Wait....   **Do you have permission to use the image? (see copyright, attribution)**
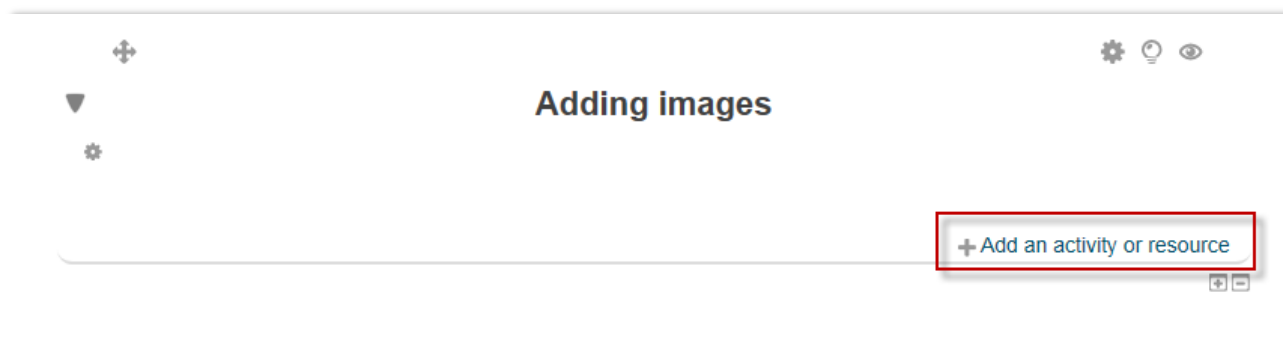**Before you add an image resize it.**

Use Paint, Fireworks or another image creating file (pixlr.com is a free online editing program). For a large image make it no bigger than 300 px wide and for smaller ones 64px x64 px is good.

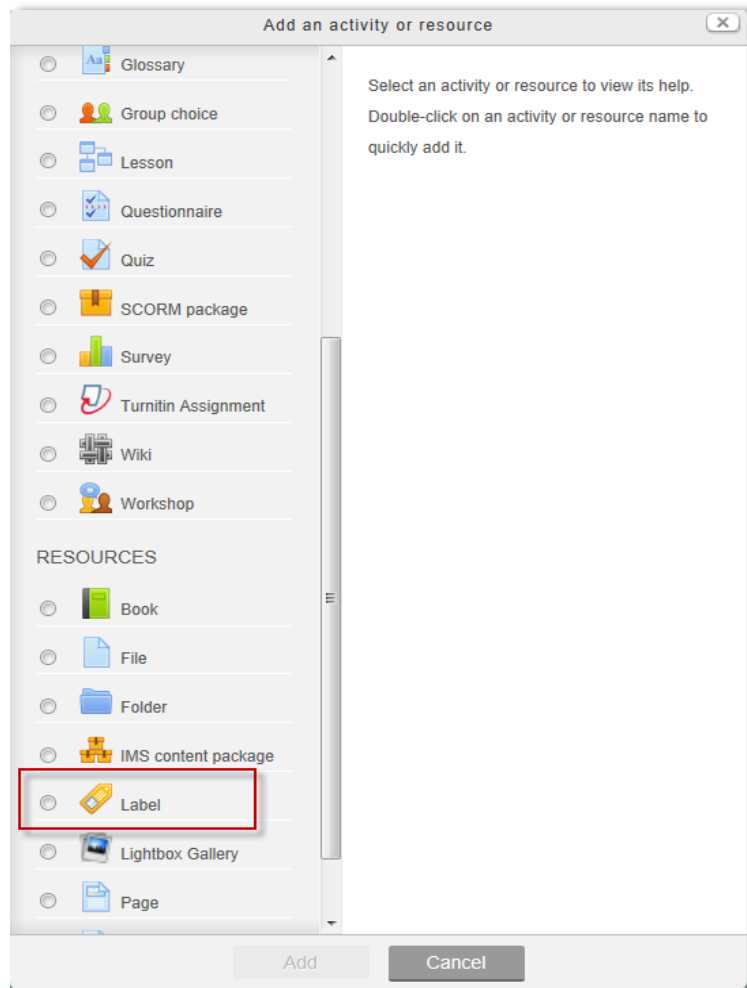See the **Desiging: Editorial style guide** for suggested sizes.

Then: With editing turned on...
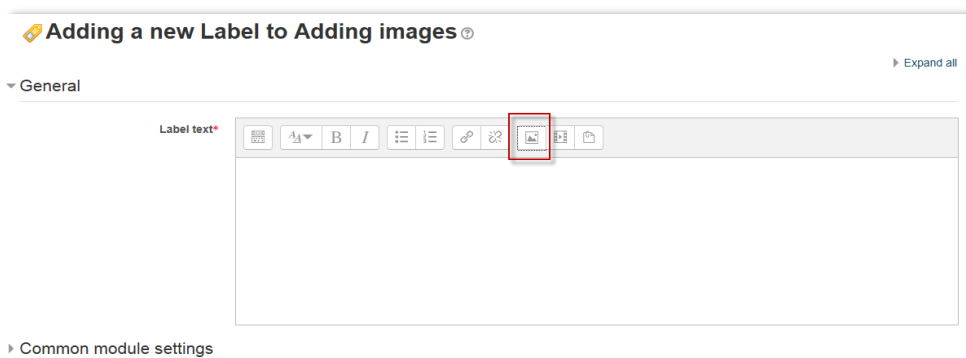
1. Click **+ Add an activity or resource**

2. Then add label.

Add an activity or resource

Select an activity or resource to view its help.
Double-click on an activity or resource name to quickly add it.

- ○ Glossary
- ○ Group choice
- ○ Lesson
- ○ Questionnaire
- ○ Quiz
- ○ SCORM package
- ○ Survey
- ○ Turnitin Assignment
- ○ Wiki
- ○ Workshop

RESOURCES

- ○ Book
- ○ File
- ○ Folder
- ○ IMS content package
- ○ Label
- ○ Lightbox Gallery
- ○ Page

Add   Cancel

3. In the open editor choose the image icon.

Adding a new Label to Adding images

Expand all

▼ General

Label text*

▶ Common module settings

WelTec
Wellington Institute of Technology
Te Whare Wānanga o te Awakairangi

4. Browse to your hard drive/image folder or choose from files already uploaded.
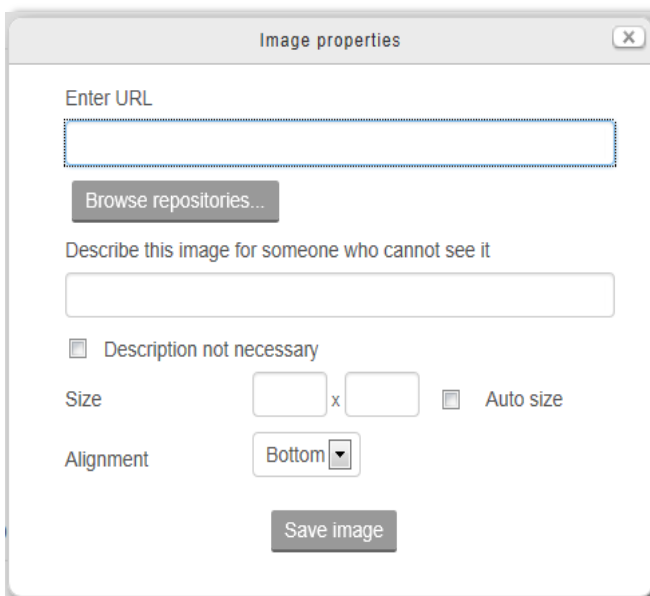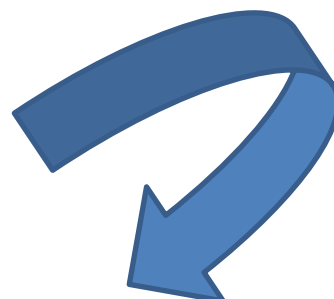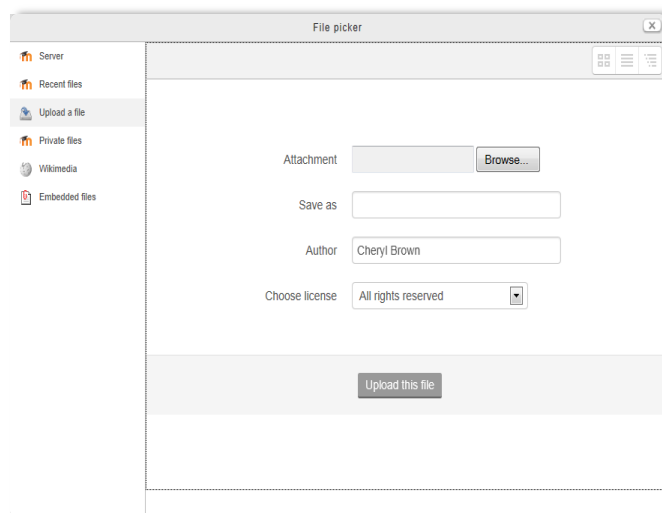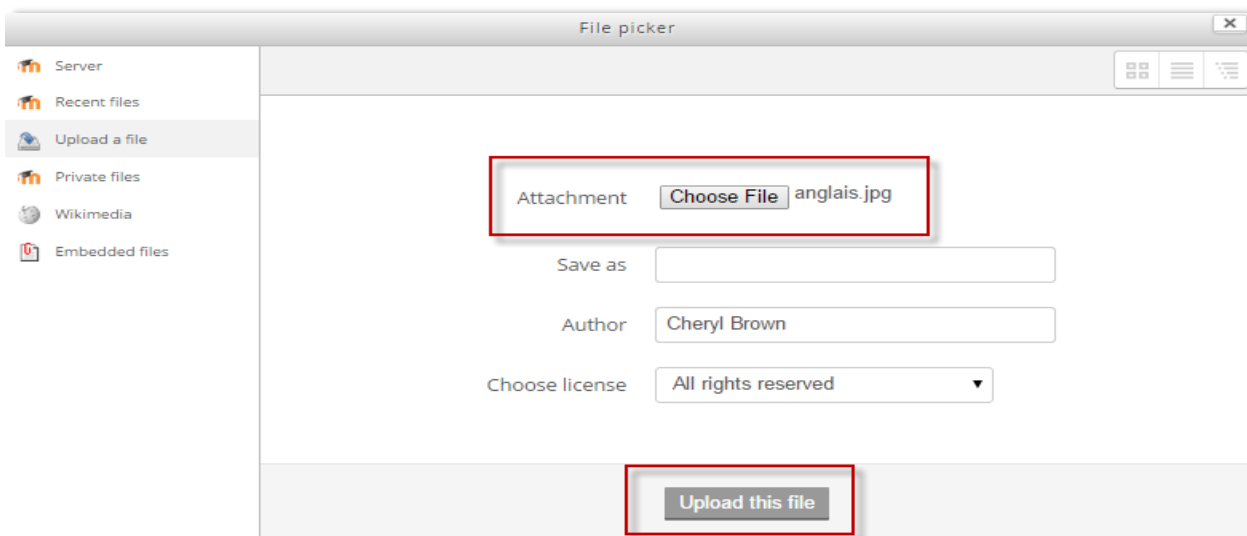
If you upload a file you'll need to choose **Upload this file** once you have chosen it.
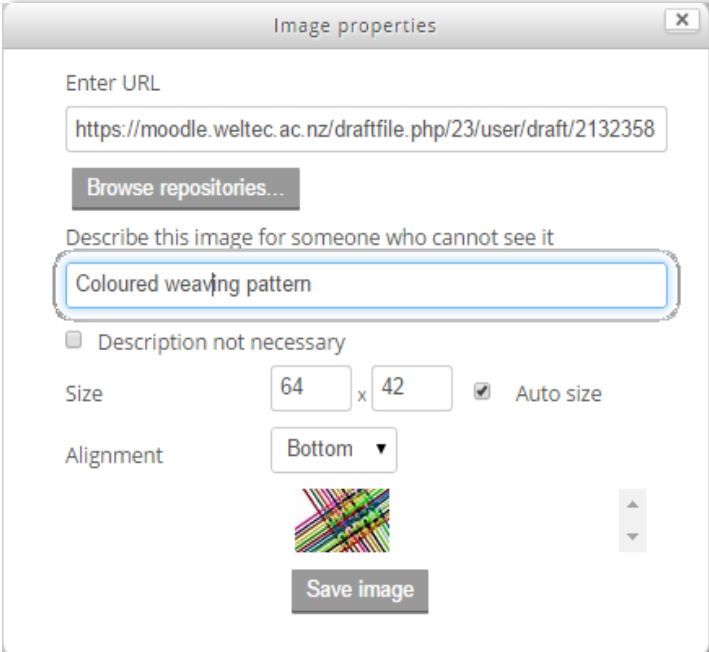
5. You will be asked to add a description. This is so that people with screen readers can read what the image is and so decide to open it or not.

6. Finally click **Save Image**, then **Save and return to course**.

Related files:
Designing: Editing style guide
Desiging: Accessibility and usability
Images: Copyright, attribution, Creative Commons and tips