Publishing a blog post in IBP Communities

[This help page is also available online](#).

Sign in to your Community and click Add/Write a post

If you do not have an account, please refer to the Registration help page.

To join a Community, refer to this help page.

Give your post a title

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Write or paste your text in the content area. To add a picture, click on the picture icon in the editing menu

This dialog box will open. Choose the 'Upload' tab.

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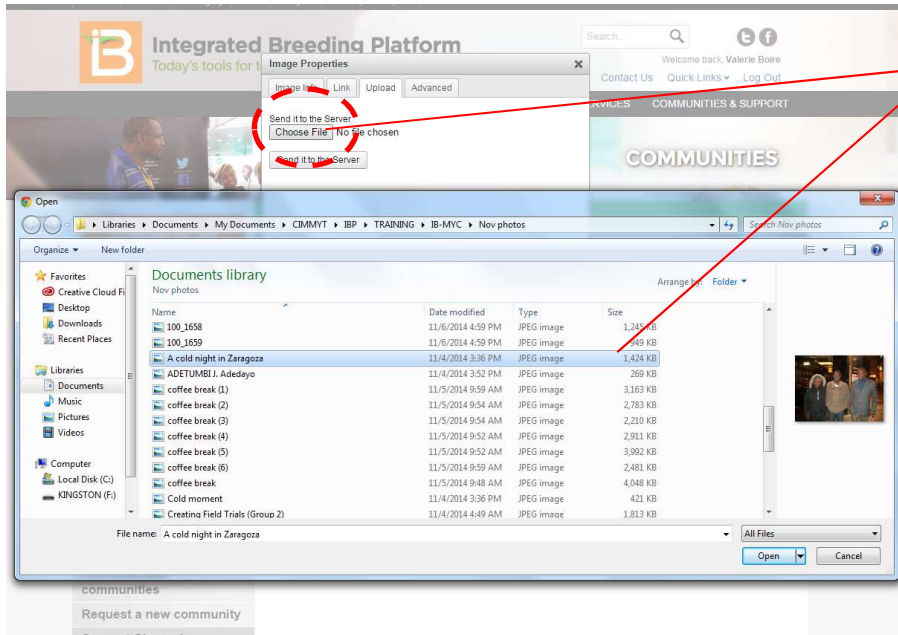
Click on 'Choose File' and select an image from your computer.

Click on 'send to the server'.

Once this is done, you will automatically be brought back to the first tab 'Image info'.

Adjust the image properties if you wish (size, alignment, etc.)
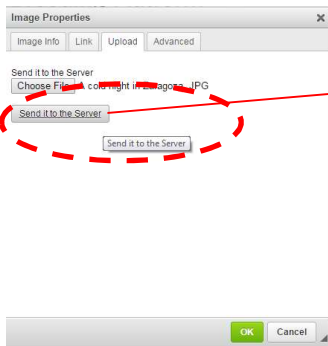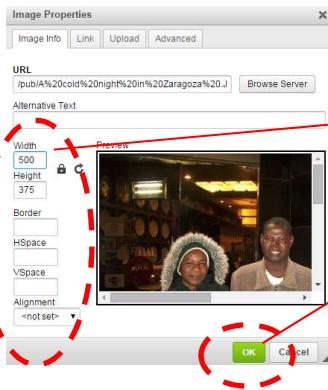
If you change the size, **make sure that the lock and key icon is closed** (click on it to open and close) in order to respect the photo's proportions during adjustments; if not, it will look distorted.

'Alignment' let's you decide if the picture should appear on the left or the right of the page.

Once you are satisfied will all the parameters, click 'OK'

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Your image has now been inserted. To go back and bring more adjustments, right-click on the image and select 'Image properties' to have the dialog box open again.

Continue editing your post. Once it is ready to go, click on 'Publish'.

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Other available help pages:

Registering as a member on the IBP Portal

Joining a Community of Practice

Adding a publication to the Library

Customizing your email signature in GMAIL | OUTLOOK