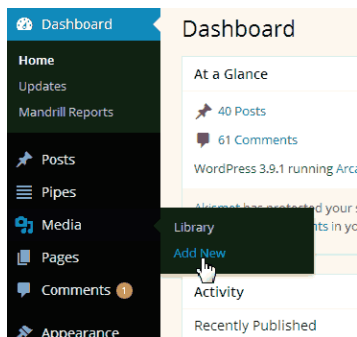


Editing the text that goes with a photo in WordPress.

Here are some tips for creating a good photo entry in WordPress.

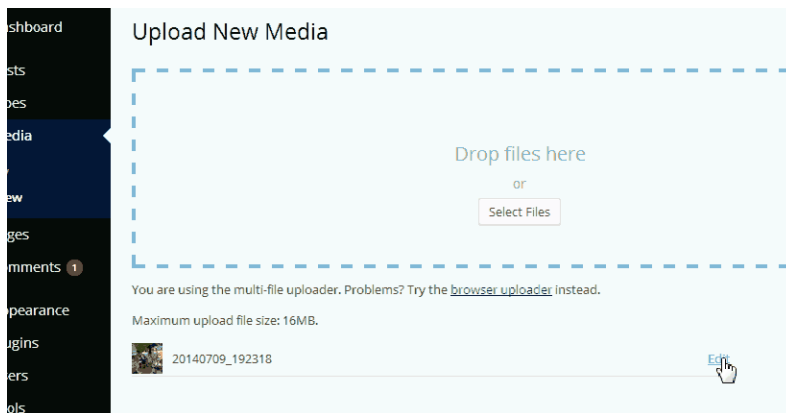
KEEP IN MIND: we make regular backups of the web site. If you break anything we can fix it easily. Like the angels always say, “Do not be afraid!”

First upload the photo. First, visit the WordPress dashboard. Move your mouse over the word **Media** in the left side menu bar, then click **Add New**.



Then, find the file you want to upload and drag it into the upload window (or click the **Select Files** button).

Then wait for the file to upload. When it's done uploading, you'll see a little thumbnail image of it, and an **Edit** link.

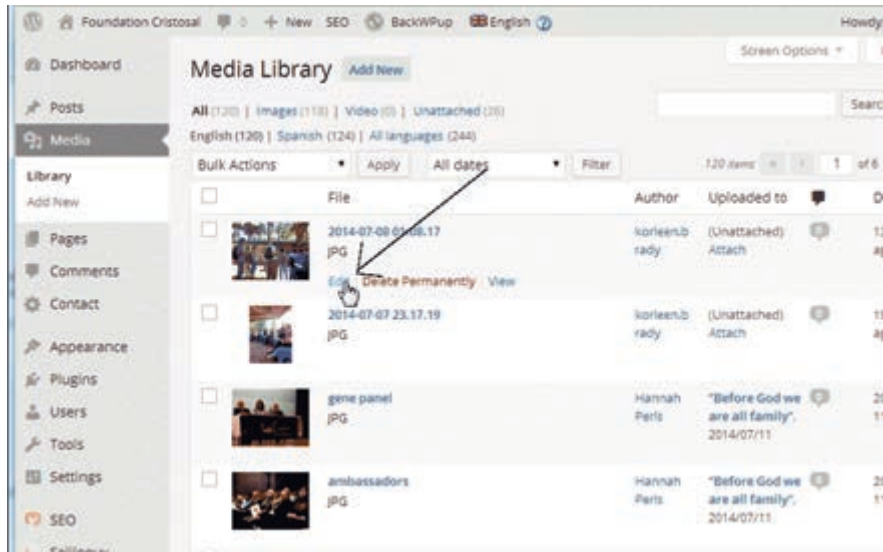


Click the **Edit** link. That will give you the **Edit Media** screen explained later in this little document. Edit the title, caption, etc, and then push the blue **Update** button.

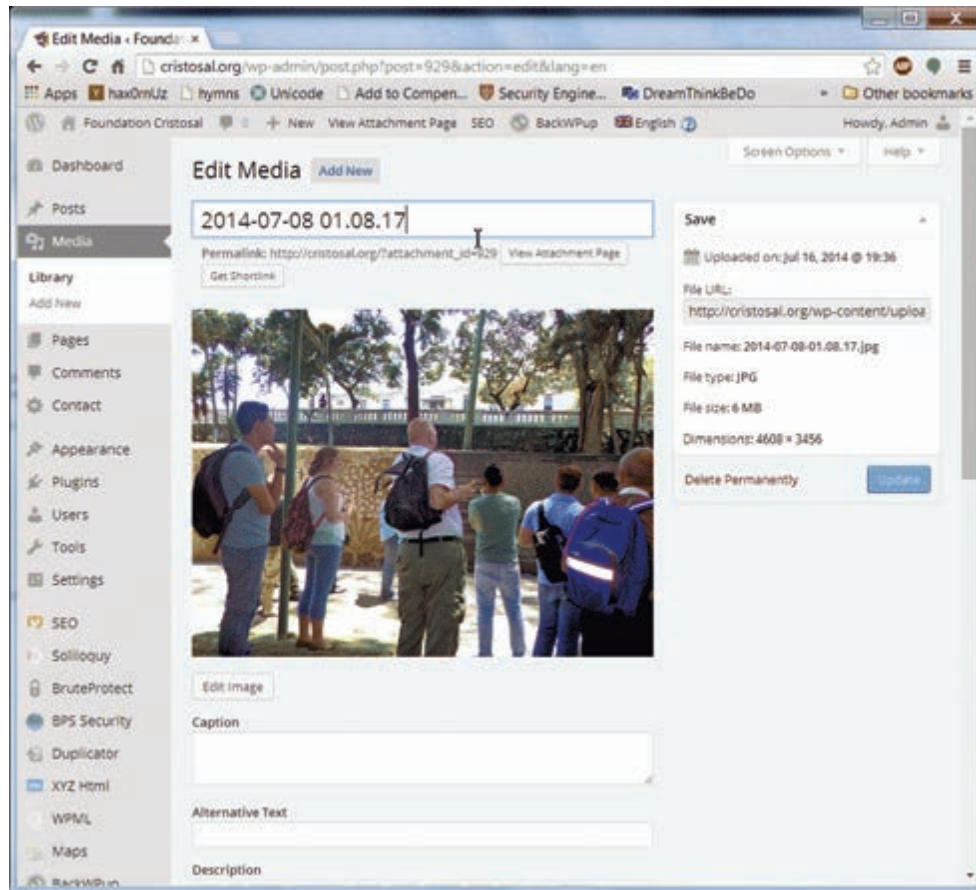
If you have already uploaded some photos without adding titles and captions, do this.

First, visit the WordPress dashboard, then click on the Media Manager. You'll get the **Media Library** screen.

Find a photo you want to work on. Hover over the photo's name and you'll see an **Edit** link. Click it. That looks like this:



Then you get the **Edit Media** screen. There you will have text entry boxes where you can change various items of text that go with the media item (photo or maybe video):



The title is at the top. In a generically uploaded picture it is some number generated by your camera.

Caption. This will be shown below the photo if you include it in a WordPress article.

Alternative Text. This is used by sight-impaired folks. It should explain the contents of the photo briefly

Description: Say more about the photo if you wish.

Lower down are a bunch of text entry boxes headed **WordPress SEO By Yoast**. You can leave these blank. Or, you can enter stuff for Google and other search engines to use when finding this photo and displaying search results for it.

Finally, over on the right is a blue **Update** button. Push it when you're done changing the text.

If you want to edit the Spanish language text for the photo, here's what you do [still working on these directions] .