

How to

Change Images with the Visual Builder

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

In this lesson, you will learn how to change images on your website with the visual builder.

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 the far left of 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 you would like to edit.
4. Look again at the black bar that runs across the top of the page, and click *Enable Visual Builder*. If you do not see this option, the visual builder is most likely not installed on your website. If this is the case, you can view the lesson *How to change images* instead of this one.
5. Your screen will flash white and a loading animation will occur while the visual builder is loading. Then, your page content will reappear.
6. Hover over the image you want to change. This will cause a small gray settings window to appear either close to, or directly on top of, the image. Click the *Gear* icon on this window.
7. A purple settings window will appear on the page. You can find a field called Image URL at the top of this control panel if you're editing an image module (a single image), a field called Update Gallery if you're editing a gallery module (a set of images), or a similar field for another type of module that displays images. Each of these functions in the same way. To change the image or images that you have loaded into this area, just click the gray button that says either "Upload", "Update", or something similar in that area, and you'll open up an image selection window that shows all the images you currently have loaded into the section.
8. Choose one of the two tabs in the top left of the image selection window:
 - *Upload Files* - upload a file directly from your computer (If you choose to upload an image from your computer, you will need to follow the

onscreen instructions to upload it to your website.)

- *Media Library* - select an image that is already located on your website
9. Select the image you want to use by *clicking it*. A blue border will appear around the image after you have clicked it, complete with a checkmark in its corner. This signals that you have selected the image for use. If you are working with galleries and want to perform additional actions, please see the *Working with galleries* section of the additional notes section below.
 10. Once you have selected the appropriate image(s), click the blue button on the bottom right of the image selection window. This may say something like "Upload an image" or "Update Gallery" depending on the action you are taking.
 11. Click the green checkmark in the purple Settings window to confirm your changes.
 12. Once you are finished editing the page, you need to save your changes. This will make your edits live to anyone who views your website. To save your changes, click the purple ellipsis mark floating in the bottom middle of your screen. Then, click the green Save button on the bottom right of the page. A saving animation will play for several seconds. Once it stops, you are finished!

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) to avoid legal implications of using somebody else's work.

Working with galleries These instructions are additional options that can be taken if you are working with a gallery module in Step 9.

If you need to remove an image, you may 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.

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. 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.