

Upload Media from Texts

To add media from Mandala Texts:

1. Go to the Content Editor
 - Learn more at [Explore the Content Editor](#)
2. In the content box, click where you would like to insert media
 - The position of your cursor marks where the media will appear
3. Click the **Add media** icon
 - Learn more at [Explore the Content Editor](#)
 - The "Select file" window will appear
4. Click the **Library** tab
 - A tab with a list of thumbnails will open
5. Search for the media you want to add
 - Thumbnails of search results will appear
6. Click on the media you want to add
 - The thumbnail will highlight
7. Click **Submit**
 - An embedding page with more options will appear
8. Choose display options for the media
 - Find descriptions of each field under the field
9. Fill in metadata for the media
 - Find descriptions of each field under the field
10. Click **Submit**
 - The media window will close
 - The media file will appear in the Content Editor
11. Click **Save text section**
 - The "Edit book page" window will close
 - An update confirmation message will appear