


# Replacing and Editing an Image

1. Select the old image.

**Sophie Barterian**  
All courses up through 121

- Monday: 2:00pm-6:00pm
- Tuesday: n/a
- Wednesday: 3:00pm-8:00pm
- Thursday: 3:00pm-5:00pm
- Friday: n/a
- Sunday: n/a




2. Choose the image icon in the top bar



3. Click on the folder icon.

**Insert/Edit Image**

General Appearance

Source  

Description

4. Select Upload and Edit.

**Select Image**

Sites > math > images > tutors


Filter

- dlorio.jpg
- edgar.jpg
- fernandez.jpg
- gaballah.jpg
- guo.jpg
- harris.jpg
- hensley.jpg
- jordan.jpg
- kliemann.jpg
- lombrana.jpg
- place-holder.png

Upload Production

Upload

**Upload and Edit**



Name: place-holder.png  
Size: 140 x 160 (4.3K)  
Last Modified: Never  
Last Published: Never

[Edit Image](#)

Cancel **Insert**

4. Add your new file and click Start Upload

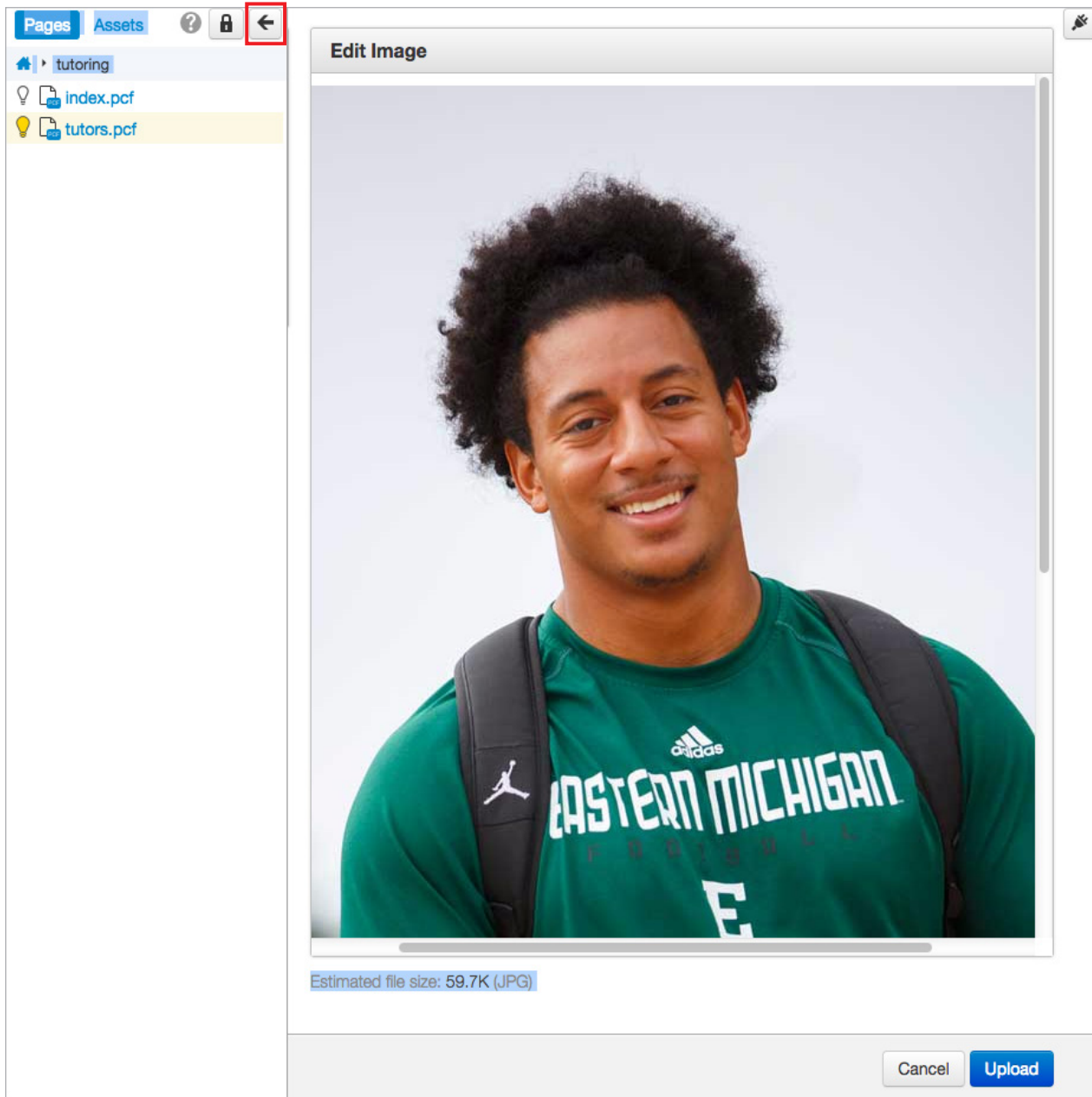
**Upload to /images/tutors**

Overwrite Existing  Check this box if you are replacing a file with a new file with the same name

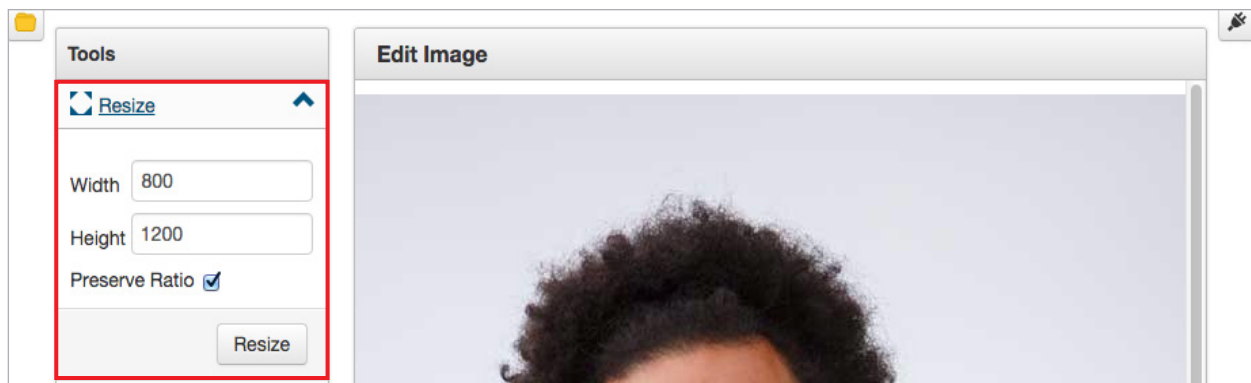
Files **+ Add** or drag files from desktop

Cancel **Start Upload**

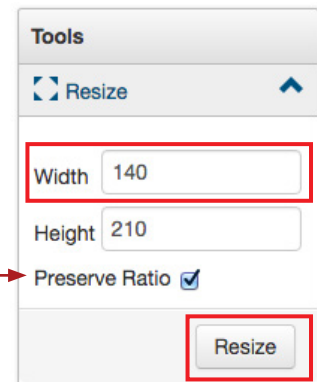
5. Click the arrow icon to reveal the editing tools.



6. Open the Resize section. This panel now displays the size of the image that was uploaded.

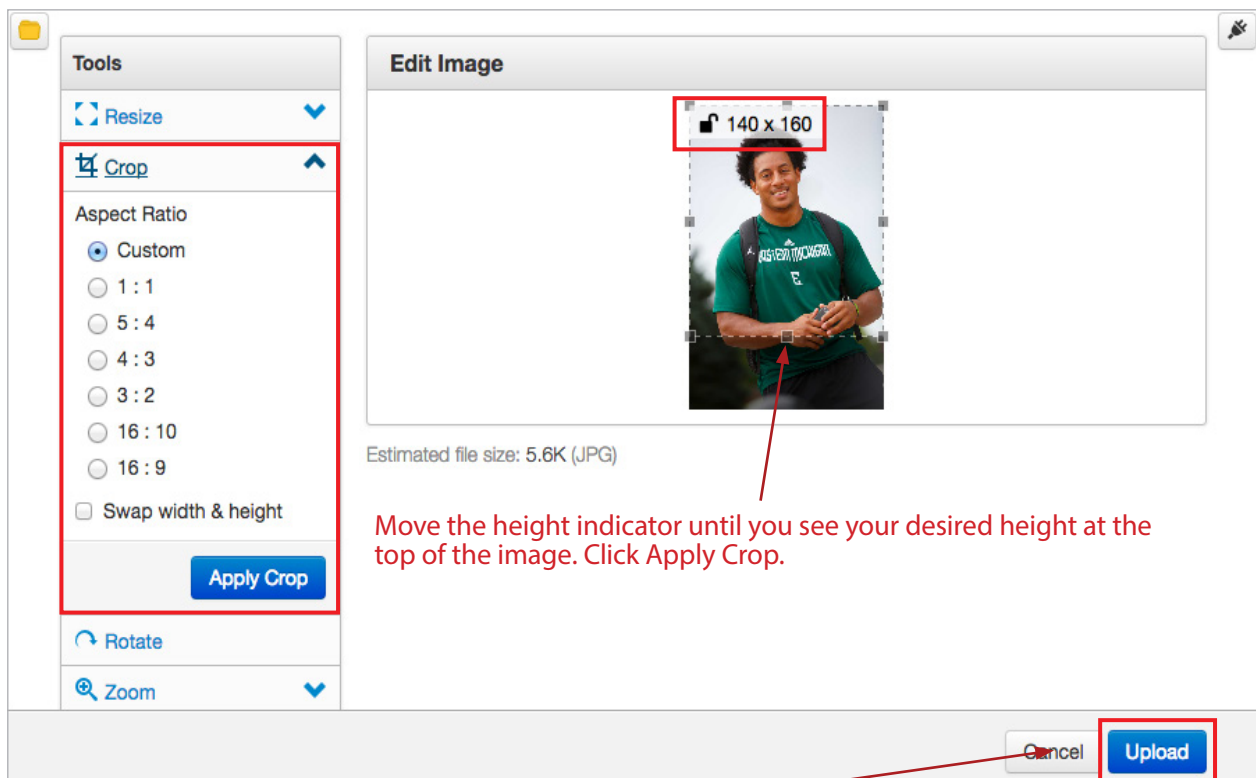


7. Change the width of the image to match the width of the image you are replacing. Click the Resize button.



Make sure the Preserve Ratio button is checked. →

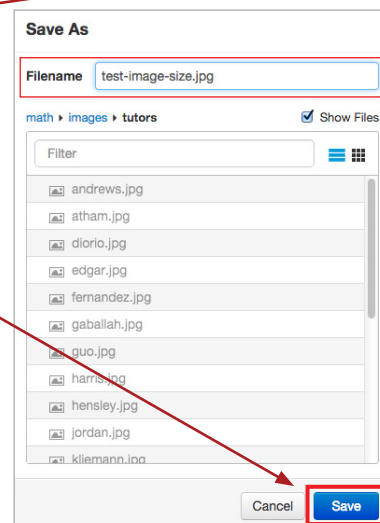
8. Open the Crop section and select Custom



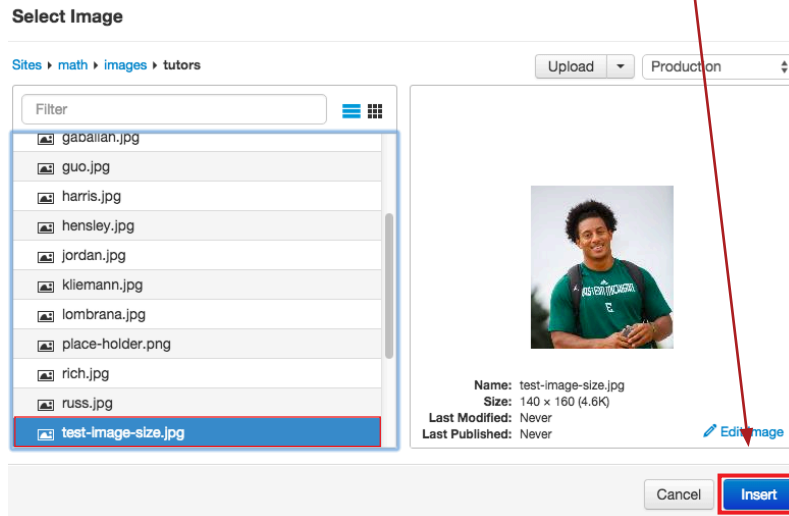
Move the height indicator until you see your desired height at the top of the image. Click Apply Crop.

9. When finished click Upload.

10. Review/change filename and click Save



11. Select the filename of the image you edited and click Insert



12. You will return to the Insert/Edit screen where you need add a description. Click OK and your image will appear in place.