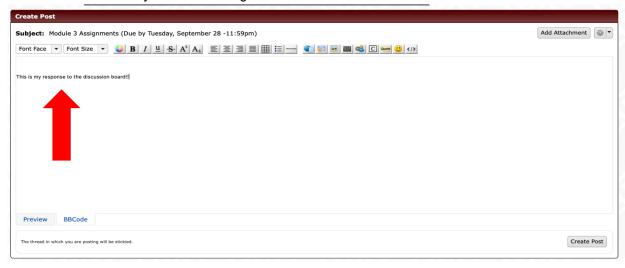
• To read or respond to posts in a category, click on the thread you want to read. Then, read the postings and respond by either typing in the "Quick Reply" box at the bottom of the list of posts on the screen or clicking "Reply" in the righthand corner (using the "Reply" button opens a new page for you and gives you many options to format your text):



 Below is the "quick reply" box at the bottom of the list of posts (Clicking on Quick Reply will let you type in text, but you cannot format it or include special elements like quotes)



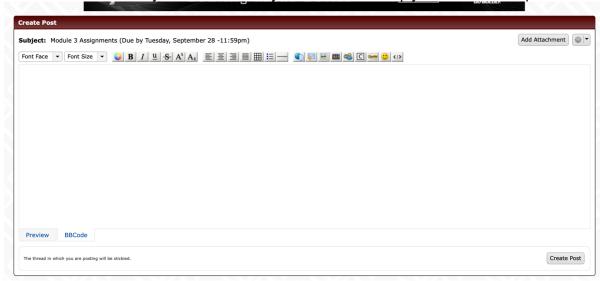
Press "back" on your browser to go back and look at a different Thread



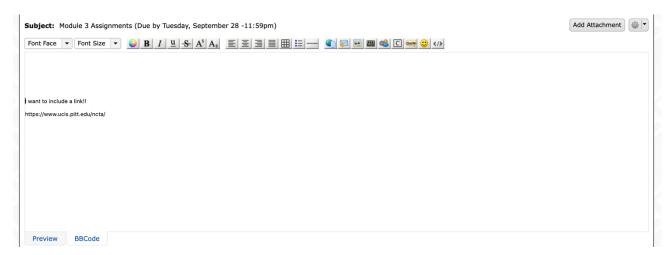
After clicking "Reply", you can type in the space below the tool / editing bar to create your post on the
discussion board

Helpful Tips to Remember When Using "Reply"

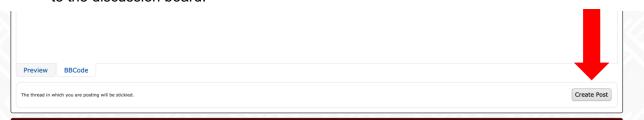
This is what you will see when you click on the "Reply" button at the top



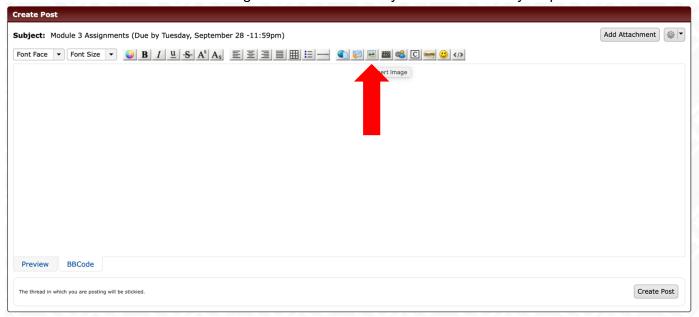
• If you want to include a link to another website, article, video, or other media, please paste the URL link (link to the website in the bar at the top of your internet browser) into the space below the toolbar in the "Create Post" Section.



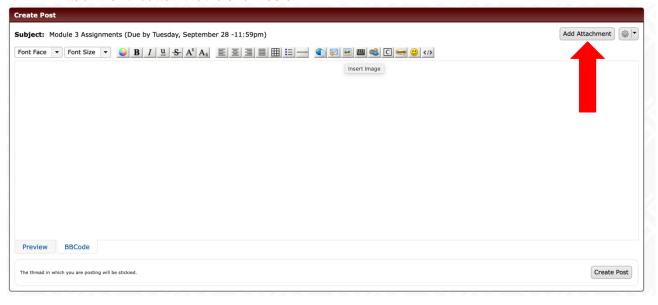
 Click on the "Create Post" Button at the lower right bottom of the page to post your response to the discussion board.



• If you click on the "Insert Image" button shown below, a pop-up menu will appear where you can insert the URL of the image on the Internet that you'd like to add to your post



 If you want to upload an image you have saved to your device, then click the "Add Attachment" button that is show below



• To Preview your post, click the "Preview Tab" shown below. When you want to get back to edit your post, click on the "BBCode" tab.



To "quote" someone's responses in your own posting, click on "Quote" in the upper righthand corner of the posting you wish to pull from:



The website will automatically copy all of the posting. You can delete whatever you do not wish to quote; then type your response underneath the quotation. The red arrow indicates the quotation, the green arrow indicates your new posting:

