North Carolina A&T State University
Blackboard Support

Inserting Images into Word Documents (for Respondus)

Images can be added to test questions in Microsoft Word and then imported into Respondus. Images must be in .gif, .jpg, or .jpeg format.

I.   Microsoft Word Documents - Saved as (.doc) Files

Images embedded into MS Word documents will automatically import into Respondus. For information on formatting basic test questions in MS Word, follow the *Standard Respondus Format for Microsoft Word Questions* handout (www.ncat.edu/~training/blackboard).

1.   Open the test in Microsoft Word.

2.   Choose a test question that should contain a specific image.

3.   Within the question, place your cursor in the location to which you would like to add the image.

4.   Go to **Insert** – **Picture** – **From File**.

5.   Browse, select, and then **Insert** the image.

6.   Resize the image if necessary.

7.   Save the document as a regular .doc file. Using this format for inserting images, do **NOT** save the document as a Rich Text (.rtf) or Plain Text (.txt) file.

8.   To import the document into Respondus, follow the *Importing Tests from Microsoft Word into Respondus* handout (www.ncat.edu/~training/blackboard).

II.   Microsoft Word Documents - Saved as Rich Text (.rtf) or Plain Text (.txt)

Images can be imported along with MS Word documents that have been saved in either Rich Text (.rtf) or Plain Text (.txt) format. First, be sure that the images are in .gif, .jpg, or .jpeg format. The images must also be contained in **one** separate folder on your computer.

To add an image within a question or one of the answer choices:

1.   Place the following tag in each place where an image should appear:
        [**img: "filename.jpg"**]. Please note that within the actual tag that you use, the
        word **filename** should be replaced with the actual **name of the image** as listed
        in the image folder**.**   Also, the .jpg notation contained in the tag example above
        should be replaced with the actual type (either .gif, .jpg, or .jpeg) of image you
        are using.

                Example: 3. Joints are classified into three groups. Look at the image
                            and identify the joint used in the image. This joint permits the
                            greatest degree of flexibility and has the ends of bones
                            covered with connective tissues. **[img: "joints.gif"]**
                            a. Fibrous Joints
                            b. Cartilaginous Joints
                            *c. Synovial Joints

        In this case, the **joints.gif** image must be included in a separate image folder
        on your computer.

2.   To include alternative text for ADA-compliant screen readers, place the desired
        text in a second set of quotes immediately following the quotes that contain the
        file name:
        [img: "joints.gif" **"Image of Joint"**]

3.   After all image tags have been added to the test and all images have been
        placed in a separate folder, save the document as either a Rich Text (.rtf) or
        Plain Text (.txt) file and close the test.

4.   To import the document into Respondus, follow the ***Importing Tests from
        Microsoft Word into Respondus*** handout
        (www.ncat.edu/~training/blackboard).

Some information contained in this document can be found in the "Help Topics"
section of the Respondus program.