

Upload Media from Your Computer

To upload media from your computer:

1. Edit your Text
 - Learn more at [Edit Texts](#)
2. In the content box, click where you would like to add your media
 - The position of the cursor marks where the media will appear
3. Click the **Add media** icon
 - See [Explore the Content Editor](#) to find the media icon
 - The "Select file" window will appear
4. Click **Choose File**
 - A window of files on your computer will appear
5. Select your file
 - Files must be smaller than 30 MB
 - You can upload these file formats: jpg, jpeg, gif, png, txt, doc, docx, xls, xlsx, pdf, ppt, pptx, pps, ppsx, odt, ods, odp, mp3, mov, mp4, m4a, m4v, mpeg, avi, ogg, oga, ogv, weba, webp , webm
6. Click **Open**
 - Your file's name will appear in the "Upload" box
7. Click **Upload**
 - A progress bar will appear
 - You will be able to click on the file's name once it is uploaded
8. Click **Next**
 - Metadata fields will appear
9. Click the "Display as" drop-down menu
 - Options will expand
10. Choose how the file will be displayed
 - After you save, files may look different in the text viewer
11. Click **Submit**
 - The media file will appear in the Content Editor
12. Click **Save text section**
 - A message will appear confirming the update