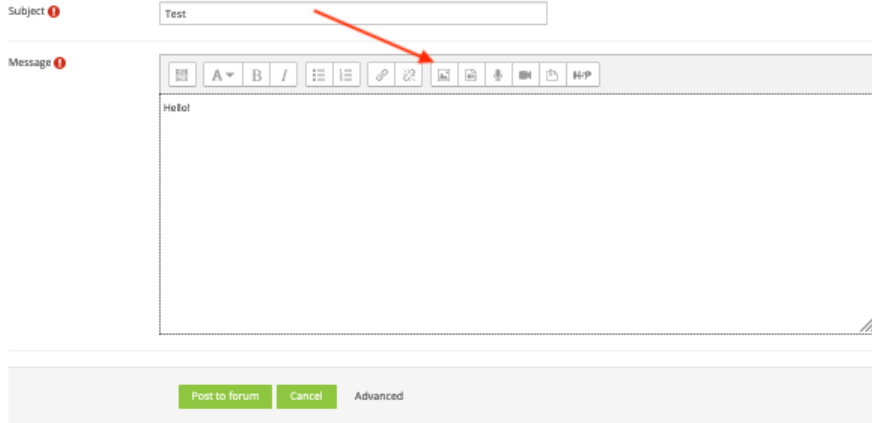
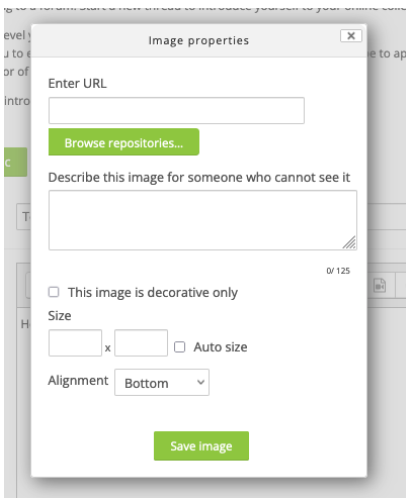


How to Upload a Photo to a Forum Post

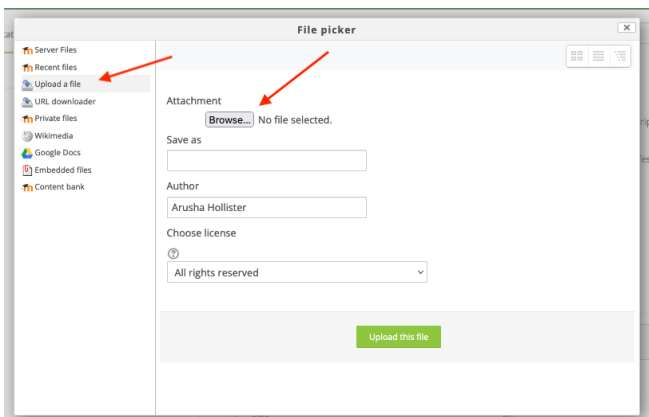
To add a photo to a post, click on the image icon (the one that looks like a picture with a mountain on it).



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”.



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

[Browse repositories...](#)


Describe this image for someone who cannot see it

0/125

This image is decorative only

Size
 x Auto size

Alignment



[Save image](#)