

This is the *ForumWales* Help Document, a printable guide to how the Forum works and how to get the most out of the community.

Print this document and keep it close at hand during your first few visits and then file it for future reference. The latest version of this Help Document, along with other useful information, can be found at www.ForumWales.com/help.htm.

This document will be updated as and when the Forum changes – keep an eye on the Version Number at the top of this cover page.

If you have any comments or suggestions on this document, please contact us:

HelpDocument@ForumWales.com



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The Forum Index

The Index is the main entry point to the Forum and should not be confused with the *ForumWales* (FW) homepage (www.ForumWales.com). The main FW homepage should however be the page which you bookmark as it provides a summary of the latest news, the ten latest posts and also top-level statistics about the Forum itself.

An Overview

The following information makes reference to the blue numbers shown in the images below to explain the elements of the Forum Index.

Along the top of the page, as with every page at ForumWales, the main menu (1) gives you access to the other areas of the site: Home page, the Forum, the Gallery, the Blog, Help and the About section.

The screenshot shows the ForumWales Forum Index page. The main menu (1) is located at the top. On the right-hand side, there are seven options (2) for user actions. The 'Forum' section (5) is highlighted, showing sub-sections (9) and a table of topics. The table columns are 'Topics', 'Posts', and 'Last Post'. The 'Last Post' column includes the date, time, and the user who posted (8). A 'New post' icon (10) is shown in the table.

Site Topics	Topics	Posts	Last Post
Announcements ForumWales site announcements	43	43	Fri Oct 14, 2005 10:44 pm ForumLead →
Member Introductions New member? Let the others know all about you. Introduce yourself to the rest of us.	81	400	Fri Oct 22, 2005 10:40 am Hans →
Site Discussion Talk about ForumWales. Comments, complaints and suggestions.	44	217	Fri Oct 22, 2005 10:42 am ForumLead →
Site Help Want to know how to do things here at ForumWales? Look it here. Need specific help? Post your questions here.	19	30	Fri Oct 22, 2005 4:09 pm Karl →
Test Area Try posting messages, creating topics, try different format options and learn how to edit your posts. You, alone and with - test it all if you dare.	3	26	Fri Oct 14, 2005 12:40 pm Derek →

The Index is the focal point of the Forum and details the main areas (5) and sub-sections (9). From here you can view the activity within each sub-section: number of topics (6), number of posts (7) in that sub-section and the details of the latest post (8).

The 'Last Post' information shows when the post was made and by who, e.g. [ForumLead](#) →. Clicking the member's name will take you to their Profile; clicking the small white 'document' icon will take you directly to the latest post within the sub-section.

If there are new posts within a sub-section, the 'post' icon (10) will be orange.



New topics which you haven't read.



Tip You must be logged in for the 'new post' system to operate so make sure the first thing you do when you visit is to log in. You can tick the check-box to have the system remember you and automatically log you in whenever you visit.

Beneath the main menu, on the right-hand side of the screen, there are seven options (2) which provide information relating to the Forum. Some of these will be discussed in detail later in this document.

FAQ: This will take you to the standard Frequently Asked Questions which are produced by the makers of the software which runs the ForumWales Forum.

Search: A search function is available if you wish to search within the messages (posts) in the Forum.

Memberlist: See who has joined, see when they joined and how many times they have posted messages.

Usergroups: Here you'll find groupings of members. For example, the Welsh Speakers group contains members who consider themselves fluent enough with the Welsh language to help others.

Profile: Your information and Forum preferences. Keep it up to date!

Private Messaging: Send messages to other members. If you have new private messages, this option will change to show that you have messages to read.

Log in / Log out: Depending on your current status, this option lets you log in to the Forum, log out or register as a member.

Moving further down the page, on the left (3), you can find out when you last visited the Forum and what the current time now is. The red text beneath the current time shows a 'breadcrumb' trail for quick navigation through the Forum.

When at the Index, this will simply show [ForumWales Forum Index](#). As you move into a sub-section and then into a Topic, the breadcrumb trail will extend as shown by the following example. The breadcrumb below shows the trail as seen from a post within the Announcements section.

[ForumWales Forum Index](#) -> [Announcements](#)

Clicking on the [Announcements](#) text will take you out of the current topic and back up to the Announcements section. Clicking on the [ForumWales Forum Index](#) text will take you quickly back to the Index page.

To the right of the breadcrumb location, there are three options (4) relating to posts.

Visit Posts Since Last Visit: Click this option to display a list of all the messages which have been posted since you were last in the Forum.

View Your Posts: Click here to display a list of all your posts.

View Unanswered Posts: This will display a list of any posts which have yet to receive a reply.

That covers the top part of the page, now we move onto the bottom, starting with...

Near the bottom of the page, you'll find the option to Mark All Posts Read (11). This will remove the orange 'new post' labels from all the posts which are currently listed as such. A similar option is available within the sub-sections if you simply want to mark only posts within that sub-section as read.

The screenshot shows the ForumWales website interface. At the top right, there is a date and time: 'Tue, 23, 2005 10:02 pm'. Below this, there are several navigation options: 'New posts', 'No new posts', and 'Posts in read'. A table at the bottom right shows time zones and their corresponding GMT offsets.

Time Zone	GMT Offset
Excel	Sat 13:55
GMT	Sat 12:55
Caribbean	Sat 11:55
India	Sat 14:55
Quebec	Sat 08:55
LA	Sat 05:55
New York	Sat 04:55
Canada	Sat 23:55

Beneath the Latest Post column, you'll find a small reminder as to what the times represent. You can specify your GMT offset in your Profile.



Don't forget to update the GMT offset in your Profile if your local time zone moves in or out of Daylight Saving Time.

The Who is Online section (13) is a handy way to find out if any fellow members are online at the same time as you. Please note that the information shown is based on activity over the past five minutes and may not accurately reflect who is online at the exact time you view the data. Clicking on any member's name will take you to their Profile where you can find out a little more about them.

If you need a refresher as to what the icons mean against the sub-sections, the key (14) is available at the bottom of the page.

At the bottom of every page within the Forum, you'll find a few quick links (15). The main one to note is the Abuse email address – use this if you wish to report any post directly to ForumWales.

Finally, with ForumWales members coming from all over the world, the multi-zone clock (16) lets you see a number of time zones at a glance.

Searching

The search function requires a little explaining in order to get the best out of it.

To search for a single word, simply type that word in the box shown on the right as S1. If you wish to limit the search to a particular part of the Forum, select the required options in the area as shown here labelled S2.

The search function will accept the use of logical operators: AND, OR, NOT. If you intend to search for a phrase (more than one word) then you must use these.

For example, to search for Conwy Castle, you must enter [Conwy AND Castle](#), if not you will have results returned if they have either word in the post and not necessarily both word.

You can also use an asterisk '*' to wildcard searches. For example, [build*](#) would return posts containing the words build, building and buildings.

Profile

Your Profile details are initially populated when you register at ForumWales but you can edit or update your details at anytime. Keep your information in your Profile up to date so that fellow members can find out a little bit about you. Add an avatar (an image) to your Profile to customise your ForumWales presence and help get a little bit of your personality into your posts.

Registration Information

This section of your Profile page allows you to update your email address or change your password. If you want to change either of these two important pieces of information, you must supply your current password before pressing the submit button at the bottom of the page.

Profile Information

Information in this section will be viewable by other members of ForumWales – but not by unregistered visitors.

If you add your location to the 'Location' field, then you'll eventually be listed in the ForumWales membership maps. Do not put your full address details, simply put your general location such as your town/city or county/state.

If you populate the 'Signature' field, the text you enter will be added to the bottom of every post you make within ForumWales. Put in your favourite quote, a song lyric, a phrase or simply your name – anything which you feel helps personalise your posts.

The ForumLead's signature is shown here as an example.

Site Admin ForumWales (Site Help Site Rules)
--

Preferences

This section lets you customise the general preferences of the ForumWales system. Each option is explained below:

- **Always Show My Email Address** – if this is set to *Yes*, the email option will be shown under each of your posts and in your Profile therefore allowing anyone to contact you via email. ForumWales recommends that this option is set to *No* to protect your email address and your privacy.
- **Hide Your Online Status** – by default, when you log in to ForumWales, other visitors to the site will be able to see that you are online when they look at the Who's Online section at the bottom of the Index Page. If you select *Yes* for this option, your username will not be listed in the Who's Online section, however you will be counted as a Hidden User.
- **Always Notify Me Of Replies** – if you select *Yes* here, the ForumWales system will send you an email when someone posts a reply to a topic you have posted in. If you select *No*, you can always chose to 'watch' individual topics when posting a message or simply reading a topic.
- **Notify On New Private Message** – if a fellow member posts a Private Message to you, the system can send an email to you to advise you of the new message. Select *Yes* if you want to receive the advisory emails.
- **Pop Up Window On New Private Message** – With this option set to *Yes*, if someone sends you a new Private Message whilst you are browsing ForumWales, a new window will be opened to display the new message.
- **Always Attach My Signature** – set this option to *Yes* if you want your signature text to be automatically added to every message you post.
- **Always Allow BBCode** – with this set to the default setting of *Yes* you will see the formatting which members add to their posts (such as bold, underline, colours, italics...). Setting this option to *No* will display all messages as plain text, with no formatting applied.

- **Always Allow HTML** – set to Yes will enable the display of any HTML code used within a post.
- **Always Enable Smilies** – it is advisable to keep this option set to Yes. In doing so, you'll be able to see the smilies/emoticons which are used by members throughout the Forum. Smilies are used to help add emphasis or indicate 'mood' when writing a post. Adding a 'smile' to the end of a sentence may make the difference to being understood or misunderstood!
- **Board Language** – currently the only option is *English*. We are working on a Welsh version of the Forum!
- **Board Style** – only one board style is currently available.
- **Timezone** – use the drop-down to select your timezone. Once selected, all post times will be displayed throughout the Forum in your local time.
- **Date Format** – it is advisable to leave this option as the default value. Please note that if you do change this, the format is required to be in PHP syntax – a computer language.

Avatar Control Panel


An avatar is a small image used to personalise your posts within the Forum. The image here shows the left-hand section of one of Sioni's posts. The yellow character waving the Welsh flag is Sioni's avatar.

Any image can be uploaded to the ForumWales server to be your avatar. However, you must resize your avatar image to be no more than 80 x 80 pixels.

If you are having difficulty resizing an image or do not have the software on your computer to do so, you can use our Avatar Service (no charge). Full details can be found in the Site Help section of the Forum under the topic 'Avatar Service'.

Sioni
Welsh Moderator

FW Welsh Moderator



Joined: 26 Jun 2005
Posts: 1453
Location: Rhydaman, Cymru

Topics

Overview

From the Index Page, you will want to move into the Sections of the site and view some of the topics. In the following examples, we will move into the Just Chat section of the site, as shown on the right, by clicking on the Just Chat link listed under the General section of the Index Page.

Just Chat
Moderator: [Moderator](#) [ForumWales](#)

[new topic](#) [ForumWales For use Index or Just Chat](#)

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For further information click here!

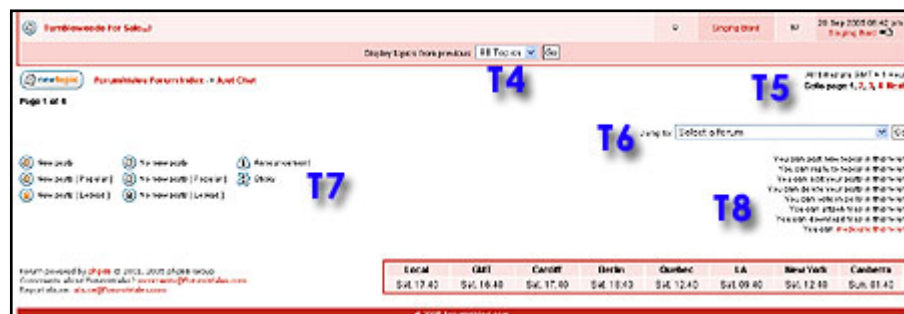
Topic	Replies	Author	Views	Last Post
"They are a Bunch"	13	Fluel	68	20 Oct 2008 12:20 pm [View] [Reply]
How long did I date you? :D	16	Fluel	102	27 Oct 2008 11:02 am [View] [Reply]
Shocked.	11	Arwen	65	26 Oct 2008 12:04 pm [View] [Reply]
"Are" I keep a workman in the hallway"	10	Arwen	69	23 Oct 2008 09:30 am [View] [Reply]
Newletter	2	Arwen	23	21 Oct 2008 12:05 pm [View] [Reply]
Aren't the English Great?	3	rynD	67	21 Oct 2008 10:01 pm [View] [Reply]
Songs	18	Calypso	102	20 Oct 2008 12:13 pm [View] [Reply]

Once the page has loaded, you will see the list of topics which exist under the Just Chat section. The name of the section you are currently browsing will be shown and can be seen in the top left-hand corner of the image above. As discussed in the Index Page section, the breadcrumb trail provides easy navigation back to the Index Page.

The main part of the page is taken up by the list of topics (T2) which are currently in discussion in this part of the site and the statistics (T3) for each of those topics.

If you wish to start a new topic of discussion, you click the New Topic button (T1), but more on this later.

If there are many topics within the section being viewed, they may not all fit onto one page. If you wish to reduce the number of topics displayed, you can use the filter option (T4) at the bottom of the page to display only certain topics – for example, only those created during the past seven days.



If there are numerous pages of topics, you can move forward and backwards through the pages using the page selector (T5) at the bottom right of the page

To speed navigation of the Forum, you can jump from one section to another quickly by using the Jump To: menu (T6) and then pressing the Go button.

In a similar manner to the Index Page, the at the bottom of this page you'll also have a key (T7) to the symbols used.

Finally, in the bottom right-hand corner you'll find a list of text (T8) which details your 'rights' within the section – what you can and cannot do.

Viewing a Topic

The image on the right shows that we have now selected a topic to view, "Skunked", and we now see the initial post and any subsequent replies (T12).

For each message posted, you will find information such as the time and date it was posted and who posted it (including their location, number of posts and when they joined),



If you wish to find out more information about the author of a post, click on the Profile button (T11) or contact them directly by sending them a Private Message. If a person has set their Profile Preferences to do so, an email link may also be present.

Posting a Reply to a Topic

If you wish to take part in a discussion, you can post a reply to a topic simply by clicking the 'post reply' button (T9).



Clicking the reply button will take you to the 'Post a Reply' screen. This screen is similar to the Post a New Topic screen and the Post a Private Message screen – they all operate in the same way.

Working from the top of the page downwards, the items marked in the image are as follows.



The Subject Box

The Subject box (T13) is, in the Post a Reply screen, an optional field – however, it is mandatory when creating a new topic or post a Private Message. The Subject box operates in the same way as the subject field in your email software, i.e. it lets the reader know what the post/topic/message is all about before they read the main body of text.

Formatting

As with email and other documents, within the Forum you can format your message to clarify what you are posting, to add emphasis, add images etc. The 'BBCode' buttons (T14) under the Subject box let you change the appearance of your message.

- B** – This makes the selected text **bold**.
- i** – This sets the selected text as *italic*.
- u** – Underlines the selected text.

The formatting is applied as 'tags' in the message window – you will only see the effects of the formatting when the message is posted or previewed.

Tags are contained within square brackets. The following examples demonstrate how each of the three formatting types appear in the message box:

- [b]**This text would be formatted as bold**[/b]**
- [i]**This text would be formatted as italic**[/i]**
- [u]**This text would be underlined**[/u]**

The first tag begins the formatting of the text which follows; the second tag, which contains the forward slash, tells the system to stop formatting the text.

There are two ways to add these formatting types:

1. Highlight the text you wish to format with your mouse cursor, then click the formatting button of your choice, e.g. B. This will add the [B] and [/B] tags either side of the highlighted text.
2. Add the tag code as you type – you don't need to add formatting using the formatting buttons, you can just manually type the tags.

You can change the size of the text and its colour by highlighting the required text with your mouse and then selecting from the size or colour drop-down boxes.

Adding Images

You can add images to your posts using the image tags. To do this, the image you wish to include must be hosted somewhere on the Internet and you must know the full URL (web address) for that image.

[img]<http://www.forumwales.com/images/logo2.gif>**[/img]**

The above example would put the main ForumWales logo into your message. The tags are similar to those used for formatting, they are within square brackets and the closing tag contains a forward slash.

Again, you can type the tags manually or use the **Img** button beneath the Subject box. Pressing the **Img** button once will add the first tag, then type your image URL, then press the **Img** button again to close the tags.

Adding Links

The quickest way to add a link to a post is to simply paste the URL into the message box. The system will automatically recognise this as a link and make it 'clickable' when the message is posted.

You can also insert a hyperlink against selected text. To do this, use the URL button to insert the required tags, and add the '=http:' information into the first tag.

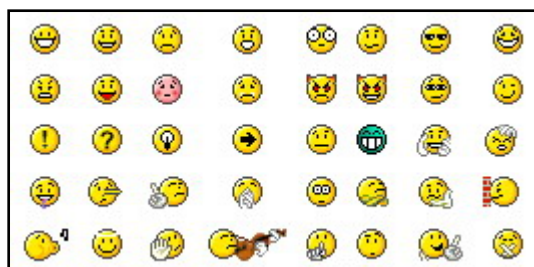
[url=http://www.forumwales.com]This text will link to ForumWales.com**[/url]**

When the message is posted, the text within the two tags will then be 'clickable' with the destination being the [www.ForumWales.com](http://www.forumwales.com) (in this example).

Smilies / Emoticons

These small images help express yourself when writing online. If, for example, what you are saying is a bit 'tongue in cheek', add a wink to the end of the sentence.

Simply click on the desired emoticon and it will be added to the message.



Click the View More Emoticons link to see the full set of smilies as shown above.

The Message Box

This is where you type your message. The message box ([T16](#)) is just like the body of an email message, type it in here and that is what will be posted. It's as simple as that.

Message Options

The bottom two options in the list ([T17](#)) are the useful ones: Attach signature and Notify me.

If you have added a signature to your profile and selected the preference in the profile to do so, your signature will be added to every post you make. You can override the preference setting in your profile by clicking the 'attach signature' option within each message you post.

To receive an email when someone posts a reply to your message, you can select the option in your profile. There is an option available every time you post a message to override your default option. Tick or un-tick the 'Notify me...' option before you post.

Attaching Files

You can attach files to your message in a similar way to that of attaching files to an email. The attach file option ([T18](#)) appears on the lower half of the page.

The following file types can be attached:

Archives	ace gtar gz rar tar zip
Images	gif jpeg jpg png tga tif
MediaPlayer	wmv
Quicktime	mov

To attach a file, click on the Browse button and navigate to the directory/folder on your computer where the file is stored and select the file. Type a description of the file in the 'comment' box and click the 'Add Attachment' button. The page will refresh and the details of the attached file will be shown at the bottom of the page, with options to delete the attachment or update the comment.

Topic Review Pane

Whilst posting your reply, you can quickly refresh your memory as to what has already been said in the topic by reviewing the topic at the bottom of the page ([T20](#)).

Preview and Submit

When you have finished composing your message, preview it by clicking on the 'Preview' button ([T19](#)).

The page will refresh and at the top of the page your message will be displayed as it will appear in the forum. If you wish to make changes, scroll down the page and modify your message.

Once you are happy with the message, click the 'Submit' button (**T19**) and your message will be posted into the topic.

Troubleshooting a Post

If, after previewing a post, it does not appear as it should, make sure that all tags are closed. If you see a single tag in the post preview, such as **[b]**, then you have missed out the closing tag, in this case **[/b]**. Simply put your cursor where the formatting should stop and type in the closing tag.

Posting a Reply whilst Quoting

If you wish to include something another member has written in a post, simply click on the 'quote' icon within their post.



This will take you to the usual Post a Reply screen but the content of the previous post will be in the Message Box and within quote tags, **[quote]** **[/quote]**.

A simple quote will look something like this:

[quote="other_member_name"] The text they wrote **[/quote]**

If it is a big quote and all you want is a small section of it, you can delete the unwanted text from the quote but do not delete any part of the two quote tags.

Sometimes, the person you are quoting may be quoting another member. In this case, you may wish to remove the previous quote – this simplifies your post and makes it less confusing to read. Take a look at this example, colours have been added to ease explanation:

[quote="Member_A"]**[quote="Member_B"]**This is what Member B wrote about**[/quote]**
This is what Member A wrote in response to Member B**[/quote]**

If you only want to include what Member A wrote, you need to remove the 'nested' quote. In this example, you would delete the green text and quote tags. Do not delete the red tags or red quote tags or the quote will not be shown when you post.

Posting a New Topic

Members are free to begin new topics whenever they wish. Starting a new discussion topic is as easy as posting a reply to an existing one.

The first thing to decide on is which section of the Forum your new topic should be in. If your topic is a general discussion, post it in Just Chat; if you have a question about the Welsh language, try posting in the Welsh Language section.

Posting

Navigate to the desired section and press the New Topic icon.



The only difference between posting a new topic and posting a reply is that when posting a new topic you must specify a subject – make it descriptive as this is what will get people to read it and hopefully reply.

Poll

When starting a new topic, you also have the option to run a quick reader survey by using the Poll option at the bottom of the screen.

Enter the Poll question in the 'Poll Question' box, for example "What's your favourite fruit?". The next thing to do is add the choice of answers.

Enter the first choice in the 'Poll Option' box and press the 'Add Option' button on the right. The screen will refresh and you will now be able to add another option, etc.

Finally, you can time-limit the poll by putting the number of days in the 'Run poll for' box – if you leave it blank, the poll will never end.

Private Messages

Private messages are person to person messages posted through the Forum. Only the recipient and sender can view these messages.

Posting a private message is performed exactly the same way as posting a standard public message but is initiated in one of two ways. Firstly, you can click the PM icon at the bottom of a member's post. This will take you to the Private Message screen – all you need to do then is add the subject and the message before pressing the Submit button.

The second way to initiate a Private Message is to do so from within the Private Messaging section of the site – accessible from Forum menu shown as **2** in the Overview section of this document.

Inbox

The Inbox shows all your private messages. Any messages with an orange flag are ones which you have yet to read.

Your Inbox can fill up so make sure that you delete the old messages or move them to your 'Savebox'. Moving and deleting is performed by 'ticking/checking' the messages in the small white box to the right of each message.

At the bottom of the Inbox, there are options to Save Marked, Delete Marked or Delete all.

Once messages have been deleted, they cannot be recovered.

Sentbox

The Sentbox contains all messages which you have sent to other members.

Outbox

The Outbox contains messages which you have sent but have yet to be read by the recipient. Viewing the Outbox is a quick and easy method of seeing if your message has been viewed.

Savebox

Messages saved are stored in the Savebox for later viewing.

Contact Details

If you want to suggest changes, corrections, clarifications or additions to this document, please contact us.

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Skype: forumwales

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Document Revision History

This section details the changes made to this Help Document.

Version 1 – 28th January 2006
Original version.



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