

# How do I embed an image in the Rich-Text Editor?

You can embed an image file from *Resources* in the Rich-Text Editor using the *Server Browser*. In the *Server Browser*, you can either upload a new image file to *Resources* and link to it, or you can link to a file you already have saved to *Resources*.

**Tip:** If you are adding content in the *Lessons* tool, you may also insert images directly as individual items on the page, rather than within the Rich-Text Editor. See the [articles on adding content in Lessons](#) for more information on embedding and linking items on a lesson page.

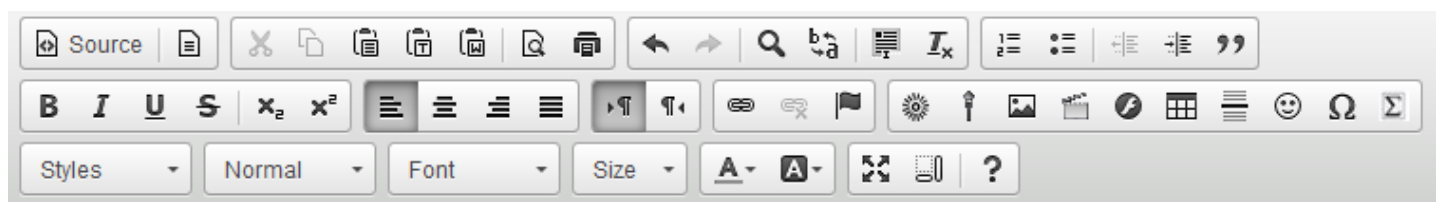
## Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

## Video Guide

## Step-by-Step Instructions

### Position the cursor in the editor.

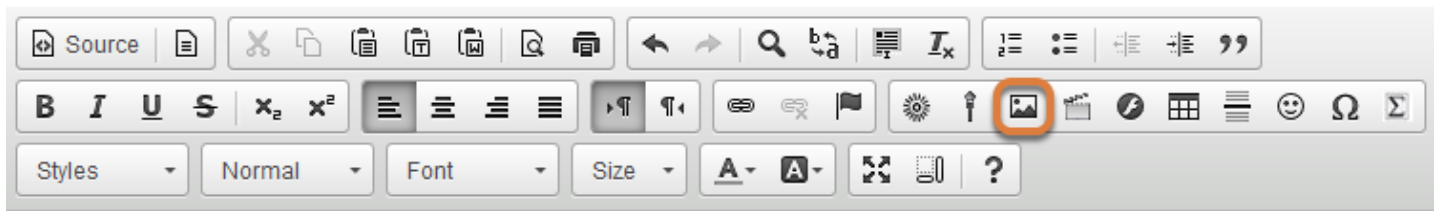


Check out this cool cat - he's playing *Angry Birds*!



Position your cursor in the editor at the location where you want to embed the image.

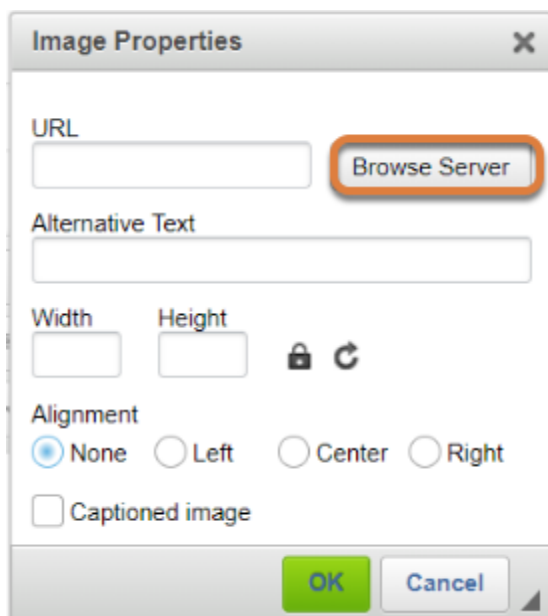
**Click on the Image icon.**



Check out this cool cat - he's playing *Angry Birds!*

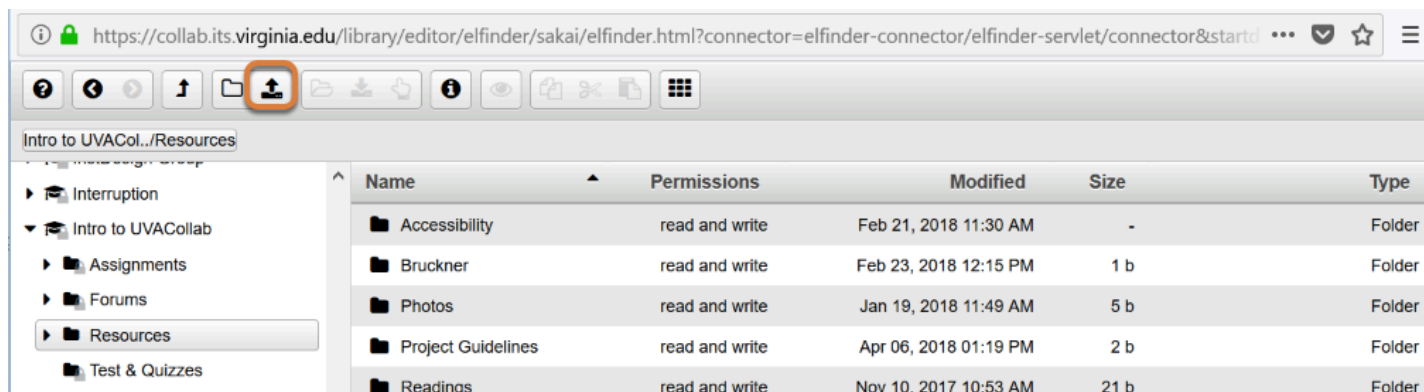
The **Image** icon displays a picture that looks like a landscape, with mountains and a sun.

**Click Browse Server.**



The *Image Properties* window pops up. Click **Browse Server** in the *Image Properties* window.

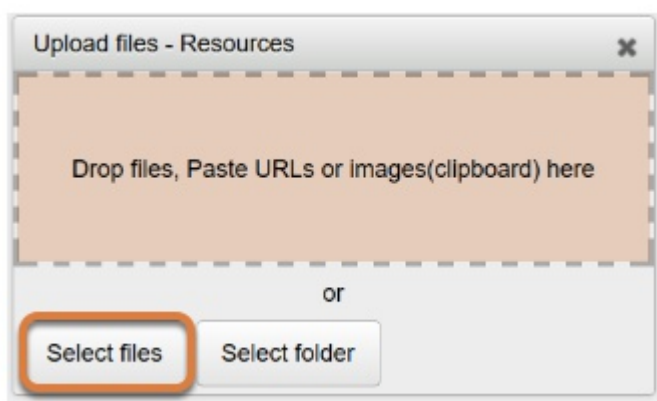
## Upload the image file to Resources.



If you do not have the file uploaded to *Resources* already, select the **Upload files** icon at the top of the page.

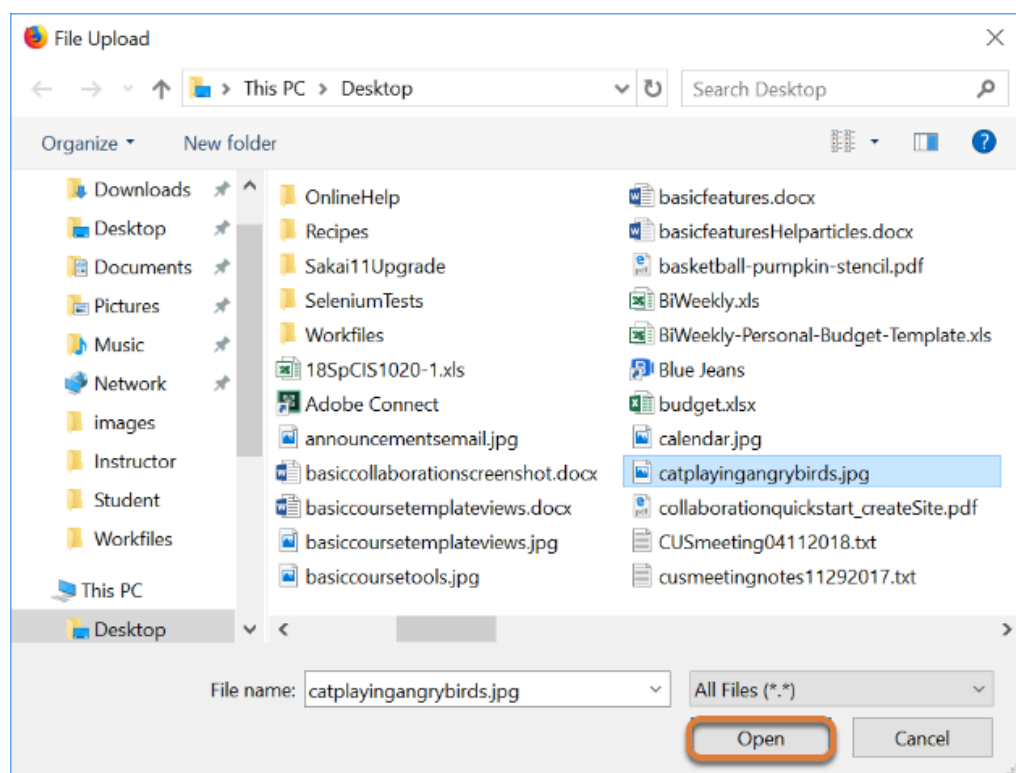
If you already have the image you want stored in *Resources*, skip to the step below for instructions on how to [Select the image to be embedded](#).

## Choose file.

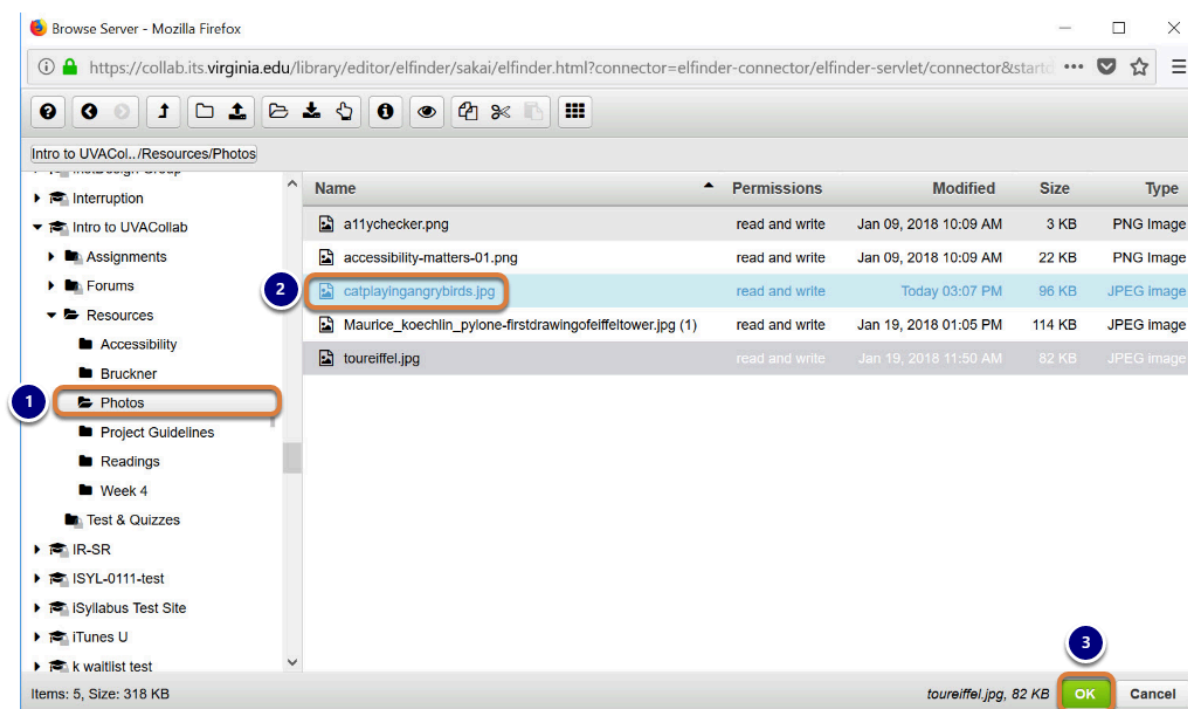


Drop the image file into the *Drop files* area or click **Select files** to navigate to the file on your computer.

## Locate file on computer.



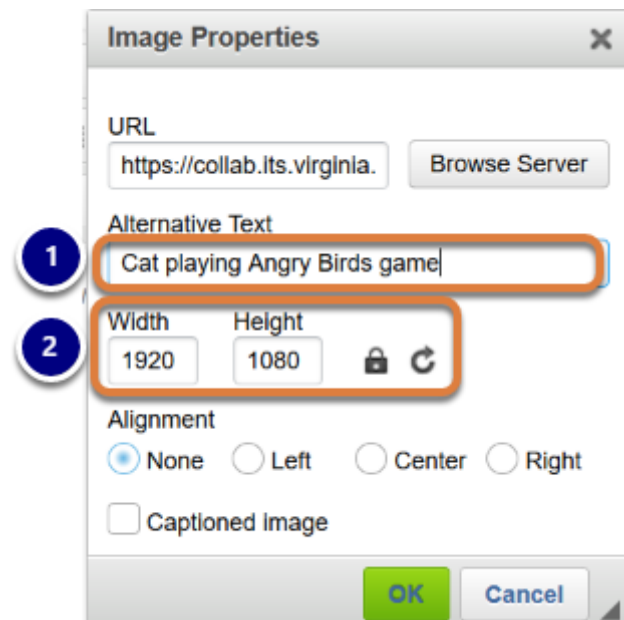
## Select the image to embed.



The *Server Browser* window will pop up, displaying content in the current site's *Resources* tool.

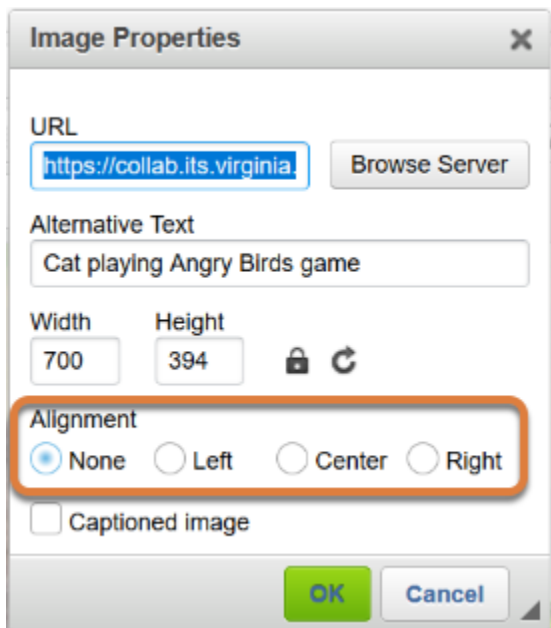
1. Select the **name of the folder** that contains the image. This will expand the folder contents.
2. Select the **name of the image** you want to embed.
3. Click the **OK** button in the bottom right-hand corner of the page.

## Modify image properties.



1. Enter short, meaningful **Alternative Text** into the text box to describe the image for screen reader users. This is important for [accessibility](#). For more information on including alternative text and descriptions in your document, see [How can I make images more accessible?](#)
2. Adjust the image size if needed by entering numbers of pixels into the text boxes for **Width** and **Height**. These fields will be automatically pre-populated with the image's original size.

## Set the Alignment. (Optional)

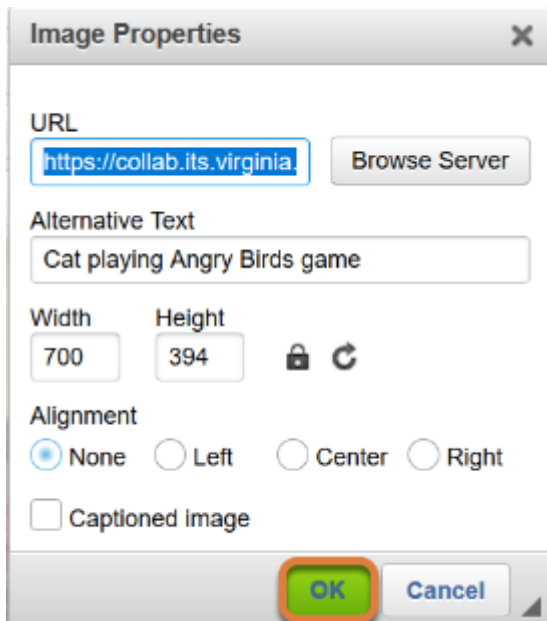


The screenshot shows the 'Image Properties' dialog box. The 'Alignment' section is highlighted with an orange rectangle. It contains four radio button options: 'None' (selected), 'Left', 'Center', and 'Right'. Other fields include 'URL' (https://collab.its.virginia), 'Alternative Text' (Cat playing Angry Birds game), 'Width' (700), 'Height' (394), and a 'Captioned image' checkbox. The 'OK' button is green, and the 'Cancel' button is grey.

In the *Alignment* options are **None** (default), **Left**, **Center** or **Right** to position the image in the text box.

**Note:** You can also edit the alignment of an image by clicking on the image after you have added it to the Rich-Text Editor and using the editor's **Align Left** and **Align Right** buttons.

## Select OK.

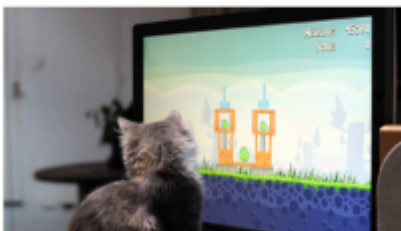


Select **OK** to confirm the addition of the image to the editor.

## Example of a left-aligned image.



Check out this cool cat - he's playing *Angry Birds!*



**body p image**

Ctrl+Right-Click to access the editor's context menu

Pictured above is an example of a left-aligned image.