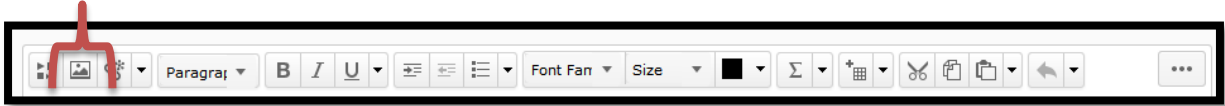


The Page Tool: Adding Images

This document outlines how to add an image to your page

The D2L Text Editor appears in a number of places in D2L, generally being anywhere that you would type text onto the page such as discussion posts, news items, HTML pages, etc. You can add images using the image button as shown below. Image must exist first and ensure it is correctly sized!



When you wish to add an image to your page just click the 'Add Image' button as shown



A popup will appear as shown below.

You can either drag/drop your image file into the space.

Or click the 'Upload' button and choose the file from your computer.

Click 'Add' when you are done choosing.

Provide Alternative Text

Alternative Text
Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

OK

Another popup will appear asking you to provide alternative text. Type into the space provided or, if the image is decorative only, click the checkbox.

When you're done click 'Ok' and the image will be placed into the page.