


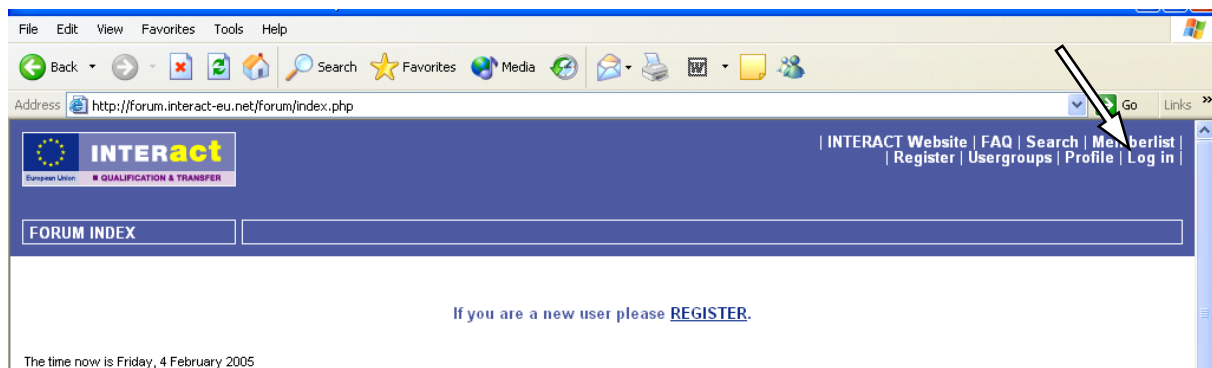
Mini user guide for the INTERACT Forums.

1. How to get started

- Go to: <http://forum.interact-eu.net> on the Internet and select 
- You will be taken to a "Registration Agreement" page.
- Read the agreement and then scroll down and click on 'I Agree to these terms' This link will automatically take you to the registration page where you will be asked to fill in details about yourself and your programme.
- Fill in the Registration form and click on the 'Submit' button at the bottom of the form.
- You will be informed that your account needs activation. This means that an e-mail is being sent to you with confirmation of your username and password.
- Check your e-mail and click on the hyperlink in the e-mail message. Please save this message for future reference
- The hyperlink will take you to 'Your account has now been activated. Thank you for registering'. You will now be able to log on to the forum and participate in the discussions.


2. Logging on

- On the top right hand corner of the webpage you can find the option 'Log in'

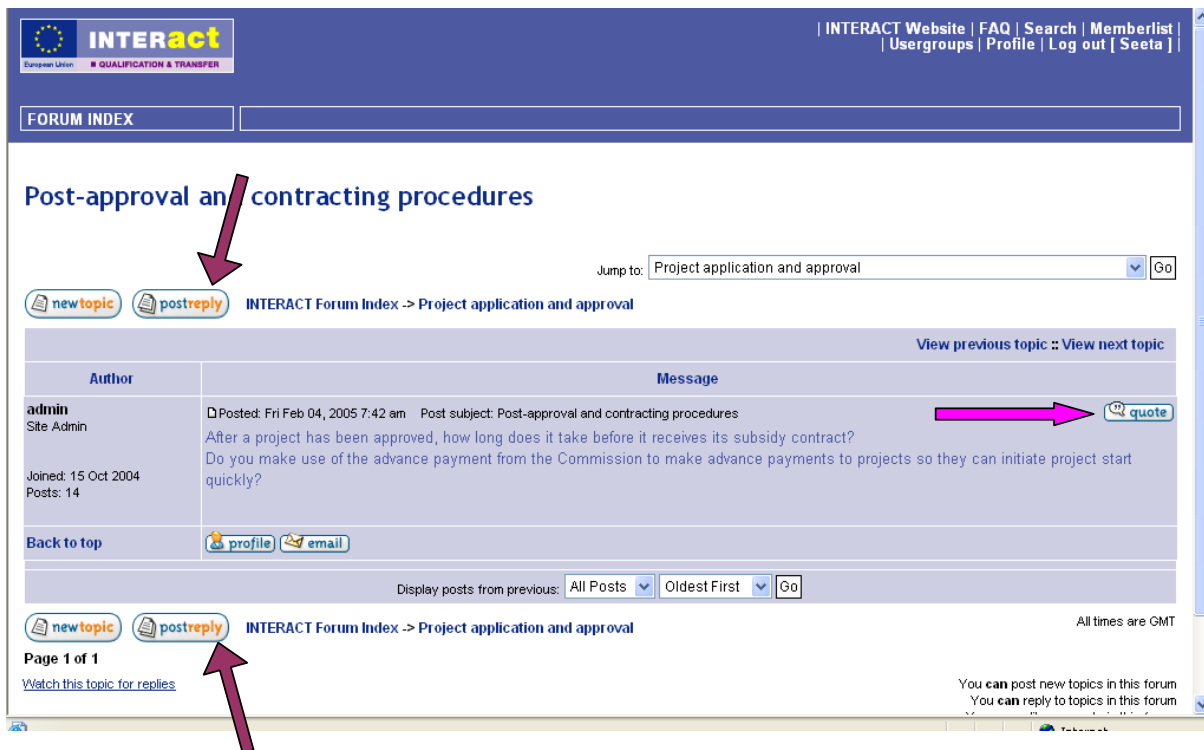


- When you enter your username and password (which has been confirmed in the e-mail) you will gain immediate access to the forums.


3. Participating in the forums

- You should now be able to participate in the forums. Click on a topic that interests you and you can follow the discussion.
- If you want to reply to a post somebody has made. Click on:  This function can be found on the left hand side, at the top and bottom of the page (see purple arrows).


- Write your text and when finished click on 'Submit'. The posting you are answering is displayed at the bottom of the page if you need to look at it again.





The screenshot shows the INTERact forum interface. At the top, there's a navigation bar with 'FORUM INDEX' and a search bar. Below that, the forum title 'Post-approval and contracting procedures' is displayed. A 'Jump to:' dropdown menu is set to 'Project application and approval'. There are buttons for 'newtopic' and 'postreply'. The main content area shows a post by 'admin' (Site Admin) with the subject 'Post-approval and contracting procedures'. The post text asks about the time to receive a subsidy contract after approval. A 'quote' button is visible next to the post. Below the post, there are links for 'Back to top', 'profile', and 'email'. At the bottom, there's a 'Watch this topic for replies' link and a 'newtopic' button. A 'Display posts from previous:' dropdown is set to 'All Posts' and 'Oldest First'. The page is 'Page 1 of 1'.

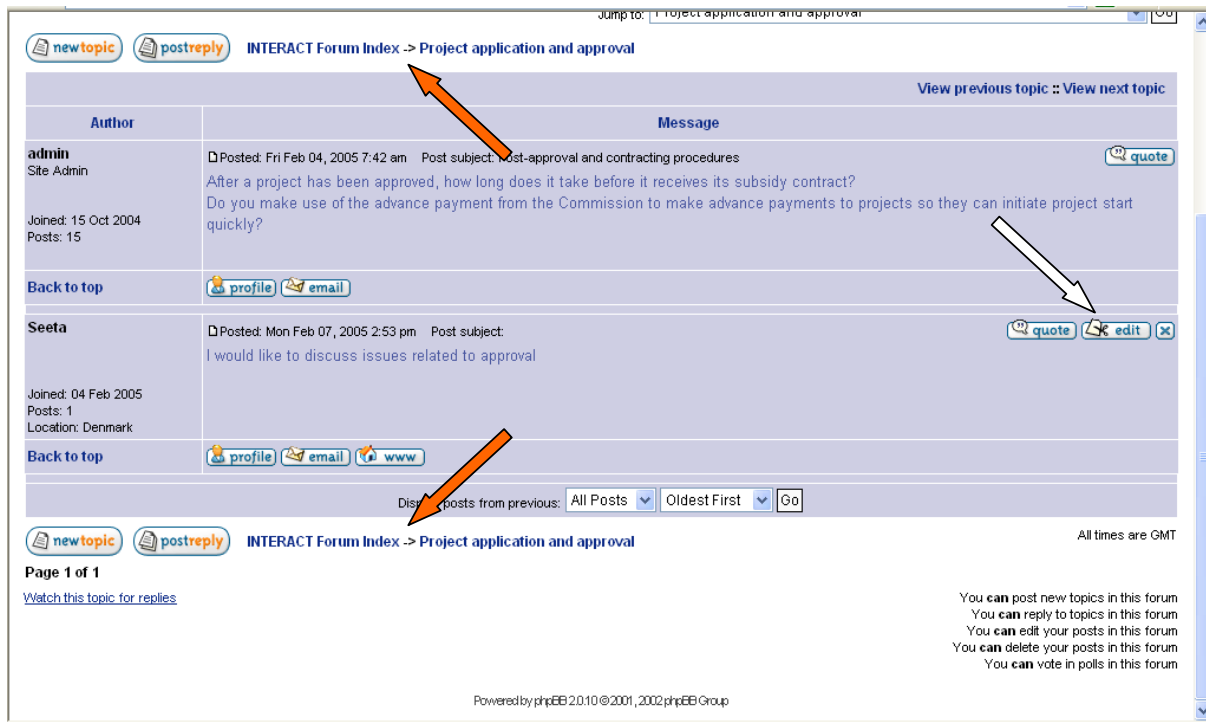
- Your reply will then appear below the original text.
- Instead of contributing to the last message that somebody added, you may want to reply to a message someone posted earlier, if so, select . This automatically pastes the message you are replying to in your message as well (see pink arrows).

4. Starting your own discussion

- If you want to start a new discussion under the same subject click on .
- This will allow you to enter a 'subject' and your text. *Note: you do not have to insert a subject line. This depends on you.*
- To look at the text you want to add to the forum click on 'Submit'. If you want to see what your text will look like on the forum you can first click on 'Preview'. At this point you can still edit the text you want to add to the forum. If everything is ok, click on 'Submit'.
- The message: 'Your message has been entered successfully. Click Here to view your message. Click Here to return to the forum' will appear and a few moments later you will be taken back to the forum and be able to view your message.

5. Editing, Deleting and Navigation

- If you have replied to a topic but then decide you want to delete a certain sentence or the whole post you can do this by clicking on either  or on  respectively. These icons appear on the top right hand side of your message (see white arrow):



- To navigate through the forum and return to other topics of discussion, there is a navigation bar at the top and at the bottom of the block discussion (see orange arrows)
- There are two other methods to navigate through the forums:



If you have any problems or questions please contact: forum@interact-eu.net