SoftChalk-Place Images Side By Side

A table can be used to place pictures side-by-side and to create a caption for each image.

CREATE TABLE

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

Deselect Use Styled Table, if necessary to uncheck it.
1. If a Style has been applied to the lesson, this option will be checked.
2. If the lesson is Unstyled this option is not available.
3. Set the Rows to two (2).
4. Set the Columns to three (3) or to the number of images to be placed side-by-side.
5. The Table Width should be set to an appropriate width for the images.
6. Set the Cell Padding to zero (0).
7. Set the Border Width to zero (0).
8. Click OK.

INSERT IMAGE

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

Input the appropriate in the **Alternative Text** and **Long Description** boxes.

Click the **Border** button to apply a border to the image. The larger the number, the thicker the border will be.

Click the **OK** button to insert the image into the **Table**.

Insert an image in each of the top cells.

In the **second row** of the **Table**, input a **Caption** for each of the images.

Preview the lesson.

Extra space will appear between the images. When an image is inserted, automatic padding is added.