# Adding Images to the Media Library

The media library is a place where you can centrally store documents and images that are used on your site. In this section we will look at how to add an image to the media library.

## Accessing the Media Library

- Click on the **Content** menu at the top left of your screen, and click on **Media Library.**

Each department/school has its own category in the media library. When you are given a CMS user account, you will also be given access to your department's media library.
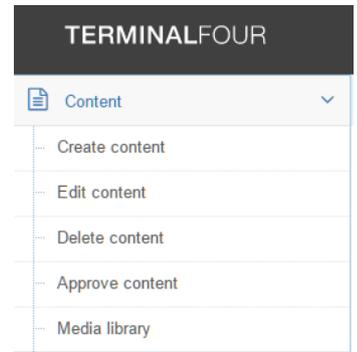
## Categories

The categories will be listed on the left hand side of the media library.  Click on the + sign to expand a category.

- Expand **Categorised,** and scroll down to where your department section is located. It may be contained within another category, e.g. *Categorised – Support – I.T. Services*.
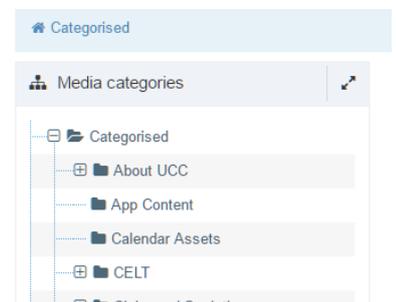
## Adding Images

- To add an image click the green **Add Media** button at the top right of the screen.
- Click "**Drop file here or click to choose".**
- In the window that opens select the piece of media you are adding from your computer.
- Media type should be filled in automatically for you.
- **Name** the piece of media carefully.
    - o Ensure that you name it in such a way that you can recognise in a long list.
    - o Do not use spaces or non-alphanumeric characters in media items
- The **Description** should be filled in as it will be used as alternative text. Alternative text is a way for screen reading software to describe images to the visually impaired.
- Click **Save Changes** to put the image in the Media Library.
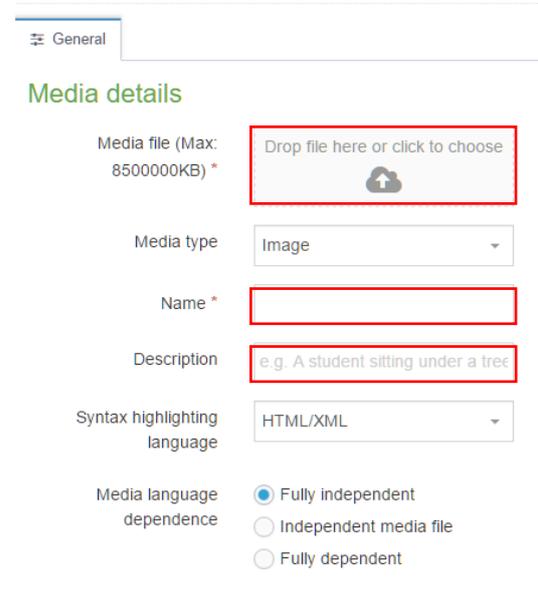
## Inserting an Image into Content

Various kinds of content require images, but always when creating content which requires an image, there will be a **Select Media** button. Click it and navigate to the category containing the relevant image, then select it to insert it into the content.