

# Creating and Formatting a Topic

You must be logged in to the forum with your username and password. If you don't have a login, please review the topics in this forum: [Registration and User Control Panel Configuration Steps](#).

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# Creating a Topic

## Step 1

Go to the forum most appropriate for your topic. Note that most forums are locked. You won't be able to create a new topic or post a reply in these.

Locked forums are indicated by a lock icon to the left of them:

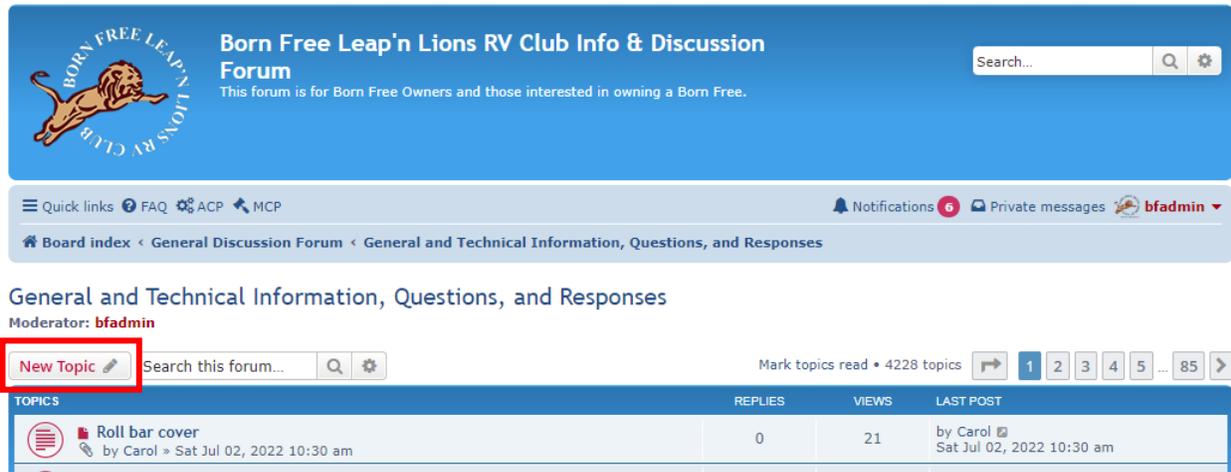
FORUM GENERAL INFORMATION	TOPICS	POSTS	LAST POST
 <b>Registration and User Control Panel Configuration Steps</b> Please read this helpful information before attempting to register!	3	3	<b>Registration Process Overview</b> by <b>bfadmin</b>  Tue Jun 28, 2022 1:41 pm
 <b>Resetting your Login and/or Password</b> Follow the instructions in this topic to reset your password or to get you back into your account after being locked out.	2	2	<b>How to reset your password</b> by <b>bfadmin</b>  Tue Jun 28, 2022 2:12 pm
 <b>Tips and tricks for posting</b> This forum contains several topics that will help you make the most of your posts.	3	3	<b>Editing and Deleting a Post</b> by <b>bfadmin</b>  Mon Jul 04, 2022 6:49 am
 <b>Downloading and Working with PDF Attachments</b> Open this forum for instructions on how to download and then fill out a PDF attachment.	2	2	<b>Working with a PDF form</b> by <b>bfadmin</b>  Wed Feb 10, 2021 11:16 am

Unlocked forums are indicated by a text icon to the left of them:

GENERAL DISCUSSION FORUM	TOPICS	POSTS	LAST POST
 <b>General and Technical Information, Questions, and Responses</b> Post your general and technical information, questions or responses in this forum. Viewing messages is open to all with no registration or log-in required. Prior to posting a new message or a response to an existing message, registration or login is required. Please do not post FOR SALE or WANTED ads in this section! Moderator: <b>bfadmin</b>	4228	28415	<b>Roll bar cover</b> by Carol  Sat Jul 02, 2022 10:30 am
 <b>Jokes</b> Only funny & clean jokes are permitted to be posted here. If a joke is determined to be too risqué or otherwise inappropriate in the opinion of the Website Administrator, the joke will be deleted!	116	263	<b>20th Anniversary</b> by whemme  Thu Jun 30, 2022 11:32 am

## Step 2

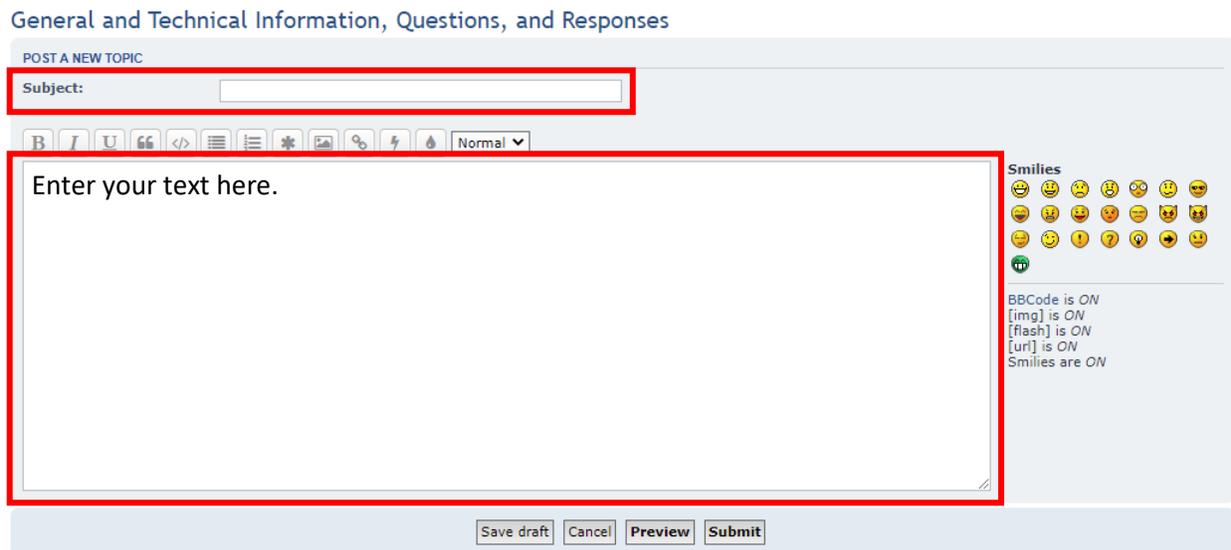
Go to the unlocked forum of your choice. At the top of the existing topics you should see a button labeled New Topic. Click on that button to create a new topic.



The screenshot shows the forum header for 'Born Free Leap'n Lions RV Club Info & Discussion Forum'. Below the header is a navigation bar with 'Quick links', 'FAQ', 'ACP', and 'MCP'. The main content area is titled 'General and Technical Information, Questions, and Responses' with a moderator 'bfadmin'. A 'New Topic' button is highlighted with a red box. Below it is a table of topics with columns for 'TOPICS', 'REPLIES', 'VIEWS', and 'LAST POST'. The first topic is 'Roll bar cover' by Carol, posted on Sat Jul 02, 2022 10:30 am, with 0 replies and 21 views.

## Step 3

Enter a Subject for your topic and then enter your text in the Message body.



The screenshot shows the 'POST A NEW TOPIC' form. The 'Subject:' field is highlighted with a red box. Below it is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, quote, code, and other formatting options. The message body text area is also highlighted with a red box and contains the text 'Enter your text here.'. To the right of the text area is a 'Smilies' section with various emoji icons and a list of BBCode tags: [img], [flash], [url], and Smilies. At the bottom of the form are buttons for 'Save draft', 'Cancel', 'Preview', and 'Submit'.

If you are posting a lengthy message, periodically click the Submit button to save your work. You'll then need to edit your topic to continue.

When you have finished creating a post, avoid clicking the Submit button more than once. If you have a slow internet connection, you might think that the forum has ignored your request and be tempted to click the Submit button again. Each time you click the Submit button will cause a duplicate of your post to be created. Please avoid making these duplicate postings.

# Formatting Your Topic

To make your post more interesting, you can enhance the formatting of the text using the built-in controls above the Message body:

## General and Technical Information, Questions, and Responses

POST A NEW TOPIC

Subject:

**B** *I* U Normal ▾

Smilies

BBCode is ON  
[img] is ON  
[flash] is ON  
[url] is ON  
Smilies are ON

Save draft Cancel Preview Submit

## Boldface Font

If you want to convert existing text to boldface, highlight the text and then click the  icon.

**B** *I* U Normal ▾

This is plain text at the start of my topic.

This is a header in my topic.

Headers are made bold to help them stand out from the plain text of the message.

**B** *I* U Normal ▾

Bold text: [b]text[/b] start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.



This is plain text at the start of my topic.

[b]This is a header in my topic.[/b]

Headers are made bold to help them stand out from the plain text of the message.

When you preview or submit your post, the displayed text will be in boldface.

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

## Italicized Font

If you want to convert existing text to italics, highlight the text and then click the  icon.

### General and Technical Information, Questions, and Responses

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

#### POST A NEW TOPIC

Subject:



This is plain text at the start of my topic.

[b]This is a header in my topic.[/b]

Headers are made bold to help them stand out from the plain text of the message.

This [i]word [/i]is italicized.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

## Underlined Font

If you want to underline existing text, highlight the text and then click the  icon.

## Quoted Font

If you want to make existing text stand out from the body of the text, highlight the text and then click the  icon.

### General and Technical Information, Questions, and Responses

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

“

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

The main body of the topic continues here.

#### POST A NEW TOPIC

Subject:

**B** *I* U          Normal ▼

This is plain text at the start of my topic.

**[b]**This is a header in my topic.**[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This *[i]*word *[/i]*is italicized.

**[quote]**Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.**[/quote]**

The main body of the topic continues here.

Note that if you just use normal quotation marks, you get a different effect:

## General and Technical Information, Questions, and Responses

### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

The main body of the topic continues here.

### POST A NEW TOPIC

Subject:

**B** *I* U          Normal ▼

This is plain text at the start of my topic.

**[b]**This is a header in my topic.**[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This *[i]*word *[/i]*is italicized.

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

The main body of the topic continues here.

## Multiple Formatting Commands

You can combine formatting commands.

### General and Technical Information, Questions, and Responses

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. *Ut enim ad minim veniam, quis nostrud exercitation* ullamco laboris nisi ut aliquip ex ea commodo consequat.

“

Duis aute irure dolor

in reprehenderit in "voluptate velit esse cillum" dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

#### POST A NEW TOPIC

Subject:

**B** *I* U “ ” </>         Normal ▼

This is plain text at the start of my topic.

**[b]**This is a header in my topic.**[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This *[i]*word *[/i]*is italicized.

Lorem ipsum dolor sit amet, **[b]**consectetur adipiscing elit**[/b]**, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. **[b]***[i]*Ut enim ad minim*[/i]***[/b]** veniam, **[b]**[u]quis nostrud exercitation[/u]**[/b]** ullamco laboris nisi ut aliquip ex ea commodo consequat.**[b]**“*[i]*Duis aute irure dolor *[/i]*”in reprehenderit in "voluptate velit esse cillum" dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

## Bulleted List

Click the  icon. This will insert the beginning and ending of a list in your post:

POST A NEW TOPIC

Subject:

**B** **I** **U**          Normal ▾

This is plain text at the start of my topic.

`[b]`This is a header in my topic.`[/b]`

Headers are made bold to help them stand out from the plain text of the message.

This `[i]`word `[/i]`is italicized.

`[list]``[/list]`

The main body of the topic continues here.

Enter your bullet items between the beginning and ending:

### General and Technical Information, Questions, and Responses

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

- Bullet item 1
- Bullet item 2
- Bullet item 3

The main body of the topic continues here.

POST A NEW TOPIC

Subject:

**B** **I** **U**          Normal ▾

This is plain text at the start of my topic.

`[b]`This is a header in my topic.`[/b]`

Headers are made bold to help them stand out from the plain text of the message.

This `[i]`word `[/i]`is italicized.

`[list]`  
Bullet item 1  
Bullet item 2  
Bullet item 3  
`[/list]`

The main body of the topic continues here.

Indicate the start of each bullet line with an asterisk using the  icon:

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This word is italicized.

- Bullet item 1
- Bullet item 2
- Bullet item 3

The main body of the topic continues here.

#### POST A NEW TOPIC

Subject:

**B** *I* U          Normal ▾

This is plain text at the start of my topic.

**[b]**This is a header in my topic.**[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This *[i]*word *[/i]*is italicized.

**[list]**

**[\*]**Bullet item 1

**[\*]**Bullet item 2

**[\*]**Bullet item 3

**[/list]**

The main body of the topic continues here.

## Numbered List

Click the  icon. This will insert the beginning and ending of a list in your post.

### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

- Bullet item 1
- Bullet item 2
- Bullet item 3

The main body of the topic continues here.

### POST A NEW TOPIC

Subject:

**B** *I* U         Normal ▾

This is plain text at the start of my topic.

**[b]**This is a header in my topic.**[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This *[i]*word *[/i]*is italicized.

**[list=]**

**[\*]**Bullet item 1

**[\*]**Bullet item 2

**[\*]**Bullet item 3

**[/list]**

The main body of the topic continues here.

Indicate the type of numbering for your list by entering either a number or a letter after the "=", e.g. "A", "I" or "1". Note that you still use an asterisk to denote the beginning of each bullet:

#### Preview: Formatting example

This is plain text at the start of my topic.

**This is a header in my topic.**

Headers are made bold to help them stand out from the plain text of the message.

This *word* is italicized.

1. Bullet item 1
2. Bullet item 2
3. Bullet item 3

The main body of the topic continues here.

#### POST A NEW TOPIC

Subject:



This is plain text at the start of my topic.

**[b]This is a header in my topic.[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This *[i]word [/i]* is italicized.

- [list=1]**  
[\*]Bullet item 1  
[\*]Bullet item 2  
[\*]Bullet item 3  
[/list]

The main body of the topic continues here.

You can nest one list inside another.

## Font Size

Highlight your text and choose the font size from the dropdown list:

POST A NEW TOPIC

Subject:

**B** *I* U Normal ▼

This is plain text at the start of my topic.

**[b]This is a header in my topic.[/b]**

Headers are made bold to help them stand out from the plain text of the message.

This [i]word [/i]is italicized.

[list=A]  
[\*]Bullet item 1  
[\*]Bullet item 2  
[\*]Bullet item 3  
[/list]

The main body of the topic continues here.

Preview: **Formatting example**

This is plain text at the start of my topic.

This is a Tiny header in my topic.

This is a Small header in my topic.

This is a Normal header in my topic.

**This is a Large header in my topic.**

**This is a Huge header in my topic.**

This word is italicized.

A. Bullet item 1  
B. Bullet item 2  
C. Bullet item 3

The main body of the topic continues here.

POST A NEW TOPIC

Subject:

**B** *I* U Normal ▼

This is plain text at the start of my topic.

[size=50][b]This is a Tiny header in my topic.[/b][/size]

[size=85][b]This is a Small header in my topic.[/b][/size]

[b]This is a Normal header in my topic.[/b]

[size=150][b]This is a Large header in my topic.[/b][/size]

[size=200][b]This is a Huge header in my topic.[/b][/size]

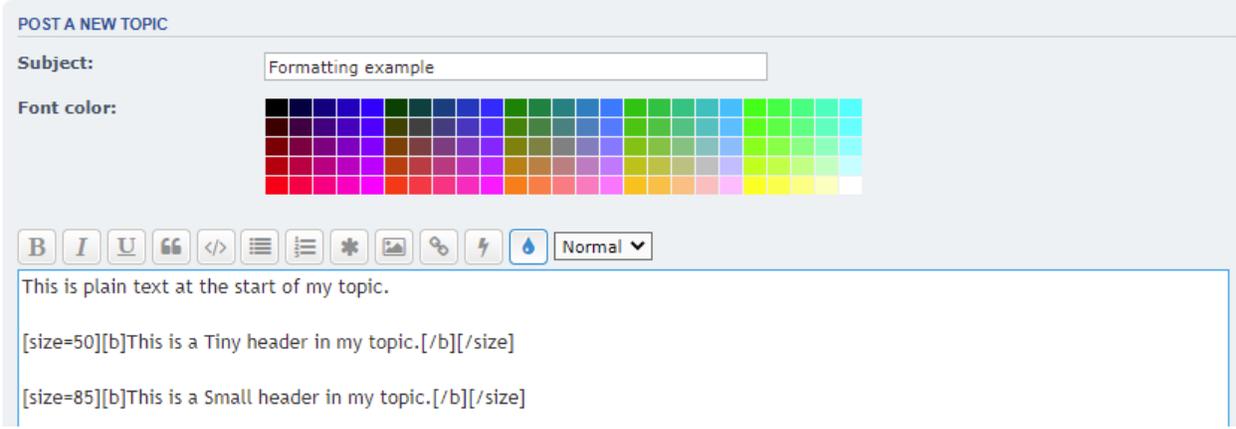
This [i]word [/i]is italicized.

[list=A]  
[\*]Bullet item 1  
[\*]Bullet item 2  
[\*]Bullet item 3  
[/list]

The main body of the topic continues here.

## Font Color

You can change the color of your text by clicking on the  icon. This opens the color palette above the editing window:



The screenshot shows a forum post editor interface. At the top, it says "POST A NEW TOPIC". Below that is a "Subject:" field containing the text "Formatting example". Underneath the subject field is a "Font color:" label followed by a color palette consisting of a grid of 30 color swatches in various shades. Below the color palette is a toolbar with icons for bold (B), italic (I), underline (U), quote, code, bulleted list, numbered list, link, unlink, and font color (the water drop icon). To the right of the font color icon is a dropdown menu currently set to "Normal". Below the toolbar is a text area containing the following text:

This is plain text at the start of my topic.

`[size=50][b]This is a Tiny header in my topic.[/b][/size]`

`[size=85][b]This is a Small header in my topic.[/b][/size]`

Highlight your text and choose your color.

Again, you may nest one formatting command inside another.