Adding In-line images to Discussion Board Posts
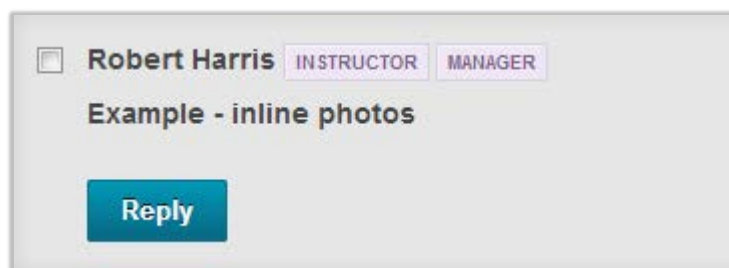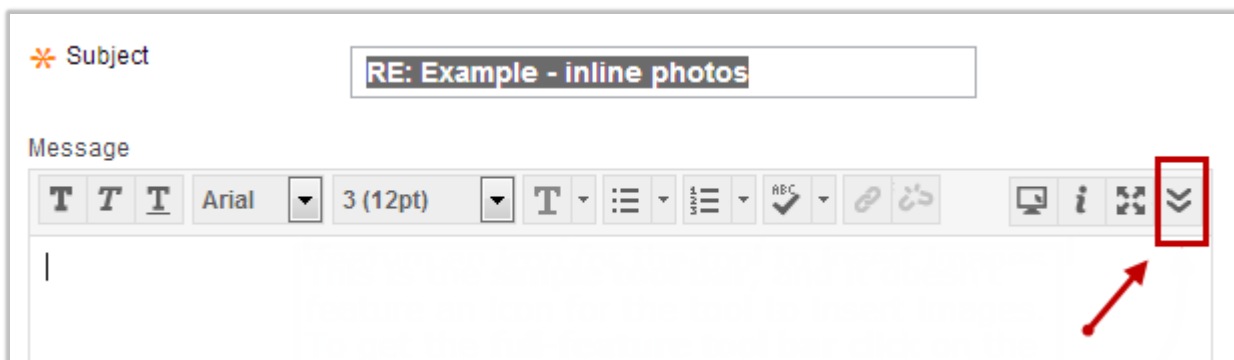
The term "in-line" refers to images that appear in the post rather than as attachments to a post. When you are done with this tutorial you'll know how to switch between simple and full-featured discussion board tool bars, how to add a an in-line post, and how to manage the size and orientation of that post.
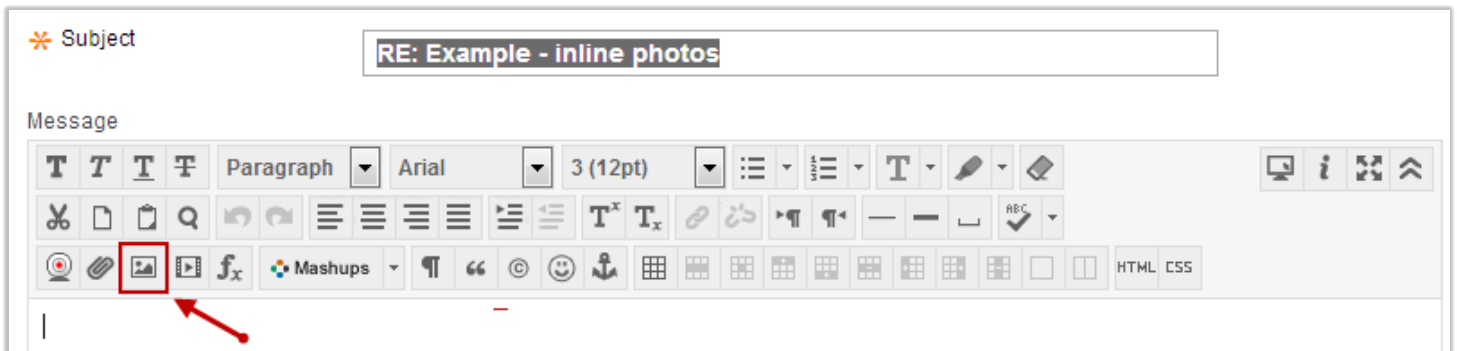
I.   **Reply –** You can either start a new thread or reply to an existing one. The illustration below starts with the Reply option.
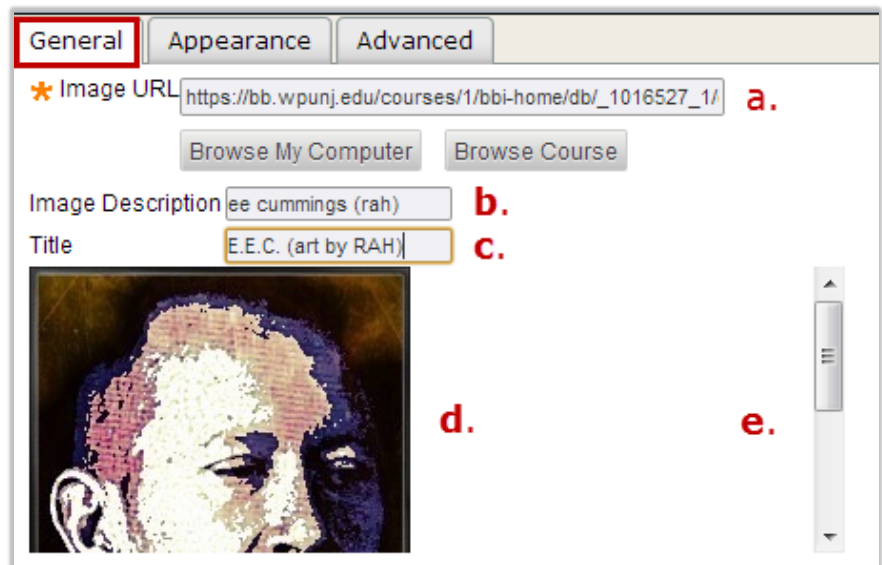
II.   **Simple tool bar –** In many cases you'll see the simple tool bar by default. With this version of the tool bar you can change fonts and add lists, but not much more. You can't insert an image, for example. You need the full-featured tool bar, and to obtain that interface click on the **Show More** icon to the far right. In the graphic below it is outlined in red.
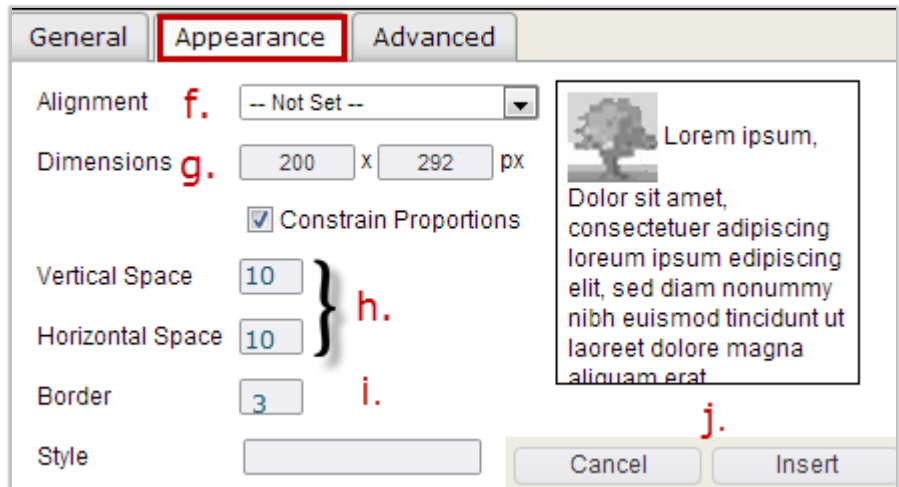
III. The full-featured tool bar illustrated below includes many more options than the simple interface, but the only one that concerns us is the **Insert/Edit Image** icon on the lower left corner, outlined in red.

IV. This interface allows users to load images and set their size and alignment. We'll use the **General** tab illustrated below to load and label the image
  a. Browse your computer to find and insert the image
  b. Fill in the image **description** and the
  c. **Title**
  d. The image will appear on the left. You may not see the entire image, but you can use the
  e. **Scroll bar** to review the rest of the image.

V. Use the **Appearance** tab to set the shape and alignment if the image
   f. Set the alignment to left/center/right and-or top/middle/bottom.
   g. The initial dimensions reflect the size of the actual image. As a rule it's wise to keep the image below 700 pixels (px). Anything larger won't fit well. Selecting **constrain proportions** means that if you change the width value the height value will automatically reflect the proper dimensions.
   h. **Horizontal** and **vertical space** offers a buffer between the image and the text. Unless you want the text running right into the image a good value is 10 (ten).
   i. **Borders** are open not necessary, but 1, 2, or 3 are good border sizes
   j. To finish you need to click the **Insert** button. In the illustration below the Insert button is right below the alignment image, but in a real interface it's likely to be off to the right several centimeters.

VI. The finished inline image below is aligned left.