Inserting a Picture in Blackboard

1. Click the chevron in the upper right corner of the message box to see all the tools available to you.

2. Click the **Insert/Edit Image** icon.
3. Click **Browse My Computer**.

4. Find the picture on your computer and click **Open**.

5. Describe the picture and add a title in order to make it ADA compliant.

6. Now you need to make sure the size of the picture is appropriate. Click the **Appearance** tab at the top.
7. I usually make the width 200 – 300 pixels. In order to keep aspect ratio, make sure **Constrain Proportions** is checked. Enter 200 in the width box first, and then click into the height box. You will see the height is changed automatically. Click **Insert**.

8. Click **Submit**.