

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
 - o 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

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]
```

Important Rules

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

- o **Mac:** Option + 7 or Shift + \
- o **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.

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