

Coowa Contents Posting Instruction

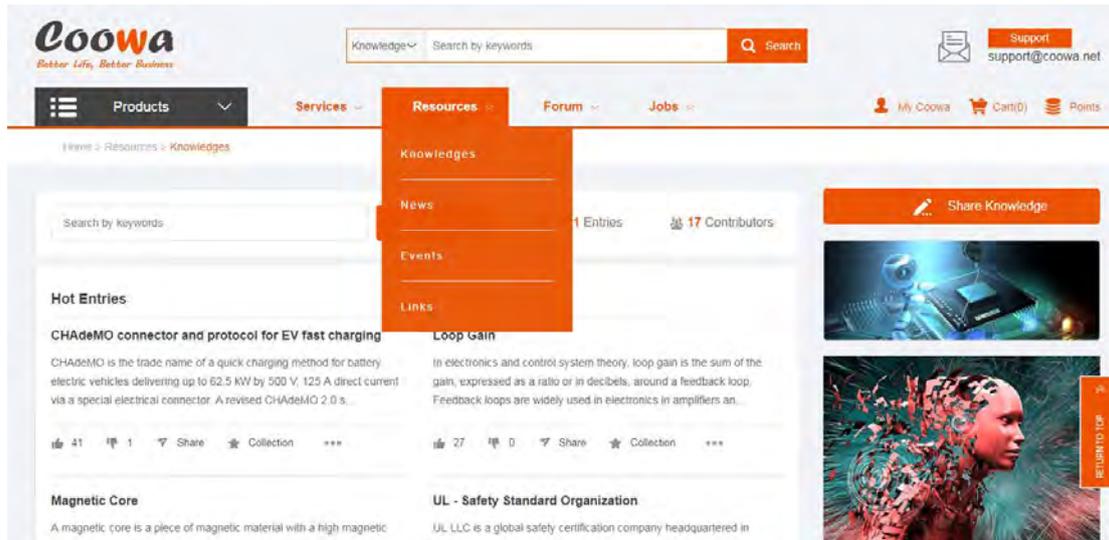
www.coowa.net

2020

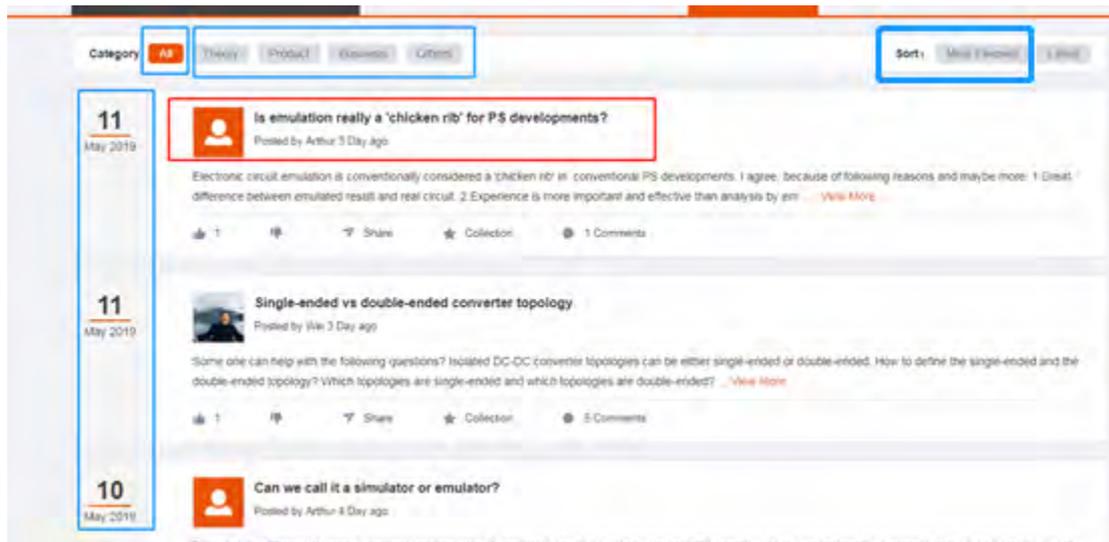
1. General Information

Members of Coowa have access to Resources and Forum where they can view others' publications also well as publish their own contributions.

1). There are four sub-columns under **“Resources”** column: **Knowledges, News, Events, Links**. All registered members or non-registered visitors can view the contents of each column, but only registered and logged-in members can comment or publish their own contents.



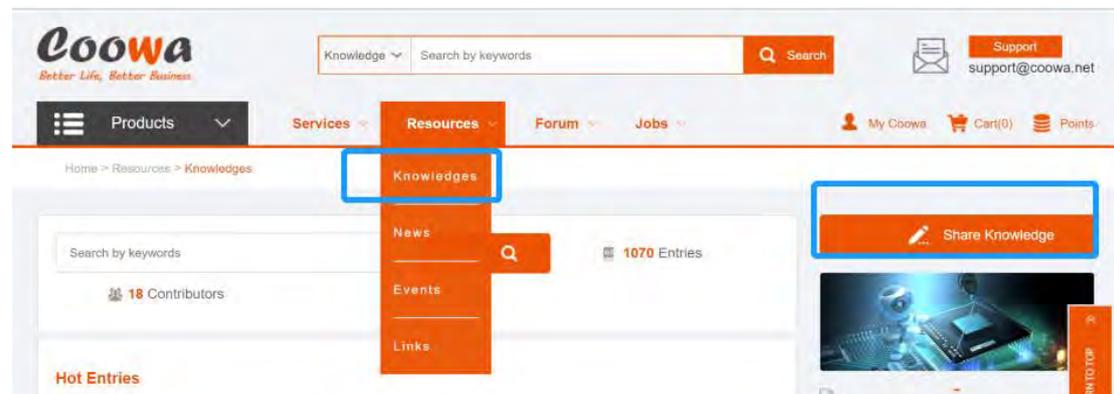
2). From the homepage of Forum column, visitors or Coowa members can check the latest topics list, click the title or “View More” to read the details. Generally the list is arranged by time, but visitors can also click the labels on top of the page to sort the list and find the their most interested contents.



2. How to Publish Your Own Contents

1). Publish a Knowledge Article

At the Knowledge page, click the orange “Share Knowledge” button at the right top of Knowledge page to enter the article editing page.



In the editing page, beside text contents, members can also add pictures, links, attachments to the content; the color, font and size of the text can also be set by the tools on top of the text box. It's recommended to set the font size to the default 14 points which is most easily recognized. Remember to add keywords before posting the contents.

* Title

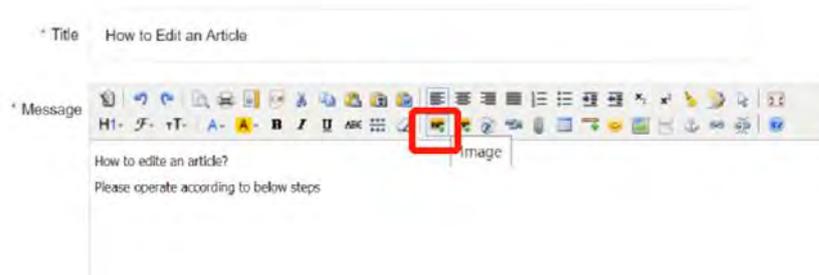
* Message

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and other formatting options. Red arrows point to the bold, italic, underline, and link icons.

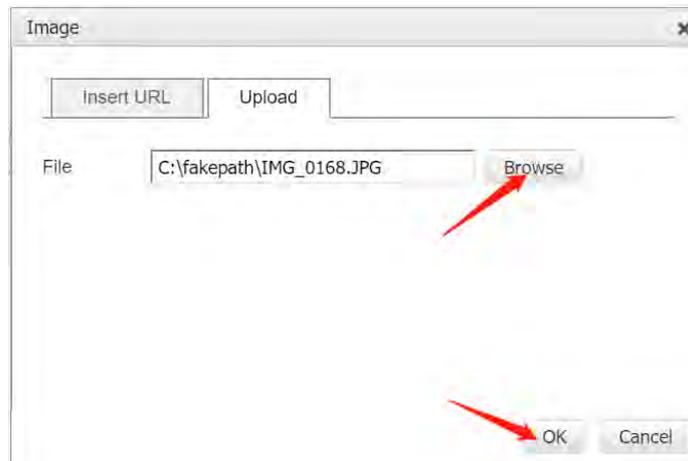
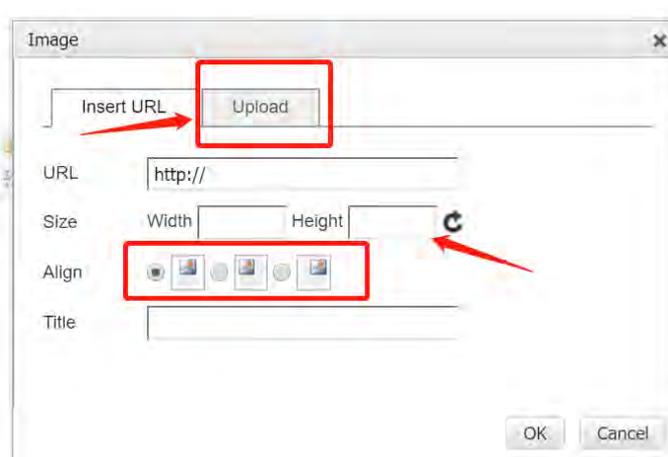
Keywords

✧ **How to add a picture:**

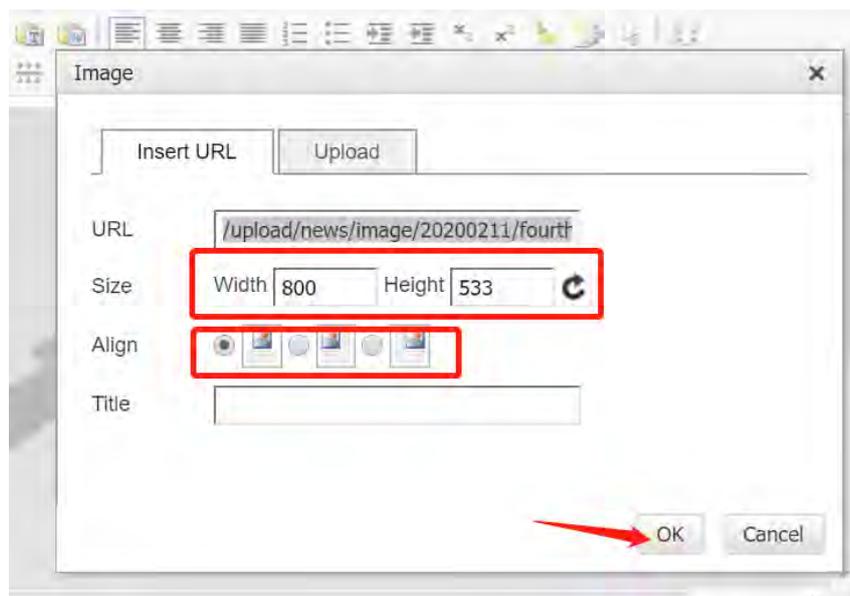
- Click the “Image” icon in the tool box.



- Use “Align” to set the location of the picture; for uploading a local image file, click upload label and then “Browse” to select the picture file you need for your article and click “OK” to proceed.

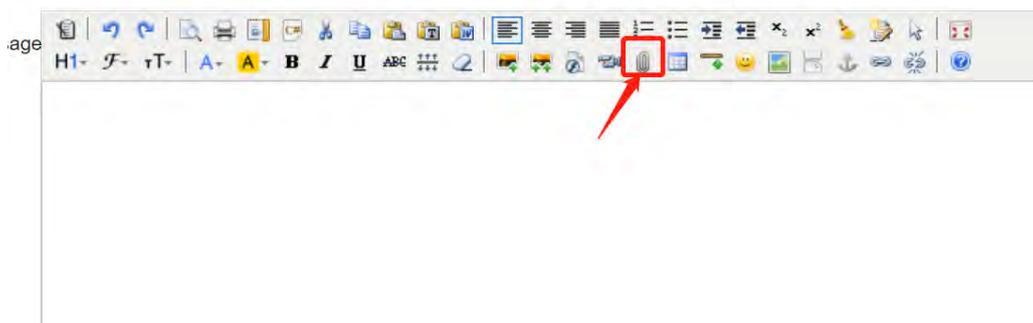


- When the picture is inserted, members may edit the picture size to suit for the content by clicking the right mouse button on the picture and then select “image properties” to edit the picture size and location, and then click “OK” to finish.

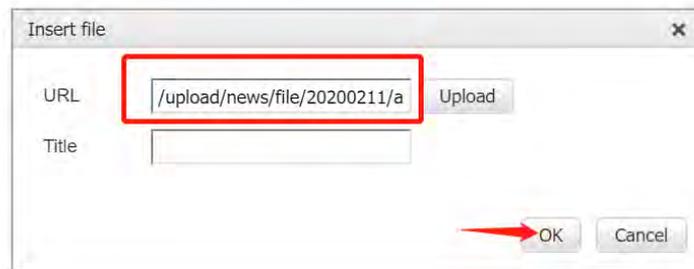


✧ **How to add an attachment:**

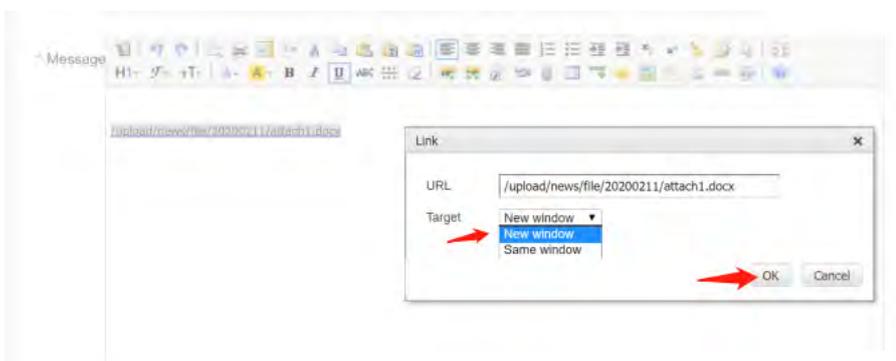
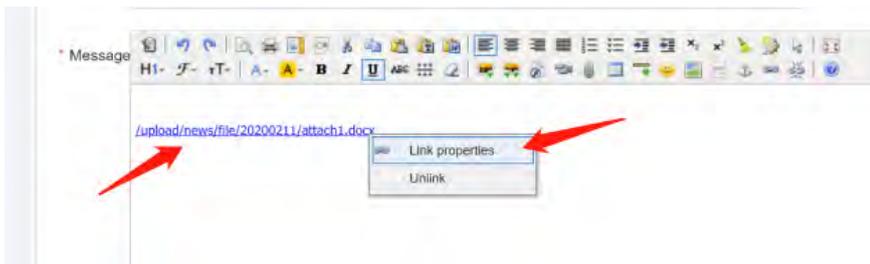
- Click the “Insert File” icon to add an attachment.



- Click "Upload" in the pop out window and select the document to upload, and then click "OK" to finish.

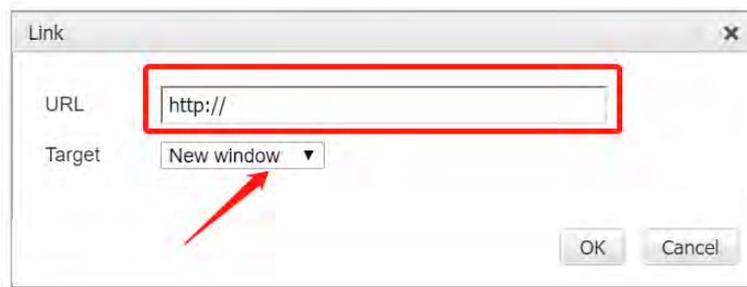


- The link property can be edited by clicking right mouse button and decide to open the document in a new window or in the same window.

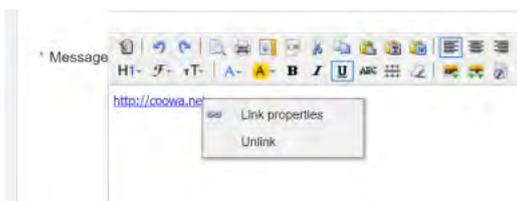


✧ **How to add a hyperlink:**

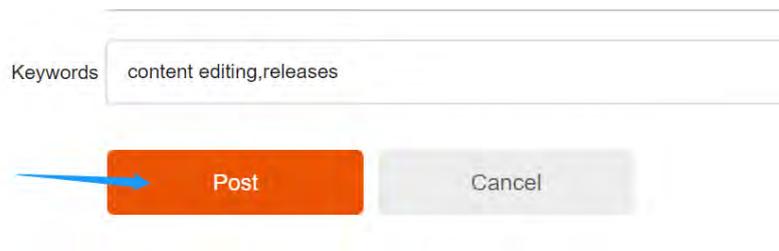
- Click the “Link” icon in the tool box as shown below, and then enter the URL address .
Select whether the linked page to be opened in a new window or in the same window,
click “OK” to proceed.



- Edit the link by clicking the right mouse button on the link.



When all details are finished, click "Post" button to post your article.



Keywords content editing,releases

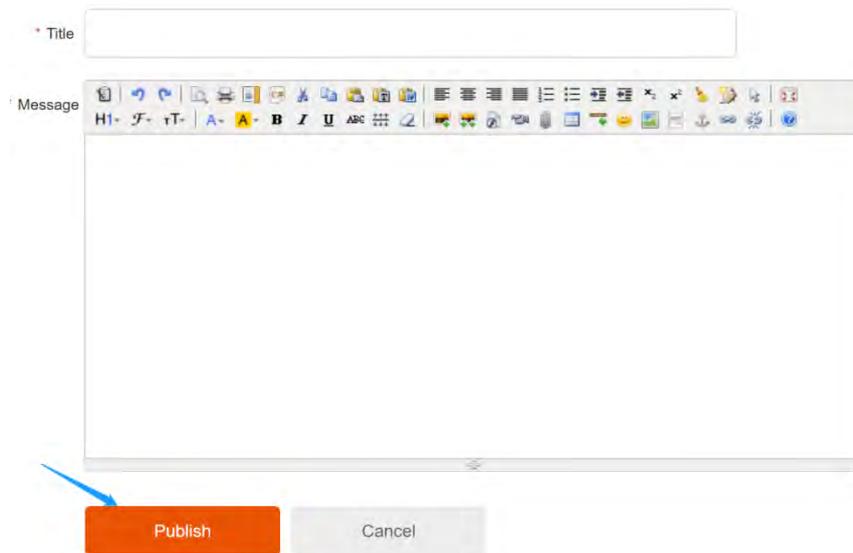
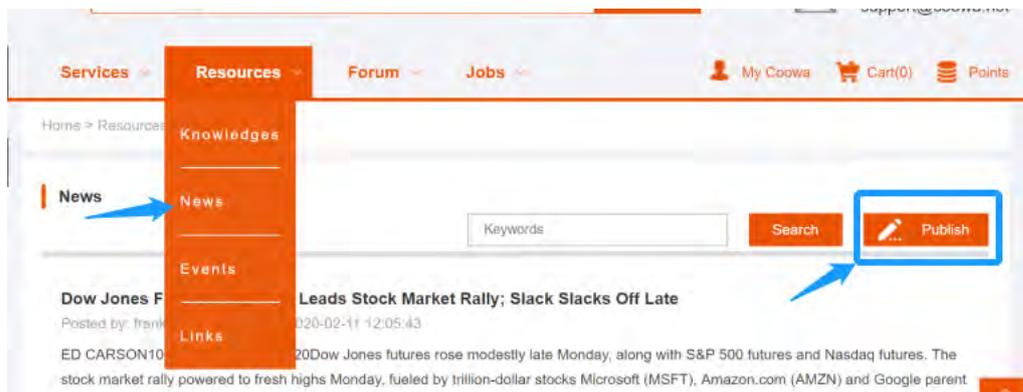
Post Cancel

2). Publish a News Release

Enter the News page and click the orange button "Publish" at the right top of the News page to open the article editing page.

The content edit is similar to "Knowledge Sharing" in item 1).

Click "Publish" button to publish the news.



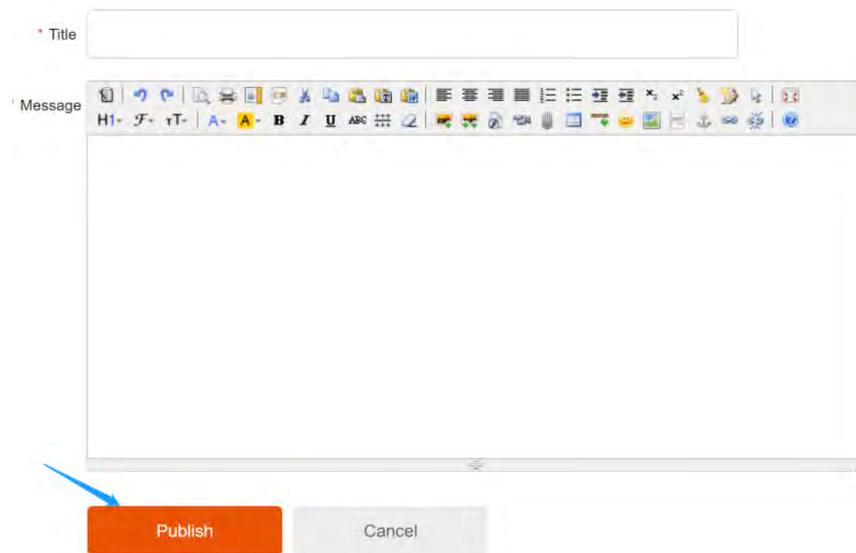
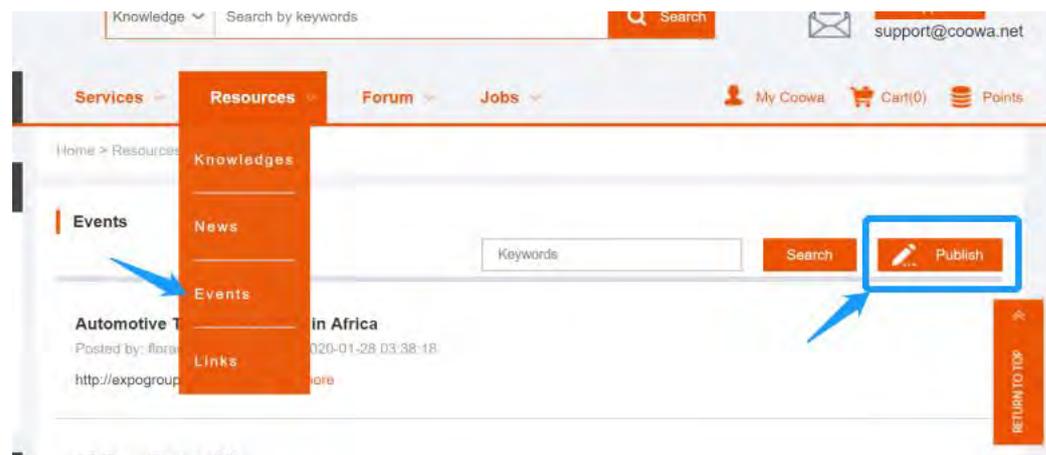
The screenshot shows an article editing form. At the top, there is a 'Title' field. Below it is a rich text editor with a toolbar containing various icons for text formatting and insertion. At the bottom of the form, there are two buttons: 'Publish' (highlighted with a blue arrow) and 'Cancel'.

3). Publish an Event

Enter the Event page and click the orange button “Publish” at the right top of Event page and to open the content editing page.

The content edit is similar to “Knowledge Sharing” in item 1).

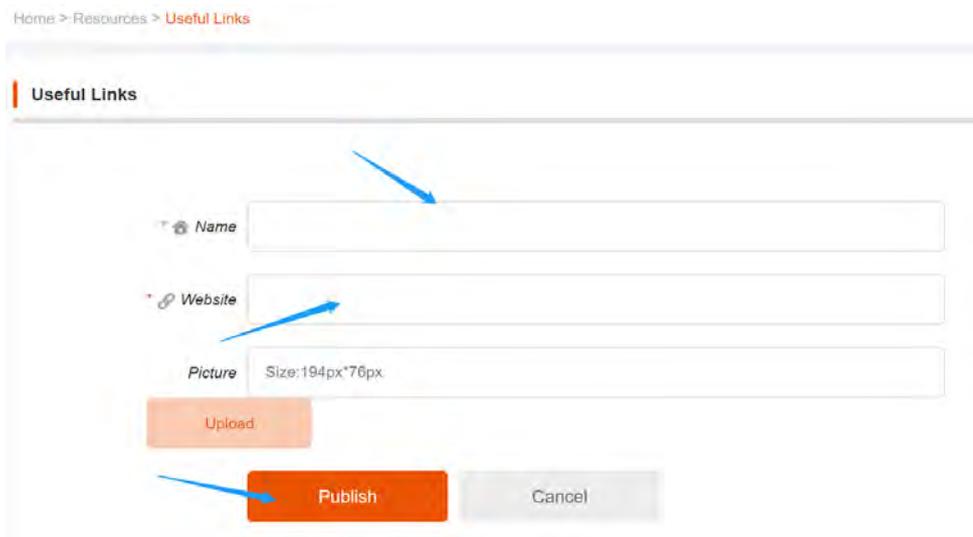
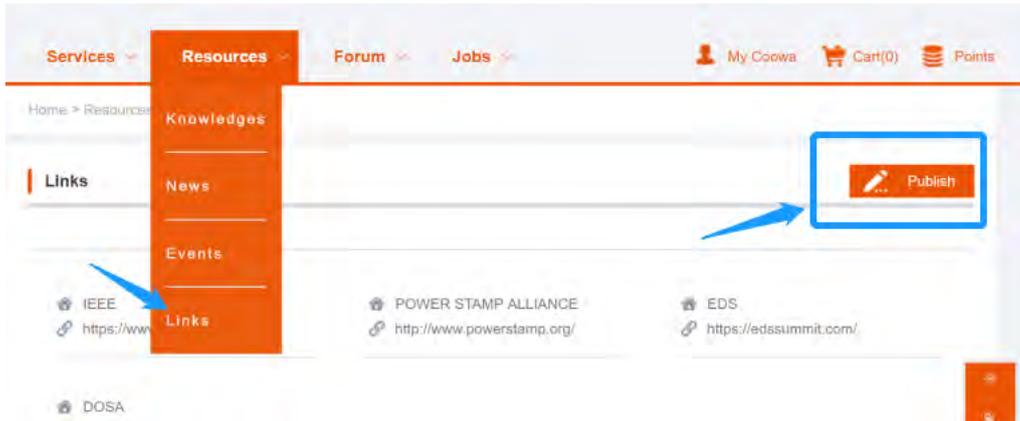
Click “Publish” button to publish the event.



4). Sharing a Useful link

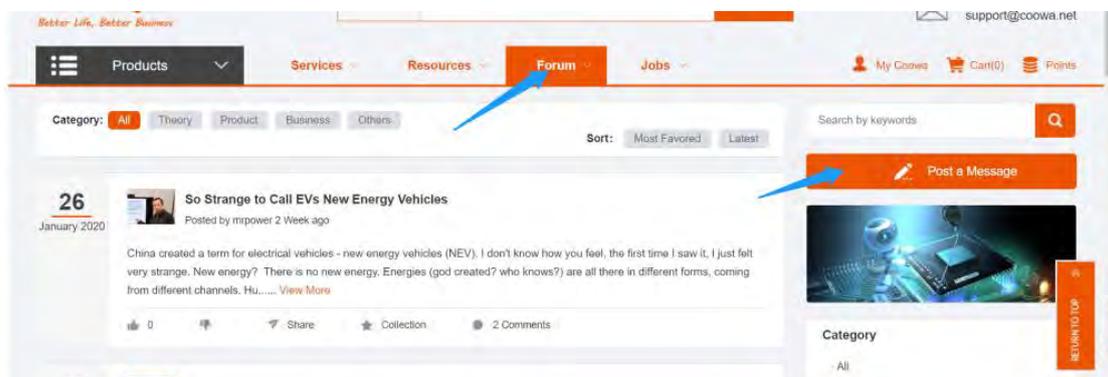
The Links page provides useful industry websites; all members can publish URLs to this column.

Enter the Links page and Click “Publish” button to add a link; Name and Website URL must be filled before publish; picture column is optional, which is usually a website/company LOGO. If a LOGO is added, the link will be listed on top of the links page. Click “Publish” to finish.



5). Post a Forum Message

Enter the Forum page, click “Post a Message” button to draft a Forum message.



Write the title for the message, and then select a suitable category from the drop list. The content edit is similar to “Knowledge Sharing” in item 1).

Click "Post" button to submit.

The screenshot shows a web interface for posting a message. At the top, a breadcrumb trail reads "Home > Forum > Post a Message". Below this, there are three main input areas: a text box for the title, a dropdown menu for the category (currently set to "Theory"), and a rich text editor for the message content. The rich text editor includes a toolbar with various icons for text formatting and media insertion. At the bottom of the form, there are two buttons: a prominent orange "Post" button and a grey "Cancel" button. Red arrows point to the title field and the category dropdown arrow. A red box highlights the rich text editor toolbar. A blue arrow points to the "Post" button.

[Any other questions, please contact Coowa Support for more information.](#)