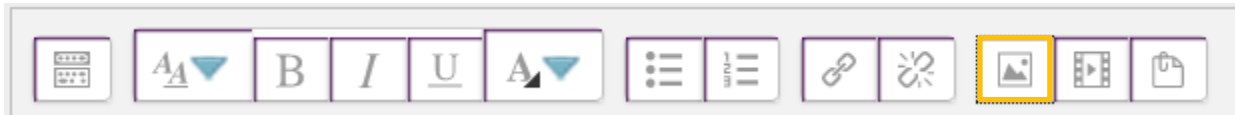


How to Add an Image

You can add an image/picture in the textbox feature of Forum posts, Activity instructions and Labels.

Start by opening the edit feature of the activity. The textbox will display these editing tools. The photo icon allows you to insert and edit *Images*.



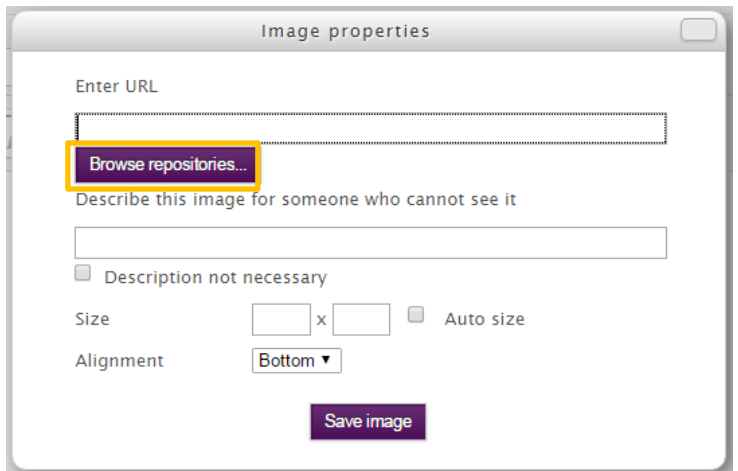
Click on the photo icon to add an image.

An *Image properties* editing window will appear to add the information about your link.

Click on the *Browse repositories...* button to browse files for the image.

Select your image from the following:

- **Upload a file:** Upload an image from your files
- **Recent files:** Select a recently file stored in webCampus
- **Private files:** Select a file from your private files stored in wenCampus
- **Server files:** Select a file saved in the Legacy course file folder



Click *Select this file* when ready.

Describe this image for someone who cannot see it: Add a description of the image in the text field. For graphs and charts, include a brief description and why it is important.

- If the image illustrates an element of the course content, this is needed to meet ADA compliance.
- If the image is purely decorative, click the *Description not necessary* box

Size: You can alter the dimensions of the image here. If you alter one dimension, the other dimension will rescale.

Alignment: The drop-down menu gives you the option to align the image to the top, middle, bottom, left or right in the text box.

Click the **Save Image** button to save the image and settings.