

Adding An Image To Moodle

Adding an image into a Moodle course can be achieved using the text editor which you find in the majority of resource and activity types within Moodle. Standard recognised image file types include JPG, GIF and PNG.

Technical Theatre Training			<		Turn e	editing	g on
Topic outline	Calen	dar					
This is your Training Course area where you can try out all the functions of Moodle.	•		Septe	ember	2012		•
Don't be afraid to have a play, you can't break anything!	Sun	Mon	Tue	Wed	Thu	Fri	Sat 1
	2	3 10	4	5 12	6 13	7 14	8 15
¹ Basics	18	17	18	19	20	21	22
	23	24	25	26	27	28	29

Click on the 'Turn editing on' button (top right of the screen)



This will open the 'Add a new Label' screen. You can now add text and images using the standard WYSIWYG editor.



	Insert/edit image	
Click on the 'Find or upload an image' button, which will open the 'file picker' - dialog in a new window.	General Appearance Advanced General Find or upload an image Image URL Image description Preview	
Alternatively if you want to link to an im-		
age on another website you can paste the _		

URL into the 'Image URL' box.

Produced by the e-Learning Team.

For more information please e-mail ian.barson@gsmd.ac.uk or ring xtn 6136.



View as icons View as lis	t		
n Server files			
n Recent files	Attachment:	Browse	.
🖹 Upload a file	Save as:		
	Author.		
n Private files	Choose license:	All rights reserved	Ŧ
Wikimedia		Upload this file	

Use 'Recent files' to search for an image that you have recently used.

Use 'Wikimedia' to search an image gallery.

Use 'Upload a file' to search for an image saved on your computer. Click 'Browse' and select the file you wish to use. Then click on 'Upload this file'.

You will see a preview of the file you have loaded.

	Insert/edit image
You should enter a short description of the image in the 'Image description box'. This will be used to provide 'Alternative text' for the image to make the course more accessible to visually impaired users.	General Appearance Advanced General Find or upload an image Image URL Image description Preview GGGuildhall SGCHOOL of Music & Drama

If you click on the 'Appearance' tab you can change the way the image is displayed on the page, how it is aligned, whether it should have a border, and horizontal and vertical spacing.

You could also change the displayed size of the image here, but you should try to avoid doing this as much as possible. Images that have been edited to be the correct size before uploading will look better in the course.

When you have adjusted the settings (if required) click on 'Insert' to save the change.

Complete any further editing that is required and then click on 'Save changes'.

Don't worry about the 'Common Module' and 'Restrict Access' setting just leave them as they are.