Adding information to a message

The Editor enables additional information to be added to a message:

- o   Quotations from someone else's message
- o   Links to a web page or to a post somewhere else on the forum
- o   Pictures can be attached

Quote someone else

Quoting someone else: select the words	
Sometimes a response will be made to something specific that someone else has posted. To make clear the precise words it can be helpful to highlight the original words by quoting.	Quote: Originally Posted by **Brucie** *The sun is shining here.* No, it is raining!

Quoting someone else	
Tip If you are quoting from a message in the same thread – a message that has recently been posted, then when the Reply button is pressed and the editor window opens – if you scroll down, the latest messages in the thread are displayed below.	Topic Review (Newest First) Today 10:26 AM Brucie — The sun is shining here. Today 10:25 AM Brucie — Today is Saturday Today 10:25 AM

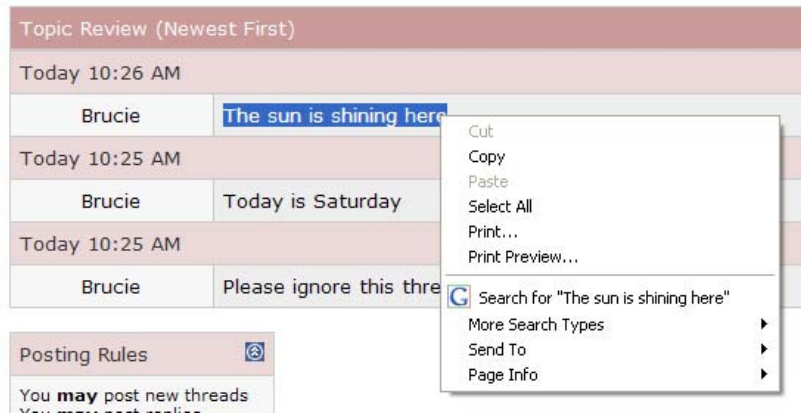| **Quoting someone else: select the words**	
Click and drag to highlight the words for the quote.	Topic Review (Newest First) Today 10:26 AM Brucie — The sun is shining here. Today 10:25 AM Brucie — Today is Saturday Today 10:25 AM Brucie — Please ignore this thread.

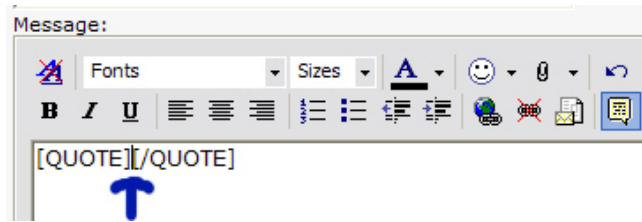| **Quoting someone else: copy the words**	
Right click on the selected text and press Copy from the menu that appears	Topic Review (Newest First) Today 10:26 AM Brucie — The sun is shining here Today 10:25 AM Brucie — Today is Saturday Today 10:25 AM Brucie — Please ignore this thre Posting Rules You **may** post new threads Cut Copy Paste Select All Print... Print Preview... G Search for "The sun is shining here" More Search Types Send To Page Info

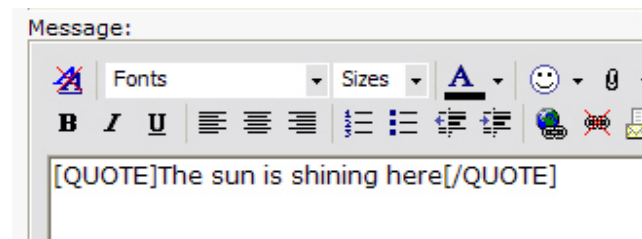| **Quoting someone else: start the quote**	
Scroll back to the editor, and press the Quote icon	

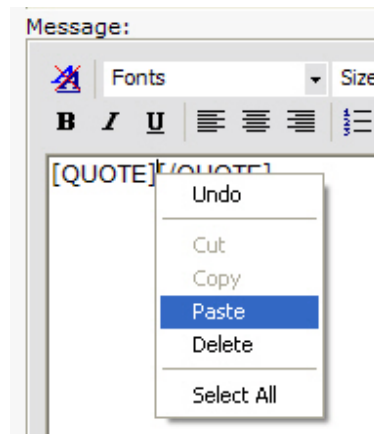| Quoting someone else: copy the words	
The editor will place the quote and unquote characters in the editor for you, and the cursor will be between the two, which is where you paste the saved words.	

Quoting someone else: paste the words	
The easiest way to paste the words in is to hold down the CTRL key, and press V

(This is a keyboard shortcut.)

An alternative way is to ensure that the cursor is above the insertion point and right click. Select Paste and the words will be pasted in | |

Quoting someone else: paste the words	
In a thread where many members have replied, it can be helpful to identify the source of the quoted words. To do this manually edit the initial [QUOTE] characters. Change them to [QUOTE=<person's name>]	Message: Fonts ▾ Sizes ▾ A ▾ ☺ ▾ ⏶ ▾ **B** *I* <u>U</u> ≡ ≡ ≡ ⅓≡ ≡ ≡ ≡ 🌐 ✖ 📄 [QUOTE=Brucie]The sun is shining here[/QUOTE]