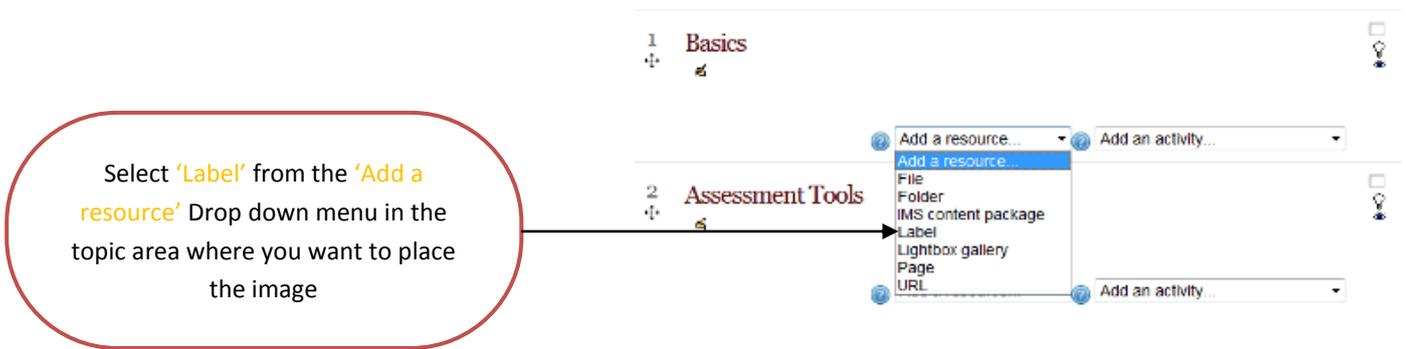


# Adding An Image To Moodle

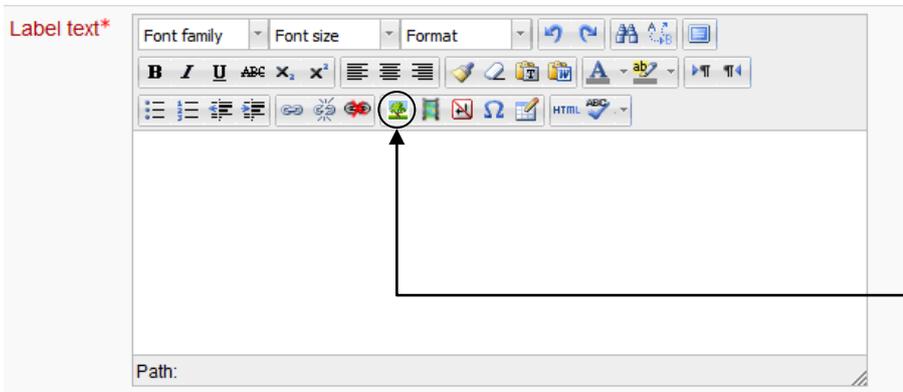
Adding an image into a Moodle course can be achieved using the text editor which you find in the majority of resource and activity types within Moodle. Standard recognised image file types include JPG, GIF and PNG.



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



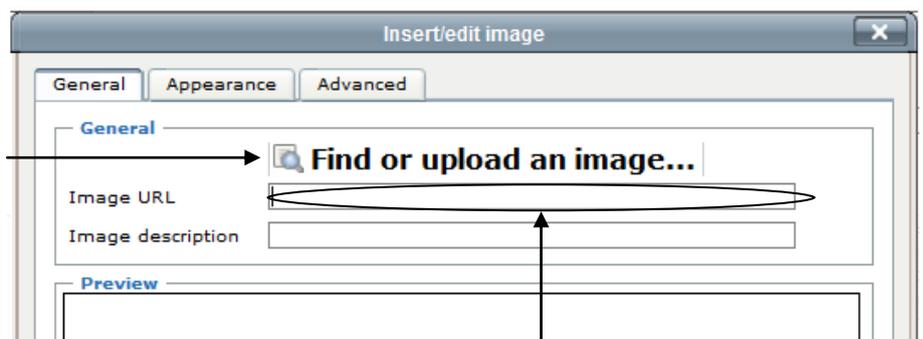
This will open the 'Add a new Label' screen. You can now add text and images using the standard WYSIWYG editor.



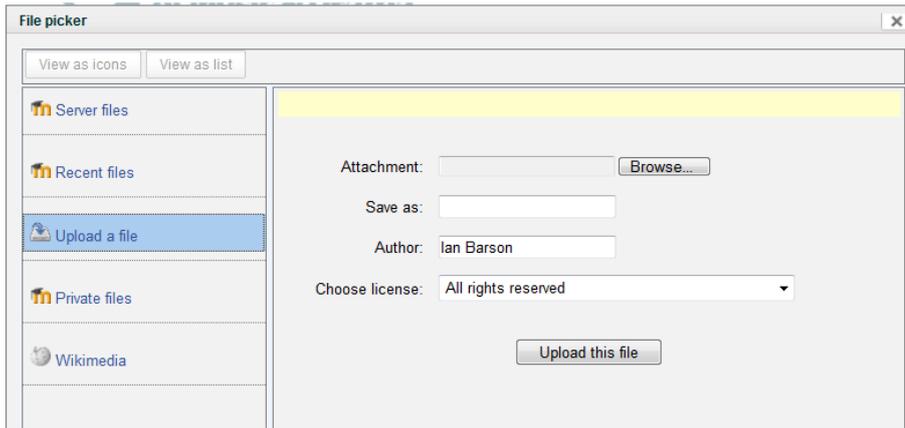
When inserting an image click on the 'Insert/edit image' icon.

The 'Insert/edit image dialog box will open.

Click on the 'Find or upload an image' button, which will open the 'file picker' dialog in a new window.



Alternatively if you want to link to an image on another website you can paste the URL into the 'Image URL' box.



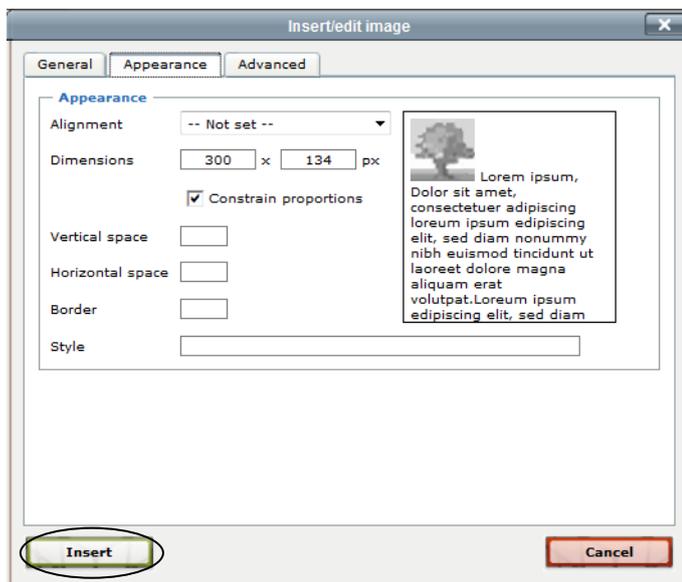
Use 'Recent files' to search for an image that you have recently used.

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.

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.



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.