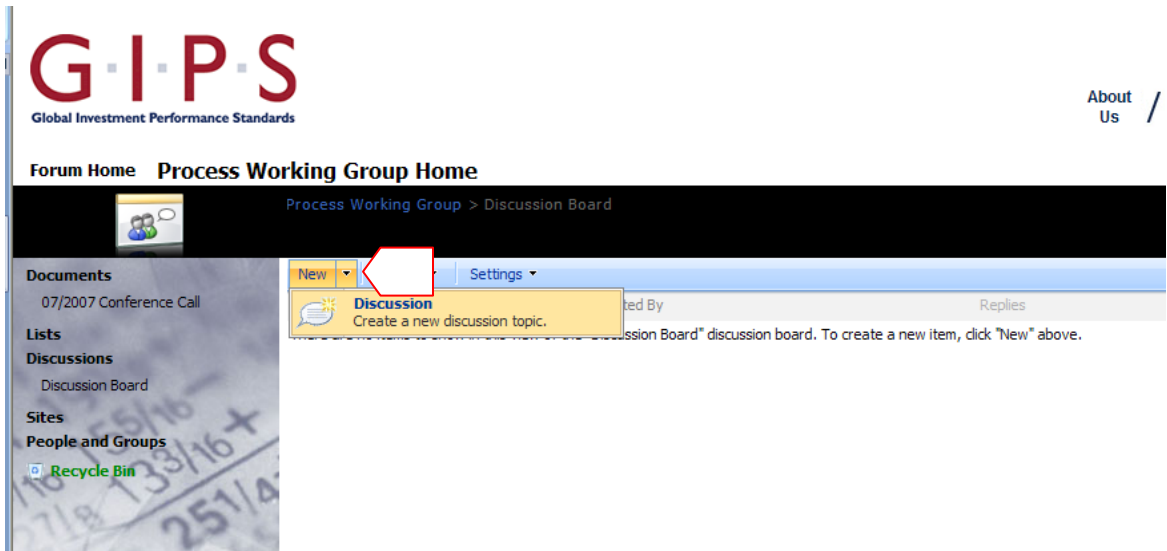


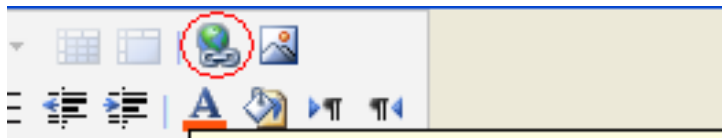
Using GIPS Forum Discussion Boards

Creating a new post

1. Log into the GIPS Forum site and choose the desired discussion area.
2. To create a discussion topic, go to the Discussion Board and click **New (1)** on the task bar.



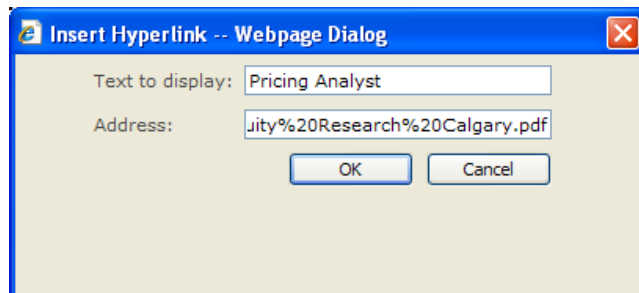
3. Fill in the Subject and Body with the post.
 - a. To add a hyperlink...
 - i. Highlight the text that you want to be the link to the document and choose the hyperlink button in the top row of the formatting



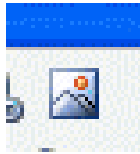
Open a new window to Insert Hyperlink (

toolbar.

- ii. With the Insert Hyperlink Webpage Dialog box open, copy (Ctrl+C) and paste (Ctrl+V) the URL from step 7 in the previous section in the **Address** field and click **OK**.



- iii. Ensure that the formatting of your text looks correct in the Rich Text window and modify as needed.
- b. To insert a picture...
 - i. The picture must be located on an internet server and have a unique URL address.
 - ii. With the Rich Text Editor Webpage Dialog window open, enter your text as you want it to appear, and or place your cursor where you want your picture to be. **Notice** the editing buttons at the top. Choose the Insert Image icon in the top row of the editing buttons.



- iii. This will open the **Insert Image – Webpage Dialog** window. In the **Address** field, paste the URL of the image. Then Click **OK**.

- c. To attach a file...
 - i. Choose the Attach File button on the task bar.



- ii. Click Browse... to locate the file on your computer that you would like to attach, then click Open.
 - iii. Once the file path appears in the Name field, click OK.
4. Once the post is completed to your satisfaction click OK.

Editing a post

1. Locate your post, when you place your mouse pointer over the post, you will see a drop-down button appear. Click on the drop-down arrow and choose **Edit Item**.

The screenshot displays the GIPS (Global Investment Performance Standards) forum interface. At the top, the GIPS logo and 'Global Investment Performance Standards' are visible. Below the logo, there are navigation links for 'Forum Home' and 'Process Working Group Home'. The main content area shows a 'Process Working Group > Discussion Board' section. A table of posts is displayed with columns for 'Subject', 'Created By', and 'Replies'. The first post is titled 'Test NEW' and was created by 'Tim.Hare' with 0 replies. A context menu is open over the 'Test NEW' post, showing options: 'View Item', 'Edit Item', 'Manage Permissions', 'Delete Item', and 'Alert Me'. A red arrow points to the 'Edit Item' option.

2. This will open the post to be edited as you see fit.
3. Once the edits are complete, click **OK**.

Replying to a post

1. If you wish to reply to any post click the **Reply** link in the far right of its heading.



2. Here you'll enter your comments in the **Body** section and **User Name**. When finished click **OK** to post your comments or **Cancel**.