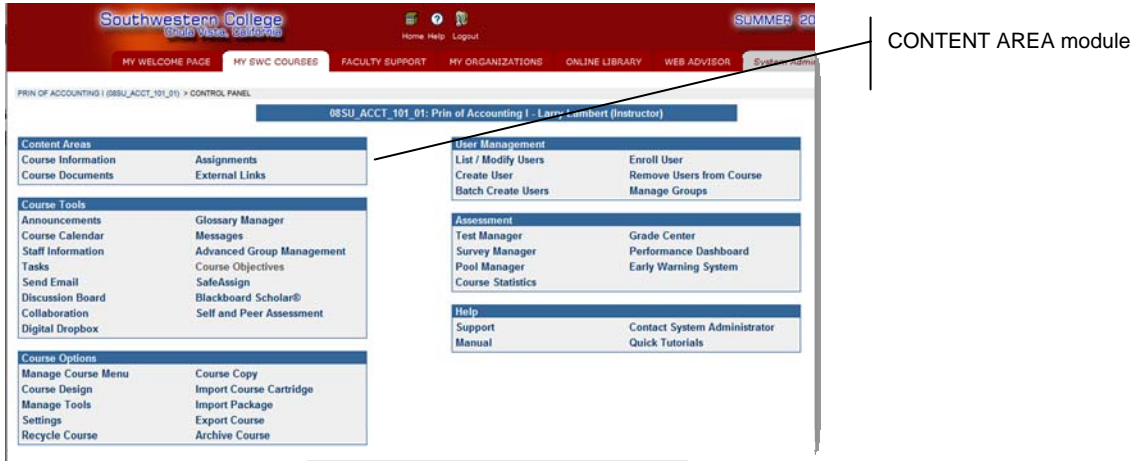


Inserting an Image Above or Below Your Text

The three areas that are designed to hold the majority of prepared course materials are *Course Information*, *Course Documents*, and *Assignments*. If you desire to place text right on your Blackboard site in any of these areas, you may also **add a picture** *above* or *below* the text.

Step 1: Click on **one of the content links** in *Content Areas* module.



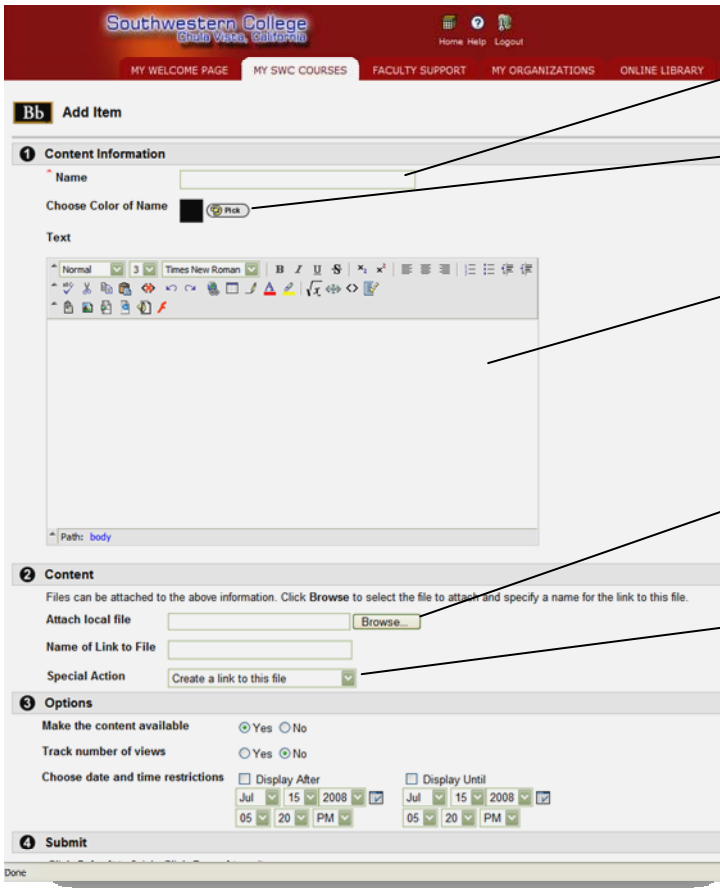
The screenshot shows the Blackboard interface for a course. The top navigation bar includes 'Southwestern College', 'Home Help Logout', and 'SUMMER 20'. Below the navigation bar, the course title '08SU ACCT 101 01: Prin of Accounting I - Larry Lambert (Instructor)' is displayed. The main content area is divided into several sections:

- Content Areas:** Course Information, Course Documents, Assignments, External Links.
- Course Tools:** Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Messages, Advanced Group Management, Course Objectives, SafeAssign, Blackboard Scholar®, Self and Peer Assessment.
- Course Options:** Manage Course Menu, Course Design, Manage Tools, Settings, Recycle Course, Course Copy, Import Course Cartridge, Import Package, Export Course, Archive Course.
- User Management:** List / Modify Users, Create User, Batch Create Users, Enroll User, Remove Users from Course, Manage Groups.
- Assessment:** Test Manager, Survey Manager, Pool Manager, Course Statistics, Grade Center, Performance Dashboard, Early Warning System.
- Help:** Support Manual, Contact System Administrator, Quick Tutorials.

A line points from the text 'CONTENT AREA module' to the 'Content Areas' section of the interface.

Step 2: Click the **Add Item** button.





Type in a name for the item

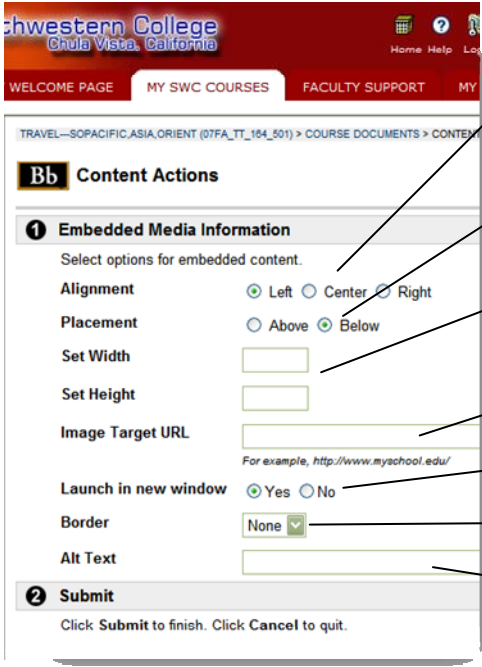
Change the color of your title text with this choice

Type your text.

Click the "Browse" button to find the picture file on your hard drive.

Click the drop-down arrow and choose; "Display media within the page" then click on the submit button on the bottom of the page

Step 3: A Multimedia Options window will open:



Click the circle to choose whether you wish the picture to be placed on the **left** hand side, the **centre** or the **right** side of the area.

Click the circle to choose whether you wish the picture to be placed **above** or **below** the text.

Set the size of the picture in pixels (not recommended to change the original size of the photograph without using an image editor such as Photoshop)

Type in the URL of a web site (if you wish) so that when someone clicks on the picture, it will link to the web site.

Choose whether you want the document and the image to open in a new, smaller browser window

Click the drop-down arrow to choose the width of a **border** around the picture (if you want one)

Type in whatever text you wish to appear when you **rollover** the picture with your mouse.

Step 4: Click the **Submit** button.

