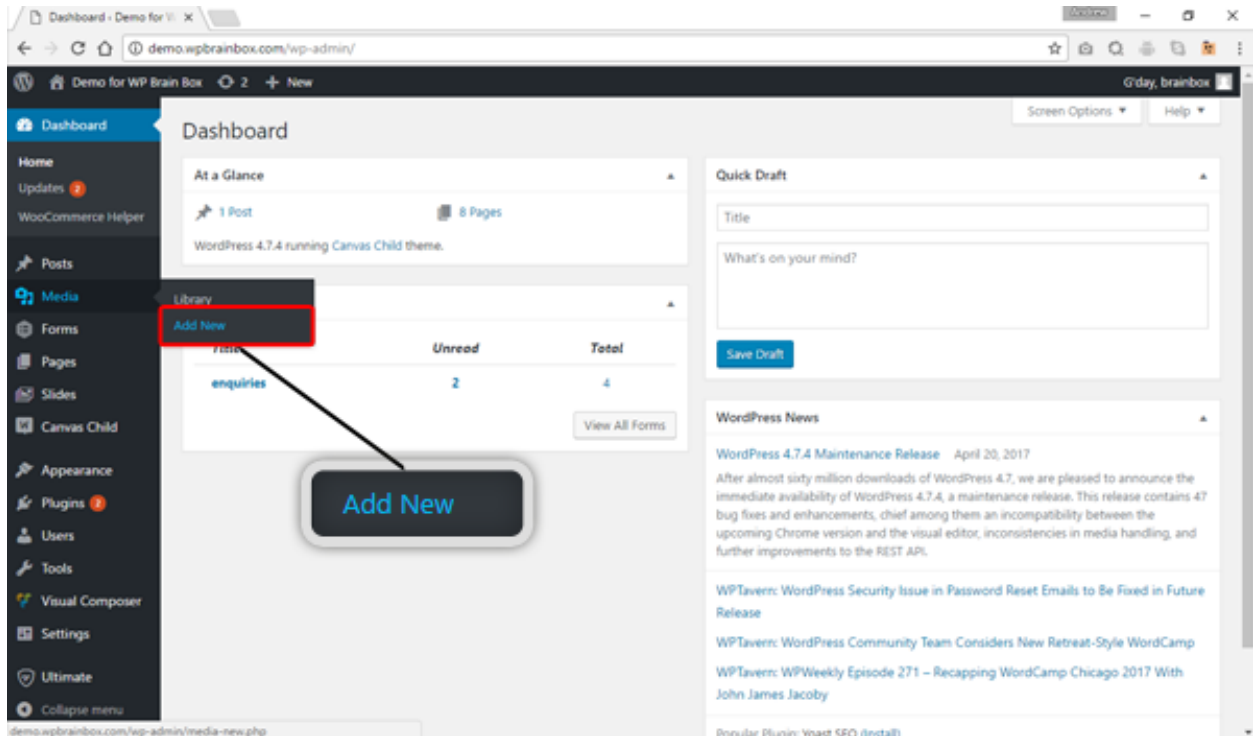


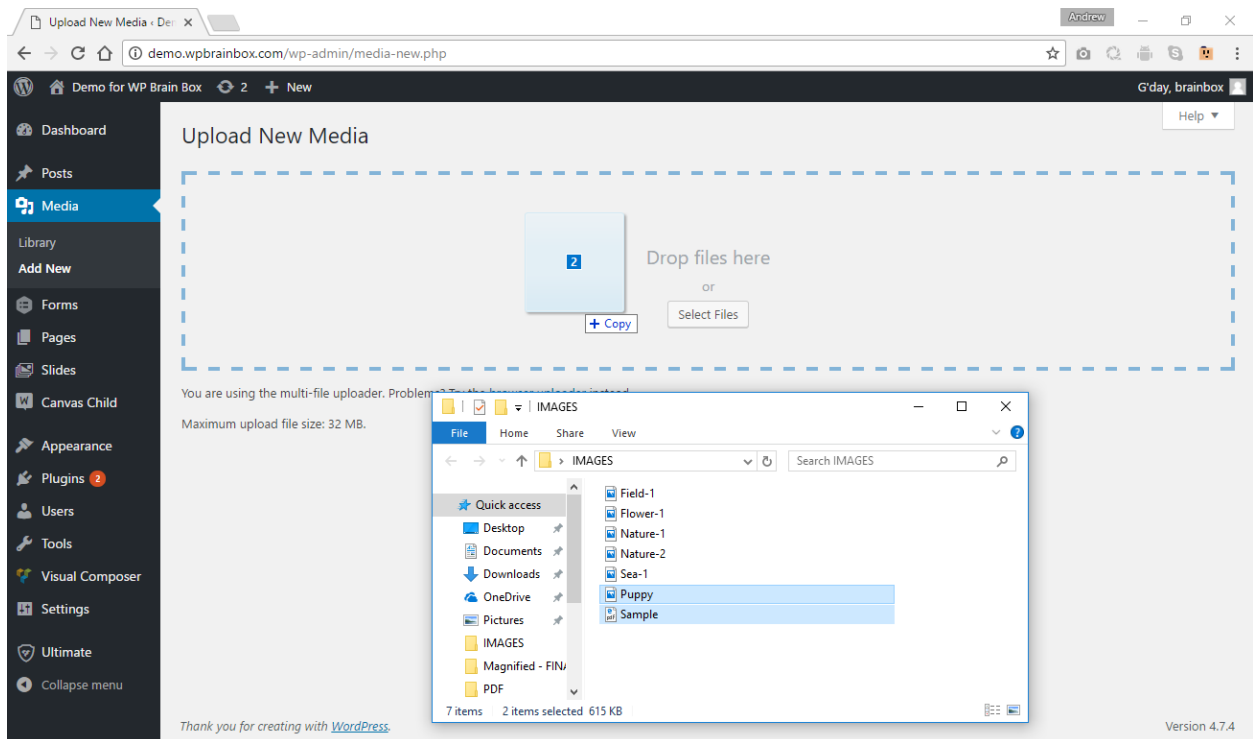
UPLOAD FILES TO THE MEDIA LIBRARY

Step 1: Add files to the Media Library



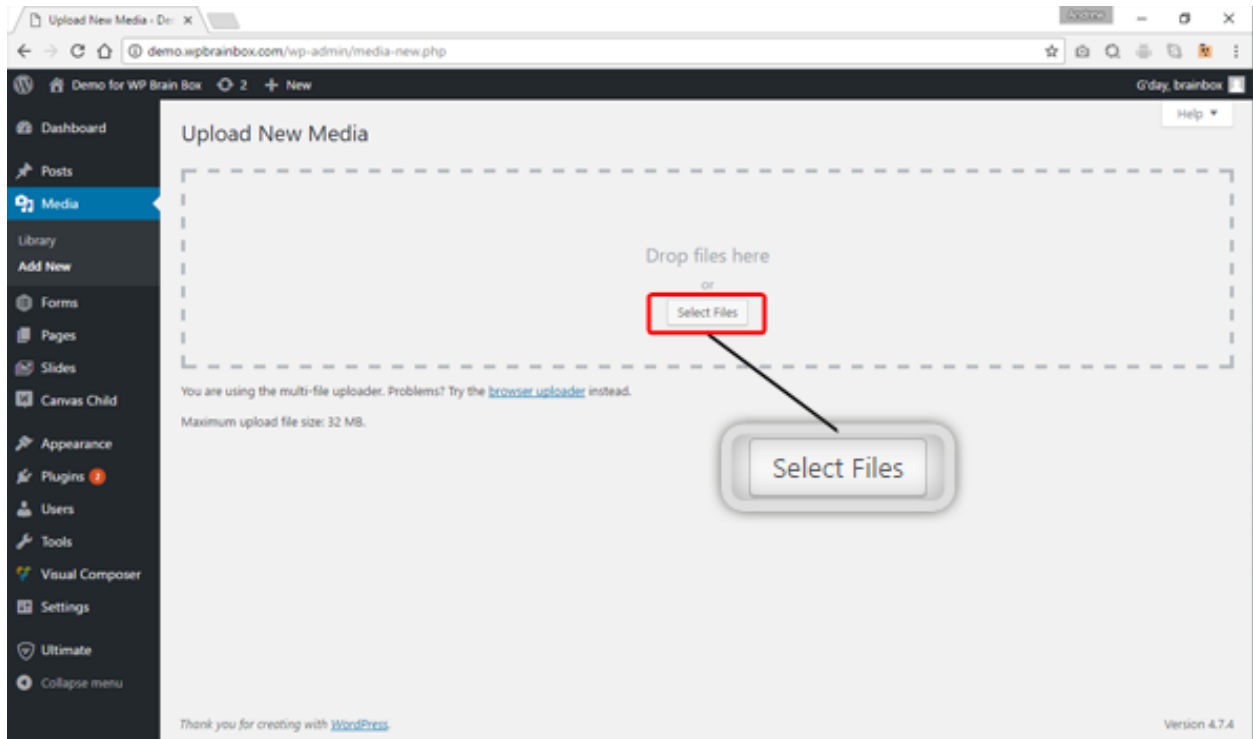
To add files in WordPress, we need to head over to the media library. To go to Media Library and upload a file, click **Add New** under **Media** menu.

Step 2: Upload new media file

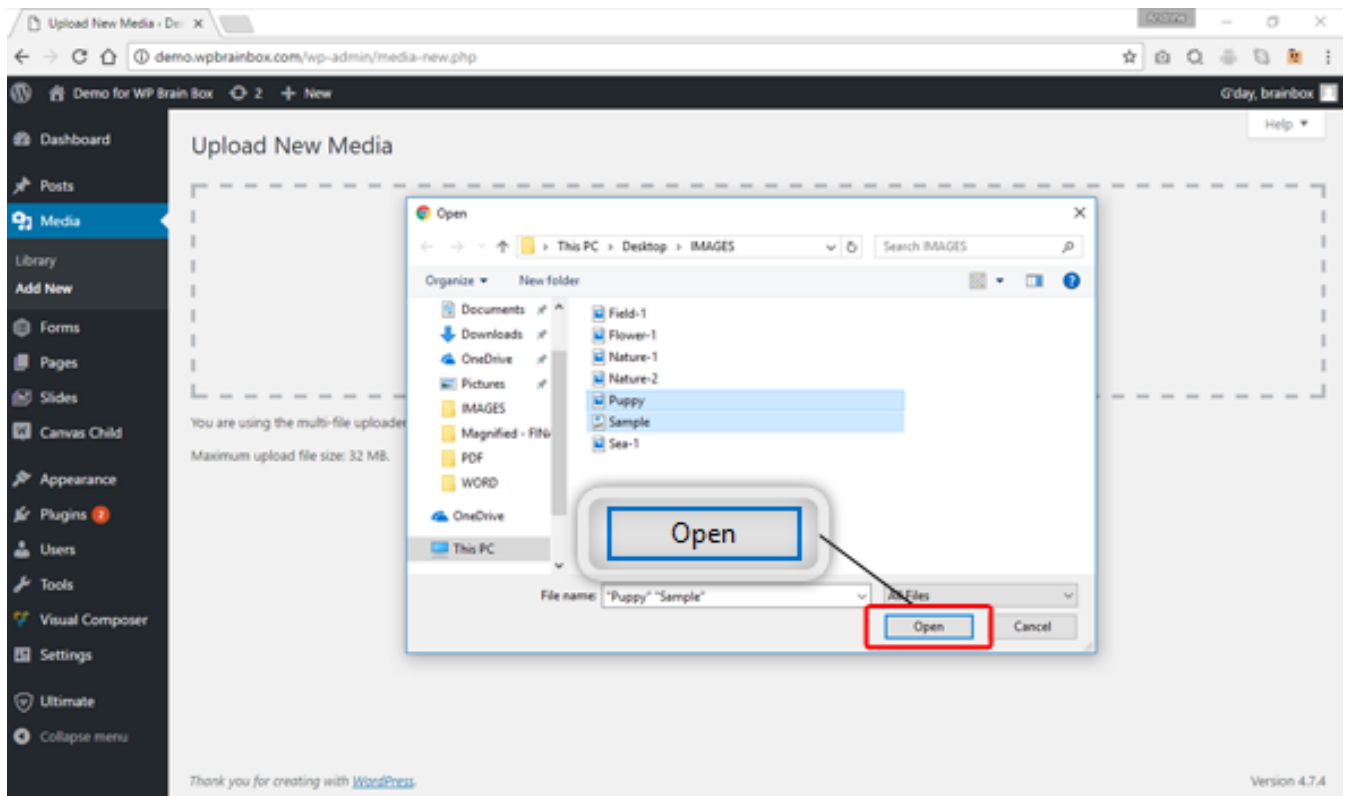


Drag and drop your files directly to WordPress Media Library.

OR

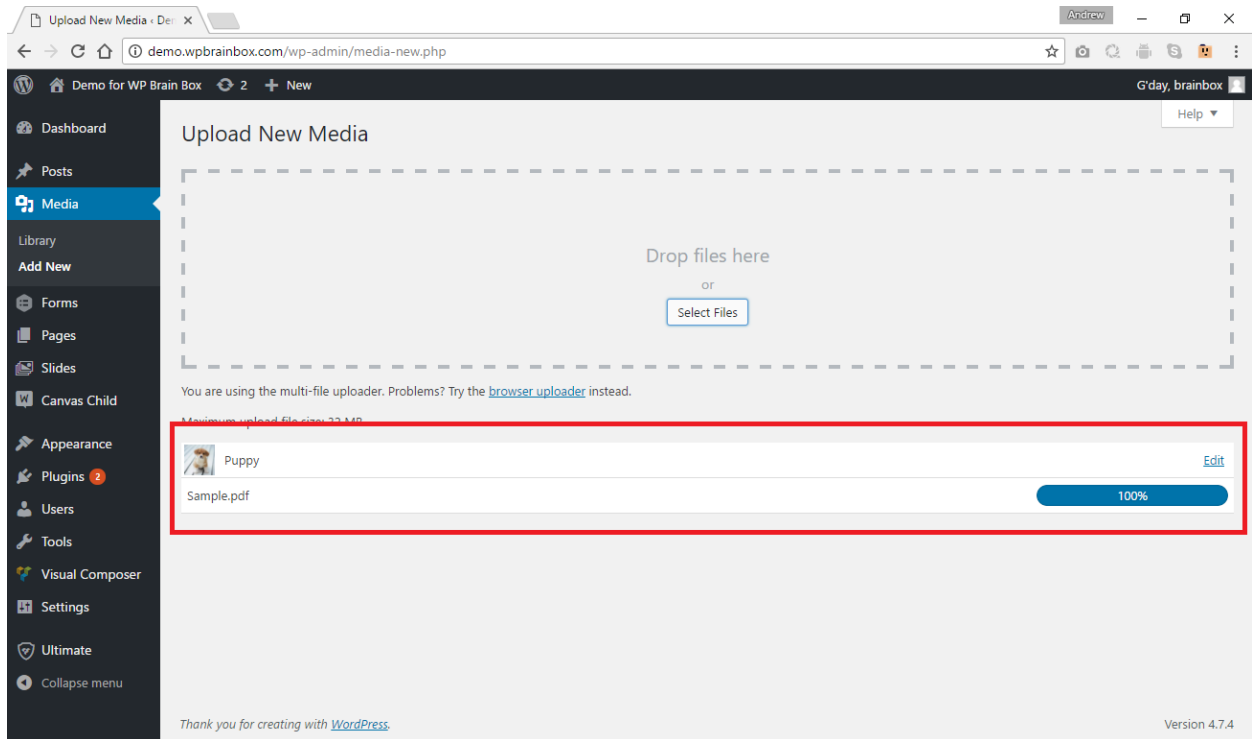


Click on **Select Files** and a file directory will pop-up.



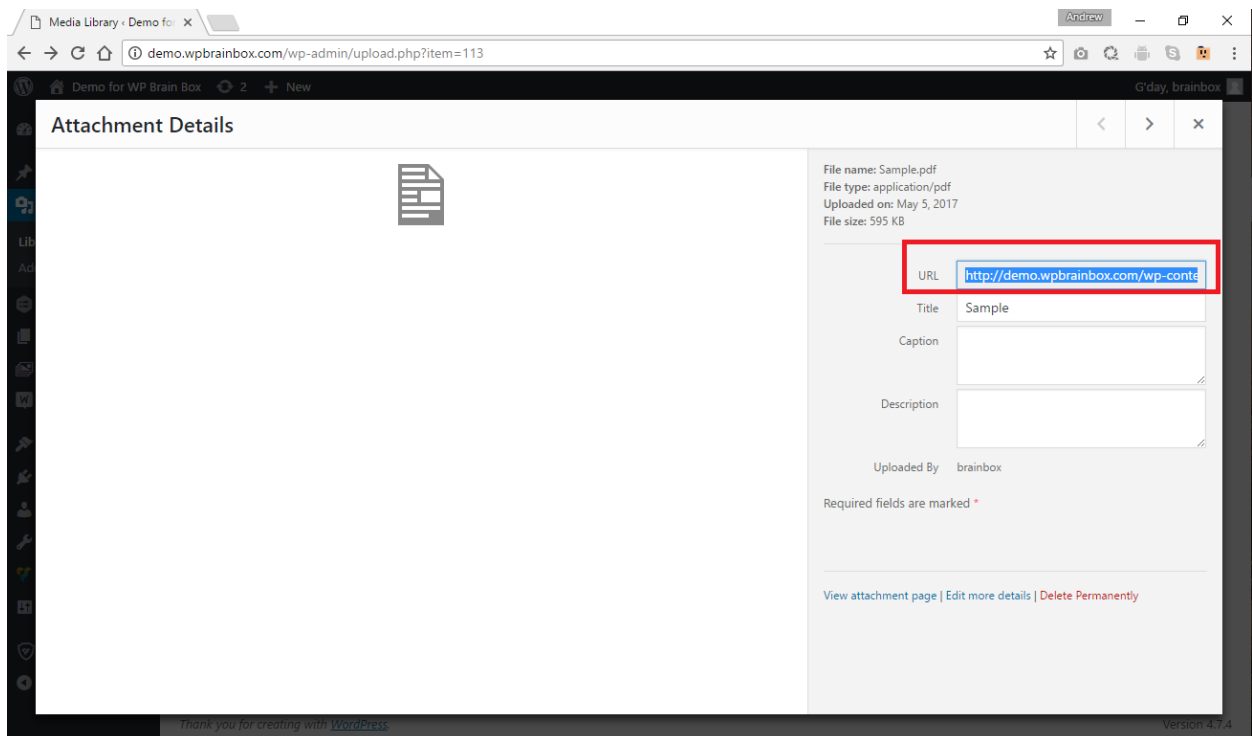
You can now select the desired files that you want to upload and click **Open**.

Step 3: Upload in progress



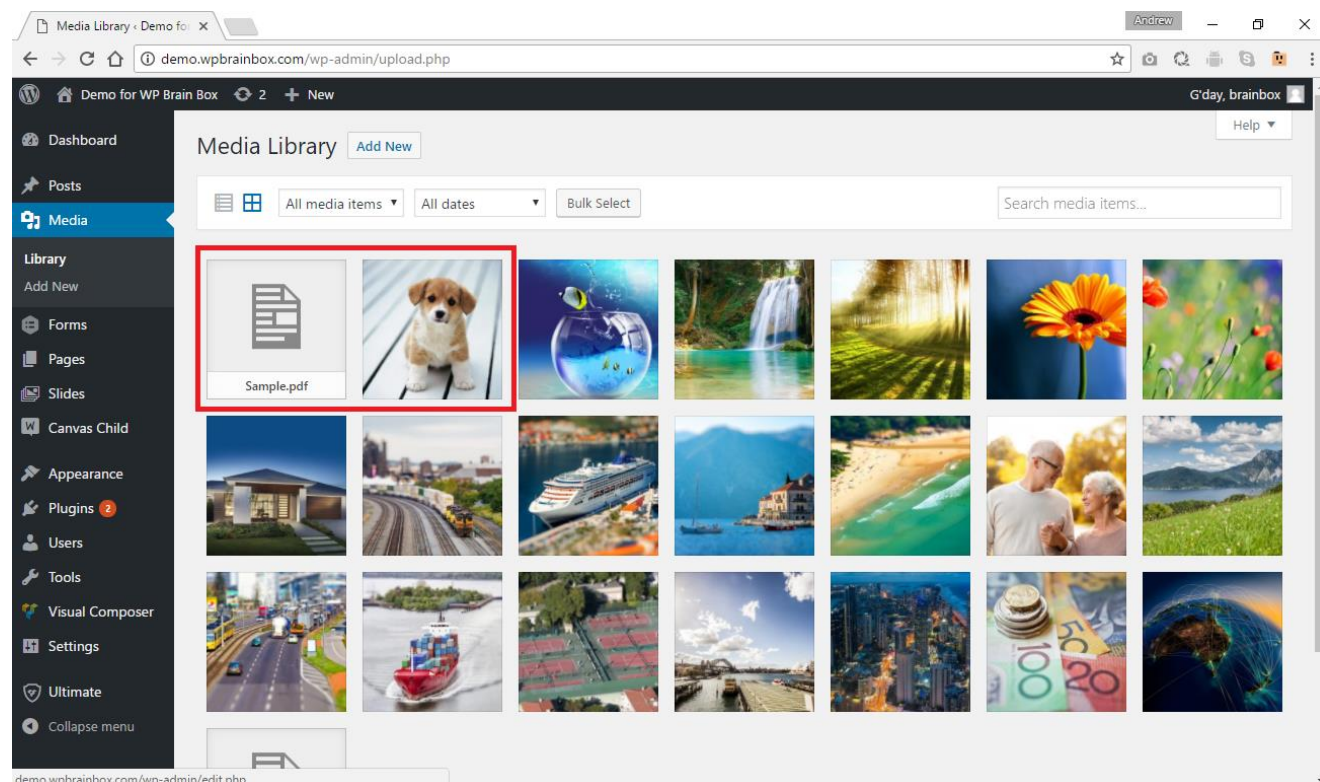
Once you click **Open**, you will now see the files being uploaded. On the image above, the second file is currently in progress for uploading.

For PDF file



This is now the attachment page. Let's not worry too much about what this is all about. What we're looking for here it's the URL of the file. To get the URL of the file, it is located on the right side of the page where it says File URL. Copy the whole link inside the box. You have now the URL of the file. You can already use it to link text or pictures to your file.

Repository of your uploaded files



Head over to the media library to check the files you uploaded. Once done, you can now see the files that you have uploaded

Questions: Why would we want to upload something directly to the media library?

Well, the most usual case for this is when you want to get the link of the **URL** of the file. So, with an image, you'll usually be uploading that in the page or the post where you're doing the editing. However, if you wanted to link a text or picture to a PDF, you need to know the URL of the PDF.

So, once we've uploaded the file, click on the **Edit** to get the URL of the file.