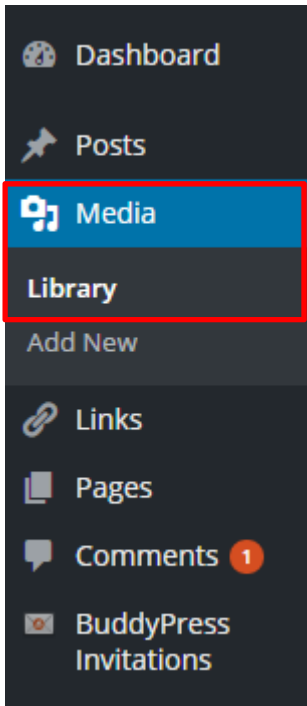
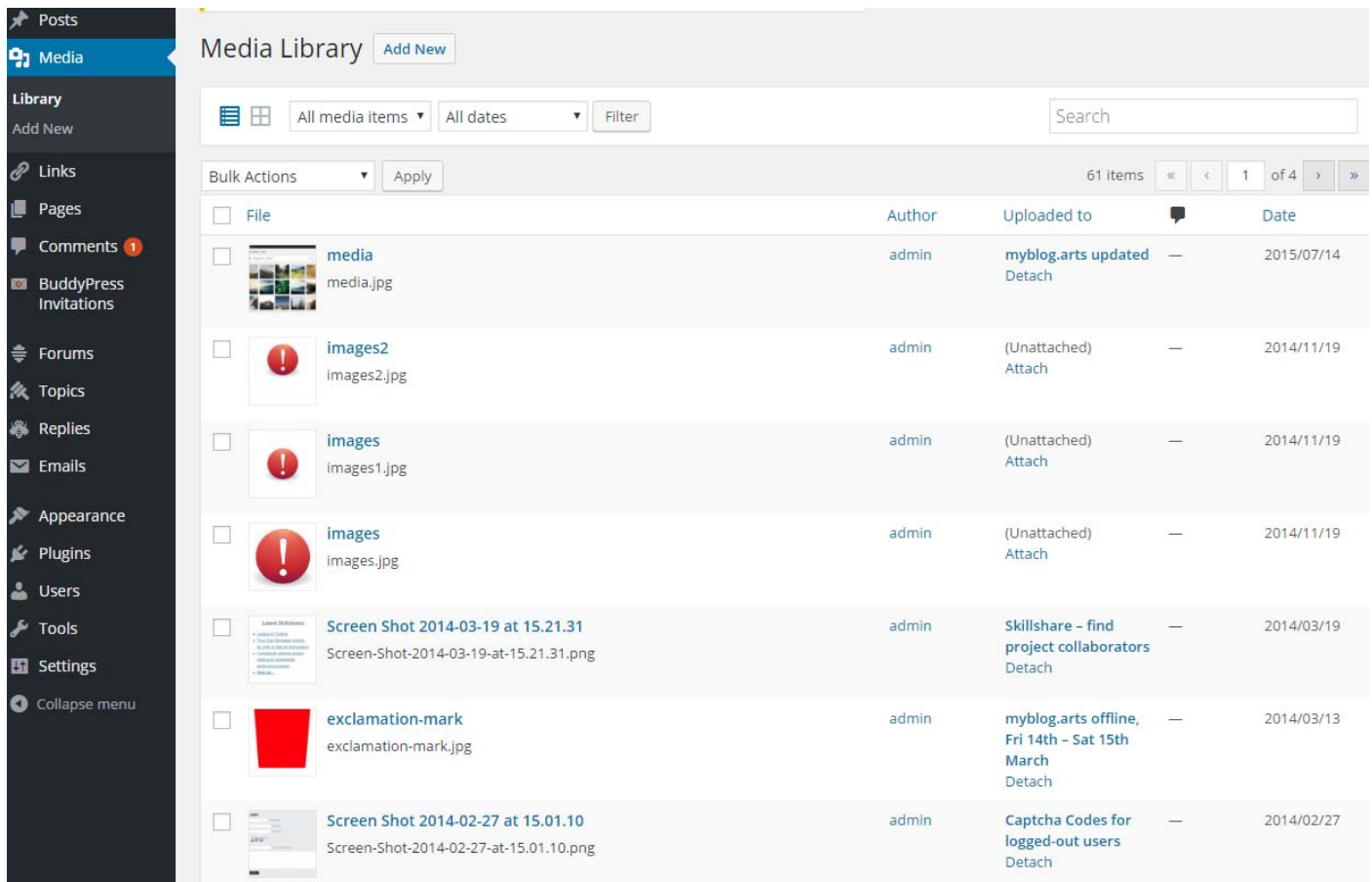


### What is the Media Library?



All the files you've uploaded are listed in the Media Library, with the most recent uploads listed first. You can use the *Screen Options* tab to customize the display of this screen.

You can narrow the list by file type/status using the text link filters at the top of the screen. You also can refine the list by date using the dropdown menu above the media table.



Hovering over a row reveals action links: *Edit*, *Delete Permanently*, and *View*. Clicking *Edit* or on the media file's name displays a simple screen to edit that individual file's metadata. Clicking *Delete Permanently* will delete the file from the media library (as well as from any posts to which it is currently attached). *View* will take you to the display page for that file.

If a media file has not been attached to any post, you will see that in the *Attached To* column, and can click on *Attach File* to launch a small popup that will allow you to search for a post and attach the file.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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