

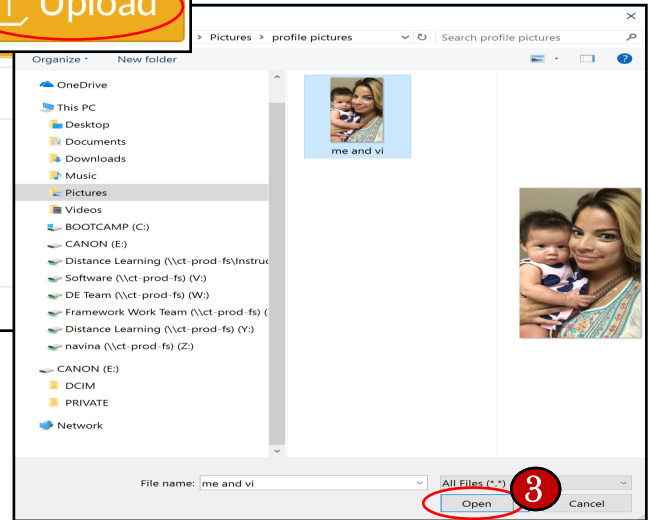
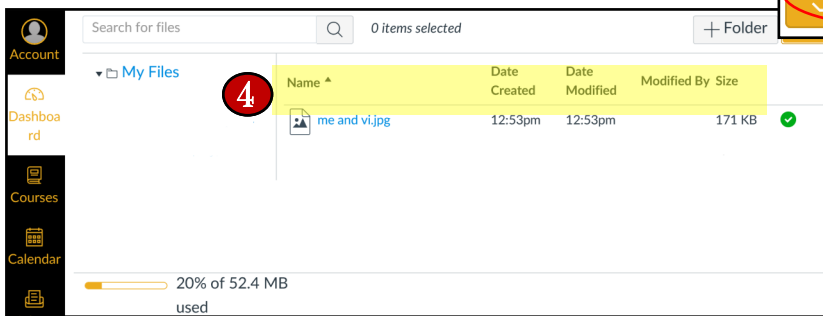
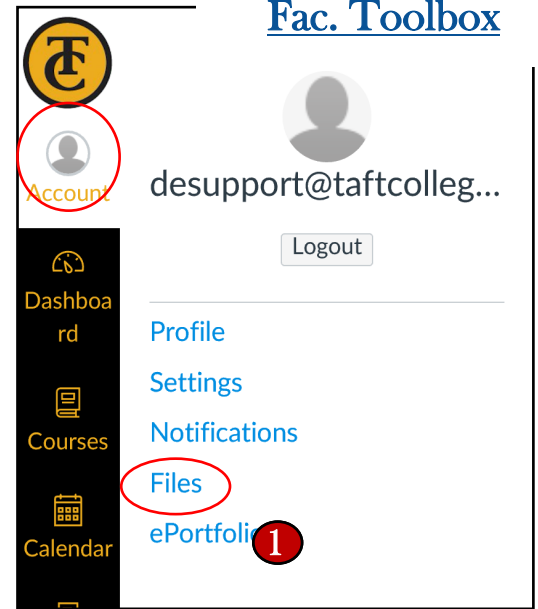


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How to upload personal picture files into Canvas:

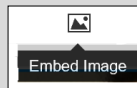
If you would like to embed a personal image into canvas for your profile picture, a discussion, or any other reason, here is how you'd do so.

1. Go to the account icon, and select the “Files” option.
2. Then you will select the “Upload” button on the top right hand side of the screen.
3. A box will open up asking you to locate the image file for upload. Locate the desired photo and select “Open”.
4. You will see the image uploaded into your Canvas “Files” page.
5. You will now have the ability to upload this picture in Canvas.



Getting My Picture Into a Discussion:

1. Select “Reply”
2. Look for the mountain icon and click it to embed image.
3. When the box to embed an image opens up, select the “Canvas” tab. You will then have access to any images you uploaded to your account.



* **Tip: Dimensions around this (360 x 640 for portrait and 640 x 360 for landscape) size will work out nicely.**

