

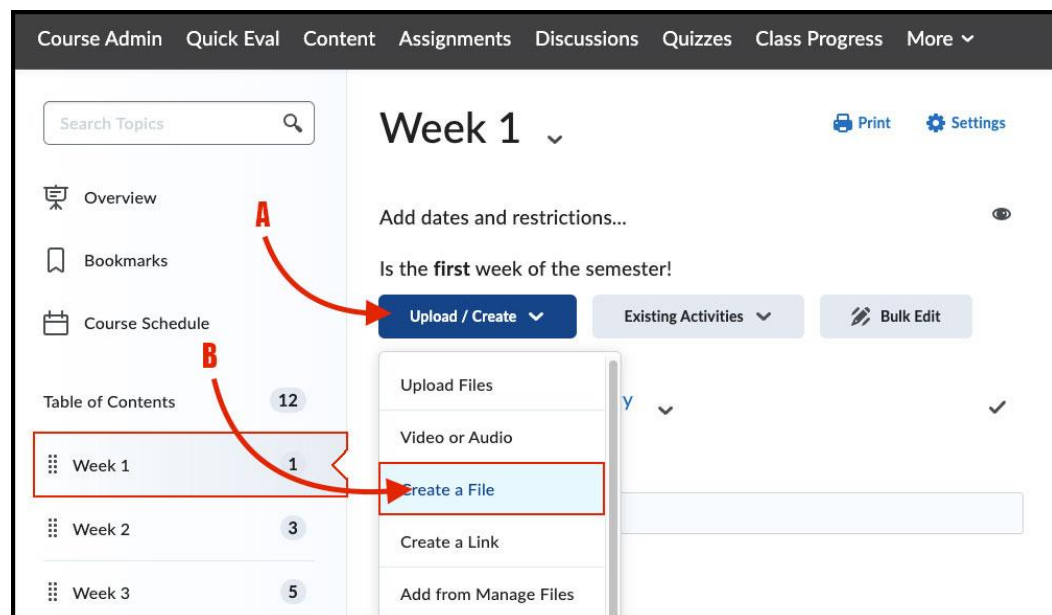
Add and Edit Content and Images within a Topic Page

What will be covered in this guide?

This guide demonstrates how to enhance your topic pages with formatted text and images.

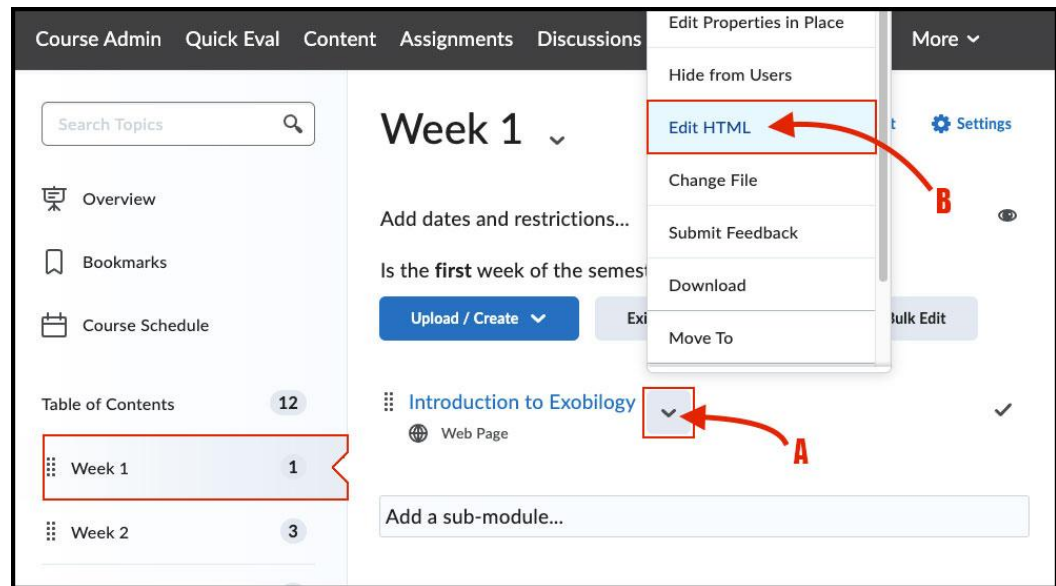
1. Create or Edit a Topic:

1.1. In **Content > Module**, select **Upload / Create (A)** > **Create a File** (B)



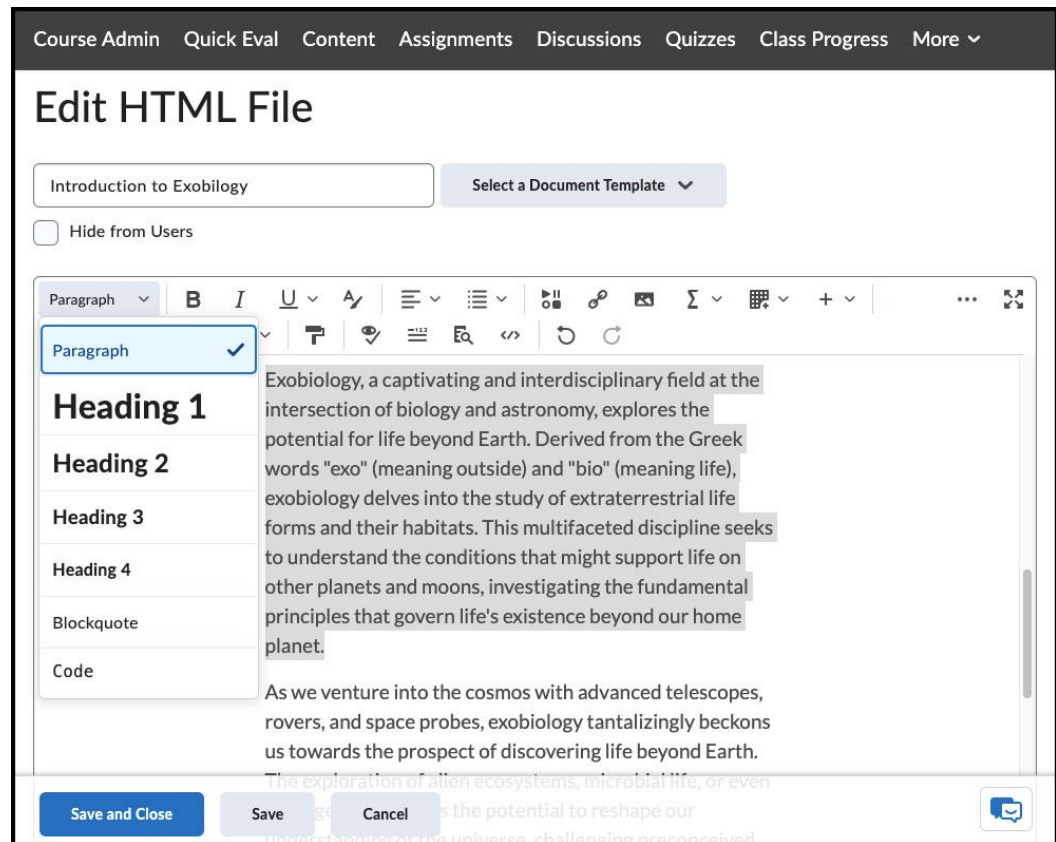
1.2. Or select the “**Actions**” menu (A - down caret “V” to the right of a topic name) for an existing topic you wish to edit.

1.3. Select **Edit HTML** from the pop-up menu (B).

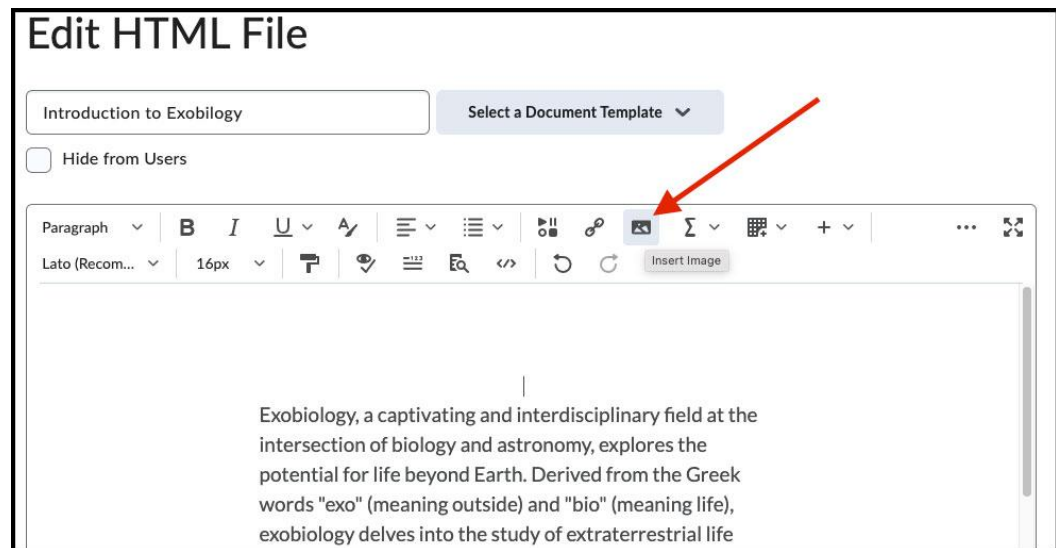


2. Add Text:

- 2.1. Type or paste your text into the editor.
- 2.2. Use formatting tools to style and organize your text. Use the **Heading** styles to properly format the document hierarchy.

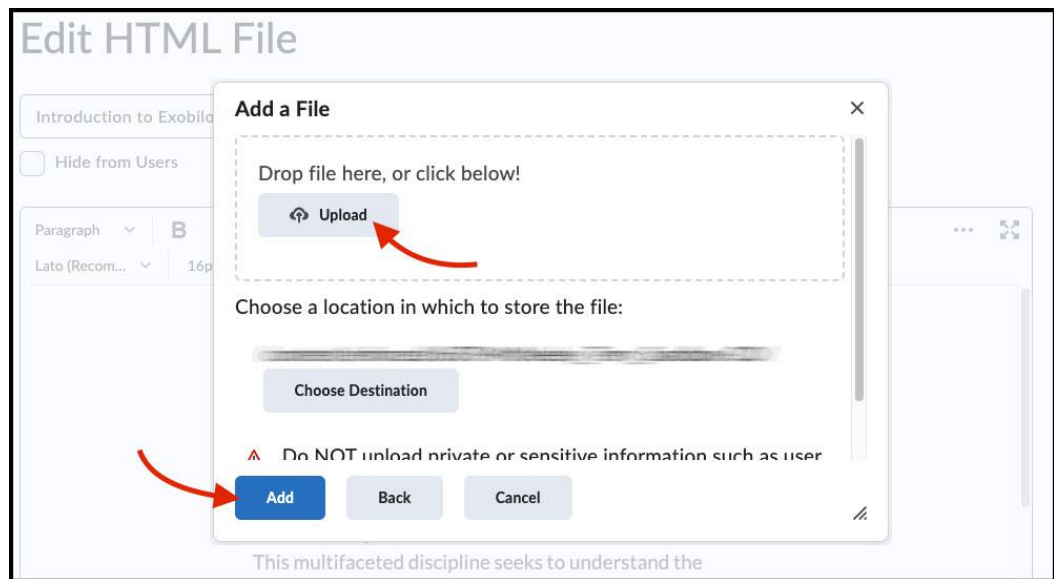


3. Insert an Image:
 - 3.1. Click the **Insert Image** icon.



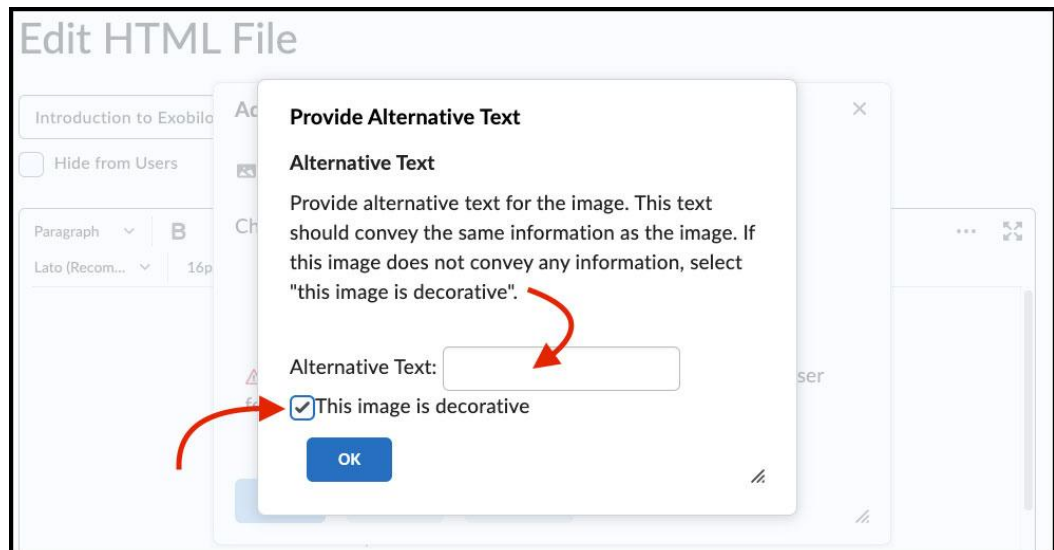
- 3.2. Choose an image from **My Computer**, **URL**, or **Course Offering Files**.

- 3.3. Select **Upload** or select an image from your computer and drop the file, and click **Add**.



4. Add Alternative Text:

- 4.1. Provide descriptive alternative text for accessibility, or mark the image as decorative.
- 4.2. Click **OK**.



Tip: Leverage AI-powered image recognition tools to quickly generate detailed alt text for complex images in your course materials. These tools can analyze images and provide detailed descriptions, ensuring your content is both accessible and ADA-compliant without requiring extensive manual effort. As with any AI-generated content, please review the output for accuracy.

Need Further Assistance?

For further assistance, please contact DLII at dlii@ucmo.edu.