

## Adding an Image to a Section Summary

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 Section Summary. Follow these steps to add an image:

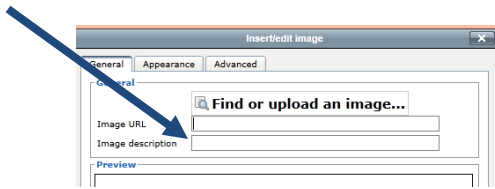
1. Ensure you are in the editing mode by clicking on the “**Turn editing on**” button at the top right-hand side of the page.
2. **Move to the section** where you want to insert the image.
3. Click on the **Update/Edit** button.



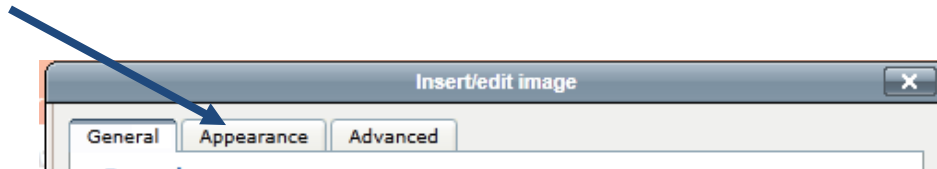
4. If you have a text summary, **move the cursor** in the place where you want the image to appear.

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.

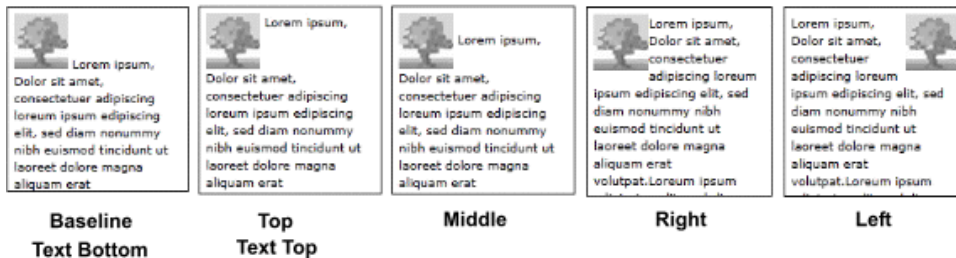
7. Add a description for the image.



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



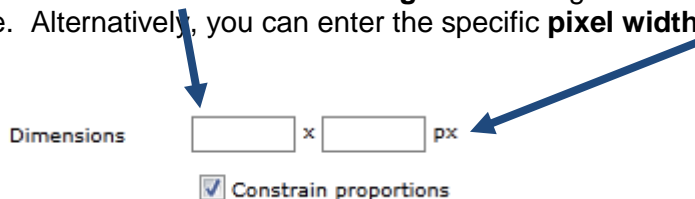
## Alignment Options



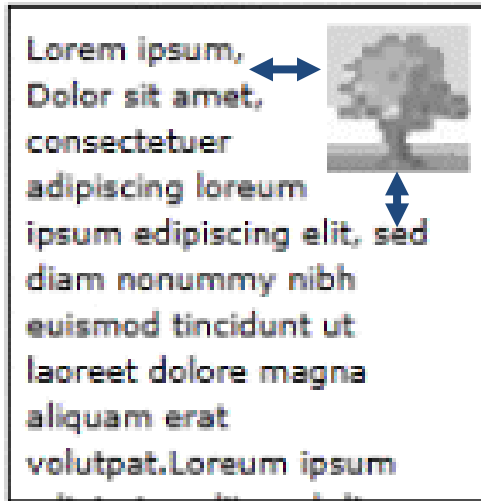
Left alignment is the most popular layout; however, you'll need to change the vertical and horizontal alignment to achieve the best results (see details below).

## 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.

