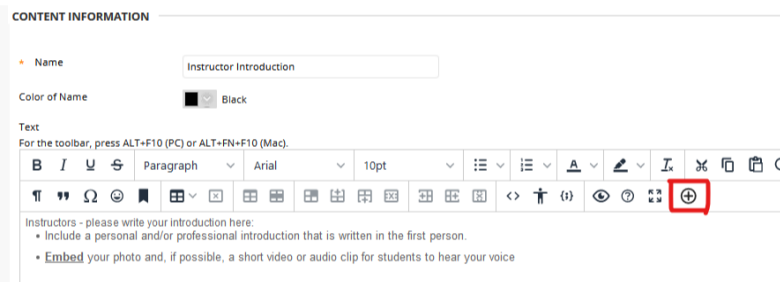


ADDING AN IMAGE INTO ULEARN – STUDENTS

Ulearn allows you to insert jpgs, gifs, and other images into your discussion posts and written assignments. This guide provides details for uploading an image as well as for aligning and resizing your image after uploading it.

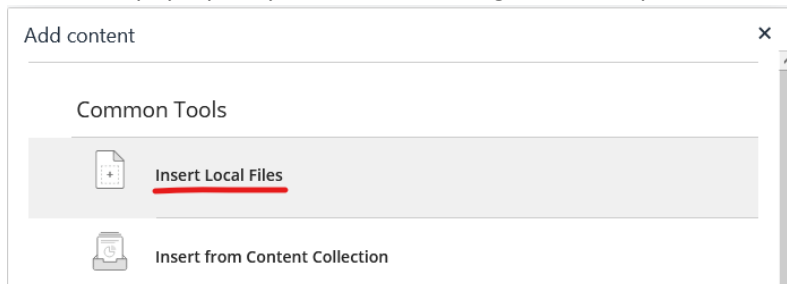
Loading Your Image File

1. To load your image, click on the “+” sign, which is the final button in the bottom row.

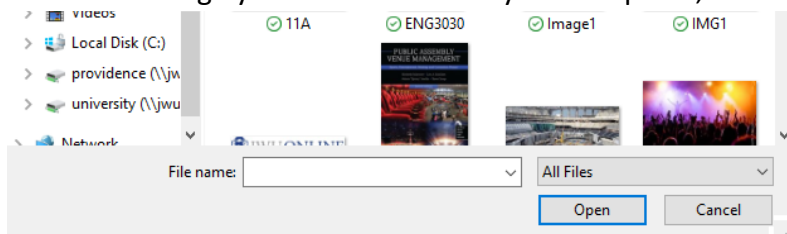


Note: Your window may look different depending on your browser settings.

2. You’ll see a pop-up on your screen offering different options. Click on “Insert Local Files”.



3. Choose the image you would like from your computer, and click “Open.”



Note: Ulearn accepts images in GIF, JPG, JPEG, BMP, PNG, or TIF format.

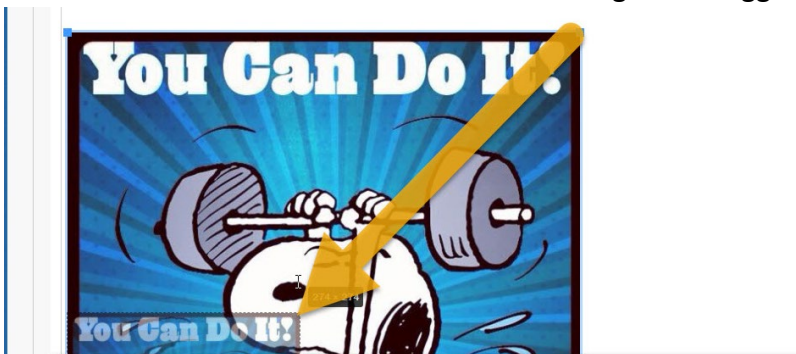
ADDING AN IMAGE INTO ULEARN – STUDENTS

4. Your image will appear in the content editor. If it is already the right size and in the right place, you can leave it as is. Enter your text or click “submit” to save. Otherwise, follow directions below to resize or change the alignment of your image.

■ **Note:** You can add an image before or after you type.

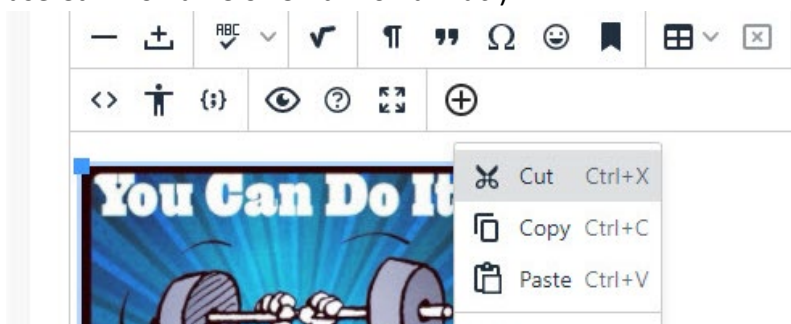
Optional: Editing your Image

1. To **resize your image**, click once on the image. You will see the corners of the image highlighted with blue. Then click one of the corners and drag it to a bigger or smaller shape.



■ **Note:** An accent photo is often between 250 and 350 pixels.

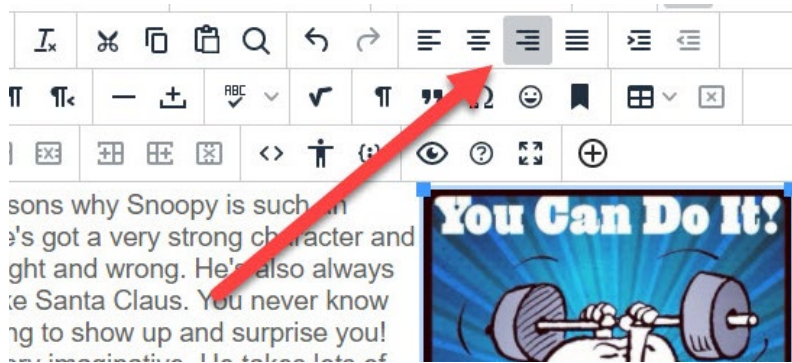
2. To **move your image** to a different place in your text, click on the image so that the blue rectangle appears around the edges. Then use right-click and choose “Cut.” (You can also use Ctrl-X on a PC or Cmd-X on a Mac.)



Then move your cursor to the new location for your image and right click again. This time choose “paste”. (You can also use Ctrl-V on a PC or Cmd-V on a Mac.)

ADDING AN IMAGE INTO ULEARN – STUDENTS

- To turn on **text wrap** and **align your image**, click on your image to select it and then click the “Left Align” or “Right Align” button.



Note: If you click the “Justify” button – the one with four equal lines – your image will go back to being unaligned and the text will no longer wrap around it.