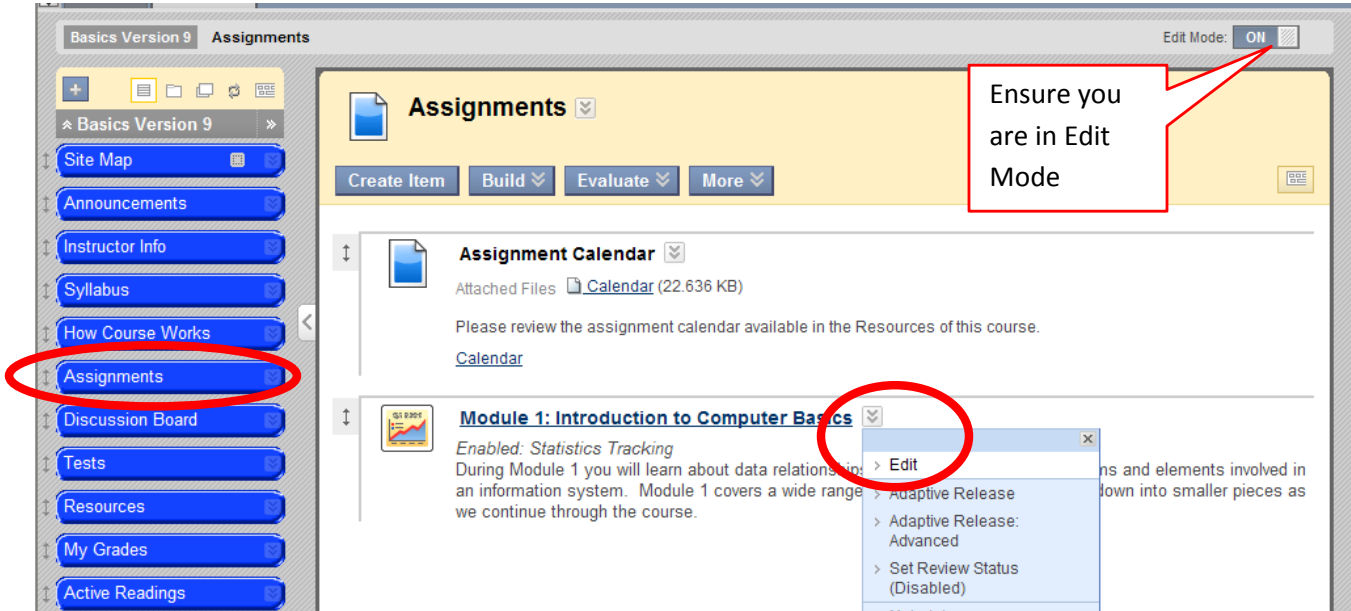


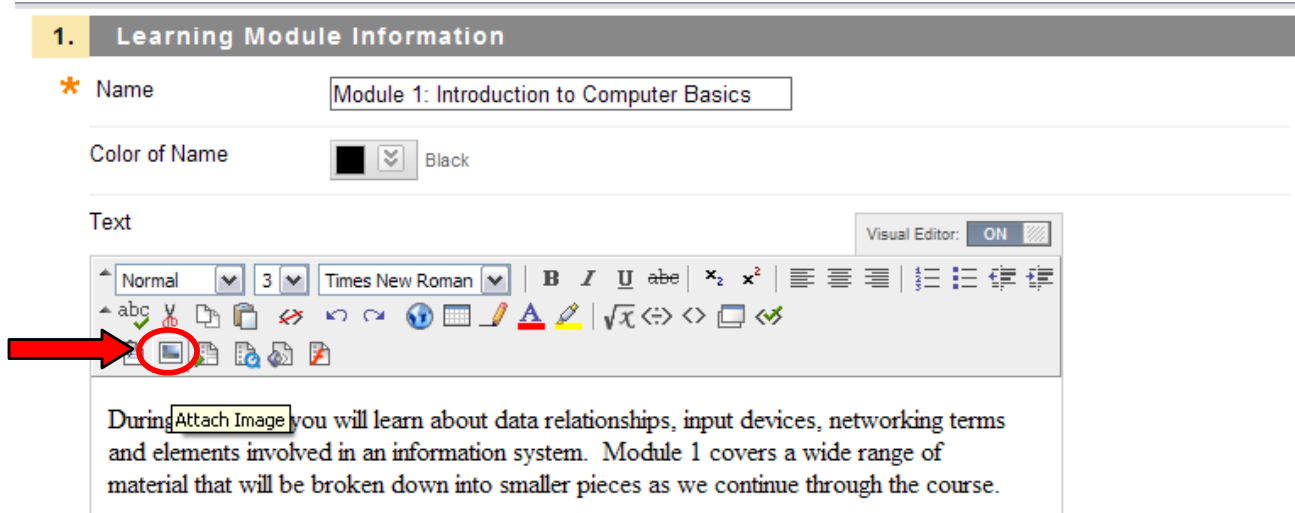
Add Image and Tag

In this instance we will add an image to Module 1 and tag the image so it can be read in a screen reader (example: JAWS).

Step 1: Click the **Assignments** button. Select the **Double Down Arrows** to the right of Module 1 and **Edit**.



Step 2: Select the **Attach Image** button from the menu.



Add Image and Tag

Step 3: Select **Browse My Computer** to find and attach image. If you have added the image to your course before you can find it under the Browse Course Files button. Blackboard now creates a “library” of attached documents and images.

1. Select Image

Attach File **Browse My Computer** Browse Course Files Source URL

2. Submit

Cancel Submit

Step 4: Once you have selected an image you will see it located in the “**Name of Link to**” area. Type in **Alt Text** so a screen reader can read your image. If your image is located online you can use the URL instead of attaching the image. **Submit.**

1. Select Image

Attach File Browse My Computer Browse Course Files Source URL

Attached files

File Name	Image Options
HappyComputer.gif	<p>Name of Link to File: HappyComputer.gif</p> <p>Alt Text: Cartoon Image of Computer with Happy Face</p> <p><small>Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.</small></p> <p>Image Target URL: <input type="text"/></p> <p>Launch in new window: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Set Width: <input type="text"/></p> <p>Set Height: <input type="text"/></p> <p>Border: None ▾</p> <p>Do not attach</p>

2. Submit

Cancel **Submit**

Ensure to type in Alt Text. This will “tag” your image in a screen reader.

Add Image and Tag

A window will appear with your image. Ensure this is correct and **Submit**.



Add Image

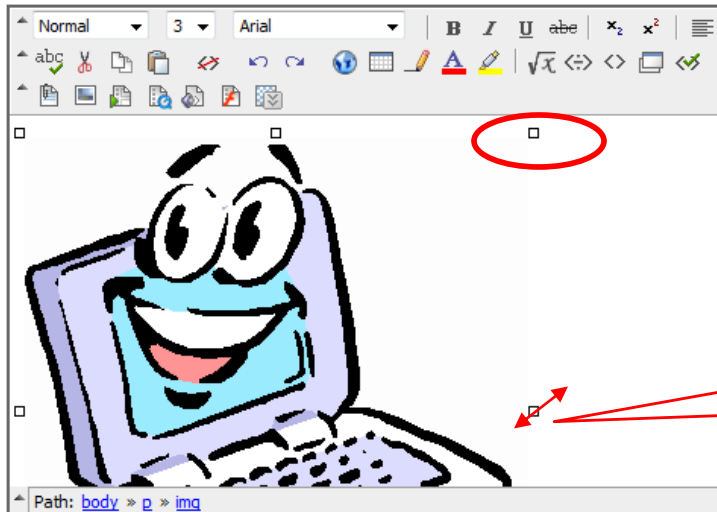
Monday, June 7, 2010 3:18:42 PM EDT

Cancel **Submit**

HappyComputer.gif (7515 bytes) added.



Step 5: Resize your image using a double headed arrow. To get the sizing handles (double headed arrows) click on the image.



If you use a double headed arrow on the corners to pull the image in diagonally you will resize the image proportionately.



Add Image and Tag



Step 6: Area 3 refers to the Module Options and **not** to the image. **Submit.**

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

Cancel **Submit**

End Product: Module 1 has an image.

Objectives



After completion of this module you will have