

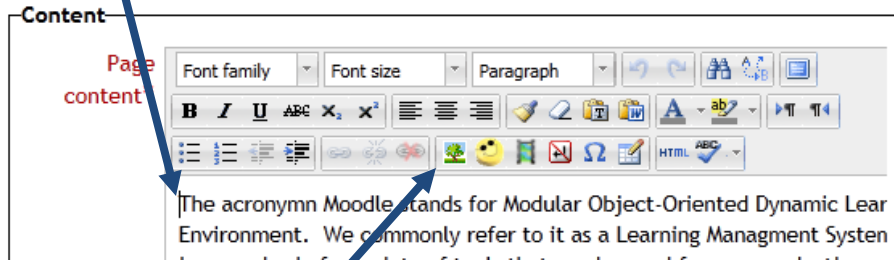
Adding an Image to a Page

No matter where you add an image in Moodle, the process is basically the same. In the example below, the image will be added to a Page. Follow these steps to add an image:

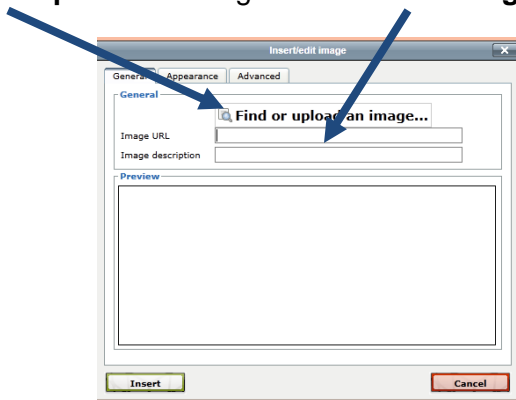
1. Ensure you are in the editing mode by clicking on the “**Turn editing on**” button at the top right-hand side of the page.
2. **Move to the page** where you want to insert the image.
3. Click on the **Update/Edit** button.



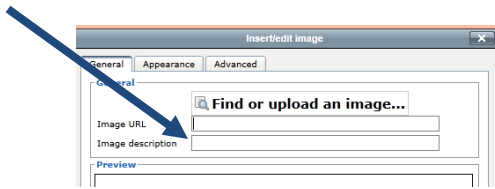
4. **Move your cursor** to the point where you want to insert the image.



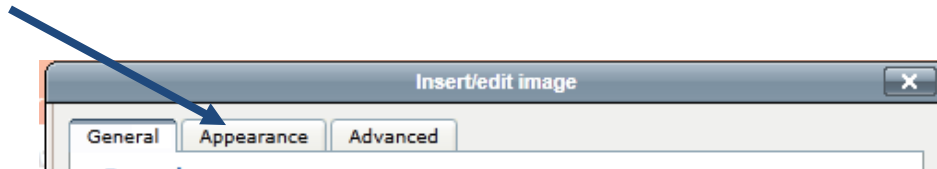
5. Click on the **Insert Image** button.
6. **Find and Upload** the image *or insert the image URL* (address) if it is resident on the Web.



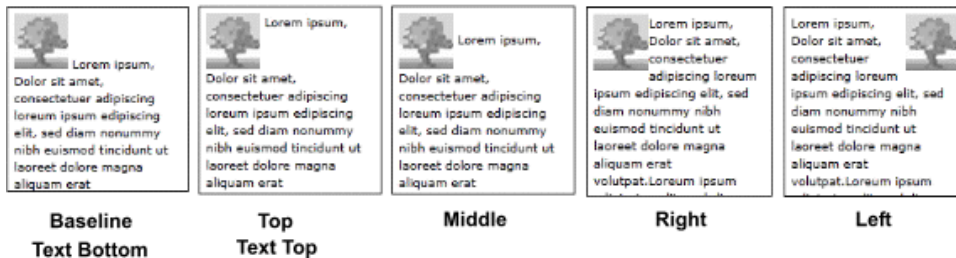
7. Add a description for the image.



8. Click on Appearance tab to change the alignment of the image and text.



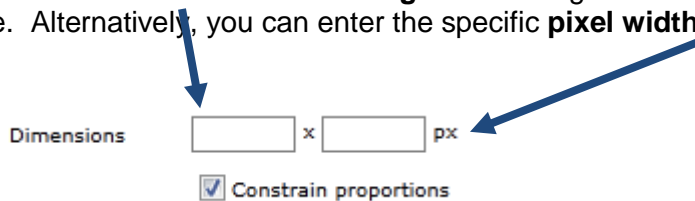
Alignment Options



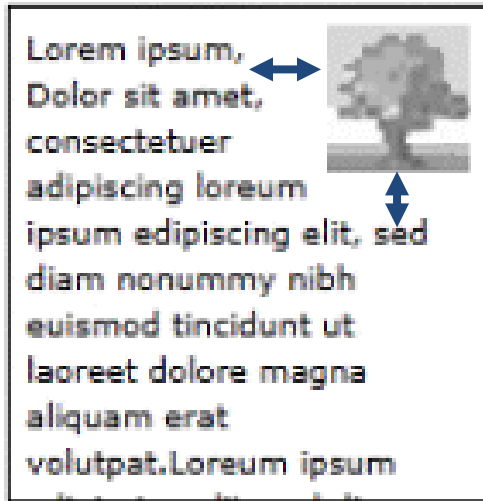
Left alignment is the most popular layout; however, you'll need to change the vertical and horizontal alignment to achieve the best results (see details below).

Constraining the Dimensions of the Image

In most cases, it is best to **constrain the image** so the height and width stay the same even if you change the overall size. Alternatively, you can enter the specific **pixel width and height** that you require.



Horizontal and Vertical Alignment



You can increase the white space (normally a number between 2 and 5) between the image and the text to make the layout more visually pleasing. Enter an amount for the **vertical** and **horizontal space** in the appropriate box.

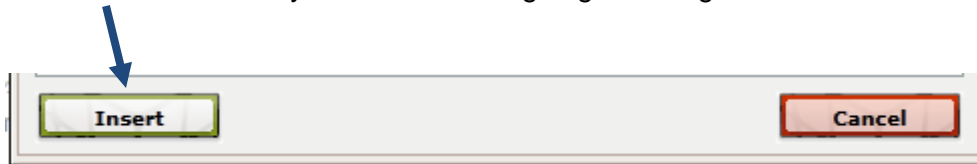
Vertical space

Horizontal space

Border

You'll note that the image on the left has a **border** around it. You can remove the border by entering zero or increase it by entering a number. The Style is a reflection of the alignment that you chose.

9. Click on **Insert** when you've finished aligning the image.



To Edit an Inserted Image

At any time, you can edit the image that you've already inserted in the page. To do so, **click on the image to select it**, then **right click** your mouse and choose **Insert/Edit image**.

