

UBE Umbraco: Media Section

Media Section

Please read the ["Introduction"](#) first.

The Media Section is where all the files (documents, pictures, videos) are stored to be used on your website. **Storing files here does not display them on the website; it makes them available to be displayed on your website.**

The Media Section contains Folders and Files. Folders can contain Folders and Files to help you organise the files and make them easily accessible.

The item at the top of the Media Tree is the Root item. Hover over the Root item and click the chevron immediately to the left of the item's text to display Child items. If the Child items have chevrons also, click them to display their Child items.

If chevrons do not appear where you think they exist (ie the item has Child items), right-click the Root item and click "Reload nodes".

To add a Folder as a Child item to an existing Folder, hover over the existing Folder and click the ellipsis immediately to the right and click "Folder" in the list that displays adjacent to the Media Tree. Give the new Folder a name at the top ("Enter a name") and click "Save".

To add Files to a Folder, click on the Folder to open its contents in the main column on the right. Click "Click to Upload" to open File Explorer in your computer. Browse for the files you would like to upload. You can upload several at once; select individual files by holding down Ctrl and clicking the desired files or hold down Shift and click the top and bottom files of a group to upload a group of files.