



You can use the **Media file uploader** web part to allow users to upload content to a specific media library.



Note that the **Media gallery** web part provides the same functionality as the **Media file uploader** web part but allows users to view the media library content as well. The use of the **Media gallery** web part is described in [Displaying media library content on the live site](#).

Putting the Media file uploader web part on your web page

1. Open the **Pages** application.
2. Choose the page on which you want to place the web part.
3. Switch to the **Design** tab.
4. [Place](#) the **Media file uploader** web part to a **content area** of your choice. The **Web part properties** dialog box opens.
5. Under **General**, specify the following properties:
 - a. **Library name** - Media library to which you want to be able to upload files.
 - b. **Destination path** - relative path to the folder into which you want to upload the files.
 - c. **Allow upload thumbnail** - turn on to enable on-site upload of file thumbnails.
6. **Save & Close.**



Note that users can only upload a thumbnail if they are uploading a media library file together with it. The thumbnail is attached to the file it is uploaded with.