



## 'finding forever homes for Greyhounds'

### | Creating a new Thread

To create a new Thread in the Greyhoundhomer RGT forum please follow these steps:

1. Login to the forum at:

<http://greyhoundhomer.proboards.com/index.cgi?action=login>

|                     |  |  |  |                                       |
|---------------------|--|--|--|---------------------------------------|
| Username:           |  |  | <input type="text"/>                     | <a href="#">Create New Account</a>    |
| Password:           |  |  | <input type="password"/>                 | <a href="#">Forgot Your Password?</a> |
| Stay logged in for: |  |  | 6 hours <input type="button" value="v"/> |                                       |
|                     |  |  | <input type="button" value="Login"/>     |                                       |

2. Select the category you'd like to create a new Thread in.

| Forum Name         |   |
|--------------------|---|
| Greyhoundhomer RGT |   |
|                    | <a href="#">Important Information &amp; Technical Stuff</a><br>In here you'll find a mixture of key information relating to Greyho<br><i>Moderator: Mark Wilson</i> |
|                    | <a href="#">Stop The Press!</a><br>Got some important news that just won't wait? Post it here.<br><i>Moderator: Mark Wilson</i>                                     |

3. Click on the "New Thread" link on the far right of the screen.

|                         |                       |                           |            |  |  |          |  |  |
|-------------------------|-----------------------|---------------------------|------------|--|--|----------|--|--|
| mark as read            |                       |                           | new thread |  |  | new poll |  |  |
| <a href="#">Replies</a> | <a href="#">Views</a> | <a href="#">Last Post</a> |            |  |  |          |  |  |

4. You can now write your message. You will note that there are a number of icons and options that you can set, in point 5 we will provide some information about some of the key ones, and how to make use of them.

5. I'm faced with loads of buttons and icons what do they mean? Well below is some information about some of the key features of the forum.

| Post Message  |   |
|---------------|---|
| Subject:      | <input type="text"/>  |
| Attachment:   | <input type="text"/> <input type="button" value="Browse..."/> (Maximum Size: 1,024.0 KB - Attachment Agreement) |
| Message Icon: | Standard <input type="button" value="v"/>   |

In the "**Subject**" field enter the what you would like the thread to be called.









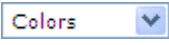
If you would like to add a single picture click on the "**Browse**" button next to the "**Attachment:**" field. Pictures can have a file size of no greater than 1MB, this is a little smaller than the size of a floppy disk. However because we have limited space available to us it would be desirable if the file size was smaller. If in doubt feel free to email your picture to [mark@greyhoundhomer.co.uk](mailto:mark@greyhoundhomer.co.uk) and he'll re-size it for you and email it straight back. If you would like to add multiple images this is best done by opening a free photo hosting account with Photobucket – <http://photobucket.com> (or similar). You can then use the feature that allows you to copy image links into your new thread. This will be detailed in another document.






The "**Message Icon:**" field allows you to change the type of icon display against the thread. The icon selected is displayed to the right of the pick list.

Adding 'tags' to format your message, in the table below we have detailed what some of the most useful buttons allow you to do to format your message.

|           |  |
|-----------|--|
| Add Tags: |  |
|-----------|--|

| Image | Code Start | Code Stop | What does it do?  |
|-------|------------|-----------|---|
|       | [b]        | [/b]      | This makes your text <b>bold</b> . Highlight the text you want in bold and click on the icon. You'll see [b] appear at the start of the highlighted text and [/b] at the end.           |
|       | [i]        | [/i]      | This makes your text <i>italic</i> . Highlight the text you want in italics and click on the icon. You'll see [i] appear at the start of the highlighted text and [/i] at the end.      |
|       | [u]        | [/u]      | This makes your text <u>underline</u> . Highlight the text you want to underline and click on the icon. You'll see [u] appear at the start of the highlighted text and [/u] at the end. |

| Image   | Code Start            | Code Stop | What does it do?  |
|---|-----------------------|-----------|---|
|    | [glow=red,2,300]      | [/glow]   | The code places a glow effect around your text as above, highlight the text you want to glow and click on the glow button. You can adjust the effect by changing the colour name and associated number. |
|    | [shadow=red,left,300] | [/shadow] | This will place a drop shadow on your text, adjustable by changing 'red' to another colour and 'left' to 'right' and changing 300 to a greater or lesser number.  |
|    | [move]                | [/move]   | Highlight some text and select the Marquee option to have that text scroll.   |
|  | [left]                | [/left]   | This will align your text to the left of the screen.  |
|  | [center]              | [/center] | This will align your text in the centre of the screen.  |
|  | [right]               | [/right]  | This will align your text to the right of the screen.   |
|  | [size=2]              | [/size]   | This button will set the font size, 2 is the default size increase or decrease the number to make the text larger or smaller accordingly.   |
|  | [font=Verdana]        | [/font]   | This button allows you to change the font, Verdana is the default, you might try 'Arial' or 'Times New Roman'.  |
|  | [color=Black]         | [/color]  | With the pick list you can change the font colour. Just highlight your text (or a section of it) and select the colour you would like to use from the pick list.  |

| Image   | Code Start    | Code Stop  | What does it do?  |
|---|---------------|------------|---|
|    | [youtube]     | [/youtube] | This option allows you to insert a YouTube video link. To use this you've need to copy and paste the link to the video between the code:<br>[youtube]<video link in here>[/youtube]                   |
|    | [url]         | [/url]     | This will allow you to create a hyperlink to another website or object. Copy and paste the web address between the code [url]<web address here>[/url]   |
|    | [img]         | [/img]     | This code allows you to insert a link to an image, very useful if you want to post multiple images hosted on a photo sharing website. Just place the hyperlink to the image between [img] and [/img]. |
|   | [email]       | [/email]   | This turns an email address into a clickable link. Highlight the email address and click the button, then [email] and [/email] will appear either side of the email address.                          |
|  | [list]<br>[*] | [/list]    | This will create a bullet point list, place your text next to [*] to bullet point it. Add extra [*] to create addition bullet points between the [list] and [/list] codes.                            |

If you would like to add Smilies to your message follow the steps below:



Place your cursor where you would like the smilie to appear, then click on the smilie you would like to use.

Completing the final fields:

|  |  |
|--|--|
| Message:   | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right; font-size: small; color: blue;">Expand</p> |
| Characters Remaining:  | <input type="text" value="60000"/>   |
| Bookmark:  | <input type="checkbox"/> Check this box if you wish to bookmark this thread.   |
| Disable Smilies:   | <input type="checkbox"/> If this box is checked, smiley emoticons will be disabled in your message.  |
| Lock Thread:   | <input type="checkbox"/> If checked, this thread will be locked once you post.   |
| Sticky Thread:   | <input type="checkbox"/> To sticky this thread, check this box.  |
| Announcement:  | <input type="checkbox"/> To make this announcement on all boards, check this box.  |
| shortcuts: hit alt+s to send, alt+p to preview, alt+c to spell check, or alt+r to reset  |  |
| <input type="button" value="Post Message"/> <input type="button" value="Preview"/> <input type="button" value="Spell Check"/> <input type="button" value="Reset"/> |  |

In the "**Message:**" field type and format your message.

Note that there is a limit of 60,000 characters that can be used in any one post.

If you want you can bookmark the thread which can then be accessed quickly through the "**Profile**" link at the top of the screen and then by clicking on the "**Bookmarks**" link.

Ticking the "**Disable Smilies:**" option prevents Smilies being shown in your message.

"**Lock Thread:**" will prevent other people posting any responses to your message.

Before you post your message, you can Preview and Spell Check it using the buttons provided. Once ready click on "**Post Message**" and your message will appear in the forum.

**This completes this document we hope you found it useful and it will help you get more out of the Greyhoundhomer RGT forum.**