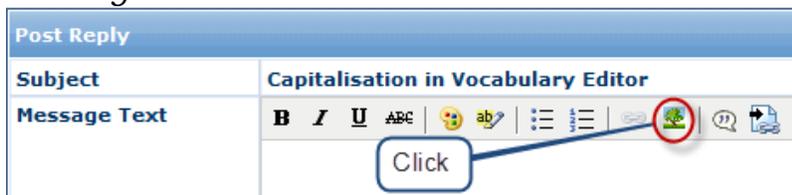
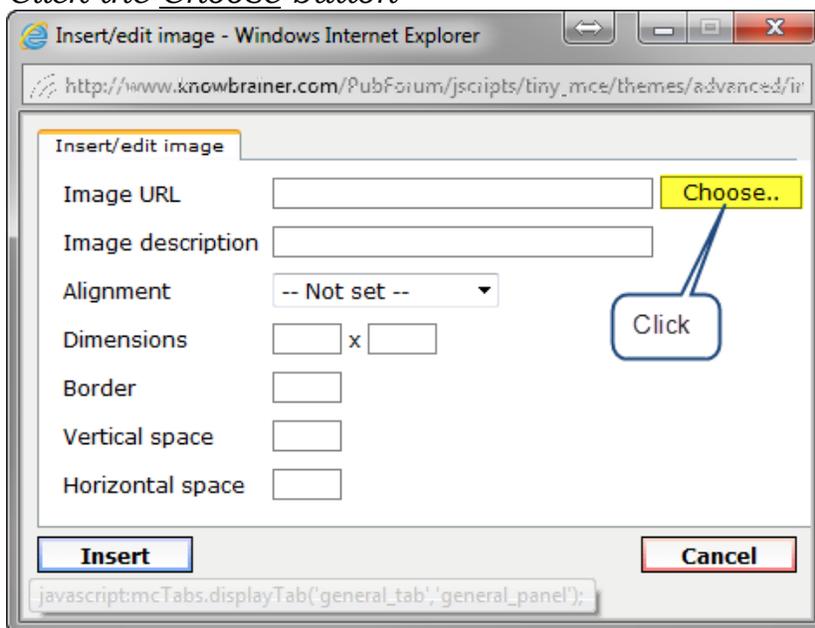


How to Attach Pictures on the KnowBrainer Forum

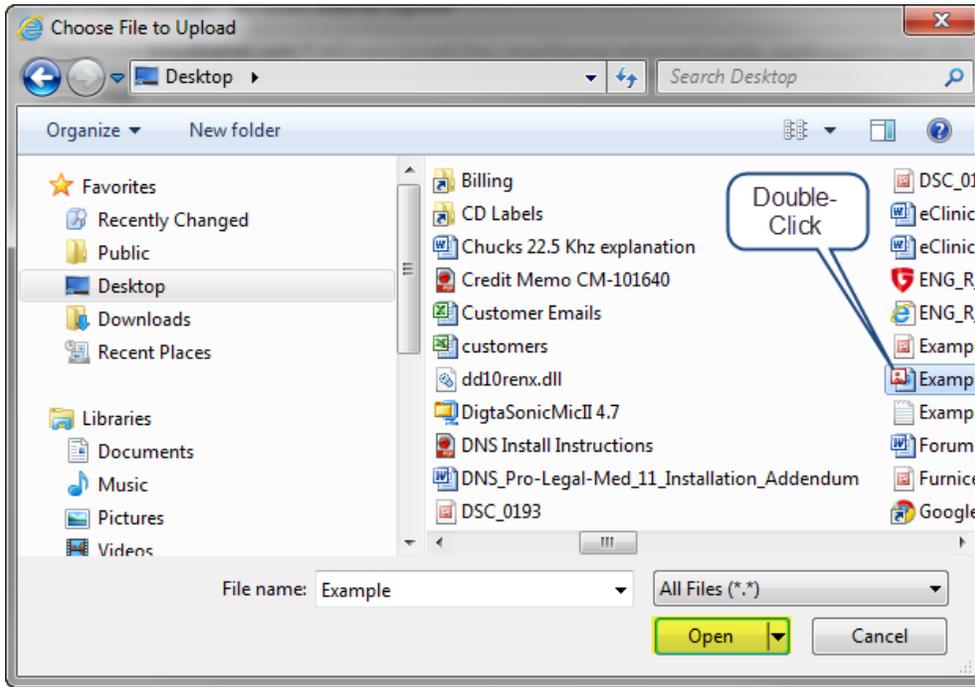
1. Begin by taking a snapshot. Try to avoid bitmap screen shot images which typically exceed 8 Mb and waste a lot of hard drive space on the forum server. [SnagIt](#) is our favorite image utility. We use it exclusively on the forum and in our manuals. SnagIt also creates highly compressed PNG (Portable Network Graphics) and JPEG's.
2. Position the cursor where you wish your image to appear in your posting by clicking the little icon that looks like a tree.



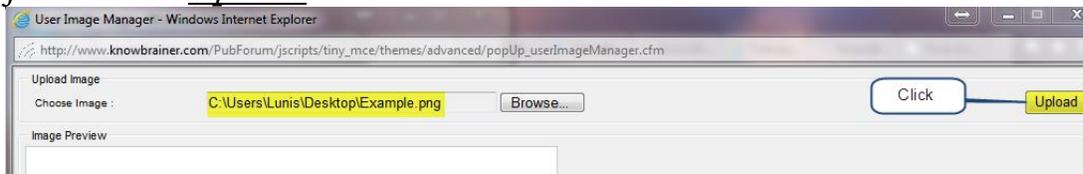
3. Click the Choose button



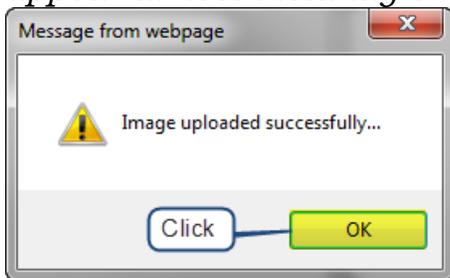
4. Click Browse and locate the picture you wish to upload from your computer. We recommend an easy-to-find address such as your desktop and note that you can use the same name over and over again. All of our pictures are labeled **Example** and we keep overwriting the same PNG file with a new one on our computer. The forum will automatically number your files so you don't have to worry about duplicates. After you have found the appropriate picture, simply double-click it or highlight it and click Open.



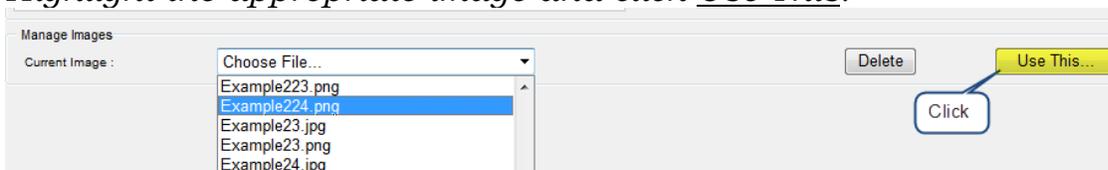
5. The address and name of your selection should appear in the Choose Image field. Click Upload.



6. Depending on the speed of your Internet provider, the following box should appear almost instantly or take a few seconds. Click OK.



7. Click the Choose File down arrow to select the appropriate image you wish to insert. If this is your 1st time, there will only be one image to choose from. Highlight the appropriate image and click Use This.



8. Click Insert to complete the task but don't forget to click the Reply To Topic button to upload your post.

