

Blackboard

Attaching a file to your journal post

It is possible to add attachments to your journal using the WYSIWYG Editor.

Ensure that you are in the relevant journal

Click on Add New Entry and give your journal post a title.

The area of the WYSIWYG editor outlined in red is the relevant area:

These are (From left):

Insert/Edit link - This allows you to link to a document or web page, and also to change the link once created

Insert/Edit image - This lets you insert an image file either from your PC or from a website such as Flickr

Insert/Edit video - This allows you to insert or embed video files into your journal.

Upload file - This lets you navigate your computer and upload a single file as an attachment

Add anchor - This allows you to link within a page (if you have a long page, it means that you don't have to scroll)

Underneath the text editor, you may enter some text to accompany your attachment, or you can simply attach your file's using the icons explained in the image above

When you have added your attachments and written your journal post, click on Save

Unique solution ID: #1956

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