

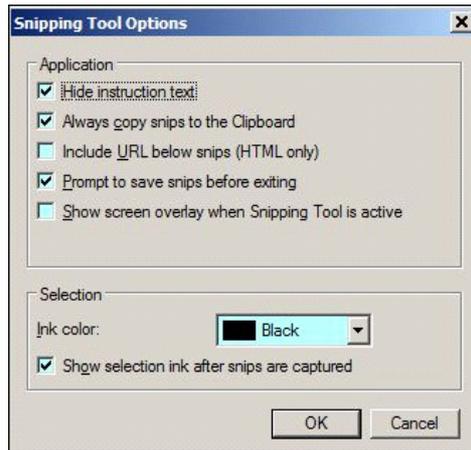
To make your Image.

Snipping Tool (easiest method).

Open it by typing its name in the start menu's **Search programs and files** box and press Enter.



Set your Options (as below) then click the drop box next to **New** for shape options.



When the settings have been made, click **OK** then **New** to make your image. If an error is made click **New** again. If it's ok, click the **X** to close. You will be asked if you want to save it, click yes then name it as you want in any format as it will not need editing before posting it.

Print Screen (PrtSc) on the keyboard.

Only use this method if an image with **Drop Box** options need to be made. (As above). You can also press and hold **Alt** then **PrtSc**. This method will only copy the **Active** window. Type **Paint** in the **Search programs and files** box and press Enter. Click **Paste** (Ctrl+V). Save as **.jpeg** if cropping is needed before posting the image.

These are the Lounge's file types and permitted sizes.

If your file type is not included, or it's too large, **Zip** it before posting.

Attachment Key	
Filetype	Max Filesize
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

Posting your Image or File.

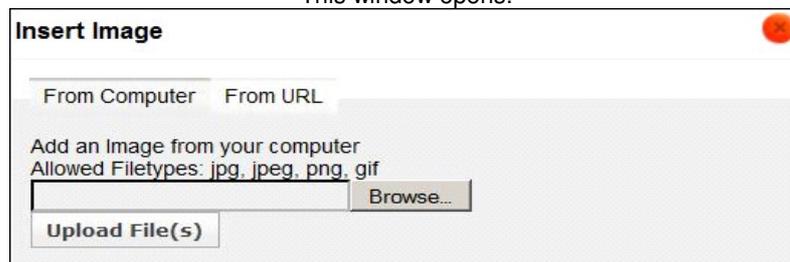
Quick Reply.



Or when you select **Post New Thread**, click the **Image** icon.



This window opens.



Click **Browse**, navigate to your image or file then click **Upload File(s)** to add to your reply. Ignore **Allowed Filetypes**, all file types are allowed.

To add more items you will have to select **From Computer** first.
Position sensibly before submitting your reply.

Compliments of

