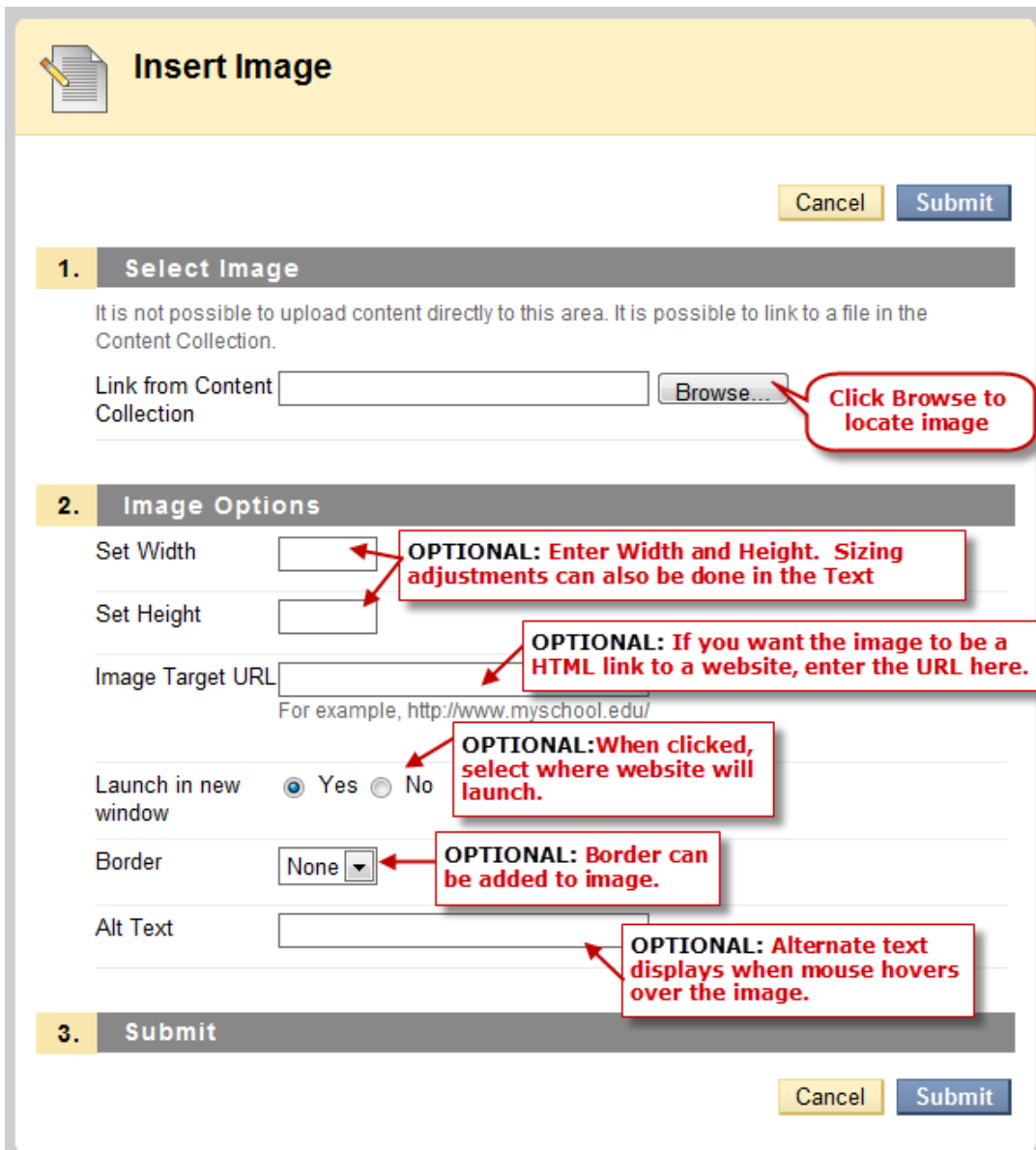# Adding Images in Blackboard

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).

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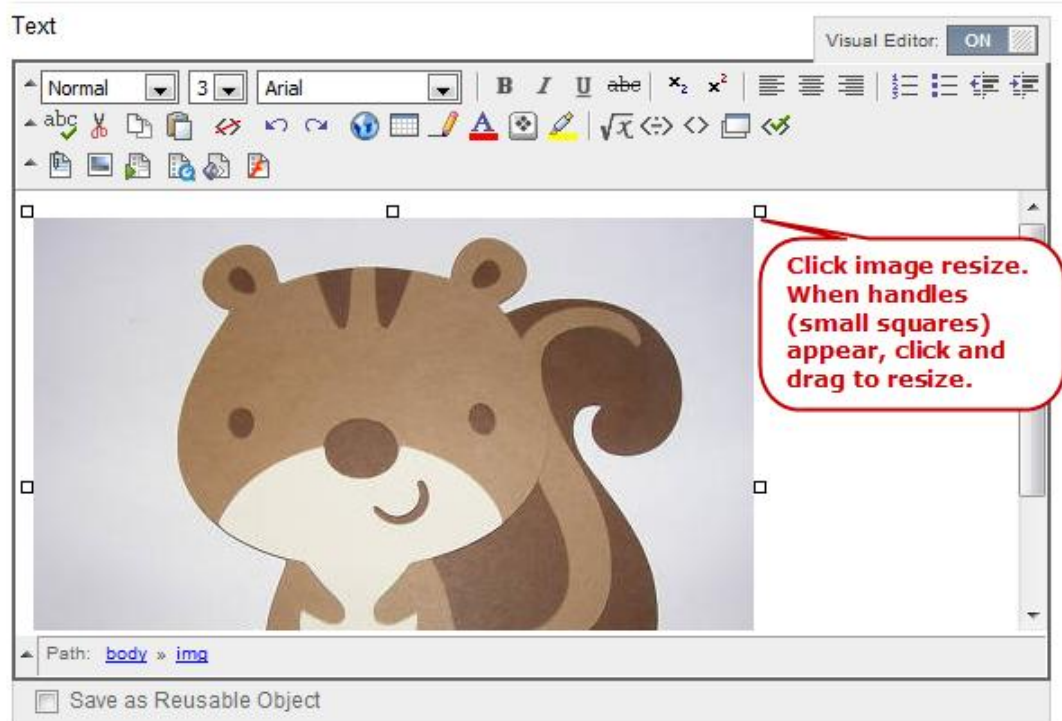
10. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions.

11. Click **Submit**.