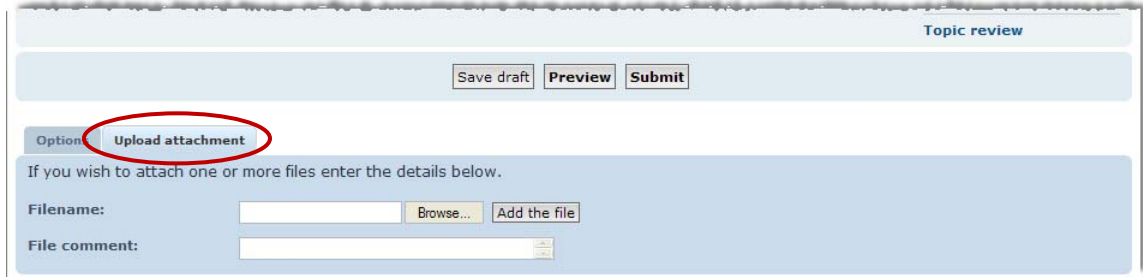# Friends of the Cumbres & Toltec Forum

Posting Attachments

To attach an image or other file from your computer, use these instructions.

1. Log on to the Friends Web Forum.
2. Create a new post (a new topic or a reply).
3. Complete the subject and type some text in the body of the post.
4. Below the box for the body of the post, click the **Upload attachment** tab.

5. Beside the **Filename** box, click the **Browse** button, locate the file on your computer, and then click **Open**.
6. (Optional) In the **File comment** box, type a comment about the file.
7. Click the **Add the file** button.
   The file appears as a link below the **File comment** box.
8. (Optional) To put a link to the attachment in the body of the post, click the **Post Inline** button. If you move the link to a different location in the body, be sure to move the whole link and the attachment tags before and after it.
9. When you are finished, click **Submit**.

Note: If your attachment is an image, it is recommended that the image width not be more than 1000 pixels.

If you receive an error that you cannot attach a specific kind of file, send an e-mail to Jason@coloradonewmexicosteamtrain.org and include the type of file you are trying to attach.

Posting a link to an external image

If your image is located on another website and you want to link to it, use these instructions.

1. Log on to the Friends Web Forum.
2. Create a new post (a new topic or a reply).
3. Complete the subject, click into the body of the post, and (optionally) type your text.
4. Copy the link to the image from the external website.
5. Paste the link into the body of the post, and then carefully highlight it, being sure to get the whole link.

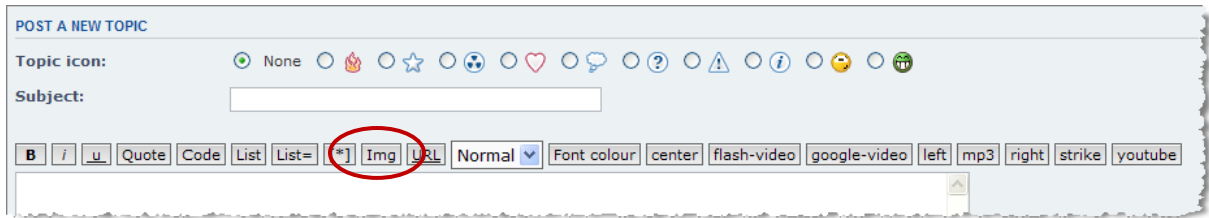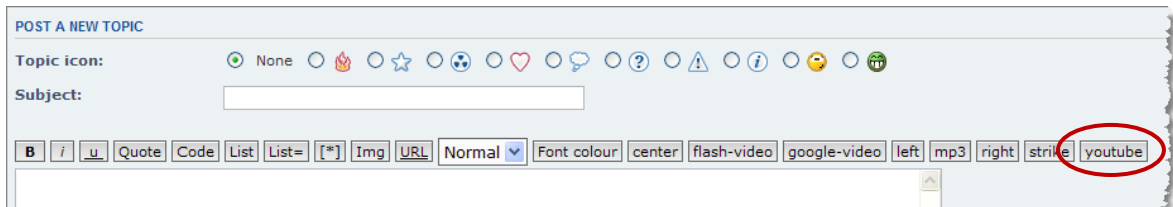6. Click the **Img** button from the row of buttons above the text box.

Image tags will be placed before and after the image link. It should look like this:
[img]http://grande.smittyshouse.net/3FT/RGE_209_1134gs.jpg[/img]

7. When you are finished, click **Submit**.
The image will appear in the body of the post.

Posting a link to a YouTube video

1. Log on to the Friends Web Forum.
2. Create a new post (a new topic or a reply).
3. Complete the subject, click into the body of the post, and (optionally) type your text.
4. Insert the link to the YouTube video:
   a. In YouTube, click the **Share** button below the video you want to link.
   b. Copy the link, and then paste it into the body of the post. The link will look similar to this:
      http://youtu.be/6T4l8_IFJHg.
5. **Important**: Remove the first portion of the link, leaving only the video ID at the end (after the last slash "/"), such as 6T4l8_IFJHg in the example above.
6. Carefully highlight the whole ID, and then click the **youtube** button at the end of the row of buttons above the text box.

Youtube links will be placed before and after the link. It should look like this:
[youtube]6T4l8_IFJHg[/youtube]

7. When you are finished, click **Submit**.
The YouTube video will appear in the body of the post.