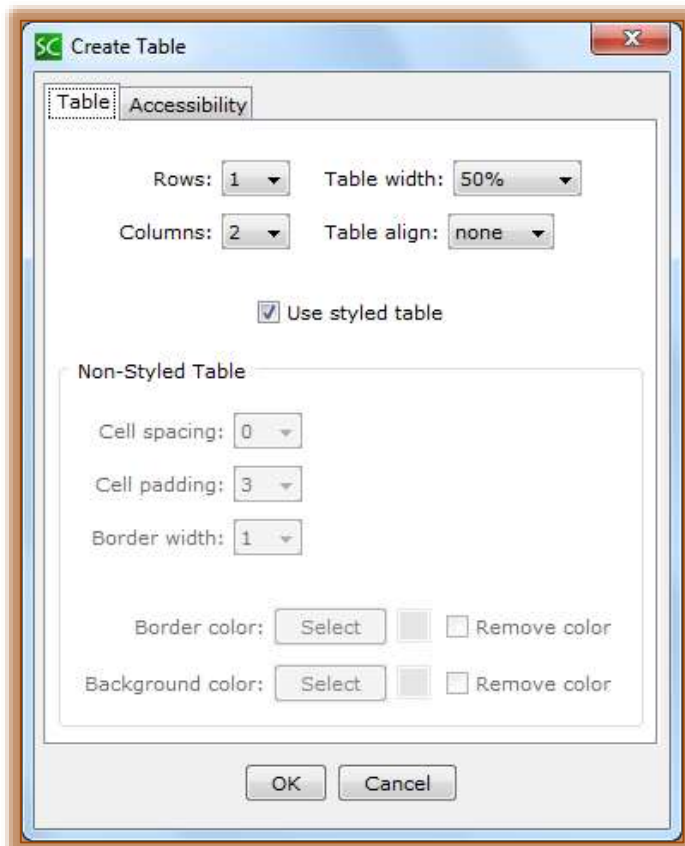


SoftChalk-Create Image Caption

A table can be used to create a caption for an image. Text can then be wrapped around this image.

CREATE TABLE

- Click the **Table** tab on the **Menu Bar**.
- Select **Create Table** from the list of options.
- The **Tables** dialog box will display (see illustration below).



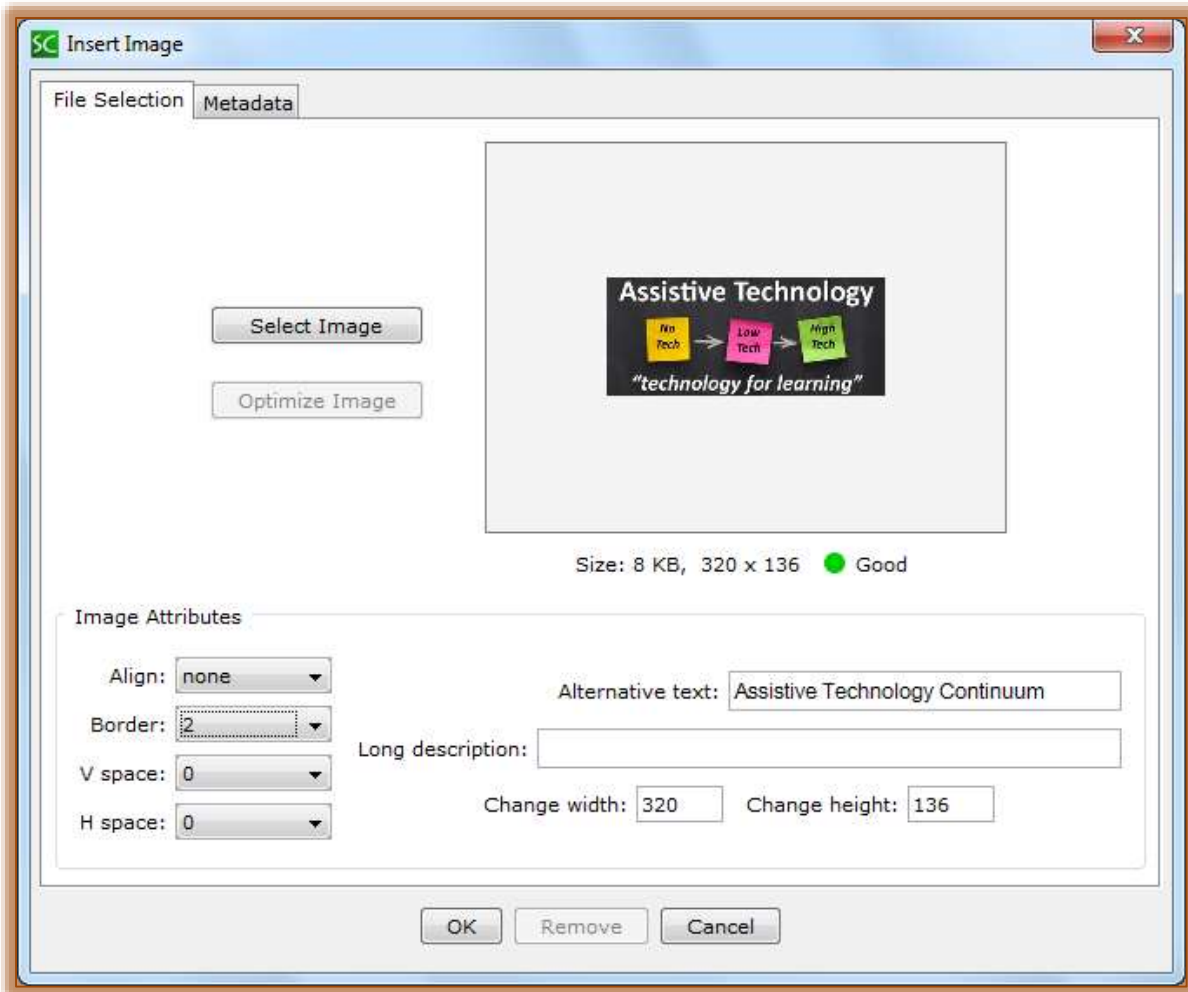
- Deselect **Use Styled Table**, if necessary.
 - If a **Style** has been applied to the lesson, this option will be checked.
 - If the lesson is **Unstyled** this option is not available.
- Set the **Rows** to **two (2)**.
- Set the **Columns** to **one (1)**.
- The **Table Width** should be set to an appropriate width for the image.
- Set the **Border Width** to **zero (0)**.
- Click **OK**.

INSERT IMAGE

- Place your mouse pointer in the first cell of the table.
- Do one of the following:
 - Click the **Image** button on the **Toolbar** (see illustration at right).
 - Click **Insert** on the **Menu Bar** and then select **Image**.
 - Right-click in the cell and select **Image**.



- 📄 The **Insert Image** window will display (see illustration below).
- 📄 Click the **Select Image** button to open the **Select Image** window.
- 📄 Scroll to the folder where the image is located.
- 📄 Click the image and then click the **Open** button.
- 📄 An illustration of the image will appear in the **Select Image** box.



- 📄 Click the **Border** button to insert a border around the image.
- 📄 Click the **OK** button to insert the image into the **Table**.
- 📄 In the **second row** of the **Table**, input a **Caption** for the image.
- 📄 Format the caption by selecting the Font Type, Font Size, Font Style, or Font Color.
- 📄 The image and caption will display as shown in the illustration below.

