

RESIZING AND ADDING IMAGES TO A BLACKBOARD COURSE



Images can be added to a Blackboard course to enhance the look of your online experience. Follow these steps to resize images to an appropriate resolution and add them to an online course.

If your images are too large to fit on the screen you will need to resize an image before adding it to a Blackboard course by following these steps:

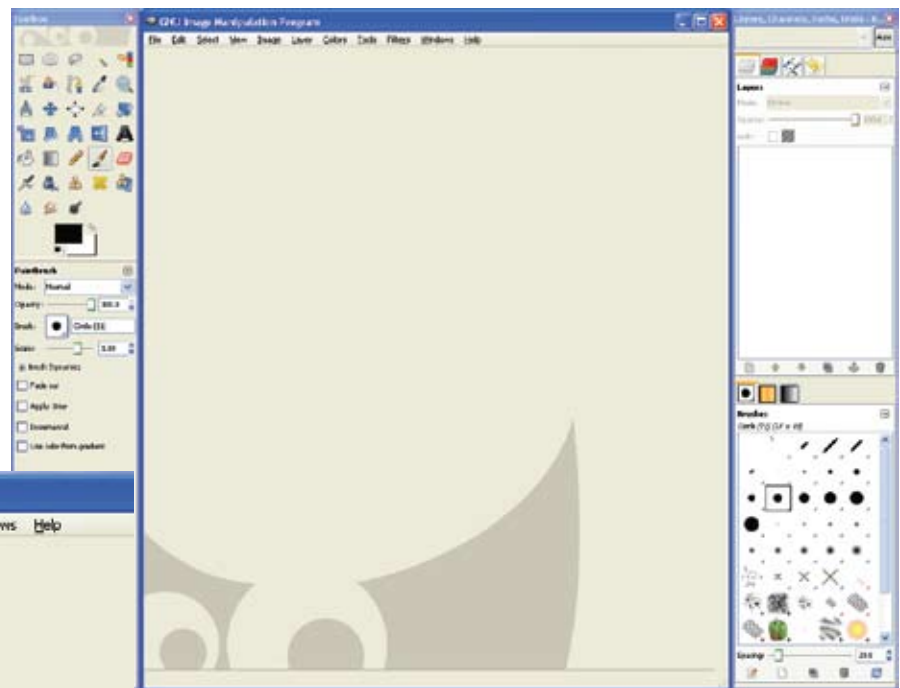
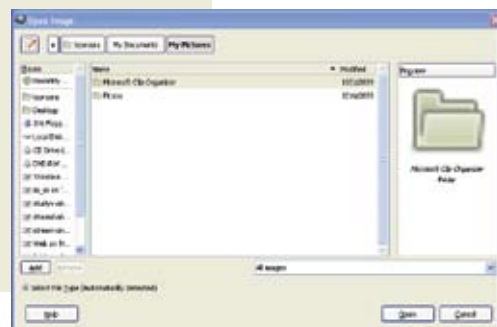
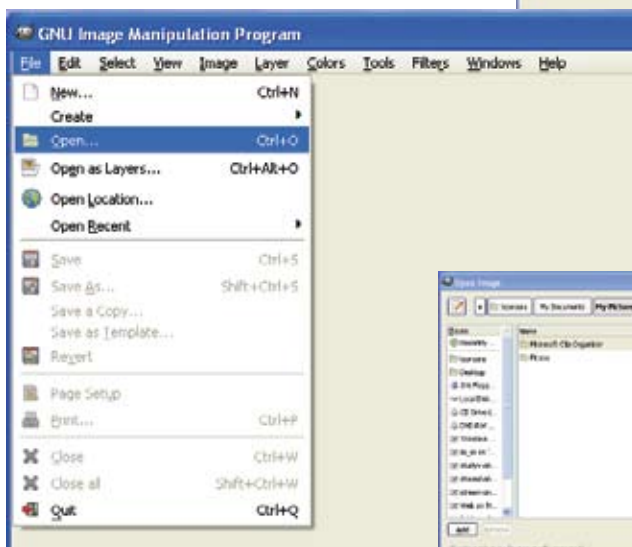
1. Using a image manipulation program such as Adobe Photoshop or GIMP (GNU Image Manipulation Program) will allow you to change the resolution and resize images before they are added to Blackboard. Adobe Photoshop is available in several computer labs on campus and in the Instructional Development Center (in room SCB 2401 on computer #23283). This handout will show you the steps to resizing images using GIMP (which is a freeware version of Photoshop available for download at <http://www.gimp.org>). GIMP is currently installed on all computers in SCB 2403.
2. The GIMP User Interface (shown below) is made up of essentially three parts, the Tools Dock, the Canvas, and the Layers/Brushes Dock.
3. To resize your images you will only be using the Canvas area.
4. Go to the **File** menu and drop that down and click on **Open**.
5. Select the image you want to resize from the Open Image window and open it into the Canvas area in GIMP.

GIMP USER INTERFACE

TOOLS

CANVAS/MENUS

LAYERS/
BRUSHES



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Images will display on a computer monitor at 72 pixels per inch. If your images are a higher resolution than 72 (such as 150 or 300 pixels per inch) they will need to be resized. Images will also need to be under approximately 500 pixels wide to fit in Blackboard.

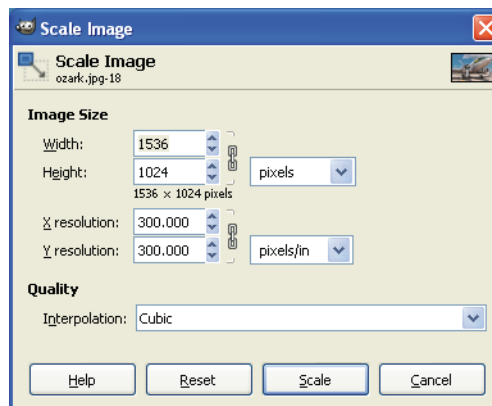
6. Your image will load into the Canvas area. If your image is too large it will likely run off the edges of the Canvas area (especially when zoomed in to 100% of the image size) like the image shown below. This image is much too large to add to a Blackboard course. It is too many pixels and too high of a resolution for viewing on a web page. GIMP (or Photoshop) will allow you to resize this image to the appropriate sizing for adding to a Blackboard course.
7. Online images in a Blackboard course will need to be at 72 pixels per inch. Sometimes digital cameras will take photos at higher resolutions allowing you to print the images crisply (typically at 150 pixels per inch or even 300 pixels per inch). These resolutions are too high for images added to the web (they are a waste of storage capacity because on a computer screen you can only “see” 72 pixels per inch. Digital cameras also take extremely large photos (often times new cameras will take 3000 pixel width images). Again great for printing, not so great for viewing on the web. The width and height of the image will need to be scaled down to a much smaller size (under 400 pixels wide) to look appropriate for a web site/online course.
8. To change the resolution and width/height in the GIMP program go up to the **Image** menu and click on **Scale Image**. (In Photoshop you go to the **Image** menu and click **Image Size** for a similar setting adjustment).
9. This will load the Scale Image settings. Here if necessary you can change the resolution of your image to 72 pixels per inch. Just enter the number 72 into the X resolution box (both values, X and Y resolution will change to 72).
10. Once the resolution is set to 72 you can decide on how wide and tall you want the image to be. This image was originally 1536 x 1024 (the typical monitor at Heartland Community College is 1024 x 768) which is much too wide to be displayed on a web page or online course. Type in a smaller number (anything under 500 pixels wide for landscape orientation images) in for the value of the width.



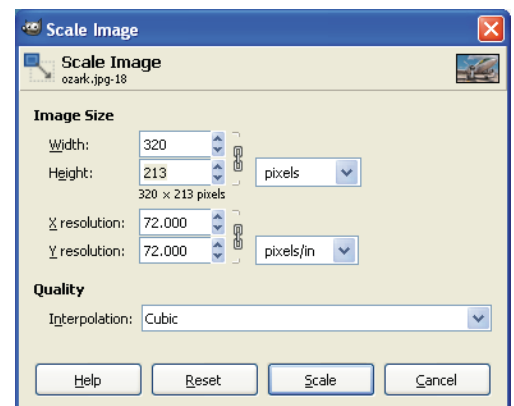
The height will automatically adjust to keep the image proportional. For images taller than wide (portrait orientation) type a number less than 500 in the Height value.

11. Once your values are set click **Scale**.

ORIGINAL IMAGE SETTINGS



CORRECTED IMAGE SETTINGS



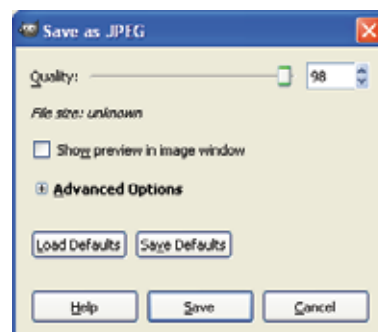
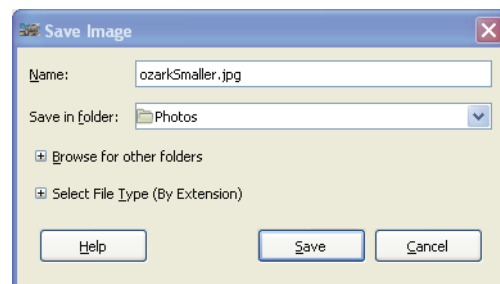
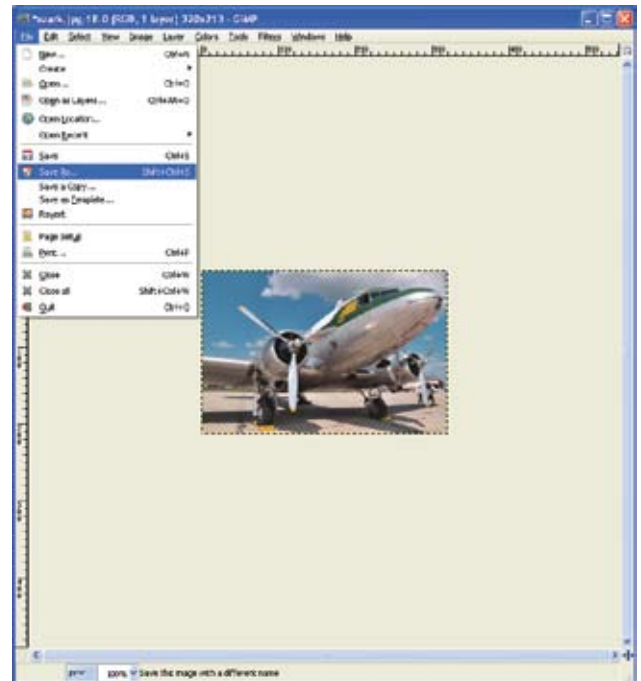
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Scaling down images before uploading into Blackboard will load images faster than uploading large images into Blackboard and having your online course attempt to scale the image down. Faster web page loading will lessen student frustration.

12. Your image will scale down to a more web appropriate size in the Canvas area as shown below right.
13. Now you are ready to save your smaller image. In the **File** menu click on **Save As** (shown in first image below right).
14. Give your smaller image a new name, choose a location to save the image into, and click **Save** (shown in second image at right).
15. The Save As JPEG dialog box will open. Here you can choose to adjust the quality of the image. The lower the setting the smaller your image will be (taking less time to load), however your image will also lack quality/sharpness. A good choice is anywhere between 75 and 90 for decent image quality. Once this is chosen click **Save** (shown in the third image below right).
16. Now your image is resized and ready to be uploaded into a Blackboard course.

SCALED DOWN IMAGE READY FOR UPLOADING



A musical notation for the note B-flat 4 (Bb4). It consists of a black square note head with a white flat symbol (b) to its left, positioned on the fourth line of a five-line staff. The staff is drawn with thin grey lines. The entire notation is enclosed in a rounded square frame with a yellow border.



Visual Editor: **ON** 



Insert Image

CancelSubmit

1. Select Image

Browse

Browse...

or Specify Source URL

For example, <http://www.myschool.edu/>

2. Image Options

Set Width

Set Height

Image Target URL

For example, <http://www.myschool.edu/>

Launch in new window

☐ Yes

☒ No

Border

None

Alt Text

Enter Alternate Text you want to show up in case your image doesn't show up in the Browser.

3. Submit

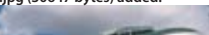
CancelSubmit

Avoid using the Set Width and Set Height options shown here. Large images will still need to load and then be scaled down (increasing loading times).



Image Added

ozarkSmaller.jpg (30647 bytes) added.



Note: This content type (Image) will display directly within the Text Editor. Resize and reposition the image by clicking and dragging the border. Click **Preview** to preview the page.

Monday, August 30, 2010 9:45:35 AM CDT

CancelSubmit

Once your images are resized and saved in the correct resolution (see pages 1-3 of this handout) they are ready to be added to your Blackboard course. Images can be added to course content areas, landing pages, and anywhere you use the Visual Editor text area. Keep in mind ADA compliance.