



# WordPress media library: the full audit checklist

**Hey! A quick word about Mediapapa first:** a one-off full audit is the foundation every monthly routine builds on. Mediapapa scans your entire library against every WordPress usage context, scores each file, and helps you take action.

## Step 1 - Inventory

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Know the size of the problem before solving it.

- /uploads folder size recorded.
- Total media file count recorded.
- Files per type counted (images, PDFs, videos, audio, other).
- Library sorted by date — oldest and newest uploads identified.
- Library sorted by size — top 20 heaviest files identified.

## Step 2 - Naming and organisation

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A poorly named library cannot be cleaned reliably.

- Files with non-descriptive names spotted (IMG\_4821.jpg, screenshot-2024-03.png, untitled.pdf).
- Files with version markers in the name flagged (v2, final, final-v3).
- Inconsistent casing or separators noted (Image\_Name.JPG vs image-name.jpg).
- Renaming priority list created — start with files used on landing pages.

### Step 3 · Usage verification

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The audit's most important step. Skip it and the rest is guesswork.

- Files marked unattached identified through the Library list view filter.
- Each unattached file cross-referenced with post content, custom fields, customiser, page builders.
- True orphaned files (not referenced anywhere) listed separately from unattached.
- Files referenced in WooCommerce products and variations confirmed.
- Files referenced in widgets, menus, theme options confirmed.

### Step 4 · Duplicates and variants

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Hash-based detection where possible. Visual cross-check for the rest.

- Filename clusters identified (image.jpg / image-1.jpg / image-2.jpg).
- Same-day bulk uploads inspected for repeated content.
- Theme-regenerated thumbnail sizes counted (legacy sizes from previous themes).
- Same image at different resolutions consolidated to one canonical version.
- PDFs with version markers in the name reviewed (brochure-final-final.pdf).

### Step 5 · Metadata and accessibility

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Audit content visitors and search engines actually consume.

- Files missing alt text identified (run a SQL query or use a plugin).
- Alt text quality reviewed on top 20 most-visited pages.
- Image titles and captions reviewed for consistency.
- PDF document titles set inside files (not just filenames).
- PDFs with broken outlines or no bookmarks flagged.

### Step 6 · Format and performance

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Identify the candidates for optimisation work.

- Images over 1 MB listed.
- Images served in legacy formats (JPG, PNG) where WebP or AVIF would help noted.
- Images with dimensions far above display size identified (4000-pixel hero on a 1200-pixel layout).
- Above-the-fold images audited for LCP impact.
- PDFs over 5 MB flagged for compression.

## Step 7 · Action plan

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Audit done. Now prioritise.

- Delete list: confirmed unused or orphaned files, with backup taken.
- Compress list: oversized images and PDFs above target weight.
- Convert list: legacy-format images to WebP and AVIF.
- Rename list: most-referenced files first.
- Metadata list: alt text fixes prioritised by page traffic.
- Monthly routine scheduled on the calendar (30 minutes, first Monday).

### The full audit, in one click.

Mediapapa is a WordPress plugin that audits your entire library in a single scan: usage index, duplicates and isolated media actions, oversized files, missing metadata, optimisation opportunities. The afternoon-long audit becomes a one-page report.

[See Mediapapa plans →](#)

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