

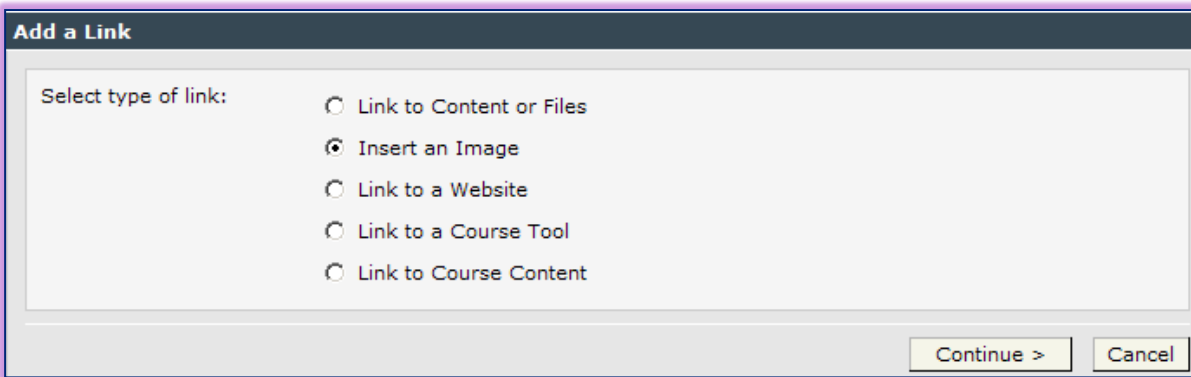
Insert an Image

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.

- When a link is created to a streaming media file, select the Streaming Media folder as the destination folder for the uploaded file. All streaming media files must reside in the Streaming Media folder of a course.
- It is possible to add a hyperlink to course content from anywhere the Visual Editor is available in the course.
- When uploading files not accepted by the system, zip the files before uploading them.

Insert an Image

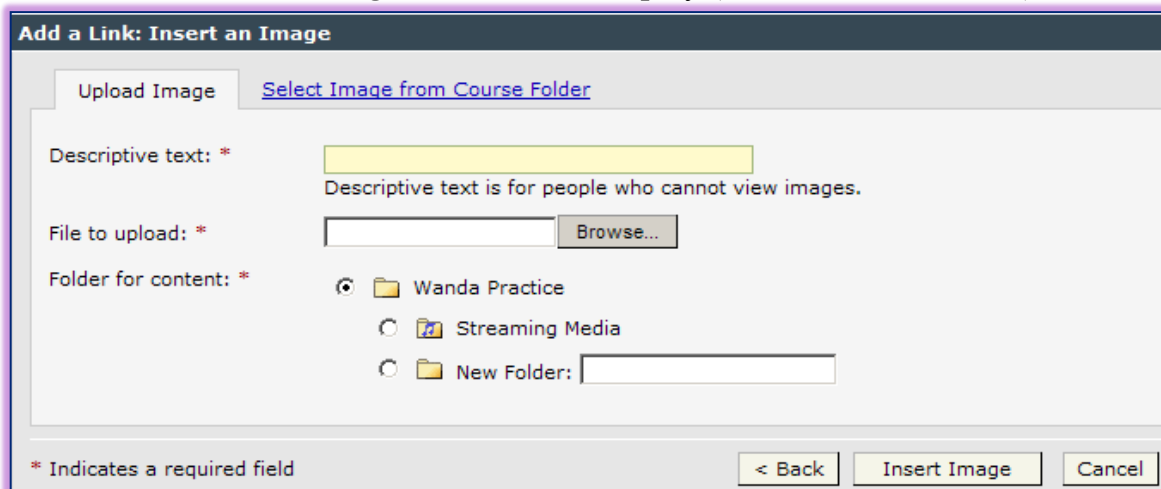
- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the item where the link is to be created.
- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- ❖ The **Add a Link** window will appear (see illustration below).

A screenshot of the 'Add a Link' dialog box. It has a title bar 'Add a Link' and a light gray background. Under 'Select type of link:', there are five radio button options: 'Link to Content or Files', 'Insert an Image' (which is selected), 'Link to a Website', 'Link to a Course Tool', and 'Link to Course Content'. At the bottom right, there are two buttons: 'Continue >' and 'Cancel'.

- ❖ Click the **Insert an Image** option button.
- ❖ Click **Continue**.
- ❖ The **Add a Link: Insert an Image** window will display (see illustration below).

or

- ❖ 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).

A screenshot of the 'Add a Link: Insert an Image' dialog box. It has a title bar 'Add a Link: Insert an Image' and a light gray background. At the top, there are two tabs: 'Upload Image' and 'Select Image from Course Folder'. Below the tabs, there are three required fields: 'Descriptive text: *' with a yellow text input field and the note 'Descriptive text is for people who cannot view images.'; 'File to upload: *' with a text input field and a 'Browse...' button; and 'Folder for content: *' with three radio button options: 'Wanda Practice' (selected), 'Streaming Media', and 'New Folder: ' followed by a text input field. At the bottom left, there is a note '* Indicates a required field'. At the bottom right, there are three buttons: '< Back', 'Insert Image', and 'Cancel'.

Upload Image

- ❖ In the **Descriptive text** field (see illustration below), input the text students will see if they are not able to view images.

Add a Link: Insert an Image

[Upload Image](#) | Select Image from Course Folder

Descriptive text: *

Descriptive text is for people who cannot view images.

Image to insert: *

- Wanda Practice
 - Streaming Media
 - God Bless Our Troops.gif
 - i0286722.gif
 - i0400364.jpg
 - i0432341.wmf
 - Technology.jpg

* Indicates a required field

Insert Image | Cancel

- ❖ 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 **Image to Insert** 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.
- ❖ In the **Descriptive Text** field, input the text students will see if they are not able to view images (see illustration above).
- ❖ Under **Image to Insert**, select one of the uploaded items.
- ❖ Click **Insert Image**.
- ❖ The image should appear in the **Visual Editor**.