

## **How-To: Images in Forum Posts**

*Chris Gallienne*

Placing images in your forum posts, better to illustrate a point you are making, can be done in one of two ways: (i) making a link to the image; (ii) embedding the image directly into your post as a thumbnail, possibly linked to a full-size version. In either case the image must be accessible to other users, which means it must be either on our web site, or somewhere on the web. The best way is to upload an image to the JRA web site, either to your own photo album(s) or to the photo galleries on the site.

### **Uploading an image to your photo album:**

- Go to your profile page, by clicking on the link at the top of the web page marked 'View profile';
- Click on the link 'Member photo albums';
- If you have already created photo albums they will be listed here. Click on one to enter that album.
- If not, you will have to create one: click 'Add Album', give it a suitable title, and add a description if you wish, then click the 'Submit' button. Your album will be created and you will find yourself in it.
- In either case, you may now upload photos from your computer or other device by clicking the button marked 'Upload photos'.
- You may now browse for and upload as many photos as you wish; notice the note at the bottom of the upload box about size limits and types of images allowed.
- You may now link to any of the uploaded images from the fora, but note the restriction, described below, on how to reference the image.

### **Linking to an image from a forum post:**

- Open a forum post edit window, either by clicking 'Reply' on an existing thread or by clicking 'Create Topic' on the home page of any of the fora - in this case, enter a suitable subject in the header when the window opens - make it relevant to the subject!
- Please take some time to consider which of the available fora is most suitable for the subject of your post.
- You should also take the trouble to check there is no existing thread on the same topic - if there is, consider posting a reply in that thread rather than creating a new one.
- Once you have your edit window for your post, you can type your message. At any time during this process you can select some text, and create a link to an image.
- For example, if I typed 'I am designing a new rig' I might wish to show an image of my design. Highlight the word 'rig' and click on the link icon in the menu bar - it's the one that looks like a few links of a chain - and select 'insert link' from the pop-up menu.
- In the text box marked 'Website URL or email' type or paste the link to the image to which you wish to refer. This can be a link to an image in your photo album, in the JRA photo galleries, or the web address of an image somewhere on the internet.
- Note: see below for important information on how correctly to retrieve the address of an image in your photo gallery.
- When you have the address in the text box, click on the 'Insert link' button, and you will be returned to your post edit box - the selected word will now be hyperlinked to the image - it will be in blue text and underlined to indicate this.
- When you have completed your message and posted it, anyone can click on this link to view the image.

### **Embedding an image in your forum post:**

- Instead of making a text hyperlink to your image, you can embed a small thumbnail of your image within your post.
- At the place you wish the image to appear, you can simply paste the image, previously copied from viewing it.
- Note that the image in your post may be no wider than 420 pixels, otherwise it will cause the text to spill off the page and be unreadable.
- The pasted image can be resized by dragging the corners, marked by a tiny square. As you drag a corner, a small grey box will appear to the right giving updated size information.
- If you want the image to be available full-size, you must link it to the original, as above with the text link. First, select the image by clicking it.
- Click on the chain icon, select 'insert link' and paste the address of the image in the box.
- Finish editing your post and post it. Your image will appear in the post. If you linked to the original, when clicked a full-size version of it will appear in a new window.

### **Important note on retrieving a link to your image:**

- The image to which you link must be accessible to others apart from yourself. This will not be the case if you copy an image from your local computer, or from your photo album as you normally view them.
- If you do this, you will see the image and/or be able to follow the link when you view the post (the images are available to you) but no-one else will - they do not have access to your computer or to your personal photo albums.
- Don't use images from your computer - upload them first, as described above.
- There is a public access to your personal profile photo albums, and this is where you must retrieve the links from.
- Go to your profile page as before, but instead of selecting 'Member photo albums', which is your private link to your albums, select 'My directory profile' - this is the public link to your profile, and contains only information which you have chosen to make public.
- At the bottom you will see your photo album(s). Enter the relevant one, click on the image you want to link. I prefer then to click on it again to make it full-size with nothing else on the screen.
- Select and copy the address that appears in the address bar at the top of the page. This is the address you paste into the link box when editing your post, as above.
- If you want to paste it directly in your post right click and copy the image - go to your post and paste and resize, as above.
- I find it helps to have two tabs/windows open in your browser: one containing the post you are editing, and one showing your 'My directory profile' access to the image(s) you want to link. You can then alternate between the two without having to copy the link before you start editing your post, and finding you've made an error in retrieving the image information and having to start again.

I hope you find this document useful. If you find any errors or omissions, please let me know so that I can amend it for the benefit of other users. Contact me at:

[cpg@oithona.com](mailto:cpg@oithona.com)