Blackboard®

Imagery Help Card

About Images on your Website

- Web Community Manager supports GIF, JPG, JPEG and PNG file types.
- Images are automatically compressed when uploaded to the site using the Insert Image wizard; this ensures a quick load time for viewers.
- It is better to upload a larger image and resize it smaller than to enlarge a smaller image.

Insert an Image

1. Position your cursor where you wish to insert an image.
2. Click the *Insert Image* icon:
3. Select the source image location.
   - Upload Image
   - Existing Image
   - Shared Image
   - Clip Art
4. Select the image you wish to insert.
5. If you chose *Upload Image* you can pick an *Image Size* (*Thumbnail, Medium, Large, Custom*, or *No Resizing*).
6. Enter a description of the image into the *Alternative Text* field
7. Adjust the *Height* or *Width* value of the image; this will resize the image proportionally. Tab out of the field to see a preview.
8. *Alignment* and *Border* can be set here or changed later.
9. Click **Insert Image**.
10. Click **Save.**

Insert an Image from another Website

If you try to copy and paste an image into the **Editor**, while it may show up initially, it will display as a broken link as soon as the image is removed from the source. Here's how you can mitigate this issue.

1. Right-click on the image in the source location and save the picture to your desktop.
2. If you are copying text from the source location, paste it into the Web Community Manager app as plain text.
3. Position the cursor within app where you wish to insert the picture.
4. Click the Insert Image icon and choose the Upload Image option.
5. Browse for the image on your desktop.

6. Select the image and **Continue.**

Edit an Image

1. Click on the image that you wish to edit.
2. Right-click on the image and click Insert/Edit Image.
3. Use the **General** tab to edit Image Source, Description, Title and Dimensions.

4. Use the **Advanced** tab to edit Vertical and Horizontal spacing, Style and Border. Note that the Style field accepts HTML code for formatting. Edit the code in the field or add new code.

5. Click **Ok**.

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Make an Image a Link

1. Click the image that you wish to make a link.
2. Click the Insert Link icon.
3. Select a link destination.
   - Your Site
   - Email Address
   - Web Address
   - Bookmark
4. Enter the information required for the link destination.
5. Click **Insert Link**.

Edit a Linked Image

1. Click on the image that you wish to edit.
2. Right-click on the image and click Insert/Edit Link.
3. Make change to the link.
4. Click **Ok**.
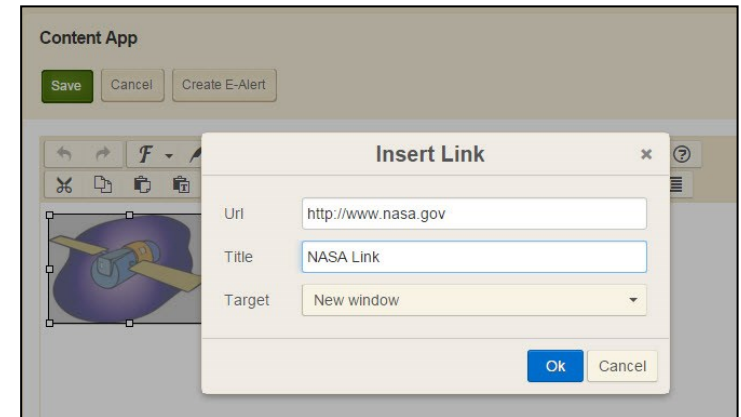
Best Practices for working with Images

- Don't copy and paste photos. Use the Insert Image icon. This ensures that the image is viewable on your site.
- When inserting images, add descriptive Alt Text. This text shows when a user hovers over the image and is used by screen reader applications for the visually impaired.
- Recommended image sizes (100 pixels = 1 inch):
  - Regular Image: Width narrower than 500 pixels
  - Accent Images: Width and height between 25-100 pixels.
- Avoid animated images.
- JPG, PNG and GIF file types are preferred.
- When resizing images, it is always best to go from a larger image to a smaller image. Making a small image larger can result in a grainy or pixelated image.
- With the Classic Article Library and Headline & Features Apps, avoid inserting an image into a table with a background color. Maintain high contrast between background colors and dominant image color for improved visibility.
- Add Horizontal and Vertical Spacing around your image to improve readability of surrounding text.
- As an alternative, use the Image App and different page layout options for interesting page design.

Insert an Accent Image

Accent images can be added to the left of titles on Article Library and Headlines & Features App records.
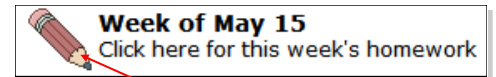
An accent image should be small; a width between 30 and 75 pixels wide should work well.

Accent Image

1. Insert a new article or headline.
2. Click the **Accent Image** tab.
3. Click **Browse** and select an image source.
   - Upload Image
   - Existing Image
   - Shared Image
4. Select the image you wish to insert and click **Continue**.
5. Set the Height and Width fields for the image and click **Insert Image**.
6. Enter Alt Text for the image. Click **Save**.