

IT clinic IT_WB03

WebBoard –Posting Messages

POSTING A TOPIC MESSAGE

When you post to a conference, you are either adding to a current topic or starting a new topic. If you have something to contribute to the general theme of a conference, but it doesn't relate to the existing topic, then you can start a new topic. If you are the first visitor to a conference, you will also need to post a new topic message.

To post a new topic, follow these steps:

Select a conference by clicking the conference name or expansion box (+ to the left of the conference name).

Choose from one of three ways to display the Post form.

- From the WebBoard menubar, click Post.
- From an open message, click Post on the message menu.
- From the WebBoard menubar, click More to display the More Options menu. On this menu, click Conference Profiles to display a list of all conferences. Click the conference to which you want to add a new topic. From the conference profile, click Post a message to this conference.

THE POST FORM

Post a New Topic in "Useful web sites"

Topic:

Convert line breaks to HTML breaks Preview message

Pre-formatted text (No HTML) Preview/Spell check

Anonymous Attach file

1. Enter the new topic name in the Topic field. Keep the topic name short.
2. Choose any of the following options by checking the appropriate box(es) in the menu at the top of the message posting form:

Convert line breaks to HTML breaks

to automatically turn line breaks into carriage returns or blank lines. If you deselect this option, all lines in your message are run together.

Preformatted text (No HTML)

to turn off HTML features. This setting is helpful when you are inserting text from another source.

Anonymous

to post anonymously. Your name is not attached to the posting.

Preview

message to review your message before you post it.

Preview/Spell

to review and spell check your message-this is a default

check setting. **NB.** The spell-checker is based on an American English dictionary.

Attach File to attach a file to your message.

3. Type in your message. You can include HTML tags for formatting as well as links to other web pages and images. Note that any links you include must have the full URL, such as <http://www.myserver.com/linked.html>.
4. When you complete your message, click **Post**. Depending on which options you have selected, WebBoard either posts your message immediately or allows you to preview it (with or without spell checking).

PREVIEWING YOUR MESSAGE

You can preview messages before you post them to ensure that they say what you really intended. Message preview comes in two flavours: without spell checking and with spell checking. Previewing without spell checking allows you to see any HTML properly converted, while previewing with spell checking allows you to catch and correct misspelled words.

To preview your message without spell checking, follow these steps::

1. Check **Preview** on the Post message form.
2. Enter the topic name, your message, and click **Post**. WebBoard displays your message exactly as it will appear to other users on WebBoard.
3. If you are dissatisfied with your message and want to change it, click **Back** on your browser.
4. Once you are satisfied with the appearance of your message, click **Post**. Your message is immediately posted to the conference and WebBoard displays it in the Message window.

SPELL-CHECKING YOUR MESSAGE

You can spell-check any message you post on WebBoard by using WebBoard's built-in dictionary. Each instance of a misspelled word is flagged as a link, which displays a list of suggested replacements. You can select a replacement or enter a different word. If you change misspelled words, you will see another preview of your message before posting it.

To spell-check your message, follow these steps:

1. Check **Preview/Spell** check on the Post message form. This is a default option.
2. Enter your message, and click **Post**. The Message Preview window opens. Your message is spell-checked, with each occurrence of misspelled words being flagged as a link.
Spell-checking does not convert HTML tags to HTML (as plain Preview does). Rather, many HTML tags are flagged as misspelled words. You should ignore these during spell checking. To preview the HTML in your message, use Preview without spell checking enabled.
3. Click on each misspelled word to see WebBoard's suggestions for corrections. You can either select a word from the list or enter a new one in the textbox.
4. Click **Done** to return to the message preview. The corrected word is shown in the message. Repeat Steps 4 and 5 if necessary.
5. If you are dissatisfied with your message after correcting the spelling errors and want to change it, click **Back** on your browser to redisplay the original Message form.
6. Once you are satisfied with your message, click **Post**. Your message is posted to the conference.

PTO

ATTACHING FILES TO YOUR MESSAGE

Attaching files to your WebBoard messages is a handy way to give users ready access to information that doesn't fit well in a text message. For example, you may want to provide a document for other WebBoard users to review. You can attach one or more files to a message posting.

File attachment capability is not available at all WebBoard sites or for all conferences. The WebBoard administrator determines whether or not file attachments are allowed and can also restrict the number of attachments per posting and the size of attachments. If you have difficulty, contact the WebBoard administrator.

To attach a file to your message, follow these steps:

1. Check **Attach file** on the Post message form
2. Type in your message, and click **Post**. If you selected **Preview/Spell** check or **Preview**, complete the preview and click **Post**. The **Attach a File** form opens.
3. Click the appropriate **Category radio button** for the file you wish to attach. The category you select causes WebBoard to display the corresponding icon next to the file attachment link in your posting, which gives other users a quick idea of the file type. The categories are as follows:

Unknown if you do not know what type of file this is.

Document if this is a text file.

Image if this is a graphics file.

Audio if this is a sound file.

Multimedia if this is a multimedia file.

Application if this is an application.

4. Enter the name of the file in the **File to upload** field.

- OR -

Click **Browse** to select the attachment you want to upload from your directories. A File Upload dialog opens. Navigate through your directories to select the attachment. Click **Open** to continue, or click **Cancel** to cancel the upload, which has the effect of immediately posting your message.

5. Enter the description of the file attachment in the **File description** field.
6. If you want to attach more files, click the **Upload another** radio button.
7. Click **Upload Now** to attach the file to your message. Your message is immediately posted to the conference. The attachment appears as a hyperlink at the end of the message. An icon indicates the file type.
8. If you clicked **Upload another**, the **Attach a File** form appears again. Repeat steps 3-7 for each file attachment you want to upload.

PLEASE NOTE.

If you are working on a Mac, you should name any files that you want to upload to WebBoard in the PC convention i.e. a prefix of up to 8 letters followed by a dot and a 3 letter suffix (e.g. **IT_WB3.doc**). If you don't, non-expert users on PCs may have difficulty opening your file.

POSTING A REPLY MESSAGE

You can post a reply to any message within a topic. For example, if a topic has 10 messages, you can reply to the first message or to the tenth message. Whenever you reply to a message, your new message is indented under that message in the Conferences list to show other readers the thread of the conversation. Replies are displayed chronologically within each topic. You can also reply to a posting privately, by sending an email message to the original message poster. This section describes these two types of replies: public and private. In addition, note that posting a reply message uses many of the same basic steps as posting a topic message; these steps were the topic of the previous section.

TO POST A PUBLIC REPLY

To reply publicly to the message you are currently reading, use one of the following options:

Select **Reply** from the menu at the top of the message you wish to respond to.

Select **Reply/Quote** from the menu to include text from the original message.

WebBoard displays a message creation form for you to complete. The form is the same as the one for posting a new topic except the topic from the current message is displayed. You can use this topic or change it. Otherwise the form works the same as described in "Posting a Topic Message" earlier in this sheet. Please refer to that section for details.

TO SEND A PRIVATE REPLY

Rather than post a reply to the whole conference, you may prefer to send a reply only to the individual who posted the message. Some replies need to be shared with all the participants of a conference, while others are appropriate only for the individual who posted the message. WebBoard lets you reply privately to the message author by email. Note that if a message was posted anonymously, you can not send a private response.

To reply to the author privately to the message you are currently reading, use one of the following options:

Select **Email Reply** from the menu at the top of the message you wish to reply to.

Click the poster's email address link in the **From** field of the message.

WebBoard launches the email program associated with your browser with the recipient's email address included (but not the topic or any text from the message posting). You must enter a subject and your response. You may also wish to cut and paste the WebBoard posting to provide context for the recipient.