

How to Add Images to a Content Item: Creating an Image Gallery

Most content items in ANGEL can access the inline HTML Editor. Using the Editor is one of the easiest ways to add an image to the content item. The Editor is generally available in the Content tab in the content item settings, but is also available wherever you can add text, such as in a Discussion Forum posting, in the Calendar, in an Assessment question, or an email message. Students also can access the HTML editor when making Discussion Forum postings, sending emails, or creating pages in Team files.

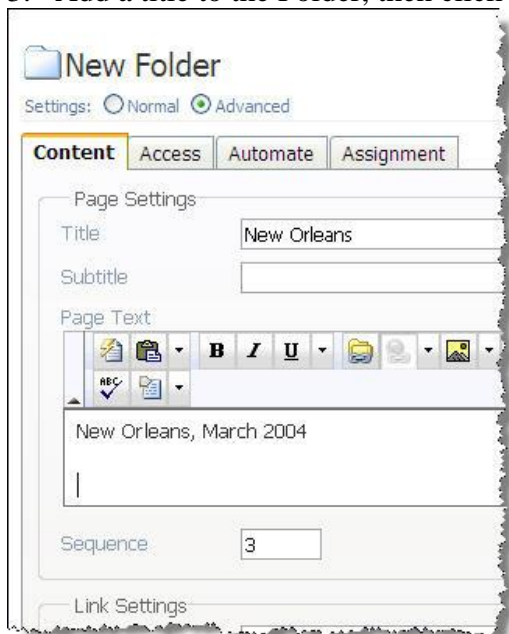
In this example, you will add some images to a folder. This will have the effect of a photo gallery so that when the folder is opened, the pictures will display. The procedure for adding images is the same wherever the HTML editor is used.

1. Create the folder by going to Lessons > Add content > Folder

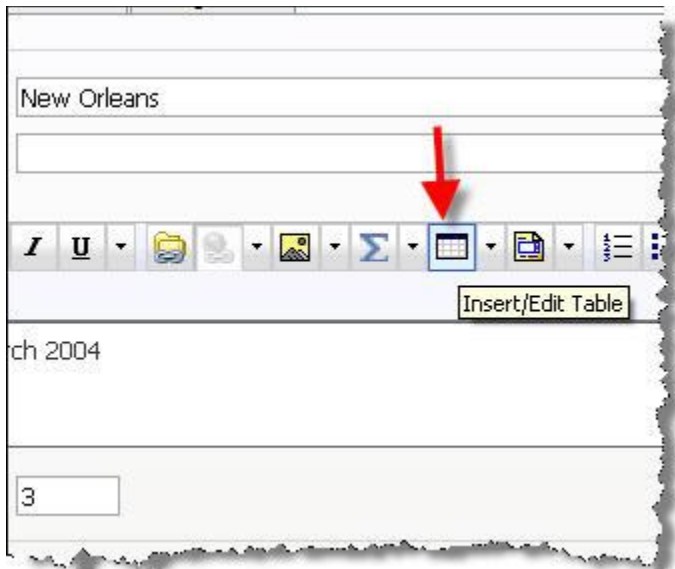


2. Check "Advanced Settings" so that the HTML Editor appears in the Page Text section below the "Subtitle".

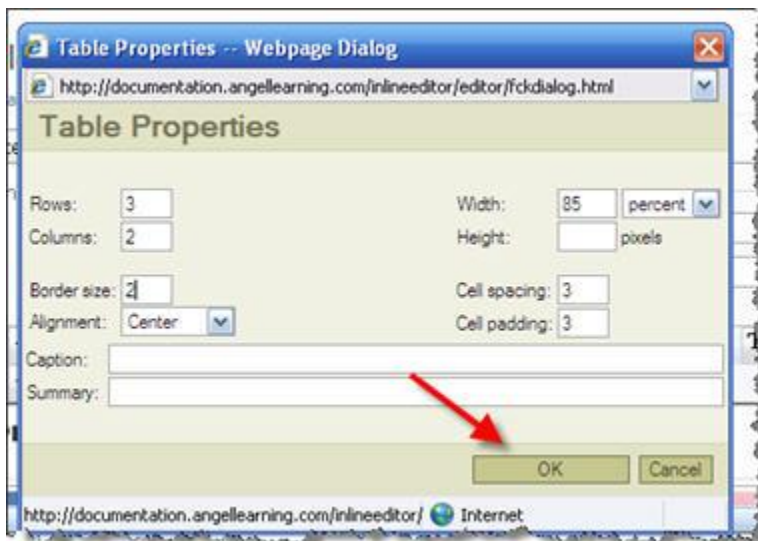
3. Add a title to the Folder, then click in the Page Text section and begin adding text:



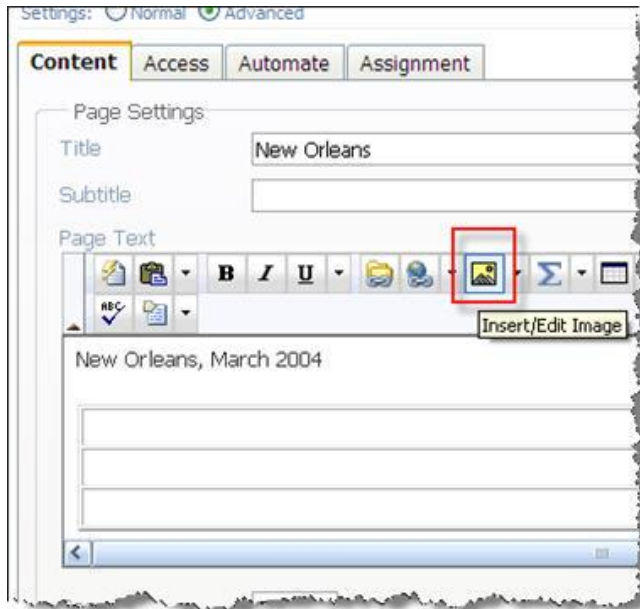
4. In this example, you want to embed the pictures within some table cells so that the pictures will be in columns and rows. Click on the Table icon to add a table.



5. The following pop-up window appears so that you can set the table format. You are going to make a table of 2 columns and 3 rows. If you need to add or delete a column or row later, it can be edited. You're also going to create the table to be 85 percent in width and you want it to be centered on the page. It also has cell spacing and cell padding set to 3 (this will allow more spacing between table cells). Click "OK" when all details have been added.

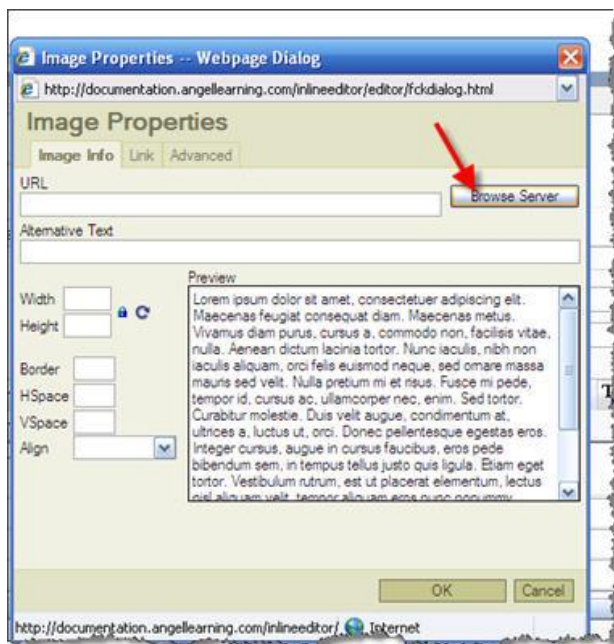


- The table is now in place in the Page Text. To put a picture in one of the table cells, click in one of the cells and then on the "Insert/Edit Image icon as shown here.

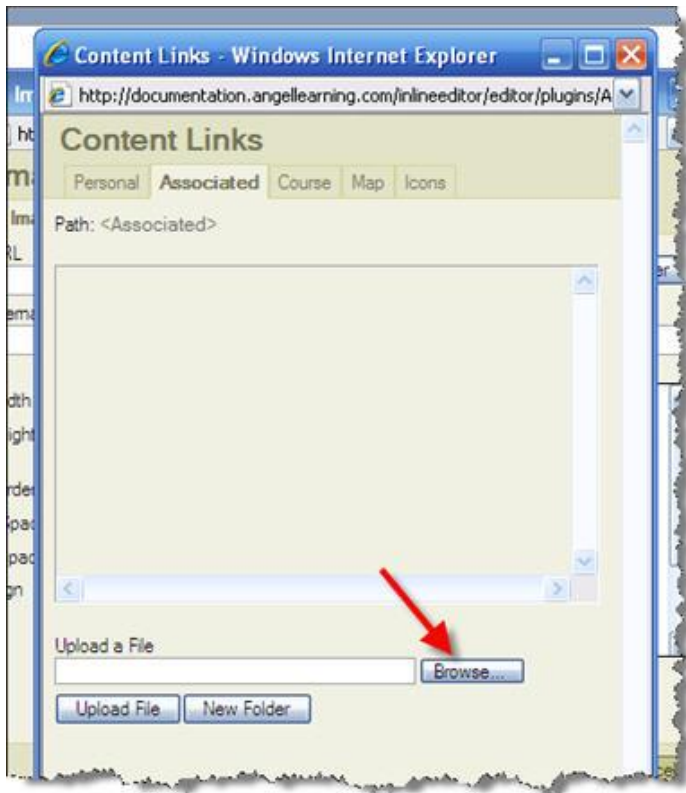


- A pop-up window will appear. Click the "Browse server" button.

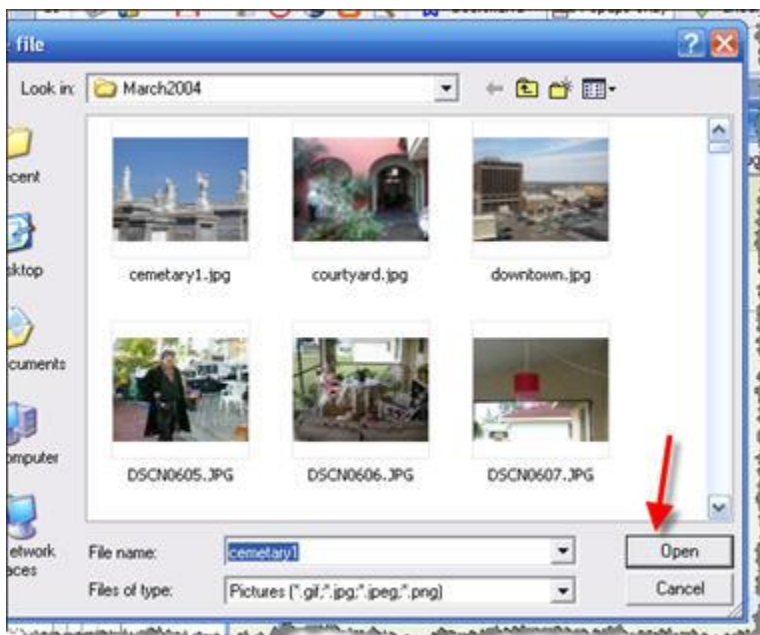
⚠ Caution: Be sure that any pop-up blocking software has been disabled so that pop-ups are allowed within ANGEL.



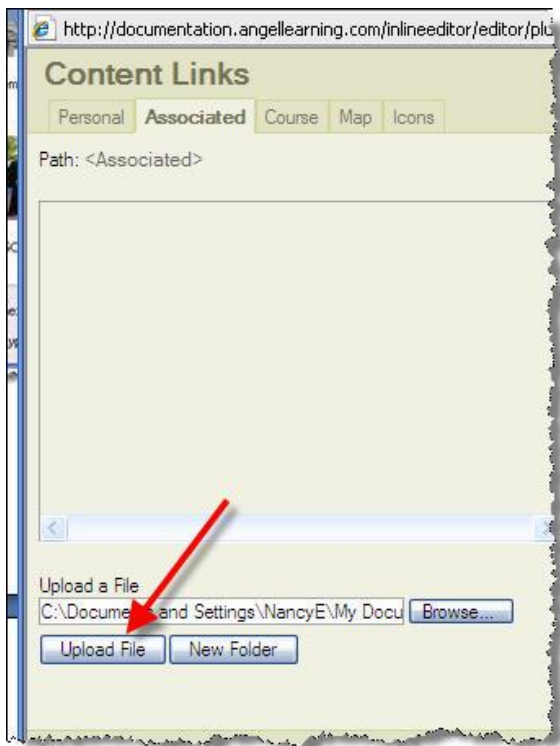
8. Another pop-up window will open. Click the "Browse" button to upload the **picture** file from your computer.



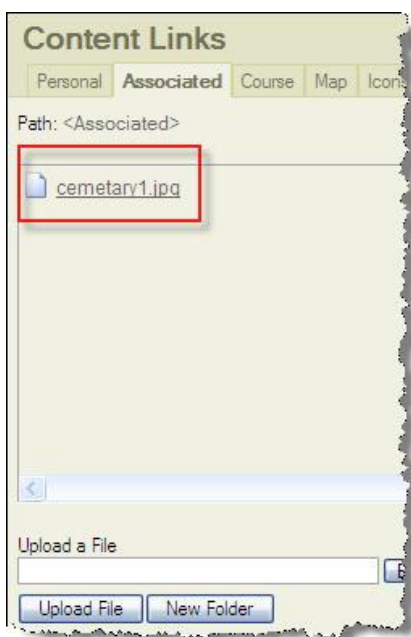
9. Browse to find the file you need, select it, and click the "Open" button




11. You will return to the pop-up window. Click "Upload file" to continue.




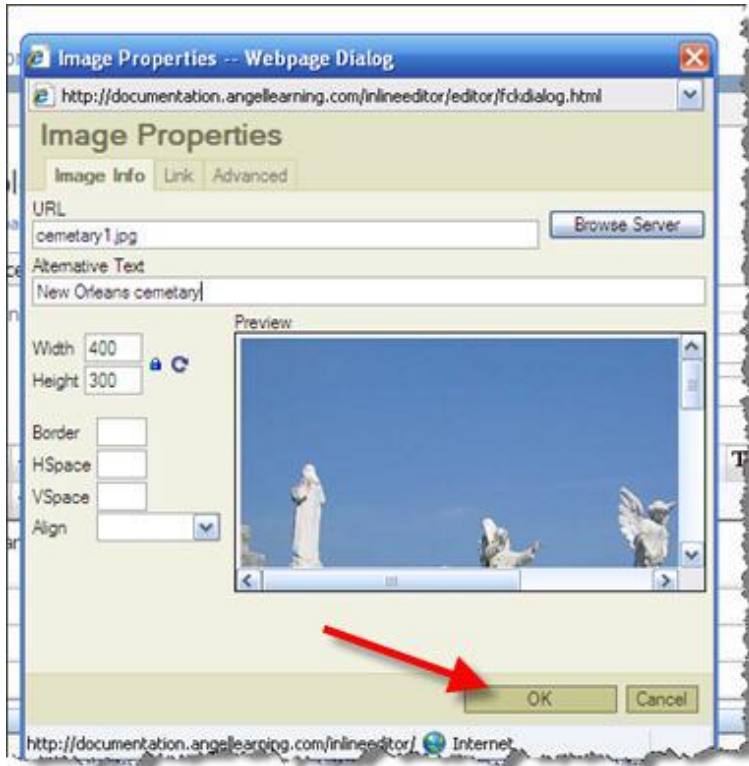
12. You will see the file that you uploaded in the window. Click on it to select it.



 Note: As other files are uploaded, they will also be listed in this window.

13. The original pop-up window will display with the picture and details listed. Click "OK" to add the picture to the table.

 Note: It is good web practice to add descriptive text in the "alternative text" field for accommodation purposes. This text would appear if someone was using a screen-reader and was unable to see the image.



Note: It is important to change the "Width" and "Height" of the photo to 400x300 or less to ensure that they can be displayed on the screen. Larger pictures may take up too much of the screen, and require too much scrolling.

14. Add other pictures using the same procedure, putting a different picture in each table cell. When you are finished, all cells will have pictures. Below is the completed gallery

