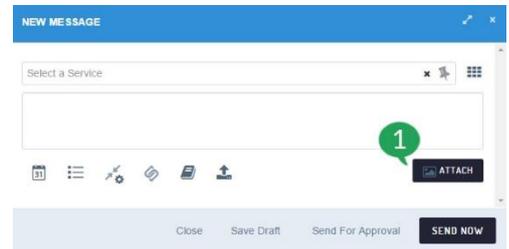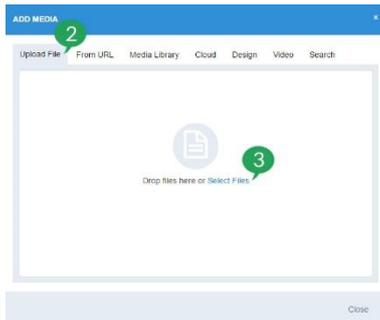# How to include images or videos in a message with Yattr

1. First, click the **Attach** button when viewing the Compose message box to bring up image and video options.

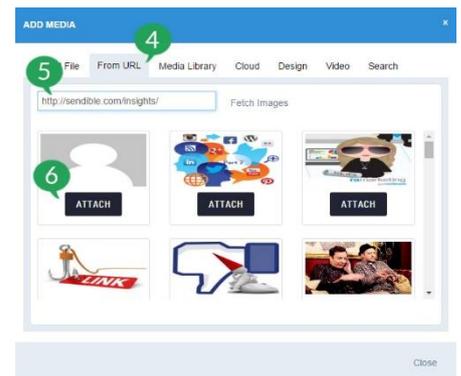2. The **Upload File** option allows you to add images to your post from your computer.

3. You can either drag and drop the images into the area specified or click **Select Files** to open a new window so that you can find and select the files from your computer. If you're adding images from your computer, locate the image, click on it and then select the 'Open' option on that window.

4. The second option, **From URL**, allows you to fetch images from a URL.

5. You can either enter a page URL or you can provide a specific image URL if you know the exact URL for the image you want to attach.

6. Once you've found the image you want to attach, select the **Attach** button directly below the image to add the image to your post.
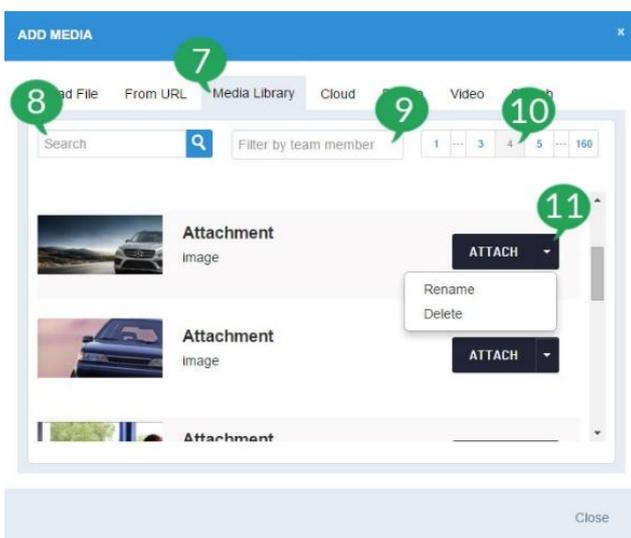
7. The **Media Library** option will allow you to access any images you've included in your posts previously so that you can re-use relevant images easily.

8. You can **Search** for images in the Media Library by name.

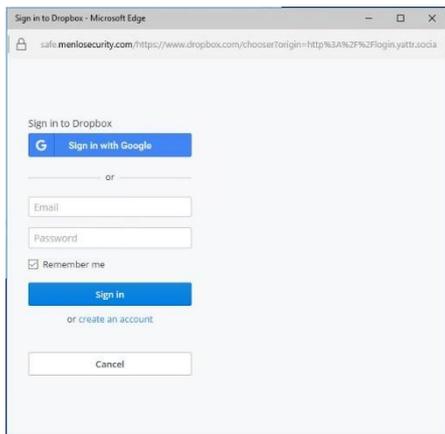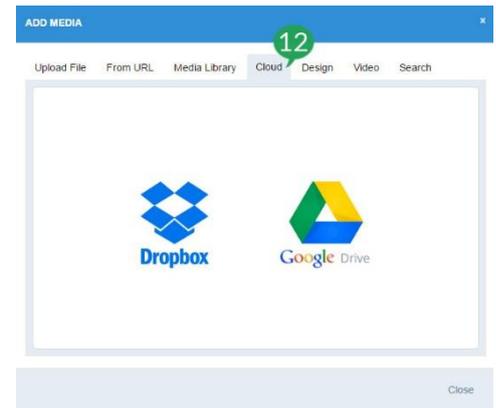9. You can also filter by specific user's Media Libraries.

10. Use the page options to check back through your previously sent images.

11. Once you've found the image you want to include, select the **Attach** option to include that image in your post. You can also rename images as, if an image has been uploaded from a link or similar, it will likely have been given the default name of 'Attachment'. You can also delete images you no longer need in your Media Library.
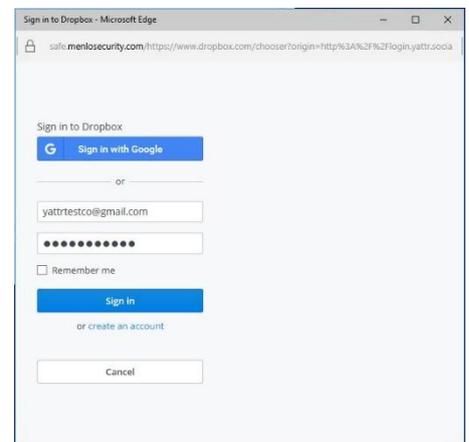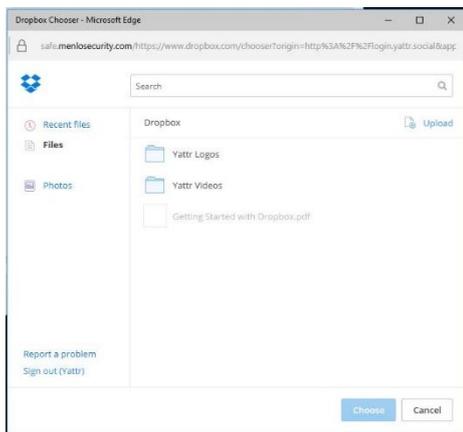
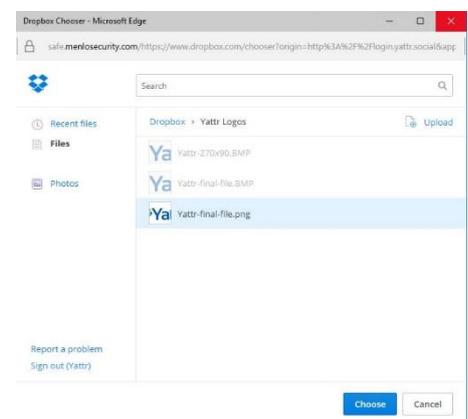# Attach images from Dropbox or Google Drive:

12. By selecting the **Cloud** option, you will be able to view and add images from your Dropbox or Google Drive account.

13. If you select the Dropbox option, you'll be asked to log into your dropbox account if you're not logged in already and then your Dropbox will be displayed as below. Use the **Search** option to search for a specific image.

14. Once you've found the image you want to include in your post, select it.
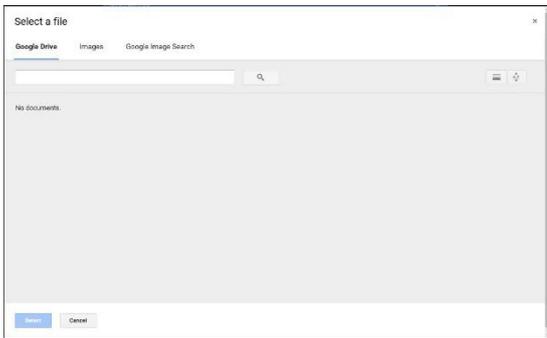

15. Then click on the **Choose** button for the image to be added to the Compose box.
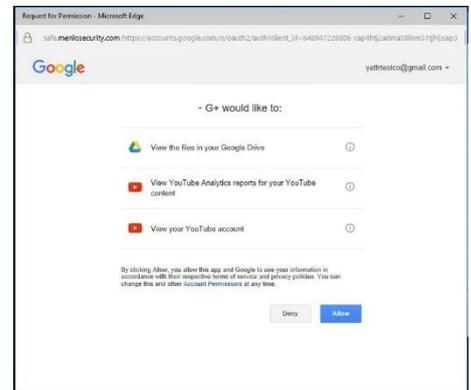
16. If you select the Google Drive option, again you'll be asked to log into your Google+ account if you're not logged in already and then your Google Drive will be displayed as below. Use the Search option to search for a specific image.

17. You can also switch between your Google Drive folders.

18. Once you've found the image you want to include in your post, select it.

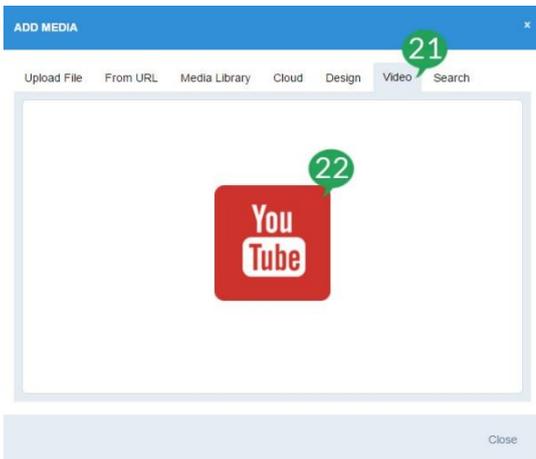19. Then click on the **Select** button for the image to be added to the Compose box.

Using Canva to design images:

20. By selecting the **Design** option, you can access Canva and design images to add to your posts. For tutorials for Canva, please see https://designschool.canva.com/tutorials/ .

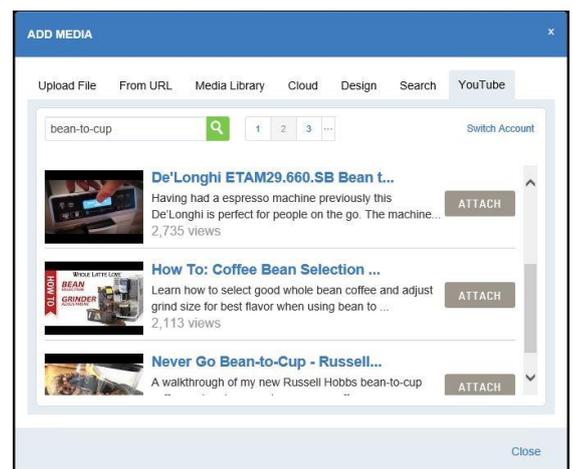# Search and add videos from YouTube:

21. By selecting the **Video** option, you can search and attach videos from YouTube.

22. If you haven't already added your YouTube account, click on the YouTube icon and the system will prompt you to do this. **Please note:** your YouTube account will need to be connected to a Google account, and linked to Yattr.
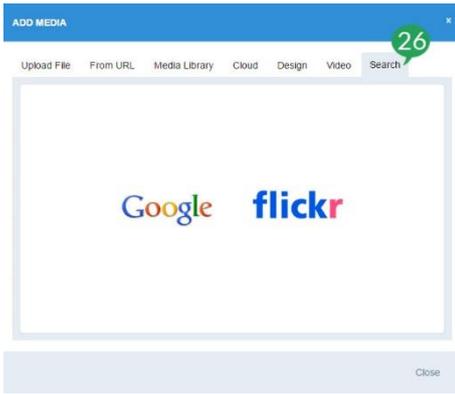
23. To search for videos on YouTube, just type a term into the search box and click the search icon and relevant matches will be brought up.

24. You can also search through the videos available on your channel on YouTube using the page selection options.

25. Once you've found the video you want to include, whether this is your video or another YouTube video, just click **Attach** and the social sharing URL for that video will be included in your post.
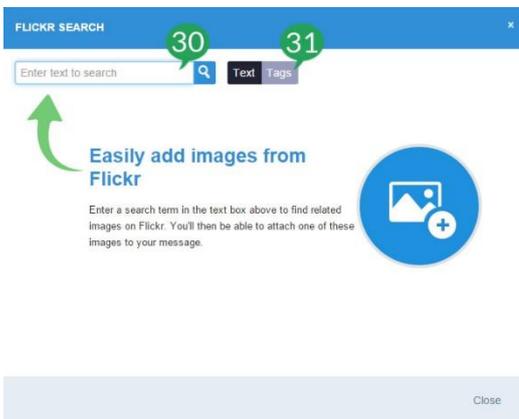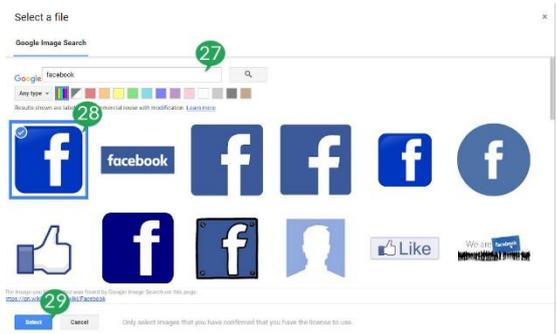
Search for images on Flickr and Google:

26. You can also search for images by clicking the **Search** option and then choosing whether you want to search for images on Google or Flickr. Click the logo of the service you want to use to get started.

27. If you select the Google option you'll be prompted to log into your Google account if you're not already logged in. You can then provide your search term and click the search button for matching results to be returned.

28. Once you've found the image that you want to use, just click on it to highlight the image.

29. Then click the **Select** button to add the image to your post.

30. To include images from Flickr, add the search term to the search box, then click the search icon.

31. You can select to search based on Text or on Tags selected for the image/s.

32. When you've found the image you want to attach, select the **Attach** option next it and the image will be added to the Compose box.