

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.

* Subject

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



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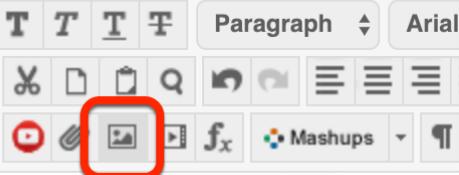
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Select Insert Image.

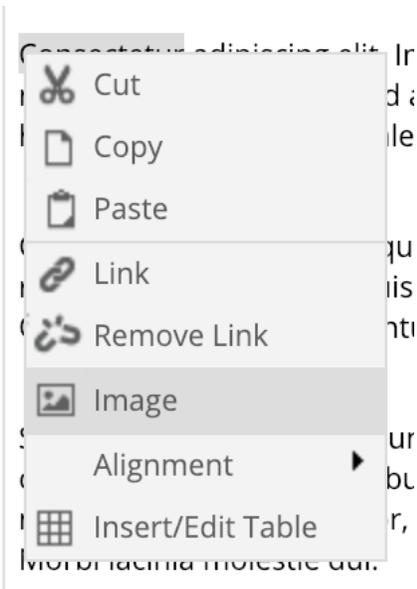
Message
For the toolbar, press ALT+F10 (PC) or ALT+FI



Lorem ips Insert/Edit Image **et.**

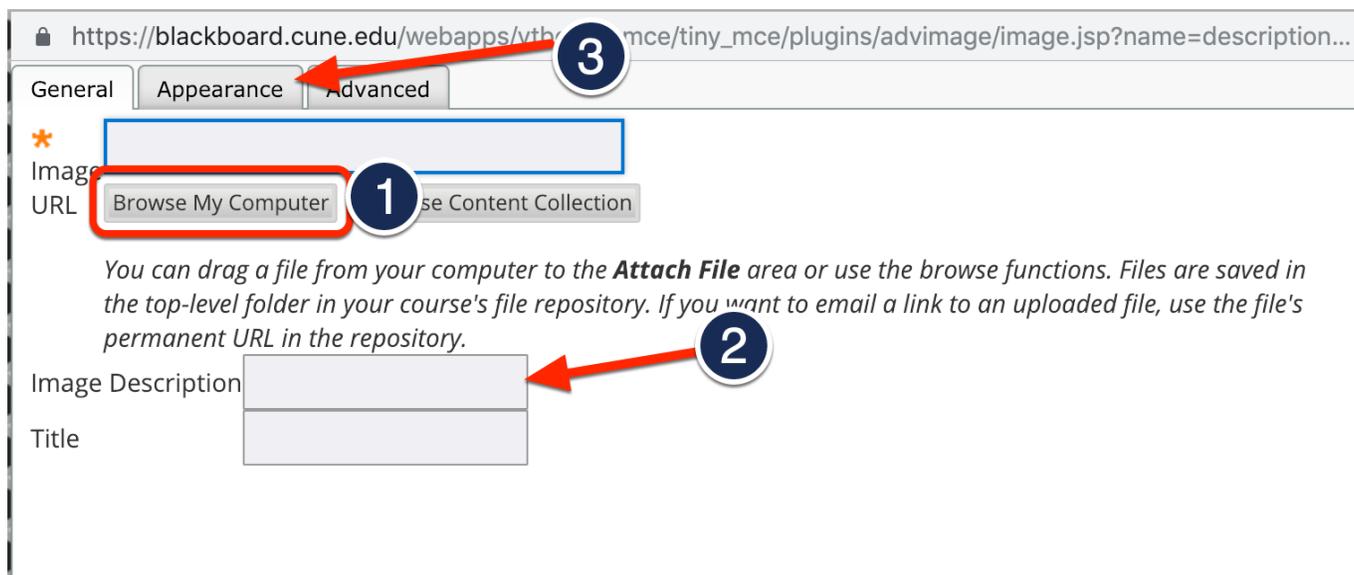
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himenaeos. Curabitur sodales ligula in libero

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.



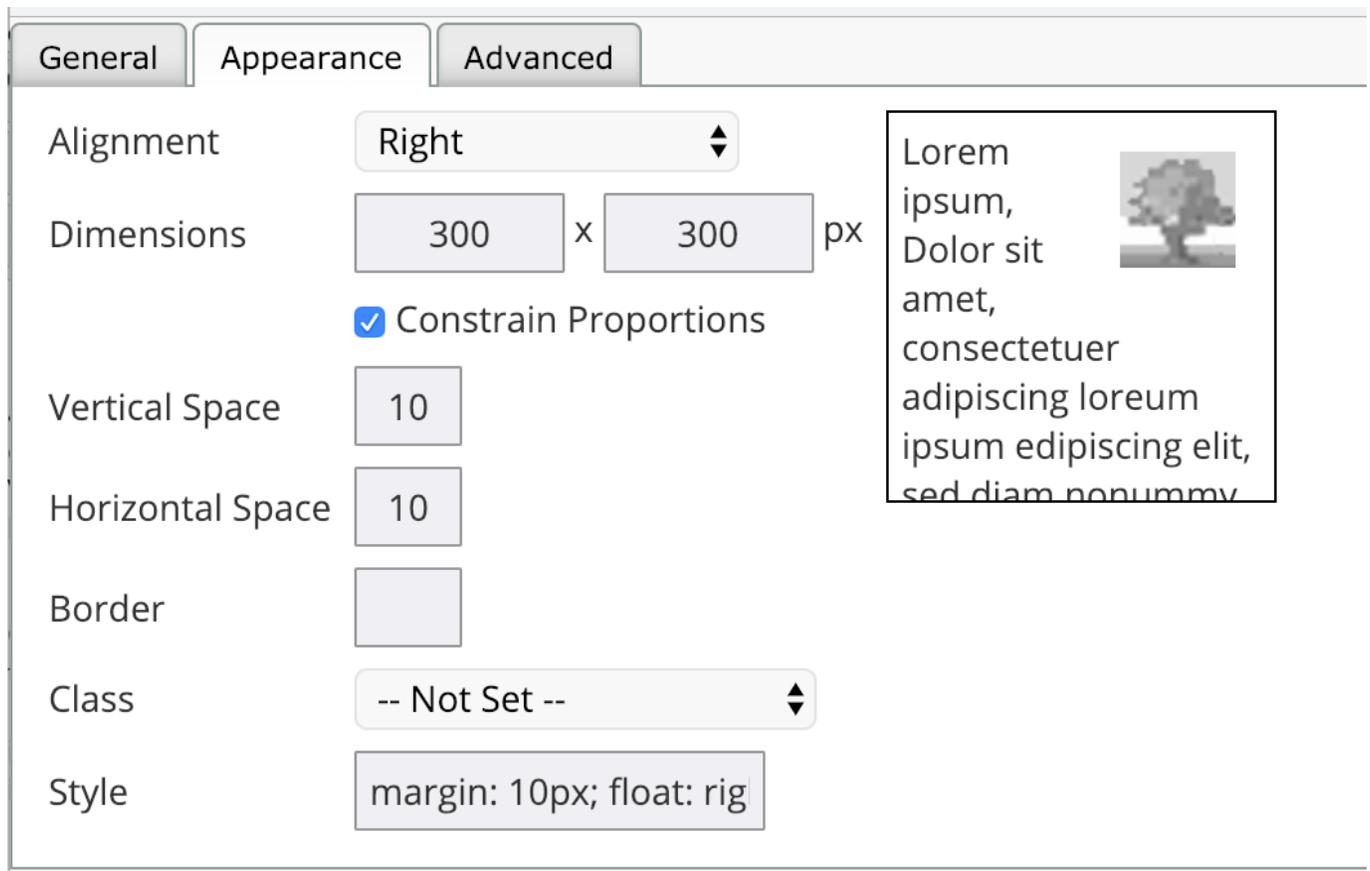
Appearance Tab

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.



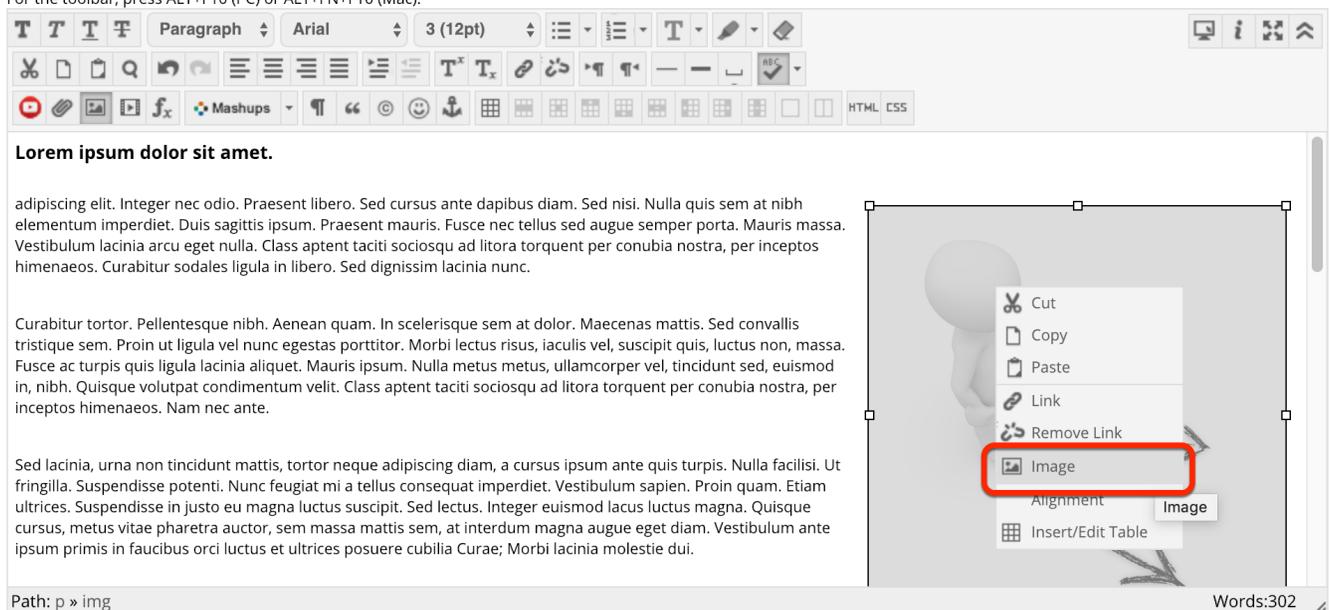
The screenshot shows the 'Appearance' tab of a rich text editor. The settings are as follows:

- Alignment: Right
- Dimensions: 300 x 300 px
- Constrain Proportions:
- Vertical Space: 10
- Horizontal Space: 10
- Border: (empty)
- Class: -- Not Set --
- Style: margin: 10px; float: rig

The preview window shows the text: Lorem ipsum, Dolor sit amet, consectetuer adipiscing lorem ipsum adipiscing elit, sed diam nonummy. A small image of a tree is visible to the right of the text.

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).



The screenshot shows a rich text editor interface. The toolbar includes options for Paragraph, Arial, 3 (12pt), and various text formatting tools. The text area contains the following text:

Lorem ipsum dolor sit amet.

adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero. Sed dignissim lacinia nunc.

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Path: p » img Words:302

A context menu is open over an image, with the 'Image' option highlighted in red.