## Bitmap image of a strawberryTypes of Images

There are two types of digital images

Bitmap

* Made up of coloured pixels
* Best for detailed images with wide range of colour/shade gradations
* Will lose detail or clarity when resized
* Larger file size

Vector

* Made up of lines and curves
* Best for images with a few solid colours such as logos
* Can be resized without loss of quality
* Smaller file size

## Image Size

File Size: No larger than 1MB

The width and height of the image should match the width and height of the container you want the image to display in. Computers display pixels as a fixed size so for best results size your image to the same pixel dimensions you want displayed on your page.

If your image is wider or taller than the space for that image in VIULearn, VIULearn will add scroll bars to allow users to scroll to see the whole image. This is not a good experience for users and we strongly recommend never exceeding the maximum width or height which will allow users to see the entire image in one frame. The maximum width for images in VIULearn Tools are as follows:

* Content: 1150px
* Announcements: 750px
* Quizzes: 900px
* Discussions:
	+ Topic Descriptions: 700px
	+ Forum Descriptions: 700px
	+ Thread post: 700px
	+ Response post: 700px
* Assignments: 1150px

### Best Practices

1. Use the appropriate image type for the image: Bitmap for detailed photos, Vector for clip art, simple graphics (such as logos) and text.
2. Always resize your image outside of VIULearn before you upload it into your course.
3. If you need to include a larger image, host it on VIUTube and link it to a smaller image in your course

## Accessible Images and Files

Not all learners can access course content using the same tools. Below are some guidelines to keep in mind when creating files for your VIULearn course

1. Stick to a simple and consistent layout
2. Use the built in styles to set text as belonging to a heading or a paragraph
	1. If you are building files in Microsoft Word, you can use the Styles provided by Microsoft and VIULearn will keep the style definition when you copy the content into a VIULearn page.
	2. If you use VIULearn templates, your text will be automatically formatted according to the style you give it (for example Heading 1, Heading 2, or Paragraph)
3. When linking to an external website, make the link description meaningful
	1. Users relying on a screen reader will appreciate having more context than “click here” or just a long URL
4. Include brief, meaningful alternative text for images
	1. If the image contains any text, include this information in the Alt Text box
	2. If you require more than two sentences to describe the image, put your description in text or add a caption to the image
5. Where possible use .doc/.docx files for embedded documents rather than .pdf
	1. If using a .pdf, ensure that text is treated as text and not an image
	2. If you need to run OCR (Optical Character Recognition) software to recognize text in a PDF, proofread and correct the automatically generated text
6. Use high contrast colour combinations
	1. When you are styling a VIULearn file, you can check the WCAA rating of your chosen font colours right within the HTML editor
7. If using audio or video resources, always provide a text alternative (captions or transcript)

## Freeware for Creating and Editing Course Materials

You may already have suitable software on your computer for editing images and documents. Microsoft and Apple computers often come with pre-installed photo and video editors as well as word processing programs. If you do not, these are a few tools that you may wish to consider using. These tools are not supported by the Centre for Innovation and Excellence in Learning.

Please note that some programs may require you to create an account before using their tools. This information may be stored outside of Canada.

* GIMP – downloadable freeware for editing images
* Pixlr.com - Browser based image editor
* Microsoft Office Online – browser based option to create and edit Word documents (.doc, .docx) and PowerPoint
* Google Docs – browser based option to create and edit .doc, .docx and .ppt files
* OpenOffice – a downloadable open source word processor