

## **Illustrated Tutorial for Uploading Photos Directly to Milsurps.com from your computer**

Due to the wide range of computer knowledge and skills that our almost 15,000 members may or may not possess, we have put together an illustrated step-by-step guide that we hope will be helpful

Often, people who are newer to computers simply aren't familiar with some terminologies, so written directions alone can be daunting. Actually this method of posting images is not difficult, and if most people had another person standing beside them to show them where to 'Click' most people could do it quite easily. This is what we hope to accomplish with this tutorial

We have two different methods to display your images in posts. This illustrated guide is to assist members in the method of posting photos by uploading your photo directly from your computer to be stored on the Milsurps.com server. This is the style you may have seen in posts where a thumbnail appears that will enlarge when you click on it.

This method is especially useful when you need to display small details because images may be enlarged with tools provided in the software.

NOTE: There is a specific limit to the total amount of file storage for members using free accounts due to the expense of our server space.

(You may upload multiple images in one post using this method)

Each page below illustrates one single step. In practice it goes by much more quickly than it may seem here.

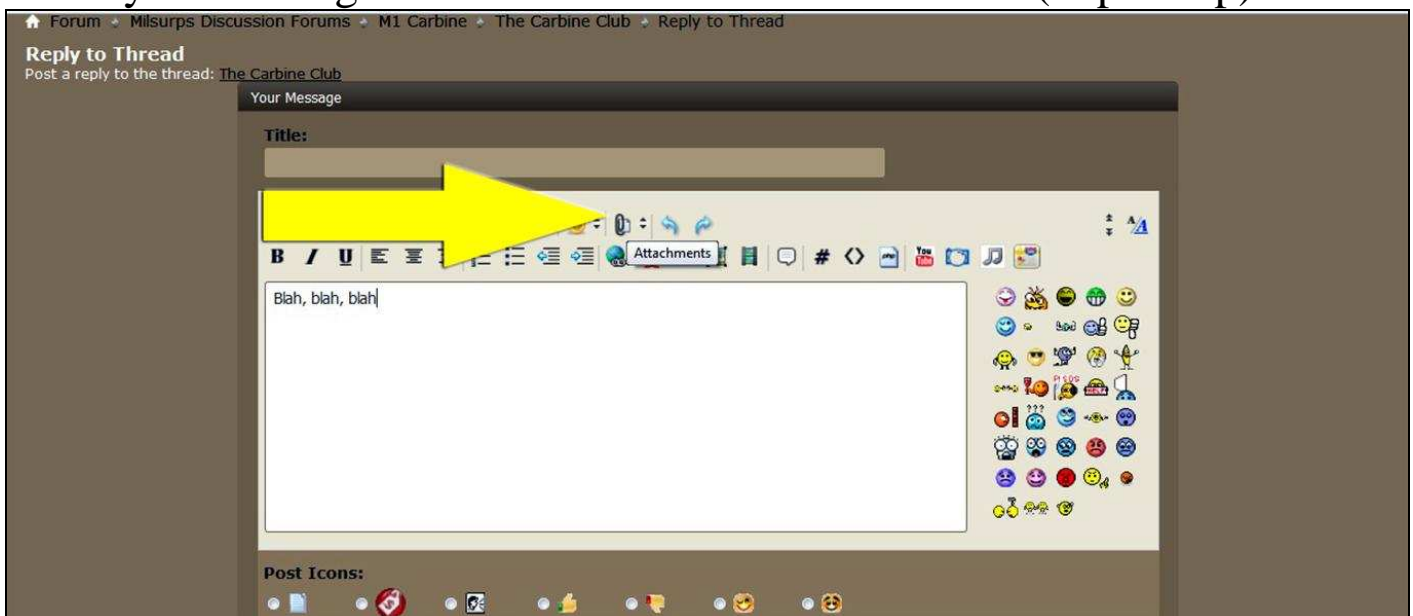
Go to step one below to begin –

Go to the **Reply** section under the last message you read and click on the **'Go Advanced'** button –

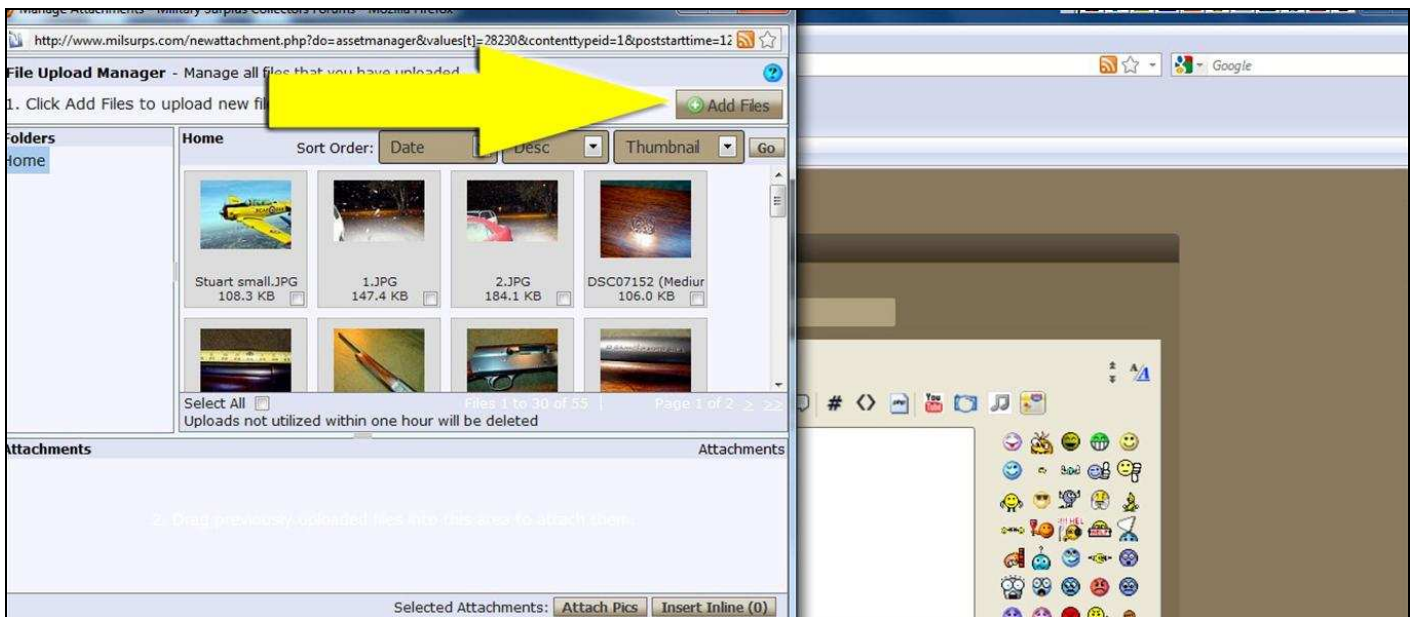
\* Don't be intimidated - It is not overly *advanced* –  
The advanced mode only has a few additional functions and it's very similar to the **Quick Reply** mode.



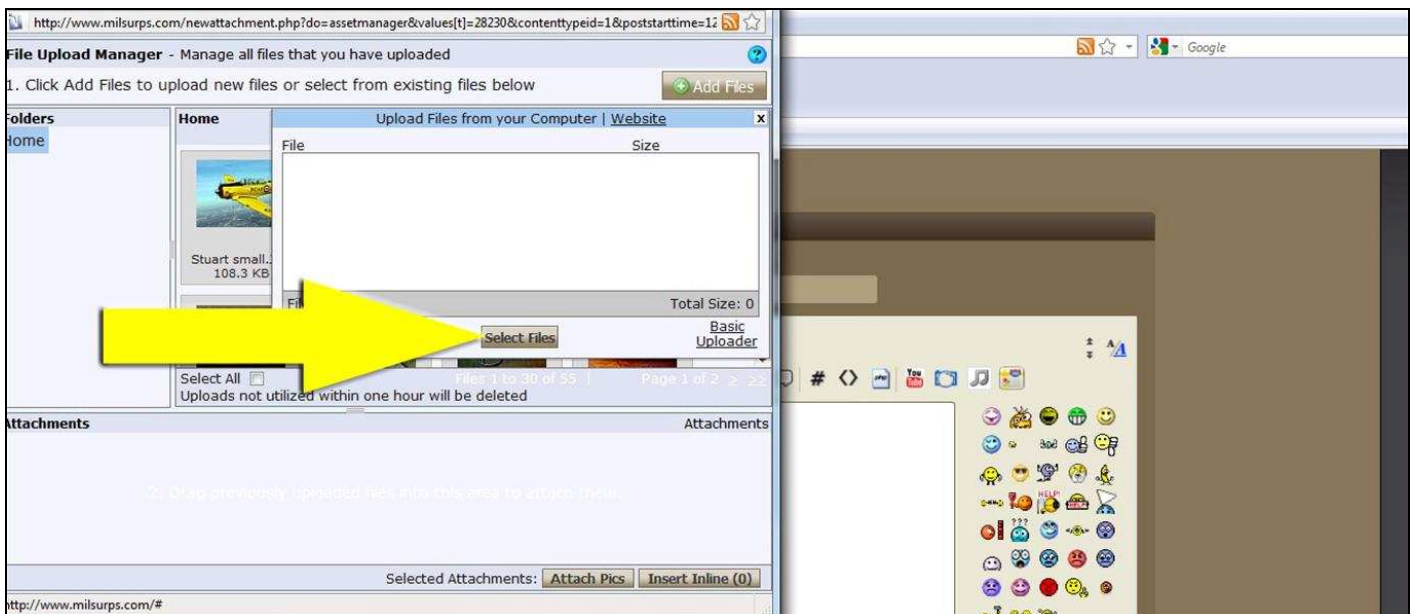
Write your message and then click the **'Attach'** button (Paper clip)



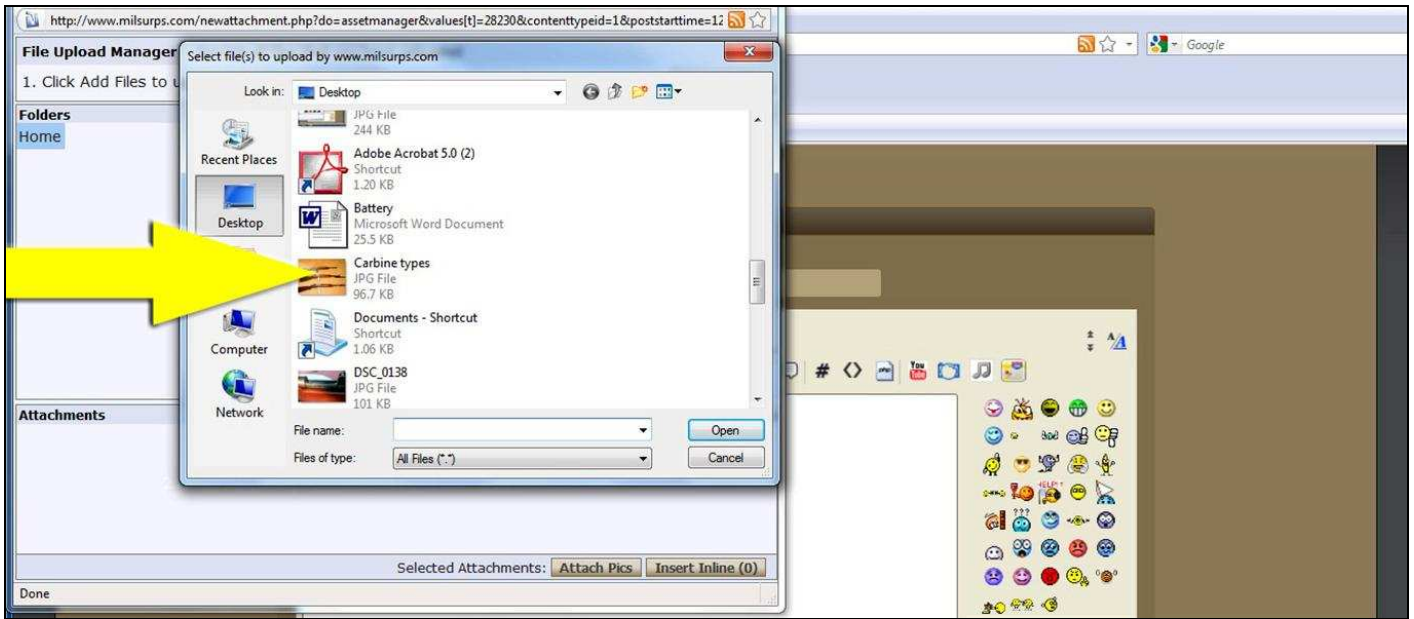
A new box will open - Click the *'Add Files'* button



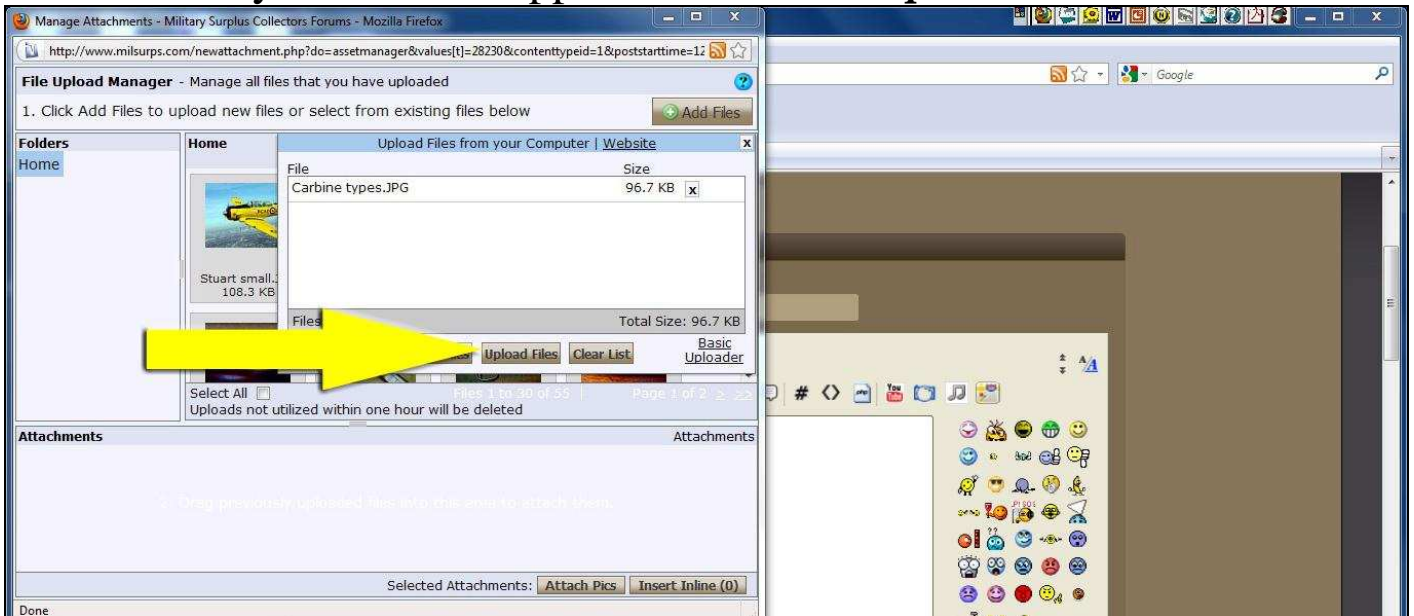
A smaller box opens - click the *'Select Files'* button



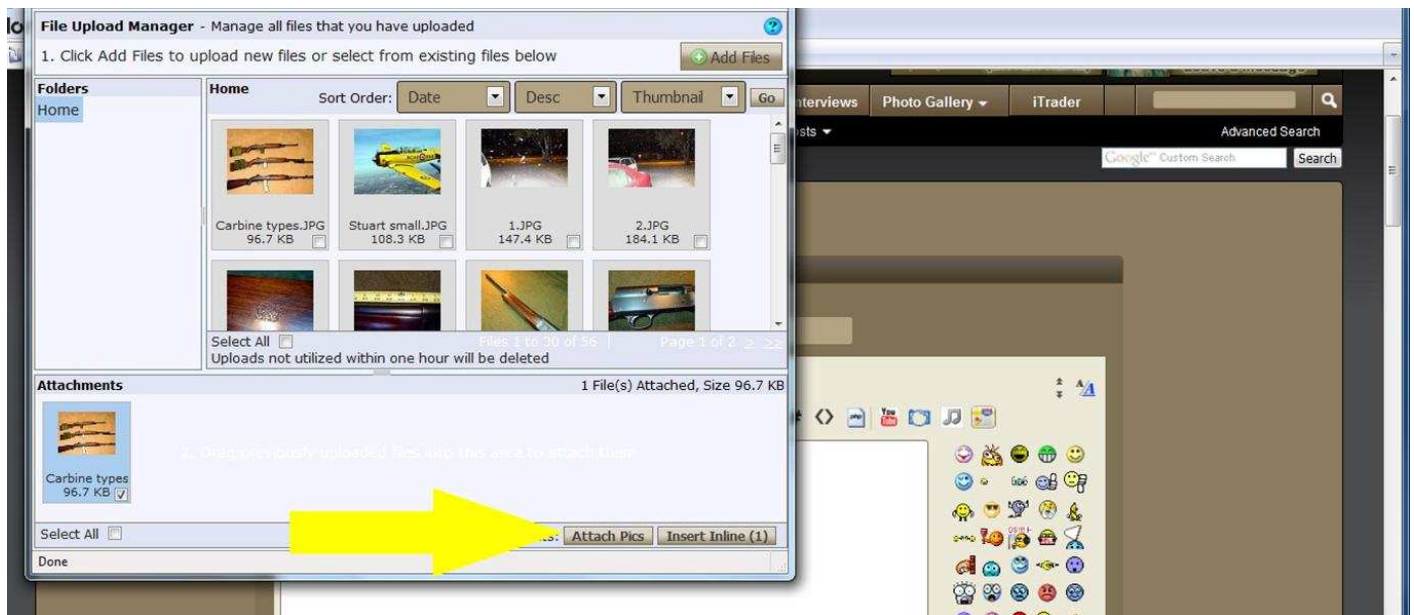
A new box opens - Navigate to your photo and then double click on it



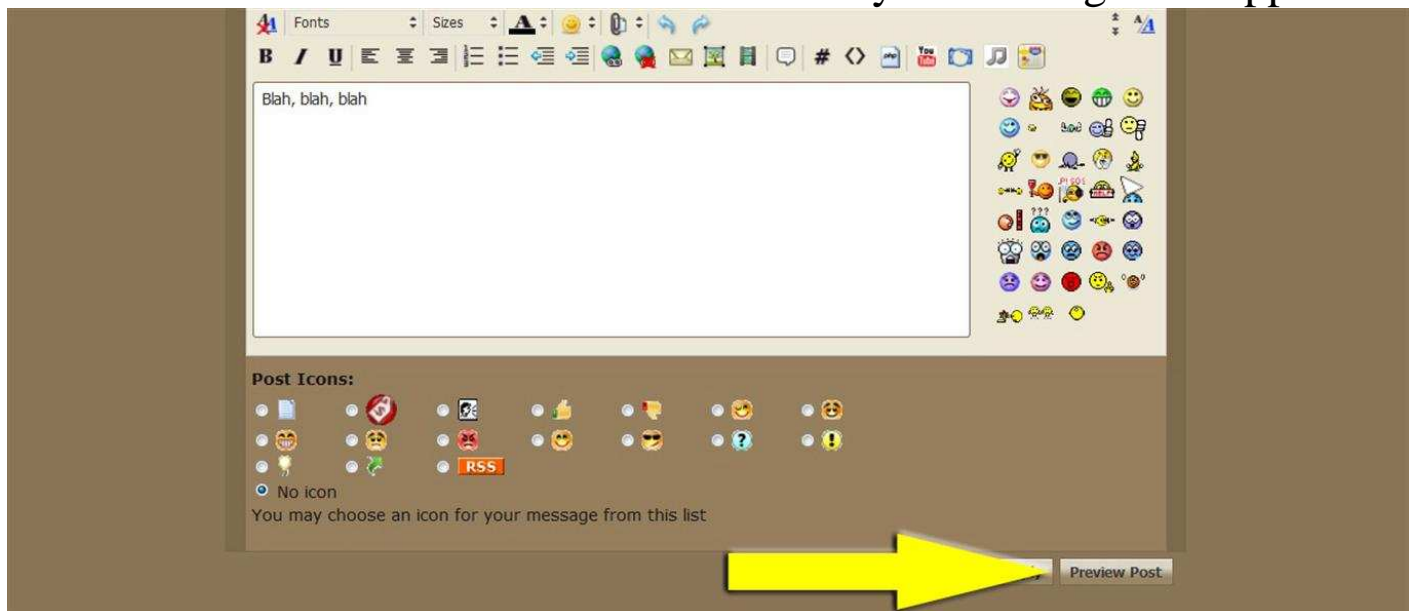
The name of your file will appear – Click the *'Upload'* button



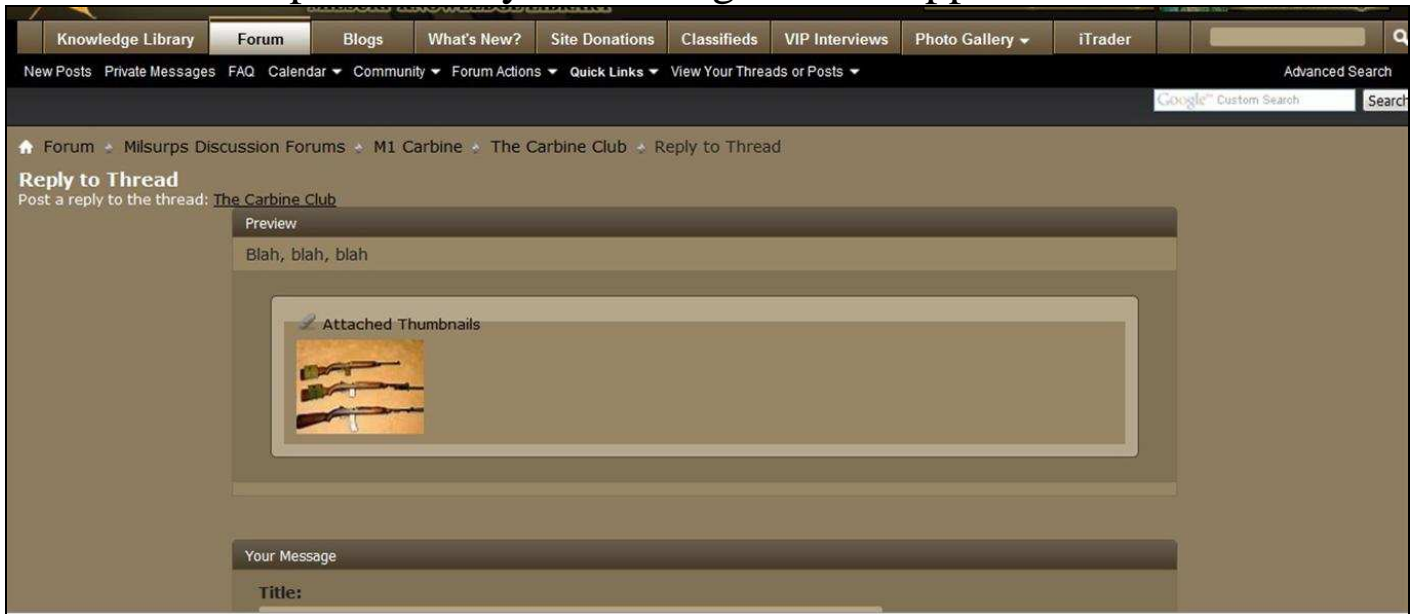
A Thumbnail of you photo appears - Click **'Attach Pics'** button



You will be returned to the message screen and your image is attached to your message –  
Click the **'Preview Post'** button to check how your message will appear



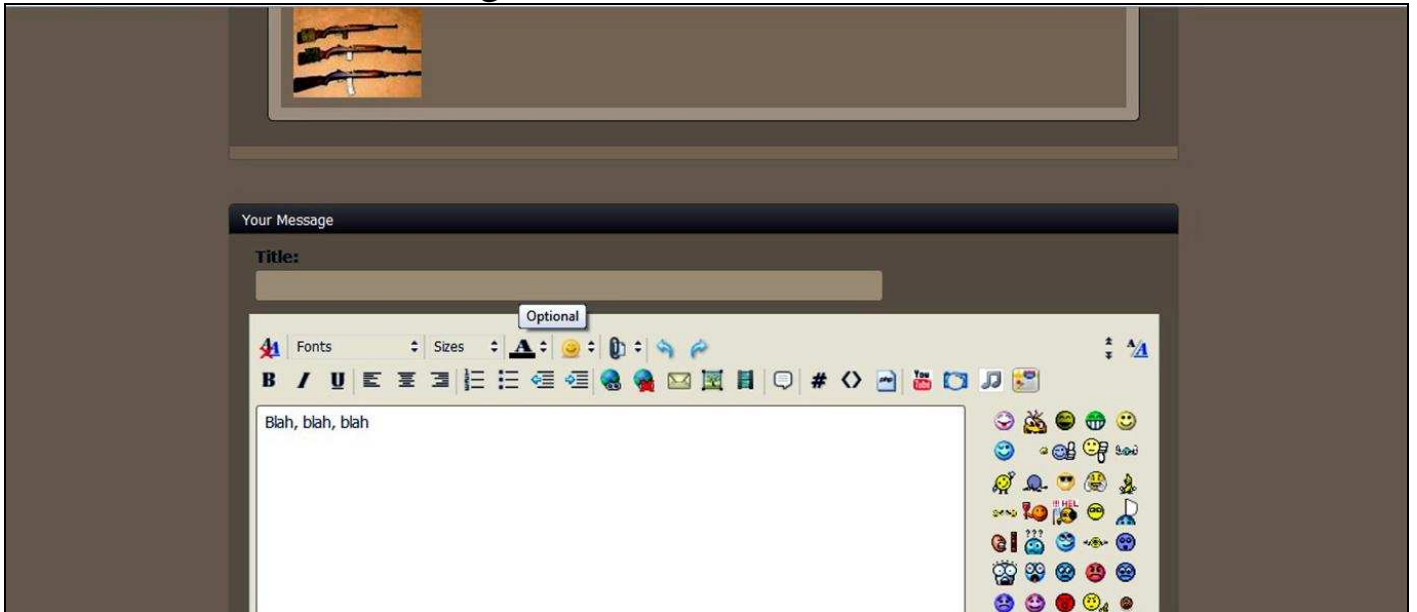
Below is a sample of how your message should appear to others



While you are in the preview mode you may also click on your image to see how it will look to others



Scroll down to the Message area.



If needed, you may edit your message at this point  
You may also preview your corrected text and image again

When everything appears as you want it click the ***Submit Reply*** button

