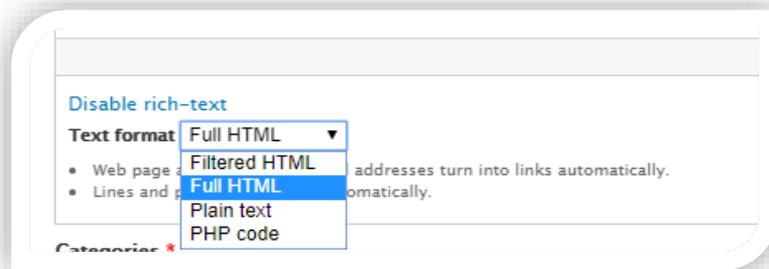
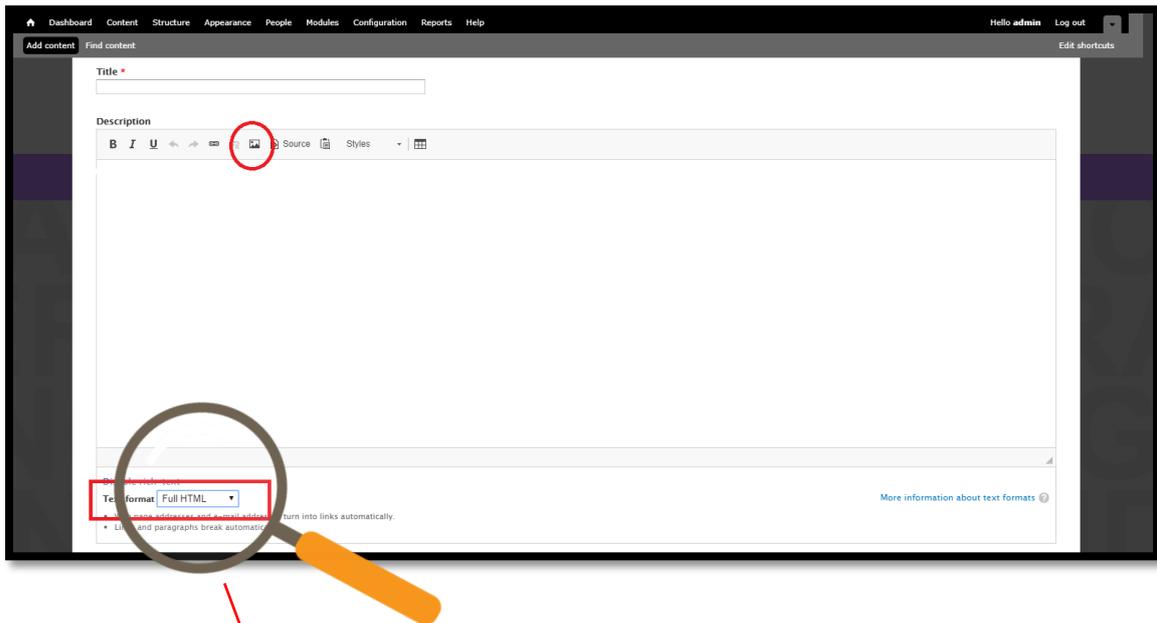




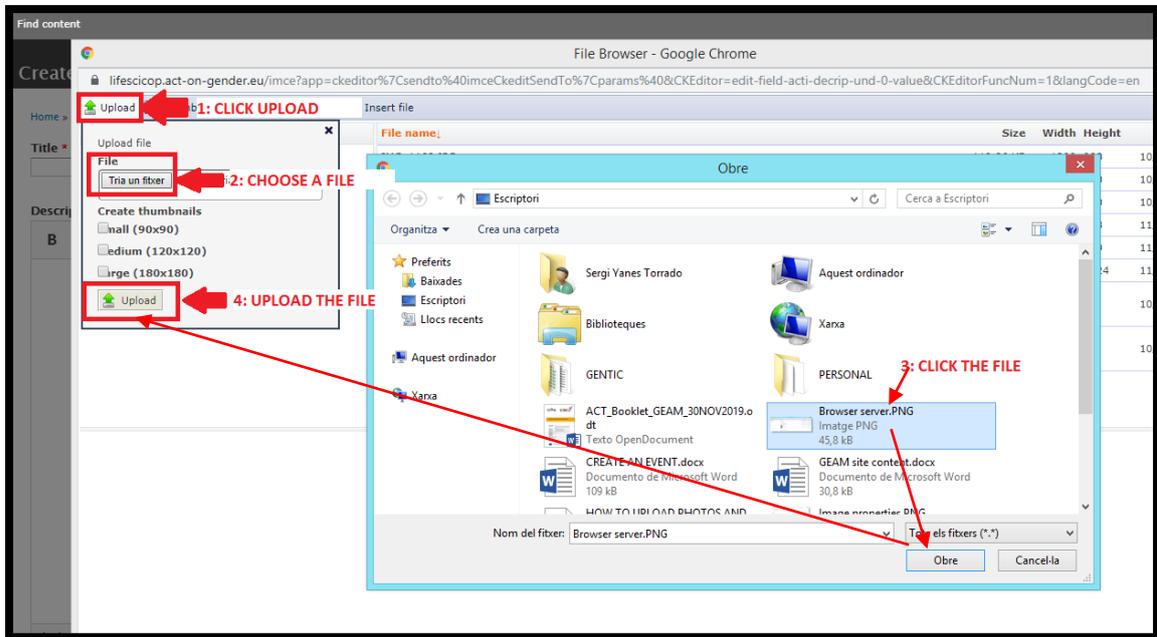
## HOW TO UPLOAD PHOTOS AND IMAGES TO BLOG POSTS.

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**.

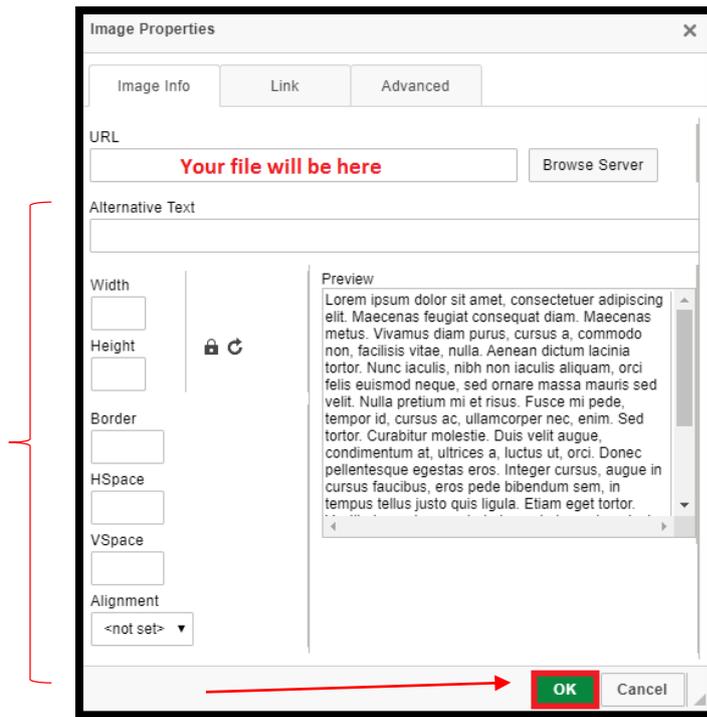


On **Image Properties** menu click **Browser Server** to select the image/photo you want to. But remember that all the images used to your posts must have been previously uploaded to the browser. If you didn't, please follow these instructions:

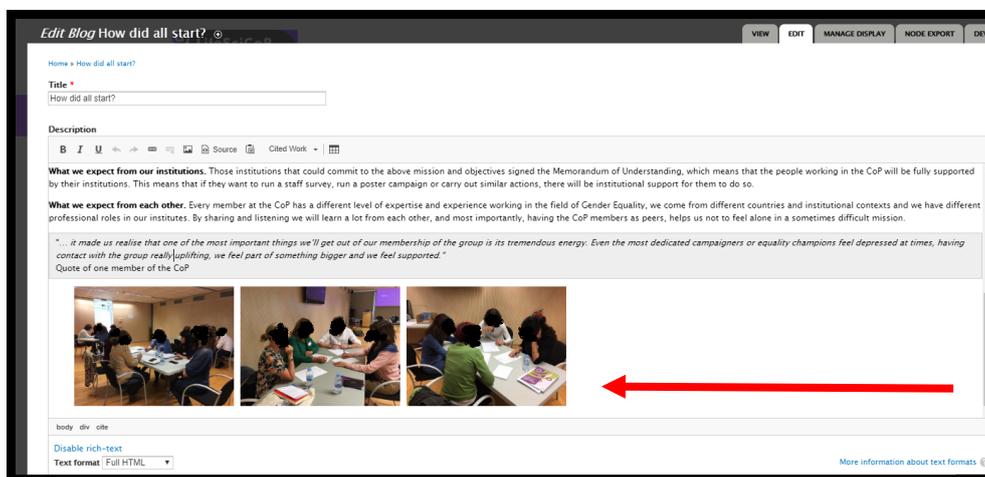


Once your file is kept on the file browser, **select it** and click **Insert File** to access once again to the **Image Properties** menu, where you can make some optional adjustments (width, height, etc).





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>