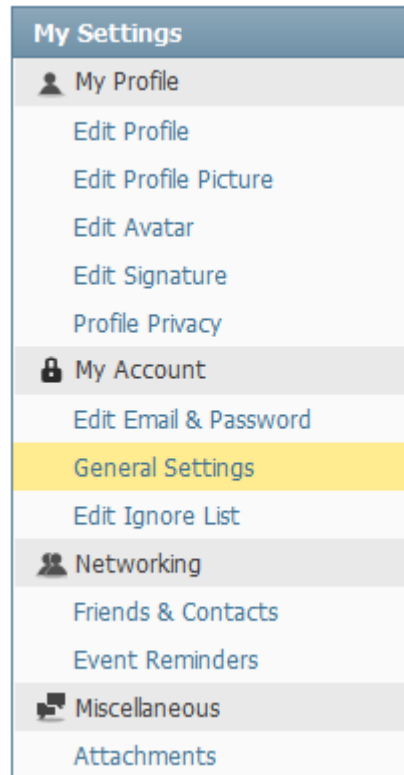## How To Insert Images

To insert images as described in this document the Message Editor Interface must be set to Enhanced Interface – Full WYSIWYG Editing.

To set the interface sign on and click Settings in the upper right corner of the screen.

Next, click General Settings on the left side of the page and scroll down to Miscellaneous Options.

Change Message Editor Interface to Enhanced Interface – Full WYSIWYG Editing and click Save Changes.

Miscellaneous Options

Message Editor Interface:
- ◉ Enhanced Interface - Full WYSIWYG Editing
- ○ Basic Editor - A simple text box
- ○ Standard Editor - Extra formatting controls

When posting messages to the forums or other members, there are three interface types available to you. The simplest of these is a simple text box, while the last is a fully-fledged WYSIWYG editor, which allows you to format your text as you want it and see the results immediately.

Depending upon the capabilities of your web browser, you may not be able to use all of these options. If you experience problems when posting messages, try switching to a different interface type.

Enhanced Attachment Uploading:
- ◉ Enhanced Attachment Uploading on
- ○ Enhanced Attachment Uploading off

The forum features an enhanced attachment uploading system that allows you to reuse existing attachments via a drag and drop interface.

Depending upon the capabilities of your web browser, you may not be able to use the enhanced system. If you experience problems with the interface, try disabling this option.

Save Changes   Reset Fiel

Start your post and click the insert image icon as shown by the red arrow.

Your Message

Title:

How to insert images

Fonts   Sizes   **A**   😊   📎

B *I* <u>U</u>   # <>

Here are a couple of pictures from the 2015 National Convention

Select From Computer and click Select Files. Browse to the folder where the images you want to upload are located.

Add an Image   **X**

From Computer   **From URL**

Add an Image from your computer

Allowed Filetypes: jpg, jpeg, png, gif

File   Size

Files: 0   Total Size: 0

Select Files   Basic
                                                  Uploader

After selecting the files to be uploaded click Upload File(s).

The files will be included in your post as shown below.

You don't have to do this, but the post will be more readable if you put each attachment on a separate line by moving the cursor between the attachments as shown by the red arrow above and pressing enter.

Your Message

Title:

How to insert images

Here are a couple of pictures from the 2015 National Convention
[ATTACH]224[/ATTACH]
[ATTACH]225[/ATTACH]

When you click submit the images you uploaded will be included as shown below.

How to insert images

Here are a couple of pictures from the 2015 National Convention
2015NationalConvention2.jpg
2015NationalConvention1.jpg
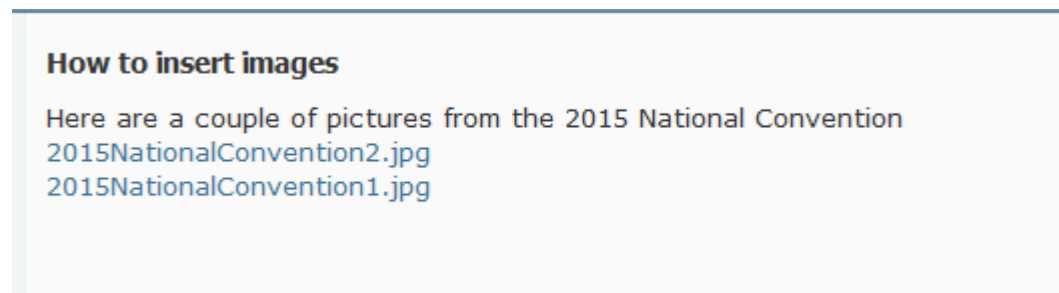
There is a file size limit of 900 x 600 pixels for images. If you try to upload an image that is too large after clicking Upload File(s) the image will be shown with an exclamation point as shown below.
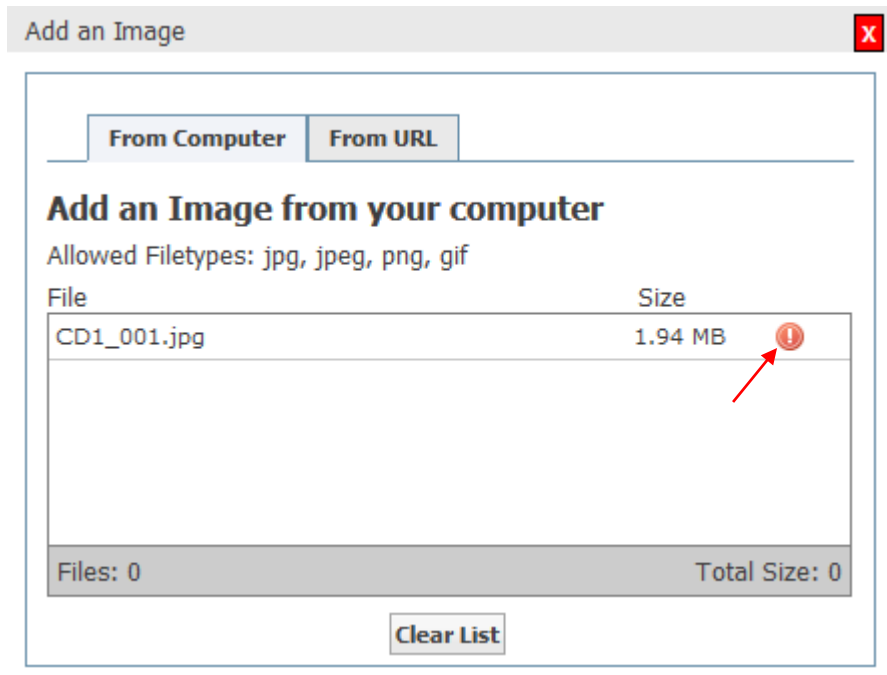
Microsoft Paint can be used the resize images. To resize images with paint open the original image and click Resize.
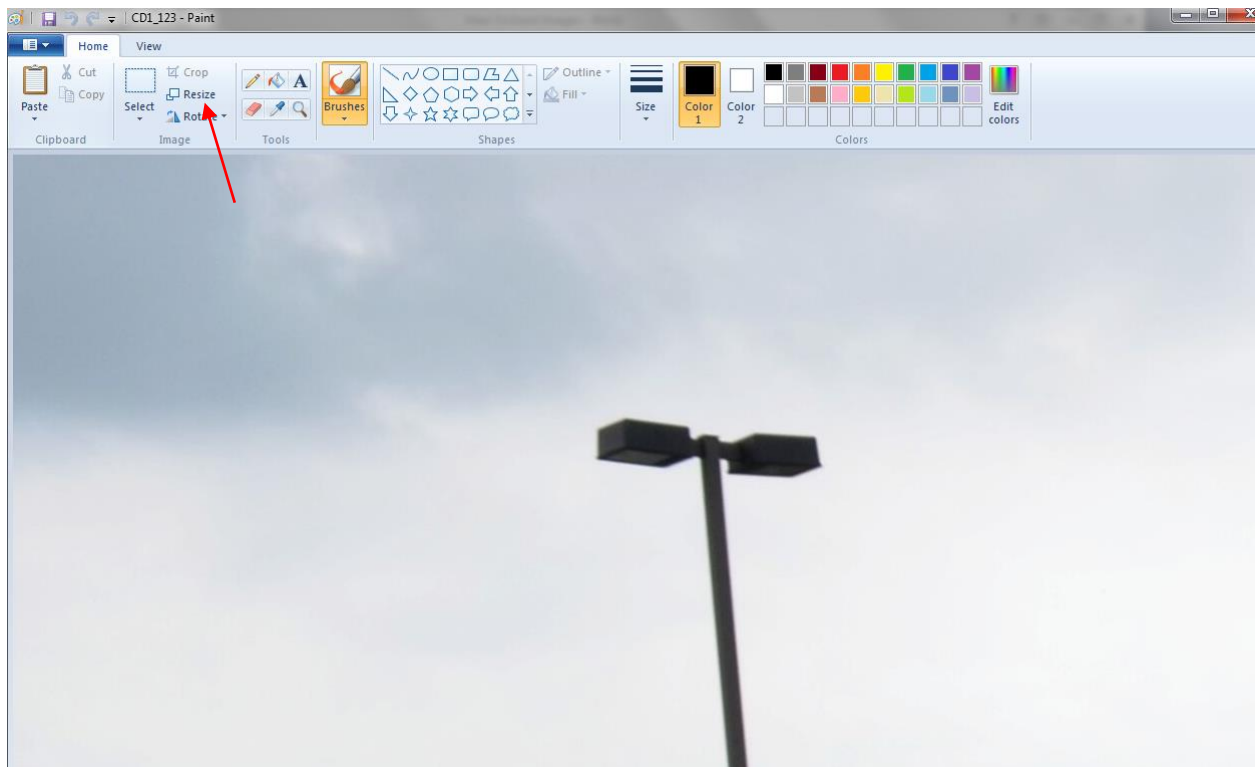
Click Pixels and resize the image to no larger than 900 x 600.
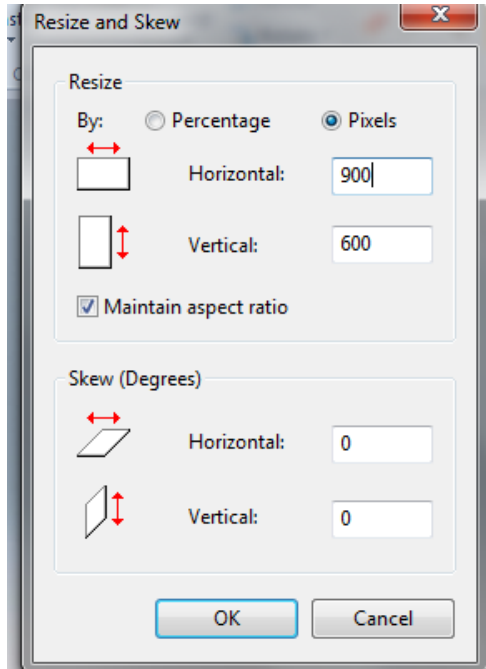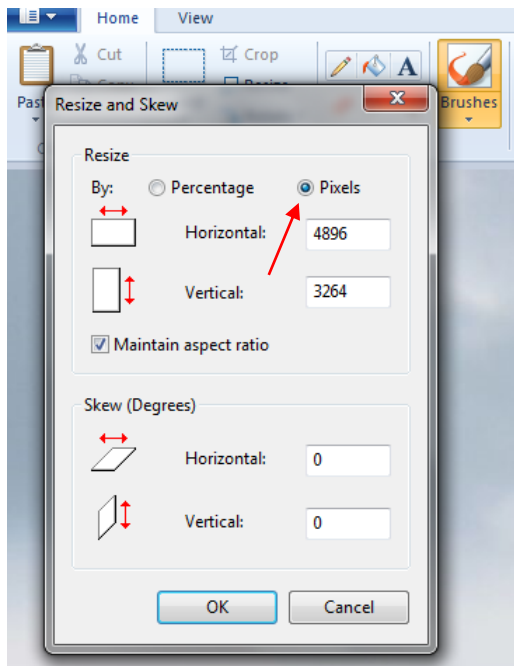
Save the resized image and it is now ready for uploading to the forum.