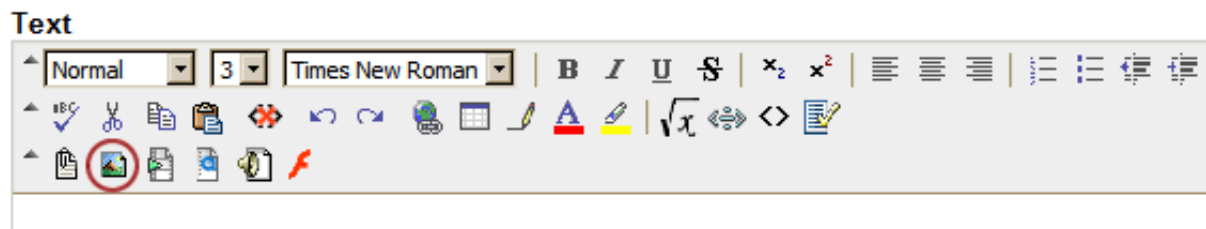


Why Add Images

Images can add visual appeal and communicate key messages more effectively than just using text.

Where You Can Add Images

Images can be added to any content area through the **VTBE editor** (Visual Text Box Editor). This includes **Course Information**, **Course Documents**, **Announcements**, and **Discussion Board**.



Collecting Images

You will likely collect pictures from various sources over a period of time. It is a good idea to store all of your pictures in one place on your computer e.g. "My Pictures".

If you notice that there are pictures that you frequently use in courses, you may wish to upload resized versions of these images to a hidden Image Bank in Blackboard (see below.)

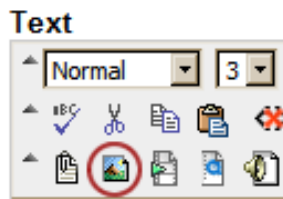
Some Important Do's and Don'ts

- **Respect copyright laws and regulations.** Unless the image is either a free public domain image or expressed permission for use is granted by the author, copyright permission must be requested. See the LTS contact list at the end of this document for help with copyright permission.
- **Images must be in jpg, png or gif file formats.**
- **Don't allow your pictures to occupy too much of the screen.**
- **Resize large pictures in an image editor to reduce file size.** When you set the dimensions of an image in Blackboard, the file size is not reduced. Blackboard continues to store the same file that was uploaded. It just displays

the image at a different size. Therefore, it is better to resize your pictures before uploading them to Blackboard. You can add the same image in different sizes to the Image Bank if necessary.

Adding Images From Your Computer

1. Go to any content area e.g. **Course Documents** and click on **"Edit View"** in the top right-hand corner.
2. Prepare the content information as you usually would.
3. Click on the **Add Picture** icon on the VTBE editor toolbar:



4. **Browse** and locate the picture on your computer. Select the image and click on **Open**.
5. Under **Image Options**, don't worry about setting the image's width and height. You can manually resize the image in the text editor.
6. Click on **Submit**.
7. To **resize the image**, click on the image in the VTBE editor and you will see box handles. Hold down the "shift" key and drag the corner in or out to resize. *The shift key will retain the original proportions, thus avoiding distortion.*
8. Click on **Submit** to finalize the new content item.

Steps for Creating an Image Bank and Adding Images to it

- Create a **Content Area** through **"Manage Course Menu"** under the **Control Panel** but don't make the area available to students. Call it "Image Bank" then click "Submit")
- Go to the "Image Bank" by clicking on it in the **Control Panel**.
- Add the images into the Image Bank by using **"Add Item"**.

Steps for Using an Image in an Announcement


Currently, the Announcement feature does not let you add pictures. However, it is possible to add pictures to your announcements using the following process:

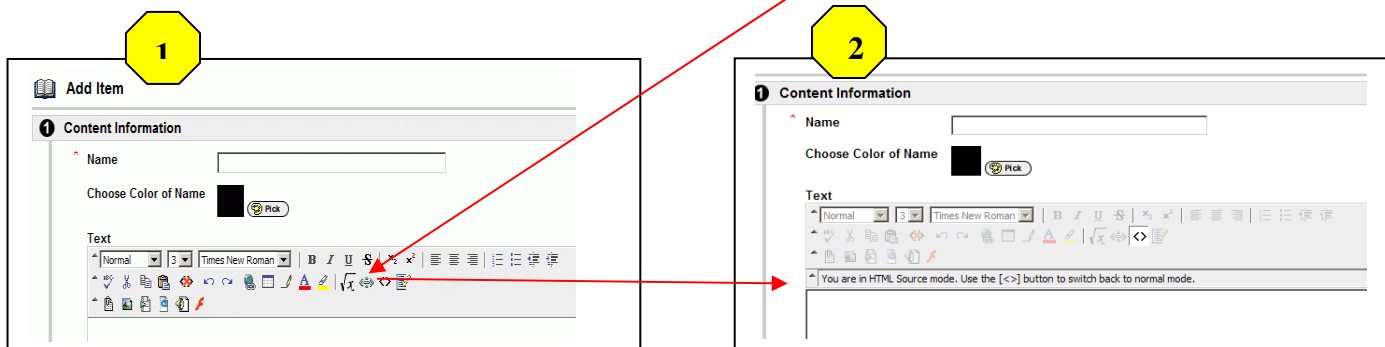
A. In the **Control Panel**, open your Image Bank.

B. **Right Click on the link to the image** you want to use (words in blue type) then left click on *Copy Shortcut*.

C. Go to the **Control Panel, Announcements**, and select




D. In the **VTBE text box**, click on the html  to enter the html view area.



E. In the **html source view**, type the following

``

F. Click on the  to exit the html view.

G. The textbox will now display the image which you can resize using the usual handles along the periphery. Keep in mind that resizing an image this way does not change the file size. A large image displayed small takes longer to download for those students not connect to high speed Internet.

H. If a sole parenthesis appears to the right of the image, delete it.

I. You can now add any text you want to in the text box, then click on **Submit**.

The procedure to add images from your Image Bank to any area of Blackboard is very similar. As long as you have access to the VTBE, you can add images to the area as described above.

Tools

The College offers the **Corel Graphics Suite** – a powerful set of image utilities which you can install on your computer. To borrow a set of discs to install from, contact your campus Resource Centre.

For most small graphics tasks, Irfanview, a freeware image editor, is often all you'll need. See: <http://irfanview.com> to download the program.

Tips

Keep in mind that it is best to "Resample" rather than "Resize" when making your images smaller, if you have the option in your image editor. Also, save the resized image with a new name, to preserve the original in case you need it later.

Contacts

For help with adding images to Blackboard or obtaining copyright permissions, please contact:

Centre for Organizational Learning – Woodroffe Campus: C102e Faculty Support

Gail Allan – allang@algonquincollege.com
Louisa Lambregts – lambrel@algonquincollege.com

Blackboard Support

Vanessa Marshall and Mariana Pietraru – bbhelp@algonquincollege.com