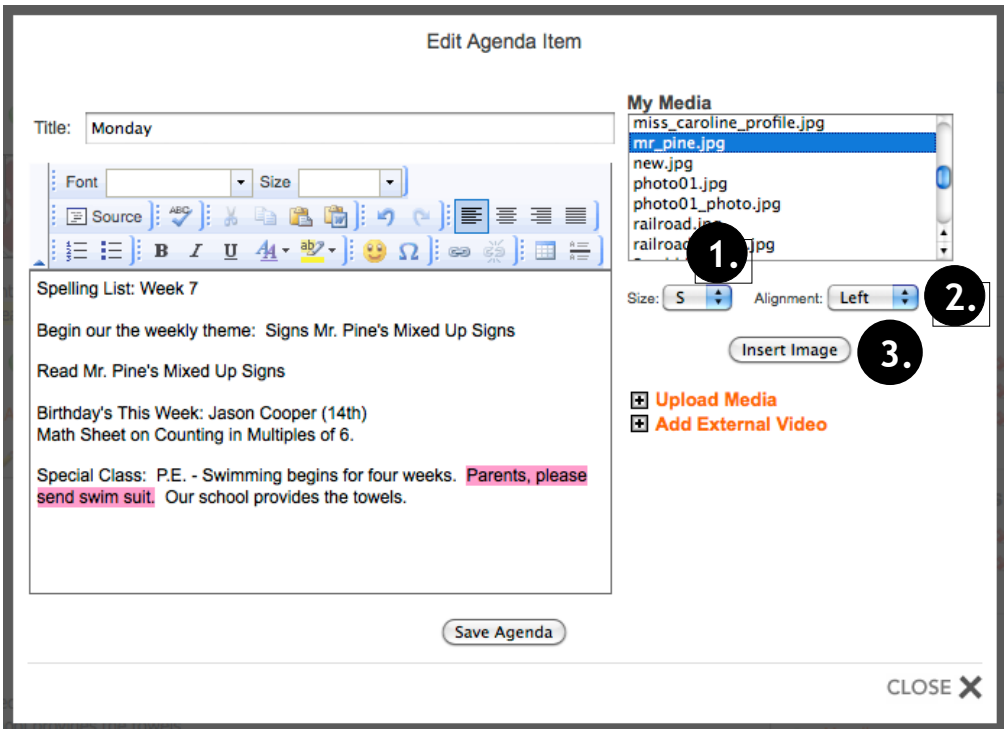
teacherPlace v4.0 > Lesson 8: Inserting and Adjusting an Image

The Content Editor:



HOW TO'S

How do I resize an image I have already placed?

- Click the edit icon. The editor window will open.
- Click to select your image (small white boxes appear along the edge)
- Click at a corner, hold, and drag diagonally.
- Release when the image is the correct size.

How do I adjust the image parameters after placing an image?

- Click the edit icon. The editor window will open.
- Right click (or "control" click) on top of your image.
- Select the "Image Properties" from the menu.
- Make your parameter changes. (Width, H/V Spacing, or Border)
- Click the "OK" button.

How do I center an image?

- Click the edit icon. The editor window will open.
- Click down the cursor ***on a blank line***.
- Click and highlight an image from your directory or upload.
- Click the "Insert Image" button.
- The image will appear. Make sure it is selected (small white boxes appear along the edge)
- Click on the center justification tool (See lesson 6).

The image will center itself on the blank line. You may then type text above or below the centered image.

Defining Image Parameters

When an image/photo is added to an agenda item or a blog post sometimes the size and positioning of the image needs to be adjusted.

After uploading an image, you can adjust the following image parameters:

1. Size. To change the size of an image adjust the size drop-down. Click to select from the following sizes:

   S: 120px width
   M: 160px width
   L: 240px width
   XL: 320px width

2. Align - To align your image, select left or right side alignment from the dropdown menu.

After adjusting the above image parameters, click the "Insert Image" button. Your image with its new parameters will appear within the editor window.

Deleting An Image

To delete an image, simply click/select it within the editor window (small white boxes appear along the edge). Tap your delete key.