

## Add Clickable Links to Images

### Introduction

The first step in the process is to Insert the Image, or use an image that has already been added to the course, within a Text/Multimedia-type Content Item. If an image has already been inserted, go to the Add Link section.

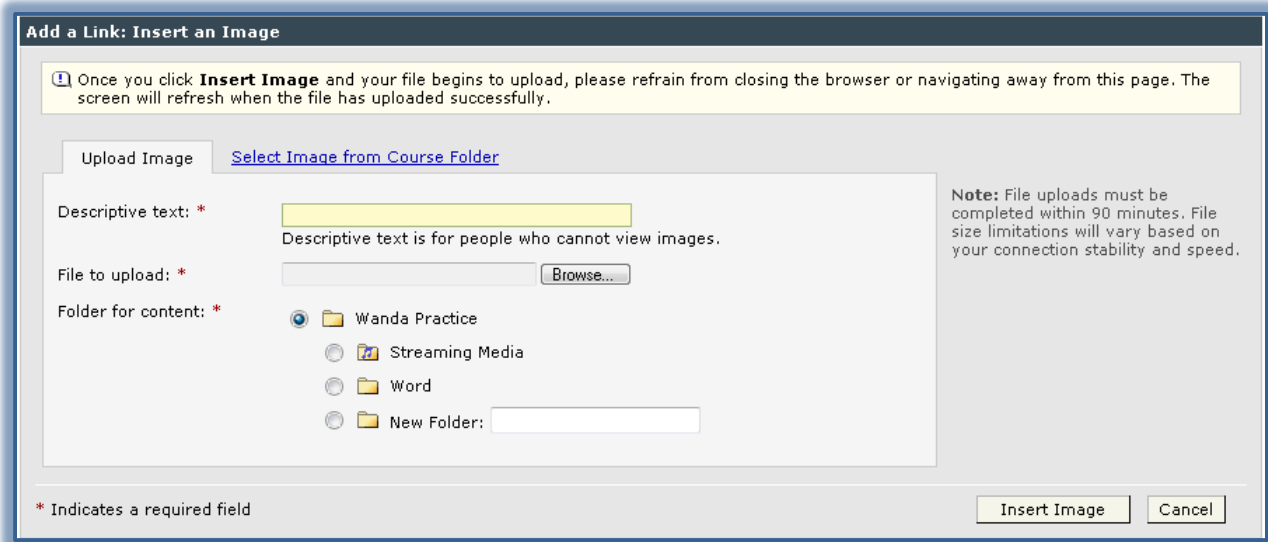
### Insert Image

- Click within the **Visual Editor** window where the image is to appear.
- Click the **Insert an Image** button on the toolbar (see illustration at right).



### Upload Image

- Click the **Upload Image** tab, if necessary (see illustration).



**Add a Link: Insert an Image**

Once you click **Insert Image** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

Upload Image [Select Image from Course Folder](#)

Descriptive text: \*   
Descriptive text is for people who cannot view images.

File to upload: \*

Folder for content: \*

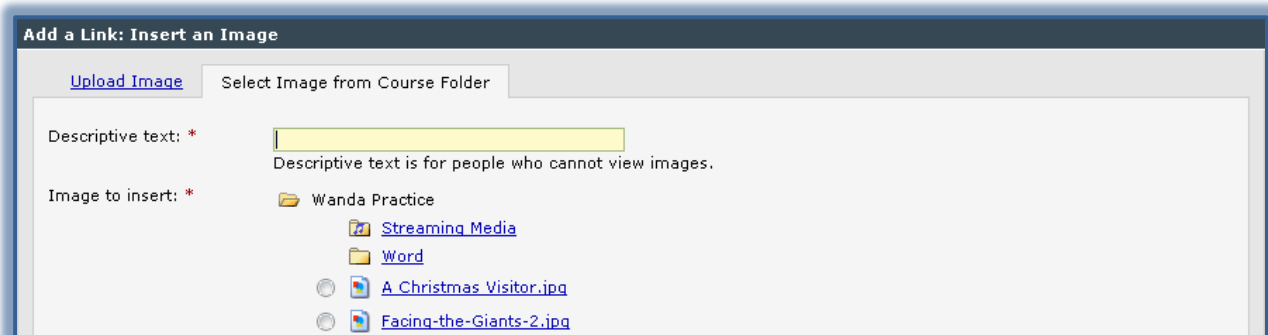
- Wanda Practice
- Streaming Media
- Word
- New Folder:

\* Indicates a required field

- Insert a **Descriptive Text** for the image.
- Click the **Browse** button.
- The **Choose File to Upload** window will display.
- Scroll to the folder where the image is stored.
- Click the **Image** that is to be uploaded to the **Visual Editor**.
- Click the **Open** button to insert the image into the **Visual Editor**.

### Select Image from Course Folder

- Click the **Select Image from Course Folder** tab (see illustration).



**Add a Link: Insert an Image**

[Upload Image](#) **Select Image from Course Folder**

Descriptive text: \*   
Descriptive text is for people who cannot view images.

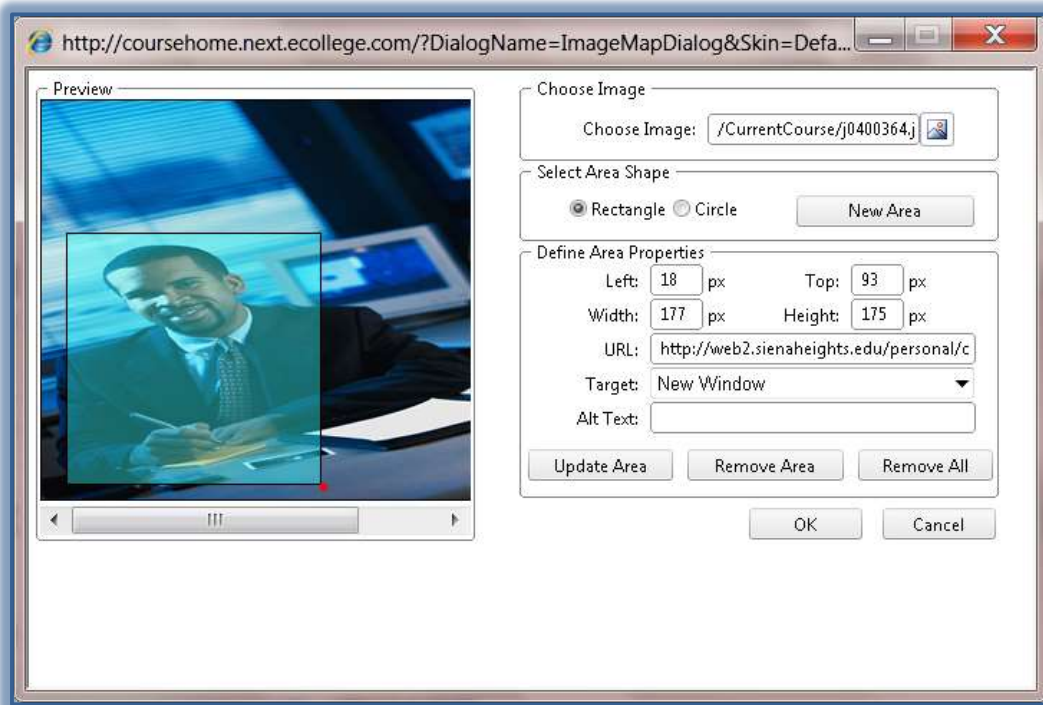
Image to insert: \*

- Wanda Practice
  - Streaming Media
  - Word
- A Christmas Visitor.jpg
- Facing-the-Giants-2.jpg

- 🖥️ Click the option button next to the image that is to be inserted.
- 🖥️ Insert a **Descriptive Text** for the image.
- 🖥️ Click the **Insert Image** button.

### Insert the Link

- 🖥️ Right click on the image.
- 🖥️ Choose **Image Map Editor** from the drop-down list.
- 🖥️ The **Image Map Editor** window will display (see illustration below).



- 🖥️ Under **Select Area Shape**, select either **Rectangle** or **Circle**.
- 🖥️ Click the **New Area** button.
- 🖥️ A little square or circle will appear in the upper left corner of the image.
- 🖥️ Click **Red Circle** on the right side of the shape.
- 🖥️ Drag the corner of the box over the portion of the image that is to be clickable.
- 🖥️ Click and drag the rectangle or circle, if necessary, to another area of the picture.
- 🖥️ Do one of the following:
  - 🖱️ Type in the URL of the website that you want to link to.
  - 🖱️ If the file is in the course's File Manager, remove the **http://** and enter **/CurrentCourse/file\_name.doc** in the URL box. Replace the **file\_name.doc** with your file's name.
- 🖥️ Select the **Target Window** from the list, such as **New Window**.
- 🖥️ Enter the **Alt text**. This is text that is read by screen readers for visually impaired students.
- 🖥️ Click the **Update Area** button.
- 🖥️ Click **OK** to close the **Image Map Editor** window.
- 🖥️ Click the **Save Changes** button in the Visual Editor.
- 🖥️ Click the **Courses** tab to try out the link.
- 🖥️ Follow these steps again to add multiple clickable areas to the same image.