

Making the most of the Forum

The STARScience International/UK Forum (referred to as Forum from now on) is a conferencing area that will allow you to participate in text based discussions, sharing ideas and experiences with other participants who share similar interests. The previous guides (Introduction and Getting Started) covered a variety of skills that allow users to participate and contribute in discussions.

This guide is provided to help users to exploit more fully the capabilities of the Forum and allow participants to move beyond discussion to the sharing of resources.

It will cover the following topics:

- Adding hyperlinks to messages
- Adding attachments to a message
- Email notification

Sharing more than thoughts and ideas

As you develop expertise using the web board you will no doubt wish to contribute more than a simple posting will allow. There are a number of ways in which you can extend your participation beyond discussion, the two most common;

- Including links to relevant information and resources
- Adding attachments to messages

You will need to log in to the Forum.

Adding hyperlinks to a message

Hyperlinks form the foundation of how the Internet works and how users navigate to find information on the World Wide Web. They are the areas of text or images that when selected, by clicking with the mouse, take the user to new information. It can be particularly useful when making a contribution to a conference, to add hyperlinks to the message that take other users directly to relevant web pages or sites.

- Go to the conference in which you wish to make your posting and post your message either as a new topic or a reply to an existing message.

In this example, Chemistry Resources



- Complete the Topic title, and main message text.

To add your hyperlink simply,

- Position the cursor on a new line and type in: `http://` followed by the web address that you wish to link the message to.

Eg. `http://www.webelements.com/`



When you have finished typing your message and adding hyperlinks

- Click on: Post

If successfully posted your hyperlink should look similar to the one opposite.

To test it simply go to your posting in the conference and click on it.



Adding attachments to a message

In addition to adding hyperlinks to a message it is also possible to add attachments. In this way you can share documents and resources with other users, similarly they can access resources prepared and posted by you.

- Go to the conference in which you wish to make your posting and post your message either as a new topic or a reply to an existing message.
- Fill in the topic line and complete the main body of your message.

Before clicking on the post button

- Select: **Attach file**

Having put a tick in the check box

- Click on:

This will take you to the message preview screen where you will be prompted to correct any spelling mistakes.

If you want to revise your message click on your browser's back button. This will take you back to the message window where you can edit your text.

If you are satisfied that everything is ok,

- Click on:

Having selected to post a message you will move to the 'File attachment' page

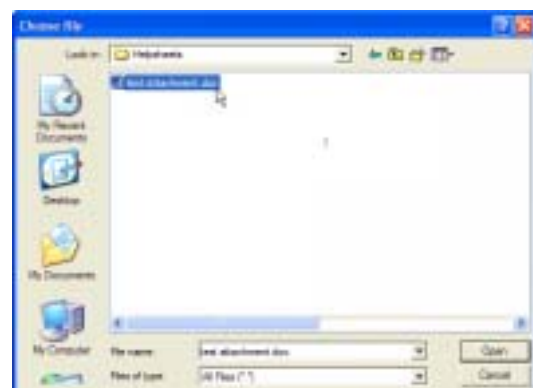
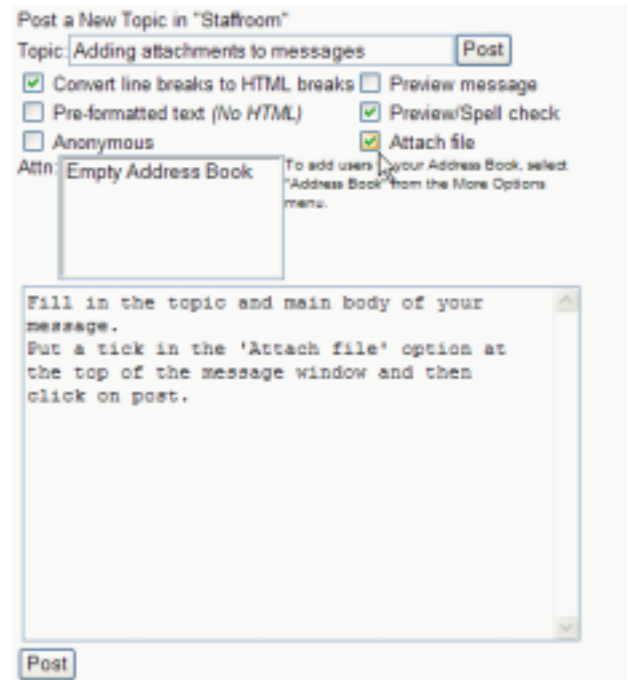
You now need to identify the type of file that you wish to attach by selecting the appropriate radio button, in this example, 'Document'

You now need to browse on the hard drive of your computer and find the file that you wish to attach to your message

- Click on:

Navigate to the folder containing the file you wish to attach

- Select: *the file*
- Click on: **Open**



Having selected your file you will move back to the 'File attachment' page, where you will be able to see that the location of your file has been added to the 'File to upload' box

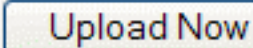
If you wish, you can now add a short description to accompany your file in the 'File Description' box.

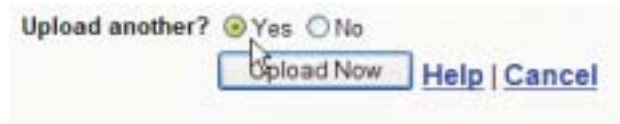


Adding more than one attachment to a message

If you wish to add another attachment to your message

- Select: the radio Button

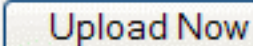
- Click on: 



You will automatically return to the 'File attachment' page where you can repeat the process of locating and selecting files to add to your message.

You can attach as many files as you like.

When you have finished selecting and attaching files to your message

- Click on: 

Your message will be displayed and you will be able to view the files attachments at the bottom of the main body of your text



Using email notification

Another useful function that you may want to consider using is the automatic notification, via email, of new messages posted. By using this option you will not need to regularly check the web board to find out if new messages have been posted or keep in touch with a discussion thread. Every time a new message is added to a conference you will be sent an email informing you of the posting. You do not need to be notified about every posting to the entire web board, if you have an interest in particular conference or group of conferences, you can set up your user attributes so that you receive email notification exclusively from those of interest to you. You can edit your settings at any time, which will allow you to select and deselect the conference notifications that you receive in line with your changing interests.

Setting up email notification

Login to the Forum

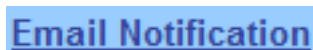
- Click on:



This will take you to the 'Options' page

On the options page

- Click on:



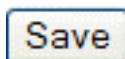
This will take you to your 'Email Notification Status' page where you can see which conferences you have subscribed to

To select email notification for any particular conference, simply click on the check box next to the conference title

A tick indicates that an email will be sent to you each time a new message is posted to the conference

When you have finished making your selections,

- Click on:



Canceling email notification for a conference

If you wish to stop email notification for a particular conference simply go to the 'Options' page and remove the tick from the check box.

