

Managing the Media Library

Create@USQ User Guide
Last Updated: March 2023



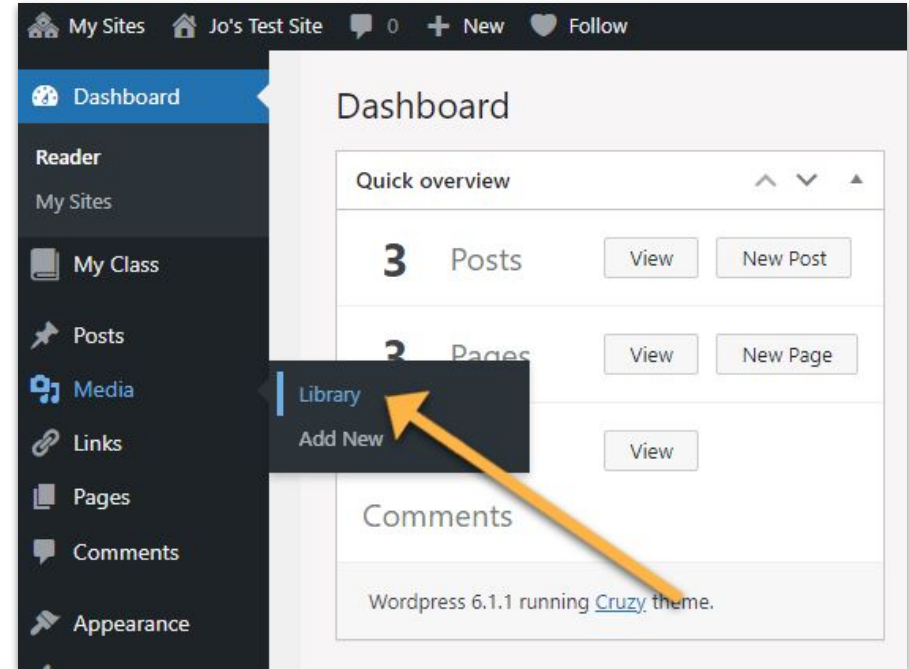
University of
**Southern
Queensland**



Your Media Library

The **Media Library** is the space where all the images and files you've uploaded to Create@UniSQ are located.

You can access your Media Library from your **Dashboard**.



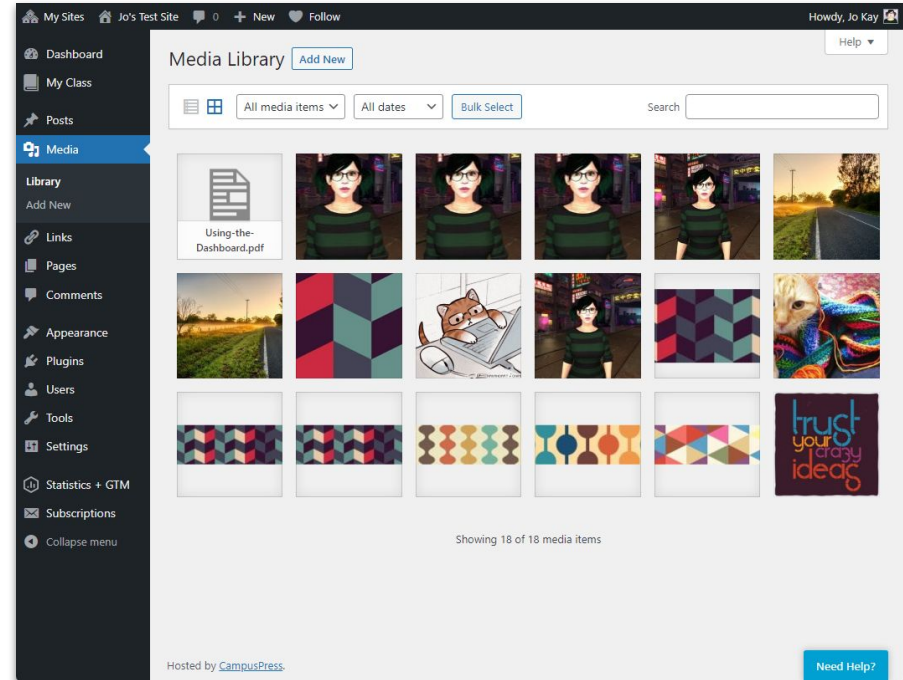
Your Media Library

Create@UniSQ allows you to upload a range of file types including:

.jpg, .jpeg, .png, .gif, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, notebook, .mp3, .m4a, .wav, .mp4, .m4v, .mpg, .wmv, .mov, .avi, .swf, .ins, .isf, .te, .xbk, .ist, .kmz, .kes, .flp, .wrx, .xml, .fjsw, .zip, .epub

The maximum file upload size is 50 MB.

Please Note: Remember to consider your copyright responsibilities before uploading files to Create@UniSQ.



The screenshot shows the Media Library interface in a web browser. The browser address bar shows "My Sites Jo's Test Site" and "Howdy, Jo Kay". The page title is "Media Library" with an "Add New" button. The interface includes a sidebar menu with options like "Dashboard", "My Class", "Posts", "Media", "Library", "Links", "Pages", "Comments", "Appearance", "Plugins", "Users", "Tools", "Settings", "Statistics + GTM", "Subscriptions", and "Collapse menu". The main content area displays a grid of 18 media items, including a PDF document titled "Using-the-Dashboard.pdf", several images of a woman, a landscape photo, a cartoon cat, and various abstract patterns. The text "Showing 18 of 18 media items" is visible at the bottom of the grid. A "Need Help?" button is located in the bottom right corner.

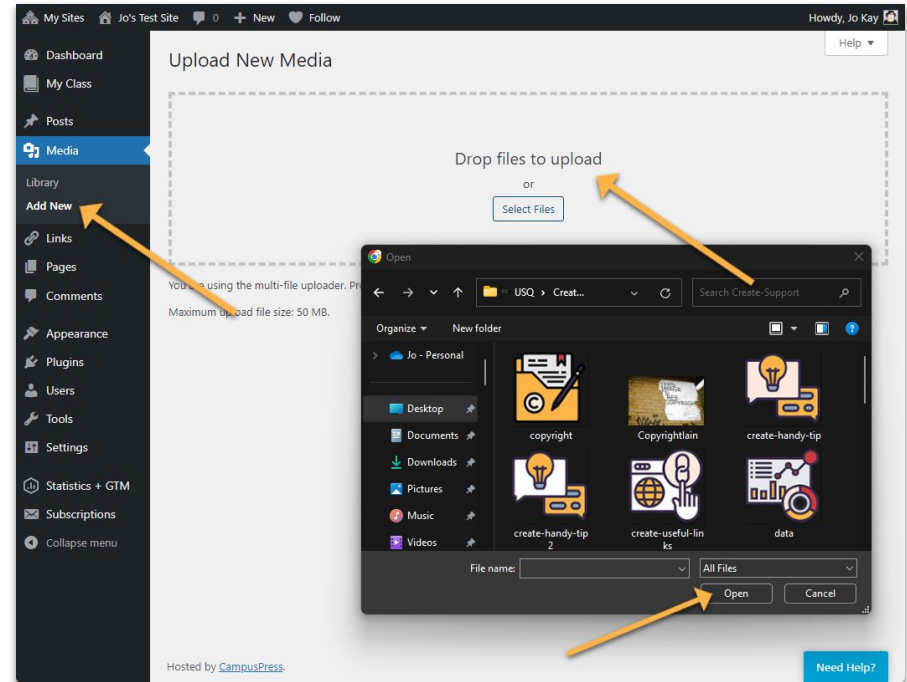
Uploading Files

To Upload files directly to your Media Library:

1. Click on **Media > Add New** from the **Dashboard Menu**.
2. On the Upload Media Page, click on the **Select Files Button** to choose a file (or files) from your computer.

Alternatively you can drag and drop the file from your computer into the **'Drop Files Here'** area.

3. Wait for your files to upload. You'll see a progress bar.
4. Click the 'Edit' Link to edit the Title, Caption and Description for each file. You can also copy the File URL location if you are intending to link to the file.
5. Once you've completed all edits, click the **Update Button**.

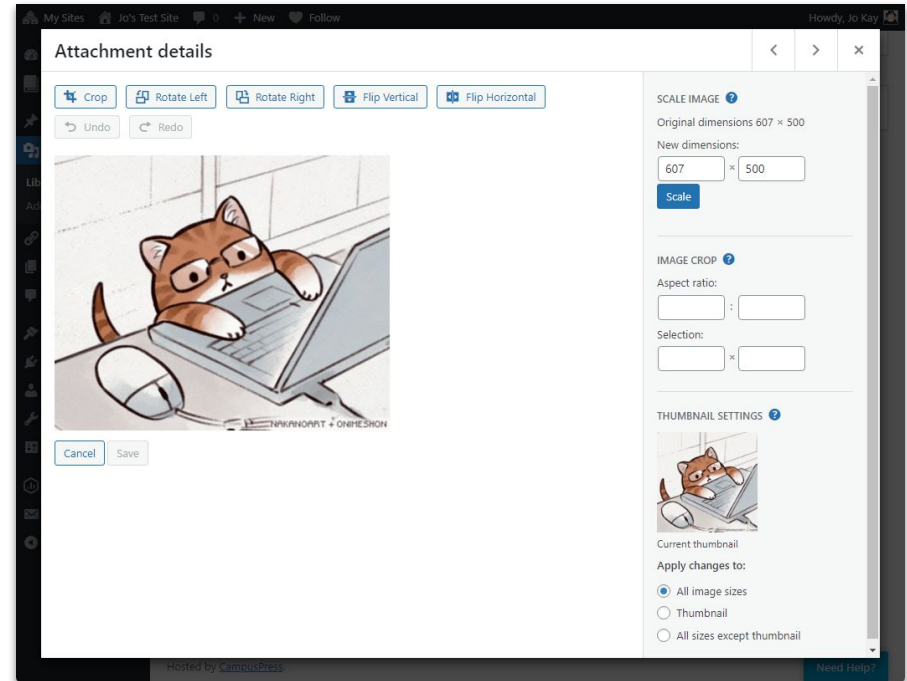


Editing Files

The Media Library also includes some basic editing tools that can be used to crop and resize images.

- **Cropping** allows you to remove any unwanted portion from an image that you have uploaded to your media library.
- You can **rotate an image** in your media library clockwise or counter-clockwise using the rotate icons.
- **Flip an image** in your media library horizontally or vertically using the flip icons.
- **Resize** any image in your Media Library smaller using the **Scale Image** editing option.

Click Save if you are happy with the results.



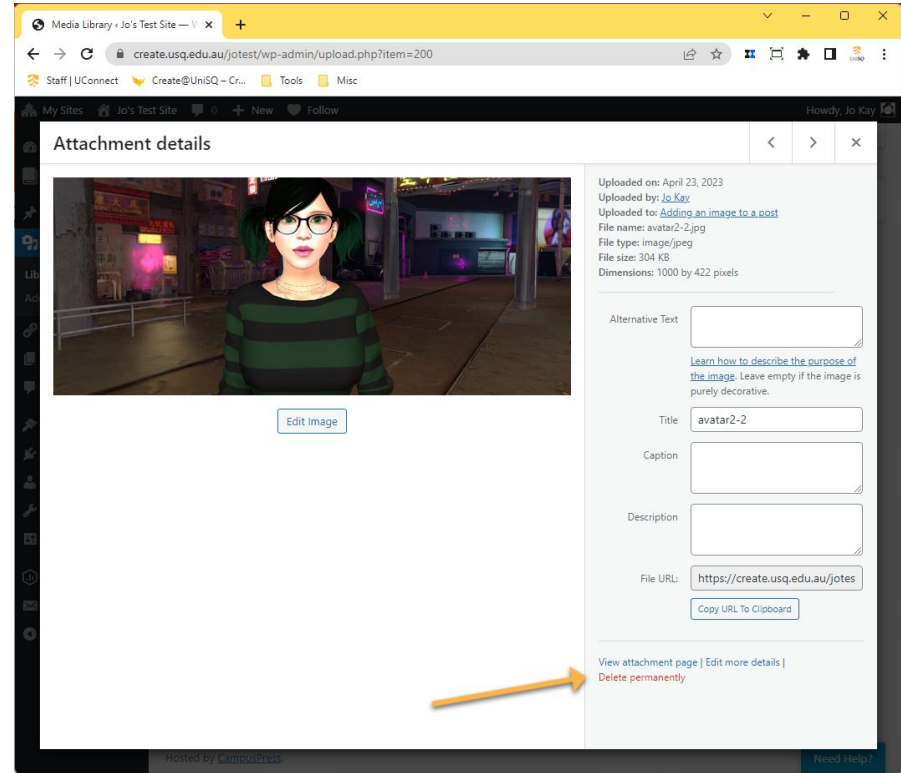
Deleting Files

You can permanently **delete files** from the Media Library.

To do so, click on the image in the Media Library. You'll find the '**Delete Permanently**' Link at the bottom right of the attachment details window.

Be careful! Delete Permanently removes that file from your blog and deletes it. It will not appear in posts or pages once it has been deleted.

Once deleted you can't undelete a file.



The screenshot shows a browser window displaying the WordPress Media Library 'Attachment details' page. The main image is a character with black hair in pigtails, wearing glasses and a green and black striped shirt. Below the image is an 'Edit Image' button. To the right, the 'Attachment details' panel contains the following information:

- Uploaded on: April 23, 2023
- Uploaded by: [Jo Kay](#)
- Uploaded to: [Adding an image to a post](#)
- File name: avatar2-2.jpg
- File type: image/jpeg
- File size: 304 KB
- Dimensions: 1000 by 422 pixels

Below this information are several input fields: 'Alternative Text' (empty), 'Caption' (empty), and 'Description' (empty). The 'Title' field contains 'avatar2-2'. The 'File URL' field contains 'https://create.usq.edu.au/jotes' and has a 'Copy URL To Clipboard' button below it.

At the bottom right of the attachment details panel, there are two links: 'View attachment page | Edit more details |' and 'Delete permanently'. An orange arrow points to the 'Delete permanently' link.