

About Images

We encourage you to incorporate images into your write-up. In addition to photographs, images might be tables, graphs, charts, equations, clipart, animations, drawings and diagrams! Consider images to be most items you want to include that are not simple strings of text.

- Throughout your write-up, provide the following information for each image, organized into a text box:
ADA Description: A brief description for a person unable to see the image; do not repeat information provided in the caption. This information also appears when you hover your mouse over the image on the TE website.
Caption: (optional) Provide a caption, if desired. If image is referred to in the text, use numbered figures and remember to reference it in the text, for example: (see Figure 1).
Image file name: Provide image file name.
Source/Rights: Provide the copyright permission citation, as desired by the image owner.

Image 1

ADA Description: Drawing of a jet airplane flying directly at the viewer, over the arc of the earth.

example

Caption: none

Image file name: cub_airplanes_lesson01_image1.jpg

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Figure 1

ADA Description: Photo shows a huge concrete dam blocking a canyon, and water spraying below it.

example

Caption: Figure 1. Hoover Dam, NV.

Image file name: cub_earthsci_lesson01_activity1_figure1.jpg

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- In addition to the images you embed in the Word lesson or activity template, make sure to keep all original image files, or make your original tables, charts or drawings into digital image files. Image files should be in the most common formats (jpg, gif, png) so they will be recognized by almost all browsers.

- When naming image files, use lower-case letters only – no caps! This includes file extensions: jpg, .doc, pdf, ppt, etc. Also, leave no spaces in the file names. Use underscores instead.
- To prepare for uploading, make a new, smaller version of each image (lower resolution) suitable for website rendering. Maximum image width is 628 pixels. Please also provide us with the original, high-resolution image file, and mock-up in your Word file the size and placement you desire.
- When indicating that you want an image placed at a certain spot, remember to note whether you want it positioned: left justified with text to wrap around, centered, or right justified with text to wrap around.
- Images **cannot** be inserted in the following template components: title, grade level, lesson #, lesson dependency, activity dependency, group size, summary, engineering connection, keywords, educational standards, vocabulary / definitions, attachments, references, redirect URL, owner, contributors, copyright. To insert an image at the top of a document, insert it into the header.

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