



Add a Prefix Icon to the Marketplace For Sale, Sold or Trades, Gifts, Wants, or Vendor Cheers, Jeers, Reviews Threads

Author: Wayne Racinowski aka: Wayne Revised: 9-12-2025

International Association of Penturners

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Please add a **Prefix Icon** to Threads created in the: **For Sale** or **Trades, Gifts, Wants, or Vendor Cheers, Jeers, Reviews** Forums.

This **Prefix Icon** helps to define your Threads purpose. The only difference from Threads posted in other regular Forums is the addition of a **Prefix Icon**. The **Prefix Icons** are *For Sale, Sold or Trade, Gift, Wanted, Vendor Cheer, Jeer, Review* ONLY.

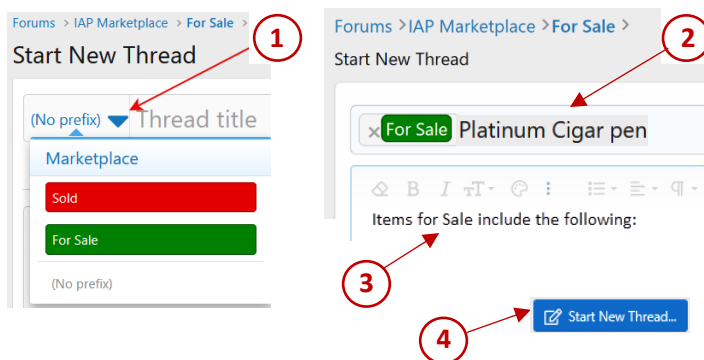
General instructions. Select the  icon from the IAP Home or Forums pages. The **Post thread in ...** menu will pop-up. Select from these forums: **For Sale, Trades, Gifts, Wants, or Vendor Cheers, Jeers, Reviews**.

★ Below the Horizontal Blue line, are the Trades, Gifts, Wants or Vendor Cheers, Jeers, Reviews Thread **Prefix icons**.

This example is a **For Sale** post. After the items are Sold it will require a change to the **Prefix**. Select the **Start New Thread...** icon from the IAP Home or Forums pages. The **Post thread in ...** menu will pop-up. Select the **For Sale** forum.

- 1) From the Start New Thread form, Click the **Prefix** ▼ drop down and all Icons that are available will be displayed. They will be shown before your **Thread Title**. Select the **For Sale Prefix**.
- 2) Next enter the **Thread Title** next to the **Prefix icon**.
- 3) Continue and enter descriptions in the **Discussion** field.
- 4) Finally, select the **Start New Thread** Icon at the bottom of the form.

Starting a For Sale Thread



A **For Sale** entry of a **Platinum Cigar Pen** is displayed above. This initial **For Sale** posting is displayed in the Forum list as:

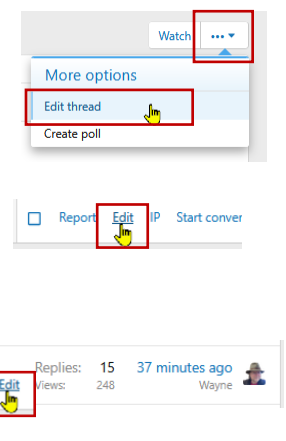
 Platinum Cigar pen

Closing a For Sale Thread

After the Item is **Sold** return to your Original Post. From the Top RH drop down Menu of your Post choose **Edit Thread**.

Some members can use the Bottom LH Menu of your Post and choose **Edit**.

One Final location to Edit your Thread. Centered on the listing of your Post, you'll notice the option and choose **Edit**.

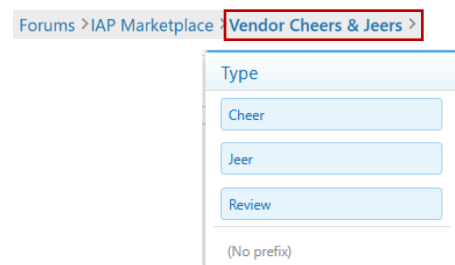
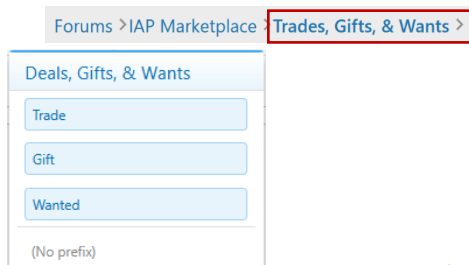


If the Sale is for One item, Change the **Prefix Icon** to **Sold** and **Save**. If the Sale is for Multiple items, Strike out the Items Sold and **Save**. Once all the Items are Sold, Strike out all Items, Change the **Prefix Icon** to **Sold** and **Save**. The **Sold** posting will display in the Forum list as:

 Platinum Cigar pen

★ **For Trade, Gift, Wanted or Vendor Cheer, Jeer, Review Threads the Prefix Icons are below.**

Threads in these forums should include one **Prefix Icon** but Do Not require a change to the **Prefix icon** once posted.



How long after Posting can I Edit my Threads Post?

The **For Sale, Sold** Forum, allows **60 days** for Editing, after which it will be removed.
 The **Trade, Gift, Wanted** or **Cheer, Jeer, Review** Forums allow only **120 minutes** for Editing.
 After the **120 minutes** additional comments can be added with a Post or PM the member.