

## How to Reply to a Forum Topic

Follow these steps.

- ◆ Select Public Forum from the Menu in the right-sidebar.
- ◆ Click on the Forum of interest
- ◆ Click on the topic / question you wish to respond to.
- ◆ Add your reply
- ◆ Click on Preview or Submit at the bottom of the page.

**Select Public Forum from the Menu in the right-sidebar.**



This right side-bar is the navigation section to the BCCAN web site.

Click your mouse on the Public Forum item.

## Click on Forum Topic Area for a List of Topics

| Forum   | Topics | Posts | Last post                                      |
|---|--------|-------|--|
| <a href="#">community discussion</a><br>Community discussion on all the issues surrounding climate change, sustainability, environment and so on.   |        |       |  |
| <a href="#">building</a><br>Discussion on sustainable builing, energy efficiencies, renovating sustainably and living in a sustainable manner.  | 0      | 0     | n/a  |
| <a href="#">energy_forum</a><br>Public forum on all issues relating to energy - renewable, energy conservation, installing solar, coal fired issues and other items of interest .         | 2      | 2     | 8 min 26 sec ago by <a href="#">patrick</a>    |
| <a href="#">transport_forum</a><br>Issues relating to lowering the carbon footprint of how we get around.   | 0      | 0     | n/a  |
| <a href="#">food_forum</a><br>Issues relating to sustainable food production and soils.   | 1      | 4     | 7 sec ago by <a href="#">patrick</a>           |
| <a href="#">gardening_forum</a><br>Forum on issues with home gardening, community gardening, backyard poultry where proplems may be posted and responders may offer advice and solutions. | 0      | 0     | n/a  |
| <a href="#">awareness_forum</a><br>A discussion of community education and means of raising public awareness of the issues surrounding climate change.                                    | 1      | 1     | 1 year 26 weeks ago by <a href="#">patrick</a> |

## Select a particular topic.



Bathurst Community Climate Action Network

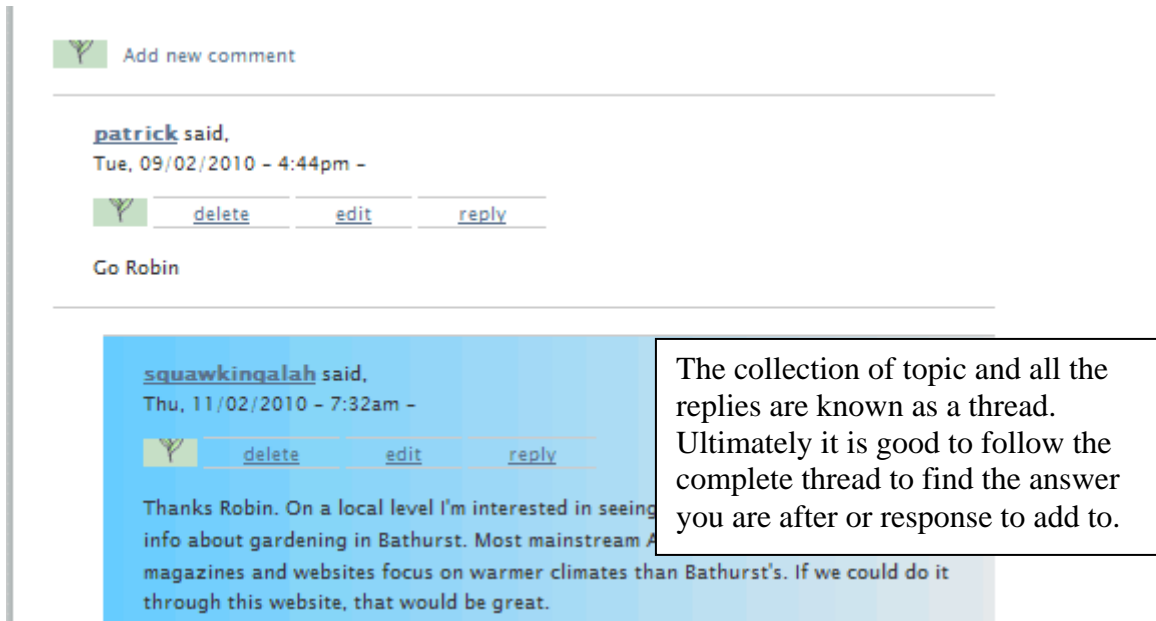
[Home](#) » [Join-in](#) » [Public Forum](#) » [community discussion](#)

### food forum

[Post new forum topic.](#)

| Topic                      | Replies | Created             | Last reply                                  |
|----------------------------|---------|---------------------|---|
| <a href="#">Local Food</a> | 3       | 1 year 23 weeks ago | 2 min 42 sec ago by <a href="#">patrick</a> |

## Select the actual topic or reply in the “thread”.

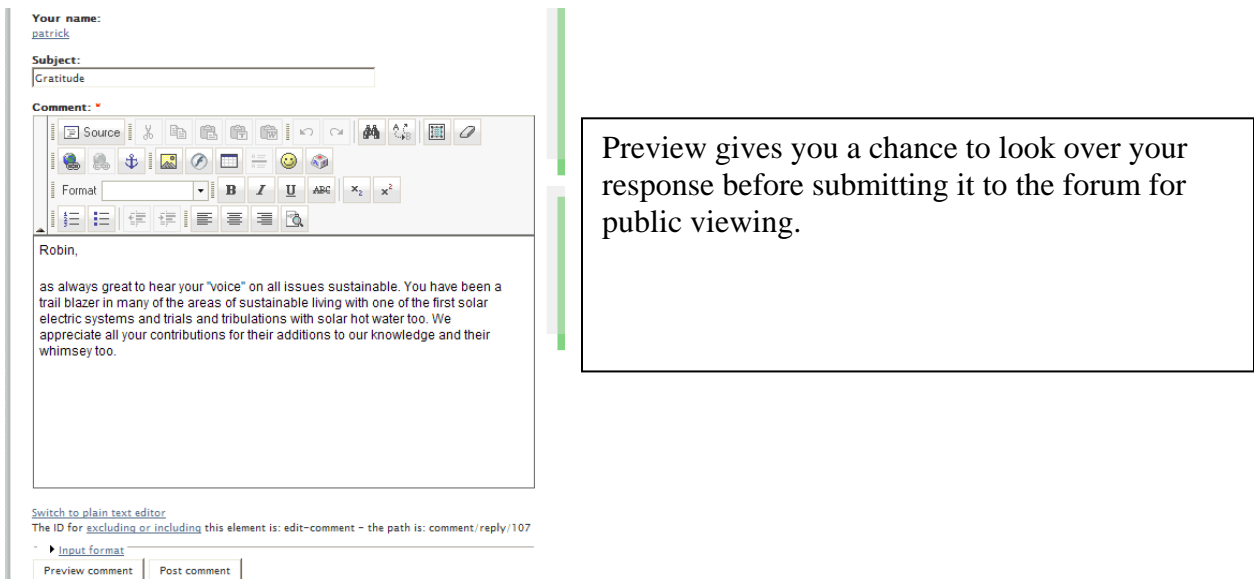


The screenshot shows a forum interface. At the top, there is a green button labeled "Add new comment". Below it, a comment by "patrick" is shown, dated "Tue, 09/02/2010 - 4:44pm". This comment has three options: "delete", "edit", and "reply". Below "patrick's" comment is a reply by "Go Robin".

Below the "Go Robin" comment, a comment by "squawkingalah" is highlighted in blue. It is dated "Thu, 11/02/2010 - 7:32am" and has "delete", "edit", and "reply" options. The text of the comment reads: "Thanks Robin. On a local level I'm interested in seeing info about gardening in Bathurst. Most mainstream magazines and websites focus on warmer climates than Bathurst's. If we could do it through this website, that would be great."

A text box on the right side of the screenshot contains the following text: "The collection of topic and all the replies are known as a thread. Ultimately it is good to follow the complete thread to find the answer you are after or response to add to."

## Compose your response and submit or preview.



The screenshot shows a form for composing a comment. It includes fields for "Your name:" (with "patrick" entered), "Subject:" (with "Gratitude" entered), and "Comment:". The "Comment:" field has a rich text editor toolbar with options for source, undo, redo, bold, italic, underline, text color, background color, link, unlink, list, and image. The text in the comment field reads: "Robin, as always great to hear your 'voice' on all issues sustainable. You have been a trail blazer in many of the areas of sustainable living with one of the first solar electric systems and trials and tribulations with solar hot water too. We appreciate all your contributions for their additions to our knowledge and their whimsy too."

Below the comment field, there is a link "Switch to plain text editor" and a small text "The ID for excluding or including this element is: edit-comment - the path is: comment/reply/107". There is also a "Input format" dropdown menu.

At the bottom of the form, there are two buttons: "Preview comment" and "Post comment".

A text box on the right side of the screenshot contains the following text: "Preview gives you a chance to look over your response before submitting it to the forum for public viewing."