

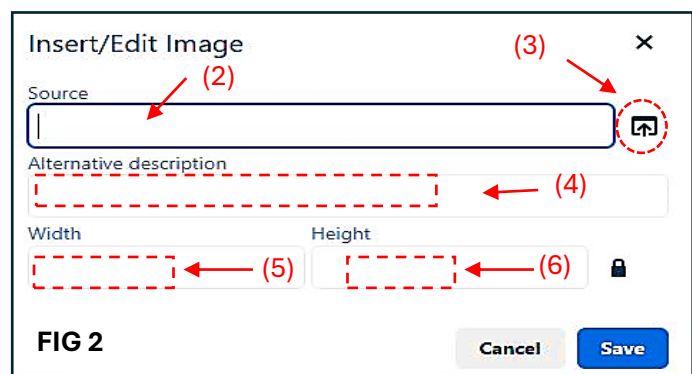
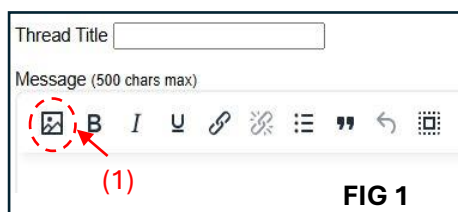
Adding a picture to a forum post

IMPORTANT Pictures can now be added to forum posts, **but there are some key limitations that need to be observed:**

- 1. The picture /graphic must be in a recognised picture format** (i.e. it is of a filetype jpg, png, tiff, bmp). Don't upload pictures in other formats – e.g. docx or pdf – as these can't be displayed.
- 2. The picture / graphic must be set with a width of 300px and an undefined height** - see step 4 in the instructions below.
- 3. Don't cut and paste pictures/graphics** e.g. from Word - they may not display and may corrupt the post.

Step by step instructions

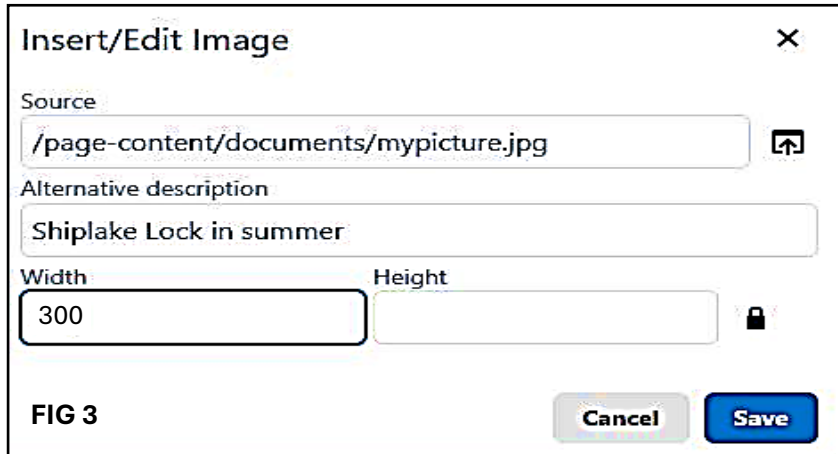
1. Choose where in the post you want the picture to appear (we recommend right at the top of the post) and locate your cursor there. In the main input box (**Fig 1**) that opens when you start a new thread, or reply to a post, click on the picture icon (1). This opens a picture input box (**Fig 2**).



2. If you want to use a picture that is already on the web, insert its web address in the 'source' box (2). To add a picture from your device, click on the browse icon (3) and select the picture. It will be uploaded to the website and the address will appear in the 'source' box.
3. In the 'Alternative description' box (4) add a brief description of what's in the picture (this is to assist those who use screen readers).

4. In the 'Width' box (5) enter **300** (replacing any existing entry). Make sure the 'Height' box (6) is empty (delete any existing entry). (This ensures the picture will display properly on computers, tablets and phones.)

Fig 3 shows a completed picture input box ready to be saved.



Insert/Edit Image

Source
/page-content/documents/mypicture.jpg

Alternative description
Shiplake Lock in summer

Width
300

Height

FIG 3

Cancel Save

5. Click 'Save'

Additional Notes

1. It is possible to move an image once inserted, but this can be tricky. Select the picture (or picture placeholder, depending on which is displayed) and drag it to the new location.
2. To edit an existing picture, right-click it to open the picture input box, make the changes you want and press 'save'.
3. Please limit the number of pictures you add to a post. If there are a lot of images you want to include, or if you want to display an image with a width greater than 300px it is better to upload the images to the cloud and include a link or links in the post.