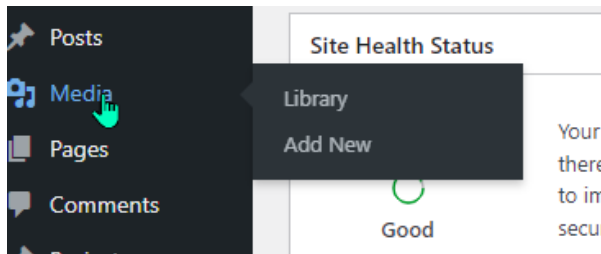# Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules

Some libraries have their Summer Reading programs set up on a page that could be reused year-after-year with the only changes needing to be to swap out images and download links. Or you may need to update an image somewhere else on your website. Once an Image or Gallery module is in place in Divi, it's very easy to change the image/content of that module.
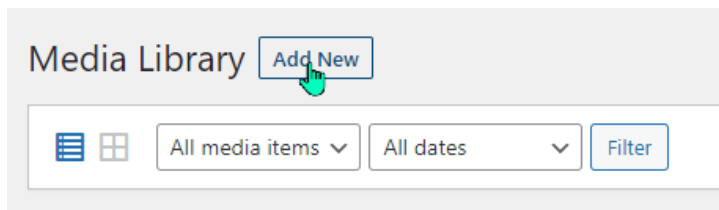
Here are some example steps:

1. **Upload your new content (.jpg images and .pdf files) to your Media Library:**
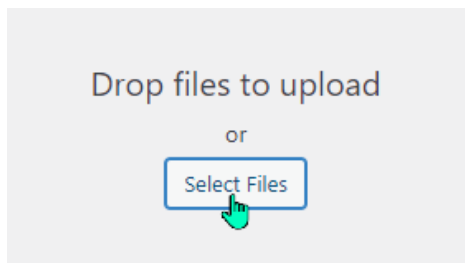
Go to the "Media" on the lefthand side:

And click "Add New" (either from hovering or in the Media Library itself):

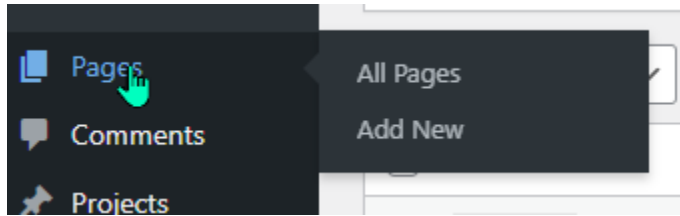Select your new file and upload it:

I usually keep the Media Library open in a separate tab in case I need to refer back to it while I'm working on a page.
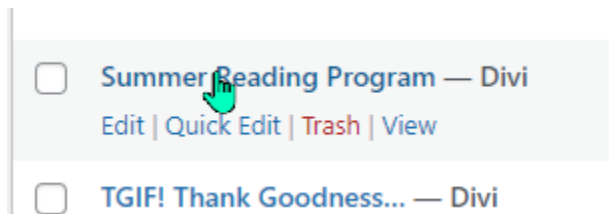
Changing/Swapping out Images in Image or Gallery Modules
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2. **Find the Page with the information you want to edit:**

Click on "Pages" on the left side:

And scroll down until you find the Summer Reading Program page (it may be on page 2):

Now - you can do the next steps either on the front end (Build on the Front End) or right there in the backside Divi editor. Many people generally prefer the visual "Build on the Front End" but this is one case where the standard editor is really easy.

I'll still show you the Build on the Front End technique first, but scroll down to letter b if you'd like try the simple backend method.

Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules

a. Editing with "Build on the Front End" visual editor
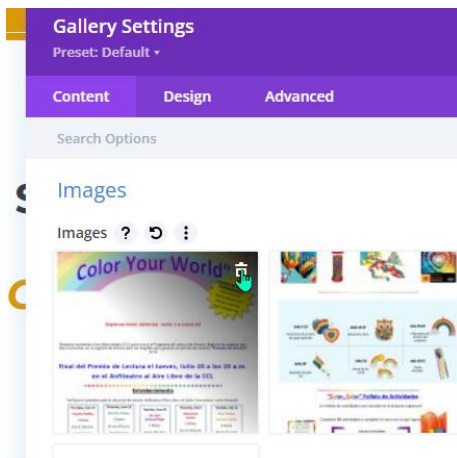
Click on "Build on the Front End"

In this case, we're going to replace one of the images in a 4-image gallery for the Spanish Language SRP brochure (remember, only .jpg images can be displayed visually on your website – you can still add a link to the image if you want a user to be able to download a PDF brochure – see step #3 for changing links).

On that front end, hover over the image you want to replace until the black module box and black gear icon appear:
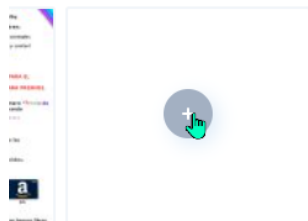

Click on the gear and the Gallery/Image Settings will open. If it is a gallery, you will see all of the images contained in that gallery. Hover your mouse over the one you want to change and a little trash can will appear in the upper right corner:

Changing/Swapping out Images in Image or Gallery Modules
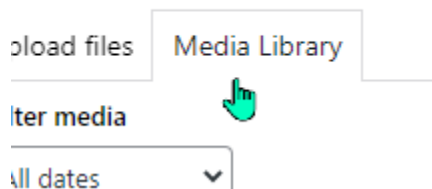Adding Links to Image Modules

Click the trash can and your "wrong" image will disappear.

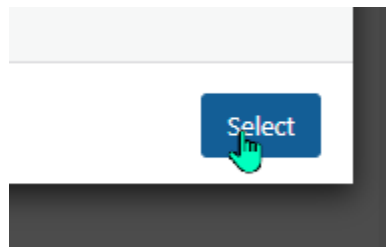Now, click on one of the blank squares with a plus:

That will open the Media Library where you can find the replacement image.

Check that box and add the image to the gallery (note, if it is a gallery, the other images will already have checkboxes in their corners) and hit select at the bottom:
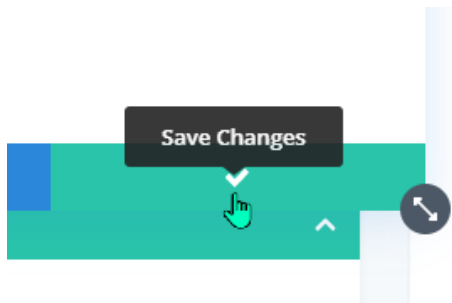

That will add your image - **but notice it added it to the end of the gallery line**. So you will need to click and drag the image to the front of the line:
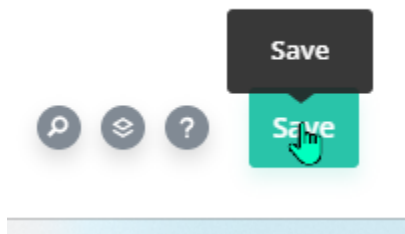
Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules

When you're all done, click the green checkbox to close the editor, then click on the purple dots at the bottom
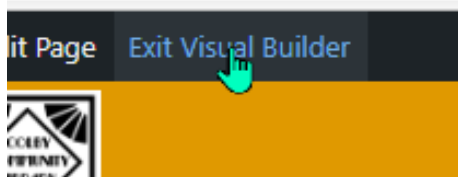

to open up the "Save" menu at the very bottom, click Save in the righthand corner (or keyboard CTRL+S).

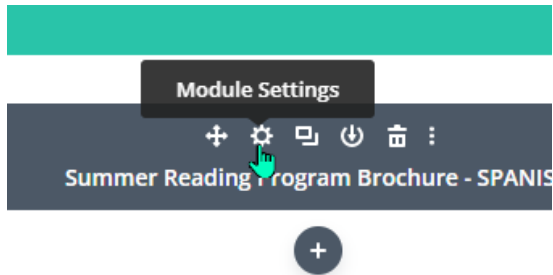Exit the Visual Builder at the top of the screen, and you're done!

Changing/Swapping out Images in Image or Gallery Modules
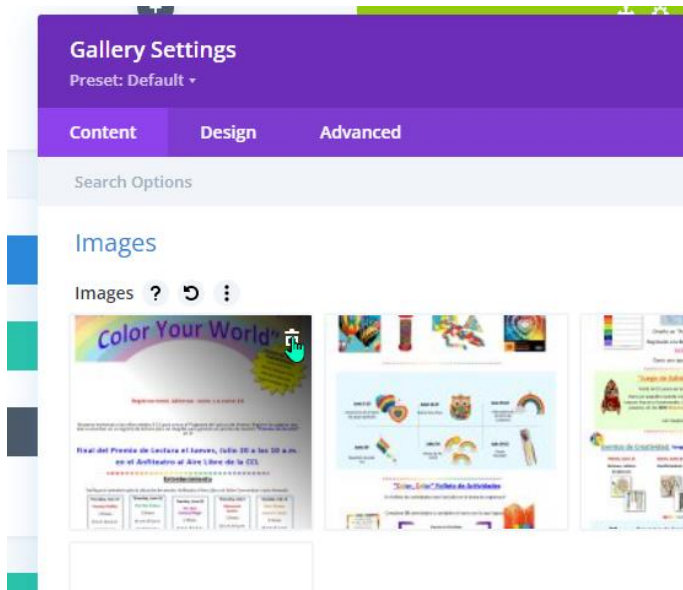Adding Links to Image Modules

b. **Changing images from the standard (backside) Divi editor**

As I said, it's also easy (easier?) to do this from the back-end builder.

Scroll down to the "Summer Reading Program Brochure" black module and click on the gear icon:
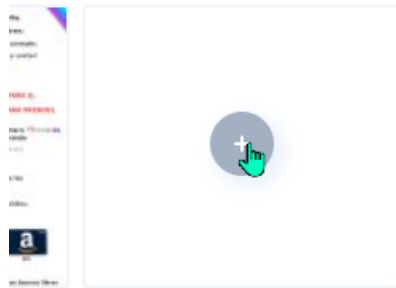

This takes you directly to the Gallery editor, and you can replace the image there. Hover your mouse over the one you want to change and a little trash can will appear in the upper right corner:

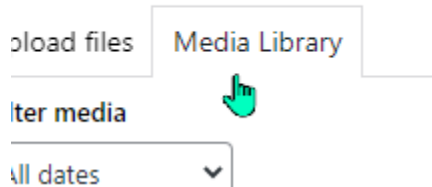Click the trash can and your "wrong" image will disappear.

Now, click on one of the blank squares with a plus:

Changing/Swapping out Images in Image or Gallery Modules
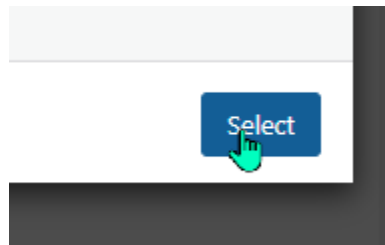Adding Links to Image Modules

That will open the Media Library where you can find the replacement image.

Check that box and add the image to the gallery (note, the other images will already have checkboxes in their corners) and hit select at the bottom:
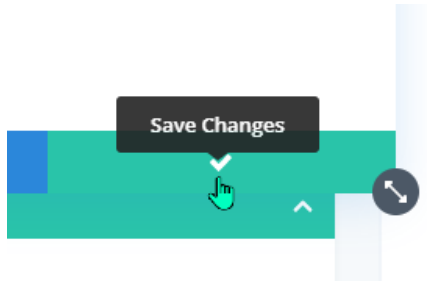

That will add your image - **but notice it added it to the end of the gallery**. So you will need to click and drag the image to the front of the line:
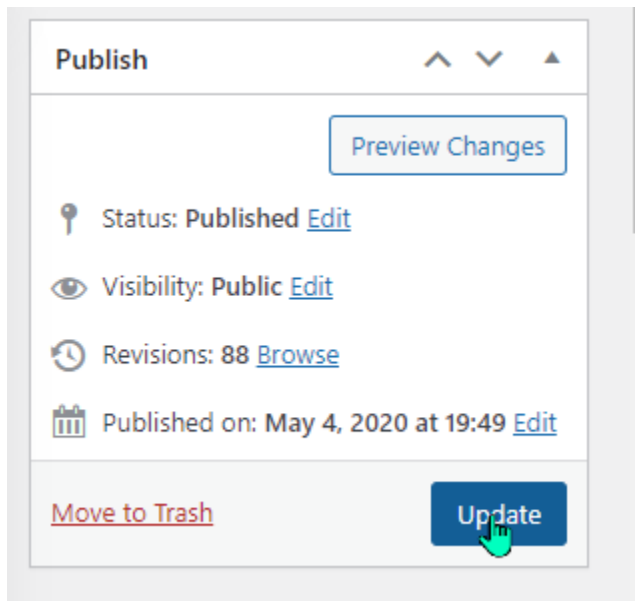
Changing/Swapping out Images in Image or Gallery Modules
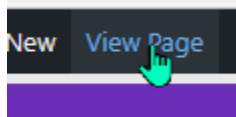Adding Links to Image Modules

When you're all done, click the green checkbox to close the editor.

Now click "Update" in the Publish box on the right side, and you're done!

You can check your work by clicking "View Page" at the top:

Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules

3. **Changing download links attached to images (NOTE: this is for solo images only - NOT images in a gallery)**
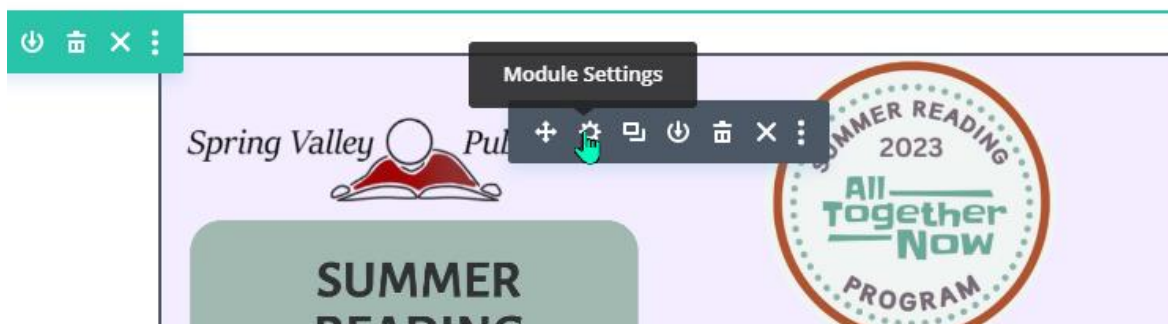
In many cases, an image is a location to attach a link for downloading a PDF document. If you have this on your Summer Reading or other page, you will need to update those links with URLs from your Media Library so visitors aren't downloading last year's reading log.
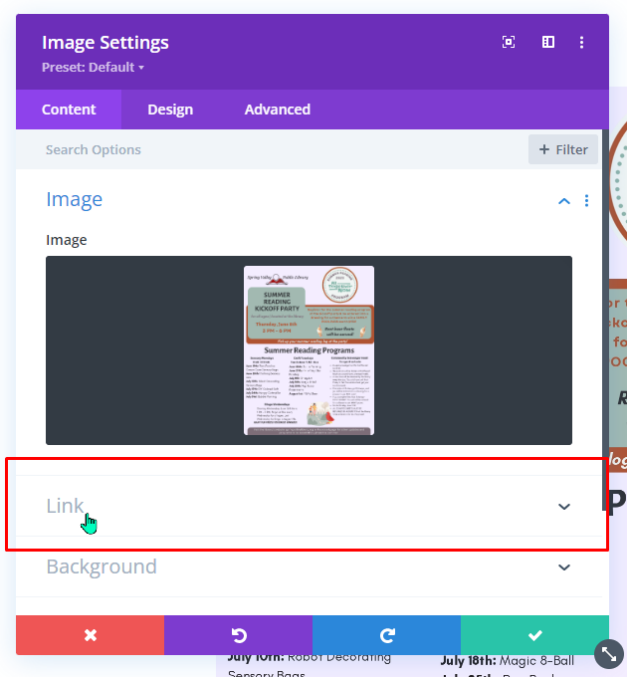
Here's how you would do that:

a. **Using the "Build on the Front End" Visual Builder**

Activate the visual builder on your page.

Find the image module with the link you want to add/update and hover over it until the black gear appears. Click the black gear to open the module editor.
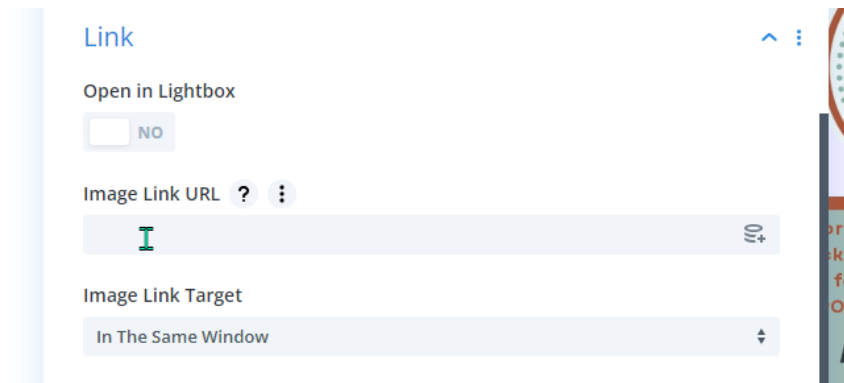

In the Image settings, below the images you will see "Link." Click on this to open the dropdown menu:
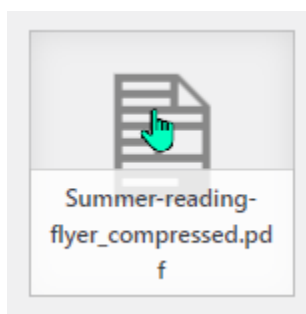
Changing/Swapping out Images in Image or Gallery Modules
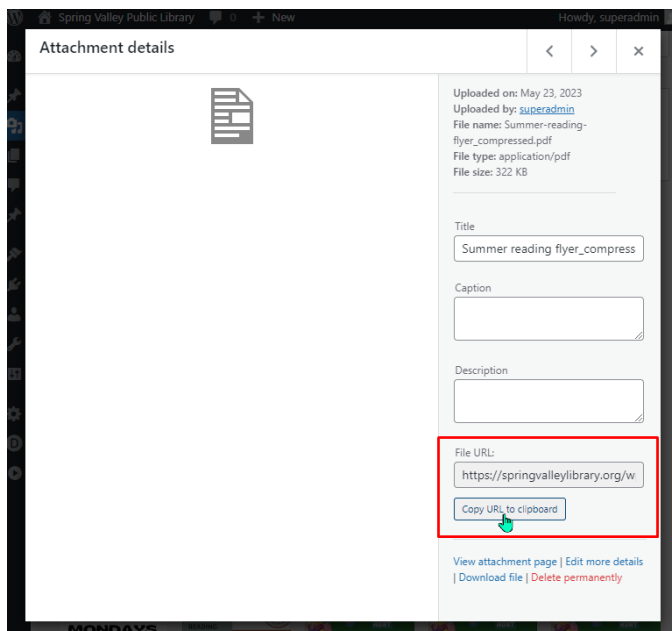# Adding Links to Image Modules

This is where I find it very handy to have the Media Library open in another tab. You are going to want to add or replace the URL in the "Module Link URL" with the information from the new PDF you uploaded:

You find that by going back to your Media Library and clicking on the PDF:
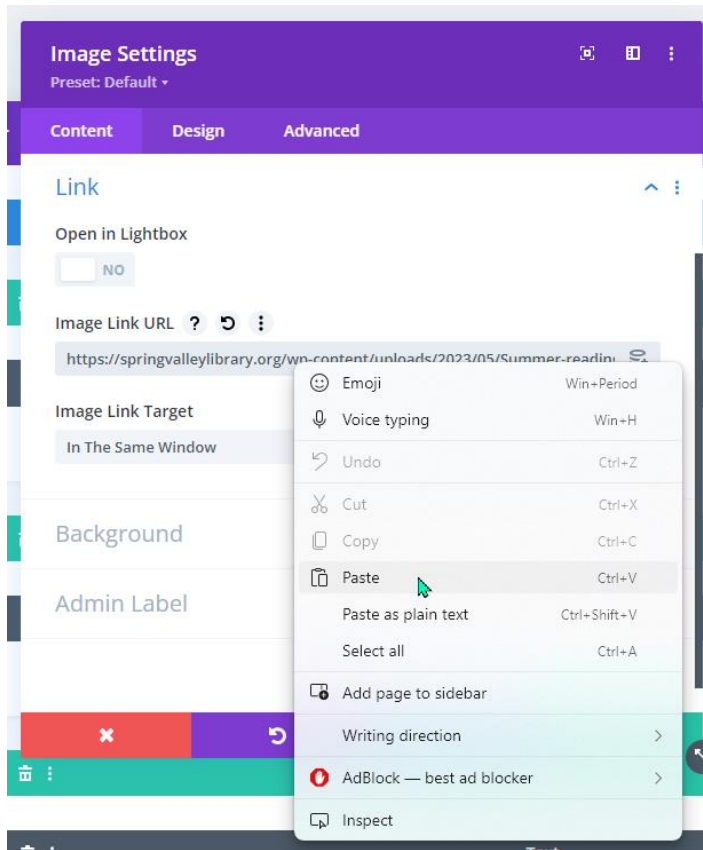

In the "Attachment details" menu, you will see the permanent link to the PDF and "Copy URL to clipboard" at the bottom:
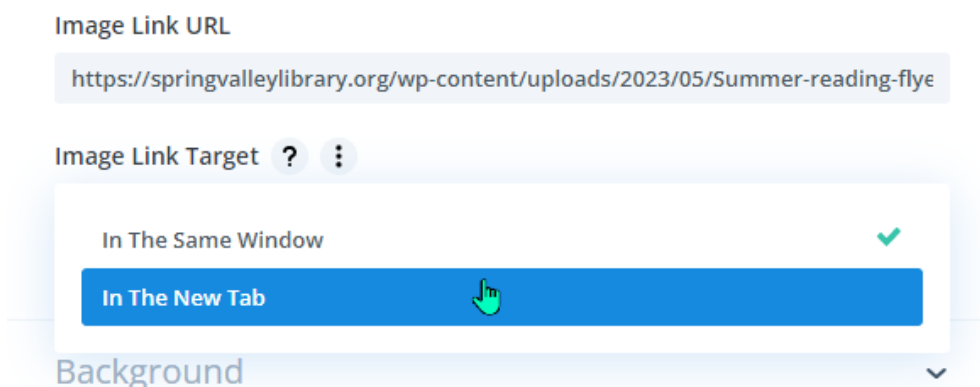
Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules

Once it's copied, you can go back to your Gallery Settings on your visual editor menu and delete and paste the new link into the link box.

You may also choose to change the place you want the file to open: either in the same tab the visitor is looking at, or in a new tab next to it:
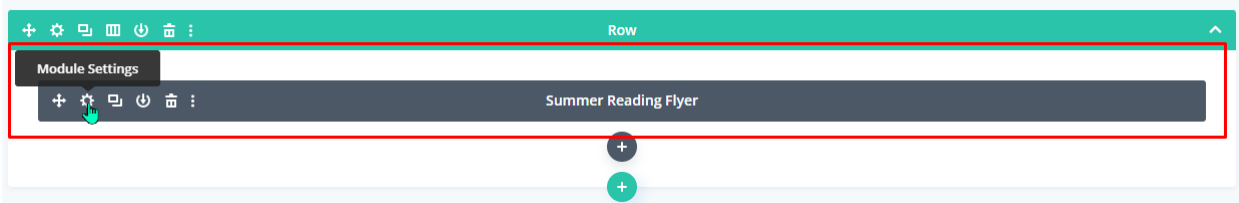

Save changes as you always do (green checkmark to close the settings box, then either purple dots at the bottom of CTRL+S to save changes to the page), exit the visual builder, and you're done!
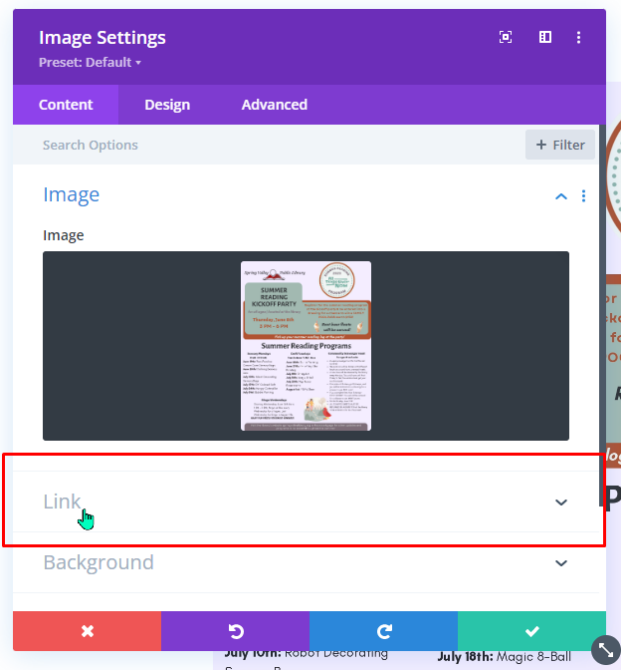
Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules
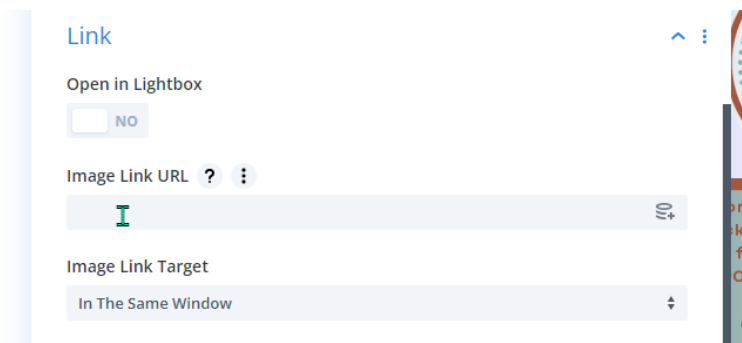
b. Changing links on the backend

This is another edit that can easily be done in the standard backend editor. Scroll down until you see the black module box – ideally it will be properly labeled as the item you want to edit/update. Click on the black gear:

This will open the Image settings box. In the Image settings, below the images you will see "Link." Click on this to open the dropdown menu:
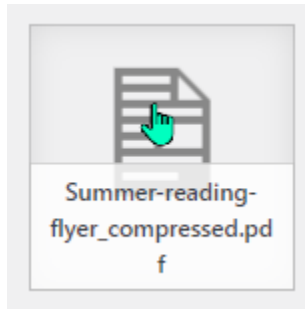

This is where I find it very handy to have the Media Library open in another tab. You are going to want to add or replace the URL in the "Module Link URL" with the information from the new PDF you uploaded:
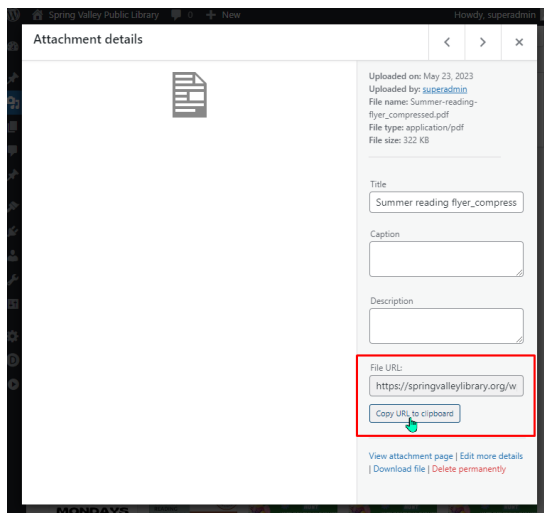
Changing/Swapping out Images in Image or Gallery Modules
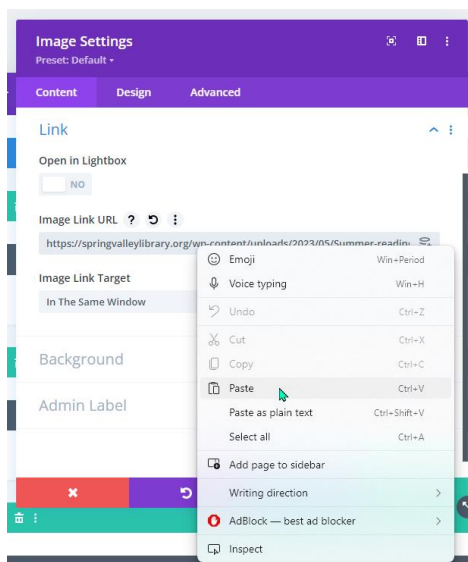## Adding Links to Image Modules

You find that by going back to your Media Library and clicking on the PDF:

In the "Attachment details" menu, you will see the permanent link to the PDF and "Copy URL to clipboard" at the bottom:

Once it's copied, you can go back to your Image Settings on your visual editor menu and delete and paste the new link into the link box.

Changing/Swapping out Images in Image or Gallery Modules
Adding Links to Image Modules

You may also choose to change the place you want the file to open: either in the same tab the visitor is looking at, or in a new tab next to it:
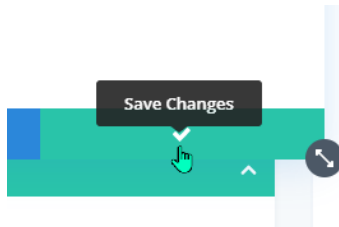
Image Link URL

https://springvalleylibrary.org/wp-content/uploads/2023/05/Summer-reading-flye

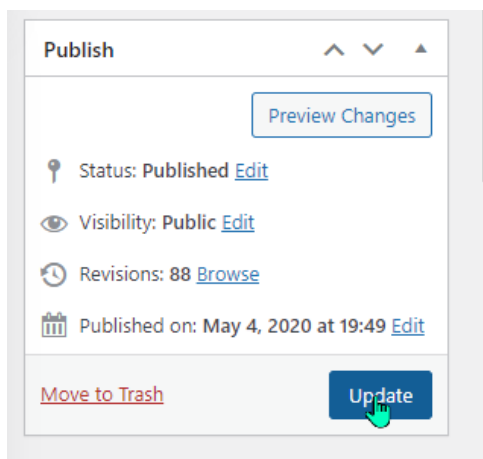**Image Link Target** ?

In The Same Window ✓
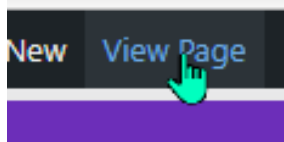
In The New Tab

Background

When you're all done, click the green checkbox to close the editor.

Save Changes

Now click "Update" in the Publish box on the right side, and you're done!

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Revisions: **88** Browse

Published on: **May 4, 2020 at 19:49** Edit

Move to Trash   Update

You can check your work by clicking "View Page" at the top:

New   View Page

Your PDF should download when you click on the image.