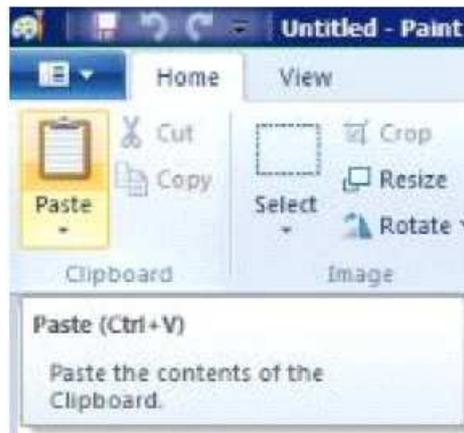


## How to make and post an image in:-



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.



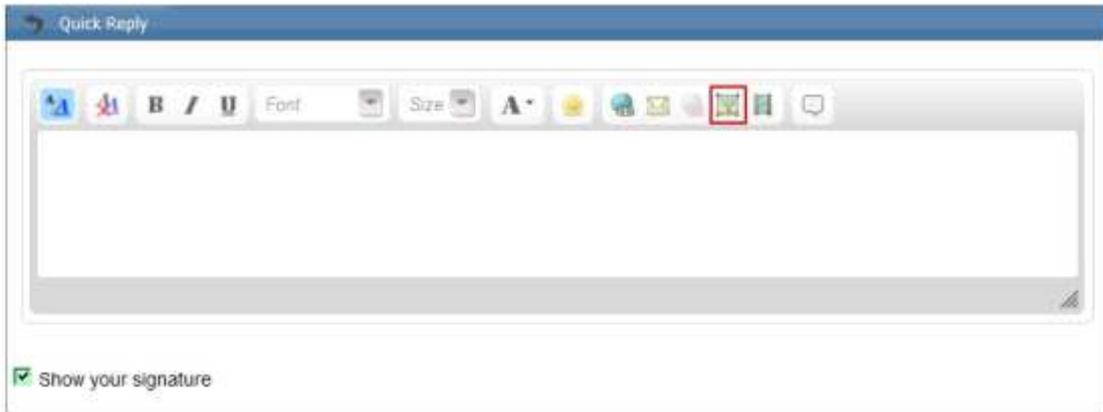
From the file type options, choose the one you want. If you intend to alter or edit the image, **jpeg picture** must be selected.

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

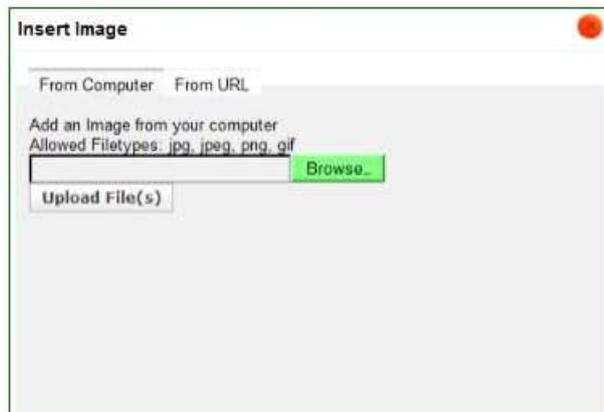


Its shape can be changed by clicking the drop down arrow on the New tab.

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.



Once clicked, this image below will appear.



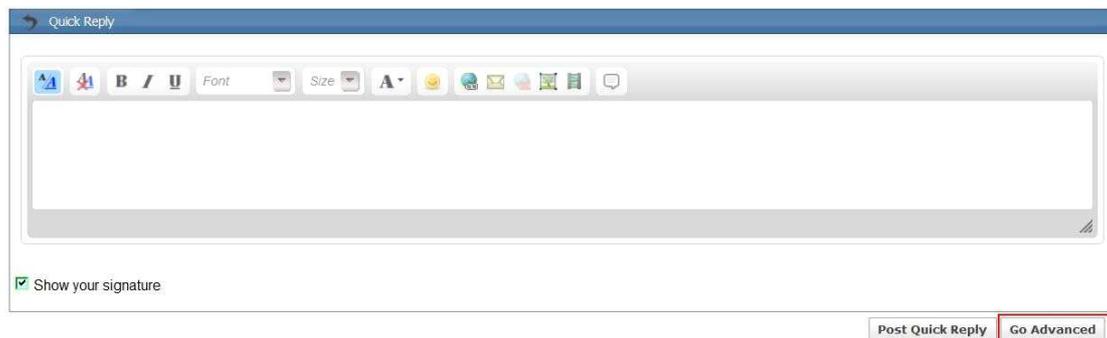
Click **Browse** to find your image then **Upload File(s)**. Position sensibly before posting.

To add other types of files e.g.

Attachment Key			
Filetype	Max Filesize	Max Width	Max Height
bmp	1.95 MB	-	-
doc	1,000.0 KB	-	-
docm	1,000.0 KB	-	-
docx	1,000.0 KB	-	-
gif	1.95 MB	-	-
gz	1,000.0 KB	-	-
jpe	1,000.0 KB	-	-
jpeg	1.95 MB	-	-
jpg	1.95 MB	-	-
pdf	8.11 MB	-	-
png	1.95 MB	-	-
ppt	1,000.0 KB	-	-
pptx	1,000.0 KB	-	-
psd	1.95 MB	-	-
txt	1,000.0 KB	-	-
xls	1,000.0 KB	-	-
xlsm	1,000.0 KB	-	-
xlsx	1,000.0 KB	-	-
zip	5.75 MB	-	-

The above is what is allowed on The Lounge.

Now click the 'Go Advanced' box as below



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

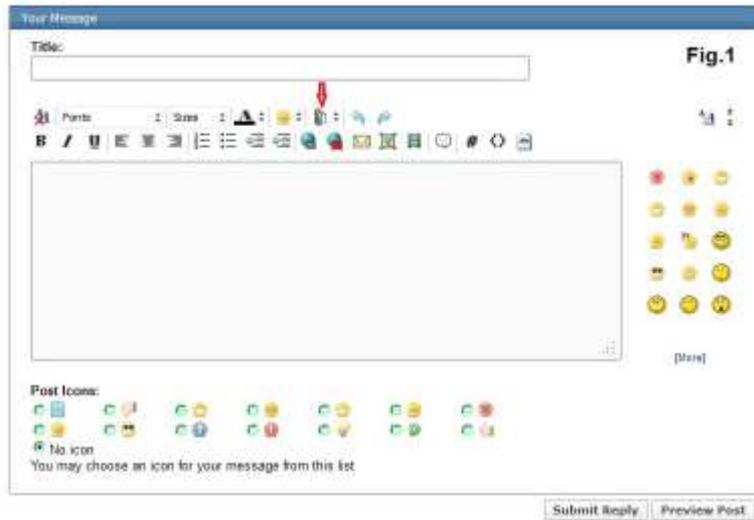
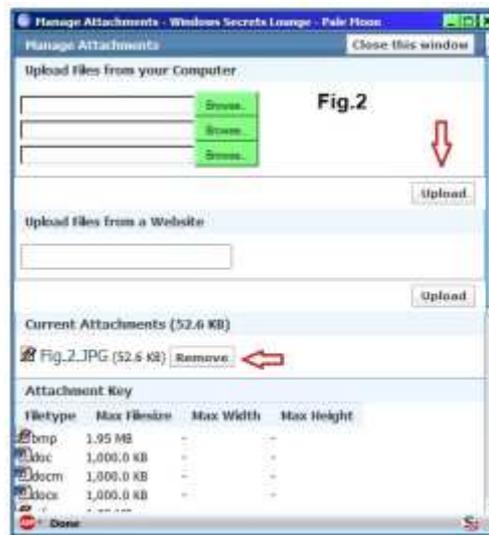
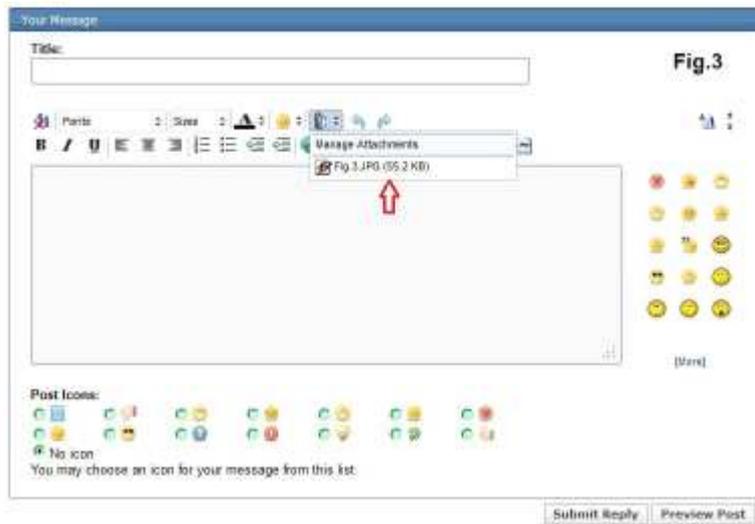


Fig.2 Appears.



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



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

Compliments of

