How to Upload Images, Videos, and PDFs to the WordPress Media Library

Editing & Managing Your Website · https://thewebops.com/help-center/editing-managing-your-website/how-to-upload-images-videos-and-pdfs-to-the-wordpress-media-library/

What Is the Media Library?

The WordPress Media Library is your central hub for managing all the files you upload to your website, including images, videos, and documents.

Whether you're adding an image, embedding a video, or linking to a PDF, all your media files are stored and managed in one place.

Uploading Files to the Media Library

You can upload media files in two main ways:

- From the WordPress Dashboard
- While editing a page (Elementor or Spectra)

Option 1: Upload from the WordPress Dashboard

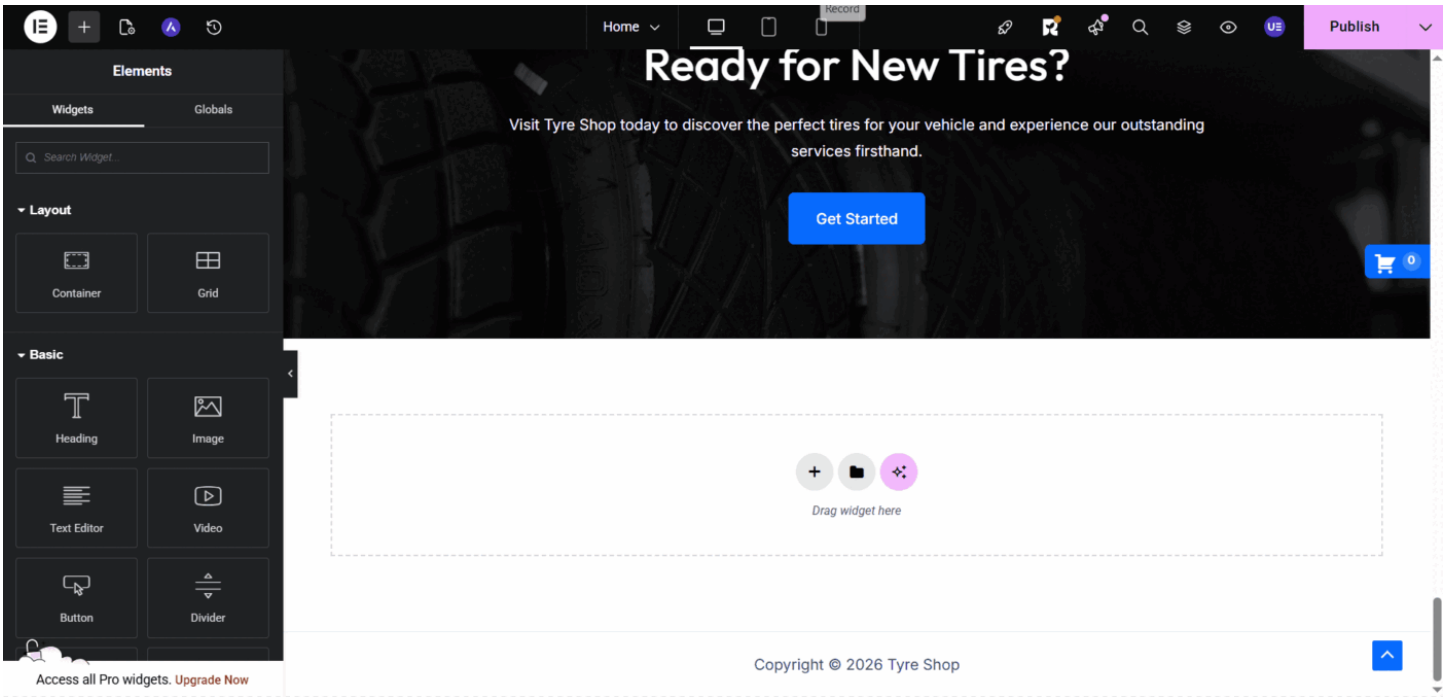
1. Log in to your WordPress Dashboard.
2. Click **Media → Library** in the left-hand menu.
3. Click **Add New Media File**.
4. Select files from your computer.

Your files will be uploaded and saved in the Media Library.

Option 2: Upload While Editing a Page

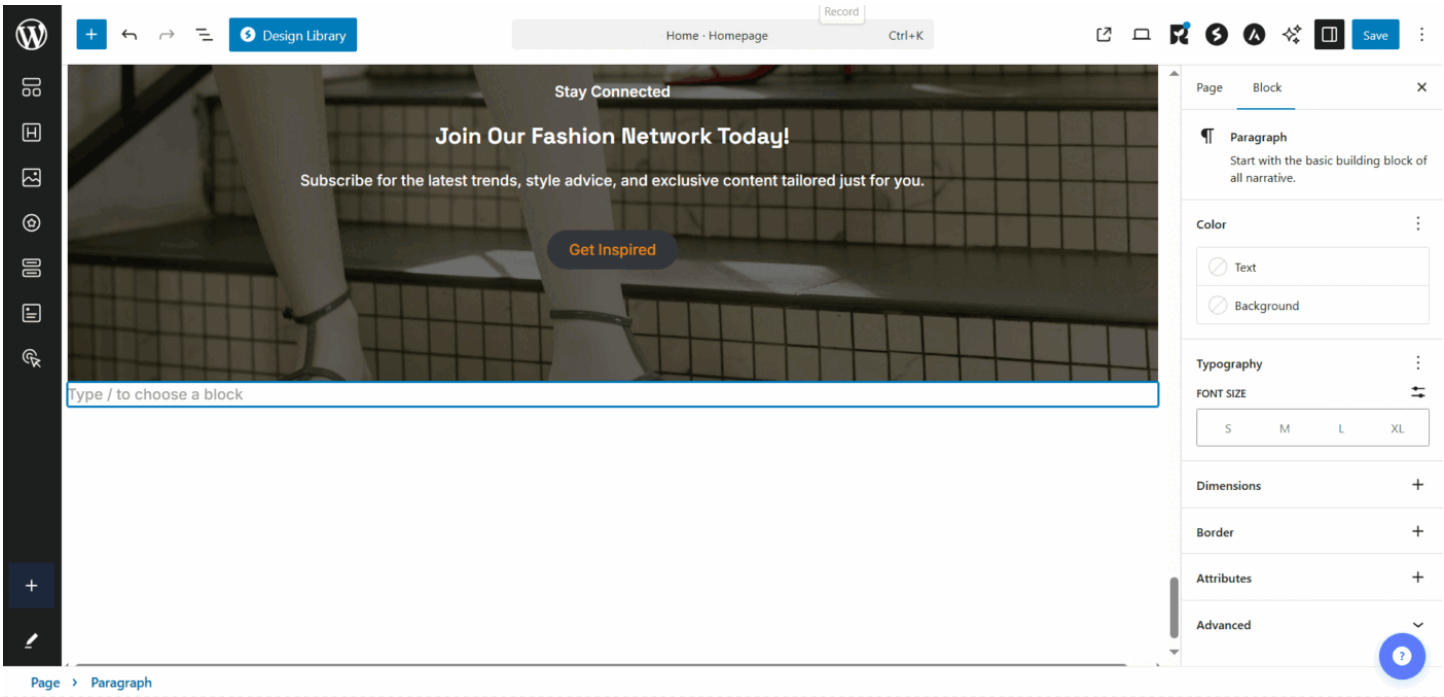
You can upload files directly while editing your website.

Using Elementor



1. Open the page you want to edit.
2. Click **Edit with Elementor**.
3. Click on the element where you want to add your file (e.g., Image, Video, Button, or File Download).
4. In the settings panel, click **Choose Image**, **Insert Media**, or **Select File**.
5. Upload a new file or choose one from the Media Library.
6. Click **Insert** to add it to your page.

Using Spectra



1. Open the page you want to edit.
2. Click **Edit** to open the WordPress Block Editor.
3. Click on a block (e.g., Image, Video, File, or Button).
4. Click **Upload** or select a file from the Media Library.

Your file will be added directly to the page.

Managing Uploaded Files

To manage your files:

Go to **Media → Library** in your WordPress Dashboard.

Click on any file to edit its details.

Edit File Details

You can update:

- Title
- Caption
- Alt Text (important for accessibility and SEO)
- Description

Adding alt text helps screen readers and search engines understand your images.

Best Practices for Each File Type

Images

- Resize images before uploading
- Compress images to improve loading speed

Videos

- Host videos on platforms like YouTube or Vimeo
- Embed them into your website instead of uploading directly

This improves performance and saves storage space.

PDFs

- Upload PDFs to the Media Library
- Link them using buttons or text on your page
- Keep file sizes small for faster downloads

Conclusion

The WordPress Media Library makes it easy to upload, organize, and manage your media files. Whether you're using Elementor or Spectra, you can quickly add images, videos, and documents to your website and keep everything organized.