Insert an Image

There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. The same process for adding links is consistent throughout the whole course.

Insert an Image
- Click the **Author** tab on the **Navigation Tree**.
- Click the item where the link is to be created.
- Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- The **Add a Link** window will appear (see illustration blow).
- Click the **Insert an Image** option button.
- Click **Continue**.
- The **Add a Link: Insert an Image** window will display (see illustration below).

<div align="center">or</div>

- Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- The **Add a Link: Insert an Image** window will display (see illustration below).

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: *   Browse...

Folder for content: *
- ● 📁 Wanda Practice
- ○ 📁 Streaming Media
- ○ 📁 Word
- ○ 📁 New Folder:

Note: File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

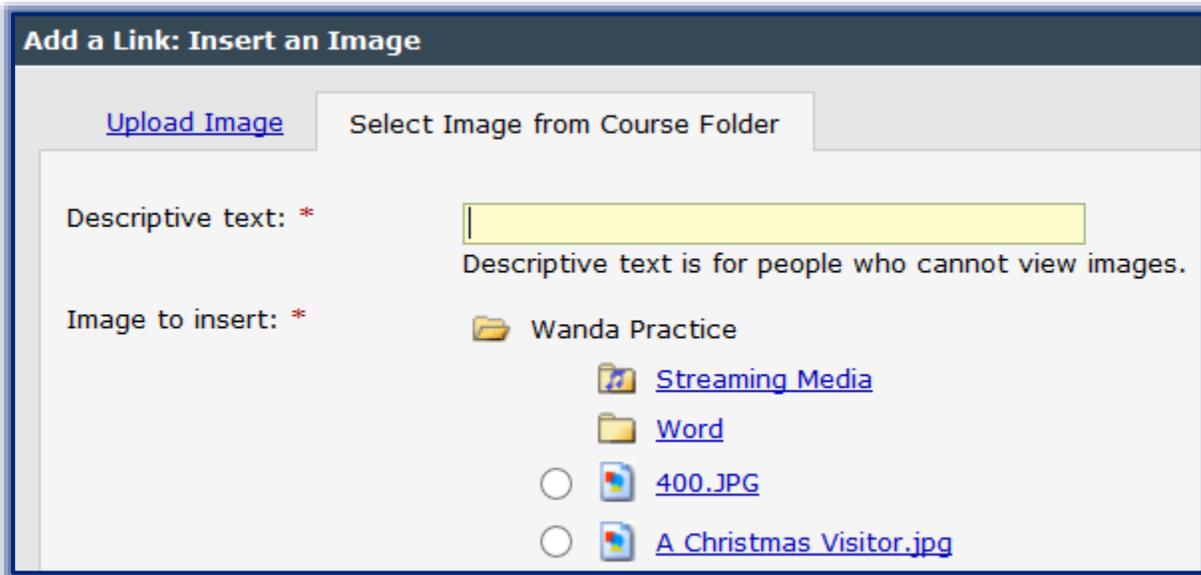* Indicates a required field   < Back   Insert Image   Cancel

Upload Image
- In the **Descriptive text** field (see illustration above), input the text students will see if they are not able to view images.
- Click the **Browse** button to select the image that will be uploaded.
- The **Choose File** window will display.
  - Locate the image that is to be uploaded.
  - Click the **Open** button.
- In the **Folder for Content** area, select the folder where the link is to be stored.

- 🖳 Click the **Insert Image** button.
- 🖳 The image should appear in the **Visual Editor**.

Select Image from Course Folder

The Course Folder (File Manager) is used to store files that are used in a course. An image can then be downloaded from the Course Folder rather than an area outside of an eCollege course.

- 🖳 Use one of the procedures explained in the previous section to open the **Add a Link** window.
- 🖳 Click the **Select Image from Course Folder** tab (see illustration below).

- 🖳 In the **Descriptive Text** field, input the text students will see if they are not able to view images.
- 🖳 Under **Image to Insert**, do one of the following:
  - 🖱 Select one of the uploaded items.
  - 🖱 Click the folder where the image is located and then click the image.
- 🖳 Click the **Insert Image** button.
- 🖳 The image should appear in the **Visual Editor**.

Image Controls

Once an image has been inserted into a Visual Editor window, it can be moved to the right of the page, a colored border may be added, or the Alt-Text can be changed. To do this:

- 🖳 Right-click on the image (see illustration below).
- 🖳 Select **Properties** to make changes to the format, such as alignment or border color.
- 🖳 Select **Image Map Editor** to add a hot spot link to the image.