Replying to Topics

Now that you have a topic (a single post) in the forum, you can add a reply and create a "thread."

From the Menu:

1. Select Forums > List Forums.

2. The List Forums page appears, showing the existing forum and its latest (most recent) post.

3. Click the name of the forum.
   The Forum page shows all the posts in the forum.

4. Click the title of topic. Tiki displays the complete post.

5. To reply to this post (and create a thread), click Reply.

6. Enter the following information in each field in the Post a reply area:
   - Title: By default, all the title for a forum post reply will be Re: the original title. You can change the title.

   NOTE
- **Reply**: You can optionally configure Tiki to quote (that is, include) the original post in your reply. You can edit or trim the original message in your reply, as needed.

**NOTE**

Use the **Reply posts are empty** option on the Administration: Forums page to control this feature.

As before, you can use the wiki syntax and Quicktags when creating your reply.

7. Click **Post**. Tiki saves your reply and reloads the page. The Forum page now shows the original post and your reply.

Use the **Threads Preferences** options on the Administration: Forums page to specify the default listing options for the replies (such as newest first). The **Moderator Actions** toolbar appears because you are currently logged in as the administrator. These options allow you to moderate the thread, or move the replies to a different topic.

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