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).

1. Click the **Select Image** button to open the **Select Image** window.
2. Scroll to the folder where the image is located.
3. Click the image and then click the **Open** button.
4. An illustration of the image will appear in the **Select Image** box.

![Insert Image Window](image)

- 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.

![Assistive Technology](image)