

# Inline Image Guide for Content Editors

## Overview

Strapi's built-in Blocks editor does not support inserting images inside rich text fields. To work around this, we use a simple text convention: you type a special tag in a paragraph, and the website automatically displays it as an image.

This works in **any rich text field** across the site: activity descriptions, project descriptions, member bios, project entry descriptions, etc.

## Basic Format

```
[IMAGE: image-url]
```

Type this on its **own line** (its own paragraph) in the Strapi Blocks editor.

### Where to find the image URL

1. Go to **Media Library** in Strapi
2. Click on the image you want to use
3. Copy the URL from the image details panel
  - It will look like: `https://helpful-wealth-0a46a9eabb.media.strapiapp.com/filename.png`

### Simple example

```
[IMAGE: https://helpful-wealth-0a46a9eabb.media.strapiapp.com/my-photo.png]
```

This displays the image at **medium size, centered** on the page.

## Full Format (with options)

```
[IMAGE: image-url | alt text | size | alignment]
```

Parameter	Required?	Description	Default
image-url	Yes	The full URL of the image	-
alt text	No	Description for accessibility	(empty)
size	No	How wide the image appears	medium
alignment	No	Where the image sits on the page	center

### Size options

Value	Width	Best for
small	~320px	Logos, icons, small illustrations

medium	~512px	Standard photos, diagrams
large	~672px	Wide photos, banners
full	100% width	Full-width banners, hero images

Alignment options

Value	Effect
left	Image aligned to the left
center	Image centered (default)
right	Image aligned to the right

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Examples

Image with alt text only (medium, centered)

```
[IMAGE: https://helpful-wealth-0a46a9eabb.media.strapiapp.com/photo.png | Workshop participants]
```

Small logo, right-aligned

```
[IMAGE: https://helpful-wealth-0a46a9eabb.media.strapiapp.com/logo.png | Project logo | small | right]
```

Full-width banner, centered

```
[IMAGE: https://helpful-wealth-0a46a9eabb.media.strapiapp.com/banner.png | Event banner | full | center]
```

Large photo, left-aligned

```
[IMAGE: https://helpful-wealth-0a46a9eabb.media.strapiapp.com/team.jpg | Team photo | large | left]
```

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Important Rules

- 1. **Own paragraph:** The `[IMAGE: ...]` tag must be the **only text** in its paragraph. Do not mix it with other text on the same line.
- 2. **No formatting:** Do not apply bold, italic, or any other formatting to the tag text. Type it as plain text.
- 3. **Square brackets required:** The tag starts with `[` and ends with `]`. Do not forget them.
- 4. **Pipe separator:** Use the `|` character (pipe) to separate the parameters. You can find it on your keyboard:

- **Mac:** Option + 7 or Shift + \
- **Windows:** AltGr + \ or Shift + \

5. **Spaces around pipes:** Spaces before and after `|` are optional but recommended for readability.

6. **Case insensitive:** `[IMAGE:]`, `[image:]`, `[Image:]` all work the same way.

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## Quick Reference

Simplest:

```
[IMAGE: url]
```

With alt text:

```
[IMAGE: url | description]
```

With size:

```
[IMAGE: url | description | small]
```

Full control:

```
[IMAGE: url | description | large | right]
```

**Sizes:** `small` | `medium` | `large` | `full` **Alignments:** `left` | `center` | `right`