

Upload and organize your photos and files

Where your photos, videos, audio and files live, how to upload them and how to keep them tidy in folders.

Everything you upload goes to one place, your media library. There is a separate tab for each kind of file, and you can group them into folders.

WATCH OUT

Every file you upload is publicly available. Never upload personal or confidential information, such as IDs, bank details or anything about customers or staff.

Steps

1. Log in to your site editor.
2. In the side panel, click **CMS**, then **Media Manager**.
3. Pick a tab: **Images**, **Icons**, **Videos**, **Audio** or **Files**.
4. Click the upload button on that tab. On the **Images** tab it reads **+ Upload images**, and the wording changes on the other tabs.
5. Choose the files you want to add.

A file you upload isn't on any page until you place it on one.

Add a photo straight to a page

In the newer editor you can drag a photo onto the page.

1. In the side panel, click **Add**, then **Media**.
2. Switch between **Site Media** (what you uploaded) and **Stock Media** (free photos from the editor). Use the search box, or click **Upload Media** to add a new file.
3. Drag the photo onto the spot on the page. You see a preview first, and it isn't placed until you let go.
4. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Keep it tidy with folders

1. On any tab, click **+ Add Folder** to make a folder.
2. A folder shows on every tab, with a number for the files inside.
3. Once a file is in a folder, it leaves the main list. Open the folder, or click **Uploaded**, to find it.
4. Delete a folder and everything inside it goes too.

You can search by file name, and switch to a list view that shows the upload date and size.

Need a hand?

Email the photos or files (or a shared album link) to hello@zossoz.com and tell us where they go. We'll upload and place them. It counts as one of your small changes for the month. See [Send us photos and files](#).

Related guides: [Rename, move or delete a photo or file](#) · [Bring in photos from Google Drive, Dropbox or Facebook](#) · [Pick the right photo size and file type](#) · [Send us photos and files](#) · [Add a file people can download](#)

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