
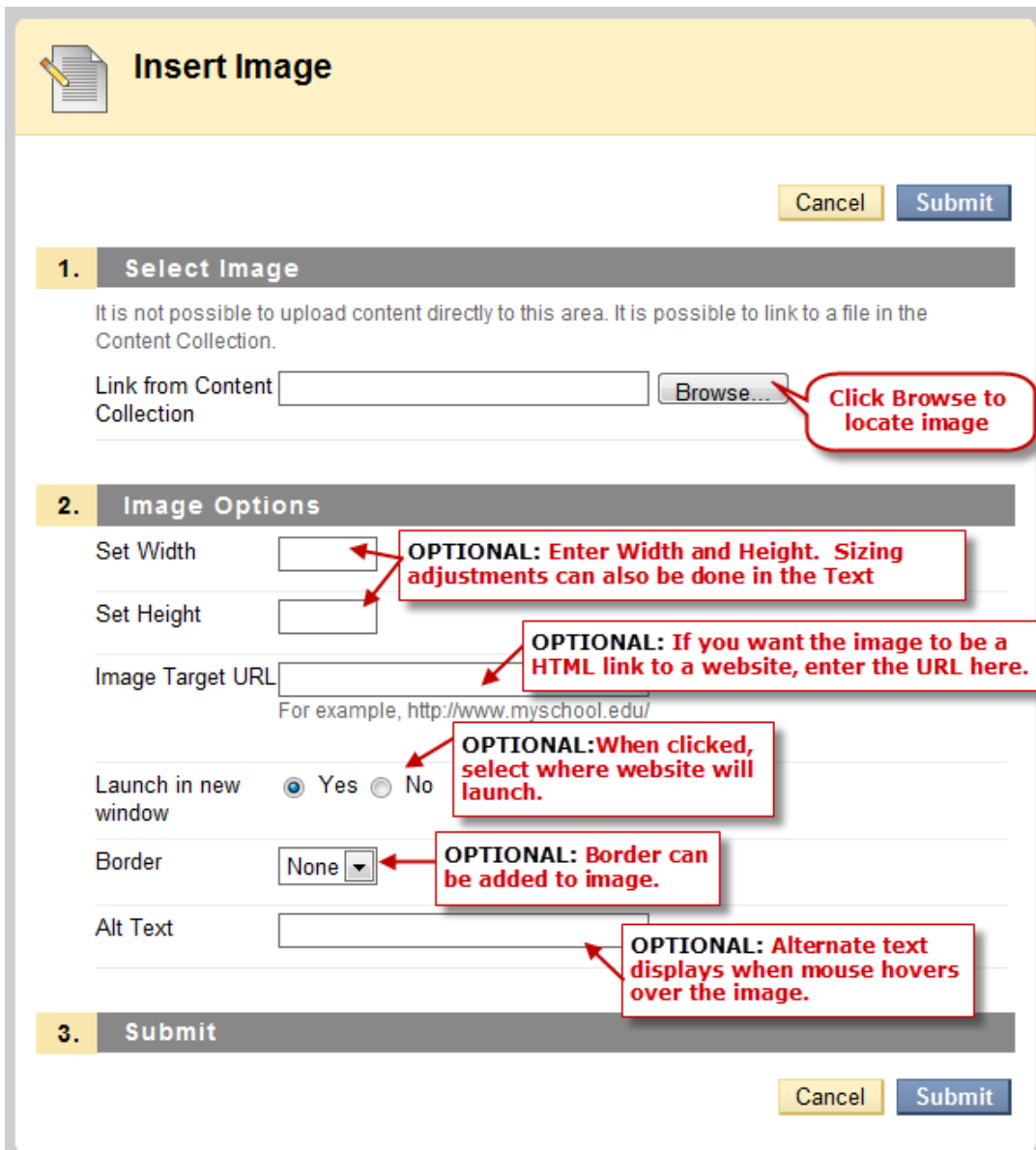


# Adding Images in Blackboard

## Adding Images via the Text Editor to Content Areas

Recommended image (graphic) formats are .GIF, .JPG or .PNG.

1. In Blackboard, navigate to the *Content Area* where you want to add an image.
2. Either click Create Item or Edit an existing item.
  - Enter a Name for your item
  - Enter text prior to inserting image. Image placement will be on the first line when text editor is blank and cursor will be below image.
3. Click the "Attach Image" button  on the third row of the text editor toolbar to browse for and attach the image.
  - The Insert Image window will appear.
4. Click Browse to find the image.
5. Select Image Options (optional).



The screenshot shows the 'Insert Image' dialog box in Blackboard. It has a yellow header with a document icon and the title 'Insert Image'. At the top right are 'Cancel' and 'Submit' buttons. The dialog is divided into three sections: 1. Select Image, 2. Image Options, and 3. Submit. Section 1 includes a text box for 'Link from Content Collection' and a 'Browse...' button, with a red callout pointing to the button saying 'Click Browse to locate image'. Section 2 includes fields for 'Set Width', 'Set Height', and 'Image Target URL' (with an example URL), and radio buttons for 'Launch in new window' (Yes/No). It also has a 'Border' dropdown menu and an 'Alt Text' field. Red callouts provide optional instructions: 'OPTIONAL: Enter Width and Height. Sizing adjustments can also be done in the Text' points to the width/height fields; 'OPTIONAL: If you want the image to be a HTML link to a website, enter the URL here.' points to the target URL; 'OPTIONAL: When clicked, select where website will launch.' points to the launch window radio buttons; 'OPTIONAL: Border can be added to image.' points to the border dropdown; and 'OPTIONAL: Alternate text displays when mouse hovers over the image.' points to the alt text field. The 'Submit' section at the bottom has 'Cancel' and 'Submit' buttons.

**1. Select Image**

It is not possible to upload content directly to this area. It is possible to link to a file in the Content Collection.

Link from Content Collection

**2. Image Options**

Set Width

Set Height

Image Target URL   
For example, <http://www.myschool.edu/>

Launch in new window ☒ Yes ☐ No

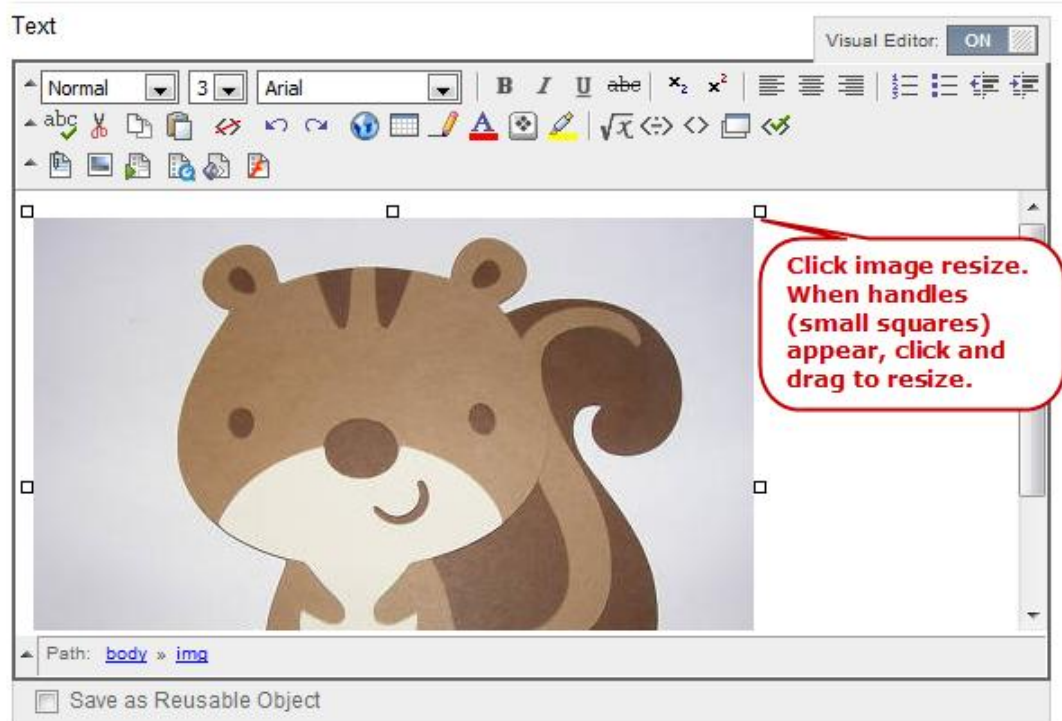
Border

Alt Text

**3. Submit**

## Adding Images in Blackboard

6. Click **Submit**.
7. Preview the image to ensure it displays correctly at the Image Added screen.
8. Click **Submit**.
9. In the text editor, your image can be resized, if needed. Click on the image and handles (small squares) will appear on the image, and then click handles and drag to resize.



10. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions.
11. Click **Submit**.