


How do I add an image using the HTML editor?

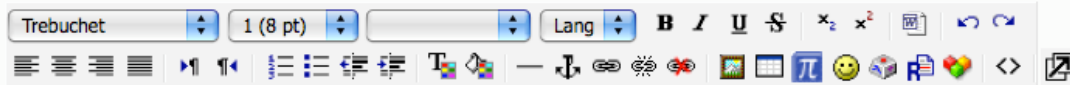
The HTML Editor lets you do complex text and image task. For this example, we will add an image to a post within a forum, however, you may follow the same steps to add an image to any text, as long as the HTML editor appears to offer help.

Determine where you want to place your image.

Your new discussion topic

Subject*

Message* 




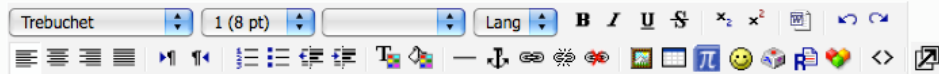
The image shows a screenshot of a forum's HTML editor. At the top, there is a 'Subject*' field containing the text 'Capybara: King of the Rodents'. Below it is a 'Message*' field with a help icon. The main area is a large text box. Above the text box is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, indentation, text color, background color, link, unlink, image, table, code, smiley, emoticon, and other functions. The font is set to 'Trebuchet' and the size is '1 (8 pt)'. The language is set to 'Lang'.

Type the text that accompanies the image (if relevant):

Your new discussion topic

Subject*

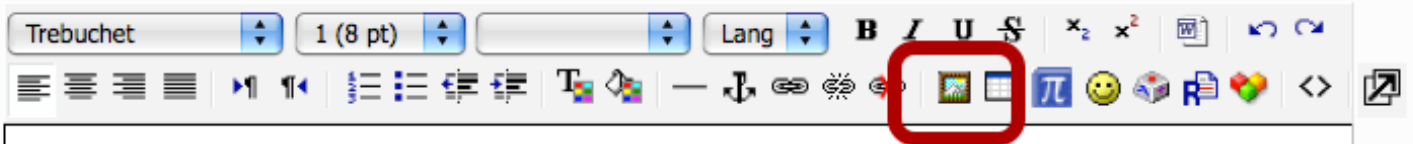
Message* 



Capybaras are the world's largest rodent. They also happen to be an obsession of mine since childhood.

The image shows the same forum HTML editor as above, but now the text 'Capybaras are the world's largest rodent. They also happen to be an obsession of mine since childhood.' has been typed into the message field. The toolbar and subject field remain the same.

Next, click on the "image" icon in the HTML Editor bar:



Depending on where your image resides, you can select it... Paste in a URL for image files on the web:

Insert Image

Image URL:

Alternate text:

OK Cancel

Layout Spacing Size

Alignment:

Border thickness:

Horizontal:

Vertical:

Width:

Height:

File Browser Preview:

- ..
- [Images of Insects](#) 10 May 2010, 08:07 AM
- [Images of Rodents](#) 10 May 2010, 08:07 AM

Selection:

Properties

Size: Type:

Be sure to complete the Alternate text for people using page readers in order to "see" the page.

Next, click the OK button to paste the image into your text.

If your image file already exists in a folder within your course, navigate to it:

Insert Image

Image URL:

Alternate text:

OK
Cancel

Layout

Alignment:

Border thickness:

Spacing

Horizontal:

Vertical:




Size

Width:

Height:

File Browser

Preview:

 ..		
<input type="checkbox"/>  Images of Insects	10 May 2010, 08:07 AM	
<input type="checkbox"/>  Images of Rodents	10 May 2010, 08:07 AM	

Selection:

Properties

Size: Type:

Click on a folder to navigate into it. To return to a higher folder, click the folder with the "up" arrow inside it. Once you find the image file, click on its name, then click the "OK" button in the top right to add the image to your text.

If your image has not been uploaded to your course, do it now:

Insert Image

Image URL:

Alternate text:



OK
Cancel

Layout: Alignment: Border thickness:

Spacing: Horizontal: Vertical:

Size: Width: Height:

File Browser Preview:

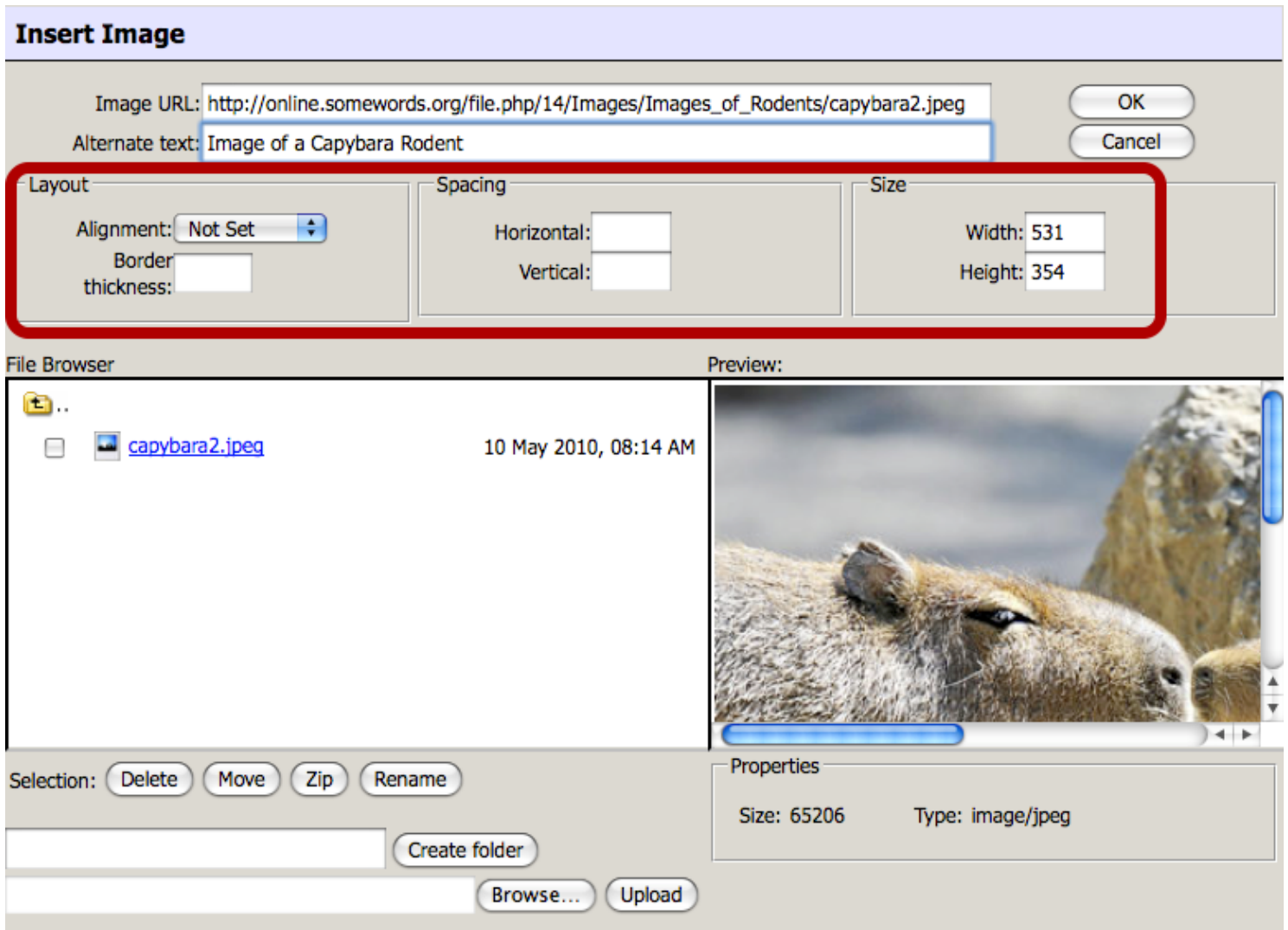
<input type="checkbox"/>	..		
<input type="checkbox"/>	 Images of Insects	10 May 2010, 08:07 AM	
<input type="checkbox"/>	 Images of Rodents	10 May 2010, 08:07 AM	

Selection:

Properties: Size: Type:

Browse for the file, select it, then Upload it to the course. Then click on its title when it is within the File Browser. Once selected, click the OK button to insert the image into your text.

When you have selected the file, you will have an opportunity to resize its dimensions:



You can change the layout, spacing, and size of the image by adjusting these settings.

After you have selected the "OK" button from the "insert image" window, you can see your results:

Your new discussion topic

Subject* Capybara: King of the Rodents

Message* ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x² [Icons]

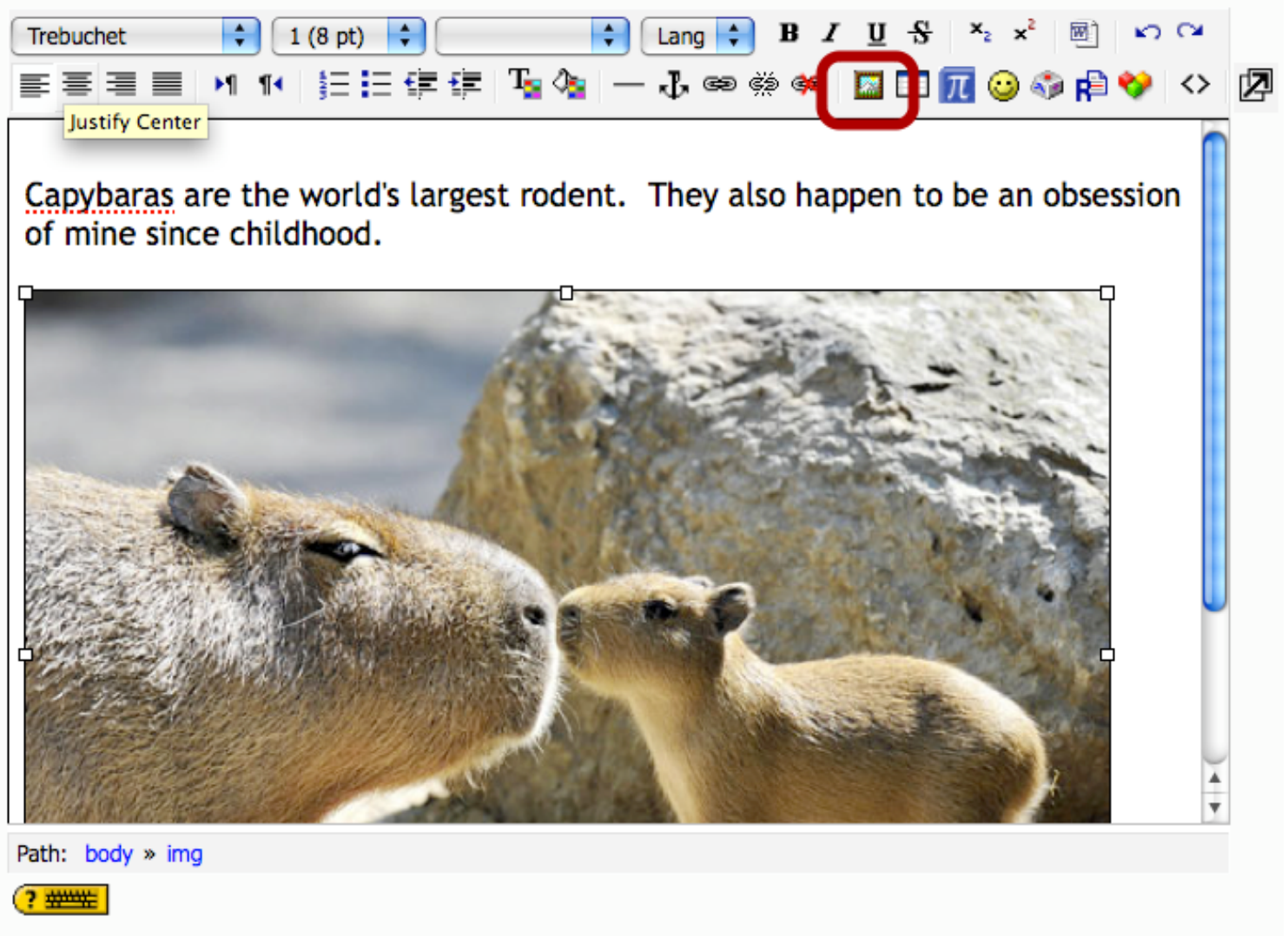
Capybaras are the world's largest rodent. They also happen to be an obsession of mine since childhood.



Path: body » img



Later, if you want to edit the image settings, click the image itself and press the "image" icon in the editor again.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, and other functions. The font is set to 'Trebuchet' and the size is '1 (8 pt)'. The language is set to 'Lang'. A red circle highlights the 'Image' icon in the toolbar. Below the toolbar, the text reads: "Capybaras are the world's largest rodent. They also happen to be an obsession of mine since childhood." Below the text is a large image of two capybaras, one larger and one smaller, looking towards each other. The image is surrounded by a selection border with small square handles at the corners and midpoints. Below the image, the path is shown as "Path: body » img". A yellow question mark icon is visible at the bottom left of the editor area.

Note that the selection of the image is clear by the drag icons around the image.

After you have made changes to your settings. Click "OK" and resave your work.