

INSERT THUMBNAIL

by TerriDHari with illustrations by Darry D Eggleston

Click on any blue, underlined text to go to its linked reference.¹

One can either insert a photo or insert a thumbnail which links to a photo. This is how to do the latter.

1. Left-click on the paperclip icon on the toolbar above the Reply window (**Figure 1**).

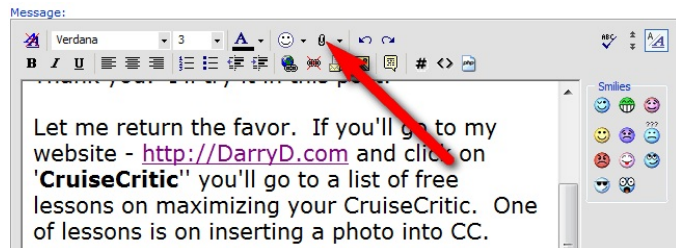


Figure 1

2. A popup window appears which tells you the types of graphics you can upload and the limitations on size for each (**Figure 2**).

Left-click on the "Browse" button.

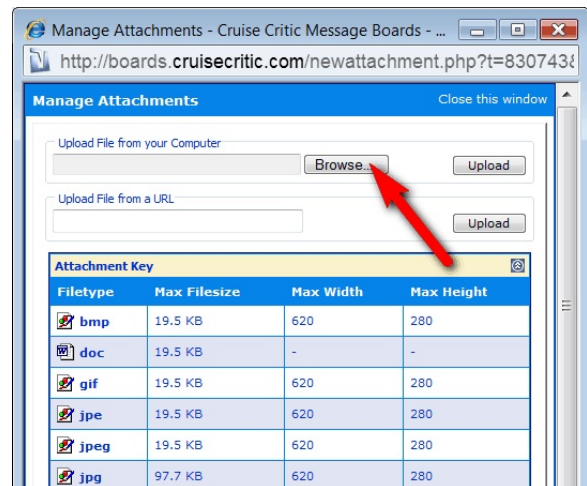


Figure 2

¹ Editor: Peggy S. Eggleston. Permission for reproduction in whole or in part is granted to individuals and to organizations for internal, non-profit use provided credit is given to the author along with the copyright notice: Article reprinted with permission. Copyright © 2007-9 Darry D Eggleston, <http://DarryD.com>.

3. Select the photo (**Figure 3**):

❶ Left-click on the photo.

You'll note that the limitation on the width of "gif" files is 620 pixels wide, but mine is 400 pixels wide — which I find to be a smaller size, but easily viewed size.

❷ Left-click on "Open" button.

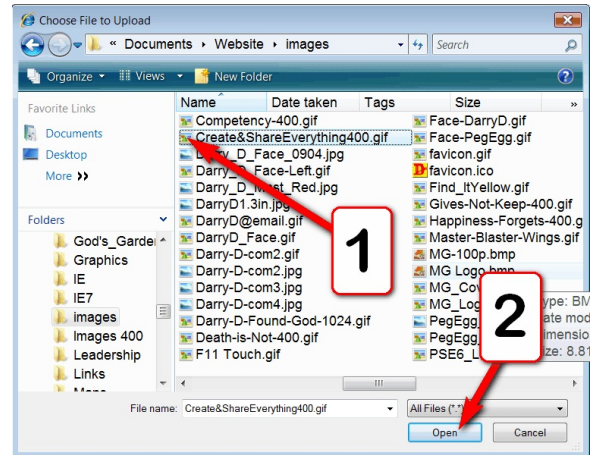


Figure 3

4. Left-click on the "Upload" button (**Figure 4**) so that a copy of your photo will be uploaded to the CruiseCritic server.

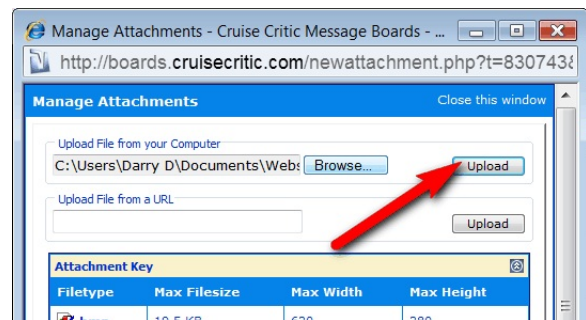


Figure 4

5. The "Manage Attachments" window appears (**Figure 5**):

❶ The name of the file and its size appears.

❷ Left-click on the "X" to close the window.

NOTE: The image does *not* appear in the Reply window at this point.

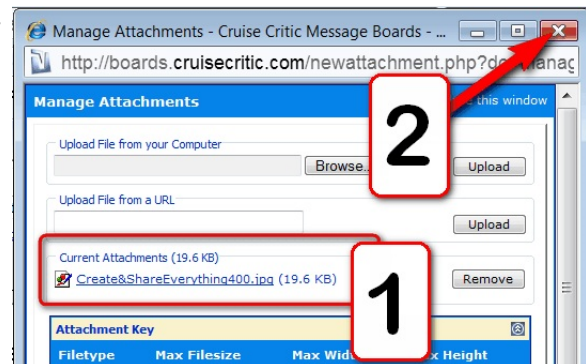


Figure 5

6. For one to views the full-size photo, one who is reading the Reply left-clicks on the thumbnail (Figure 6).

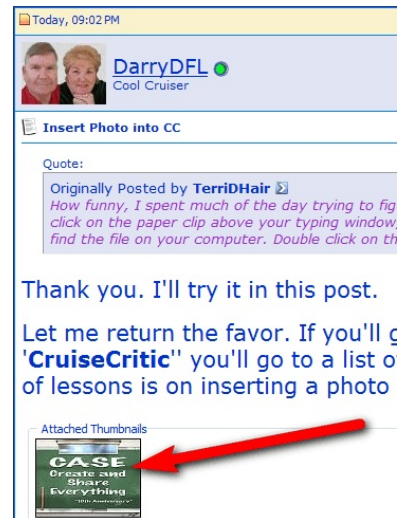


Figure 6

7. The image appears while the text message and thumbnail are 'grayed out' (Figure 7).



Figure 7