

Images can be placed within a Blackboard discussion post using these steps:

Tip #1: Acceptable Image Types

The image needs to be saved as an image file such as GIF, JPG, JPEG, BMP, PNG or TIF.

If it is not, you will need to copy and paste the image into an image editing program, like Microsoft Paint, in order to save it as an image.

Tip #2: Acceptable Image Size

The image size also needs to be suitable for posting online. Generally, cell phones take very large pictures, much too large for posting online. Using an online tool such as [Shrink Pictures](#) is highly recommended. Original images can be up to 6Meg in size means you can use photos direct from your 8 megapixel Digital Camera. Original image can be JPG, GIF or PNG. All resized images are automatically converted to JPG.

To resize your images it is as simple as 1, 2, 3, 4, 5!

1. Browse your computer and select your image/photo to resize
2. Select the new size for your picture - **600 pixels is recommended for online use**
3. Optionally, add an effect to your image (leave unchecked)
4. Select output image/picture quality (Lower quality means a smaller file)
5. Click "Resize" and wait for the processed images to be displayed

Resize Images

- 1 Choose Picture or Photo to Shrink img_0308.jpg
- 2 Select New Maximum Image dimension
☐ 760 Pixels ☒ 600 Pixels ☐ 350 Pixels ☐ 100 Pixels
☐ 75% ☐ 50% ☐ 25%
☐ Custom maximum 1000px
- 3 ☐ Apply an image Special effect (*Optional*)
☒ Greyscale ☐ Sepia
- 4 Set resized image quality (*jpg compression*)
☐ Good ☒ Better ☐ Best
- 5 * be patient if original picture is large

In this example the original image was over 2 megabytes (larger than an HDTV screen). The new image is only 30 kilobytes and sized perfectly for an online post.

Click **Download this picture Now** to save the resized image to your computer.

Your Image has been Resized

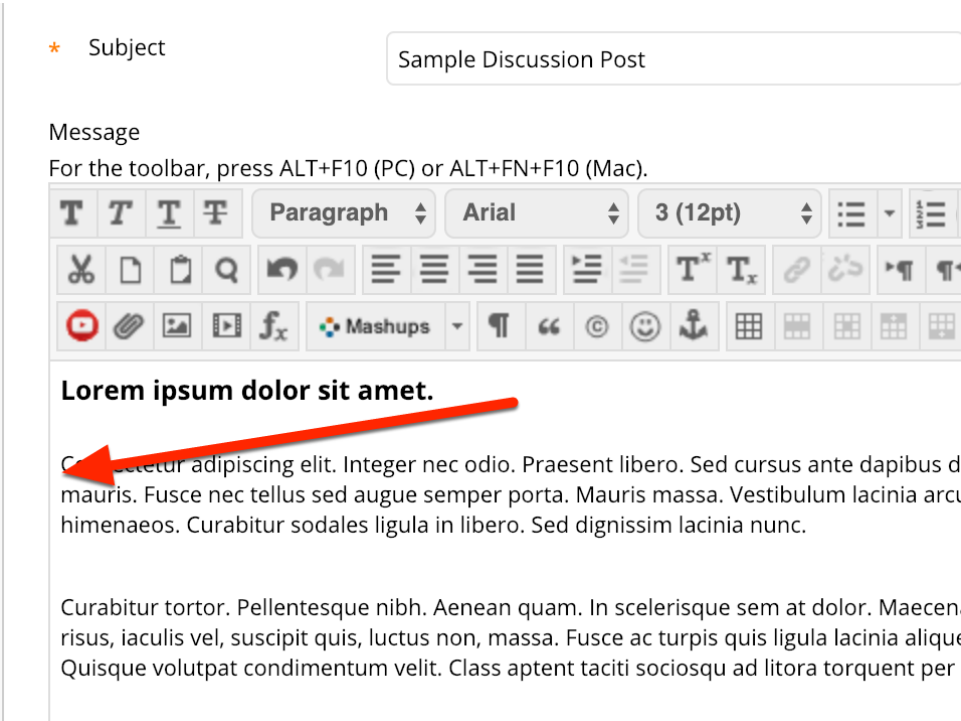
Your image has been resized, and now you need to save it! Right Click on the re-sized image and select "Save As" to save to your computer or Click the Download link below the picture. If you need somewhere to host this picture, why not take a look at our partner site -

Original Image Size 3147 W by 2148 H and 2225 K (2278140 bytes)
New Image Size 600 W by 409 H and **30 K** (30584 bytes).

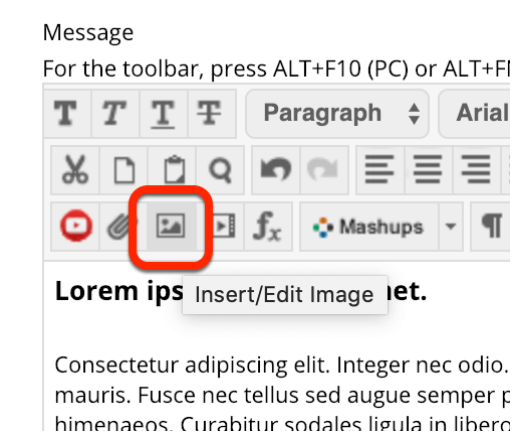
Download this picture Now

Inserting an image into Blackboard

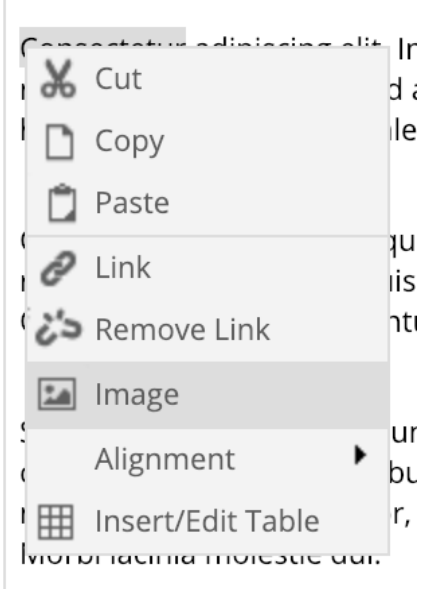
Place the cursor where you want the image to appear.



Select Insert Image.

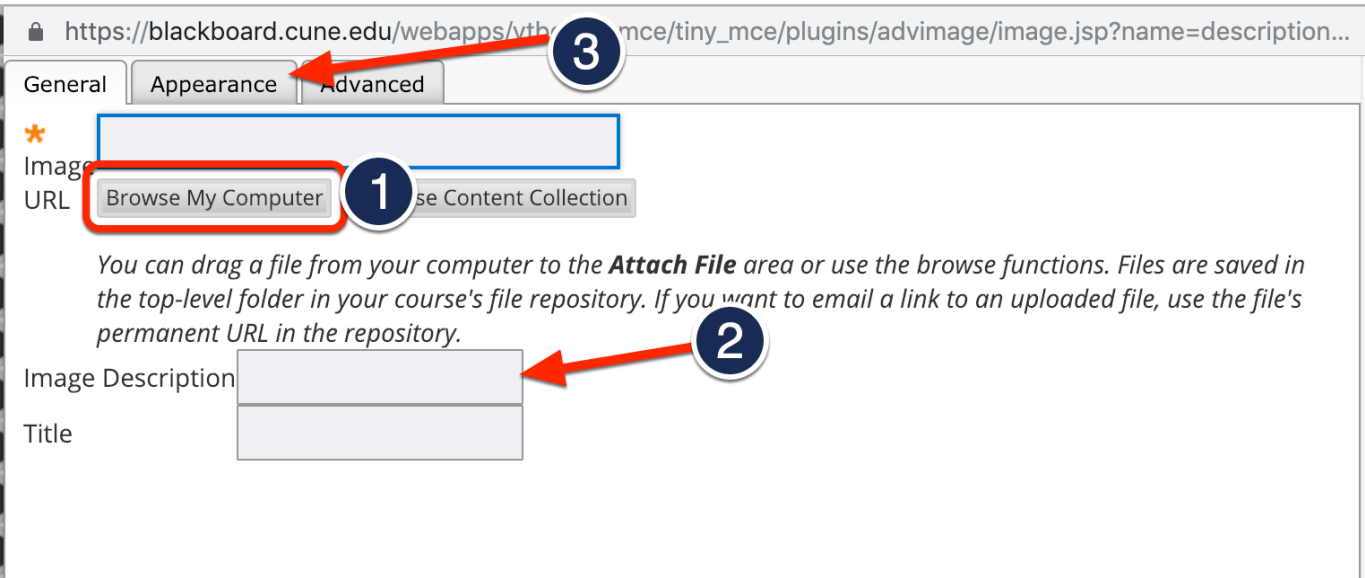


or Right-click where you want to place the image and select Image.



General Tab

- 1. Click **Browse My Computer** and open the image you want to use.
- 2. Type in a description of the image (not just the image name).
- 3. Click the **Appearance** tab.



Appearance Tab

Alignment options determine how the image is displayed in relation to the text. Use the dropdown menu to preview different layouts.

Dimensions affect image width and height. While **Constrain Proportions** is checked changing one dimension will affect the other to maintain image proportions.

Adding Vertical or Horizontal Space will add space around the image. (10-20 pixels is recommended)

Click Insert when satisfied.

General

Appearance

Advanced

Alignment

Right

Dimensions

300

x

300

px

☒ Constrain Proportions

Vertical Space

10

Horizontal Space

10

Border

Class


-- Not Set --

Style

margin: 10px; float: rig

Preview

Lorem ipsum, Dolor sit amet, consectetur adipiscing elit, sed diam nonummy



To edit an inserted image, right-click the image and select **Image** from the popup menu.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

