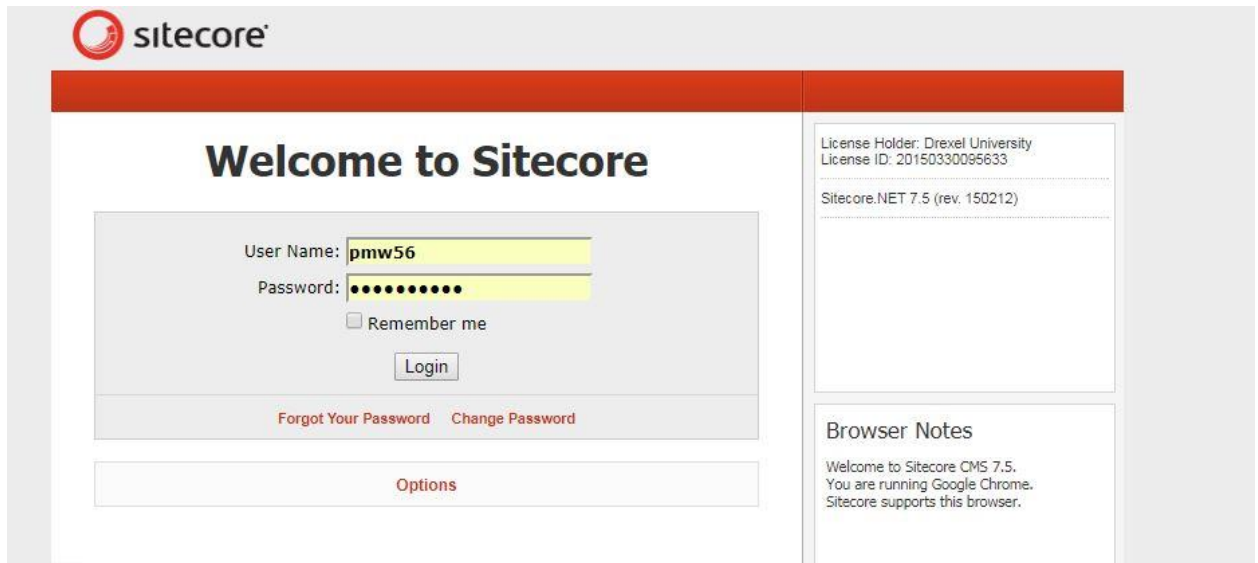


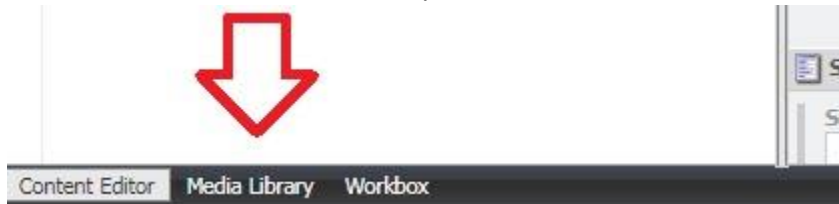
# SITECORE: Add Pictures, Files, Documents to the Media Library

1. Log into Sitecore: <https://webedit.drexel.edu/sitecore/login/>

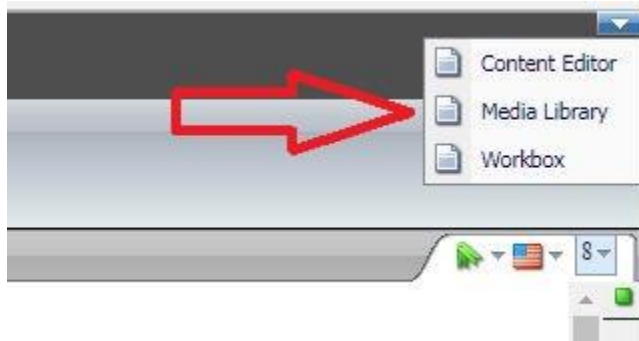


2. Press the tab for Media Library:

On the bottom left hand corner of your screen:

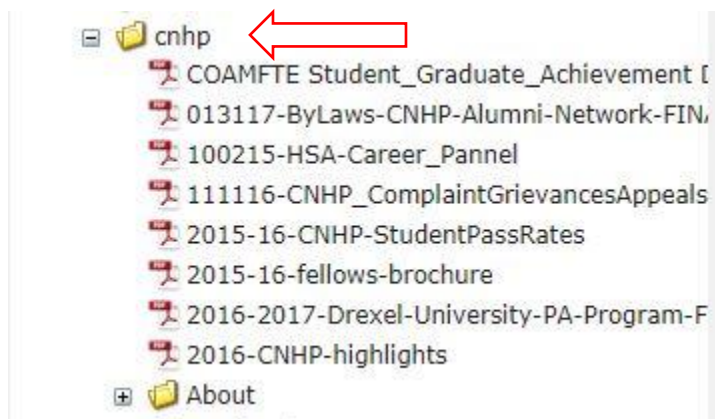
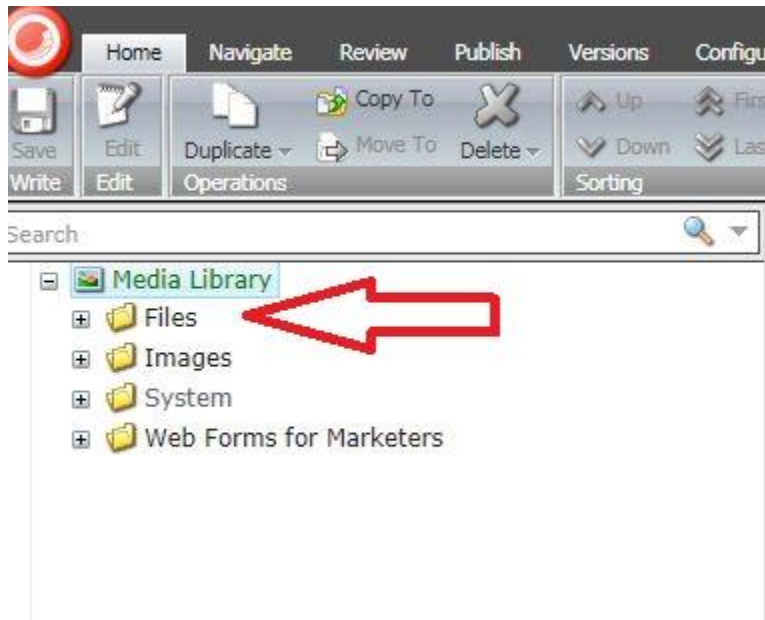


OR, the top right hand corner of your screen:



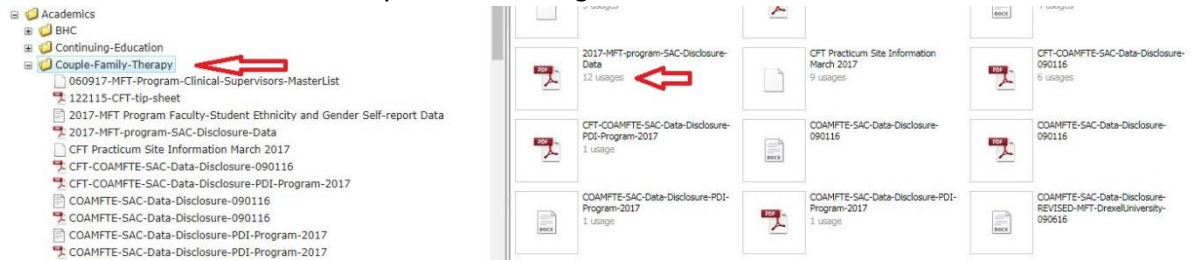
## SITECORE: Add Pictures, Files, Documents to the Media Library

3. In the file tree on left-hand side of screen, find the correct folder to upload your file/image into. For this example, we are uploading a PDF into CNHP / Academics / Couple and Family Therapy.

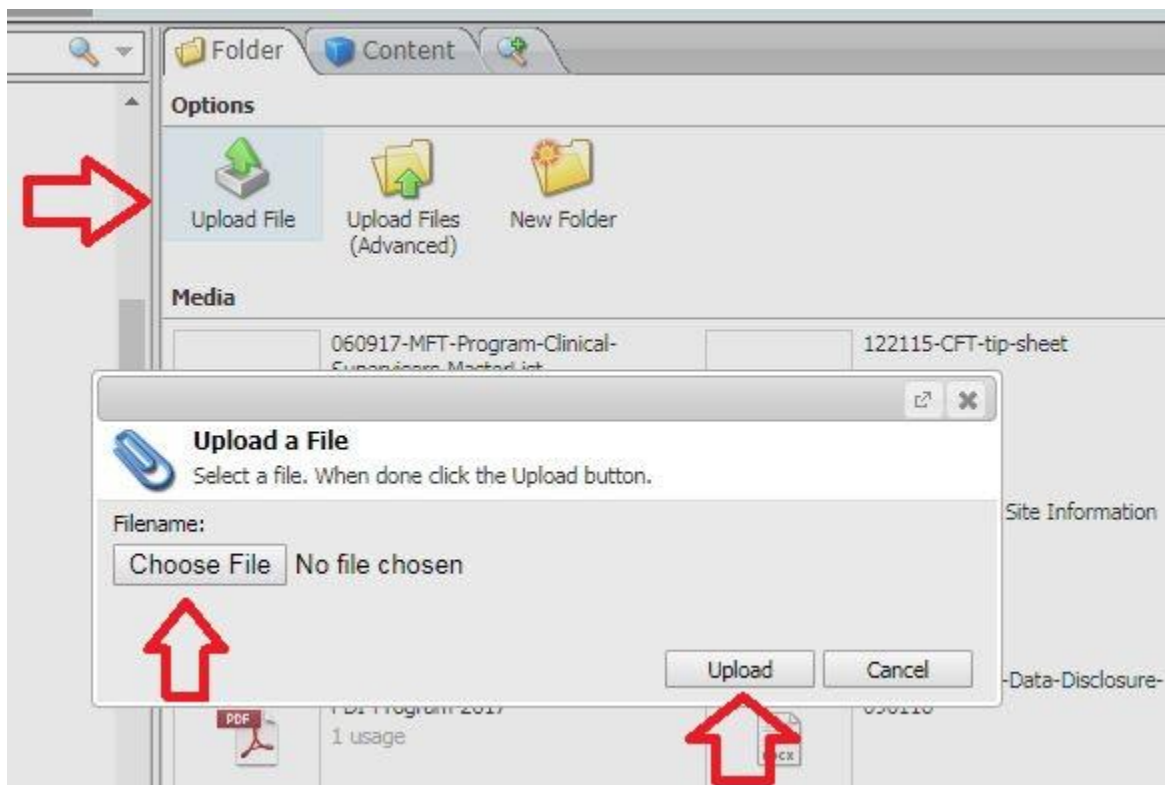


## SITCORE: Add Pictures, Files, Documents to the Media Library

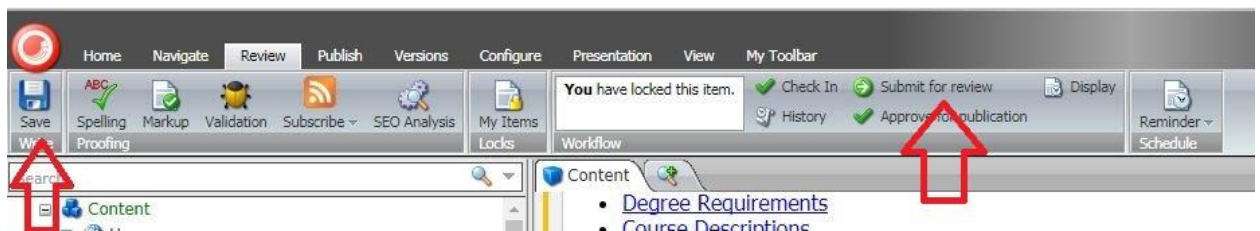
- When you select the folder you will be adding to, the right-hand side of the screen will show what is in the folder and how many times it is being used.



- Upload File – Choose File – Upload



- Save your Work and submit for review.



## SITECORE: Add Pictures, Files, Documents to the Media Library

7. Fill in the comment box with your Drexel User ID / Department / Edit made description



8. Your change is submitted to MarCom for approval. Once approved, document/image will be ready for use on the website – Content Editor.