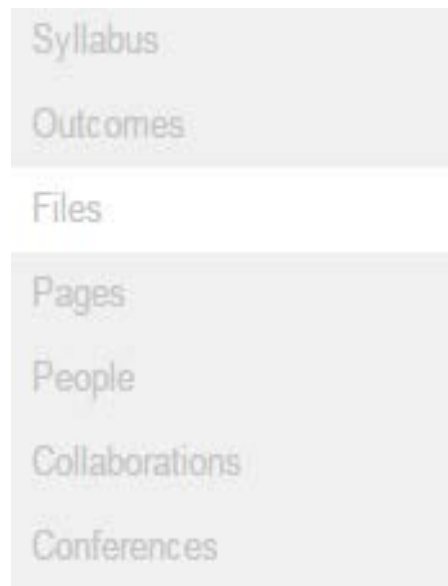


Canvas Tips for Faculty

Add Images to Pages

Canvas allows you to add images and image files to new and existing content pages very easily. This example will show you how to add images to the file directory, select, upload, position, embed, resize, and save your work.

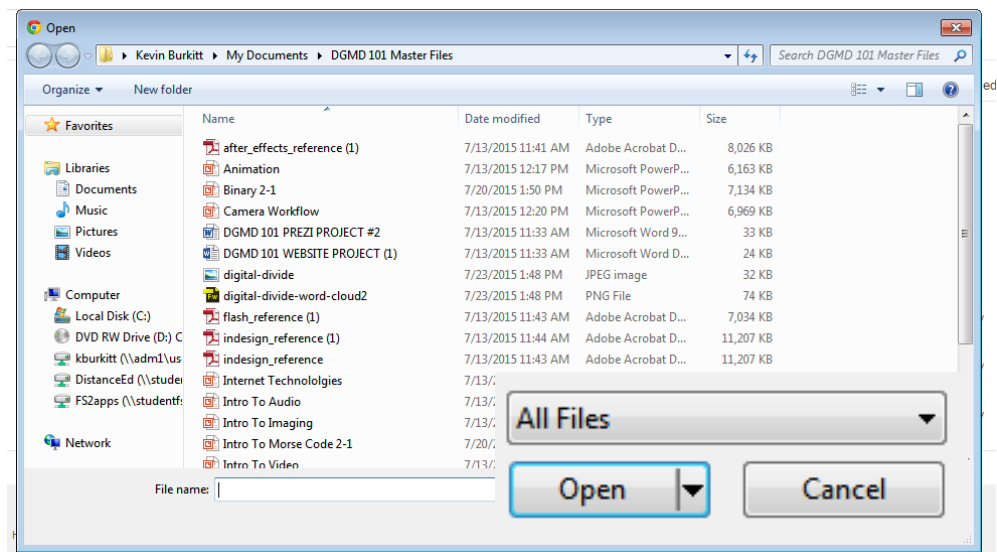
1.) Locate the **Files** directory on the left hand side of the screen.



2.) Click the **Upload Button** to upload a file from your computer.



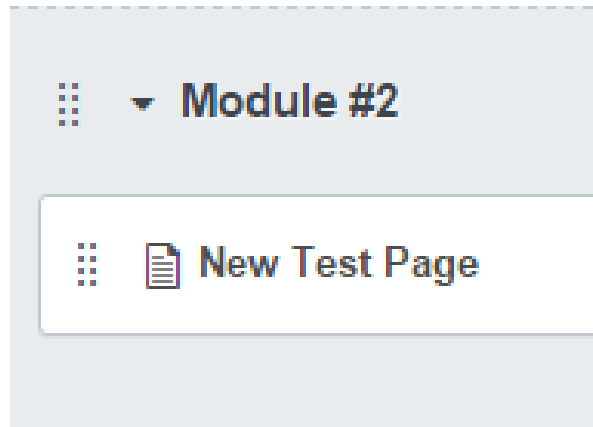
3.) Choose the file you wish to add.



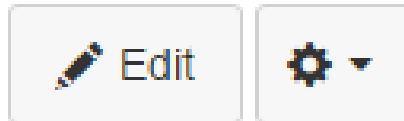
4.) Next, click **Open**.

5.) Navigate to the page in the **Module** where you want to add your image.

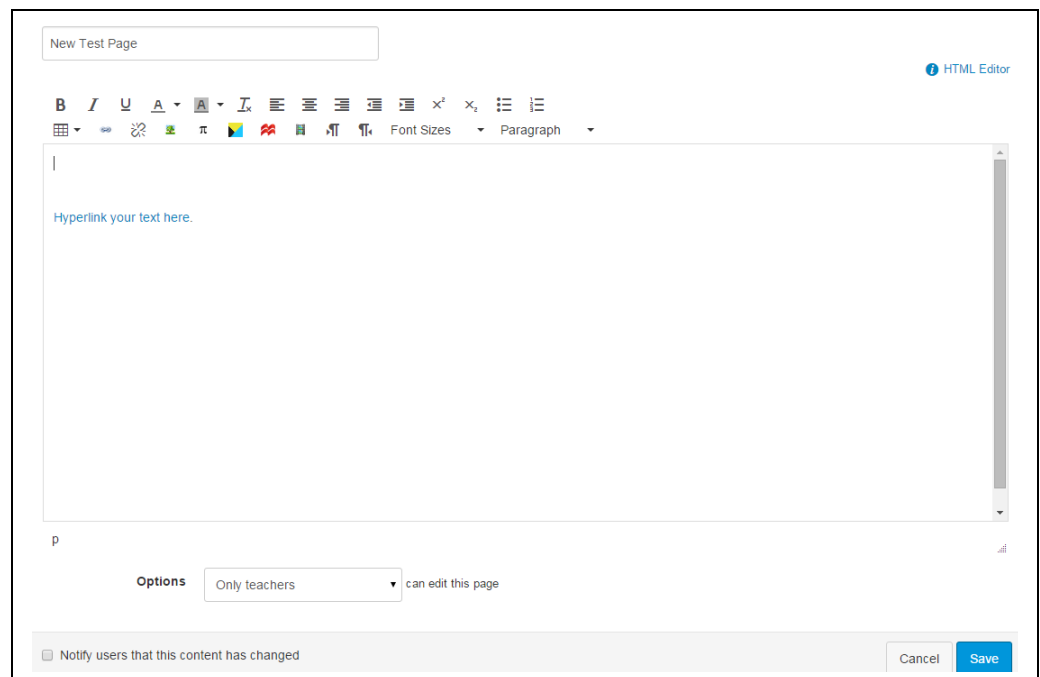
Click on the **page** you want to work with.



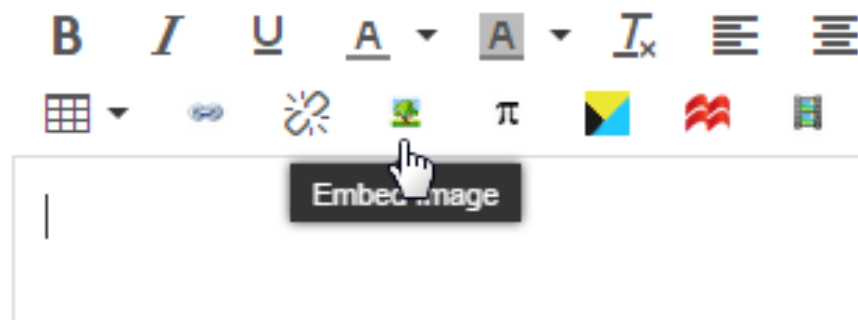
6.) Next, click **Edit**.



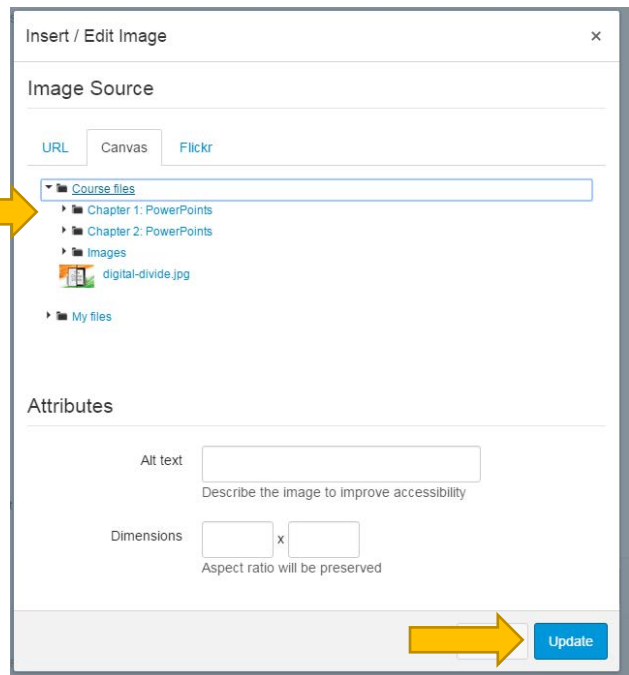
7.) In the text field, position the cursor to the line where you want your image to appear.



8.) Click the **Embed Image Button**.

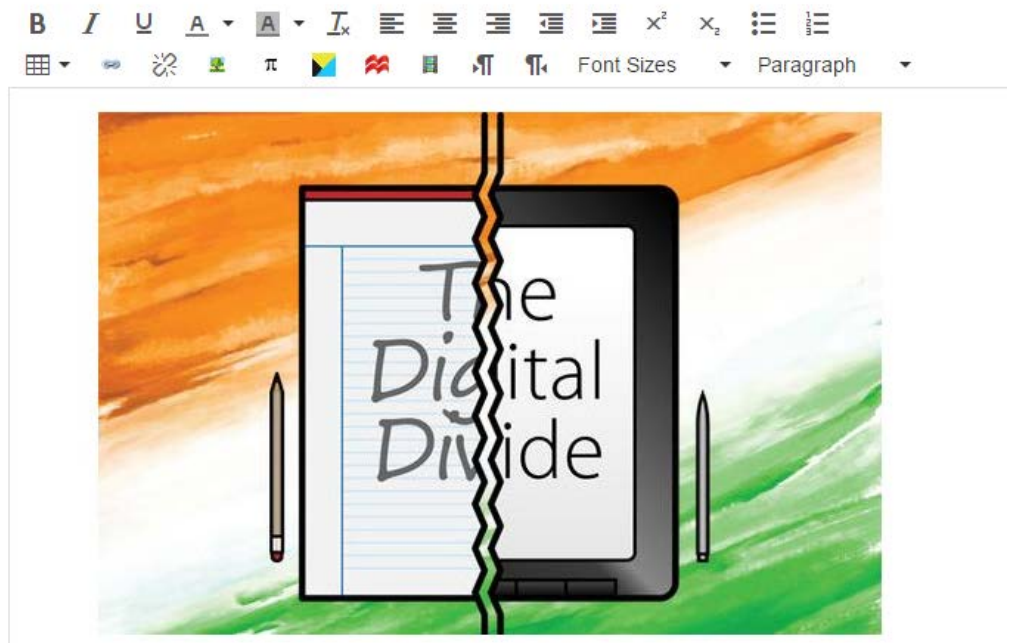


9.) From the **Image Source** window click on the **Canvas Tab** and then select **Course Files** to find and select your image



10.) Click **Update** to import your image.

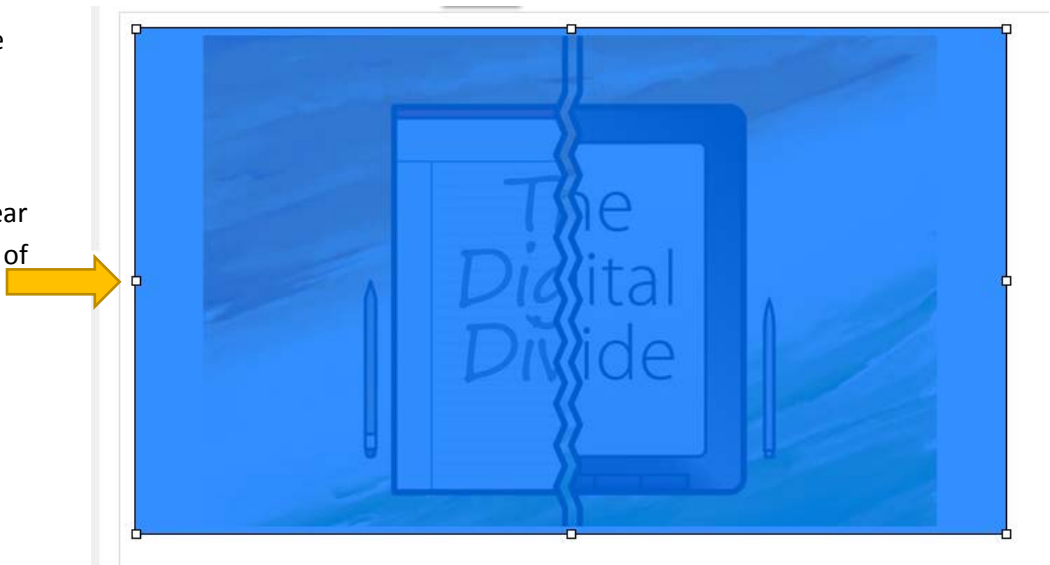
11.) Your image will be automatically imported into the location that you selected.



12.) To resize your image click on the picture.

Several white **size and scaling buttons** will appear on the corners and sides of the image.

Resize and scale your image.



13.) Once your image is in the desired location click the **Save** button.

