Adding Content to Boards

Board Builder allows for a variety of content to be curated on a board. This includes text, media, and attachments.

Add, Edit, or Arrange Items

To add text, media, or attachments to a board, select **Add Items** from the Editor Tools menu.

- To modify an item once it has been added to a board, select **Edit** (a small pencil in the upper right-hand corner of each element) and change text, media, or attachment properties

- To arrange items on a board, select and drag the grey title bar on the board element

- To resize any of the items on a board, select one of the corner handles and click and drag to the desired size

---
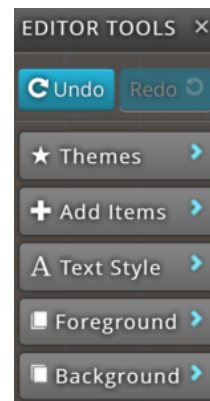
Add Text

Board Builder has two different tools for placing text on a board.

Headlines are text boxes specifically formatted for titles and headlines. Headlines may also be used for indicating sections or breaks within a board.

Text Boxes can be used for as little or as much text as needed. Text boxes have additional formatting options, such as bulleted and ordered lists, and are limited to fonts no larger than 48 point. Text boxes have have background images that are more appropriate for board content.

1. To add a headlines to a board, select Add Items > **Headlines**

2. Double-click in the headline box or select the small pencil in the upper right-hand corner to edit the text

3. To add a text box to a board, select Add Items > **Text Box**

4. Double-click in the text box or select on the small pencil in the upper right-hand corner to edit the text

---

Add Media

Media refers to images, video, or audio. Media can be added to a board via Discovery Education search, from My Content, moved from your Quickest, or uploaded from your computer.

1. Select Add Items > **Media** to add images, video, or audio to a board

2. Select the location of the media and follow the onscreen instructions

3. To move items from your QuickList, drag and drop the media directly to your board

Add Attachments

Attachments are documents and files uploaded from a computer onto a board. There are many different accepted file types, but the process for uploading is the same.

1. Select Add Items > **Attachments**

2. Select **Upload**

3. Select **Add Items** or drag and drop up to five documents to upload

4. Select **Start Upload**