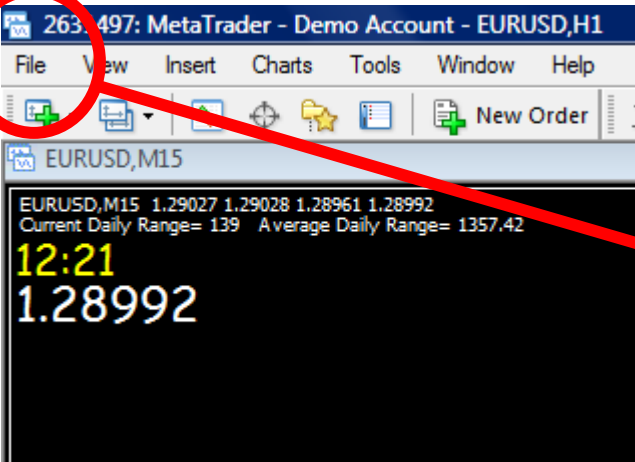


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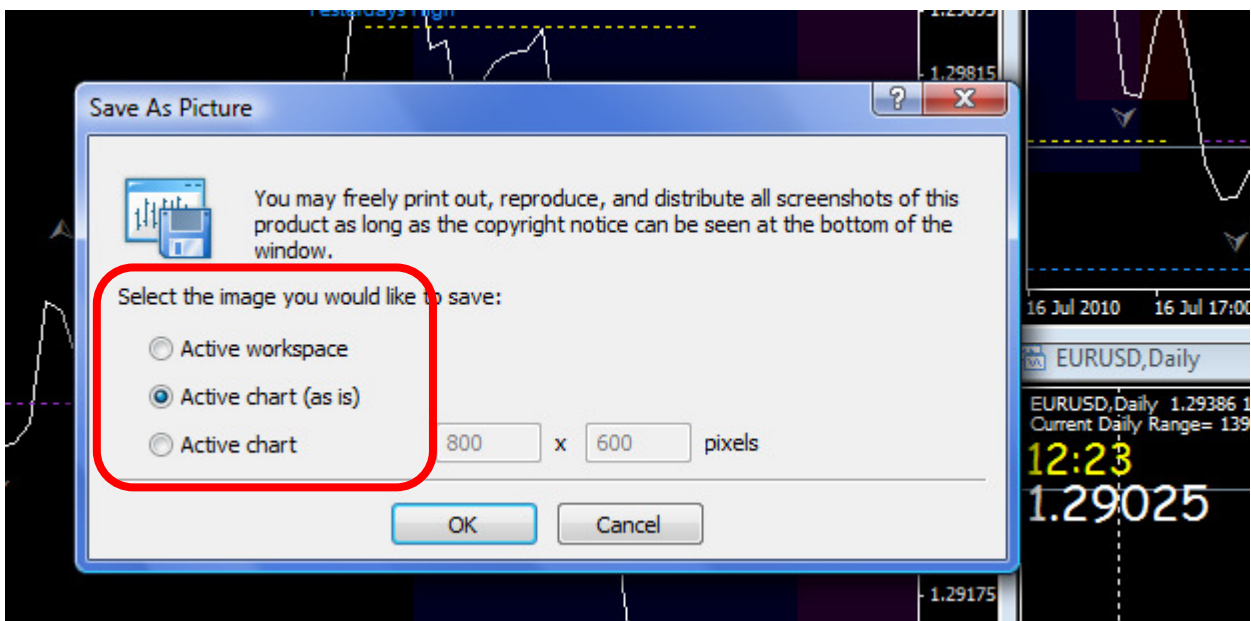


1. Click on 'File' and then select the "Save as picture" option from the drop-down menu.

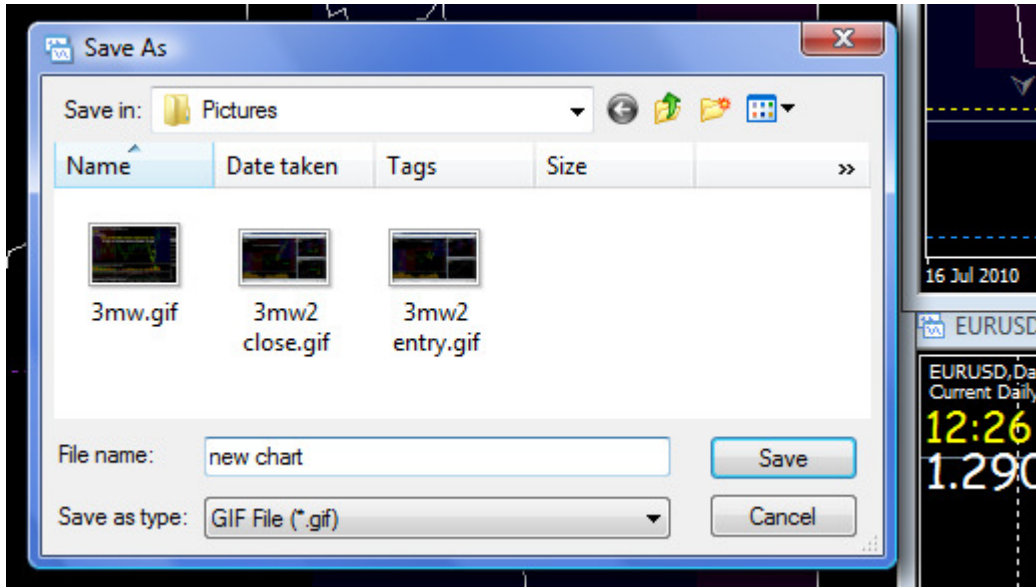
2. The "Save As Picture" options window appears.

You can save the image as 'Active workspace' if you have multiple charts to show or 'Active chart' if you want to show a single chart, or 'Active chart (as is)' if you want to save the chart as per your current view.

When you have made your choice, click the 'OK' button.



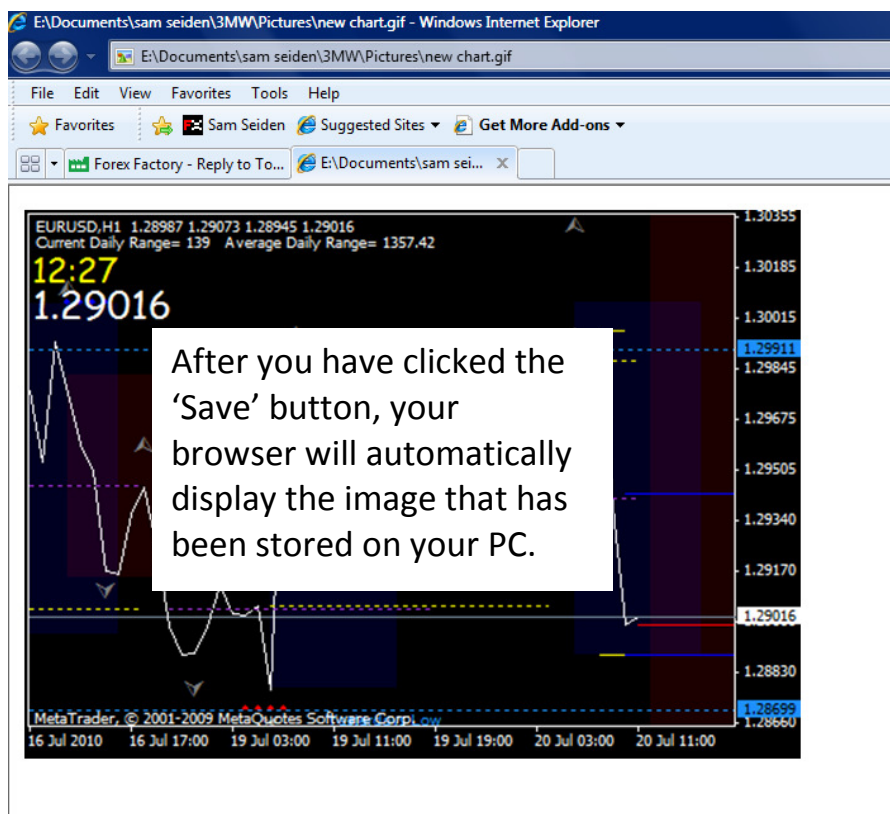
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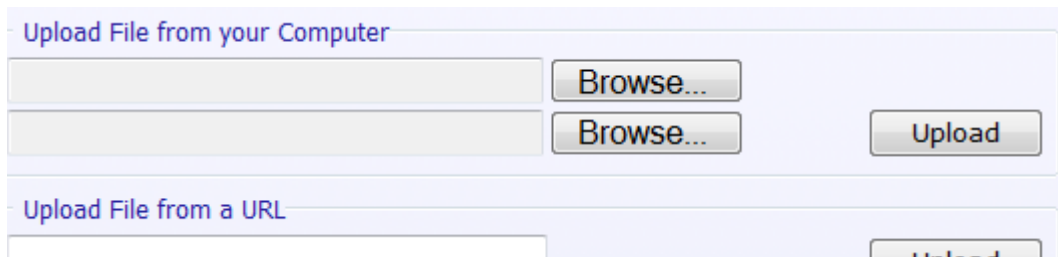
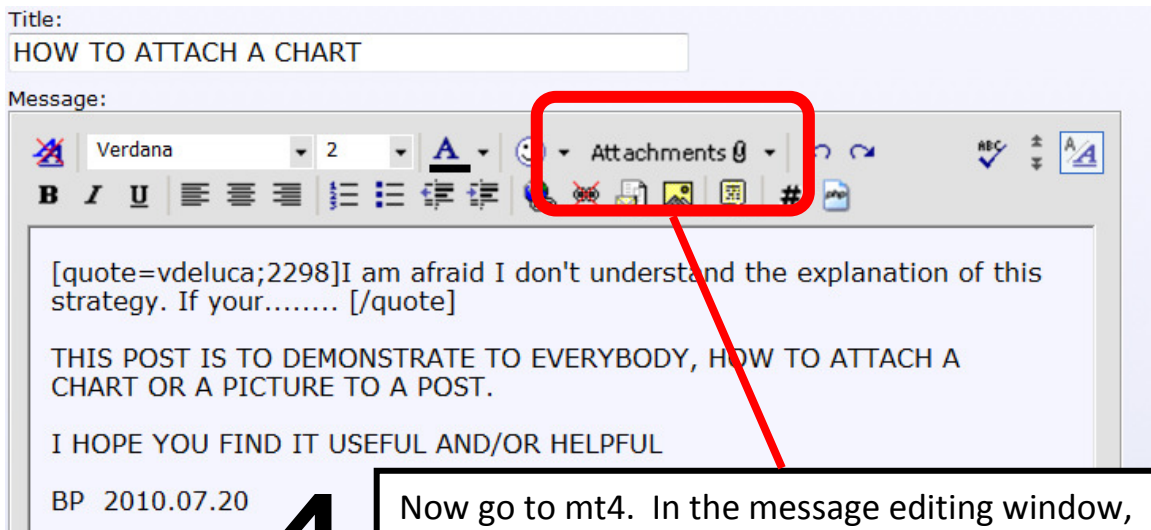
3. The “Save As” window appears.

Select the folder on your hard drive where you want to store the picture, and then give the picture file a relevant name. Type the name of the file in the ‘File name’ space.

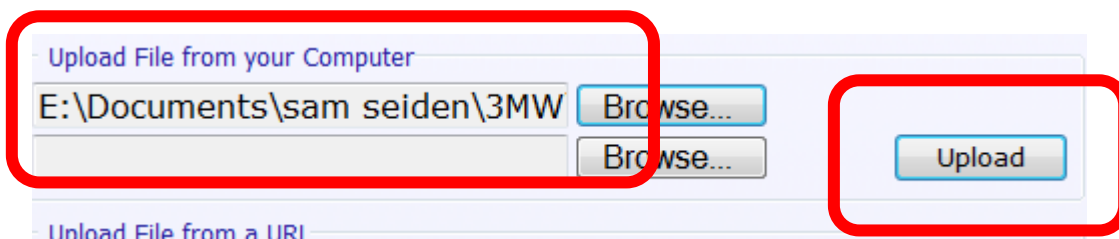
When you have done this, click the ‘Save’ button.



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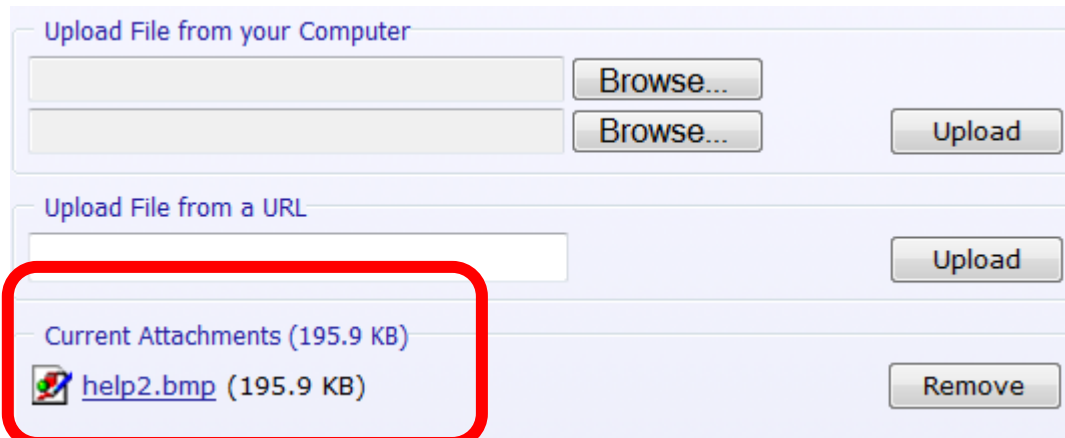


5. The 'Manage attachments' window will appear. Click on the 'Browse' button and then browse to the folder where you have stored the required picture file.



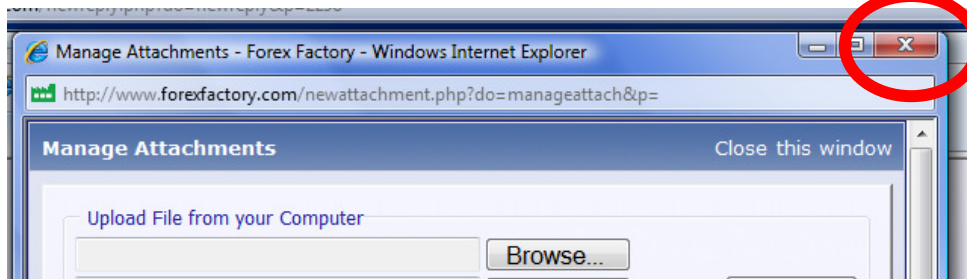
6. Once you have the file path displayed in the 'Manage attachments' window, you can then click on the 'Upload' button. Whilst uploading is taking place, you should see a brief message that says "Uploading files, please wait".

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- 7.** When the picture file has finished uploading, an icon with the filename will appear in the 'Current attachments' area.

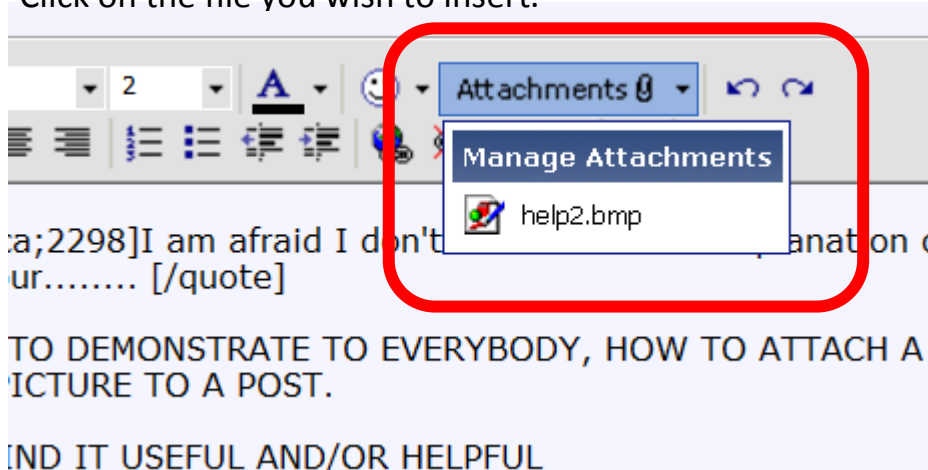
- 8.** You can now 'close' the 'Manage attachments' window.



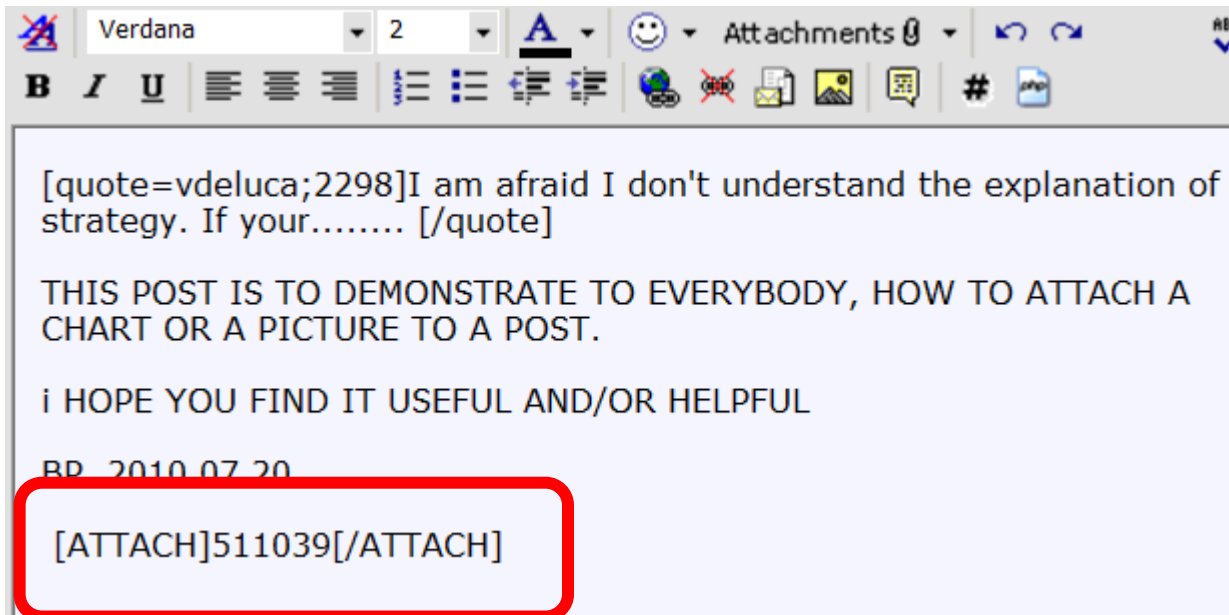
- 9.** You will automatically return to the 'Reply to thread' window.

Click on 'Attachments' and a drop-down will appear showing the file(s) that you have uploaded. These files are now available to be inserted into your post.

Click on the file you wish to insert.



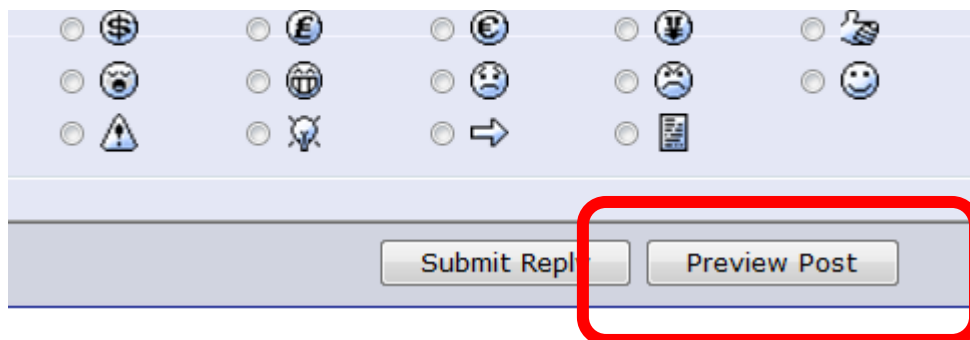
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10. The picture has now been inserted into your post. You can use 'cut & paste' (or other methods) to move the picture to a different area within your post if you wish.

11.

Click on the 'Preview post' button if you want to see what the finished layout of the post looks like, with the image inserted



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- 12.** If you clicked on the 'preview' button, the 'Preview' window will appear where you can view the layout of your post and decide if you need to change anything before submitting.

- 13.** Finally, if you are happy with your layout/preview, click on the 'Submit reply' button.

"Job done"!

After submitting, you still have the facility to edit your post at any time via the 'edit' button in the main thread.

