


How to Insert an Image in Moodle

At times you may want to, or be asked to, insert an image into a forum post, glossary, etc. Rather than uploading and image, it's easier to view if you insert the image into the post. Here are the instructions for doing that.

1. Find an image and save it to your computer
- To do this, right-click or Ctrl-click on the image and choose **Save As** or **Save Image As**.
2. In your forum post, click the **Insert/edit image** button  with your cursor in the location you would like your image to appear.
3. Click **Find or upload an image**.
4. Click **Upload a file** and then click **Browse**
5. Find the image on your computer that you saved in step 1.
6. Select it and click **Open**, then click **Upload this file**.
7. Type a title into the **Image description** box, then click the **Appearance** tab at the top.
8. Choose an alignment (optional)
9. Change the first **Dimensions** box to a number **no larger than 400**
10. Click the **Insert** button.
11. You can drag your image around in your post, or use the "handles" in the corners to resize it. Just be sure it remains a small image.

