



Adding an Image

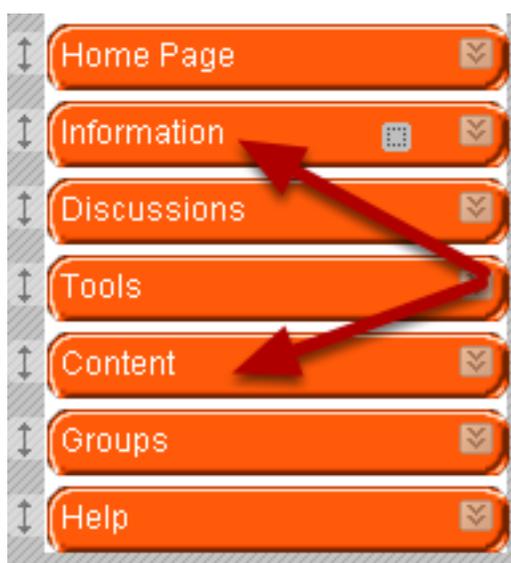
Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those that cannot see the image

Enable Edit Mode



First make sure that **Edit Mode** is **ON**.

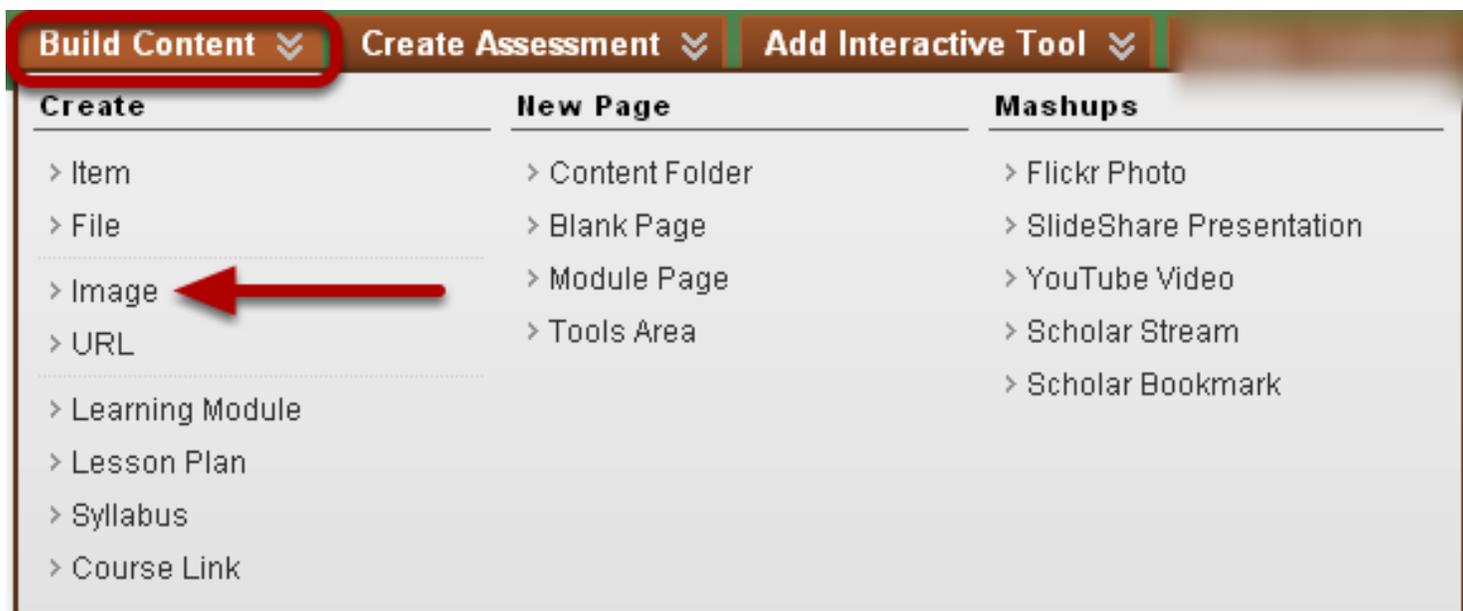
Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)



From the **Course Menu**, select folder where **Image** will be added.



Select Create Item Option



Hover your cursor over the **Build Content** drop down menu. From the **Create** menu, select **Image**.

Select Image

1. Select Image File

* Find File

* Name

Color of Name

Alt Text

Long Description

In the **Select Image File** section:

1. Use the **Browse My Computer**, **Browse Course Files**, or **Browse Mashups** buttons to locate a file (required).
2. Enter a **Name** for the file (required).



3. Enter any **Alt Text** (Alternative Text) that should appear. Alternate text should be entered for increased item accessibility for students using screen readers.
4. Enter a description of the image in the **Long Description** box.

Image Options

2. Image Options

Dimensions

- Original
 Custom

Set Width px

Set Height px

Border

None

Image Target URL

Open Target in New Window

- Yes No

Should you wish to customize your image:

1. Select the desired **Dimensions** option. With **Original**, the image will appear undistorted. **Custom** may be used to alter the image's dimensions, but should not be used to resize high resolution images. High resolution images should be edited outside of and before posting to Blackboard. If using custom, enter a pixel size for **Set Width** and **Set Height**.
2. For **Border**, select the desired setting. The larger the number, the thicker the border will be.
3. For **Image Target URL**, enter a URL if desired. This will allow students to click on the image and be redirected to the URL entered in this field.
4. For **Open Target in New Window**, select **Yes** or **No** as desired. This will define how the above URL will open.



Standard Options

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

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.

1. Select **Yes (default)** or **No** for **Permit Users to View Content Item**. In order for students to see the image, **Yes** must be selected.
2. Select **Yes** or **No (default)** for **Track Number of Views**.
3. **Select Date and Time Restrictions** (not required).

Submit

Cancel

Submit

Click **Submit** to add the Item. Choose **Cancel** if you do not wish to keep the information.

Frequently Asked Question: What is the difference between adding an Image and adding a File/Item?

While the outcome is almost the same, adding a file/item will require that users first download the file before they can view it. Adding an image shows the image directly in the Blackboard window.