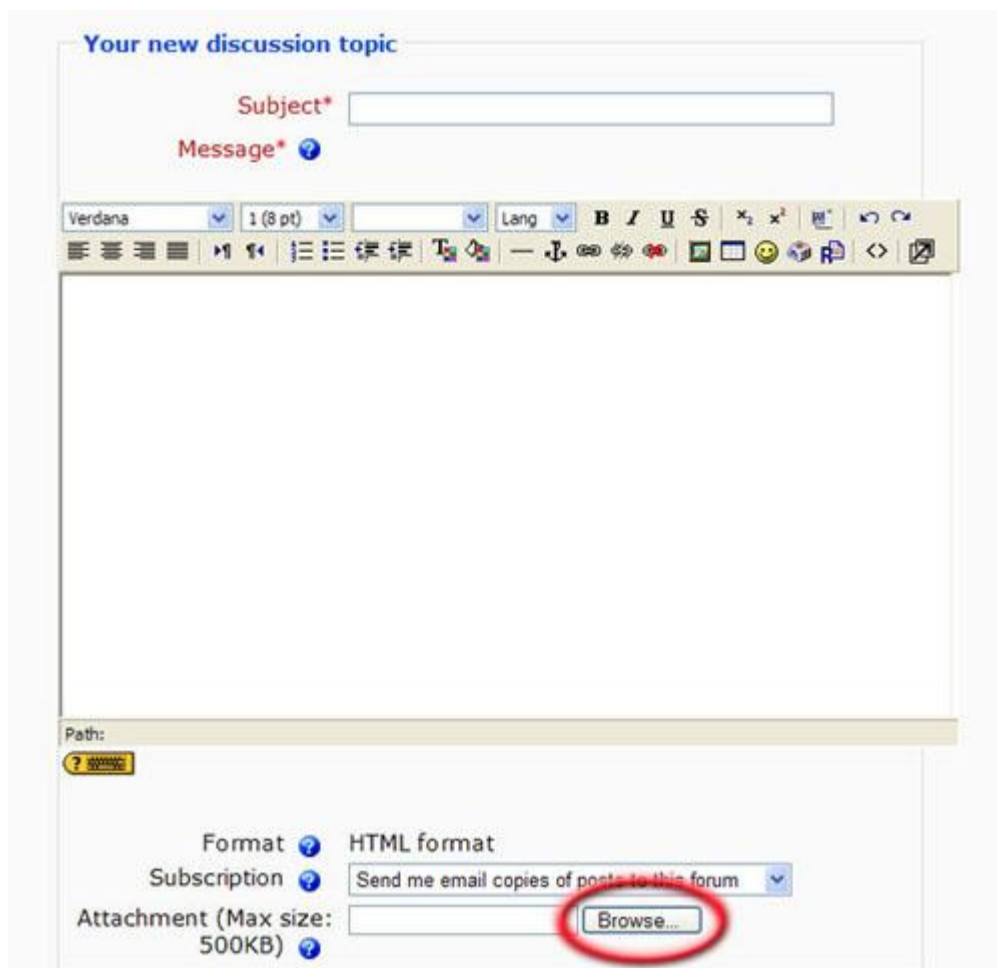


How to Attach Files to Forum Postings and Assignments

To attach a file to a forum post:

1. In the discussion forums area, **Add a new topic** or **Reply** to an existing forum post/message. For information on how to start new topics and reply to posts, go to the **Forums** page in this Startup Kit.
2. Enter a topic subject and some message text in your post. Then click on the **Browse** button near the bottom of the page to attach a file. (See image below.)



The image shows a web form titled "Your new discussion topic". It includes a "Subject*" text input field and a "Message*" text area. Below the message area is a rich text editor toolbar with options for font (Verdana), size (1 (8 pt)), language (Lang), and various text formatting tools (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, image, smiley, emoticon, code, help). At the bottom of the form, there are several options: "Format" set to "HTML format", "Subscription" set to "Send me email copies of posts to this forum", and "Attachment (Max size: 500KB)". A "Browse..." button is located next to the attachment field and is circled in red.

3. A window will open to allow you to find the location of the file you wish to attach on your computer. Once you have found and selected a file, click the **Open** button. The new window will then close and your file's name (along with its location on your computer) will appear in the 'Attachment' line.
4. Click on the **Post to forum** button to complete your post.
5. If your instructor has created a forum in which you must first post before reading other participant's postings, you will see a button on the forum instructions that reads, "Add a new question". Use this button to make your initial post. You will then be able to read other posts to that forum.

