

## **POWER USER TIPS for the MOLA Discussion Forum**

### ***POWER USER TIP #1: To Check for New Messages***

- 1) Click on "Check new messages" - in the upper left corner. This link will list all new posts written since you last checked for new messages using THIS link
- or
- 2) "Last 1 / 3 / 7 Days" - shows ALL messages posted during the last 24 hours, three days or a week

*Topics that have new messages will now show a yellow "New" banner to the left of the heading.*

### ***POWER USER TIP #2: To Add a Picture to Your Profile***

- 1) Go to Profile
- 2) Scroll down to Picture
- 3) Click on the "Browse" button
- 4) Find your picture file. (The picture may not be larger than 100 x 100 pixels.)
- 5) Once you've located and selected the picture file, return to the forum and press "Save Profile Changes".

*Your picture will now appear on the left hand side of the posts you write, below your name.*

### ***POWER USER TIP #3: To Attach a Document to a Post***

In the "Write a Message" window:

- 1) Press the "Upload Attachment" button
- 2) A pop-up window will appear:
  - type a description for your attachment (e.g. "Picture of the XSO library")
  - click "Browse" to locate the file on your computer and once selected, press OK/Open and you'll return to the previous window
- 3) Click "Upload" and the file will be transferred to the Forum. A new window will tell you how the code in your post was changed to enable the file to be shown. Click close.
- 4) Edit your post as needed - but don't change the code within the {brackets}! Once done, press Prewiev/Post message and you're done

If you're attaching a picture, the picture will be shown INSIDE your message. If you're attaching a file, e.g. a PDF file, it will be shown as a link for others to download.

*Note that the maximum size of an attachment is 100 kilobytes. Also note that if you're attaching a picture - the description will appear in a little box when you hover your mouse on top of the pic - not above or under the picture.*

#### **POWER USER TIP #4: To Format Your Text**

Since this is not Word or WordPerfect, you won't see the changes while you edit your post. Instead, a code will be inserted into your text which will tell the Forum software to format the text as you've selected.

- 1) Begin writing a post as you normally would
- 2) Press the B(old) when you want to START the boldface text; a bit of code will be inserted
- 3) Continue writing and DESELECT the "B" button when you no longer want to have bold text
  - the text between the {brackets} will be bold
  - same goes for italics and underlined text, and no, you can't highlight the text as in a proper word processor, you'll have to do it the "old" way
  - same method does it for the color, font and size: select these options WHEN YOU WANT THE FORMATTING TO BEGIN and deselect when you return to normal text.

*Try these out in the testing area! There's more about text formatting in the HELP section of the Forum.*

#### **POWER USER TIP #5: To Post a Previous MOLAlist Discussion:**

- 1) Find and edit the old discussion(s) in your word processor into a proper thread
- 2) Find the appropriate topic on the Forum
- 3) Paste your text in the message window
- 4) Format as needed (bold, italic etc.)
- 5) Post the message

#### **POWER USER TIP #6: Making the Forum Your Home Page**

- 1) Log in to the Forum
- 2) Choose "Profile"
- 3) Scroll down to "Preferences"
- 4) Check the box on "**Remember my username and password in a cookie**"
- 5) Be sure to SAVE the profile changes
- 6) Return to the Forum by clicking on "Topics" link on top of the page
- 7) Once back, choose Tools/Internet Options (IE) (Edit/Preferences (Netscape), Tools/Settings (Firefox))
- 8) Click USE CURRENT (or similar) on the home page portion of the dialog box

*There! Next time - and every time - you open your browser, it'll take you automatically to the MOLA forum topics page and you don't even have to log in!*