

## How-to's of Participating on the T@B forum. (For all devices. Phone vs Desktop view.)

### Categories

1. *Phone Mobile view:* Use the "hamburger menu" icon to access the Category list.
2. *Desktop view:* Category list is located in the top left corner.
3. *Tablet / iPad:* Turn it sideways to view the Category list.

### Searching



Enter a few words into the Search box and hit enter, then choose a thread title from the drop-down list that appears. Another option: Google search with the word "site". Example: [site:https://tab-rv.vanillacommunity.com](https://tab-rv.vanillacommunity.com) **Black Tank**

### Posting

**FYI: Remember to create a *searchable* title and always "save draft" to prevent loss of content.**

#### Comments: Adding to a Thread

Enter your comment in the box at the bottom of the thread then click "Post Comment".

#### New Discussion:

New Discussion ▾

Desktop view: From the Forum home page, select the blue "New Discussion" tab. Enter Category, Title, and message.  
Phone: Tap the "Pencil" icon at the bottom of the screen, select "New Discussion".

#### Edit: Discussion or Comment ⚙

Tap the "gear" icon next to your entry that you wish to edit. Save any changes.

#### Delete: Discussion or Comment

Only Administrators or Moderators can delete an entire entry. To erase your comments within a discussion, select "Edit", then highlight the remarks to be removed, then choose , Quote, Delete, Save.

#### Insert a Photo or Image - Resize first! (This includes photos, screenshots, etc.)

1. Place your cursor in the comment area where you wish to place a photo.
2. Next, open the "Photo" icon located in the tool bar above the comment box.
3. Locate your photo by "Choose Files", then select the photo you wish to attach.
4. It will load within the comment area, then Save draft before posting.

#### Attach a File (To share documents, tutorials, instructions, etc.)

1. Select the "Document" icon located in the tool bar above the comment box.
2. Choose your file as directed, let it attach, save draft and post.

#### Add a Link

Easy to simply highlight, copy and then paste a web address directly into the body of your comments OR...

To use the Forum  "link" icon to assign an address to a specific word or phrase: (Unavailable with iPhones.)

1. Highlight and copy the entire address including the http:// or https://
2. Highlight the word/phrase in your comments that you wish to link.
3. Open the Forum link icon, backspace to remove http://, then paste the copied address into the open box. Click ok.

#### Delete a Draft

1. Locate My Drafts in the upper left corner of the Desktop view page or via the phone 3 line hamburger icon.
2. Place your cursor on the draft (Desktop) or touch the draft - the X to delete appears in the right corner.

### Communicating (FYI: Place an @ just before a member's username to notify them of a comment.)

#### Contact a member via Private Message (PM) (Same for Desktop and phone views)

1. Tap the "Inbox" icon (bottom of the screen for phones, top right screen for Desktop), then tap "New Message".
2. Tap the "Recipients" box and start to type the member's username. Select the member from the popup list.

#### Contact a member via their Wall (Same for Desktop and phone views)

1. Click on the recipient's username to access their Activity page / message box.
2. Type a message in the large box labeled Activity. Click *Share*.
3. The message and replies are displayed on the recipient's wall and viewable in the Activity area.