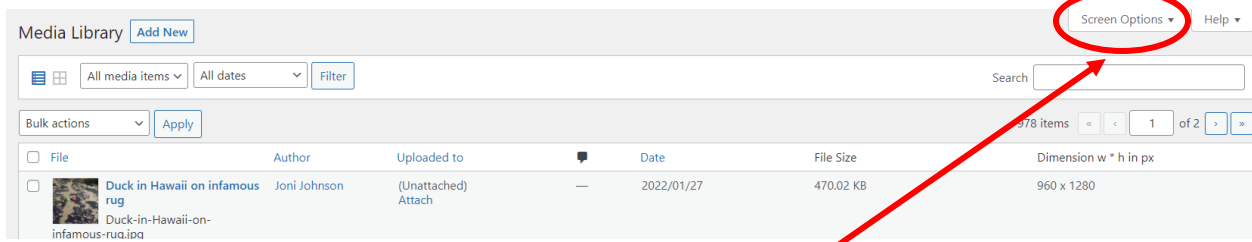**Media Library – Helpful Hints and cool tricks.**

At the top right of the Media Library page, there is a "screen options" box – click it, and you get:

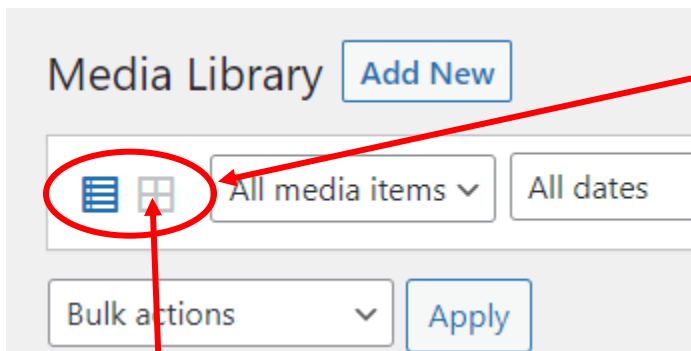You can type up to 999 in the items per page box, so that you can scroll continuously without having to go to the next page more than once or twice. Note – this just resets it for you, not for everybody.
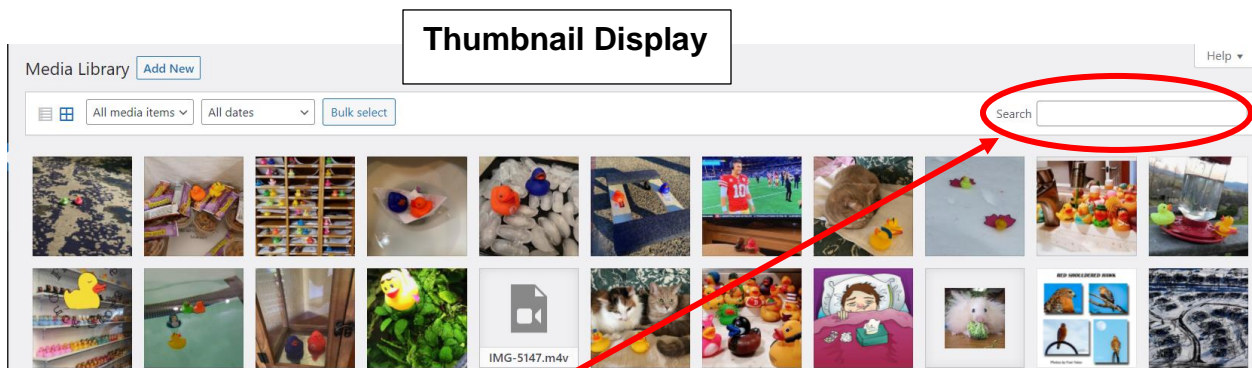

The two icons here control image display the left displays full file info, while the right (no highlighted here) gives you a thumbnail display – second image on the following page.

The thumbnail display (below) makes scanning the collection much faster and easier

Media Library [Add New]

| | All media items ⌄ | All dates ⌄ |
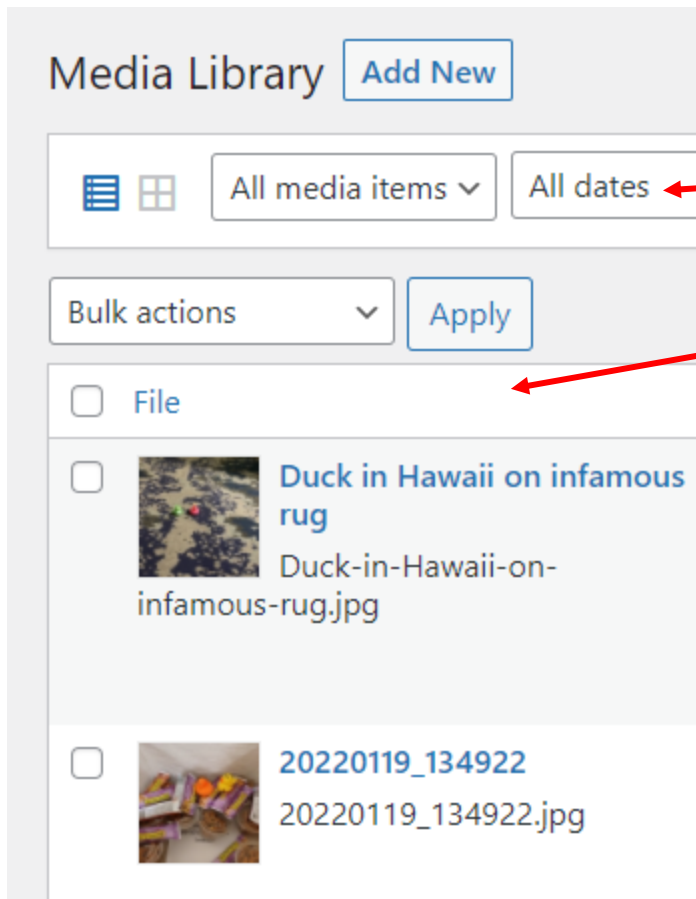
You can sort by upload date (dropdown menu, by month/yr)

Or by any header in the file bar

File (title), Author, comments, date …

| Bulk actions ⌄ | Apply |

☐ File

☐ **Duck in Hawaii on infamous rug**
Duck-in-Hawaii-on-infamous-rug.jpg

☐ **20220119_134922**
20220119_134922.jpg

Thumbnail Display

Media Library [Add New]   Help ▾

| All media items ⌄ | All dates ⌄ | Bulk select | Search [   ]

IMG-5147.m4v

Type <duck> into the search bar, and **enter.** And you will get

All pictures w/ "duck" in title (does not have to be first word) – image below is truncated for easier viewing.

Media Library [Add New]

[ ] [ ] [All media items ▾] [All dates ▾] [Bulk select]
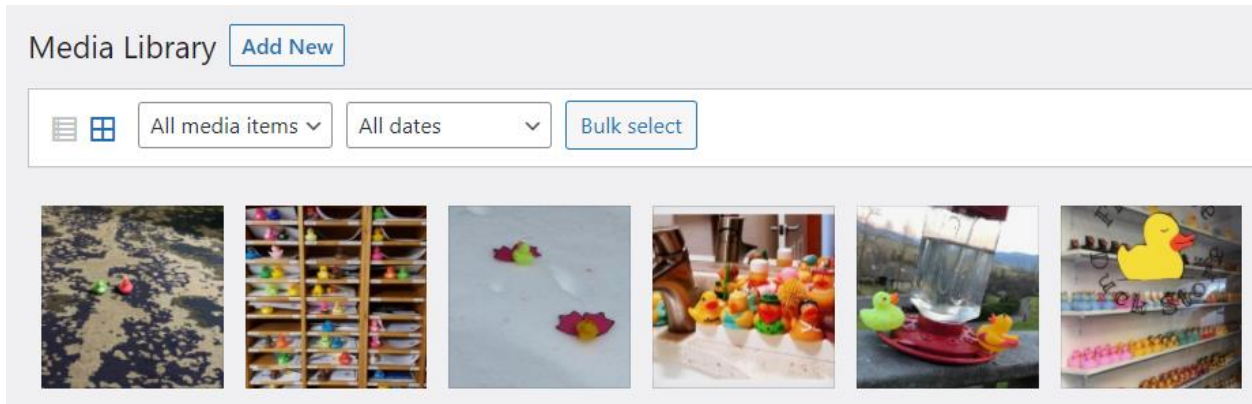
If you click on one of the thumbnails, you will get the page below

The title is the system ID for the image – for searches, etc.

The caption is posted below the figure
(if there is one entered)

Uploaded on: January 27, 2022
Uploaded by: Joni Johnson
File name: Duck-in-Hawaii-on-infamous-rug.jpg
File type: Image/jpeg
File size: 470 KB
Dimensions: 960 by 1280 pixels

Alternative Text

Learn how to describe the purpose of the image
Leave empty if the image is purely decorative.

Title   Duck in Hawaii on infamous rug

Caption

You can use "file URL" to insert into a post – or to link from anywhere

Description

File URL: https://thecomplement.info/wp-content/uplo

[Copy URL to clipboard]

Right click the image, & get a menu with a COPY option

Required fields are marked *

Custom Link

If provided, the image will link to this URL

Note: We need to start standardizing title entry practices to simplify image search and sort. First step -- any image of a person should be titled Person – Name, e.g., "Person – Connie Kent" so we can either look to see who we have, or look for someone specific. And more standards are desirable.