

Link to File

Overview

Users may include a link to a file from the Text Box editor.

Fields

The table below details the fields on the Insert Link to File page:

Field	Description
Insert Link to File	
Browse	Click Browse to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be <code>http://blackboard/images/picture1.jpeg</code> .
Link to File Options	
Name of Link to File	Enter the name of the link that users click to access the attached file.
Launch in new window	Select Yes to have the file open in a new separate window. Select No to have the file open in the content frame.

Insert Multimedia File

Overview

Users may add the following multimedia files when authoring content in the Text Box Editor.

- **Image.**
- **MPEG or AVI.** MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data.
- **Quicktime.** QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with a PC will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver.
- **Audio.**
- **Flash or Shockwave.** Macromedia Flash and Shockwave files support audio, animation and video; they are also browser independent. Browsers require specific plug-ins to run Flash and Shockwave files.

The options to control how a multimedia file displays, such as should it loop, should the controls display, will not be available after the file has been inserted. To edit these options, use the HTML view and edit the options directly.

Image Fields

The table below details the fields on the Insert Image page:

Field	Description
Insert Image	
Browse	Click Browse to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg .
Image Options	
Set the Width	Enter the width of the image in pixels.
Set the Height	Enter the height of the image in pixels.
Border	Choose a border for the image. If '0' is chosen there will be no border around the image.
Alt Text	Enter text that will be used display if the image fails to load. Alternate text is important for visually impaired users who access the Web.

MPEG or AVI Fields

The table below details the fields on the Insert MPEG File page:

Field	Description
Insert MPEG File	
Browse	Click Browse to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg .
MPEG File Options	
Set the Width	Enter the width of the video in pixels.
Set the Height	Enter the height of the video in pixels.
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Controls	Select the size of controls to appear to users. Controls must be available if users are to start the video manually.

Quicktime Fields

The table below details the fields on the Insert QuickTime File page:

Field	Description
Insert QuickTime File	
Browse	Click Browse to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg .
QuickTime File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

Audio Fields

The table below details the fields on the Insert Audio File page:

Field	Description
Insert Audio File	
Browse	Click Browse to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg .
Audio File Options	
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Controls	Select to display controls.

Flash or Shockwave Fields

The table below details the fields on the Insert SWF File page:

Field	Description
Insert SWF File	
Browse	Click Browse to locate a file.
OR Specify URL	Enter a URL to create a link to a file outside of the local system. For example, from a central image repository, the URL may be http://blackboard/images/picture1.jpeg .
SWF File Options	
Set the Width	Enter the width of the video.
Set the Height	Enter the height of the video.
AutoStart	Select Yes to start playing when the page is opened. Select No to let users start playing manually after opening the page.
Loop	Choose whether the file should repeat continuously.
Set Quality	Select the quality of the images that will appear to users. Please note that the better the quality of an image the larger the file. Larger files take longer to open.