

## *Procedures to insert a photo in a Fairy Lamp Forum message.*

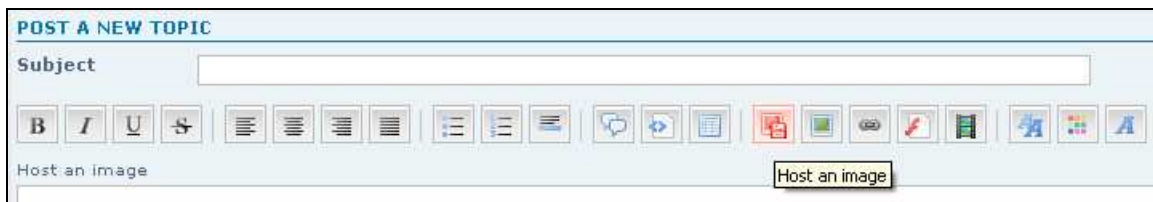
There are a couple ways to attach a photo to a message on the Forum. You can specify a URL (internet address) of a photo that resides on your own server or any where else on the internet as long as you know the URL. Or, you can attach a photo from you own computer – as long as you know exactly where it is on your computer.

Let's take the options one at a time.

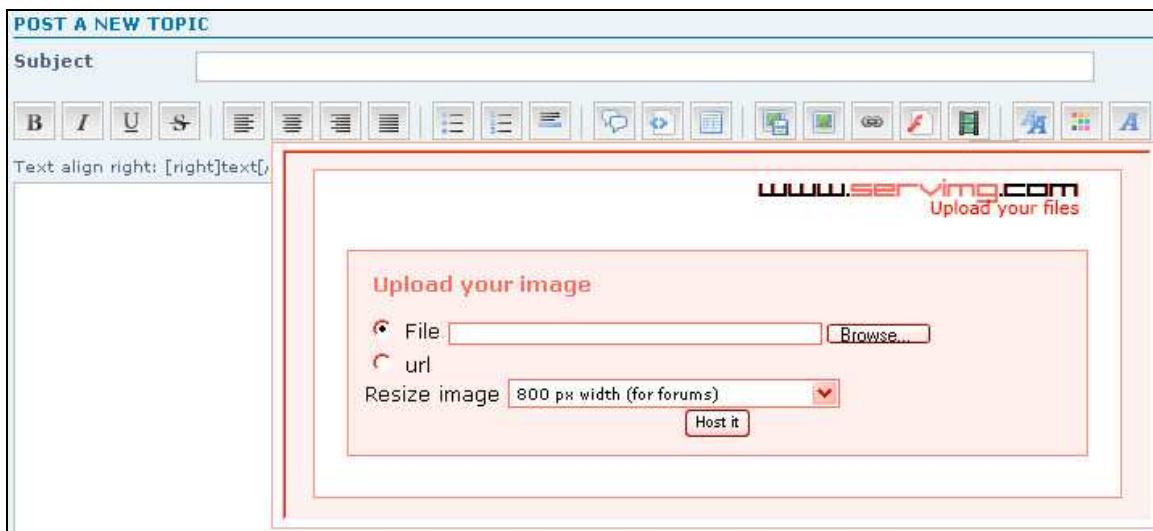
### *To attach a photo from your own computer:*

Open a "New Topic" or "Reply" to an existing message.

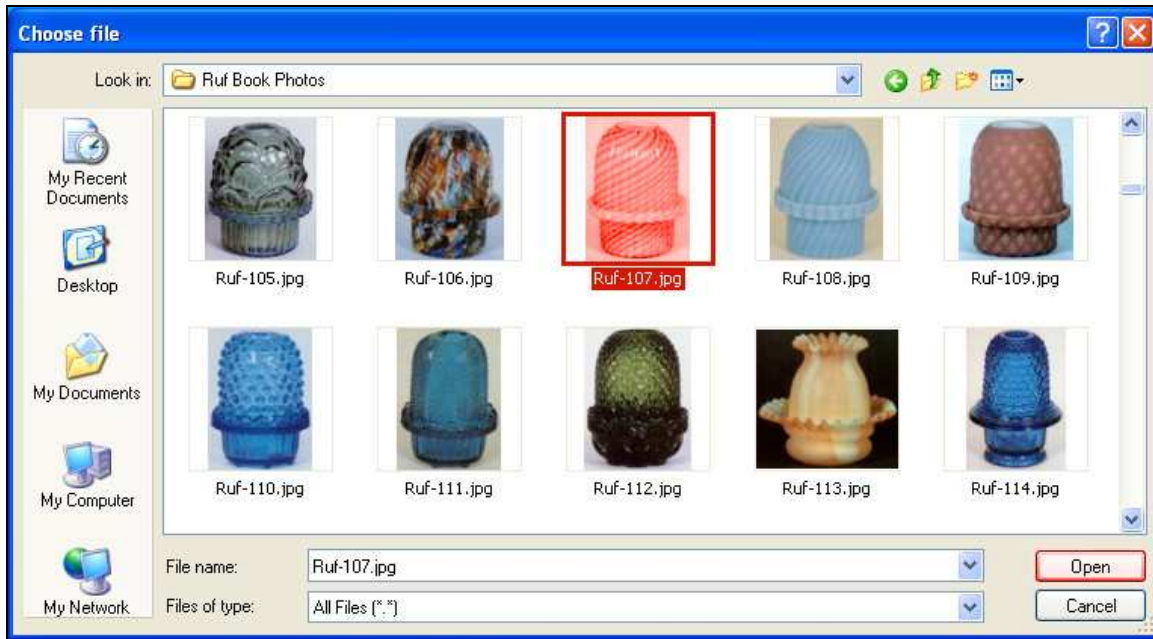
Select the "**Host an Image**" Button.



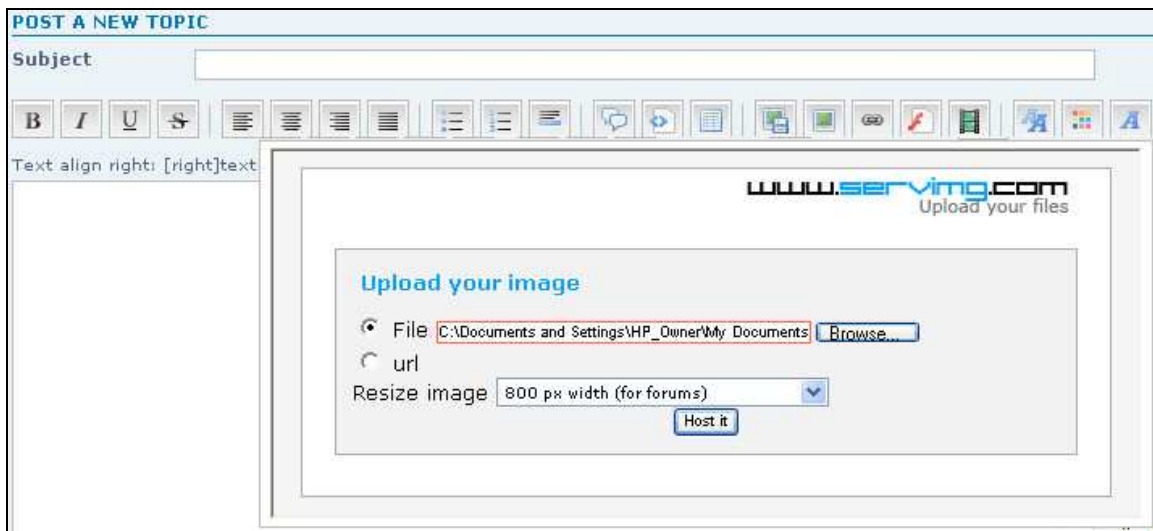
That will bring up the following dialog box:



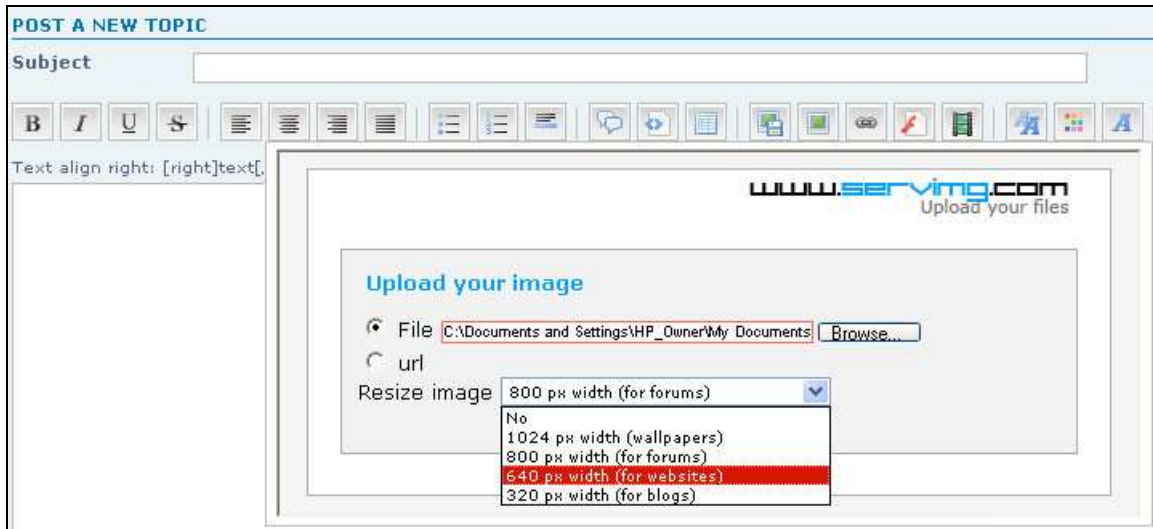
Select the "**Browse**" button. This will open another dialog box and allow you to identify the image you want to upload from your computer.



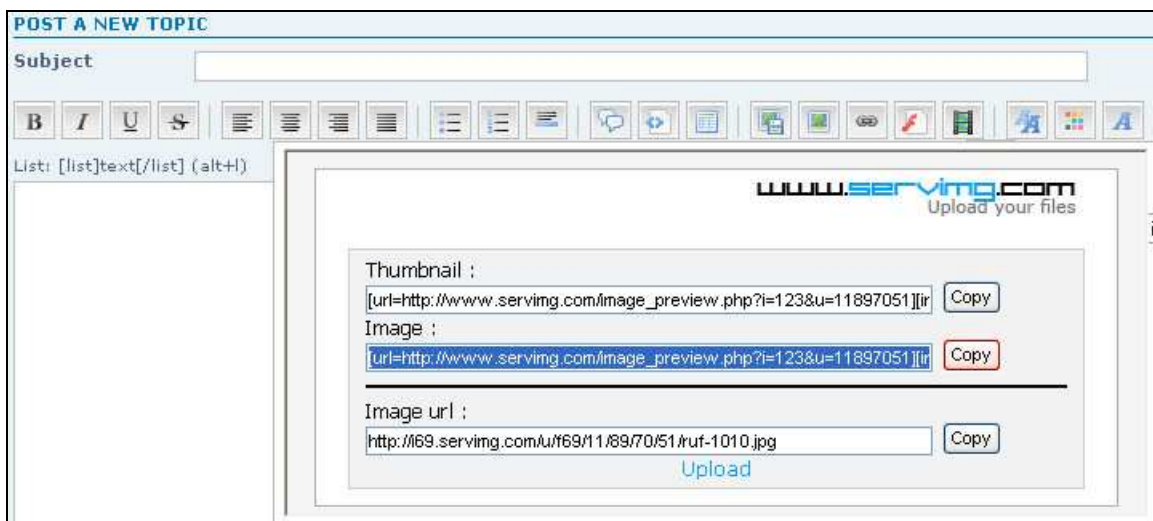
Select the image you want to upload. (This example has icons displayed; you may have a file name list displayed.) Once the image is selected, select the "Open" button. This will insert the "path" to the image that is on your computer into the dialog box.



Next, select the size you want the image displayed by selecting the "down arrow" icon on the "Resize Image" box. There are several options available from very small to very large. I have found that 640 px (640 pixels) works best for most folks.



After you select the image size, select the **"Host It"** button. That will upload your image to the Forum server and resize it to the size you selected. When the upload is complete (a few seconds) the following dialog box will appear with three options – Thumbnail, Image, and Image URL. For now, you want the **"Image"** selection. Select the **"Copy"** button.




Selecting the **"Copy"** button puts the link (actually a URL) on your computer clip board and allows you to paste the address into the body of your message. (Note: After you have copied the address, you can get rid of the dialog box by selecting the **"Host Image"** icon again.)



Above is what the image looks like in the body of your message. Doesn't look much like an image does it? But, it is. You can see the image if you select "Preview" at the bottom of your message.

Post a new topic







































PREVIEW



www.fairylampclub.com

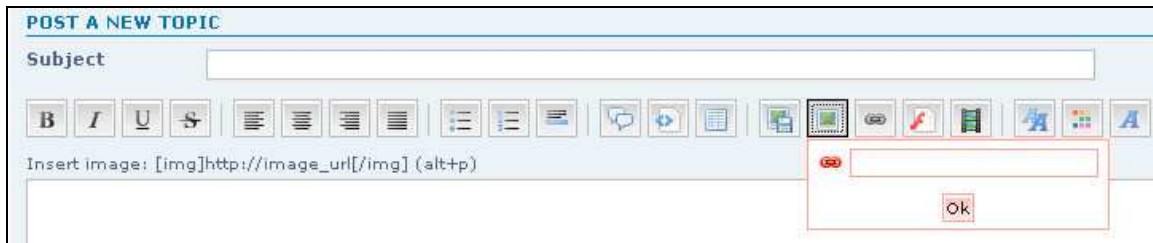
POST A NEW TOPIC

Subject

**B** *I* U ~~S~~                                         

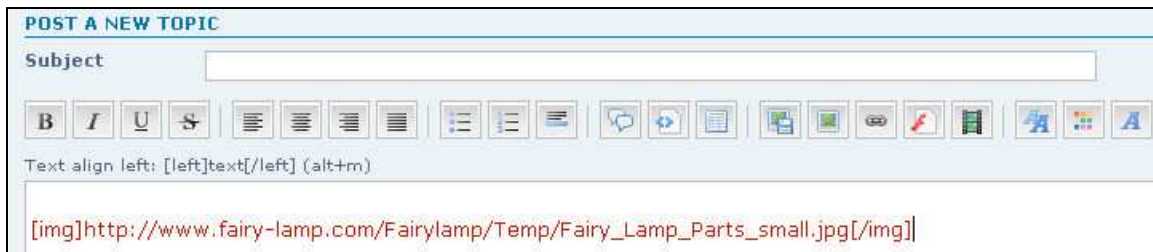


That will bring up the following dialog box:



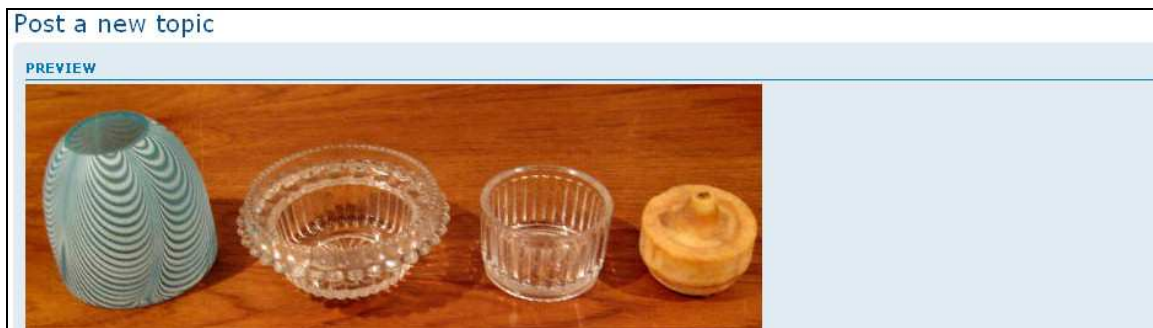
Simply paste (type only if you have to) the URL into the box and click "OK". The image can be one you have uploaded to your server. Or, it can be any image displayed on your monitor. (For PC users, a "right click" will display the URL on any image on you monitor.)

That will display the URL into the body of your message, i.e.:



Notice the URL is bounded by **[img].....[/img]** This is techno-speak to identify this URL is an image and to display the image in your message. (As opposed to a URL that will take you to a location on the Internet.) You can preview the image by selecting the "Preview" button at the bottom of you message. (Note: You can not make changes in the preview display. You must make changes only in the new message box.)

Following is the result shown in the message "Preview".



You can center the image by highlighting the complete URL and selecting the "Center" button.



