Select Files button.

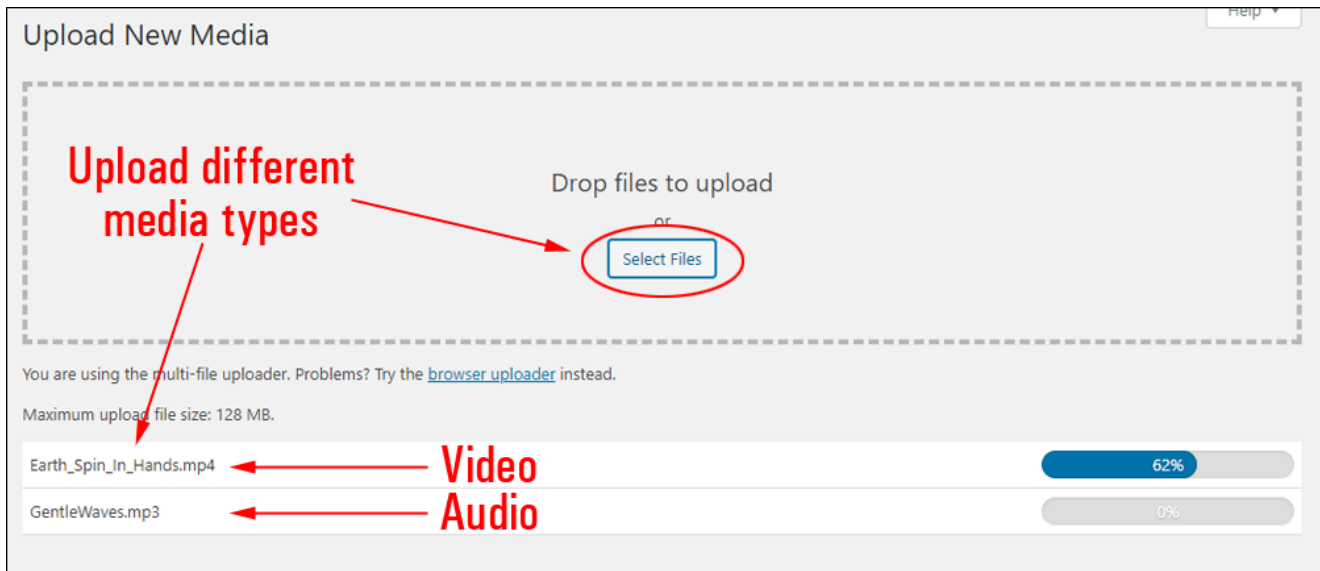
Selecting the file(s) you want to upload and clicking **Open** also activates a progress bar on the **Upload New Media** screen so you can track the progress of your upload.



Media file uploading.

You can also use this method to upload different media file types (e.g. audio and video files) from your computer or an external hard drive.

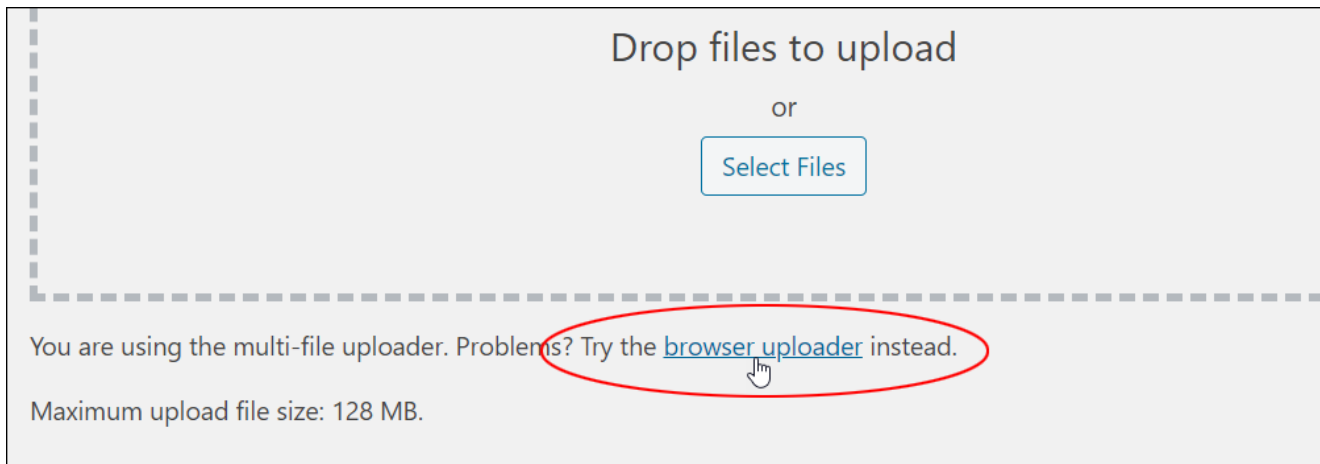
As you add new files, the selected files are placed in a queue waiting to be uploaded.



Queue and upload different media types to the Media Library using the Select Files button.

## Use The Browser Uploader

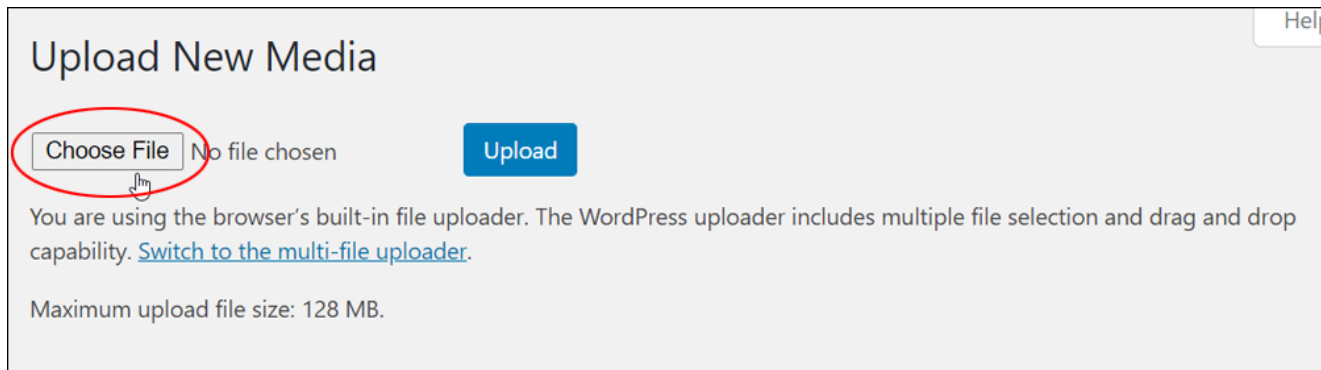
If you experience any issues uploading your files using the above methods, try using the **browser uploader** instead.



Try using the browser uploader if you experience any issues uploading media to the Media Library.

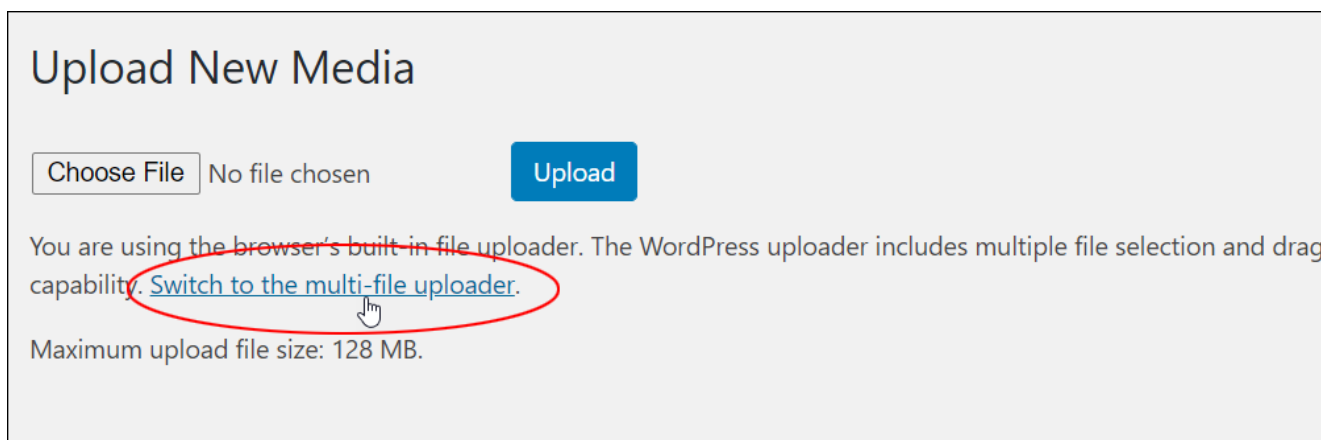
Clicking on the **browser uploader** link brings up a new screen like the one shown below.

Click the **Choose File** button, then locate the file you want to upload and click on the **Upload** button to import your media file.



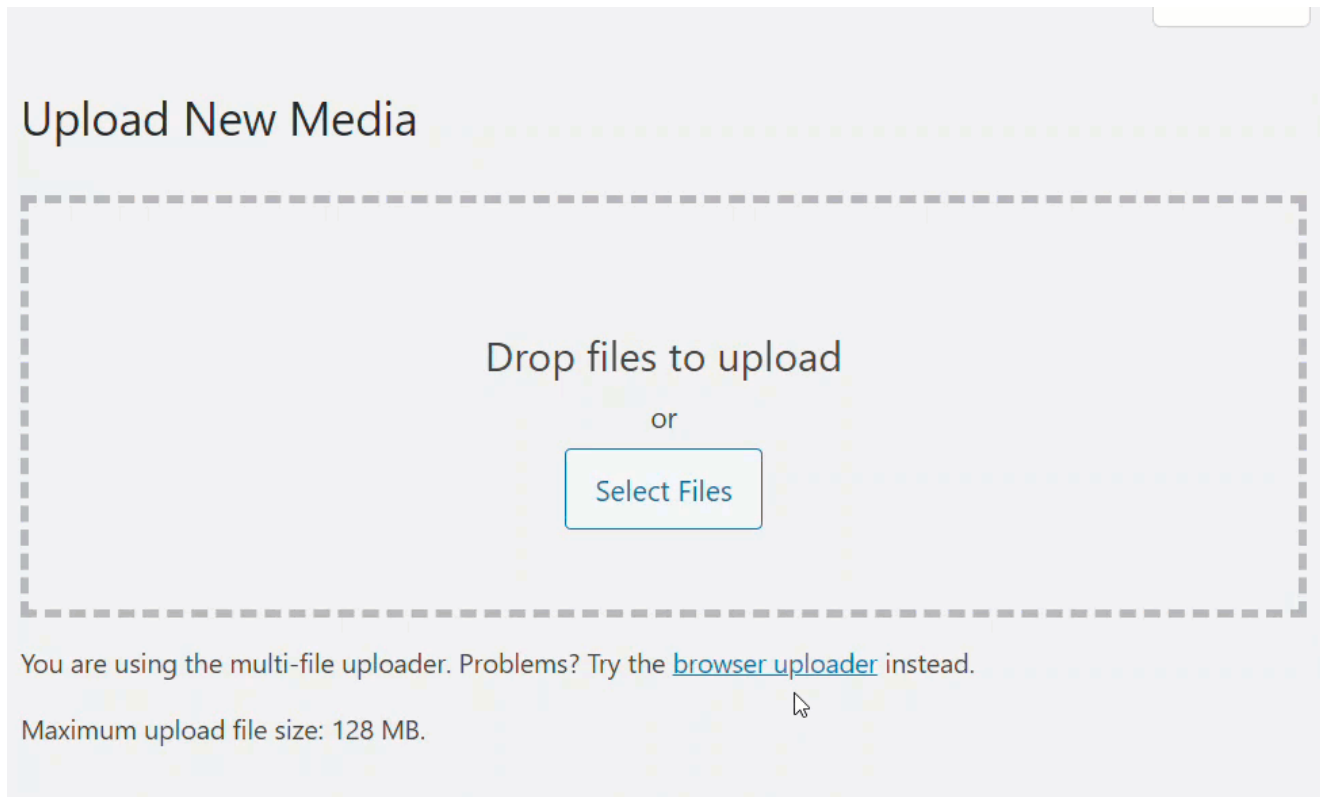
Click Choose File and select the file to upload.

To exit the browser uploader and return to the multi-file uploader, click on **Switch to the multi-file uploader.**



Click the link to switch back to the multi-file uploader.

You can switch to either the Browser Uploader or the Multi-File uploader at any time by clicking on the links.



Switch between the Browser Uploader and the Multi-File uploader by clicking on the links.

## Attaching Media Files To Posts And Pages

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As described earlier, there are two ways to upload media to WordPress:

1. You can upload and add media into your content while creating or editing a Post or Page,
2. You can upload media that is not attached to any existing Post or Page yet.

If a media file is uploaded within the edit screen of a post or page, it will automatically be attached to (i.e. associated with) the post or page you are working on.

If a media file is uploaded via the Media Library on its own, then the file(s) will be unattached.

These file(s) can be attached to a post or page when you select them from the Media Library and add them to your post or page later, but you can also attach any unattached media files directly from the Media Library.

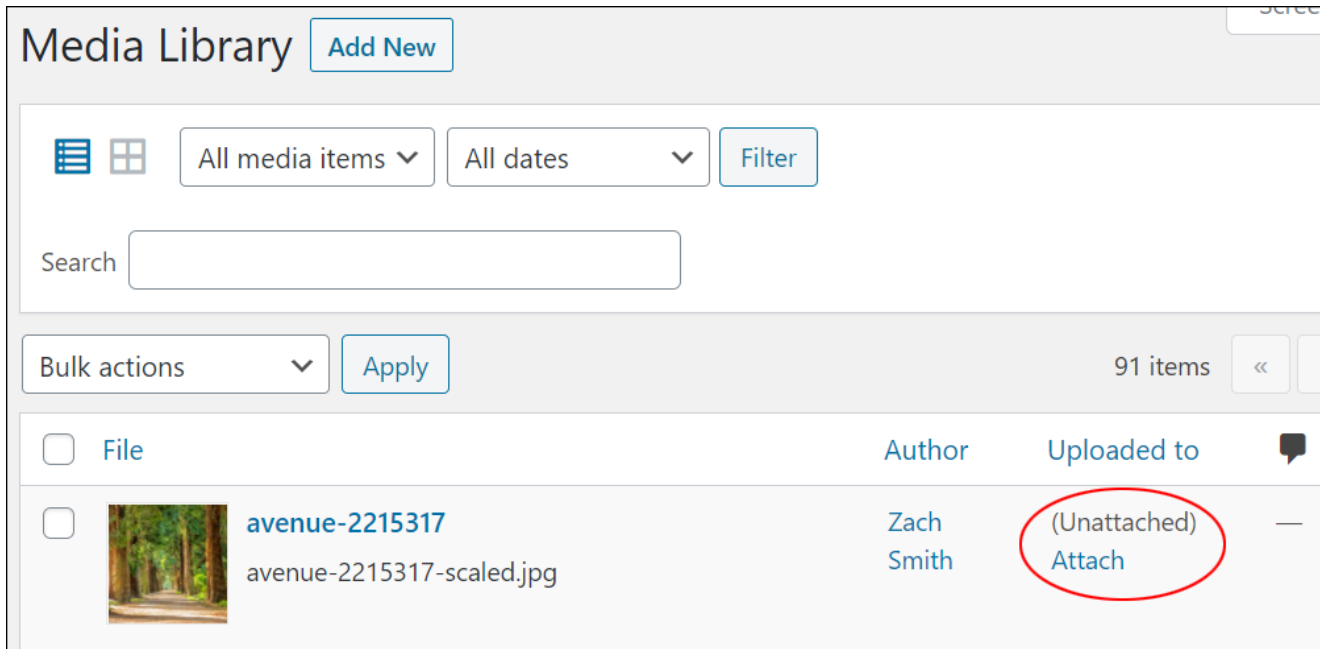
Additionally, note the following:

- Media items are also “Posts” and can be displayed as such.
- If the parent post of an attached media item is deleted, the media item will become attached to the deleted post’s parent if it exists.
- If no parent post exists, the media item will become unattached and available for re-attachment to another post or page.

Because WordPress generates posts and pages *dynamically* (i.e. “on the fly”) when users type in the URL of your post or page into their browser or click on a link pointing to a page or post on your site, it needs media files to be “attached” in order to recognize that these are being used in a post or page.

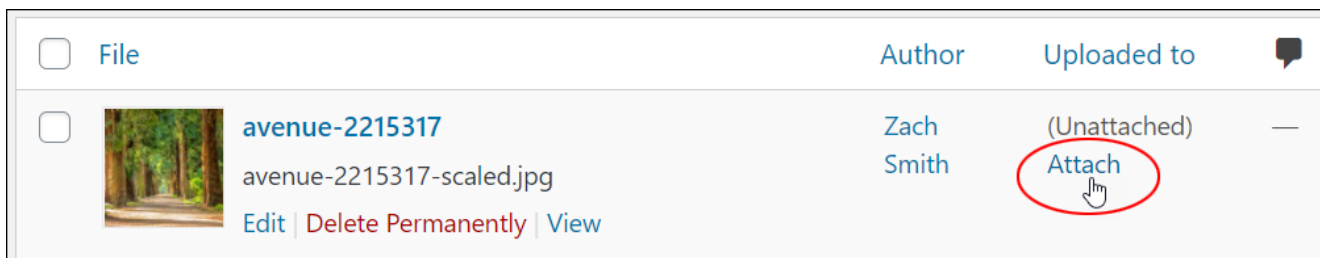
Otherwise, the file just sits in the database of the media library and WordPress has no way to tell where it is being used (or if it is being used anywhere on your site).

In the screenshot below, you can see an image that has been uploaded to the Media Library and is currently unattached to any page or post on our site.



This image is currently unattached to any post or page.

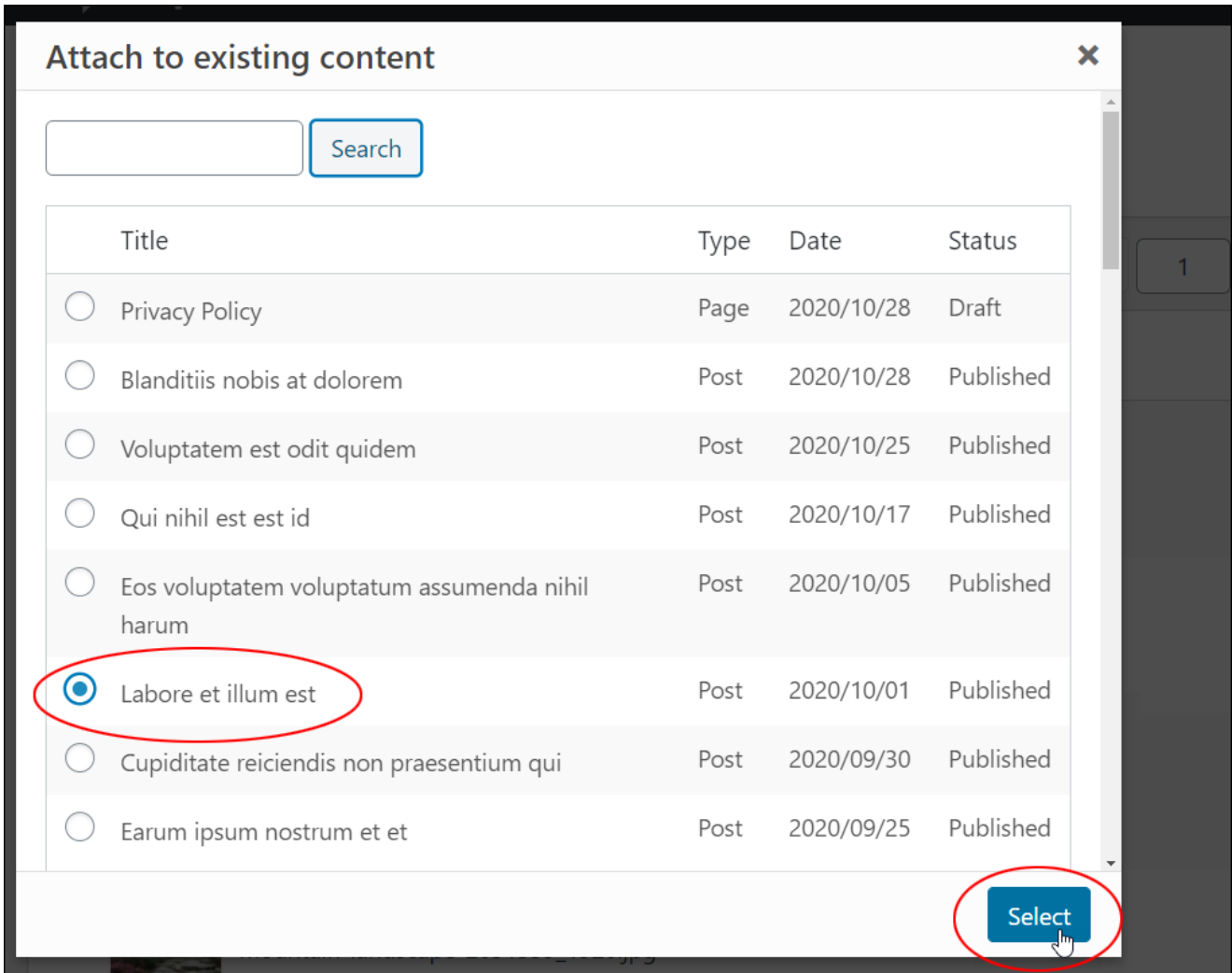
To associate this file with an existing page or post on your website, click on the **Uploaded to** > **Attach** link.



Click on the Attach link in the ‘Uploaded to’ column of your Media table to attach this file to an existing post or page on your site.

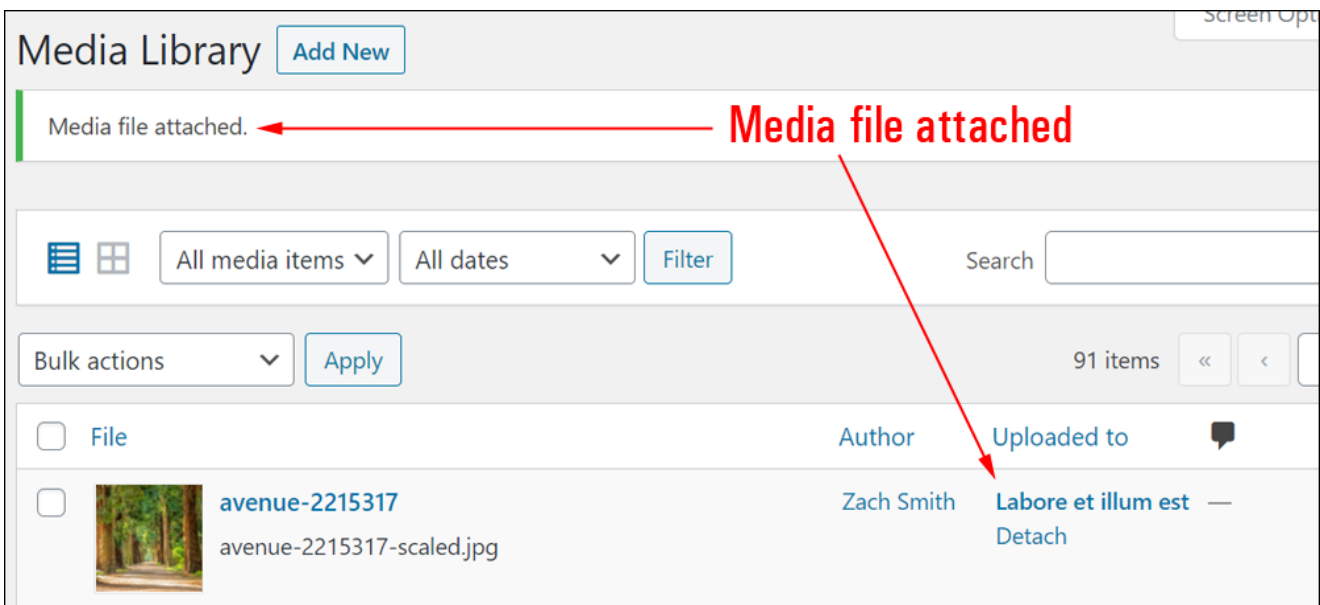
This brings up a screen that allows you to associate the file with an existing page or post.

Search for or select a page or post from the list displayed in the **Attach to existing content** window and click the **Select** button.



Select a page or post and click on the Select button.

Your image will now be attached to the selected post or page.



The media file is now attached.



You can also use this method to detach media files from existing posts or pages and make them available again (i.e. “unattached”) to be used elsewhere. To do this, simply go to the Media Library and click on the “Detach” link of an attached media file.

Note:

- *Attaching* an image to a page or a post means uploading it from your computer to your site via the Add Media tool of that page or post.
- *Inserting* the image into a page or a post means adding it to the content of that page or post.

These two functions are completely independent – you can upload an image to the Media Library without inserting it into a page or post and vice-versa.

## Inserting Media Into WordPress Posts And Pages

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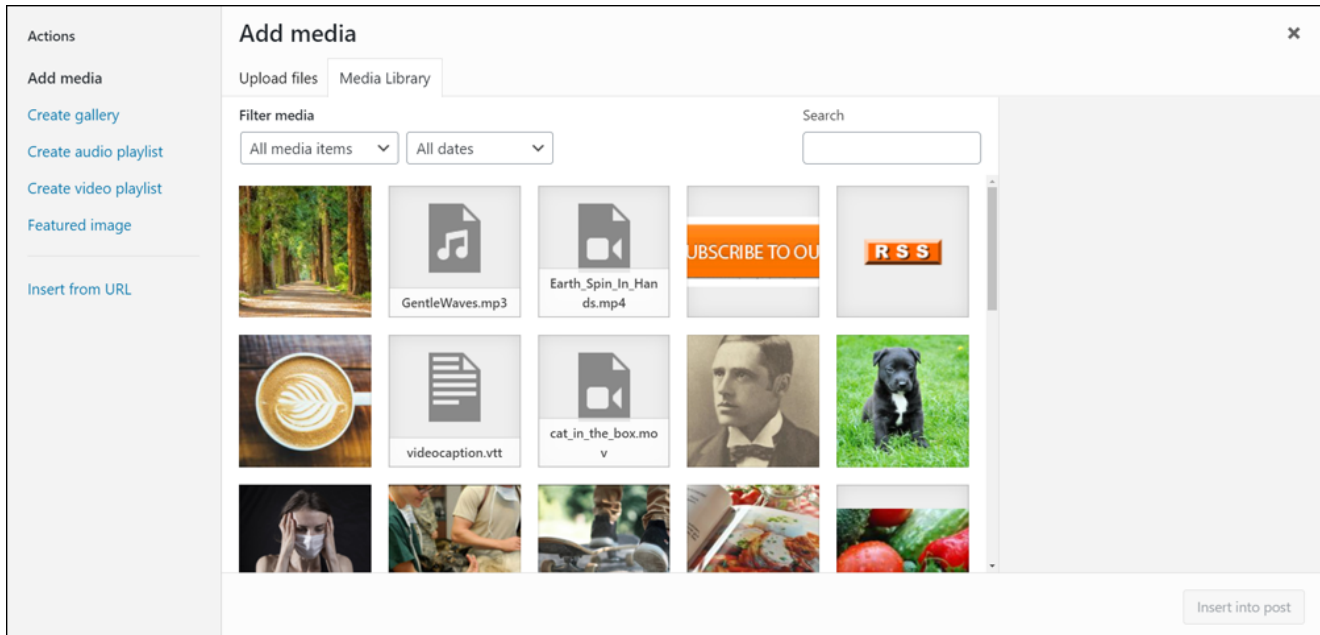
In version 5.0, WordPress introduced a new content editor called the **WordPress Block Editor**.

Adding media to posts and pages works differently depending on which editor you are working with.

To add media to posts and pages in WordPress using the **WordPress Classic Editor**, click on the Add Media button.

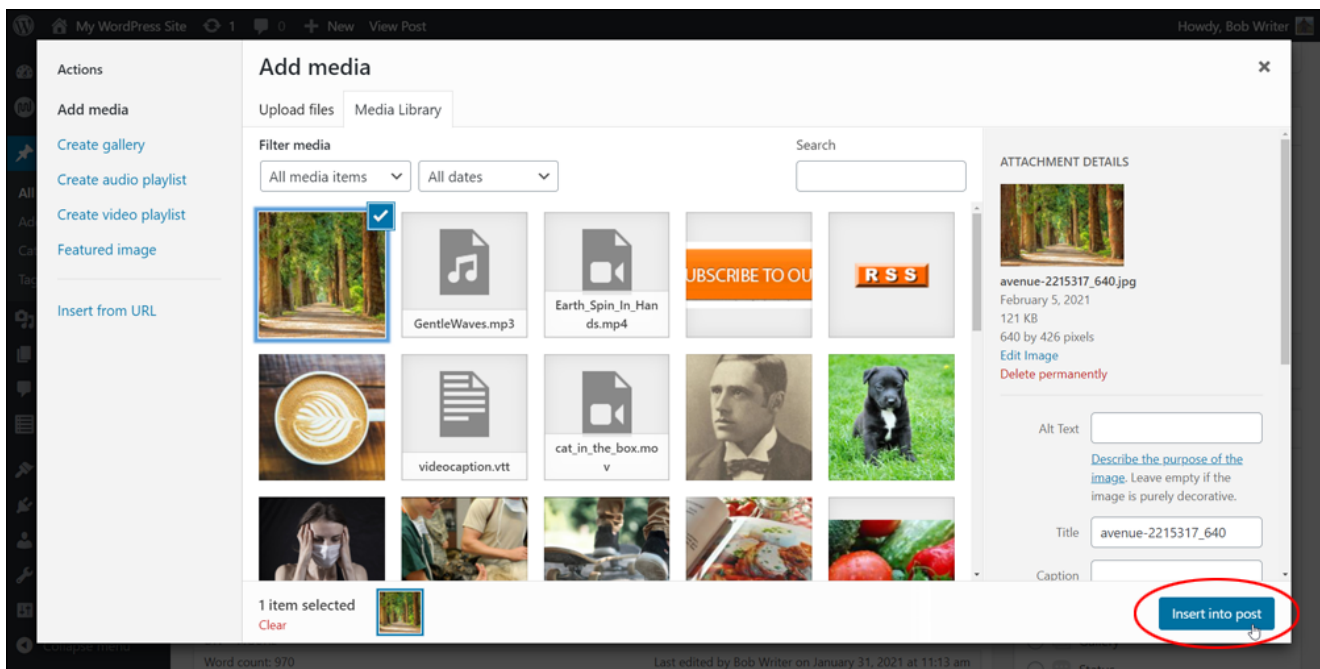






Add media screen.

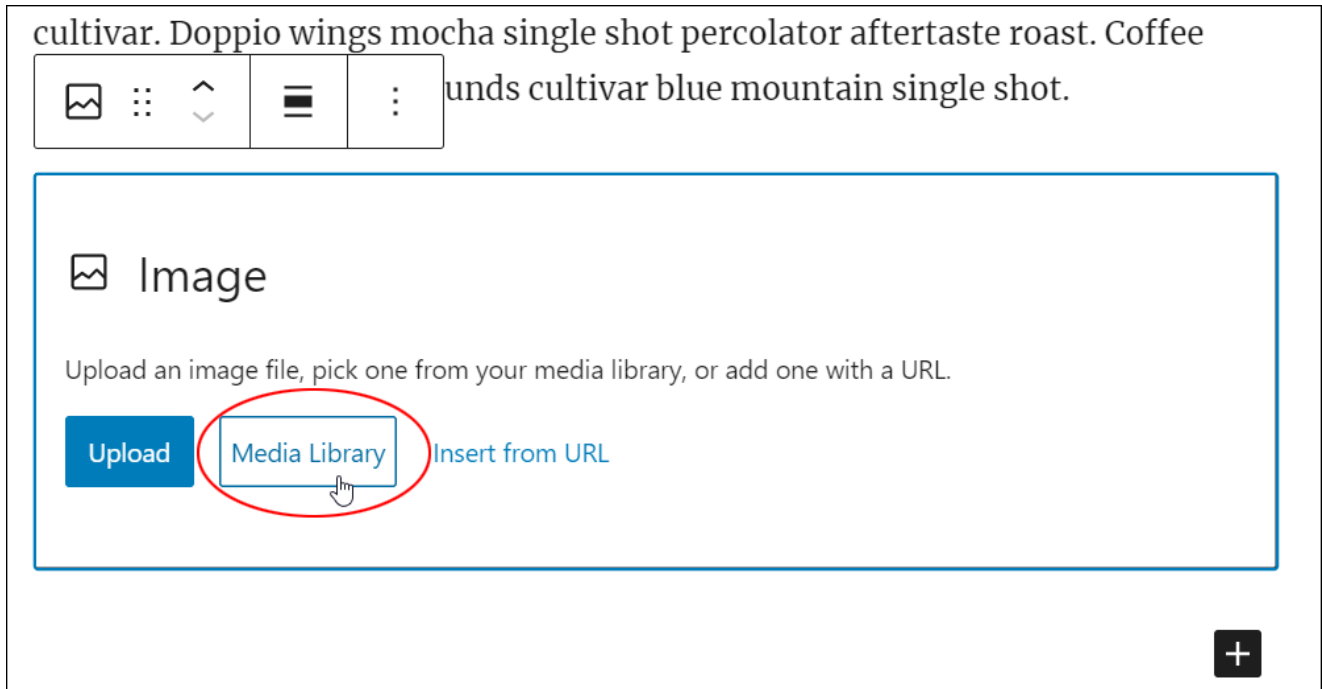
Select the media file you would like to insert into your post and click the 'Insert into post' button (or click the 'Insert into page' button if working on a page).



Select the image and click on the Insert into post button.

If you need help using the classic editor, see this tutorial: [\*\*How To Use The WordPress Classic Editor\*\*](#)

If you are using the WordPress block editor, you will insert media from the Media Library via the block that you have selected (e.g. an **Image block**, **Gallery block**, **Video block**, **Audio block**, etc.)



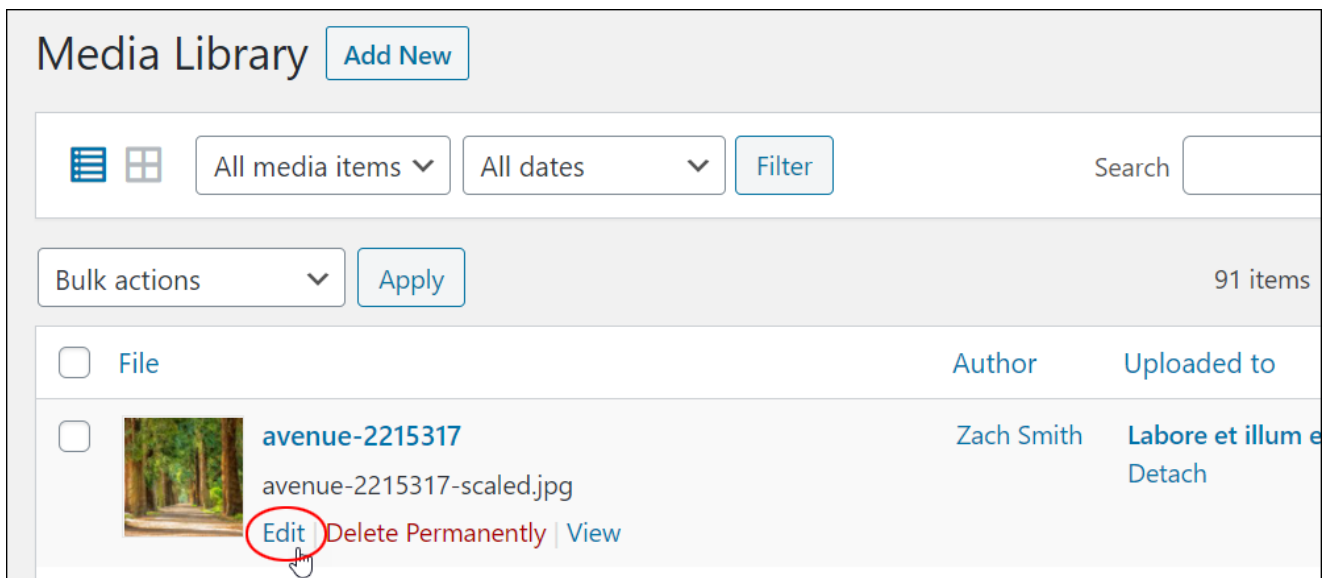
Add media to posts and pages in the WordPress Block Editor via blocks.

To learn how to use the new content editor with the Media Library, go here: [How To Use The WordPress Block Editor](#)

## Editing Media Files In The WordPress Media Library

You can edit media items once you have uploaded these to the WordPress Media Library.

To edit an item in the Media Library, hover over the item and click on the 'Edit' link.



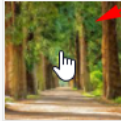
Click on the Edit link to edit your media file.

You can also edit the media item by clicking on its file name or thumbnail image.

Media Library [Add New](#)

All media items ▾ All dates ▾ [Filter](#)

Bulk actions ▾ [Apply](#)

<input type="checkbox"/>	File	Author
<input type="checkbox"/>	 <p><a href="#">avenue-2215317_640</a> avenue-2215317_640.jpg <a href="#">Edit</a>   <a href="#">Delete Permanently</a>   <a href="#">View</a></p>	Bob Writer


**Click to edit**


Click on the media thumbnail or its title to edit the file.


If you are viewing the Media Library using the grid view, click on the thumbnail image to edit the file.


Media Library [Add New](#)


All media items ▾ All dates ▾ [Bulk select](#)



  
 GentleWaves.mp3

  
 Earth\_Spin\_In\_Hands.  
mp4



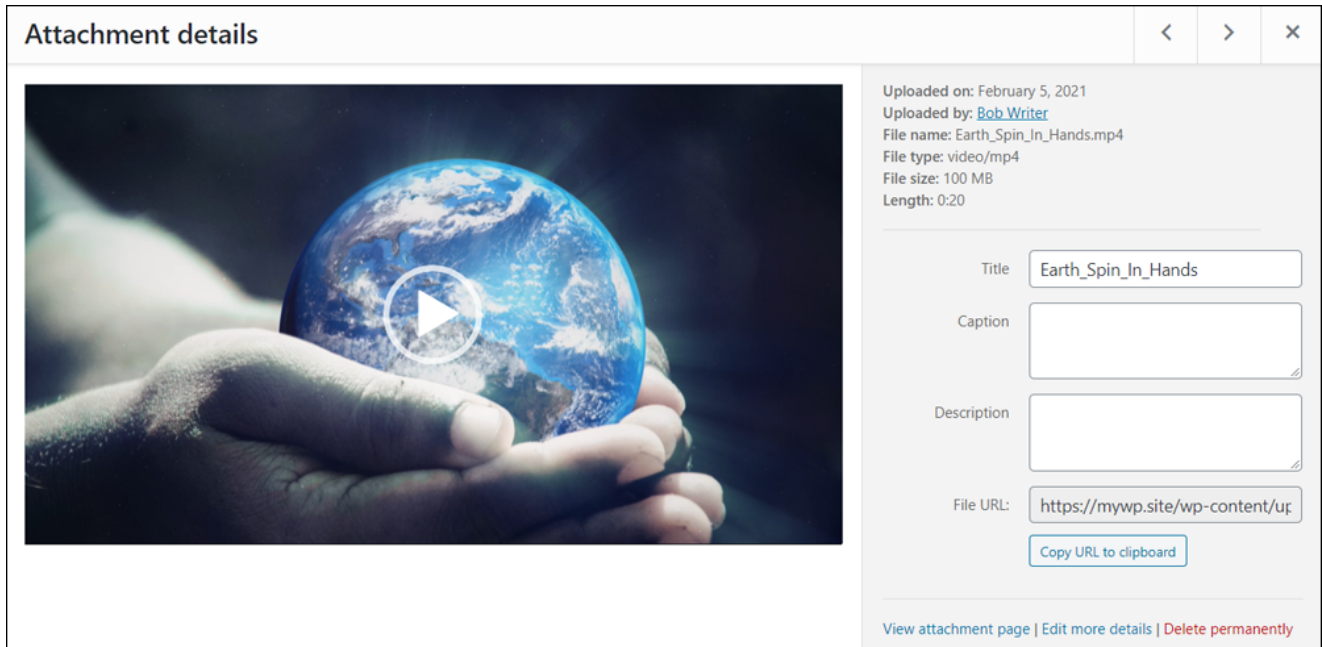


The Grid view displays image thumbnails.



With uploaded media such as videos, audios, PDF documents, etc. clicking on the thumbnail in Grid view brings up the edit 'Attachment details' screen.

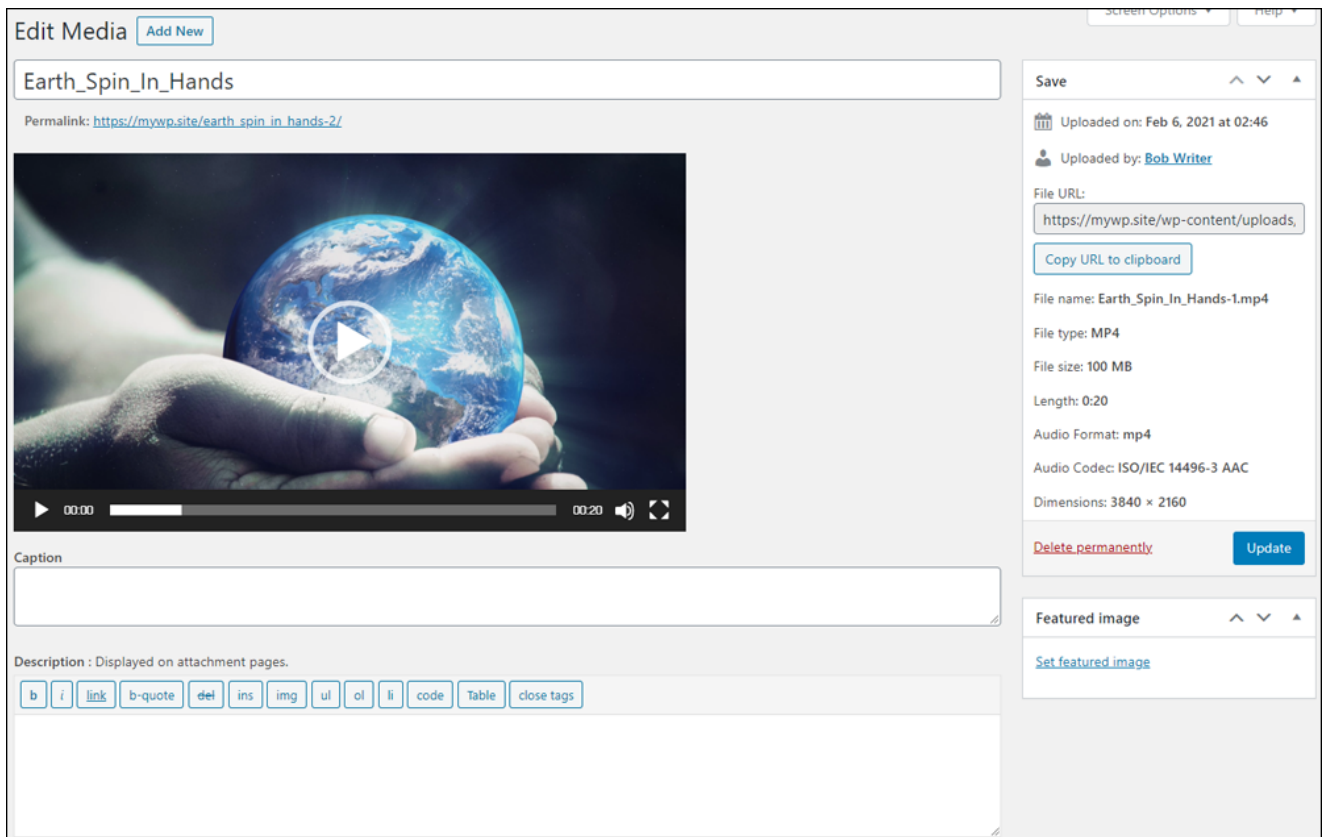
Here, you can edit the media file's attachment page details, such as the File Title, Caption, and Description.



The Attachment details screen of a video file.

Clicking on the 'Edit more details' link brings up the media file's Edit Media screen.

Here, you can view more details about your media file, edit fields like its caption and description, and set a **featured image**.




The Edit Media screen lets you view your media file's details and edit certain elements of your file.



Image files offer additional editing options than other media file types, like editing its Alternative text (alt tag) field.

### Attachment details



Uploaded on: February 5, 2021  
Uploaded by: [Bob Writer](#)  
File name: avenue-2215317\_640.jpg  
File type: image/jpeg  
File size: 121 KB  
Dimensions: 640 by 426 pixels

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

Title

Caption

Description

File URL:

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


Edit your image's attachment details.

Clicking on the 'Edit more details' link brings up additional ways to edit your image, such as cropping, flipping, scaling, resizing, etc.

**Attachment details** < > ×

Crop Rotate left Rotate right Flip vertical Flip horizontal

Undo Redo



Cancel Save

**SCALE IMAGE** ?

Original dimensions 640 × 426

New dimensions:

640 × 426

Scale

**IMAGE CROP** ?


Aspect ratio:

:

Selection:

×

**THUMBNAIL SETTINGS** ?



Current thumbnail

Apply changes to:

- All image sizes
- Thumbnail
- All sizes except thumbnail

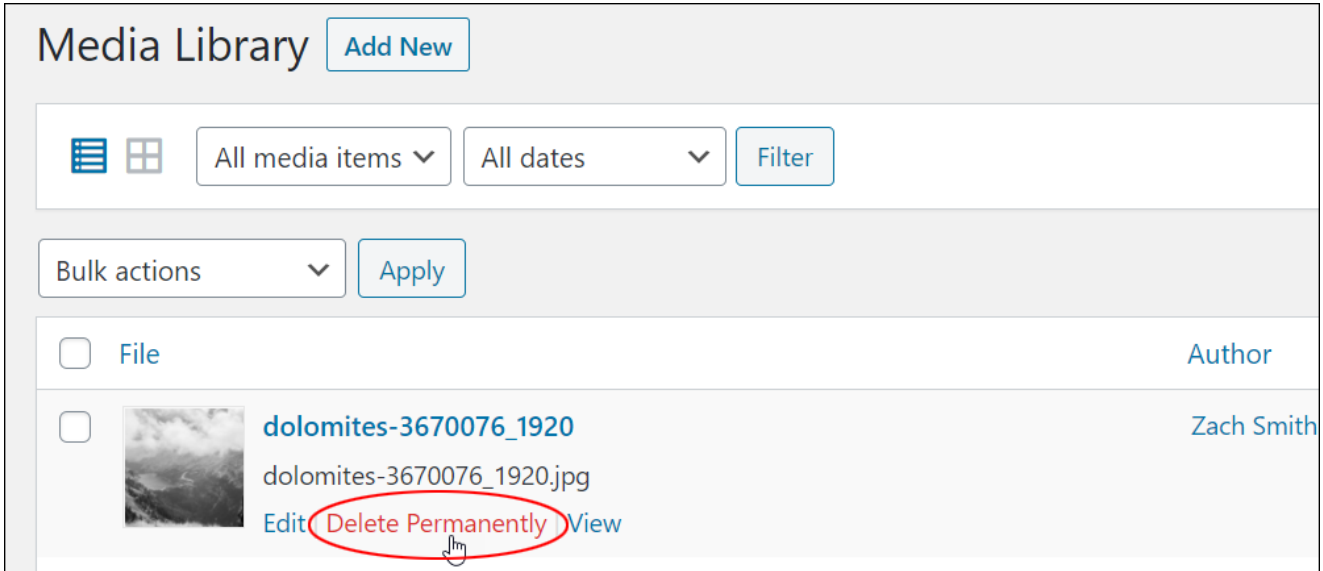
You can also edit additional aspects of your image in the Media Library.

For a detailed tutorial on how to edit images in the WordPress Media Library, go here: [\*\*How To Edit Images In The WordPress Media Library\*\*](#)

## Deleting Media Files From The WordPress Media Library

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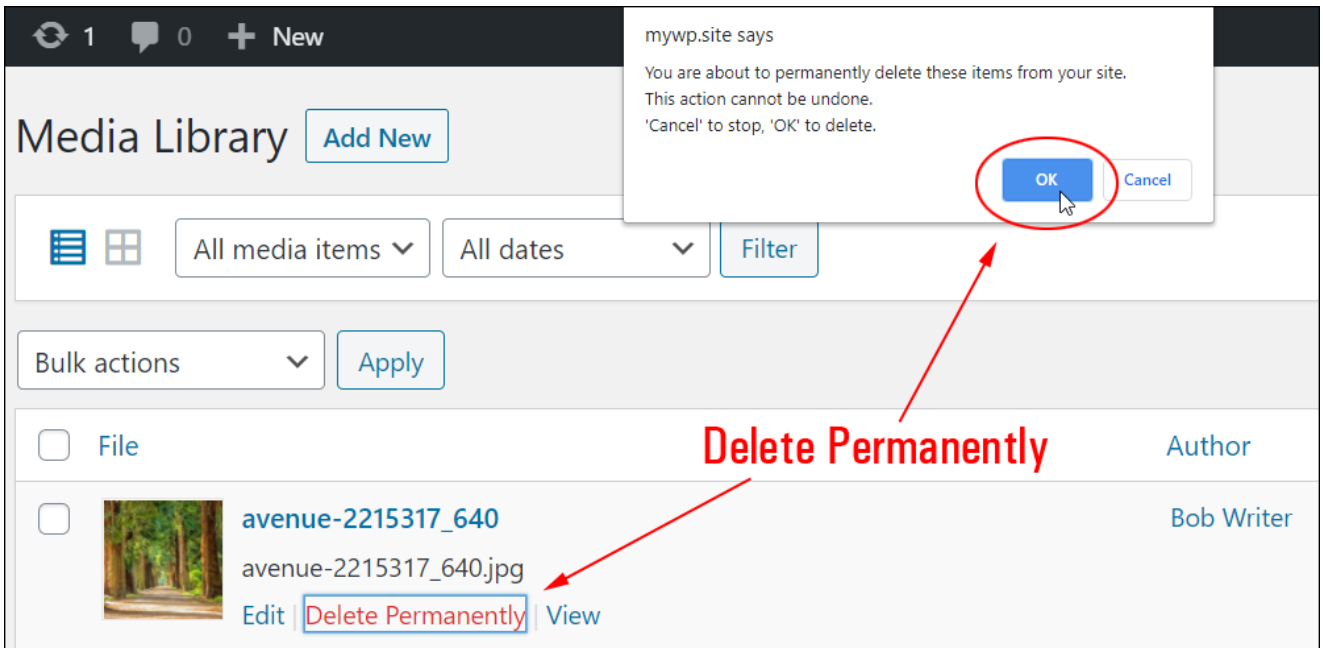
To delete an item from the Media Library, hover over the item and click on the 'Delete Permanently' link.



Hover over a media file and click the Delete Permanently link to delete it.

You will be asked to confirm if you want to delete the file. Keep in mind that once you delete a file from your site, you cannot undo this operation (you can, however, reupload the file to your site).

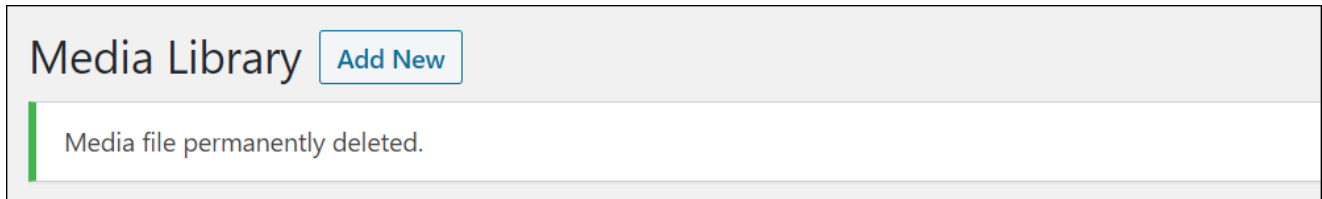
Click the 'OK' button to proceed or 'Cancel' to stop.



Confirm if you want to delete the media file or not.

If you proceed, your media file will be permanently deleted.



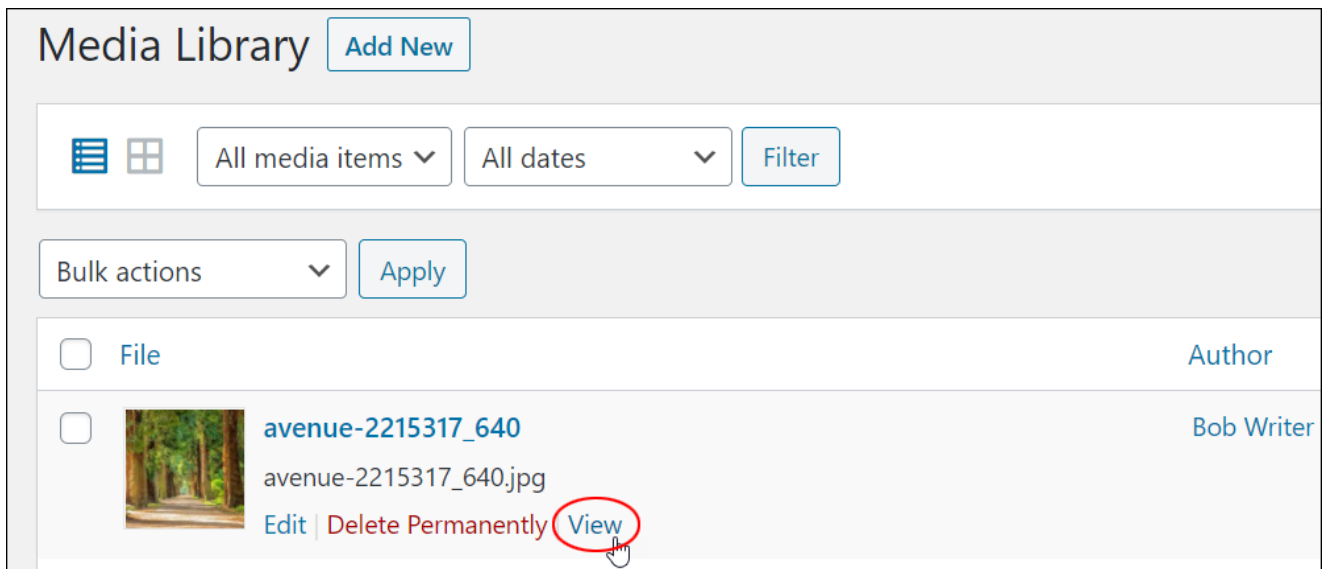


A confirmation message lets you know that your media file has been permanently deleted.

See the **Filtering Options** section further below for details on how to delete multiple media files from the WordPress Media Library.

## Viewing Items Uploaded To The WordPress Media Library

You can view items you have uploaded to the WordPress Media Library by hovering over the item and clicking on the 'View' link.



Click on the View link to view your media file.

The file displays as a separate post or attachment page.

**My WordPress Site** Salads Summer Recipes Winter Recipes Blog Login

My Tagline Goes Here

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[Previous Image](#)


---

# avenue-2215317\_640

February 5, 2021

640 × 426

[Edit](#)



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WordPress displays your media file as a separate post.

## Additional Information – Media Library Table

Media Library items are displayed in a table, with all your media items listed by row (if viewing in List mode), and the newest uploaded item listed first.

<input type="checkbox"/>	File	Author	Uploaded to	Comments	Date
<input type="checkbox"/>	avenue-2215317_640 avenue-2215317_640.jpg	Bob Writer	(Unattached) Attach	—	5 mins ago
<input type="checkbox"/>	GentleWaves GentleWaves.mp3	Bob Writer	(Unattached) Attach	—	5 hours ago
<input type="checkbox"/>	Earth_Spin_In_Hands Earth_Spin_In_Hands.mp4	Bob Writer	(Unattached) Attach	—	5 hours ago
<input type="checkbox"/>	dolomites-3670076_1920 dolomites-3670076_1920.jpg	Bob Writer	(Unattached) Attach	—	5 hours ago
<input type="checkbox"/>	rss-subscribe — Image Widget rss-subscribe.png	Bob Writer	(Unattached) Attach	—	2021/02/01
<input type="checkbox"/>	rss_button_roman_bertle_04 rss_button_roman_bertle_04.png	Bob Writer	My Coffee Blog – RSS Directory Detach	—	2021/02/01
<input type="checkbox"/>	coffee-983955_1920 coffee-983955_1920.jpg	Bob Writer	My Coffee Blog Detach	—	2021/01/31
<input type="checkbox"/>	videocaption videocaption.vtt	Bob Writer	Money-Saving Tips Detach	—	2020/12/29

Media Library Table – List view.

The Media Library Table displays information about your media files in various columns. These include:

- – Check the box to select a media file item. Multiple selected items can be processed using the ‘Bulk actions’ dropdown menu.
- **File** – Displays the media file thumbnail, media file title, the filename of the uploaded media, and the file type (after the filename).
- **Author** – Displays the name of the user who uploaded the media file or the file’s assigned author. Click on the Author link in this column to filter and display all media files uploaded by the user. *Note:* Files can be assigned a different author than the user who uploaded the file. For details on how to change authors for media files, see this tutorial: [How To Edit Images In The WordPress Media Library](#).
- **Uploaded to** – Displays the post or page the media file has been attached to (or if the file is unattached). If a file is attached to a Post or Page, click on the title of the Post or Page to open the edit screen. If a media file is unattached, an “Attach” link will appear allowing the media file to be attached to selected Posts or Pages.
- **Comments** – Notifies you of any comments that have been posted on the media attachment page by displaying a number in a comments bubble. For more details about using comments, see our tutorial on [How To Manage Comments In WordPress](#)
- **Date** – Displays the date or time the media file was uploaded to the Media Library.

The file's media type (e.g TXT, PNG, JPG, PDF) is displayed below the file's name (i.e. the title of your media file). *Note:* this is not the same as the *filename*, which is the name of the file uploaded to the Media Library.

The screenshot shows a 'Media Library' interface. At the top, there is a header with 'Media Library' and an 'Add New' button. Below the header, there are filters for 'All media items', 'All dates', and a 'Filter' button. A 'Bulk actions' dropdown and an 'Apply' button are also present. The main content is a table of media items. Red arrows point to specific elements in the first row: 'Thumbnail' points to the image icon, 'File name' points to the title 'avenue-2215317\_640', and 'File type' points to the filename 'avenue-2215317\_640.jpg'. The table has columns for 'File', 'Thumbnail', 'File name', 'File type', 'Author', and 'Uploaded'.

<input type="checkbox"/>	File	Thumbnail	File name	File type	Author	Uploaded
<input type="checkbox"/>			avenue-2215317_640	avenue-2215317_640.jpg	Bob Writer	(Unattached Attach)
<input type="checkbox"/>			GentleWaves	GentleWaves.mp3	Bob Writer	(Unattached Attach)
<input type="checkbox"/>			Earth_Spin_In_Hands	Earth_Spin_In_Hands.mp4	Bob Writer	(Unattached Attach)
<input type="checkbox"/>			rss-subscribe — Image Widget	rss-subscribe.png	Bob Writer	(Unattached Attach)
<input type="checkbox"/>			rss_button_roman_bertle_04	rss_button_roman_bertle_04.png	Bob Writer	My Coffee Directory Detach







The above shows the various elements of your media file.

If a media file has only been recently uploaded, the Date column will display how long ago the upload took place.

Media Library [Add New](#)

All media items  All dates  Search

Bulk actions  78 items « < 1 of 4 > »

<input type="checkbox"/> File	Author	Uploaded to		Date
<input type="checkbox"/>  <b>avenue-2215317_640</b> avenue-2215317_640.jpg	Bob Writer	(Unattached) Attach	—	15 mins ago
<input type="checkbox"/>  <b>GentleWaves</b> GentleWaves.mp3	Bob Writer	(Unattached) Attach	—	5 hours ago
<input type="checkbox"/>  <b>Earth_Spin_In_Hands</b> Earth_Spin_In_Hands.mp4	Bob Writer	(Unattached) Attach	—	5 hours ago
<input type="checkbox"/>  <b>rss-subscribe — Image Widget</b> rss-subscribe.png	Bob Writer	(Unattached) Attach	—	2021/02/01
<input type="checkbox"/>  <b>rss_button_roman_bertle_04</b> rss_button_roman_bertle_04.png	Bob Writer	My Coffee Blog – RSS Directory Detach	—	2021/02/01
<input type="checkbox"/>  <b>coffee-983955_1920</b> coffee-983955_1920.jpg	Bob Writer	My Coffee Blog Detach	—	2021/01/31

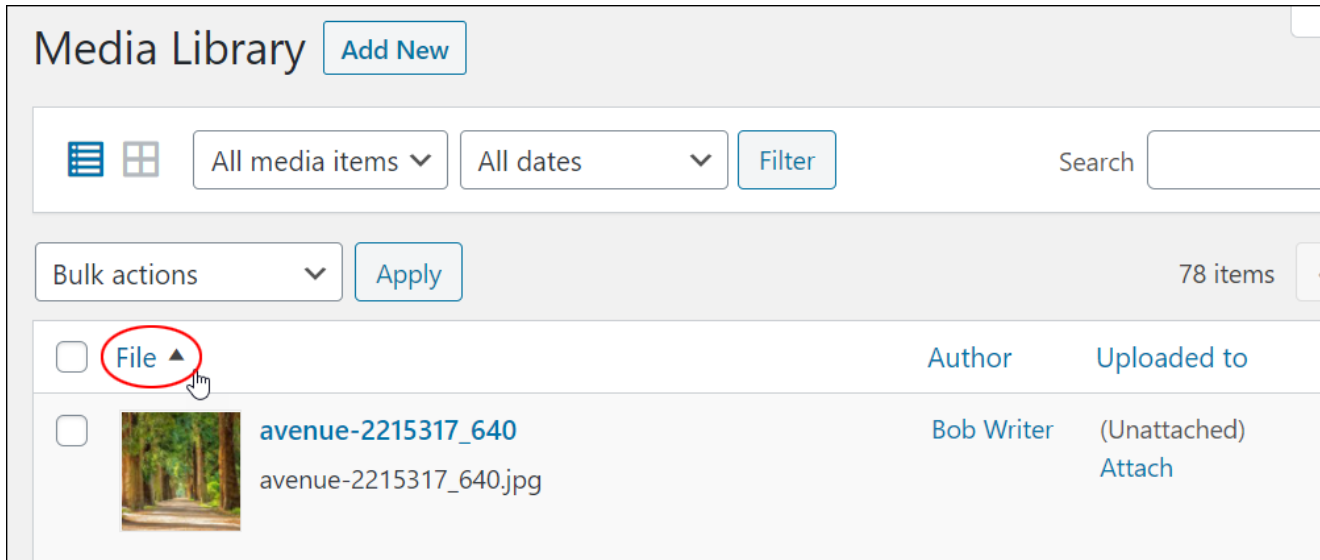
Media Table – Date column.

## Sortable Columns

You can click on the column headings in the Media Library Table to sort media file entries in ascending or descending order.

Hover over a column title (e.g. *File*), and an up arrow or down arrow will display. Click the column heading title to change the sort order of your media files.

This applies to all columns (for example, click on the Author column to sort media files by author or click on the Date column to view newer or older entries first).

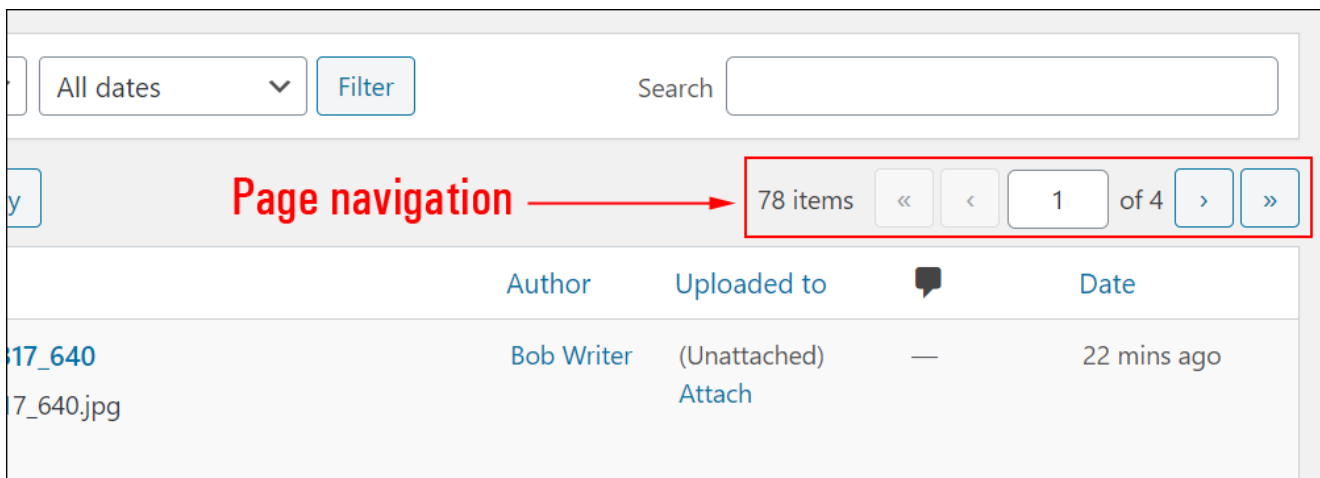


Click on the arrows or column headings to sort items in the Media Library table columns.

## Media Library Table – Page Navigation

The Media Library Table displays how many items have been uploaded and the number of pages (if there is more than one page of uploaded media).

You can use the navigation arrows to skip to the first or last page or to move backward or forward one page at a time. You can also enter a page number in the current page number box to go directly to that page.



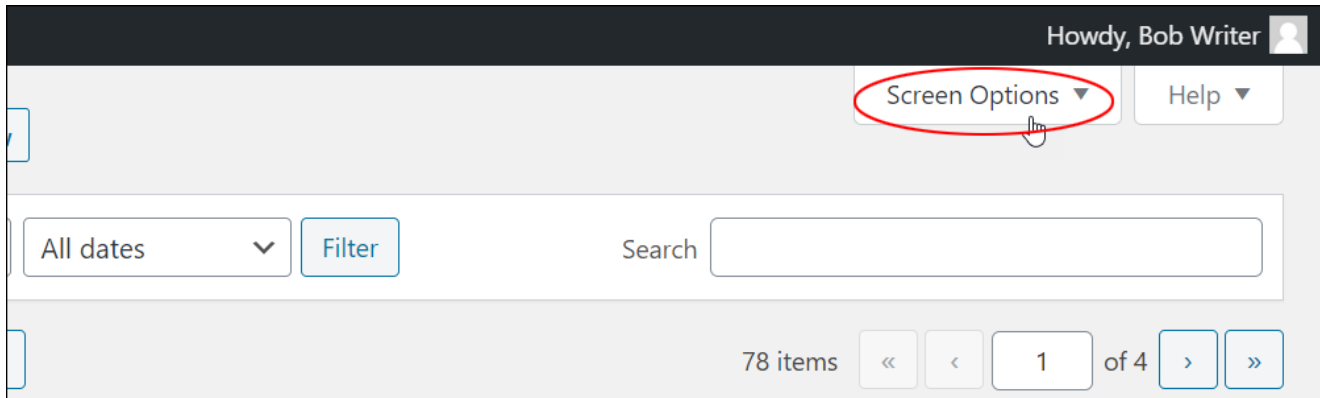
Use the WordPress Media Library page navigation features to navigate through your list of media files.

You can also specify the number of media items to display per page (see next section below).

## Media Library Screen Options

The **Screen Options tab** lets you select which columns to display (or hide from view) in the Media Library Table.

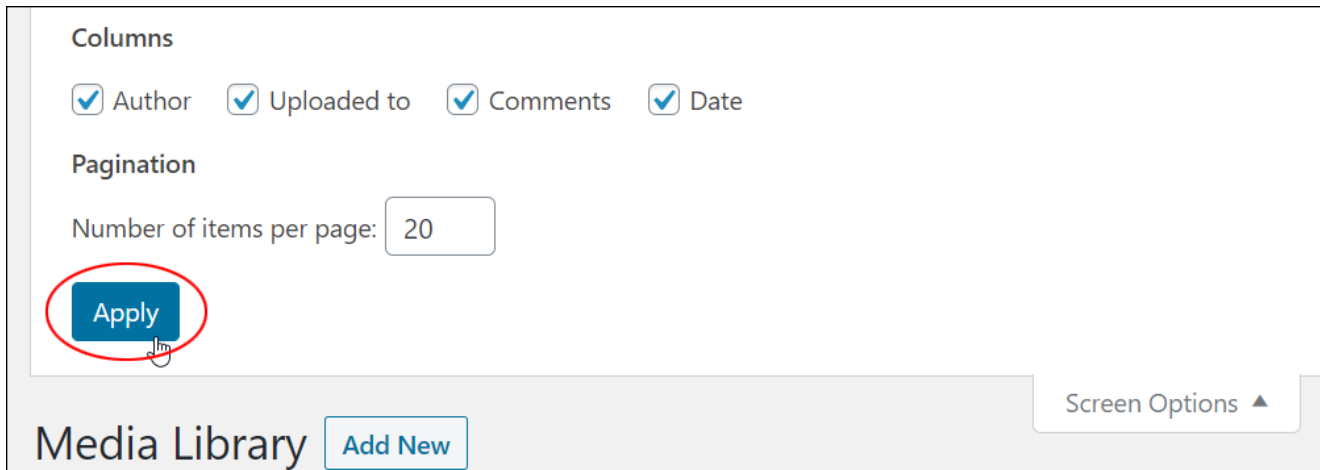
Click on the **Screen Options** tab in the top right-hand corner of your Media Library screen.



Media Library – Screen Options Tab.

A list of columns displays with a check-box next to each column. Check the box to display a column in the Media Library Table or leave the box unchecked to hide the column.

You can also specify the number of media items to display per page in the Media Library Table (default = 20 items per page). Remember to click the 'Apply' button when finished to apply your new settings.



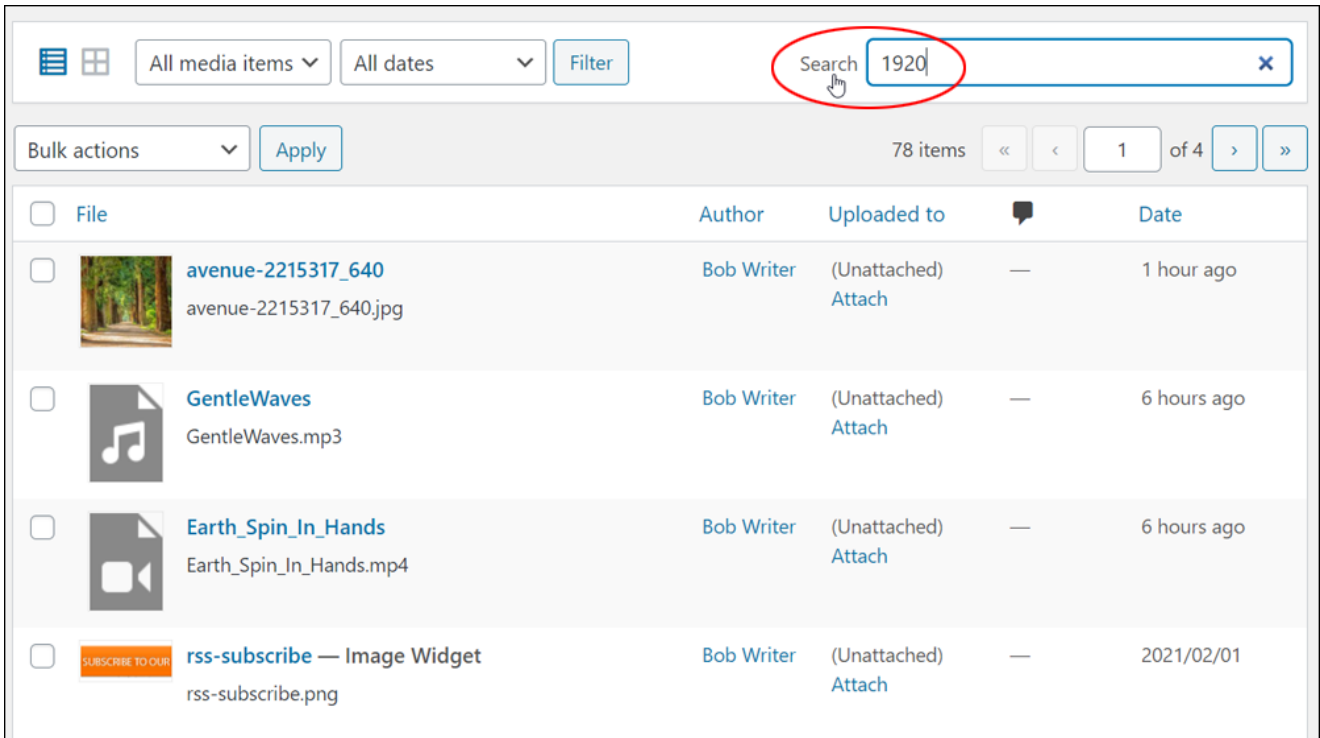
Configure your screen options and click the Apply button to save your settings.

Click the 'Screen Options' tab again to close the Screen Options settings area.

## Search Media

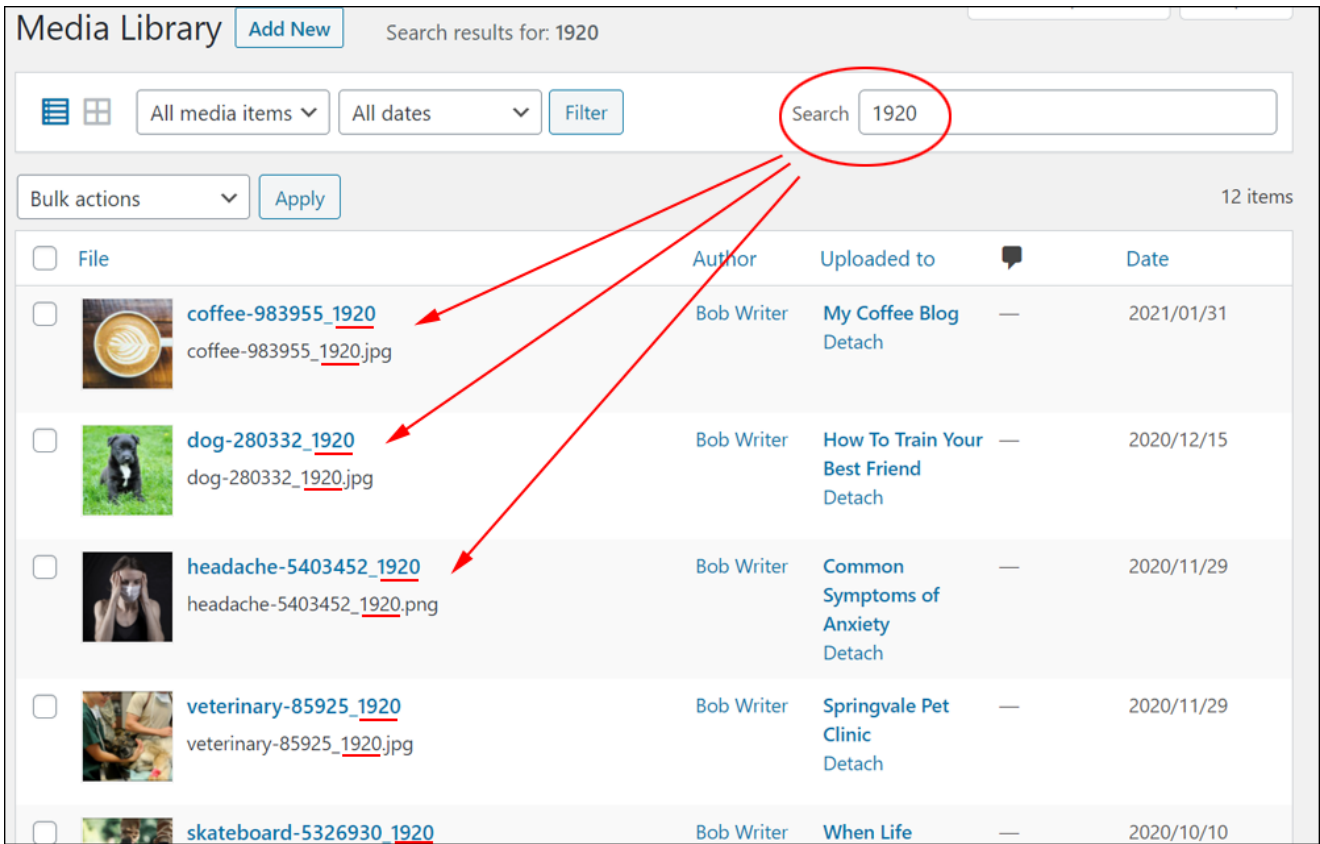
Above and to the right of the Media Library Table is a search box. This feature is especially useful if you have uploaded loads of media files to the Media Library.

Enter one or more search terms (separate multiple terms using commas) and hit Enter.



Use the Media Library search function to locate your media files quickly.

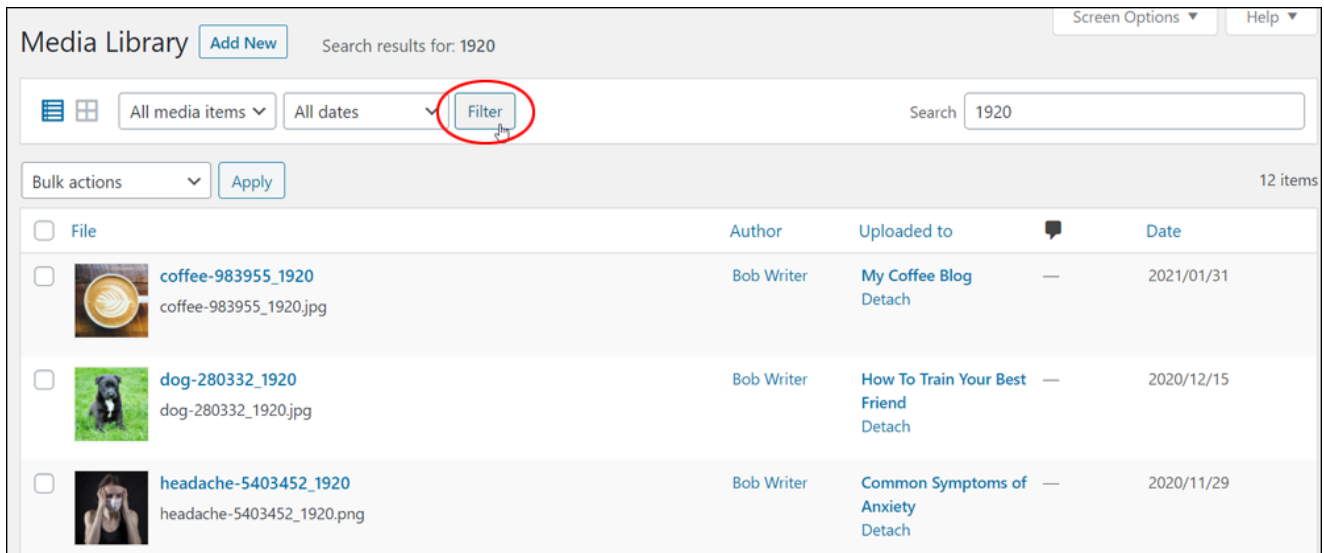
This will display all the media files that include your search term(s).






Media Library search results.



To reset your page and display all the media files in your Media Library Table, click the Filter button and make sure the filter dropdown menus are set to their default ('All media items' and 'All dates').

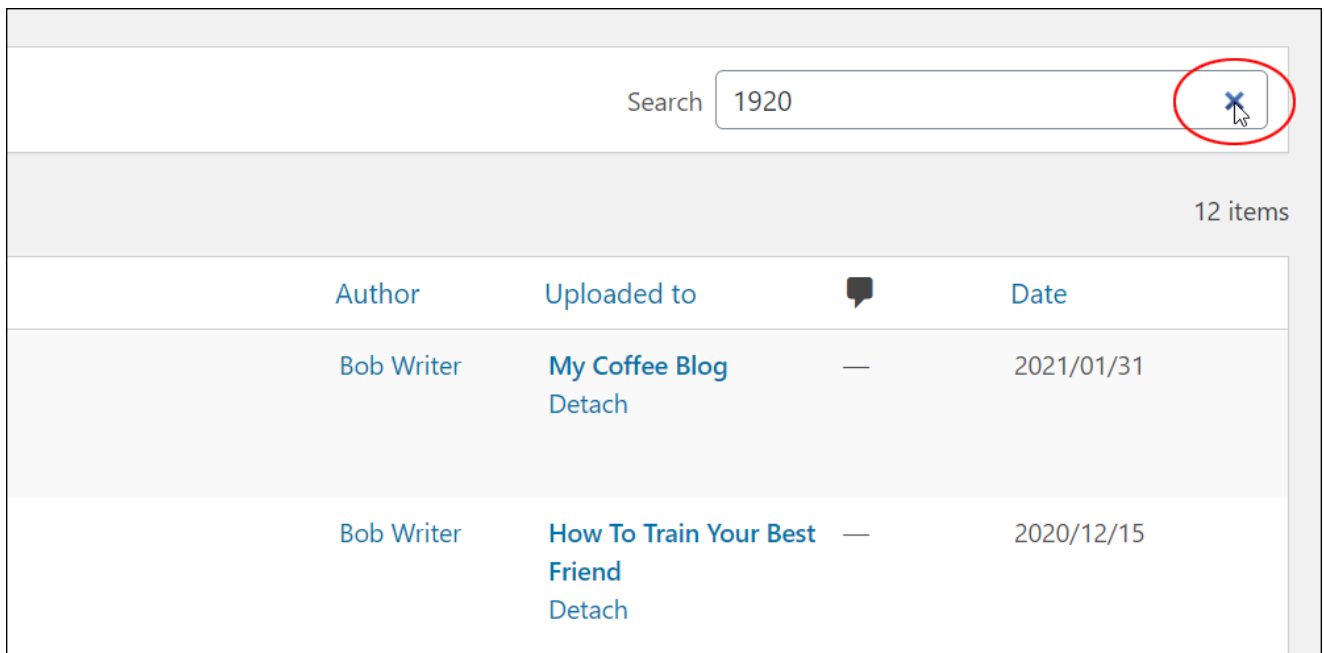


The screenshot shows the Media Library interface. At the top, there is a search bar with the text "Search results for: 1920". Below the search bar, there are two dropdown menus: "All media items" and "All dates". To the right of these dropdowns is a button labeled "Filter", which is circled in red. Below the search bar, there is a "Bulk actions" dropdown and an "Apply" button. The main content area displays a table with 12 items. The table has columns for "File", "Author", "Uploaded to", and "Date".

File	Author	Uploaded to	Date
<input type="checkbox"/>  coffee-983955_1920 coffee-983955_1920.jpg	Bob Writer	My Coffee Blog Detach	2021/01/31
<input type="checkbox"/>  dog-280332_1920 dog-280332_1920.jpg	Bob Writer	How To Train Your Best Friend Detach	2020/12/15
<input type="checkbox"/>  headache-5403452_1920 headache-5403452_1920.png	Bob Writer	Common Symptoms of Anxiety Detach	2020/11/29

Click the Filter button with the dropdown menus set to their default to return a list of all media files in your Media Library.

Alternatively, just click the X in the search box to clear your search results and return the full list of media items in your Media Library.



The screenshot shows the Media Library interface. At the top, there is a search bar with the text "Search 1920". To the right of the search bar is a button with an "X" icon, which is circled in red. Below the search bar, there is a "Bulk actions" dropdown and an "Apply" button. The main content area displays a table with 12 items. The table has columns for "Author", "Uploaded to", and "Date".

Author	Uploaded to	Date
Bob Writer	My Coffee Blog Detach	2021/01/31
Bob Writer	How To Train Your Best Friend Detach	2020/12/15

Click the X to return a list of all media files to your Media Library Table.

## Filtering Options

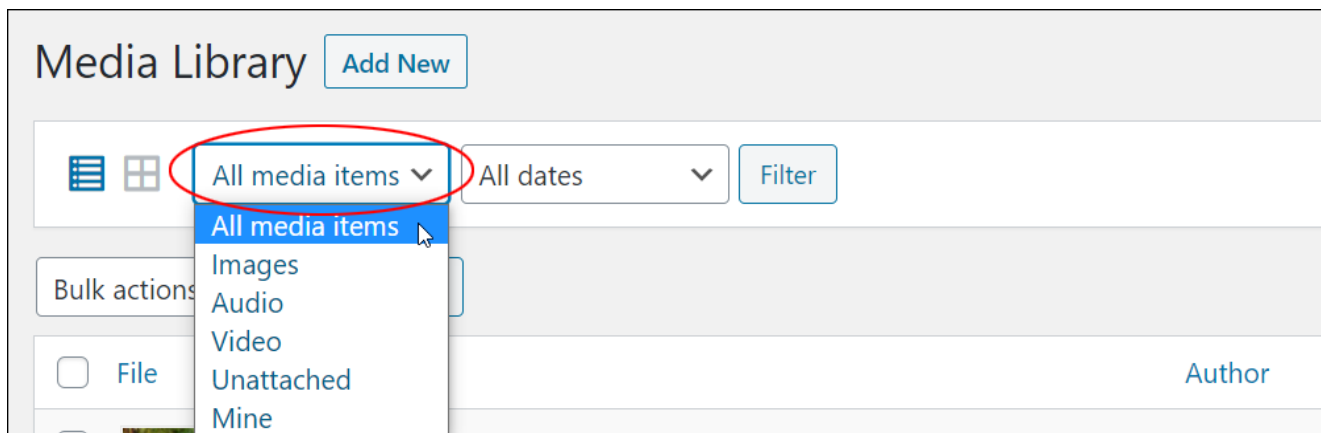
Use the Media Library Table filter dropdown menus to display a list containing only selected media files of a certain file type, or media files that were uploaded within a certain period range.

The **File Type** dropdown menu lists all your uploaded media file types, eg:

- All media items
- Images
- Audio
- Video
- Unattached
- Mine (there are the media files you have uploaded)

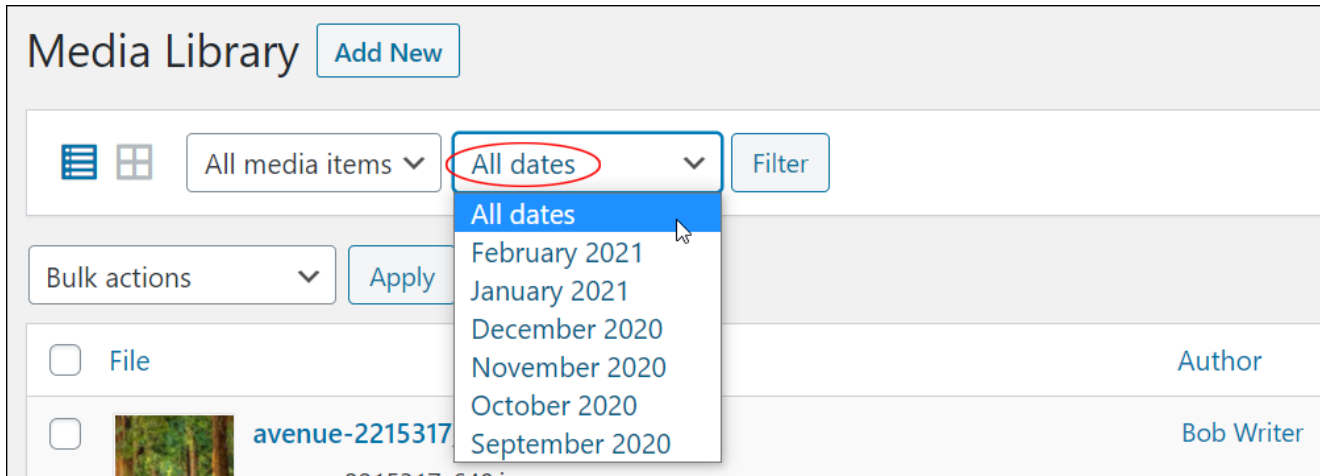
As you upload new file types, these will be added to the dropdown menu and become available for selection.

Consequently, removing all files of a certain type will remove that category from the dropdown menu.



Select a file type from the dropdown menu to filter a list of media files containing only files of that type.

Additionally, use the **Filter by Date** dropdown menu to display only media files that were uploaded to the Media Library during a specific period of time.



Use the Filter by Date dropdown menu to narrow your list of uploaded media files to a specific date range.

The **Bulk Actions** dropdown menu lets you delete multiple selected media file entries from your Media Library.





To use the Bulk Actions filter, (1) select the checkbox(es) for all media files you want to delete, then (2) select **Delete Permanently** from the Bulk Actions drop-down menu, and (3) click the **Apply** button.

Media Library [Add New](#)

All media items  [Filter](#)

Bulk actions  **3**

Bulk actions  
Delete permanently **2**

			Author
<input type="checkbox"/>	 avenue-2215317_640 avenue-2215317_640.jpg		Bob Writer
<input checked="" type="checkbox"/>	 GentleWaves GentleWaves.mp3	<b>1</b>	Bob Writer
<input checked="" type="checkbox"/>	 Earth_Spin_In_Hands Earth_Spin_In_Hands.mp4		Bob Writer
<input checked="" type="checkbox"/>	 <b>SUBSCRIBE TO OUR</b> rss-subscribe — Image Widget rss-subscribe.png		Bob Writer






Delete multiple media files from your Media Library using the Bulk actions dropdown menu.

You can select media files by ticking the box next to each entry individually or click on the column header checkbox to select all media files (alternatively, uncheck this box in the header or footer title bar to deselect all entries in the Media Library Table).

Media Library [Add New](#)

All media items ▾ All dates ▾ [Filter](#)

Bulk actions ▾ [Apply](#)

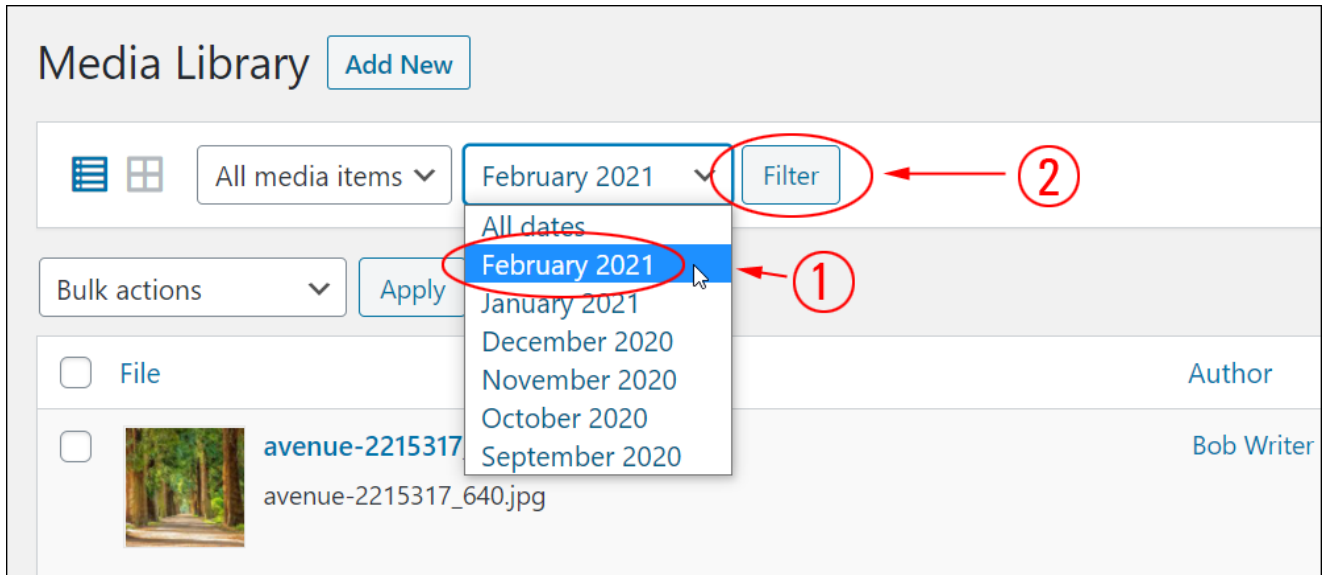
<input checked="" type="checkbox"/> File		Author
<input checked="" type="checkbox"/>	 <b>avenue-2215317_640</b> avenue-2215317_640.jpg	Bob Writer
<input checked="" type="checkbox"/>	 <b>GentleWaves</b> GentleWaves.mp3	Bob Writer
<input checked="" type="checkbox"/>	 <b>Earth_Spin_In_Hands</b> Earth_Spin_In_Hands.mp4	Bob Writer
<input checked="" type="checkbox"/>	 <b>rss-subscribe — Image Widget</b> rss-subscribe.png	Bob Writer
<input checked="" type="checkbox"/>	 <b>rss_button_roman_bertle_04</b> rss_button_roman_bertle_04.png	Bob Writer

*Note: A red circle highlights the main 'File' checkbox, and a red arrow points to it with the text 'Select all'.*

Tick or untick the main checkbox in the Header or Footer of the Media Library Table select or deselect all media file items.

These two filtering dropdown menus allow you to narrow your list of media files considerably.

For example, to display all media files uploaded during a certain period, leave the 'Filter by File Type' menu set to its default option ('All media items'), then (1) select one of the date ranges from the 'Filter by Date' dropdown menu, and (2) click on the **Filter** button to apply your filter selection.



Narrow your list of media files considerably using the Media Library filtering options.

## WordPress Media Plugins

There are several plugins you can add to your WordPress site to enhance your Media Library functionality and help you better manage and organize your uploaded media.

For example:

### Media Library Assistant

The image shows two parts of the Media Library Assistant plugin. The top part is a screenshot of the plugin's interface within the WordPress Media Library. It features a 'Show on screen' section with various checkboxes for displaying metadata like 'ID/Parent', 'Title/Name', 'Name', 'Parent ID', 'Featured in', 'Inserted in', 'ALT Text', 'Caption', 'Description', 'Base File', 'Date', 'Author', 'Attached to', 'Att. Categories', and 'Att. Tags'. Below this is a table of media items with columns for 'ID/Parent', 'Title/Name', 'Featured in', 'Inserted in', 'Date', 'Attached to', 'Att. Categories', and 'Att. Tags'. One item is visible: 'David at Huckleberry Title david\_at\_hu ckleberry\_co lor (ORPHAN) (BAD)' with a date of '2012/04/12' and 'Attached to' 'Featured Image Test 2012/04/07 (post)'. The bottom part of the image is the plugin's download page, showing the 'Media Library Assistant' logo, the author 'By David Lingren', and a 'Download' button.

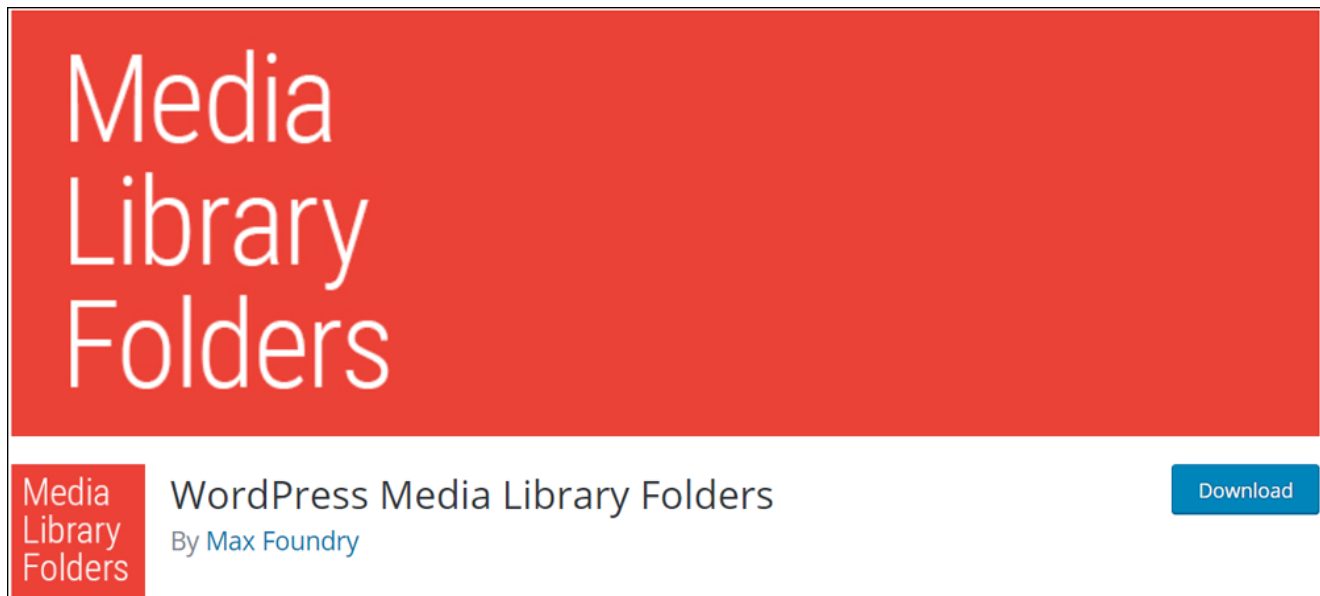
Media Library Assistant.

The **Media Library Assistant** plugin provides several enhancements to help you manage the WordPress Media Library, including shortcodes, templates, and integrations with other plugins and media formats.

For more information about this plugin, go here: [Media Library Assistant](#)

## **Media Library Folders**

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Media Library Folders

WordPress Media Library Folders  
By Max Foundry

Download

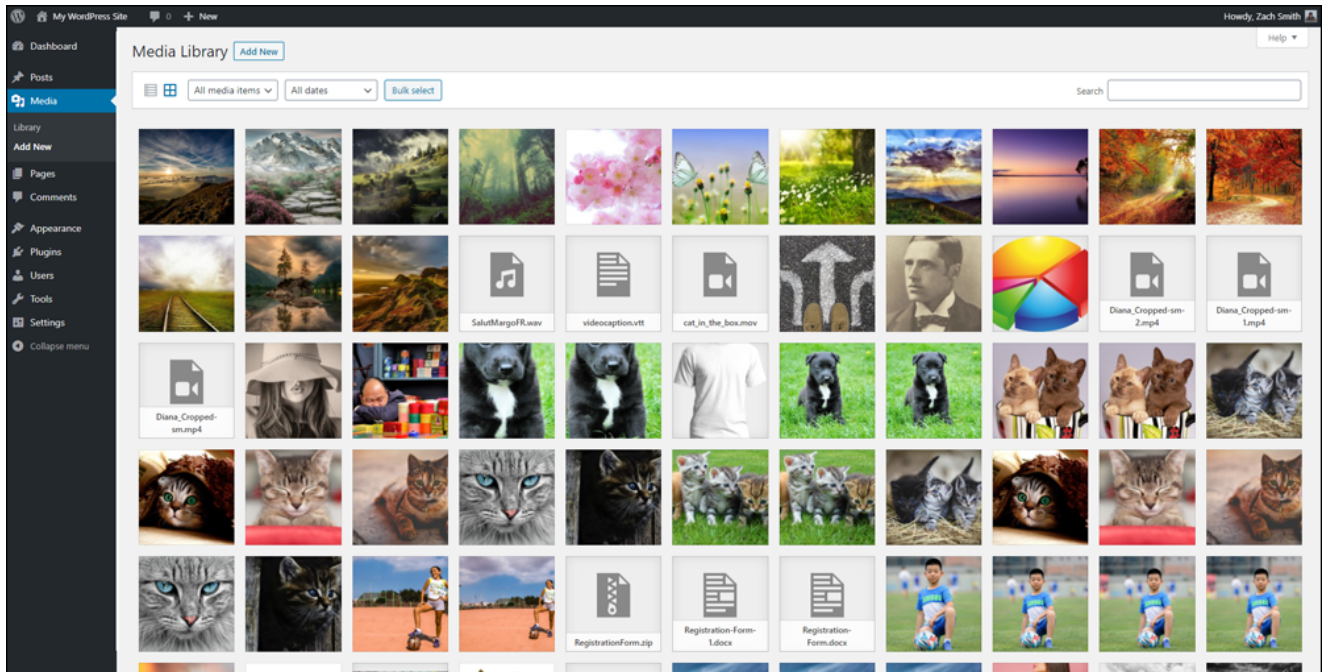
WordPress Media Library Folders plugin.

**Media Library Folders** enhances the functionality of the WordPress Media Library by allowing you to add and build new folders and subfolders to label and organize your media folders and perform operations on these folders and their contents.

It also provides an effective way to manage image and video folders when creating WordPress image galleries and albums.

For more information about this plugin, go here: [Media Library Folders](#)

Congratulations! Now you know how to use the WordPress Media Library.



The Media Library is an integral feature of the WordPress content management system.

See these additional tutorials for help using the WordPress Media Library:

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Updated: April 9th, 2023