

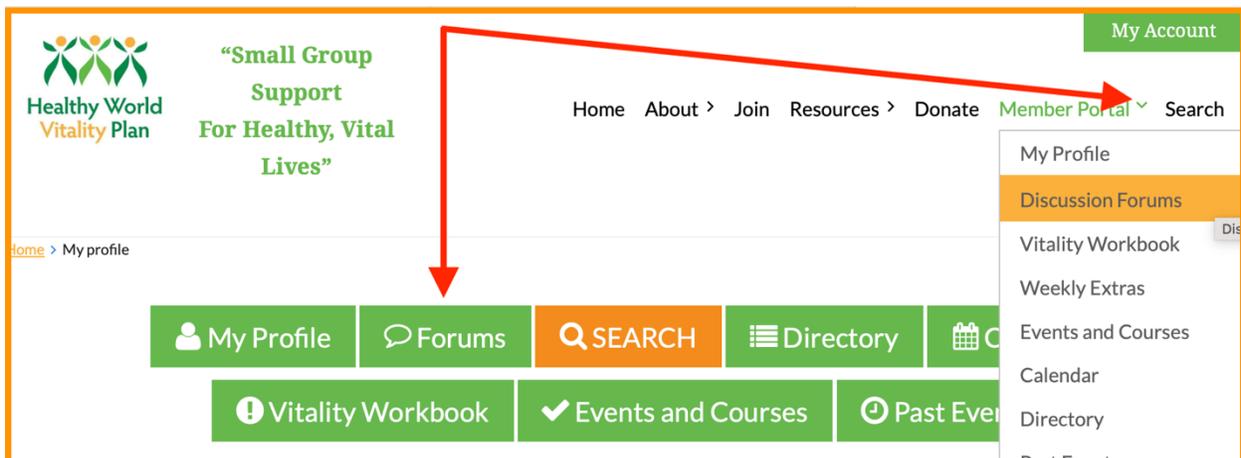
Healthy World Vitality Plan Website Help



This Help page contains tips and suggestions for using the Healthy World Vitality Plan (HWVP) website. New items will be added as the need arises or at the suggestion of members.

Creating a Topic in a Forum

The HWVP website has a Forums section, where members and coaches can share many kinds of information by creating topics. When you are logged in, you can open the Forums section by selecting it from the drop-down indicator on the Member Portal menu item or by clicking on the green Forums button that appears on most pages:



The Forums page has three page options for viewing and creating topics:

- [Recipes](#). For sharing your favorite whole food, plant-based dishes and finding new ones.
- [Healthy Lifestyle](#). For advice or information on how to achieve vitality with any of the five healthy lifestyle categories: Nutrition, Movement, Inner Harmony, Restorative Sleep, and Community.
- [General](#). For anything relevant to your HWVP experience that doesn't fit into the other two categories.

When you are viewing one of these three pages, you can create a new topic of your own on that page by clicking the blue CREATE TOPIC button just above the list:

RECIPES Forum

Discussions in this forum deal with RECIPES topics and are open to all HWVP Members to share and collaborate.

CREATE TOPIC [Subscribe to forum](#) << < 1 2 3 4 5 ... >>

TOPIC	LAST MESSAGE	REPLIES
Crandberry mushroom lentil loaf	24 Nov 2023 11:20 AM Kathleen Corum	6
Kale Salad Recipe	21 Nov 2023 1:03 PM Thom and Corrie Hightower	2

VITAL TIP

Be sure you are on the page that's appropriate for your topic—either [Recipes](#), [Healthy Lifestyle](#), or [General](#)—before you click the CREATE TOPIC button, so your topic will appear on the correct page.

When you click the CREATE TOPIC button, you'll see this form:

Create topic

Creating new topic * Mandatory fields

Author Test User

* Subject

* Body

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, and more.

Text area for entering the topic body content.

Attachments [CHOOSE FILES](#) You can upload up to 20 files. Each file should be less than 20 MB.

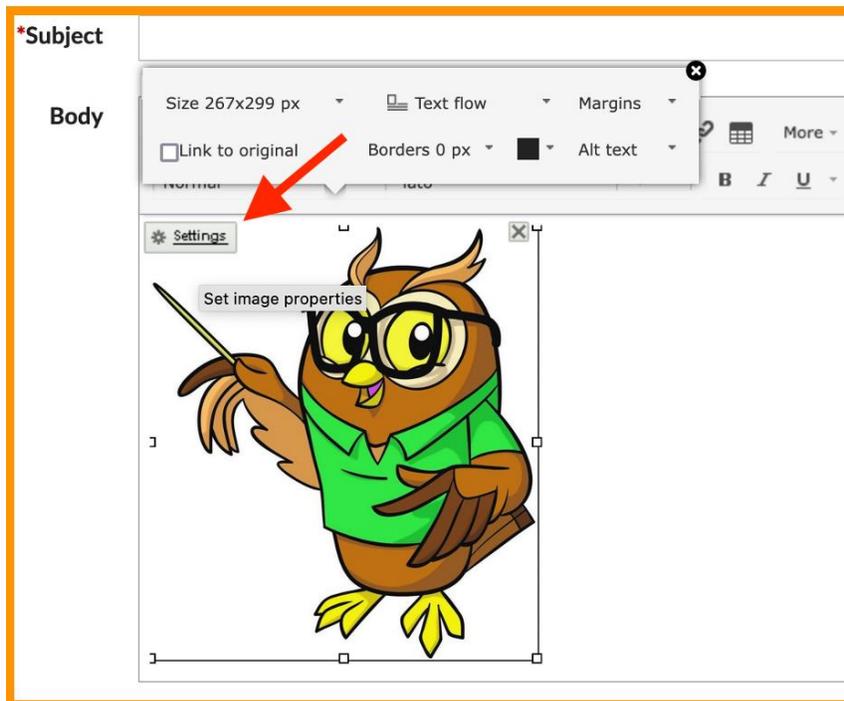
[CREATE](#) [CANCEL](#) Subscribe to topic Daily

1. Choose a subject that is descriptive of your topic's content. This will make it easier for others to find it using searches.
2. In the Body pane of the form, you can type or paste text or images that you have copied from other sources. You can use the various icons at the top of the Body pane to format your text, including linking it to other web pages.

3. The CHOOSE FILES button lets you select files from your computer to include as attachments to your topic, which other members can then click on to open or download onto their computers.
4. At the bottom of the form, you have the option to check the box next to “Subscribe to topic”, and indicate how often you would like to be notified by email when someone comments on your topic.
5. Don’t forget to click the CREATE button when your topic is ready to share, or the CANCEL button if you change your mind.

VITAL TIP

For added interest, start your topic with an image that you copy from another source and paste in the Body pane. After you paste the image, you will see a Settings prompt at the top left of the image, which allows you to select the size of the image, add a border, and do other formatting.

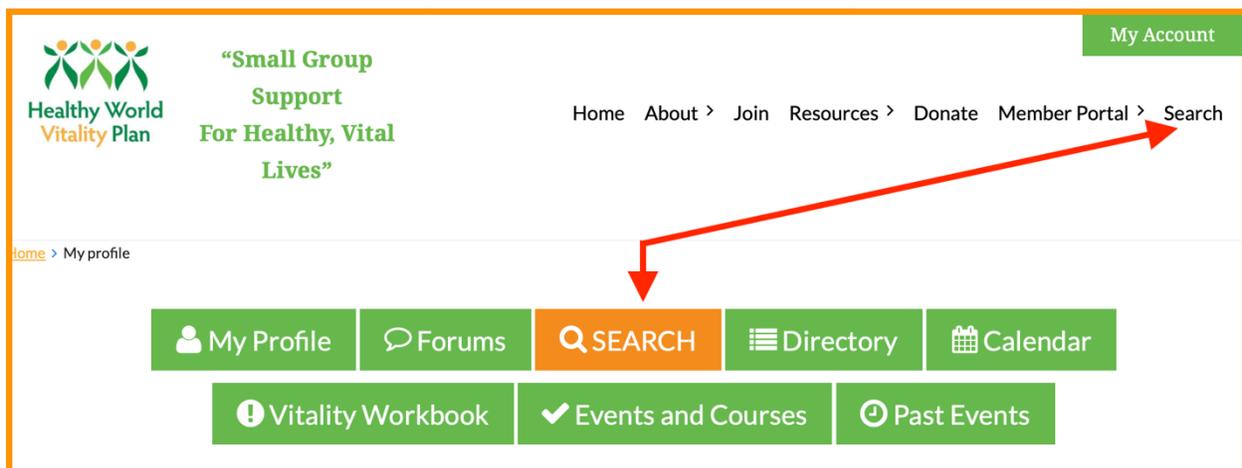


When you've finished creating your topic, it will display at the top of the list for that Forum. Notice that every listed topic you create contains Edit and Delete buttons, so you can make further changes later.

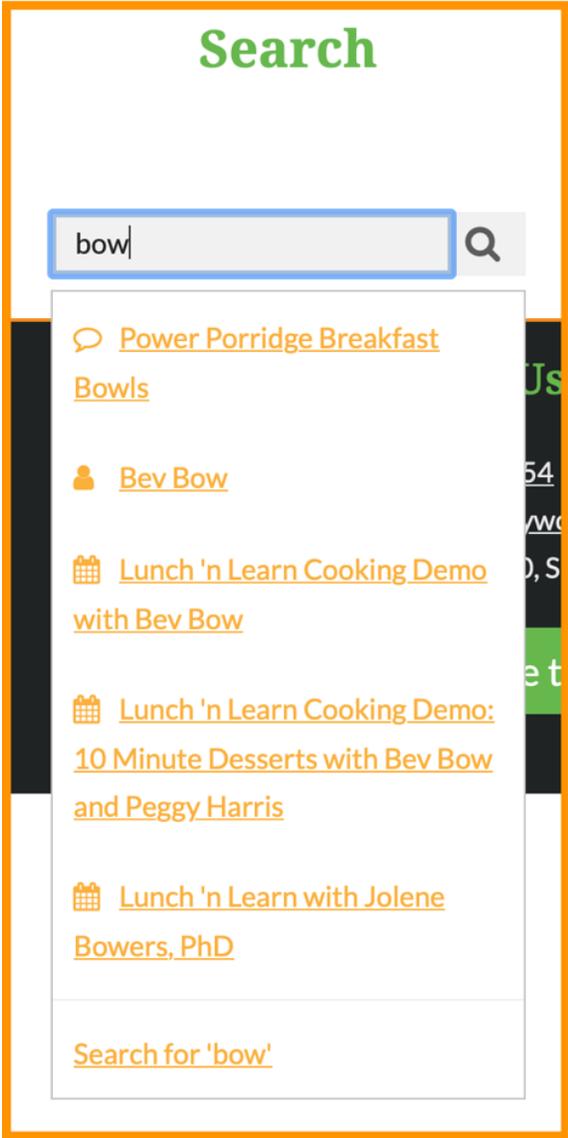
Searching for Information

The Healthy World Vitality Plan (HWVP) website stores an amazing amount of information to supplement your coursework, connect you with other members, and inspire your journey to a lifetime of vitality. And it isn't necessary to learn and remember how to navigate the maze of menus and submenus to locate it all. Just as you can search the entire Internet with your computer's browser, you can search the entire HWVP website from any page on the site.

Most members-only pages on the HWVP website have a handy set of green short-cut buttons at the top, with a prominent orange SEARCH button in the middle that will take you directly to the Search page. If you don't see these buttons, you can always click on the Search option on the main menu, which takes you to the same Search page:



On the Search page, click in the box that says, "Enter search words", then type or paste one or more words that are likely to be in the information you're seeking. As you enter each character, the search function displays and updates a list of names or titles of information that contain what you have entered, either as full or partial words. For example:



The icons before each suggested match in the list help identify whether the link goes to a topic, member profile, event, or other type of information. You can click on any of these links or continue entering characters to narrow the search. At any time, you can also press your computer's Return or Enter key to see full search results for what you've entered:

Web site search result

Search result

Too many results? Expand "Content type" below to narrow your search.

Search: Found: 80

▸ [Content type: all](#)

📅 [HWVP Orientation - Groups Beginning March 2022](#)

Don Fries & Bev **Bow** Zoom

Zoom • 22 Feb 2022 7:00 PM

🗨️ [Crandberry mushroom lentil loaf](#)

Crandberry mushroom lentil loaf Recipe for from "virtual vegan" Put in large mixing **bowl** 1 cup cooked

Reba Amabisca • 18 Nov 2023 1:12 AM

📄 [Un-Tuna Sandwich 🍷🍷](#)

down and repeat until the chickpeas are roughly chopped. 2Transfer chopped chickpeas to a large mixing **bowl**

Lawrence Campisi • 16 Nov 2023 11:21 AM

Note also that this Search result page has a filter for “Content type” at the top of the results list, which can be opened by clicking on the triangle icon to its left:

▾ [Content type: all](#)

- Page contents
- Blogs
- Forums
- Events
- Public member profiles

If you click to “uncheck” the checkmark icon next to a content type, all results of that type are immediately removed from the search results list.

VITAL TIP

Note that the content type “Blogs” is what we refer to elsewhere as “Topics”, such as recipes and other member-created entries in the Forums. Also, the “Public member profiles” content type is accessible through the [Directory page](#), where additional search functionality is available.
