

How to Create a Notice Board Post Containing Text and Images

Purpose

To explain the procedure required for creating a GSV Notice Board Post that contains a mixture of text and images.

Note: The Welsh Research Discussion Circle Notice Board has been used in the example shown in this document. The same procedure applies to the other Notice Boards.

Summary of Steps

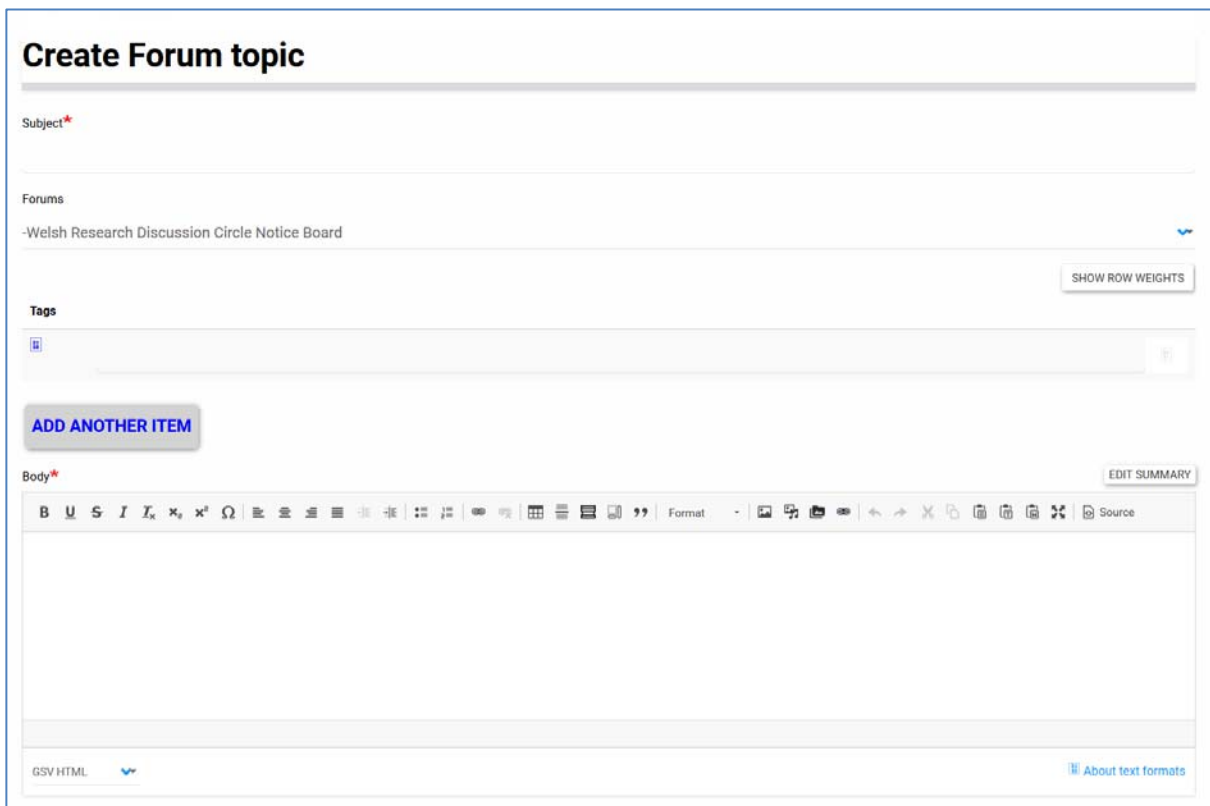
1. Create a New Post.
2. Enter the text.
3. Insert each image to be included in the Body of the Post.

1. Create a New Post

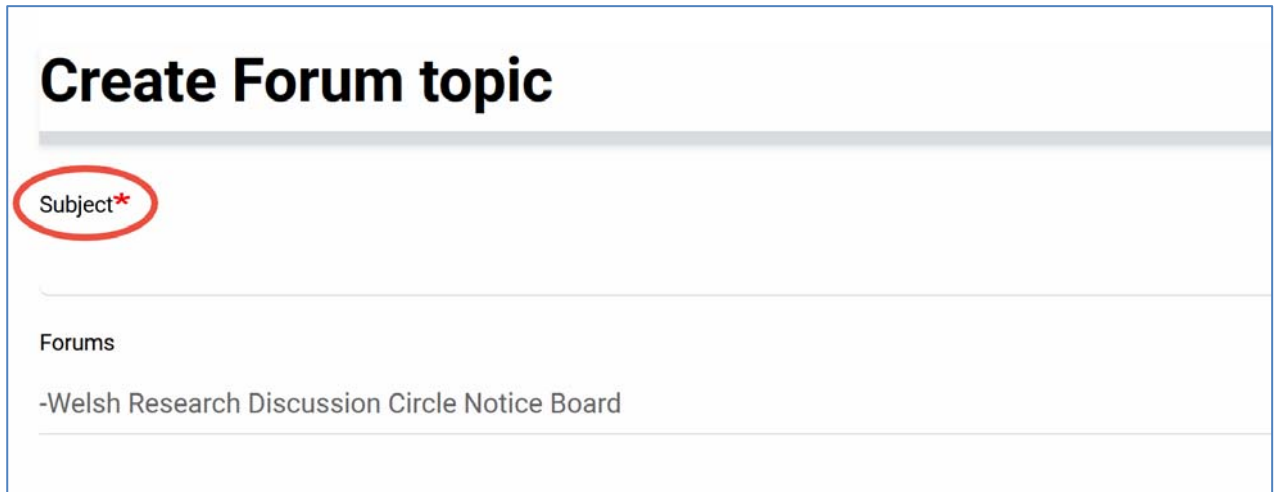
Select the Notice Board you wish to use and press the *Add New Forum Topic* button:



The system will display the *Create Forum topic* page:



Enter a suitable Subject:



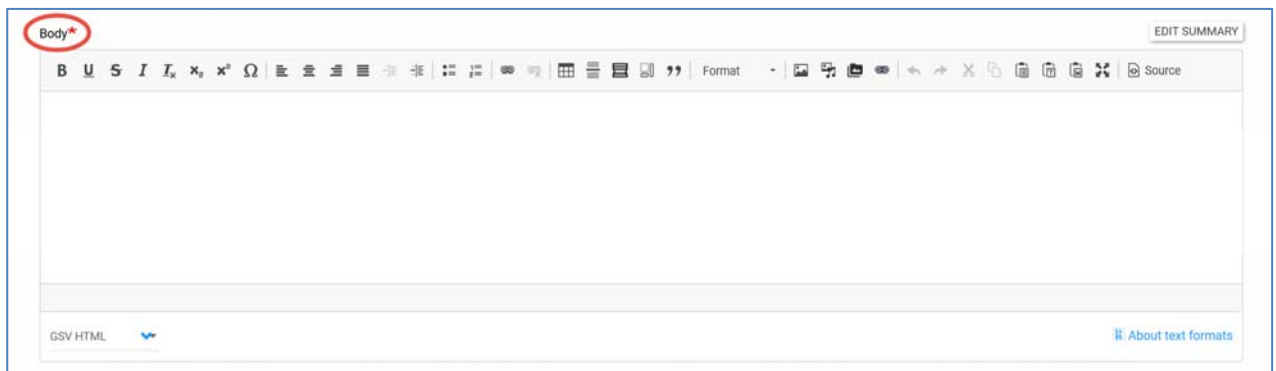
Create Forum topic

Subject*

Forums

-Welsh Research Discussion Circle Notice Board

Proceed to the Post Body:



Body*

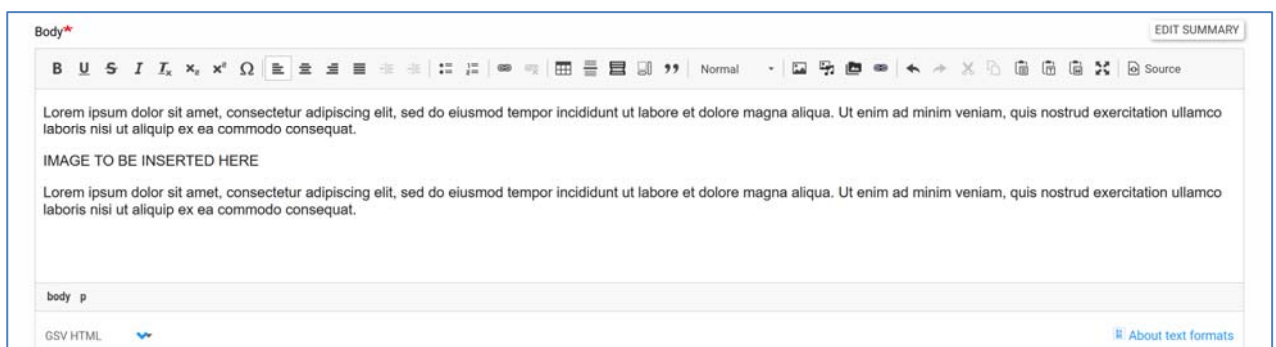
EDIT SUMMARY

B U S I I_x x₂ x² Ω [List] [Table] [Quote] [Code] [Link] [Image] [Video] [Audio] [Source]

GSV HTML [About text formats](#)

2. Enter the Text

Enter the text into the Body of the Post. This can be done by typing directly into the Body or by copying from an existing source document.



Body*

EDIT SUMMARY

B U S I I_x x₂ x² Ω [List] [Table] [Quote] [Code] [Link] [Image] [Video] [Audio] [Source]

Normal

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

IMAGE TO BE INSERTED HERE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

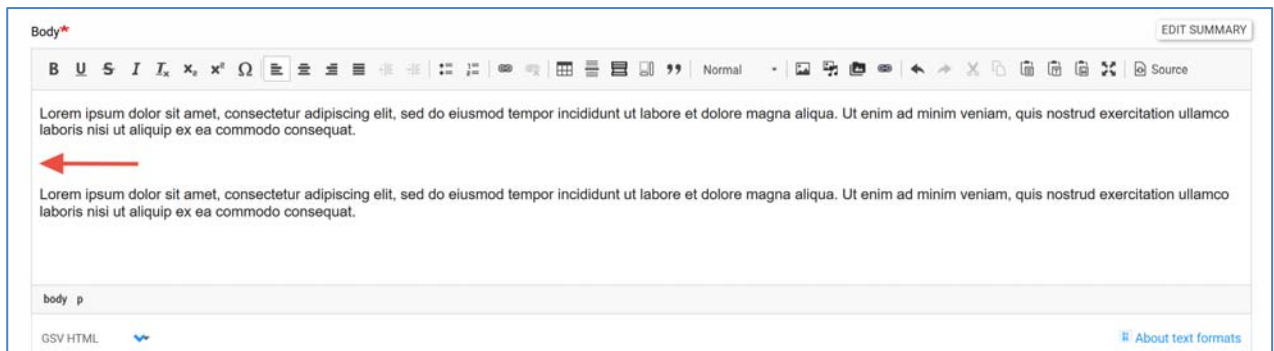
body p

GSV HTML [About text formats](#)

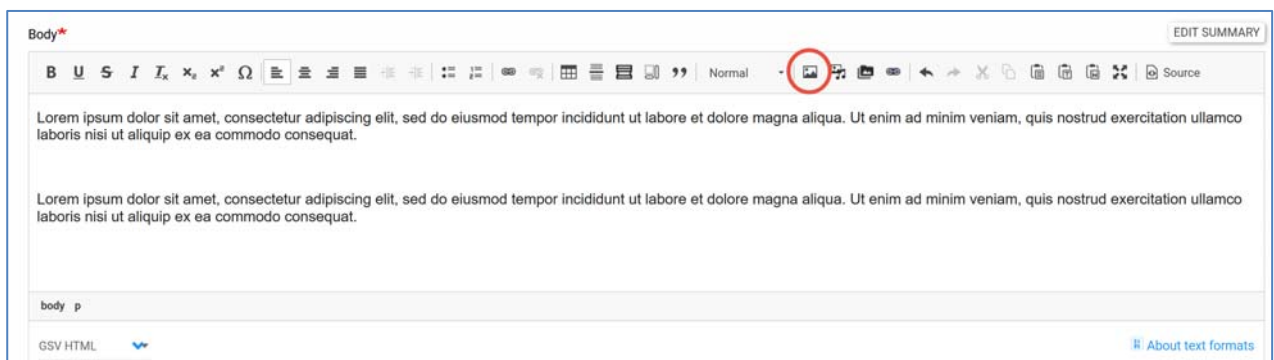
NOTE: If you are copying from an existing document, make sure you use Ctrl+Shift+V to paste the text so that any formatting controls are not copied. Otherwise, this is likely to cause problems.

3. Insert each image to be included in the Body of the Post

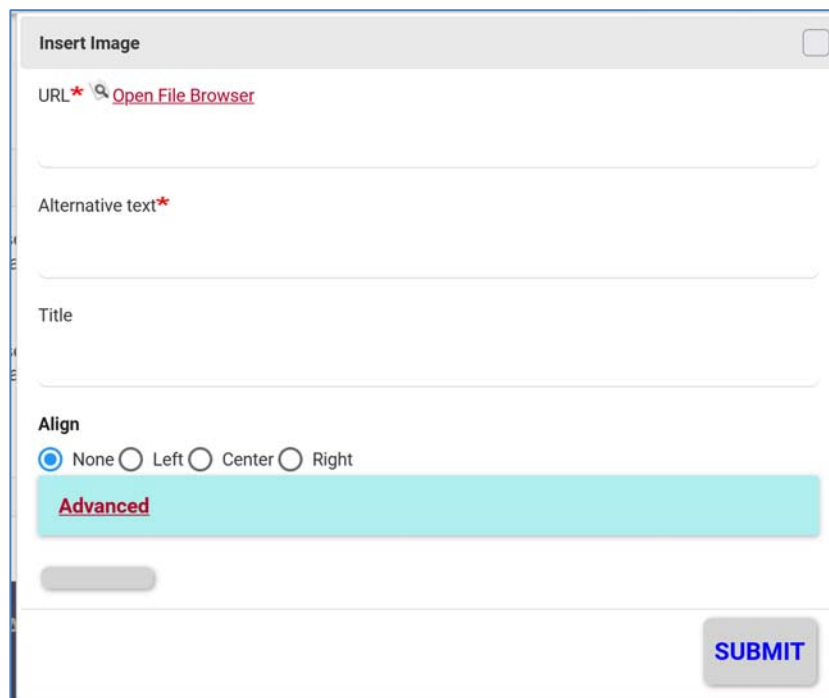
Position the cursor at the point you wish to insert the image:



Select the *Image* icon on the toolbar:



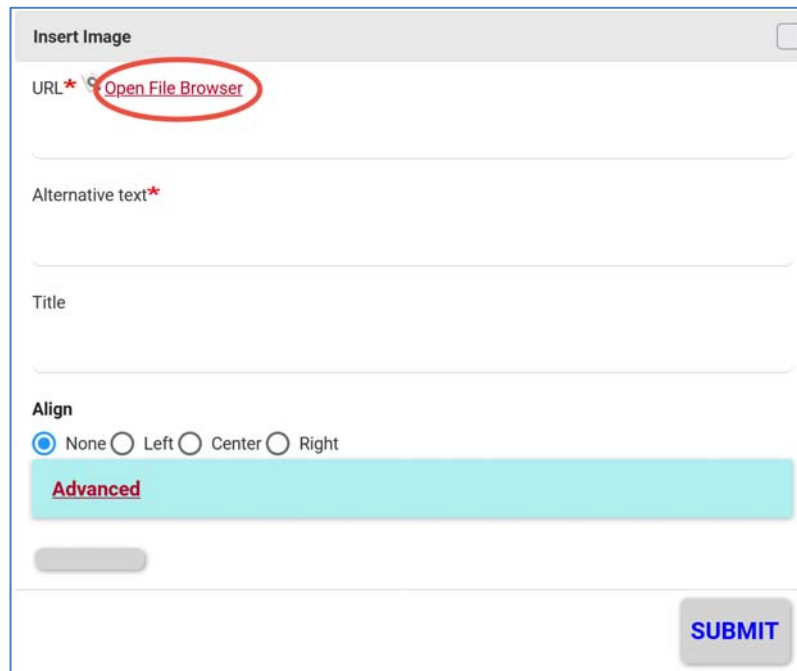
The system will display the Insert Image window:

A screenshot of the "Insert Image" dialog box. It features a title bar with a close button. The main area contains a "URL" field with a magnifying glass icon and a link to "Open File Browser". Below this is an "Alternative text*" field, a "Title" field, and an "Align" section with radio buttons for "None", "Left", "Center", and "Right". A teal "Advanced" button is located below the alignment options. At the bottom right, there is a "SUBMIT" button.

There are 2 situations here:

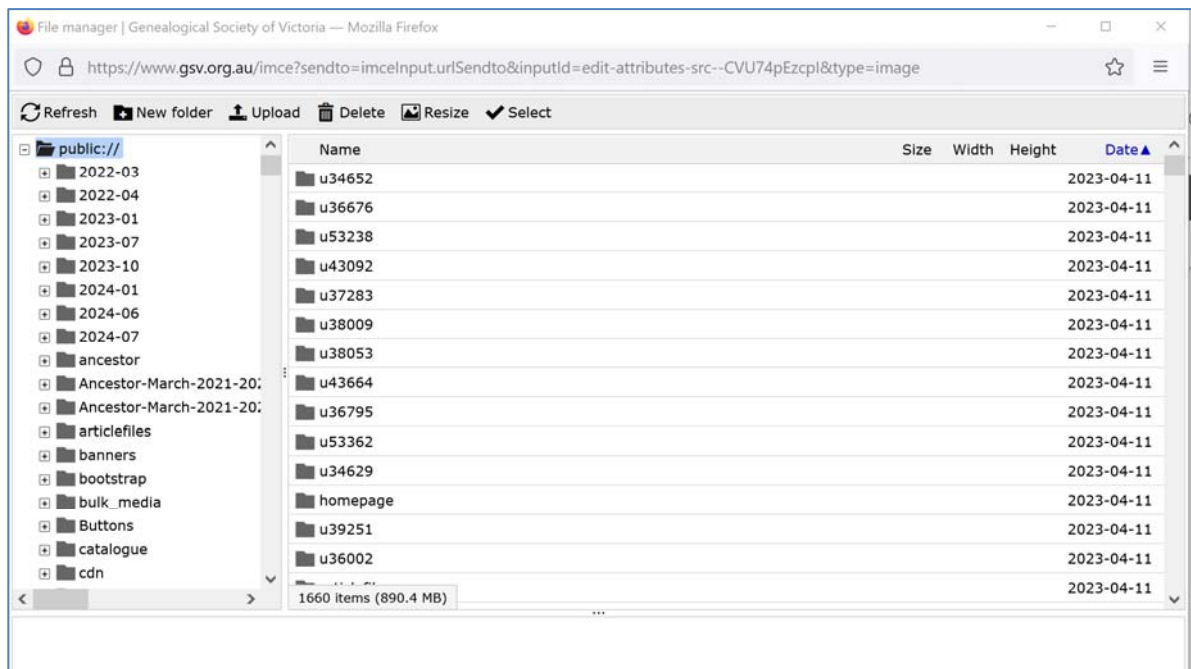
1. The image file is already uploaded to the GSV website. In this case, you can copy the URL of the image file into the URL field.
2. The image file needs to be uploaded from your computer. In this case, you will need to upload the file and the system will create the URL for you.

In most cases, the image will be uploaded from your computer so you will need to select the *Open File Browser* option:

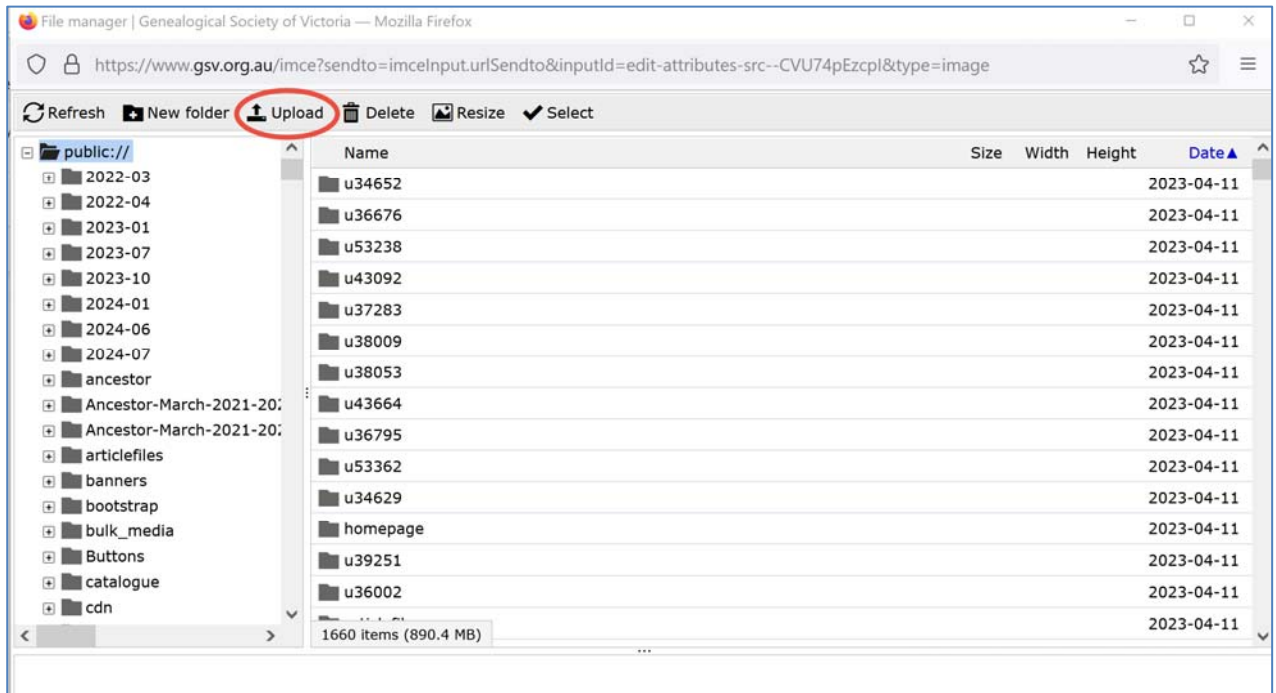


The screenshot shows a dialog box titled "Insert Image". It has a close button in the top right corner. The "URL*" field is empty, and the "Open File Browser" button is circled in red. Below the URL field is an "Alternative text*" field, followed by a "Title" field. Under the "Align" section, the "None" radio button is selected, with "Left", "Center", and "Right" options also available. A light blue "Advanced" button is located below the alignment options. At the bottom right of the dialog is a "SUBMIT" button.

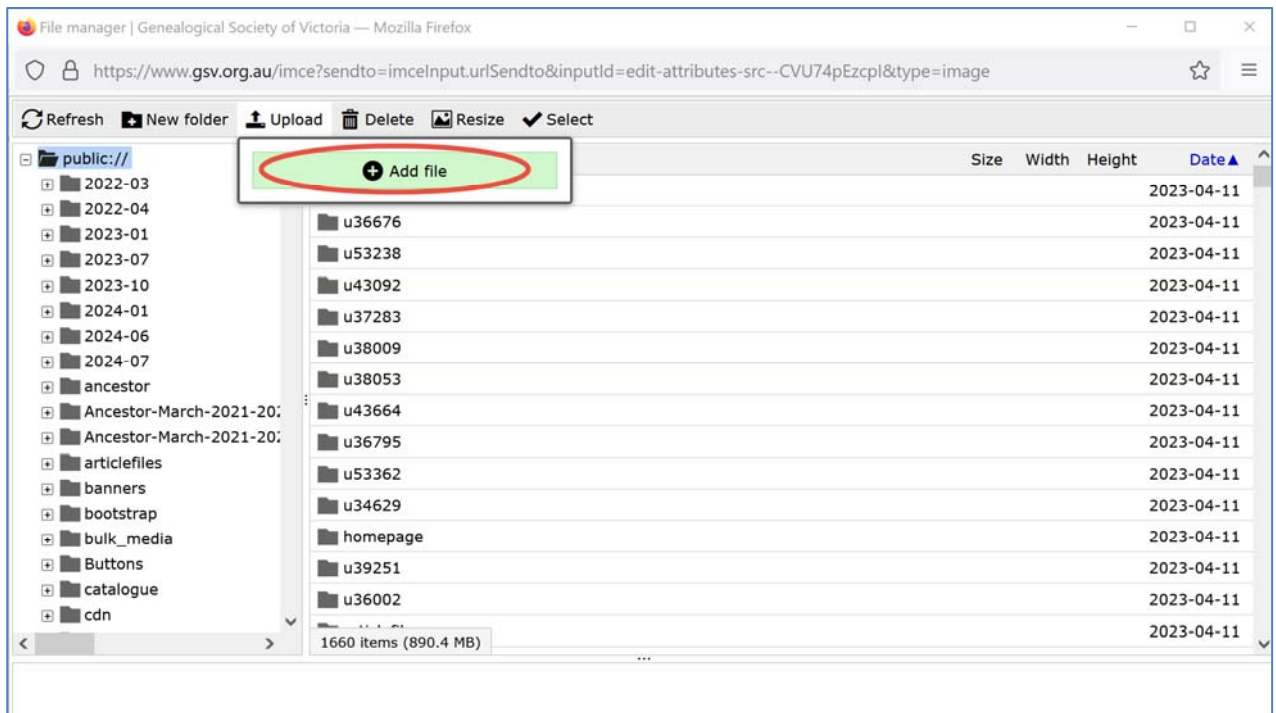
The system will display the *File manager* window:



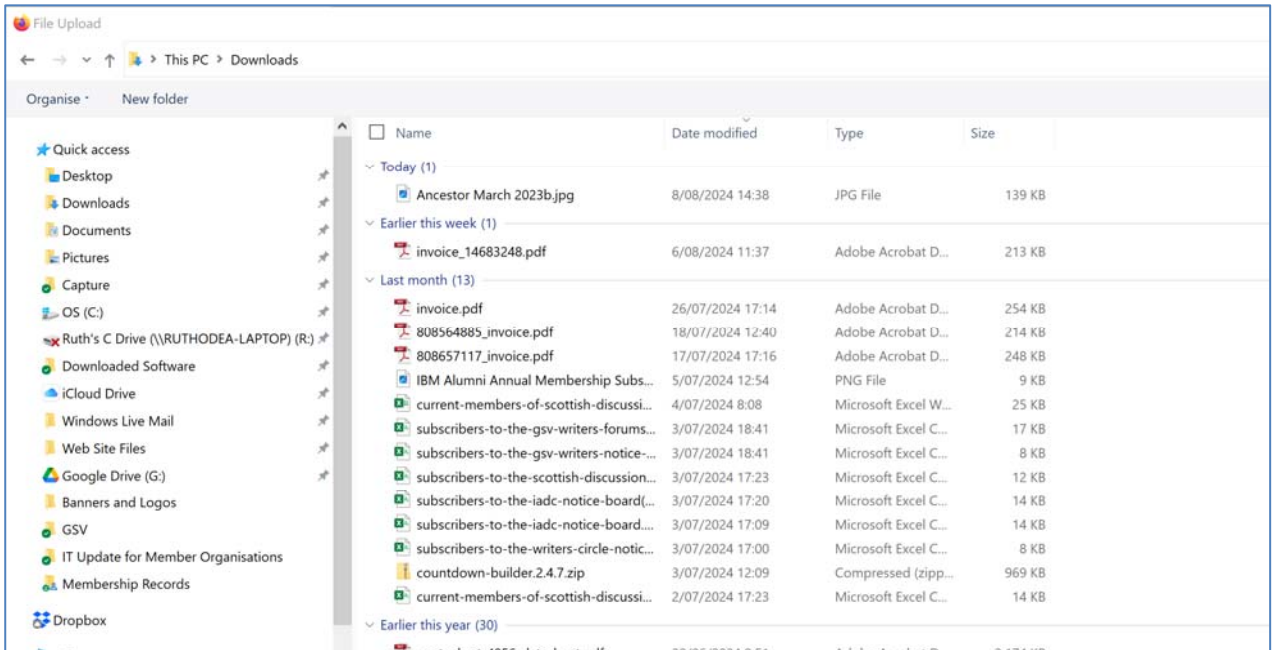
Press the *Upload* button:



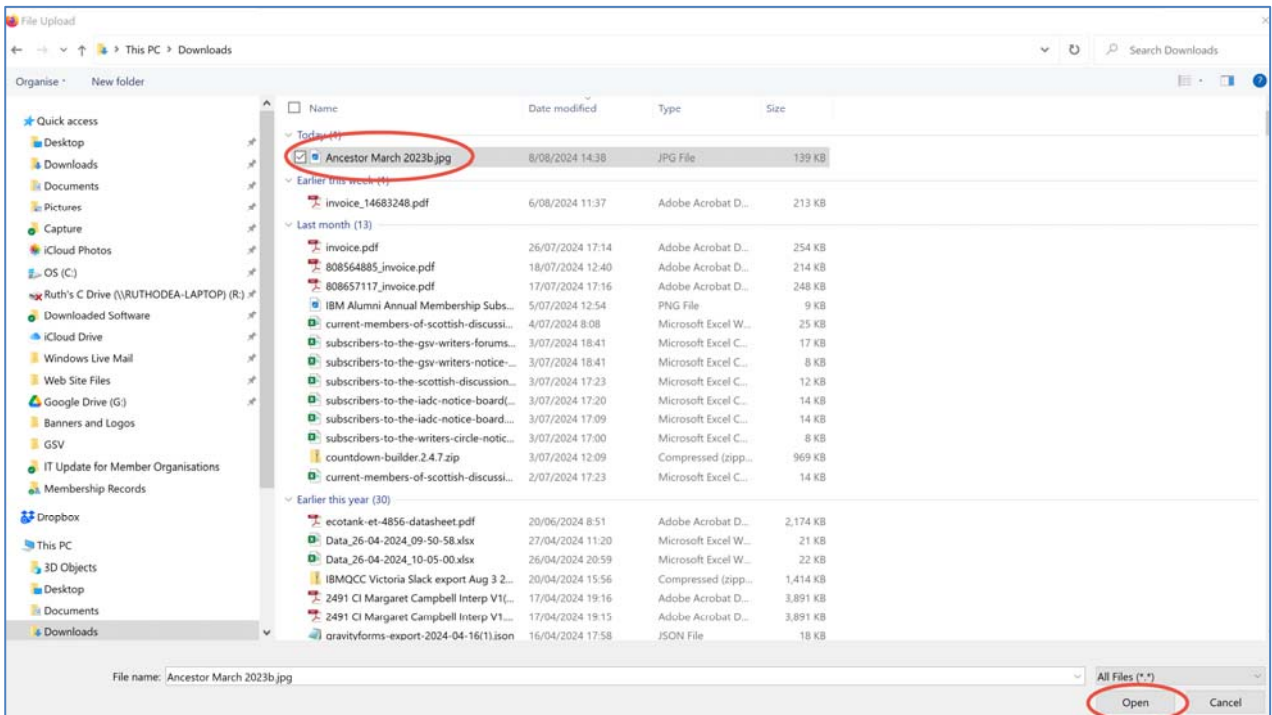
Press the *Add file* button:



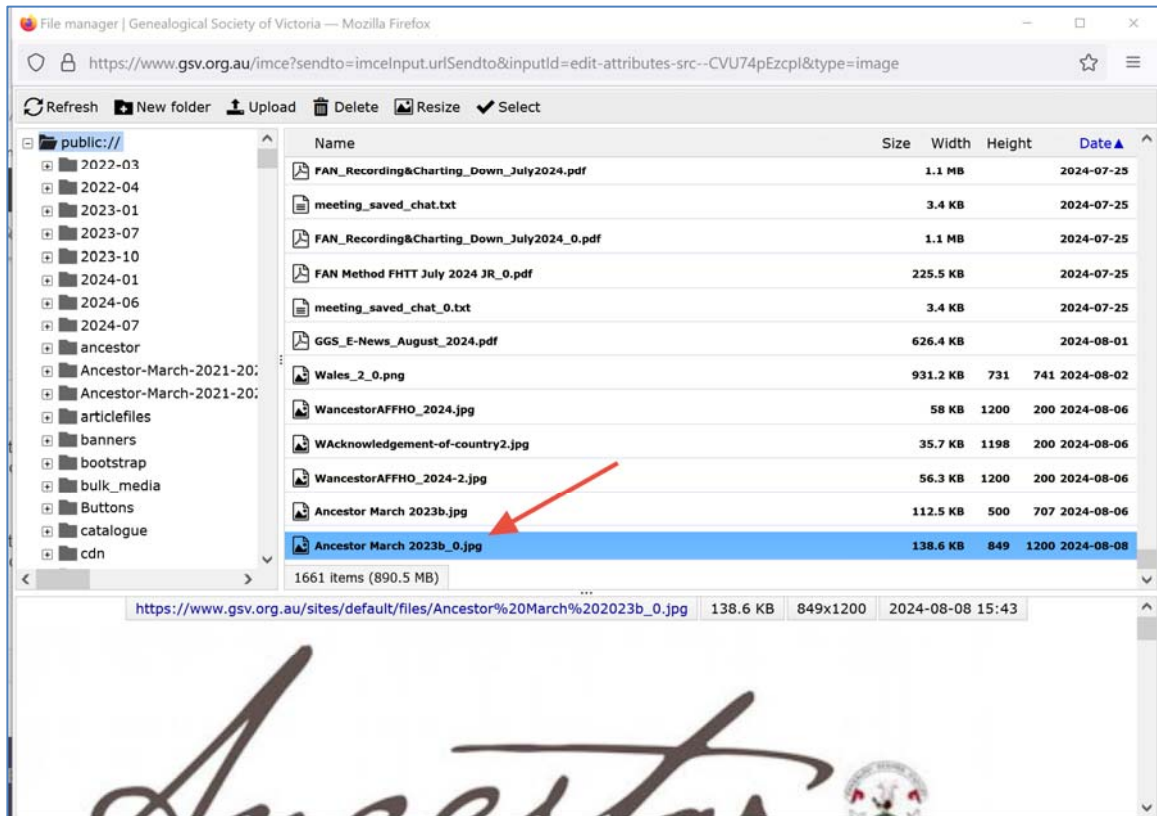
The system will display a list of files available on your computer. You will need to navigate to the directory that contains the file you wish to upload.



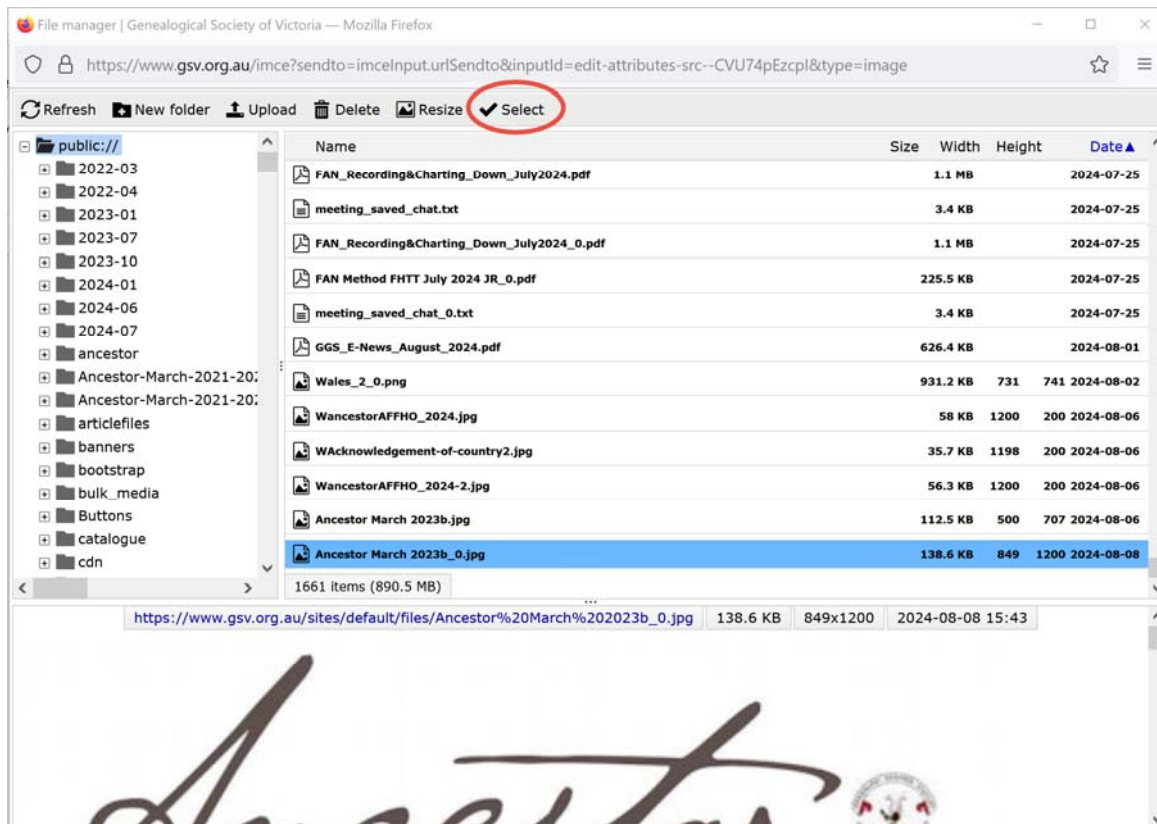
Select the file to be uploaded and press the *Open* button:



The system will display a list of uploaded files with the newly uploaded file highlighted:

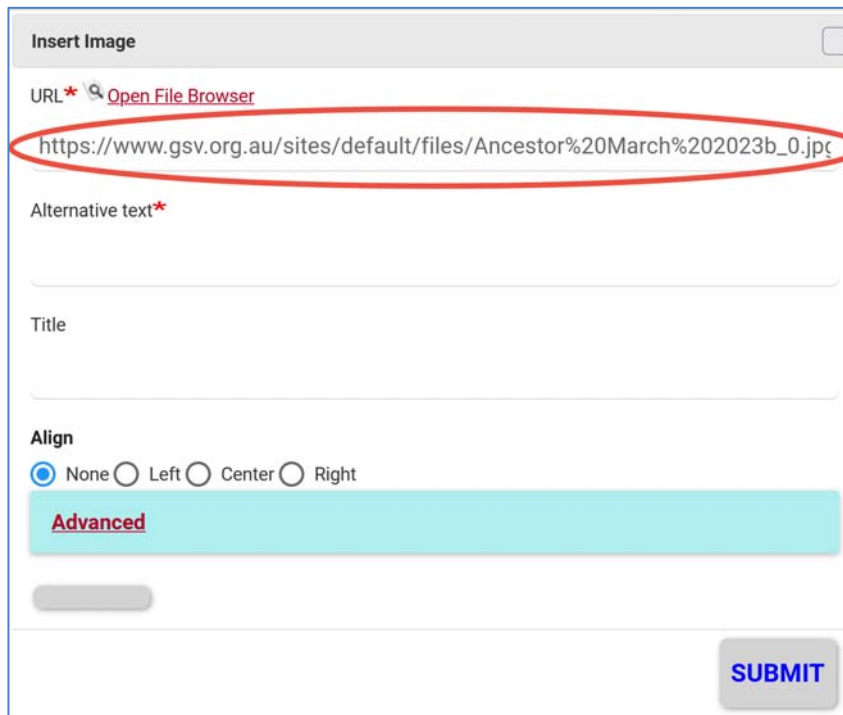


Press the *Select* button to select the file:



The system will display the *Insert image* window with the URL of the newly uploaded file.

The system generates the URL. Do not change this URL. Otherwise, the system may not be able to find the file.



Insert Image

URL * [Open File Browser](#)

https://www.gsv.org.au/sites/default/files/Ancestor%20March%202023b_0.jpg

Alternative text*

Title

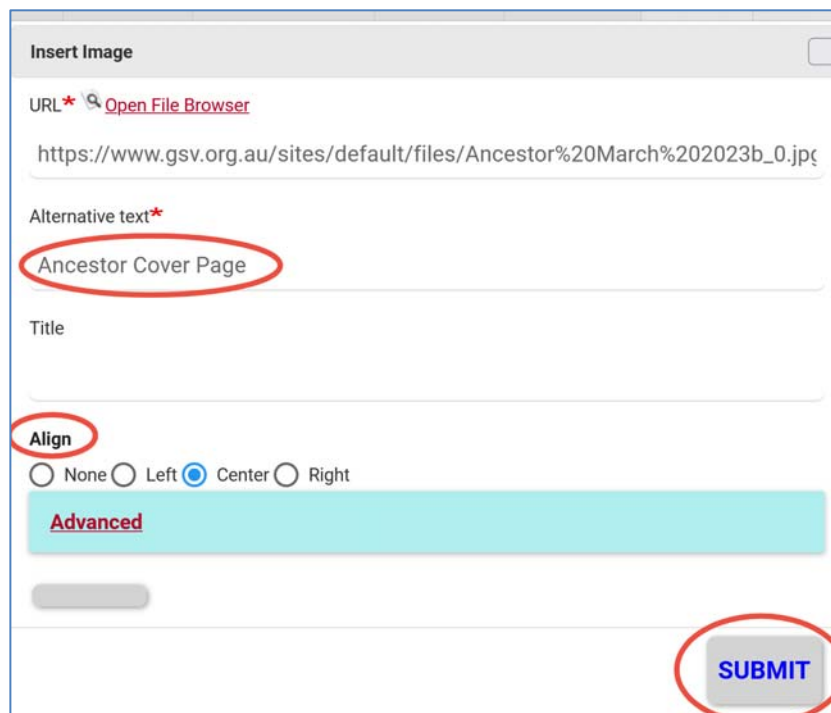
Align

None Left Center Right

Advanced

SUBMIT

Enter the text for the image, select the preferred alignment, and press the *Submit* button:



Insert Image

URL * [Open File Browser](#)

https://www.gsv.org.au/sites/default/files/Ancestor%20March%202023b_0.jpg

Alternative text*

Ancestor Cover Page

Title

Align

None Left Center Right

Advanced

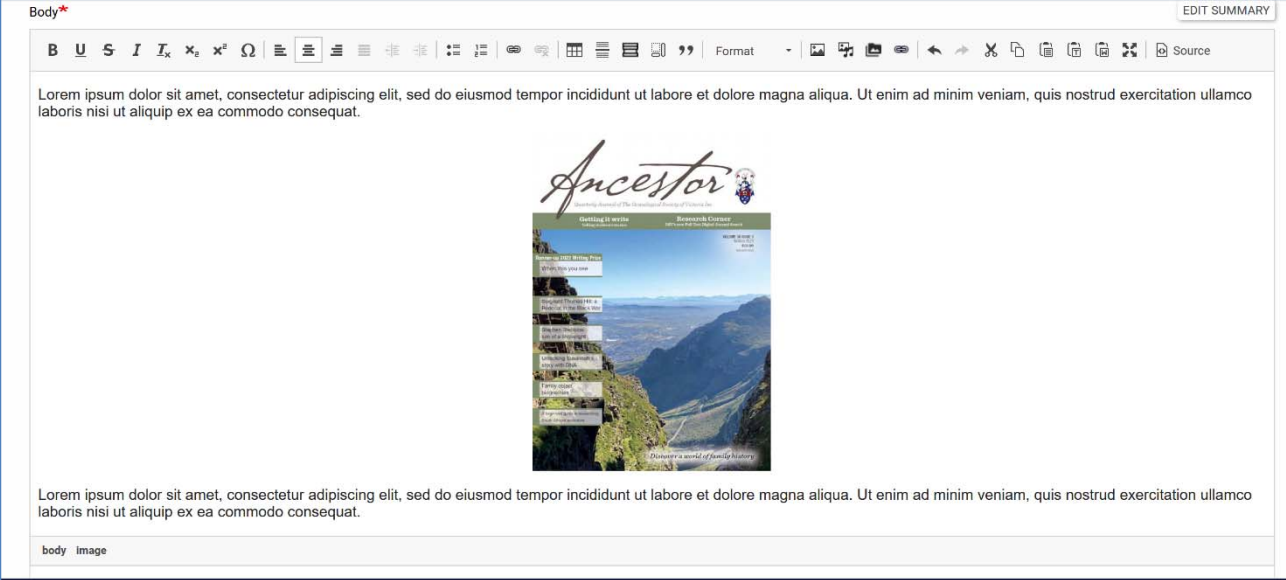
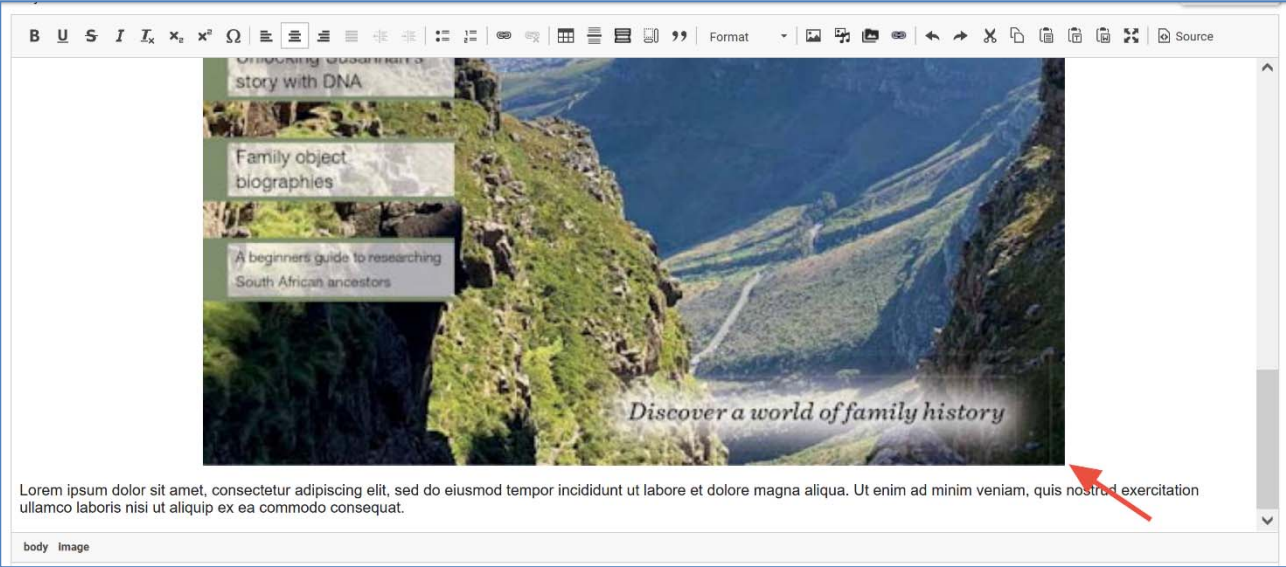
SUBMIT

Note: Alternative Text helps screen-reading tools describe images to visually impaired readers and allows search engines to better crawl and rank your website.

The image will now appear in the Body of the Post:



Once the image has been inserted, it may be necessary to resize the image. This can be done by simply using the mouse pointer to grab the bottom right-hand corner of the image and dragging it until the desired size has been achieved:



If additional images are needed, you will need to repeat the steps outlined above for each image.