Working with Images: Students

Southern OREGON UNIVERSITY

moodle

Images can add interest to your Moodle posts, but they can cause problems if they are not managed well. Be sure to follow the steps listed here to insert an image in a Moodle course. A few things to know before you start:

- Images must be saved as individual files in order to be inserted in Moodle.
- Acceptable image file types are .jpg, .gif, and .png.
- **You cannot copy and paste or drag and drop an image into Moodle**. You must use the **Insert/edit image** icon on the toolbar, as described below.
- Images will display in their "native" size, so be prepared to adjust them for best fit.
- Large image files (1 MB or more) are slow to load and take up valuable storage space. Use a photo editing program to reduce a big image or contact the Help Desk for assistance.

Insert an Image

Images can be displayed in any Moodle page that gives you access to the editing toolbar, such as a forum post, online text assignment, glossary, etc.

Figure 1: Insert/Edit Image Icon

1. In the text box, click on the **Insert/edit image** icon on the toolbar (Figure 1).

2. Click on **Find or upload an image...** to bring up the **File picker** (Figure 2).

Figure 2: Find or Upload an Image

3. In the **File picker** (Figure 3), click on **Upload a file**.

4. Click on the **Browse** button to locate and attach the image you would like to upload.

5. After the name of the image is displayed in the **Attachment** field, click on **Upload this file**.

6. When the **Insert/edit image** window is displayed again, you'll see the image displayed in the **Preview** pane.

7. Enter a description of the image in the **Image description** field.

But wait, you're not done yet……!

Depending on the "native" size of the image (that means, the actual size in pixels, inches or centimeters), you may need to resize the image to make it viewable in your posting. Read on to learn how easy it is……
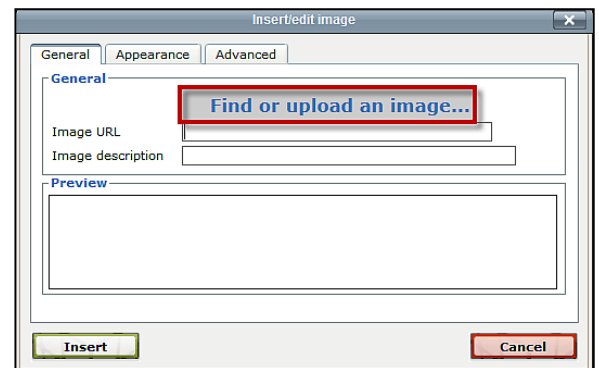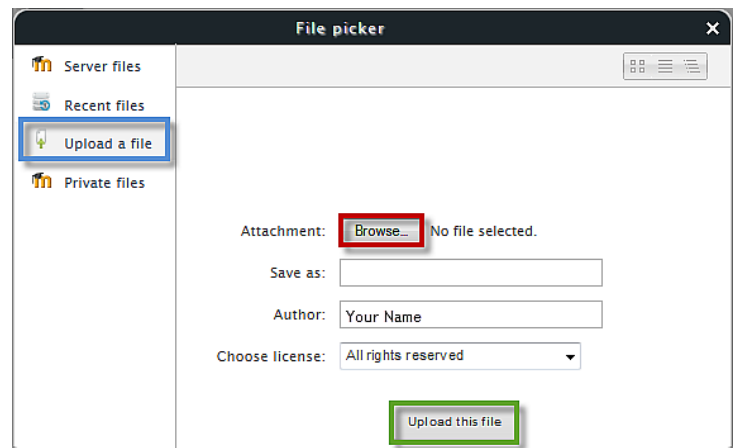

Figure 3: Upload File in File Picker

Position and Resize an Image

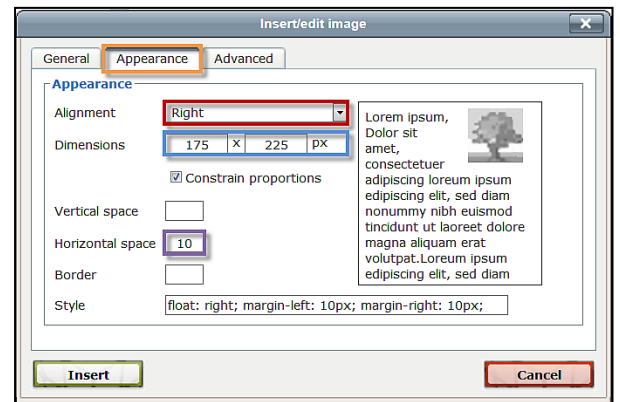Now that your image has been attached, you'll need to position it where you wish. You may also want to resize it.

Figure 4: Set Appearance Options

1. Click on the tab labeled **Appearance** (Figure 4).

2. Use the **Alignment** pull-down menu to indicate where you want the image to appear in relation to the text. This example (like the image in this page) is set to **Right**.

3. Check **the dimensions** of the image (listed in "pixels"). Be aware that images will be displayed in their "native" size—you don't want your image to dwarf everything else on the page, so keep the dimensions to no more than 300 x 300 (pixels) at the largest.

4. To change the size of your image, enter a number in either the height or width field. As long as the **Constrain proportions** box is checked, all you need to adjust is one dimension; the other dimension will be resized accordingly.

    Tip: You can also resize an image after it has been inserted by clicking on the image and dragging one of the corner handles.

    Note: 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.

5. Provide some room between your text and your image by entering "10" for **Horizontal space**. Add a number (of pixels) for Vertical space if desired.

6. Click on **Insert**.

How does it look?