Adding Containers

1. Select Add Items in the Editor Tools

2. Select the type of container for the board

Headline Container –Add Titles or Subtitles
Text Box – Add text
Media Container – Add photo, video, or audio
Attachments Container-upload your own content

Resize Container, Edit Text, Change Text Size

Resize Containers
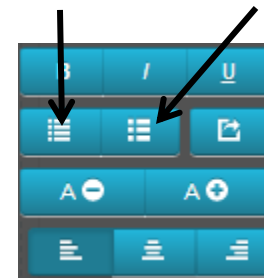Use the resize handles on the corners of the container

Edit Text
In the upper right corner of the text container, select the pencil to edit and the trash can to delete.

Change Text Size in Text Container

Click the until the font is the desired size.

Create an Unordered or Ordered List

1. Add a text box container
2. Select the Edit Button (pencil)
3. Select the unordered list or ordered list button

4. Type text for list

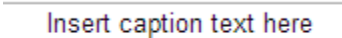### Upload Saved Pictures to DE Board

1. In Editor Tools, select **Media**
2. Select **Upload**
3. Select **Add Files**
4. Browse the network drive and locate the image file
5. Click **Start Upload**
6. Select **Done**
7. Image Appears – Resize Image

Snipping Tool

1. Click the Windows Start Button
2. Select the **Snipping Tool** Program
3. Click and drag a box around the information in the Excel Spreadsheet
4. Save the image to student Network drive
5. Follow directions to upload a saved picture to DE Board

Add Citation as a Caption on the Image

1. Copy the **URL of the image**
2. Hover over the **picture on the DE Board**
3. Select the **Edit Button** (pencil)
4. Select **Caption**
5. Delete the **Insert Caption text here** under the picture.

> Insert caption text here

6. **Paste** the URL for the picture into the caption.

Add Citation in a Text Box

1. In Editor Tools, select **Text Box**
2. **Paste** the URL for the picture into the text box

Turn in Board

1. Once the board is shared, it cannot be edited. Look it over for any corrections or missing information prior to sharing the board.

2. Select the Share Button above the board
3. Select the teacher that assigned the board from the drop down list.

Select a teacher to approve your board for sharing

Cole, Kay ▼