

## How do I insert an image?

Moodle Docs has a page about this task:

[http://docs.moodle.org/en/Page\\_content#Image\\_Insertion](http://docs.moodle.org/en/Page_content#Image_Insertion)

The key is to first upload your image to your Moodle site -- once it is in the **FILES** area of your Moodle course (accessible via the ADMIN panel on the left side of your Moodle page), it will have a URL.

1. **UPLOAD your image.** Go to the ADMIN panel, on the left side of your Moodle page, and click on **FILES**. This is where all files for your Moodle are stored. In the files area, click the **UPLOAD A FILE** button, and then locate and upload your photo.
2. You will next **BROWSE** for your image (on your local computer), and once you have located it, then click on **UPLOAD**.
3. Now that your image is in your FILES area, **go to the page** where you would like to insert it, put your cursor at that point on the page, and click on the small **"insert image" icon** in the tool bar (it looks like a very small framed picture of a mountain).
4. You'll be shown a list of your Moodle files. **Click on the file name** for your image, and Moodle will automatically insert the full URL to that image at the top of the page. You will also be asked to write "ALTERNATE TEXT" which is just a short text description for those who can't see the image.

### Step-by-Step:

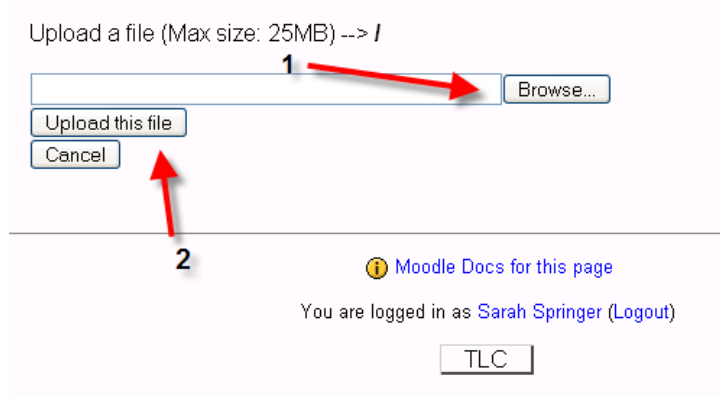
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	344.4KB	3 Dec 2007, 06:47 PM	<a href="#">Rename</a>
	1.8MB	18 Jan 2008, 09:02 AM	<a href="#">Rename</a>
<a href="#">ms_071204.pdf</a>	1.9MB	4 Dec 2007, 11:55 AM	<a href="#">Rename</a>

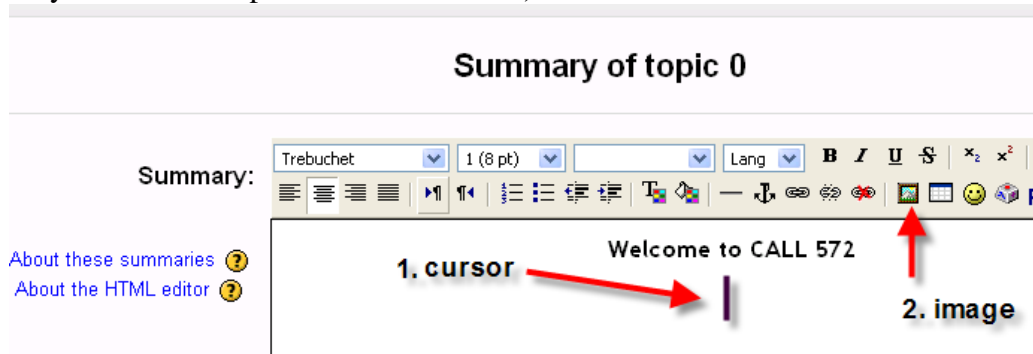
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