

# How to use POST FEATURES, images, videos, links and text.



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## How to use POST FEATURES - Introduction

The idea of this thread is to add an explanation of how to use the toolbar we all have above the post box. Its a basic guide that doesn't assume any knowledge of the subtleties of the internet. It might help make the site more interesting and attractive as well.

I'll add more in due course if it helps.

Some of the icons are obvious, some not so clear. I've started with **ADDING IMAGES** I'll add more with time.

Some of you already know what to do but for anyone not sure this might help. Ive included a few images for clarity.

## How to add an image to your post.

You need the URL of the image you want to add to your post. (The URL is here)



You will be using an image that is already online. To get that go to the image you have chosen and right click on it.

Windows: select "**copy**" from the options in the window, not copy image, you just want the url. it might say, "**copy image address**"

Mac: select "**copy image address**".

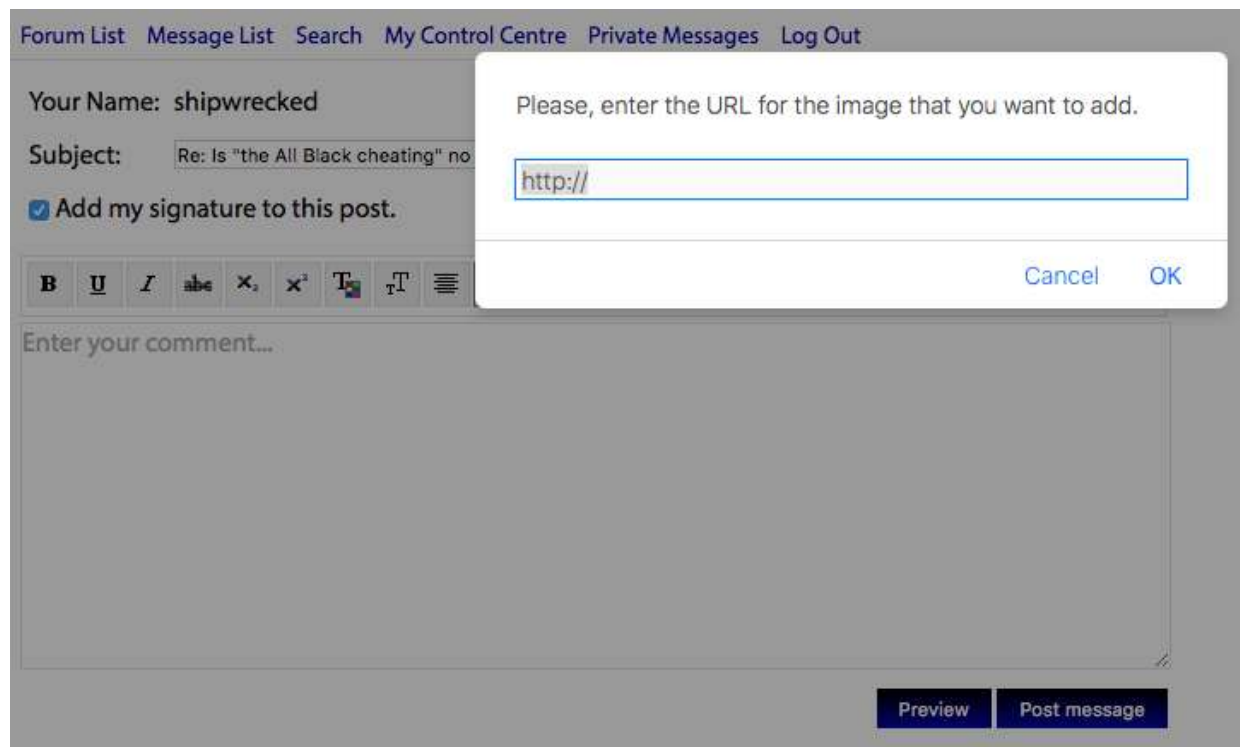
If you do not get those options look to see if you can ***open image in a new window*** when it opens copy the url from your browser.

All images have their own unique URL, thats what we are after.

In the tool bar on top of your reply box are a row of 17 icons, to add a picture click on the one with a mountain with a sun.



# How to use POST FEATURES, images, videos, links and text.



The screenshot shows a forum interface with a top navigation bar containing links: Forum List, Message List, Search, My Control Centre, Private Messages, and Log Out. Below the navigation bar, the user's name is 'shipwrecked' and the subject is 'Re: Is "the All Black cheating" no...'. A checkbox labeled 'Add my signature to this post.' is checked. A rich text editor toolbar is visible with buttons for Bold (B), Underline (U), Italic (I), Text Color (abc), Background Color (x), Font Size (x²), Text Color (T), Font Size (T), and a list icon. A large text area for 'Enter your comment...' is below the toolbar. A modal dialog box is open in the center, titled 'Please, enter the URL for the image that you want to add.' It contains a text input field with 'http://' and buttons for 'Cancel' and 'OK'. At the bottom right of the forum interface are 'Preview' and 'Post message' buttons.

Paste the url into this box, delete the https:// already in the box, you need it but your copied url should already have it added.

Click OK and it will be added to your reply box, to check if it has worked click "**preview**" it will show you what your post will look like without posting it.

To post the image click post message. FEATURE IS NOW COMPLETE

## How to **ADD YOUR OWN IMAGES** to your post.

If you have already read how to add images above you may remember that all images on the internet have their own unique URL. So we already know that we can add a picture we find online to our post by following **ADDING IMAGES** tips.

However, what do you do if you want to post a photo you have taken on your phone or camera?

An image needs to get published on the internet to get a URL. Luckily you don't need your own website, there are several sites that offer **free image hosting**. There are some examples below.

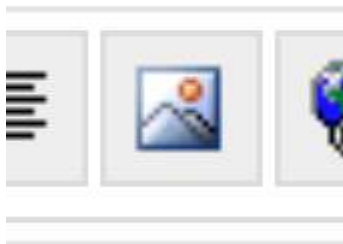
All you do is upload your pic, you may need to register but it is really easy and **FREE** of course.

To upload your pic click on the **UPLOAD** button and select the image from your device.

Once it is uploaded your pic will have a URL which you can now copy and paste into the box that appears when you click on the mountain and sun icon on the toolbar.

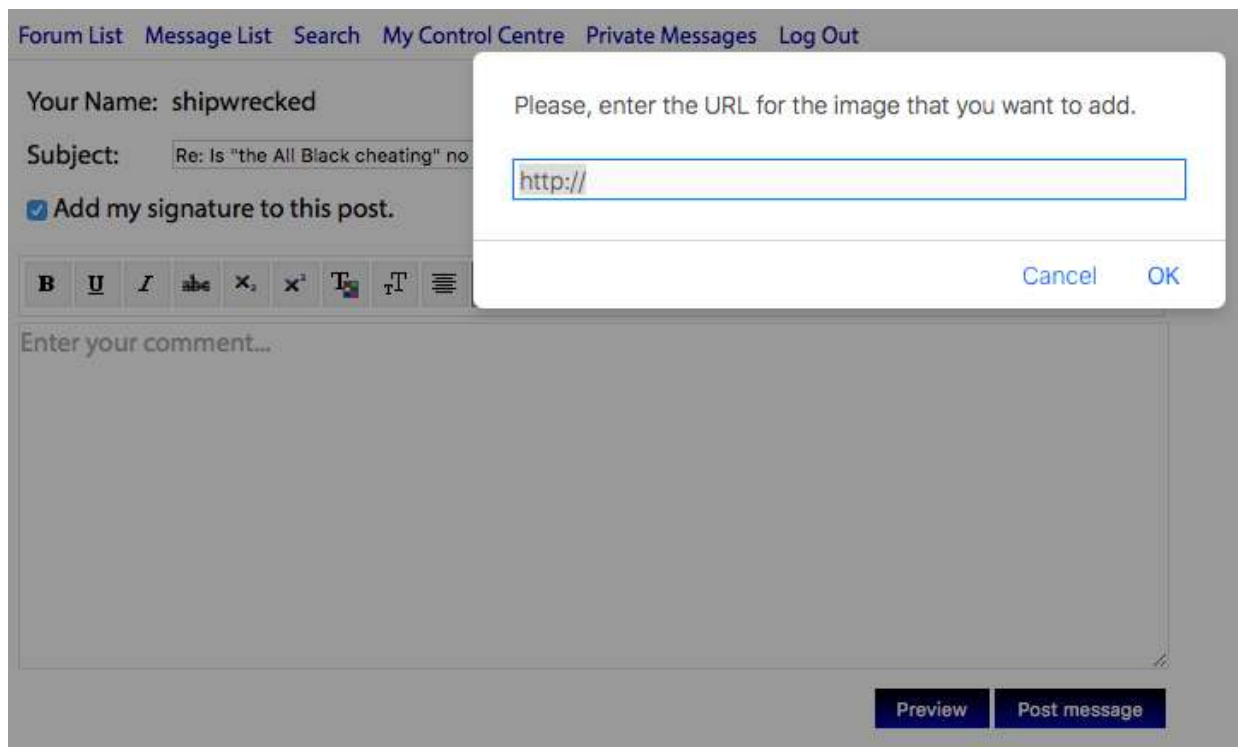
The URL is sometimes called an embed code, if there are more than one URL or code chose the "direct link" or the URL that you can spot the name of your image file in. Its usually the top one.

Now go to your post and click on this icon.



Gives this box - see below.

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The screenshot shows a forum interface with a top navigation bar containing links: Forum List, Message List, Search, My Control Centre, Private Messages, and Log Out. Below the navigation bar, the user's name is 'shipwrecked'. The subject of the post is 'Re: Is "the All Black cheating" no'. There is a checkbox labeled 'Add my signature to this post.' which is checked. Below the subject, there is a rich text editor toolbar with icons for Bold (B), Underline (U), Italic (I), Text Color (abc), Background Color (x), Text Size (x²), Text Color (T), Text Size (T), and a list icon. Below the toolbar is a large text area with the placeholder text 'Enter your comment...'. At the bottom right of the text area are two buttons: 'Preview' and 'Post message'. A modal dialog box is open in the center of the screen, with the text 'Please, enter the URL for the image that you want to add.' and a text input field containing 'http://'. The dialog has 'Cancel' and 'OK' buttons at the bottom right.

Below are some examples of sites that offer free image hosting:

<https://imgbb.com>

<https://imggmi.com>

<https://imgur.com>

To finish click OK and it will be added to your reply box, to check if it has worked click "**preview**" it will show you what your post will look like without posting it.

To post the image click ***Post message***.

FEATURE IS NOW COMPLETE

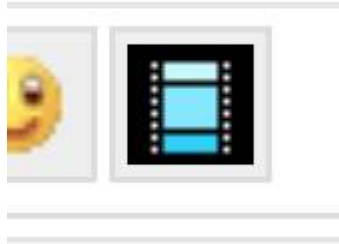
Regarding the mobile site:

Mobile Site: The image icon is only available on the Desk Top site. If you work on the mobile site you need to type in the code [img] and [/img] and between the two codes enter the URL of the image with no spaces.

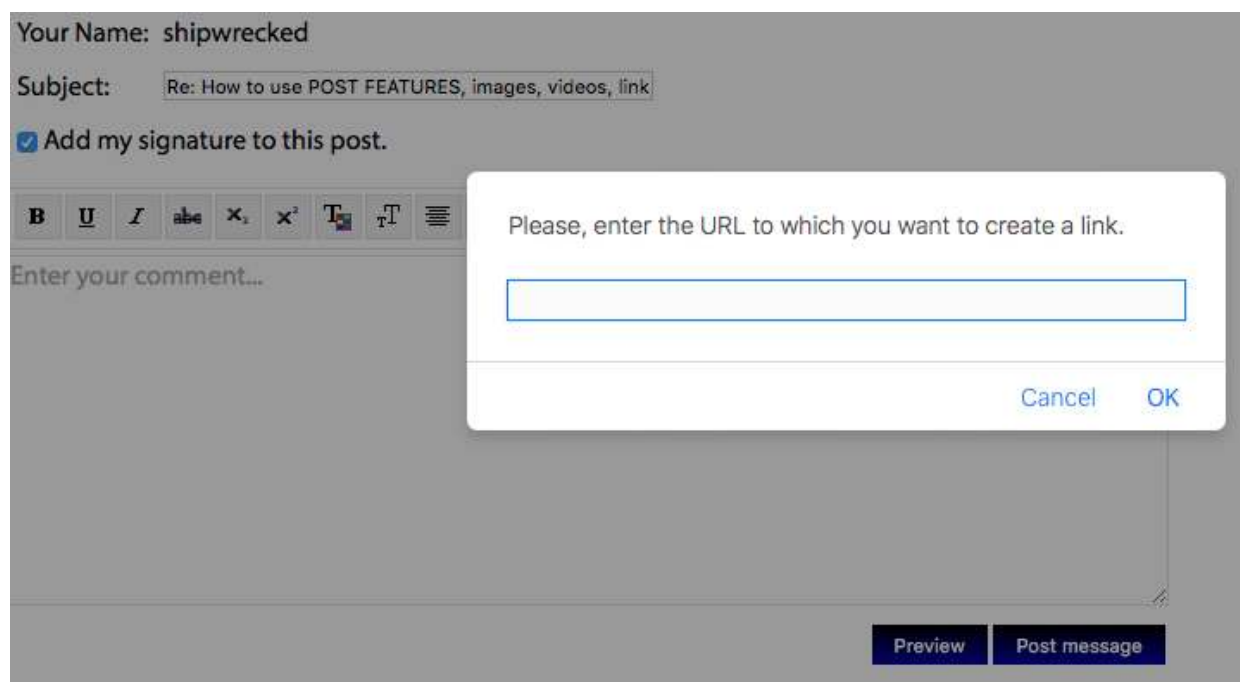
## How to **ADD VIDEO** to your post.

Adding video clips of exciting or controversial rugby incidents can really help get your message across, there are an hugely increasing number of videos available through YouTube.

To add a video to your post chose this icon from the toolbar:



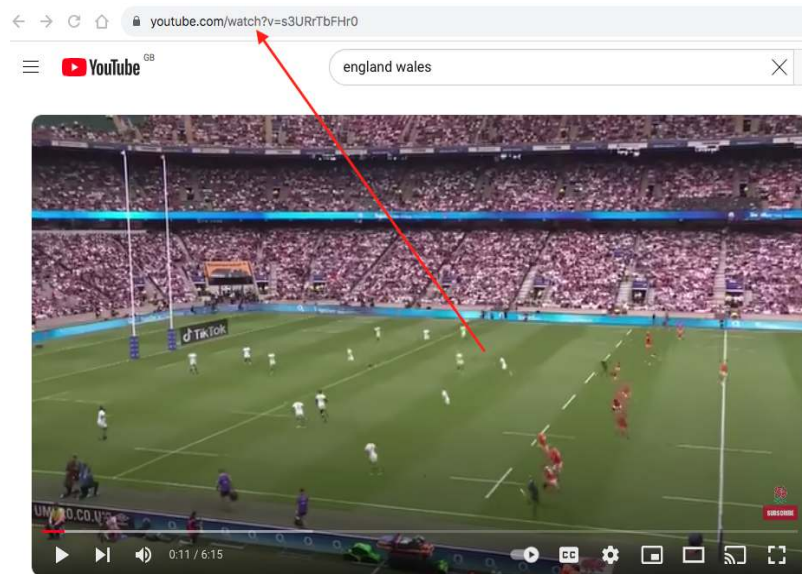
Which gives you this box:



You have probably chosen your video from YouTube, see below for what to do next.

# How to use POST FEATURES, images, videos, links and text.

Your page open on the YouTube site will look like this:



The URL to use is the one at the top of the page in the browser. Simply copy the URL, indicated by the red arrow into the box shown below.

e.g. for this video:

A screenshot of a small, light-colored dialog box. At the top, it says 'www.rugbynetwork.net says'. Below that, it asks 'Please, enter the URL to which you want to create a link.' There is a text input field below the text. At the bottom right of the dialog box are two buttons: 'Cancel' and 'OK'.

Click "OK" to add it automatically to your post.

As before you can click preview to see how the post will look, you can add your comments and preview to make sure you are happy with it.

To finish off simply ***Post Message***

FEATURE IS NOW COMPLETE

## How to ADD YOUR LINKS to your post.

How to **ADD YOUR LINKS** to your post.

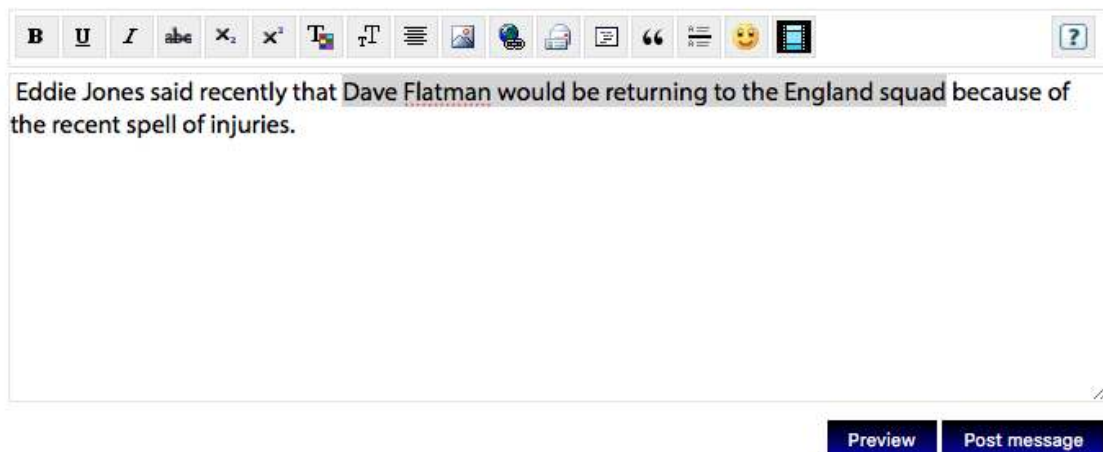
Adding a link to your post gives your readers an easy way to find an article, image or website that may add information to your post.

Links are indicated by being underlined and often a different colour, click on the link to leave the post and go to another place on the website.

To form a link go to the page or image you are linking to and copy the URL that appears in the browser box at the top of the page.

You can form the link that relates to a specific part of your post by highlighting the words you are referring to. When you form the link it will be your "anchor text". You don't have to but it can be useful. There are other ways as we will see later.

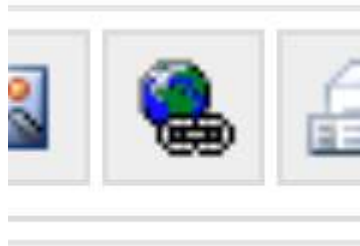
☒ Add my signature to this post.



The screenshot shows a forum post editor. At the top, there is a toolbar with various icons for text formatting (bold, underline, italic, text color, background color, text size, font face, bulleted list, numbered list, link, unlink, image, video, quote, code, smiley, and a help icon). Below the toolbar is a text area containing the text: "Eddie Jones said recently that Dave Flatman would be returning to the England squad because of the recent spell of injuries." The words "Dave Flatman" are highlighted. At the bottom right of the text area, there are two buttons: "Preview" and "Post message".











Now click this icon to add a link click on the icon on the toolbar that has a picture of the earth and a chain link.

# How to use POST FEATURES, images, videos, links and text.



This gives you this result:

☒ Add my signature to this post.

**B** **U** *I* *abc*  $x_2$   $x^2$           

Enter your comment...

Please, enter the URL to which you want to create a link.

Cancel OK

We record all IP addresses on the Sportnetwork message boards which may be required by the authorities in case of defamatory or abusive comment. We seek to monitor the Message Boards at regular intervals. We do not associate Sportnetwork with any of the comments and do not take responsibility for any statements or opinions expressed on the Message Boards. If you have any cause for concern over any material posted here please let us know as soon as possible by e-mailing [abuse@sportnetwork.net](mailto:abuse@sportnetwork.net)

Now paste the link you copied into the box and click OK

Which if you click preview will look like this:

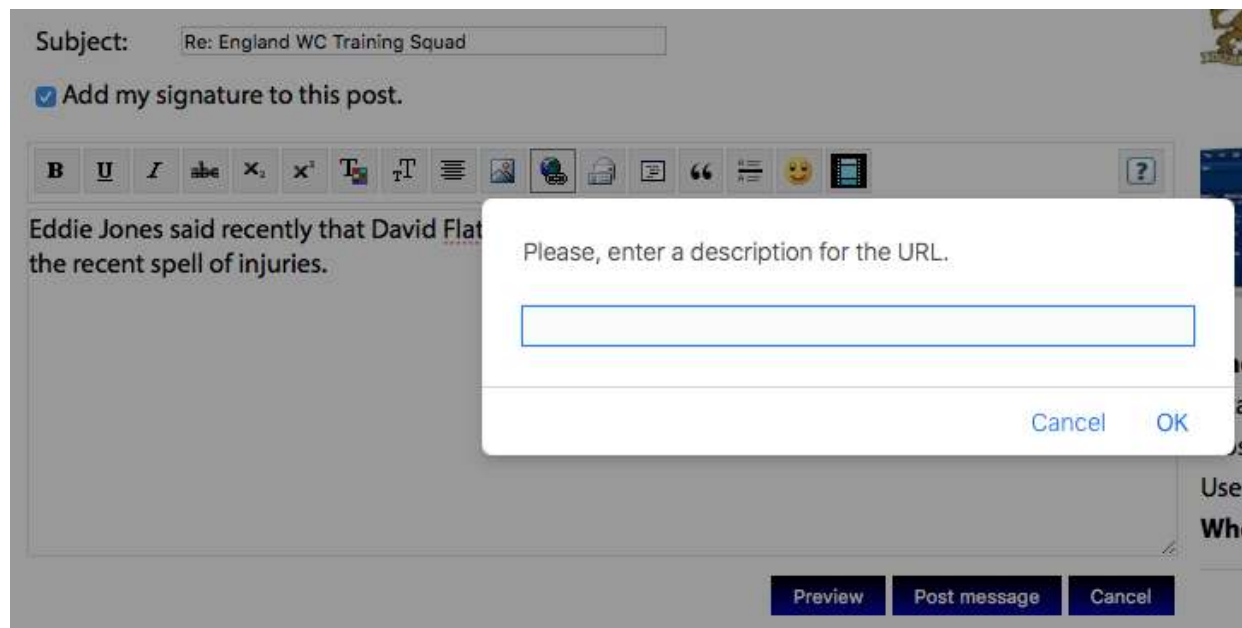
Preview:

<b>Re: England WC Training Squad</b>
Posted by: <b>shipwrecked</b>
Date: 03/08/2019 13:33

Eddie Jones said recently that [Dave Flatman would be returning to the England squad](#) because of the recent spell of injuries.

Don't worry if you didn't highlight text, it will still work but you will get a different box:

# How to use POST FEATURES, images, videos, links and text.



It will ask you for an image description, you can type whatever you want in here, the website it came from, paste the URL of the content you originally chose or add your own words.

For example if you type - Flatman returns!

You will get this as previewed below. As always if you are happy with the result click "Post message".  
FEATURE IS NOW COMPLETE

Preview:

<b>Re: England WC Training Squad</b>
Posted by: <b>shipwrecked</b>
Date: 03/08/2019 13:52

Eddie Jones said recently that David Flatman would be returning to the England squad because of the recent spell of injuries. [Flatman returns!](#)

## Post a video from Imgur

Trying to post a video from Imgur doesn't work with the video icon.

But there is a way! On imgur with the video running if you hover in the top right corner you get a copy url box. To the left of that is a down arrow with a drop down menu.

If you click on the arrow you get 4 sharing links, COML uses BBcode as do many forums. Copy that code and without using the toolbar at the top of the page just paste it into the reply, its already set up to use the COML system, you can preview and post in the usual way in the bottom blue boxes.

## How To Add a Signature to Your Post

Adding a signature to the bottom of your post makes it personal and is useful if you have adopted a player and you want to describe his merits.



Start by clicking on the name underneath the square picture icon on the left of post. That will give you this screen.

# How to use POST FEATURES, images, videos, links and text.

New visitors please read the **house rules** before posting

Test your prognostications at our **Prediction League**

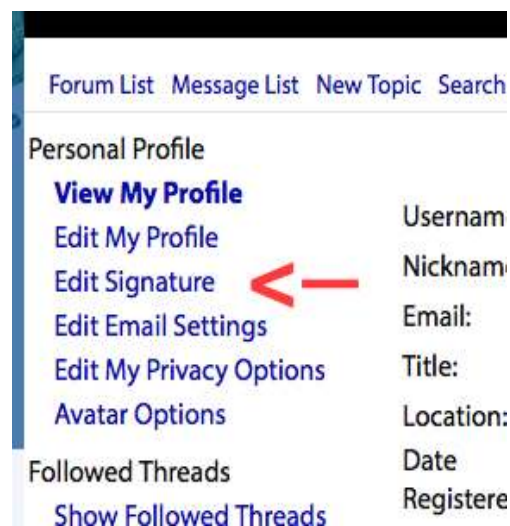
Goto: [Forum List](#) • [Message List](#) • [Search](#) • [My Control Centre](#) [Private Messages](#) [Log Out](#)

**User Profile : shipwrecked (Buddy)**

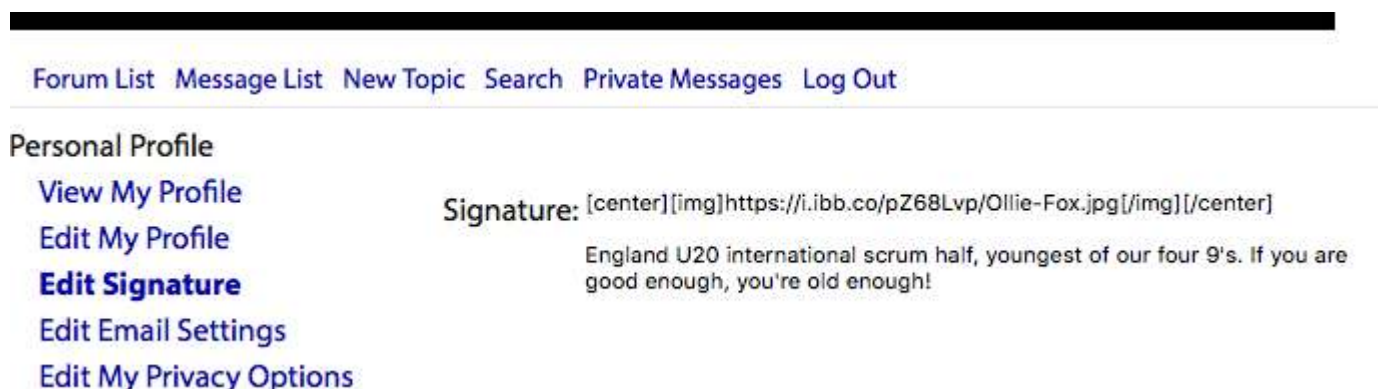
Posts: 9,541 [Show posts](#)

Date Registered: 05/12/2013 21:18

Click on 'My Control Centre'. That will give you the following screen.



You can now write to the right of the Signature: *Write here the content of your signature.*



# How to use POST FEATURES, images, videos, links and text.

If you want to add an image you need the **image url** of the picture you want to post. As this is a signature the image needs to be small something like 120 wide by 80 pixels high. Place in the middle of the square brackets the **image url** for the image to show. Use this pair of square brackets.

`[img]your image.jpg[/img]`

To centre the image use this pair of square brackets. See the example underneath.

`[center]your image.jpg[/center]`

`[center][img]https://i.ibb.co/pZ68Lvp/Ollie-Fox.jpg[/img][/center]`

Click **SUBMIT** to save your content.

To show your image underneath your posts, click the 'Show signature in this post' box so a tick is showing.

Subject:

☒ Add my signature to this post.

**B** U *I* ~~abc~~  $\times_2$   $\times^2$   $\tau T$

Enter your comment...