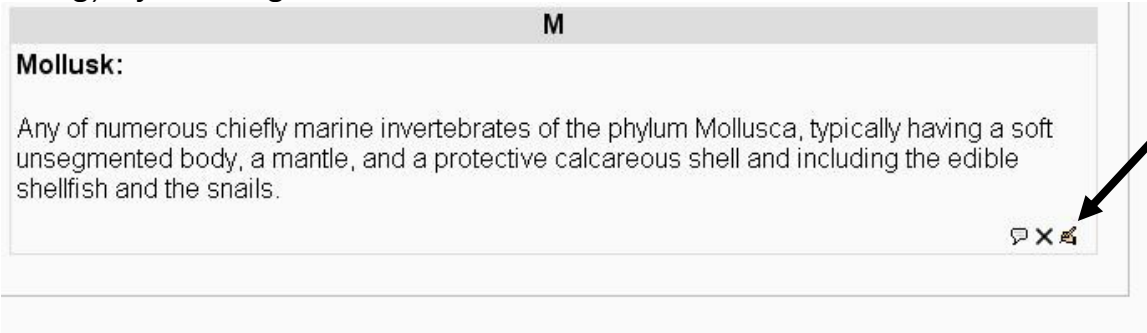
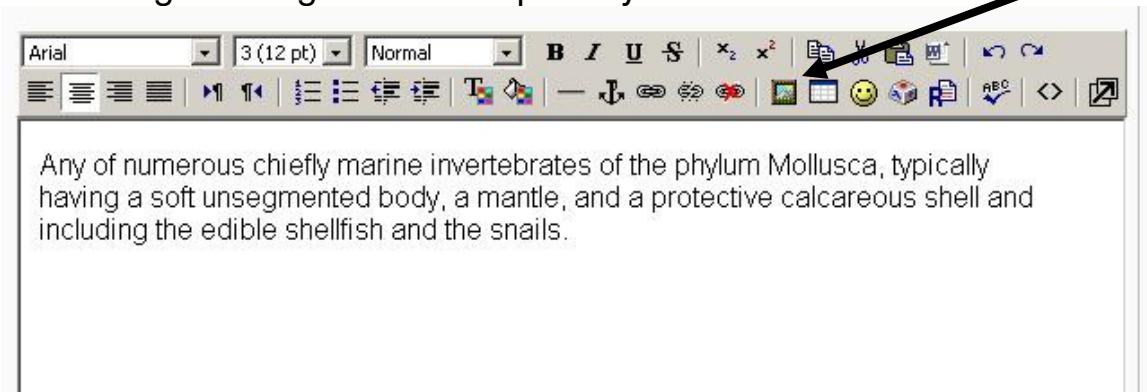


## Adding an Image

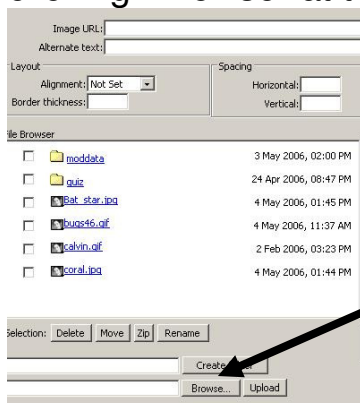
1. In open the resource or activity that you'd like to add the image. In this case, we are going to add an image to a **Glossary**; however, the procedure is the same regardless to which resource or activity you are using.
2. Edit the vocabulary definition (or whatever resource/activity you're using) by clicking on the edit tool.



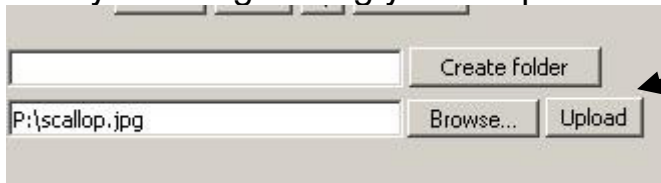
3. Within your HTML editor, place the cursor where you'd like the image to appear. Then click on the add image icon. In this case, I'm adding an image of a scallop to my mollusk definition.



4. There are two steps to adding my image: I must first upload an image. Then I can add the image to the resource/activity. Start by clicking "Browse" at the bottom of image window.



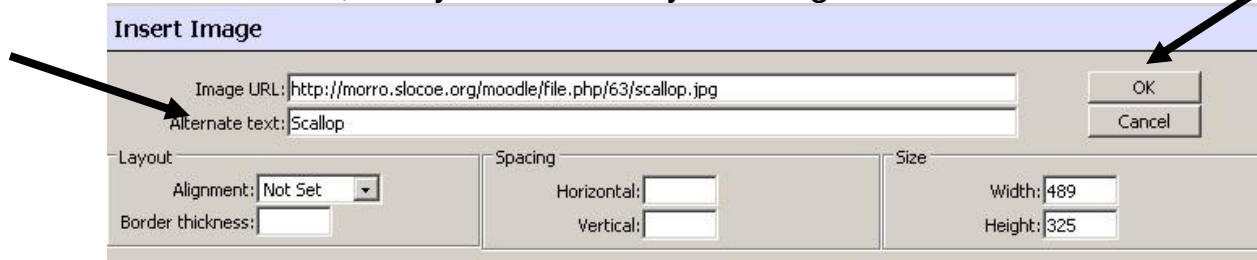
5. Find your image using your drop-down menu. Then click Upload.



File selection dialog box showing the file path 'P:\scallop.jpg' and the 'Upload' button.

6. Your image is now in your Moodle Course, and you may now add it to a resource or activity. To add it, click on it within your list of images. Then type the "Alternate text." This is the text that will appear if the image doesn't load.

7. Then click OK, and you've added your image.



Insert Image dialog box showing the Image URL: <http://morro.slococ.org/moodle/file.php/63/scallop.jpg> and the Alternate text: Scallop. The dialog also includes options for Layout (Alignment: Not Set, Border thickness), Spacing (Horizontal, Vertical), and Size (Width: 489, Height: 325).

8. I now have a scallop image within my definition of a mollusk.

**Mollusk:**

Any of numerous chiefly marine invertebrates of the phylum Mollusca, typically having a soft unsegmented body, a mantle, and a protective calcareous shell and including the edible shellfish and the snails.



Image of a scallop, illustrating the mollusk.