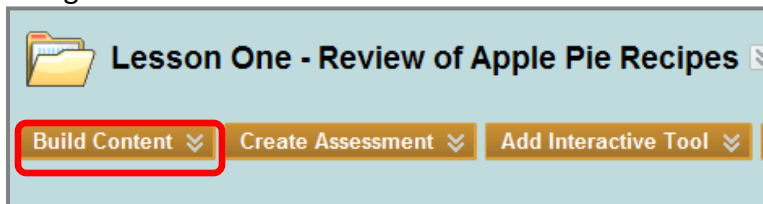


Adding an Image

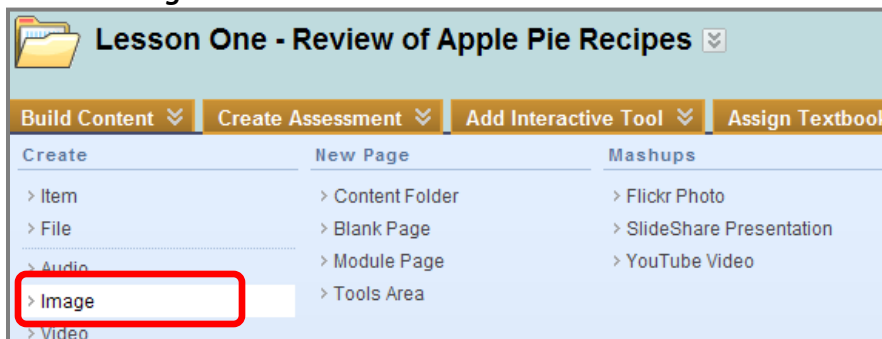
Images can be used to provide educational context (maps, graphs, etc.) to a course site. In addition, visuals and images can help break up the text within a Blackboard course site to make students feel more connected and engaged with course content. Images can be added to any content area in the following formats: PNGs, JPEGs, GIFs and TIFFs. Before adding to your course site, it is recommended to reduce the size of any large images.

Follow these step-by-step instructions to add an **Image**:

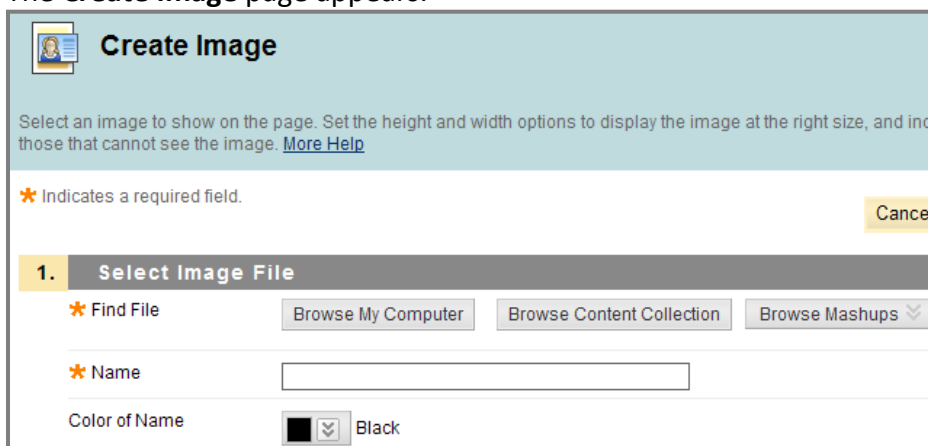
1. Navigate to the desired content area. Hover over *Build Content*.



2. Click on *Image*.



3. The **Create Image** page appears.



4. Instructors can browse to their local computer or to the Content Collection or Mashups to select **Video** files.

5. Enter a *Name* for the picture in the Name field.

6. Select a Color for the Name.

Color of Name

7. Enter Alternative Text in the Alt Text field.

8. Enter a *description* in the Long Description field.

Long Description	This is a picture of an apple pie with a lattice crust. The pie is sitting on red table cloth. It is in a glass black pie dish and there are four green apples next to the pie dish.
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9. Select Image Options.

- Selecting Original will keep the Image at the original size.
- Selecting Custom allows the instructor to set the width and height in pixels for the Image.
- Select a Border Option.

Border	None
Image Target URL	None
Open Target in New Window	1
	2
	3
	4

10. Select *No* to open the Image in the center frame of Blackboard. Selecting *Yes* will cause the Image to open in a new browser window.



Open Target in New Window Yes No



11. Select Yes to make the **Item** visible to students.

Permit Users to View this Yes No
Content

12. You may choose to select *Date and Time Restrictions*.

Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

13. Select *Preview* to see how the Image will display in the content area.



14. Click the *Submit* button.

15. Blackboard displays a Success message at the top of the screen.

Success: Classic-Apple-Pie-Recipe-Picture1.jpg created.

16. The link to the Image file now appears in the Content area.

