

# Work with the Image App



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This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

**Table of Contents**

Introduction ..... 1

Work with the Image App ..... 2

    Add an Image App to a Page ..... 2

    Add an Image to an Image App ..... 4

    Edit an Image App ..... 7

    Remove an Image App from a Page ..... 8

    Permanently Delete an Image App ..... 9

Setting App Options ..... 10

    General Tab ..... 11

    Sharing Tab ..... 11

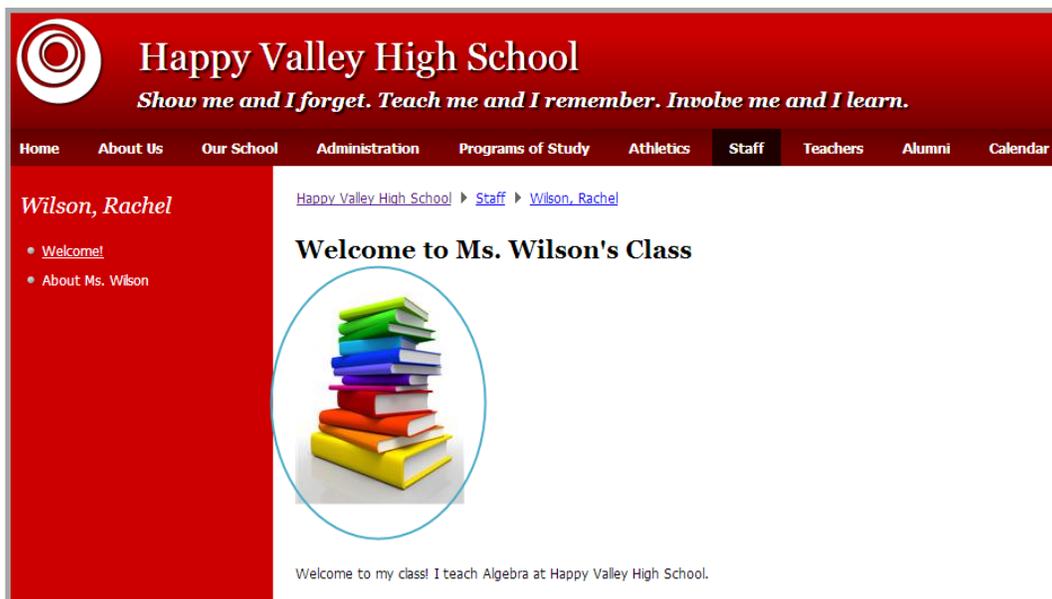


## Introduction

Visitors to your website are looking for information. They want it on their desktops, laptops, tablets and smart phones. So you need your information—your content—to be adaptive. Your content should display easily and effectively on any device or screen—with minimal pinching and zooming.

Use the Image app to add an image to a page. Your device recognizes it as an image and displays it appropriately.

Here is an example of an Image app used with a Heading and a Content app.



The screenshot shows a Blackboard Schoolwires page for Rachel Wilson at Happy Valley High School. The page has a red header with the school logo and name, and a navigation menu. The main content area features a heading "Welcome to Ms. Wilson's Class" and an image of a stack of books. The page also includes a sidebar with a list of links and a footer with a welcome message.

**Happy Valley High School**  
*Show me and I forget. Teach me and I remember. Involve me and I learn.*

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*Wilson, Rachel*

- [Welcome!](#)
- [About Ms. Wilson](#)

[Happy Valley High School](#) ▶ [Staff](#) ▶ [Wilson, Rachel](#)

### Welcome to Ms. Wilson's Class



Welcome to my class! I teach Algebra at Happy Valley High School.

## Work with the Image App

Once you have an image to insert, add an Image app to your page and insert the image into it. Once added, you can edit the image and remove the app from your page.

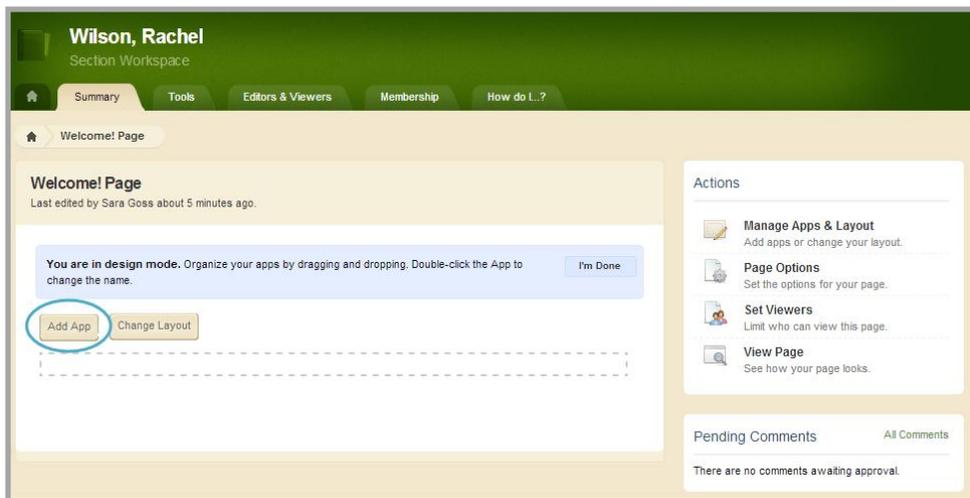
### Add an Image App to a Page

Here's how you add an Image app to a page.

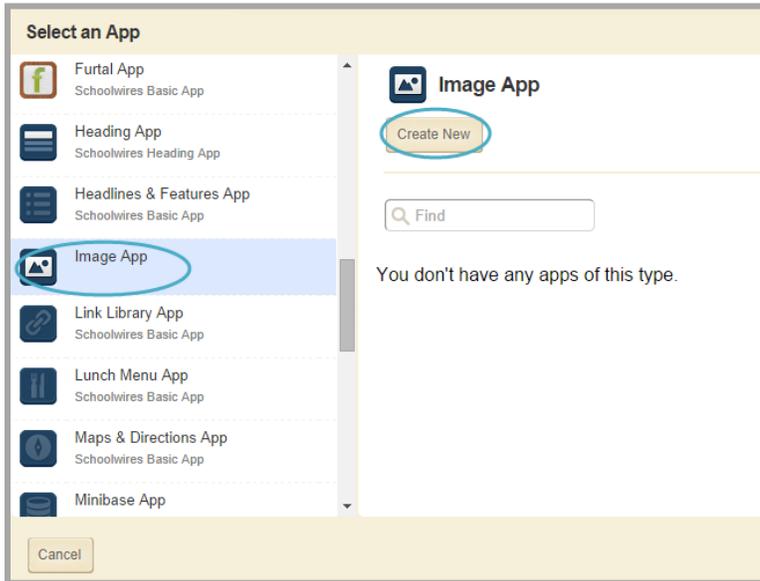
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add an Image app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



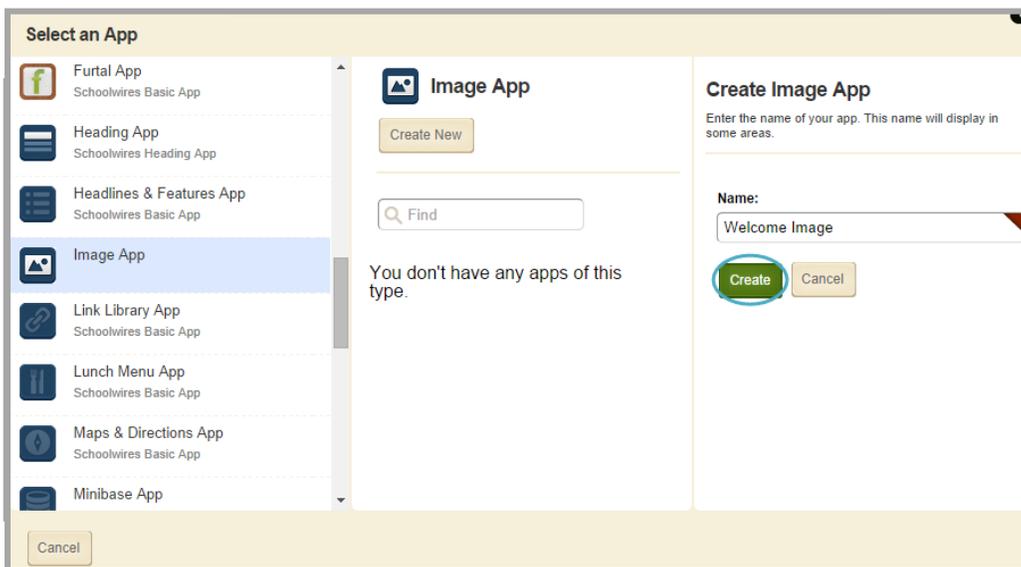
3. In Actions, click *Manage Apps & Layout*. The page opens in Design mode.
4. Click **Add App**. The Available Apps dialog displays.



5. Click Image App. Then click **Create New**.



6. Add a name for your app.

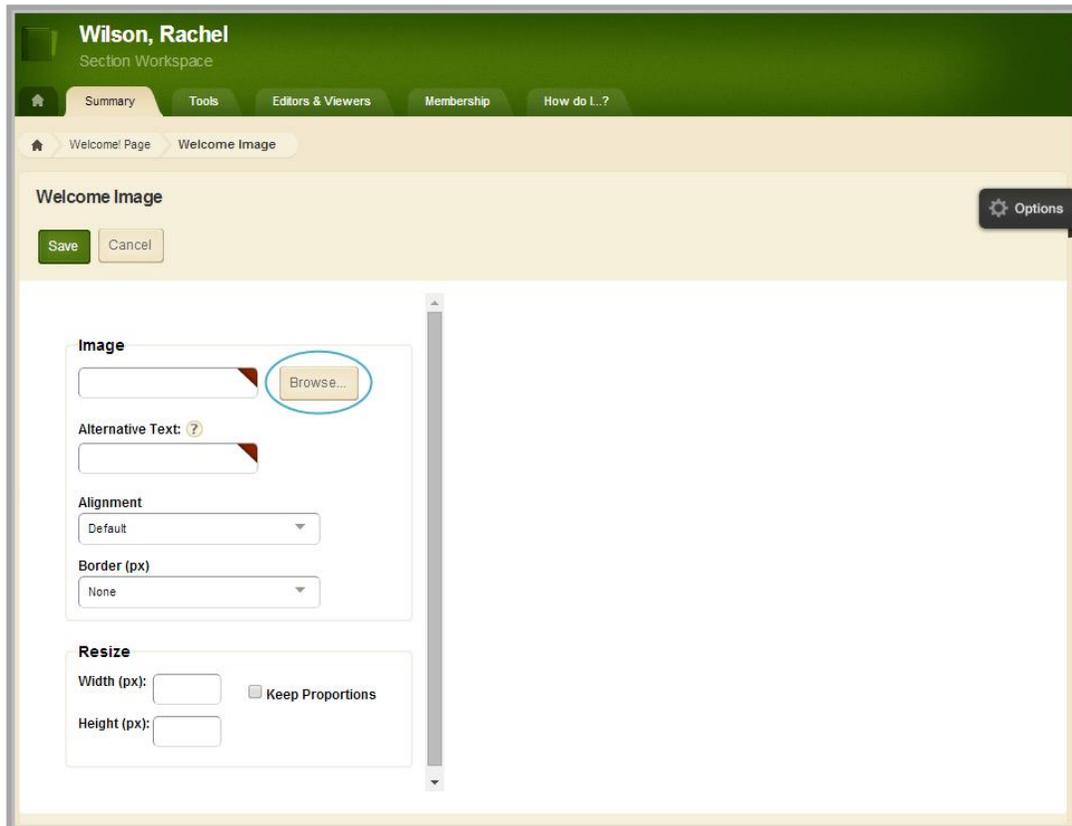


7. Click **Create**. You are returned to the page in Design mode.
8. Click **I'm Done** to return to the page in Edit Mode.

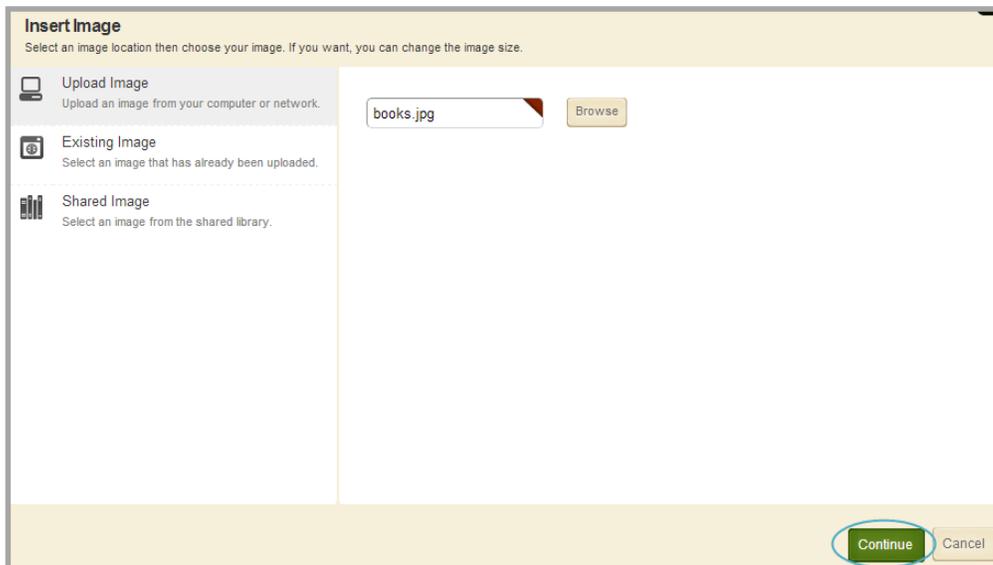
## Add an Image to an Image App

Here's how you add an image to an Image app.

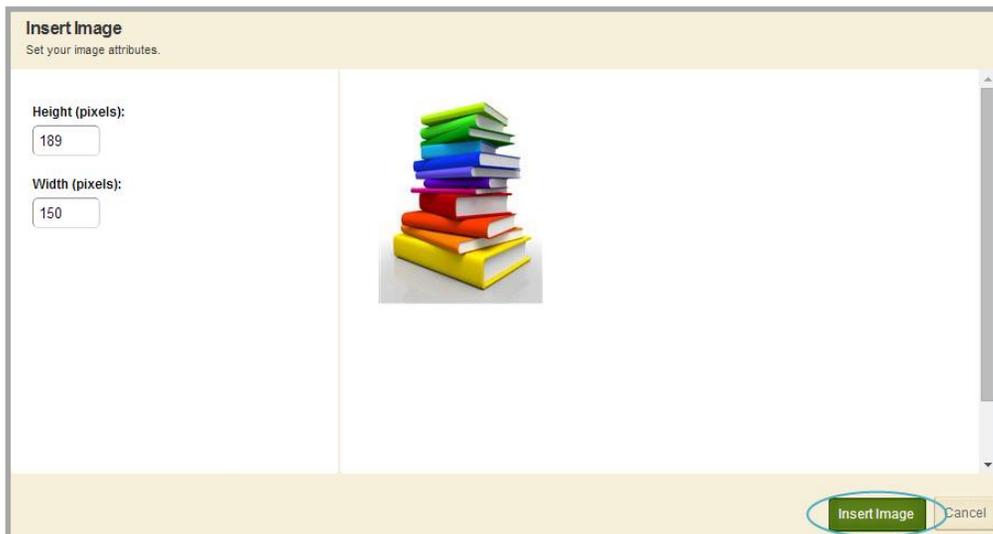
1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. The Edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. To the right of the Image field, click **Browse** to add an image.



- In the Insert Image window, select an image location and then select your image. You can choose to upload an image from your computer, select an existing image from your website or select a shared image from the shared library.

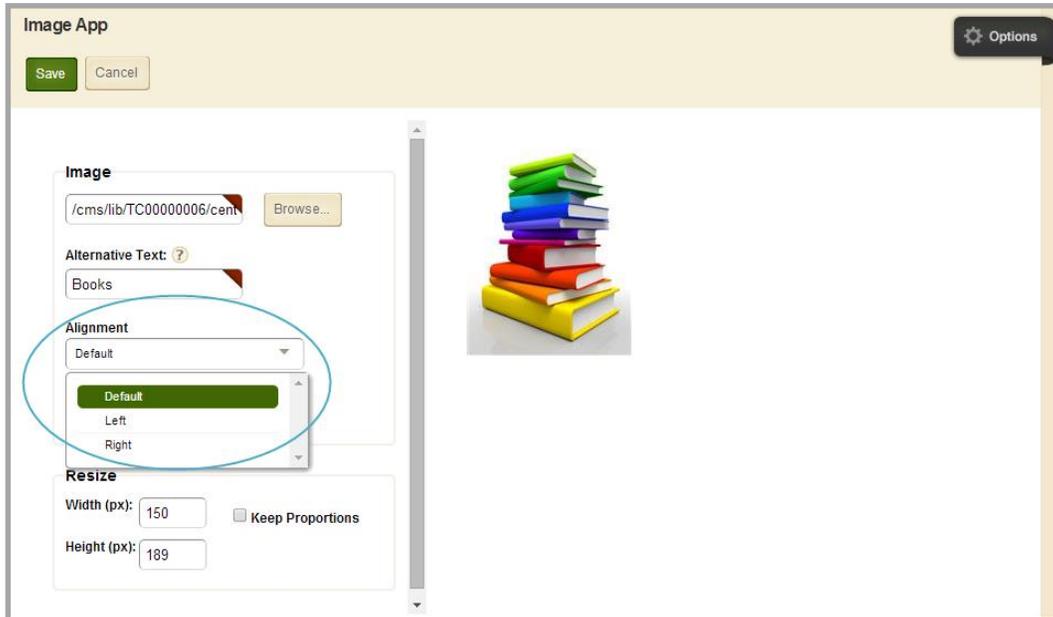


- Click **Continue**.



- You are then given the option to edit image attributes. You can resize your image if you like— just be sure it fits properly in the space on your page. Large images are automatically resized to the maximum image width set by your site administrator. Images inserted that are less than that value are not resized.
- Click **Insert Image**. You are returned to your Image app in Edit mode.

9. Enter Alternative Text for your Image. Entering alternative text ensures that your images are Americans with Disabilities Act of 1990 (ADA) compliant. This text is read by screen readers and also displays when a visitor positions the cursor on the image.
10. Choose the Alignment for your image. You can also choose left or right align.



11. If you wish to add a Border to your image, select the size of the border.

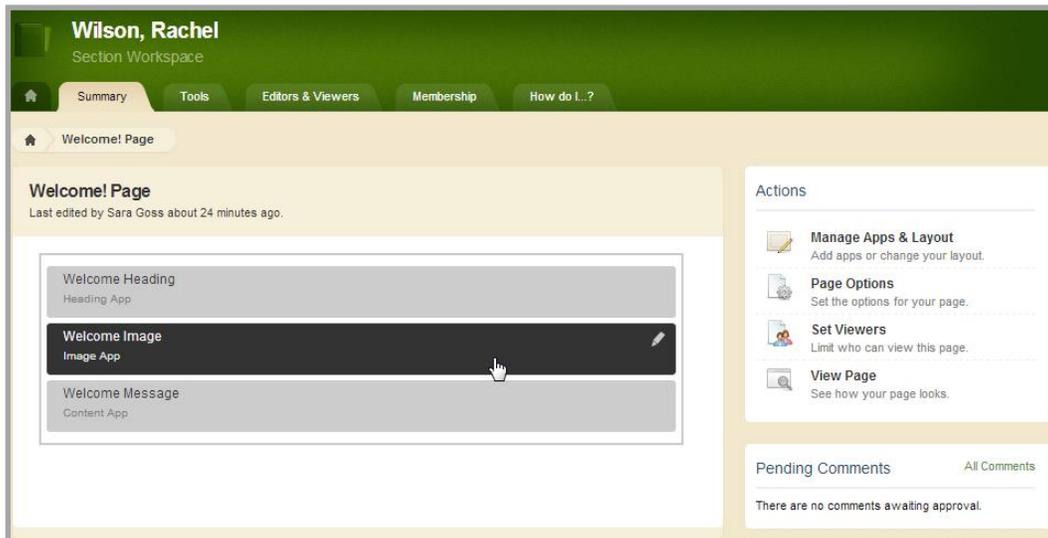


12. If you wish to resize your image, enter your desired Width and Height. Check the *Keep Proportions* check box to maintain the aspect ratio of the image.
13. Click **Save**. You are returned to your Image app in Edit mode.

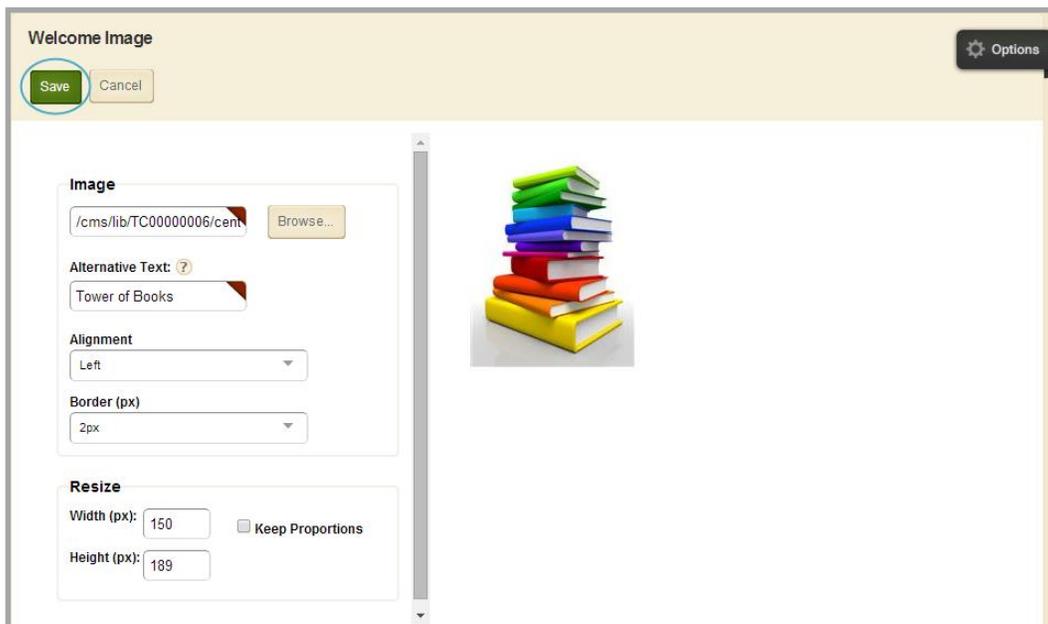
## Edit an Image App

Here's how you edit an Image app.

1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the app that you wish to edit. The Edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Edit the image.

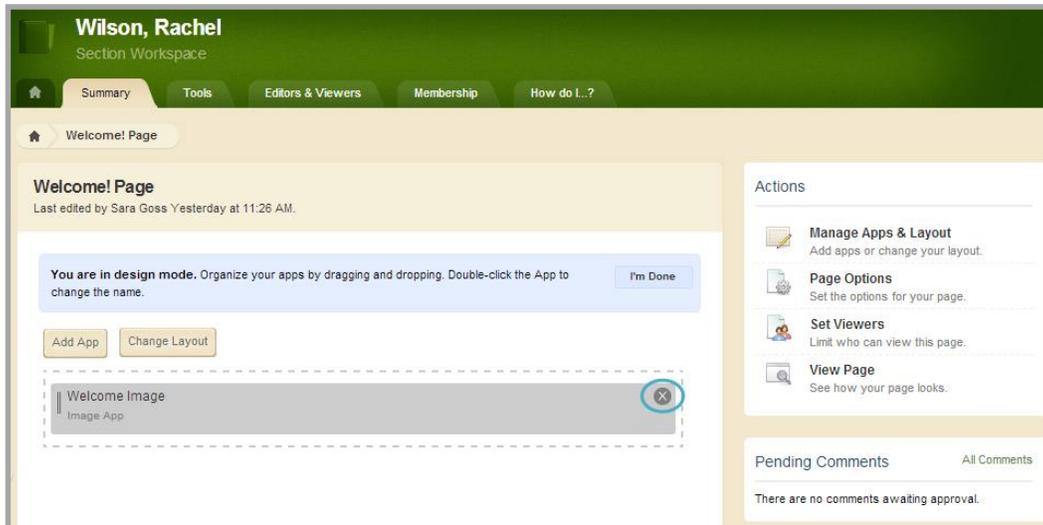


5. Click **Save**. You are returned to your Image app in Edit mode.

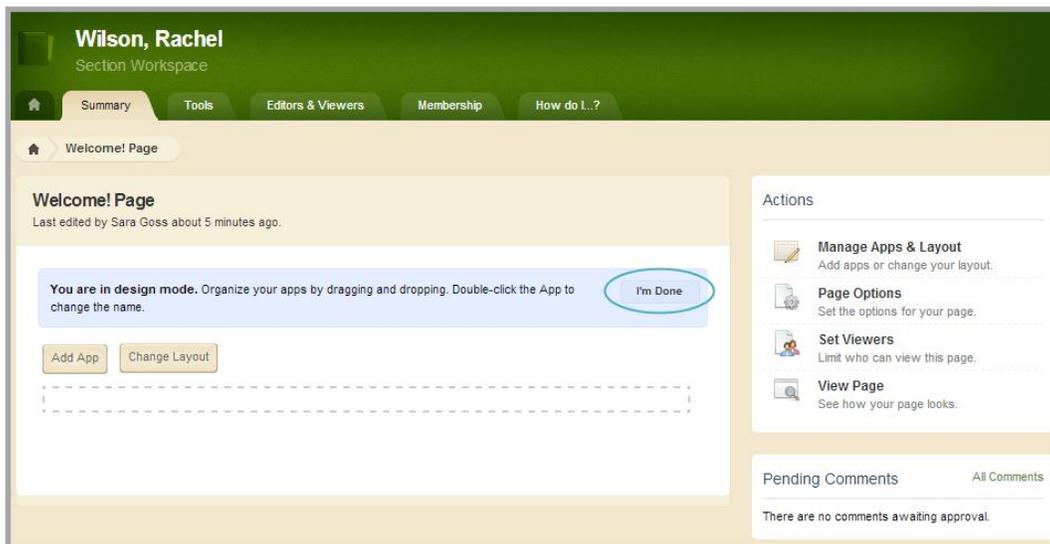
## Remove an Image App from a Page

Here is how you remove an image app from a page.

1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. In Actions, click *Manage Apps & Layout*. The page opens in Design mode.
4. Position the cursor on the app you wish to remove. Note that the background color changes.
5. Click the  icon to remove the app from the page. A confirmation dialog displays.



6. Click **Yes**. You are returned to the page in Design mode.

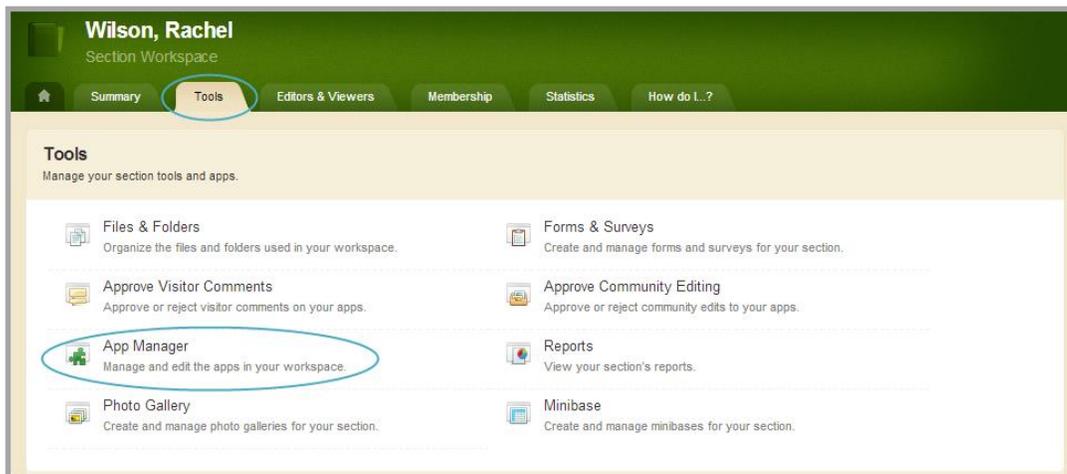


7. Click **I'm Done** to return to the page in Edit Mode.

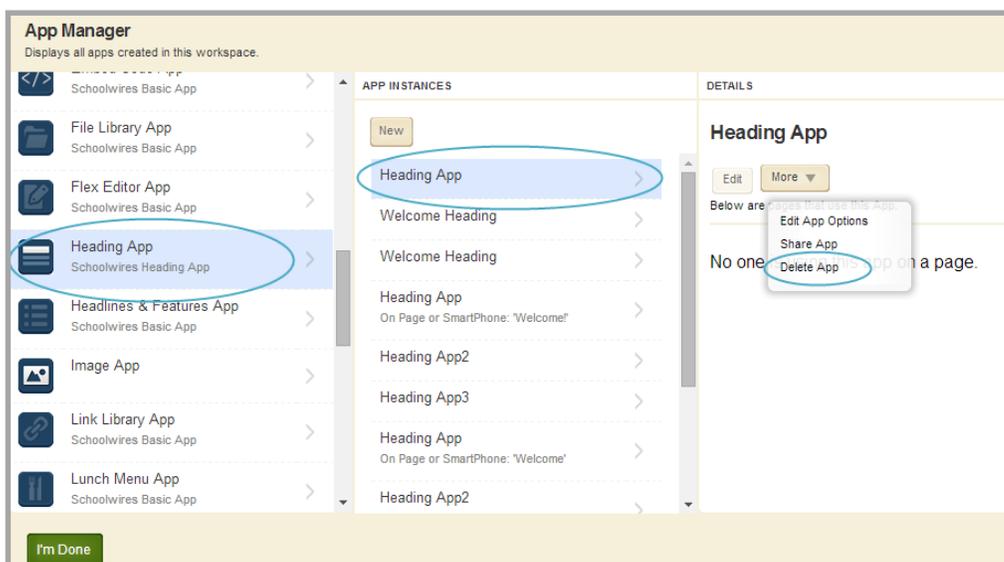
## Permanently Delete an Image App

Here's how you permanently delete an Image app.

1. In *Site Manager*, navigate to the workspace containing the page with the Image App that you wish to permanently delete.
2. Click **Tools**. The Workspace Tools display.

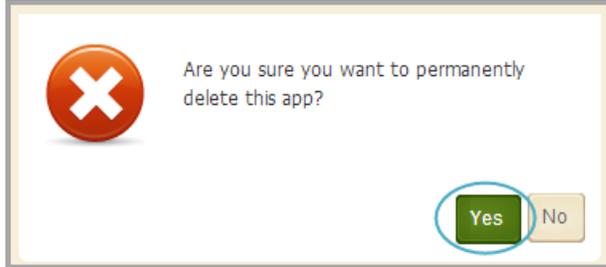


3. Click *App Manager*. The App Manager displays.
4. In the first column, select the type of the app that you wish to delete. In this instance, select Image app. All apps of this type within the current workspace display in the second column.



5. Locate and click the name of the app you wish to delete. Your selection is highlighted.
6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.

7. Click **Yes**. The app is permanently deleted from App Manager.



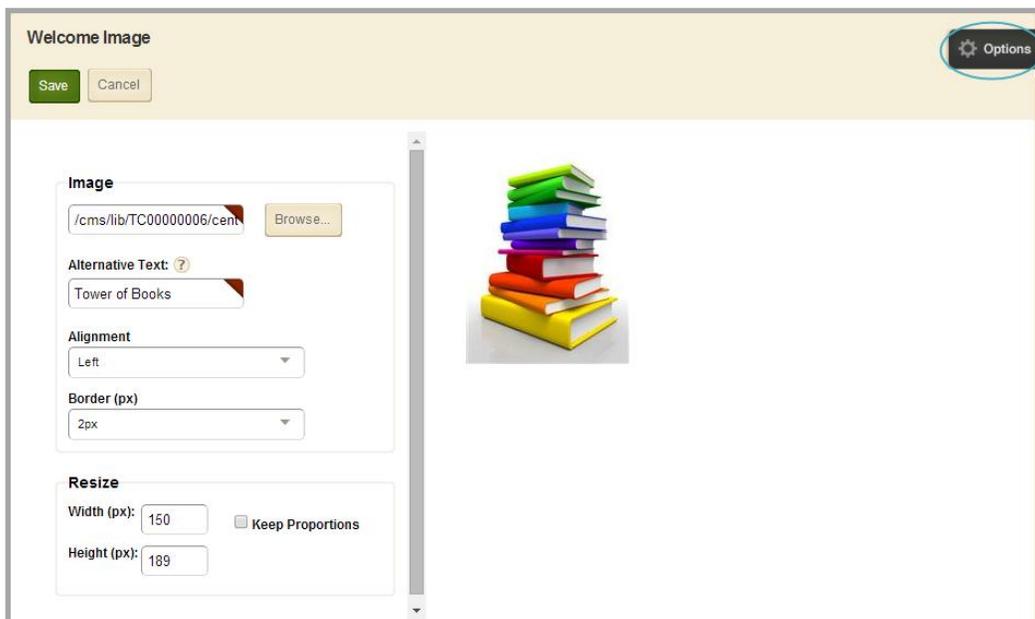
8. Click **I'm Done**. You are returned to the **Tools** tab.

Note that when you permanently delete an app from App Manager, it is removed from your pages and the pages of any user with whom you shared the app. These users receive an email indicating that you have deleted the app.

## Setting App Options

Here is how you set Options for the Image App.

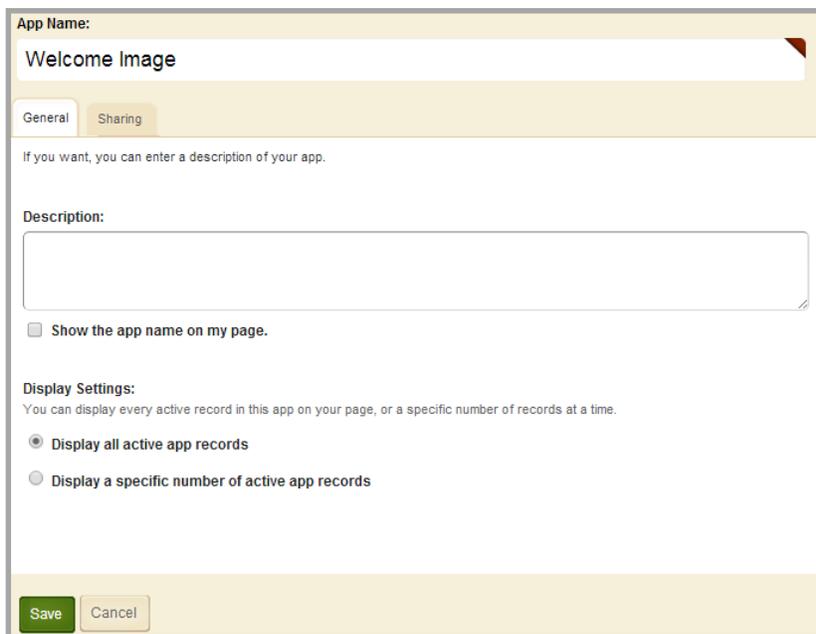
1. In *Site Manager*, navigate to the workspace containing the app you wish to modify.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Select the Image app you wish to edit.



4. Click **Options**. The App Options dialog displays.
5. Make changes on each of the tabs as necessary.
6. When finished, click **Save**.

### General Tab

Use the **General** tab options to change the name of your app as well as add or modify a description for your app.

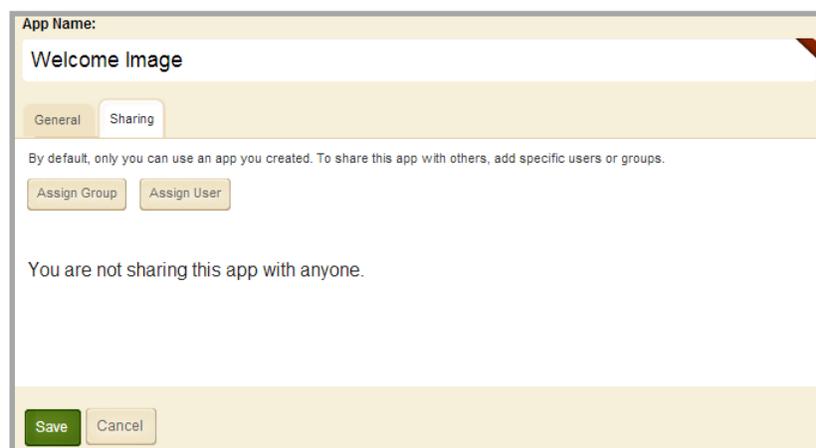


The screenshot shows the 'General' tab of an app configuration window. At the top, the 'App Name' is 'Welcome Image'. Below this, there are two tabs: 'General' (selected) and 'Sharing'. The 'General' tab contains a text area for a description, a checkbox for 'Show the app name on my page', and 'Display Settings' with two radio button options: 'Display all active app records' (selected) and 'Display a specific number of active app records'. At the bottom, there are 'Save' and 'Cancel' buttons.

Use only the default Display Setting of *Display all active app records for the app*. Each Image app will contain only one record.

### Sharing Tab

When you create an app, it resides in the workspace in which you were in when you created it. By default, only you have access to an app that you create. If you are a multiple workspace editor, share the app with yourself so that you can place it on pages in your other workspaces. If you would like other editors to be able to place your app on their pages, you must share it with them.



The screenshot shows the 'Sharing' tab of the same app configuration window. The 'App Name' is still 'Welcome Image'. The 'Sharing' tab is selected, showing instructions: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' Below this are two buttons: 'Assign Group' and 'Assign User'. A message states 'You are not sharing this app with anyone.' At the bottom, there are 'Save' and 'Cancel' buttons.

On the **Sharing** tab, click **Assign Group** or **Assign User** and search for and select specific users and groups with whom you would like to share your app.