

How to Change Images

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

This lesson will teach you how to change the images on your website.

1. Log into your website, as covered 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 you would like to change.
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. Find the module that houses your image - it should be labeled appropriately - and click the *innermost* three horizontal lines on its left to open the Settings window.
7. Look for the image while scrolling down the module window. Once you locate it, click the gray *Upload an image* button to update the image.
8. A large media window will appear on your screen. Choose one of the two tabs in the top left:
 - *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.
10. Click the blue *Set As Image* button in the bottom right corner of the screen.
11. Click the green *Save & Exit* button on the bottom right corner of the settings window.

12. Scroll to the top of the page and find the blue *Update* button on the right. When your changes are ready to be viewed by the public, click the *Update* button, and your website will make the changes go live.

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.

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 (continued on the next page):

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 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.