


Adding a picture to a forum post

There are several different methods for adding a picture to a post. It doesn't matter which method you choose, but it is important that you don't 'mix and match' the methods or the results are unpredictable.

These instructions explain how to:

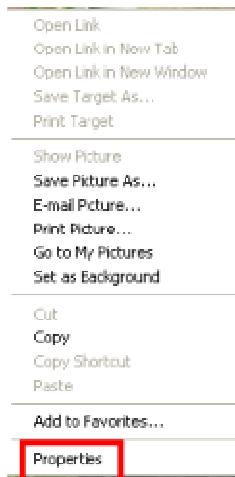
- add an image from a Coppermine album
- add an inline picture using the 'paperclip' on the toolbar
- add an inline picture using Go Advanced > Manage Attachments
- Add a picture in an Attachment box

Adding images from a Coppermine album to a post (using Internet Explorer)

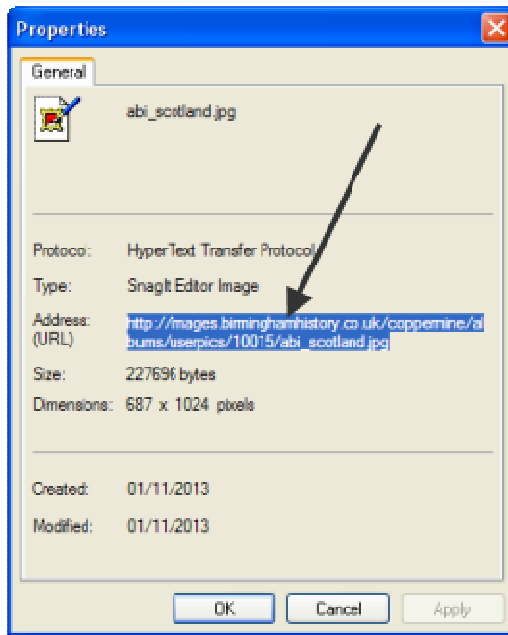
When you add images to a post, you use the image button  to insert the photo into your post. The steps below explain how to add an image to your forum post.


Note: These instructions assume that you have already added the image into an album on the image hosting site. There is another instructions sheet that contains the instructions for up loading images to the image hosting site that is powered by Coppermine/

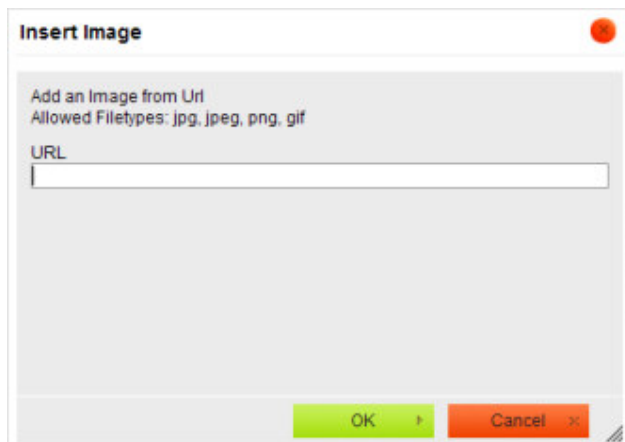
1. Select the picture in relevant album on the image hosting site.
2. Left click to open a full-size version of the image.
3. Right-click the image to display the following menu.



4. Select **Properties** to display the **Properties** dialog.
5. Using the mouse, highlight the **URL** as shown below. Make sure that you include the complete URL. It should start with `http://` and end with a file extension (for example `.jpg` or `.png`)



6. Right click the highlighted URL and select **Copy**.
7. Go to your forum post, click the "image" button  to display the (next the one that looks like a piece of film). The **Insert image** dialog is displayed



8. Paste the URL into the dialog and click **OK** to close the dialog. The image should appear in your post.

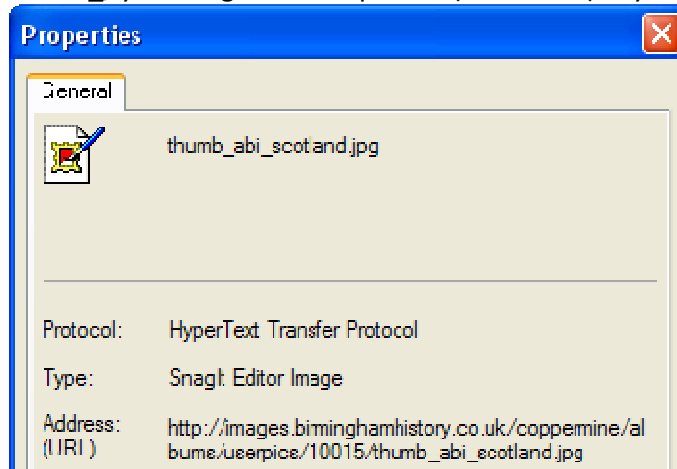


9. Complete your forum post as required.

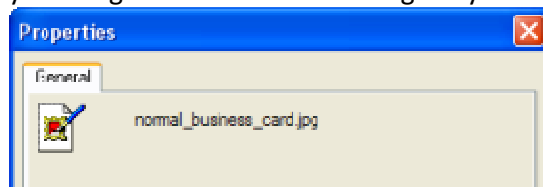
Tips


1. If you don't open the image before you display the **Properties** dialog, you will get one of the following:

- a small (thumbnail) image. If the filename that is displayed in the dialog starts with **thumb_**, you will get a small picture (thumbnail) in your forum post



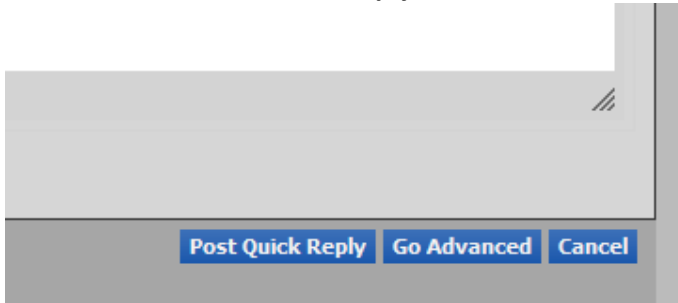
- a medium-sized image. If the filename that is displayed in the dialog starts with **normal_**, you will get a medium-sized image in your forum post.



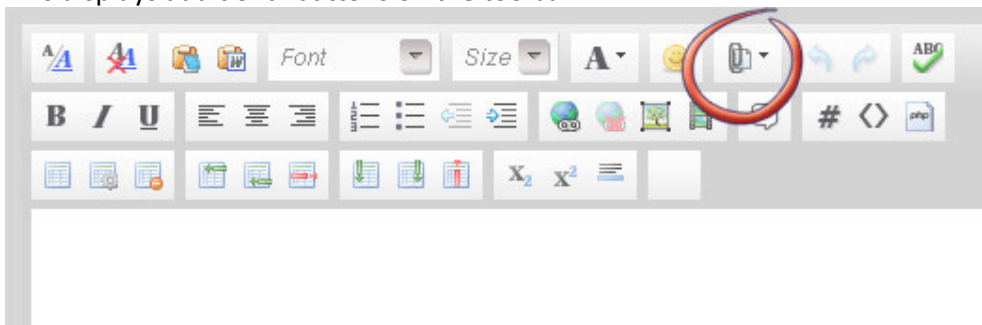
2. The maximum picture size is set at 400x400. If your picture is large/detailed and will be difficult to read if it is reduced, you can use the **Link** button  to link to the image on the image hosting site, rather than displaying the image inside the forum post.

Adding an inline picture using the 'paperclip' on the toolbar

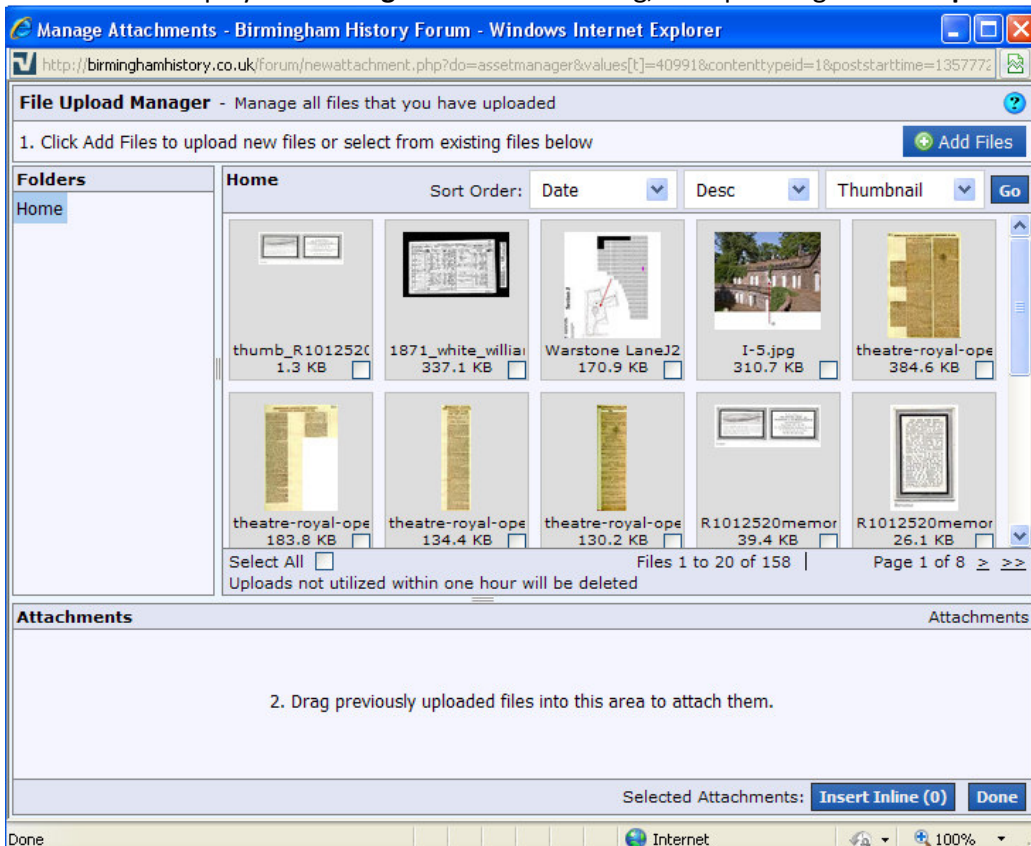
1. At the bottom of the **Quick Reply** box, click the **Go Advanced** button



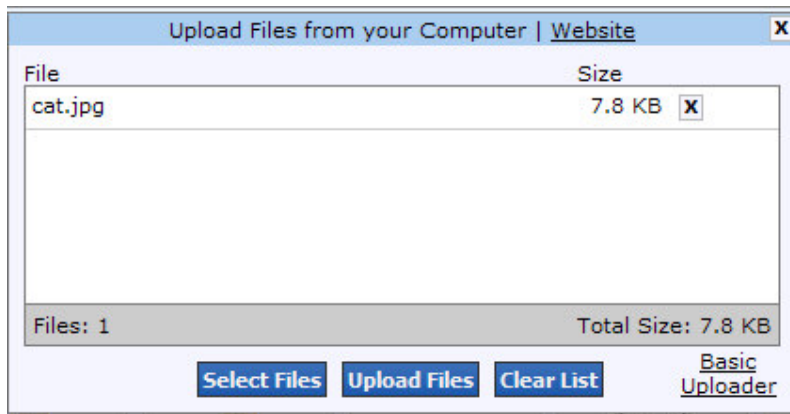
This displays additional buttons on the toolbar.



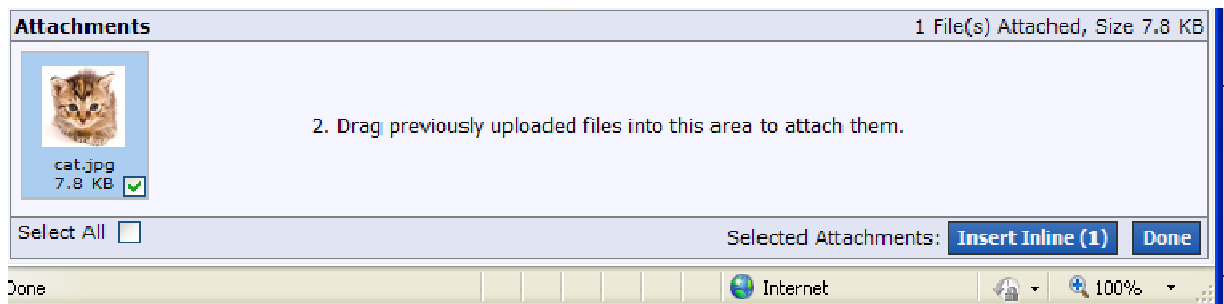
2. Click  to display the **Manage Attachment** dialog, incorporating the **File Upload Manager**.



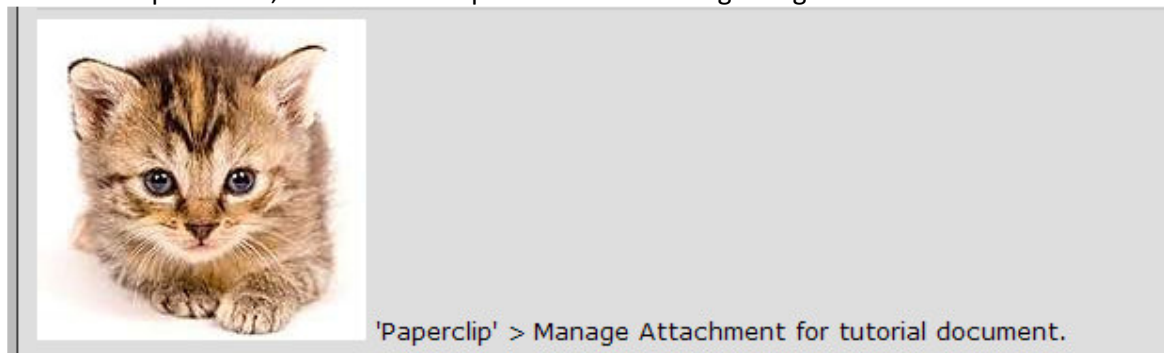
3. Click the **Add Files** button to display the Upload selection window.
4. Click Select Files to add the files to the list to be uploaded. Allowable formats are .doc, .gif, .jpg and .jpeg. Any graphics formats will need to be converted to one of these formats.



5. Click **Upload Files** the upload files to the **File Upload Manager**. The picture is added to the **Attachments** section of the **File Upload Manager**.



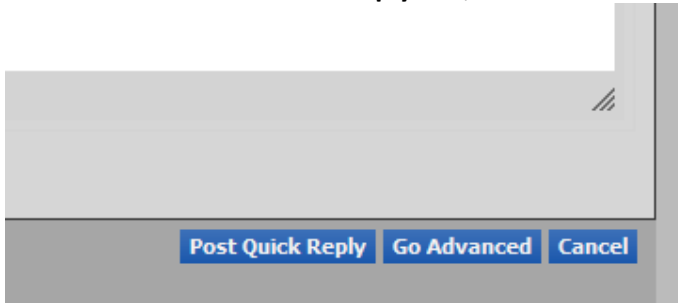
6. Ensure that the attachment is selected (indicated by a green tick in the selection box)
7. Click **Insert Inline**. The attachment will be inserted where the cursor is positioned in the post. In the example below, the cursor was positioned at the beginning of the line of text.



8. When you have finished your post, click **Submit Reply** to post your reply. Once you have posted your reply, you can click on the image in the post to see a larger image.

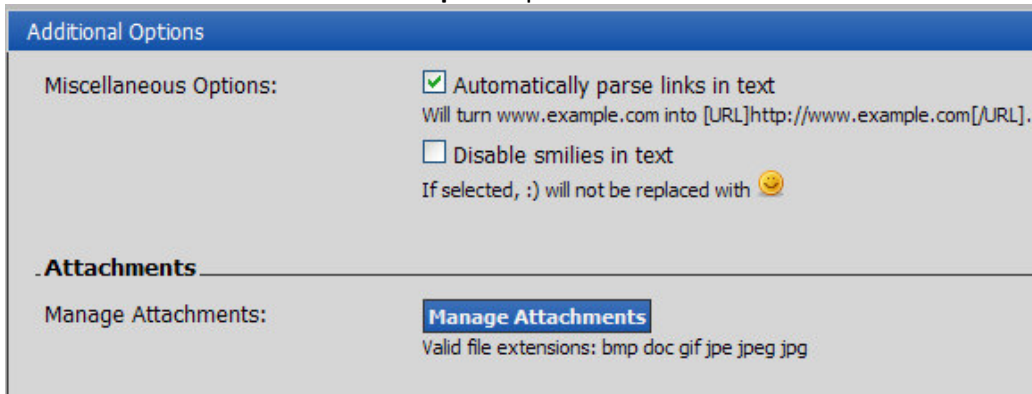
Adding an inline picture using Go Advanced > Manage Attachments

1. At the bottom of the **Quick Reply** box, click the **Go Advanced** button

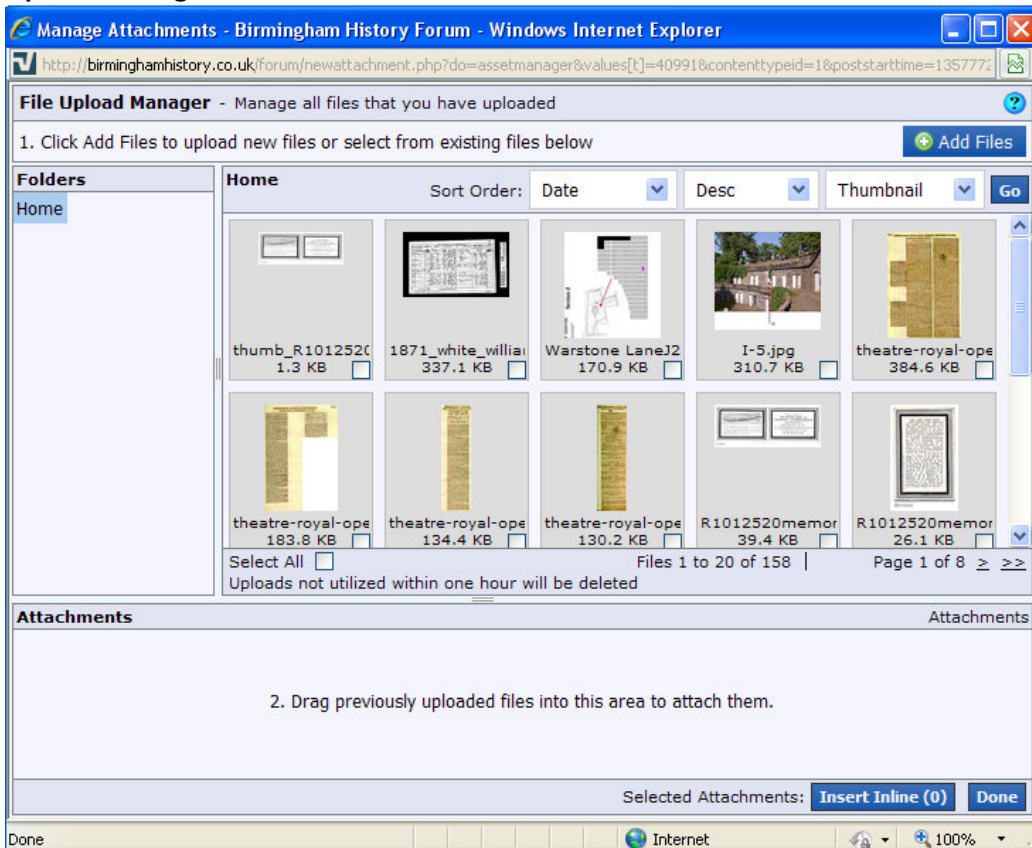


This displays Additional options.

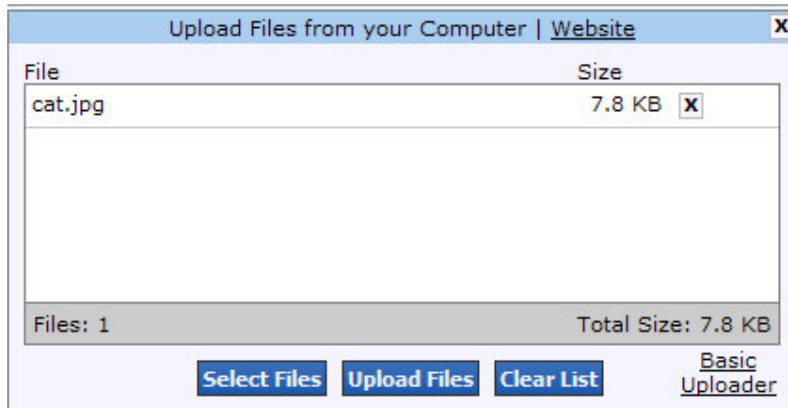
2. Scroll down to see the **Additional Options** panel



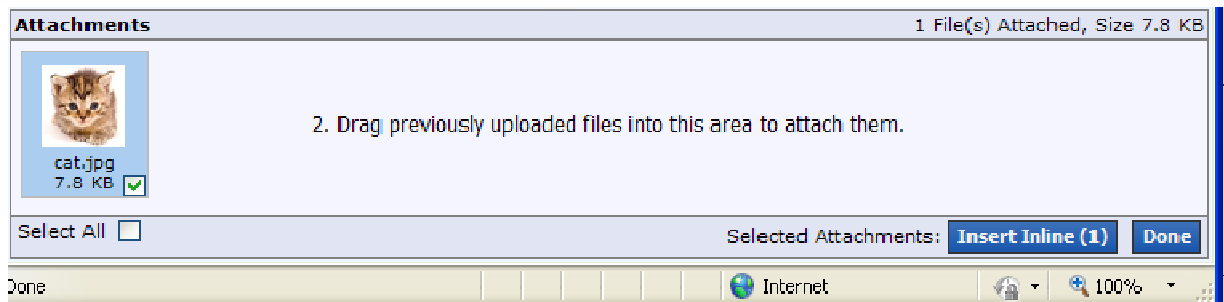
3. Click **Manage Attachments** to display the **Manage Attachment** dialog, incorporating the **File Upload Manager**.



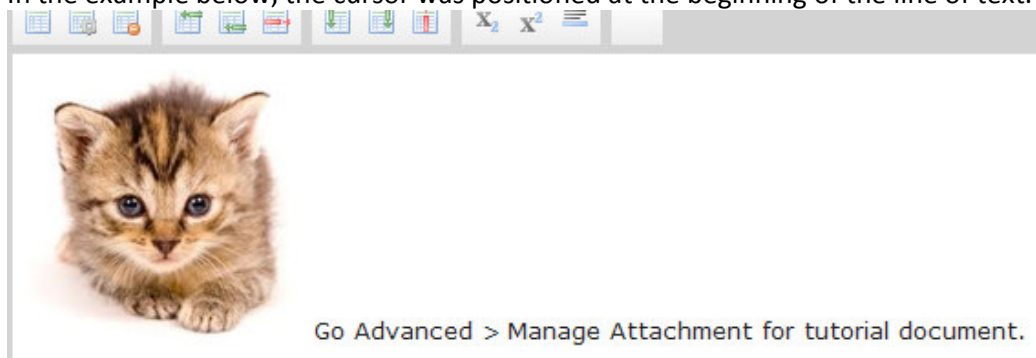
4. Click the **Add Files** button to display the Upload selection window.
5. Click Select Files to add the files to the list to be uploaded. Allowable formats are .doc, .gif, .jpg and .jpeg. Any graphics formats will need to be converted to one of these formats.



6. Click **Upload Files** the upload files to the **File Upload Manager**. The picture is added to the **Attachments** section of the **File Upload Manager**.



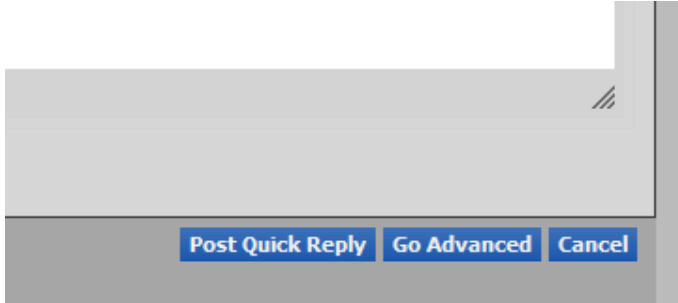
7. Ensure that the attachment is selected (indicated by a green tick in the selection box)
8. Click **Insert Inline**. The attachment will be inserted where the cursor is positioned in the post. In the example below, the cursor was positioned at the beginning of the line of text.



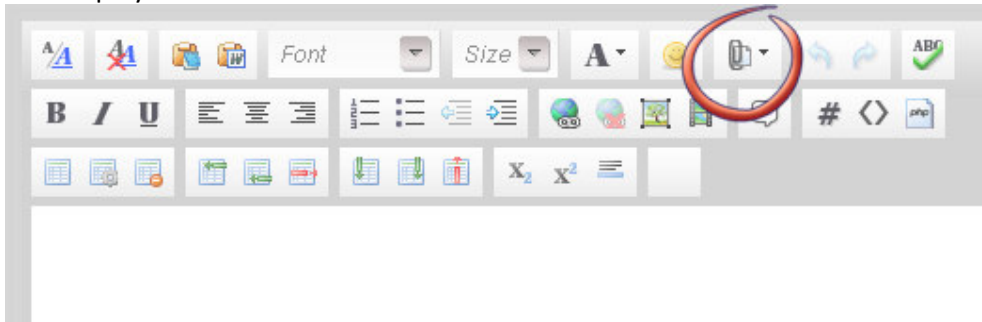
9. When you have finished your post, click **Submit Reply** to post your reply. Once you have posted your reply, you can click on the image in the post to see a larger image.

Adding a picture in an Attachment box

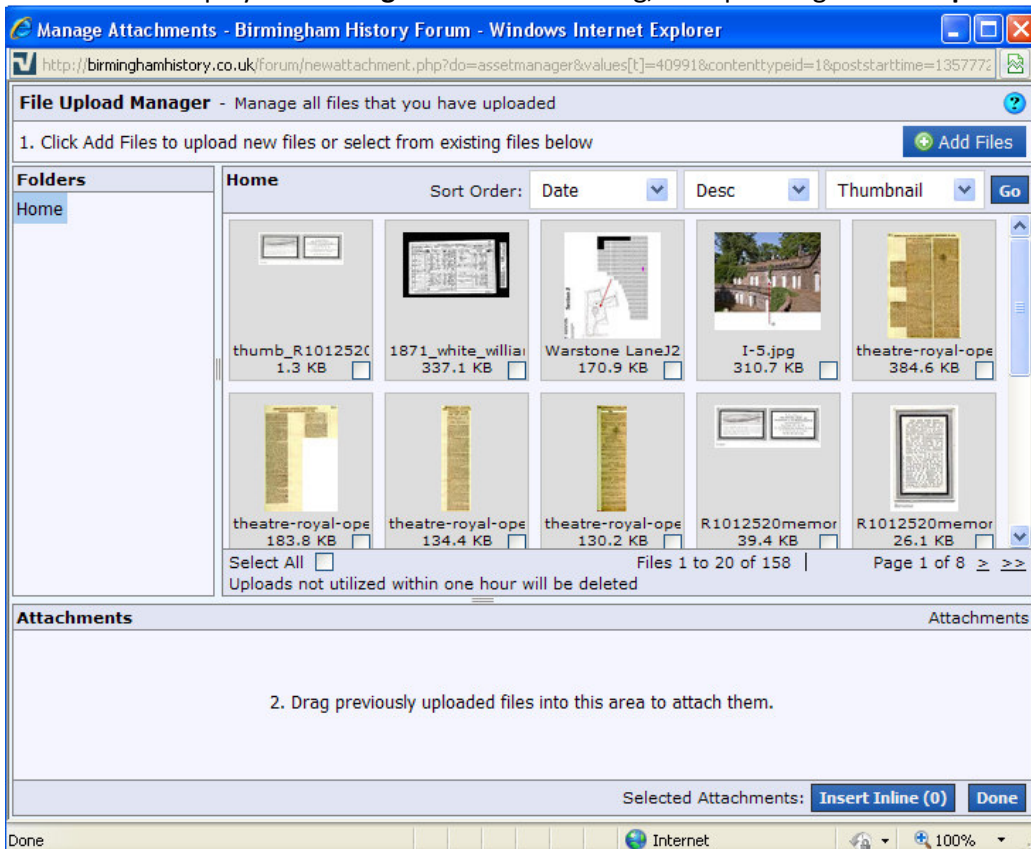
1. At the bottom of the **Quick Reply** box, click the **Go Advanced** button.



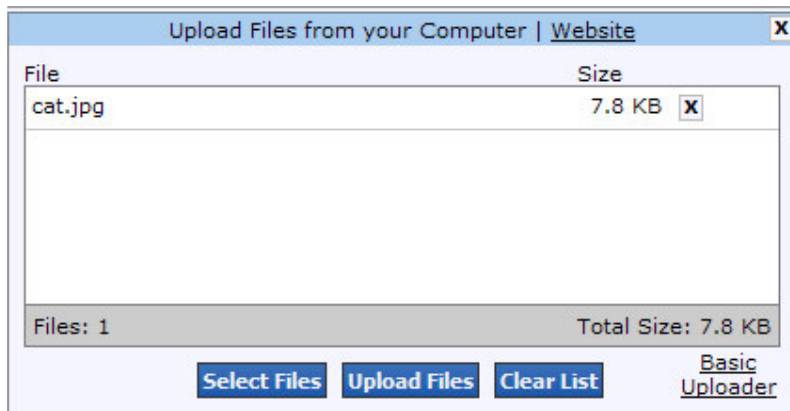
This displays additional buttons on the toolbar.



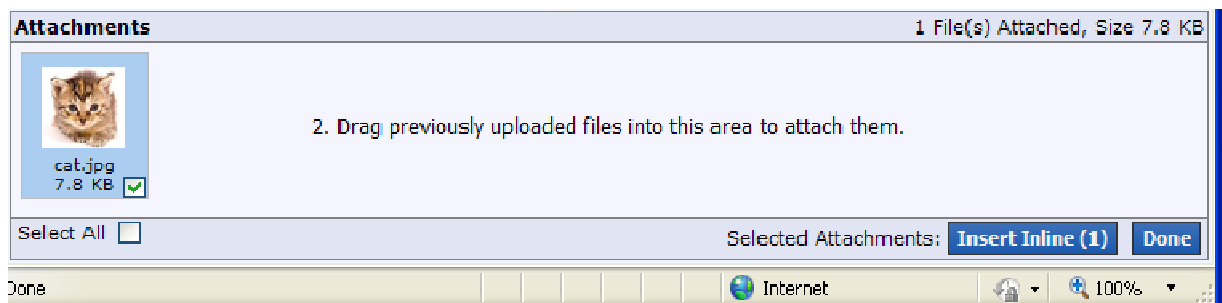
2. Click  to display the **Manage Attachment** dialog, incorporating the **File Upload Manager**.



3. Click the **Add Files** button to display the Upload selection window.
4. Click Select Files to add the files to the list to be uploaded. Allowable formats are .doc, .gif, .jpg and .jpeg. Any graphics formats will need to be converted to one of these formats.



5. Click **Upload Files** the upload files to the **File Upload Manager**. The picture is added to the **Attachments** section of the **File Upload Manager**.



6. Ensure that the attachment is selected (indicated by a green tick in the selection box)
7. Click **Done**.
8. Click **Preview post** to check that the thumbnail is displayed in the **Attached Thumbnails** window.



9. When you have finished your post, click **Submit Reply** to post your reply. Once you have posted your reply, you can click on the image in the **Attached Thumbnails** section to see a larger image.