Inserting Photos into Discussion Posts
Step 1: Go into the forum category
Select start a new topic
Step 2: Select the insert photo icon
Step 3: Upload a photo

Choose your file from your computer

Click post after the image uploads, not before

Or you can choose from your photo library

Once it loads, you will be asked to title it before you can select post.

Be patient. Sometimes it takes a while.

Uploading documents works the same way.

Uploading video is a bit more complicated. Stay tuned for separate instructions!
The rest should make sense!

But if you want help resizing the image, continue to next slide.
Is picture too big? Double click it.
Write in a new width

Too small now? Try another number (trial by error).

Click ok. Write and submit the post.
Voila!

Map

Posted by Sheila Johnson on Oct 15, 2015 3:44 pm

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