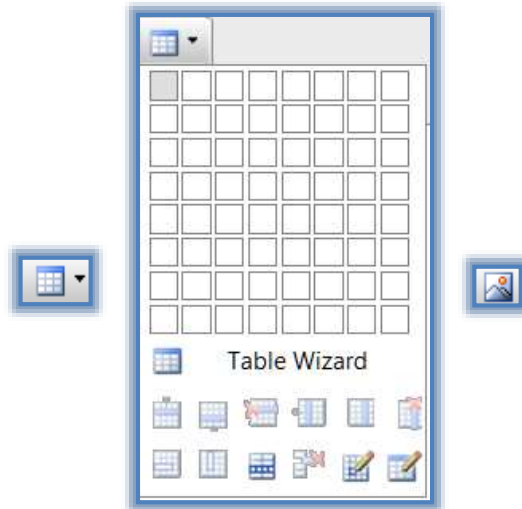


USE TABLES TO CAPTION PHOTOS

A table created in the Visual Editor can be used to insert captions for pictures. To accomplish this the table needs to be created and then the picture and caption entered into the table. The directions below explain how to create this very simple display.

- ✦ Click in a **Text/Multimedia Content Item**.
- ✦ In the **Visual Editor** window, click once on the **Insert Table** button at the upper-right corner of the toolbar (see illustration below left).
- ✦ Move your mouse pointer over the graphic that is displayed to select the number of columns and rows needed for the picture and caption (see illustration below middle).



- ✦ Next, click inside the top-right cell of the table, click the **Insert an Image** tool (see illustration above right).
- ✦ The **Add a Link: Insert an Image** window will display (see illustration below).

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: * Browse...

Folder for content: *

Wanda Practice

Streaming Media

Word

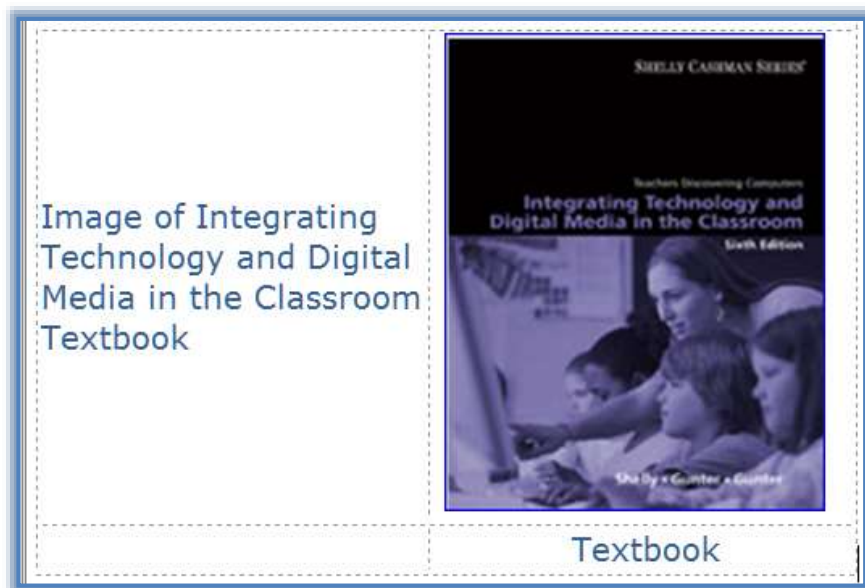
New Folder:

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

* Indicates a required field

Insert Image Cancel

- ✦ Click the **Browse** button.
- ✦ The **Choose File to Upload** window will display.
- ✦ Navigate to the folder where the image is stored.
- ✦ Click on the image.
- ✦ Click the **Open** button.
- ✦ The path for the image will appear in the **File to Upload** box.
- ✦ Input the **Descriptive text** for the image. This is text that is read by screen readers for the visually impaired.
- ✦ Click the **Insert Image** button.
- ✦ The image should appear in the table in the cell where the insertion point was located.
- ✦ Click inside the other table cells to insert and format the text.
- ✦ Your table should look similar to the one in the illustration below.



- ✦ Click **Save Changes**.

NOTE: The image and text can be inserted into any cell in the table. They don't have to be exactly as shown in the illustration.