6. Blocks

6.1. Files, images and video

These artefacts are internal Mahara ones to display:

- links to files that you have uploaded
- folders that contain files
- show images
- embed audio and video files

6.1.5. Image

Display a single image in a block.

Configure the Image block

1. **Block title**: Choose a title for your block.
2. **Files area**: Choose from which files area you would like to select an image:
   - **My files**: You see all the folders and files that you have created.
   - **Group files**: You see all the folders and files that you are allowed to publish.
   - **Institution files**: If you are an institution administrator, you will see institution folders and files.
   - **Site files**: If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder *public* in the *Site files*.
3. License information: You see these fields if the site administrator turned on license metadata. Additionally, if you are in an institution, your institution administrator may require you to provide a license.
   - **License**: Your default license is displayed. You can set your default license in your account settings. You may choose a different license for each individual artefact.
   - **Licensor**: If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
   - **Original URL**: If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
4. **Upload file**: You do not have to go back to your *Files* area in *Content* in order to upload a file. You can do so directly from this screen.
5. If the site administrator turned on the image resizing option, you can decide whether you want to have your images resized if they are larger than the specified dimensions. This option is recommended to save space in your portfolio.
6. **Folder path**: The breadcrumbs show in which folder you are currently.
7. Click the *Edit* button to change any component of a folder or file, i.e. its name, description and tags. If you have a folder or file included in a page that you submitted for feedback, you will not be able to edit them.
8. Click the *Select* button to choose the image file you wish to display in the block.

   When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

9. Click the *Remove* button if you want to revert your selection.
10. **Show description**: Tick this check box if you wish to display the description of your photo. It could contain the source of it for example.
11. **Width**: Choose the width (in pixels) for your image. If you do not provide a number, the image will be scaled to the width of the block.
12. **Retractable**: Tick this checkbox if you want to allow users to reduce the block to its heading on a

    page. The user can click the *Retractable* icon to just show the heading.
13. **Automatically retract**: Tick this checkbox if you want to show only the block's heading when a user

    views the page. The user can click the *Retracted* icon to view the entire block.
14. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.

15. You can also click the *Close* button in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.