

Working with Images

1. About Images and Graphics

Images can be used in a variety of methods in your WordPress posts and Pages. They can be major subject matter, or a referenced detail that enhances information or a story. The first thing you should consider is the "look" of the images on your page. Not what the images are of, but the general look of how they flow and interact with the rest of the content on your page.

Wrapping text around images helps you to begin to understand how images interact with the text around them, changing the margins, padding and borders around the images within the content.

It will also help you understand how to create captions under your images. The size of the images depends on their importance and how they work with the text.

2. Inserting Images into Pages

WordPress makes it easy to add images to your content. Images can be used in your pages directly.

1. Choose **Pages** in the WordPress sidebar.
2. Mouse over the page you would like to add a photo to and click on **Edit**.
3. Place your cursor where you would like the image to appear on the page, then click on the **Add Media** button above your toolbar:



4. Click on **Upload Files** at the top of the screen.
5. You can drag and drop your files into the box that appears or click on **Select Files** to choose a picture from your computer to upload.
6. Once uploading has completed, you will be given the option to edit some settings before inserting the image into the page.

Image details

Alternative Text
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Caption

DISPLAY SETTINGS

Align

Size

Link To

ADVANCED OPTIONS ▲

Image Title Attribute

Image CSS Class

Image Border

Image Margins

Open link in a new tab

Link Rel

Link CSS Class

- **Title** – Appears in several different places. This is important and should not contain the file name.
- **Caption** – This will be shown underneath your photo on the web page if you would like.
- **Alt Text:** Alternate text is required and is read aloud to visually impaired users by screen readers. This is a **very important** part of keeping your website free of accessibility errors.
- **Description** – For internal purposes. This description will display in your media library within WordPress.
- **Alignment** – Choose whether your image will be aligned to the left, right, center, or not at all. (Aligning to the left or right will allow text to wrap around your image).
- **Link To** – This gives you the option to link your image and define what URL it links to. **Leave this as “None” in almost all cases.** Images should not link to themselves (the Media File or Attachment Page choices) unless necessary.

- **Size** –WordPress will automatically generate up to three smaller sizes based on the dimensions you choose in your Media Settings and you can choose any of those depending on what fits best in your post.

7. Click **Insert into page** when you're done adjusting the image's settings.