Images can add interest and highlight course concepts. These instructions explain how to insert images and how to resize and position them in your course. A few things to know before you start:

- Images must be saved as individual files to your device in order to be inserted in Moodle.
- Acceptable image file types are .jpg, .gif, and .png.
- Images will display in their "native" size, so be prepared to adjust them for best fit.
- Large image files (more than 500K) are slow to load and take up valuable storage space. Use a photo editing program to reduce a big image or contact the Center for the Advancement of Teaching and Learning for assistance.

Images can be displayed in any Moodle textbox that gives you access to the editing toolbar, such as a page, forum or assignment description, or the summary area of a section. You can also drag and drop an image onto your course main page.

Insert an Image: Drag and Drop on Course Main Page

1. With editing turned on in your course, locate the image file that you wish to upload on your computer.
2. Select the file and drag it to the section where you want the image to appear. You'll see a "ghost" version of the image float above a box labeled "**Drop files here to add them to the bottom of this section.**"
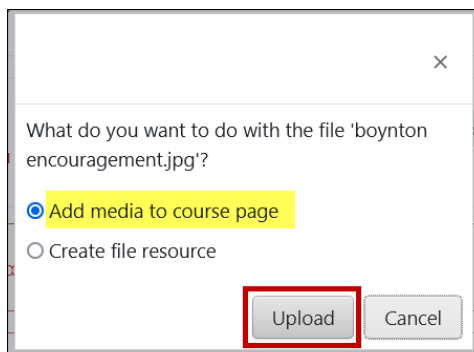
3. Release the file.
4. As the file drops, you'll be asked if you want the image to be displayed on the course page (the default option) or if you intend to post the image as a file for users to download (Figure 1). To display the image on your course page, select **Add media to course page** and click on **Upload**.

Figure 1: Choose Insertion Option

5. The image will appear in a textbox resource. To add an "alt text" description of the image and adjust its size, click on **Edit**, then **Edit settings** (Figure 2). (The auto-generated alt text is simply the name of the file—replace it with more descriptive text or check the box to indicate that the **image is decorative only**.)

NOTE: You can also drag and drop an image into a textbox as you edit its contents. Simply drag and drop the image file, then click on the image icon to update the display settings so that it looks the way you want.
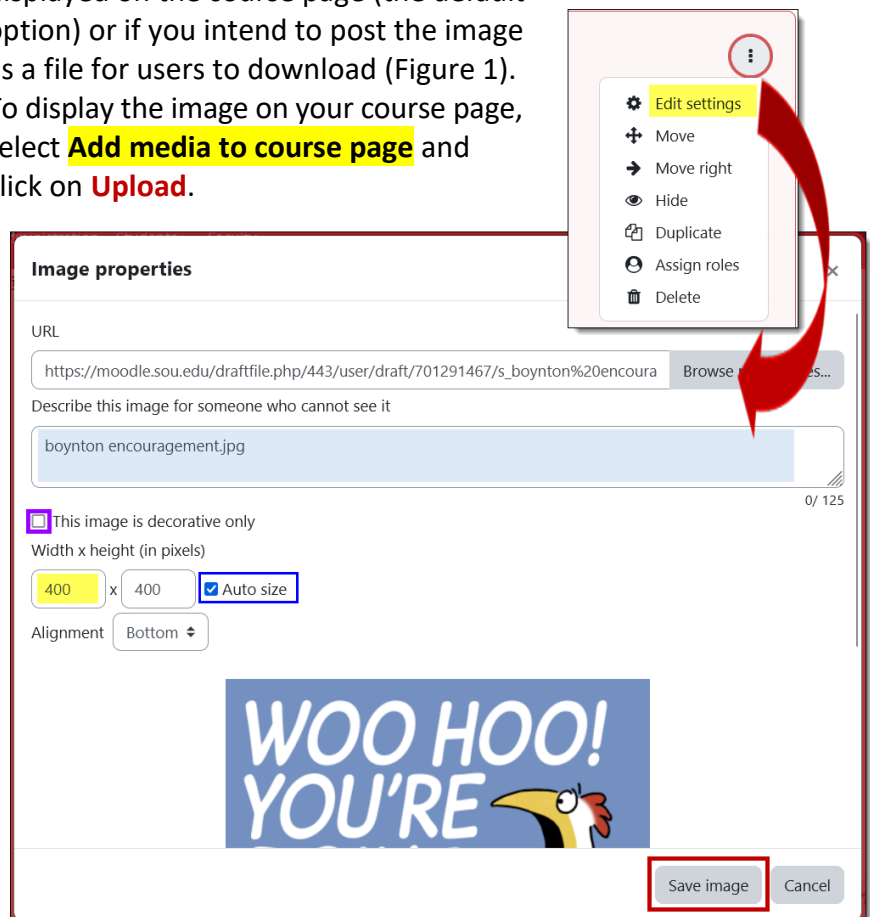
Figure 2: Edit Image Settings

Insert, Size, and Position an Image: Toolbar Method

We recommend entering text in the textbox, then positioning your cursor at the beginning of a line of text before clicking on the insert image icon.

Figure 3 illustrates the steps needed to insert an image:

1. In any textbox click on the **Image** icon.

2. Paste the **URL** of a web-based image in the field provided or click on **Browse repositories** to upload an image saved to your computer.

3. After selecting the image, click on **Upload this file**.

4. In the **Image properties** dialog box, enter a **description of the image** ("alt text") for anyone using adaptive technology or check **the box** to indicate that the image is purely decorative.

5. Adjust the pixel count in the fields provided—there are 100 pixels per inch—so that the image is a reasonable size. (In this example, the original image is 3,000 X 3,000 pixels!) Decorative images work best if smaller than 300 pixels in both dimensions. If the **Auto size** option is selected, you need only adjust one number to maintain the image's proportions as you change its dimensions.

6. **Save image** to return to your textbox.

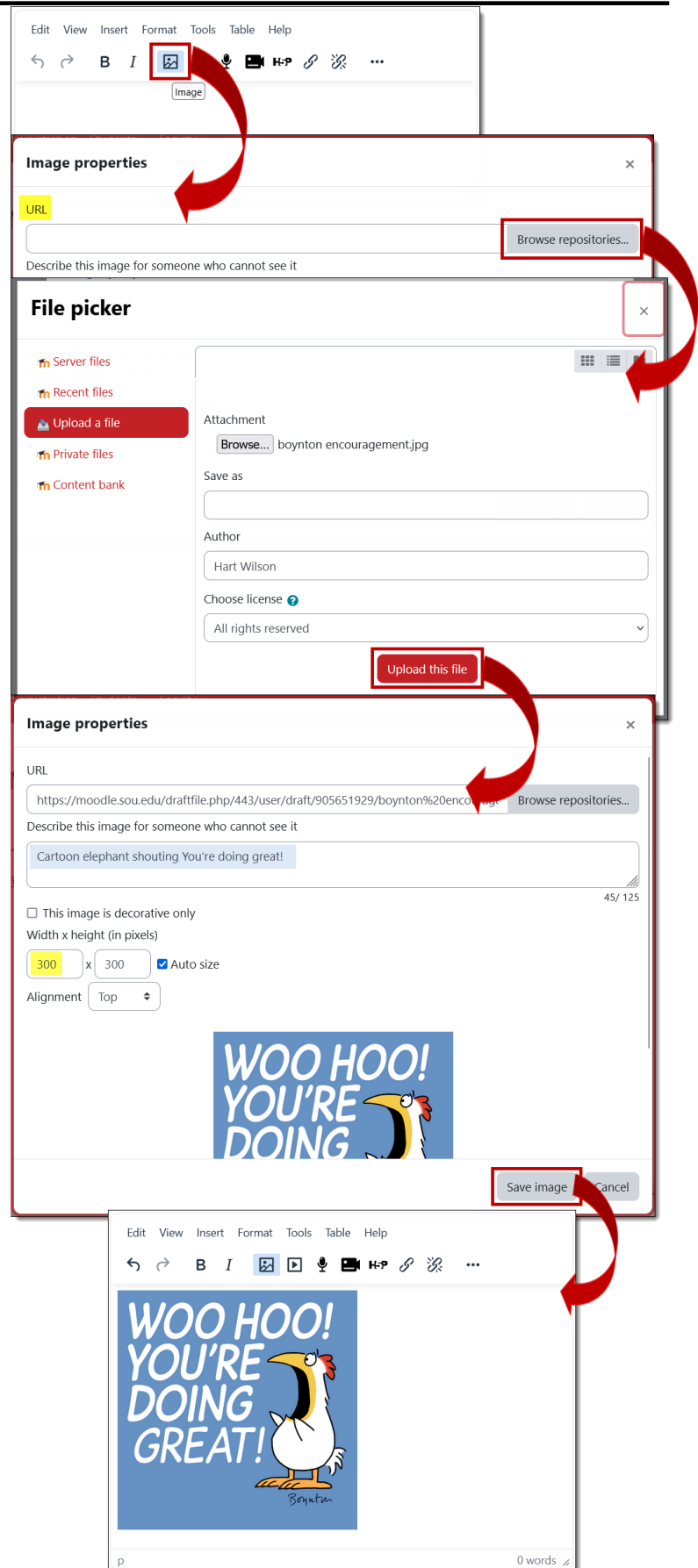Read on for tips and tricks for working with images in Moodle.

Figure 3: Insert Image from Toolbar

Tips and Tricks

- Struggling to have an image appear where you want it to in relation to text? Start with the text. Once you've written the accompanying text, position your cursor at the beginning of the paragraph where you want to place the image and follow these instructions for inserting the image. After saving the image, select it and click on the justification icon that represents where you want the image to end up (left, center, or right). Your text should wrap around the image accordingly.

- Need more room to maneuver in your textbox? Open the **View** menu and select **Fullscreen**. Reopen the **View** menu and deselect **Fullscreen** to return to the regular editing view.

- If you are inserting an image that is web-based, keep in mind that unless you control the web page where the image resides, the image may be removed without warning.

- Photos taken on our phones can be large both in terms of pixel dimensions and megabytes. Learn about [resizing images for Moodle](#).

- You can also resize an image by clicking on the image and dragging one of the corner handles.

- Reducing the image's dimensions in Moodle will *not* reduce its file size. Reduce large files *before* you upload them using photo editing software to minimize downloading time.

- Be sure that you have the right to use images. We've found many [sites offering free images](#), including one where you can create your own cartoon and another for drafting a spoof newspaper article.

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