Uploading Images

It is important when you, or your students, upload photos to Blackboard that they are resized first. A typical photo from an iPhone, uploaded to the internet is approximately 500 KB. A photo uploaded from a digital camera could be as large as 10+ MB. To resize your photos, you can use a number of photo editing programs. However, most computers will have Paint, which can be used.

Editing Images in Paint Before Uploading to Blackboard

- Open Paint on your computer: Start > All Programs > Accessories > Paint
  - You may also open the program by using the “Search programs and files” option
- Once opened, click on the Paint navigation button in the upper, left-hand corner

- From the drop-down, choose to “Open”

- Use the dialog box to choose the photo you wish to resize
- You can see how large the photo is at the bottom of the window
• In the Image grouping, click on “Resize”

• You can now resize by percentage or by pixels

- **Introduction Photos for Discussion Board**
  Recommended Size: 200 x 150 pixels (150 x 200 pixels for portraits)

- **Shared Photos for Discussion Board**
  Recommended Size: 450 x 330 pixels (330 x 450 pixels for portraits)

- **Photos Uploaded by the Instructor to Content Areas**
  Recommended Size: 700 pixels horizontally, at a maximum (for vertical photos, you may consider something much smaller – 450 pixels horizontally)

• Once resized, click back on the Paint navigation button in the upper, left-hand corner
This time, choose “Save As”

- Paint will default save as a JPEG, unless you choose an option on the right

*You may save as a PNG or JPG; however, saving it as a GIF will result in the smallest photo, in reference to size and quality*