

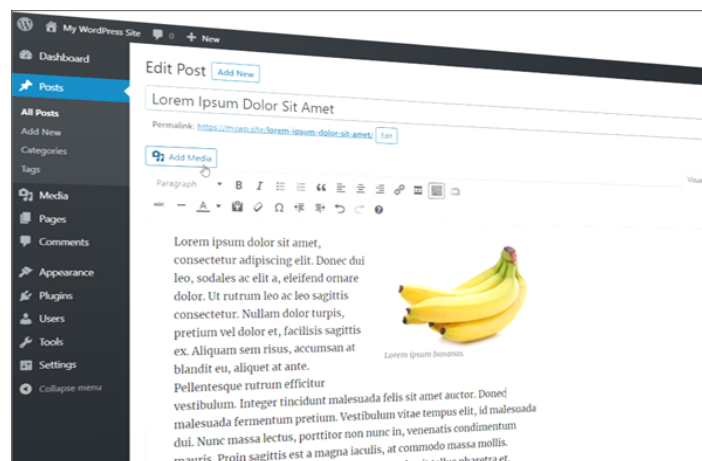
How To Add And Format Images In WordPress

wptrainingmanual.com/wordpress-tutorials/add-format-images

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How To Add And Format Images In WordPress

WordPress Training



As a content publisher, you will probably make extensive use of images on your site.

The WordPress content management system (CMS) lets you organize your site's images in the **Media Library**.

After uploading media files to the Media Library, you can format your images before inserting them into your content.

This tutorial explains how to do this.

See the tutorials below if you need help with other aspects of using images, like:



The screenshots in this tutorial were created using the **WordPress Classic Editor**. If you use the **WordPress Block Editor**, refer to these tutorials on using image-related blocks:

How To Add Images From Your WordPress Media Library

You can add images to your Media Library by:

- Uploading the image from an internal or external hard drive.
- Using the URL on an image stored in an external location (e.g. a cloud storage service like **Amazon S3**, Dropbox, etc.).

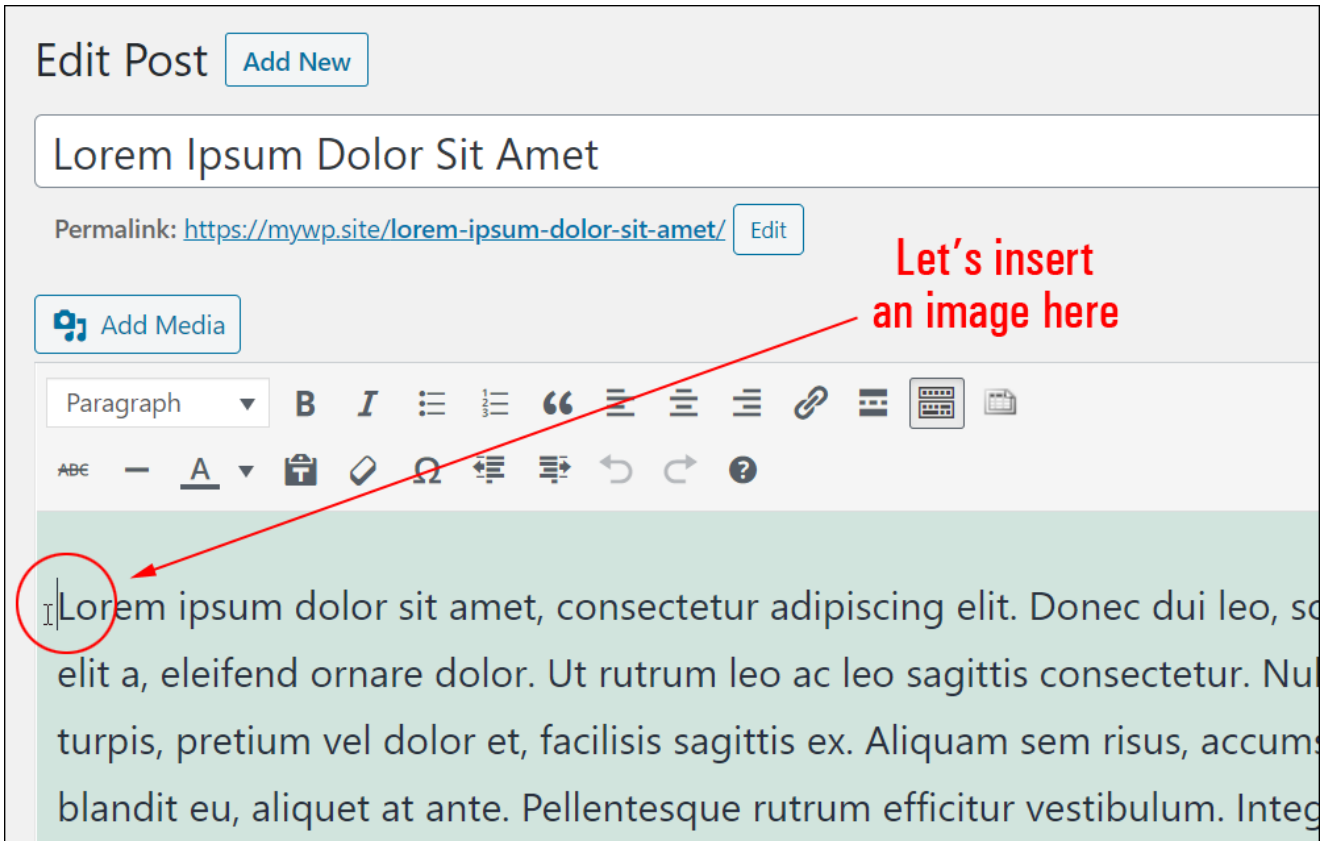


Make sure that you have permission to use the image(s) on your site.

Image licensing companies and owners of copyrighted images will take legal action against you if you use images on your site without permission or violate the terms and conditions of your licensing agreements.

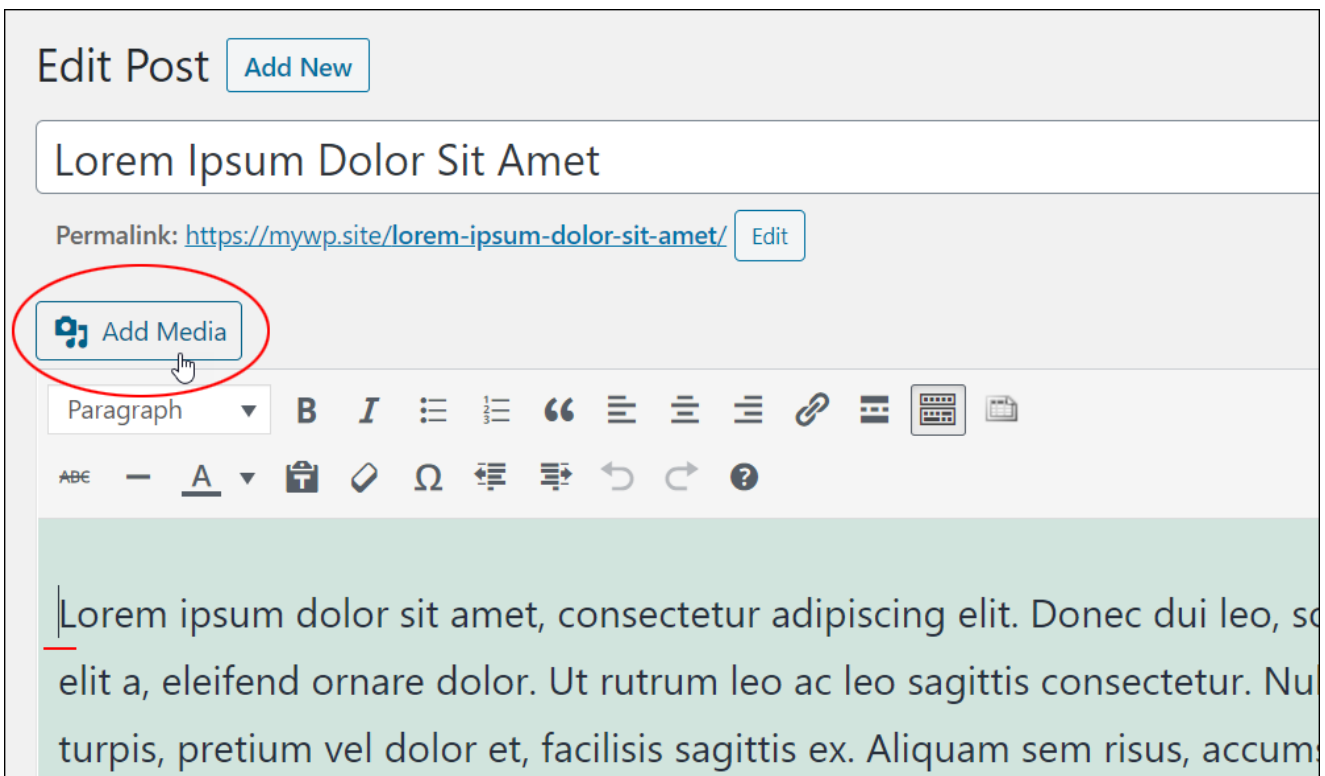
If you need free images and royalty-free images for your content, see this tutorial: **Where To Find Free And Royalty-Free Images For WordPress**

To insert an image into your content from your **Media Library**, create or edit a Post or Page and place your cursor in the location where you want to insert the image.



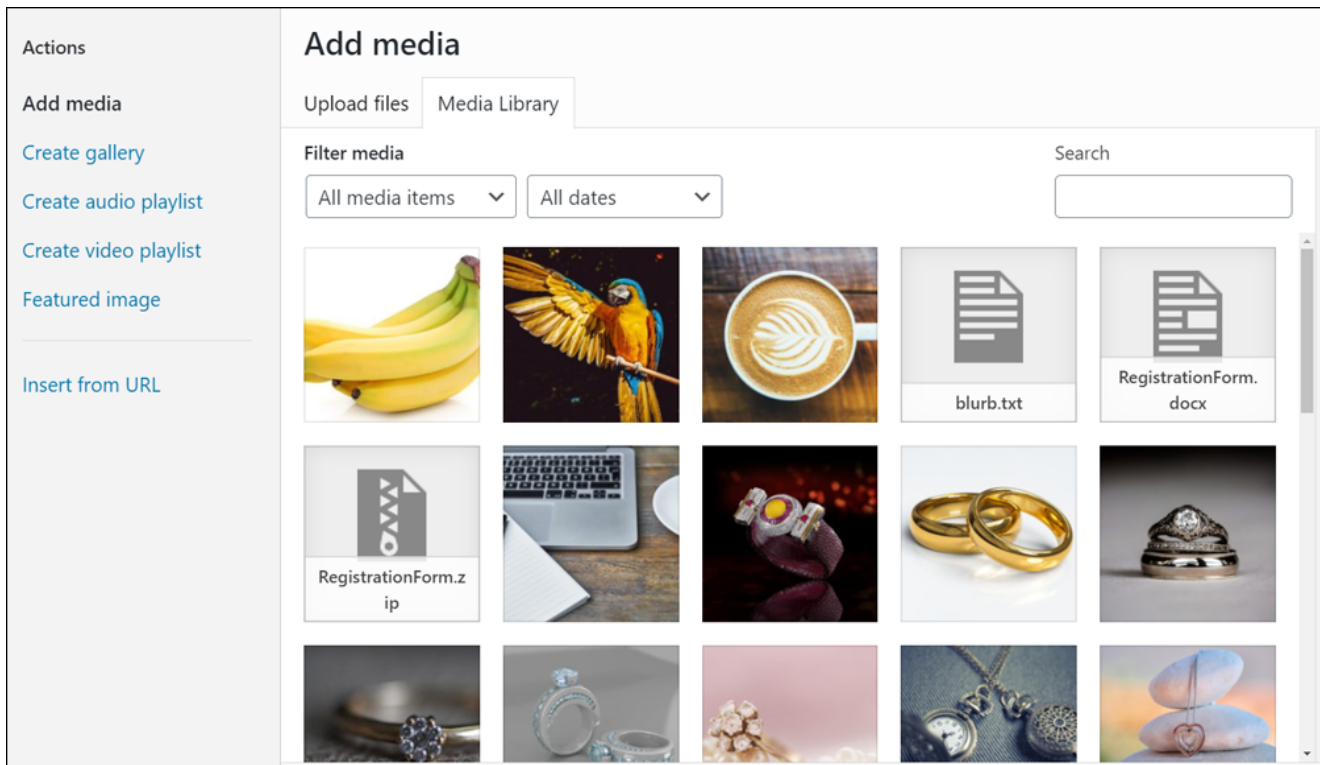
Place the cursor where you want to add your image.

Click on the **Add Media** button above the content editor.



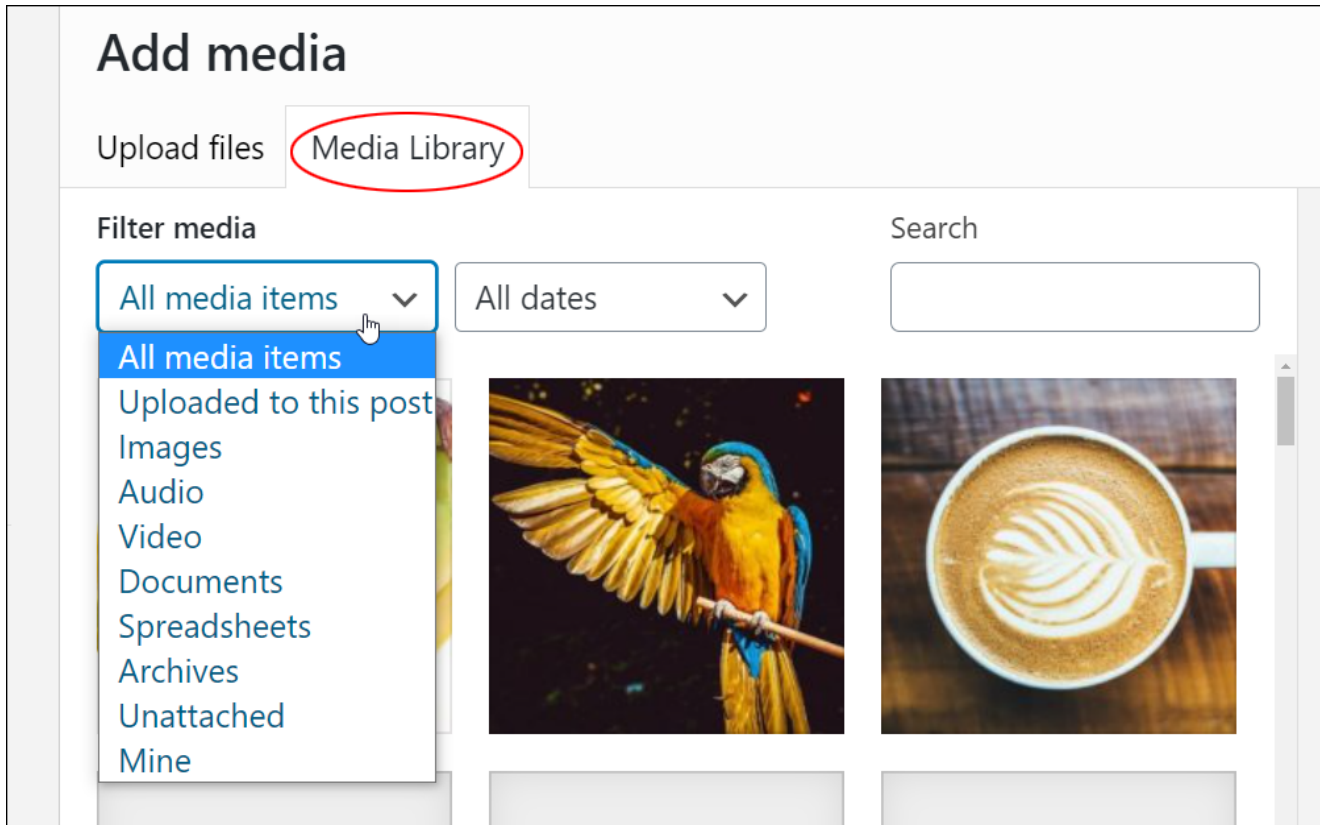
Click the Add Media button.

The **Add Media** screen will open in your browser.



The Add media screen.

Click on the **Media Library tab**, then select *Images* from the **Filter media** drop-down menu to view all the images you have uploaded to the Media Library or select *All media items* (default option) to view all the uploaded media types and media files in your Media Library.



Filter and view your uploaded media files in the Media Library tab.

Notes:

- Only the media types you have uploaded to the Media Library will display in the **Filter media** drop-down menu (e.g. audio and video files, documents, spreadsheets, etc.).
- If you are editing a post or page that already contains images, you can select *Uploaded to this post* to filter only those images.
- You can also filter files that are not associated with any posts or pages (*Unattached*) or only the media files that you have uploaded (*Mine*).

Locate and select the image you want to add to your content and click the 'Insert into post/page' button.

The screenshot displays the 'Add media' interface. On the left, a sidebar lists actions like 'Add media', 'Create gallery', etc. The main area shows a grid of media items. The first item, a bunch of bananas, is selected and highlighted with a red box. Below the grid, it says '1 item selected' and 'Clear'. At the bottom right, the 'Insert into post' button is circled in red. The right sidebar, titled 'ATTACHMENT DETAILS', shows the selected image's name 'banana-2449019_640.jpg', its date 'February 15, 2021', size '21 KB', and dimensions '640 by 426 pixels'. It also includes fields for 'Alt Text' (filled with 'A bunch of bananas.'), 'Title' (filled with 'banana-2449019_640'), and 'Caption' (filled with 'Lorem ipsum bananas.').

Select the image and click the button to insert it into your post or page.

The image will be inserted into your post or page where you placed your cursor. By default, the inserted image has no alignment (i.e. the default image alignment option = None)

Edit Post [Add New](#)


Lorem Ipsum Dolor Sit Amet

Permalink: <https://mywp.site/lorem-ipsum-dolor-sit-amet/> [Edit](#)

[Add Media](#) Visual

Paragraph **B** *I*

ABC — **A**



Lorem Ipsum Bananas

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec dui leo, sodales ac elit a, eleifend ornare dolor. Ut rutrum leo ac leo

Image added to post.


As you will see later in this tutorial, you can also specify how to align your image before inserting it into your post or page.


Add media ✕


Upload files Media Library


Filter media Search

All media items All dates












blurb.txt





RegistrationForm.docx




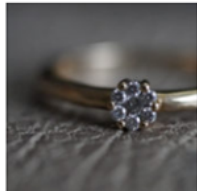
RegistrationForm.zip







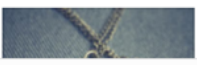



















1 item selected  Clear

Insert into post

Alt Text A bunch of bananas.

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

Title banana-2449019_640

Caption Lorem ipsum bananas.

Description

File URL: https://mywp.site/wp-con

Copy URL to clipboard

ATTACHMENT DISPLAY SETTINGS

Alignment Right ▼

Left Left

Center ▼

Right

None

Link To ▼

Size: 300 × 200 ▼

Choose an alignment option for your images before adding these to your content.

You can specify the image alignment before adding images to your content...


Edit Post Add New
 Lorem Ipsum Dolor Sit Amet
 Permalink: <https://mywp.site/lorem-ipsam-dolor-sit-amet/> Edit

Add Media Visual Text

Paragraph **B** *I* [List Icons] [Quote Icon] [Table Icon] [Link Icon] [Media Icon] [More Icon]

ABC - A [Color Picker] [Link Icon] [Omega Icon] [Undo Icon] [Redo Icon] [Help Icon]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec dui leo, sodales ac elit a, eleifend ornare dolor. Ut rutrum leo ac leo sagittis consectetur. Nullam dolor turpis, pretium vel dolor et, facilisis sagittis ex. Aliquam sem risus, accumsan at blandit eu, aliquet at ante. Pellentesque rutrum efficitur vestibulum. Integer tincidunt malesuada felis sit amet auctor. Donec



Lorem ipsum bananas.

Publish
 Status: Pub
 Visibility: P
 Published c
[Move to Trash](#)

Format
 Standard
 Link
 Aside
 Gallery
 Image
 Quote
 Status
 Video

Image added to post.

Or, you can align images after inserting them into your content by clicking on the image and selecting one of the alignment options from the image editing menu.

Edit Post [Add New](#)

Lorem Ipsum Dolor Sit Amet

Permalink: <https://mywp.site/lorem-ipsu...> [Edit](#)

[Add Media](#) Visual Text

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [Table] [Image]

ABC - A [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec dui leo, sodales ac elit a, eleifend ornare dolor. Ut rutrum leo ac leo sagittis consectetur. Nullam dolor turpis, pretium vel dolor et, facilisis sagittis ex. Aliquam sem risus, accumsan at blandit eu, aliquet at ante. Pellentesque rutrum efficitur vestibulum. Integer tincidunt malesuada felis sit amet auctor. Donec

[Image editing menu: [List] [List] [List] [List] [Pencil] [X]]

Publish

Status: Pub

Visibility: P

Published

[Move to Trash](#)

Format

- Standard
- Link
- Aside
- Gallery
- Image
- Quote
- Status
- Video

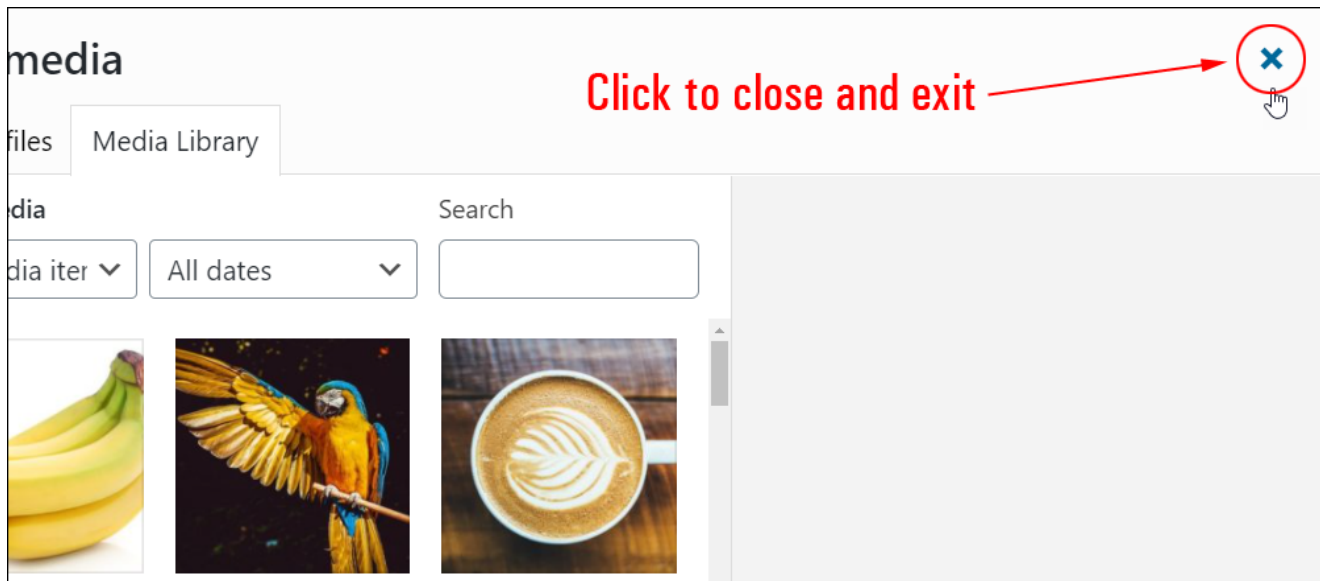
Align your image inside your posts and pages using the image editing menu options.



You can also add an image gallery from your Media Library to your posts and pages.

If you need help with this step, see this tutorial: [**How To Add An Image Gallery In WordPress**](#)

To exit the **Add Media** screen without performing an image action, just click on the “X” at the top of the window.



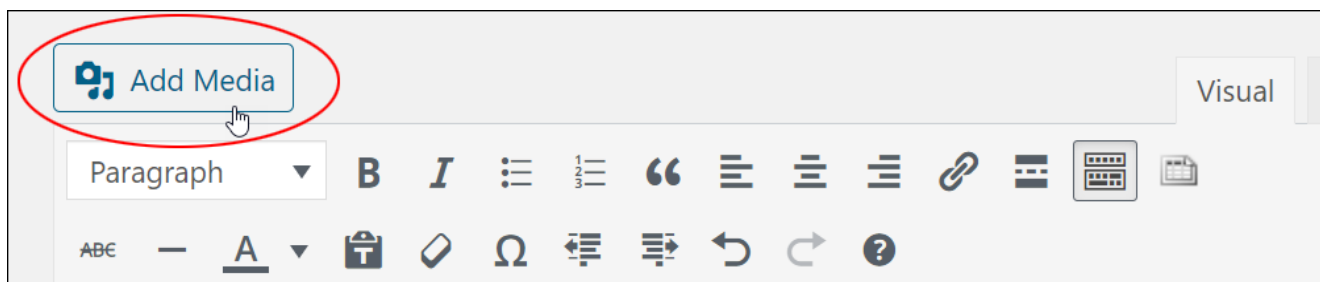
Click the X to close and exit the Add media screen.

How To Upload Images From Your Hard Drive

To add images stored on your hard drive to a post or page, make sure to create your image to the **correct specifications**, then place it into a folder on your hard drive that you can easily locate.

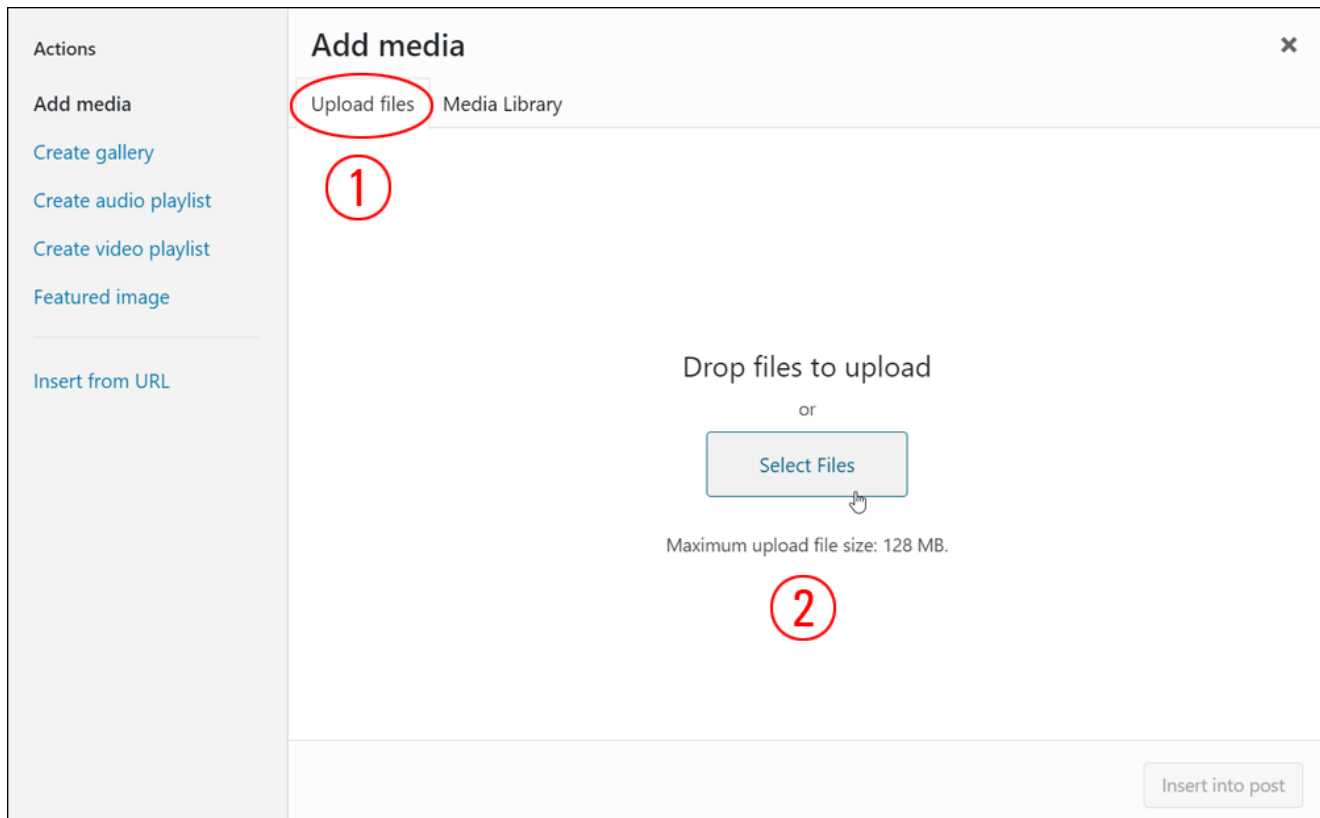
Next, go to your WordPress Editor and click inside the post or page where you want the image to be added. The image will be placed wherever your cursor is flashing.

Click on the **Add Media** button above the content editor window.



Click on the Add Media button.

This will bring up the **Add Media** screen. Select the **Upload Files** tab [1] to display the media uploader, then either drag-and-drop your image file into the box or click on the **Select Files** button [2] to locate and upload your image.



Upload images to your Media Library from the Upload files tab of your Add media screen.



For detailed step-by-step tutorials on:

- Using the WordPress Media Uploader, [go here](#).
- Editing images in the Media Library, [go here](#).

Once the image has been uploaded, it will display as the selected item.

Click the **Insert into post** button.

The screenshot shows the 'Add media' interface with the following elements:

- Actions:** Add media, Create gallery, Create audio playlist, Create video playlist, Featured image, Insert from URL.
- Media Library:** Upload files, Media Library.
- Filter media:** All media items, All dates.
- Search:** Search bar.
- Media Grid:** A grid of media items including a bunch of bananas (selected), a parrot, a coffee cup, a document (blurb.txt), registration forms, and various jewelry items.
- Attachment Details:** Information for the selected banana image, including filename (banana-2449019_640.jpg), date (February 15, 2021), size (21 KB), dimensions (640 by 426 pixels), and options to edit or delete.
- Alt Text:** A bunch of bananas.
- Title:** banana-2449019_640
- Caption:** Lorem ipsum bananas.
- Description:** Empty text area.
- Bottom Bar:** 1 item selected, Clear, and a circled 'Insert into post' button.

Click the button to insert the image into your post or page.

This will add the image to your post or page.

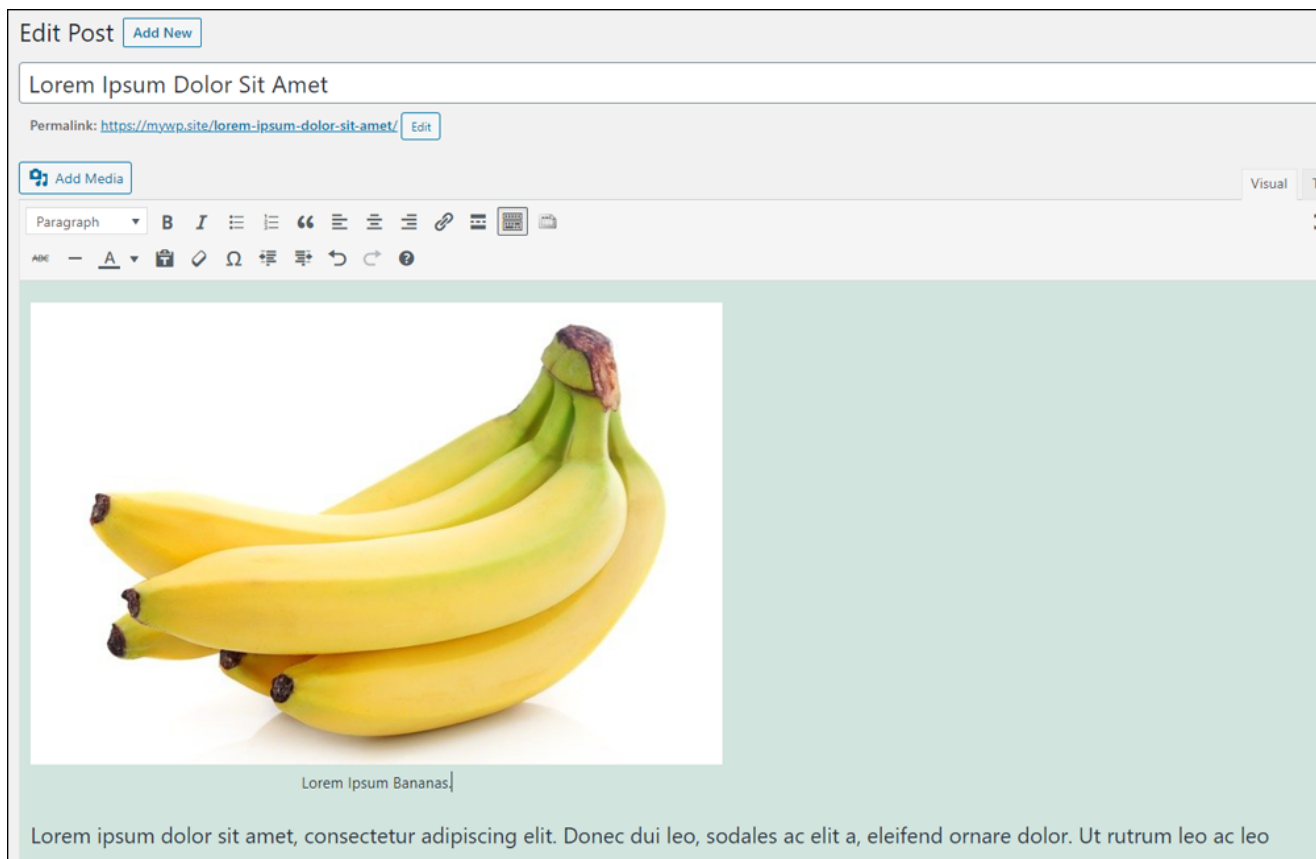


Image added to post.

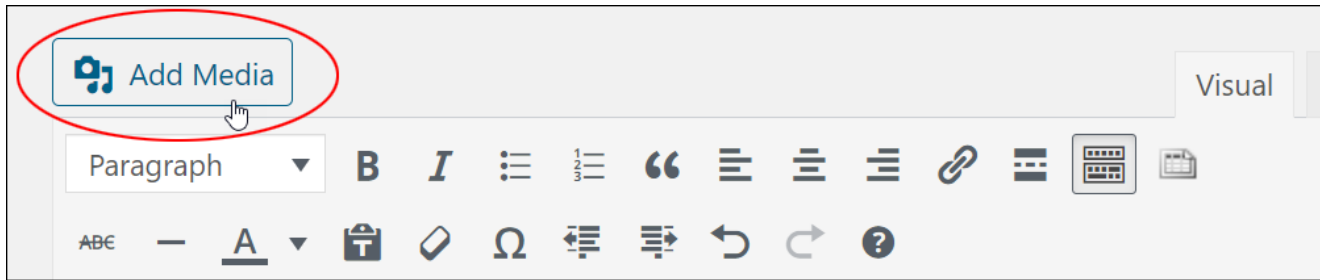
How To Add An Image From A URL



Do not link to images hosted on an external server without permission – this is called *hotlinking* and it's frowned upon by most webmasters and website owners, as it uses up their bandwidth and costs them money.

You can set up your own external data storage account for hosting images and files remotely using a service like **Amazon S3**.

To add an image from a URL into a post or page, click on the **Add Media** button.



Click on the Add Media button.

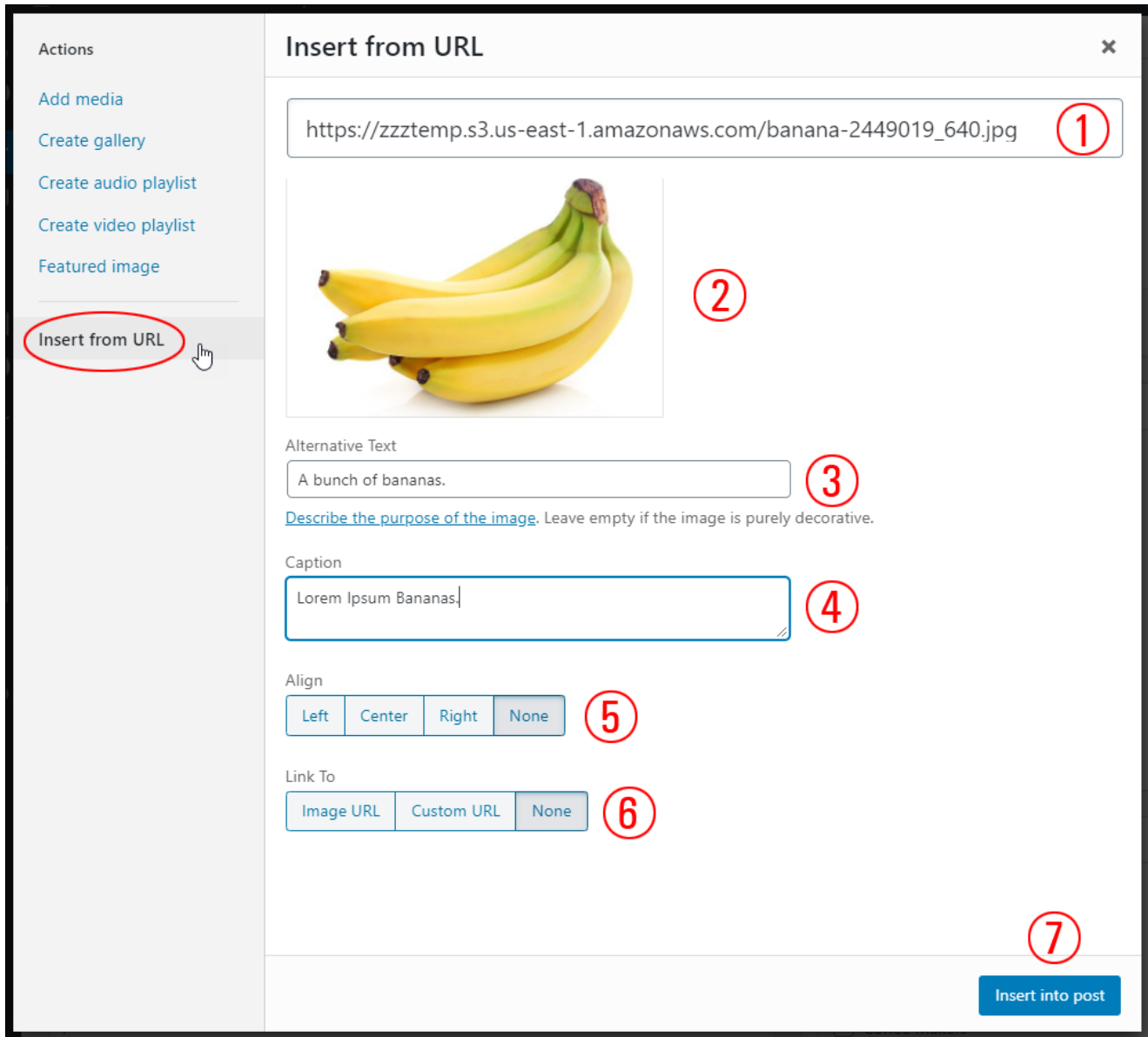
The **Add media** screen will open on your browser window.

Click the **Insert from URL** link in the screen's options menu.

This will bring up the 'Insert from URL' screen.

In this screen, do the following:

1. Paste in the URL of your image (i.e. where your image is stored)
2. If you have entered the URL correctly, a thumbnail of the image should display below the URL (if the image doesn't display here, make sure you have set correct access permissions in your external storage service)
3. Add an **alt tag** to your image into the Alternative Text field.
4. Add an image caption.
5. Specify an image alignment (Left, Center, Right, None).
6. Specify a linking option for your image in the *Link To* field (Image URL, Custom URL, None)
7. Click the *Insert into post/page* button when you have finished configuring the above settings.



Add an image from an external URL in the Insert from URL screen.

How To Format Images In Your Posts Or Pages

After uploading and adding an image into your post or page using one of the above methods, the next step is to format your image, so it displays correctly on your site.

How To Format Images In The Add Media Screen

The 'Add Media' screen gives you options for editing and formatting your images.

These include:

- **Edit image** – Click this button to edit your image in the 'Edit Image' screen (we cover this in more detail further below).

- **Delete permanently** – Click on this link to permanently delete the image (i.e. remove it from the Media Library).
- **Accessibility (Meta)** – See this tutorial for more details on how to use these settings: [How To Edit WordPress Media Library Images](#)
- **Attachment display settings** – See below for more details on using this section.
- **Clear image** – Click on the red 'Clear' link to deselect the image.
- **Insert image into a post or page button** – Click this button to add the image to your post or page.

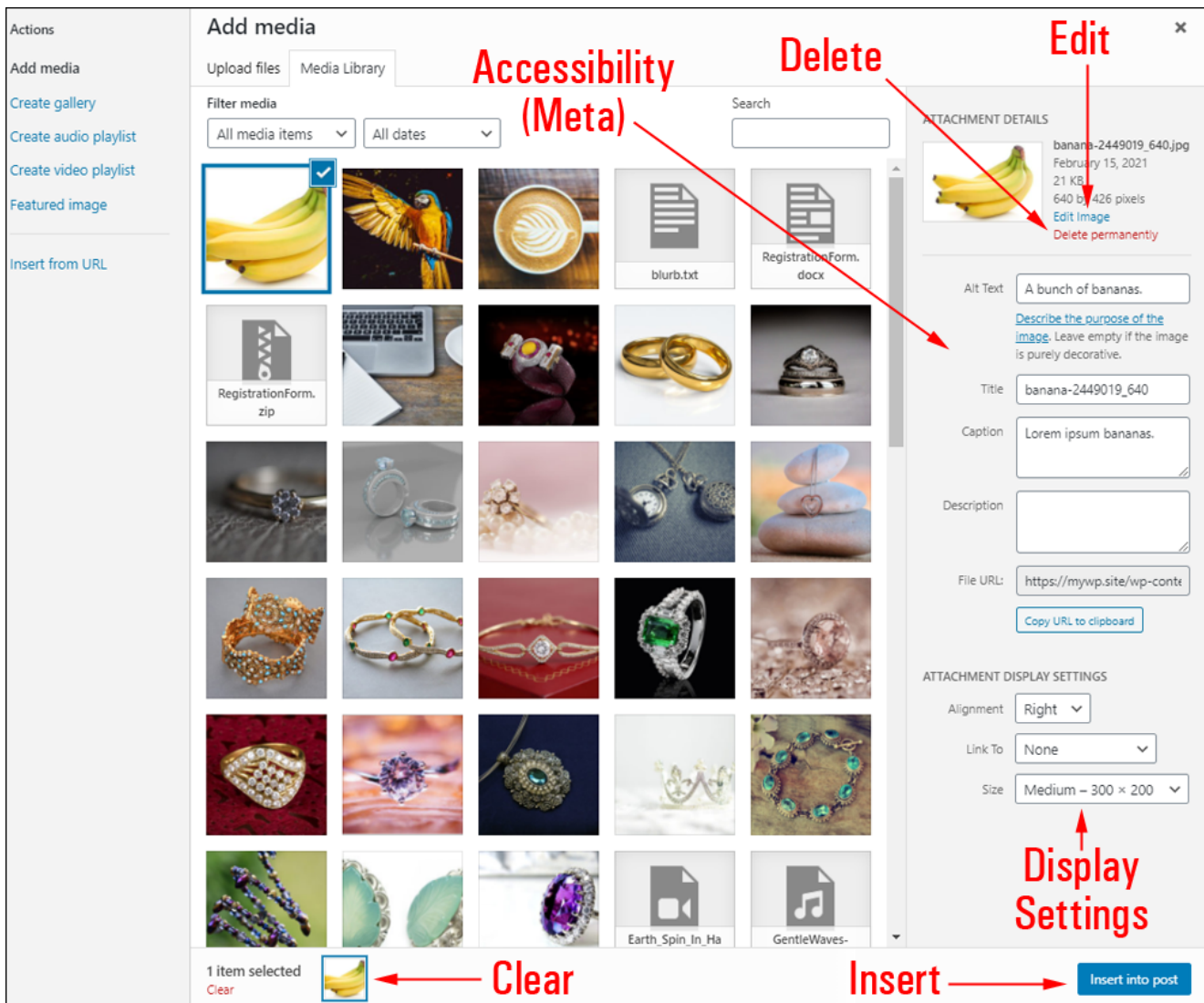


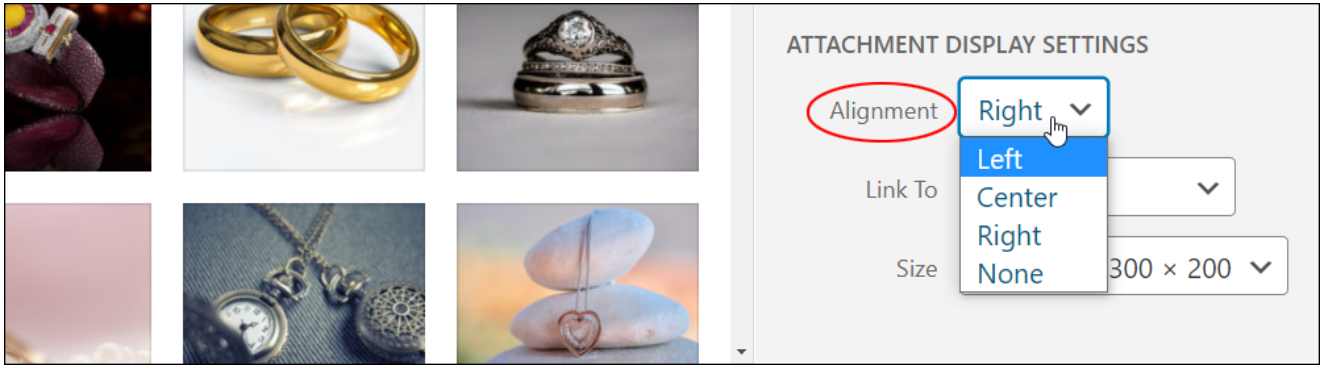
Image settings.

Attachment Display Settings

The **Attachment Display Settings** allow you to specify various formatting options for your image.

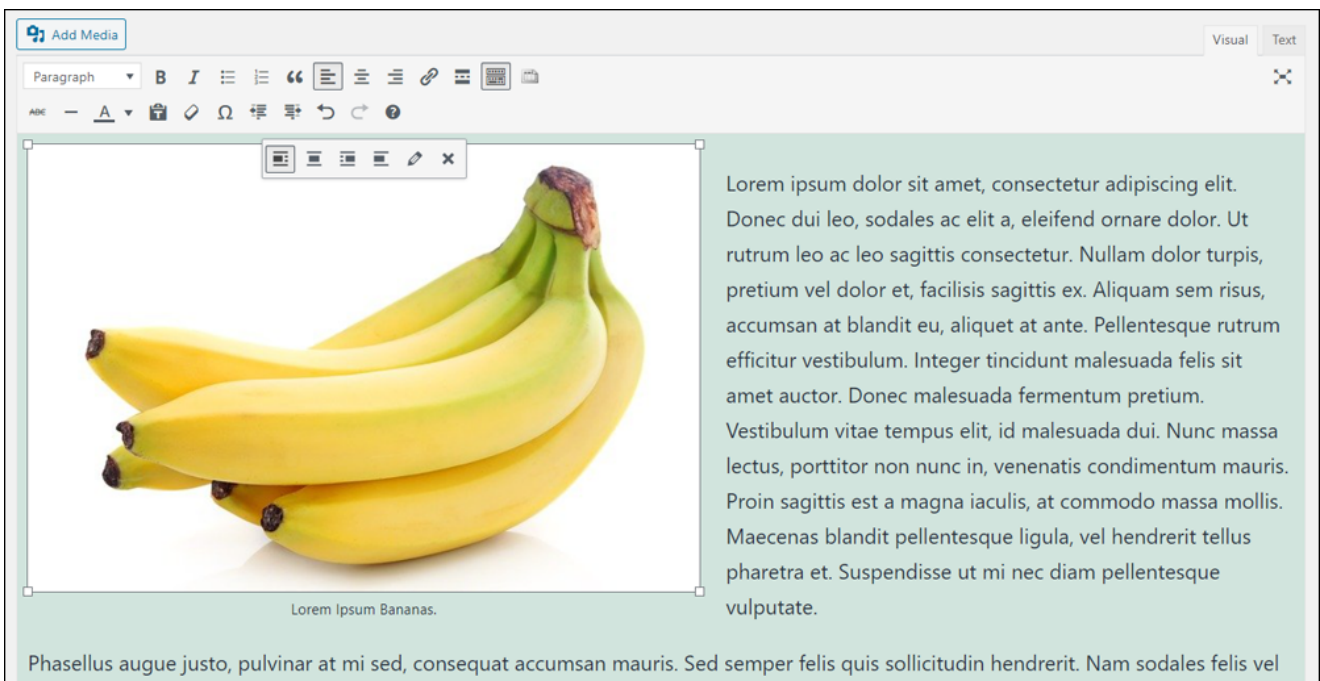
Alignment

Select an **Alignment** for your image from the drop-down menu options.



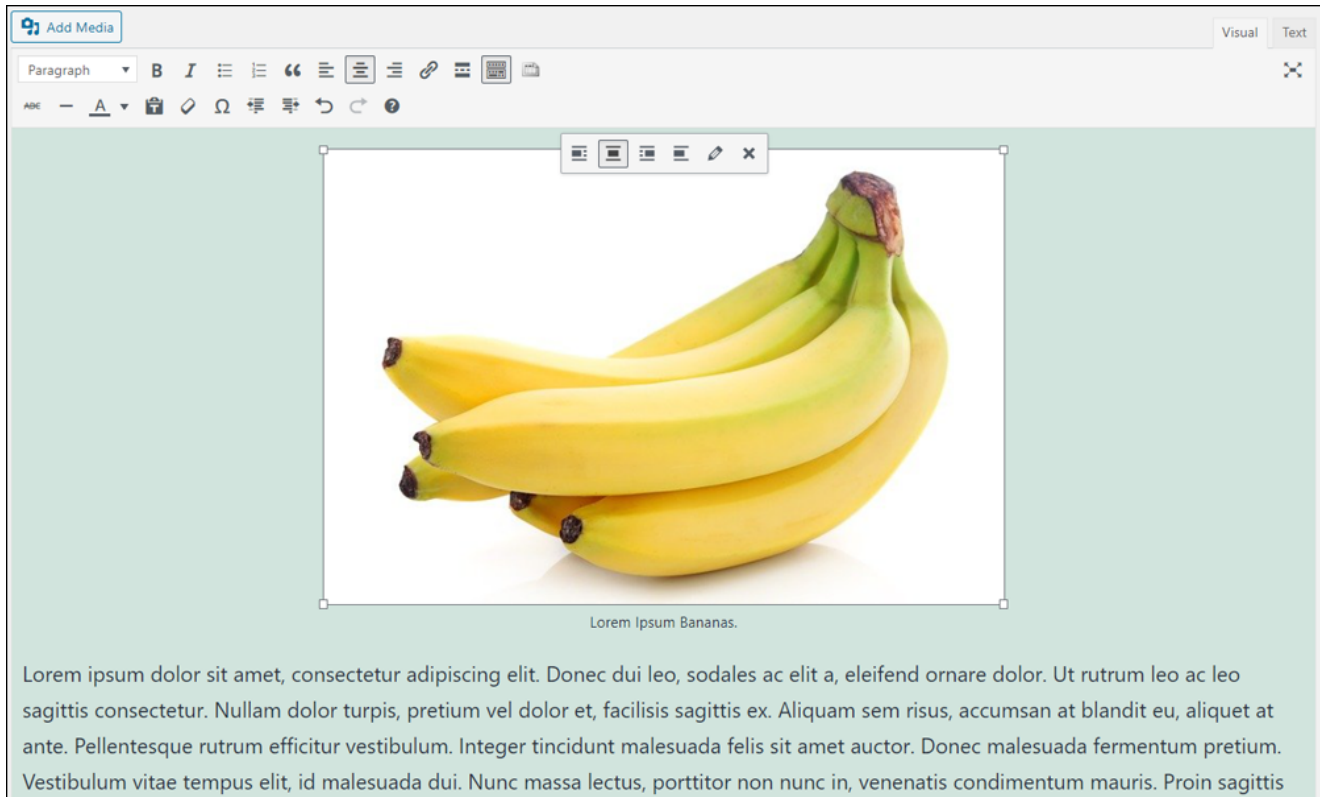
Select an alignment option for your image.

Left: Place the image on the left of your post or page content. Text is wrapped around the image.



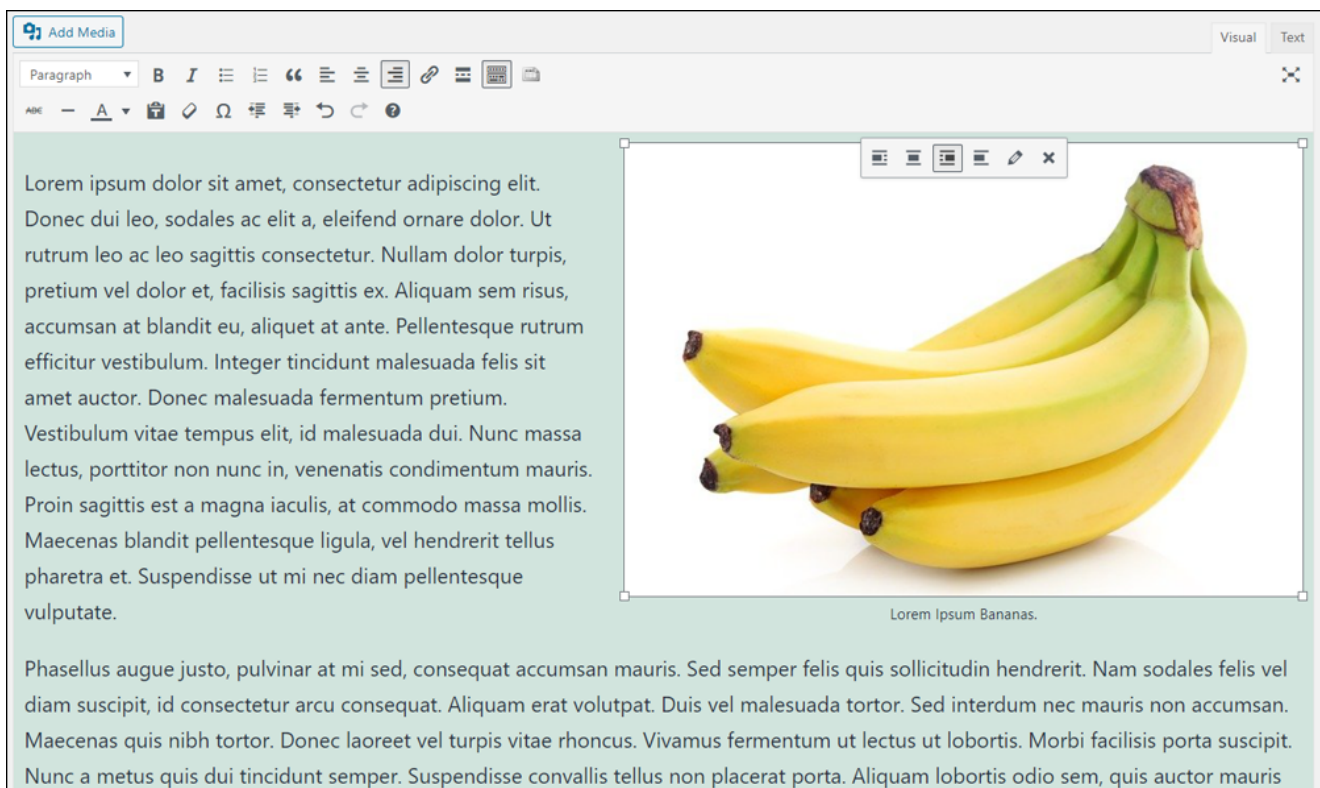
A left-aligned image with text wrapping.

Center: Center your image on the post or page. Text is not wrapped around the image.



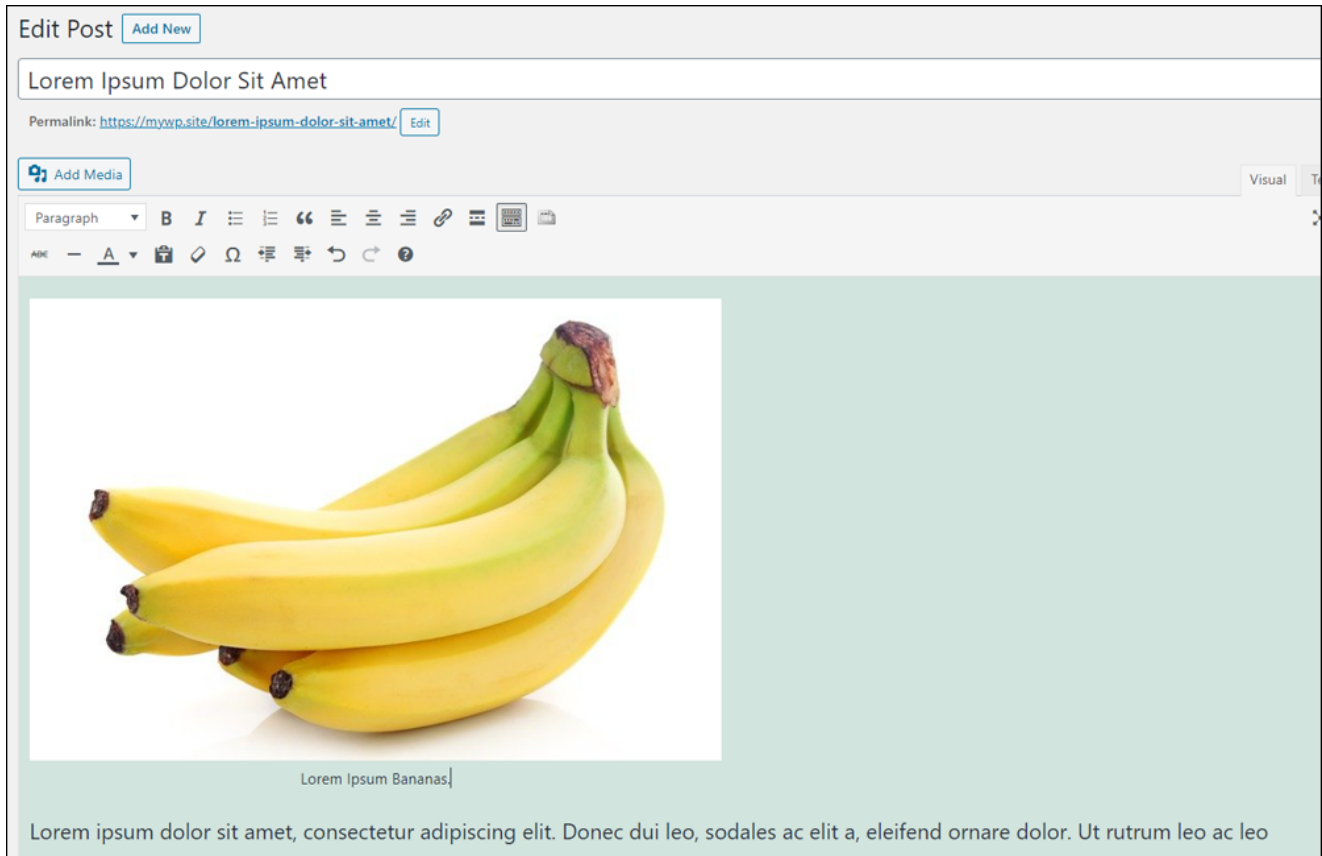
A center-aligned image (no text wrapping).

Right: Place the image on the right of your post or page content. Text is wrapped around the image.



A right-aligned image with text wrapping.

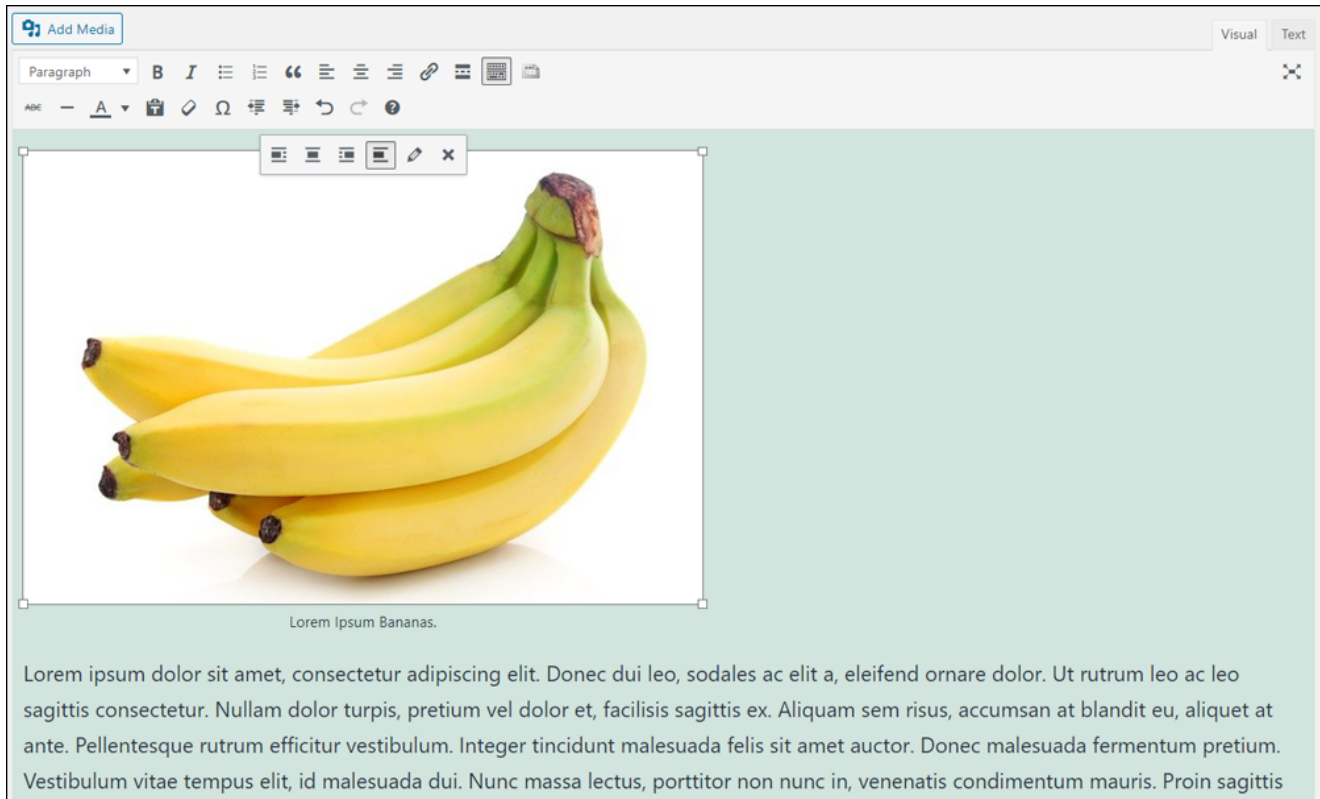
None: No image alignment. Text is not wrapped around the image.



The screenshot shows the WordPress 'Edit Post' interface. At the top, there's a title field containing 'Lorem Ipsum Dolor Sit Amet' and a 'Permalink' field with the URL 'https://mywp.site/lorem-ipsum-dolor-sit-amet/'. Below this is an 'Add Media' button and a rich text editor toolbar. The toolbar includes options for Paragraph, Bold (B), Italic (I), List, Quote, Link, and other standard editing tools. A light green background is visible behind the text area. An image of a bunch of yellow bananas is inserted into the post. Below the image, the text 'Lorem Ipsum Bananas' is visible. At the bottom of the editor, a paragraph of placeholder text reads: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec dui leo, sodales ac elit a, eleifend ornare dolor. Ut rutrum leo ac leo'.

No image alignment (None).

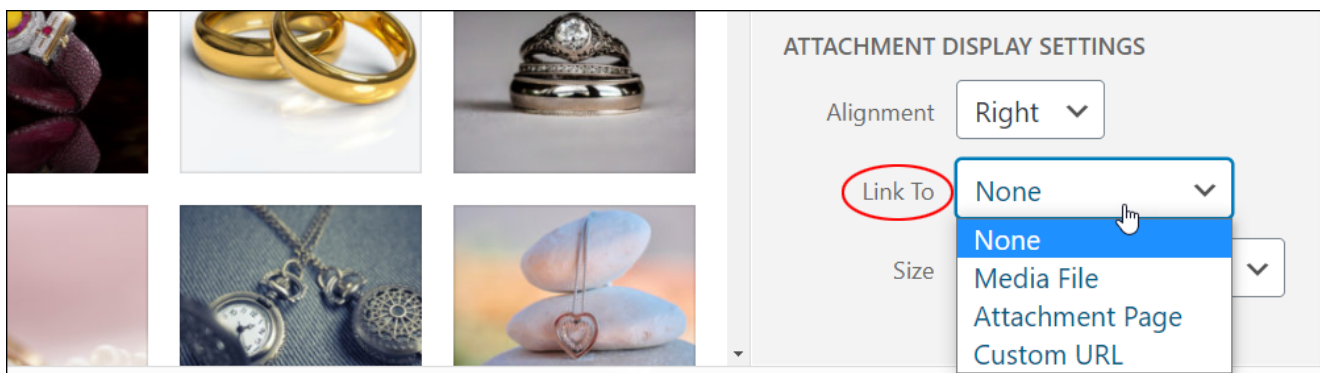
Note: You can specify no image alignment after the image has been added to your content using the image editor menu button shown below.



Click the None alignment button to remove image alignment.

Link To

Use the **Link To** settings to specify a linking option for your image.



Link To settings.

None: Select this option to remove all links to the image. When you insert an image using the *Link To = None* setting into a post or page, nothing will happen when users click on the image.

Media File: Select this option to link your image to the folder where your image file has been uploaded. Clicking on this image in a post or page will open up the full-size image on your visitor's browser.

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 ▼

URL



Select this option to link to the media file's location.

Attachment Page: Select this option to link your image to the media attachment page.

Clicking on an image inserted into a post or page with this option will open the file's attachment page.

For more information about attachment pages, see this tutorial: [**How To Edit WordPress Media Library Images**](#)

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

URL

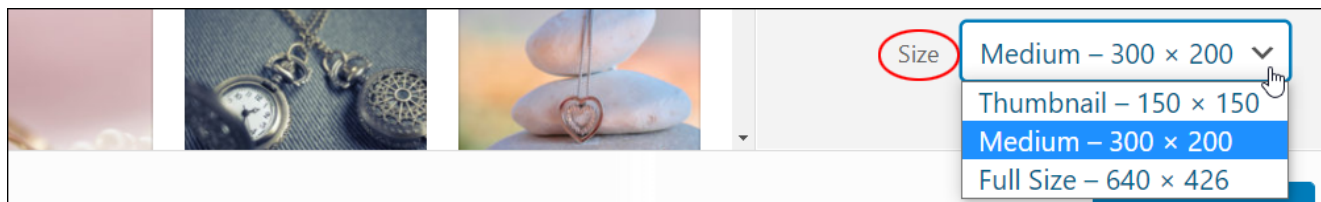


Link to attachment page.

Custom URL: Select this option to link your image to the URL of your choice (e.g. your home page, a product page, or an external URL). Clicking on this image in a post or page will send the visitor to the URL location specified in the Custom URL field.

Size

You can also specify the **Size** of the image to display in your content, e.g. Thumbnail, Medium, Full Size, etc.

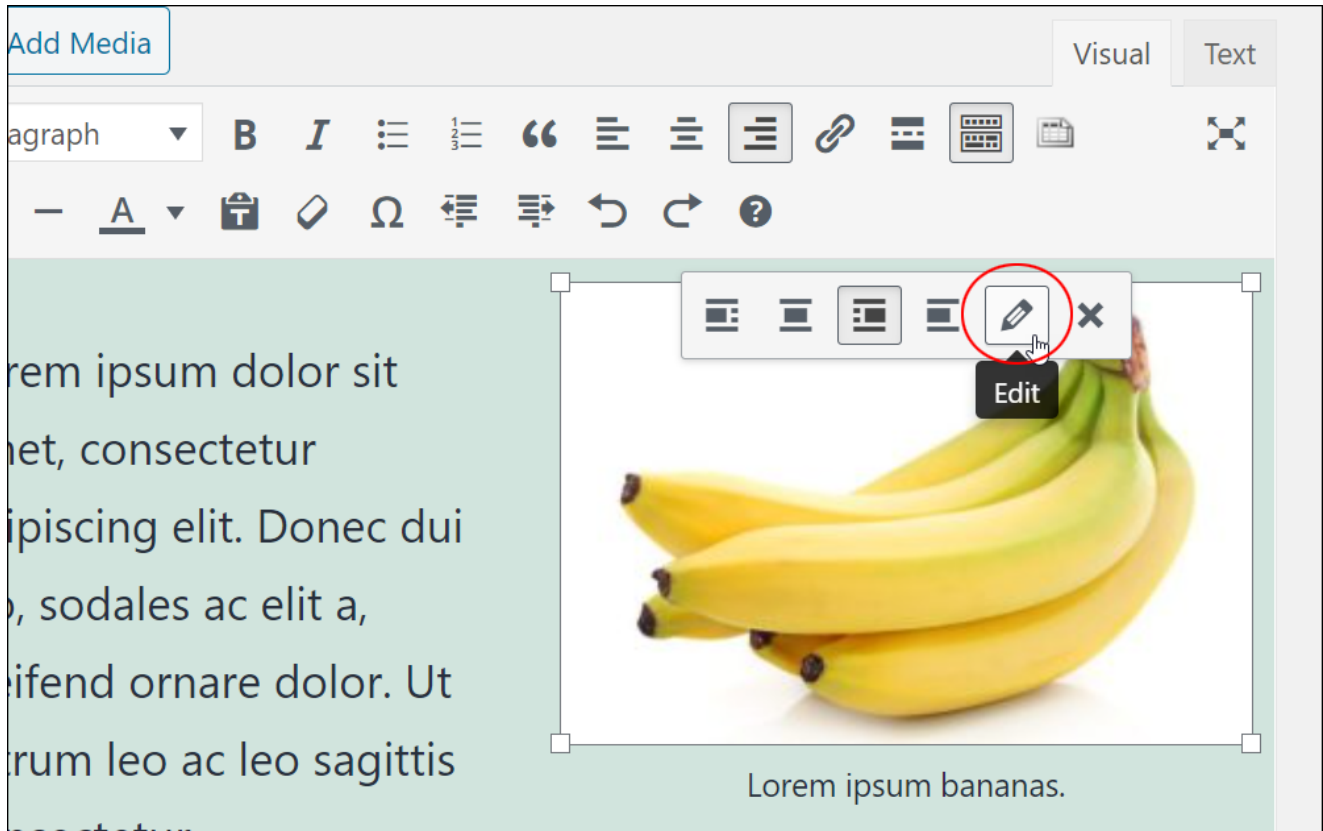


The image shows a gallery of three images: a sunset, a pocket watch, and stacked stones. A dropdown menu is open over the gallery, showing the following options: Medium – 300 × 200 (selected), Thumbnail – 150 × 150, Medium – 300 × 200, and Full Size – 640 × 426. The word "Size" is circled in red above the dropdown.

Adjust the display size of your images.

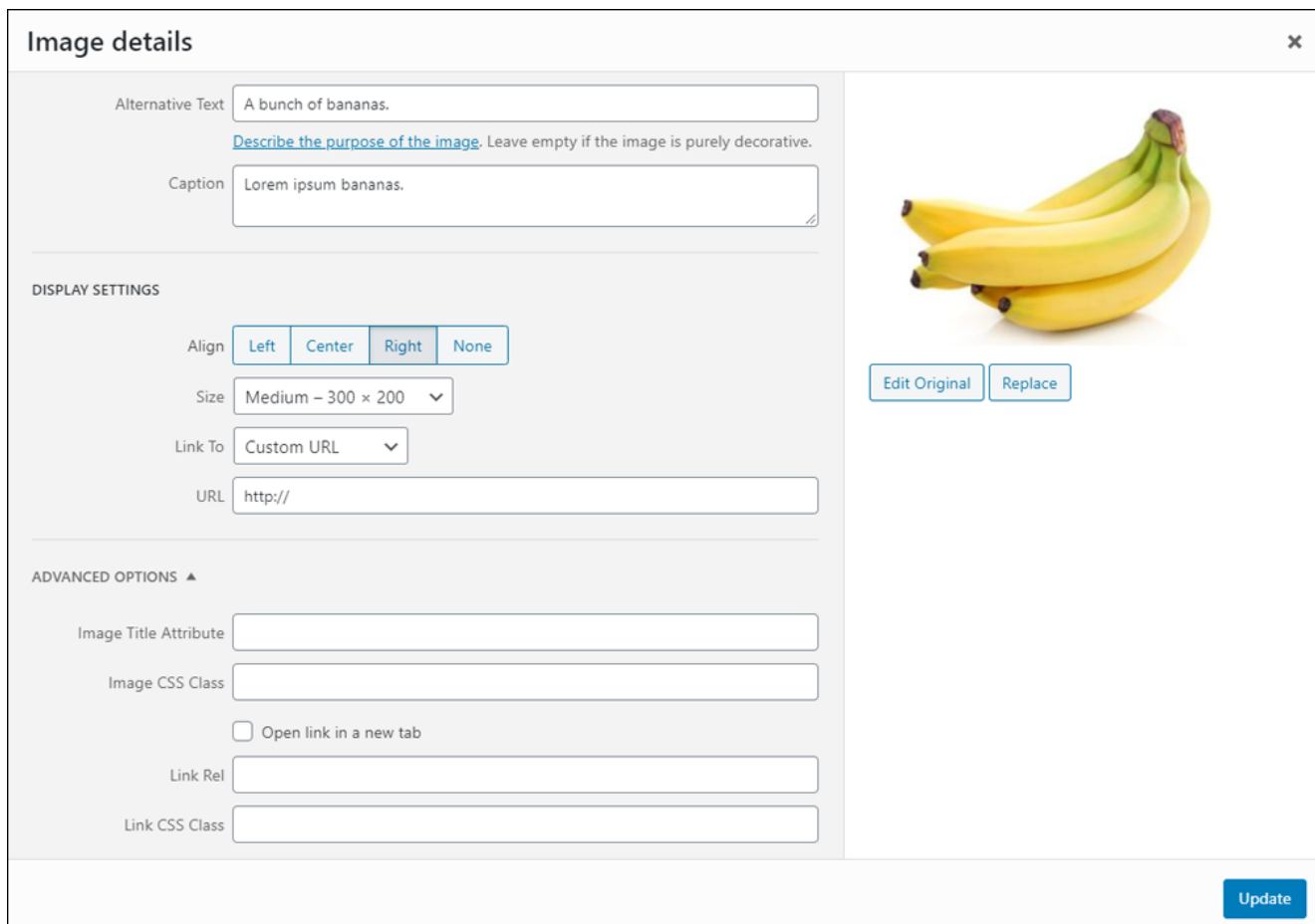
Editing An Image Inserted Into Your Content

To edit an image after inserting it into your post or page, click on the image and select the **Edit** (pencil) icon.



Click on the pencil icon to edit your image.

This brings up the **Image details** screen.



The Image details screen.

In the **Image details** screen, you can adjust the following:

Image Text

You can edit the following image attributes in this section:

- Alternative Text
- Image Caption

Display Settings

Align

Change the image alignment (Left, Center, Right, None).

Size

Select an image size to display in your content (e.g. Thumbnail, Medium, Full Size, etc.).

Note: Some themes allow you to enter a **Custom Size**.

Image details

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

Caption


DISPLAY SETTINGS

Align

Size

Width × Height
Image size in pixels

Link To



Custom Size

You can select a custom size.

If you select **Custom Size**, image width and height selectors will display.

Enter an image size in pixels or adjust the image size using the up and down arrows.

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



[Edit Original](#)

[Replace](#)

Adjust the custom size of your image by entering its width and height in pixels.

Link To

Use the **Link To** settings to specify a linking option for your image. See the earlier section of this tutorial for a description of the linking options available.

Advanced Options

Click on the little black triangle icon to expand or collapse this section.

ADVANCED OPTIONS ▲

Image Title Attribute

Image CSS Class

Open link in a new tab

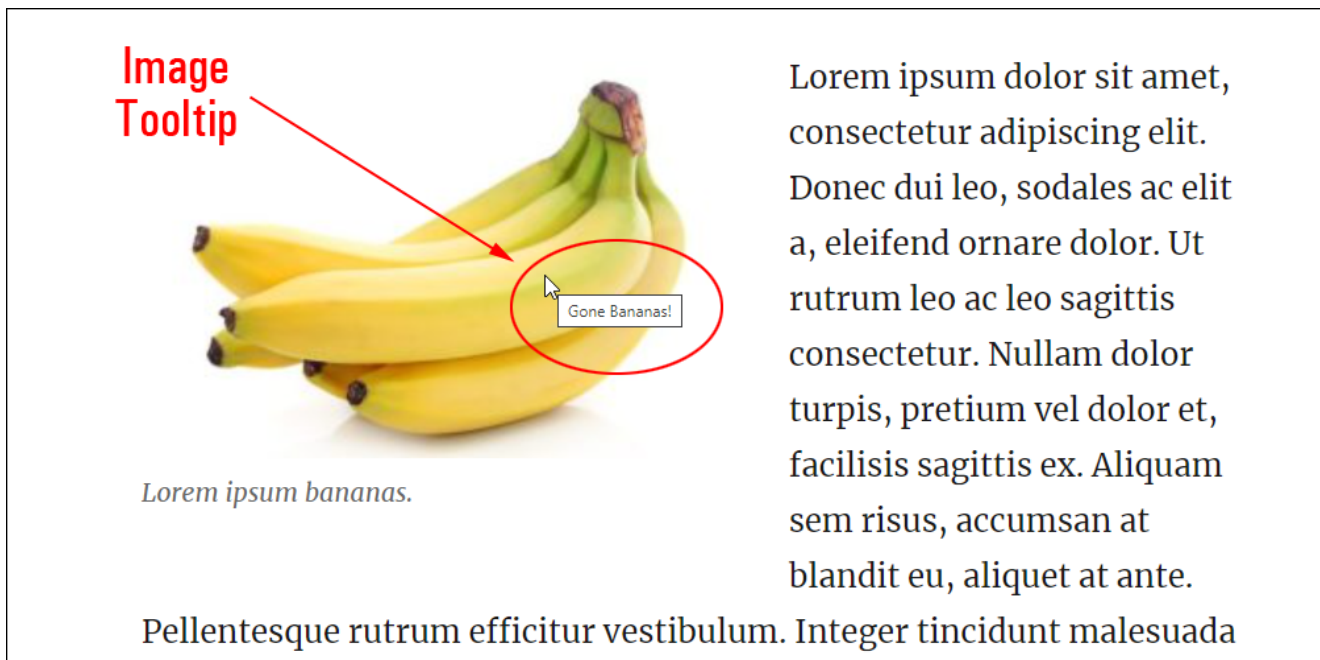
Link Rel

Link CSS Class

Expand or collapse this section

You can edit the following information in the **Advanced Options** section:

- **Image Title Attribute:** Enter text here to display the image title as a tooltip (the text will appear when visitors hover over your image).
- **Image CSS Class:** Use this field to apply **CSS** styles to the image.
- **Open link in a new tab:** Enable the checkbox to open the link in a new tab or leave it unchecked to open the link in the same tab.
- **Link Rel:** You can add link rel attributes to your images (e.g. “nofollow”).
- **Link CSS Class:** Use this field to apply a CSS class to the link.



Add a tooltip to your images using the Title Image Attribute in the Advanced Options section.

Adding Thumbnail Images To Posts

To add a thumbnail image to your post, place your cursor where you want the thumbnail image to appear in your content and click on the **Add Media** button.

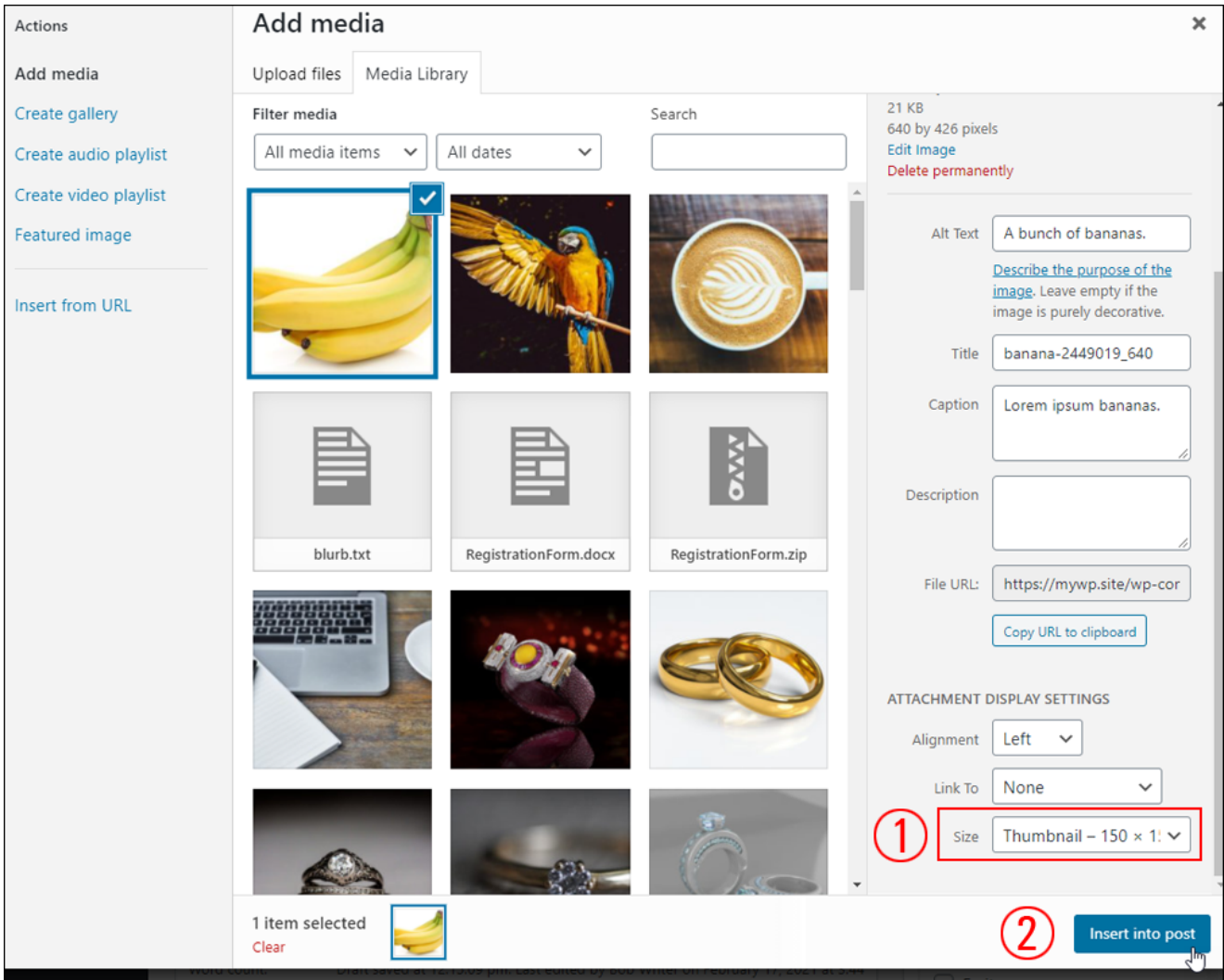


Click on the Add Media button.

This brings up the **Add Media** screen.

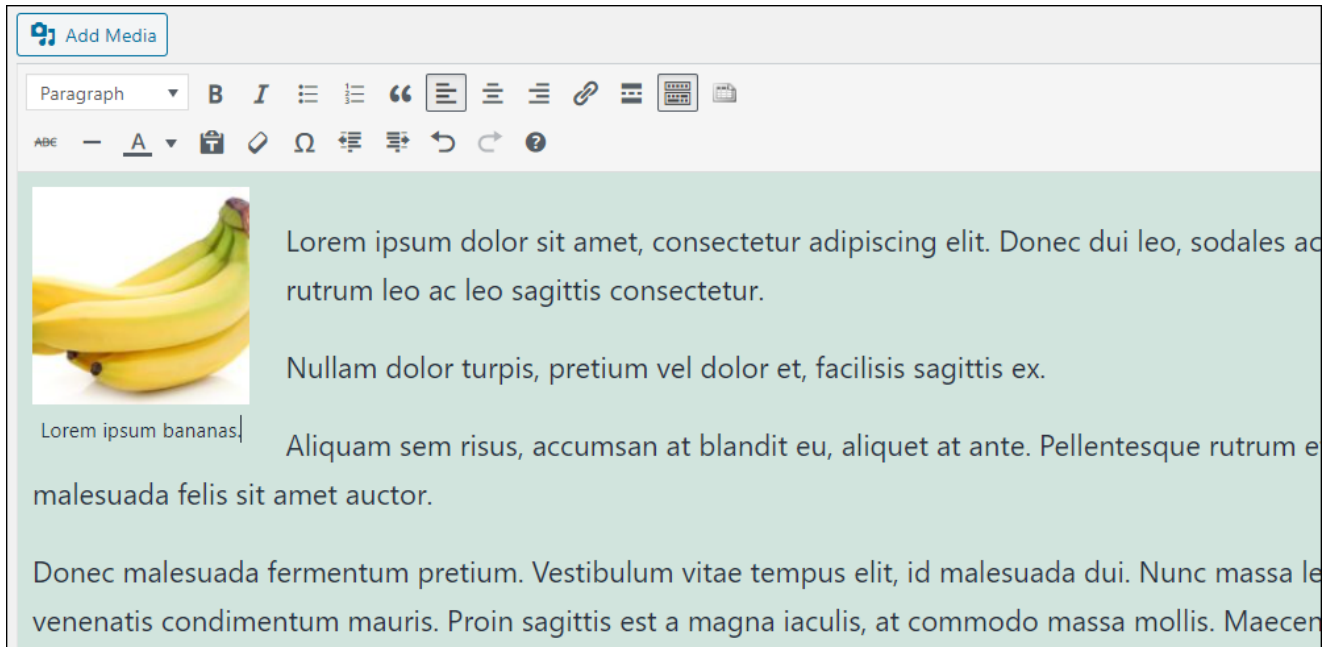
Do the following:

1. In the 'Attachment Display Settings > Size' section, select *Thumbnail* from the drop-down menu.
2. Click on the *Insert into post/page* button.



Select Thumbnail from the Size drop-down menu.

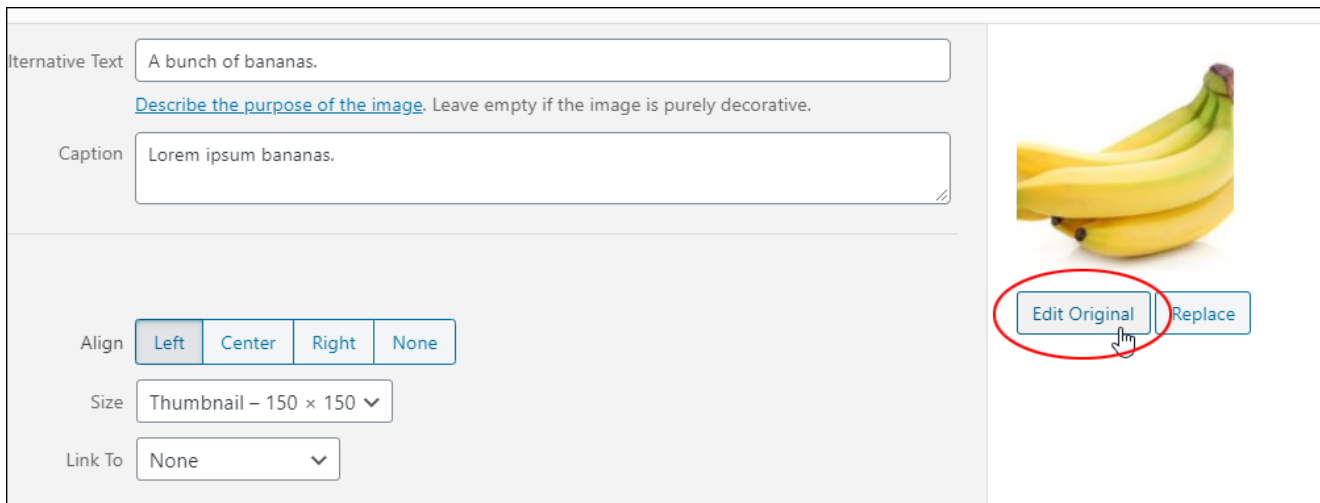
Your thumbnail image will be inserted into your post where you placed your cursor.



Thumbnail image inserted into the content.

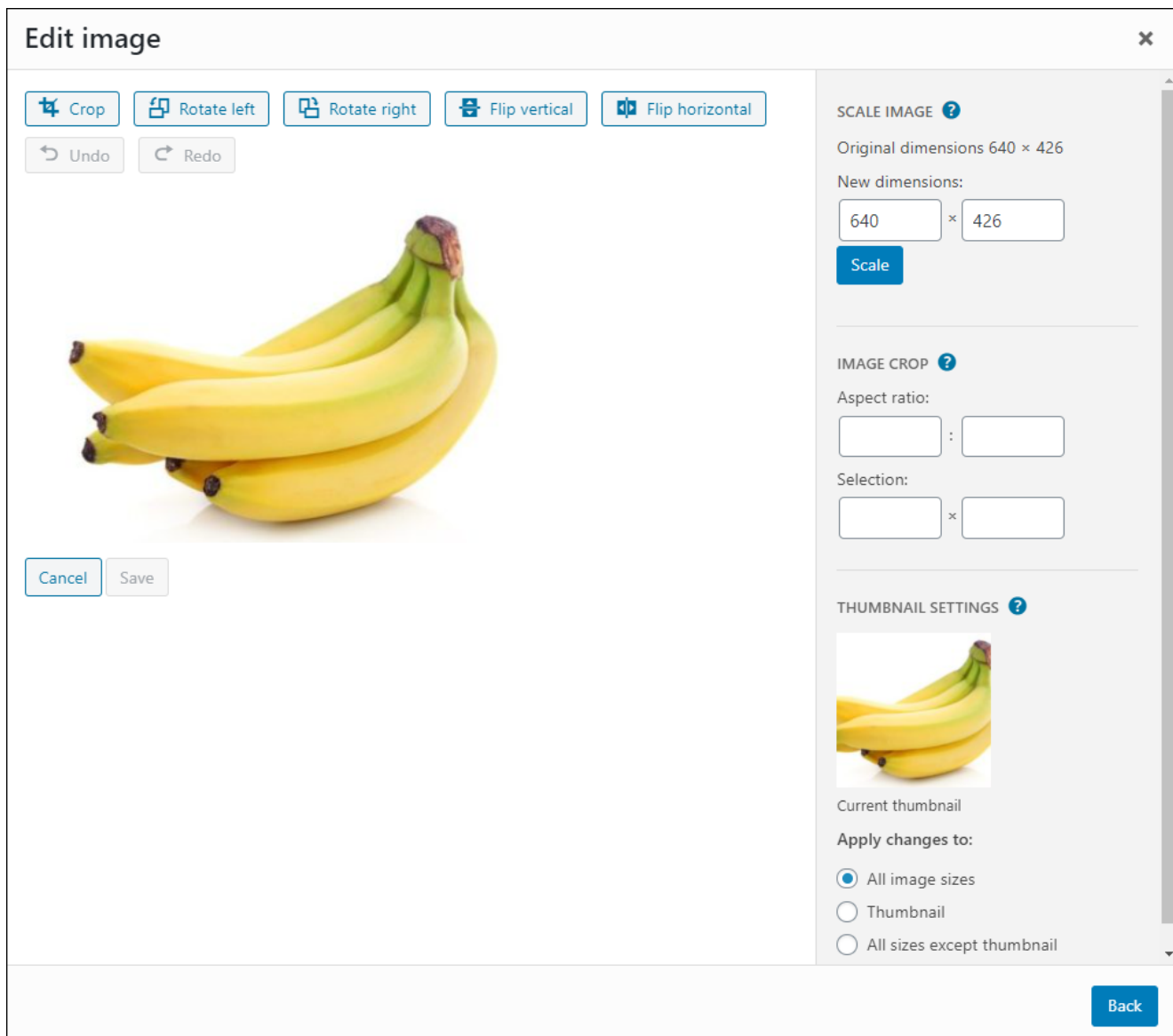
Additionally, you can perform the following changes to your thumbnail image in the **Image details** screen:

- Edit your thumbnail image by clicking on the *Edit Original* button.
- Replace your thumbnail image by clicking on the *Replace* button



Click the Edit Original button.

Clicking on the *Edit Original* button, for example, brings up the **Edit image** screen with additional **image editing options**.



Media Library – Edit Image screen



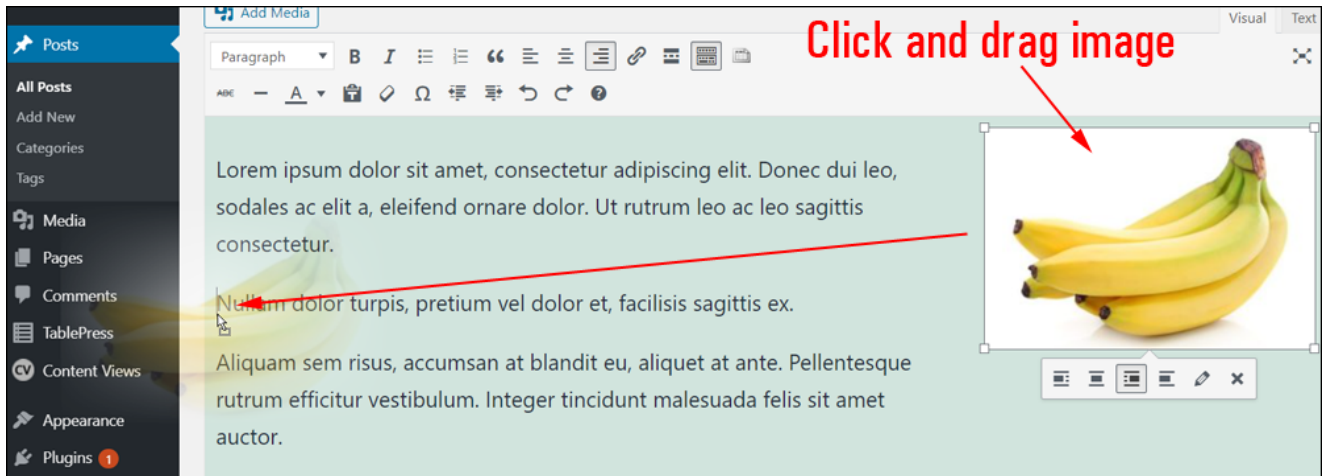
You can change the default size of your image thumbnails in your **WordPress Media Settings**.

Adjusting Image Placement And Size

Here are some other things you can do after adding images to your content.

Reposition Images Using Drag And Drop

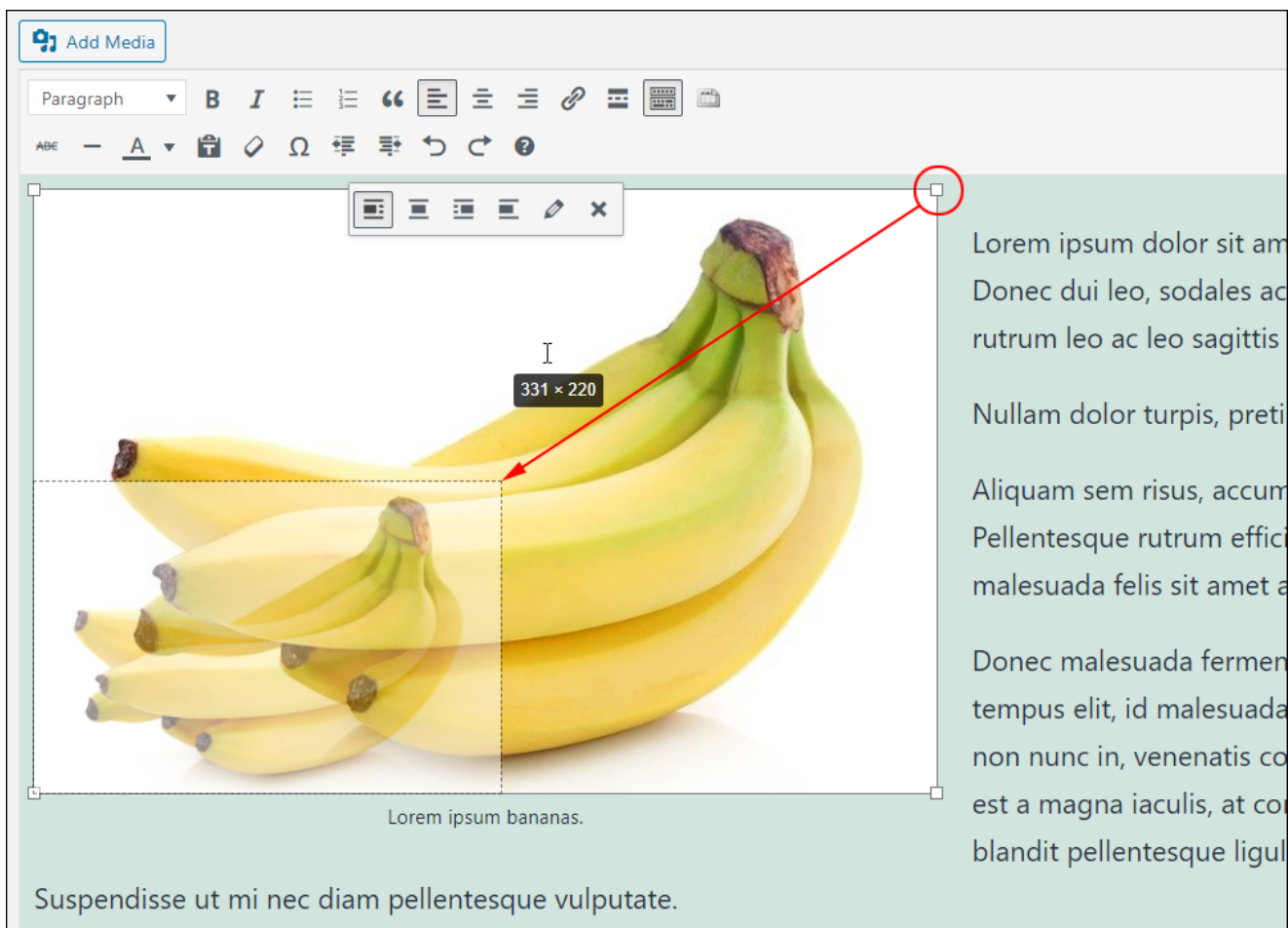
To reposition an image in your content, select it, then drag and drop it into another section of your text.



Click and drag an image to reposition it in your content.

Resize Images Using In-Content Image Resizing

To resize your image directly inside the editor, click on the image, select one of the resizing handles, and drag your mouse to increase or decrease the size of your image.



Click and drag to resize your image.

The image dimensions will resize dynamically as you drag to make the image smaller or larger.

Vivamus et lacus ac ipsum bibendum ullamcorper. In hac habitasse platea dictumst. Aenean a malesuada tortor, eu ornare ante.



Aliquam vehicula massa sit amet dolor tincidunt sollicitudin. Nullam volutpat elit eu nulla tempor malesuada.

Aenean feugiat cursus mauris, vel lobortis purus volutpat finibus. Nunc lacinia et dolor a tempor. Proin vestibulum lorem a quam

Adjust image size using the handles and dimension settings.

Add Images To Your Sidebar

You can add images to your site's sidebar section using **widgets** or the **Image block**.


My WordPress Site Salads Summer Recipes Winter Recipes Blog Login

My Tagline Goes Here

Add image here

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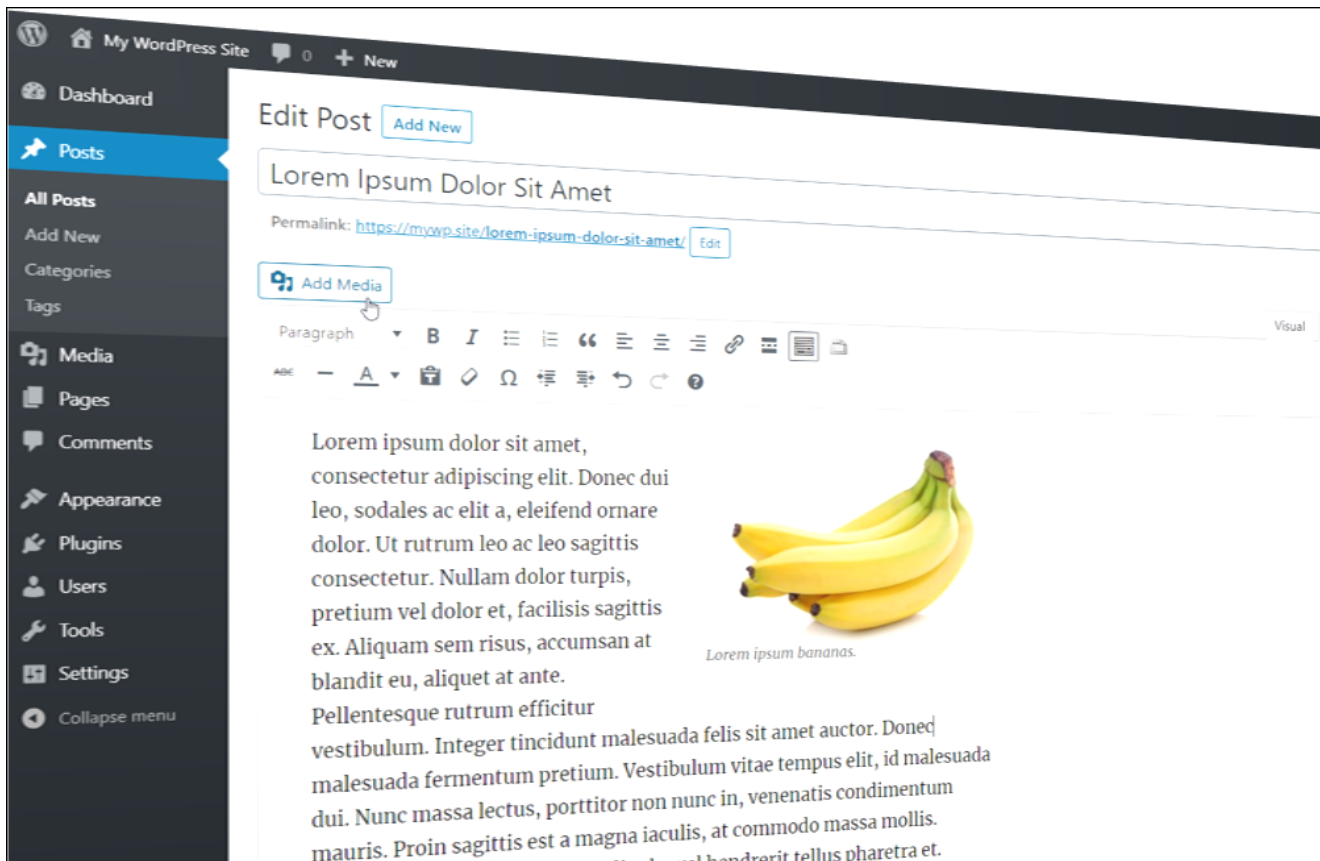
Search ...

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Add images to your sidebar.

To learn how to add and display images on your sidebar, see this tutorial: [How To Use WordPress Widgets](#)

Congratulations! Now you know how to add and format images in WordPress.



Add and format images on your WordPress site.

Updated: April 9th, 2023