

How to post messages

Accessing the forum

The forum can be accessed in several ways. If you want to immediately reply to a message received by email via the forum's email notification service, you can click on the 'reply' link at the top of the email which will take you straight to the posting message box. If you just want to view the topic and all posted messages so far you can click on the thread name instead. If you have already logged on the forum, then you will be taken directly to the forum, if you have yet to log on then you will be taken to the logging on screen first.

From: Creative Shots Forum
Subject: [quote] Prague Photo's
Date: 15 February 2011 13:19:44 GMT
To: Lisa Scott

User : [Lisa](#)
Subject : [Re: Prague Photo's](#)
Thread : [Prague Photo's](#)
Forum : [Latest Photographs](#) < [General](#)
Mode : quote
Actions : [\[reply\]](#) [\[quote\]](#) [\[edit\]](#) [\[delete\]](#) [\[info\]](#) [\[pm\]](#) [\[email\]](#)

If you want to access the forum directly then type the following into your web browser (Internet Explorer, Firefox, Chrome etc)

<http://www.colchestercreativeshots.net/forum>

The front main page of the forum will be in front of you.

Posting messages

The forum is officially divided into 'forums', which I think is confusing so I tend to call them sections or headings. These are set up and maintained by the administrator. Within the sections are topics. **Anyone can create a new topic at anytime.** Choose the section or subsection that best suits the subject of your topic and start a new topic or 'thread' by clicking on the New Topic button. Replying to a topic is called commenting. A list of comments for a particular topic is called a thread.

To add your comment to a particular topic, click on the Post Reply button located on the left hand side at the top and bottom of the topic.

You can insert both images and links to websites in your message.

You can also 'quote' a previous posted message to bring it to attention – especially useful for referring to a posting much earlier in the thread. If you want to quote the whole posting, click the 'Quote' button located at the bottom right of the message you want to quote and the reply box will automatically be opened with that message in quotes. You can hi-light part of the message with

your mouse and then click the quote button to quote only the part of the message that is relevant to your reply.

You can attach a file to your message. This could be a simple way for you to post images if they are not already on the net.

The 'Attach file' box is beneath the main posting box. Click the choose file button and browse to the image file (or any other file) stored on your computer. When you have found the file you want to upload, click the Add The File button. When you post or preview your message you will see your file appear at the bottom of the message.

If you want to check your message looks ok before you post it, click preview and when you are happy all looks ok, click submit. Saving the message will not post the message but save a copy so you can go back and work on it another time.

You can edit or delete your message at any time. The edit button is located on the bottom right of your posted message and the delete button is the little X also on the bottom right.