Glenville State College – Drupal Tutorials
Working with the Media Library

*Last Updated: Nov. 19, 2020, J. Chambers*

About the Media Library

The media library is a module in Drupal that allows for the easy addition and maintainability of media items. This includes documents, images, and videos – both uploaded directly to Drupal as well as those linked from an external website.

The media library allows for the updating of files – particularly documents – in a way that should eliminate the need to upload multiple versions of the same document. This will hopefully make it easier to maintain and find documents in the media library.

The Media Browser

The first thing to be aware of is that the old media library button (the star) and the old image insert button have been replaced with a single, new button, that looks like a picture and a note together:
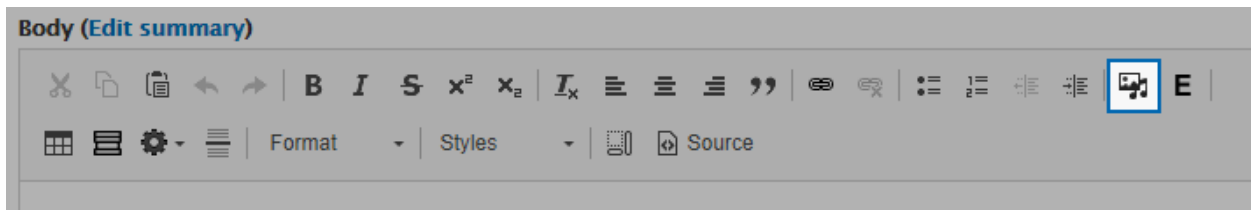
Clicking this button will pop open a new window used for finding and uploading media items. You can select from the various media types available on the left sidebar. Like before, you can also search for a particular media item by using the name field and "sort by" fields. You also have the option of viewing the media items in a grid format (default) or in a table format.
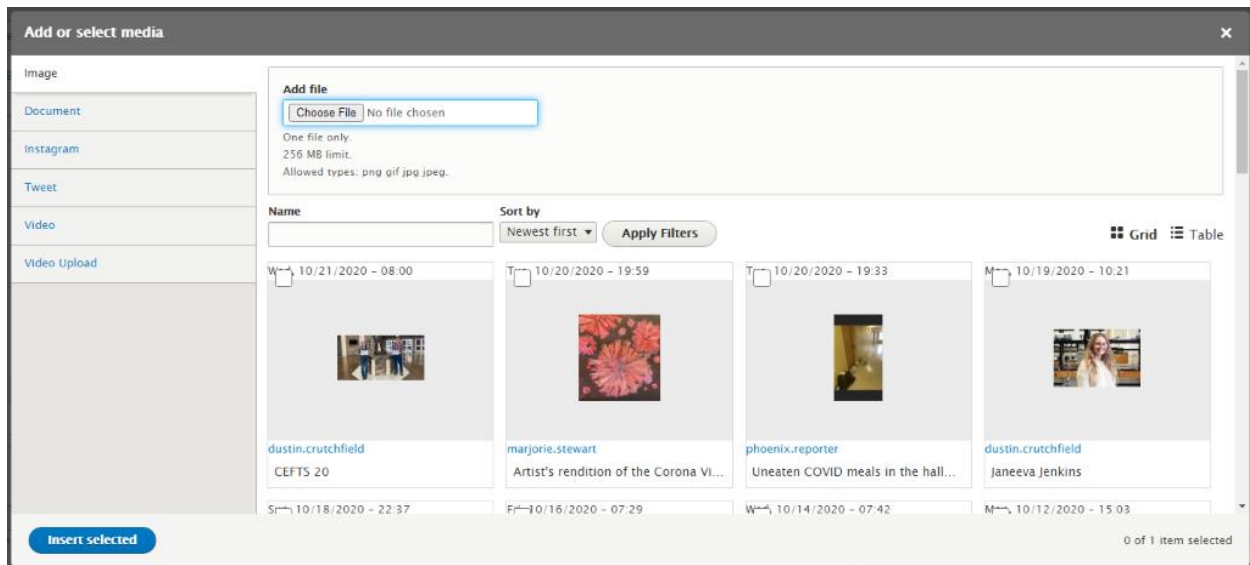

One greatly improved aspect of this media library browser is that items have their name displayed. Uploaded documents also have a screenshot of the document. As before, along with selecting an already existing media item, you can also add new items.
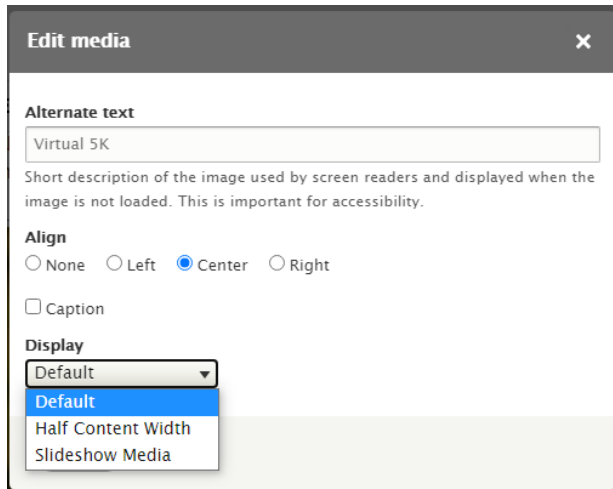
Inserting an Existing Media Item into the Editor

To insert an already existing media item onto your page, click the box in the upper-left corner, and then click the "Insert selected" button:
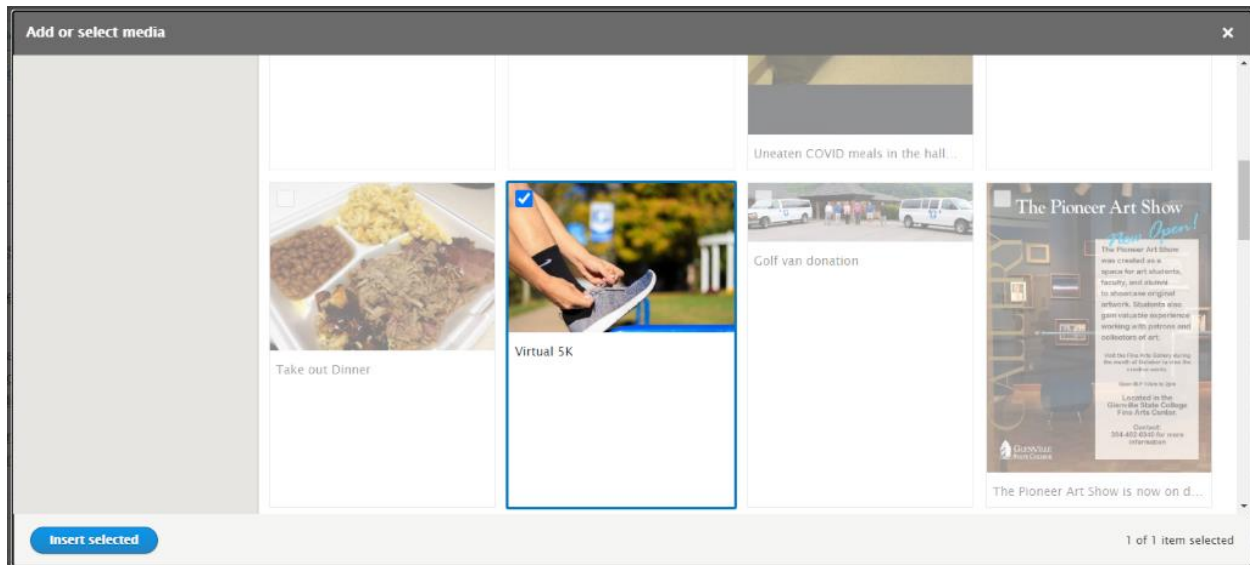
The default style for images is for them to display the full width of the page. However, you can change this – and other options – by clicking the "Edit media" button:
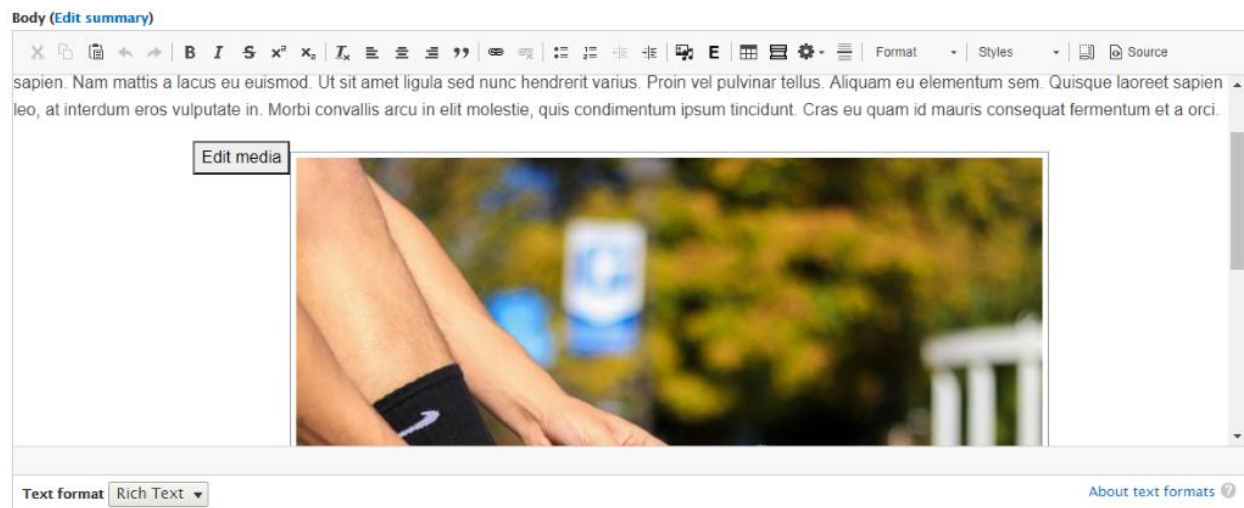
This will bring up another pop-up. For images, this will allow you to change the alternate text of the image (if desired), change the image alignment, and an option to add a caption.

You can also change the display option. The only relevant display option for images is going to be "Default" and "Half Content Width" (which reduces the image size to half the width of the content, allowing text to wrap around it.

Here is an example of an image set to "Half Content Width," aligned to the right, with the caption enabled:

From here, you can edit the caption in the editor. You can also now click on the media item and add a link by clicking the link button in the toolbar. You can also separately link the caption text as well.

The finished result on the published page now looks like this:

When inserting documents, they will insert aligned center by default, so you will likely want to click "Edit Media" and change the alignment to "None":
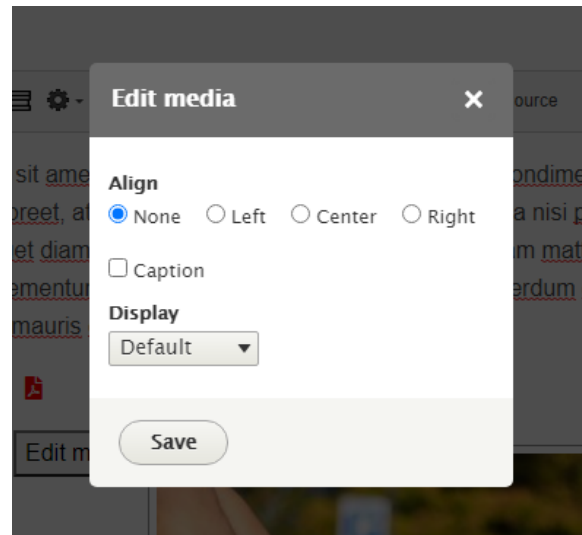
There is no other display option to use when inserting documents. Inserting documents can still be a bit tricky. You need to be aware that inserting a document link will often completely take up the entire line, so make sure you have a way to insert additional content above and below where you intend to insert a document, just to be safe.

When inserting a "video" (these are links to videos that you wish to embed from other websites like YouTube) and "video upload" (video files directly uploaded to Drupal) they are, like images, inserted full body width, with an option to display them at half-page width. These videos will **not** auto play by default. (If people are interested in an auto-play option, I can set one up)

Just like previously, if you wish to remove a media item from the editor, just right-click on it and select "Cut"

Adding a New Media Item while Editing

If you wish to add a new item to the media library, click on the tab for the type of item you wish to add, click "Choose File" at the top and select the file from your hard drive that you wish to upload:
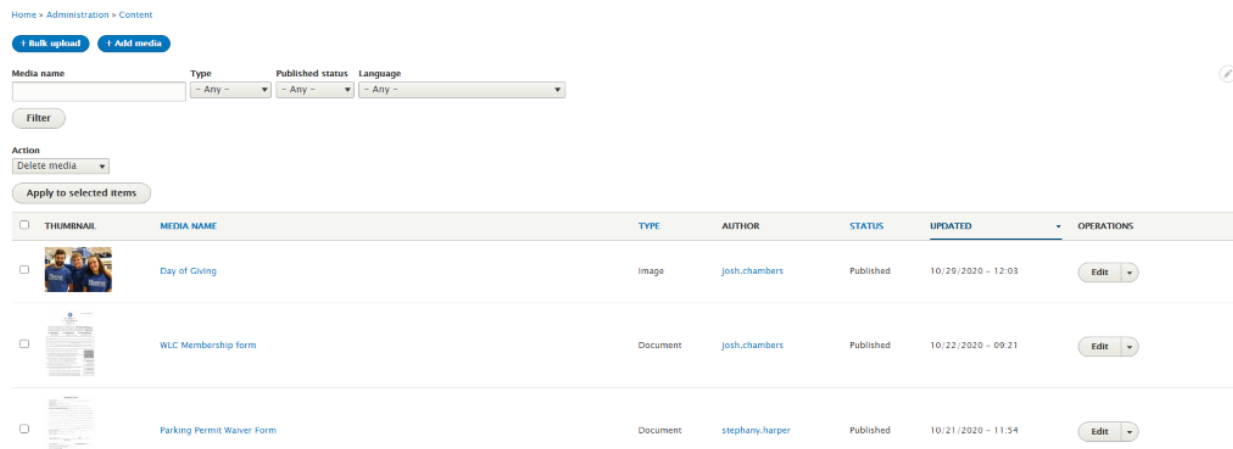
Make sure to give whatever item you are uploading an appropriate name so that people can search for it in the future. For image uploads, also make sure to add Alternative Text. This text should give a description of the image for those using assistive technology such as screen readers.

Once done, you can either choose "Save and select" which will take you back to the media browser with this item selected, or you can choose "Save and insert" to just directly insert the item from there.

If you are inserting a video from another website such as YouTube, just paste or type in the URL into the "Add Video via URL" field and click "Add"

Accessing the Media Library from the Menu

You can access the media library from the Menu by hovering over "Content" and clicking "Media" (you may also add new media items from here by hovering over "Add Media" and selecting what type of media you wish to add).

From here you can search for any media item in the library. This can be particularly useful if you need to replace an item that already exists with a newer version.

Replacing an Existing Media Item

It is important to remember that when you insert an image, document, or other media into a page, you are inserting the **Media Library Item**, not the image or document itself.

Think of it as a container that *holds* the document or image. When inserting a media item onto a page, you are inserting <u>the container</u>. When you edit the file attached to a media item, you are changing what the container holds.

As a result, all you need to do is to edit the **Media Library Item** that the image, document, or other media is attached to.

Unless you need to keep the old document for some reason, you can easily update it without editing any of the pages it is linked from.

Search for the item you wish to edit in the Media Library and click the "Edit" button to the right.

Click the "Remove" button next to the file link. This will give you an option to upload a new file from your desktop.

Change the name or other information if necessary, and then click the Save button when finished. The Media Library Item will update automatically on all the pages it is on.

If you need the direct link to a media item – such as getting a PDF link to put in an email – you can click the media link on this page, where it will pop open a new window, opening the file itself, where you can copy the direct link from the URL bar at the top.

Appendix

Allowed File Types

Documents

.doc, .docx, .pdf, .ppt, .pptx, .txt, .xls, .xlsx, .zip

Images

.gif, .jpeg, .jpg, .png

Video Upload

.cfa, .mov, .mp4, .ogg, .ogv

If you need additional file types available, please email me at josh.chambers@glenville.edu and we can discuss your needs.