



Introduction

A Poll is created to vote on an issue or question with predetermined responses. Created as Threads but often just called Polls.

Starting a New Thread in one of three forums will offer the option to create a Poll. Polls consist of the 'Discussion' and 'Poll' fields. The text of the Thread is usually entered in the 'Discussion' Field. The actual Poll question and the possible responses are entered in the 'Poll' field. Also, in the 'Poll' tab, you will set 'Options' to determine controlling features of the Thread. You can add Attachments (Images), in the 'Discussion' field of your Thread or later as 'Post Replies'.

Important, after the Initial 'Start New Thread', you have only 120 minutes to Edit, add to, or publish the Thread/Poll.

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A. Where can I create a Poll with a Thread.

Polls can be created in 3 forums. **Standard Polls** are created in **Polls, Surveys, and Votes**, **Bash Polls** are created in **Birthday Bash** and **Testing Polls** are created in **Testing 123**. Selecting the **'Start New Thread'** icon in one of these forums will begin the process. You would start to enter your information in the 'Discussion' field.

Note: The Bash forum link will change in the future.

Start New Thread

Thread title

Discussion

Poll

B

I

T


T⁺

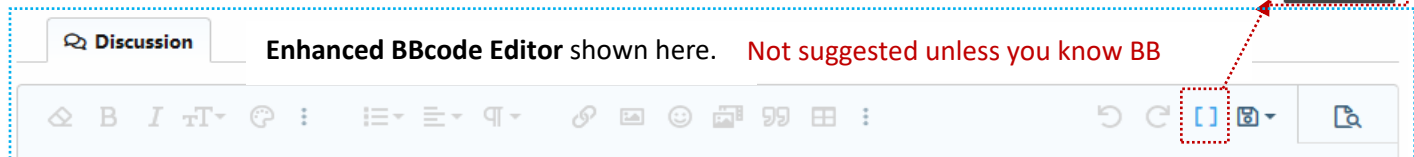
[]

Preview

Continue to 'Let's Check your Editor' below on this Page.

B. Let's Check your Editor.

If the **Enhanced BB code Editor** is Active as shown below, Toggle the **Enhanced Toggle BB code Editor** off. Click the **Toggle BB code**  icon from the Menu to change the editor to the **Standard Editor (Default)**.



After toggling to the **Preferred Standard Editor (Default)**, it will be displayed below the **Discussion** tab.



Continue to 'Brief Tips for Entering Text' below on this Page.

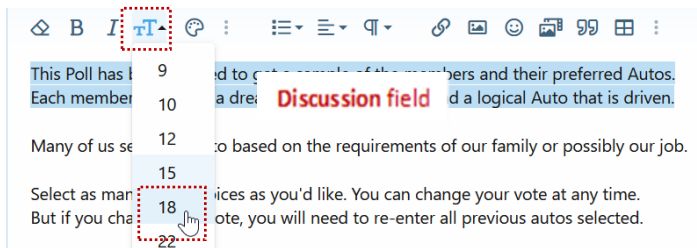
C. Brief Tips for Entering Text.

You can enter text directly into the **'Discussion'** and **'Poll'** fields or add it to a Word processor or text editor document on your computer. Then 'Copy' text from the document and 'Paste' it into the **'Discussion'** and **'Poll'** fields when required.

Here are a few Tips that you can use as you are creating the Thread. Any text that you have entered in the **'Discussion'** field, can be modified to add features that will make your text stand out. Changing the text has many options available on the Standard Editor. Explore some of the options. See [Using the IAP BB code Editor Presets](#).

You can modify text as **BOLD**, Colored, Highlighted, Increase any text font size and more. Select the text and use any of the Editor options.

Include some of the **Poll selected Options** in the 'Discussion' field as you set them. See examples of all Poll selectable Options in the center of **Page 3** & bottom of **Page 4**. Then return to this **Page section D** below.



Continue to 'Entering Thread Discussion Field Text' instructions below on this Page.

D. Entering Thread Discussion Field Text.

The **Thread Title** and **Discussion** text entered in the '**Discussion**' field, will also appear in the '**Poll Discussion**' field.

Beginning with the Threads '**Discussion**' tab, Add a **Thread Title** that is Accurate, Concise and will describe the purpose of the poll. In the Threads '**Discussion**' field, include a complete Description of the Poll, the intent of the Poll, Description of the Possible response choices of the Poll, **[*Possible Poll choice Images,]** references to **Poll selected Options** as set by the Author, and any relevant notes.

[*Note: For Poll Variation 1, Images are excluded.] See: 'General Thread and Poll Variations' on Page 6 ...

... then return here and continue to Page 3.



Start New Thread

Thread Title → What are your Preferred Automobile Manufacturers

Discussion field →

Discussion Poll

This Poll has been created to get a sample of the members and their preferred Autos. Each member may have a dream Auto manufacturer and a logical Auto that is driven.

Many of us select an Auto based on the requirements of our family or possibly our job.

Select as many Auto choices as you'd like. You can change your vote at any time. But if you change your vote, you will need to re-enter all previous autos selected. You can see the results before or after you vote. This poll has no close date.

You **Must** Enter Some Text and/or Images in the 'Discussion' field or the 'Poll' will Not Post.

After the **Discussion** tab is complete, continue to 'Overview of the Poll Options' below on this Page.

E. Overview of the Poll Options.

When you 'Start New Thread' and include a **Poll** it's important to reference **Poll selected Options**, listed below.

Here is a Complete list of **Poll selected Options** that you need to consider when creating a Thread with Poll.

Author Requirements

- Thread Title
- Discussion field
 - Text describing the Poll Purpose.
 - Rules if required.
 - Poll Options.
- Choose one Question for the Poll.
- Create Possible responses for the question.
 - A maximum of 100 responses.
- Tags, used for searching for this Poll. (Not required)
- Options: (For author)
 - Watch this thread.
 - Receive email notifications from Poll.
- Start New Thread.

Voters - Poll selected Options

- Allow voters to change their votes.
- Display votes publicly.
- Allow the results to be view without voting.
- When to Close the poll.
- Hide poll results.
- Hide results until the poll closes.
- Determine Maximum selectable responses of voter.
- Single choice.
- Unlimited.
- Selectable amount.

Here are some examples of **Poll selected Options** that voters may ask.

How many choices of responses? Can they change their votes? Will the results be displayed publicly?
When will the results be displayed? Can they view results without voting? When is the closing date of Poll?

First, **Poll Questions** will be described, then Text Entering is described in 'General Thread and Poll Variations' Page 6.

Continue to 'Entering Poll Question and Responses' instructions below on this Page.

F. Entering Poll Question and Responses.

Select the 'Poll' tab. The Poll form expands to display the Poll Options. Begin with adding an Accurate Poll **Question** that is relative to the **Possible resources** answers. Next enter the Polls **Possible responses**. Only Simple text is needed. (100 characters max. for each response.)

To add more **Possible responses**, just click into the next empty rows response to add them, as shown below.



Poll Tab selected

The **Thread Title** and **Discussion** text entered in the **Discussion** tab will also appear in the **Poll Discussion** field.

To add more **Possible responses**, click into the next empty rows response to add them.

Poll Question and Possible responses

Continue to 'Selecting Poll Options' instructions below on this Page.

G. Selecting Poll Options

Determine the **Maximum selectable responses** that voters can enter.

- When checked, the Poll only allows a **Single choice**.

- When checked, the Poll allows **Unlimited** responses.

- When checked, the Poll allows a determined **Number** of responses. Here it's set to allow 4 responses.

Selecting Additional Options.

- This Checked Option will **Allow voters to change their votes**. If this is set, a voter could lose all initial votes.

Note: If a Voter Adds or Changes a Vote, They MUST Re-enter All Previous Votes or they Will be Lost.

The **Note** above should be added to the threads '**Discussion**' field if this option is selected.

The Poll would display this below the right-hand corner if this Option was set.

- This Checked Option will **Display votes publicly**. Consider if you really want the results displayed at all. This could sway members choices if they knew other voters selections.

Options:

- ☐ Allow voters to change their votes
- ☒ Display votes publicly
- ☐ Allow the results to be viewed without voting
- ☐ Close this poll after:
- Days
- ☐ Hide poll results

The Poll would display this below the right-hand corner if this Option was set.

- This Checked Option **Allows the results to be viewed without voting**. Consider if you really want the results displayed at all. This could sway members choices if they knew other voters selections.

Options:

- ☐ Allow voters to change their votes
- ☐ Display votes publicly
- ☒ Allow the results to be viewed without voting
- ☐ Close this poll after:
- Days
- ☐ Hide poll results

The Poll would display this below the right-hand corner if this Option was set.

- This Checked Option **Close this poll after** sets a certain amount of Poll time. [Hours, Days, Weeks, Months] Running a poll requires understanding how long it should be run. Review this carefully or check with others that have run similar polls. The time the Poll begins when you **'Start New Thread'** and ends based on this setting.

Options:

- ☐ Allow voters to change their votes
- ☐ Display votes publicly
- ☐ Allow the results to be viewed without voting
- ☒ Close this poll after:
- Days
- ☐ Hide poll results

Days

- Hours
- Days
- Weeks
- Months

- This Checked Option **Hide poll results** would Not allow members to see any results, even after voting.

☒ Hide poll results

☐ Hide until poll closes

If the above checkbox is checked then the results of this poll will remain hidden until the poll closes. If the poll does not have a close date or the above checkbox is unchecked then the results will be hidden until the poll is edited and the checkboxes unchecked.

- This Checked Option **Hide until poll closes** would allow members to see results, only after voting poll closes. Determined by time set. Without this setting it could sway members choices if they knew other voters selections.

☒ Hide poll results

☒ Hide until poll closes

If the above checkbox is checked then the results of this poll will remain hidden until the poll closes. If the poll does not have a close date or the above checkbox is unchecked then the results will be hidden until the poll is edited and the checkboxes unchecked.

- (Not required) Setting **Tags**, allows searching polls. After each Tag is entered, hit an [Enter] on your keyboard.

Tags:

- When Option is checked **Watch this thread** it will Alert you if anyone votes in the poll.

Options:

- ☒ Watch this thread...
- ☒ and receive email notifications

- When Option is checked you will **receive email notifications** if anyone votes in the poll.

Options:

- ☒ Watch this thread...
- ☒ and receive email notifications



Once you have set the **Poll Options**, you should Add references of them in the initial Threads **Discussion** field.

Remember, after the initial **'Start New Thread'**, you have only 120 minutes to Edit, add to, or publish the Thread/Poll. Immediately after you finalize with **'Save'** or **'Start New Thread'**, the Poll and Thread will appear on the forum.

Continue to **'General Thread and Poll Variations'** instructions below on this Page.

H. General Thread and Poll Variations.

- 1) **First Poll Variation** - Adds Only a Description in the Threads Discussion field without Images bottom of Page 6.
- 2) **Second Poll Variation** - Adds a Single Image in the Threads Discussion field with a Description top of Page 7.
- 3) **Third Poll Variation** - Adds Multiple Images in the Threads Discussion field with Descriptions center of Page 7.

Note 1: (General Instructions for the **Poll Variations 1 to 3**). Reference: **'Poll Variations'** **H1-H3**.

- Begin a Thread and Poll with **'Start New Thread'** in one of the 3 forums available.
- First add a brief **Thread Title** that should be Concise and describe the purpose of the poll.
- In the Threads **Discussion** field, include a complete Description of the Poll, the intent of the Poll, Descriptions of the Response choices of the Poll, **[*Poll choice Images,]** Poll choice possible responses, any relevant notes, and references to the **Poll selected Options** as set by the Poll Author. (Displayed above in the center on Page 3)
- In the Threads **Poll** field, add a Question, and Polls possible responses. (100 characters max. for each response.)

[*Note: For Poll Variation 1 images are excluded.]

- 4) **Fourth Poll Variation** – Adds a Single Post reply for Each Resource Image with a Description center of Page 8.
- 5) **Fifth Poll Variation** - Adds a Single Post reply to Include All Resource Images with Descriptions top of Page 10.

Note 2: (General Instructions for the **Poll Variations 4 & 5**). Reference: **'Poll Variations'** **H4-H5**.

- Begin a Thread and Poll with **'Start New Thread'** in one of the 3 forums available.
- First add a brief **Thread Title** that should be Concise and describe the purpose of the poll.
- In the Threads **Discussion** field, include a complete Description of the Poll, the intent of the Poll, Descriptions of the Response choices of the Poll, any relevant notes, and references to the **Poll selected Options** as set by the Poll Author. (Displayed above in the center on Page 3)
- In the Threads **Poll** field, add a Question, and Polls possible responses. (100 characters max. for each response.)
- For **Variation 4**, include the first 4 bullet items in Note 2. Select **'Reply'** in the lower RH corner of the Thread. Do this separately for each Single possible response. For each Single **'Post reply'**. Add the Description of a Response choice, with Poll choice Images for each single response. Each will be created with separate **'Post replies'**. Again, select **'Reply'** in the lower RH corner of the post for the next **'Post reply'**.
- For **Variation 5**, include the first 4 bullet items in Note 2. Select **'Reply'** in the lower RH corner of the Thread. Do this once and include all possible responses by creating a Single **'Post reply'**. All Descriptions of the Response choices and Poll choice Images should be included in this Single **'Post reply'**. Add a separation between each response Description and Image.

Continue to the **First – Second – Third – Fourth – Fifth 'Poll Variation'** instructions below.

I. First Poll Variation - Adding Only a Description in the Threads Discussion field without Images.

Follow Steps **A to H** for instructions. This **First Variation** is **Adding Only a Description Without Images** in the Threads **Discussion** field. See **Note 1** above. You can enter text into the **'Discussion'** field from your Word processor or text editor document, **'Copy/Paste'** from your computer or you can enter all text manually.

Immediately after you finalize the **'Start New Thread'**, the Poll and Thread will appear completed on the forum.

When Finished adding Text to the **Discussion** field, skip to **'Change Poll Options Available'** instructions on Page 11.



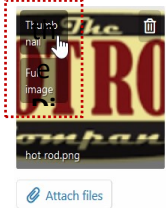
J. Second Poll Variation - Adding a Single Image in the Threads Discussion field with a Description.

Follow Steps **A to H** for instructions. This **Second Variation** is **Adding a Description with a single Image** in the Threads **'Discussion'** field. See **Note 1** above. You can enter text into the **'Discussion'** field from your Word processor or text editor document, 'Copy/Paste' from your computer or you can enter all text manually before adding the Image.

To attach a Single Image file, Select the **'Attach files'** icon, at the lower left area below the **'Discussion'** field.

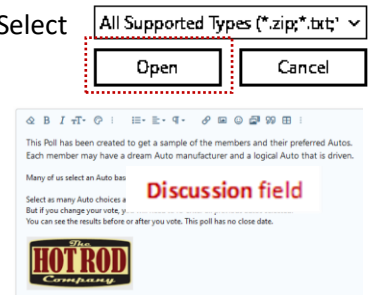
The Image file Must exist on your computer.

A File manager will pop-up and you can select an Image file that you will attach. Now Select **'Open'**. This Image is initially displayed below the Threads **'Discussion'** field.



Click in the **'Discussion'** field where the Image will be placed. Place it between existing text or allow space to add text above or below it. Click the top LH corner of the Image and Select **'Thumbnail'** or **'Full image'**.

Inserting **'Thumbnails'** allows clicking on the Image to Enlarge it and a right click for voters to **'Save Image as'** to their computer.



Immediately after you finalize the **'Start New Thread'**, the Poll and Thread will appear completed on the forum.

When Finished adding Text and an Image to the Discussion field, skip to 'Change Poll Options Available' instructions on Page 11.

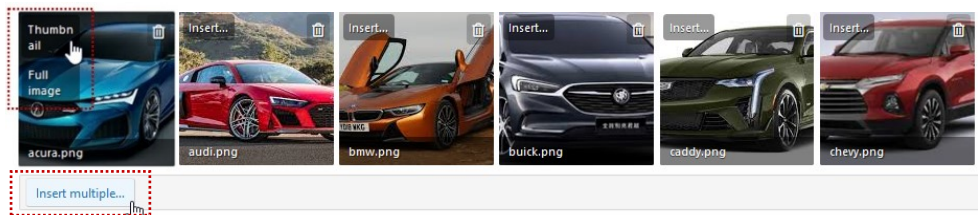
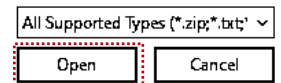
K. Third Poll Variation - Adding Multiple Images in the Threads Discussion field with Descriptions.

Follow Steps **A to H** for instructions. The **Third Variation** is **Adding Multiple Images** in the Threads **'Discussion'** field. See **Note 1** above. You can enter the text into the **'Discussion'** field from your Word processor or text editor document 'Copy/Paste', from your computer or enter text manually before adding Images. You can then add all Poll choice possible response Images and their Descriptions. This Variation condenses all Images and Descriptions into one Thread.

Now, as you are going to attach multiple files, Select the **'Attach files'** icon, at the lower left area below the **'Discussion'** field. **These Image files Must exist on your computer.**



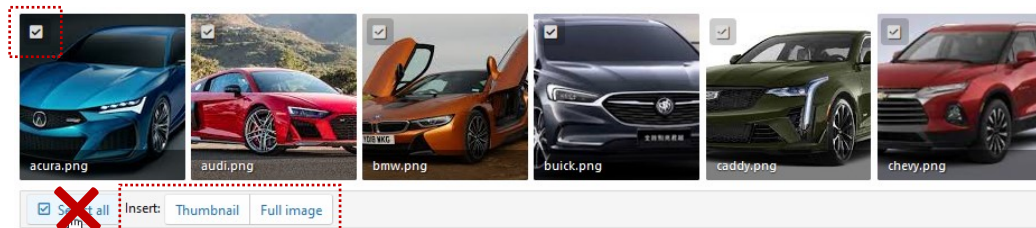
A File manager will pop-up from which you can select multiple files. To select multiple files from the File manager, Hold down the [Ctrl] on PC, [Command] or [⌘] on Mac keyboard while selecting each file. Select **'Open'** and these Images will be placed horizontally below the Threads **'Discussion'** field before you add text, line feeds or spaces.



Click in the **'Discussion'** field where the Checked Images will be placed. Place it between existing text or allow space to add text above or below it. You can selectively click on the top LH corner of an Image to insert only that Image. Select either **'Thumbnail'** or **'Full image'** and it will be inserted.

If you choose the **'Insert multiple'**, you will be offered other options as shown below. You can **'Select all'** and all Images will be placed in one location in the **'Discussion'** field. Just chose either **'Thumbnail'** or **'Full image'** first, as below.

DO NOT 'Select all' at this time. One way to **'Attach files'** is to uncheck or Check the Images you want to insert, one by one. This gives the most flexibility. Click in the **'Discussion'** field where the Checked Image will be inserted. Place it between existing text or allow space to add text above or below it. Check the top LH corner of an Image. As shown below, Select the size to insert. Finally, select **'Thumbnail'** or **'Full image'** and they will be inserted.



Inserting all images as ‘**Thumbnails**’ allows clicking on the Image to Enlarge it and a right click for voters to ‘**Save Image as**’ to their computer.

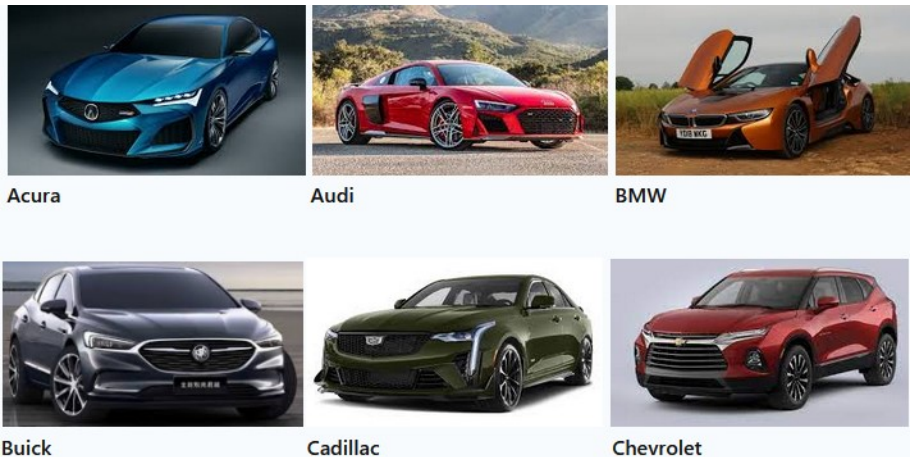
If you haven’t already added the text, you can enter text into the ‘**Discussion**’ field, near the image in your Word processor or text editor document ‘**Copy/Paste**’, from your computer or enter text manually

If you are entering text, after Attaching the Images, click to the right of each image in the ‘**Discussion**’ field. If more than one Image is inserted for each Single response, you may need to use Arrow keys to locate space between the images. Add either spaces between the images or a few blank lines, [Enter] or [Return] and add the text. Enter full or simple descriptions above, below or to the side of each image **Attached**. e.g. **Description, Name, Item #, or Image #**.

Vertical -
Text added with line feeds between each of the images. This layout allows a better separation and a longer description.



Horizontal in 2 rows - Spaces and text added below images. Linefeeds added for second row. Add text descriptions near image to relate it to the Poll. **Description, Name, Item #, or Image #1**. Enter full or simple description above, below or to the side of each image **Attached**.



Immediately after you finalize with ‘**Start New Thread**’, the Poll and Thread will appear completed on the forum.

When Finished adding Text and Images to the **Discussion** field, skip to ‘**Change Poll Options Available**’ instructions on **Page 11**.

L. Fourth Poll Variation - Add Single Post reply for Each Resource Image with a Description.

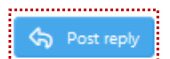
Follow Steps **A to H** for instructions. The **Fourth Variation** is **Adding a Single Post reply for Each Resource**. See **Note 2** above. If you choose this Variation 4, add the highlighted text below, near the bottom of the Threads ‘**Post reply**’ field, stating the following:

‘The Response Images and Descriptions will each be posted below this Thread as Multiple Post replies’.

Now Select ‘**Reply**’ on the Thread. Begin creating each Single ‘**Post reply**’. You can add more than one Poll choice possible response Image and its related Description. The additional Poll choice response Images and Descriptions will each be created as single ‘**Post replies**’.

The Poll will be displayed first, the Thread second and followed by all of the single Post Replies.

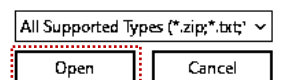
You can insert the text into each single ‘**Post reply**’ before the Image, in your Word processor or text editor document ‘**Copy/Paste**’, on your computer or enter text manually before adding Images.

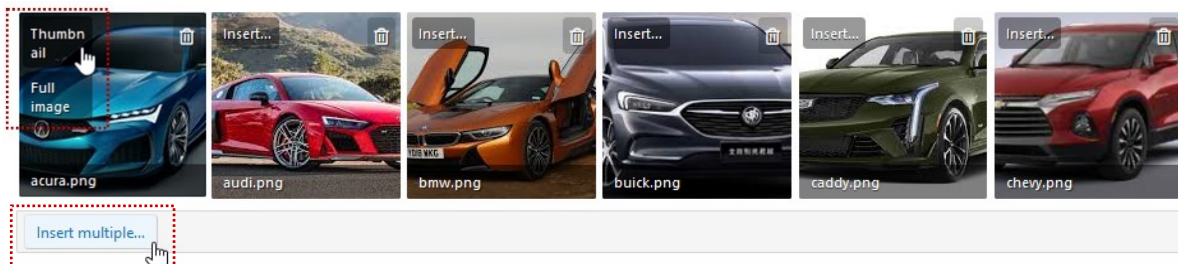


To attach an Image file to a single ‘**Post reply**’, select the ‘**Attach files**’ icon at the lower left area below the ‘**Post reply**’. **These Image files Must exist on your computer.**



A File manager will pop-up from which you can an Image file. To select multiple files from the File manager, Hold down the [Ctrl] on PC, [Command] or [⌘] on Mac keyboard while selecting each file. Select ‘**Open**’ and these Images will be placed horizontally below the Threads ‘**Post reply**’ field before you add text, line feeds or spaces.

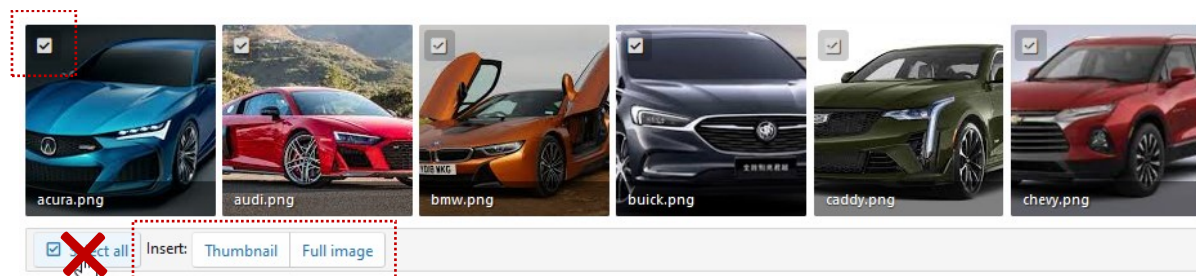




Click in the **'Post reply'** field where the Checked Images will be placed. Place it between existing text or allow space to add text above or below it. You can selectively click on the top LH corner of an Image to insert only that Image. Select either **'Thumbnail'** or **'Full image'** and it will be inserted.

If you choose the **'Insert multiple'**, you will be offered other options as shown below. You can **'Select all'** and all Images will be placed in one location in the **'Post reply'** field. Just chose either **'Thumbnail'** or **'Full image'** first, as below.

DO NOT **'Select all'** at this time. One way to **'Attach files'** is to uncheck or Check the Images you want to insert, one by one. This gives the most flexibility. Click in the **'Post reply'** field where the Checked Image will be inserted. Place it between existing text or allow space to add text above or below it. Check the top LH corner of an Image. As shown below, Select the size to insert. Finally, select **'Thumbnail'** or **'Full image'** and they will be inserted



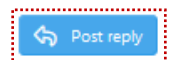
Inserting all images as **'Thumbnails'** allows clicking on the Image to Enlarge it and a right click for voters to **'Save Image as'** to their computer.

If you haven't already added the text, you can add the text to this **'Post reply'** in your Word processor or text editor document **'Copy/Paste'**, from your computer or enter text manually before adding Images.

If you are going to enter text after Attaching the image, click to the right of the image in the **'Post reply'**. If more than one image was inserted for each Single response, you may need to use Arrow keys to locate space between the Images. Add either spaces between the images or a few blank lines, [Enter] or [Return] and add the text. Enter full or simple descriptions above, below or to the side of each image **Attached**. e.g. **Description, Name, Item #, or Image #.**

Instructions for each actual Resource Image and Description will be added as a single **'Post reply'** after the Thread with Poll is **Started**. It is easier to add a single separate **'Post reply'**, attaching only one Resource Image to each.

As each Poll response Image is Posted as a single **'Post reply'**, you will add additional separate **'Post replies'** for each Response. Here are two examples of a separate **'Post reply'** for two Response Images of a Poll.



Immediately after you finalize with **'Start New Thread'**, the Poll and Thread will appear on the forum.

Remember, after this **'Post Reply'** is started, you have only 120 minutes to Edit, add to, or finish the **'Post reply'**.

You could have members voting before you actually **'Post reply'** adding the Images with the descriptions.

When Finished adding All Single **'Post replies'**, skip to **'Change Poll Options Available'** instructions on Page 11.



M. Fifth Poll Variation - Add a Single Post reply to Include All Resource Images with Descriptions.

Follow Steps **A to I** for instructions. The **Fifth Variation** is **Add a Single Post reply for All Response Images**.

See **Note 2** above. If you choose this Variation 5, add the highlighted text below, near the bottom of the Threads '**Post reply**' field, stating the following:

'All Response Images and Descriptions will all be posted below this Thread in a single Post reply'.

Now, Select '**Reply**' on the Thread. Begin creating your single '**Post reply**', You'll add all of the Poll choice possible response Images and its related Descriptive Text. All of the Poll choice response Images and Descriptions will be created in this single '**Post reply**'. The Poll will be displayed first, the Thread second and followed by this single Post Reply.

If you haven't already added the text, you can add the text to this '**Post reply**' in your Word processor or text editor document 'Copy/Paste', from your computer or enter text manually before adding Images.

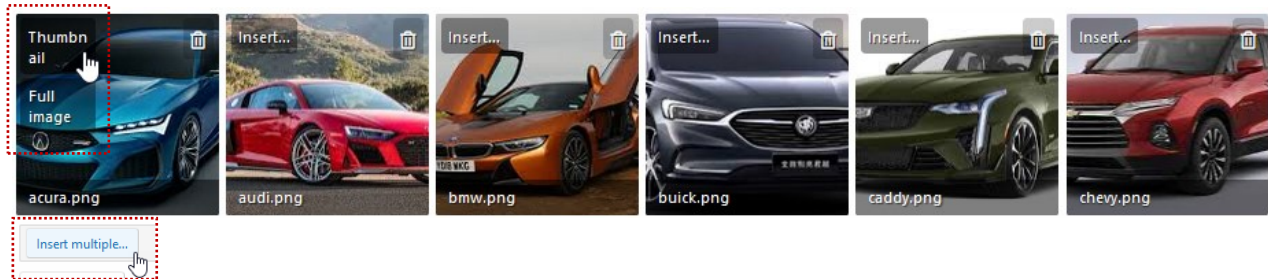
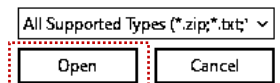


All Poll Resource Images and their Descriptions will be Posted in this single '**Post reply**' after it is started. This Variation condenses all of the Images and Descriptions into one '**Post reply**'.



Now, as you are going to attach all of the Image files to your single '**Post Reply**', Select the '**Attach files**' icon, at the bottom LH corner below the '**Post reply**' field. **These image files Must exist on your computer.**

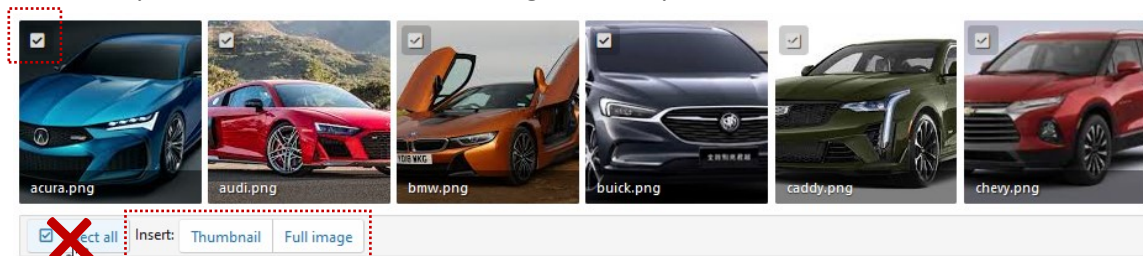
A File manager will pop-up from which you can select multiple files. To select multiple files from the File manager, Hold down the [Ctrl] on PC, [Command] or [⌘] on Mac keyboard while selecting the files. Select '**Open**' and these Images will be placed horizontally below the '**Post reply**' field before you add text, line feeds or spaces.



Click in the '**Post reply**' where the Checked Images will be placed. You can selectively click on the top LH corner of an Image to insert only that Image. Select either '**Thumbnail**' or '**Full image**' and it will be inserted. Place it between existing text or allow space to add text above or below it.

If you choose the '**Insert multiple**', you will be offered other options as shown on image below. You can '**Select all**' then all Images will be placed in one location in the '**Post reply**'. Just chose either '**Thumbnail**' or '**Full image**' first.

DO NOT '**Select all**' at this time. One way to '**Attach files**' is to uncheck or Check the Images you want to insert, one by one. This gives the most flexibility. Click in the '**Post reply**' where Checked Image will be placed. Placing it between existing text or allow space to add text above or below it. Check the top LH corner of an Image. As shown below, Select the size to insert. Finally, select '**Thumbnail**' or '**Full image**' and they will be inserted.



Inserting all images as '**Thumbnails**' allows clicking on the Image to Enlarge it and a right click for voters to '**Save Image as**' to their computer. If you haven't already added the text, you could enter the text into the '**Post reply**' field near an Image, from your Word processor or text editor document 'Copy/Paste', from your computer or enter text manually.



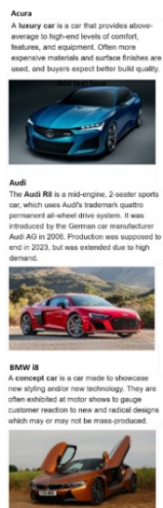
If you are going to enter the text after Attaching the Image, click to the right of an Image in the **'Post reply'**. If more than one Image was inserted, you may need to use Arrow keys to locate space between the images. Add either spaces between the images or a few blank lines, [Enter] or [Return] and add the text. Enter full or simple descriptions above, below or to the side of each image **Attached**. e.g. **Description, Name, Item #, or Image #**.

All of the actual Resource Images and Descriptions will be Posted as a Single 'Post reply'.

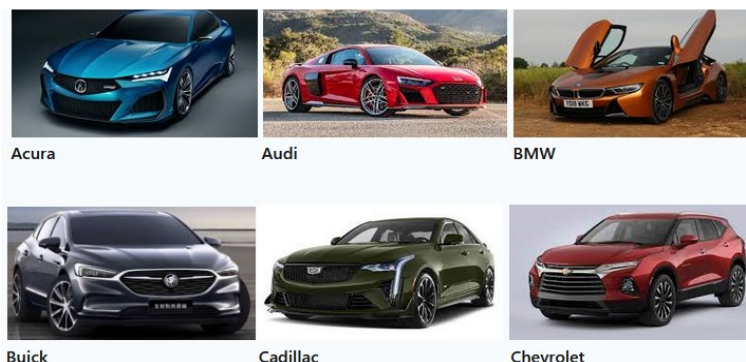
You could have members voting before you actually **'Post reply'** adding the Images with the description.

Here are two examples of a separate **'Post reply'** for two Response Images of a Poll, either **Vertical** or **Horizontal**.

Vertical -
Text added with line feeds between each of the images. This layout allows a better separation and a longer description.



Horizontal in 2 rows - Spaces and text added below images. Linefeeds added for second row. Add text descriptions near image to relate it to the Poll. **Description, Name, Item #, or Image #**. Enter full or simple description above, below or to the side of each image **Attached**.



Remember, after this 'Post Reply' is started, you have only 120 minutes to Edit, add to, or finish the Post reply.

You could have members voting before you actually **'Post reply'** adding the Images with the descriptions.

Immediately after you finalize with **'Start New Thread'**, the Poll and Thread will appear on the forum.

When Finished adding All Images to this single Post Reply Discussion field, continue to the 'Change Poll Options Available' instructions below on this Page.

N. Change Poll Options Available for Author after Start New Thread.

Need to add more Responses after the **'Start New Thread'**? Do this with the Poll **'Edit'** icon at its top RH corner. See below for Options available to change.



Remember, after initially 'Start New Thread', you have only 120 minutes to Edit, add to, or start the Thread/Poll.

Never Delete any of the original responses that you created. If you Delete a response, or replace it with another response, this will corrupt the Poll results. You can only correct an error in spelling or adding text.

You can Edit the Question, your Poll responses, and add more responses, or change any Poll settings as below.

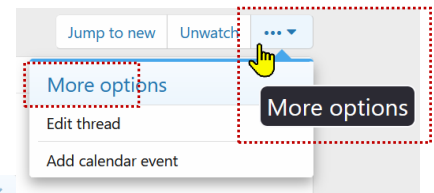
To add more **Possible responses**, click into the next empty rows response to add them. Do Not delete or change any previous entries.

Poll Options can be changed. They have been described starting on **Page 4**.

As the Author of the Poll, there are some items that you can change.

At the bottom right-hand corner of the Poll, select **More options**.
The only suggested item that may be used is select **Edit thread**.

Choosing the Edit thread would allow you to change the items below.



Title, Date, Time, and Time interval
are the only Options you could

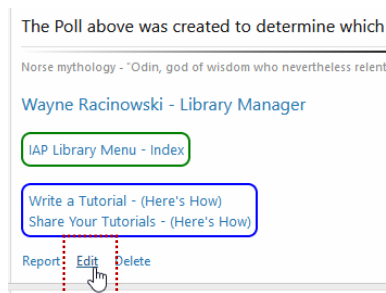
Continue to 'Editing the Discussion' instructions below on this Page.

O. Editing the Discussion field Available for Author after Start New Thread.

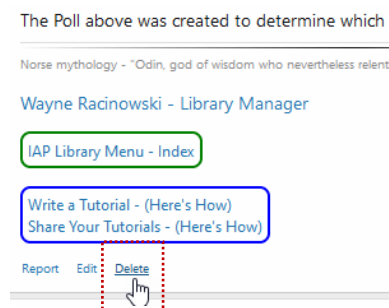
Need to add more information to the **Discussion** field? Do this with the **Edit** icon at its bottom left-hand corner.

Remember, after initial '**Start New Thread**', you have only 120 minutes to Edit, add to, or finalize the Thread/Poll.

The Author of the thread can edit
the **Discussion** field after posting.



If the Author wants to **Delete** the entire Poll, it can be done
here. It would be best to Delete it before anyone votes.



Continue to 'Viewing the Actual Poll' below on this Page.

P. Viewing the Actual Poll with Thread as Posted.

After the Poll and Thread are finished, below is an example displaying the Poll votes before the '**Cast Vote**'.

Below on the left, the Poll shows 4 Checks to Vote added by a member. Hopefully voters will check mark carefully.

After a voter selects **Cast Vote**, if you set it to allow this in the
Options, the results may be shown immediately as above.



The Poll is always displayed first, the Thread second and followed by Post Replies.

This Poll has been created to get a sample of the members and their preferred Autos. Each member may have a dream Auto manufacturer and a logical Auto that is driven.

Many of us select an Auto based on the requirements of our family or possibly our job.

Select as many Auto choices as you'd like. You can change your vote at any time. But if you change your vote, you will need to re-enter all previous autos selected. You can see the results before or after you vote. This poll has no close date.

Continue to 'Members Changing their Vote' instructions below on this Page.

Q. Members Changing their Vote.

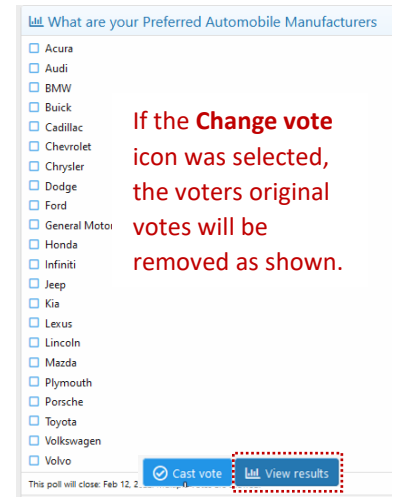
A voter may want to **Change vote**.

So, If this Option was selected when setting up the Poll, voters can select the '**Change vote**' icon to change their votes. This icon will appear if the Option was selected when setting up the Poll. Selecting '**Change vote**' will clear all check marks from poll.

Be aware, that if a voter wants to change their votes and keep original votes, they need to re-enter all their original votes. Then add the additional votes. This would be a good note to add to the Threads '**Discussion**' field.

Finally, they should '**Cast vote**'.

If a voter who wants to view the results without Casting vote, they could select '**View Results**', only if this Option was selected when setting up the Poll.



Continue to 'Thread/Post Error' instructions below on this Page.

R. Thread/Poll Error

You might see an **Oops!** as below after you '**Start New Thread**'. It will normally give you a hint as to what is wrong. If you cannot resolve this, start a conversation with [@jeff](#). Do not close or force the Thread to start!

Oops! We ran into some problems.
Please enter a valid message.

You Must Enter Some Text in the '**Discussion**' field or Poll will not Post. Click the **X** to Close this **Oops!** pop-up. For this, return to your Thread/Poll and Enter Text in the Discussion Field.

Just for reference, the message on the right will appear under the Poll as someone completes their Poll voting.

Messages have been posted since you loaded this page. [View them?](#)

If you will not Enhance Poll Responses with BB code, Skip to 'General Thread and Poll Information' below on Page 15.

S. Enhancing Poll Responses – Advanced (3 Options)

This information for Enhancing Poll Responses - Advanced requires knowledge of BB code and may be skipped.

If you know BB code, you can create the vote in a Poll response with 3 options.

1. See Option 1 below. You can add a Web link in the Poll responses with the [URL] [/URL] BB code.
2. See Option 2 below. You can add a See the Image in the Poll responses with the [BIMG] [/BIMG] BB code.
3. See Option 3 below. You can add an Enlarge Image from Penturners.org using the [ATTACH] [/ATTACH] BB code.




Option 1. Two examples are shown below. Enter a live web link [URL] [/URL] BB code.


A voter can **Go to a Web site** first and then return to the Poll and vote. (100 characters max.)

Character count	Poll Response code entry (Web site)	Poll View
48	[URL='https://www.ford.com/']Ford[/URL] Web site	<input type="checkbox"/> Ford Web site
97	[URL='https://www.penturners.org/media/categories/the-iap-collection.5/']The IAP Collection[/URL]	<input type="checkbox"/> Visit The IAP Collection

Option 2. An example is shown below. A voter can **See the Image** and then vote. (100 characters max.) From the web, just do a right mouse click over a web image, 'Copy link' & paste it between the [BIMG] [/BIMG] BB code.


Character count	Poll Response code entry (See the Image)	Poll View
87	[BIMG]https://www.pennstateind.com/mm5/graphics/00000001/6/XNIB5ST_200x200.jpg[/BIMG]	<input type="checkbox"/> 

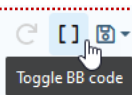
Option 3. An example is shown below. A voter can view an image from Penturners.org by retrieving the [ATTACH] [/ATTACH] BB code. 'Copy link' & Paste the Attached number between the [BIMG] [/BIMG] BB code.

Character count	Poll Response code entry (See the Image)	Poll View
64	Acura [BIMG]https://www.penturners.org/attachments/328654[/BIMG] (See instructions below to use the [BIMG] and retrieve the [ATTACH] code)	<input type="checkbox"/> Acura 

You can find and record the ATTACH Number from the Threads 'Discussion' field or the 'Post replies' by looking at its BB code. If you used multiple 'Post replies' to enter the Images, you'll need to Edit each Response 'Post reply' to retrieve the ATTACH number. See below on this Page.

If the **Standard Editor (Default)** is Active, you need to exit it and enable the **Enhanced BB code Editor**.

This will allow you to view the BB code. Select the **Toggle BB code**  icon from the top right-hand corner of the form. If you don't see this icon, stretch your web browser wider and it should appear.



The **Standard Editor (Default)** as displayed below the **Discussion** tab.



After you **Toggle BB code**, the **Enhanced BB code Editor** will be Active as displayed below.



You'll need to retrieve each Image **ATTACH Number**. For the multiple Images added as shown below, you'll see the Acura is 328655, Audi is 328654, BMW is 328656. Use these numbers to add Images on the Poll responses.

The **Discussion** field displays the **ATTACH Number** in the BB code

Acura [ATTACH alt="audi.png" 328655[/ATTACH]
Audi [ATTACH alt="acura.png" 328654[/ATTACH]
BMW [ATTACH alt="bmw.png" 328656[/ATTACH]][/SIZE]



Now Edit each separate 'Post reply', to find all ATTACH Numbers as required.

Here's a sample of the BB code that will be entered in the Poll as a **Possible response** with the Image added.

Auto [BIMG]https://www.penturners.org/attachments/**ATTACH Number**[/BIMG]

Use the ATTACH Number from each 'Post replies' 'Discussion' fields BB code to add these Images to the Poll responses.

Below are 3 examples of the BB code that will be entered in the Poll as a **Possible response** with the Image added.

Below on the right, you can see the advantages of including the Image next to the voting check box.



Question: What are your Preferred Automobile Manufacturers

Possible responses:

Acura[BIMG]https://www.penturners.org/attachments/328654[/BIMG]

Audi[BIMG]https://www.penturners.org/attachments/328655[/BIMG]

BMW[BIMG]https://www.penturners.org/attachments/328656[/BIMG]

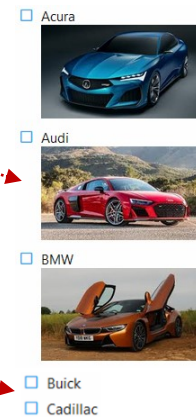
Buick

Cadillac

Chevrolet

Poll choice...

Example of Poll Images added as Responses.



Below is standard text example Without using any BB code in the Possible responses.

Question: What are your Preferred Automobile Manufacturers

Possible responses:

Buick

Cadillac

Chevrolet

Chrysler

Dodge

Ford

Poll choice...

As displayed on the Poll.

- ☐ Buick
- ☐ Cadillac
- ☐ Chevrolet
- ☐ Chrysler
- ☐ Dodge
- ☐ Ford

When finished with the Enhancements, select 'Save' to exit.



Continue to 'General Thread and Poll Information' below on this Page.

T. General Thread and Poll Information.

- Check the Poll and Thread for any errors. Add or Fix any items before you 'Start New Thread'.
- The Poll with the Thread will appear on the forum, **Immediately** after you finalize with 'Start New Thread'.
- After initial 'Start New Thread', you have 120 minutes to Edit, add to & finalize the Poll, Thread, or Post replies.
- View the Poll after you 'Start New Thread'. Review the 'Discussion' field and Poll resource choices to verify accuracy. You will have a short time to update or change it.
- If you add the Images and the descriptions in 'Post replies' (Variations 4 and 5), you may have members voting before you actually 'Post replies'. Therefore, add a **Note** at the bottom of the original threads **Discussion** field stating:
 (Variation 4) **The Response Images and Descriptions will each be posted below this Thread as Multiple Post replies'**
 (Variation 5) **All Response Images and Descriptions will be posted below this Thread in a single Post reply.'**
- It's important for the voters to understand the Options that have been set for the Poll. Mention some of the **Poll selected Options** in the 'Discussion' field as you set them. See top of **Page 3** for examples.
- To vote in a Poll, members simply select which response(s) that they want to vote for and click the 'Cast vote' icon.
- Voting in a poll is entirely optional. One may vote for any of the available options as set in the Poll options or cast no vote at all.
- Whether or not a poll is a public poll, any votes cast will be attributable to the voter.
- NOTE: If a Voter Adds or Changes a Vote, They MUST Re-enter All Previous Votes or they Will be Lost.

Hope this helps. If you have any additions, changes, or questions, please contact me or jeff. @wayne or @jeff

