# Using WordPress: Editing and Replacing Images

*You can change the captions on your images as well as the size they appear on the page. Beyond that, WordPress offers some limited image editing capabilities but as of this writing most of them are unreliable. For best results, you should edit your image using photo editing software like Photoshop or GIMP and then replace the old image in your media library.*

## Editing an image's caption text once it is on a page/post

*This adjustment does not affect the original image's caption in the media library; it only changes the caption of the image on this particular page/post.*

**Option #1:** If the image already had a caption you should see the text directly below the image. Click on it and edit as usual.

**Option #2:** Click on the photo. You'll see a box above it with alignment icons, a pencil and an X. Click on the **pencil** icon to edit it. Add or edit text in the *Caption* field and then click the **Update** button.

## Changing the size of an image once you've added it to a page/post

*These adjustments do not affect the original image; it only changes the instance of the image on this particular page/post.*

**Option #1:** Click on the image. You'll see white square "handles" appear at the edge of the image. Click and drag to reduce the size of the photo.

Tip: This will only work for reducing the size of the photo. If you attempt to make it larger it will cause the image to become blurry. If you make a mistake, reinsert the image and try it again.

Tip: Only do this for small size adjustments. You will slow down the performance of the webpage if you insert a very large image and drag it down to a small size because the browser will still download the large size to start. PLEASE don't do this to our visitors!

**Option #2:** Click on the image. Look for the options box at the top and click on the **pencil icon** to edit the photo. Select *Custom Size* from the drop-down box and then enter the width and height (if you adjust one value, the other one will change to keep the proper aspect ratio). Click the **Update** button to save your changes.

**Editing an image's orientation, dimensions or aspect ratio within WordPress**

WordPress offers some limited image editing capabilities, but as of this writing most of them are unreliable and you may experience unintended or inconsistent results. Unfortunately, the Web Office cannot endorse using the built-in WordPress image editor at this time. If all possible you should edit your images using external photo editing software like Photoshop or GIMP instead and replace the original photo using the instructions below.

**Replacing an image in the Media Library**

1. Click on the document to open the *Attachment Details* window.

2. Click the **Upload a new file** button.

3. Click the **Choose File** button (it is easy to miss!) and select the file on your computer.

4. Make sure the second **Replace the file, use new file name and update all links** option is selected.

> Tip: When replacing images, it is not recommended to use the first option that just replaces the file name because this option does not replace all size versions of an image or links to lightbox/gallery pop-up images!

5. Click the blue **Upload** button.

6. The file replacement upload is now complete. (Pressing the blue Update button again is not necessary.) You can click the *Permalink* link to verify, but be aware you may need to refresh your browser to see the latest version.