

The Diabetes Forums

An Instruction Guide

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What is an online forum?

Quite simply a forum is a space where people can share information with others. Forums on the internet serve as online discussion groups where people express their opinions, thoughts, and ideas and have other people respond to them.

The diabetes forums are a place where contributors can communicate and collaborate with other contributors and site administrators regarding diabetes.

The forums can also be used to discuss specific diabetes resources on the www.caldiabetes.org web site.

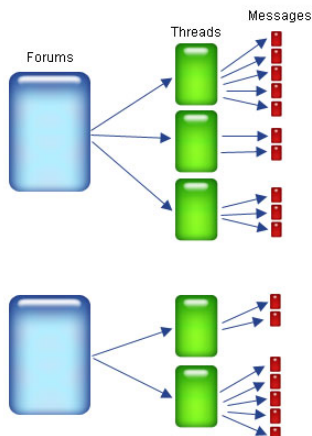
Accessing the Online Forums

To access the diabetes forums on www.caldiabetes.com you must first log into your contributor or administrator account on the web site. To log in, click on the “log in” button on the www.caldiabetes.org home page.

After you enter your username and password, you will be taken to the Site Administration home page. Click on the “Forum” button at the top of the page to be taken to the forums.

If you do not have a user account you can view the forums by clicking the “Diabetes Forums” link on the home page. If you are not logged in you will only be allowed to read the publicly available discussions and will not be able to post messages or create new threads.

Forums, Threads, Messages, What’s the Difference?



For people who have never used an online forum before, these terms might be a bit confusing. To add to the confusion, different web sites have different names for these terms. For the caldiabetes.org web forums we have adopted the same terminology as some of the most popular forum applications on the internet.

Forum: A collection of discussion threads revolving around a topic or theme.

Thread: A listing of messages on a topic sorted by date/time.

Message: A post in a thread.

Browsing the Forums



Diabetes Forums

Add Forum

| | Threads | Last Post |
|---|---------|--|
| Announcements - Edit Read me first before posting anywhere! This section contains important news and information regarding these forums. | 3 | 07/08/2005 02:03 PM By: David Levin |
| Diabetes Resource Discussion - Edit This is where you can discuss the various resources on DIRC. | 0 | [no threads yet] |
| General Diabetes Discussion - Edit This is where you can talk about anything related to diabetes. | 0 | [no threads yet] |

Add Forum

[DIRC Administration](#) | [Log Off](#)

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The first page you will see when you access the forums is the Forum Listing. This page lists all of the available forums you can participate in. Each forum revolved around a specific topic. When participating in a forum, it is very important that you post your messages in the appropriate category. Underneath each forum topic you will see a description of what kind of information belongs in this category. From here you can select the appropriate forum based on the information you are looking for.

Note: When you view the forums, your screen may look a little different depending on your account type. Administrator accounts have access to functions that Contributor accounts don't have. For example, on the main screen, Administrators will see small "edit" buttons next to each forum, whereas Contributors will not.

Browsing Threads

When you click on a particular forum, you will see a listing of different threads. Threads are specific topics of discussion within a forum. If you want to start a new discussion about a topic, you would create a new thread. If you want to respond to an existing discussion, you would click on an existing thread and post your response.

Note: Thread titles that appear in bold text are official threads created by the contributors of a particular resource or topic.

Browsing Messages

When you click on a thread, you will see the messages posted to that thread. If you want to participate in this discussion there are several ways to post a message:

1. Click the “Post Message” button at the top or bottom of the page.
2. Click the “Quote” button on a particular message to include the contents of that message in your reply. Quoting a message is a great way to respond to a person’s message (or a portion of a person’s message) especially if their message appears further up in the thread of messages. Quoting is a good way to emphasize who you are responding to if your response isn’t aimed at the last message in the thread.
3. Quick Reply. You can post messages to the thread by filling out and submitting the quick reply text field at the bottom of a thread.

Posting a Message



Add Message

Message body

B *i* u Quote Code List List= Img URL

Font colour: Default Font size: Normal [Close Tags](#)

Tip: Styles can be applied quickly to selected text.

Disable BBCode in this post

Notify me when a reply is posted



After you click either method 1 or 2 above, you will be taken to the post message page. From here you will be able to post a new message to a thread.

To post a new message, fill out the message body text box with your response. One of the neat features of this forum is the ability to use a markup language called BBML (Bulletin Board Markup Language) to enhance your messages. You can use a special set of tags to control the formatting of your text. For example, you can make text bold by surrounding the desired text in [b] [/b] tags. The post message page has some buttons to aid you in using commonly used BBML tags. For tag hints, move your mouse over a button and note the text that appears in the yellow box. For a complete listing of supported BBML tags, please see the appendix at the end of this document.

You may also insert emoticons (aka smilies) into your message to convey specific emotions or attitude. To insert an emoticon, click on the desired icon.

At the bottom of the post message form you will see two checkboxes. The first checkbox reads “disable BBCode in this post”. If you submit the form with this checkbox checked, all of the BBML code you use in your message will be ignored. It is recommended that you not check this checkbox unless you need bracketed characters such as [b] to show up in your posted message.

The second checkbox labeled “Notify me when a reply is posted” when checked, will send you an email every time someone posts a response to this particular thread. Another way to think of it is like “subscribing” to a thread. Subscriptions can be a good way to stay informed on a particular discussion without having to return to the thread every 10 minutes to see if someone has responded to your message.

After you are done editing your response, click the “preview” button to get a live preview of what your message will look like on the web. After you like what you see, click “post message” to post your message.

Creating a New Thread

If you can't find an existing discussion thread in a forum that closely relates to what you want to talk about you can create a new discussion thread. From the thread listing page click the “new thread” button at the top or bottom of the screen. You will be taken to a page that looks similar to the post message screen. The only difference is the addition of the subject and forum fields. Enter in the subject for the thread in the subject field. The subject is what users will see when browsing the various discussion threads. The forum field lets you choose which forum the thread should exist in. Select the forum that best matches the topic you want to discuss. You can then enter in the text for your post. After you are done, you can preview and post your new thread.

Editing an Existing Thread

If you made a mistake to the subject or the forum placement of your new thread you can rectify your error by clicking the “edit” button next to the new thread you created.

Administrators can edit any thread, whereas Contributors can only edit their own threads. From the edit thread form you can modify the subject of the thread as well as the forum the thread exists in.

Editing a Message

If you make a mistake in the text of your message post within a thread, you can edit your previous post. Generally it is not good practice to include new information when editing a post. If you need to add new information you should post a new message. The editing feature is mostly for correcting grammatical errors or removing incorrect information. To modify one of your posts, click the edit button next to the appropriate post. You will be taken to the post editor screen where you can make your changes, preview, and save them.

Managing Subscriptions

Eventually you will have a list of threads that you will have a subscription to. These subscriptions will enable to stay on top of multiple discussions easily by sending you an email every time someone posts a new message to a particular thread. If you ever want to delete a subscription and no longer receive notification emails click the manage subscriptions button at the top of any of the forum pages. Once here, you will see a listing of all of the threads you have a subscription to. To delete a subscription click the word "delete" next to the subscription you want removed.

Appendix:

BBML Reference

BBML uses "tags" to define what formatting to apply to the text. Tags are special codes surrounded by square brackets ("[]"). "Tag pairs" are used to define what formatting gets applied to what text. In most cases there will be a "start tag" followed by the text to be formatting followed by the "end tag". End tags are the same codes as the start tags prefixed by a forward slash ("/"). Here's a sample of the format:

[Tag]Text to be formatted[/tag]

The following general rules apply to all conversions:

- Only valid BBML code (as defined below) will be converted to HTML.
- Single Line Feed/Carriage Returns will be replaced with the HTML "break" tag (
).

- Double Line Feed/Carriage Returns will be replaced with the HTML "paragraph" tags (<p></p>).

Tag Nesting

BBML (like HTML) must be "nested" properly. This is best explained with an example. The first line is not valid BBML and will not be converted while the second line (with properly nested tags) is properly formatted:

Bad: **[b]**This is **[i]**some**[/b]** very fine**[/i]** sample text.

Good: **[b]**This is **[i]**some**[/i]****[/b]** **[i]**very fine**[/i]** sample text.

BBML tags can be nested in this fashion as deeply as you like. Also BBML tags not case sensitive. In other words **[B]****[/B]** and **[b]****[/b]** are treated identically.

Many BBML tags have both long, easy to remember versions and shorter, easier to type versions. You cannot mix alternate begin and end tags however. For example "**[b]**bold text**[/bold]**" is illegal; either "**[b]**bold text**[/b]**" or "**[bold]**bold text**[/bold]**" must be used.

[Simple Formatting](#) [back to top](#)

The basic formatting tags are what you'll be using most often. They general change the way that text is displayed on screen (bold, italic, etc) or add special formatting rules (indents, monospaced fonts, etc).

Simple Formatting

The following simple formatting tags are available.

| Style | This BBML Code | Converts to |
|------------------|--|-----------------------------------|
| Bold | [b] [/b] or [bold] [/bold] | bold |
| Italic | [i] [/i] or [italic] [/italic] | <i> <i>italic</i> </i> |
| Underlined | [u] [/u] or [underline] [/underline] | <u> <u>underlined</u> </u> |
| Strikethou gh | [s] [/s] or [strikethrough] [/strikethrough] | <s> strikethrough </s> |

| | | |
|-------------|--|--|
| Superscript | [sup][<i>sup</i>] or [superscript][<i>superscript</i>] | ^{^{superscript}} > |
| Subscript | [sub][<i>sub</i>] or [subscript][<i>subscript</i>] | _{_{subscript}} > |

Color and Size

Text color and size can be changed with the following tags:

| Style | This BBML Code |
|-------|---|
| Color | [color= <i>color</i>][<i>color</i>] This tag will set the color of any text within it. <i>Color</i> can be any named color (red, blue, yellow, etc) or a hexadecimal rgb value (for example "#ccffcc"). |
| Size | [size= <i>size</i>][<i>size</i>] This tag will set the size (font point size) of any text within it. <i>Size</i> must be a number between 8 and 25. |

Special Formatting

There are also four special types of simple formatting available:

| Style | This BBML Code |
|--------------|--|
| Quotation | [q][<i>q</i>] or [quote][<i>quote</i>] This tag offsets and indents any text within it as per the HTML <blockquote></blockquote> tag. |
| Code | [code][<i>code</i>] Used around blocks of programming code (such as HTML, CFML, JavaScript, etc). |
| SQL | [sql][<i>sql</i>] Used around blocks of SQL code, this tag will bold all words reserved in the SQL92 and SQL99 standards such as "SELECT" and "DROP". |
| Preformatted | [pre][<i>pre</i>] or [preformatted][<i>preformatted</i>] |

| | |
|--|---|
| | Text placed within this tag will be displayed in a monospaced font and all spaces will be honored as per the HTML <code><pre></pre></code> tag. |
|--|---|

Examples

All simple formatting tags can be used within links, lists, and each other (as long as proper nesting rules are honored). This means that you can have very complex nestings and combinations of formatting. Here are some examples of simple formatting:

| BBML Code | Result |
|--|--|
| This is [b]bold[/b] and this is [i>italic[/i]. | This is bold and this is <i>italic</i> . |
| This [b>is a [i>[sub>little[/sub][u>more[/u][i> complicated[/b] | This is a <i>little more complicated</i> |
| This [i>[s>is[/s] [u>even more complicated[/u][i>, [sup>but still perfectly [b>legal[/b][sup]. | This <i>is even more complicated</i> , ^{but still perfectly} legal . |
| This [color=blue>blue[/color] and this is [color=#FF0000>Red[/color]. | This blue and this is Red . |
| [size=15>This text[/size] is larger than [size=8>this text[/size] but not as large as [size=25>this text[/size]. | This text is larger than <small>this text</small> but not as large as this text . |

◊Links and Images ↗[back to top](#)

There are two kinds of links available in BBML: "normal" links and email links. A normal link is most often used to reference a web page or FTP site but any valid URL (a web address such as "http://www.depressedpress.com") can be used. An email link is specifically and only used for email address.

Links

There are two ways to create a normal link, simple and complex:

Simple: **[link]URL[/link]** (or **[url]URL[/url]**)

Complex: **[link=URL]Link Label[/link]** (or **[url=URL]Link Label[/url]**)

In the same way there are two ways create an email link:

Simple: **[email]address[/email]**

Complex: **[email=address]Label[/email]**

In both cases the text between the tags is the visible, clickable part of the link.

Images

Adding images is done with the `[img]` tag (or, alternately, with the equivalent `[image]` tag). You must wrap the full address of the image (for example "http://www.mysite.com/image.jpg") in the tag like so:



[img]image[/img]

Wrapping and Examples

The image tag can be wrapped in the `[link]` and `[email]` tags to make clickable images. However the `[img]` can not have any tags within it. In addition the `[link]` and `[email]` tags cannot wrap each other (although they may wrap basic formatting tags).

Here are some examples of links and images:

| BBML Code | Result |
|---|--|
| <code>[link]http://www.yahoo.com[/link]</code> | http://www.yahoo.com |
| <code>[url=http://www.yahoo.com]Yahoo![/url]</code> | Yahoo! |
| <code>[b][url=http://www.yahoo.com]Yahoo![/url][b]</code> | Yahoo! |
| <code>[email]bill.gates@microsoft.com[/email]</code> | bill.gates@microsoft.com |
| <code>[email=ppan@neverland.com]Peter Pan[/email]</code> | Peter Pan |

| | |
|---|---|
| <code>[img]http://www.depressedpress.com/DepressedPress/Assets/Art/TopArrow.gif[/img]</code> |  |
| <code>[link=http://www.depressedpress.com][img]http://www.depressedpress.com/DepressedPress/Assets/Art/TopArrow.gif[/img][/link]</code> |  |

Lists [back to top](#)

BBML lists come in two basic forms: unordered (or bulleted) lists and ordered (numbered or alphabetized) lists. In both cases the same basic formatting applies. The list tags contain any number of "item" tags ("[*]"). An item tag is placed before each item in the list and does not require an end tag. Here are the types of lists followed by the HTML that they produce:

| List Type | BBML Code | Result |
|---|---|--|
| Unordered List | <code>[list] [*]Item One [*]Item Two [*]Item Three [/list]</code> | <ul style="list-style-type: none"> • Item One • Item Two • Item Three |
| Numbered List | <code>[list=1] [*]Item One [*]Item Two [*]Item Three [/list]</code> | <ol style="list-style-type: none"> 1. Item One 2. Item Two 3. Item Three |
| Numbered List (Small Roman Numerals) | <code>[list=i] [*]Item One [*]Item Two [*]Item Three [/list]</code> | <ol style="list-style-type: none"> i. Item One ii. Item Two iii. Item Three |
| Numbered List (Large Roman Numerals) | <code>[list=I] [*]Item One [*]Item Two [*]Item Three [/list]</code> | <ol style="list-style-type: none"> I. Item One II. Item Two III. Item Three |
| Alphabetized List (Lowercase) | <code>[list=a] [*]Item One</code> | <ol style="list-style-type: none"> a. Item One |

| | | |
|-------------------------------|---|--|
| | <pre>[*]Item Two [*]Item Three [/list]</pre> | <pre>b. Item Two c. Item Three</pre> |
| Alphabetized List (Uppercase) | <pre>[list=A] [*]Item One [*]Item Two [*]Item Three [/list]</pre> | <pre>A. Item One B. Item Two C. Item Three</pre> |

A list must have at least one item tag ("[*]") in it to be valid. In addition there can be no text between the beginning list tag and the first item tag ("[list][*][/list]" is correct while "[list]MyList[*][/list]" will fail).

Lists can be nested together as deeply as you like, but each nested list must be a list item of the outer list. Here's an example of nesting:

| List | BBML Code | Result |
|----------------|--|---|
| Unordered List | <pre>[list] [*]Item One [list=1] [*]Item One [*]Item Two [list=I] [*]Item One [*]Item Two [*]Item Three [list=i] [*]Item One [*]Item Two [*]Item Three [/list] [/list] [*]Item Three [/list] [*]Item Two [*]Item Three [/list]</pre> | <pre>• Item One 1. Item One 2. Item Two I. Item One II. Item Two III. Item Three i. Item One ii. Item Two iii. Item Three 3. Item Three • Item Two • Item Three</pre> |

List items may use any formatting or link tags that you wish and may include images. Lists themselves however may only be contained in other list tags.