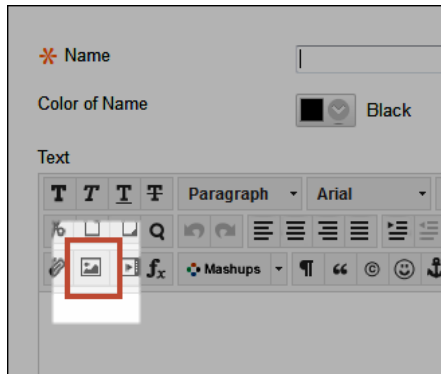


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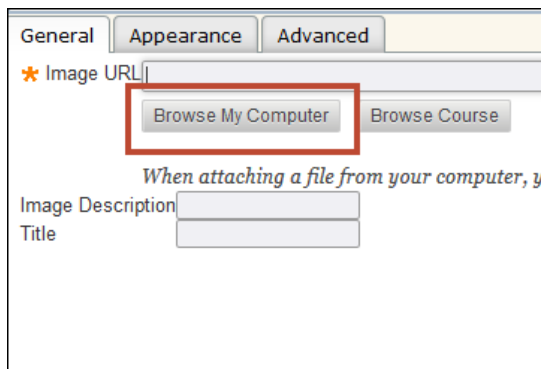
Images can be added in ulearn content areas, discussion board forums, journals, blogs, etc. Adding a short description to your image makes it accessible and able to be read by a screen reader. For more information, see the user guide on writing effective alt text.

Instructions

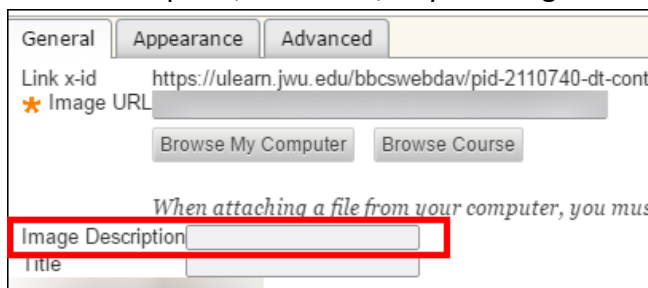
1. Within a text box, select the **image** button.



2. Select **Browse My Computer** to find and select the image you want to upload.

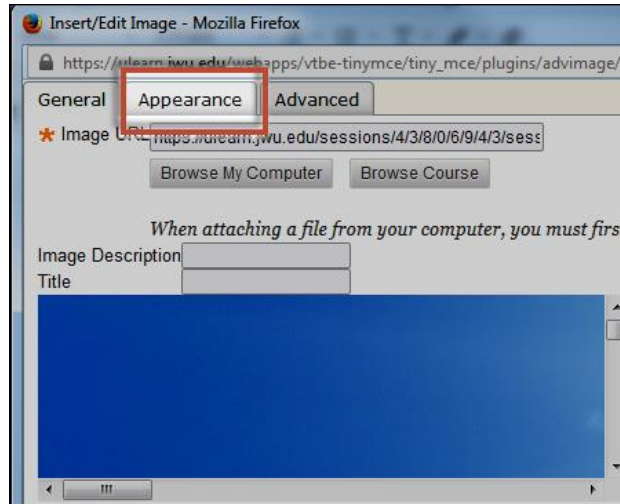


3. Add a description, or alt text, to your image in the **Image Description** text box.



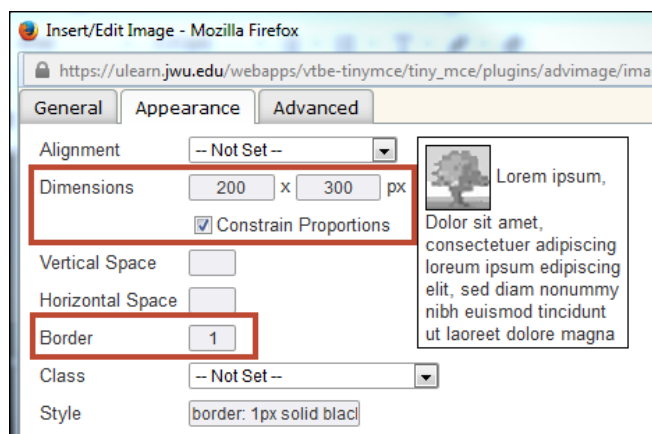
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4. If your image has large dimensions, you should resize it so it will take up less space in ulearn. If an image is overly large, students may not scroll down to see what is below it. To resize your image, click **Appearance**.



5. Sizing the Image:
 - a. In the boxes next to **Dimensions**, you will see numbers representing the width by height. 300 is the recommended height for profile images.

When **Constrain Proportions is checked, you will only need to fill in one box, and the other box will be automatically updated. If you wish to adjust both the width and height, uncheck this box.*



- b. As an alternative, after you have inserted the image into the content area, click on the image so that the white boxes appear in the corners of the image. Click and drag the white box until the image reaches the size you want it to.

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