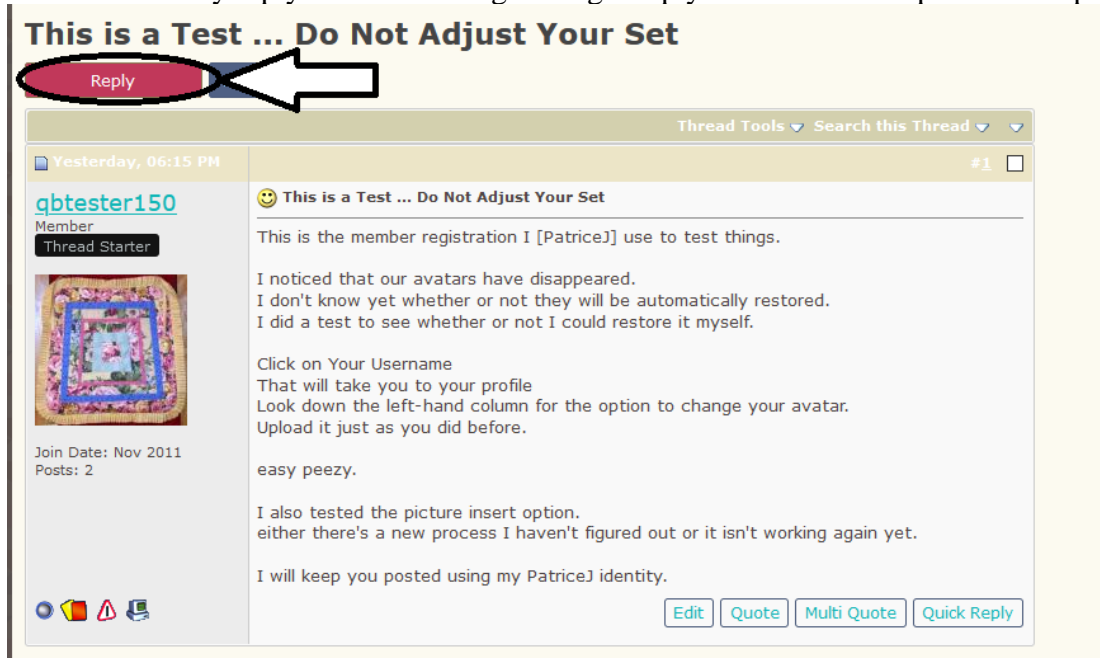


Attachments and Images

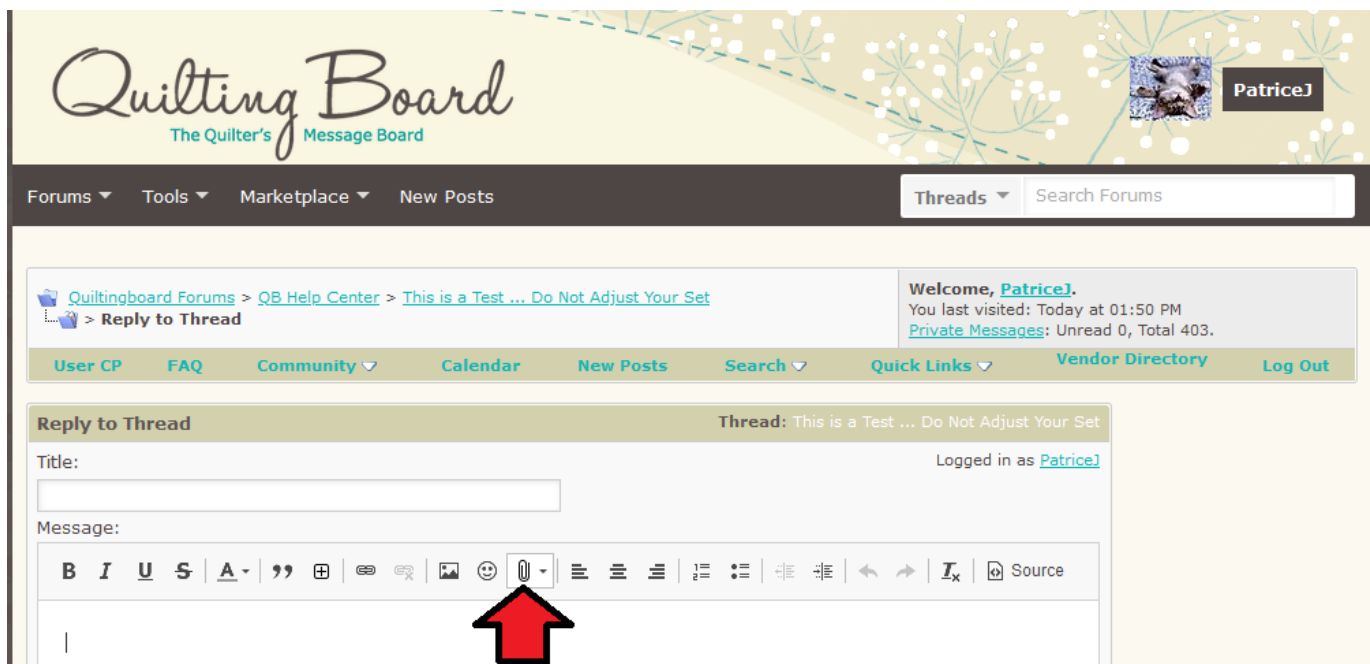
How do I attach a file to a post?

To attach a file to your post, you need to be using the main 'New Post' or 'New Thread' page and not 'Quick Reply'. To use the main 'New Post' page, click the 'Post Reply' button in the relevant thread. In this example, I have opened a thread and want to insert an image into the reply. Note that I will create my reply/comment using the big “Reply” button at the top left of the page.



The screenshot shows a forum thread titled "This is a Test ... Do Not Adjust Your Set". At the top left, a large pink "Reply" button is circled in red, with a white arrow pointing to it from the right. The thread content includes a post by user "qbtester150" with a profile picture and text about testing avatar restoration. At the bottom of the post, there are buttons for "Edit", "Quote", "Multi Quote", and "Quick Reply".

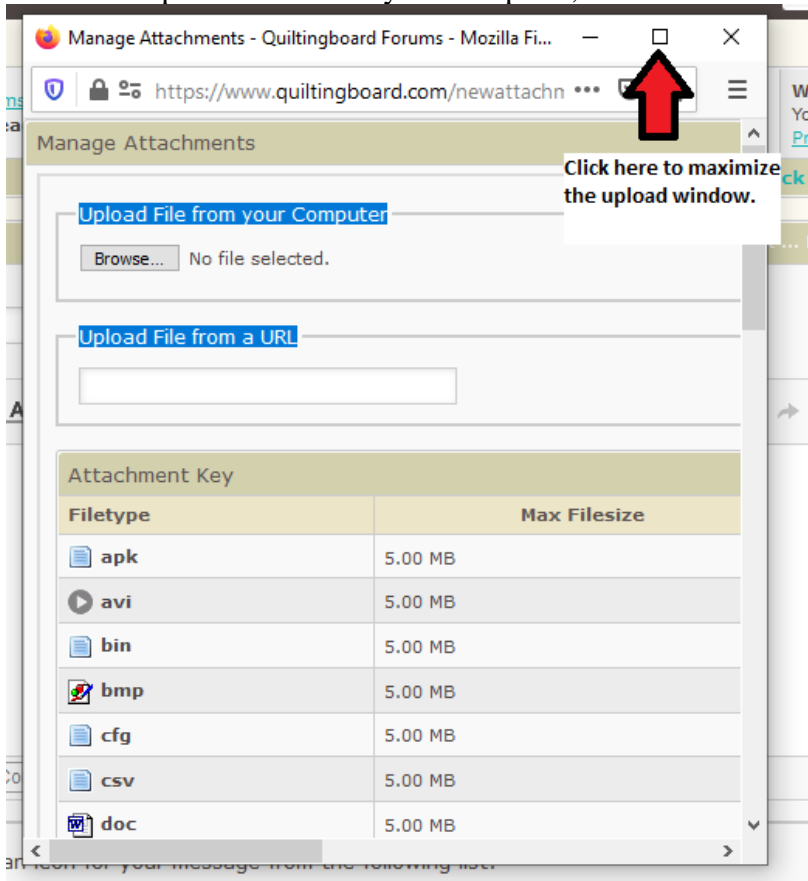
On this page, below the message box, you will find a button labelled 'Manage Attachments'. It's a little paper clip, just as it was in the previous format. See the pink arrow below.



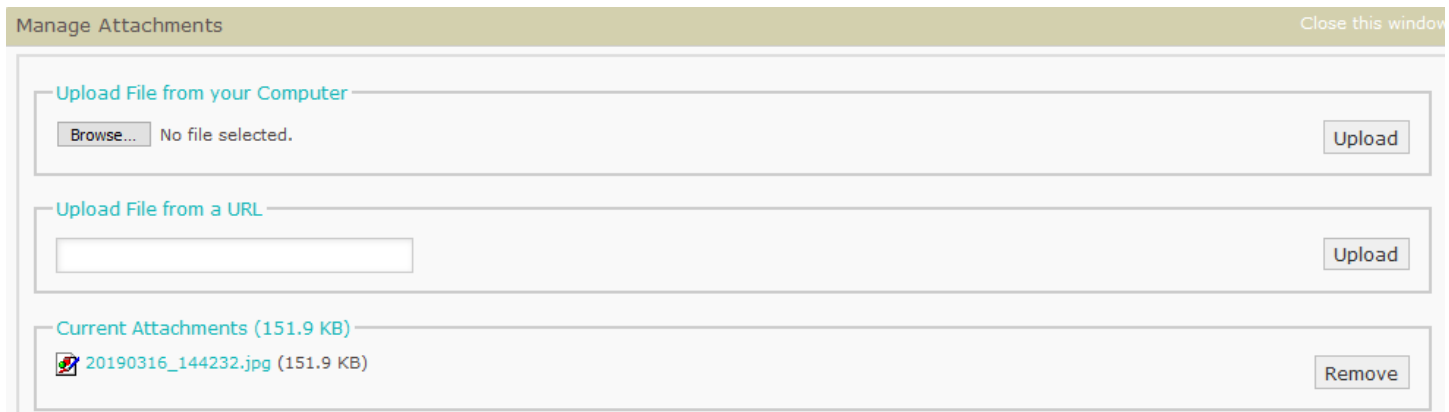
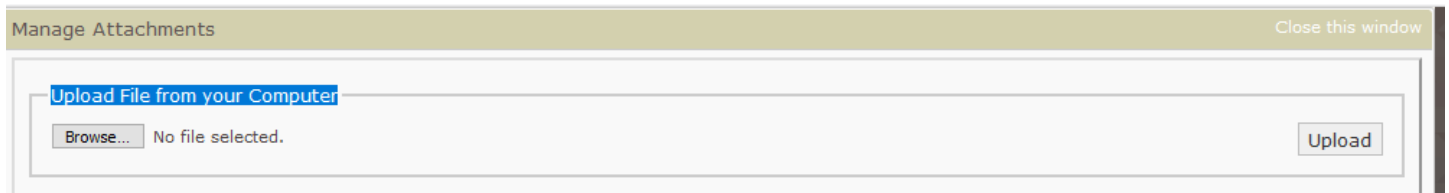
The screenshot shows the forum's header with the "Quilting Board" logo and user profile for "PatriceJ". Below the header is a navigation bar with "Forums", "Tools", "Marketplace", and "New Posts". The main content area shows the thread title and a "Reply to Thread" button. Below the reply form, there is a rich text editor toolbar. A red arrow points to the "Manage Attachments" button, which is represented by a paper clip icon.

Clicking this button will open a new window for uploading attachments. You can upload an attachment either from your computer or from another URL by using the appropriate box on this page. Alternatively you can click the Attachment Icon to open this page.

To upload a file from your computer, click the 'Browse' button and locate the file.



You will need to maximize this window or scroll to the upper right to find and use the “Upload” button once you have identified the file location on your computer.



The QB software allows us to upload a file from another URL **but please do not use this option.** We routinely delete photos or files that we find are stored in remote locations. If anything happens to them at the source location, it ruins the post here at the QB.

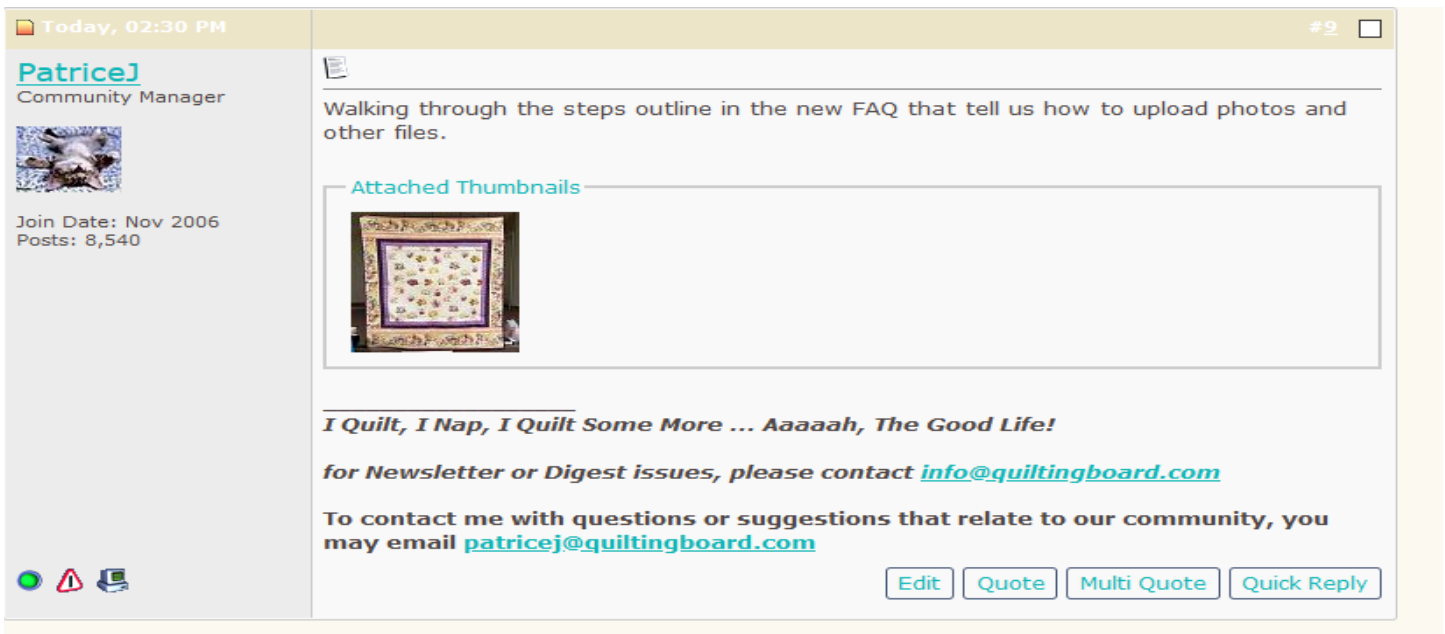
Once the upload is completed the file name will appear below the input boxes in this window. You can then close the window to return to the new post screen.

What files types can I use? How large can attachments be?

In the attachment window you will find a list of the allowed file types and their maximum sizes. Files that are larger than these sizes will be rejected. There may also be an overall quota limit to the number of attachments you can post to the board. Note, please that the maximum file size has increased greatly in the new format.

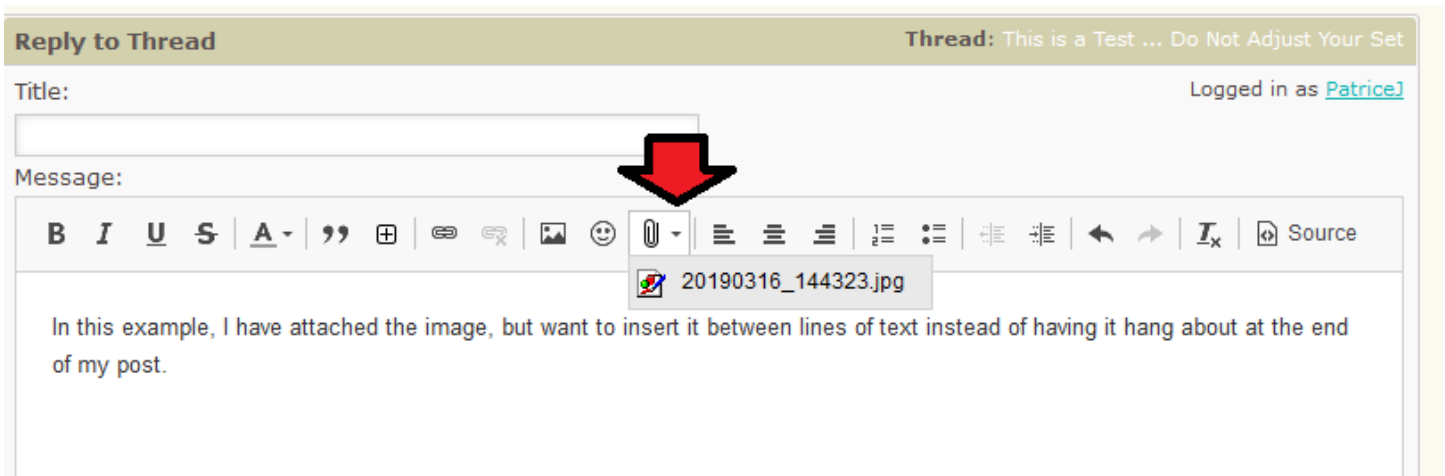
How do I add an image to a post?

This is what the post looks like if I simply attach the photo. To view it in full size, you must click on it. Use your browser's back button to return to the post.



The screenshot shows a forum post interface. At the top left, it says "Today, 02:30 PM". The user profile for "PatriceJ" is visible, including a profile picture of a dog, the title "Community Manager", and statistics: "Join Date: Nov 2006" and "Posts: 8,540". The main post content reads: "Walking through the steps outline in the new FAQ that tell us how to upload photos and other files." Below this is a section titled "Attached Thumbnails" containing a single image of a quilt. The post concludes with the text: "I Quilt, I Nap, I Quilt Some More ... Aaaaah, The Good Life! for Newsletter or Digest issues, please contact info@quiltingboard.com To contact me with questions or suggestions that relate to our community, you may email patricej@quiltingboard.com". At the bottom right of the post are buttons for "Edit", "Quote", "Multi Quote", and "Quick Reply".

If you have uploaded an image as an attachment, you can click the arrow next to the 'Attachment Icon' and select it from the list. This will be inserted into your post and can be located where you want it displayed.



The screenshot shows a "Reply to Thread" form. The thread title is "Thread: This is a Test ... Do Not Adjust Your Set" and the user is logged in as "PatriceJ". There is a "Title:" field and a "Message:" field. The "Message:" field has a rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, quote, link, unlink, image, smiley, attachment, list, ordered list, table, indent, outdent, undo, redo, link, and source. A red arrow points to the attachment icon in the toolbar, which has a dropdown menu showing a selected image file named "20190316_144323.jpg". Below the toolbar, the message text reads: "In this example, I have attached the image, but want to insert it between lines of text instead of having it hang about at the end of my post."