

# How to add a new discussion to the forum

This document outlines the step by step instructions for publishing a new forum discussion on the Bowes and Bounds connected website. To post a new discussion you must be a registered member of the site.

1. Select Forum from the tabs across the top of the screen
2. Select +Add to begin a new Forum Message

The screenshot shows the 'Forum Discussions (178)' page. At the top, there is a search bar and a 'Click to Add New Forum message' button. Below this, there is a section for 'Featured Discussions' with a featured post titled 'Wood Green Victorian Gas Holder under threat of demolition'. Below the featured discussions, there is a table of discussions:

Discussions	Replies	Latest Activity
<b>Parade of shops near Bounds Green Tube</b> We moved to Bound Green around a year ago and I have been perplexed by the parade of shops near the tube ever since: two shops owned by app... Started by Nicole James in Local Shops, Cafés Businesses etc.	4	20 hours ago Reply by Doyougetme

3. Fill in the boxes with a title that other readers will understand and add your text:

The screenshot shows the 'Add a Discussion' page. The 'Discussion Title' field is empty. The 'Post:' field contains a rich text editor with a toolbar and a text area containing placeholder text:

Discussion Title:

Post:

Visual Mode HTML Editor

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#### 4 Categories and tags

If you are happy with your message at this point you can simply select an appropriate category by clicking on the down arrow. You can also add some “tag words” this makes it easier to keep track of discussions on similar issues.

The screenshot shows the 'Add a Discussion' form on the Bowes & Bounds Connected website. The form includes the following elements:

- Discussion Title:** A text input field with the placeholder 'Discussion Title'.
- Post:** A rich text editor with a toolbar and a text area containing placeholder text. The toolbar includes options for font, size, bold, italic, underline, link, unlink, list, and image.
- URL:** A text input field with the placeholder 'http://www.bowesandbounds.org/forum/topics/discussion-title'.
- Category:** A dropdown menu with 'Community News and Information' selected. A red arrow points to the dropdown with the text 'Select Category'.
- Tags (all lower case):** A text input field with the placeholder 'add tags, all lower case, include "quote marks" around phrases'.
- Attach File(s):** Three 'Browse...' buttons for uploading files. A limit of 5MB is indicated.
- Share on:** Checkboxes for Facebook and Twitter.
- Buttons:** 'Add Discussion' and 'Cancel' buttons. A red arrow points to the 'Add Discussion' button with the text 'click "Add Discussion" to finish and publish'.

The right sidebar contains the following elements:

- Administrator:** Sign Out, Inbox, Alerts, Connections - Invite, Settings.
- Quick Add...** dropdown menu.
- Advertise Here:** Advertising from selected local businesses supports this Community Website e-mail for more info.
- My Bowes Park:** Read about the amazing local history project by Sound Delivery.
- Pinkham Way Waste News:** A warning sign graphic with the text 'WARNING' and 'www.PinkhamWayAlliance.org'.
- Our Pinkham News Page:** collates contact information and latest news about the proposed waste development.

The drop down box has a selection of categories to help group similar discussions on related areas and the tags act as a sort of basic index – helping with searching the site for related items. Tags should be entered as lower case words with quote marks around phrases with two or more words such as “bounds green” or “bowes park”.

It is also possible to attach files to a forum post at this point e.g. a flyer or an application form related to the discussion – click on the Browse button and select the file you want to upload.

In this section you can also link a forum post to your Twitter or Facebook page if you have one; check the box for the relevant account and add a short update message – which will be sent when you click on the Add Discussion button.

Clicking “Add Discussion” will publish your forum post to the Bowes and bounds website where it will be visible to any website visitors – to publish a reply or comment on a Forum Post people must be registered on the site.

Further refinements to forum posts including adding links to other places on the web, images and video are covered in the following section.

## To Add Hyperlinks in forum Posts

It is possible to connect your forum posts with other pages on the web.

Select the text you want to link click on [LINK](#) icon and add the website link in the URL box.

**NB:** this must be the full link including <http://...> It's good practice to copy and paste a link to ensure there are no errors in retyping it.

The screenshot shows the 'Add Link' dialog box with the following fields:

- Link Text: tempus
- Link URL: <http://en.wikipedia.org/wiki/Time>

Red arrows point to the 'LINK' icon in the toolbar, the 'tempus' text in the post body, and the 'OK' button in the dialog box.

1. Select text to link  
2. Click on LINK icon  
3. Add full website location and select "OK"

## Adding media to Forum Posts

It is possible to add picture and video or other additional files into a forum post – the following section explains how.

The new forum post page allows for several elements to be added to your post see below:

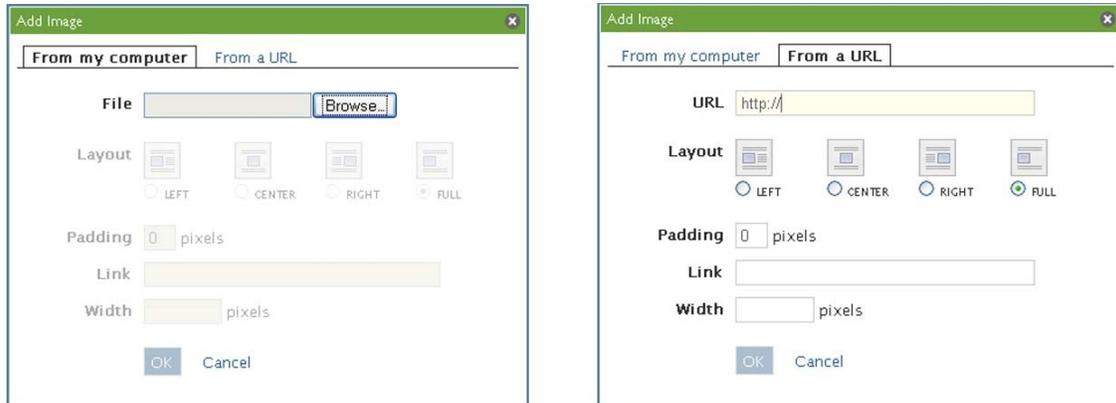
The screenshot shows the 'Add a Discussion' page with the following elements:

- Discussion Title: Discussion Title
- Post: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus mollis, massa vitae faucibus auctor, enim enim bibendum nisi, sed gravida justo lacus a urna. Ut non erat augue. Fusce mattis erat ut felis congue nec placerat tortor tempus. Phasellus eu mattis justo. Nulla massa arcu, laoreet ut hendrerit id, aliquam aliquet magna. Suspendisse neque nibh, faucibus at pulvinar quis, ultrices id magna. Integer sed erat tortor, vel vulputate turpis. Nullam a velit nec tortor placerat aliquet non in urna. Etiam orci nunc, consequat eget rhoncus at, porta ac massa. Integer suscipit, odio sit amet imperdiet ultricies, augue nisi volutpat enim, a ultrices augue nibh nec sapien. Vivamus quis dui tellus, et auctor elit. Maecenas egestas mattis mauris vel adipiscing. Maecenas fringilla ultricies libero et pharetra. Vestibulum rutrum lectus in risus sollicitudin tempus quis a leo.
- Toolbar icons: LINK, image, video, and file.
- Red arrows point to the 'LINK' icon, the 'image' icon, the 'video' icon, and the 'file' icon.
- Red text labels: 'Add an image', 'include video from Youtube etc', 'Attach a file', and 'Cut and paste text from another programme'.

URL: <http://www.bowesandbounds.org/forum/topics/discussion-title>

## To add images to Forum Posts

Place the cursor in the text at the point where you want the image to be located. Click on the Image icon (see above). This opens a dialogue box which has tabs at the top offering two options – either add an image from your computer, or add an image by linking to its location on the internet. You can select either of the tabs.



If uploading from your computer select “Browse” and find the image on your computer – if linking from an existing image on the internet add the address of the image (NB this must be the specific URL for the image – not simply the web page on which an image appears).

The dialogue boxes allow a little basic editing including location of the image on the page (Left, Right, Centre etc) and the width of an image in pixels – 200 or 250 is probably big enough. The “padding” box will set a space between the image and the text. A figure of 5 pixels is probably sufficient here, The “Link” box, should you choose to use it, enables you to include a website address which will be opened by a click on the image.

## Adding Video

A similar approach is used when adding video clicking the “Add Video” icon will open a dialogue box where you can drop in the embed code from YouTube, Vimeo or other video sharing sites.

Whether uploading an image from your computer or from a website or embedding a video file please ensure you have permission to use the material. If copyright photographs are included without permission of the copyright holder the image may be removed by a site admin. The publishers of the Boves and Bounds Connected site are responsible for ensuring no images are reproduced without permission. It goes without saying that anything considered unsuitable or outside the scope of the [Terms and Conditions](#) of the site will also be removed.

## Get involved

Do have a go at introducing a new forum post – or replying to an existing discussion already underway. Let your neighbours know what you think!