

To add an image to a discussion forum first make sure the picture is saved, then follow these screen shots to know what to do.

Add your discussion



Hi I'm Mickey

Type your post

Click **Use advanced editor** before typing anything in your post. Type your information, then whenever you are ready to insert a picture, follow the instructions below.

Submit

Cancel

Use advanced editor and additional options

Subject

Hi I'm Mickey

Message

A B I - I     

Click here to open the image properties window.

Image properties

Enter URL

Browse repositories...

Describe this image for someone who cannot see it

☐ This image is decorative only

Size

x ☐ Auto size

Alignment Bottom

Save image

Click **Browse repositories**

Recent files

Upload a file

Embedded files

Uploads

Choose to **Upload a file**

Attachment

Choose File No file chosen

Save as

Author

Mickey Mouse

Choose license

All rights reserved

Upload this file

Click **Choose File**. Find your saved picture and open it.

Once the name of the picture appears here, you are ready to click **Upload this file**

Image properties

Enter URL

https://cctx-sandbox.s3.amazonaws.com/

Describe this image for someone who cannot see it

☐ This image is decorative only

Size

155 x 155 ☒ Auto size

Alignment Bottom



Save image

Enable **This image is decorative only**

Click **Save image**. The image appears in your forum post. Add information into the forum window.

To add a hyperlink to a web page or video

Add your discussion



Hi I'm Mickey

Type your post

Click **Use advanced editor** before typing anything in your post. Type your information, then whenever you are ready to insert a hyperlink follow the instructions below.

Submit

Cancel

Use advanced editor and additional options

Subject

Hi I'm Mickey

Message

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Click here to open the hyperlink window.

Create link

Enter a URL

Browse repositories...

☐ Open in new window

Create link

Paste the URL to the web page or video here.

Click **Create link**

Subject

Hi I'm Mickey

Message

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<http://www.youtube.com>

The URL link will appear in your discussion window.

