

Glenville State University – Drupal Tutorials

How to Edit an Existing Image

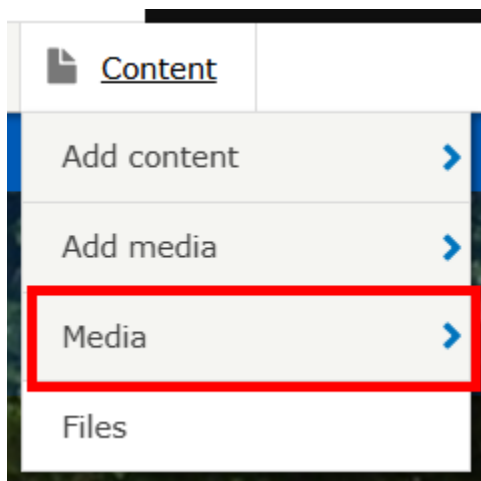
Last Updated: July 1, 2026 (By: Josh Chambers)

Sometimes it is necessary to fully replace every instance of an image that appears on the website. This could be due to an error with the original image or simply a more updated image is available.



To do this, you will need to search for the image in the media library. However, there is no easy way to look up the name of the image if you do not know it. This is why it is important to name your images in a way that makes them easy to find later. Even knowing part of the name can help you find it, however.

Click on the Content menu item and click the media link. This will take you to the Media Library.



Once there you can search for the media item you wish to edit in the form at the top of the page. Enter the name into the Media Name field and click Filter.

Media name	Type	Published status	
Gorilla	- Any -	- Any -	Filter

The results will display below. In this example, you can see I only entered a partial image name, but the image still shows up in the search results:

Media name		Type	Published status			
Gorilla		- Any -	- Any -		<button>Filter</button>	

☐	Thumbnail	Media name	Type	Author	Status	Updated	Operations
☐		Gorilla Youth Donation	Image	jechambers	Published	07/01/2026 - 10:26	<button>Edit</button>

Click the edit button to the right of the media item to edit it.

This displays the form that allows you to edit the item:

Image

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



Alternative text

A gorilla youth members standing with Dr. Manchin and Brian Hill h...

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

Name

If you want to change the display name, you can do this by editing the Name field.

If you want to replace the image itself, you first must click the Remove button. This will remove the attached image and its alternative text from the Media item.

This presents you with the same Choose file button as if you are adding a new image:

 **Image ***

Add a new file *

Choose File

No file chosen

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

Click Choose File to add the image from your computer. Please adhere to the same naming conventions as laid out in the How to Add a New Image tutorial.

When completed, click the Save button. This will automatically update the image wherever it appears on the site. Please note, this updates **every instance** of the image, so if it is used in multiple places, it will update it in every place. If you only wish to change one instance of an image and not others, add a new image and edit the page to replace the reference to the old image and add the new image in its place.