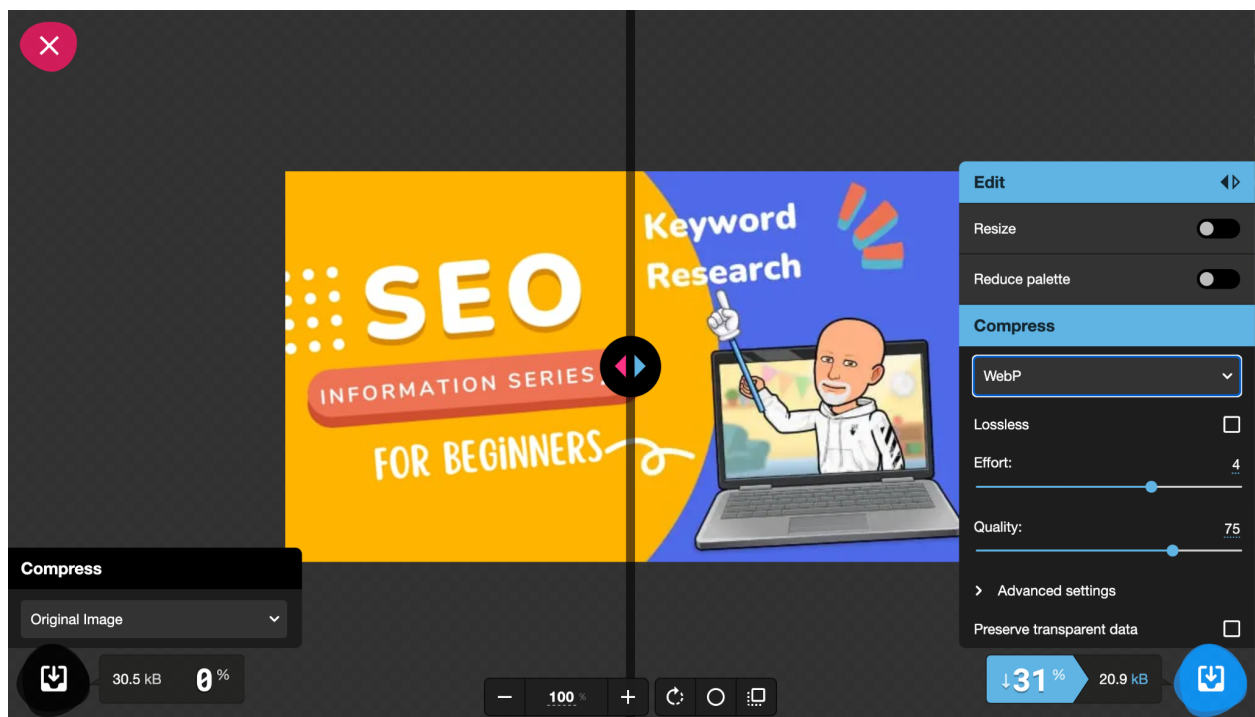


MEDIA LIBRARY

The **Media Library** provides the storage for all of your media items. This includes photos and videos. PDF files are classified as media as well. Before you can use any media on the website, it needs to be uploaded into the Media Library.

BEFORE you upload an image to the Media Library it needs to be properly sized and compressed. Images that are too small will result in poor quality and ones that are too large will add to page size and slow things down. The photos that are used for header images have a width set at 1920px. Other images can be sized with a width of 800px for good results. We set the dimensions for a Featured Image to be 700px X 395px. A free tool we use is called SQUOOSH and it works perfectly. Go to <https://squoosh.app/>

Upload the image you want to resize or compress and you'll see a split screen showing the image before and after compression. The default settings are usually fine. Once you're happy with the image you should download it. Then you can upload the compressed image to your Media Library.



You can find the Media Library on the Admin menu on the left side of the admin screen. Hover over Media and then click Library and you'll see the contents of the library.

When you click on an image you can see details of the image including Alternative Text which helps identify the image for accessibility features and the image's link address. You should make sure you enter Alternative text for each image you upload.