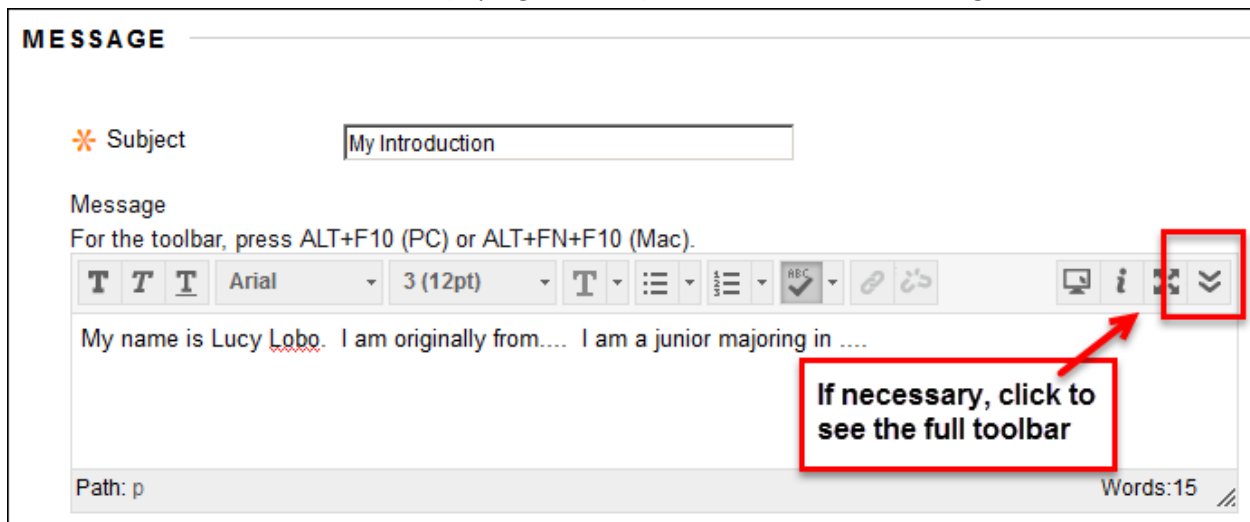




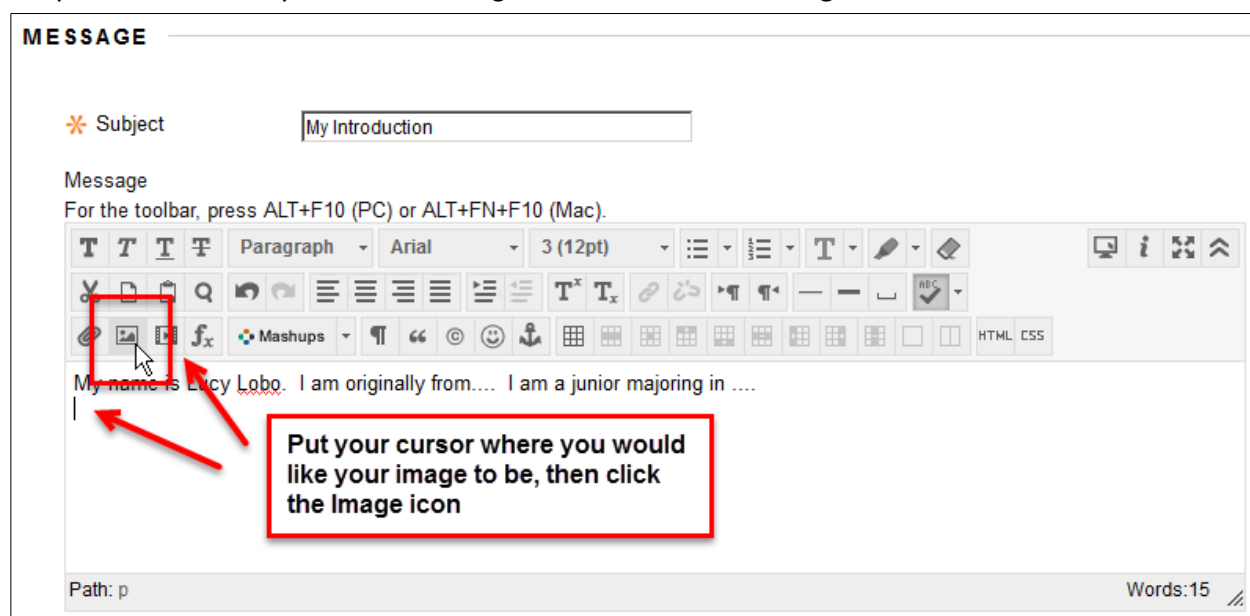
Adding an Image to Your Posting

Before you begin, if your image is really huge, you should reduce or crop it before uploading it in your message. If you do not have software for that purpose, there are free web sites to help, such as: <http://www.reduceimages.com/>

If needed, click the double chevrons (top right corner) to see the advanced editing tools.



Put your cursor where you'd like the image to be. Then click the **Image** icon.





Click **Browse My Computer** to find the desired image.

General Appearance **Advanced**

* Image URL

Browse My Computer Browse Content Collection

When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.

Image Description

Title

Cancel Insert

Type in an **Image Description** to be used by screen reading software. (You will get a warning if you do not enter one.)

When ready, click **Insert**.

General Appearance **Advanced**


* Image URL

Browse My Computer Browse Content Collection

When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.

Image Description

Add a Description for screen readers. Then click Insert.



Cancel **Insert**



Learn Support: 505.277.0857 Toll Free: 1.877.688.8817 Email: learn@unm.edu

Now your image has been added. If finished, click **Submit**.

* Subject

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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

Path: p Words:15

Optional: To fine-tune the display size of your image, click anywhere inside it to reveal the handles. Click on a point ("handle") and drag.

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

Path: p » img

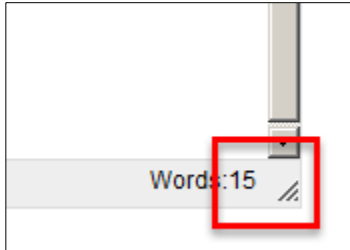


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Tip: If you want a larger text box, click the bottom right corner and drag.




Here is the finished product!



Lucy Lobo
My Introduction 

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



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