

Attaching images in Landonline

This page hosts instructions for attaching images and other image-related information.

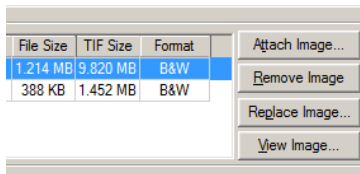
- [How many images can I attach to my e-dealing instrument?](#)
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How many images can I attach to my e-dealing instrument?

You can attach up to three images to your e-dealing instrument if they are in the [correct file format](#).

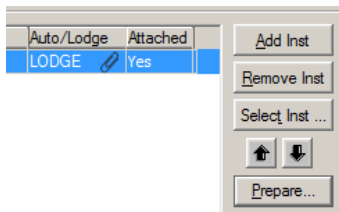
How do I know that my image is attached?

Once you have attached your image/s the details will appear in the columns File Size, TIF Size and Format next to the Attach Image button.



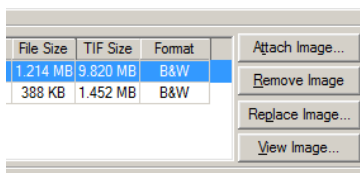
You can also check that your image has been attached by clicking on the Preview button, this will display the entire e-dealing instrument including the attached image.

In the Prepare Dealing screen there is a column labelled Attached, this will display YES if there is an image attached to the instrument.



How do I amend the attached image?

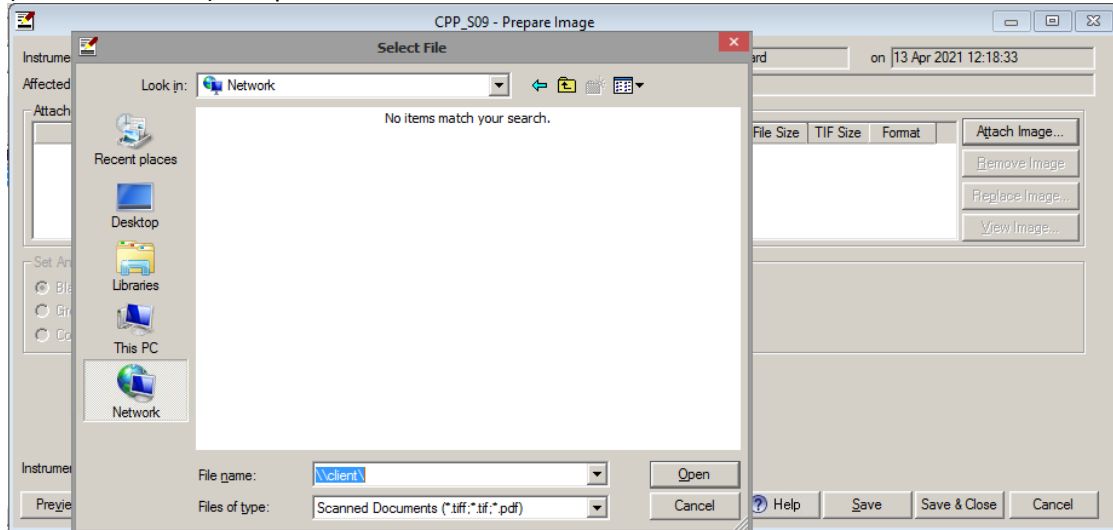
- Amend the original document and convert to the correct file format.
- Highlight the image you wish to amend.
- Click Replace Image button
- Find image in your computer directory, select and attach.



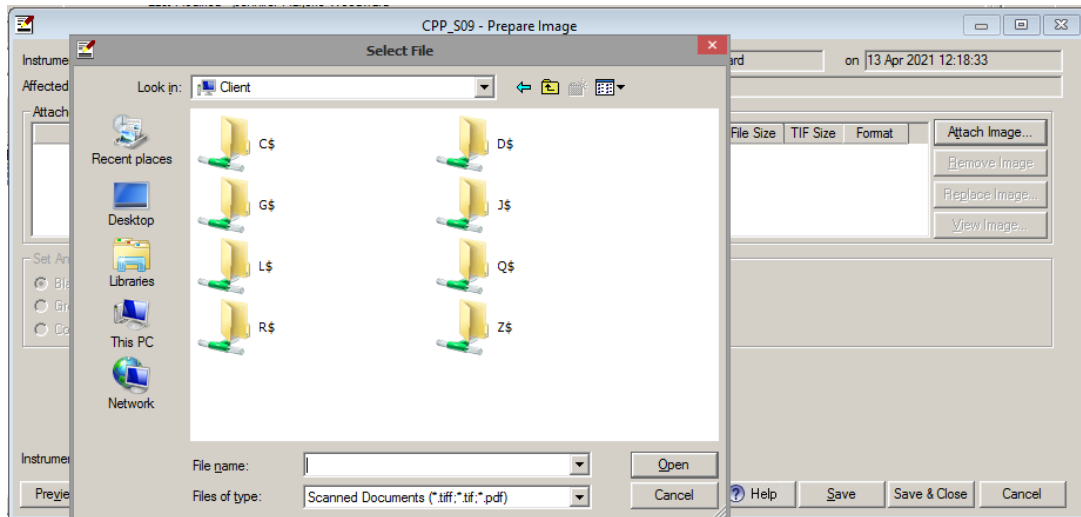
How do I browse my network drives to attach an image or document?

When you are in the Landonline application and want to attach an image or file to an *e-dealing* or a supporting document to an *e-survey*, the following steps outline the process to access your network drives.

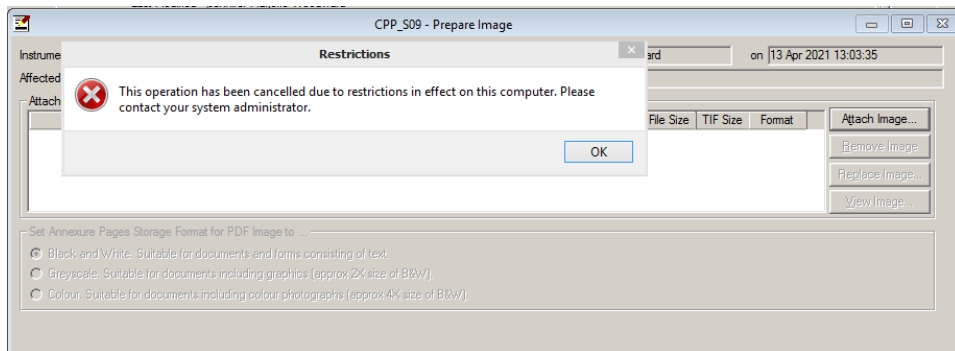
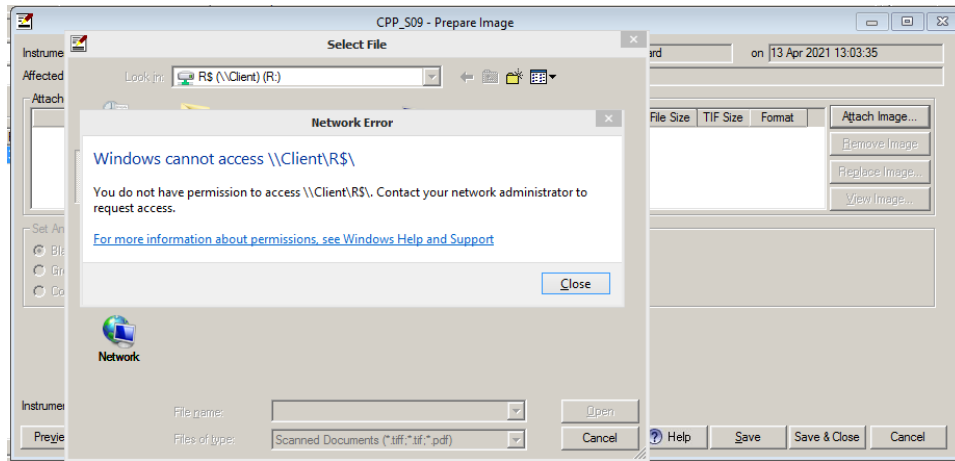
1. When the "Select File" dialog box opens to attach an image, enter "\\client\" into the File Name field (as shown below) and press Enter.



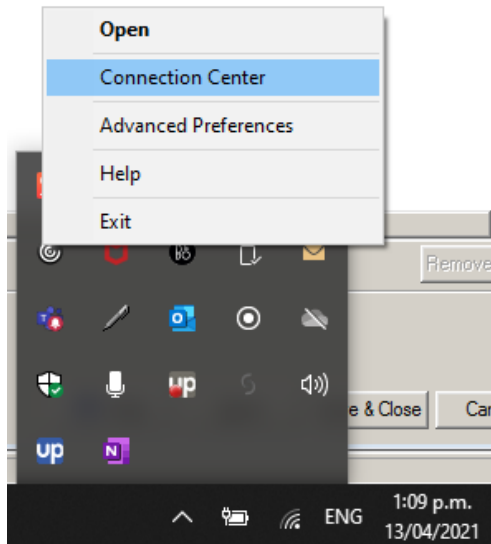
2. Your network drives will now display and can be accessed. Select the drive where your document(s) are stored.



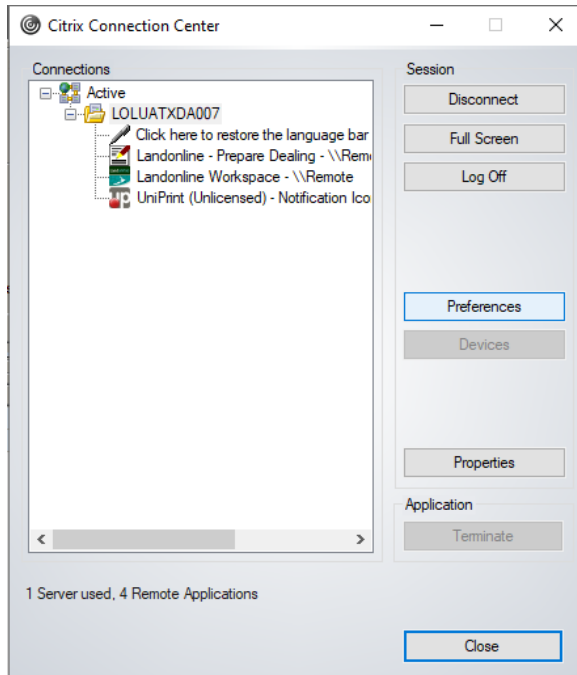
Note: If you see error message "Windows cannot access \\Client\letter\$" OR "Restrictions" (see screenshots below) follow steps below to resolve.



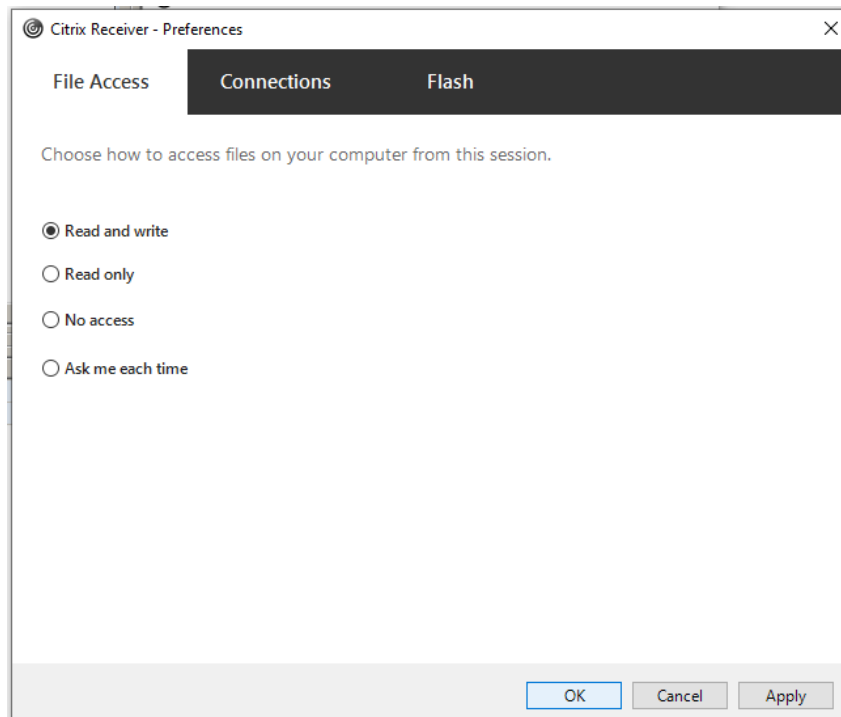
RIGHT CLICK on the Citrix Connection Centre icon in your system tray and SELECT "Connection Center" (screenshot below)



CLICK Preferences button



SELECT "Read and write" toggle option on the File Access tab and CHOOSE OK.



Client Drives should now be accessible.