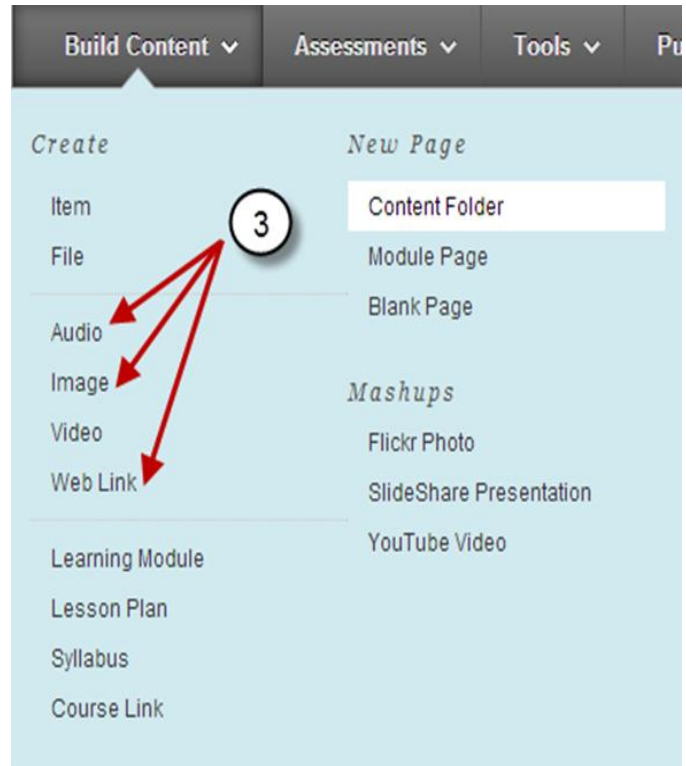


Adding Images, Audio and Links

1. Make sure the Edit Mode is turned **ON**
2. Go to the Content Area where you want to add the image, audio/video, or web link.
3. From the Menu Bar, Select **Build Content** and choose either **Audio**, **Image**, **Video**, or **Web Link**.



Audio

1. If **Audio** is selected, provide a name for the audio on the Create Audio page. Browse either the computer or course for the audio file you want to upload.
2. Edit any of the Audio/Standard Options if necessary and click submit.

Create Audio

Select an audio file to play on the page. If Autostart and Loop are both set to Yes, the audio file will begin playing when users open the page continue to play until they stop it or navigate away from the page. Include a transcript for those that cannot hear the audio file. [More Help](#)

* Indicates a required field.

Cancel Preview

1. Select Audio File

* Name

Color of Name

* Find File

2. Audio Options

Autostart ☐ Yes ☒ No

Loop ☐ Yes ☒ No

Image

1. If **Image** is selected, provide a name for the image on the Create Image page. Browse the computer, course, or Mashups for the image file you want to upload.
2. Edit any of the Image/Standard Options if necessary and click submit.

Create Image

Blackboard Learn supports the following image file types: .gif, .jif, .jpg, .jpeg, .png, .tiff, and .wmf. Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those who cannot see the image. [More Help](#)

* Indicates a required field.

Cancel Preview

1. Select Image File

* Name

Color of Name Black

* Find File Browse My Computer Browse Course Browse Mashups

Alt Text

Long Description

Provide a description for people who cannot see the image.

Web Link

1. If **Web Link** is selected, provide a name for the link on the Create Web Link page, and type in the URL just below it.
2. Edit any of the Web Link/Standard Options if necessary and click submit.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Web Link Information

* Name

* URL

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

2. Description

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk> or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>