Topic: Inserting Images

Media such as images, audio & video can help make your SoftChalk lessons more interactive for the user and give your lesson a more professional look.

Inserting Images

1. Click **Insert** in the SoftChalk menu and select **Image**

2. The Insert Image window will open. Choose the **Select Image** button and choose the image you wish to use that is locally on your machine.
3. Add alternative text and a long description of your image (optional). You may also add Metadata to make your image and lesson more accessible.

   **Alternative text:** MSUM Logo

   **Long description:**

   **File Selection**

   **Metadata**

   **Metadata**

   **Title:**

   **Description:**

   **Save Edits**  **Metadata**

4. Change image alignment on page, border thickness, V space, and/or H space. You can also change width and height, but we recommend doing that in image manipulation software.

   **Align:** none

   **Border:** 1

   **Border color:**

   **Vertical space:** 0

   **Horizontal space:** 2

   **Alternative text:** MSUM Logo

   **Long description:**

   **Change width:**

   **Change height:**

5. Click **OK** when done adding all info and changing settings

   **OK**  **Remove**  **Cancel**
For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.