



# How to use forum

Short instructions for forum admin  
and users

**By Globaldizajn**

## Difference between forum admin and users

Forum **ADMIN** can add:

Themes  
Topics inside themes  
Posts inside topics

**USERS** can add:

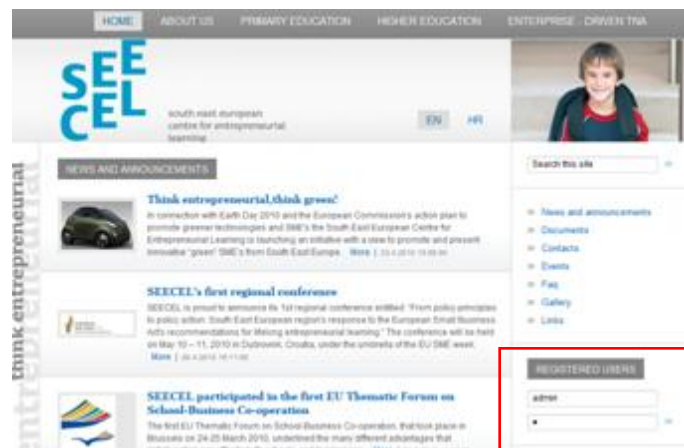
Posts only

## Log in for forum admin:

**user name:** admin

**password:** a

click on double arrow or tab and enter

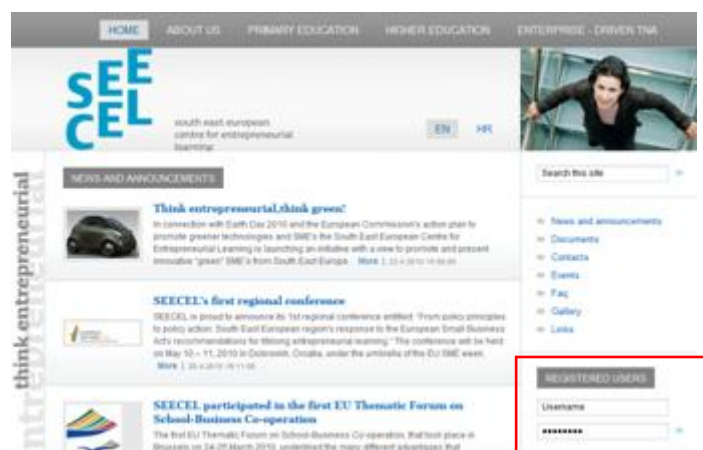


## Log in for users:

**user name:** enter your name

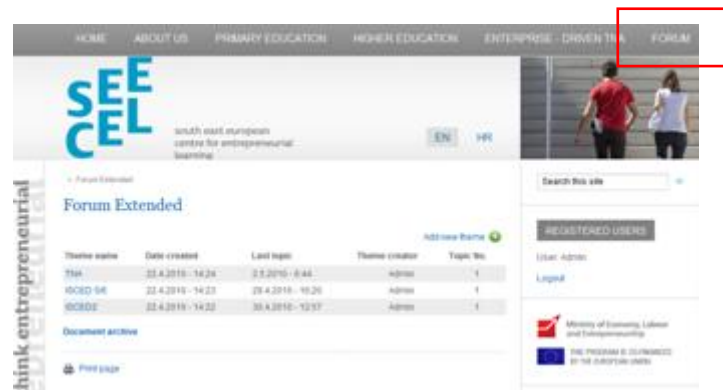
**password:** enter your password

click on double arrow or tab and enter



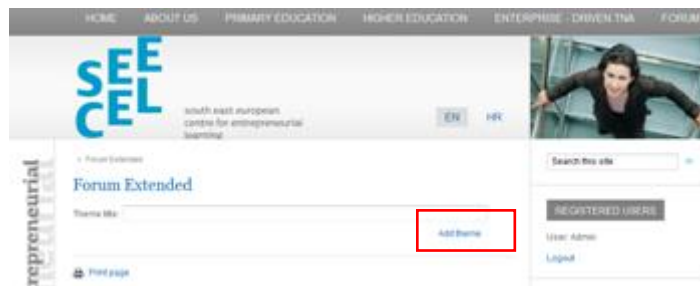
## How to add new theme?

Go up in the right corner and click on link **FORUM** which is located on the main navigation bar. Now you are located in **Forum Extended**. Here you can add new theme by clicking on **Add new theme** button or click on + (plus) button.



New window opens with:

**Theme title:** enter the name of the theme and then click on button **Add theme**.



## How to add new topic?

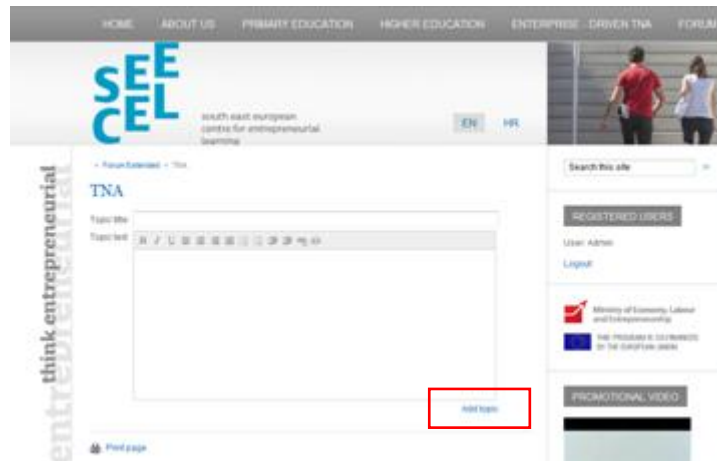
When you are located in Forum Extended click on the theme inside which you want to add new topic. On the right side click on button **Add new topic**.



New window opens with:

**Topic title:** enter the name of the topic

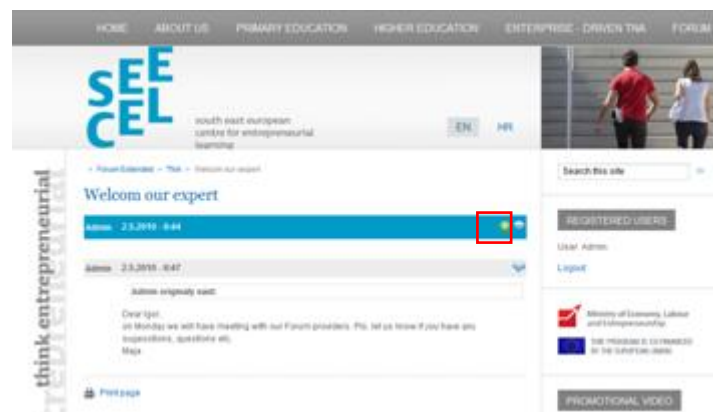
**Topic text:** enter text (it's same like using Word).



When finished with text entering, click on **Add topic** button on the right bottom corner of the page.

### How to add new post?

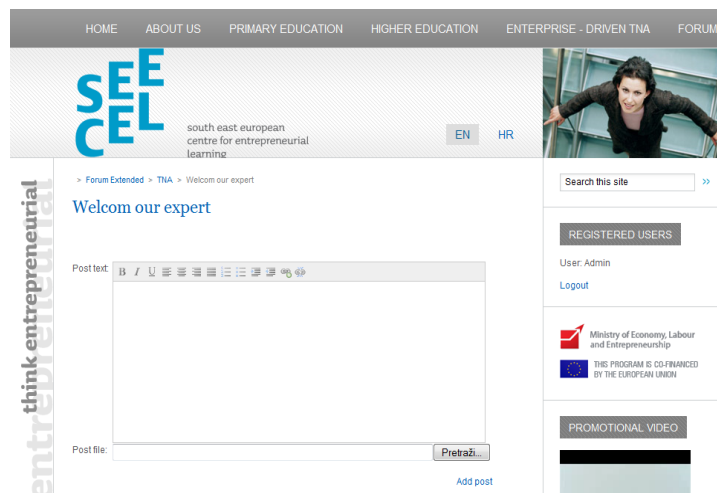
When you are located in Forum Extended>theme name> click on the topic name below inside which you want to add new post. On the right side click on **+ (plus) button** to add new post.



New window opens with:

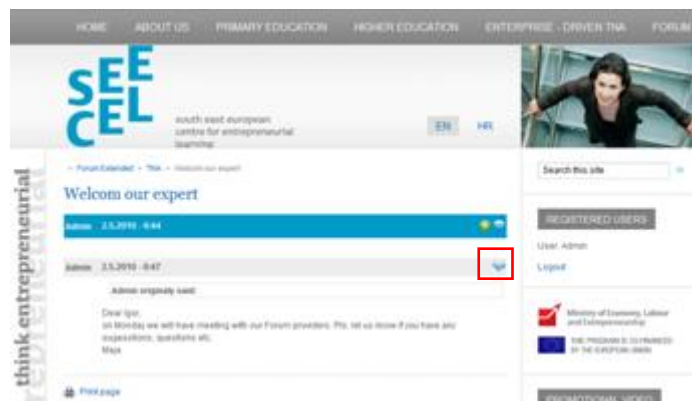
**Post text:** enter the text

**Post file:** choose a file you wish to attach



## How to add comment (quote)?

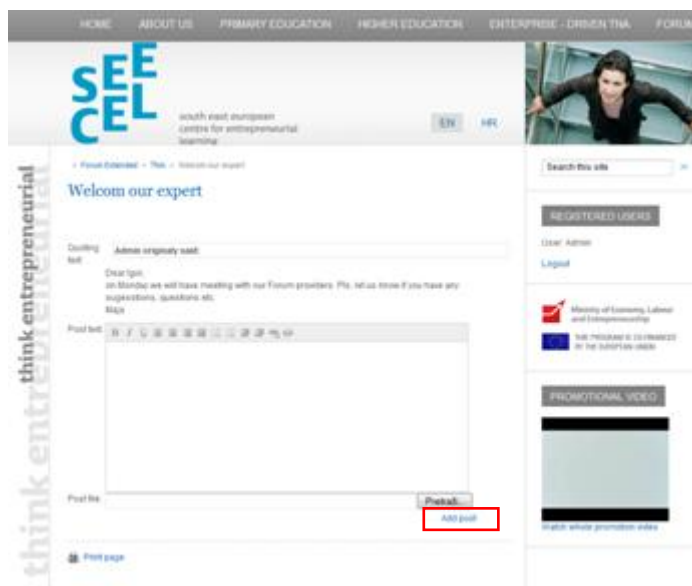
To add a comment when you are located in Forum Extended>theme name>topic name, click on the **balloon (quote) button** on the right side.



New window opens with:

**Post text:** enter the text

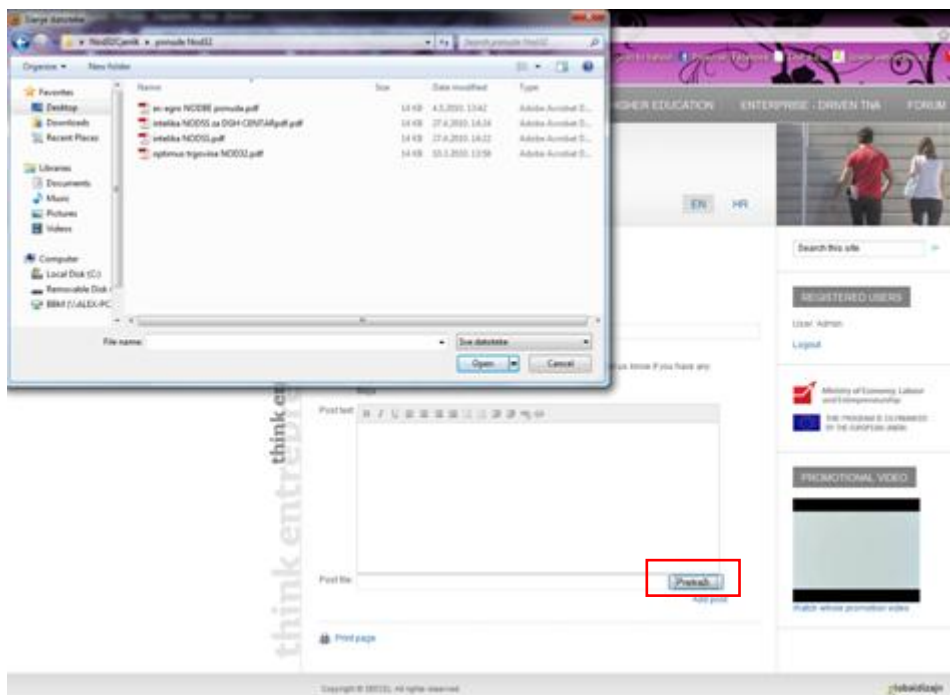
**Post file:** choose a file you wish to attach



After entering your quote click on **Add post** button below in the right corner of the page.

## How to attach a document?

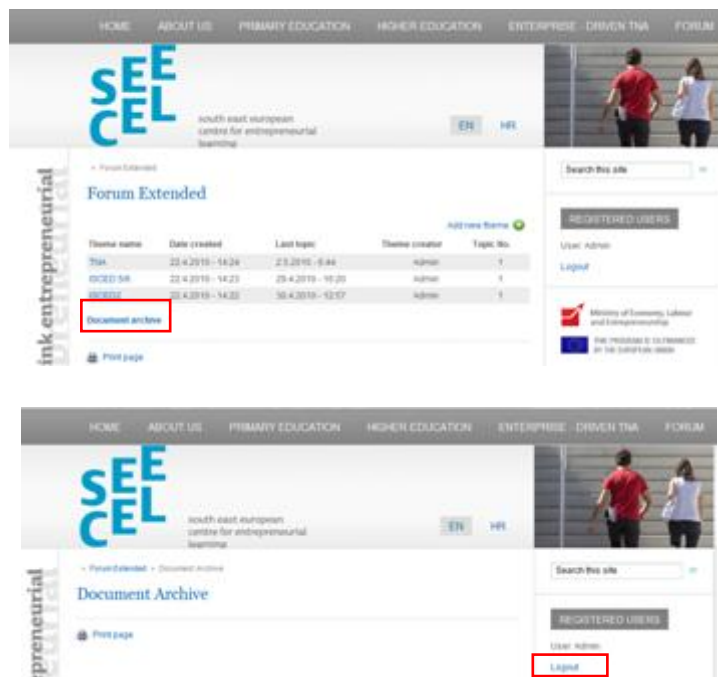
To attach a document go to **Post file** area at the bottom of the page and click on **Search** button in order to choose a file to attach.



**IMPORTANT NOTICE: attachments are in pdf format only, max size up to 6 MB.**

## How to find all attachments?

All attachments are saved in **Document archive**. If you are located in Forum Extended just click on Document archive button and find attachment you are looking for.



To exit forum just click **Log out** button on the right side.