

# Add Audio Clips

WordPress lets users add audio in .mp3, .m4a, .ogg, and .wav formats.

You can't change privacy settings for media you upload to WordPress. **Once a user adds a file to the Media Library, any other user (regardless of role) can use that file.** Media is also accessible to anyone in the world with the URL, and can be indexed by search engines.

We know that restricting media access is important to the UVA community. Our engineers are researching solutions.

1. Open the post you want to edit
  - Learn more at [Edit a Post or Page](#)
2. Click the **Visual** tab
  - Find it next to the "Text" tab above the editing box
3. In the textbox, place your cursor where you want your audio clip to appear
4. Click **Add Media**
  - *A window will appear with different option for uploading media*
5. Click the **Upload Files** tab
6. Choose an audio clip
7. Click on **Select Files** to upload an audio clip from your computer
  - *After uploading the audio clip, the box will show options for describing the audio clip*
8. Give your audio clip a title, caption, description, and choose display settings
  - Note that you can either display the audio clip as an embedded player, a link to an audio file, or a link to a new attachment page
9. Click **Insert into post**
  - *The "Add Media" window will close and your audio clip will appear in the editing box next to your cursor*
10. Click **Update** to save these changes
  - *A message confirming the update will appear above the editing box*