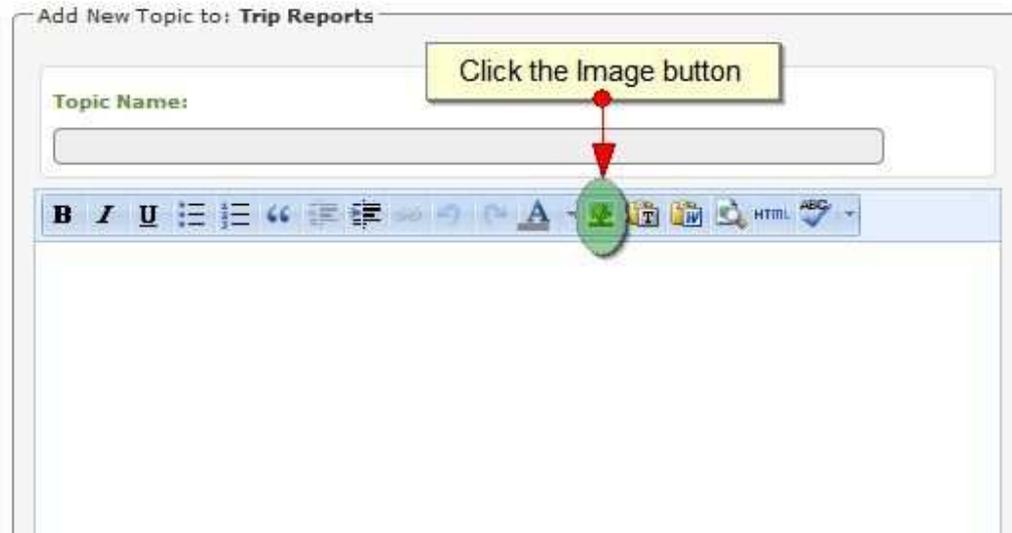
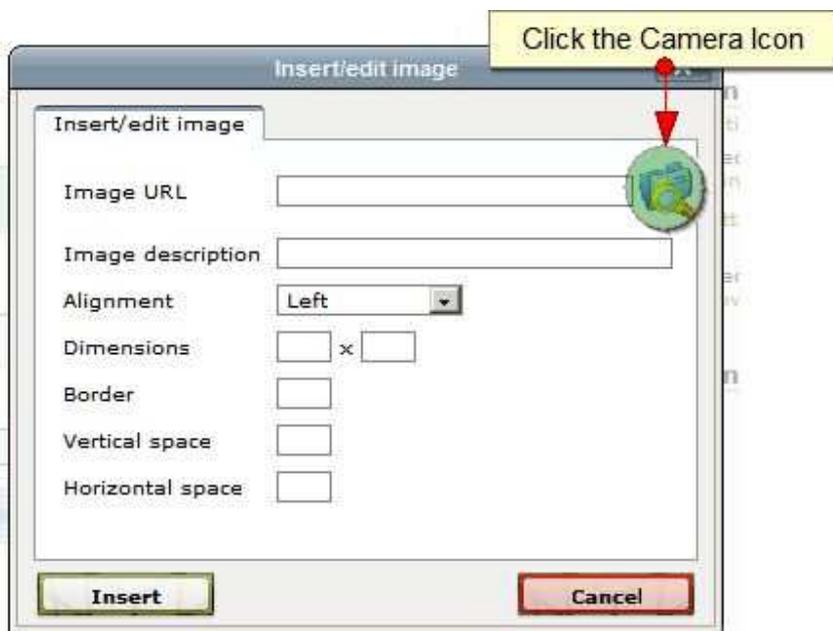


## How to insert pictures into a discussion forum posting at TrailAdvocate.org

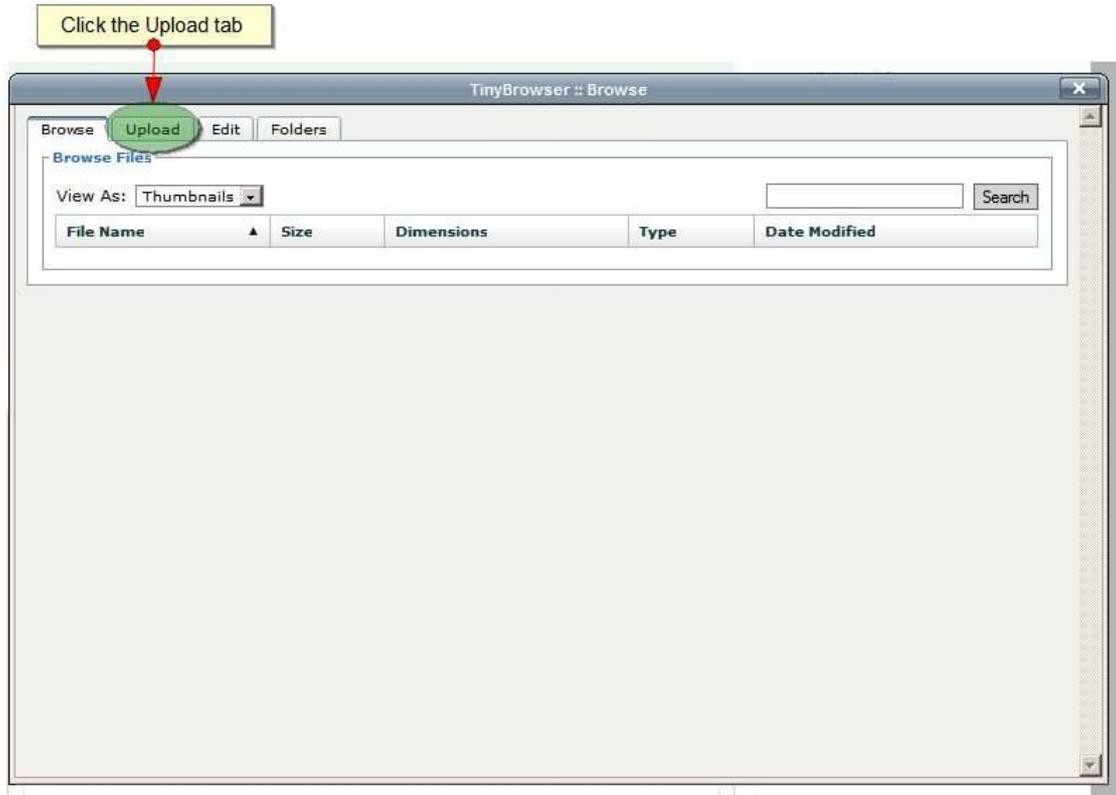
First, pictures should be resized to allow us to conserve disk space and also for proper display. The ideal size is something like 450 by 340 pixels. Many photo programs will allow you to resize your photos before uploading them. If you don't know how to do that, there is a method to re-size them using the software on the site. It will be explained at the end of this document.



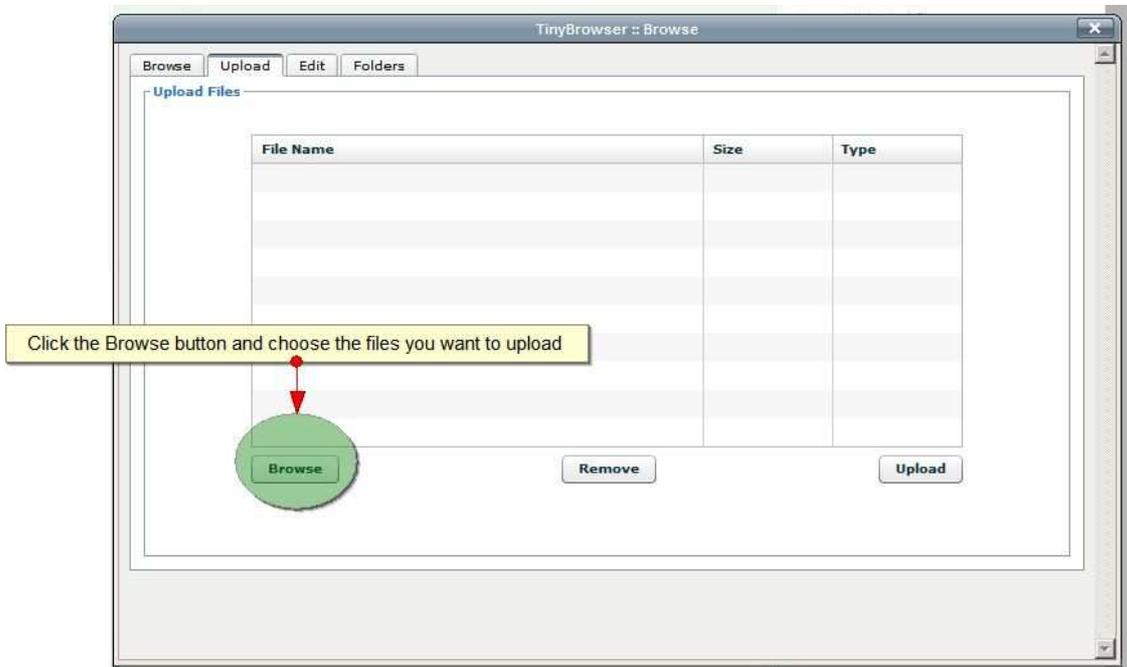
On the popup, click the camera icon next to the Image URL field:



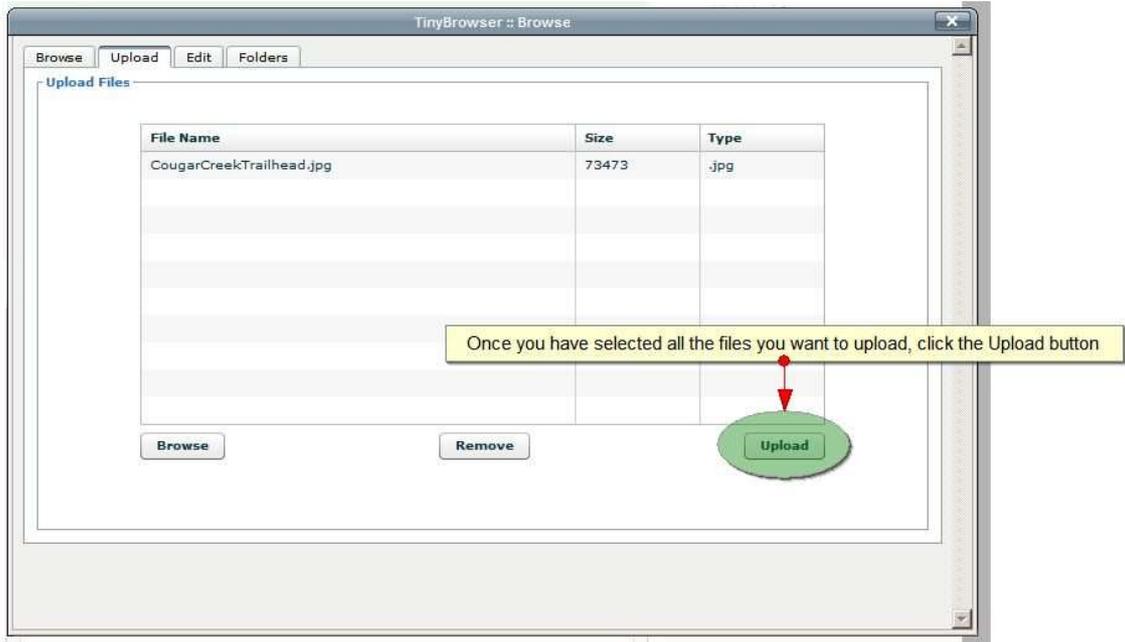
On the next popup, click the upload tab:



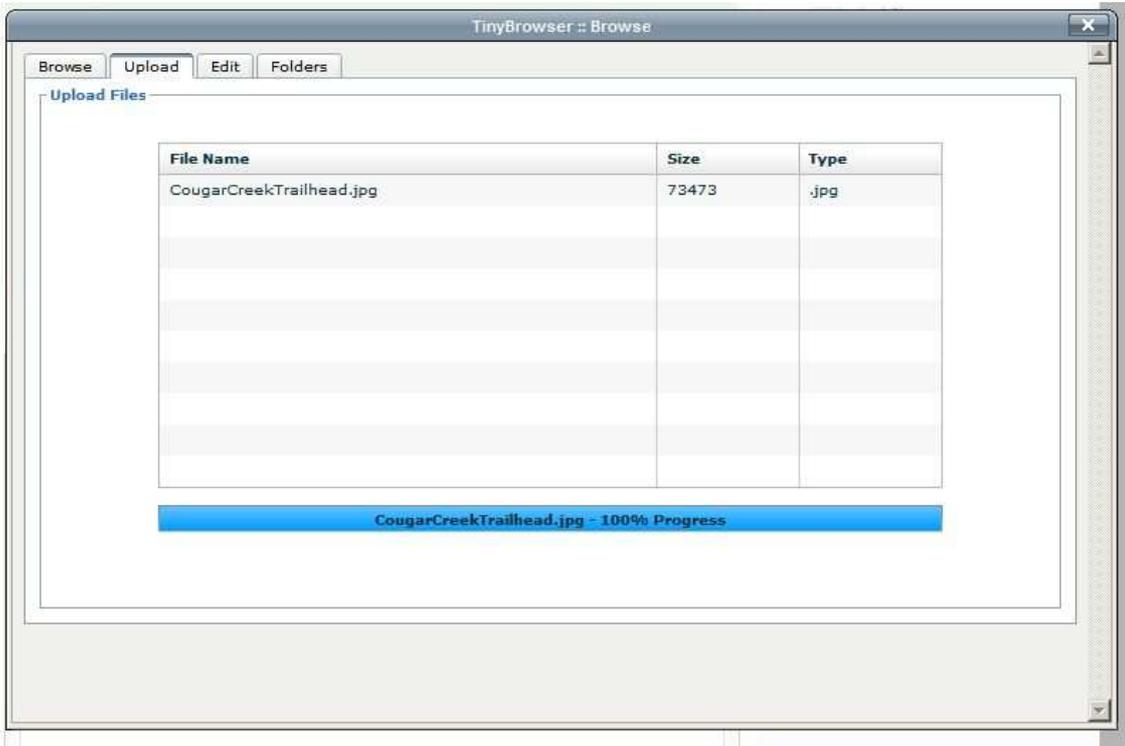
On the upload screen, click the browse button and choose the files you want to upload:

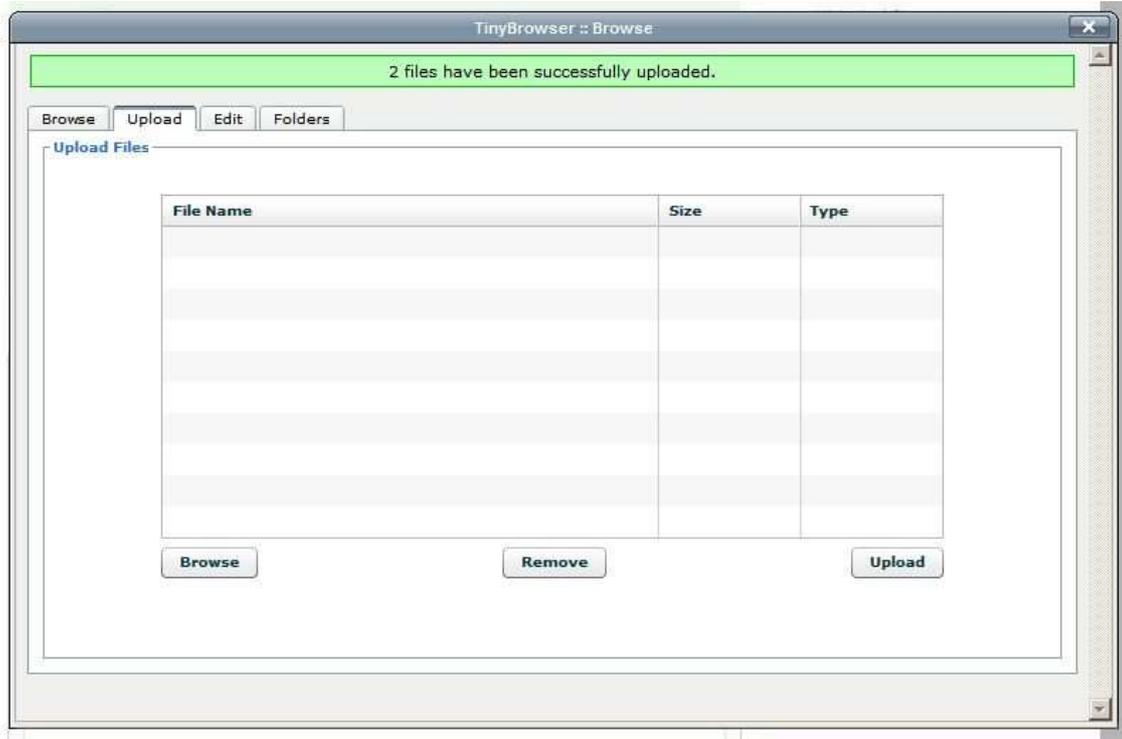


Once you have selected all the files you want to upload, click the Upload button:

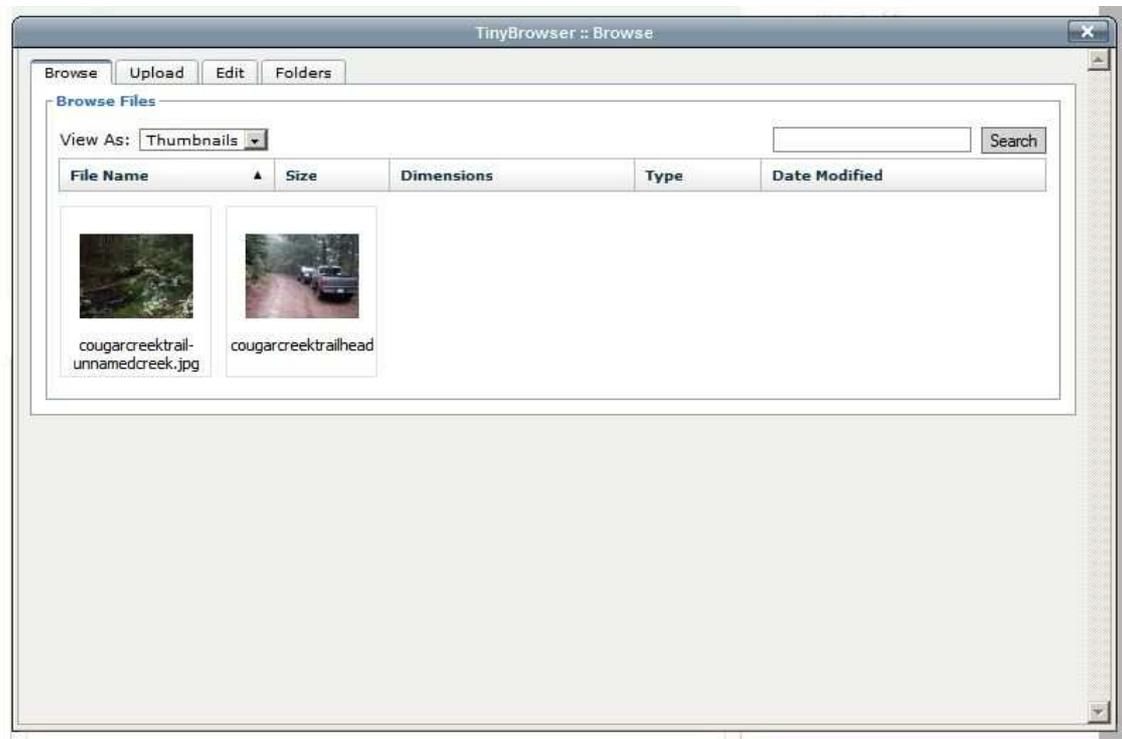


Once all the files are uploaded you will see the progress bar go to 100% and then the upload screen will be blank when everything is complete.

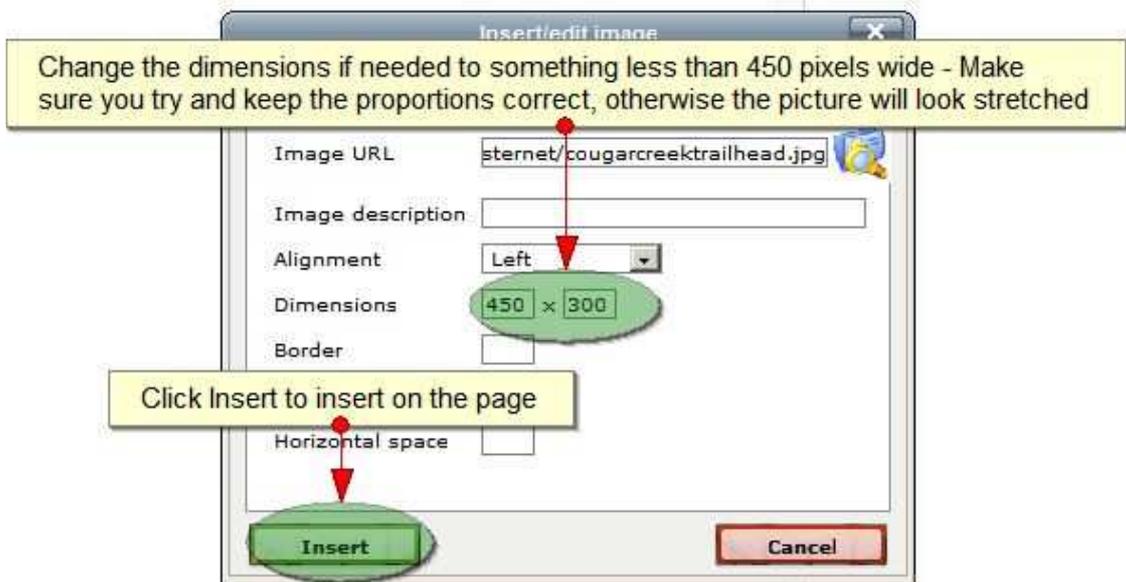




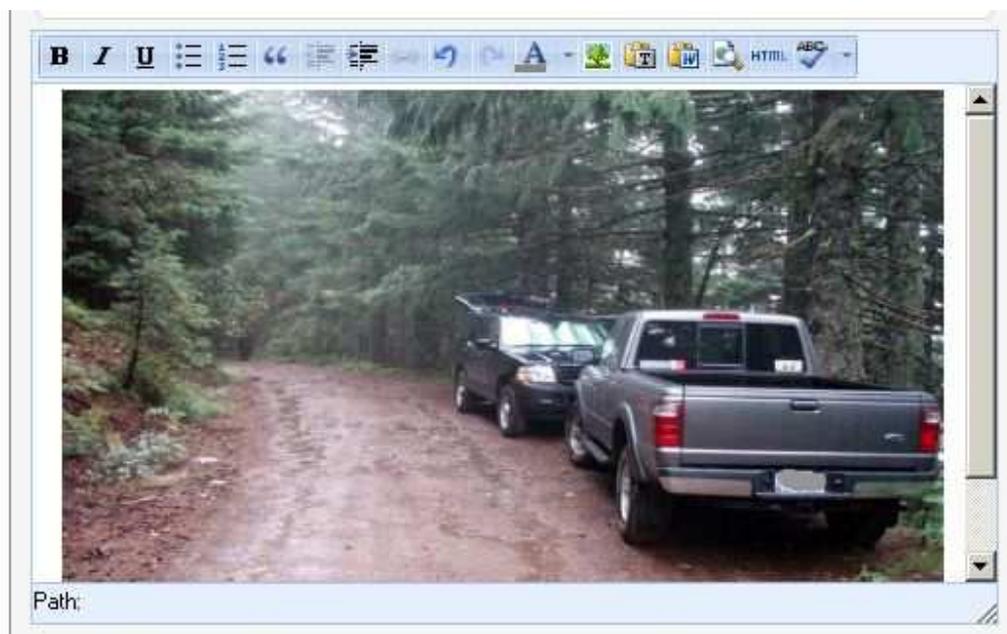
Click back on the Browse tab to see thumbnails of the pictures you uploaded:



Click the thumbnail you want to include, and it will bring you back to the first popup with the image information entered for you:



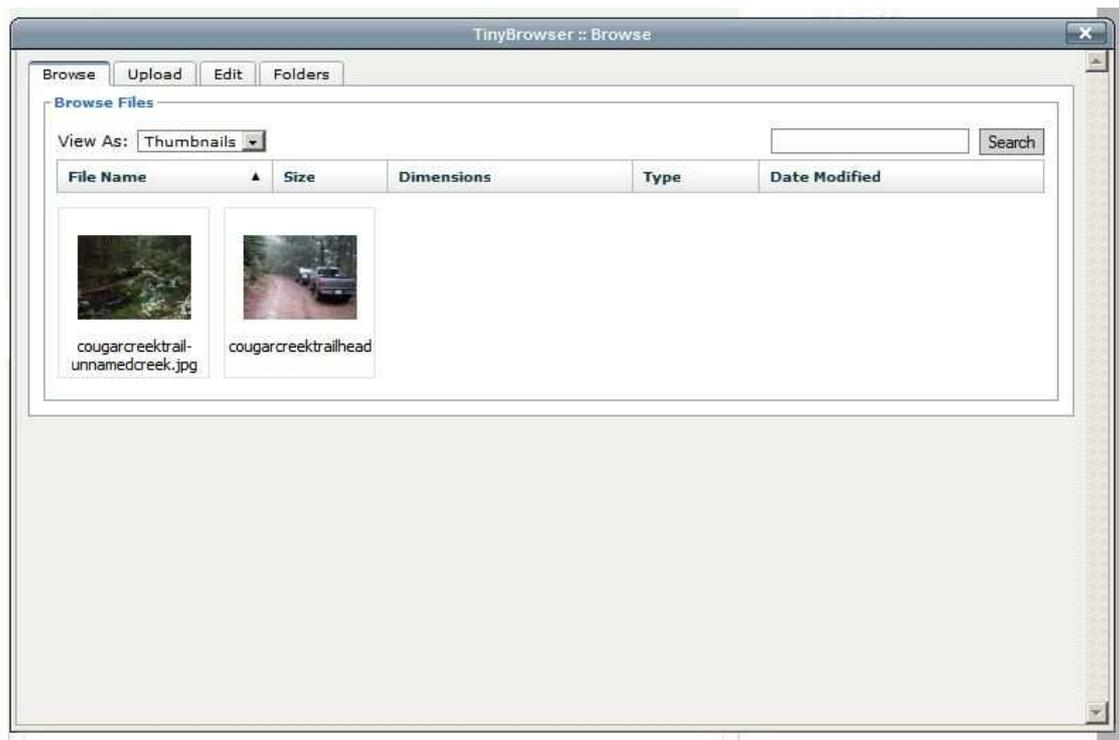
If the image is wider than about 450 pixels, it will probably look a little weird. You can adjust how large the image will display in the posting using the Dimensions fields. After adjusting the dimensions if needed, click the Insert button. You will be returned back to the posting screen with the picture embedded in the post

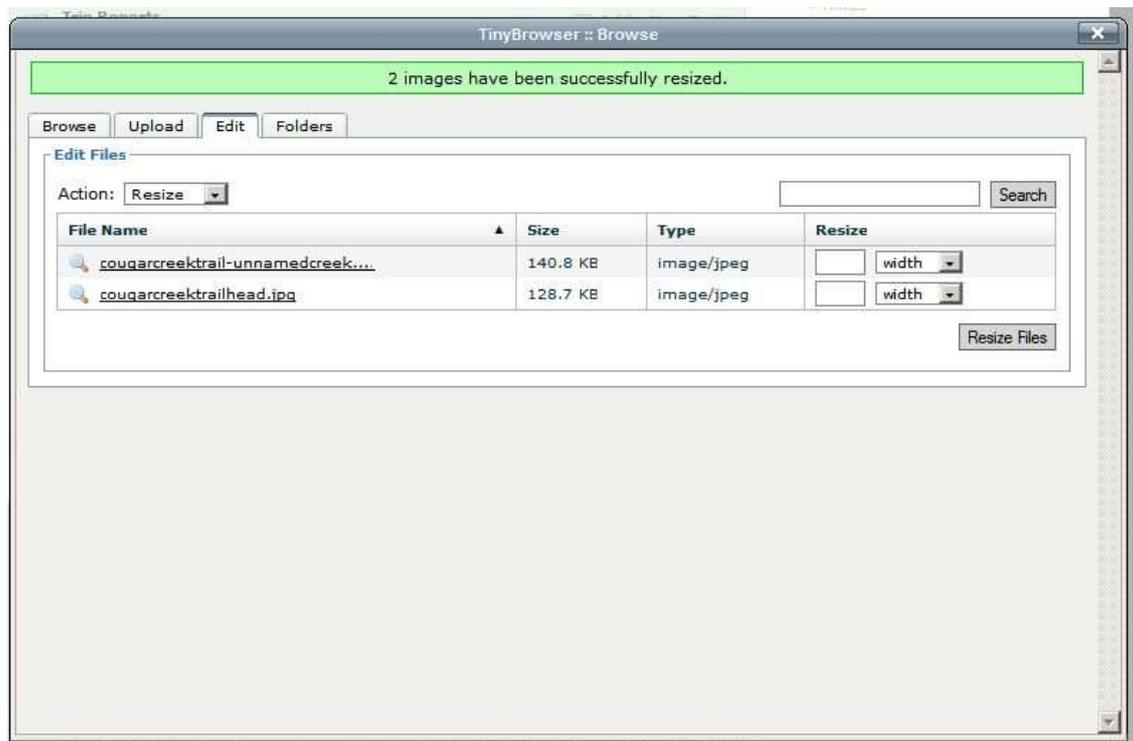
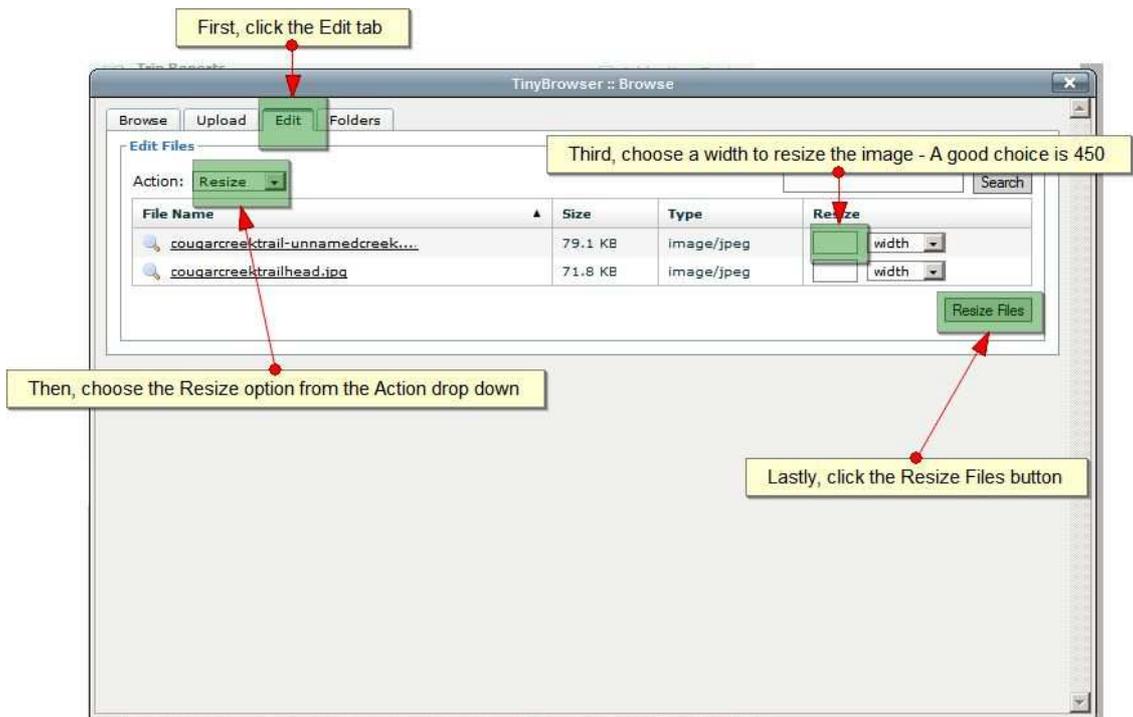


You can continue to add more pictures or text and when done, click the "Post New Topic" button.

**To re-size pictures using the software on TrailAdvocate.org:**

After you have uploaded your pictures, on the click the Edit tab and then choose the Resize option from the Action drop down. Next, type in the width you want the pictures to be next to each picture you want resized. 450 works well here, and will make smaller files. Lastly, click the Resize Files button. When the resizing is complete you will see a message telling you that the files were resized. See the following screen shots for details





Once the files have been resized, you can insert them just the same as any other image.