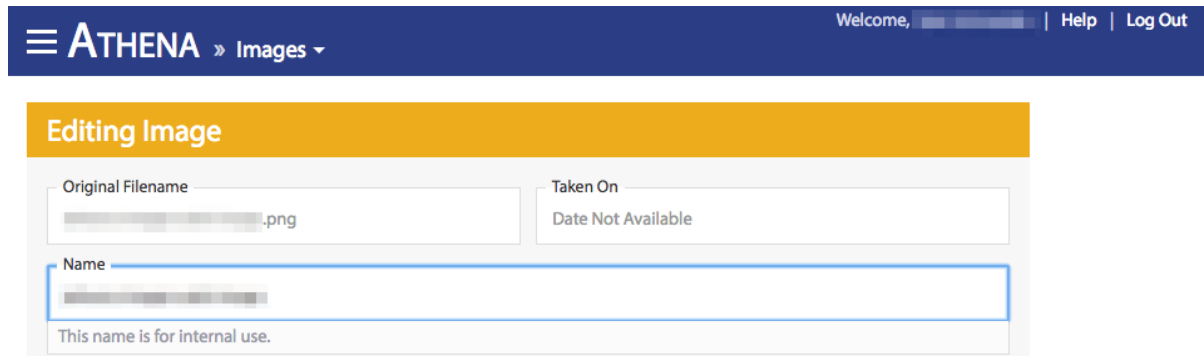


Athena Images: Editing Image Properties

Last Modified on 02/27/2020 12:07 pm CST

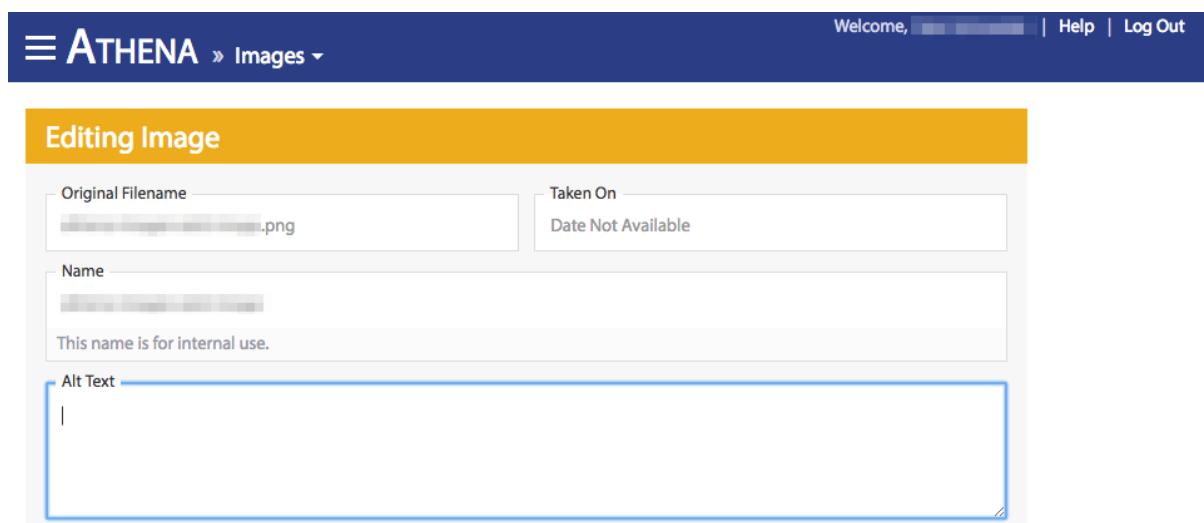
1. Add a useful name for the image. This will show in Athena systems' search results and is for internal use only; the image name will not be displayed publicly.



The screenshot shows the 'Editing Image' form in the Athena system. The form has a yellow header bar with the title 'Editing Image'. Below the header, there are two input fields: 'Original Filename' (containing a blurred filename ending in '.png') and 'Taken On' (containing 'Date Not Available'). Below these, there is a 'Name' input field, which is highlighted with a blue border. Below the 'Name' field, there is a small text label that reads 'This name is for internal use.'

2. Add a descriptive alt text for the image. The alt text will be read to visitors using screen readers or other assistive technology, will be used by search engines as a ranking factor, and will be displayed in certain browsers when a user hovers over or long-taps the image.

NOTE: [Learn more Alt Text best practices here.](#)



The screenshot shows the 'Editing Image' form in the Athena system. The form has a yellow header bar with the title 'Editing Image'. Below the header, there are two input fields: 'Original Filename' (containing a blurred filename ending in '.png') and 'Taken On' (containing 'Date Not Available'). Below these, there is a 'Name' input field (containing a blurred name) and a small text label that reads 'This name is for internal use.' Below the 'Name' field, there is an 'Alt Text' input field, which is highlighted with a blue border.

3. Add an appropriate image title for your photo. This will be displayed publicly in certain use cases, so be sure it accurately reflects the intent of the image.

Editing Image

Original Filename [redacted].png	Taken On Date Not Available
Name [redacted] <small>This name is for internal use.</small>	
Alt Text 	
Image Title 	

- (Optional) Add a caption for your photo. In certain places, this will show up within the context of the photo (formerly known as a cutline).

Editing Image

Original Filename [redacted].png	Taken On Date Not Available
Name [redacted] <small>This name is for internal use.</small>	
Alt Text 	
Image Title 	
Caption 	

- Drag and drop any units you wish to attach the image into the *Selected Items* column; order does not matter here.

Image Title

Caption

Units

Search..

Academic Affairs/Provost
Academic Skills Center
Academic Testing
Academics
Accounting + Finance
Activities, involvement and leadership
Administration and Finance
Administrative Support + Knowledge Center
Admissions
American Indian Studies

Selected Items

6. Click on any keywords and categories you wish to attach to the image. Try searching to help narrow your options.

Keywords and Categories

Selected

Search Keywords and Categories..

Categories	Keywords
Academic Advising	academic skills center
Academics	alumni
Achievements	alumni profiles
Athletics	announcement
Blugold Success	application process
Budget	Argentina
Campus Life	Artist and Forum Series
Continuing Education	assistantship
Counseling and Support	BJ Hollars
Events	BMB

7. Select the proper crop image tags and adjust crops as desired.

NOTE: See [Athena Images: Cropping an Image](#) for instructions.

8. Click **Update Image**.

Cancel Update Image Deactivate

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.
