


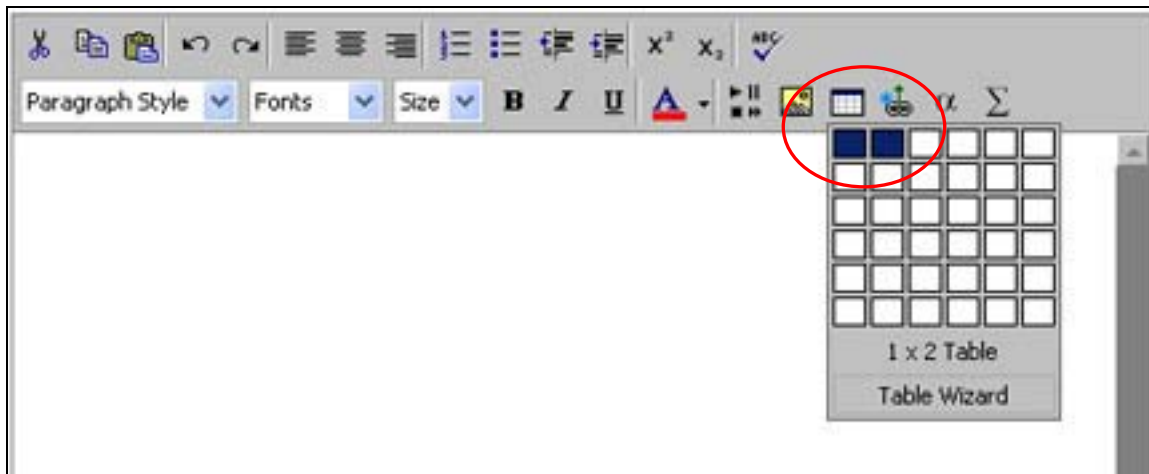
Desire2Learn: Beyond the Basics

Using a Table to Format an Image

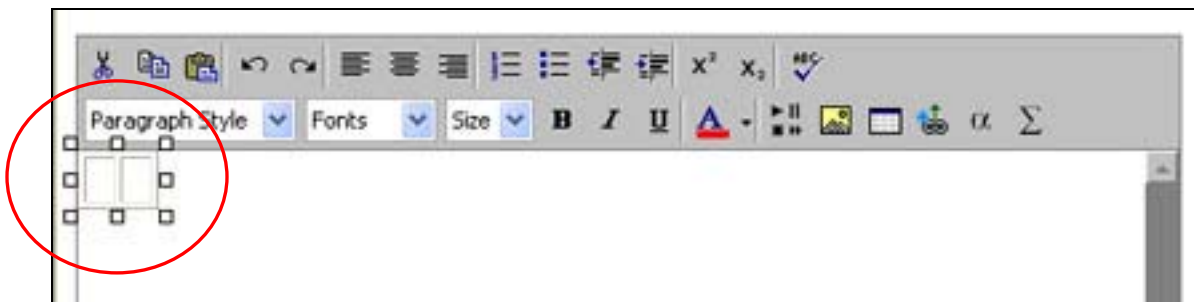
Putting the Image in a Table

Using a table in the News item (Discussion forum or Content topic) allows you to format the image and related text more effectively.


1. In the HTML Editor, click on the Table icon () . Then, in the Table Wizard, create the size table that you want, for example 1X2. Click in the final box to create the table.

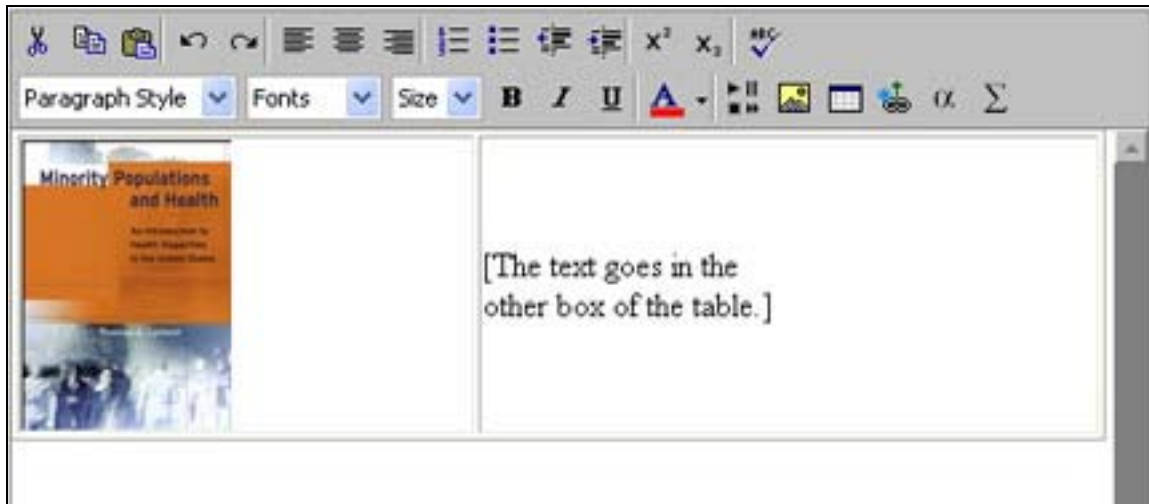


2. Click on any edge of the table to activate the resize tool. Hover over the middle right small white box; then drag it to the far edge of the HTML Editor page (**NOTE:** You need to see the <--> arrow to do this).

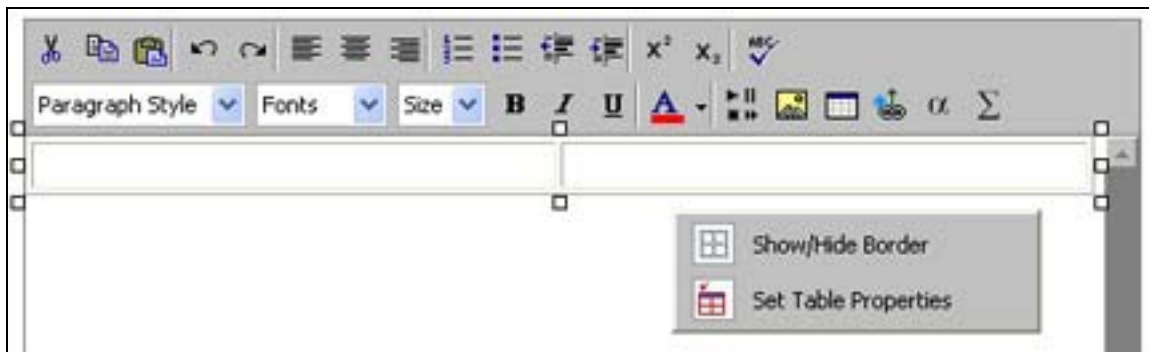


3. Put the **cursor** in one of the boxes of the table. **Follow the instructions above for inserting an image into this box.** Type in the appropriate text in the other box of the table.

NOTE: To move the image to a different location, click on the image and then on the appropriate justification icon (e.g., the **Center** icon ). You can use any of the formatting tools to enhance the text



4. To eliminate the border around the table, right-click on one of the border edges. This will open the table options box. Click on "**Show/Hide Border.**"



5. Click on the appropriate **Insert** and **Save** buttons to create the News item (Discussion forum or Content topic).