How to post and read

1) Be sure to log in first (bottom right of page)

2) Click onto the forum you wish to see (e.g. Team members forum)

FORUMS	THREADS	POSTS	LAST POST
▶ Training and consultancy: Plurilingualism			
Team members			
Team members forum	2	2	Re: essai 13/02/2014 02:39 BY Michel Candelier
Transversal			
Transversal forum	0	0	NONE

3) You then see the posts in that forum. Click on the post you want to see (e.g. Re: essai).

THREADS	REPLIES	VIEWS	LAST POST
Re: essai BY Michel Candelier	0	4	13/02/2014 02:39 BY Michel Candelier
essai			13/02/2014 02:22

4) In order to add a new post into this forum, click onto "New thread" on top of the post.
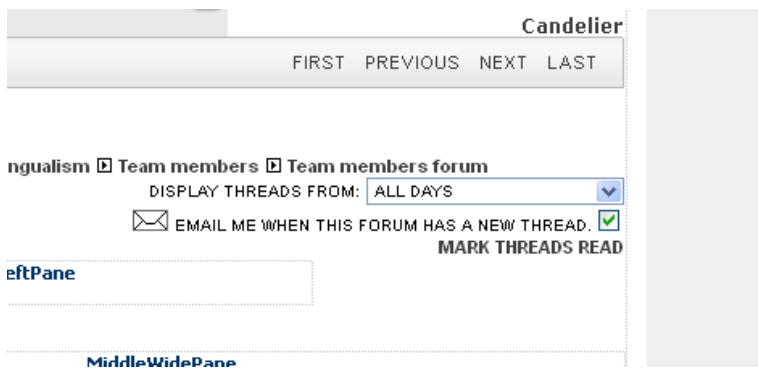
▶ Training and consultancy: Plurilingualism ▷

NEW THREAD

13/02/2014 02:39

Michel Candelier	Re: essai

5) In order to add an answer to the current post click onto "reply" on the top right of the post:

6) In order to receive e-mail when someone posts a new thread, make sure you have ticked "EMAIL ME WHEN THIS FORUM HAS A NEW THREAD" at the bottom right corner.

Do the same for the message "Email-me when this thread has replies" wherever you see it.

7) In order to attach files from your computer, please always click "**Datei auswählen** (Select a file)". A button "**browse**" will appear, and clicking on it will enable you to choose the correct file. Then, click on "**upload**".
If you attach more documents, please click again "**Datei auswählen**", choose your file and "**upload**".
The final step is the button "**Submit**".

8) In order to format the text (color, font, links, add images) please choose **Rich Text Editor** instead of **Basic Text Box**.

And the box for your text it will look like this:
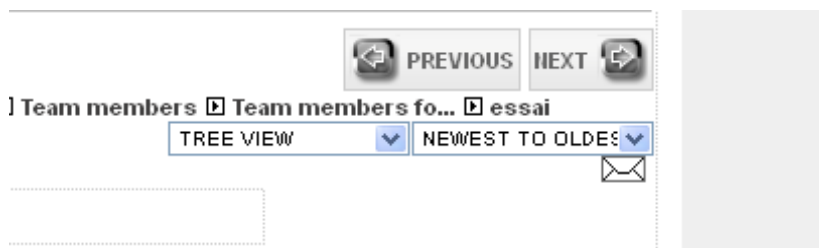

If you like to add images to your message, please **browse** server and choose the folder **/CARAP-Training-Consultancy/.**
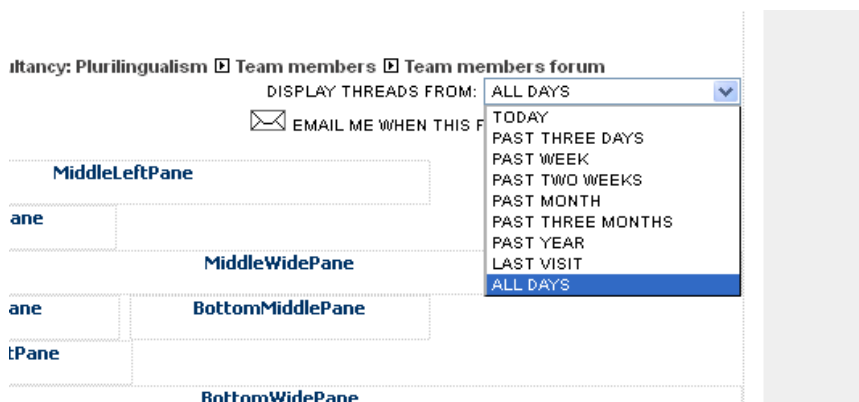
9) If you do not wish to see the content of the messages in threads, select "TREE VIEW" instead of "FLAT VIEW" at the bottom of the page.
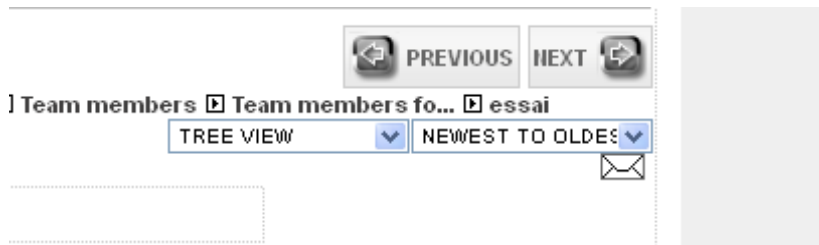
10) You can choose to see the messages in chronological order, either from oldest to newest, or newest to oldest.
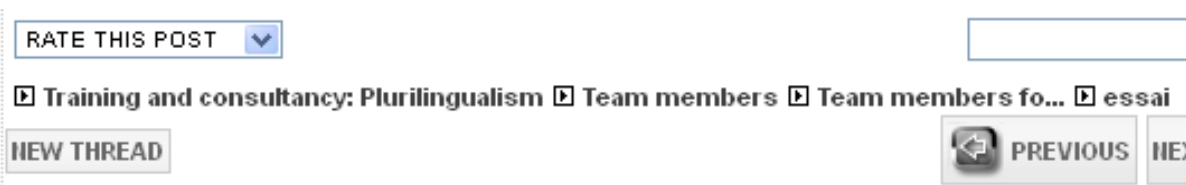

11) You may reduce the amount of displayed threads to the ones received that day, all days, or something in between.

Navigating between forums and discussions.

By clicking on the icons below (found at the top, and sometimes at the bottom of the pages),

At top:

At bottom:

You can navigate between the threads (essai), the forum in which this thread is displayed (team members' forum), the Team members page, as well as the main page with the other forums (Training and consultancy: Plurilingualism).