

General points about the forums

Registering:

Registration is not required to view current topics on the Forum; however, if you wish to post a new topic or reply to an existing topic registration is required. Registration is free and only takes a few minutes. The only required fields are your UserName, which may be your real name or a nickname, and a valid e-mail address.

Forums' users:

The forums users are divided into 3 groups, according to the privileges given to the user:

1- *Regular users*: Who can participate by reading & posting messages, edit and delete only those messages he has created or wrote. And he can't delete a topic, even if he is the one who created it.

2- *Moderators*: Moderators control individual forums. They may edit, delete, or prune any posts in their forums. If you have a question about a particular forum, you should direct it to your forum moderator.

3- *Administrators*: Those users have all the privileges of the regular users and moderators. In addition they can control group forums; they also can add or delete a forum or a group of forums.

Forum Moderation:

Moderation: This feature allows the Administrator or the Moderator to "Approve", "Hold" or "Delete" a users post before it is shown to the public.

Approve: Only the administrators or the moderators will be able to approve a post made to a moderated forum. When the post is approved, it will be made viewable to the public.

Hold: When a user posts a message to a moderated forum, the message is automatically put on hold until a moderator or an administrator approves of the post. No one will be able to view the post while it is put on hold.

Note: Authors of the post will be able to edit their post during this mode.

Delete: If the administrator or moderator chooses this option, the post will be deleted and an email will be sent to the poster of the message, informing them that their post was not approved. The administrator/moderator will be able to give their reason for not approving the post in the email.

Cookies:

These Forums use cookies to store the following information: the last time you logged in, your UserName and your Password, if you set it in preferences. These cookies are stored on your hard drive. Cookies are not used to track your movement or perform any function other than to enhance your use of these forums. If you have not enabled cookies in your browser, many of these time-saving features will not work properly. Also, you need to have cookies enabled if you want to enter a private forum or post a topic/reply.

You may delete all cookies set by these forums in selecting the "logout" button at the top of any page.

Active Topics:

Active Topics are tracked by cookies. When you click on the "active topics" link, a page is generated listing all topics that have been posted since your last visit to these forums (or approximately 20 minutes).

Attaching Files:

For security reasons, you may not attach files to any posts. However, you may cut and paste text into your post.

Searching For Specific Posts:

You may search for specific posts based on a word or words found in the posts, user name, date, and particular forum(s). Simply click on the "search" link at the top of most pages.

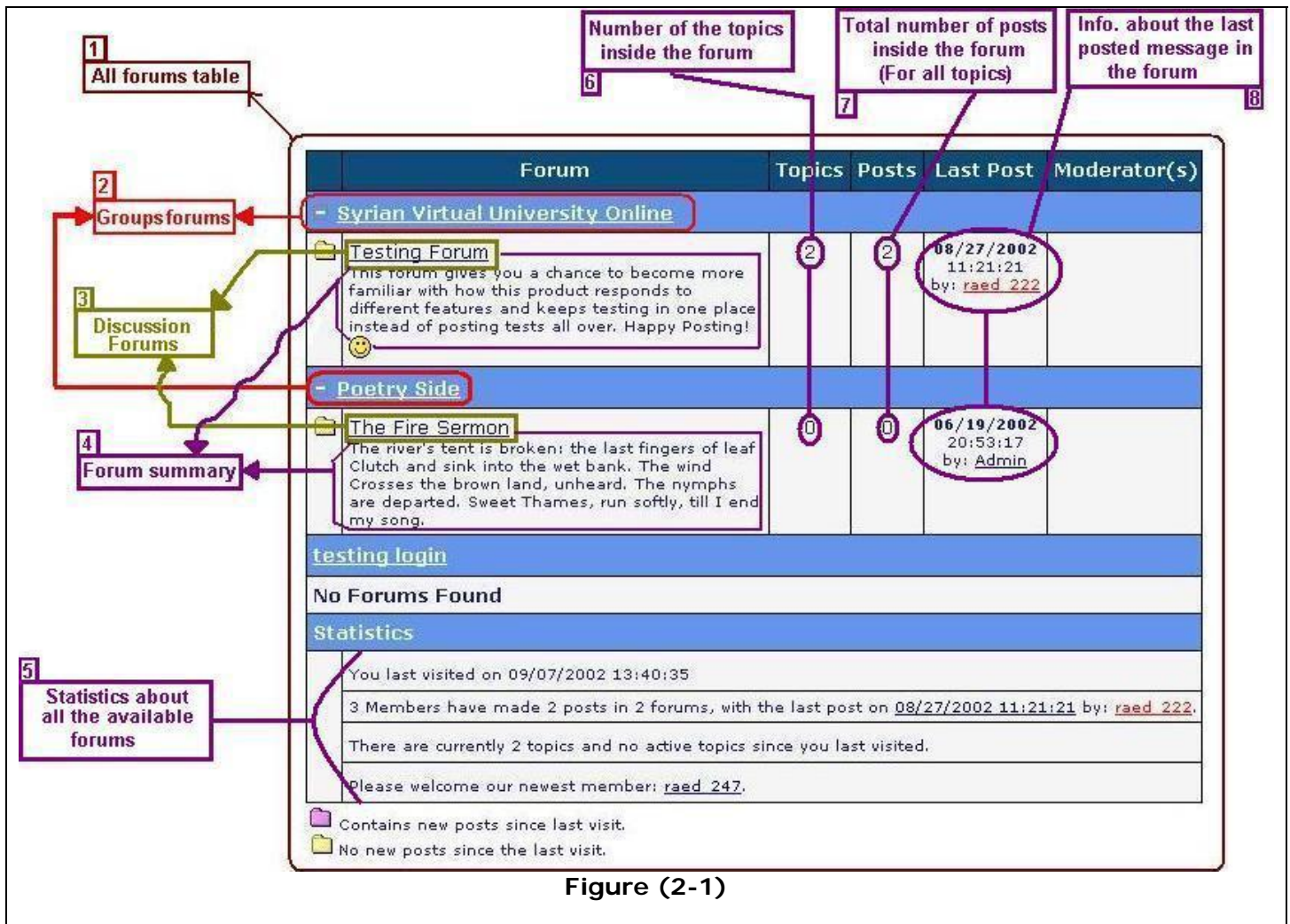
Censoring Posts

The Forum does censor certain words that may be posted; however, this censoring is not an exact science, and is being done based on the words that are being screened, so certain words may be censored out of context. Words that are censored are replaced with asterisks.

Using & participating in the discussion forums

The discussion forums are constructed of several levels, each level is made as a sub-level of the higher one. It is very important that you should know in which level you are so you can participate in the proper way.

The following screen shots will give a visual idea and describe all the links of each level.



1. All Forums table:

When you first log in to the forums, you will be directed to the main forums page, which should look similar to **Figure (2-1)**. This table contains all the necessary information about the available groups of forums and the discussion forums up to date; this information should give a general idea about each group of forums.

2. Group of forums:

The forums are divided into groups; those groups are categorized by the Administrator. Each group can contain several discussion forums. You can select a group of forums by clicking on it; this will take you to a page that only contains the discussion forums of the selected group, **Figure (2-2)**.

Forum	Topics	Posts	Last Post	Moderator(s)
- Hani Masoud Online				
Testing Forum This forum gives you a chance to become more familiar with how this product responds to different features and keeps testing in one place instead of posting tests all over. Happy Posting! 	3	3	09/07/2002 13:47:46 by: raed_247	
Statistics				
You last visited on 09/07/2002 15:09:52				
4 Members have made 3 posts in 1 forum, with the last post on 09/07/2002 13:47:46 by: raed_247 .				
There are currently 3 topics and no active topics since you last visited.				
Please welcome our newest member: raed_248 .				
Contains new posts since last visit. No new posts since the last visit.				

Figure (2-2)

3. Discussion forums:

Once a discussion forum is selected by clicking on it, whether from the "All forums page" or from the "Group forums page", you will get a list of forum's topics' titles with some information about each topic (Who is the author of the topic, how many replies did this topic have, how many users read this topic and statistics about the last posted message in this topic). In this part, you can select any topic in the forum that you might find interesting to be read or participated in.

The forums can be only added by the moderators; you can only add new topics to an existing forum, but not creating a new discussion forum. **Figure (2-3)**.

Takes you to upper-levels

Available topics in the current forum

To create new topic

To show topics by date referencing

Topic	Author	Replies	Read	Last Post	
Testing Topics	raed_222	1	12	09/08/2002 16:31:59 by: raed_246	
testing all again	raed_247	0	7	09/07/2002 13:47:46 by: raed_247	
test	raed_246	0	1	08/27/2002 11:20:23 by: raed_246	

Legends to show the topic's posts status

- New posts since last logon.
- Old Posts. (👤 20 replies or more.)
- Locked topic.

Number of times the topic was accessed, and number of replies on the message

Jump To:

Select Forum

Shortcut way to jump and move between forums


Fast tools to edit your own messages or reply to messages without getting into the topic's page



Figure (2-3)

The topics are organized in the forum according to the latest post done in the whole forum. This will allow the users to know what the latest post in the forum was.

When the community grows up and gets more forums and groups of forums, it will be a little annoying to navigate in the community using the regular ways; therefore, a user can have a fast access to all available forums by the drop down menu at the right-bottom corner of the current window, **Figure (2-3-a)**.



More over, you can limit the size of the shown topics of a certain forum. By clicking the drop down menu to the right-top corner, you can specify a period of time that you want to check the topics that were created within the specified period, **Figure (2-3-b)**.



Creating a new topic in that discussion forum can also be done from this window by clicking the new topic pink icon () or by clicking at "New Topic".



As a quick access option, you may reply to a topic, without having to get inside it, this can be done by clicking the reply icon () to the most right field in the topic's row. Note that you can edit any topics you have created before; you can change the subject, starting message, or any other details in this topic. You can start editing a topic you started by clicking the edit icon () which only appears next to those topics which you have started. Deleting an existing topic, even if it was created by you, can't be done but by the Administrator(s) or the Moderator(s).


4. Discussion forum's topics: (Figure (2-4))


When you select a topic of a certain discussion forum, by clicking at the topic itself, you will be directed to a page that holds all the posted messages in this topic. You also can see who posted the message, when it was posted and the user ranking in the forums community

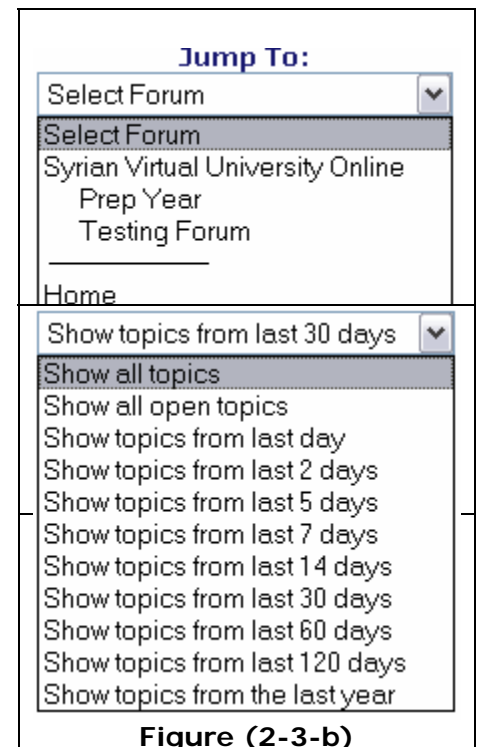
In this window, else than reading the messages, you can also view the participants' profiles (), post a reply to him by e-mail ().

Sending a reply to a certain message and quoting it within the reply can be done by clicking the reply icon () that appears above the message among the other icons. Also a regular (general) reply to the topic can be done by clicking the reply icon () at the top or bottom of the topic messages page.

As for the messages that you have already posted, you will have the right to edit () or delete () them from the topic.

Creating a new topic in that discussion forum can also be done from this window by clicking the new topic pink icon () or by clicking at "New Topic".

When you get into a certain topic page, you can directly go to the next topic, without going up-one-level; that is by clicking at the icon at the top row of the table, which will take you to the next topic directly ().



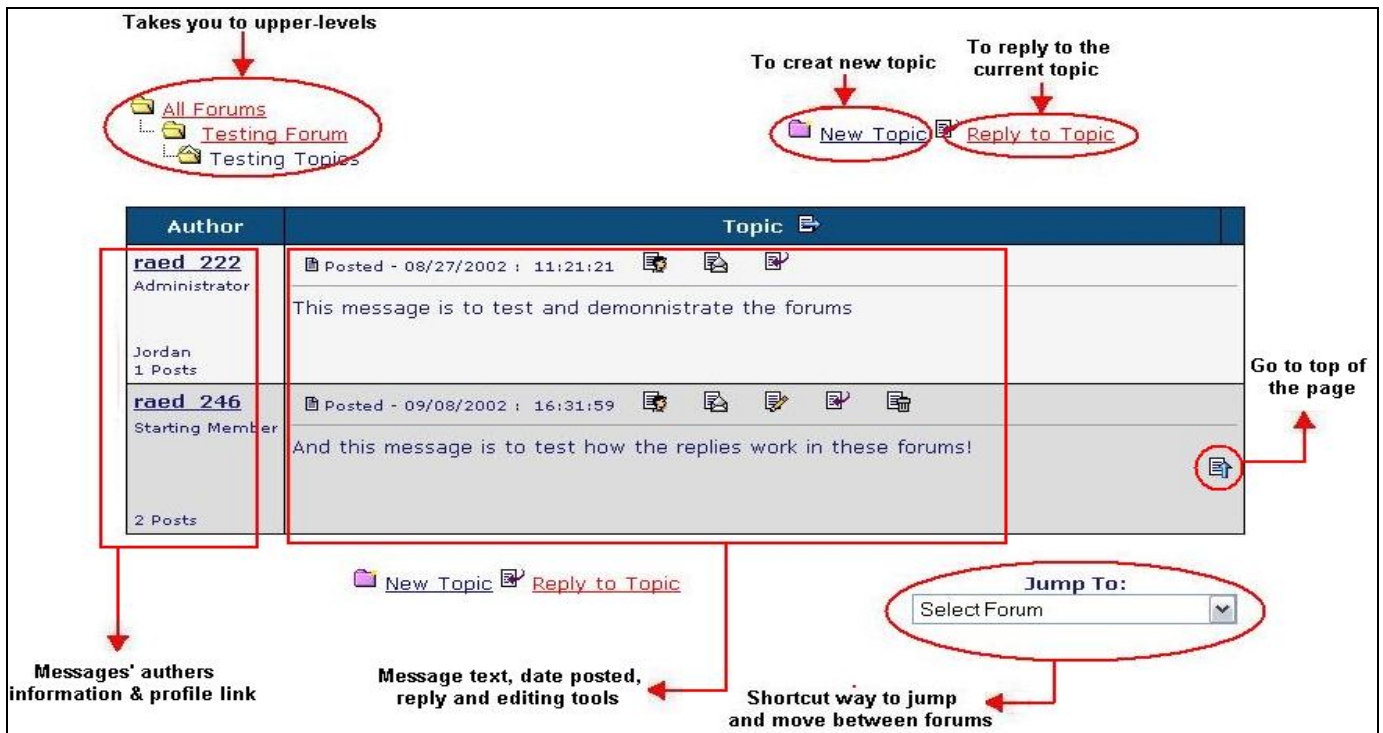


Figure (2-4)

5. Replying to a topic:

When you choose to reply to a certain topic you will get a window similar to the one shown in (Figure (2-5)).

In this window you can format your message as you want it to be viewed.

Changing the "Screen size" gives you a chance to design your message to be viewed in a proper way.

The formatting tools used in it, are the common formatting tools that are available in all word processing applications, you can set the font style as bold, italic, underlined or any combination of them. You can keep it right aligned, or having it centered text. Add a hyperlink; insert e-mail address, programming code, quote, list and smiling faces and emotions.

Also, you can change the font type, size and color.

Dealing with the forum's editor is not complicated; you can edit your message in three different ways, depending in your experience with it and the way you like to write it. Writing a formatted message consumes you to use a kind of formatting tags. You have three modes that you can compose your message in:

1st mode: The Basic Mode:

When you click on any formatting tool while in this mode inserts the opening and closing tags into the writing pad, after that all what you have to do is to insert your text between the two newly added tags.

2nd mode: The Help Mode:

By clicking on any formatting tool while in this mode, a pop-up window will appear to you; this window will show you how you should right the selected formatting tags by giving an example, then you can go back to the writing pad and type on your message the same way as the given example.


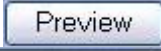

3rd mode: The Prompt mode:

If you click on a formatting tool while in the prompt mode, a popup window with a text box inside it will appear at your screen, this window will prompt you what to write, and will guide you step by step through composing your message, you will write your text in the small text box in the pop-up window. By clicking OK on the pop-up window, the text you typed in the text box will be moved to the writing pad, and the needed tags will be added to it automatically.

You can switch between the three modes by selecting the targeted mode from the drop down menu at the bottom of the message text box.

Including your signature to the message is optional; you can add your profile signature by checking the box at the bottom of the writing pad. Or you can remove the signature by clearing the check box.

There are three buttons at the bottom of the pad:

1.  To post your message to the topic you are in.
2.  To preview your message before posting.
3.  To reset all the fields of the message to start typing it again.

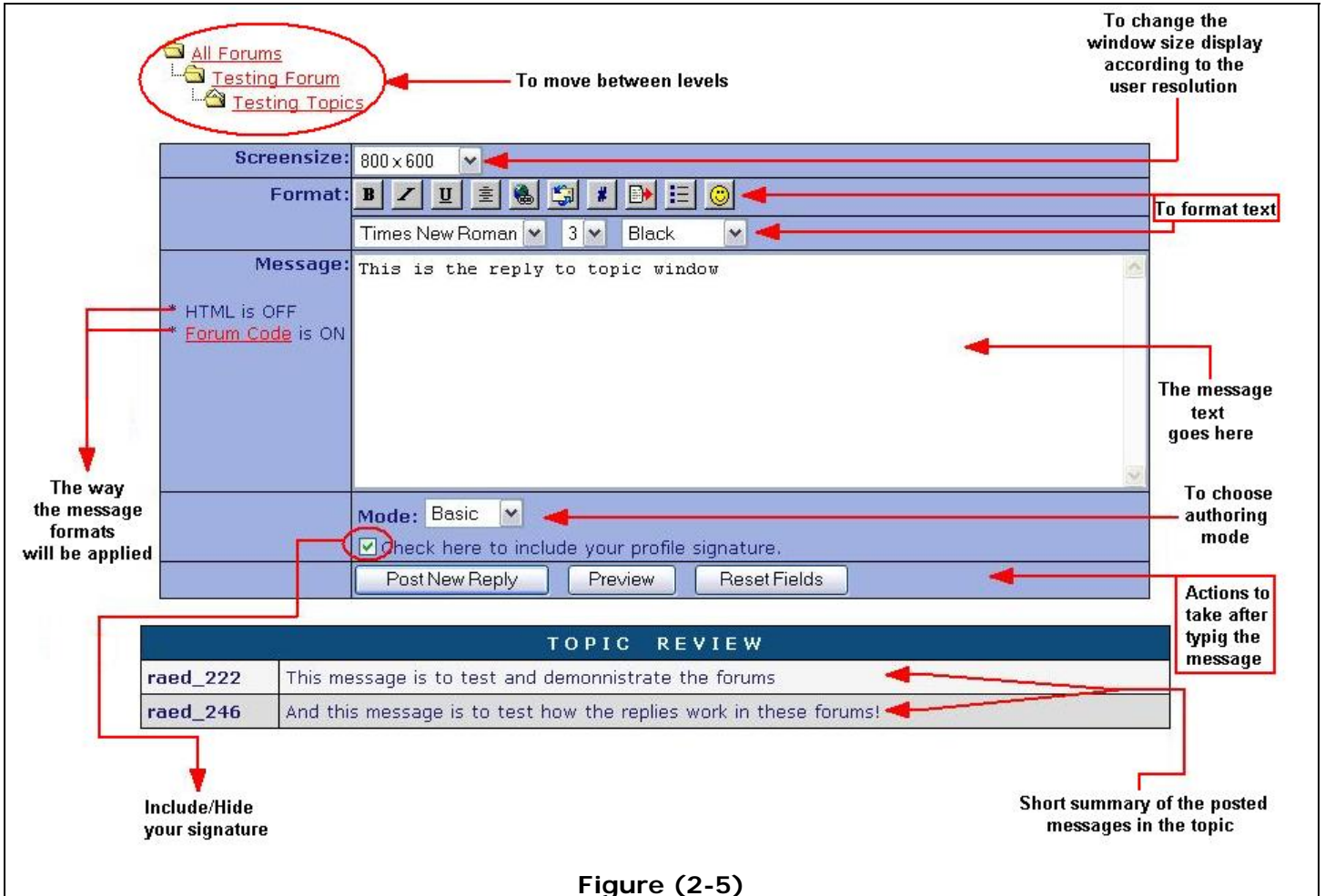


Figure (2-5)

When you click on "Post New Reply" your reply will be posted and added to the topic messages. After you add a reply, the topic will appear at the top of the Forum Page, and anyone who has access to the forum can read your message.

If you choose to create a new topic, you will have a window similar to the reply window, but there will be one more field to specify the subject of the new topic.

Below is a list of some formatting tags and emotions' faces that can be used in formatting a message:

Bold: enclose your text with [b] and [/b]
. Example: This is [b]bold[/b] text. = This is **bold** text.

Italic: enclose your text with [i] and [/i]
. Example: This is [i]italic[/i] text. = This is *italic* text.

Underline: enclose your text with [u] and [/u].
Example: This is [u]underline[/u] text. = This is underline text.

Aligning Text Left:
Enclose your text with [left] and [/left]

Aligning Text Center:
Enclose your text with [center] and [/center]

Aligning Text Right:
Enclose your text with [right] and [/right]

Striking Text:
Enclose your text with [s] and [/s]
Example: [s]mistake[/s] = ~~mistake~~

Font Colors:
Enclose your text with [fontcolor] and [/fontcolor]
Example: [red]Text[/red] = **Text**
Example: [blue]Text[/blue] = **Text**
Example: [pink]Text[/pink] = **Text**
Example: [brown]Text[/brown] = **Text**
Example: [black]Text[/black] = **Text**
Example: [orange]Text[/orange] = **Text**
Example: [violet]Text[/violet] = **Text**
Example: [yellow]Text[/yellow] = **Text**
Example: [green]Text[/green] = **Text**
Example: [gold]Text[/gold] = **Text**
Example: [white]Text[/white] = **Text**
Example: [purple]Text[/purple] = **Text**

Headings:
Enclose your text with [hnumber] and [/hn]

Example: [h1]Text[/h1] = **Text**

Example: [h2]Text[/h2] = **Text**

Example: [h3]Text[/h3] = **Text**

Example: [h4]Text[/h4] = **Text**

Example: [h5]Text[/h5] = **Text**

Example: [h6]Text[/h6] = **Text**

Font Sizes:
Example: [size=1]text[/size=1] = Text
Example: [size=2]text[/size=2] = Text
Example: [size=3]text[/size=3] = Text
Example: [size=4]text[/size=4] = Text
Example: [size=5]text[/size=5] = Text
Example: [size=6]text[/size=6] = Text





















Bulleted List: [list] and [/list], and items in list with [*] and [/*].

Ordered Alpha List: [list=a] and [/list=1], and items in list with [*] and [/*].

Ordered Number List: [list=1] and [/list=1], and items in list with [*] and [/*].

Code: enclose your text with [code] and [/code].

Quote: enclose your text with [quote] and [/quote].

	smile	[:)]		frown	[: (]
	big smile	[: D]		shy	[8)]
	cool	[8 D]		shocked	[: O]
	blush	[: I]		angry	[: !]
	tongue	[: P]		dead	[x x]
	evil	[} :)]		sleepy	[]]
	wink	[;)]		kisses	[: X]
	clown	[: o)]		approve	[^]
	black eye	[B)]		disapprove	[v]
	eightball	[8]		question	[?]