

2.5 Attach an Asset

You may need to attach an asset to your item. You can attach assets that have been pre-loaded into the system. If the file you want to use is not listed, you can upload it to the project. Some assets may require **Metadata**, if the metadata was not saved with the asset, you are required to add the metadata to the asset when you attach it to the item.

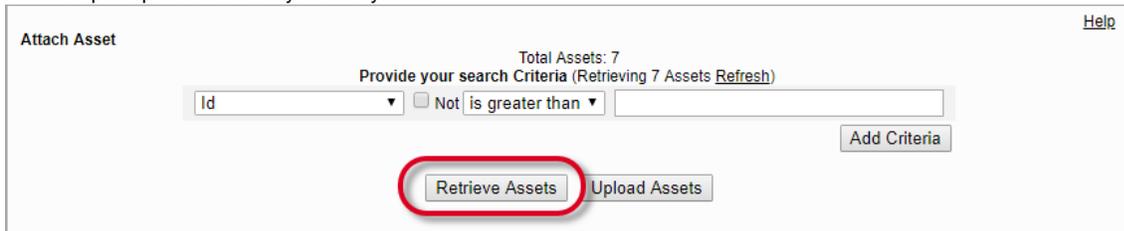
 For more information on uploading and accepting assets, refer to [Upload an Asset](#) and [Accept an Asset](#) respectively.

Add an image to the Question Stem or Answer Options

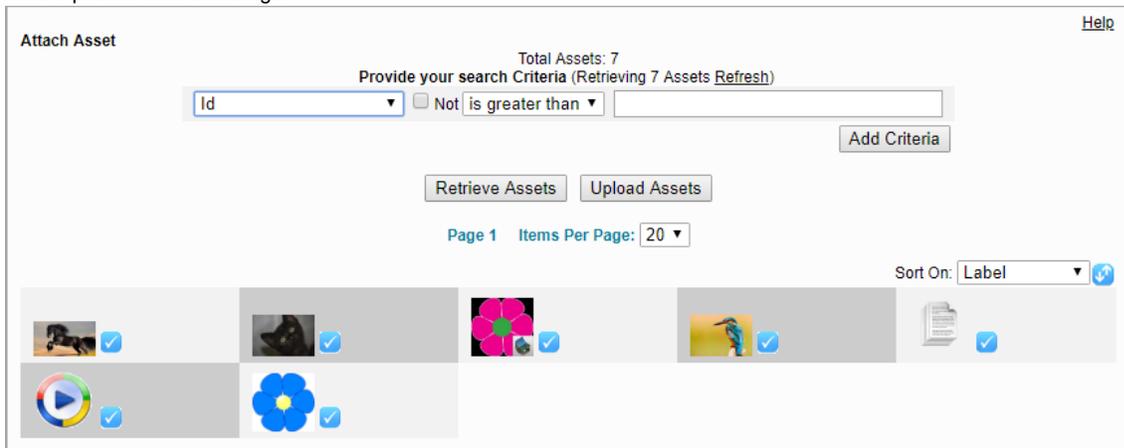
1. Select the **Insert Asset Manager** menu in the Rich Text Editor above the *Question Stem* or the *Answer Options* text area to which you wish to attach an asset.



2. A pop-up window appears allowing you to search images by setting criteria for the file that must be uploaded. Click the **Retrieve Assets** button to pull up assets already in the system.



All the assets uploaded for the specific project are displayed as thumbnails. Details of each image asset can be accessed by hovering the mouse pointer over the image.



3. The image assets displays the **Attach**  icon for all files that include all the mandatory details attached to them. Click the **Attach**  icon for the asset you wish to attach to the item.

 You cannot attach assets in a **Deleted** or **Rejected** state.



For the assets that do not have all the mandatory details, an **Edit** icon is displayed instead of the **Attach** icon.

Click the **Edit** icon and a pop-up window opens.

Attach Asset Help

Total Assets: 28
Provide your search Criteria (Retrieving 28 Assets Refresh)

Id Not is greater than

Add Criteria

Retrieve Assets Upload Assets

Page 1 Page 2 Items Per Page: 20

Sort On: Label

Enter the **Mandatory Metadata** and click **Save**.

Asset Metadata Help

Asset: Purple flower.png

Asset Metadata*:

Full Size
Size :5.93 KB (H:94, W:100)
Download

Save Cancel

4. Click **OK** when the file has been attached message appears.

examdevtst1.pearsonvue.com says

Uploaded files have been attached.

OK



To view details about an embedded asset, double-click the image to open the details in a pop-up window.

Asset: Blue Flower.png Id: 132810 (Rev Code: Current)

State: Draft

Display Mode: Inline

Blueprint:

Enemy:

Category : Flower , Plant

Subject:

Block Texts:

Key Word: Flower

Uploaded By: smith, Viky (September 05, 2018) Modified By: smith, Viky (September 05, 2018)

On Questions: Q673211 English Version History: 132811, 132812

Comments:

Add Comment

Test simple Asset comment. (smith, Viky, 09/06/2018 01:22 PM) Latest

On this page you can **add**, **edit**, and **delete** comments.

5. **Close** the **Attach Asset** pop-up window.
6. The Write Question page now includes the attached asset in either the Question stem or the answer option.

Develop Questions Prepare Assets Create Exam Form Manage Observe Manage Item Bank View Item Bank

Write Item Review Validate

Welcome edvturner (Last Login: 12/03/18 03:44 PM) Home Tasks Logout

Write Question Project: Vikys Project Help

Uploaded files have been attached.

Question Number : Unsaved Language: English Weight : Default

* Question Stem: Select the blue flower.

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label

A: Correct

Edit Insert Format Table Tools

Arial 9pt

Blue Flower Asset

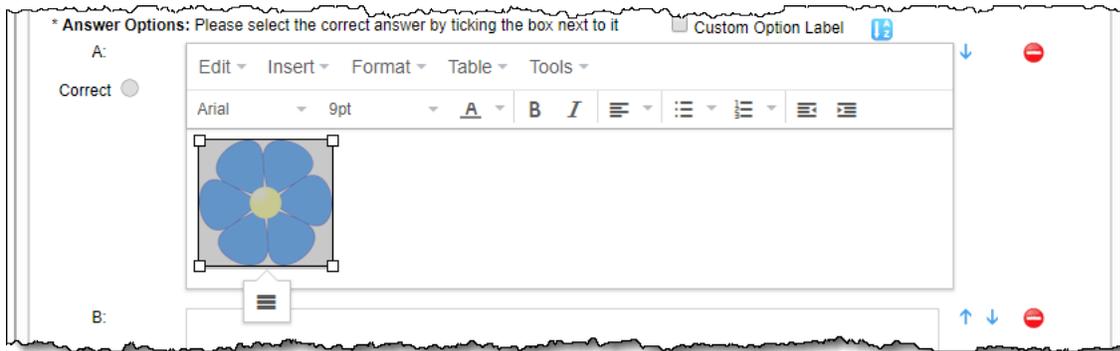
Modify inserted image

Once you have inserted an image asset into a Rich Text Editor, you can change the height and width of the image. You can also add an image description.

1. Attach the asset into a Rich Text Editor.



2. Click on the image. Click the **Image Options** context menu button.



The Insert/edit image pop-up window opens.

Insert/edit image [X]

Source:

Image description:

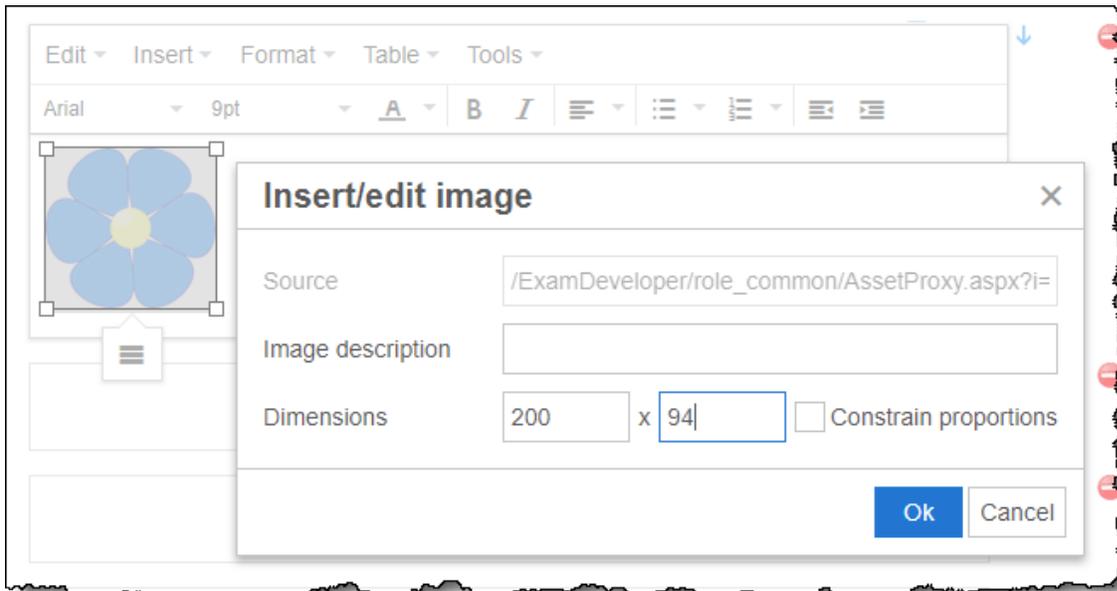
Dimensions: x Constrain proportions

i When you first open the **Insert/edit image** pop-up window, if you do not see the dimensions of the selected image click **OK** and then open the pop-up again. The **Dimensions** should now be displayed.

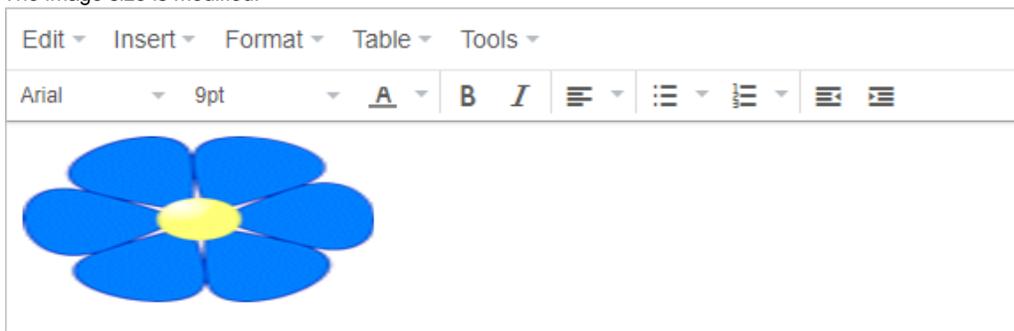
The Source field lists the asset location.

Modify image height and width

1. Enter the desired pixel **Width** of the image in the box on the **left**.
2. Click into the box on the right. If **Constrain proportions** is selected, the **Height** box on the right is automatically adjusted to stay in proportion to the width.
3. If you wish to modify the height separate from the width, **de-select** the **Constrain proportions** check box and enter the desired pixel **Height** of the image in the box on the **right**.



4. Click **OK**.
5. The image size is modified.



Reset the image height and width



1. Select the image and click the **Image Options** context menu button.
2. Delete the **Dimensions** for both **Width** and **Height** and keep the **Constrain proportions** option selected.
3. Click **OK**. The image goes back to its original size.

Add an image description

The image description field allows you to add **alt** tags to images to meet accessibility requirements.



1. Select the image and click the **Image Options** context menu button.
2. Enter the desired text in the **Image description** field.

Insert/edit image ✕

Source

Image description

Dimensions x Constrain proportions

3. Click **OK**.
4. Select the **Tools** **Source code** menu. The image description is listed as an **alt** tag in the source code.

Source code ✕

```
<p></p>
```

5. Click **OK** to close the **Source code** pop-up.

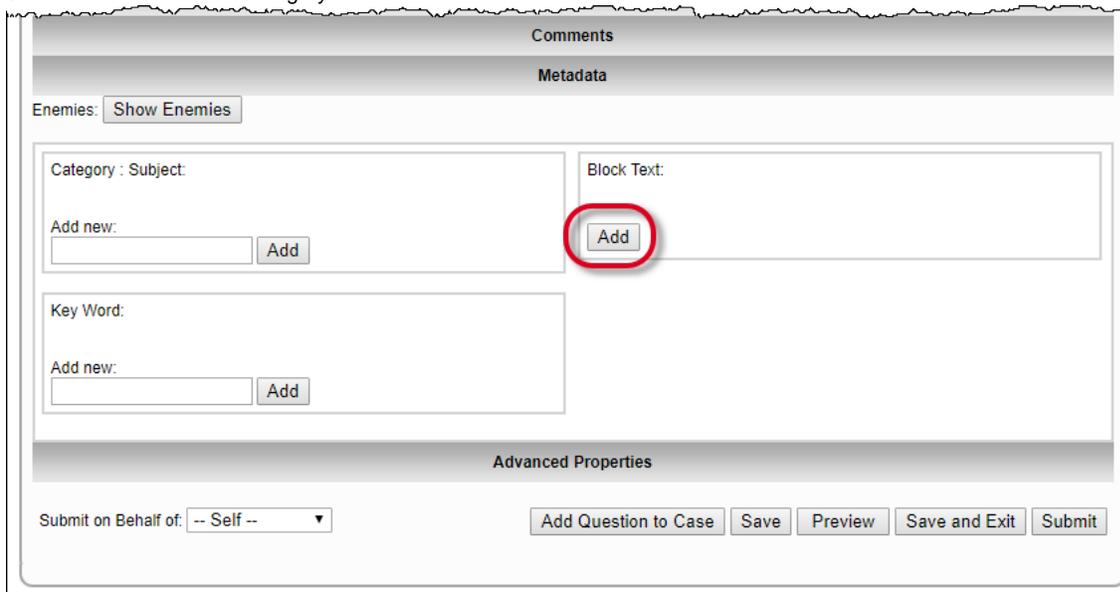
Add an image to a metadata or comment field:

 What type of Metadata can accept Assets?

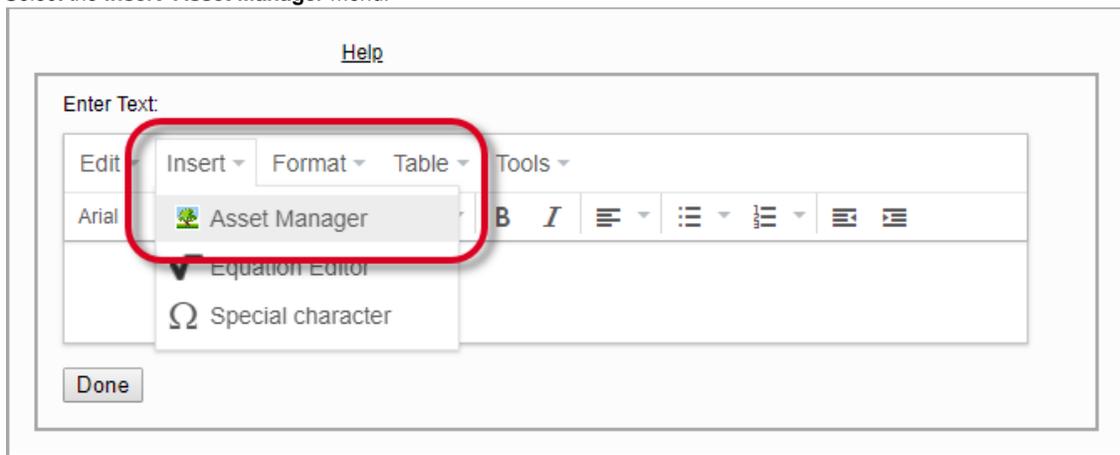
If you want to attach assets to metadata fields, make sure the metadata type is **Block Text**, as that is the only type that accepts assets.

Add image to metadata field

1. Click the **Metadata** accordion gray bar below the item text.

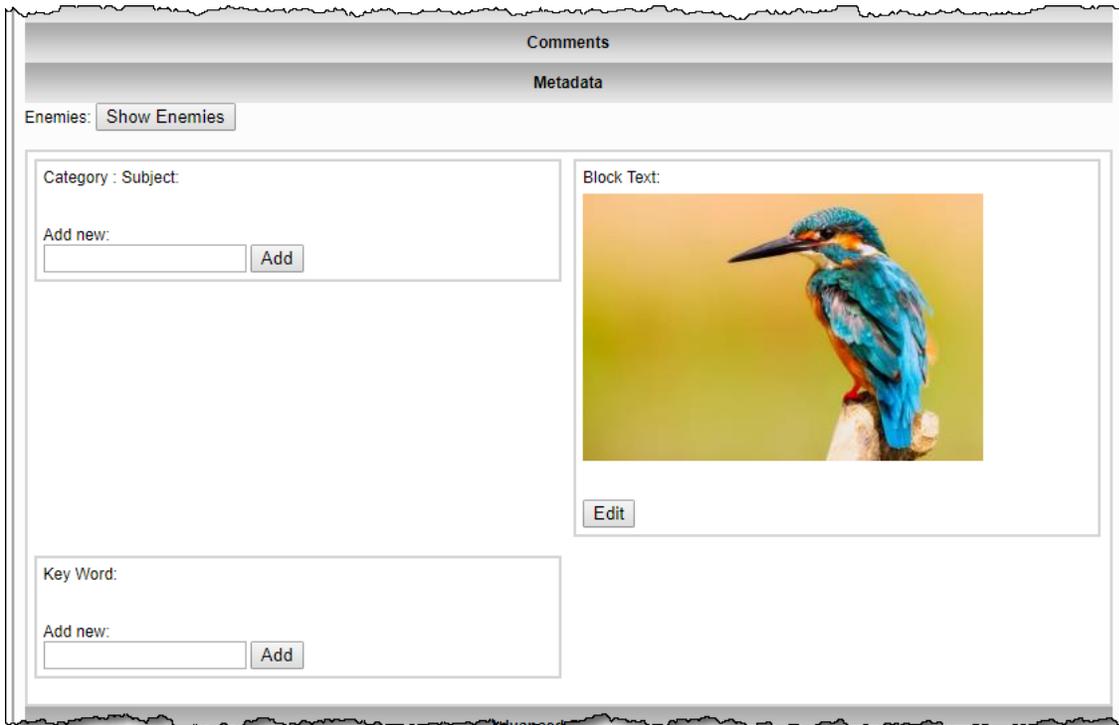


2. For **Metadata** fields (Block Text), click the **Add** button.
3. Select the **Insert Asset Manager** menu.



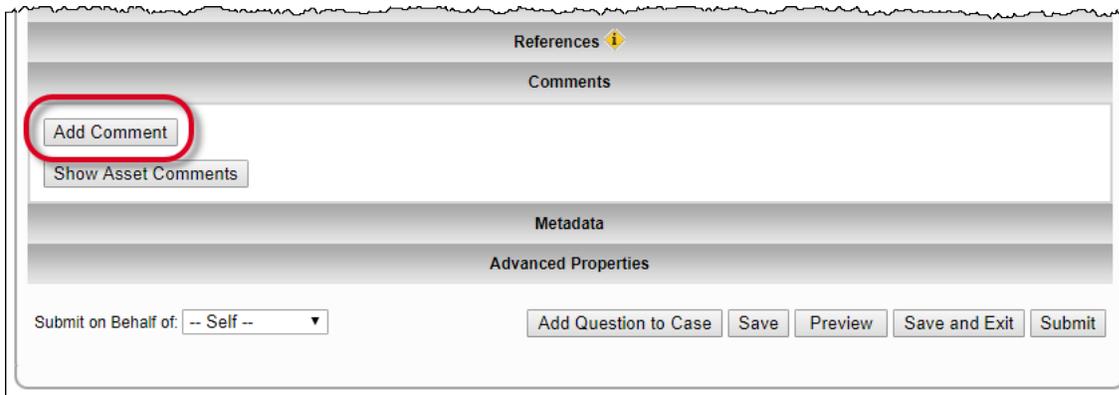
 See sections [Rich Text Editor Functions](#) and [Insert and Format Tables](#) for details on working with the Rich Text Editor.

4. **Retrieve** the asset or **Upload** the asset in the Attach Asset window.
5. **Add** the asset and **close** the Attach Asset window.
6. Click **Done**. The asset is added to the metadata.

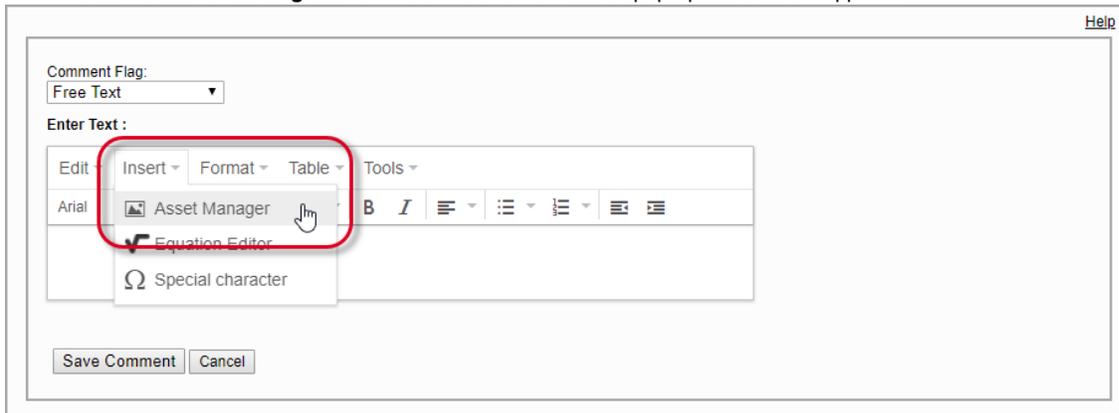


Add image to Comment field

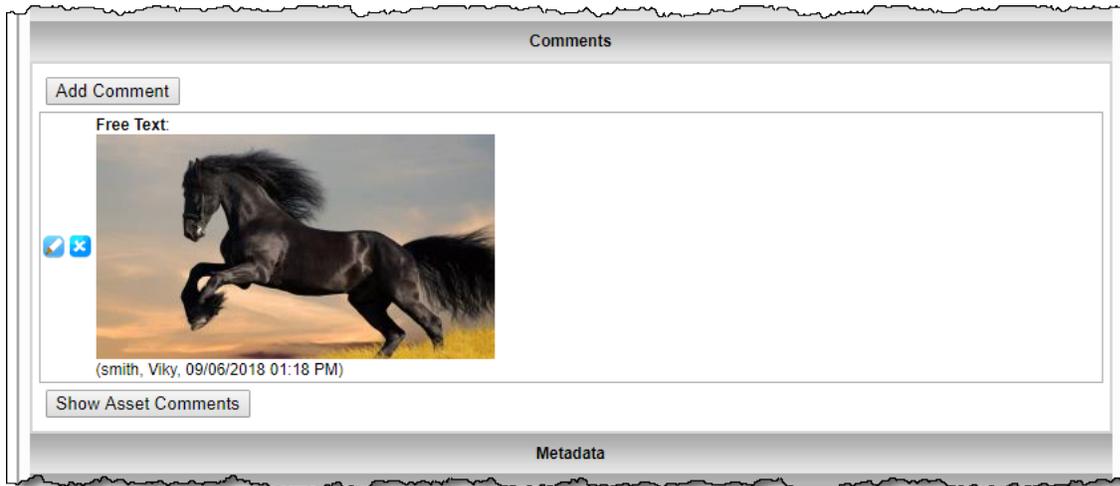
1. Click the **Comments** accordion gray bar below the item text.
2. Click the **Add Comment** button.



3. Select the **Insert Asset Manager** menu above the text area in the pop-up window that appears.



4. Follow steps 2 through 6 listed above for attaching assets to items or Answer Options.
5. Click **Save Comment**. The asset is added to the Comments field.



It is possible to modify the properties of **Spreadsheet Material** (.xls and .xlsx file format assets) attached to **G-Type Case Text** via the pop-up window that appears when double-clicking on the attached Spreadsheet Material.

[Help](#)



This File type can not be viewed

Size :6.91 KB

[Download](#)

Asset: Book1.xlsx **Id:** 5071 (Rev Code: Current)

State: Processing

Display Mode: Inline

Blueprint:

Enemy:

DDCategory1 : DD1 content1

Dropdown Metadata1s:

Block Text 1s:

MET mandatory 1s:

MET_import_1:

Single-line Text 1s:

SLT mandatory 1s:

MSL Category1 : Multi-select List

Metadata1s:

Uploaded By: Admin, Admin (August 19, 2016) **Modified By:** Admin, Admin (July 04, 2017)

On Questions: [Q73647.Arabic](#), [Q73659.Arabic](#), [Q73671.Arabic](#) **Version History:** [5782](#), [5785](#), [5786](#)

Comments: [Add Comment](#)

Spreadsheet Material Properties

***Maximum rows:**

***Maximum columns:**

Frame Height:

[Submit](#)

The **Maximum rows**, **Maximum columns**, and **Frame Height** can be modified and saved by clicking the **Submit** button.

The **Maximum rows** range is from 1 to 500, **Maximum columns** range is from 1 to 100, and **Frame Height** range is from 0 to 9999.