ADDING AN IMAGE

How to Add an Image

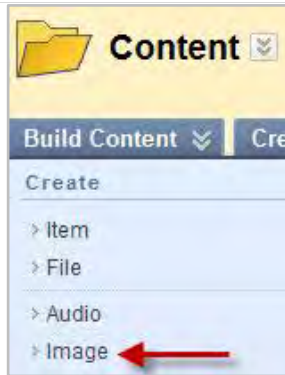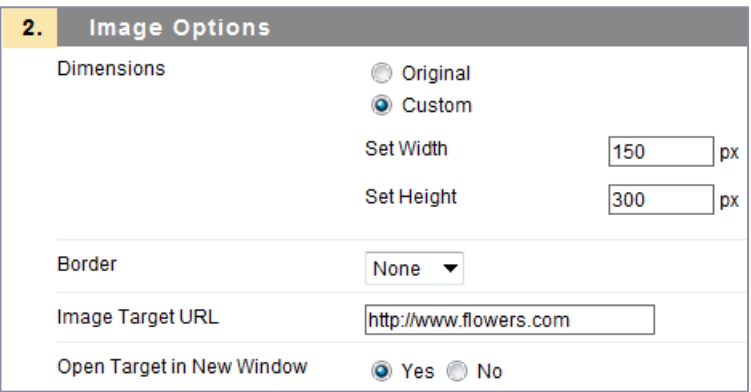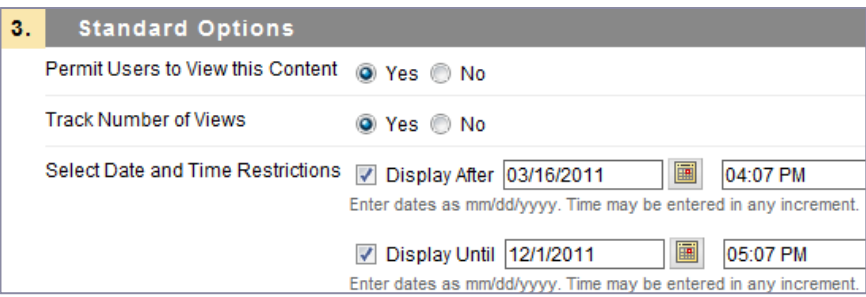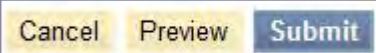| Step 1	Make sure the **Edit Mode** is **ON**	Edit Mode is: ON ?
Step 2	Open a **content area** by clicking on it in the course menu	Content Areas
Step 3	Hover your mouse over the **Build Content** menu, and then click **Image** from the menu.	
Step 4	**Select Image File Area:** • **Find File:** Click the **Browse My Computer** button. Look for the image file on your computer or other storage device. Select the **image file** and **Open** to upload your image. (Click the **Select a Different File** button to change the image file. • **Name**: Type the **title** of the image. • **Color of Name**: Choose a preferred color for the title of the image link. • **Alt Text**: Type a short image description. • **Long Description**: Type a Long Description of the image.	
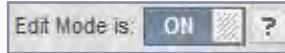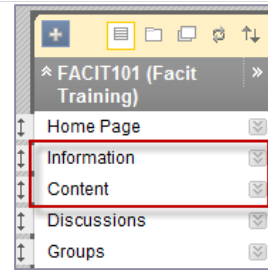
Step 5	**Image Options:** • **Dimensions**: Choose Original or Custom. For custom you can adjust the **Set Width** and the **Set Height** fields. • **Border**: Select **Border** options for the line thickness. • **Image Target URL**: Type the name of a URL or web address that will open when users click on the image. • **Open Target in New Window**: Set to launch your image in new browser window.	
Step 6	**Standard Options:** • **Permit Users to View this Content:** Click **Yes** or **No** to make this link available to users enrolled in the course. • **Track Number of Views**: Click **Yes** or **No** to enable tracking for the image. • **Select Date and Time Restrictions**: Click the checkboxes to enable and choose dates and times to **Display After** and **Display Until.**	
Step 7	Click to **Preview,** then **Submit** to save.	

Notes:
- o Alt Text allows screen readers to "read" the image description.
- o It is better to adjust the height and width of the image prior to adding to your course.
- o Common web page compatible images include: .jpeg, .jpg, .gif, .png
- o When typing the name of the image, you can omit the file extension.