To make your Image.

Snipping Tool (easiest method).

Open it by typing it's 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.

apping roor opero	ons
Application	
Hide instruction	i text
Always copy sni	ips to the Clipboard
Include URL be	elow snips (HTML only)
Prompt to save	snips before exiting
Show screen ov	verlay when Snipping Tool is active
Selection	Plack
Ink color:	

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 editting 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.

Attachm	ent Key
Filetype	Max Filesize
Ø bmp	1.95 MB
doc	1,000.0 KB
docm	1,000.0 KB
docx	1,000.0 KB
🛃 gif	1.95 MB
Q gz	1,000.0 KB
🛃 jpe	1,000.0 KB
🛃 jpeg	1.95 MB
🛃 jpg	1.95 MB
2 pdf	8.11 MB
🛃 png	1.95 MB
Dppt	1,000.0 KB
Dpptx	1,000.0 KB
Psd	1.95 MB
≣txt	1,000.0 KB
Lixis	1,000.0 KB
lxlsm	1,000.0 KB
L xlsx	1,000.0 KB
Zip	5.75 MB

Posting your Image or File.

Qui	ck Re	ply											
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Or when you select Post New Thread. click the Image icon.

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This window opens.

Insert Image				8
From Computer	From URL			
Add an Image from Allowed Filetypes:	your compute	er I, gif		
		Browse.		
Upload File(s)				

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.

