Inserting Images with Schoolwires

Step 1. Place your cursor where you would like the image to display.
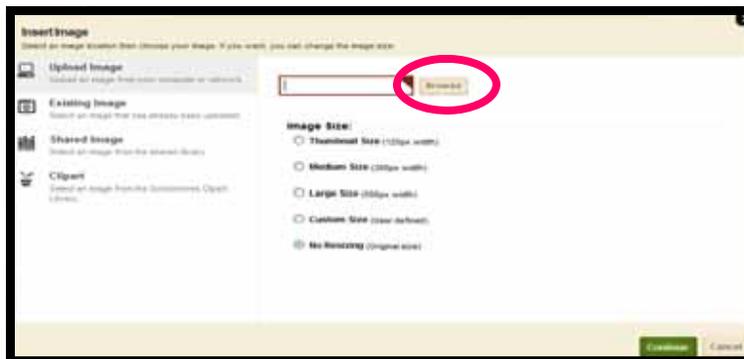
Step 2. Click on the **Insert Image** icon.

Step 3. Using the Insert Image Wizard, select the import source of the image.

Step 4. If you are uploading an image from your computer or network, click **Browse** and select the image you would like to insert.

- When you're uploading an image, you can choose the size of the image to be inserted (Thumbnail, Medium, Large, Custom, or No Resizing). This can always be changed later.

Step 5. Click **Continue**

Step 6. Enter a description of the image in the Alt. text field. (This is a mandatory field.)
Do not use student names!

Step 7. Adjust the Height and Width of the image as necessary.

Step 8. Set Alignment, a Border if desired, and/or Spacing (these options can be added or changed later).

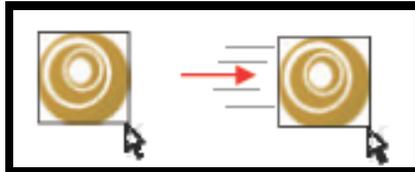**Step 9.** Click **Insert Image**.

Get Connected...

The Alt. Text field allows screen-reader software to describe an image to web surfers with limited or no vision. Providing Alt. text will allow all Internet users to enjoy your web pages, in addition to helping your site maintain ADA compliance.
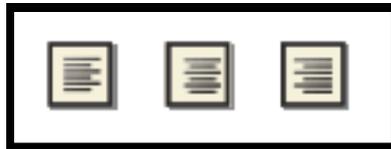
How Do I Position an Image?

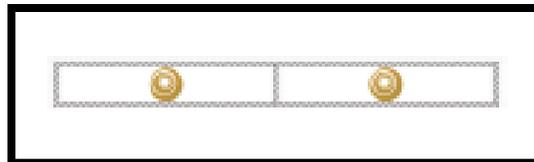There are several ways to position your image once you have inserted it on your page.

• **Click and Drag:** Once an image has been inserted, you can move it by simply clicking on the image and dragging it to a new location. Using Click-and-Drag you can move an image to any position in the Content Area that you can place the cursor.

• **Justify:** If you want to position the image in a particular area within a line, you can justify the image by clicking on the image then choosing the Left, Right, or Center justification icon.

• **Tables:** You can use Tables to help with positioning your images. Once you insert your table, you can insert your images into the table's cells and justify or position them as you like.

• **Position by Pixel:** The Position by Pixel icon allows you to move an image to an exact location on the screen. The image will 'float' over the content behind it, so you should make sure that the floating image isn't covering any text or other content that you want to display. Click on the image, then click the Position by Pixel icon to activate it. You can turn it off by clicking the icon again; this will return your image to its original position.