# Faculty: Inserting Images in Moodle

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By inserting images in Moodle text boxes, you can illustrate a specific point or add visual interest to your course. Four important things to note about inserting images directly in your course pages:

- Do NOT attempt to copy and paste images into your Moodle course. Doing so can break it! You can drag and drop an image saved to your computer into Moodle.
- Images must be separate files to be posted online. Moodle can post three image types: jpg, gif and png.
- Images will appear in their "native" size, so you may need to resize them if they are very large (in either area — pixels — or volume — bytes).

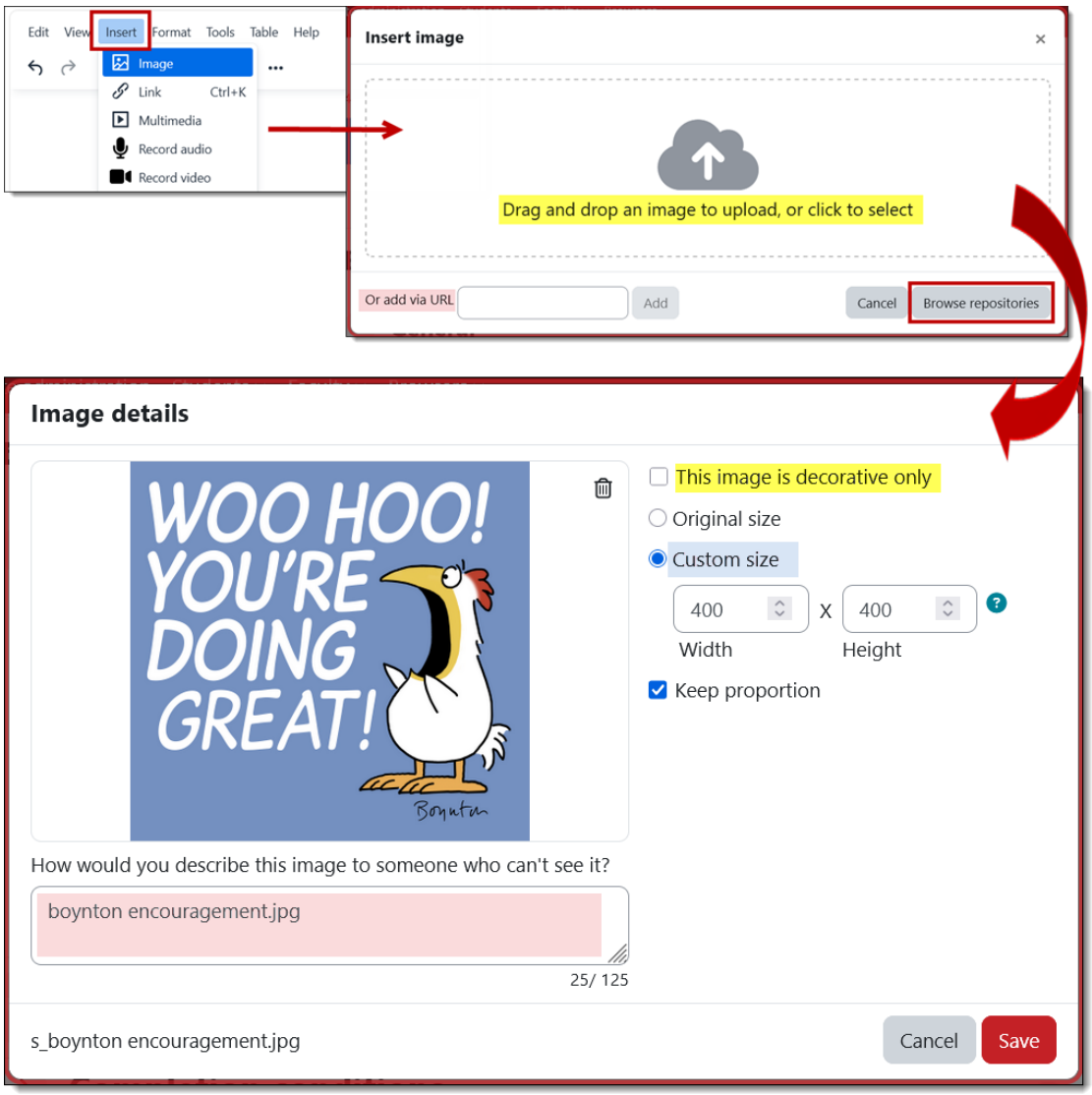
This guide will walk you through the entire image insertion process.

**Bonus Feature**: Looking to resize a photo to upload to your course site? These instructions will help!

To insert an image:

1. In any textbox click on the **Insert** drop-down menu, then **Image**.
2. Paste the **URL** of a web-based image in the field provided or click, **drag and drop** an image from your computer in the file picker box or **Browse repositories** to upload an image saved to your computer or find an image in a repository.
3. In the **Image details** page, enter a meaningful **description of the image** ("alt text") or check the box to indicate that the image is purely decorative. (Until you enter a description, the image file name will be displayed.)
4. Resize the image by adjusting the pixel count in the fields provided—there are 100 pixels per inch—so that the image is a reasonable size. (In this example, the original image is 3,000 X 3,000 pixels!)
5. Be sure that the **Keep proportion** box is activated.
6. **Save** to return to your textbox.

See hints and tips below for more about images.




## Tips and Tricks

- Struggling to have an image appear where you want it to in relation to text? Start with the text. Once you've written the accompanying text, position your cursor at the beginning of the paragraph where you want to place the image and follow these instructions for inserting the image. After saving the image, select it and click on the justification icon that represents where you want the image to end up (left, center, or right). Your text should wrap around the image accordingly.
- Need more room to maneuver in your textbox? Open the **View** menu and select **Fullscreen**. Reopen the **View** menu and deselect **Fullscreen** to return to the regular editing view.
- If you are inserting an image that is web-based, keep in mind that unless you control the web page where the image resides, the image may be removed without warning.
- Photos taken on our phones can be large both in terms of pixel dimensions and megabytes. Learn about resizing images for Moodle.