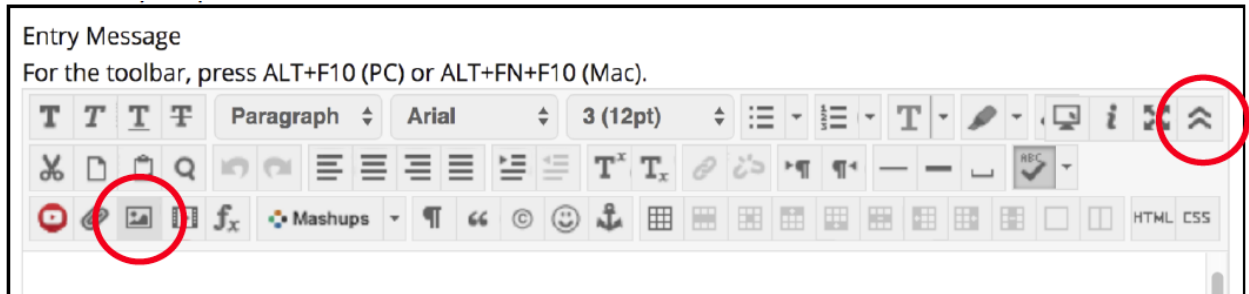
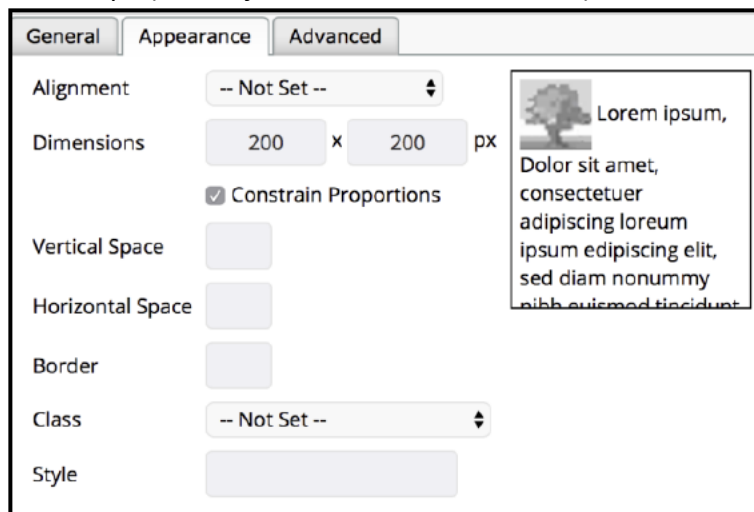


How to Add an Image in Blackboard

1. Place your cursor in the text editor (for the announcement, instructions, discussion forum, blog post, etc.) where you wish to insert the image.
2. Expand the text editor to get 3 rows of icons (if needed) and click the Insert Image icon to embed a photo in the text of your post:



3. In the pop-up window, you'll use two tabs:
 - a. On the General tab,
 - i. Browse your computer for the image you'd like to embed.
 - ii. Add an Image Description (for those using screen readers or those unable to view the picture)
 1. Example: *Picture of a lake in Montana on a sunny day in summer 2018 with blue sky, no clouds, and snow-covered mountain peaks in the background.*
 - b. On the Appearance tab,
 - i. Make sure your image is sized appropriately. Keep the "constrain properties" checked and try setting one of the dimensions to somewhere in the range of 200-400px (and adjust from there as needed):



4. Click Insert.