

# Media Library



**Menu:** Content / Media Library



**Feature:** Media



**Editions:** Cloud, Corporate, Store

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You can use the media library to manage images and other media that is managed with POS.

The media library provides the following features to organize your media:

- Organize files within folders, including nested subfolders.
- Add or delete folders.
- Search for media by file name.
- Sort media by name, modification date, size or type.
- View media.
- Upload media files.
- Move, rename and delete files.
- Select multiple files (e.g. for deletion) (use the shift or ctrl keys for multi-select).

## Bulk Upload

Instead of using the Media Library user interface to add several media files, consider using [POS Import](#) to add them instead. The import function is more efficient than the media library when attempting to add large numbers of files.

## Special Folders

Depending on your permissions level, the Media Library contains several pre-defined folders which require special consideration. You can view media contained in these files, but otherwise should **NOT** re-arrange or otherwise edit the media files.

These folders are:



KENSIUM

POS



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- \_Users contains user-related media, typically arranged in their own folders.
- landing page contains stock images for the landing page feature.
- mediafields contains images that are *owned* by specific content items.

- The media are arranged by content type and internal ID of the content item that owns the media.
- The best way to manage these files is within the media selector while editing the content item.