interweb

Generated on 21/10/2026 17:26

KNOWLEDGE BASE · PUBLIC DOCUMENT

The WordPress media library: uploading, organising and replacing images

WordPress & CMS

CODE	VERSION	COUNTRY · LANGUAGE
RLX-MZ-KB-1886	v2026.10.15	Mozambique · English

Interweb Mozambique
RLX Holdings, S.A. · Group RLX Holdings
Tax ID (NUIT) 401 191 607 · Legal entity no. (NUEL) 105 045 974 · Economic activity code (CAE) 62022

https://www.meu.interweb.co.mz/knowledgebase/1886

The WordPress media library: uploading, organising and replacing images

WordPress & CMS Created on **October 15, 2026** 2 min read



The short answer: everything you upload to the site (images, PDFs, videos) goes into the **Media Library**, under **Media** in the dashboard. There you upload, search, write the alternative text and delete. Three things surprise almost everyone: WordPress **makes several versions** of each image, it **has no folders**, and it **does not replace** one image with another in place.

What you need to know

Topic	What happens
Several versions	On upload, WordPress makes smaller copies (thumbnail, medium, large). They take space but serve each spot on the site at the right size.
Very large images	Recent versions shrink huge images on upload. Still, shrink them first: **Image optimisation and WebP**.
No folders	Images are kept by date. To find them, use search and the filter by type and month, and give files clear names.
Replacing	There is no “replace”. You upload a new one and swap it in the pages, or use a plugin that keeps the address.
Deleting	“Delete permanently” removes the file: where the image was used, a broken image is left.

Good practice

1. **Shrink before uploading** and use clear names (office-chair.jpg, not IMG_4432.jpg).
2. **Write the alternative text** on upload: **Alt text and file names**.

3 **Do not upload the same file twice.** Search the library first.

4 **Before deleting,** confirm the image is not used: the library shows “Attached to” but does not catch everything (the theme, plugins).

5 **If uploading fails,** see **The “HTTP error” when uploading images** and **Raising the upload limit**. And if the library is heavy: **Disk Usage**.

! **Only publish images you may use.**
Taking a photo from the internet does not give you the right to put it on the site: **Photos for your website**.

If you change the theme’s thumbnail sizes, the old ones keep the old size. A plugin or WP-CLI regenerates them: **WP-CLI over SSH**.

NEED A HAND?

Want help with your site’s library? Open a ticket with the address.

Open a support ticket →

SEE ALSO

- **Image optimisation and WebP** →
- **Alt text and file names for images: what to write, and what to avoid** →
- **Raising the WordPress upload limit** →
- **Disk Usage: finding what fills your account** →

interweb

Interweb Mozambique

RLX Holdings, S.A. · Group RLX Holdings

TAX ID (NUIT)	401 191 607
LEGAL ENTITY NO. (NUEL)	105 045 974
ECONOMIC ACTIVITY CODE (CAE)	62022
REGISTERED OFFICE	Bairro 7 de Setembro Vilankulo 1304 · CEP 0411-02, Inhambane, Mozambique
CONTACT	info@interweb.co.mz · +258 84 635 1111 · +258 86 635 1111 · www.interweb.co.mz
OPENING HOURS	Monday to Friday - 08 AM to 04 PM Saturday & Sunday - Closed

Online version of this document

RLX-MZ-KB-1886 · v2026.10.15 · Generated on 21/10/2026 17:26