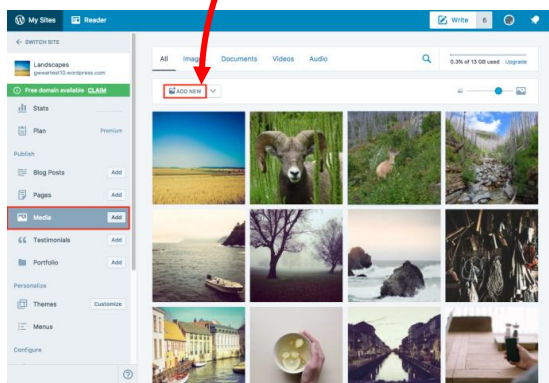


This week you will learn where to store, access and edit media for your web site. In WordPress you can create your own collection of images, audio, videos, and documents in the Media Library. Click on **My Sites** then scroll down to **Media**.

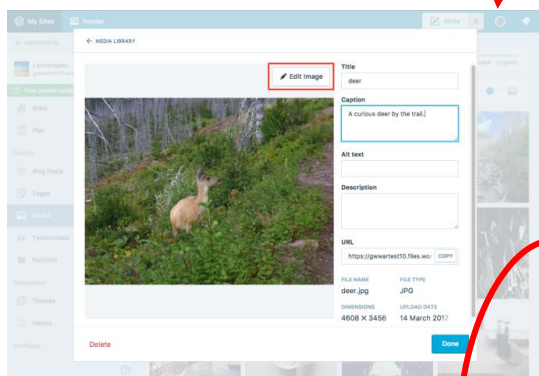
You can start by adding files from your computer, by clicking on **Add** and then **Add New** to select the files you want, or simply drag and drop files directly onto the page. In a similar way you can add a file from the internet by copying and pasting the URL link into the field, then click on **Upload**.

You can change the title or description of your media by selecting the items you would like to rename. Click **Edit** to update the title, caption, and description.

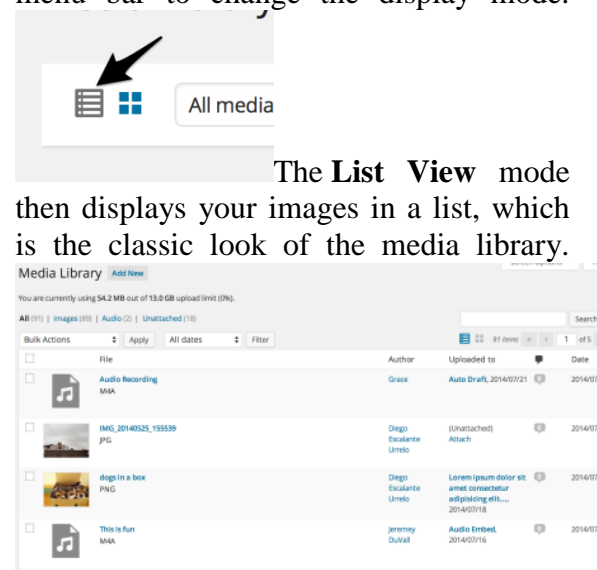
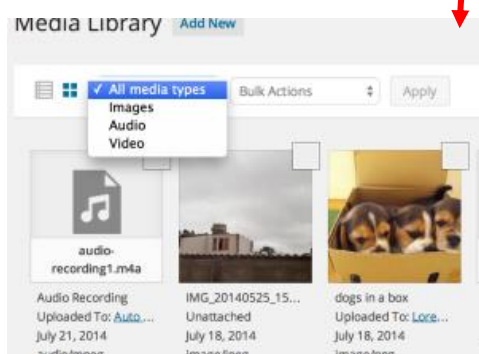
Additionally in **Image Editor** (please see the [image editing guide](#) for more instructions), you can crop and rotate images on WordPress.com.



All your images and media files are displayed in a **Grid View** format in **Media Library**. You can sort your media types by Images, Audio, and Video files by selecting the drop down menu at the top that says All Media Types. If you want your media to display in a **List View**, select the List view icon on the top left menu bar to change the display mode.



The **List View** mode then displays your images in a list, which is the classic look of the media library.



To edit images you can place the cursor over a file name in **List View** and then click on the **Edit Image** button. You can then select the editing functions (please see the [image editing](#) guide for more details).

To make sure images load faster on your website you can decrease their file size in the **Media Library** before you insert them on your website. This is called image optimization. You can compress a batch of photos very quickly. Packages such as Photoshop / Paint Shop Pro can do this too, but you can also access for free:

- [ImageOptim](#)
- [Irfanview](#)
- [GIMP](#)
- [Photofiltre](#)
- [FastStone](#)

When you have all your images in Media Library optimized you can click the **Add Media** icon above the editing area. You can read more about this in the [inserting images](#) guide.



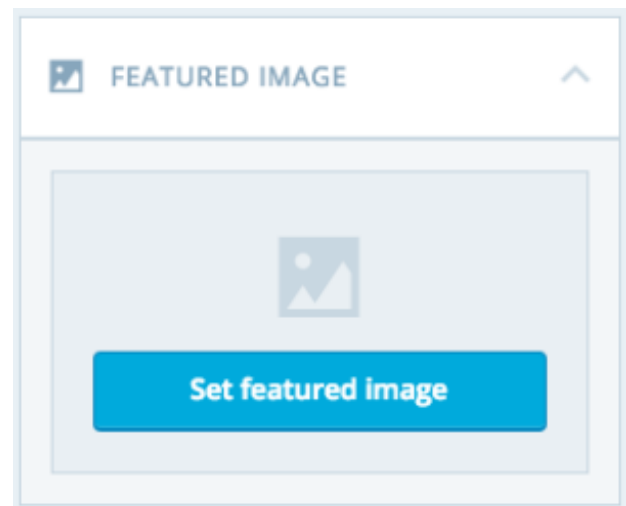
You can also select a featured image from your media library for your posts and pages. Watch the video below for a quick overview of how you can assign a featured image, and read below for more examples and settings.

<https://www.youtube.com/watch?v=hNg1rkIAjg>

See also the next video:



In brief to insert a Featured image open the editor of the post or page where you want it to be displayed, and locate the **Featured Image** section on the right-hand side. Click **Set Featured Image**.



A screen will be displayed that is identical to that for [inserting an image](#). Follow the directions to choose the image from your **Media Library**. Finally, click the button **Set Featured Image** and then click **Update** to save your changes. You can remove a featured image, by re-opening the page editor and clicking on the X in the Featured Image.

Copyright issues:

Please respect copyright laws when using images from the internet. There are many websites that provide copyright-free content you can use for your website however. For example WordPress provides

some [free images](#). Some additional free media can also be located at:

[Getty](#) provides millions of images that can be embedded in websites for free. WordPress has a partnership with Getty, so you can use these with a simple embed code: [embed Getty images](#)

[The Internet Archive](#), also offers free videos, audio, and books that are in the public domain. Please see the WordPress guide on how to [embed videos](#) and [books](#) from the Internet Archive.

[Flickr Commons](#) is a site for publicly-held photographs. They feature images archived by cultural heritage institutions. For more information, visit the [Flickr Commons usage page](#), which explains both the rights to the media and provides a list of participating institutions, which includes many museums and archives such as the British Library, The Library of Congress and the Smithsonian.

[Project Gutenberg](#) makes books and other literature available for free. Most of their materials are in the public domain, and can be used freely.

Please note WordPress provides copyright guides for using [images](#), [video](#), [audio](#), and [documents](#). So whenever you are in doubt please refer to these and follow [this handy guide](#) to attribute credit wherever necessary.