## How to make and post an image in:-



There are 2 methods, using the **Print Screen** key on the keyboard and the **Snipping Tool**. If its a full screen image or an image including information from a drop down box, use '**Print Screen**, otherwise use the **Snipping Tool**.

Press **PrtSc** on the keyboard. On the Start Menu Search Box, type Paint and hit Enter to open it, then click Paste.



Now it has to be saved before it can be edited (if required). Click as red arrow.



From the file type options, choose the one you want. If you intend to alter or edit the image, **jpeg picture** must be selected.

To edit or make images directly, use the Snipping Tool after setting its Options.

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Ap	plication
2	Hide instruction text
V	Always copy snips to the Olipboard
Г	Include URL below snips (HTML only)
~	Prompt to save snips before exiting
г	Show screen overlay when Snipping Tool is active
Se	lection
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1	Show selection ink after ships are captured

Its shape can be changed by clicking the drop down arrow on the New tab.

If your only posting an image, it can be done directly from the **Quick Reply** box by clicking **Image** Icon in the red box below.

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Once clicked, this image below will appear.

Insert Image	•
From Computer	From URL
Add an Image from Allowed Filetypes	i your computer jpg, jpeg, prig, gif Browse
Upload File(s)	

Click Browse to find your image then Upload File(s). Position sensibly before posting.

To add other types of files e.g.

Attachment Key							
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Pdf	8.11 MB	-	-				
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<b><sup>1</sup></b> xlsx	1,000.0 KB	-	-				
<b>-</b> zip	5.75 MB	-	-				

## The above is what is allowed on The Lounge.

Now click the 'Go Advanced' box as below

Quick Reply		
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Show your signature		
	Post Quick Reply	Go Advanced

Now click the 'Paperclip' as arrowed in Fig.1

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Fig.2 Appears.

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Click any **Browse** button, find the image you made, click **'Upload'** and wait till it appears. Now click **'Close this window'.** Click the **'Paperclip'** again, your file will show as in Fig.3

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The **'Manage Attachments'** window now shows your uploaded file below, click it to add to your post. Position it sensibly. Your now ready to submit your reply.

Compliments of

