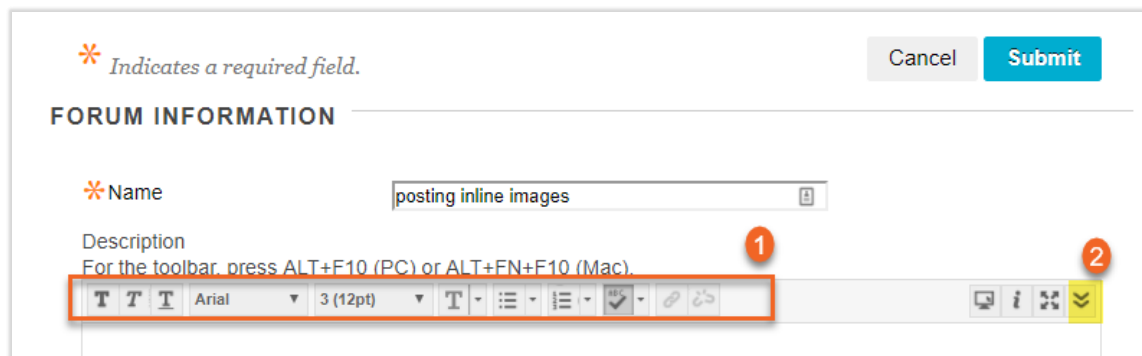




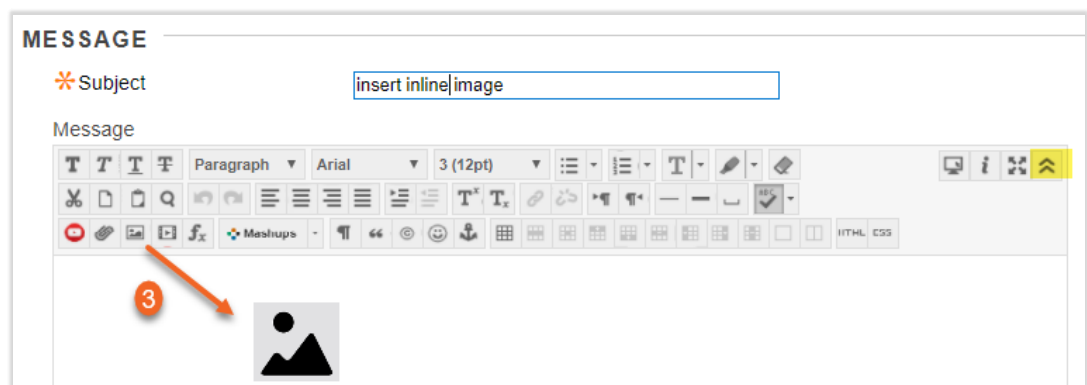
Adding In-line images to Discussion Board Posts

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 an in-line post, and how to manage the size and orientation of that post.

1. **Discussion** – You can either start a new thread or reply to an existing one. Resulting interface will feature a **content editor**, sometimes called a *rich text editor*. Using this tool students can write and format text, insert hyperlinks, graphics and much more.
2. **Simple tool bar** – In many cases students *simple* tool bar by default. With this version of the tool bar you can change fonts and add lists, but cannot insert an image. To get the most out of the content editor users need the full-featured tool bar. To obtain that interface click on the **double arrow** icon to the far right. In the graphic below it is outlined in orange.

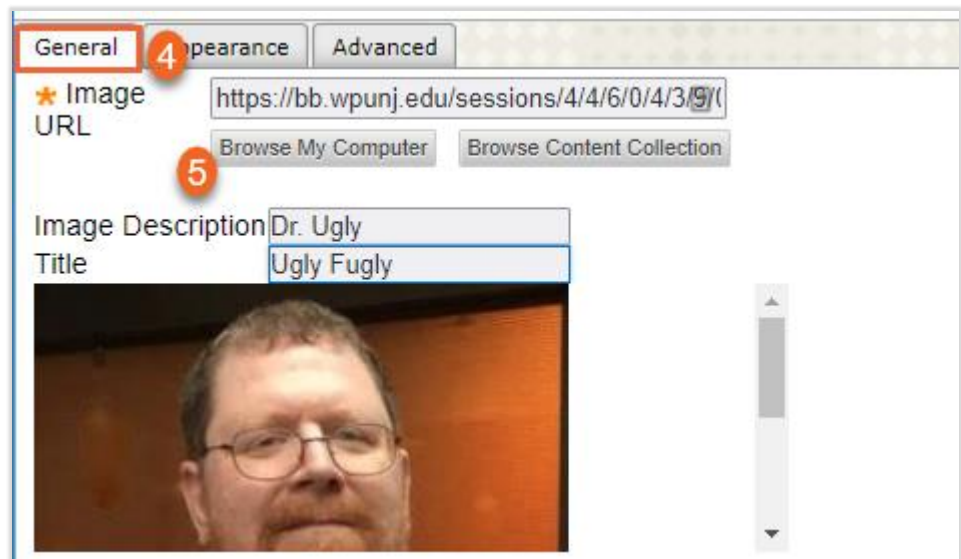


3. The full-featured tool bar illustrated below includes many more options than the simple interface, but the only one that concerns us is the **Insert/Edit Image** icon on the lower left corner, outlined in red.



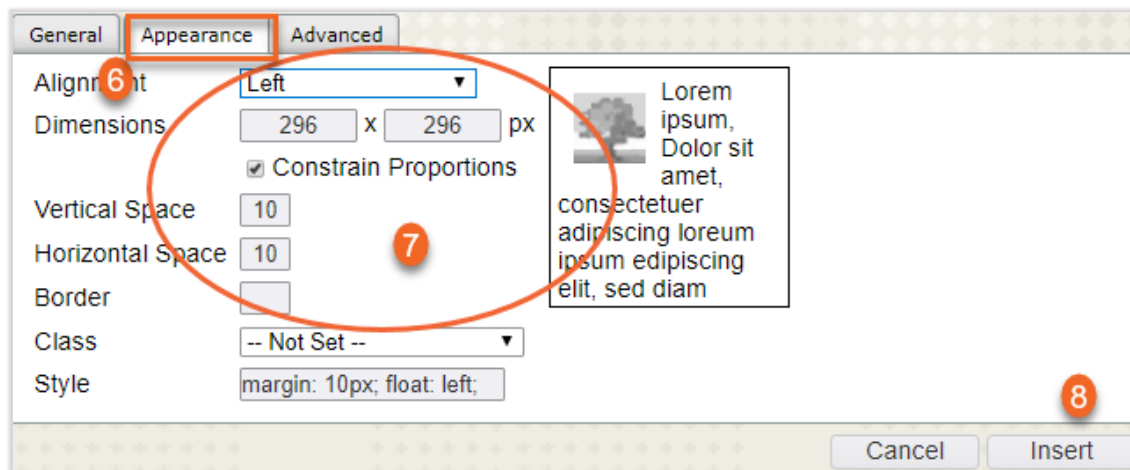
This interface allows users to load images and set their size and alignment.

- a. Make sure you're using the tab labeled **General**
- b. Browse your computer to find and insert the image
- c. Fill in the **image description** and the **title**
- d. **Click Insert**



The next step is to set the dimensions and location

- e. The **alignment** can be left, center or right. If left unselected the image will left align.
- f. The **dimensions** are measured in pixels and can be set by entering a value in the first box. The second box will update automatically.
- g. **Vertical** and **horizontal** space are the buffers between the image and text. 10 is a safe value but you can experiment.
- h. If you want a **border** around the image enter a value – 3 is a good place to start.
- i. Finally, select **insert [8]** to add the image to your message.




You'll still need to add any text (if necessary) to the message and select **Submit** [9].

* Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Hello, My name is Hiram Hightower. I am an engineer at Spacely Sprockets



Path: p

9 13

Cancel Save Draft **Submit**

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