

## HOW TO UPLOAD PHOTOS AND IMAGES TO BLOG POSTS.

To upload a photograph or an image (.jpg or .png format) for the first time, go to Add content > Blog. Then, on the Text Format scroll menu, select Full HTML.

Doing this, a new menu appears on the top of the description box. Select the **picture** icon to open the **image properties** menus and the **file browser**.



On **Image Properties** menu click **Browser Server** to select the image/photo you want to. But remember that all the images used to your posts must have been previously uploaded to the browser. If you didn't, please follow these instructions:



Once your file is kept on the file browser, **select it** and click **Insert File** to access once again to the **Image Properties** menu, where you can make some <u>optional</u> adjustments (width, height, etc).

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	picture-20-1572976136.jpg	93.26 KB	1024 769	11/05/2019 - 18:48			
	picture-21-1574245779.jpg	120.66 KB	679 1024	11/20/2019 - 11:29			
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image Properties			
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Press **OK** and, finally, your photo will appear on the body of the post description section.



## **ATTENTION:**

Don't forget to ask for signing Consent Form to anyone on the photos.

Annex 7 Licence to use image and voice and exploitation rights: https://ptweb.desy.de/owncloud/s/n9kmFmQX94RgBBg or

Annex 9 Template for online registration to workshops and events (to check the fourth box): https://ptweb.desy.de/owncloud/s/TmdoDdXEXZgB67m