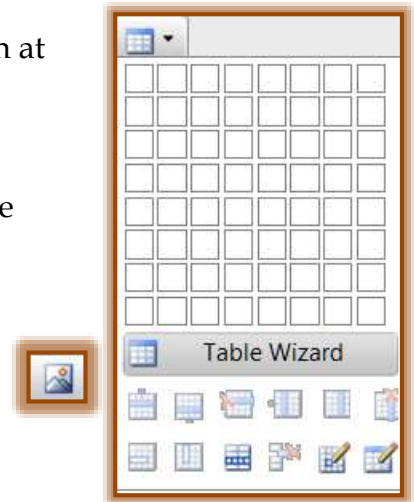


Add Image in Table

If an image does not want to stay in the same place when building a page in eCollege, the image can be stabilized by putting it in a table.

- † Click the **Author** tab.
- † Click the **Content Item** into which the image is to be inserted.
- † Click the **Table Icon** on the **Visual Editor Toolbar** (see illustration at right).
- † A **Table Grid** will appear (see illustration at right).
- † Click the first square in the grid.
- † In the **Visual Editor** window, click on the lower right corner of the box, created by the editor, with your left mouse button.
- † Drag the box to a larger size.
- † Make sure the cursor is in the cell.
- † Click the **Insert an Image** button on the **Visual Editor Toolbar** (see illustration at right).
- † The **Add a Link** window will appear (see illustration below).
- † Click the **Browse** button.
- † Search for your image.



Add a Link: Insert an Image

Once you click **Insert Image** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

Upload Image [Select Image from Course Folder](#)

Descriptive text: *
Descriptive text is for people who cannot view images.

File to upload: *

Folder for content: *

- Wanda Practice
- Streaming Media
- Word
- New Folder:

* Indicates a required field

Note: File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

- † Type in something in the **Descriptive** text field.
- † Click the **Insert Image** button.
- † Click **Save Changes**.

NOTE: When images or other items are added to a course, they are stored in the File Manager. The File Manager can be accessed by clicking Course Home while in Author mode.

NOTE: More than one cell can be added to the table. This will allow you to add text beside the image. Cells can also be merged which will allow more control over where items are placed in the table.