

Western University

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Hear, Here How To Manuals

Hear, Here London

2019

Adding New Media to Website

Mary Read

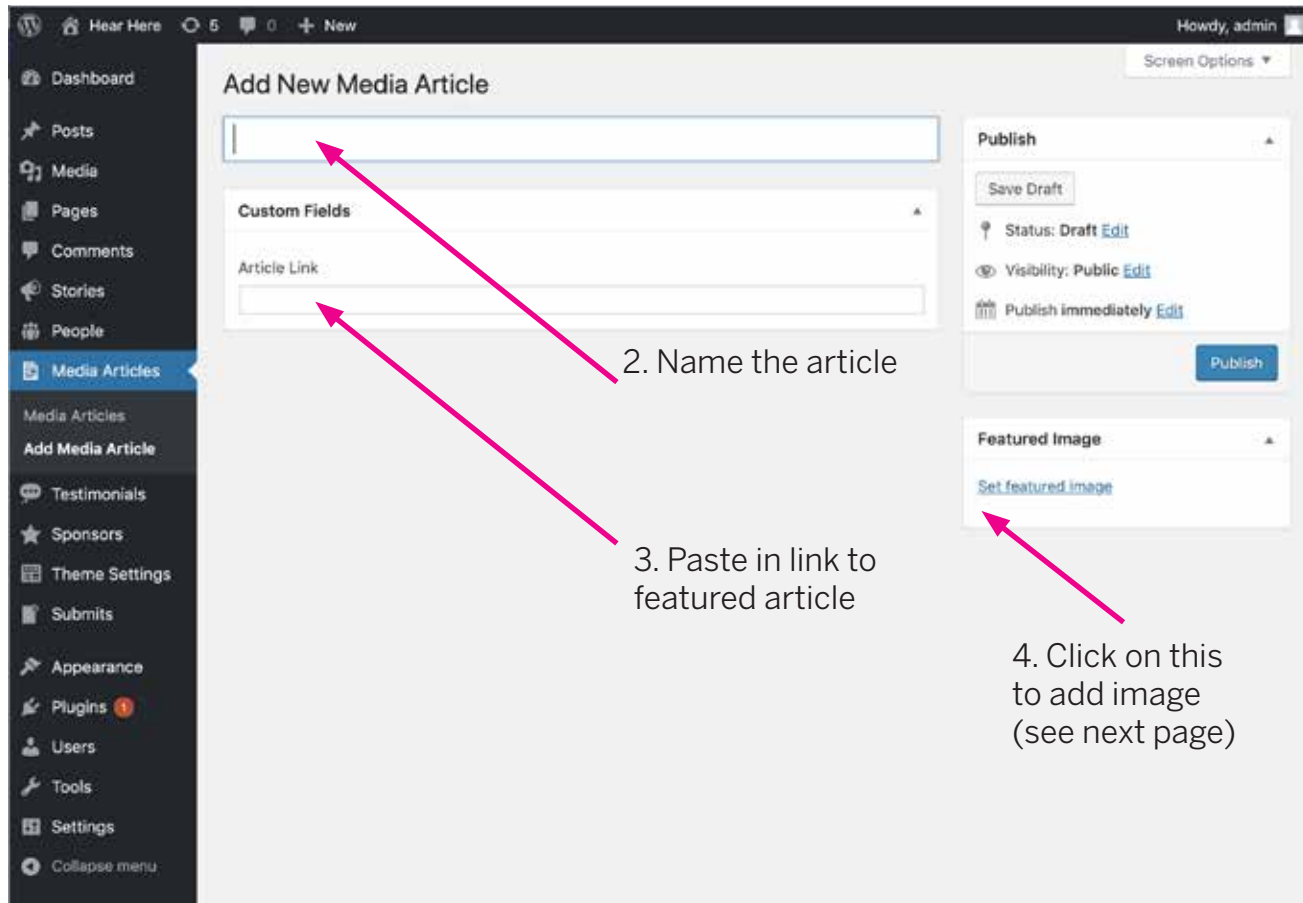
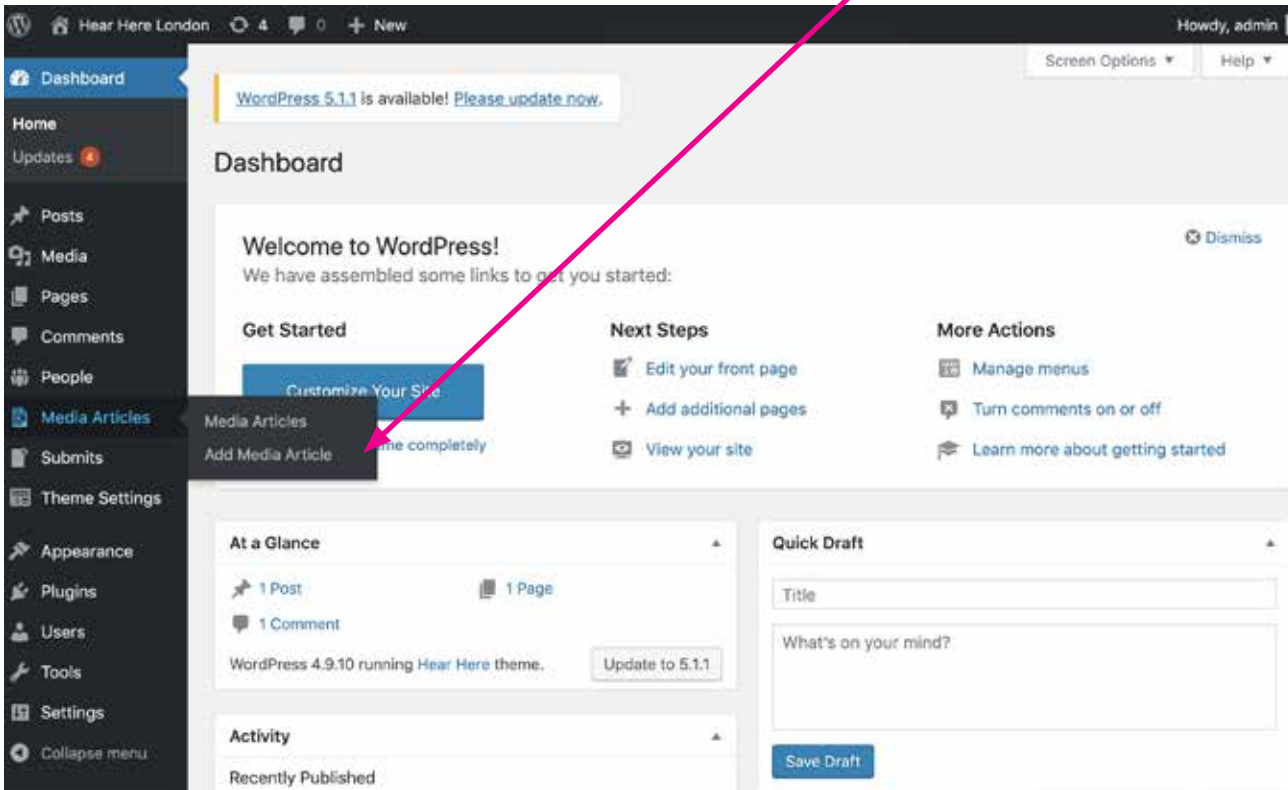
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Adding article to “Media” page

1. Click on “Add Media Article”



Featured Image

Upload Files | **Media Library**

Images | All dates | Search media items.

5. Upload new photo or choose from "Media Library"

5. When you've chosen your image, click on "Set featured image". You'll return to "Add Media" page

Set featured image

Hear Here | 5 | 0 | + New | Howdy, admin | Screen Options

Add New Media Article

Custom Fields

Article Link

Publish

Save Draft

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish Immediately [Edit](#)

Publish

Featured Image

[Set featured image](#)

6. Click on "Publish Immediately" to make it go live or "Save Draft" if you'd like to save it for a later date.