

Making and Editing Posts in the Forum



BIOBORD
PLATFORM



EUROPEAN
REGIONAL
DEVELOPMENT
FUND



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Biobord platform and its joint operating model for the network has been developed in a user-centered, iterative design process involving open piloting with registered users from around the Baltic Sea Region. This development process has been carried out in the Interreg BSR projects RDI2CluB and ConnectedByBiobord both co-funded by the EU Regional Development Fund.

WELCOME TO BIOBORD PLATFORM

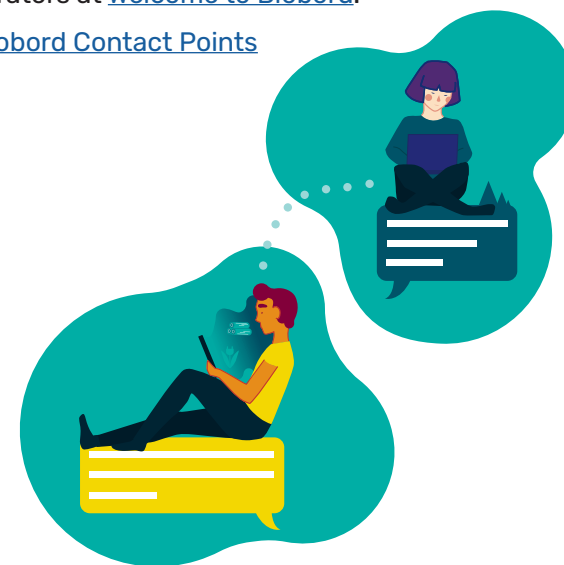
Biobord platform is an open networking and co-working forum for a growing bioeconomy developers' community across the Baltic Sea Region. Biobord platform welcomes all who are interested in networking, finding people with shared interests, and sharing knowledge and ideas on the development of sustainable bioeconomy business.

Biobord platform is home for the Biobord network that connects rural regions specialized in bioeconomy. Biobord platform is managed and administrated by JAMK University of Applied Sciences, Finland.

We hope you enjoy your experience at the platform and the platform administrators, along with our international Biobord Contact Points, are ready to assist you in getting the most out of the services available.

Get connected with our Administrators at [Welcome to Biobord](#).

Meet our international team of [Biobord Contact Points](#) to help you in networking.



POSTING A TOPIC

What to consider before posting?

Post in the right place to get the right attention

To start with, make sure you are using the correct category. Check the purpose of the category defined in the 'About the category' topic. These topics are pinned on top of each topic list in the categories view. Read through the topic to make sure you are posting your topic in the right place.

You will also find information about target groups, language preferences and other practical guidance for operating at the discussion area. Please do not hesitate to contact the category facilitator if you have any further questions.

Also, it pays to check if there are already active and ongoing topics that are relevant to your topic. By connecting with an existing discussion, you will have a better chance to meet others who share your interests.

Respect our Terms of Service

Remember, you are engaged in a public discussion. You may not post anything digital that belongs to someone else without their permission. You may not post descriptions of, links to, or methods for stealing someone's intellectual property (software, video, audio, images), or for breaking any other law.

Administrators reserve the right to remove content that is not in line with the [Terms of Service](#).



User tips! How to attract attention to your topic?

Does your topic involve an **activation message**? Are you inviting people to interact with you? Ask for specific feedback or include a question, poll, or vote.

Post your topics as first-person accounts. Share the information from your personal perspective and include your personal reflections. Emoticons, videos, and photos can help as well.

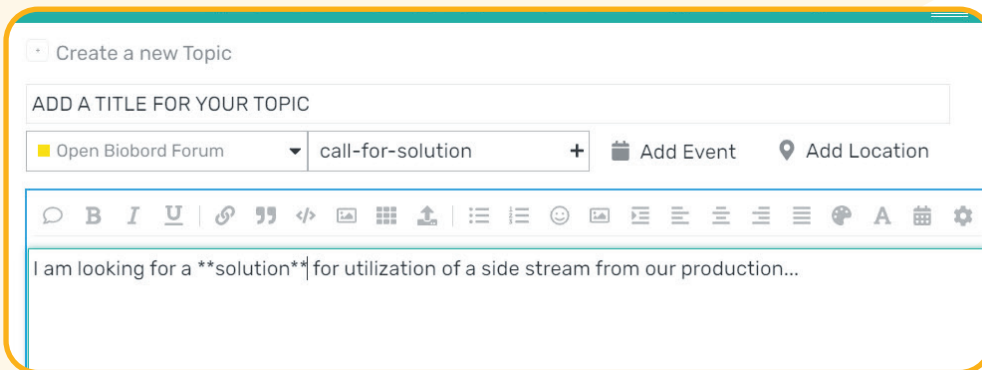
Do not simply attach a document. Try to summarise the main points and the needed actions as text, so that the reader can react to your topic without opening the attachment.

Respond and react to the topics posted by others. If nothing else, like the topic and let them know you read their text.

Is your profile up to date? Do people on the Forum know who you are? Having a rich and up-to-date profile is important when engaging in forum interaction. People are likely to engage with you more when they know who you are and what your background is. A good profile picture, a short description of the user and an introduction post on Open Biobord will make users more easily approachable.

How to start a New Topic?

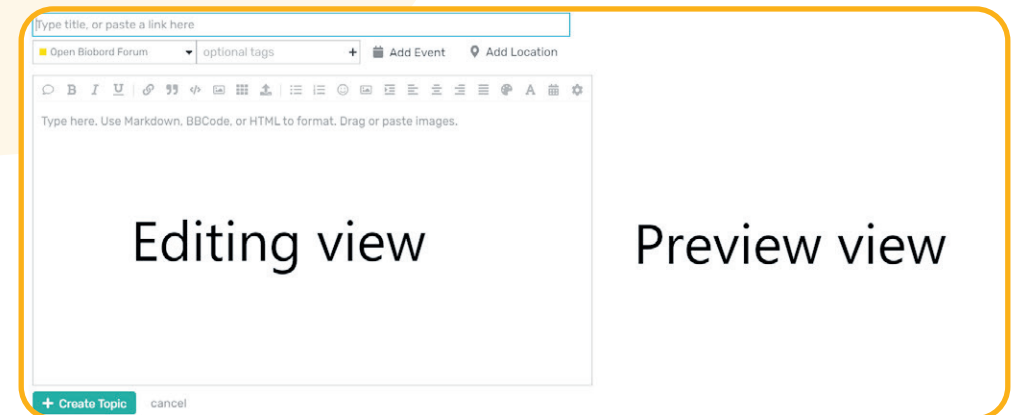
To start a new topic, enter the correct category and press 'New topic'.
You can also press 'New topic' in the forum main page, but please make sure you set the category right.



Creating and Editing the Content

When you are making a topic, you will see an editing view on left side and a preview view on the right side. The editing view contains all the content creation tools and it is where you are editing the content. The preview view shows how the ready topic will look when published.










On the top of the editing view, you can find a content creation tool bar with common text editing features and some other content creation tools to enhance your topic. Please be aware that the editing view will show the content in a markup language for text formatting. As an example, if you wish to bold a word in the text, the bold text appears as ****Text**** in the editing view. The preview view will show it in bold as you will see after publishing. It is important to follow the preview view to make sure all the formatting shows as intended.



Before you start editing the content, please remember to add a title to your topic from the top of the editing view. In addition, check that you are posting the topic in the correct category - including subcategory, if relevant.

For text editing, you can use bold, cursive, and underlining as well as adjust the size and color of the font. You can also align or justify the text with the common text editing icons. Below you can see the content creation tool and what the text will look like in the content editing view and the preview view.

Easiest way to edit the text is to first write (or copy paste) the text into the editing view and then select the text you wish to edit and press the needed content creation tool. If you are comfortable with online text formatting, you can also directly use the markup language shown in the picture below.

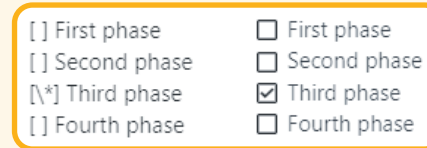
Content creation tool	Editing view	Preview view
	**Bold text**	Bold text
	<i>*italic text*</i>	<i>Italic text</i>
	[u]Underlined[/u]	<u>Underlined</u>
	[size=5]Headline1[/size] [size=4]Headline2[/size]	Headline 1 Headline 2
	[color=red]Red Text[/color] [color=blue]Blue Text[/color]	Red text Blue text
	[left]Content[/left]	Content
	[center]Content[/center]	Content
	[right]Content[/right]	Content
	[justify]The text content featured here is justified.[/justify]	The text content featured here is justified.

You have many opportunities to enhance your content.

1. You can use **lists** in your text with the help of the list icons:



2. You can use **checklists** in your text. The check boxes can be ticked by clicking the post, for example, to coordinate a workflow. Make a check box in the editing view by using the characters [].



3. You can use **Emojis**.



4. You can **add dates** to the text via the calendar icon:



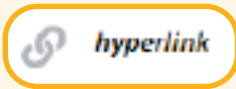
5. You can **attach** documents, pictures, or presentations to your text with the upload icon:



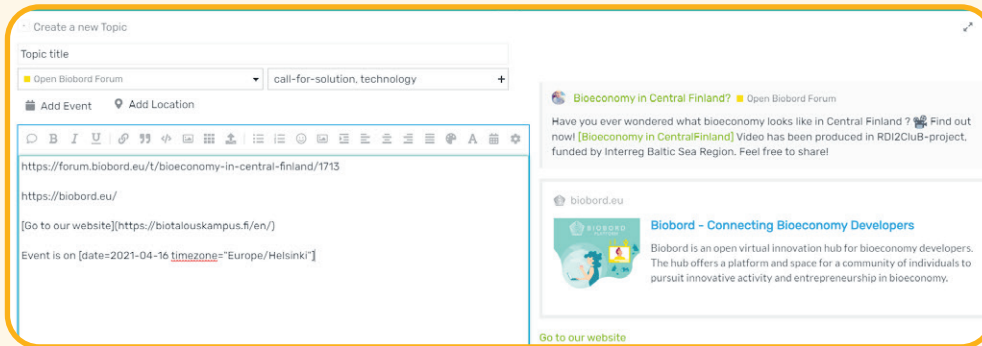
6. You can use **block quotations** to highlight text from other sources.



7. You can **add links** to your text with a normal hyperlink icon:

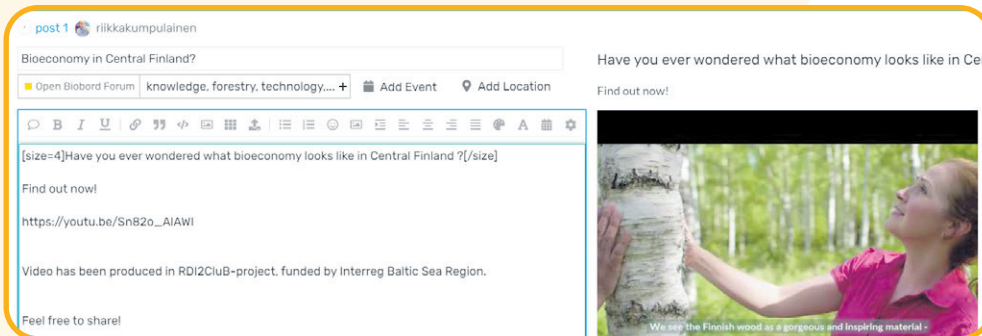


8. You can show a preview of many websites and posts on Biobord by copying the URL and adding it to the editing view.



9. You can **add embedded videos**.

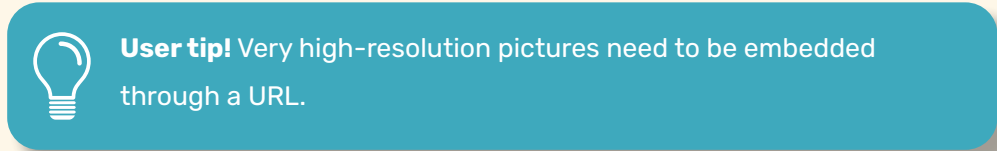
A video should be downloaded to a video viewing service, such as YouTube, and embedded to the Biobord forum topic with the URL of the video. The weblink will be automatically converted to embedded video that can be viewed directly on Biobord.



10. You can **add pictures** or picture galleries.

Single images can be uploaded using the uploading function in the text editing box. The uploading function will open a new window that allows you to select the image from your personal files.

Image size can be adjusted (100%/75%/50%) in the preview view.



If you wish to add many pictures to your topic, you can also use a gallery feature. The image gallery allows you to share multiple pictures at once in a gallery form as shown in the picture below.

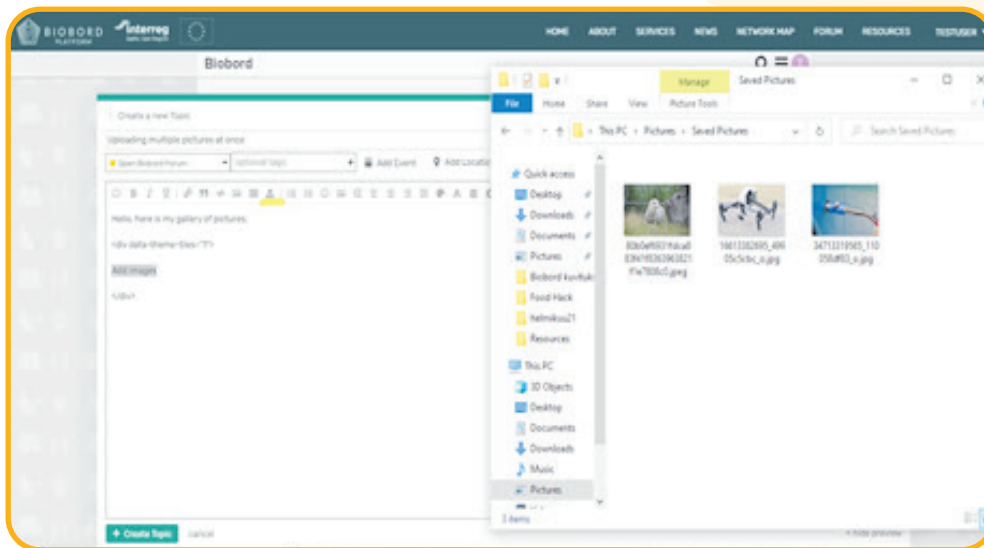


The image gallery works using the drag and drop method as shown in the picture below.

1. Open a topic and work on the editing view.
2. Select Image Gallery function and this text will appear in the editing view:
<div data-theme-tiles="1"> AND </div>



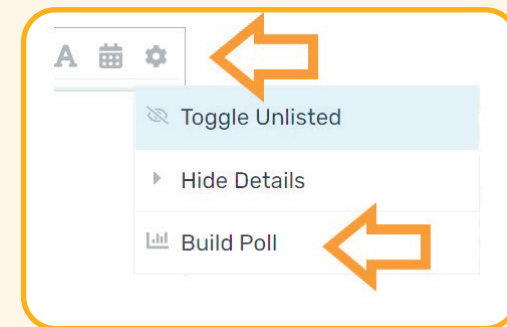
3. Open your personal files on your computer and drag the selected images between these two codes where it says 'Add images'.
4. Uploading the images takes a few minutes. You can see the progress from the preview.



Building a Poll

A poll can be a fun way to engage your readers or a useful tool to collect feedback. It can be also used, for example, to decide on a meeting time.

You can find the 'Build a poll' tool via the Gear icon on the far right of the content creation toolbar as shown in the picture below.



When you enter 'Build Poll', you can select to build either a single choice poll (respondents can only select one option) or a multiple-choice poll (respondents can select multiple options). Select which one you wish to use and start to build the poll by writing the first option to the text field. Then press 'Add option' to fill in more options. In the multiple choice poll, you can also set a minimum and maximum value for how many options the respondent can select.

Adding an event to your topic

In some categories that focus on event information, such as Biobord On Stage, you are requested to 'Add Event' to your topic so that your event will feature in the Calendar of the category. You can find the 'Add event' button below the title of your topic. If it is not there, the category does not feature a calendar.

You will get more advanced settings to adjust your poll via the gear icon on the bottom right corner of the 'Build Poll' view as shown in the pictures above.

In the advanced settings, you can:

- Build a number rating poll
- Add a title to your poll
- Limit voting to specific groups in the Forum
- Set a time to automatically close the poll
- Select whether the respondents can see the results of the poll
- Select whether to show who has responded
- Select whether you wish to get the results in a Bar or Pie chart

Remember to press 'Insert poll' when you are ready!

You can select a starting date for your event from the calendar and set the time from the dropdown menu. Please remember to set the time zone at the top.

You can also select to add an All Day Event end by ticking the box on the top. If you select an All Day Event, the time information is not needed.

Remember to press 'Done' when you are ready.

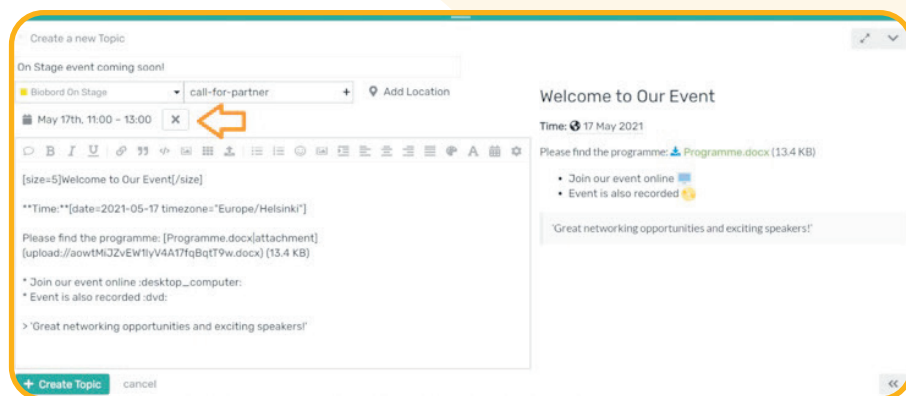
Now that you have added an event, the information will show below your title. Once the topic is created, the event information will also feature in the topic title in the category list as well as in the calendar feature.

Tagging your Topic

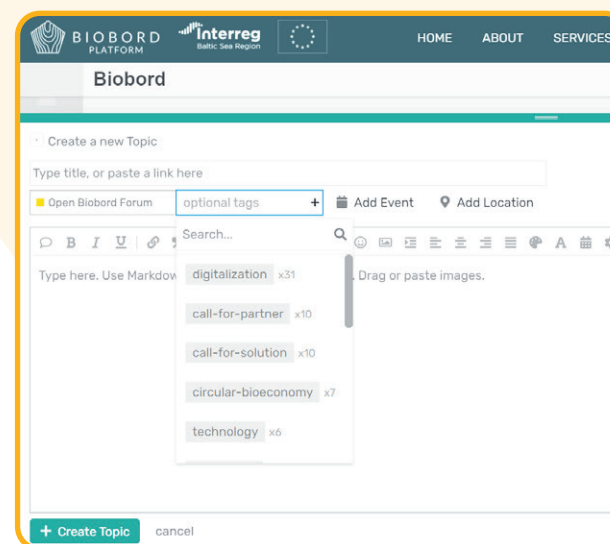
You can tag your topic to target it to specific users or user groups. Add @username or @groupname to make sure these users are notified of your topic.

To reach users that you do not know yet but that may be interested in your post, please select thematic tags from the drop-down list next to the category information as shown in the picture below. By selecting these optional tags, you can notify users that are watching or tracking these themes.

The tags will also show next to your title in the category list to highlight the thematic field of your topic or, for example, that you are looking for partners or expertise. This way you will get more attention to your topic.



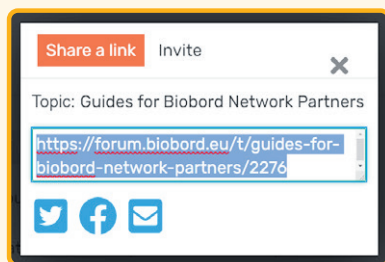
User tip! Next to the 'Add Event', there is also a 'Add Location' button, which you can use if the event is held in a geographic location instead of online. When you add the location information, the event will feature in the map connected to the category.



Sharing your Topic in Social Media

Social media sharing can be done in two different ways:

1. Directly from Biobord forum. The Biobord forum will provide a URL to your topic and users can copy-paste this link to his/her own social media.
2. The users can directly share the topic from the social media icons. Icons will directly move you to Twitter, Facebook, or email.



Editing a Published Topic

After you have published a topic, you can edit the title, tags or content by clicking the pencil icon next to the title of your topic or under your topic or post.



If you change your mind, you can also delete your post from the trashcan icon under your post. Your post will be deleted completely within 24 hours unless you use the Undo action. Posts are not shown to others after deletion.



REPLYING TO A TOPIC

Under each topic and post, there is a reply button. When replying, the same editing view opens, as when creating a new topic. This means that a topic reply can also include styling choices, pictures, videos, and other functions.



By liking a topic, you show an interest towards it and show that you have read the topic. Liking a topic is easy – just click the heart icon on the bottom of the topic you wish to like!



User tip – If you encounter inappropriate content or negative behavior (name calling, aggressive or disrespectful argumentation, etc.), you can flag it. Do not reply as it encourages the bad behavior by acknowledging it, consumes your energy, and wastes everyone's time. Administrators will review the flagged posts and address the behavior directly with the user.



User tip – The more you give, the more you get! Open forum is a place for interaction, by engaging to discussions other users are also more likely to engage with you.