INSERTING IMAGES

in a Module Page

OVERVIEW

You may need to insert images in the content pages of your Blackboard course. Here are the steps to insert images to a page.

## STEPS

Step 1 Set "Edit Mode" to **ON**.

Step 2 Click "Modules" on the left panel. Choose the module (e.g., Module 1) you need to add images to.

Step 3 Click the chevron shaped icon next to the *Module 1* and select "Edit."

Step 4 On the module page,
- Place the cursor where you want to insert images.
- Click the *"Insert/Edit Images"* icon. You can insert common image types, such as GIF, JPG, JPEG, BMP, PNG, and TIF.
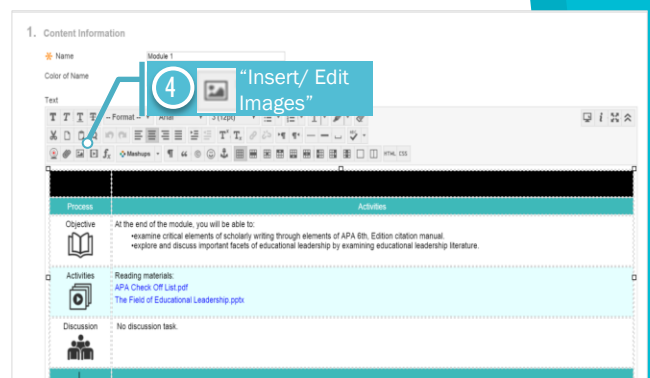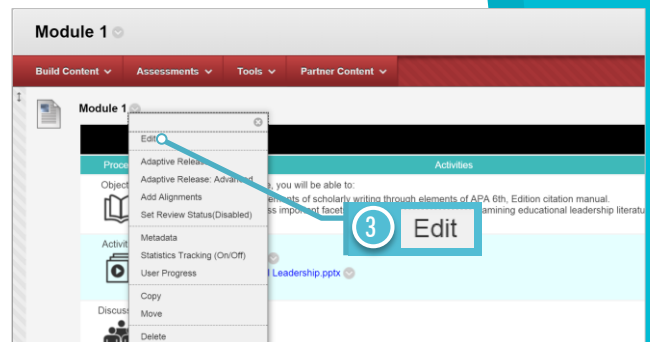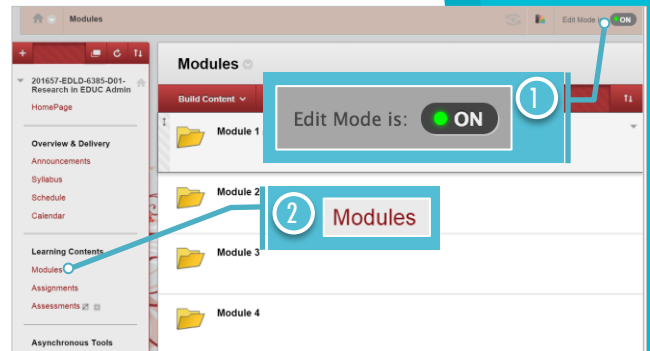
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Step 5 Choose settings for the image.

a) General Image Settings

On the *"General"* tab, embed an image from one of the following:
- Create a link to a file outside of the local system, type or paste a URL in the *Image URL* text box. You must use the http:// protocol.
- Upload a file from your computer, click on *"Browse My Computer."*
- Upload a file from the course, click on *"Browse Course."*
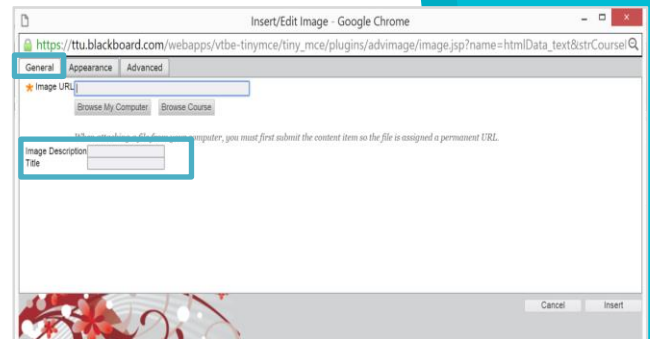
b) Appearance Settings

The *"Appearance"* tab allows you to control image placement and appearance.
- *Alignment*: Place the image relative to the nearby text. Choices include baseline, top, middle, bottom, text top, text bottom, left, and right.
- *Dimensions*: Image size displayed in pixels.
- *Vertical space*: Set the margin above and below the image.
- *Horizontal space*: Set the margin on either side of the image.
- *Border*: Set a border around the image.
- *Style*: Whenever you change the appearance settings, this box displays the HTML code for the image.
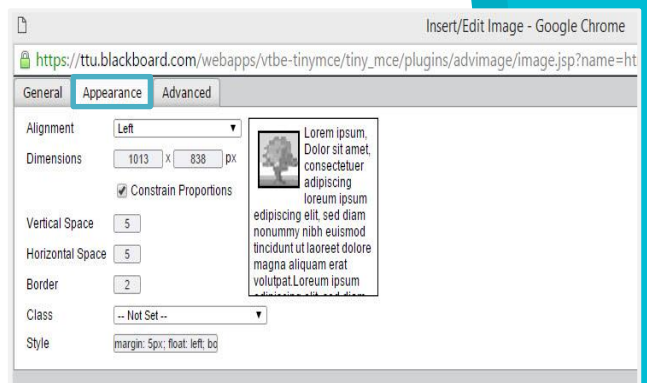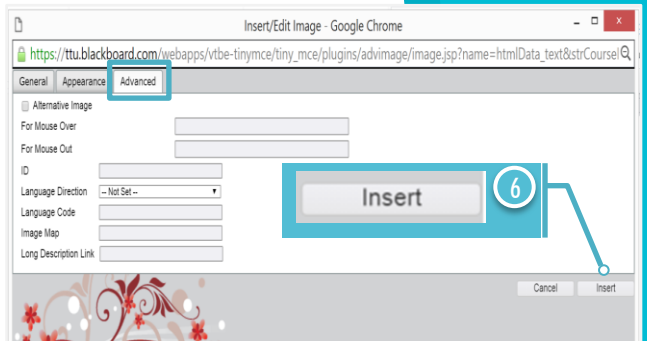
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c) Advanced Image Settings

Use the *"Advanced"* image settings to specify an alternative image based on mouse activity. Normally, you do not need to set or change these settings.

Step 6 Click *"Insert."*

Step 7 Click *"Submit."*

Complete Looking The inserted image will appear on the Module 1 page as highlighted.