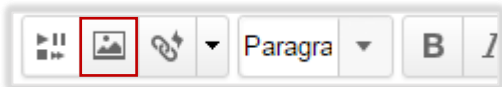


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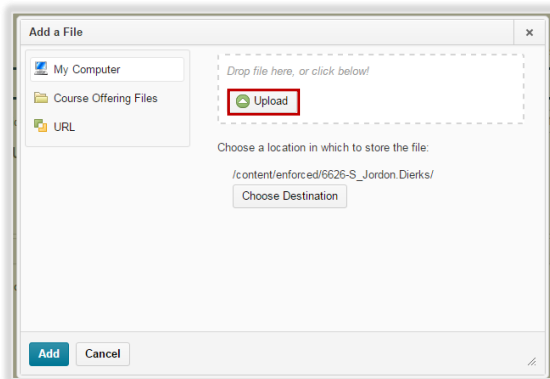
TEXT EDITOR > INSERT IMAGE TOOL

This tutorial covers how to utilize the Insert Image tool when editing course content (such as instructions, assignments, descriptions, etc.) in text editor. An image can be inserted in your discussion topic, assignment, checklist, or other areas within your course that have the HTML text editor.

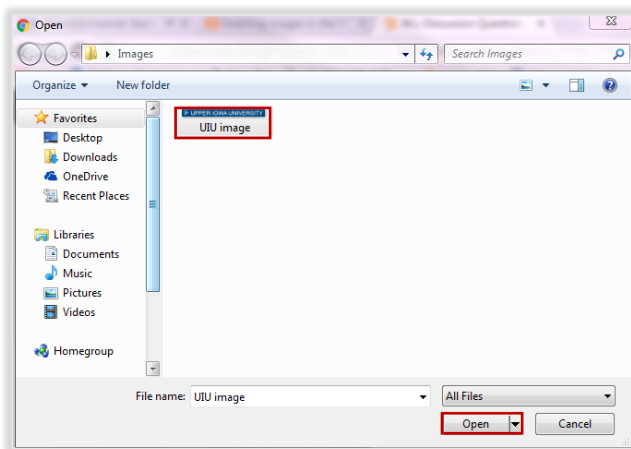
STEP 1> After accessing your course and opening text editor, place your cursor where you would like the image to appear and click on the image icon. (If you hover your mouse over this icon, you will see "Insert Image".)



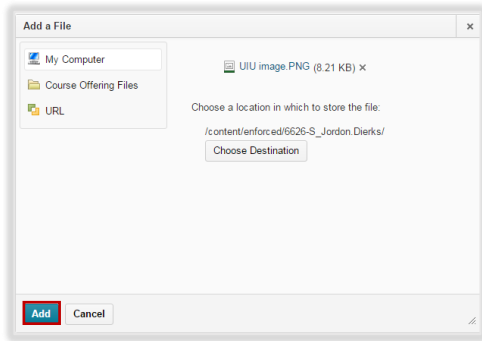
STEP 2> When you click the insert image icon the Add a File box will appear. You can also choose to drag and drop your image from the source folder to the "Drop file here..." area. However, for this example we will search for and select an image from a folder titled Images on the desktop. Click the Upload button, then search for the image on your computer.



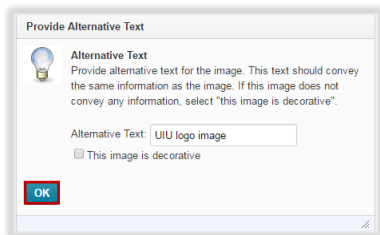
STEP 3> Click on the file, named "UIU Image" for this example, and click Open.



STEP 4> The next screen will confirm the image you are about to insert, and its location. For the purpose of this example, we will not make any additional adjustments. Click Add.



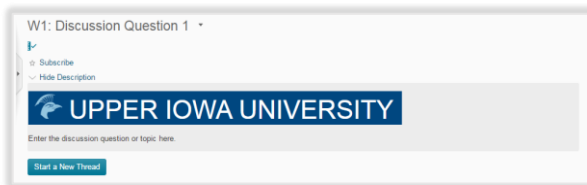
STEP 5> You will then be prompted to enter alternative text for the image. This is to assist students with visual impairments who are using screen readers. For the purpose of this example, the image has been described as “UIU logo image.” If the image is for decoration purposes only, simply click the box to indicate that. After the text has been entered, or decorative box checked, click OK.



STEP 6> The image will now appear in the text editor box, where you positioned your cursor. If you are satisfied with its placement, click Update. If you wish to move it, you can make adjustments in text editor and then click Update.



STEP 7> Once you click Update, your image will be inserted into the content.



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