

## How to set up your Cloudinary account so you can post pics on DBF

Go to <https://cloudinary.com/users/register/free>

1. Put your first name
2. your real email address
3. enter a password (with at least 1 symbol, number, and letter, 8 characters or more long) that you don't use on any other site (and write it down somewhere safe)
4. choose your interest as "Programmable Media for image and video API"
5. \*click Edit next to your Assigned cloud name\* and make it match your DBF username in all lowercase letters--no spaces. Example: DBZFanGirl2260 would be dbzfangirl2260
6. then click "Create Account"

**The rest of these instructions are what I wrote in 2019, so there may be some new differences:**

7. Click "Continue Later" if a screen appears and it will go away.
8. On the upper right of your screen, click the gear icon \* to get to your account Settings.



Free Plan Upgrade plan

9. Click the "Upload" tab.
10. Scroll down to where it says "Upload presets" and click "Add upload preset".
11. Find where it says "Upload preset name" at the top of the screen and 'copy' the code it has in the box, because you'll 'paste' it in a minute. You could also write this code down instead... and type it later.
12. Below that, see where it says "Signing Mode:" and change that to "Unsigned".
13. Click the big, orange "Save" button.

**You're now done at the Cloudinary site and you're going to need to come back to DBF to finish the process.**

1. Click "Profile" at the top of DBF.
2. Click "Edit Profile".
3. Click the "Settings" tab.
4. Scroll down and you'll see "**Cloudinary Upload Settings**".
5. Type your Assigned Cloud Name (that you should have made match your DBF name in all lowercase letters without any spaces) in the 1st box. (Otherwise you're going to need to go back to Cloudinary's site and find out what it is).
6. 'Paste' your upload preset in the 2nd box. Or type it in.
7. Put a checkmark next to "Local Search" and leave the others blank unless you want them. (URL could be handy.)

You can change the theme. I recommend the "White" theme or "Default" theme.

Click "Save Cloudinary Settings" and you are finished.

Now, when you come to start a new thread or click "Reply" on an existing thread, you'll see a new button next to the "Add Temporary Attachment" button that says "Upload File".

