

Quick Reference Card

Forums

Creating a forum

A forum contains topics and messages, and is generally organized around a theme. A forum can be compared to an online bulletin board.

1. Select the category within which you want to create a forum, and click .

2. On the **General** tab, enter a name for the forum in the **New Forum Name** field.

Note: You cannot change the name after the forum is created.

3. Enter a display name (**Forum Display Name**) and description (**New Forum Description**) for the forum. Click **Done**.

Notes:

- The number of characters in the **New Forum Name** or the display name cannot exceed 256.
- A name cannot contain any of the following characters: `{ } < > () & % ' " / \ ; , * ? + = .`
- See the online help for information on setting the properties of a forum. You can later edit the properties of a forum by selecting the forum and clicking **Settings**.

Topics and Messages

Starting a new topic

A topic is a set of messages pertaining to the same root message.

1. Click the name of the forum within which you want to start a new topic.
2. Click , and enter the subject and message text. When you are ready to post your topic, click .

Note: The **Quick Topic** option in the **Discussions** bar allows you to start a new topic without the extra step of opening another page.

Replying to a topic

A reply to a topic is considered a message. Forum moderators and forum writers can reply to topics.

1. If you are replying to a topic, select the topic to which you want to reply by clicking the topic name. If you are replying to a message within the topic, navigate to that message.
2. Click **Reply**, and enter the message text.
3. When you are ready to post your message, click .

Note: The **Quick Reply** option enables you to reply to a message without the extra step of opening another page.

Topics and Messages

Clipping a message

Forum moderators can start a new topic by clipping an existing message. When you clip a message, a new topic is created in the forum. The clipped message is the first message in the topic. All replies become replies to the new topic.

1. Click the name of the forum that contains the message you want to clip.
2. Click the name of the topic that contains the message and find the message in the list.
3. Select **Clip** from the list next to the button and click **Go**.




4. Click to confirm that you want to clip the message.

Creating an announcement

1. In the **Discussions** bar, click the **View All** link.
2. Click .
3. Enter the subject and message.
4. When you are ready to post the announcement, click .

Chatting with other users

If Oracle Messenger is installed on your computer and it is enabled by an administrator, you can view the availability or presence of each user who posted a message in a forum.

If a user is currently online, you can start an online chat session by clicking the **Presence** icon  that appears next to the user's name.

My Discussions

Subscribing to a favorite

You can receive an e-mail notification every time a category, forum or topic is modified by subscribing to it.

Note: You can only subscribe to items in your Favorites list. To add an item to your Favorites list, navigate to the category, forum, or topic you want to add and click [Add To Favorites](#).

1. Click **My Discussions** at the top of any Discussions page.
2. Click the **Favorites** tab.
3. Select the category, forum or topic to subscribe to.
4. Click [Subscribe](#). Review the information provided on the Subscriptions Items page. E-mail notifications are sent to the address listed in your profile.
5. Click [Subscribe](#) to confirm the subscription.

Note: If a category, forum, or topic you want to subscribe to does not appear in the Favorites list, you must first add it to your favorites. Navigate to the category, forum, or topic, and click [Add To Favorites](#).

Viewing your posts

You can easily browse all the messages you posted to different forums.

1. Click **My Discussions** at the top of any Discussions page.
2. Click the **My Posts** tab.
3. You can sort your posts by clicking the **Subject**, **Date**, **Topic** or **Forum** column headings. You can also filter your posts by selecting an option from the **Filter By** list and clicking **Go**.
4. Click a Subject title to view a post.

Searching

Performing an advanced search

An advanced search enables you to add, combine and refine your search criteria.

1. Click [Advanced Search](#) from any page where it is available.
2. Specify your search criteria and click [Search](#). The search results are displayed at the bottom of the page.

Note: By default, all discussions are searched. You can limit your search by using the Search In section of the page and specifying the categories and forums in which to perform the search.

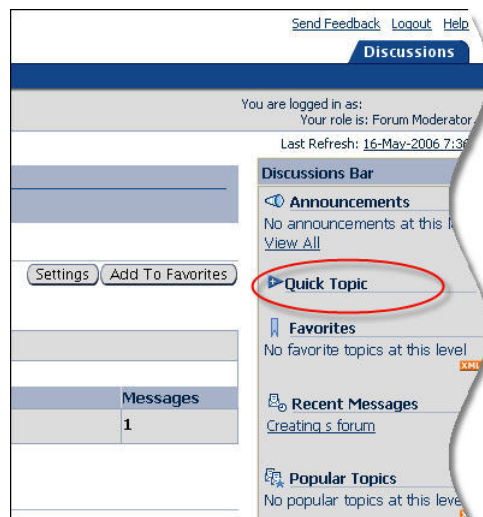
Creating an announcement

In the Discussions bar, click the View All link. Click [New Topic](#). Enter the subject and message. When you are ready to post the announcement, click [Post](#).

Helpful Hints

The Discussions bar

The Discussions bar lists recent announcements and provides access to your Favorites. Use it to quickly navigate to recent messages and popular topics. If you do not see the Discussions bar, click the Show Discussions Bar link.



Hiding messages

Depending on how a forum is configured, messages can be hidden from view and later restored to view.

To hide a message:

1. Click the name of the topic that contains the message you want to hide, then navigate to the message.
2. Select Hide from the drop-down list and click [Go](#). The message subject and body are displayed with strikethrough formatting to forum moderators, and in some cases, forum writers. Forum readers, and in some cases, forum writers can view the message subject with strikethrough formatting but the body is not displayed.

RSS readers

RSS, also known as Really Simple Syndication or Rich Site Summary, is an XML format for syndicating news and the content of news-like sites. Discussions provides you with the ability to add categories, forums and topics to the RSS reader of your choice. This enables you to track their activity without logging in to Discussions.

Permissions

If you are not able to perform a specific action in Discussions, it is likely that you have not been granted the required permissions to perform the action.