

## Copy/Cut and Paste Feature

ALZConnected permits the use of “Cut and Paste” for sharing website links, photos or images. Please use the following tips below to display this information properly.

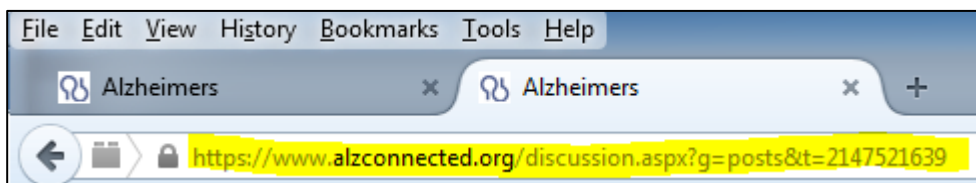
The paste button on the toolbar may not be compatible with your browser. The paste icon displays the universal paste command (**CTRL + V**); in case your browser does not use the standard paste option. Pressing the **Ctrl** key and the letter **V** at the same time will automatically paste your information into the post.



Other universal keyboard commands include **Cut (CTRL + X)** and **Copy (CTRL + C)**.

**NOTE:** For some Mac users, additional steps may be needed to “cut and paste” an image. . Please read [Page 3](#) for more details.

**For pasting websites:** If you wish to share information on a specific website, please cut and paste the URL information into your post rather than the web page content. Other interested members can then cut and paste that value into their browsers.

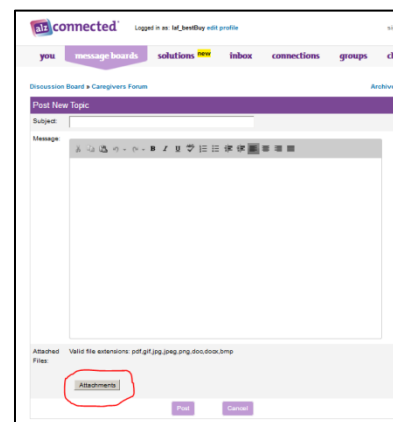


## Posts with Attached Images or Files

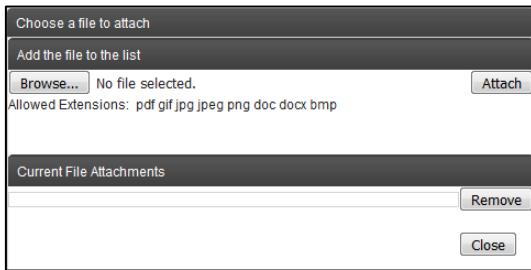
ALZConnected has an option for attaching files to a post that will display as a link at the bottom of the post.

1. To attach a file to a post, click on the grey **Attachments** button. The file can be an image (.gif, .jpg, .jpeg, .bmp or .png format), a PDF or a Word document.

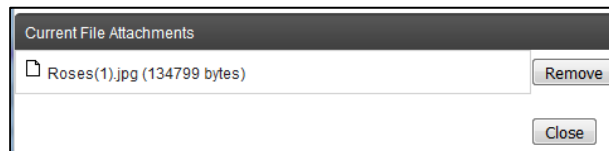
**NOTE:** We allow for the attachment of Word documents, but do not recommend it, because some devices cannot open Word documents, so your Word documents will not be visible to all members.



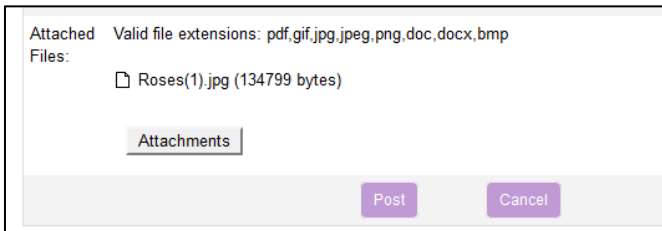
- The **Choose a file to attach** window displays. Click on the **Browse** button to select the image. Double click on the file, then click on the **Attach** button.



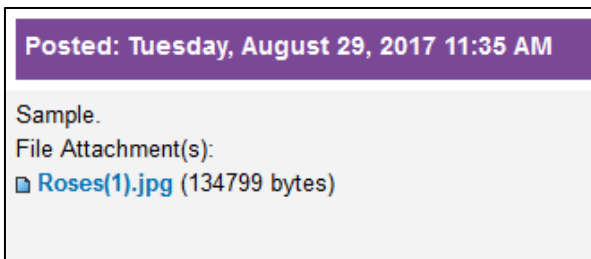
- The message **Uploading File – Please wait** will appear.
  - For site performance, we have a limit of 200K for any attached files. If the file is too large, the message **File is too large. There is a 200.00kB limit** will appear in red.
  - If the file is the right size, the file name will appear in the Current File Attachments section.



- Click on the **Close** button.
- Your attachment will appear on the screen. Click the **Post** button to complete the posting process.



- Your post text will appear first, followed by the "File Attachment(s):" tag and the name of the attached file.



- Members can click on the file name to launch the file in a new window.

## Technical Issues for Mac Computers

### Posts with Imbedded Images

For Mac Computer users, images pasted directly into a post, or imbedded, may appear distorted.

- ISSUE:
  - If the image is copied from a document that contains text before and after the image, the image will paste, but the size and ratio of the image is altered when saved. Frequently the image is taller and thinner.
  - If a member tries to add just the image, it converts the image to special text and no picture is added.
- SOLUTION:
  - If the member copies text and an image from a webpage, most of these will work, but not always.
  - Add image as an attachment to the post.

**-- End of Directions --**