How to make the most of your forum

BMWCC FORUM

FOR

Beginners

A Reference for
BMWCCGB Forum
members

How to post, add
images and much
more

BMWCC Forum for Beginners

1. Glossary of Terms and Abbreviations

The following terms and abbreviations are used in this document and are explained here:-

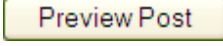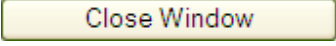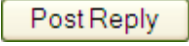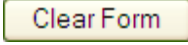| Term/Abbreviation	Description
Ctrl and C keys (Copy)	Is an MS Windows shortcut, which copies selected text from your document into the clipboard.
Ctrl and V keys (Paste)	Is an MS Windows shortcut, which pastes selected text from the clipboard into your document.
Flickr	Photo Hosting website
IMG Tags	A method of posting photos on the forum directly without using the image wizard. [IMG]URL[/IMG]
Photobucket	Photo Hosting website
URL	(Uniform Resource Locator) the address where a website is located on the internet e.g. the forum's address is http://www.bmwcarclubforum.co.uk/
URL Tags	A method of posting links on the forum directly without using the hyperlink wizard. [URL]URL[/URL]

2. Registering on the Forum

To join the forum:-
1. Go to http://www.bmwcarclubforum.co.uk/
2. Press "Enter the Forum…..".
3. Select the Register button.
4. Read the Rules and Policies.
5. If you agree to the Rules & Policies, Select Accept
6. Complete the Registration Form (note fields marked with an * must be filled in!)
7. Select Register.
8. You can now Login-in and use the forum

3. Replying to a post.

1. Select the ![post reply] or ![reply] button.
2. Type your reply into the message box.
3. If you want to see how your post will look, select the ![Preview Post] button. Select the ![Close Window] button to close the window.
4. Select the ![Post Reply] button to submit your post.
5. If you decide that you don't want to post, then select the ![Clear Form] button to clear the text.

4. Replying to a post – quoting previous poster.

1. Select the button. (Note that the edit message box appears and the quoted message appears something like.
   [quote=NeRo] his message that you want to quote upon.[/quote])
2. Type your reply after the [/quote] following steps 2 to 4 in the "Replying to a post" instructions above.

Note – quoting all of the previous post is not always necessary. You can edit the text and delete pictures in-between the [quote] and [/quote] making sure that you don't delete anything between any of the pairs of square brackets [] e.g.
   [quote=NeRo] his message edited.[/quote])

5. How to add a link in your post

If you want to add a link to another part of the forum or another website ..

1. On the website you want to link to, highlight the web address and press the Ctrl and C keys together (this will copy the address).

2. In your post, select the 🌐 button the following window will open

3. In the address box, paste (Ctrl + V) the web address to copied earlier (note you will have to delete the http:// from the address you've just pasted in).
4. Select Preview to verify that the link works.
5. Select OK to add the link to your post.

6. How to Post a Picture (Using a Photo Hosting website)

Unfortunately, the Forum does not have the capability for users to upload photos, therefore photos need to be hosted via a Photo Hosting website and then linked to the forum – the following instructions explain how to upload to some of the popular sites and then how to link from them onto the Forum.

You will need to open a account on the Photo Hosting website. Popular sites are

- Flickr http://www.flickr.com/
- Photobucket http://photobucket.com/

But others are available.

Note – a basic user account is free, but may have some restrictions e.g. the number of pictures that can be stored, but for the casual user it is adequate.

6.1. Flickr users

1. Log onto Flickr website.
2. Go to Upload Photo's page
3. Click the browse button
4. select the picture you want to upload
5. you can add further pictures, by repeating step 3 for photos 2,3,4,5,6
6. add tags – e.g BMWCC, "Meeting Name", BMW [allows people to search Flickr]
7. make sure privacy setting is set to public otherwise no-one else will be able to see them
8. Select upload
9. wait for pic to upload
10. add a description – if required
11. Select save
12. click on your new photo
13. click on "all sizes" {toolbar above the picture} [pictures should be 800pixels wide (max) , prefered width 640 pixels]
14. scroll down the page till you see "Grab the photo's URL:"
15. right click on the URL and select copy {example - one of mine is http://static.flickr.com/45/142967074_4bf534483a_o.jpg}
16. now go onto BMWCC Forum and follow the instructions below in Section 6.3

6.2. Photobucket users

1. Log onto Photobucket website.
2. Go to Upload Photo's page
3. Click the browse button
4. select the picture you want to upload
5. you can add further pictures, by repeating step 3 and 4 for photos 2,3
6. Select upload
7. wait for pic to upload
8. scroll down the page till you see pictures
9. Click in the URL Link field to select the link (a message pops up saying copied"
10. now go onto BMWCC Forum and follow the instructions below in Section 6.3

6.3. On the BMWCC Forum

1. Select the [post reply] or [reply] button (the next to new topic button)
2. Select the 🖼 button (insert image) – the following window will open

3. In the Image URL box, select http:// and delete it.
4. Select the Ctrl and V keys together (this pastes the URL copied from Flickr into the reply).
5. In the Alt Text box, add a title for the picture.
6. Select OK
7. Repeat for each image you want to post and add your text (Select enter after each picture to leave a space between pics)
8. Preview post to check correct images are shown
9. Submit your post

6.4. On the BMWCC Forum (alternate method using IMG tags)

1. Select the [post reply] or [reply] button (the next to new topic button)
2. In the message window type – [IMG] followed by the Ctrl and V keys together (this pastes the URL copied from Flickr/Photobucket previously, into the reply), then type [/IMG]
3. Repeat for each image you want to post and add your text (Select enter after each picture to leave a space between pics)
4. Preview post to check correct images are shown
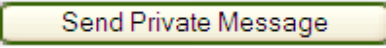5. Submit your post

7. How to send a Personal Message

If you want to contact another person on the Forum, but don't have their email address, you can send them a Personal Message (PM)

1. Click on the Author's name, which you want to contact.

2. A new window opens with the contact's details. Look for and select the ⬛ pm button.
3. Fill in the subject and message fields.

   Select the [Send Private Message] button to send the message.

8. How to reply to a Personal Message

Instructions here.