

## How to Edit Galleries

Prerequisites: Read or watch *How to log in* and *Overview of the page builder*.

In this lesson, you will learn how to change the images in the galleries around your website. Galleries can be displayed in one of two ways:

- *A slider gallery.* In a slider gallery, one image is displayed at a time, and it transitions between other images with a fading animation. Slider galleries may contain small arrows on the right and left of the image, as well as a series of dots on the bottom of the image, to help users navigate between the images.
  - *A grid gallery.* In a grid gallery, multiple images are displayed at one time. They may or may not display a title and a caption (depending on your settings). If the user inserts a lot of images into a grid gallery, it can also display pagination (basically, "page numbers") that can be clicked to navigate further back into the set of images.
1. Log into your website (as shown in the lesson *How to log in*).
  2. Once you are logged in, look for the black bar that runs across the top of the page. On this bar, click the name of your website (which is most likely the name of your business). You will be directed to your website's homepage.
  3. Navigate to the page with the image gallery you would like to edit.
  4. Look again at the black bar that runs across the top of the page. Click *Edit Page*.
  5. Find the purple section entitled The Divi Builder. This is a visual representation of the layout of your page, and each specific part of your page will be labeled.
  6. If you take a look at the labels inside the Divi Builder, you'll notice that it's set up in the exact same way as your actual page. Find the gallery module you want to edit and open up its settings by clicking the *innermost*, three horizontal lines on the left side of its gray section.
  7. Click the black "Update Gallery" button near the top of the settings window, and you'll open up another window that shows all the images you currently have loaded into this section.

8. Now, choose what you want to do:

**If you need to remove an image**, just click the black and white X in the corner of that image.

**If you need to add an image that you have already uploaded** to your website, click the "Add to Gallery" tab on the left side of the window. Then, click on whatever images you want to add to the gallery, and press the blue "Add To Gallery" button in the bottom corner of the window.

**If you need to add an image that you haven't already uploaded** to your website, click the "Add to Gallery" tab on the left side of the window. Then, click on the "Upload Files" tab on top of the window. Click "Select Files", then find the file on your computer and select it for upload. Wait for it to upload, then click the blue "Add To Gallery" button in the bottom right corner of the window.

You may need to **edit the titles or captions that appear alongside your images**. If this is the case, when you are viewing the gallery (after clicking the button in Step 7), just click on the image you want to edit and look on the right side for its title or caption.

*Note: Your website may not use the Titles and Captions feature. If you look at the gallery on the public-facing side of your page and cannot see titles or captions below the image, you can ignore editing titles and captions.*

**If you need to edit the alternate text ("alt text") for an image**, when you are viewing the gallery (after clicking the button in Step 7), just click on the image you want to edit and look on the right side for a section that says, "Alt Text". Read more about how using alt text can help you in the Additional Notes section below.

9. Once everything is done, click Save & Exit on the bottom of the settings window.
10. When you're ready to make your changes go live, scroll to the top of the page and click the blue Update button on the right.

*Optional:* To easily view the page you just edited, after Step 9, you can click "View Page" on the dark bar that runs across the top of your screen.

## Additional Notes

*Where can I find images?* It is important to note that the images you find on a search engine may be subject to copyright. It's a much better idea to work with a photographer or use a free-for-any-type-of-use

image directory (such as [unsplash.com](https://unsplash.com)) to avoid legal implications of using somebody else's work.

### *What is Alt Text?*

Alternate text, or "alt text" for short, is a brief description of an image. Using Alt Text is a best-practice for your images because of several reasons:

First, it helps make your website more accessible to people with visual impairments. For instance, a blind user may browse your website using a screen reader; the screen reader would not be able to accurately describe the image to the user, so it would instead read the alt text.

Second, alt text optimizes your website for search engines (in other words, it boosts your search engine ranking with SEO). Search engines send robots to crawl the Internet, and since a robot cannot accurately distinguish a complex picture, it instead relies on the alt text of an image to catalog the materials on your website.

Alt text will not be seen unless the image does not load correctly (or if the user is using a screen reader). It should be concise, descriptive, and tell the user what is happening in the picture. Example: the alt text for a picture of one of an employee could be:

*Image of an XYZ Company representative, John Smith, smiling and shaking hands with a customer.*

### *Images loading slowly?*

There can be multiple causes of images loading slowly, but two methods that might help are:

#### **Resizing image dimensions**

Think of image dimensions just like you would think about the dimensions of a portrait, a piece of furniture, or a room in a house. In the physical world, dimensions are measurements. They are usually measured in a unit like "inches," "feet," "meters," and so on.

Similarly, the dimensions of an electronic image are the size it covers on a computer screen. This is often measured in pixels. To resize one of your images, you can use a tool such as

[ResizePicOnline.com](https://resizepiconline.com). ResizePicOnline allows you to set a width for your image and proportionally resizes the height.

## Compression

A great explanation of image compression comes from Reddit.com:

An image is made up of lots of little dots called pixels. The pixels are assembled in a specific order, and every pixel has a specific color/shade. [...] When you have a big image, the image will have a LOT of pixels, and remembering all of the individual pixel details, in order, can make the files big.

To make the files smaller, the computer figures out tricks to make the data smaller. If the entire top row of pixels for an image is black, for example, an uncompressed image would have to data read kind of like -

BLACK BLACK BLACK BLACK BLACK

For a compressed image, the computer would have the data kind of like this -

BLACK [x5]

Compression can also sometimes simplify small differences to make up for less data. If you'll allow me to use a word for an example, think of the word "Phlegm." A computer wanting to simplify that might save it as "Flem," because an "F" is less data than "Ph," but makes the same sound, and the "G" is silent anyways. Similarly, when it comes to image compression, it might find two pixels that are really close together and really similar in tone, and it then might "average," them to share a single common tone. ([source](#))

You can upload your images to the online service [TinyPNG.com](https://tinypng.com) and their service will compress them for free. Your images will be available for download just seconds later. Once you download these images, you will need to re-upload their "compressed" versions to your website.