

Images in pages: padding and captions

Padding around images

If you add an image to a page or news story and set the alignment left or right, it should pick up proper padding so the text doesn't butt up against it.

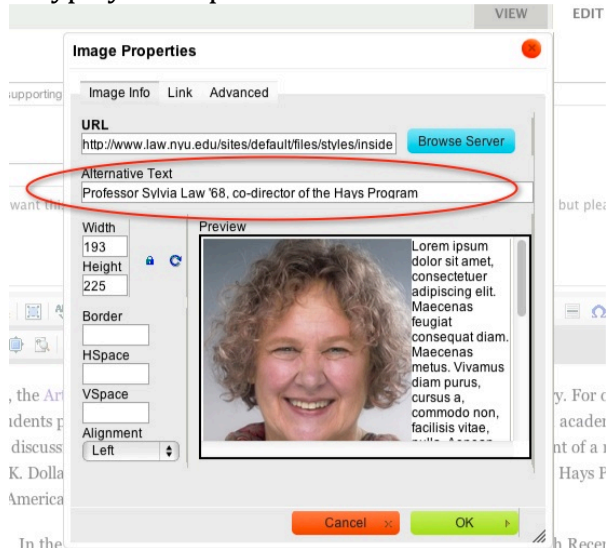
Try to avoid adding an HSPACE setting as add padding on both sides, thus indenting the photo.

If you don't add a caption, this is all you need to do.

Photo captions

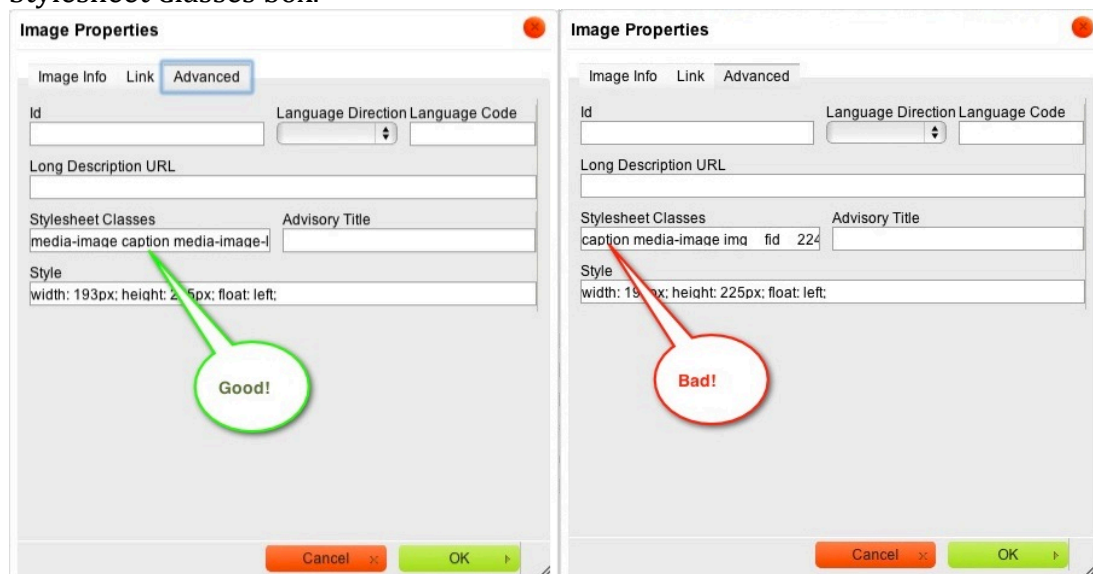
If you do want to add a caption to a photo (and most photos, especially on News pages, should have captions), you'll need to do the following:

1. type your caption into the Alternative Text field in the Image Properties window



2. click on the Advanced tab in the Image Properties window

3. add the word "caption" (lower case please) *after* the first word (or hyphenated-term) in the Stylesheet Classes box.



4. Click OK, then proceed with other edits.