

Tutorial: Posting on the Forums

Introduction

This tutorial will cover accessing the forum, creating topics, and posting replies to already existing topics.

What You Will Need

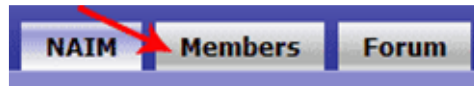
- Your username
- Your password

Tutorial: Posting on the Forums

Accessing the Forums

1. Login

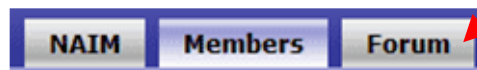
You need to be logged into the site to be able to read the forum, and post to it. From wherever you are on the site, you can login by clicking on the silver “Members” button at the top right of the page.



If you're not already logged in, this will take you to the Login page, where you will need to use your username and password to login.

2. Open the Forums

You should now click on the silver “Forum” tab, shown at the top of the page.




3. The Forums

The main page of the forum is divided into a handful of different areas. For the purposes of this tutorial, only the basics are going to be covered.

To get back to the forums index, click here.

This is a forum. To view the topics within it, click its name.

You last visited on 01 Sep 2005 04:56 pm		View posts since last visit	
The time now is 01 Sep 2005 04:59 pm		View your posts	
NAIM Forums Forum Index		View unanswered posts	
Forum	Topics	Posts	Last Post
Members Area			
 Announcements Read this board first before posting anything.	1	1	30 Jul 2005 03:17 pm Paul Dodgson →
 Freedom of Information	0	0	No Posts

For common post searches, such as all the posts since your last visit, click on one of these options.

Some basic statistics about the forum.

Tutorial: Posting on the Forums

4. Reading a Topic

Select a forum from the list on the main page. In this case, since it is your first visit to the forums, the Announcements forum is a good place to start. Click the “Announcements” link.



Topics	Replies	Author	Views	Last Post
 Announcement: Advice for new Subscribers - please read before posting	0	Paul Dodgson	10	30 Jul 2005 03:17 pm Paul Dodgson →

Display topics from previous:

The list you are presented with is a list of the most recent topics users have posted on this forum. To open a topic for reading, click the name of the topic you want to read.

In this case, click “Advice for new Subscribers...”.

This will take you to a page with all the posts that users have made on that topic.

Tutorial: Posting on the Forums

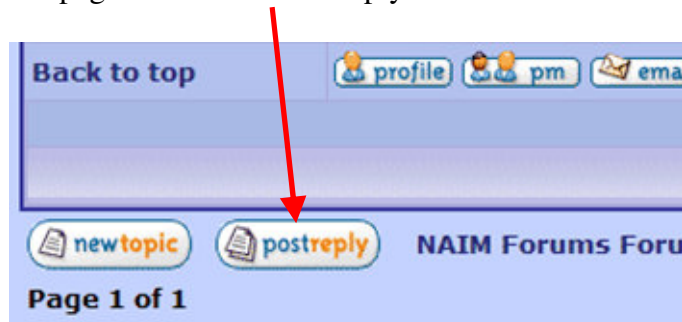
Posting a Reply

1. Open the Desired Topic

Find and open the topic that you wish to make a reply to as described in *Accessing the Forums*.

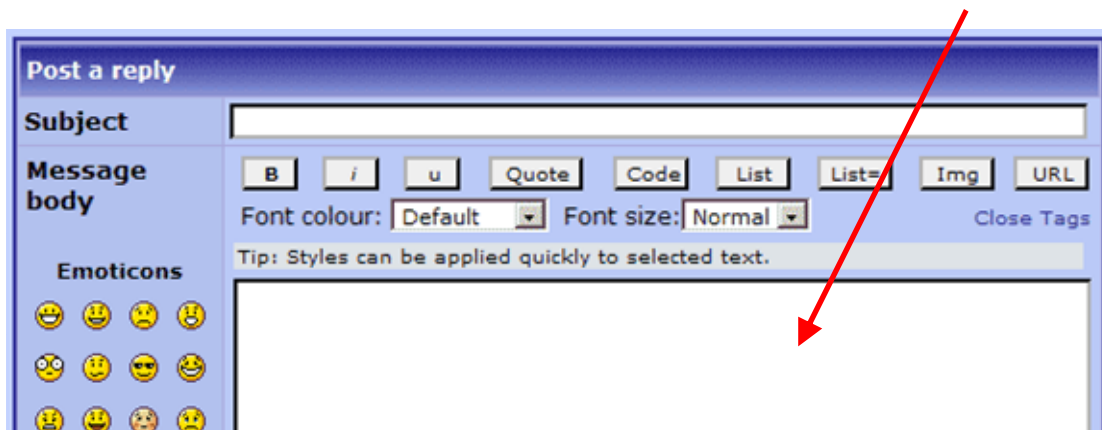
2. Click the Post Reply Button

At the bottom of the page there is a “Post Reply” button. Click it.



3. Enter Your Reply

In the form that you are presented with, enter the content of your reply in the box.

A screenshot of the 'Post a reply' form. The form has a title bar 'Post a reply'. It includes a 'Subject' field, a 'Message body' field, and a 'Message body' section with formatting options: 'B', 'i', 'u', 'Quote', 'Code', 'List', 'List=', 'Img', and 'URL'. There are also 'Font colour' and 'Font size' dropdown menus, and a 'Close Tags' link. A 'Tip' box says 'Tip: Styles can be applied quickly to selected text.' Below the tip is a large text input area. A red arrow points from the top right of the page down to the text input area. On the left side, there is an 'Emoticons' section with a grid of 12 smiley faces.

When you are happy, click “Submit” at the bottom of the form.

A screenshot of the bottom of the form. It shows two buttons: 'Preview' and 'Submit'. A red arrow points from the top of the page down to the 'Submit' button.

Tutorial: Posting on the Forums

Creating a Topic

1. Choose a Forum to Post In

With the forums open (see *Accessing the Forum*), you need to choose a particular forum to post in. There are a range of forums available, for various different topics. Choose a forum that is suitable for the topic you wish to make, and select its name.



2. Select the New Topic Button

The next page will display a list of all the topics in the forum, and will have at the top and bottom, a button called "New Topic".



Click this button.

3. Enter the Topic Details

The next page contains a form that contains spaces for the topic subject and content (among other things).

A screenshot of a web form titled 'Post a new topic'. It has a 'Subject' text input field at the top. Below it is a 'Message body' section with a rich text editor. The editor includes buttons for Bold (B), Italic (i), Underline (u), Quote, Code, List, List=, Img, and URL. It also has dropdown menus for 'Font colour' (set to 'Default') and 'Font size' (set to 'Normal'). A tip at the bottom of the editor says 'Font color: [color=red]text[/color] Tip: you can also use color=#FF0000'. On the left side of the form, there is an 'Emoticons' section with a grid of various smiley faces and a 'View more Emoticons' link. Three red arrows point to the 'Subject' field, the 'Emoticons' section, and the main text area of the message body.

Enter a subject for the topic here.

These buttons allow you to control the post's formatting.

Enter the topic content here.

For now, the other options can be left as their defaults. At the bottom of the page there are two buttons, one for previewing what the topic will look like, and one for actually making the topic. Click "Submit" to make the new topic.

