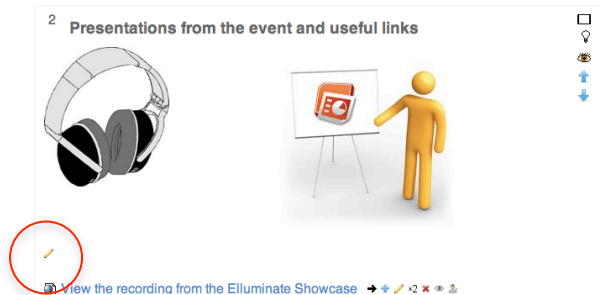# Adding images in Moodle

It is recommended that you use images wherever you can in Moodle to make your online material more visually engaging. To add a picture, make sure editing is turned on and click on the 🖉 icon.

The text box editor will appear. Click (roughly) where you want to place your image and click on the picture icon 🖼 in the toolbar. The **Insert Image** window appears. Most likely, you will have an image you want to use on your own computer or network drive (this has to be in .gif, .jpg or .png format).
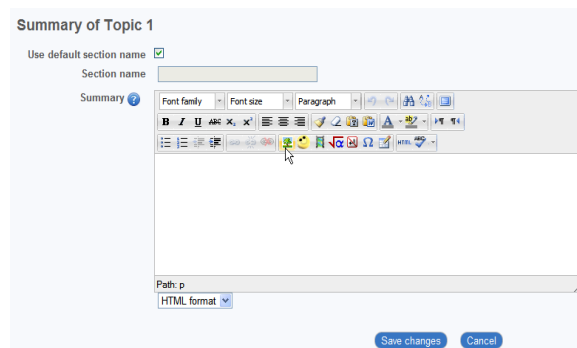
To find the file you wish to use, click **Find or upload an image...** This takes you to the **File picker**.
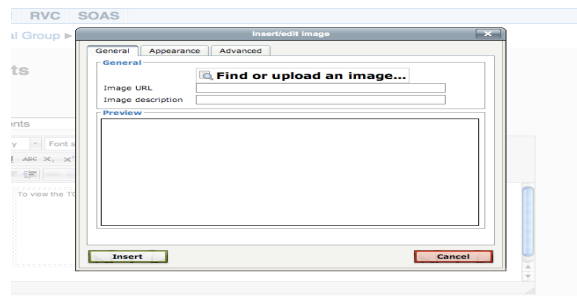
Choose **Upload a file** and click **Browse** to choose the file. Once you have uploaded your file, you will be back at **Insert Image** window; add an **Image description** and click on the **Insert** window and the image should appear in the text editor.
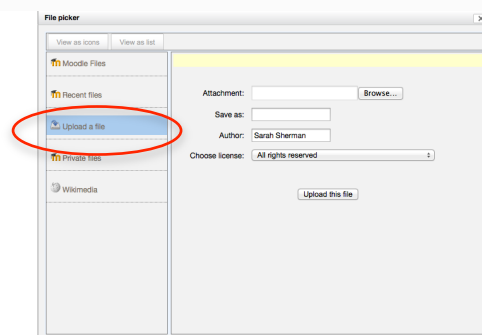
To resize your image, click on it and eight little boxes (handles) appear around the edges. Use the corner handles to resize the image, but not the side or top

ones, which will distort your image.