How to Upload a Photo to a Forum Post

To add a photo to a post, click on the image icon (the one that looks like a picture with a mountain on it).

Subject 🕕	Test
Message 🚺	
	Hellol
	Post to forum Cancel Advanced

This will open the pop-up window below. Click "browse repositories".



This will bring you to a new pop-up window called "File picker" where you can upload an image file (make sure "Upload a file" is selected on the left). Click on the "Browse" button and select the image you want to upload and then click on "Upload this file".

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	The Content bank	Author Arusha Hollister Choose license © All rights reserved ~	
		Upload this file	

Once you have uploaded the image, you will be taken to the "Image Properties" pop-up window again where you need to check off "This image is decorative only" and "Auto size". "Auto size" will keep the ratio of the dimensions the same if you edit the size of the image and should prevent the image from flipping upside down. You can edit the size of the image by changing one of the dimensions and it will automatically change the other. Then click "Save Image".

Image properties
Enter URL /user/draft/645221101/Image%20058.jpg Browse repositories
Describe this image for someone who cannot see it
0/ 125
 This image is decorative only Size 600 x 419 Z Auto size
Alignment Bottom ~
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Save image