

Glenville State University – Drupal Tutorials

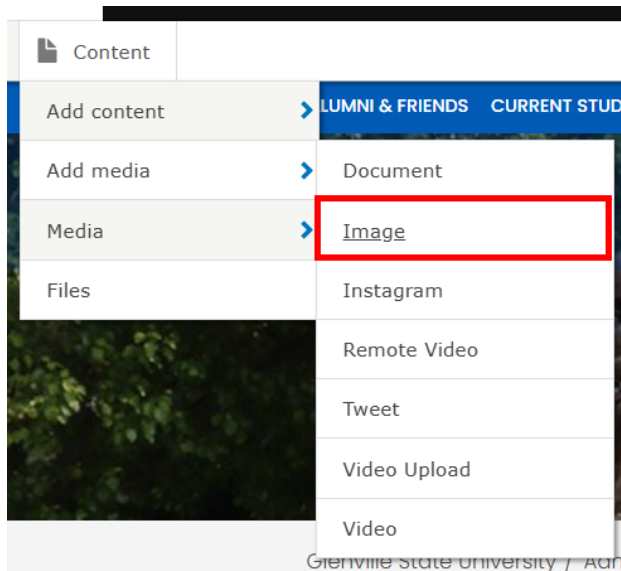
How to Add a New Image

Last Updated: July 1, 2026 (By: Josh Chambers)

Adding a New Image

This tutorial is for how to add a new image to the website. If you wish to update an already existing image, please refer to the “How to Edit an Existing Image” tutorial.

To add a new image to a page, you first must add the new image to the media library. To do this, hover over Content -> Add Media in the menu bar and click “Image.”



This opens the Add Image page.

Begin by clicking “Choose File” and selecting the image from your computer. The image must be of one of the listed allowed types.

A screenshot of the 'Add a new file' form in Drupal. The form has a title 'Image' with a red asterisk. Below the title is a section 'Add a new file' with a 'Choose File' button and the text 'No file chosen'. Below this, there are instructions: 'One file only.', '100 MB limit.', and 'Allowed types: png gif jpg jpeg.'.

^ Image *

Add a new file *

Choose File No file chosen

One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.

While it is not required, it is highly suggested that you name images in a human readable and accessible format. The recommended standard is using all lowercase letters and dashes. Avoid using spaces, underscores, and special characters.

Good naming conventions:

- students-playing-football.jpg
- surveying-students-clark-hall.jpg

Bad naming conventions:

- Studentsstudying.jpg
- students studying.jpg
- IMG_5687.jpg

To reduce storage space and load times, reduce image sizes from their original sizes if necessary. The recommended maximum image size should be 800 pixels, either wide or high (whichever is greater).

Once an image is added, an additional field becomes available: Alternative Text.

^ Image *

[gorilla-youth-donation.jpg](#) (99.65 KB) Remove



Alternative text

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

^ Crop image

Freeform



Reset crop

Alt text is a critical part of how we keep the website accessible, but when and how to use it is rather complex and will be covered in a separate tutorial. The basic version is that the alt text field should describe content and context critical information to a user unable to view the image. It should not necessarily just describe what is in the image.

Below this is the Name field. This is the name of the image in the media library and used to search for the image if others wish to use it.

Name *

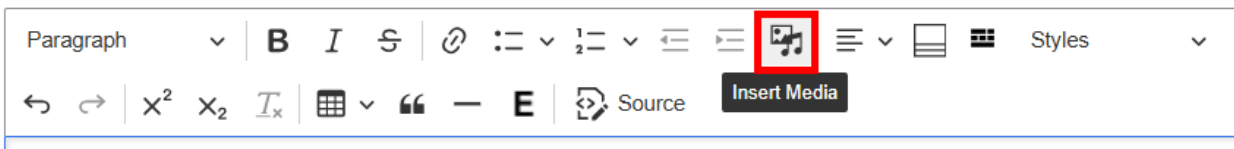
The Save to my media library and Published checkboxes should always be left checked. Once you are finished adding the image, click the Save button.

Inserting into a Page

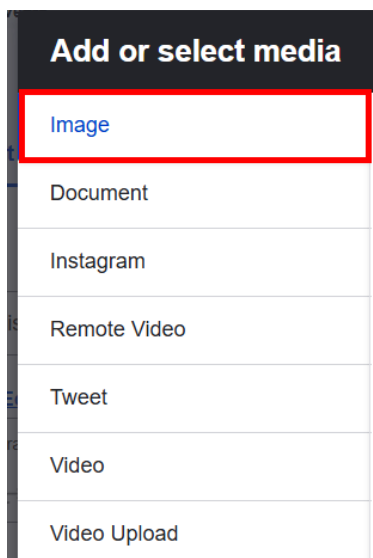
Once you have added the image to the media library, you can add it to a page. To do this, edit the page and place your cursor where you wish to add the image.

In the toolbar, click the Insert Media button, which is represented by the icon with a picture and music note:

Body ([Edit summary](#))

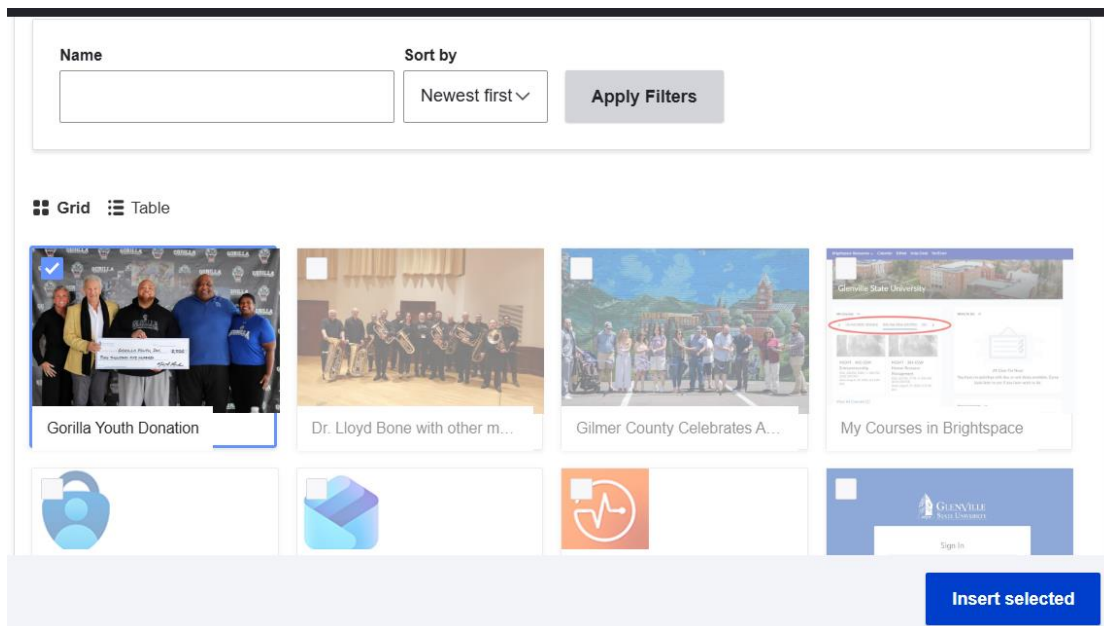


This opens the Add or select media pop-up. On the left side, click the Image Tab.



In the left window, scroll down to the list of images. These are listed from the most recently added, so if you just added your image, it should be the first in the list. If it is not, you can use the form above the list of images to search for it.

Click the checkbox in the upper-right of the image you wish to add and click the Insert selected button.



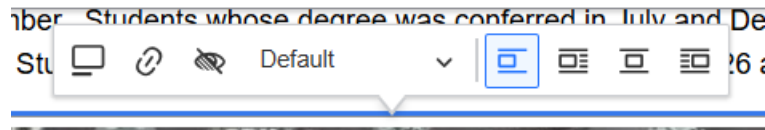
This will insert the image where your cursor was:

Graduation refers to the date a degree is conferred or awarded. Glenville State University confers degrees three times a year: May, July and December. Students whose degree was conferred in July and December are part of the upcoming "Class" of students. For example: Students who are conferred their degree in Summer 2026 are part of the Class of 2027.

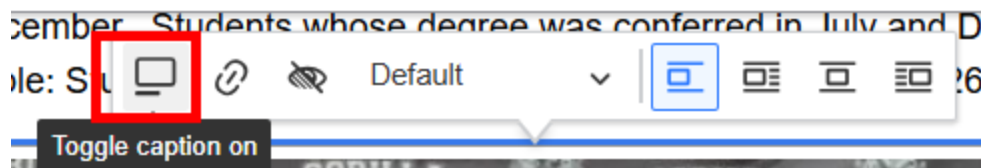


Commencement refers to the graduation ceremony. Commencement is held twice a year in May and December.*

From this point, you have several options to change how the image is displayed. Click the image to display the dialogue box with the options:



The first button toggles turning a caption on and off:

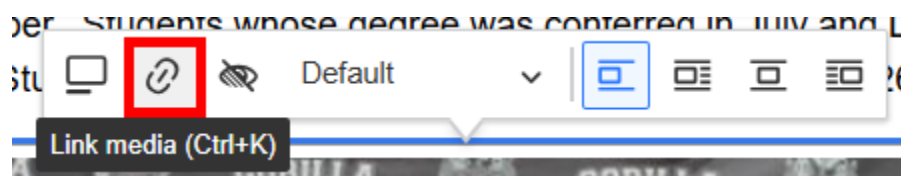




Enter media caption

This provides you a space below the image to add an image caption.

The second button that looks like a chain link allows you to link the image.



You can enter a URL or an internal page title to allow the image to be linked to a page, if desired.

Link

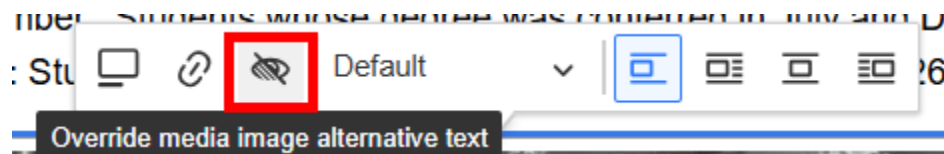
Displayed text

> Advanced

Link URL

Insert

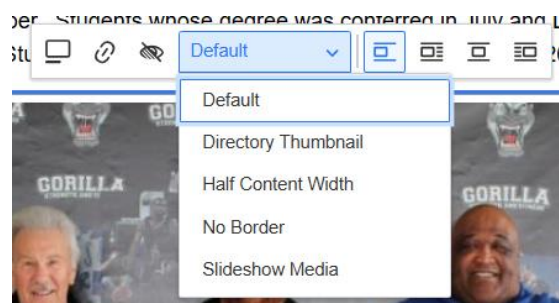
The third button, with the eye icon, allows you to change the alternative text that is attached to the image in the media library.



This option provides an option to enter a new alternative text that overrides the default. The original text is displayed for your information. There is also an option to toggle the image as a decorative image, which removes any alt text. See the tutorial on Alt Text for specific information about how to write alt text and when to mark images as decorative.

A screenshot of a dialog box titled 'Override media image alternative text'. At the top, there is a 'Decorative image' toggle switch, which is currently turned off. Below this is a large text input field labeled 'Alternative text override'. Underneath the input field, a line of text reads: 'Leave blank to use the default alternative text: "A gorilla youth members standing with Dr. Manchin and Brian Hill holding a large check for \$2500."'. At the bottom of the dialog, there are two buttons: a green checkmark button on the left and a red 'X' button on the right.

The middle dropdown box provides several display options for the image.



The available options include:

- **Default:** Keep the image at the inserted width and display options, which includes a black outline around the image.
- **Directory Thumbnail:** You shouldn't need this option but could be useful if you are manually adding contact information with a headshot to a page.
- **Half Content Width:** Auto-resizes the image to be half the width of the content area
- **No Border:** Removes the border around the image (note: some alignment options may not work with this option)
- **Slideshow Media:** Shouldn't be applicable here.

Below is an example of the image with the Half Content Width selection:

Graduation refers to the date a degree is conferred or awarded. Glenville State University confers degrees three times a year: May, July and December. Students whose degree was conferred in July and December are part of the upcoming "Class" of students. For example: Students who are conferred their degree in Summer 2026 are part of the Class of 2027.



Commencement refers to the graduation ceremony. Commencement is held twice a year in May and December.*

Finally, the four buttons on the right allow for how to align the image in relation to the surrounding text:



The alignment options include:

- **Break text:** This is the default option. This inserts the image on its own line with text inserted above and below it. This is usually the option for an image that is the full-content width.
- **Align left and wrap text:** This inserts the image to the left side of the editor and wraps text around the right-side of the image. This works best for images set with the Half Content Width option or is sized smaller than this.
- **Align center and break text:** This is a similar option to Break text, except the image is centered. This option is discouraged unless something about the image or page formatting makes this the more attractive display option.
- **Align right and wrap text:** This is a similar option to the align left option, except the image is on the right and text wraps around it to the left.

Below is an example of an image with the Half Content Width option set and Align right and wrap text selected:

Graduation refers to the date a degree is conferred or awarded. Glenville State University confers degrees three times a year: May, July and December. Students whose degree was conferred in July and December are part of the upcoming "Class" of students. For example: Students who are conferred their degree in Summer 2026 are part of the Class of 2027.

Commencement refers to the graduation ceremony. Commencement is held twice a year in May and December.*

Attendance at commencement is not a guarantee of degree conferral.

Applicants for graduation must be enrolled in their final degree program requirements during the same semester in which they wish to graduate. Application for graduation does not guarantee that a student is eligible to be placed on the prospective graduate list. Accepted applicants will receive an email notification when they have been added to the prospective graduate list.



If students choose to **not participate in their designated graduation ceremony they will **not** be permitted to participate in another graduation ceremony.*

If you wish to move an image, you can left-click and drag it to a new location. A blue line will display where you can drop the image into the editor.

Body (Edit summary)

Choose heading ▾**B***I*Styles ▾

Source

Graduation refers to the date a degree is conferred or awarded. Greenville State University confers degrees three times a year: May, July and December. Students whose degree was conferred in July and December are part of the upcoming "Class" of students. For example: Students who are conferred their degree in Summer 2026 are part of the Class of 2027.

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Deleting Images

To delete an image from a page, simply click it and click delete or backspace. This does not remove the image from the media library, only the reference to the image on the page.