INSTRUCTIONAL COMPUTING & **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

Preparing Images for Blackboard using Paint

Images can be valuable additions to your course. They can enhance levels of comprehension and exceed the power of text alone. Images may also help students learn concepts that are difficult to convey verbally.
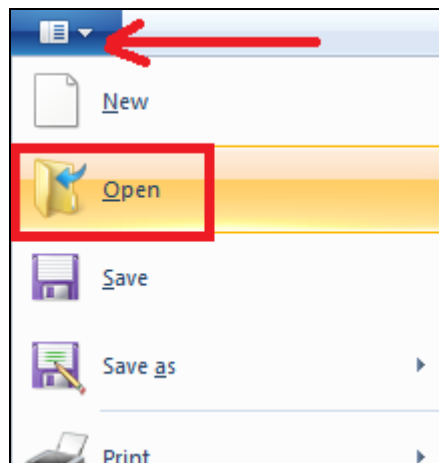
If you decide to include images in your Blackboard course site, we recommend that you prepare them for display on the web before uploading them to Blackboard. Things you can do to prepare images include:

- Crop images so that only a portion of it is displayed. This will help viewers focus on the most important parts of the image and can reduce the size of the file.
- Reduce the displayed size of images. High resolution images may have a display size that is much larger than needed for a web page. Reducing the resolution and display size results in smaller files.
- Save images in *.jpg*, *.gif* or *.png* format to ensure that images display correctly in most web browsers. These file formats result in smaller file sizes than many other image file formats.

Paint can be used to prepare your images for Blackboard. Paint is a free program for Windows. Paint can be used to edit images that you take from your camera, websites, or screenshots that you capture. It is used for basic image editing.
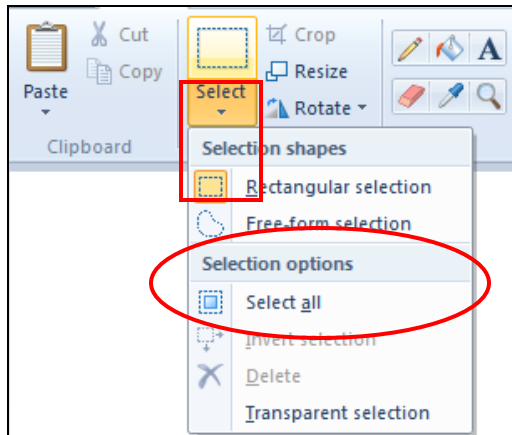
To use Paint:

1. Open **Paint program** from your Start Menu. **Start → All Programs → Accessories → Paint**

2. Open an image in **Paint**.

3. **Marquee Tool:** Select the **marquee tool**, located in image section on the ribbon, and select the area that you want to be the focus point.
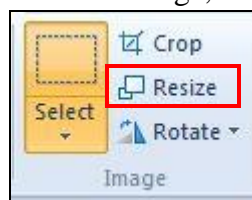

4. **Crop:** Once you have selected the area with the marquee tool, you can click on **Crop** to crop out the area. After you cropped out the area, click **Save As** to save your image.
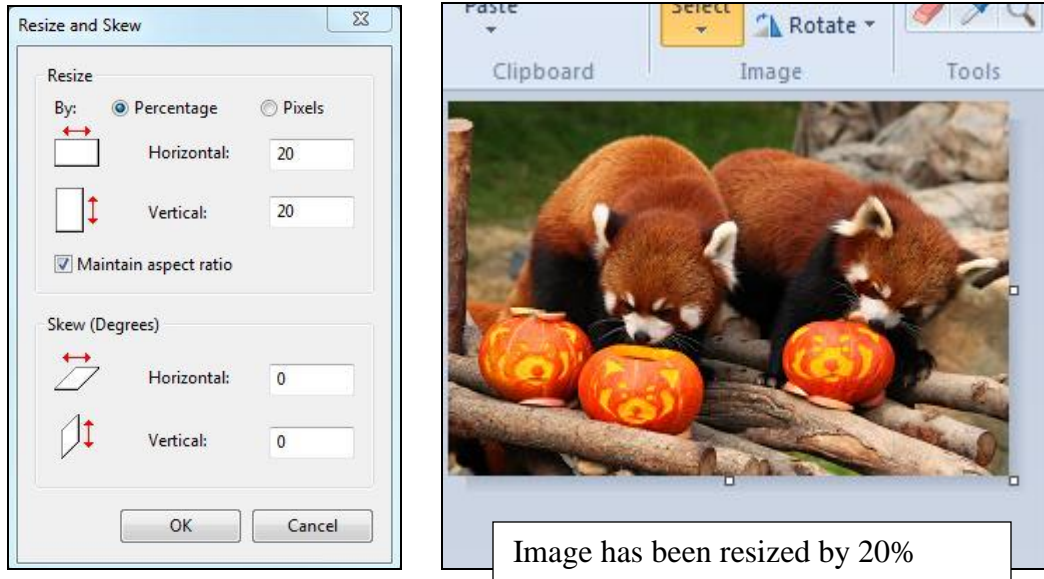

Resize your image for smaller size.

1. **Resize the image:** You can resize the image to make it smaller. Reducing the image size also reduces the file size of the image.

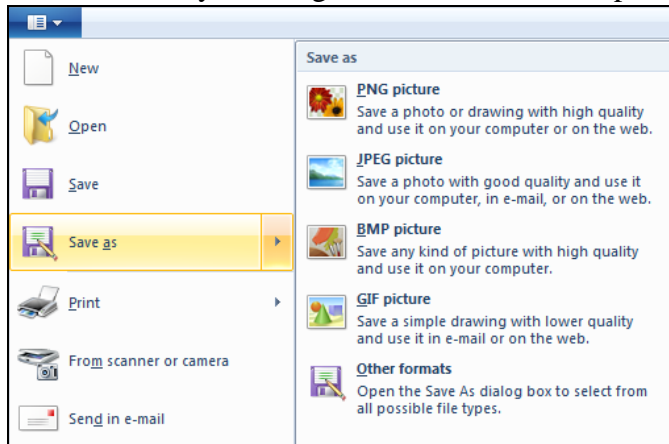   a. To resize the image, click **Resize** on the ribbon menu.

b. **Resize the image by a certain percent:** You can resize your image from 1% to 99%. In the example below, the image will be resized by 20%. (Note: If you have Maintain aspect ratio check, your Horizontal and Vertical will be linked.)

Image has been resized by 20%

Click **OK** to complete the resizing.

2. **Save:** To save your image, there are two save options:

a. **Save:** Your changes will be overwritten.

b. **Save As:** Your changes will not be overwritten. You can also change the image format to JPEG, GIF, or PNG.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.