




# Adding an Image to your Post

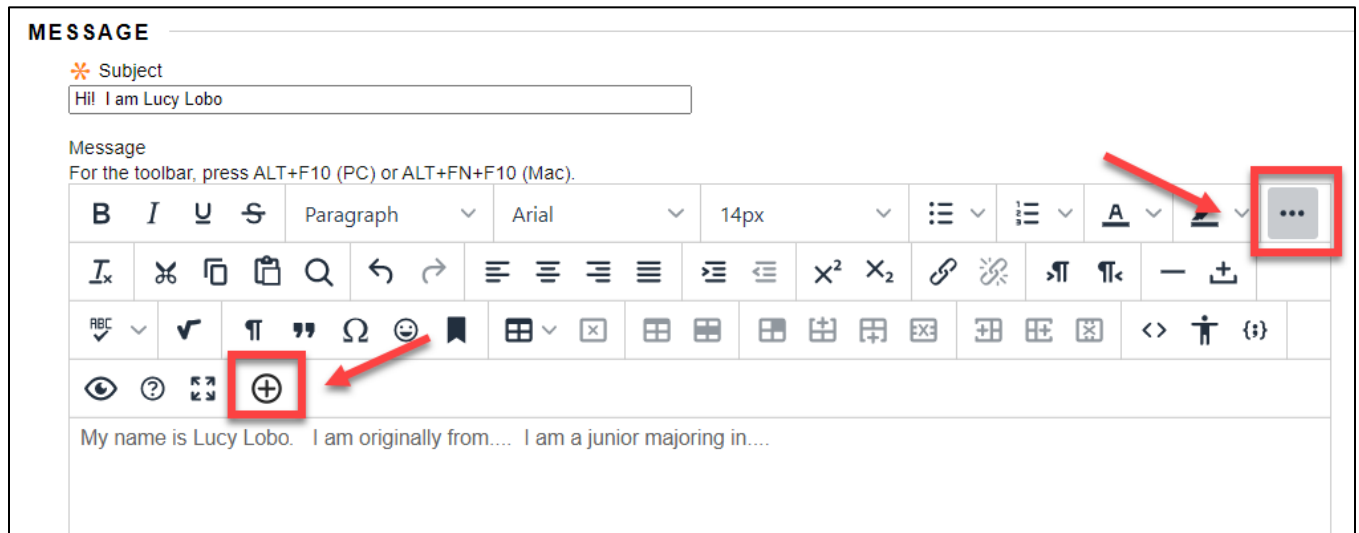
Before you begin, with today’s equipment images tend to be huge. Your file will load much faster and display better if you resize it BEFORE uploading it to your discussion post. If you do not have software for that purpose, there are free web sites to help, such as: <http://www.reduceimages.com> or Tiny PNG <https://tinypng.com>. ~500 px is a good size. JPEGs, PNGs and GIFs work well.

1. Navigate to the desired discussion forum. Click **Create Thread**. This will open the content editor.

If necessary, click **More**  so that you see the entire set of tools/ icons.

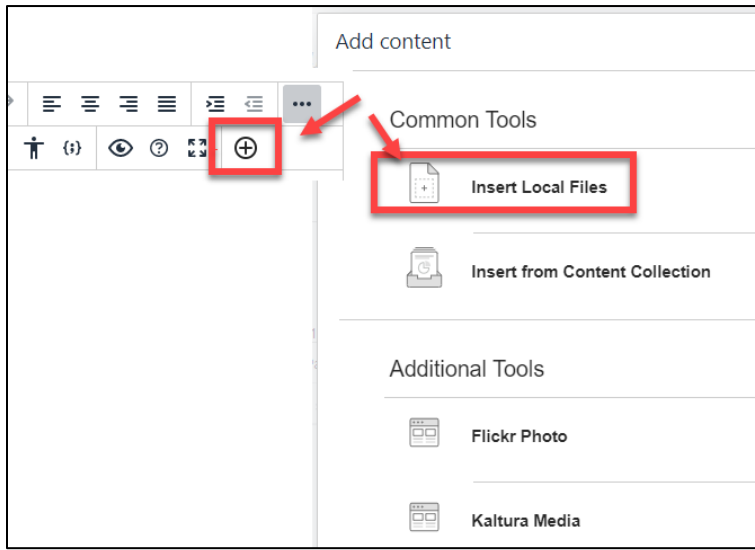
*Note: You can use **Attachments > Attach File > Browser Local Files** below the editing window to add a photograph to a discussion post, but it will show as a file (ex. lucy-lobo.jpg); others will need to click to open it in order to view it. If you click **Insert/Edit Image** instead, others will be able to see your photograph immediately, in the same window with any text you are adding.*

1. Add text as usual: click in the text box and type. Or copy and paste from MS Word. Once you have entered your text, be sure your cursor is positioned where you will want the image to be.

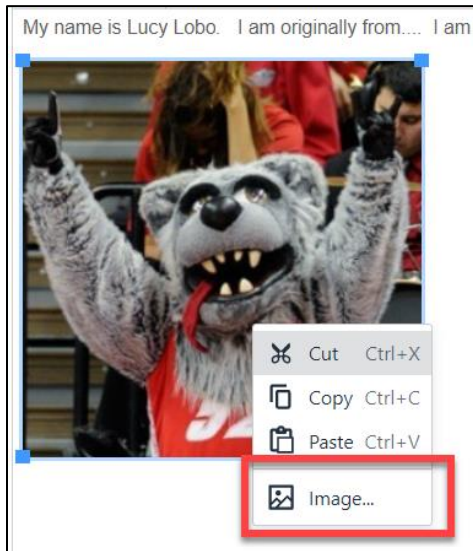




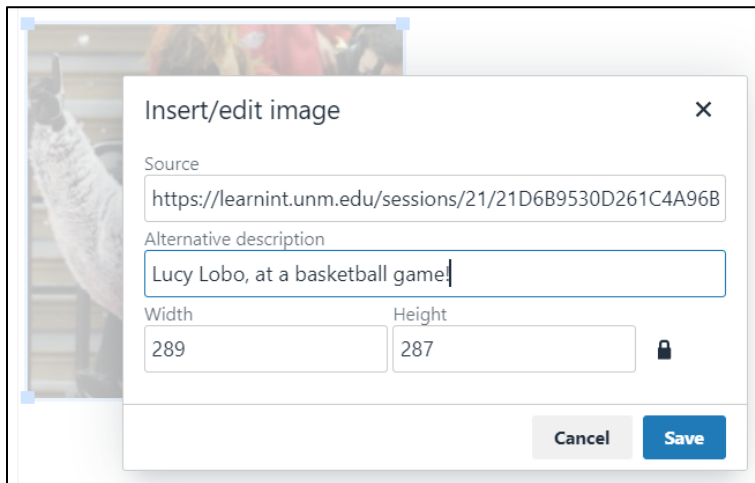
2. Click Add Content .



3. Click **Insert Local Files** to browse and find the file you want.
4. Click **Open** to select it (.jpg, .png or .gif files work nicely).
5. Once your image appears in the text editor, right-click on it.
6. Click **Image**.



7. Add an **Alternative description** for anyone using software to help them read the screen. You can also make changes to the display size of the image.




8. When finished, click **Save**.


9. Optional: Still too big? Click to select the image, then drag a corner handle.




My name is Lucy Lobo. I am originally from.... I am a junior majoring in....




Click the image to select it, then drag a corner to resize.



10. When ready, click **Submit**.

 **Lucy Lobo**  
Hi! I am Lucy Lobo 📍

My name is Lucy Lobo. I am originally from.... I am a junior majoring in....





UNM LEARN

Learn Support: 505.277.0857  
Toll Free: 1.877.688.8817  
Inside Learn - Create A Support Ticket