



Inserting an Image into a Content Page (using the HTML Editor) – D2L Tutorial

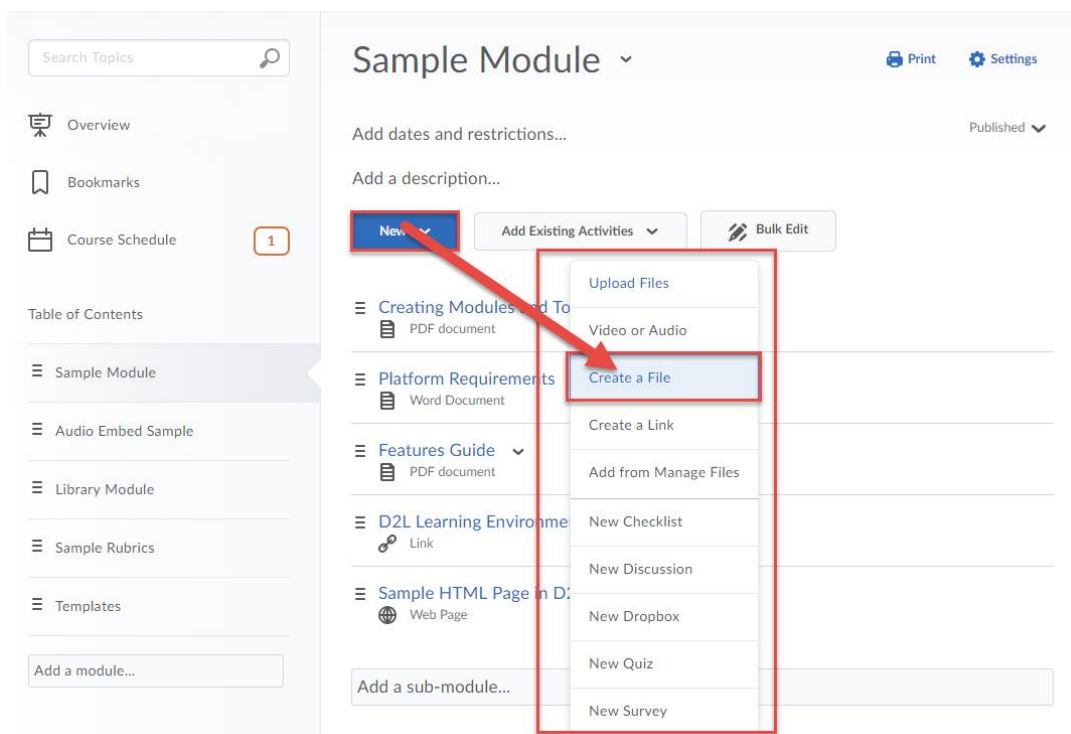
This tutorial is designed for faculty who have previous experience using the Content tool and the HTML Editor in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved with adding images into the HTML editor. For the purposes of this tutorial, we will work in the Content tool.

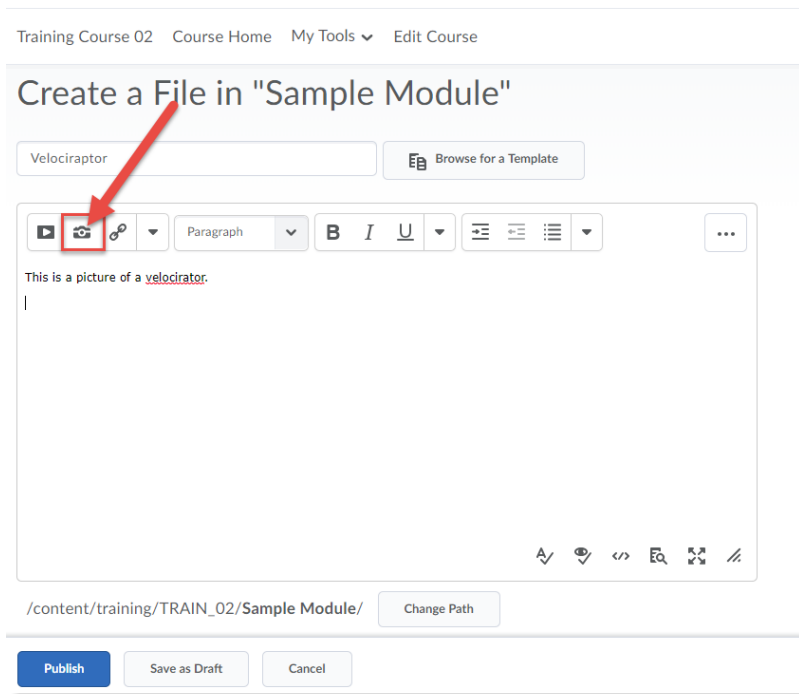
Steps

1. Go to the Content tool in your course.
2. In the **Table of Contents** box, click on the title of the Module to which you wish to add your HTML page/image.
3. Click on the **New** button and select **Create a File**.

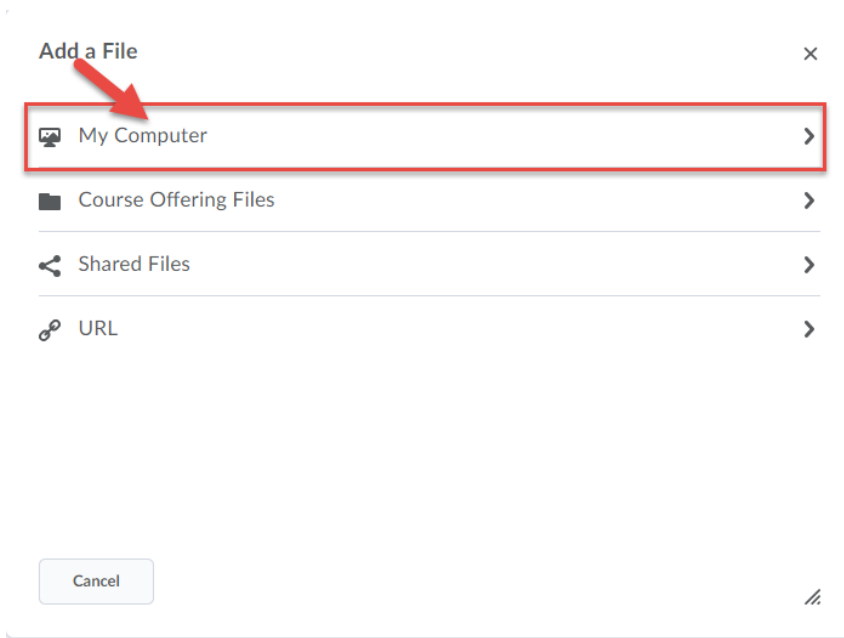


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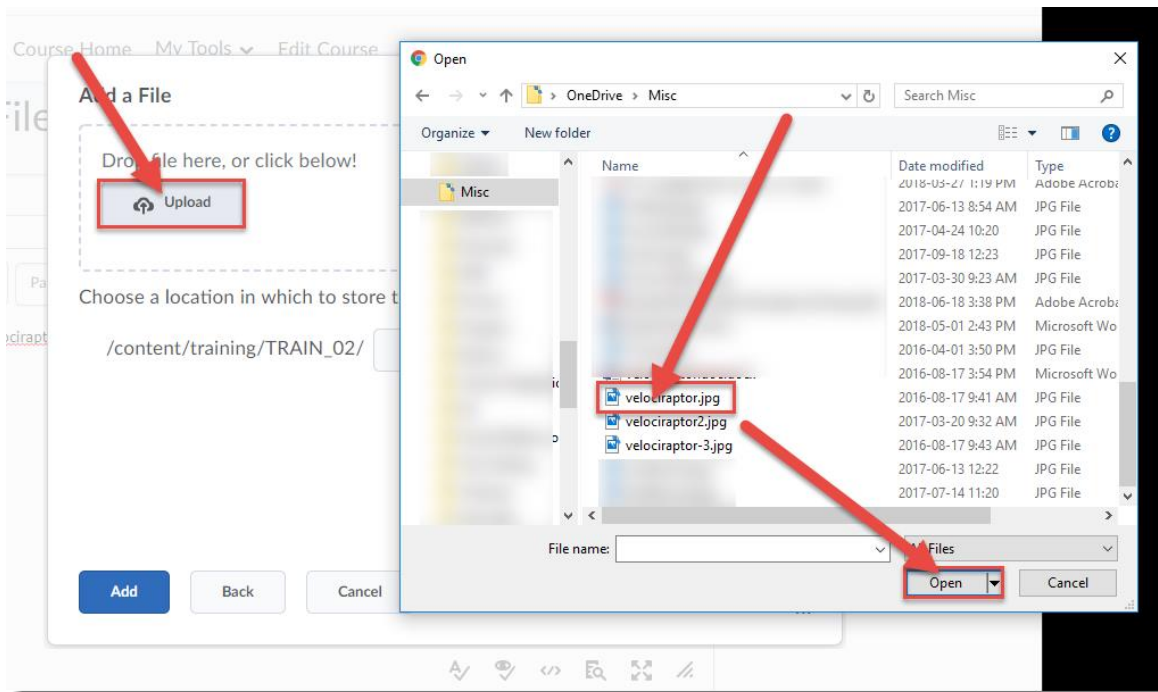
4. Give your new Content page a Title, then add some text into the HTML editor (for example, to set the context for the image you are going to insert), then put your cursor where you would like the image to appear. Then click the **Insert Image** icon.



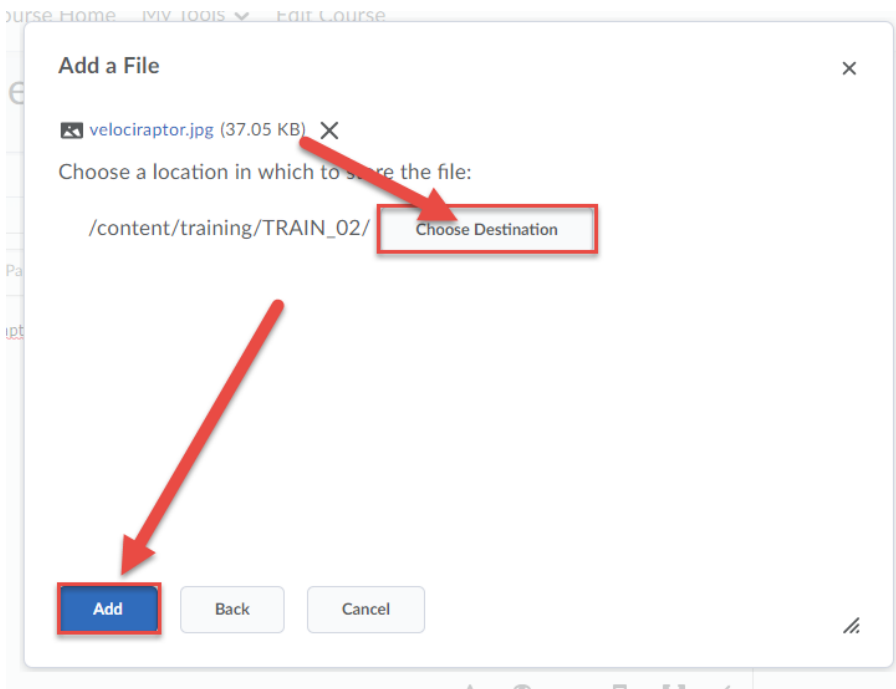
5. In the **Add a File** box that opens, click **My Computer**.



6. Click **Upload**, find your image on your computer, and click **Open**.



7. If you like, click **Choose Destination** to save the image to the appropriate folder in the **Manage Files** area. When you are finished, click **Add**.



8. In the **Provide Alternative Text** box, type the text you would like students to see (when they mouse over the image) or read via screen reader software. This is very important for students who are unable to see the image. When finished, click **OK**.

Provide Alternative Text

Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text: Velociraptor

☐ This image is decorative

OK

9. You will then see your image on your new page. Click **Publish** when you have finished editing your page.

Training Course 02 Course Home My Tools Edit Course

Create a File in "Sample Module"

Velociraptor Browse for a Template

This is a picture of a velociraptor.

We change it every day...

THIS IS A VELOCIRAPTOR-FREE WORKPLACE

Publish Save as Draft Cancel Change Path

Things to Remember

Remember that if you are adding an image that you have **not** created yourself or own the copyright for, you will need to follow copyright guidelines for including that image in your course site. For further information, go to the [Camosun Library's page on Copyright](#).

Also remember that if your image is large in terms of file size, you may want to resize it in an imaging editing program so that it does not take too much time to load for students.



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