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Introduction

After the loss of the online archives at Yahoo Groups in December 2019 and growing censorship on other online platforms, we recognised a need for a new platform where existing YahooGroups could be fully restored complete with their message archives, files and the members on a modern safe platform where members can discuss a wide variety of topics where their freedom of speech is fully respected and where even topics that are not politically correct can reside in peace with a **diversity of ideas**.

Our websites are hosted in Germany, where freedom of speech is still respected (with a few minor restrictions). On our platform, you do not have to fear your forum being removed without warning or without the ability to download the archives for use elsewhere. The founder of this system comes from the world of communities for alternative medicine and respects a wide range of topics. Basically, if your topic was permitted on YahooGroups, it should be permitted here as well, provided it does not break the relevant laws in Germany. We do however reserve the right to refuse applications for forums on our platform.

The motivation to start this service was in answer to the loss of the archives on Yahoo Groups that contain knowledge collectively gained over up to 20 years or more, which is still valuable today. The collective knowledge on a wide range of topics can now be restored to a new home and can continue the discussions that made those groups so valuable. While more than 3000 active Yahoo Groups were able to move to groups.io with their message archives, that is only a tiny fraction of the approx. 10 million Yahoo Groups that existed. Many were unable to transfer in time and those that moved to other platforms were unable to take their archives with them, so they were effectively lost.

Forums.group is a new platform that can make use of the YahooGroups MBox format files that were offered to all members in December to download and also Microsoft Outlook PST files that can also hold the archives of such groups. They can be used to revive the respective Yahoo Groups on a new modern phpBB platform on our managed servers.

Our aim is to have a platform where intelligent people can have civilized and respectful discussions to find the best answers to each topic.

While building the platform, we realized that it is important to provide training and documentation to help the members of the various YahooGroups to transition to a very different platform, based on the open source forum software phpBB 3.3.0. phpBB has been around almost as long as YahooGroups, but is based on members reading and posting messages on the forum instead of their email inbox. We are therefore building additional functionality to allow members to post messages via email and receive new posts that way as well. This combines the ease of use of a mailing list with the more powerful flexibility of a modern forum. This extension is planned for implementation in September 2020.

When we looked at the official phpBB documentation for version 3.3.0, we found it to be hopelessly out-of-date and did not reflect the current stand of the software. Features were described that in reality now worked in a totally different way and the online version was full of broken images. We reported this to their support, but it has not been fixed at the time of writing.

We therefore decided that it made more sense to create our own user manual that specifically depicts the implementation of phpBB on the forums.group platform and that is also up to date with new screenshots and

information. While we used the original manual as a start, most of the text and all the images have been rewritten. Welcome to the forums.group platform.

This User Guide is aimed at the members of the respective groups to enable to have a comprehensive guide to how to use the new forum and quickly learn how to use it. We have rewritten the original phpBB user manual to describe how it really works today, in a way aimed at the user using the configuration we are implementing and without instructions aimed at moderators and administrators. We will be releasing separate manuals for them.

Regards,

Peter Walker
CEO Forums.Group
A brand of Peter Walker Systems, Germany.

July 28, 2020.

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Getting Started

Welcome to the Forums.Group platform. The purpose of this user guide is to tell you all you need to know in order to use the forum with confidence.

Many of you will have moved here from YahooGroups, so let us first point out the differences.

Differences between a Mailing List and Forums.Group!

A mailing list, like YahooGroups, (referred to as 'groups' from here on) is a reasonably simple system. You sign up, and then you can send in your messages (a new topic or in reply to a message you have just received) via email to yourgroup@yahoogroups.com and providing you are a member, that message gets sent out to all the other members of the group. Before things started to change, you also had the option of writing those messages on the group's website as well where you could also read all the past messages (often thousands of them) in one long unsorted list.

Each group had an owner/moderator that was in control of the group and was able to hold back those incoming posts for approval before being sent out to the 'list'.

There was also a separate area where you could upload files and pictures and apart from a few mostly unused features like a calendar, that was about it.

A forum has basically the same aim, to allow members to discuss the topic of the forum and members can write and respond to posts written by others. New posts can still be sent out via email on demand, but there is one major difference - where you write your posts!

While groups allowed you to post from your email program, forums require you to visit the forum's website and post your messages online - it is not possible to post via email. This 'disadvantage' however, comes with a major advantage: Categories!

Categories are sections dedicated to an aspect of the conversation. For example, if you had a group about cars, the messages about different brands of cars are all mixed up in one list. On a forum, you can not only have separate sections for each brand of car (GM, Ford, Volkswagen, etc.), you can even have a separate section for each type of car as well as for accessories, etc. This allows discussions of each car to be held in their own section, independent of every other car. Instead of a Ford owner being bombarded with messages about a Mercedes, as would happen on a group, a forum allows the member to just go to the Ford section while never having to see all those pesky Mercedes posts. Due

to this natural sorting, it is much easier to read posts, made in the past, and often you will find the answer to your question because someone else has already asked it.

Groups just have one long unsorted list of posts, often with thousands of messages. Finding past discussions was difficult, so most people tended to only discuss the topic of the day as past topics get forgotten leading to the same questions getting asked repeatedly.

Forums make the past archives much more accessible with powerful searching tools and cross-referencing. You no longer have to read every topic that is posted and it is very much easier to find past topics and respond to them. Instead of just one or two conversations in a list, you can have a large number of simultaneous discussions on a forum, yet you only need to read the topics that interest you. There are loads of advantages in the forum system as you will discover.

Instead of separate files and photos areas, you can now attach them directly to the post that discusses them. This is much more intuitive than saying "go to the files area and look up this file". Learn how to add attachments, here.

All the same, there are still going to be those members that are used to the simplicity of posting via email. On Forums.Group, we are therefore working on an extension to the system to allow posting via email as well, while still respecting categories. Development work is still ongoing for this feature that we hope to have working in September 2020.

So, basically all you have to do is get used to visiting the forum, instead of your email program, to read the posts and write your own. It is not difficult and there is no need to fill your email program with all those posts - they can stay on the forum where they belong.

You can learn a lot more about using our Forums.Group forums by reading this User Guide and you can also use our Demo Forum to practice using it.

Logging in to the forum

First of all, you need to become a member of the forum. If it is a new forum you are joining, then you have to first register a username. Click here for details of how to do that.

If your group was migrated to this forum, you will already have an account on the forum and you will be sent login details. You just have to login and then you are in. If you click on the little 'Remember me' box, you will remain logged in the next time you visit the forum on the same device.

After registering, go here to learn how to login and get an overview of the forum to get you started.

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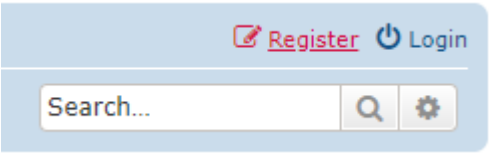
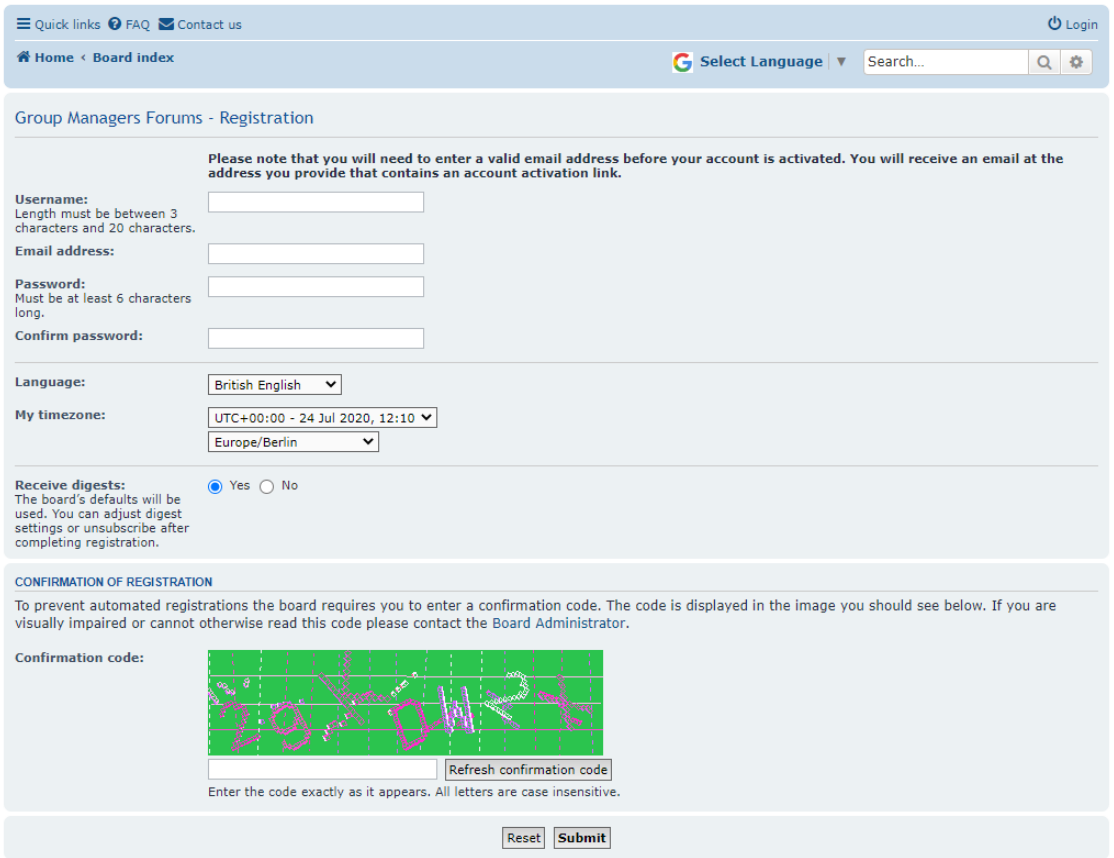
Registering

Registering an account on a Forums.Group board is typically a simple and straightforward procedure.



- Click on the 'Register' button on the top right (under the banner)
- A page is shown displaying the terms of use, click on the '**I agree to these terms**' button.
- The Registration form is now displayed:

Some websites will ask you to select whether you are under the age of thirteen in order to comply with COPPA (the United States' Children's Online Privacy Protection Act of 1998; more details can be found here). If you are younger than thirteen years of age, your account will stay inactive until it is approved by a parent or guardian. You will receive an e-mail in which the next steps required for your account activation are outlined.



This is what you should expect to see on a typical registration page.

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- **Username:** This can be your real name, your first name, a nickname, whatever you feel comfortable with to be identified on the forum. This name is how people will know you and each name can only be used by one member.

- **Email address:** This has to be a real address that you can be reached with. It will not be displayed to other members and can only be seen by the moderators and admins of the forum. If you use a fake or one-time email address, your application to join will be rejected.

- **Password:** This has to be at least 6 characters long and typically must contain letters in mixed case and must contain numbers. Make a note of this as we are unable to retrieve it for you.

- **Confirm password:** Enter the same password again. This is to ensure there are no typing errors made.

- **Language:** This is the language you wish to use on the board, typically your native language if available. The default language is 'British English' and you will typically have the alternatives of 'American English', 'French', 'German', 'Italian' and 'Spanish' as well as any additional languages the board owner has ordered. If your language is missing, try contacting the board owner via the 'Contact Us' form and asking for it.

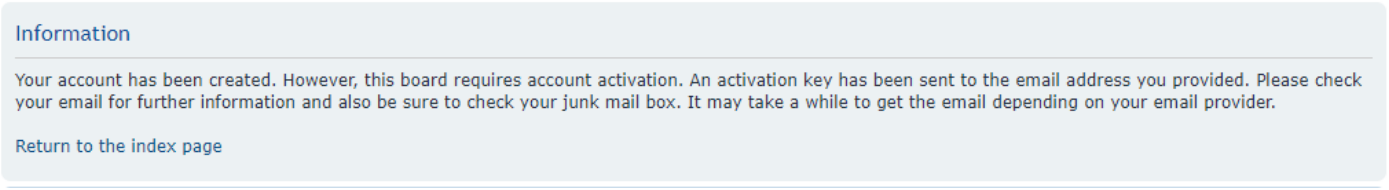
- **My timezone:** This setting determines the time for your local area. The timezone is typically detected automatically, please also select the correct area as well (e.g. Europe/Berlin in the above example).

- **Justification:** On some premium boards, you will be asked to explain why you want to join this board. Please give a good explanation as this is used by the moderator to decide if you are approved or not.

- **Receive digests:** On some premium boards, you can be sent daily digests of new posts via email. This keeps you in touch with the latest discussions without having to visit the board. You can click on a link in the digest to be taken to the post of interest where you can reply, online.

- **Confirmation code:** This is typically a strange looking graphic with some odd-looking characters or some other security system. Follow the instructions to prove you are a real person and not a robot. The reason for this is to ensure that you are a legitimate user registering (as opposed to a spam robot performing an automated registration). Simply enter the characters you see into the CONFIRMATION CODE field and proceed with the registration. If you cannot understand the code, you can usually ask for a new one.

- When all the questions have been answered, click on the 'Submit' button.



Check your inbox and click on the link in the activation Email.

It is also possible that the administrator will also have to approve your application before your registration is complete.

Some boards will have custom profile fields. If the administrator has elected to display custom profile fields on the registration screen, these will also appear. In some cases, these custom profile fields will also be required fields, meaning they cannot be left blank.

Once you have registered and activated your account, you can then login to the forum.

Video: How to Register and use a forums group forum to read and post messages.

http://www.youtube.com/watch?v=1zWH7Twtn8w

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How to Login

In order to login to the forum, you need to have the correct username and password. If you have just registered a new account, then you should already have those and can proceed to login.

Obtaining your login details after migrating to Forums.Group

If your YahooGroup (Facebook group, groups.io group, etc.) has just been migrated to a new forum on forums.group, then you may not yet have your new username and password. Your existing YahooGroup password will not be valid as it is not possible for us to obtain any passwords from YahooGroups. In such cases, we will be sending you an email with your new login details, so you may want to wait for that. Alternatively, you can use the 'I forgot my password' system to obtain your username and password yourself, once the migration procedure is complete. Just follow the instructions below, to obtain your login details, provided you know which email address you used with your YahooGroup.

Did you use more than one email address on YahooGroups, etc?

The migration process from YahooGroups to forums.group has one major problem that cannot be automatically solved. The only reliable reference we have, to link messages to members, is the email address used and this works perfectly if the member always used the same email address. However, it is often the case that members changed their email address, over the years, or even had more than one account on YahooGroups. This can result in an individual being assigned several accounts on forums.group - one for each email address that was used for posting messages. This is then made worse by the fact that the members often no longer have access to the old email accounts they used, so are unable to obtain passwords for those accounts, either.

This is only important if you want to be able to edit past messages. We recommend only activating your account with your current email address and if you want us to consolidate your old email accounts into one username on the forums.group, please send an email to your moderator quoting your current username and email address (the password is not needed) as well as a list of all email addresses you used on the YahooGroup and it is then possible to consolidate all those past messages into your new account. If you did not write any posts under different email addresses on the YahooGroups, or not at all, then there is no need to report those past email accounts.

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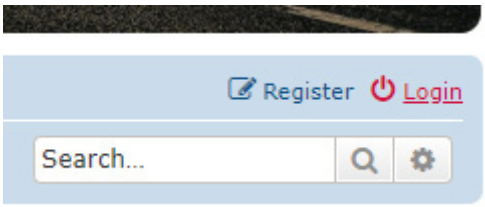
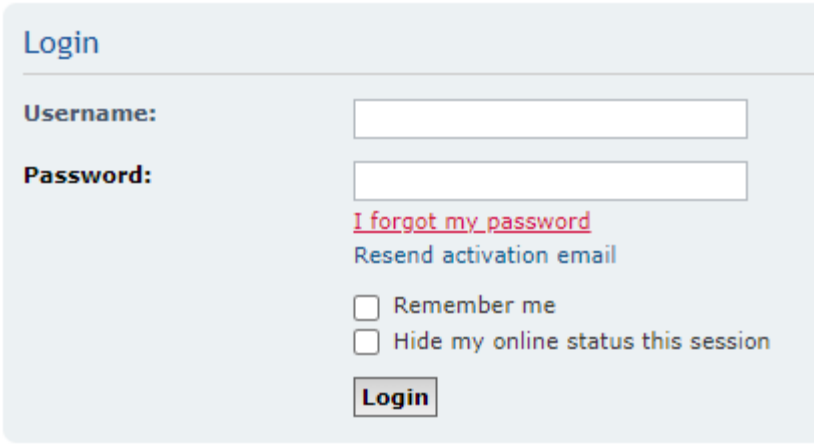
I forgot my password

If you know that you have registered an account on a forum, on the forums.group platform, but have simply forgotten your username or password (or both), then just follow these instructions in order to reset it. All you need to know is the email address, you used with the forum, and you need to still have access to that email account. Just follow the instructions, below to obtain your login details within a few minutes.

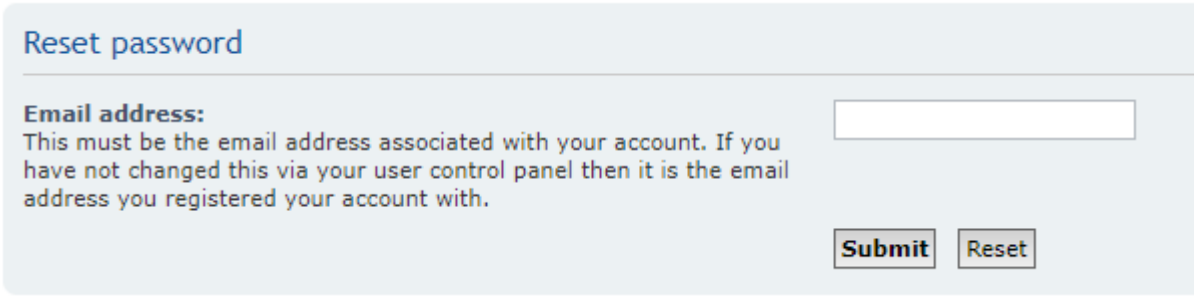
First of all, click on the upper 'Login' button:



Then click on 'I forgot my password'



This will then display the 'Reset password' window.



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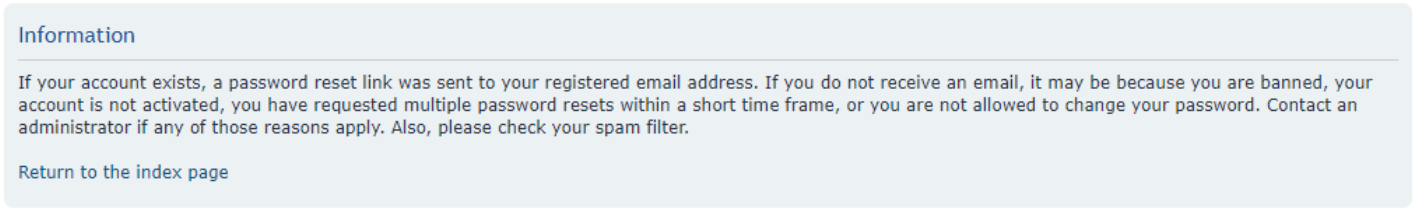
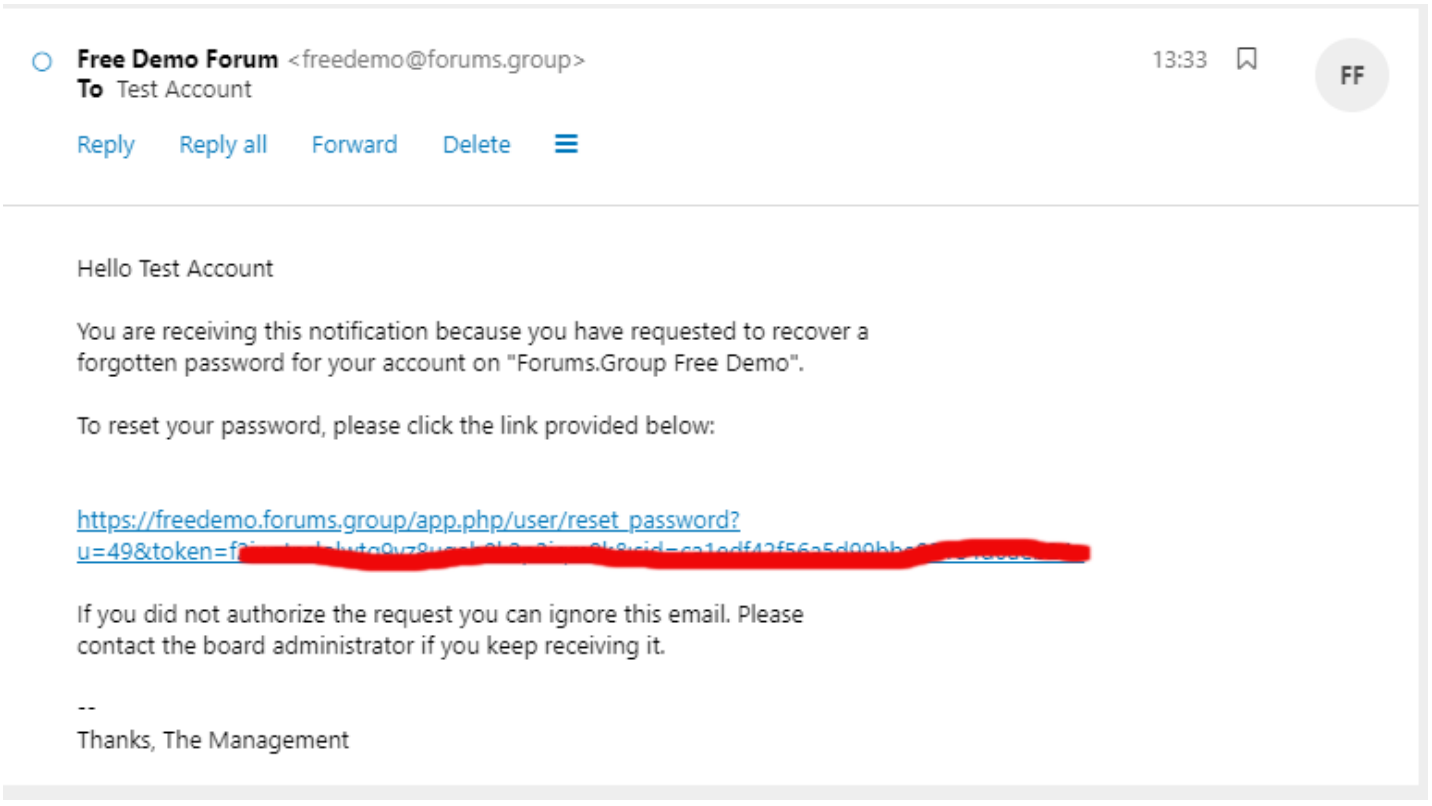
Now enter the email address you used with the forum (if your group has just migrated from YahooGroups, etc., then try the email address you used there) and click on the 'Submit' button.

The following is then displayed:

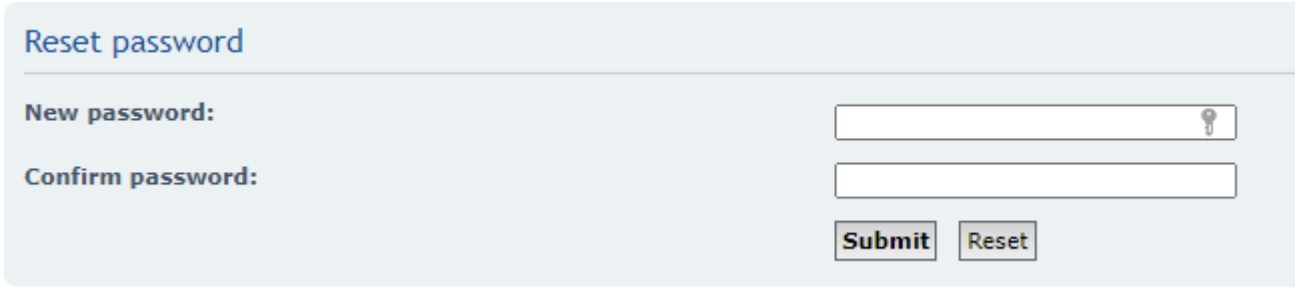


You will then receive an email similar to this:



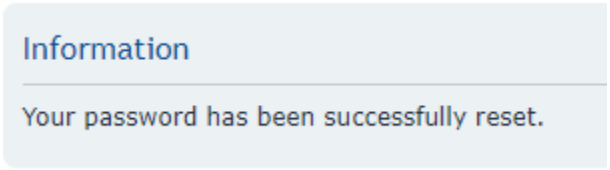
Your Username is given after 'Hello' in the email. In this example: *Test Account*

Now click on the link in the email and you will then see a page where you can enter a new password:



You now need to give a password to use with the forum. This should consist of upper and lower case characters, at least one number and a special character like: !§$%&/()=?*~#, etc.

Give your new password into both fields and click on the 'Submit' button.
Make sure to note your username and password for future reference.
If all went well, you will briefly see the following message:



You now have the correct username and password and can login to the forum.

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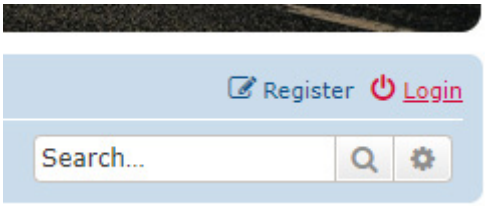
How to Login to the forum

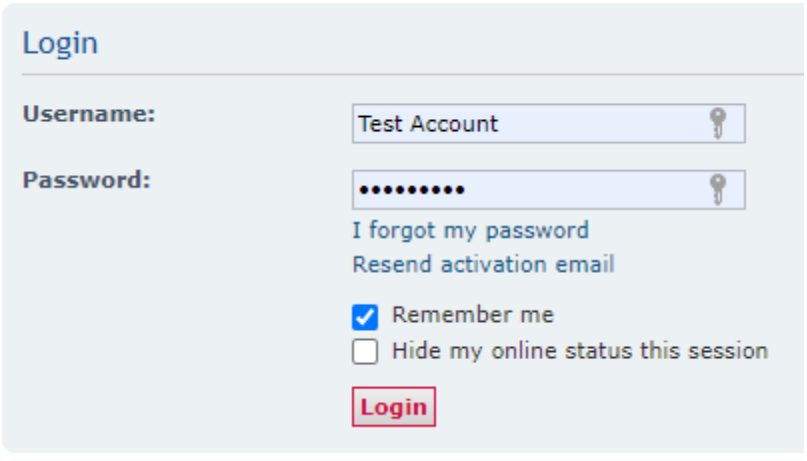
In the following example, we are going to login to the Free Demo Forum.

There are two places you can login to the forum as follows:

- https://freedemo.forums.group
- On the top right of the page, below the banner on the Menu Bar, click on 'Login'



- The Login page appears (see below). Here, you can enter your username and password.
- If you do not have a username and password, then you first need to register.
- If your group has just migrated to forums.group from another platform, wait for an email to be sent to you with details.
- If you are on a computer or device that only you have access to, you can click on the box for 'Remember me.'
- This sets a cookie on your device that will automatically log you in, the next time you visit the website.
- Then click on the 'Login' button and you are then logged into the forum.



- It is important to NOT use 'Remember me' on computers that other people use, as they could then access your account and make posts in your name.
- If you do this by accident, just click on your username and then on Logout to clear that cookie.

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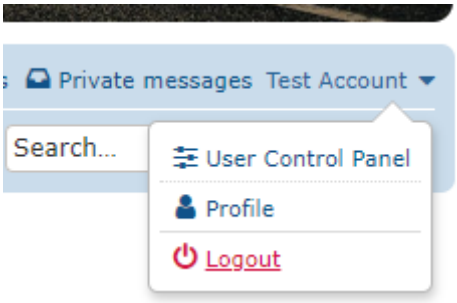
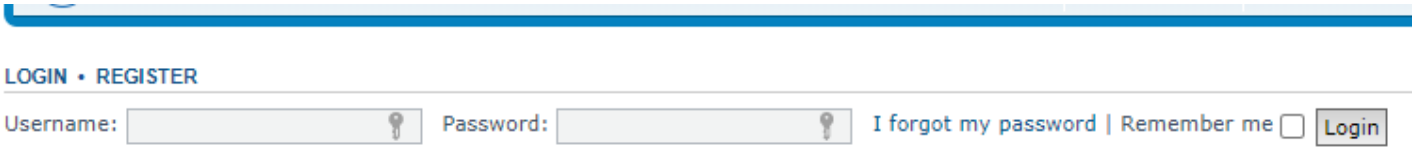


- If you did this, forgot to logout and are now away from that computer, you can still remove that cookie from a different computer by logging in and deleting the respective approved cookie(s) (if in doubt, remove them all). Click here for instructions.

Alternative Login

Instead of clicking on the Login button at the top, you can alternatively use the login fields at the bottom of the page.



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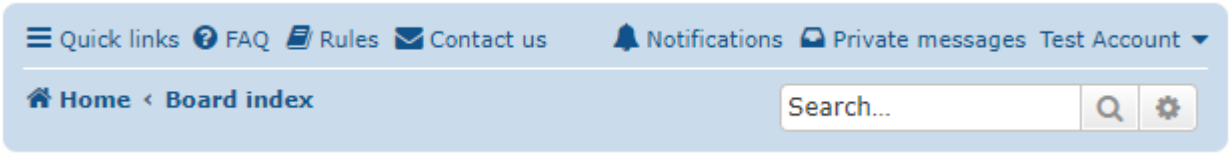
Understanding the Home Page

Now that you are logged in, let us have a look at the forum controls on the home page, to get you started. Click on the respective link to find out more about each item.

Menu-Bar:



- 'Quick links' allow you to quickly view your posts, new posts, etc. as well as the member list.
- 'FAQ' takes you to the 'Frequently Asked Questions' page with details on a wide range of usage instructions.
- 'Rules' takes you to the page explaining the polices of the respective forum.
- 'Contact us' lets you send a private message to the forum moderator, who is there to help you (but please look at this User Guide, first).
- 'Notifications' inform you of events happening on the forum that need your attention. You can set what notifications you will see, in your board preferences.
- Private messages are where you can write to and receive replies from other members.
- 'Your Username' (in the example above: 'Test Account') is where you can access the User Control Panel, Profile and Logout.
- On the second line, you can see where you are on the board as well as the Search bar.

Below the menu-bar on free-hosting forums, you will see an advertisement that helps to pay for the hosting. Upgrade the forum to a premium account to remove this and add a lot of extra features.

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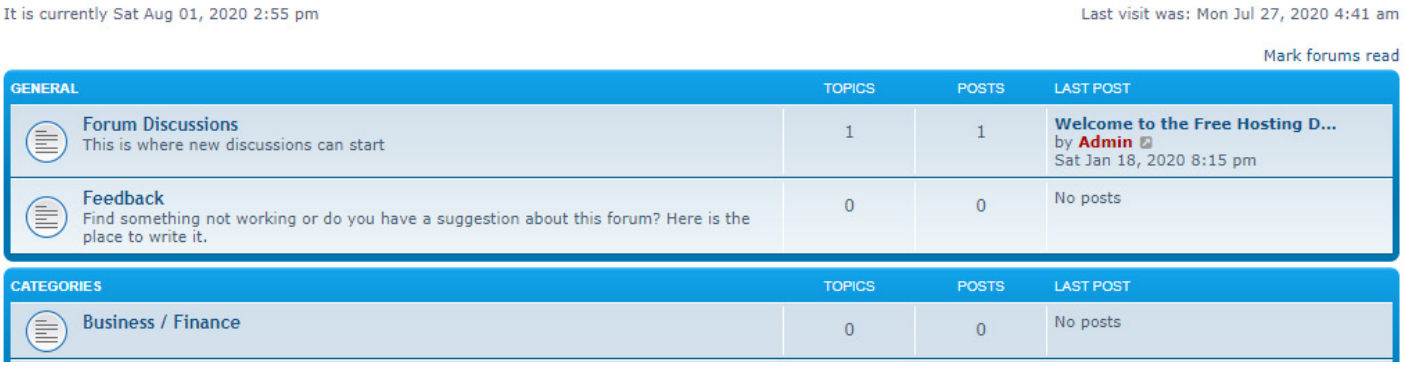
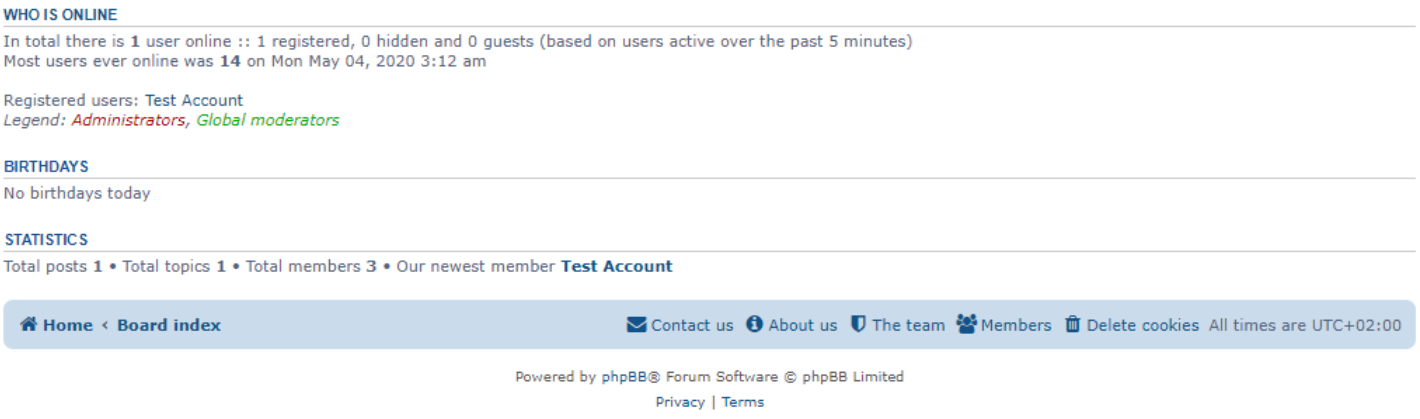
Forums List:



- On the top left, you see the current time, according to your timezone settings.
- On the top right, you are told when you last visited the forum.
- Below that, you can mark all forums as read.
- At the top of the blue window, you see the respective category (e.g. 'GENERAL' and 'CATEGORIES')
- Then you see the forums listed in each category, (e.g. 'Forum Discussions' and 'Feedback'). Click on the forum name to view that forum.
- The circular icons on the left give you additional information on the respective forum.

Footer

Below the forums, you will find an alternative place to login (if you are not logged in), and then some forum statistics for your information.



The Footer-Bar provides some more useful links including the ability to delete all cookies created by the board. This is useful when passing the device onto someone else.

Finally at the bottom, you will find links to the Privacy policy and the Terms of Use.

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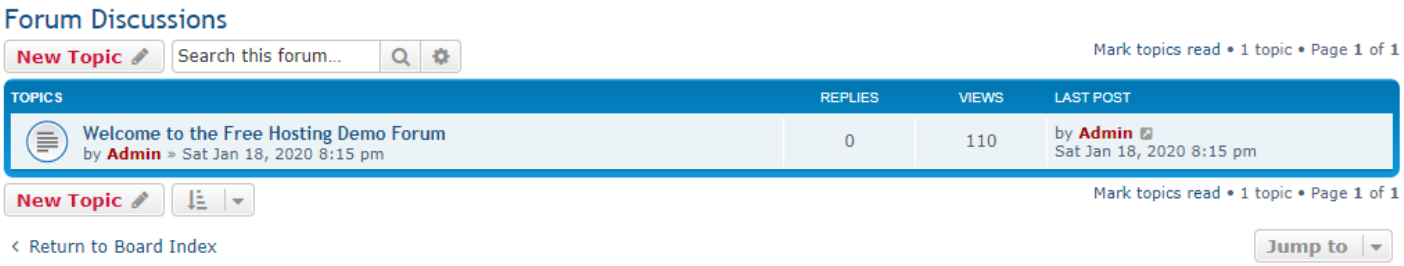
Viewing a Forum

After clicking on a forum link, you will be taken to that forum, in this example: 'Forum Discussions'



- At the top left, you see the name of the forum (e.g. 'Forum Discussions')
- The 'New Topic' button will let you start a new discussion topic (alternatively for Premium forums).
- The Search-bar will let you search this forum for keywords. The cogwheel is for advanced searching.
- If you want to ignore the posts in this forum, you can mark the topics as read.
- The round icon tells you more about the respective topic.
- The name of the topic is displayed (e.g. 'Welcome to the Free Hosting Demo Forum') along with the author's username and start date.
- The number of replies and views gives you an idea how popular the topic is
- 'Last Post' tells you who wrote the most recent reply with date and time.
- Beneath the topics list and after the 'New Topic' button, a dropdown button lets you filter the topics shown and determine the order it is displayed.
- 'Jump to' lets you quickly change to a different forum.

The following video will walk you through the process of logging in and writing your first post (using a premium forum with WYSIWYG editor).

How to post with Links and Attachments:
http://www.youtube.com/watch?v=oSVgNaevmN4

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Symbols Explained

Forum Icons

- Forums are sections within categories that can contain Topics (new posts) and sub-forums
- Forum icons appear to the left of each forum on the index page.
- Sub-forums are simply forums to further divide an existing forum into more sections
- **Forums/Topics which contain posts you have not read are coloured in red** and those with no new posts are in black.
- When a forum is locked, that means you can only read the posts and it is not possible to post new topics or answer existing ones.

Announcement

Announcement, Mine

Announcement, Locked

Announcement, Locked

Forum

Forum, Locked

Forum, Sub-forum

Forum Link to other websites.

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Topic Icons

- Topics are new posts within a forum. Sticky topics are important and appear at the top of the forum.
- Each topic contains one or more posts (replies) about that topic.
- Topics which you have contributed to are marked with a red star (Mine).
- Topic icons appear next to each topic, in each forum
- Forums which contain posts you have not read are coloured in red and those with no new posts are in black.
- When a forum is locked, that means you can only read the posts and it is not possible to post new topics or answer existing ones.

Sticky Topic

Sticky Topic, Locked

Sticky Topic, Locked, Mine

Topic

Hot Topic

Hot Topic, Mine

Topic, Locked

Topic, Locked, Mine

Topic has been moved to a different forum.

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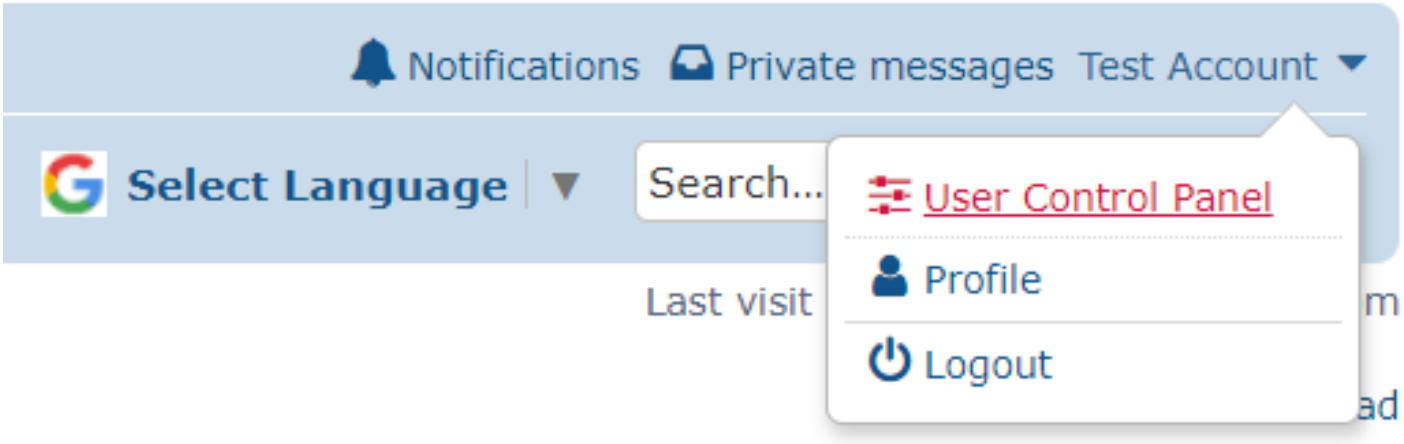
User Control Panel (UCP)



The User Control Panel (*UCP*) can be accessed by clicking on your username on the top right (in this example: 'Test Account'), and then on 'User Control Panel'

The UCP allows you to alter personal preferences, manage posts you are watching, send and receive private messages, and change the way information about you appears to other users.

The UCP is separated into six tabs: Overview, Profile, Board preferences, Private messages, Usergroups, and Friends and Foes with an extra Digests tab for premium groups. Within each tab are several sub-pages, accessed by clicking the desired link on the left side of the UCP interface. Some of these areas may not be available depending on the permissions set for you by the administrator. Every page of the UCP can also display your Friends List on the left side. To send a private message to a friend, click their user name. Private Messaging is discussed in more depth in the "Private Messages" section.

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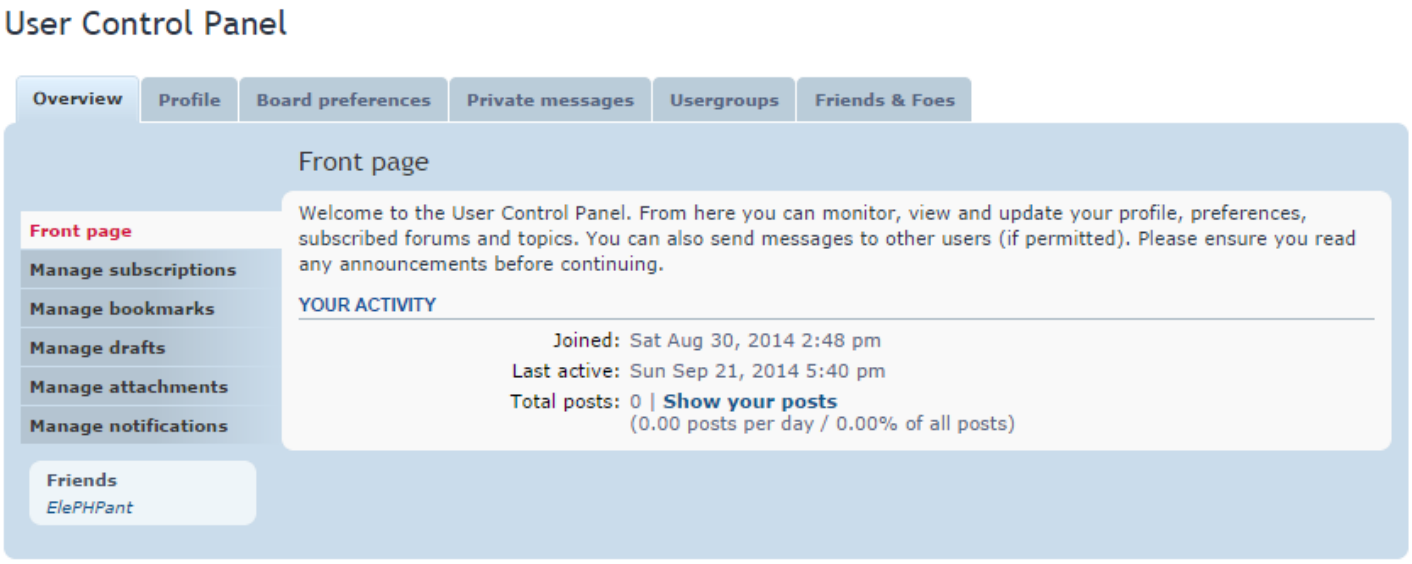
UCP / Overview

The Overview displays a snapshot of information about your posting habits such as the date you joined the forum, your most active topic, and how many total posts you have submitted. Overview sub-pages include Subscriptions, Bookmarks, and Drafts.



The UCP Overview section

Front page

This page just shows some statistics of your engagement on the forum.

- **Joined:** The date you joined the forum
- **Last active:** When you last used the forum
- **Total posts:** How many posts you made with a link to display them all.
- **Most active forum:** Where you were most active.
- **Most active topic:** where you made the most posts.

Manage subscriptions

Subscriptions are forums or individual topics that you have elected to watch for any new posts. Whenever a new post is made in a subscribed forum or topic, you will be sent an e-mail informing you about it. On this page, you will see a list of all your subscriptions and have the option to check the box next to each subscription and then click on the '**Unwatch marked**' button at the bottom, left of the page to unsubscribe from them.

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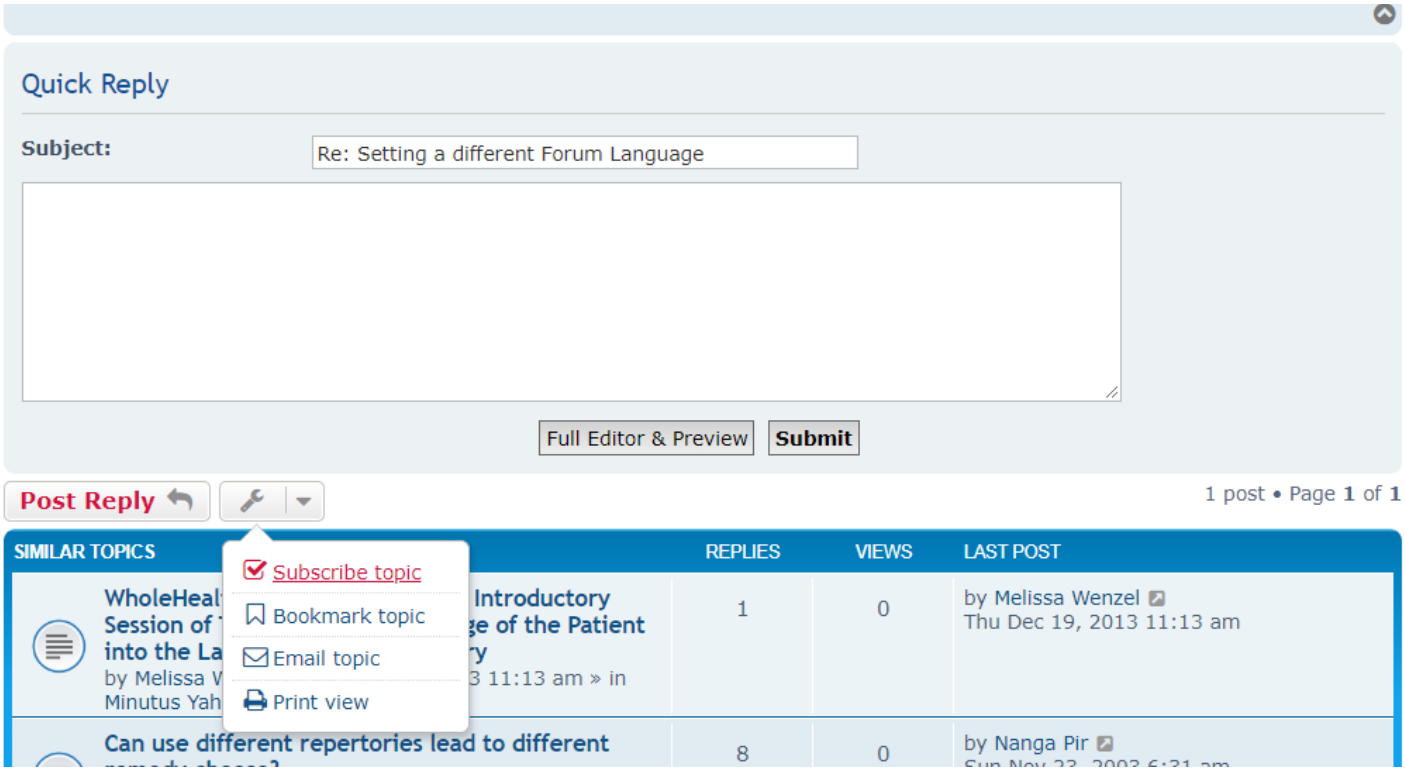
To create a subscription, visit the forum or topic you would like to subscribe to and click the 'Subscribe' link located at the bottom of the page when you click on the tools button (see example below). At the same place, you can also Bookmark, Email or Print the topic.



Manage bookmarks

Bookmarks, much like subscriptions, are topics you've chosen to watch. However, there are two key differences:

1. Only individual topics may be bookmarked
2. An e-mail will not be sent to inform you of new posts.

Use bookmarks when you would simply like to easily find this post again on demand. Subscriptions, when you want to be informed about updates as well.

To create a bookmark, visit the topic you would like to watch and click the 'Bookmark topic' link located at the bottom of the page (see example, above)

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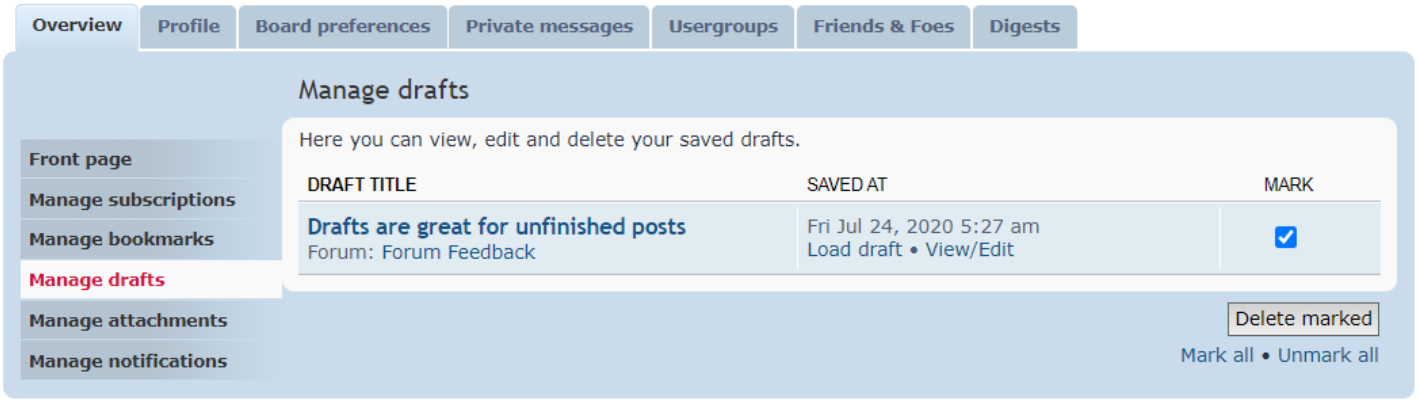
To remove a bookmark, check the box next to the bookmark you would like to remove and click the 'Remove marked bookmarks' button.

Manage Drafts

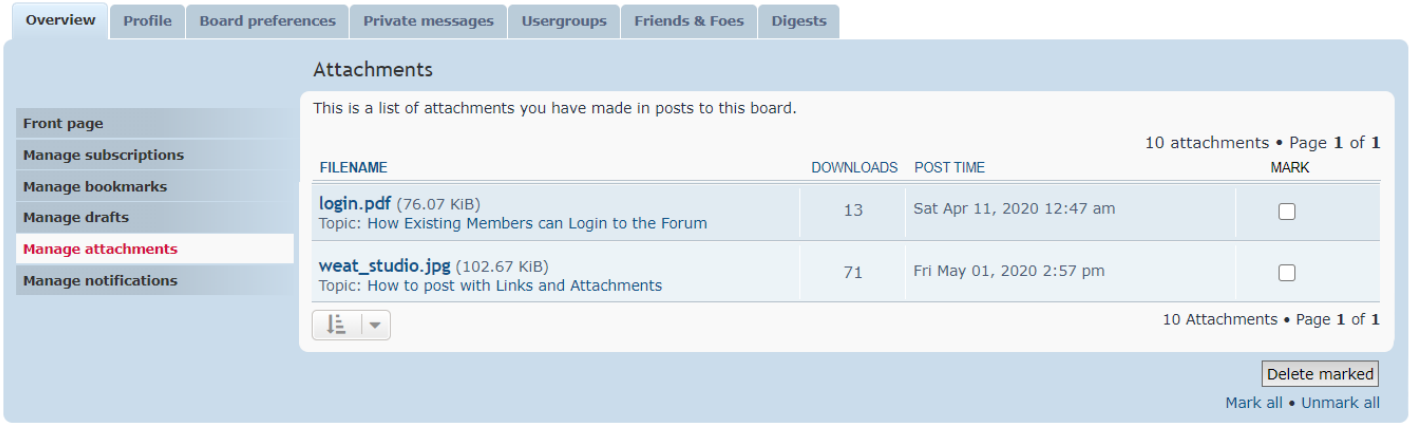
Drafts are unfinished posts that you have written and saved as a draft for posting at a later time. They are created when you click the 'Save draft' button on the 'New Topic' or 'Post Reply' page. They store the title of your post, the forum or topic that the draft was made in, and the date you saved it. To continue editing a draft for future submission, click the 'New Topic' or 'Post Reply' link and then 'Load draft' to select and restore the chosen draft post.

On this page of the UCP, you have the option to see a list of all available drafts, mark and delete them, if they are no longer required.



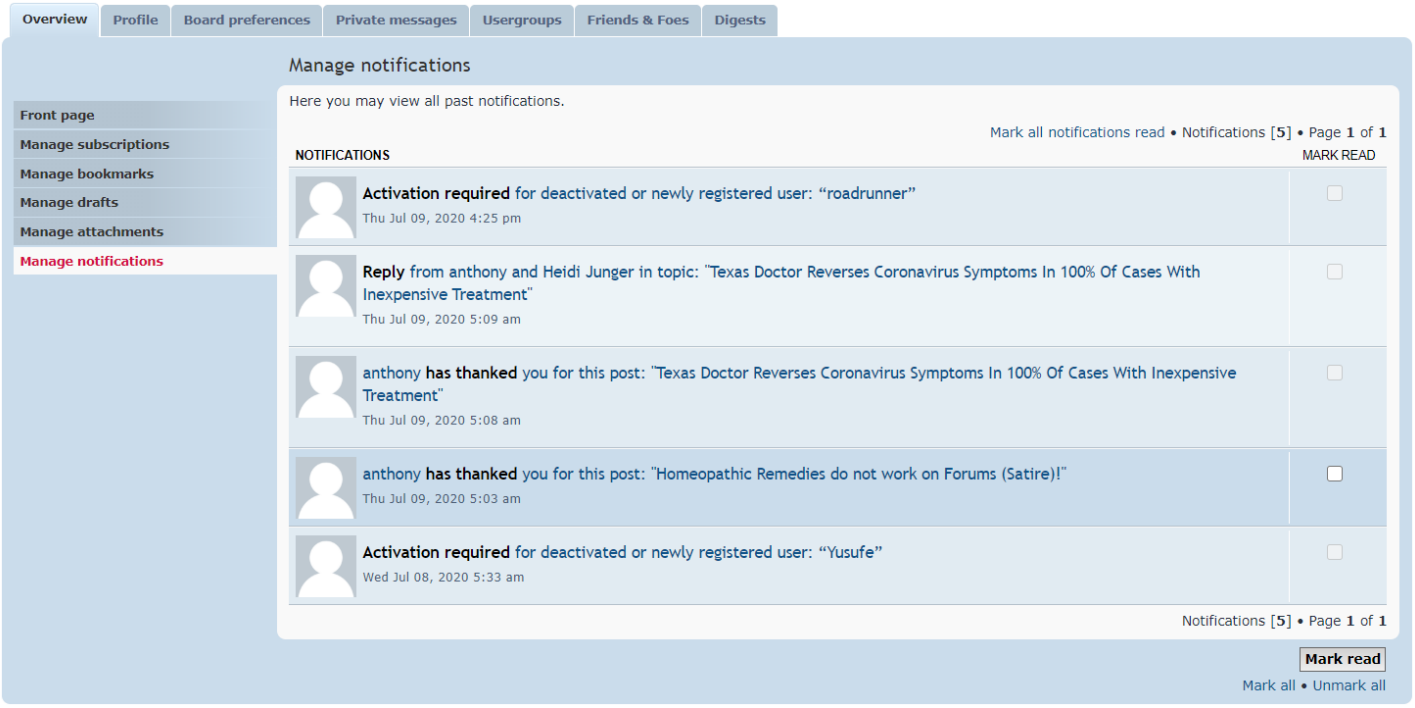
Manage attachments

Attachments are files and images that you upload with your post to provide additional information, etc. On this page, you can view all your attachments and delete them as needed.



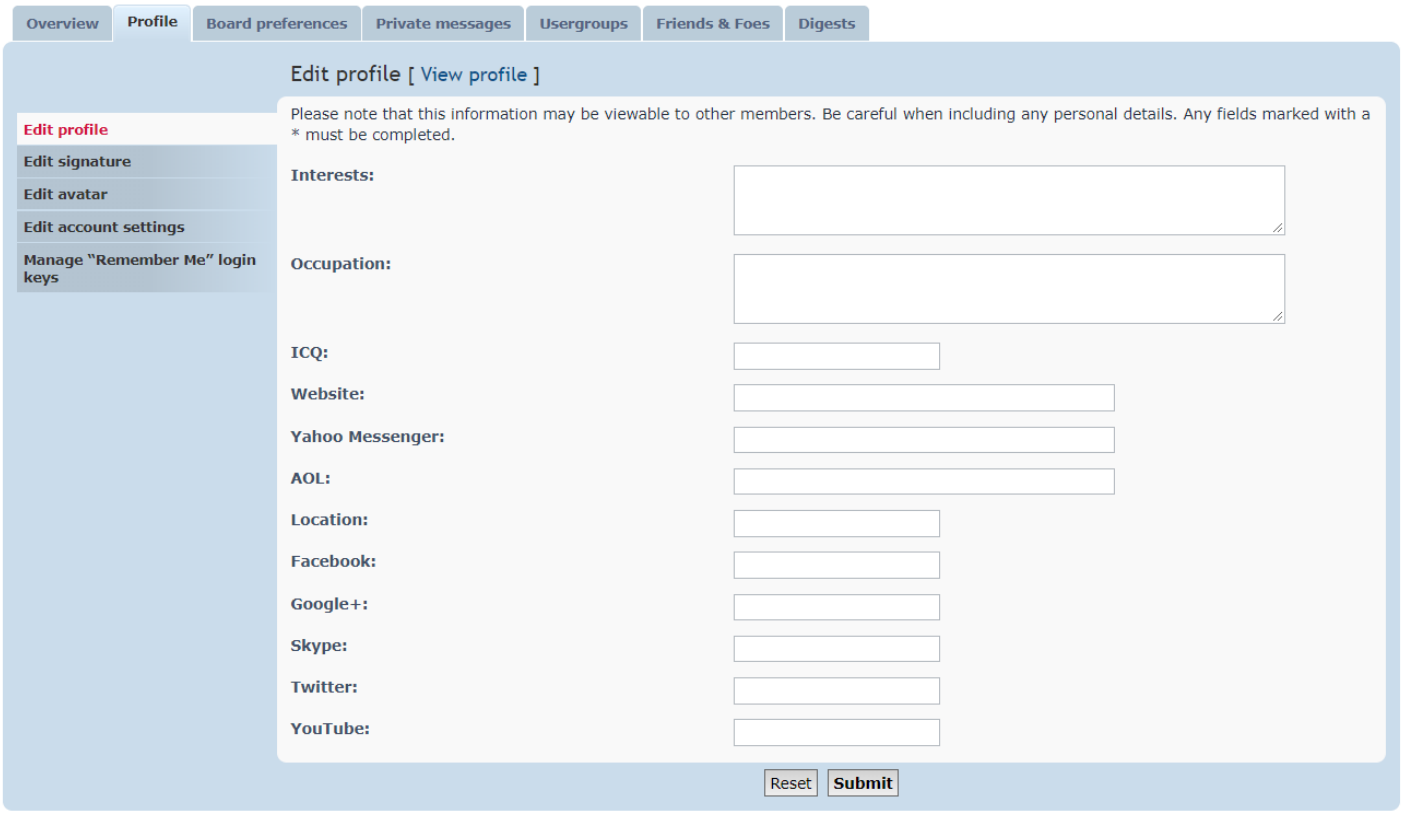
Manage notifications

Notifications alert you to events that have taken place on the board. They will appear in the Notifications menu at the top of your screen. You can set which notification you receive under Board preferences / Edit notification options.



UCP / Profile

This section lets you set your profile information. Your profile information contains general information that other users on the board will be able to see. Think of your profile as a sign of your public presence. This section is separated from your preferences. (Preferences are the individual settings that you set and manage on your own, and control your forum experience. Thus, this is separated from your profile settings.)



Edit profile

Personal settings control the information that is displayed when a user views your profile. All items are optional unless a * is displayed and you can update them here.
The following list is an example and the actual fields shown may differ.

- Interests: Your personal interests. The information entered here will appear only on the view profile page.
- Occupation: Your occupation. The information entered will appear only on the view profile page.

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- ICQ: Your account number associated with ICQ system.
- Website: Your website's address. Must be prepended with the appropriate protocol reference (i.e. http:// or https://)
- Yahoo Messenger: Your username associated with the Yahoo Messenger service.
- AOL: Your screen name associated with AOL Instant Messenger system.
- Location: Where you live (State, Country). Do not give your personal address.
- Facebook: Your unique username/page name associated with the Facebook service.
- Google+: Your Google+ account
- Skype: Your username associated with the Skype service.
- Twitter: Your username associated with the Twitter service.
- YouTube: Your YouTube account url.

Edit signature

Your signature appears, at your option, below every post you make. Signatures may be formatted using BBCode. The board administrator may specify a maximum length for signatures. You can check this limit by noting the line THERE IS A X CHARACTER LIMIT. above the signature editing textbox, where x is the currently set limit.

Edit avatar

Your avatar is an image that displays with every post you make. Depending on board settings, avatars may be completely disabled, or may appear in one (or more) of three forms: "UPLOAD FROM YOUR MACHINE", "UPLOAD FROM A URL", and "LINK OFF-SITE.

- Avatar type: As we do not permit avatars from external services, there is nothing to be set here.
- Upload from your machine: You may upload an avatar from your machine (computer or smartphone, etc.) to be hosted on the board's server.

Additionally, a board administrator may opt to provide an avatar gallery for users to make use of. These images are pre-selected by the administrator and are able to be used by any of a board's members.

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Edit account settings

Here, you can update your username, Email address and password.

Manage "Remember Me" login keys

If you choose to have the board log you in automatically when you visit (the "Remember Me" check box), you are given a login key for your browser to use when you visit the site. As long as your browser has this key, you will be automatically logged in. When you log out, the key is only deleted from your browser and not from the board.

This section allows you to view all of the login keys associated with your account, when they were created, and from what IP address. You can delete login keys from this page as well.

Note: Deleting a login key that you are currently using will log you out of the board.

External Accounts

If the board administrator has enabled OAuth authentication, you will be able to login with your account from OAuth providers such as Bitly, Facebook, and Google.

Click the **LINK** button for each service to link your accounts to the board. You will be prompted to log in again. Use your login credentials for the board. **DO NOT** use your external account yet. When you log in, you will be sent to your account page which will show that an ID has been generated for your external account.

Once an account has been linked, you can unlink it from the same page.

After linking the account, you can now use it to log into the board. Just click the appropriate service button on the login page.

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UCP / Board preferences

Board preferences allow you to dictate various behaviours of the phpBB software in regards to your interaction with it.

Edit global settings

Global settings control various overall interactions with the phpBB software.

- **Users can contact me by email:** If Yes is selected, users can e-mail you via the "e-mail" button in your profile.
- **Administrators can email me information:** If Yes is selected, you will receive mass-emails sent out by the board administrator.
- **Allow users to send you private messages:** If Yes is selected, users can send you private messages via the board.
- **Hide my online status:** If Yes is selected, your online status will be hidden to users. Note that administrators and moderators will still be able to view your online status.
- **My language:** Allows you to specify what language pack the board utilizes. Note that this setting applies only to board language strings; posts will be rendered in the language they were written.
- **My timezone:** Allows you to specify what timezone board times should appear in.
- **My date format:** Controls what format times are rendered in. You may select one of the options in the dropdown box -- advanced users may select "Custom" and input a custom format (in the format of the php.net date function).

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Edit posting defaults

Posting settings control the default settings of the posting editors when you create a post. Note that these options are controllable on an individual basis while posting.

- **Enable BBCode by default:** When Yes is selected, BBCode is enabled within the post editor.
- **Enable smilies by default:** When Yes is selected, smiles will be rendered within your posts.
- **Attach my signature by default:** When Yes is selected, your signature will be appended to your posts.
- **Notify me upon replies by default:** When Yes is selected, you will be notified by email when a reply to your post is made.

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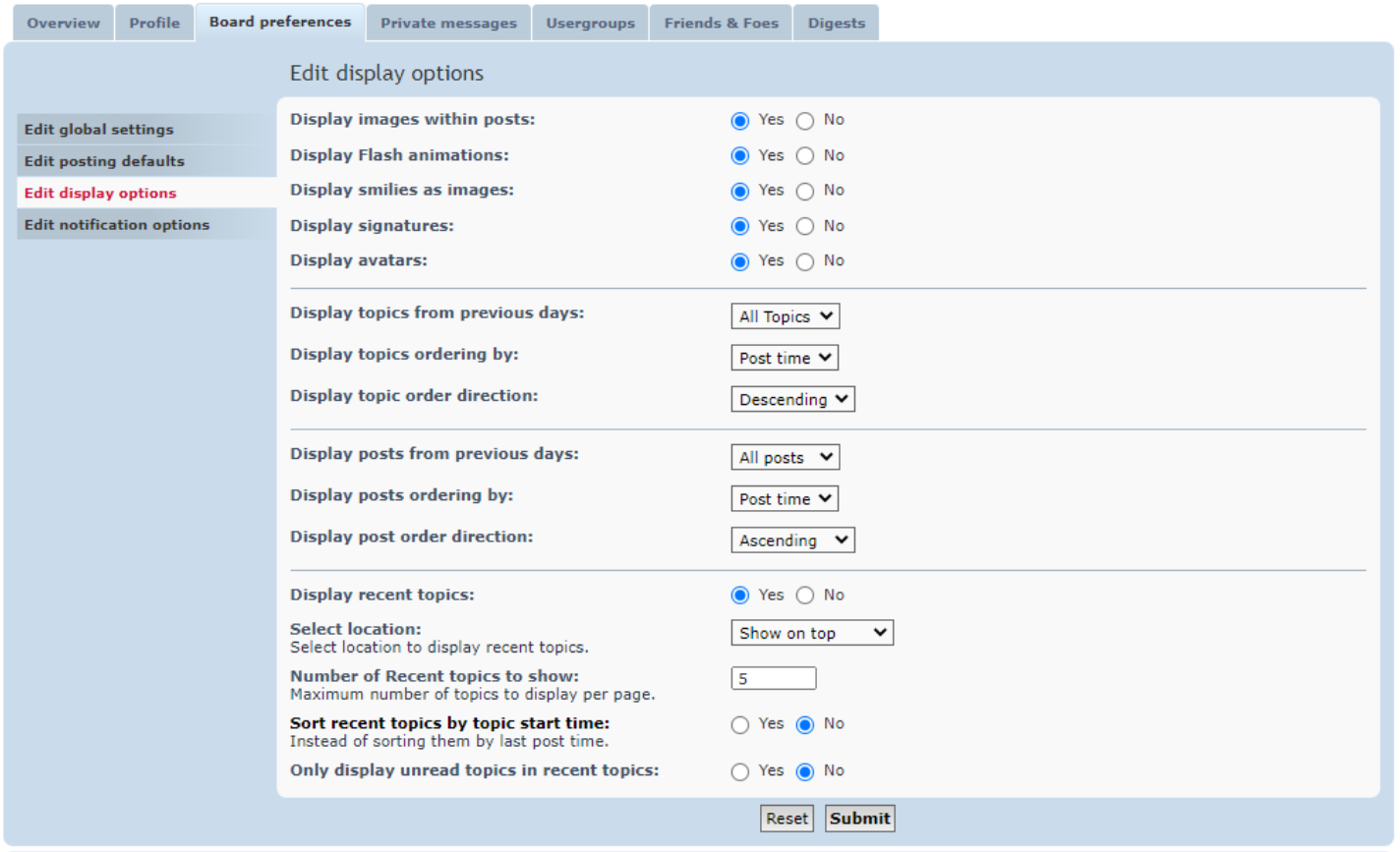
Edit display options

Display settings control how posts and topics are rendered in the various board views. The following settings control how the contents of posts and private messages are rendered.



- **Display images within posts:** When YES is selected, images will be displayed.
- **Display Flash animations:** When YES is selected, Flash animations will be rendered.
- **Display smilies as images:** When YES is selected, smilies will be rendered as images instead of as their text equivalent.
- **Display signatures:** When YES is selected, user signatures will be displayed.
- **Display avatars:** When YES is selected, user avatars will be shown.

The following settings control how topics are displayed in the forum view.

- **Display topics from previous days:** This setting limits the age of topics which should be displayed. By default, all topics are shown.

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- **Display topics ordering by:** This setting changes the order of how topics are shown. Topics can be ordered by AUTHOR, POST TIME, NUMBER OF REPLIES, SUBJECT, or NUMBER OF VIEWS.
- **Display topic order direction:** Topics can be displayed in either ASCENDING or DESCENDING order.

The following settings control how posts are displayed in the topic view.

- **Display posts from previous days:** This setting limits the age of posts which should be displayed. By default, all posts are shown.
- **Display posts ordering by:** This setting changes the order of how posts are shown. Posts can be ordered by AUTHOR, POST TIME, NUMBER OF REPLIES, SUBJECT, or NUMBER OF VIEWS.
- **Display post order direction:** Posts can be displayed in either ASCENDING or DESCENDING order.

The following settings apply to premium forums, only

- **DISPLAY SIMILAR TOPICS:** A list of similar (related) topics appear at the bottom of each post.
- **DISPLAY RECENT TOPICS:** A list of recent (new) topics are shown on the board index page.

Edit notifications options

Notification settings control which events will trigger a notification and how you will receive the notification. The following settings control events related to posting.

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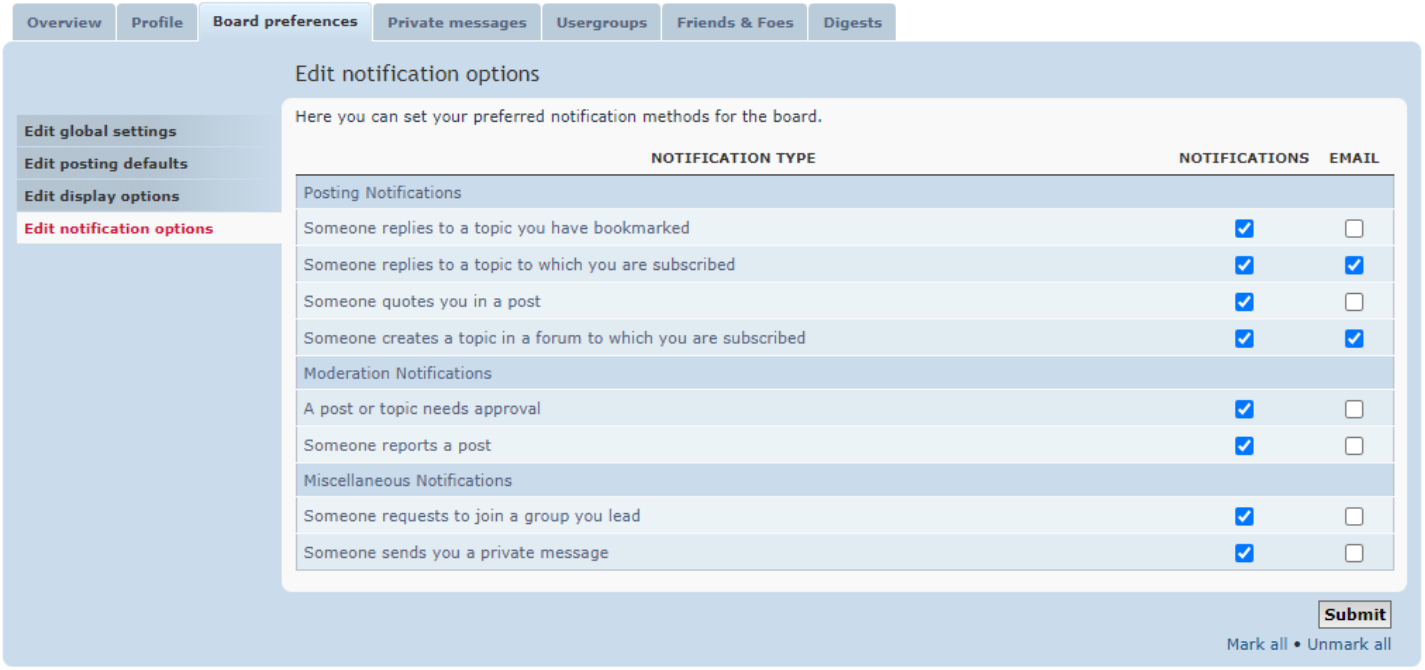

Posting Notifications

- **Someone replies to a topic you have bookmarked:** A user has posted a reply to a topic which you have bookmarked.
- **Someone replies to a topic to which you are subscribed:** A user has posted a reply to a topic which you have subscribed to.
- **Someone quotes you in a post:** A post you made has been quoted by another user.
- **Someone creates a topic in a forum to which you are subscribed:** A user has posted a new topic in a forum which you have subscribed to.

Moderation Notifications

- **A post or topic needs approval:** If posts you make are moderated (held back until approved by the moderator), then you can set here if you wish to be notified when your message has been processed.
- **Someone reports a post:** If someone has reported a post, you get notified.

Miscellaneous Notifications

- **Someone requests to join a group you lead:** If you run a specific group, you are notified when someone wants to join.
- **Someone sends you a private message:** You have received a private message.
- **Someone thanks you for a post:** On Premium Hosting packages, someone has liked your post by using the Thanks button
- **Someone removed thanks you for your post:** On Premium Hosting packages, someone unliked your post by using the Thanks button

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UCP / Private messages

Unlike mailing lists like YahooGroups, the forums.group board protects your private email address from being seen by other members (only moderators and admins can see your email address). This vastly improves your security and privacy as third parties cannot see your personal email address, yet it is still important to be able to contact other members privately.

The private messaging system (PM) was designed to allow forum members to communicate with each other privately. You simply use their username as an address and write your message to them like any other forum post. Once you submit the message, an email is sent to the recipient informing them that a PM is waiting for them. That email does not contain the message itself, just a link to where the message can be read. The other user can then simply login to the forum and read the incoming message and can of course reply to it.

This is a much more secure way of communicating privately as the message never leaves the forum system. In comparison, an email is about as private as a postcard and you do not know who else can read it unless strong encryption is used that is rare. Theoretically, an admin with access to the database could read PM messages. Forums.Group however does not provide any tools for third parties to read such messages and has a policy of not reading them unless forced to for legal reasons (this has never happened in 18 years of running online forums).

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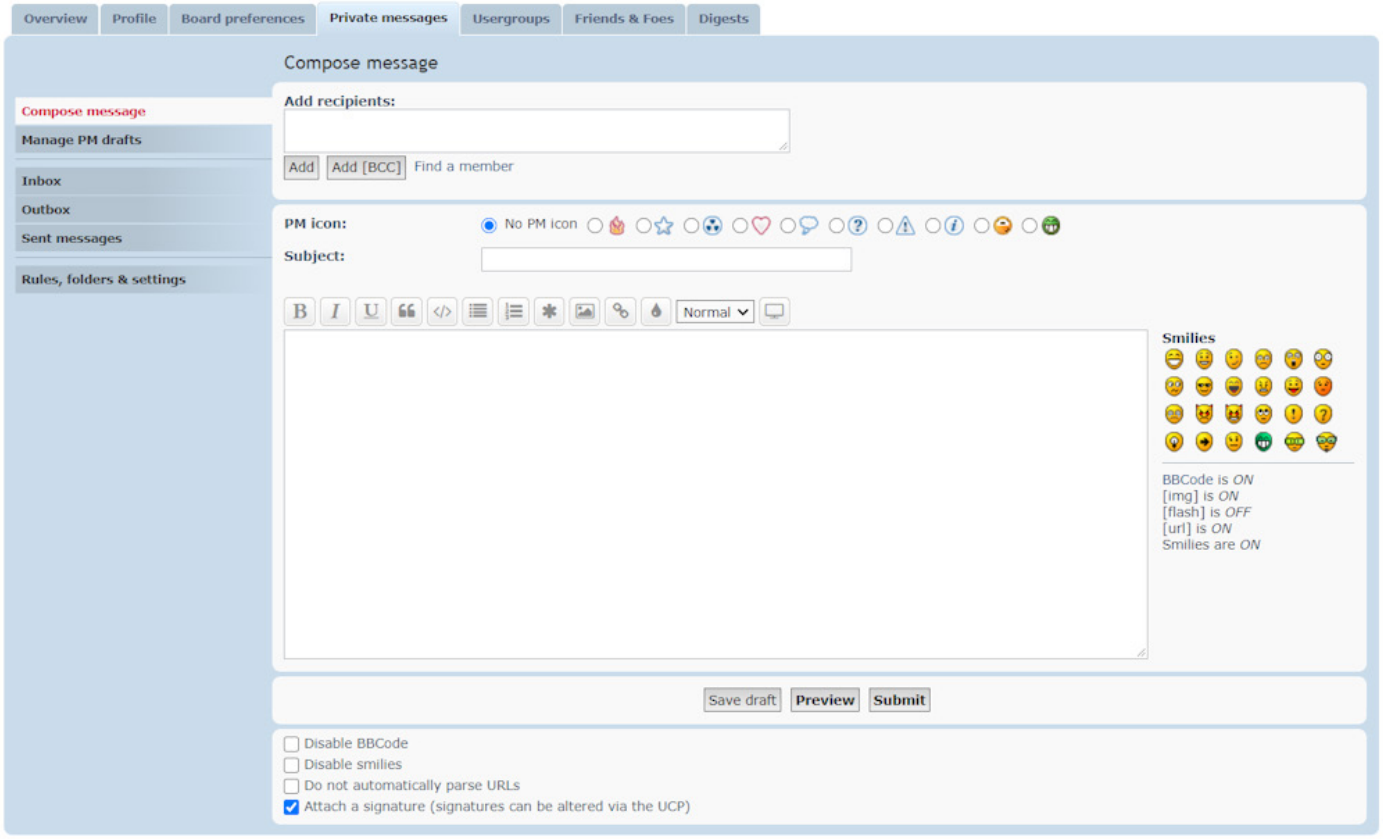

- **Compose message:** This is where you can write your messages. Click on 'Find a member' to obtain a searchable list of members usernames.
- **Manage PM drafts:** Like forum messages, you can also save message drafts and restore (Load) them at a later time. Here you can delete unneeded drafts.
- **Inbox:** This is where you can read PM's sent to you from other members. You can also send a reply, forward or print these messages.
- **Outbox:** When you send a PM to another member, it is stored in your Outbox until the other member reads it. You can edit or delete that message.
- **Sent messages:** Once your outgoing message has been read, it is then stored in the 'Sent messages' section. You can read and delete these messages, here.
- **Rules, folders & settings:** In a similar way to modern email systems, you can setup folders to store your messages into categories and also use automated rules to process incoming messages. Settings are used to determine what happens when your inbox is full. Should older messages be deleted or are newer messages held back until you have made space for them.

Note: On Free-Hosting forums, you have space for 50 PM's and Premium forums allow you 500.

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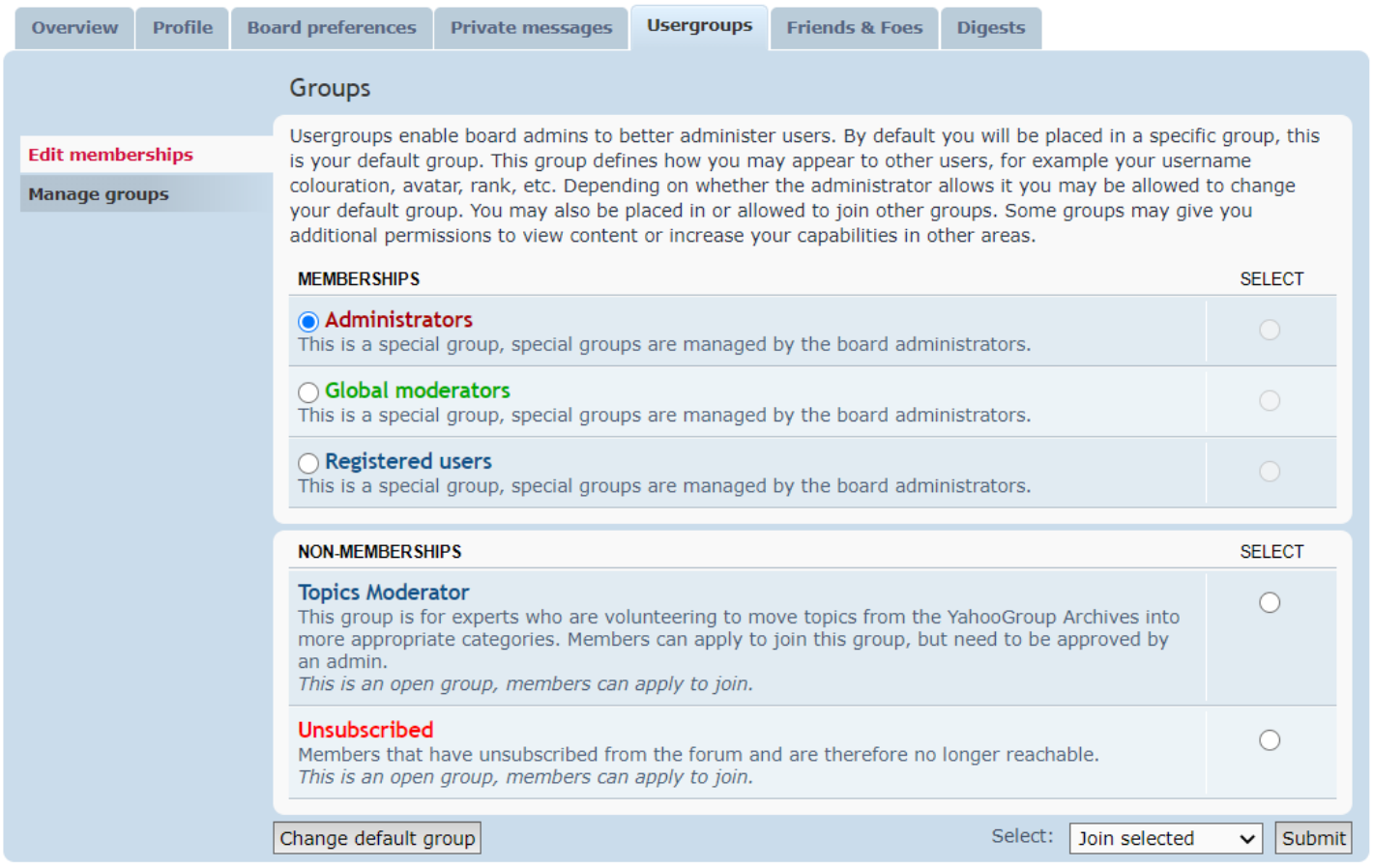
UCP / Usergroups

Usergroup membership can be managed through the Usergroups section of the UCP. The page lists groups for which the user is a member of, a leader of, and all other usergroups. Groups which are open for membership have a radio button allowing the user to request membership. Users may also remove themselves from groups in which they hold membership. If a user has the CAN CHANGE DEFAULT USERGROUP, they can choose which group to be their default here. The default usergroup dictates the user's username colour which is shown throughout the board.



If a YahooGroup has been migrated to a forums-group board, members can apply to be a Topics Moderator. This would give you the ability to move exiting topics from the long list of migrated messages into more relevant categories. For example, if you have a car related forum with a long list of unsorted topics with various makes of cars. It would make sense to move say all topics about Ford cars into a new Ford Car category, etc. This is what a Topic Moderator can do.

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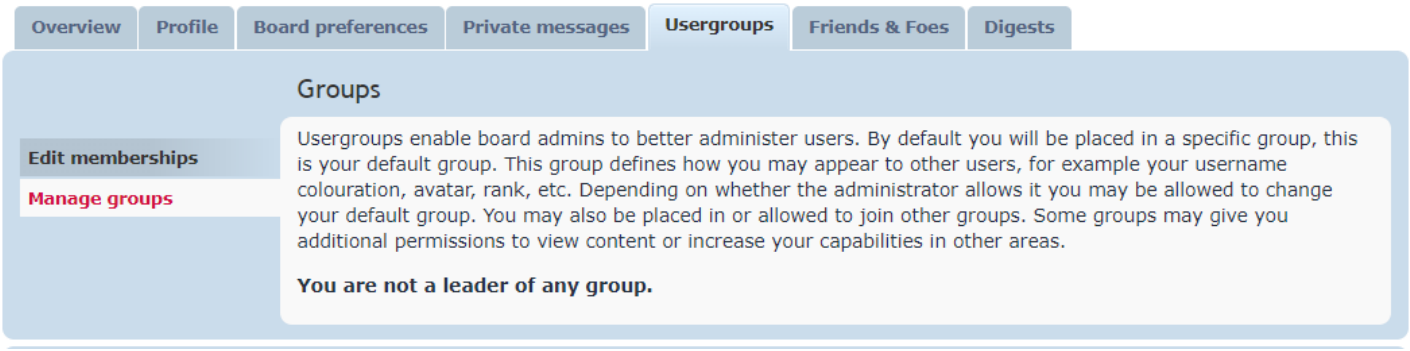
Those who want to unsubscribe from the forum can join the Unsubscribed group which deactivates your account on the forum.

Users who are designated as a group leader are able to manage the group's membership. Users can be added, removed, pending join requests can be approved or denied, and have their default usergroup changed here.



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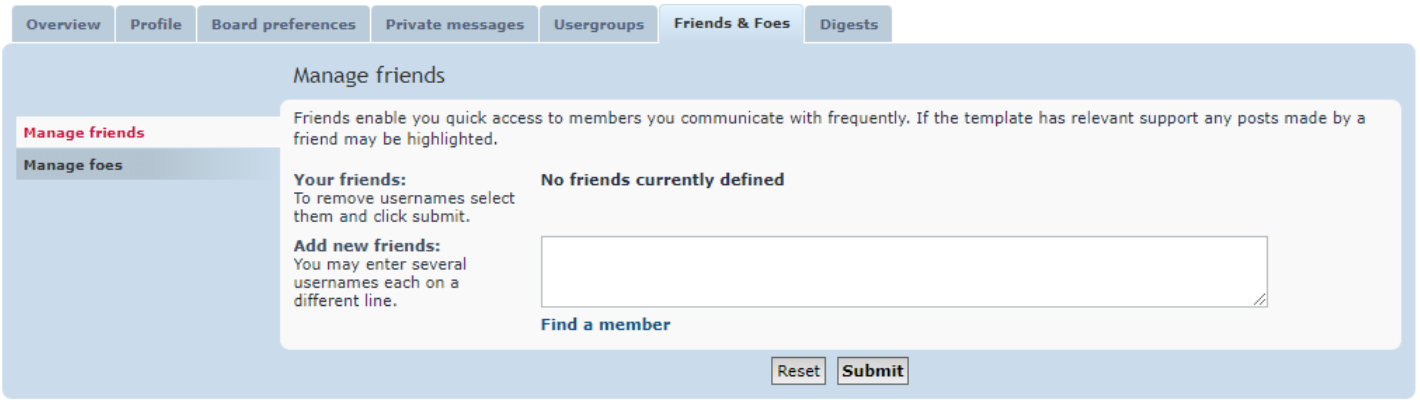
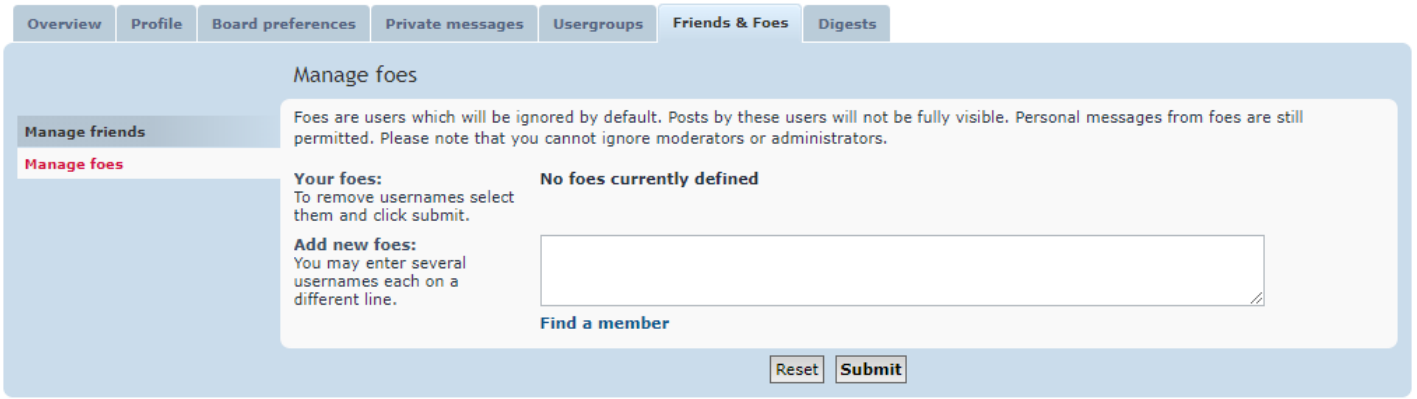
UCP / Friends & Foes

Users can be marked as a **FRIEND** or a **FOE** in order to allow for filtering of their messages. If a style supports it, posts made by users on your Foe list will be hidden from view and posts from users on your Friend list will be highlighted. Private Message rules can make use of the Friend and Foes list for filtering incoming PMs.





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UCP / Digests

Digests are emails sent to users periodically with a summary of postings made on a the forums.group board for discrete time periods. Digests makes some forum users' lives easier. They don't have to explicitly visit the site to see what conversations are going on around there. They just read their digest and if there is some topic that seems of interest, they click on the topic link in their email program and start participating! They can unsubscribe at any time. By default, weekly digests are sent on Sundays. The users can determine the hour they want to receive the digest. Whatever time they choose, they will always get the latest news so they can pick a time that suits their lifestyle.

Digests can be daily, weekly or monthly. Posts older than this will not be sent in a digest. In addition, if you want you can elect not to see posts since you last logged in, if you visited recently. You can even filter out your own posts.

If a user does not want summaries of every post, they can be selective. They can pick the forum or forums that interests them. By default, they will get posts for all forums that they are allowed to access.

Digests can be sent as emails containing HTML or plain text. By default, the user gets the entire post as text, but they can also select to see excerpts of each post or get a list of posts with links to each post.

Please note that each digest is unique, and may have different posts in it compared to another digest going out at the same hour. It may not be an appropriate digest solution for very large boards, very busy boards or for those who want to send bulk emails of all posts for a given time period, as it is designed for flexibility, not efficiency.

We recommend setting up a forum digest to be sent daily to your existing YahooGroup. That way, everyone is kept informed via the YahooGroup of new posts and they can then visit the forum to add replies and new posts.

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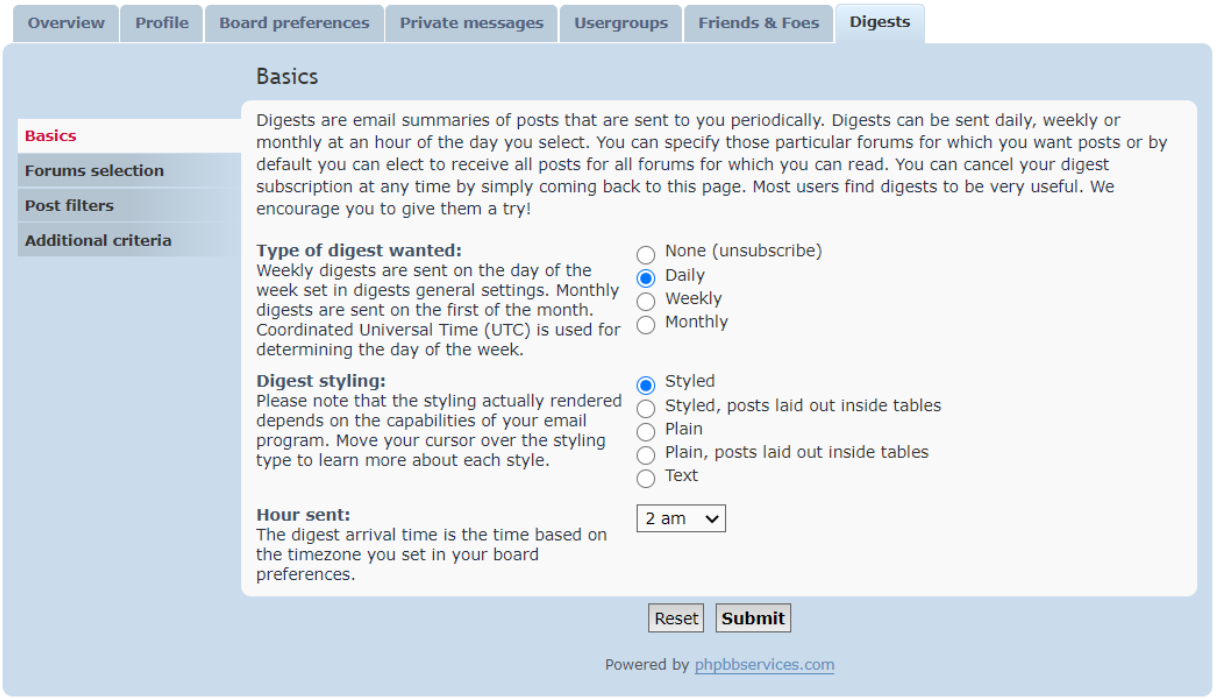
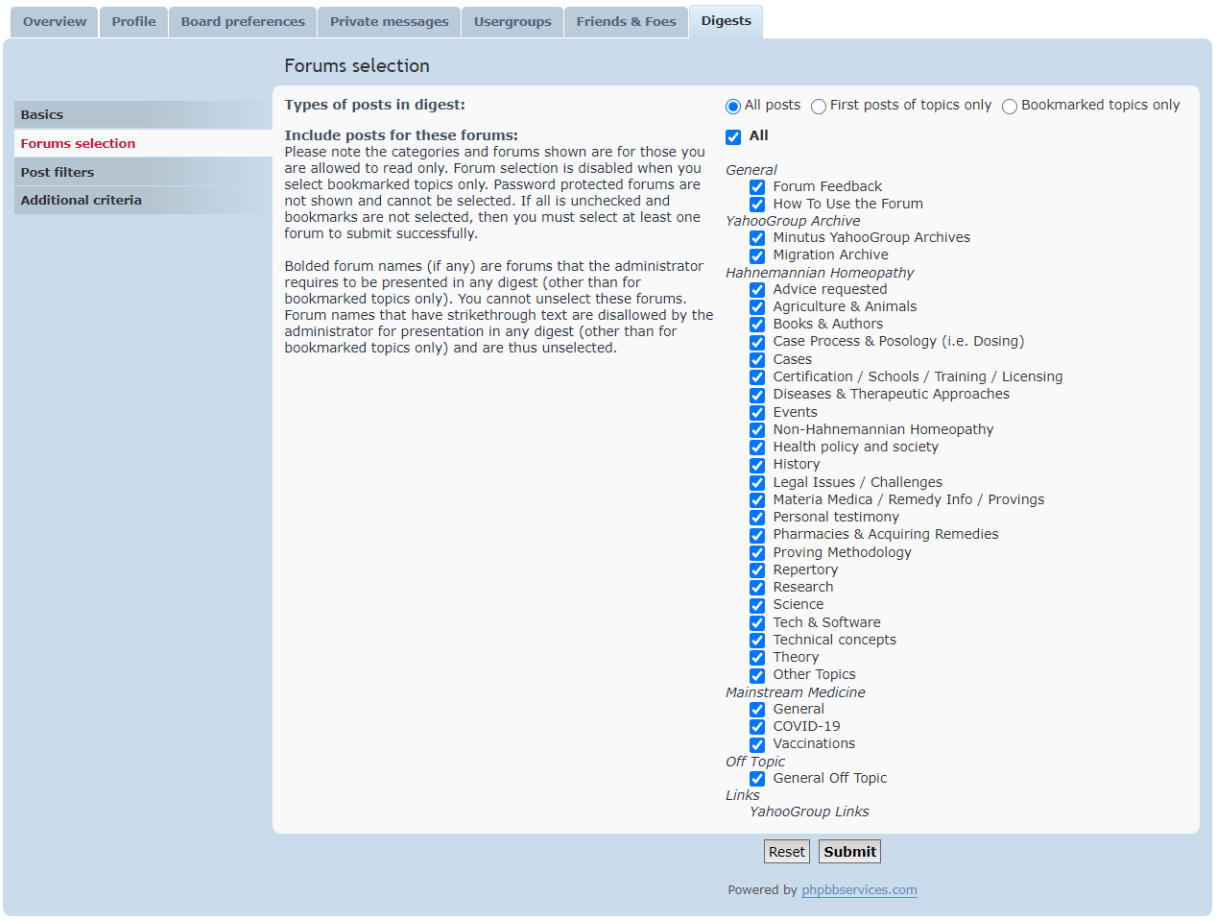
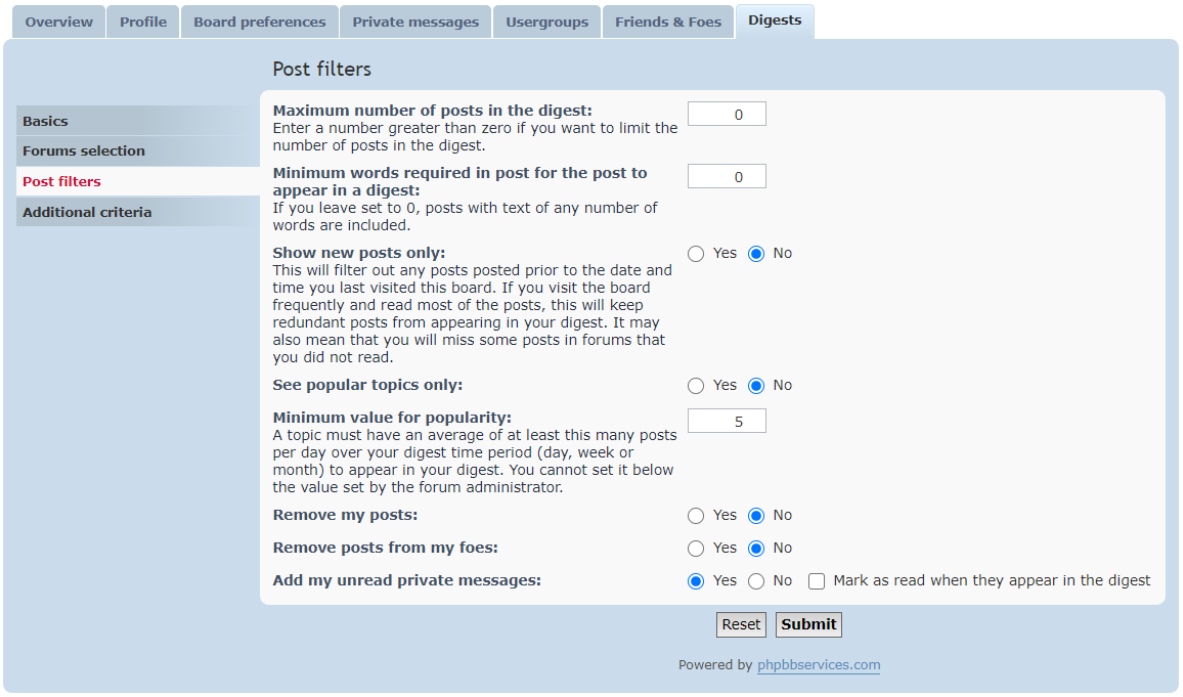

Overview
Profile
Board preferences
Private messages
Usergroups
Friends & Foes
Digests
Basics
Basics
Forums selection
Post filters
Additional criteria
Digests are email summaries of posts that are sent to you periodically. Digests can be sent daily, weekly or monthly at an hour of the day you select. You can specify those particular forums for which you want posts or by default you can elect to receive all posts for all forums for which you can read. You can cancel your digest subscription at any time by simply coming back to this page. Most users find digests to be very useful. We encourage you to give them a try!
Type of digest wanted:
Weekly digests are sent on the day of the week set in digests general settings. Monthly digests are sent on the first of the month. Coordinated Universal Time (UTC) is used for determining the day of the week.
None (unsubscribe)
Daily
Weekly
Monthly
Digest styling:
Please note that the styling actually rendered depends on the capabilities of your email program. Move your cursor over the styling type to learn more about each style.
Styled
Styled, posts laid out inside tables
Plain
Plain, posts laid out inside tables
Text
Hour sent:
The digest arrival time is the time based on the timezone you set in your board preferences.
2 am
Reset
Submit
Powered by phpbbservices.com


Overview
Profile
Board preferences
Private messages
Usergroups
Friends & Foes
Digests
Forums selection
Basics
Forums selection
Post filters
Additional criteria
Types of posts in digest:
All posts
First posts of topics only
Bookmarked topics only
Include posts for these forums:
Please note the categories and forums shown are for those you are allowed to read only. Forum selection is disabled when you select bookmarked topics only. Password protected forums are not shown and cannot be selected. If all is unchecked and bookmarks are not selected, then you must select at least one forum to submit successfully.
Bolded forum names (if any) are forums that the administrator requires to be presented in any digest (other than for bookmarked topics only). You cannot unselect these forums. Forum names that have strikethrough text are disallowed by the administrator for presentation in any digest (other than for bookmarked topics only) and are thus unselected.
All
General
Forum Feedback
How To Use the Forum
YahooGroup Archive
Minutus YahooGroup Archives
Migration Archive
Hahnemannian Homeopathy
Advice requested
Agriculture & Animals
Books & Authors
Case Process & Posology (i.e. Dosing)
Cases
Certification / Schools / Training / Licensing
Diseases & Therapeutic Approaches
Events
Non-Hahnemannian Homeopathy
Health policy and society
History
Legal Issues / Challenges
Materia Medica / Remedy Info / Provings
Personal testimony
Pharmacies & Acquiring Remedies
Proving Methodology
Repertory
Research
Science
Tech & Software
Technical concepts
Theory
Other Topics
Mainstream Medicine
General
COVID-19
Vaccinations
Off Topic
General Off Topic
Links
YahooGroup Links
Reset
Submit
Powered by phpbbservices.com


Overview
Profile
Board preferences
Private messages
Usergroups
Friends & Foes
Digests
Post filters
Basics
Forums selection
Post filters
Additional criteria
Maximum number of posts in the digest:
Enter a number greater than zero if you want to limit the number of posts in the digest.
0
Minimum words required in post for the post to appear in a digest:
If you leave set to 0, posts with text of any number of words are included.
0
Show new posts only:
This will filter out any posts posted prior to the date and time you last visited this board. If you visit the board frequently and read most of the posts, this will keep redundant posts from appearing in your digest. It may also mean that you will miss some posts in forums that you did not read.
Yes No
See popular topics only:
Yes No
Minimum value for popularity:
A topic must have an average of at least this many posts per day over your digest time period (day, week or month) to appear in your digest. You cannot set it below the value set by the forum administrator.
5
Remove my posts:
Yes No
Remove posts from my foes:
Yes No
Add my unread private messages:
Yes No
Mark as read when they appear in the digest
Reset
Submit
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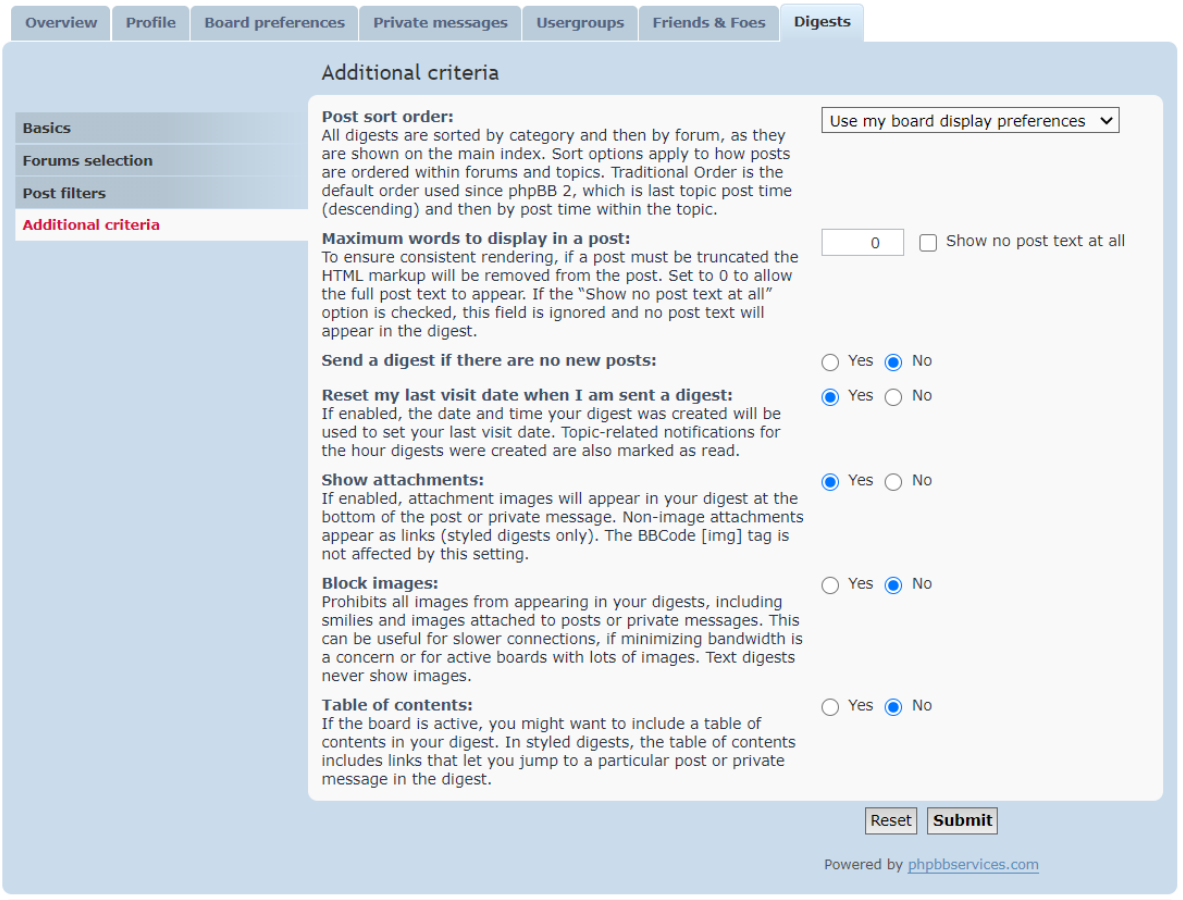
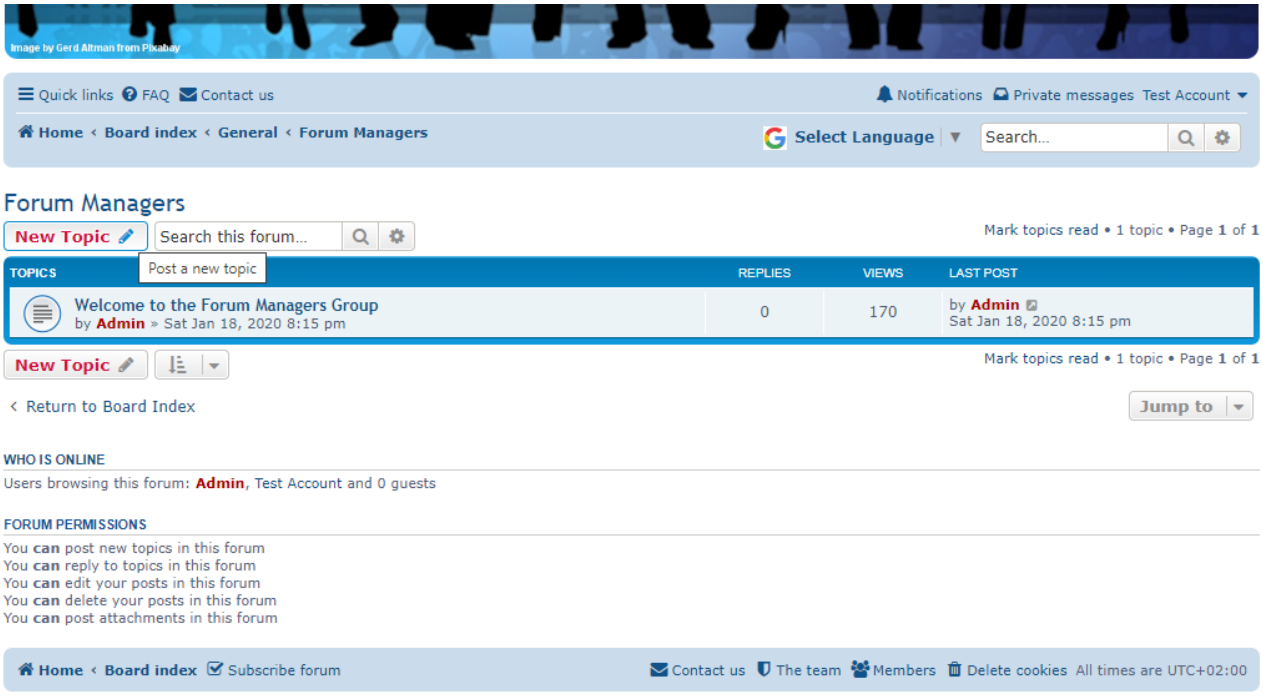

Overview
Profile
Board preferences
Private messages
Usergroups
Friends & Foes
Digests
Additional criteria
Basics
Forums selection
Post filters
Additional criteria
Post sort order:
All digests are sorted by category and then by forum, as they are shown on the main index. Sort options apply to how posts are ordered within forums and topics. Traditional Order is the default order used since phpBB 2, which is last topic post time (descending) and then by post time within the topic.
Use my board display preferences
Maximum words to display in a post:
To ensure consistent rendering, if a post must be truncated the HTML markup will be removed from the post. Set to 0 to allow the full post text to appear. If the "Show no post text at all" option is checked, this field is ignored and no post text will appear in the digest.
0
Show no post text at all
Send a digest if there are no new posts:
Yes No
Reset my last visit date when I am sent a digest:
If enabled, the date and time your digest was created will be used to set your last visit date. Topic-related notifications for the hour digests were created are also marked as read.
Yes No
Show attachments:
If enabled, attachment images will appear in your digest at the bottom of the post or private message. Non-image attachments appear as links (styled digests only). The BBCode [img] tag is not affected by this setting.
Yes No
Block images:
Prohibits all images from appearing in your digests, including smilies and images attached to posts or private messages. This can be useful for slower connections, if minimizing bandwidth is a concern or for active boards with lots of images. Text digests never show images.
Yes No
Table of contents:
If the board is active, you might want to include a table of contents in your digest. In styled digests, the table of contents includes links that let you jump to a particular post or private message in the digest.
Yes No
Reset
Submit
Powered by phpbbservices.com

Posting Screen

Posting is the primary purpose of bulletin boards. There are two main types of posts you can make: a topic or a reply. Selecting the '**New Topic'** button in a forum will take you to the posting screen.



After submitting your post, a new topic will appear in that forum with your post as the first displayed. Other users (and you as well) are now able to reply to your topic by using the '**Post Reply'** button that you will find above and below the actual post. This will once again bring you to the posting screen, allowing you to enter your post.

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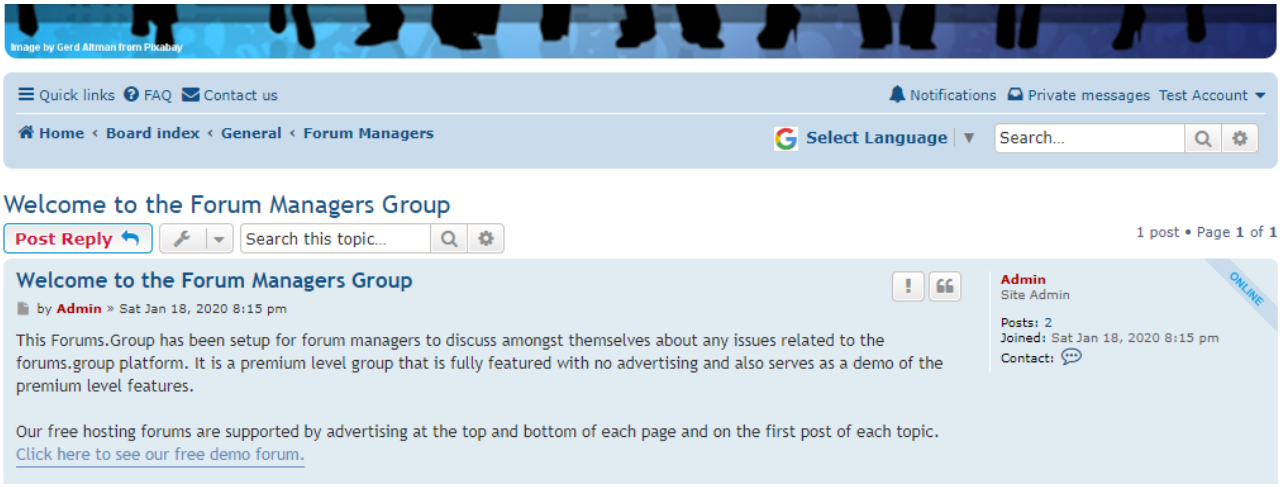
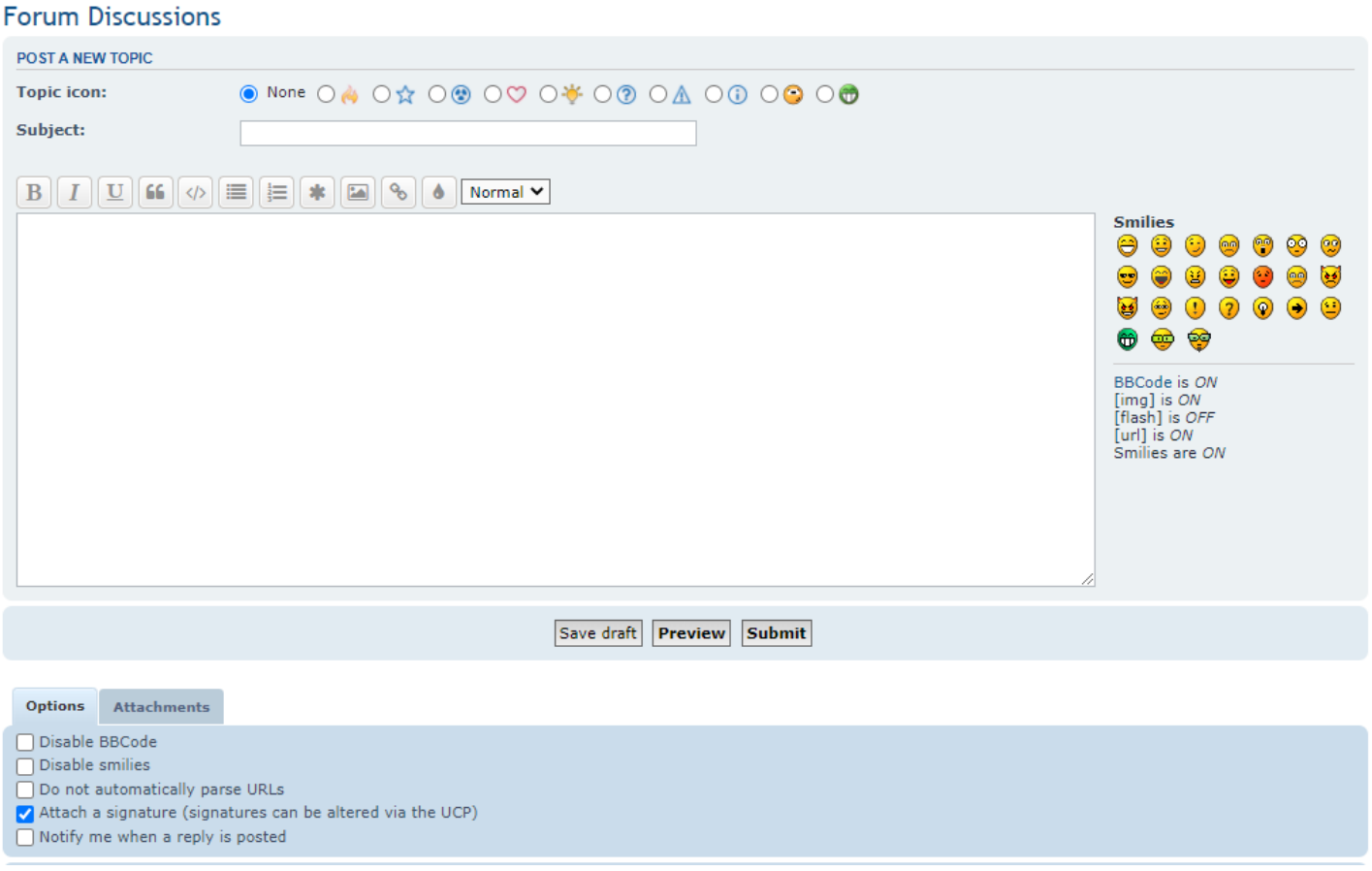


The Forums.Group platform has two different posting screens dependant on the hosting package.

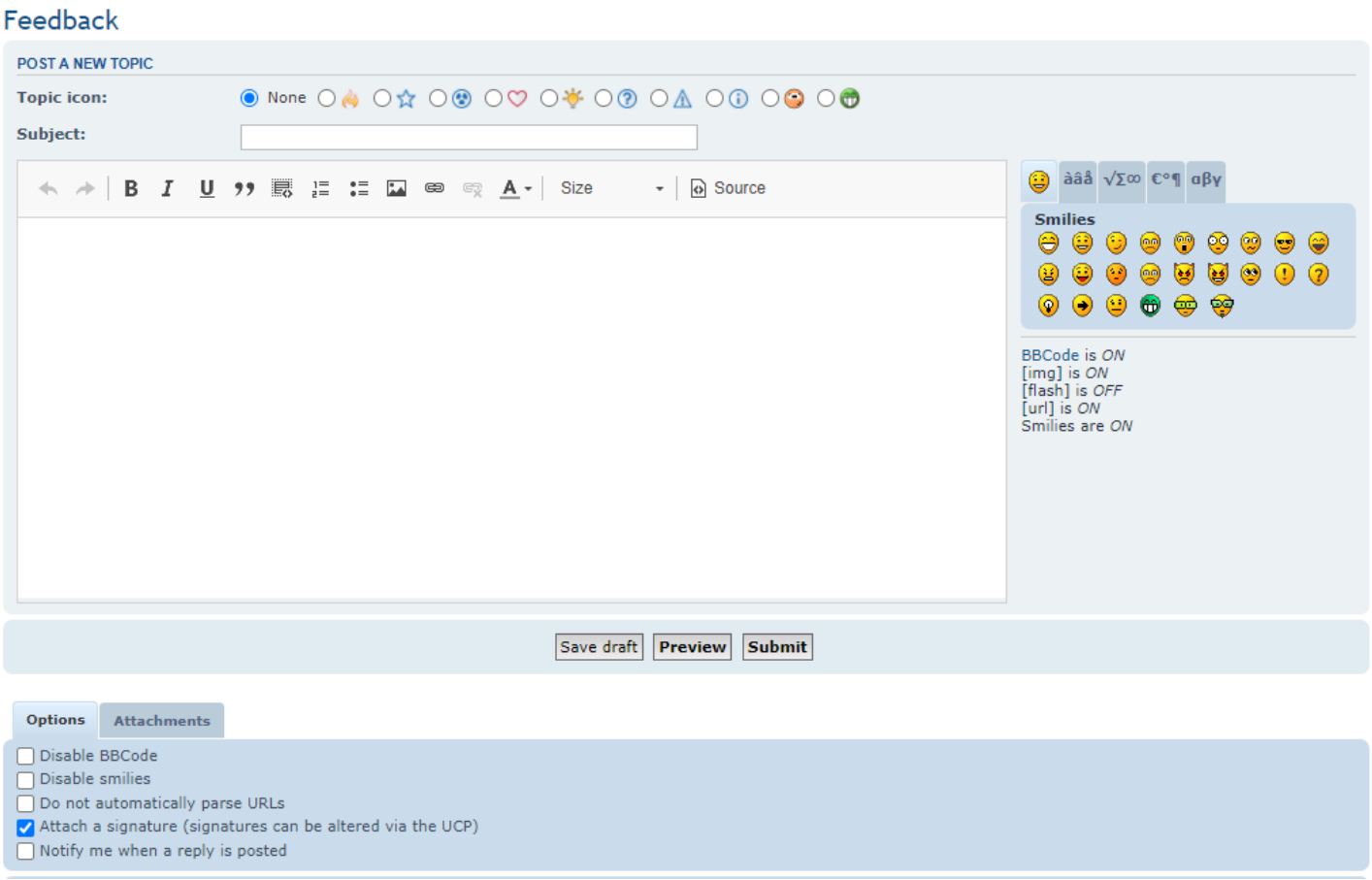
Free Hosting Posting Screen



This is the standard editor that comes with all phpBB forums by default. The formatting commands use text-based formatting and you have to click on the Preview button to see how the post will look when posted. While functional, it takes a little training to know how to fully use the formatting commands.

Click here for more details of the Standard Editor.

Premium Hosting Posting Screen



The premium editor is "What You See Is What You Get" (WYSIWYG) allowing you to see the effects of the formatting straight away. This is more natural and similar to using programs like Word, Outlook, etc. The formatting commands are all still there and can be seen when you click on the 'Source' button. You can still use the Preview button to see how the post will look when posted. Users can generally learn how to use the WYSIWYG editor much more easily than the standard editor.

Click here for more details of the WYSIWYG Editor

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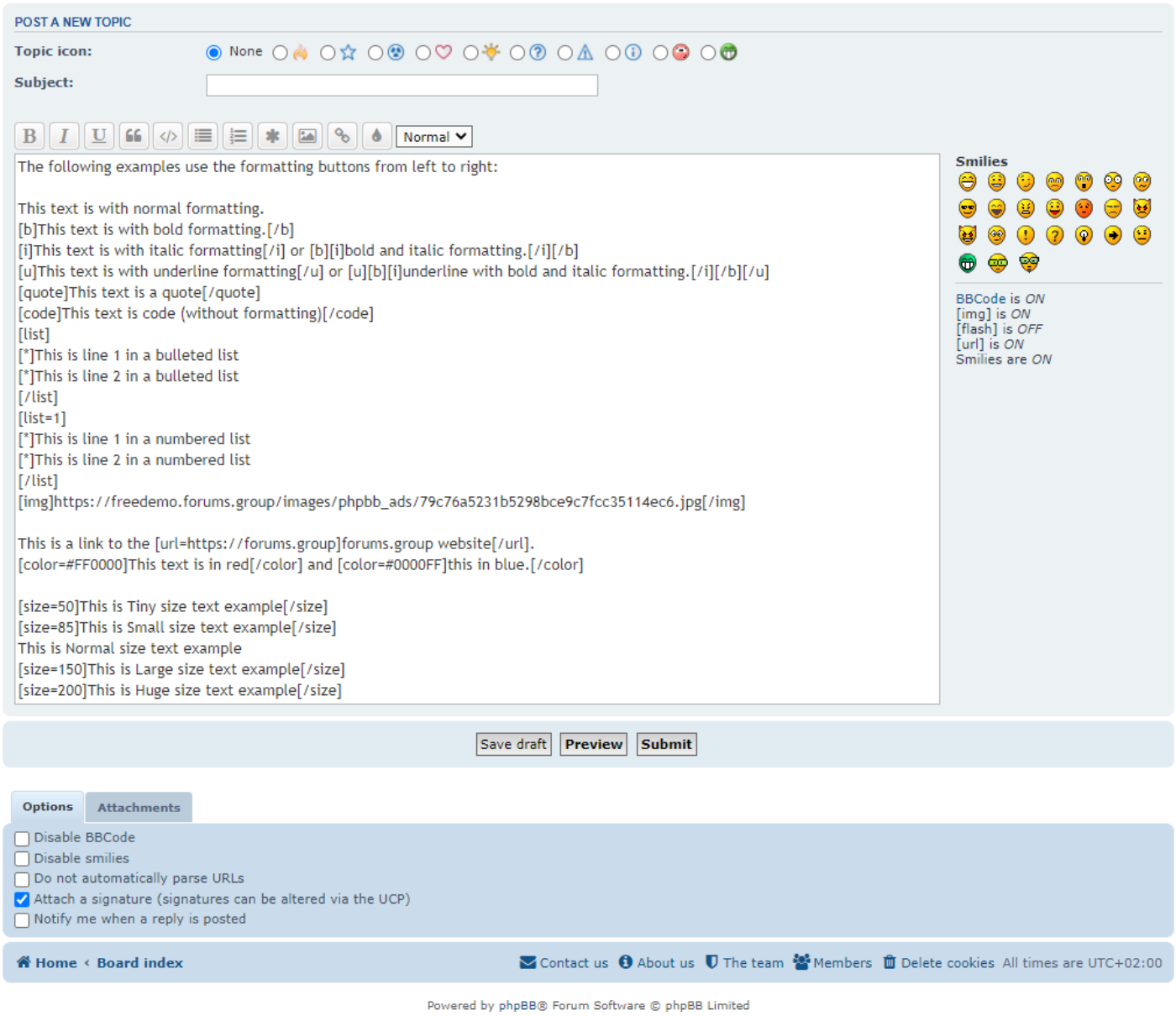
Standard Editor

Our Free-Hosting forums make use of the standard phpBB message editor.

This is a text editor that uses special BBCode commands to format the text. You only see BBCodes instead of the formatted text, etc. as you write the message.

Use the 'Preview' button to obtain a preview of the text you have written before posting.

The following image demonstrates the formatting commands. You first see the preview with the formatted text and then the text with the BBCode formatting:



- **Topic icon:** The topic/post icon is a small icon that will display to the left of your post subject. This helps identify your post and make it stand out, though it is completely optional.
- **Subject:** If you are creating a new topic with your post, the subject is required and will become the title of the topic. If you are replying to an existing topic, this is optional, but it can be changed.
- **Post Content** - While not being labelled, the large text box is where your actual post content will be entered. Here, along with your text, you may use things like Smilies or BBCode. Content entered as HTML will be rendered as text, HTML input is not supported.
- **Smilies** - Smilies, or emoticons, are small images which can be inserted into your post to add expression emphasis. See Smilies for further details.
- **BBCode** - BBCode is a type of formatting that can be applied to your post content. See BBCode for further details.

Completing your post

- If you want to continue writing your post later, click on 'Save draft' and it will be saved without posting.
- When you return, you can then use the 'Load draft' button to restore it.
- Click on the 'Preview' button to see exactly how your post will appear on the forum. This gives you a chance to correct any formatting errors before posting the final version.
- Once you are happy your post looks the way it should, click on the 'Submit' button to post it for others to see.

Using the text formatting buttons

Just above the large text box, there is a horizontal row of buttons that each have a function in formatting the text.

B = **Bold Text:** Select the text to be made **bold** and click on this button.

Example: [b]This text is with bold formatting.[/b] - **This text is with bold formatting.**

I = *Italic Text:* Select the text to be made *Italic* and click on this button.

Example: [i]This text is with italic formatting[/i] - *This text is with italic formatting.*

U = **Underline Text:** Select the text to be Underlined and click on this button.

Example: [u]This text is with underline formatting.[/u] - This text is with underline formatting.

= **Quote Text:** Select the text to be put in quotes and click on this button.

If you add a name in the opening code, that name is given as the author.

Example 1: [quote]This text is a quote[/quote]

> This text is a quote

Example 2: [quote=Peter Walker]This text is a quote[/quote]

> Peter Walker wrote:
> This text is a quote

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= **Code Text:** Select the text to be put in the code box and click on this button.

This is useful when quoting commands or computer code.

Example: [code]This text is code (without formatting)[/code]

CODE: SELECT ALL

```
This text is code (without formatting)
```

= **Bullet List:** To create a bulleted list, first press this button and the following is displayed:

[list][/list] and the cursor is located in the middle.

Then click the button to add an item [*] to the list which is followed by the text.
Repeat this for each item (we recommend putting each item on a new line like this:

[list]
[*]This is line 1 in a bulleted list
[*]This is line 2 in a bulleted list
[/list]

Result:

- This is line 1 in a bulleted list
- This is line 2 in a bulleted list

Alternatively you can specify the list's bullet style using
[list=disc][/list], [list=circle][/list], or [list=square][/list]

Note: This does not work with the WYSIWYG editor

[list=disc][*]Disc Bullet[/list]

- Disc Bullet

[list=circle] [*]Circular Bullet[/list]

- Circular Bullet

[list=square][*]Square Bullet[/list]

- Square Bullet

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= **Numbered List:** To create a numbered list, first press this button and the following is displayed:

[list=][/list] and the cursor is located in the middle.

Add the number the list should start (usually 1) with after the = in the opening code, then add the items as above.

[list=1]
[*]This is line 1 in a numbered list
[*]This is line 2 in a numbered list
[/list]

Result:

1. This is line 1 in a numbered list
2. This is line 2 in a numbered list

= **Insert Image from the Internet:** This is used to add an image from the Internet to your text.

You can usually obtain the url of an image by placing the cursor over it, right clicking and selecting: "Copy Image address."

The exact text displayed will vary according to the browser used and you might see "url" instead of "address."

Now paste the url into the message box where you want the image to be displayed.
Then select the entire url and then click on the image icon.

Example: Using the image found at: https://forums.group/images/forums.group-hosted-germany.png
After selecting the text and pressing the image icon, you see this:
[img]https://forums.group/images/forums.group-hosted-germany.png[/img]

This will be displayed in your post:

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= **Insert Link:** Add a link (url) to a page. Paste the url to the page, select it and press this button.

Example 1: Using the following url: https://forums.group

After selecting the text and pressing the link button, you see this:

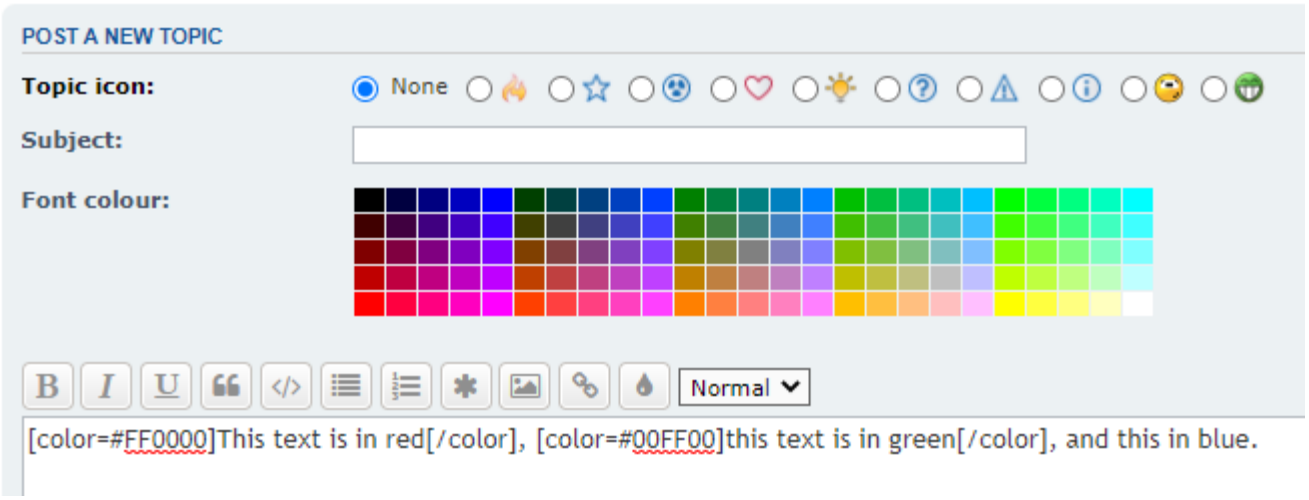
[url]https://forums.group[/url]
https://forums.group

Example 2: If you prefer a text to be displayed instead of the url, you can change the link to this:

[url=https://forums.group]Visit the Forums Group Website[/url]
Visit the Forums Group Website

= **Set Font color:** If you want to change the colour of some text, first click on this button.

- A grid of colours will appear above the buttons.
- Now select the text you want to change the colour of.
- Finally, click on the desired colour in the grid.
- The grid remains visible, allowing you to change the colours of multiple sections.
- Click on the button again to remove the display of the grid.



Example: [color=#FF0000]This text is in red[/color], [color=#00FF00]this text is in green[/color], and [color=#0000FF]this in blue.[/color]

This text is in red, this text is in green, and this in blue.

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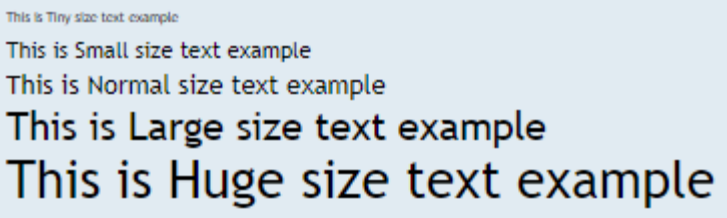
Normal = **Text Size:** Select the text, press this button and select the size you want.

Examples:

[size=50]This is Tiny size text example[/size]
[size=85]This is Small size text example[/size]
This is Normal size text example
[size=150]This is Large size text example[/size]
[size=200]This is Huge size text example[/size]



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WYSIWYG Editor

Our Premium-Hosting forums make use of the WYSIWYG message editor.
This is a *What You See Is What You Get* editor that allows you to see the text you are writing as it is formatted to be shown when posted. It is still using the same BBCodes discussed with the standard editor, but the text is displayed as it should be. This is how you expect modern text editors to work, for example like in Word or Outlook. You can still see all the BBCode formatting commands and edit in plain text mode by clicking the 'Source' button and this is useful when fine tuning your post. You can also still use the 'Preview' button to obtain a preview of the text you have written before posting. The following image demonstrates the formatting commands. You first see the preview with the formatted text and then the text with the BBCode formatting:

POST A NEW TOPIC

Topic icon: None

Subject:

Size | Source

The following examples use the formatting buttons from left to right:

This text is with normal formatting.
This text is with bold formatting.
This text is with italic formatting or ***bold and italic formatting***.
This text is with underline formatting or ***underline with bold and italic formatting.***

> This text is a quote

```
This text is code (without formatting)
```

- This is line 1 in a bulleted list
- This is line 2 in a bulleted list

1. This is line 1 in a numbered list
2. This is line 2 in a numbered list

This is a link to the forums.group website.
This text is in red and this in blue.

This is Tiny size text example
This is Small size text example
This is Normal size text example
This is Large size text example
This is Huge size text example

Smilies

BBCode is *ON*
[img] is *ON*
[flash] is *OFF*
[url] is *ON*
Smilies are *ON*

Save draft | Preview | Submit

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- **Topic icon:** The topic/post icon is a small icon that will display to the left of your post subject. This helps identify your post and make it stand out, though it is completely optional.
- **Subject:** If you are creating a new topic with your post, the subject is required and will become the title of the topic. If you are replying to an existing topic, this is optional, but it can be changed.
- **Post Content** - While not being labelled, the large text box is where your actual post content will be entered. Here, along with your text, you may use things like Smilies or BBCode. Content entered as HTML will be rendered as text, HTML input is not supported.
- **Smilies** - Smilies, or emoticons, are small images which can be inserted into your post to add expression emphasis. There are 5 layers of these icons available with the premium plan. See Smilies for further details.
- **BBCode** - BBCode is a type of formatting that can be applied to your post content. See BBCode for further details.

Completing your post

- If you want to continue writing your post later, click on 'Save draft' and it will be saved without posting.
- When you return, you can then use the 'Load draft' button to restore it.
- Click on the 'Preview' button to see exactly how your post will appear on the forum. This gives you a chance to correct any formatting errors before posting the final version.
- Once you are happy your post looks the way it should, click on the 'Submit' button to post it for others to see.

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Using the text formatting buttons

The text formatting buttons are considerably more developed than in the standard editor. Although they perform similar functions, they are much more interactive and intuitive to help the user perform the required actions. Differences to the standard editor are shown here in blue. You can see the original BBCode at any time with the 'Source' button toggle. This is explained below for each button:

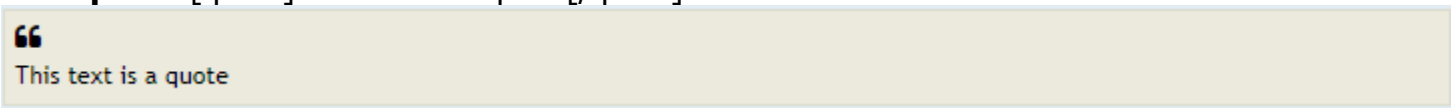
= **Bold Text:** Select the text to be made **bold** and click on this button.
Alternatively, you can click the button and then start **typing in bold.** Click again to cancel.
Example: [b]This text is with bold formatting.[/b] - **This text is with bold formatting.**

= *Italic Text:* Select the text to be made *Italic* and click on this button.
Alternatively, you can click the button and then start *typing in italic*. Click again to cancel.
Example: [i]This text is with italic formatting[/i]
This text is with italic formatting.

= **Underline Text:** Select the text to be Underlined and click on this button.
Alternatively, you can click the button and then start typing underlined text.
Click again to cancel.
Example: [u]This text is with underline formatting.[/u]
This text is with underline formatting.

= **Quote Text:** Select the text to be put in quotes and click on this button.
If you add a name in the opening code, that name is given as the author.
Alternatively, you can click the button and the quote box appears and you can start typing in it. Click again to complete the quote and return to normal.

Example 1: [quote]This text is a quote[/quote]

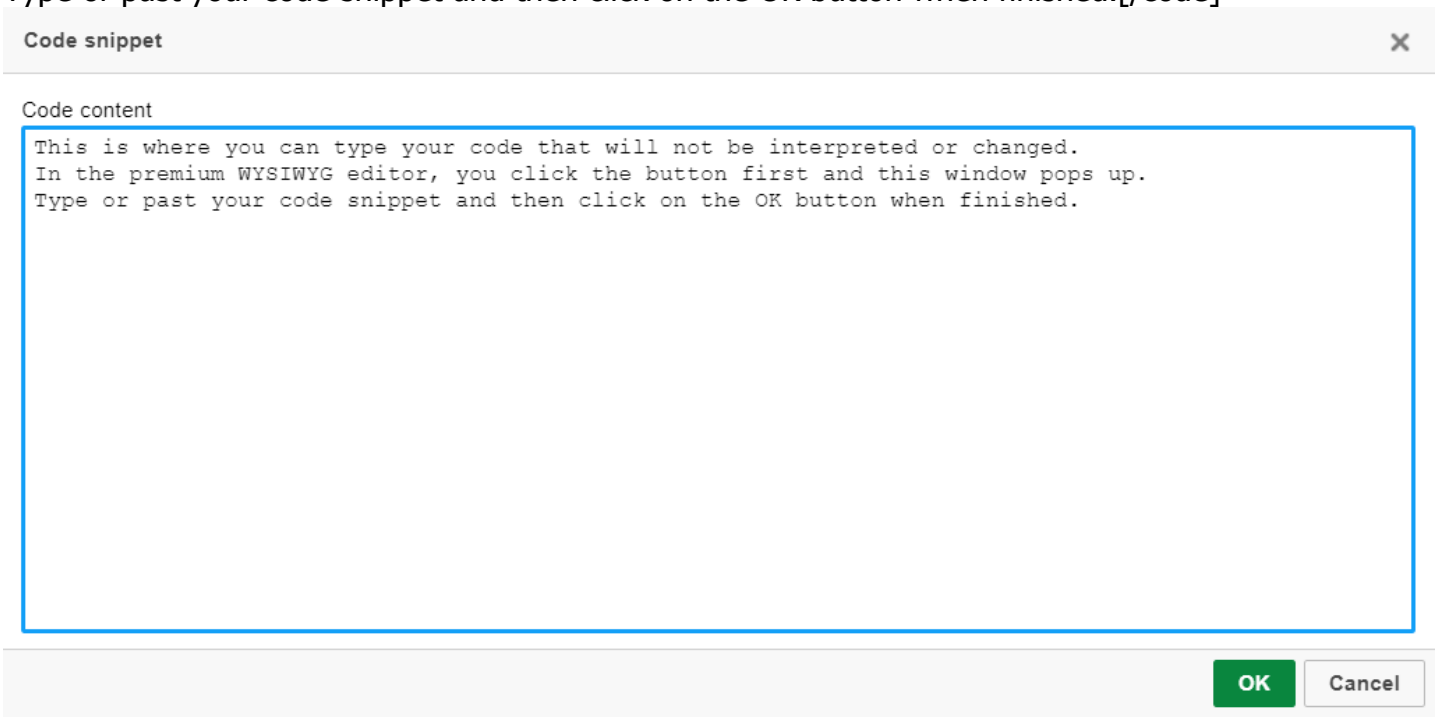


Example 2: [quote=Peter Walker]This text is a quote[/quote]

> Peter Walker wrote:
> This text is a quote

= **Code Text:** This works differently to the standard editor.
First click on the button and a large window appears.
Type or paste the code you want to insert and then click the OK button.
This is useful when quoting commands or computer code.

Example: [code]This is where you can type your code that will not be interpreted or changed.
In the premium WYSIWYG editor, you click the button first and this window pops up.
Type or past your code snippet and then click on the OK button when finished.[/code]



When posted to the forum, that text will look like this:

CODE: SELECT ALL

```
This is where you can type your code that will not be interpreted or changed.
In the premium WYSIWYG editor, you click the button first and this window pops up.
Type or past your code snippet and then click on the OK button when finished.
```

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= **Numbered List:** This works differently to the standard editor.

1. To create a numbered list, press this button and "1." is displayed indented. You can now start typing the first point.
2. Press enter and "2." is displayed and you can type the second point, etc.
3. To end, make sure you have ended on the next empty line and then press the button again.
4. For example, if you have 3 lines, make sure the cursor is on line 4 before clicking the button again.

Result:

1. This is line 1 in a numbered list
2. This is line 2 in a numbered list

= **Bullet List:** This works differently to the standard editor.

- To create a bulleted list, first press this button and the text is then indented with "•" displayed
- You can now start typing the first point.
- Press enter and "•" is displayed and you can type the second point, etc.
- To end, make sure you have ended on the next empty line and then press the button again.
- For example, if you have 3 lines, make sure the cursor is on line 4 before clicking the button again.

Result:

- This is line 1 in a bulleted list
- This is line 2 in a bulleted list

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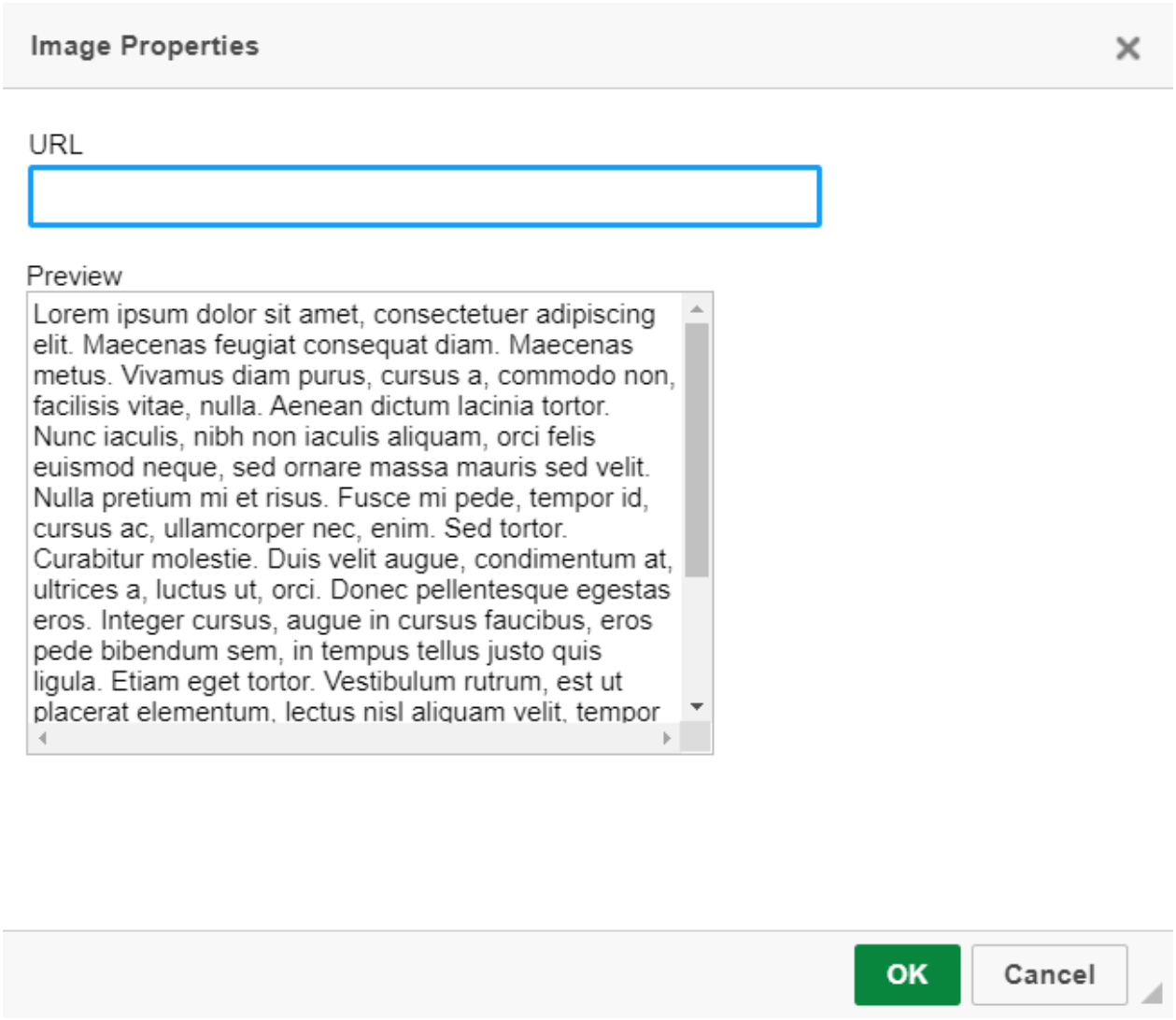
= **Insert Image from the Internet:** This is used to add an image from the internet. You can usually obtain the url of an image on a website by placing the cursor over it, right clicking and selecting: "Copy Image address." The exact text displayed will vary according to the browser used and you might see "url" instead of "address."
Now click on the Image button and the following window appears where you can paste the image link:



You can ignore the Latin text displayed. When you press the Tab-Key after inserting the link, that image is previewed. If it is valid, click on the green OK button and your image is then inserted. **Note:** It is not possible to select the image link and press the image button, as with the standard editor.

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Example: Using the image found at: https://forums.group/images/forums.group-hosted-germany.png

[img]https://forums.group/images/forums.group-hosted-germany.png[/img]

This will be displayed in your post:

= **Insert Link:** Add a link (url). Paste the url to the page, select it and press this button.

Example 1: Using the following url: https://forums.group
After selecting the text and pressing the link button, you see this:
[url]https://forums.group[/url]
https://forums.group

Example 2: If you prefer a text to be displayed instead of the url, you can change the link to this:
[url=https://forums.group]Visit the Forums Group Website[/url]
Visit the Forums Group Website

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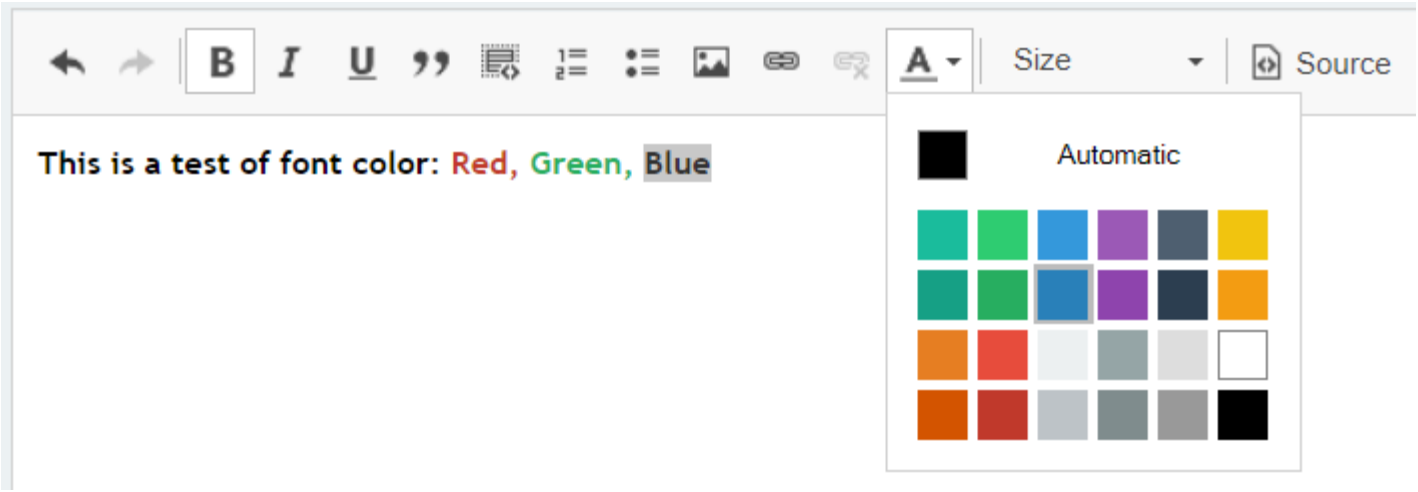
= **Set Font color:** To change the colour of some text, first select the text and press this button. A dialog will appear allowing you to select a colour.
Alternatively, you can click the button, select the colour and then start typing in that colour. To return to black, press the button again and select black.



Example: [color=#FF0000]This text is in red[/color], [color=#00FF00]this text is in green[/color], and [color=#0000FF]this in blue.[/color]
This text is in red, this text is in green, and this in blue.

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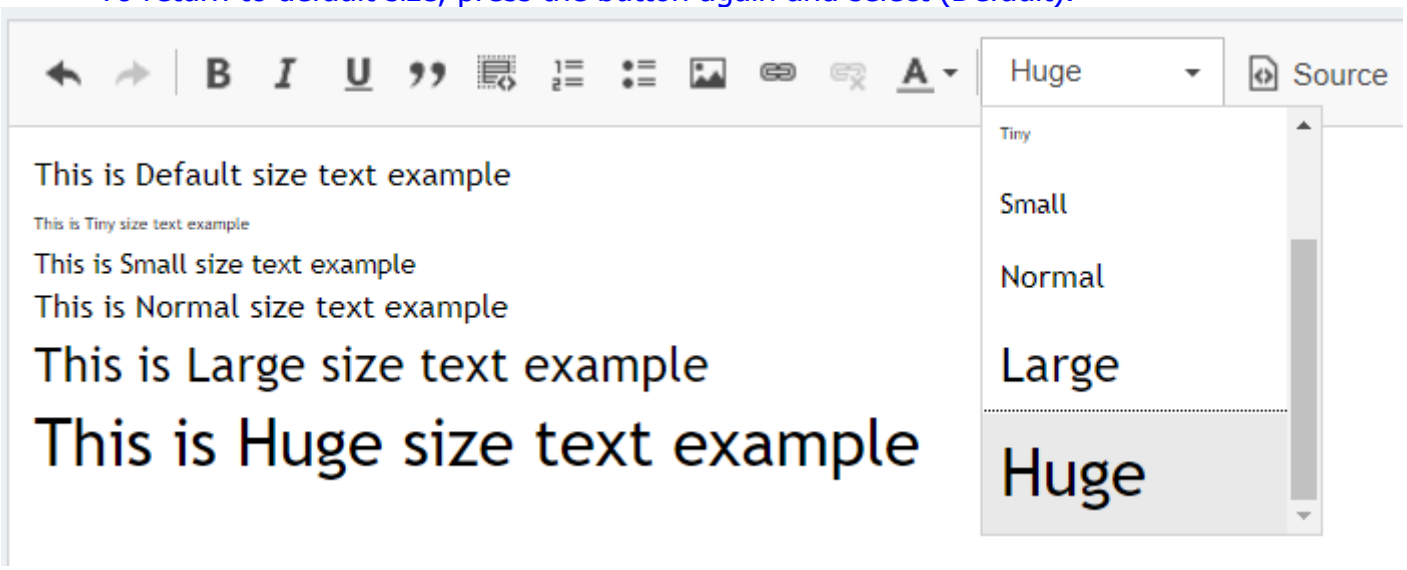
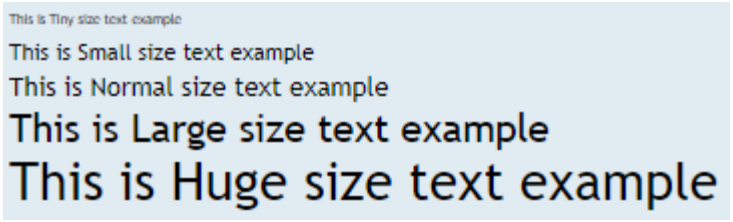
Size = **Text Size:** Select the text you want to change the size, press this button and select the size you want.

Alternatively, you can click the button, select the size and then start typing in that size.
To return to default size, press the button again and select (Default).



Example:
This is Default size text example
[size=50]This is Tiny size text example[/size]
[size=85]This is Small size text example[/size]
[size=100]This is Normal size text example[/size]
[size=150]This is Large size text example[/size]
[size=200]This is Huge size text example[/size]



Source = **WYSIWYG / Source Toggle:** Toggles between the WYSIWYG display and the original BBCode.
This can be very useful if you want to make minor adjustments to the code and see exactly what you are doing. There are limitations to the WYSIWYG system as not all BBCodes are supported and switching to 'Source' mode allows you to use unsupported BBCodes.

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Embedding Media

One limitation you are likely to see is when you post a video link for use with the media feature to embed videos in your posts. By pasting the video link in 'WYSIWYG' mode, it can get confused and interpret it as a url instead of a media link. For example, say you want to paste the YouTube video link: https://www.youtube.com/watch?v=ycMP8_eHyas

When you post that link in 'WYSIWYG' mode, it gets converted to:
[url]https://www.youtube.com/watch?v=ycMP8_eHyas[/url] defining it as a link to click on, not a media link.

In order for the media embed system to recognise it, it needs to be posted without the [url] BBCode or even better as:
[media]https://www.youtube.com/watch?v=ycMP8_eHyas[/media]

That is why we always recommend you to use the 'Preview' button to check your posts before submitting them. If something does not look right, like for example videos not being recognized, then you can click on the 'Source' button and correct the faulty BBCode,

e.g. [url]https://www.youtube.com/watch?v=ycMP8_eHyas[/url]
to [media]https://www.youtube.com/watch?v=ycMP8_eHyas[/media]

The following sites are supported:

abcnews, amazon, anchor, audioboom, audiomack, bandcamp, bbcnews, bitchute, bleacherreport, break, brightcove, cbsnews, cnbc, cnn, cnnmoney, collegehumor, comedycentral, coub, dailymotion, democracynow, dumpert, eighttracks, espn, facebook, flickr, foxnews, foxsports, funnyordie, gamespot, gametrailers, getty, gfycat, gifs, gist, globalnews, gofundme, googledrive, googleplus, googlesheets, hudl, hulu, ign, imdb, imgur, indiegogo, instagram, internetarchive, izlesene, jwplatform, khl, kickstarter, libsyn, liveleak, livestream, mailru, medium, megaphone, metacafe, mixcloud, mixer, mlb, mrctv, msnbc, natgeochannel, natgeovideo, nbcnews, nbcsports, nhl, npr, nytimes, orfium, pastebin, pinterest, podbean, prezi, reddit, rutube, scribd, sendvid, slideshare, soundcloud, sporcle, sportsnet, spotify, spreaker, steamstore, stitcher, strawpoll, streamable, streamja, teamcoco, ted, telegram, theatlantic, theguardian, theonion, tiktok, tmz, traileraddict, trendingviews, tumblr, twentyfoursevensports, twitch, twitter, ustream, vbox7, veoh, vevo, videodetective, vimeo, vine, vk, vocaroo, vox, washingtonpost, wshh, wsj, xboxclips, xboxdvr, youku, youtube.

For complete documentation on supported sites and example URLs, visit the MediaEmbed Plugin Documentation.

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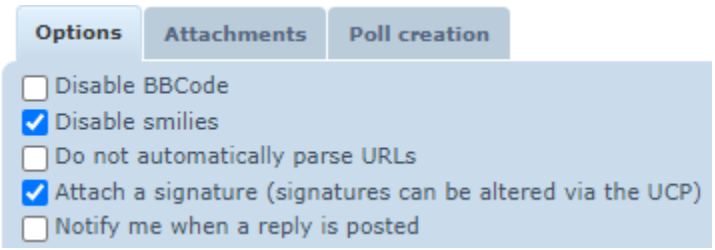
Smilies

Smilies, or emoticons, are small images which can be inserted into your post to add expression emphasis. To use Smiles, certain characters are put together to get the desired output. For example, typing :) will insert , ;) will insert , etc. Other smilies require the format :texthere: to display. For example, :roll: will insert smilie whose eyes are rolling: , and :cry: will insert a smilie who is crying: .

Prevent Smilies

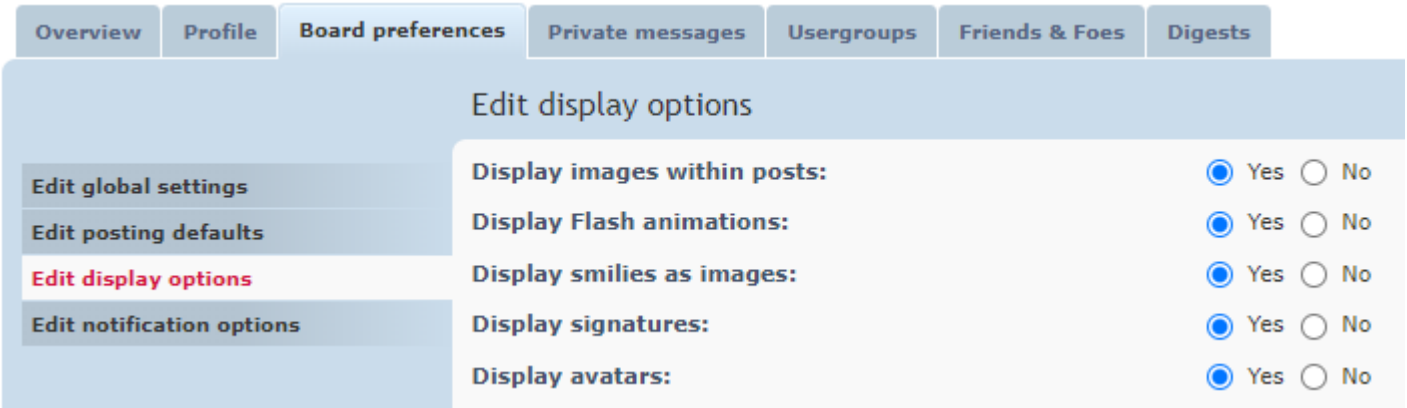
If smilies are appearing in your posts and you do not want them, you can disable them as follows:

When writing a post, you can disable the display of smilies in just that that post by ticking 'Disable smilies' in the options found beneath the text area.



If you would prefer to stop the display of these smilies everywhere on the forum, you can disable them in the User Control Panel by setting

'Display smilies as images:' to No.



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When entering text into the message panel, you will see the available smilies on the right. Just click on them to add them to your message.

Standard Smilies

Premium Smilies

Additional Premium Smilies

Premium Smilies are available to forums with a premium subscription, only.

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BBCodes

What is BBCode?

BBCode is a special implementation of HTML. Whether you can actually use BBCode in your posts on the forum is determined by the administrator. In addition, you can disable BBCode on a per post basis via the posting form. BBCode itself is similar in style to HTML, tags are enclosed in square brackets [and] rather than < and > and it offers greater control over what and how something is displayed. Depending on the template you are using you may find adding BBCode to your posts is made much easier through a clickable interface above the message area on the posting form. Even with this you may find the following guide useful.

Basic BBCodes and their outputs are as follows:

[b]Boldface text[/b]: **Boldface text**

[i]Italicised text[/i]: *Italicised text*

[u]Underlined text[/u]: Underlined text

[quote]Quoted text[/quote]:

> “
> Quoted text

[quote="Name to quote"]Quoted text[/quote]:

> “ Name to quote wrote:
> Quoted text

Links:

[url]https://www.forums.group[/url]: https://www.forums.group

[url=https://www.forums.group]Linked text[/url]: Linked text

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How to create bold, italic and underlined text

BBCode includes tags to allow you to quickly change the basic style of your text. This is achieved in the following ways:

- To make a piece of text bold enclose it in **[b][/b]**, e.g. **[b]**Hello**[/b]** will become **Hello**
- For underlining use **[u][/u]**, for example: **[u]**Good Morning**[/u]** becomes Good Morning
- To italicise text use **[i][/i]**, e.g. This is **[i]**Great!**[/i]** would give This is *Great!*

How to change the text colour or size

To alter the colour or size of your text the following tags can be used. Keep in mind that how the output appears will depend on the viewers browser and system:

- Changing the colour of text is achieved by wrapping it in **[color=][/color]**. You can specify either a recognised colour name (eg. red, blue, yellow, etc.) or the hexadecimal triplet alternative, e.g. #FFFFFF, #000000.

  For example, to create red text you could use:
  [color=red]Hello!**[/color]**
  or
  [color=#FF0000]Hello!**[/color]**

  Both will output Hello!

- Changing the text size is achieved in a similar way using **[size=][/size]**. This tag is dependent on the template the user has selected but the recommended format is a numerical value representing the text size in percent, starting at 20 (very small) through to 200 (very large) by default.

  For example: **[size=30]**SMALL**[/size]** will generally be SMALL

  whereas: **[size=200]**HUGE!**[/size]** will be HUGE!

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Can I combine formatting tags?

Yes, of course you can, for example to get someone's attention you may write:

[size=200][color=red][b]LOOK AT ME!**[/b][/color][/size]**

this would output **LOOK AT ME!**

We don't recommend you output lots of text that looks like this though! Remember it is up to you, the poster, to ensure tags are closed correctly.

For example the following is incorrect: **[b][u]**This is wrong**[/b][/u] and [b][u]**This is correct**[/u][/b] - <u>This is correct</u>**

Quoting text in replies

There are two ways you can quote text, with a reference or without.

- When you utilise the Quote function to reply to a post on the board you should notice that the post text is added to the message window enclosed in a **[quote=""][/quote]** block. This method allows you to quote with a reference to a person or whatever else you choose to put! For example to quote a piece of text Mr. Blobby wrote you would enter:

  [quote="Mr. Blobby"]The text Mr. Blobby wrote would go here**[/quote]**

  The resulting output will automatically add "Mr. Blobby wrote:" before the actual text. Remember you **must** include the quotation marks "" around the name you are quoting, they are not optional.

- The second method allows you to blindly quote something. To utilise this enclose the text in **[quote][/quote]** tags. When you view the message, it will simply show the text within a quotation block.

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Outputting code or fixed width data

If you want to output a piece of code or in fact anything that requires a fixed width, e.g. Courier type font you should enclose the text in **[code][/code]** tags, e.g.

[code]echo "This is some code";**[/code]**

All formatting used within **[code][/code]** tags is retained when you later view it.

Creating an Unordered list

BBCode supports two types of lists, unordered and ordered. They are essentially the same as their HTML equivalents. An unordered list outputs each item in your list sequentially one after the other indenting each with a bullet character. To create an unordered list you use **[list][/list]** and define each item within the list using **[*]**. For example to list your favourite colours you could use:

[list]
[*]Red
[*]Blue
[*]Yellow
[/list]

This would generate the following list:

- Red
- Blue
- Yellow

Alternatively you can specify the list's bullet style using:
[list=disc][/list], **[list=circle][/list]**, or **[list=square][/list]**.

Note: The 'disc', 'circle' and 'square' options are not recognised in the WYSIWYG editor.

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Creating an Ordered list

The second type of list, an ordered list, gives you control over what is output before each item. To create an ordered list, you use **[list=1][/list]** to create a numbered list or alternatively **[list=a][/list]** for an alphabetical list. As with the unordered list, items are specified using **[*]**. For example:

[list=1]
[*]Go to the shops
[*]Buy a new computer
[*]Swear at computer when it crashes
[/list]

will generate the following:

1. Go to the shops
2. Buy a new computer
3. Swear at computer when it crashes

Whereas for an alphabetical list you would use:

[list=a]
[*]The first possible answer
[*]The second possible answer
[*]The third possible answer
[/list]

giving

a. The first possible answer
b. The second possible answer
c. The third possible answer

Other possible options are

[list=A], [list=i] and [list=I]

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Linking to another website

phpBB BBCode supports a number of ways of creating URIs (Uniform Resource Indicators) better known as URLs.

- The first of these uses the **[url=][/url]** tag, whatever you type after the = sign will cause the contents of that tag to act as a URL. For example to link to the forums.group website, you could use:

  [url=https://forums.group]Visit Forums.Group!**[/url]**

  This would generate the following link, Visit Forums.Group! Please notice that the link opens in the same window or a new window depending on the users browser preferences.
- If you want the URL itself displayed as the link you can do this by simply using:

  [url]https://www.forums.group**[/url]**

  This would generate the following link, https://www.forums.group
- Additionally, phpBB features something called *Magic Links*, this will turn any syntactically correct URL into a link without you needing to specify any tags or even the leading http://. For example, typing www.phpbb.com into your message will automatically lead to www.phpbb.com being output when you view the message.
- The same thing applies equally to email addresses, you can either specify an address explicitly for example:

  [email]no.one@nodomain.com**[/email]**

  which will output no.one@nodomain.com or you can just type no.one@nodomain.com into your message and it will be automatically converted when you view.

As with all the BBCode tags you can wrap URLs around any of the other tags such as **[img][/img]** (see next entry), **[b][/b]**, etc. As with the formatting tags it is up to you to ensure the correct open and close order is following, for example:

[url=https://www.phpbb.com/][img]https://www.phpbb.com/theme/images/logos/blue/160x52.png**[/url][/img]**

is **not correct** because the [/img] tag has to be closed before the [/url] tag. The wrong order may lead to your post being deleted.

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Adding an image to a post

phpBB BBCode incorporates a tag for including images in your posts. Two very important things to remember when using this tag are: many users do not appreciate lots of images being shown in posts and secondly the image you display must already be available on the internet (it cannot exist only on your computer for example, unless you run a webserver!). To display an image, you must surround the URL pointing to the image with **[img][/img]** tags.

For example: [**img**]https://www.phpbb.com/theme/images/logos/blue/160x52.png**[/img]**

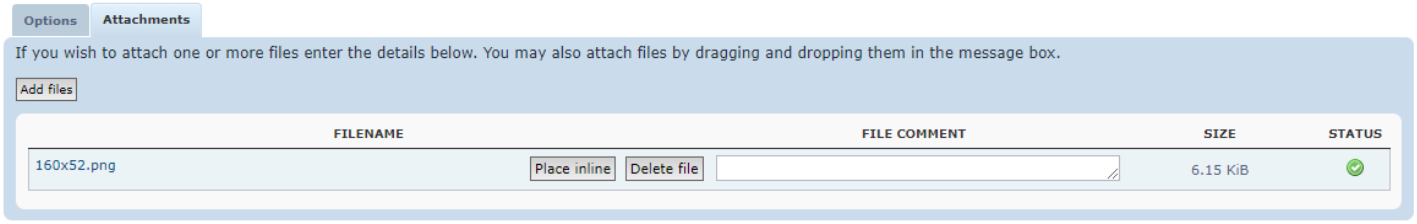
As noted in the URL section above you can wrap an image in a **[url][/url]** tag if you wish, e.g.

[url=https://www.phpbb.com/][img]https://www.phpbb.com/theme/images/logos/blue/160x52.png**[/img][/url]**

Adding attachments into a post

Attachments can be placed in any part of a post by using the BBCode:
[attachment=][/attachment]

Beneath the text area, click on the Attachments tab where you can first upload files with the 'Add files' button. The uploaded files are then listed. To place an attachment in your document, just place the cursor in the place to be posted to and then click on the 'Place inline' button.



In your text, you will see: [attachment=0]160x52.png[/attachment]

Note: In the WYSIWYG editor, you will not see an image, just the filename instead. However, when you Preview or Submit the post, the image will be displayed correctly.

How to embed media from other sites into posts

Users can embed content such as videos and audio from allowed sites using the **[media][/media]** tags, or from simply posting a supported URL in plain text.

For example: **[media]**https://youtu.be/--l9zUai3-4**[/media]**

As noted above, the link could also be used without the **[media]** tags.

The following sites are supported:

abcnews, amazon, anchor, audioboom, audiomack, bandcamp, bbcnews, bitchute, bleacherreport, break, brightcove, cbsnews, cnbc, cnn, cnnmoney, collegehumor, comedycentral, coub, dailymotion, democracynow, dumpert, eighttracks, espn, facebook, flickr, foxnews, foxsports, funnyordie, gamespot, gametrailers, getty, gfycat, gifs, gist, globalnews, gofundme, googledrive, googleplus, googlesheets, hudl, hulu, ign, imdb, imgur, indiegogo, instagram, internetarchive, izlesene, jwplatform, khl, kickstarter, libsyn, liveleak, livestream, mailru, medium, megaphone, metacafe, mixcloud, mixer, mlb, mrctv, msnbc, natgeochannel, natgeovideo, nbcnews, nbcsports, nhl, npr, nytimes, orfium, pastebin, pinterest, podbean, prezi, reddit, rutube, scribd, sendvid, slideshare, soundcloud, sporcle, sportsnet, spotify, spreaker, steamstore, stitcher, strawpoll, streamable, streamja, teamcoco, ted, telegram, theatlantic, theguardian, theonion, tiktok, tmz, traileraddict, trendingviews, tumblr, twentyfoursevensports, twitch, twitter, ustream, vbox7, veoh, vevo, videodetective, vimeo, vine, vk, vocaroo, vox, washingtonpost, wshh, wsj, xboxclips, xboxdvr, youku, youtube.

For complete documentation on supported sites and example URLs, visit the MediaEmbed Plugin Documentation.

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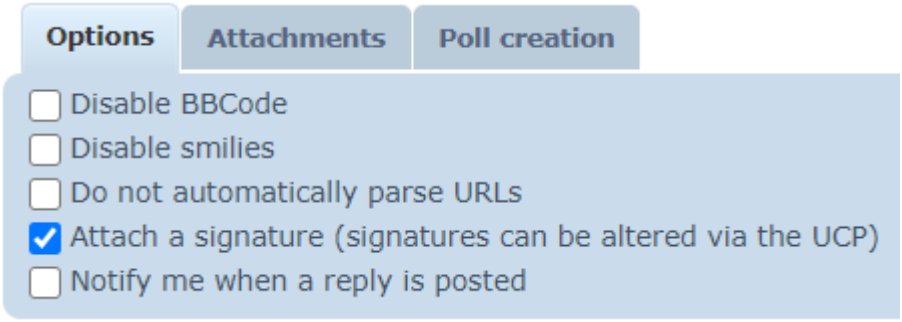
Post Options

When posting either a new topic or reply, there are several post options that are available to you. You can view these options by selecting the OPTIONS tab from the section below the posting form. Depending on the permissions the board administrator has assigned to you or whether you are posting a topic or reply, these options may be different.



The options presented while creating a reply.

The default status of these options will depend on your Posting Defaults settings on the User Control Panel's **Board Preferences** page.

- **Disable BBCode:** If BBCode is enabled on the board and you are allowed to use it, this option will be available. Checking this box will not convert any BBCode in your post content into its respected output. For example, [b]Bolded text[/b] will be seen in your post as exactly [b]Bolded text[/b].

- **Disable smilies:** If Smilies are enabled on the board and you are allowed to use them, this option will be available. Checking this box will not convert any of the smilie's characters to their respected image. For example, ;) will be seen in your post as exactly ;).

- **Do not automatically parse URLs:** When entering a URL directly into your post content (in the format of http://....com or www.etc.com), by default it will be converted to a clickable string of text. However, if this box is checked when posting, these URLs will stay as a standard string of text.

- **Attach a signature (signatures can be altered via the UCP):** If this box is checked, the signature you have set in your profile will be attached to the post provided signatures have been enabled by the administrator and you have the proper permissions. For more information about signatures, please see UCP Signatures.

- **Notify me when a reply is posted:** If this box is checked, you will receive a notification (either by email, Jabber, etc) every time another user replies to the topic. This is called subscribing to the topic. For more information, please see UCP Subscriptions.

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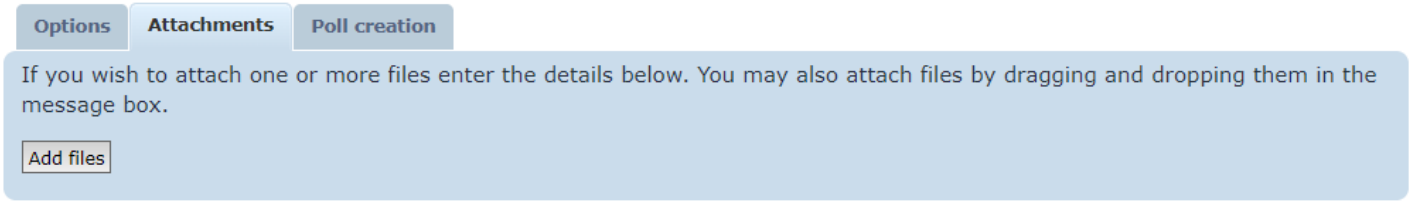
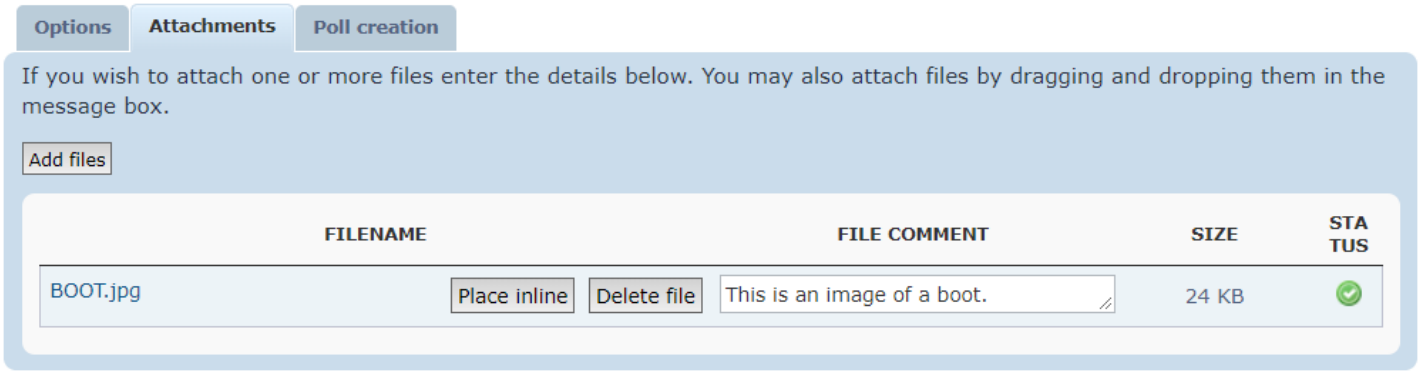
Attachments

Attachments allow users to upload files and attach them to their post. The ability to attach and download attachments is determined by the "Can attach files" and "Can download files" permissions respectively.



To add an attachment, find the **Attachments** section of the posting page and click the '**Add files**' button. A comment may be placed in the **FILE COMMENT** text box. Clicking **ADD THE FILE** will upload and attach the file to the post. To upload multiple files, repeat the process. Attachments may also be uploaded by dragging and dropping a file onto the message area of the posting screen.



To delete an attachment, find the attachments list at the bottom of the **Attachments** section of the posting page and click the '**Delete file**' button for the undesired attachment.

Attachments can be displayed within the post text by clicking the '**Place inline**' button for the desired attachment. When an attachment is placed inline, text similar to a BBCode is inserted into the post text so that it may be moved. If an attachment is not placed inline, it will be displayed at the end of the post.

Attachments are controlled by a set of restrictions, namely file size and file type.

- File Size: The maximum file size for uploaded files is set by the Administrator. The default is 30 MB.
- File Type: The types of files allowed for upload are restricted by their file extension. The allowed extensions are set by the Administrator.

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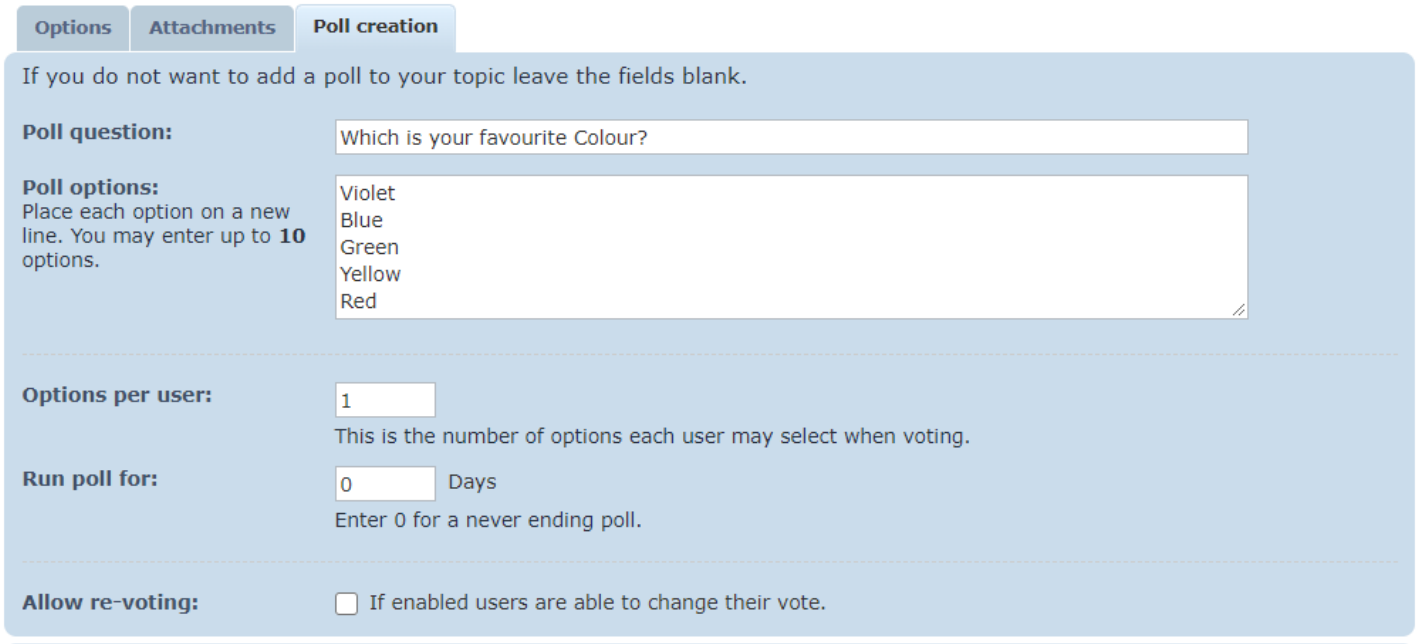
Polls

Polls allow users to use a topic to vote about an idea or issue. Polls can only be created in the first post of a topic.



- **Poll question** - This is the idea or issue that is being voted on in the poll. This is required to start a poll.
- **Poll options** - These are the allowed answers to the poll question. When entering a poll option, each should be placed on a separate line of the textbox. At least two poll options are required.
- **Options per user** - This is the number of options each user may select when voting. When a user is allowed more than one option, a series of checkboxes replaces the radio buttons of the standard poll.
- **Run poll for** - This is the number of days in which users can vote in the poll. Once the time has passed, no more votes can be made and the results will be displayed.
- **Allow re-voting** - If this is chosen, users will be able re-cast their votes.

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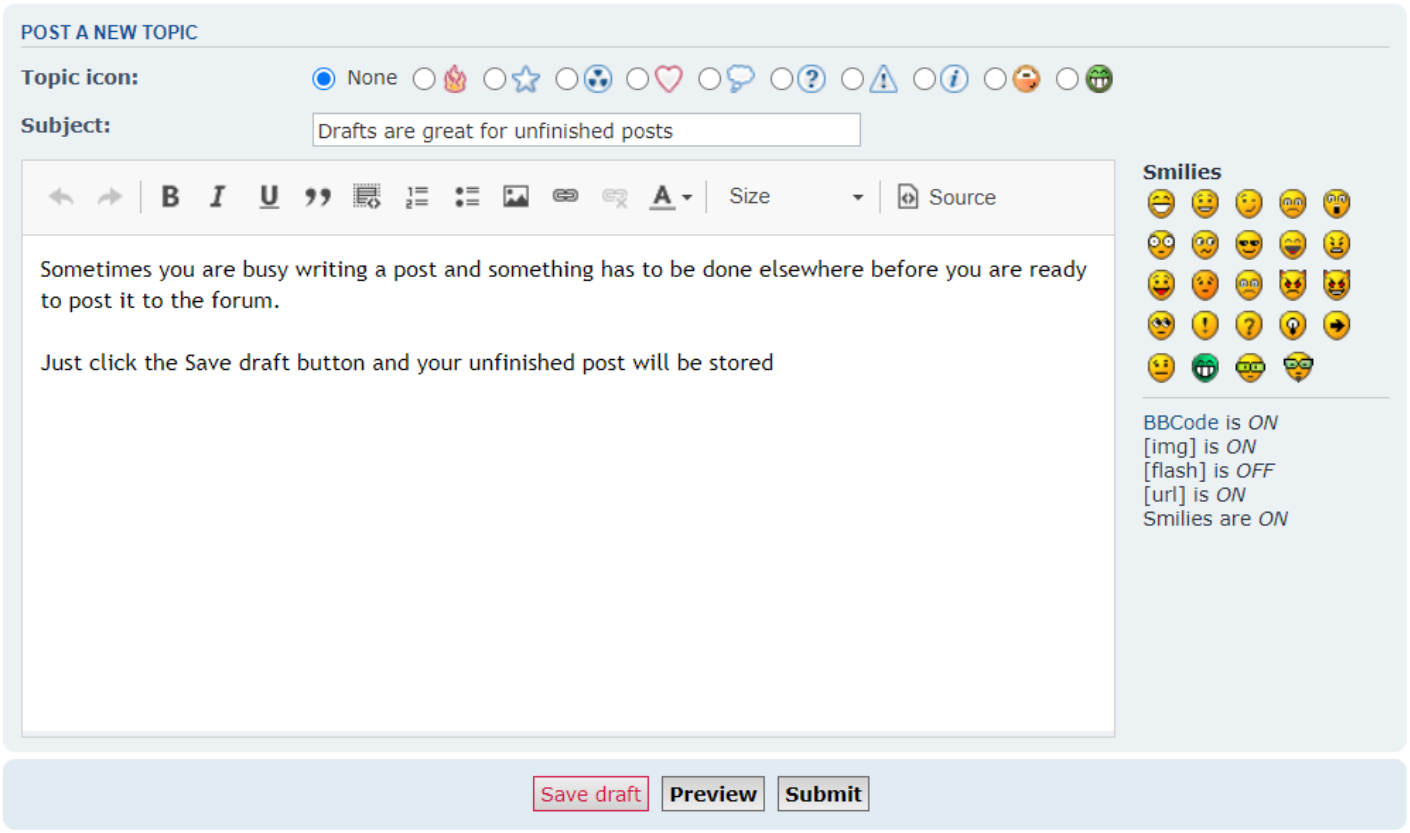
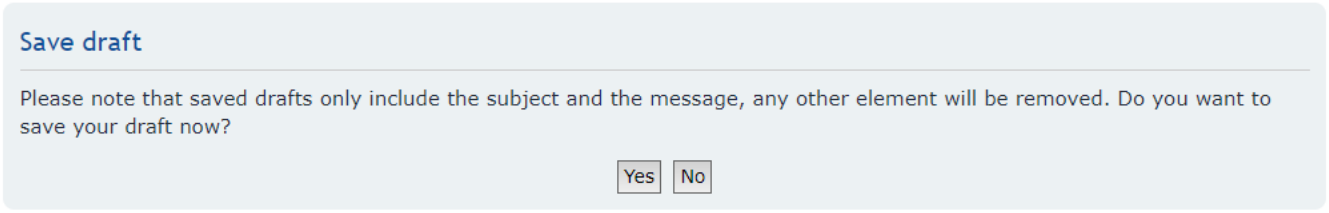
Drafts

Saving a Draft Post

When creating a post, you might decide you want to save it for now without posting, so that you can come back and complete the post at a later time, for example after obtaining some data missing at the time.



A draft copy of your post will be created when you click on the 'Save draft' button, found on the New Post or Post Reply page (not Quick Reply). This saves the subject line, the body of your post, as well as the date and time it was saved. You will be asked to confirm, as attachments, polls, etc. are lost when you proceed:

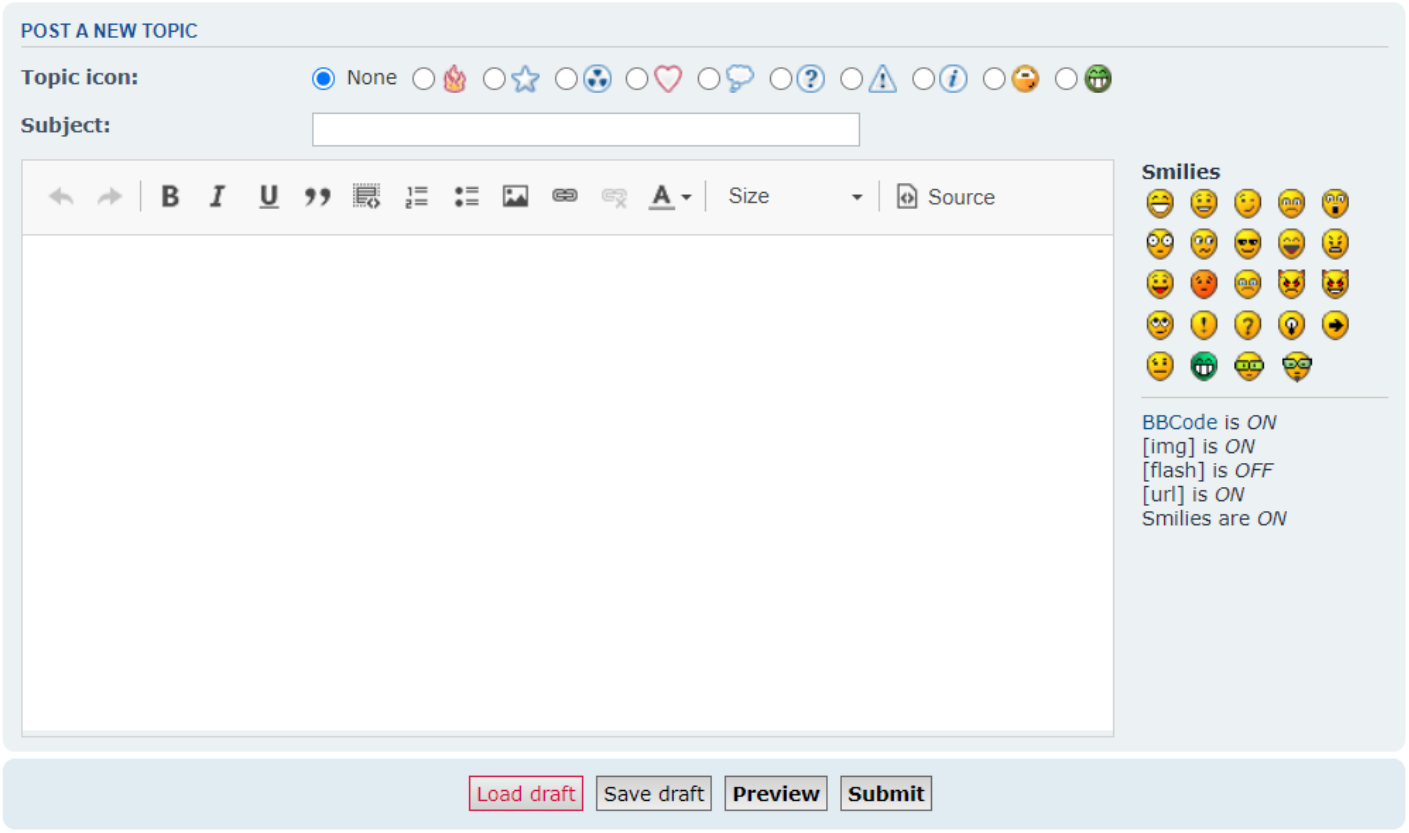


- 'Yes' will save your draft and return you to the list of posts.
- 'No' will return you to your post as before (nothing is saved) and you can continue with your post.

Restoring a Saved Draft

When you wish to continue working on a post, you saved as a draft, go back to the same place you saved the draft and click either on the 'Post Reply' button, if it is a post in an existing topic, or the 'New Topic' button, for new topics, to access the post editing window. It is not possible to retrieve a draft in the Quick reply window.

If you already have any saved draft(s) for that location, you can click on the "Load draft' button, found under the text area:



The saved draft(s) are then displayed with the title of the post, the forum or topic that the draft was made in, and the date you saved it (see next page).

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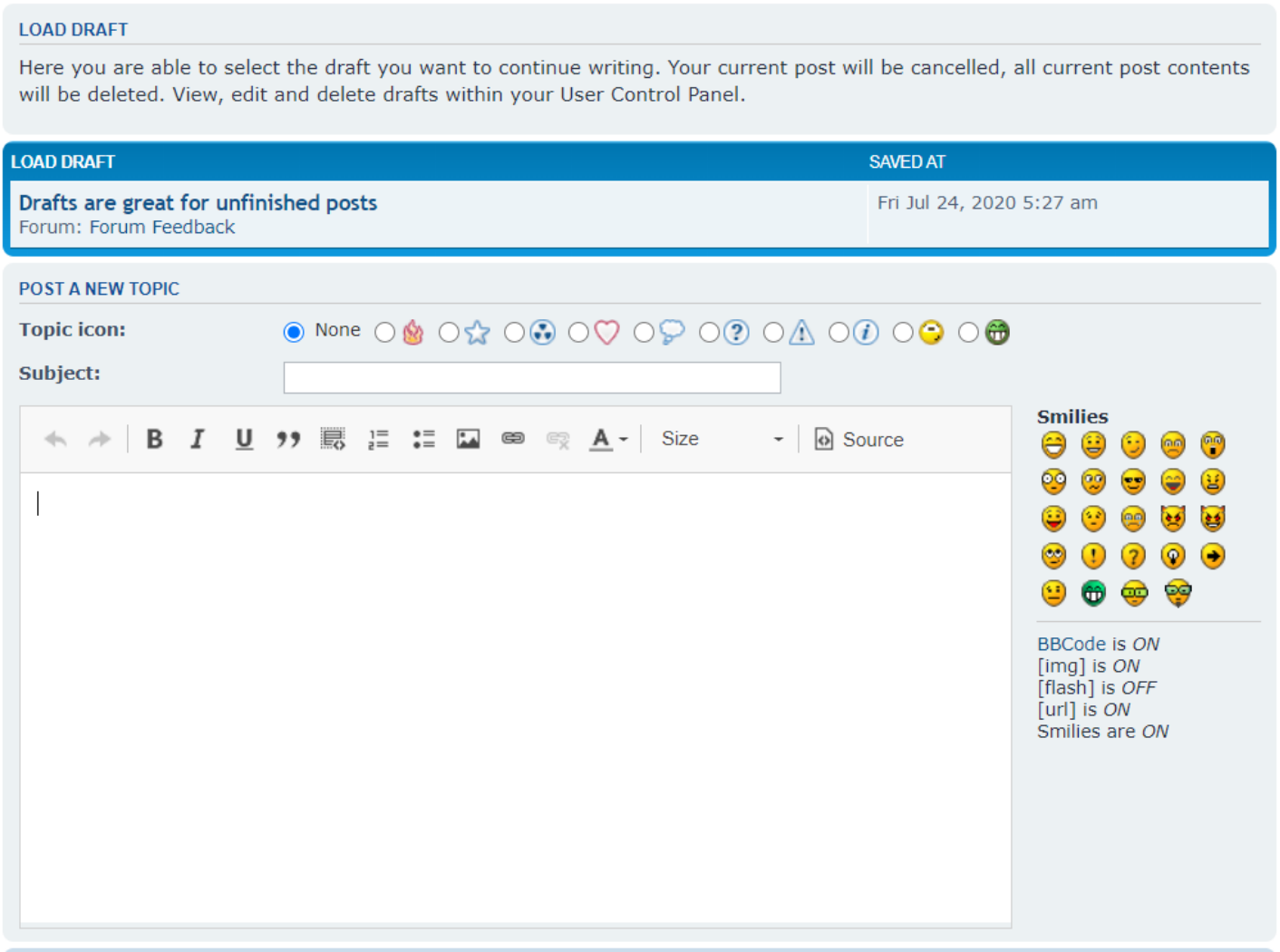
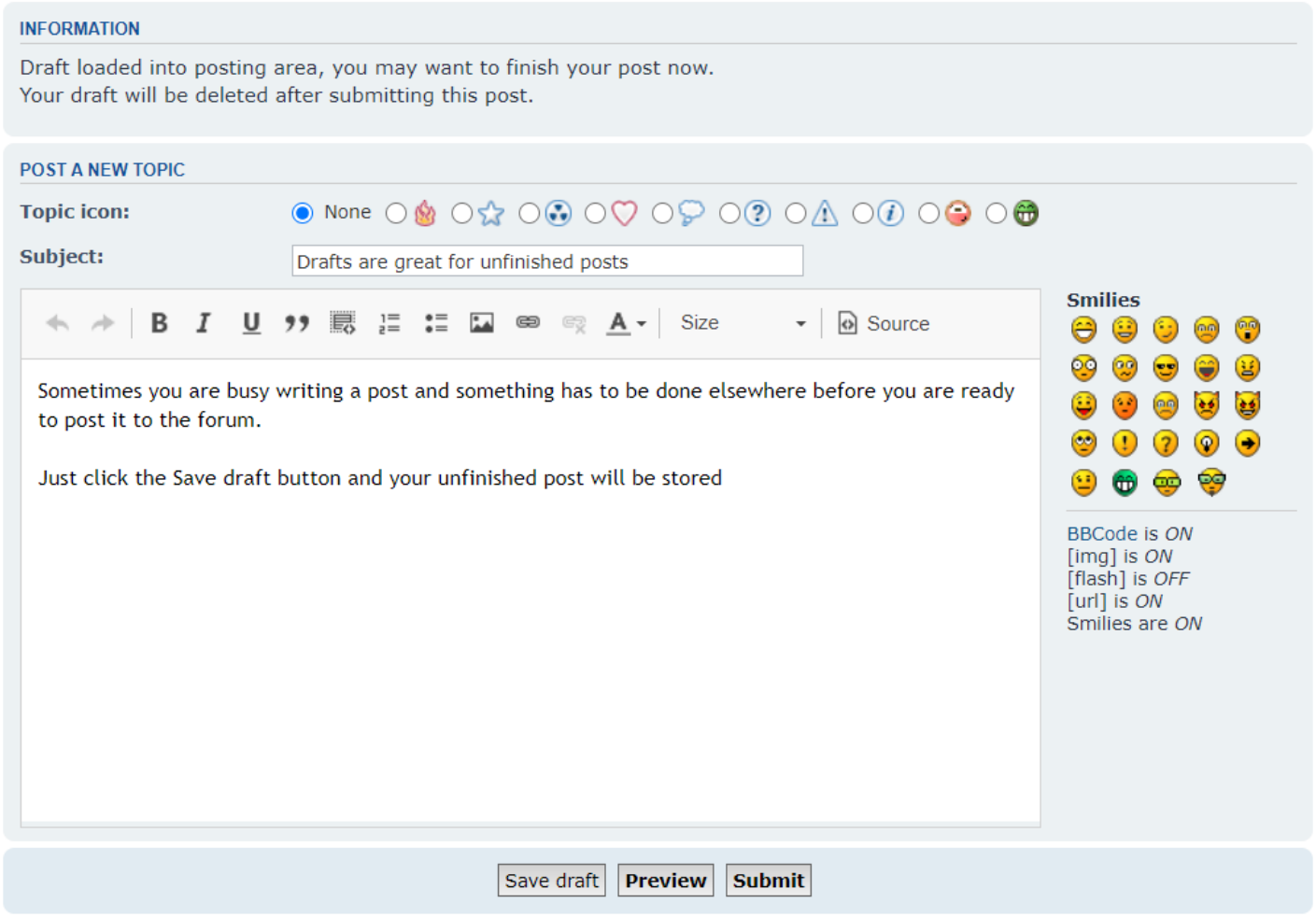
Now click on the topic name of the draft you wish to restore.

In this example, it is '**Drafts are great for unfinished posts**'



Your draft post will now be restored into the message area and you can continue working on your post.



Click 'Submit' when you are ready to release it.

- **Save draft** - Saves a post as a draft. When a draft is saved, only the subject and message of the post are stored. Topic icons, attachments, etc will be lost.
- **Load draft** - Loads a saved draft (only visible if drafts are available). When clicked, a listing of available drafts will appear. Click the title of the desired post to load the draft. Any information in the current post will be lost and replaced with that of the draft.

Once a draft has been used, it is removed from the draft storage.

Note: If there are no drafts available, the LOAD button will not appear.

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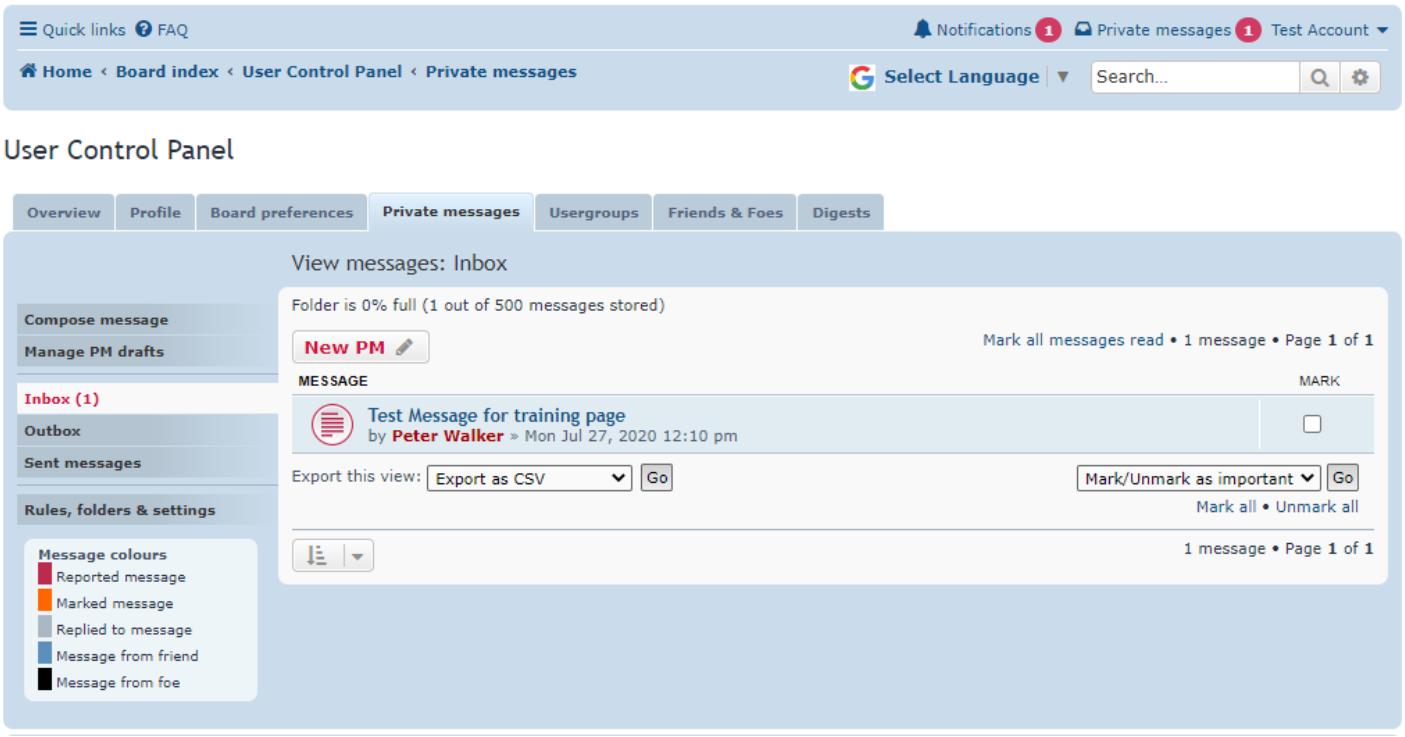
Private Messages (PM's)

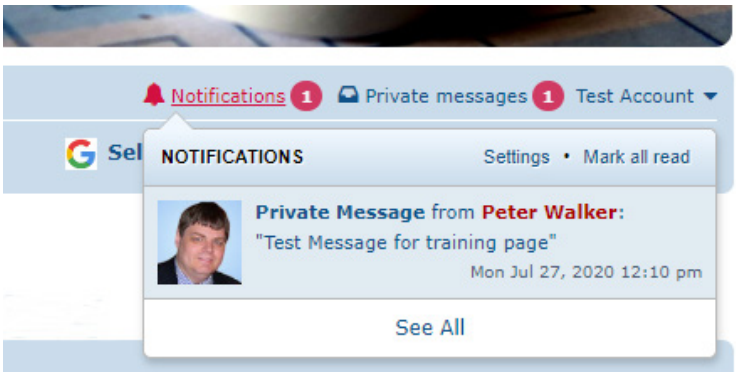
Forums.Group forums allows its users to communicate privately by using Private Messages. To visit the private messages section, you either can click on the Private messages link on the top right-hand side below the forum header, or you can directly access it through the User Control Panel.



The Inbox is the default incoming folder, which contains a list of your recently received Private Messages.

There are several ways of being notified of the arrival of a new Private Message:

An entry will appear in the notifications menu and a number appears next to Private messages



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An email is sent to the recipient informing of the incoming message:

From: testforum@forums.group <testforum@forums.group>
Sent: Monday, July 27, 2020 1:47 PM
To: Test Account
Subject: New private message has arrived

Hello Test Account,
You have received a new private message from "Peter Walker" to your account on "Test Forum" with the following subject:

Test Message for training page

You can view your new message by clicking on the following link:

https://testforum.forums.group/ucp.php?i=pm&mode=view&p=4

You have requested that you be notified on this event, remember that you can always choose not to be notified of new messages by changing the appropriate setting in your profile.

--

This message was sent from the Test Forum.
https://testforum.forums.group

You can also receive PM's in the TapaTalk App

You can set the options to your liking in the Board Preferences section.

You can choose to not receive Private Messages by other users in your Preferences. Note, that moderators and administrators will still be able send you Private Messages, even if you have disabled them.

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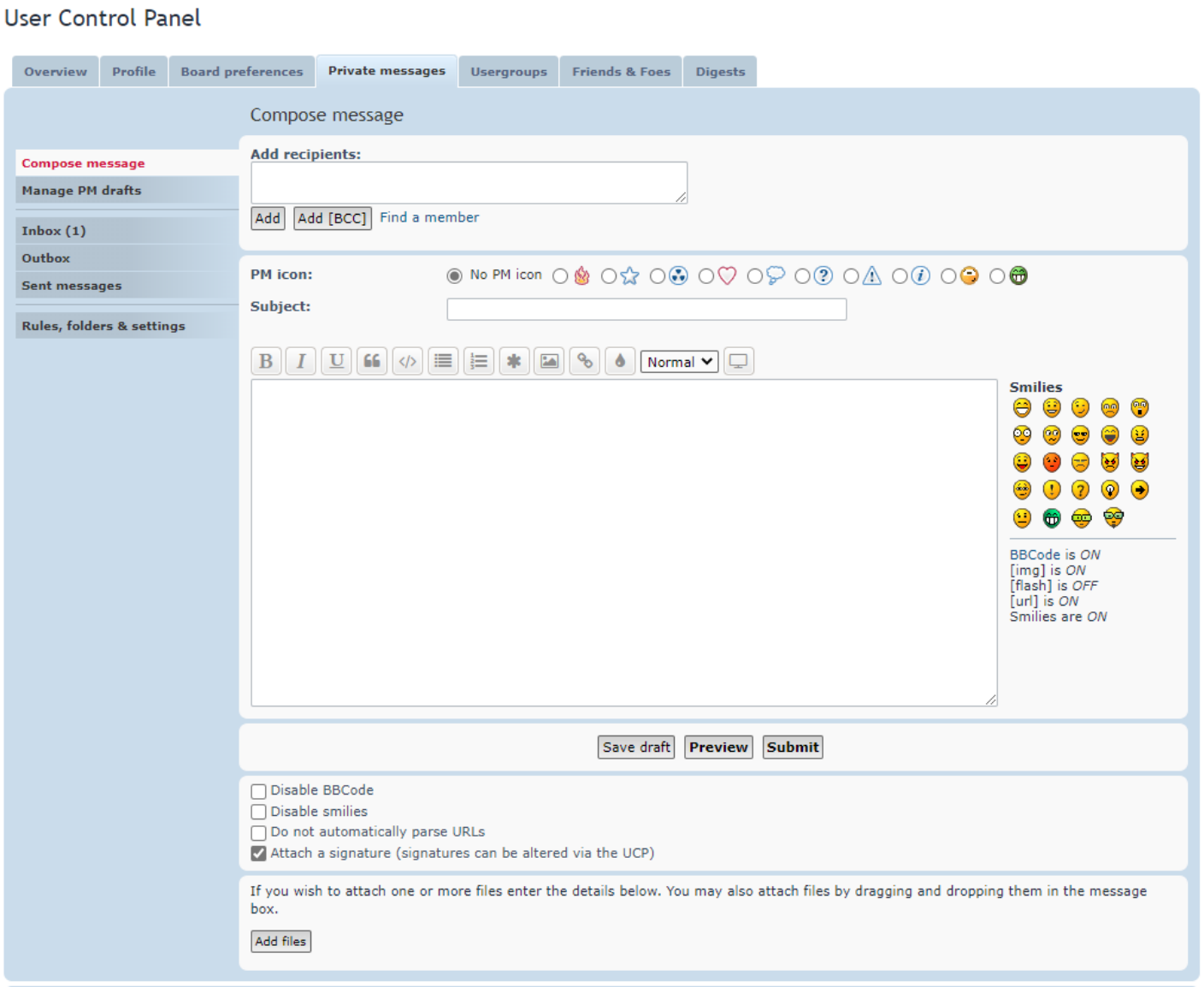
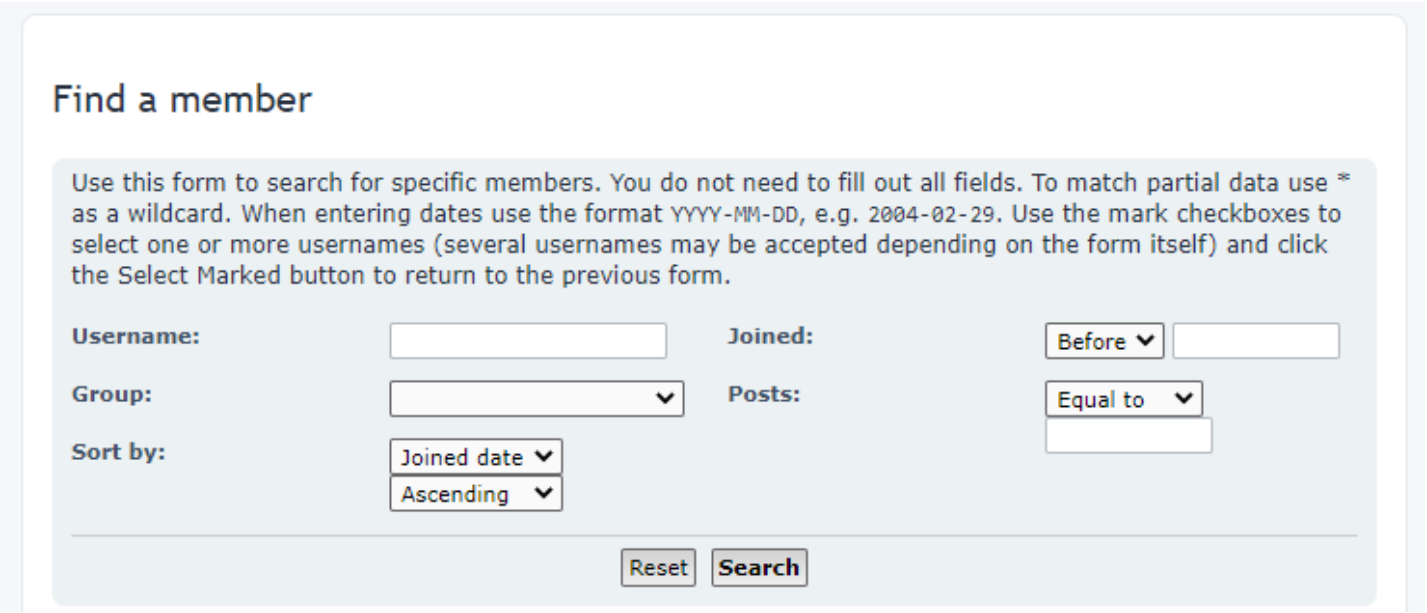
Write a new Private Message

The screen presented while composing a Private Message is nearly identical to the screen for creating a new post. The main difference is the addition of an address field for adding recipients.

Note: The Standard editor is used to compose PM's, even on premium forums.



First of all, you need to enter the username of the recipient(s) into the Add recipients window. If you do not know the exact name, click on '**Find a member**'



- You can search the Username even if you only remember part of the name. For example, type: "Peter*" to find all members with the name Peter or "*Walker" for all members of the Walker family.
- If you know that the person is in a certain Usergroup, you can also search in that specific usergroup and all the names are listed.
- A list of matching users is displayed.
- You can tick all the names you want to contact (there is usually a limit to the number of names you can contact at once) and then click on the 'Select marked' button at the bottom.
- The selected names now appear in the Add recipients window.
- You now need to click on the 'Add' or 'Add (BCC)' buttons to finalize who the messages are sent to.
- They are then listed under '**Recipients:**'
- You can now optionally select a PM icon
- Give a suitable descriptive name on the Subject line.
- Now compose your message in the same way you would using the Standard Editor.
- If you need to interrupt writing your message, you can save the message in a draft without sending it.
- Once complete, click on the 'Preview' button to confirm the message appears as you want it.
- Finally click on the 'Submit' button to send your message.

Sent Messages will appear in either the *Outbox* or the *Sent Messages* folder. As long as the recipient(s) have not yet read the message, it will stay in the *Outbox*. As soon as someone reads the message it will be archived in the *Sent Messages* folder. You can edit messages after sending them as long as they are in the OUTBOX and the recipients have not yet read them.

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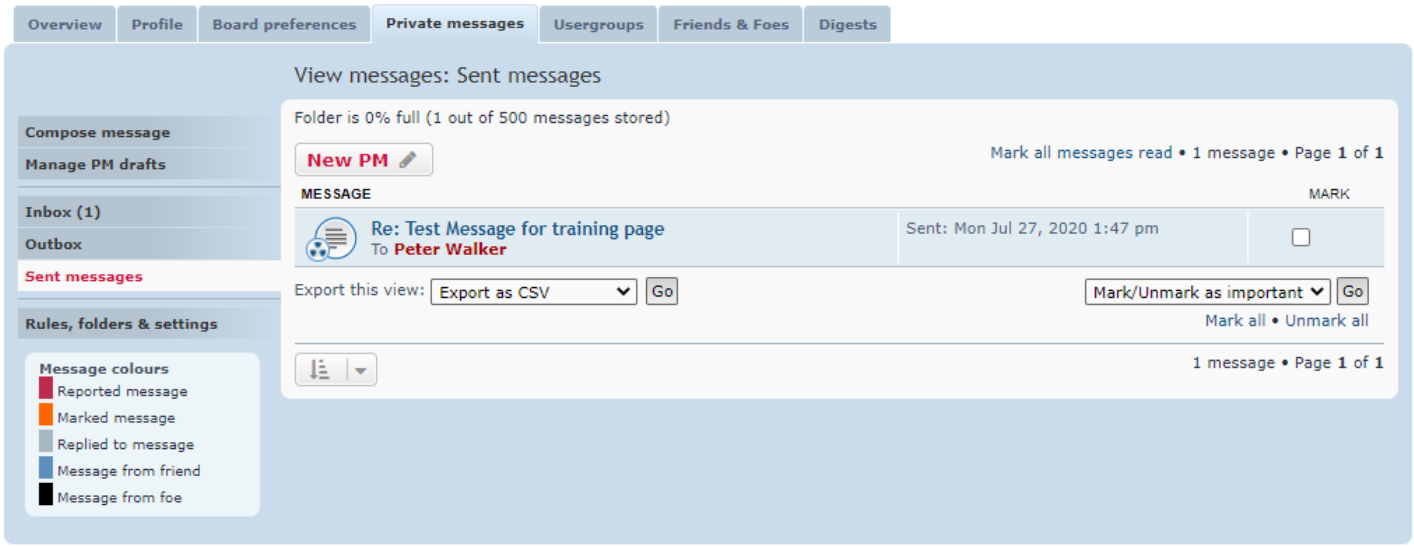

Tip: If your inbox is full and you do not want to lose the messages, create a folder and move the messages into it. Then your Inbox will be free for new incoming messages. The same can be done for sent messages, too.

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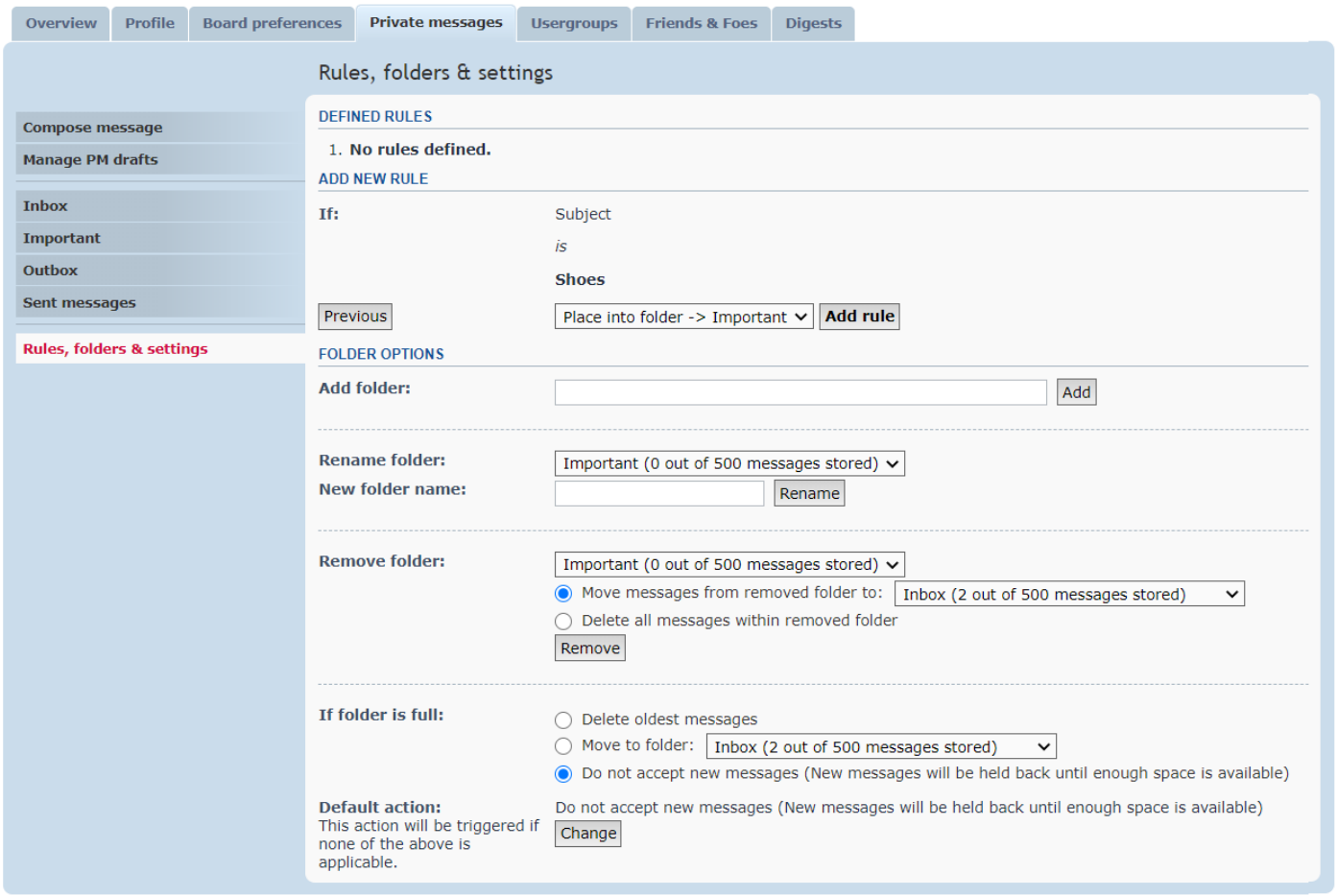
Rules, folders & settings

Just like in your e-mail client, all private messages are stored in folders. Working with folders is similar to working with forums. The INBOX is your default incoming message folder. All messages you receive will appear in here.

Each folder, including *Sent Messages* and *Outbox*, can hold a board-defined number of messages. This is a global setting that only a board administrator can change and are usually 50 messages for free-hosting forums and 500 for premium forums. An info text displays the current number of allowed messages and the current percentage of space your messages are using at the top of each folder. If no restriction is displayed, you are allowed unlimited messages in each folder.

Note: The total amount of messages allowed is a per-folder setting. You can have multiple folders which each allow 50 messages for instance. If you have 3 folders, your actual global limit is 150 messages, but each folder can only contain up to 50 messages by itself. It is not possible to merge folders and have one with more messages than the limit.



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Message Rules

Private Messages can be filtered by creating rules that perform actions on the message based on its metadata. When a Private Message arrives, it can be automatically sorted into specific folders, deleted, or highlighted. Private Message rules cannot be edited. If a rule needs to be changed, you will need to delete the current rule and make it again.

Matchable fields

Messages can be filtered based on the following fields:

- Subject: The subject of the message.
- Sender: The username of the message sender.
- Message: The content of the message.
- Message status: Whether a message has been replied to or forwarded.
- Sent to: Whether the message was sent directly to you or to a usergroup you are a member of.

Matching conditions

Several conditions are available for filtering the fields.

- is like: The field contains the supplied string.
- is not like: - The field does not contain the supplied string.
- is: The field matches the supplied string exactly.
- is not: The field's content is not the same as the supplied string.
- begins with: The field begins with the supplied string.
- ends with: The field ends with the supplied string.
- is friend: If the sender is on your Friend list.
- is foe: If the sender is on your Foe list.
- is user: The sender's name matches the supplied string.
- is in usergroup: The sender belongs to the specified usergroup.
- answered: Whether the message has been replied to.
- forwarded: Whether the message has been forwarded.
- to my default usergroup: Whether the message has been sent to your usergroup.
- to me: Whether a message has been sent directly to you.

The following list shows which conditions are available for each field:

- SUBJECT: IS LIKE, IS NOT LIKE, IS, IS NOT, BEGINS WITH, ENDS WITH
- SENDER: IS LIKE, IS NOT LIKE, IS, IS NOT, BEGINS WITH, ENDS WITH, IS FRIEND, IS FOE, IS USER, IS IN USERGROUP
- MESSAGE: IS LIKE, IS NOT LIKE, IS, IS NOT
- MESSAGE STATUS: ANSWERED, FORWARDED
- SENT TO: TO MY DEFAULT USERGROUP, TO ME

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Rule action

Once a message has been matched, an action can be performed on the message. The available actions are:

- PLACE INTO FOLDER -> X - Places the message into the specified folder.
- MARK AS READ - The message is immediately marked as read. Notifications still inform you of a new message, but the message will already be marked as read when you view your Private Message list.
- MARK MESSAGE - The message is marked as important and highlighted in your Private Message list.
- DELETE MESSAGE - The message is deleted instead of being shown. A message will be shown informing you that messages were received and deleted according to your message rules. Messages sent from board administrators and moderators will not be deleted.

In the example shown in the image, the rule determines that if the Subject line is Shoes, the incoming message is placed in the custom folder: Important.

Custom folders

You can create your own custom private message folders in your forums.group board.

To add a new folder, enter the folder's name into the ADD FOLDER input box. If creation was successful, your new folder will appear at the bottom of the folder list. You can then use it like a normal message folder and move messages into it or set a rule (see above) to automatically do it for you.

Moving Messages

It wouldn't make sense to have custom folders if you weren't able to move messages between them. To do exactly that, visit the folder from which you want to move the messages away. Select the messages you want to move, and use the MOVED MARKED pull-down menu to select the destination folder.

Note: If after the move, the destination folder would have more messages in it than the message limit allows, you will receive an error message and the move will be discarded.

Message Markers

Messages inside folders can have colour markings. Please refer to the MESSAGE COLOURS legend to see what each colour means. The exact type of colouring depends on the used theme. Coloured messages can have four different meanings:

- **MARKED MESSAGE:** You can set a message as marked with the MARK AS IMPORTANT option from the pull-down menu.
- **REPLIED TO MESSAGE:** If you reply to a message, the message will be marked as this. This way, you can keep hold of which messages still need your attention and which messages you have already replied to.

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- **MESSAGE FROM A FRIEND:** If the sender of a message is in your friends list (see the section on Friends & Foes for more information), this colour will highlight the message.
- **MESSAGE FROM A FOE:** If the sender of a message is one of your foes, this colour will highlight this.

Note: Please note that a message can only have one label, and it will always be the last action you take. If you mark a message as IMPORTANT and reply to it afterwards, for instance, the REPLIED TO label will overwrite the IMPORTANT label.

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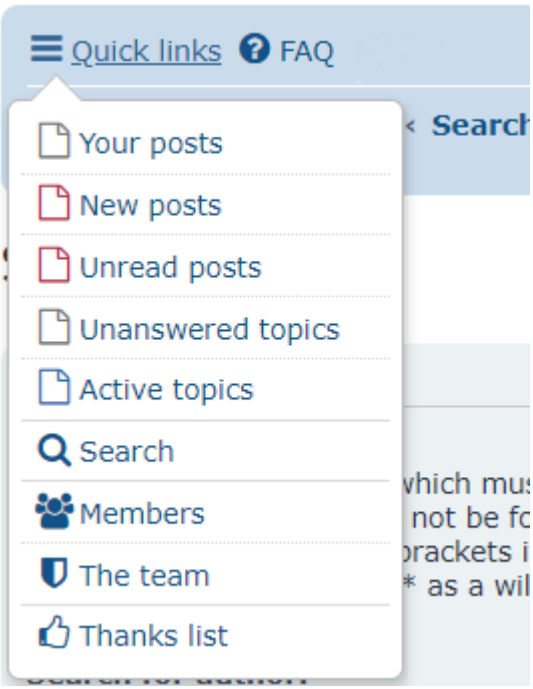
Search...

As the board grows and accumulates posts, it becomes difficult to find specific content quickly. To aid in finding posts, the forum contains a powerful search utility.

Predefined searches



Common searches are offered in the form of 'Quick links' on the top left of the index, keyword searches can be performed from the header, forum view, and topic view, and custom search queries can be created using the Advanced Search feature.

There are several easily accessible predefined searches to easily perform useful queries. You can even search within these queries.

- **Your posts:** Returns a list of all the topics that you have posted in, sorted by the time of the latest post in the topic.
- **New posts:** Returns a list of topics containing posts which have been made since the last time you logged in.
- **Unread posts:** Returns a list of topics containing posts which you have yet to read.
- **Unanswered topics:** Returns all posts which contain no replies.
- **Active topics:** Returns a list of topics which have been posted in during the last few days. The number of days can be changed after loading the search page.
- **Search:** Displays the Advanced Search page
- **Members:** Displays a list of all the member's usernames, Rank, Posts, Website, Joined date and when Last active.
- **The team:** Lists the admins and moderators of the forum.
- **Thanks list:** Lists the members that have thanked others and been thanked (liked) for their posts

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Forum and topic search

One of the most common searches is going to be searching the forum messages for keywords. For example, in a car related forum, you might be interested in topics related to a Ford Focus, so entering those keywords would then list all posts that contain those two words.

Keywords

In addition to supplying keywords, special identifiers can be used to add or detract from the importance of certain words.

Identifiers:

"+" When placed before a keyword, that keyword **must** be found in the result text.
"-" When placed before a keyword, that keyword **must not** be present in the result text.

Examples:
"+DOG -CAT" = Returns results which contain the word "dog", but not "cat".

"|" This token can be used to separate a list of keywords, of which at least one of the keywords should be found in the text. Words may be placed inside of parentheses and combined with a "+" or "-" to indicated that at least one of the words must or must not appear in each result.

Examples:

"DOG|CAT" = Returns results which contain **either** the word "dog" or the word "cat".

"-(DOG|CAT)" = Returns results which contain **neither** the word "dog" nor the word "cat".

"*" An asterisk in a keyword allows for partial keyword matches.

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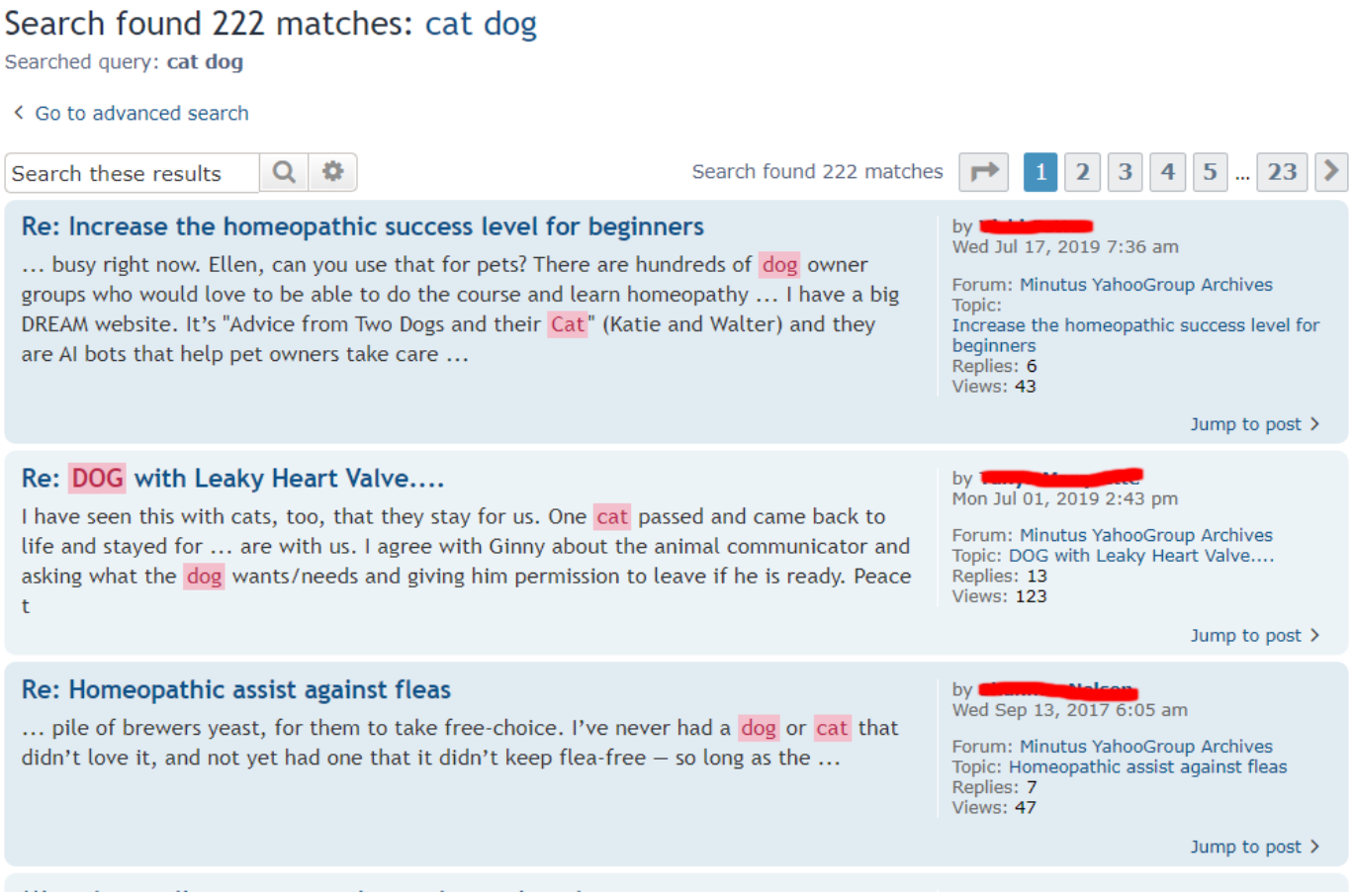
Examples:

"CAT*" = Returns results which begin with the word "cat", such as "cats" and "catastrophe".
"*DOG" = Returns results which end with the word "dog", such as "underdog".

Further refinement

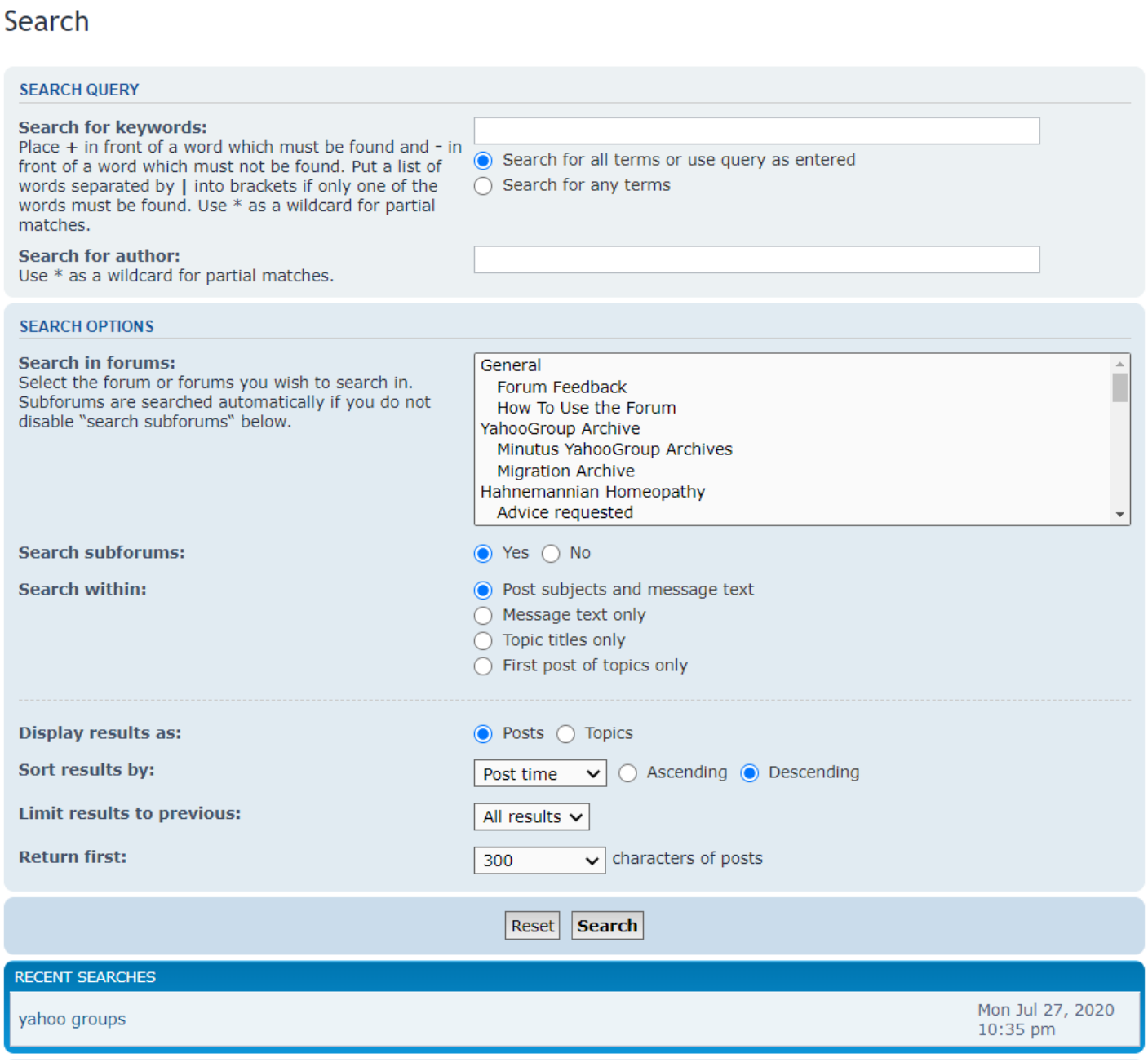
Once the search has been performed, you might find you have too many results and need to refine the search even more. On the result page, it is possible to further refine your search by providing more search terms.

Example: In this search for the term "cat", 2125 matches were found. Using the search bar above the first post, a search was made for "dog". The result is 222 matches for posts that contain both cat and dog in them.



Advanced search

In addition to the predefined searches provided by the forum, it is possible to create your own search queries. Searches can be based on keywords, author, and forum selections. The advanced search can be found by clicking on the cogwheel on the above search bar or on 'Search' on the 'Quick links' menu.



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In order to perform a search of the board, you must specify what it is that you would like to search for. You can specify keywords to search for as well as a post author. Two query options are provided for performing the search:

- **Search for all terms or use query as entered:** If multiple keywords are provided, all keywords must be found in the result. Alternatively, you can provide a query using special identifiers.
- **Search for any terms:** If multiple keywords are provided, then results containing ***any*** of the provided keywords will be returned.

Keywords

In addition to supplying keywords, special identifiers can be used to add or detract from the importance of certain words.

Identifiers:

"+" When placed before a keyword, that keyword **must** be found in the result text.

"-" When placed before a keyword, that keyword **must not** be present in the result text.

Examples:

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Search for author

The search query can be further refined by providing the author of the post. If an author is specified, then only posts made by that author which meets the query requirements will be returned. The author field allows for the use of wildcards (*) to perform partial matches on the author name.

Search Options

Searches can be further restricted to specific forums or specific parts of the topics.

- **Search in forums:** Here you can select specific forums in which the search should be performed. Multiple forums can be selected by holding down the "control" or "command" key.
- **Search subforums:** - If this option is selected, then any subforums of the selected forums will be searched as well.

Search within: - This allows you to specify which part of the posts should be searched.

- **Post subjects and message text:** Both the post subject and the post body will be searched.
- **Message text only:** Only the body of the posts will be searched and not its title.
- **Topic titles only:** Only the topic titles will be searched.
- **First post of topics only:** The first post of each topic will be searched and no other posts in the topic.

Display results as: This option formats the search results to only show either the post contents or just topic titles.

Sort results by: Orders the results based on either AUTHOR, POST TIME, FORUM, TOPIC TITLE or POST SUBJECT. The results can be displayed in ASCENDING or DESCENDING order.

Limit results to previous: - Limits the results to posts made in specific time frame.

Return first: - Formats the results to only contain a specific number of characters of the matching posts.

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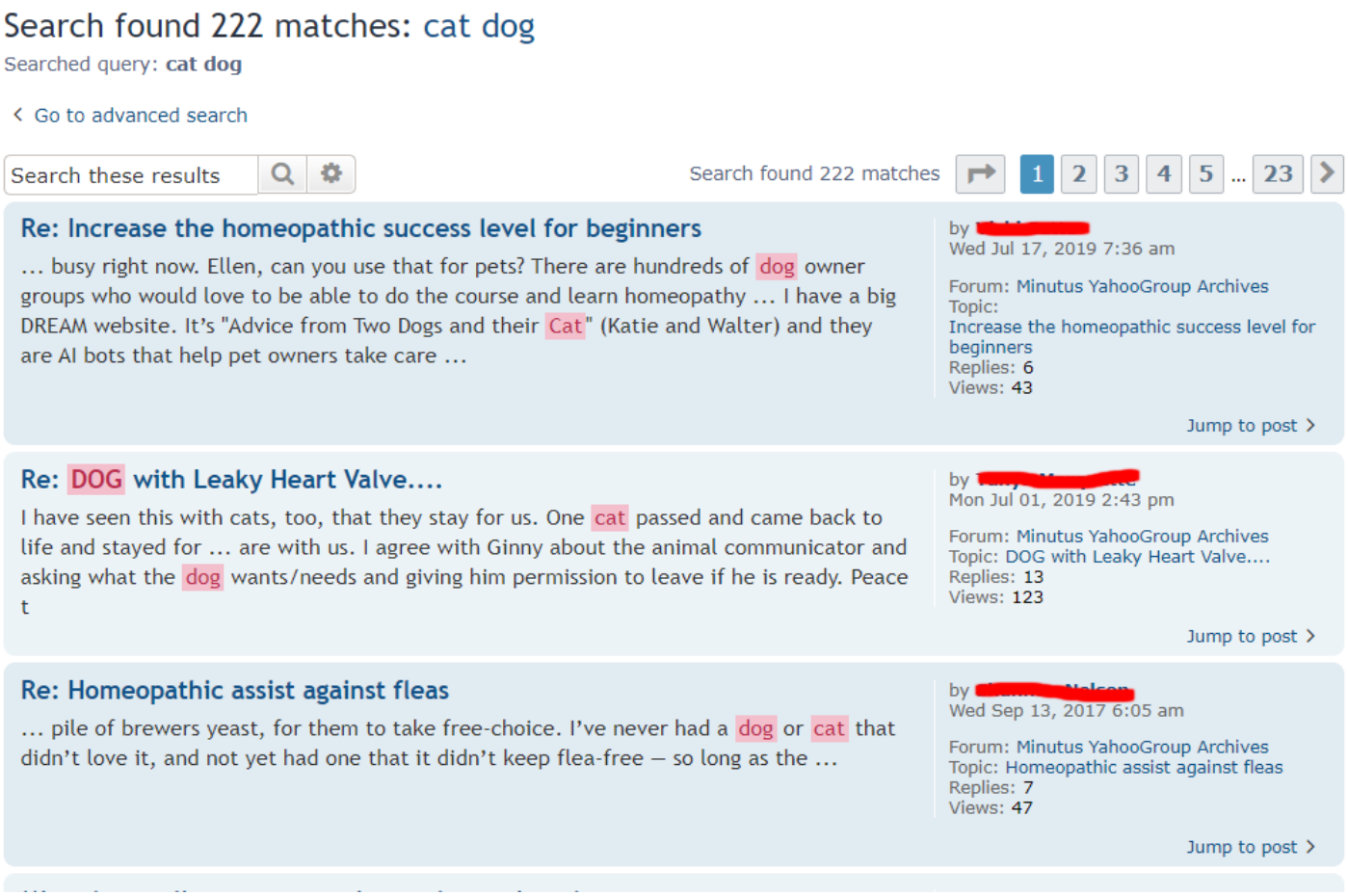

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The Memberlist

The Members List is the heart of a forum, for without the members it would not be alive. Privacy of a forum is much better than a mailing list as you only see the member's usernames, not their email addresses. It is up to each member to choose their own username that is visible to other members or even publicly.

The phpBB members list can be sorted by clicking on the title you want to sort by. For example, if you click in the title '**USERNAME**', the list is sorted A-Z (ascending). Click on it again and the sorting changes to 'Z-A' (descending).

Sorted by Username, A - Z (ascending order):

Members

Find a member • All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

2919 users 1 2 3 4 5 ... 117

USERNAME	RANK	POSTS	WEBSITE	JOINED	LAST ACTIVE
~Tan~		71		Thu Apr 02, 2020 12:00 am	-
A		1		Wed Apr 08, 2020 10:45 pm	-
a a		0		Mon Jul 26, 2004 12:00 am	-
A K		1		Mon Sep 23, 2002 12:00 am	-
A W		2		Wed Apr 08, 2020 10:20 pm	-
a_a_khalidi		2		Wed Apr 08, 2020 6:42 pm	-
a_l_		2		Thu Apr 02, 2020 12:00 am	-
A.Panthera Johannides		31		Thu Apr 02, 2020 12:00 am	-
a2daveus		1		Wed Apr 08, 2020 8:14 pm	-
Aamir Nawaz Raja		2		Sun Nov 12, 2006 12:00 am	-

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Sorted by Username, Z - A (descending order):

Members

Find a member • All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

2919 users 1 2 3 4 5 ... 117

USERNAME	RANK	POSTS	WEBSITE	JOINED	LAST ACTIVE
zuberihira		1		Thu Apr 02, 2020 12:00 am	-
Zubair Raza yahoo		0		Thu Apr 02, 2020 12:00 am	-
Zubair Raza		2		Thu Apr 02, 2020 12:00 am	-
zinnia naqvi		1		Thu Apr 02, 2020 12:00 am	-
zeynep kaymak		1		Mon Mar 06, 2006 12:00 am	-
zeus		3		Thu Apr 02, 2020 12:00 am	-
zdena7		2		Wed Apr 08, 2020 5:47 pm	-
zarrin haghgoo		1		Tue Sep 11, 2012 12:00 am	-
Zara		1		Tue Feb 06, 2007 12:00 am	-
zane97355		2		Wed Apr 08, 2020 8:25 pm	-

By clicking on the respective title, you can sort as follows:

Sort by Username

If you want to find all members whose usernames start with a certain letter, then you may select the letter from the list of letters shown at the top of the member list. For instance, clicking "A" will display all usernames beginning with the letter A, while clicking "B" will list all usernames beginning with B. Clicking 'Other' will display a list of usernames that do not begin with one of the twenty-six letters: in other words, numbers and other characters.

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Sort by Rank

Rank is usually only applied to members with special privileges, e.g. Administrator, Moderator, etc. Clicking on '**RANK**' is a means of finding them.

Sort by Posts

This is a great way to find out who the most active members are. Click on the '**POSTS**' title, twice to see the number of posts in descending order.

Sort by Joined

Find out who has been the longest member or alternatively, who is new to the forum.

Sort by Last Active

Find out who has posted recently to the forum. Perhaps good people to ask questions.

Note: It is not possible to sort via website.

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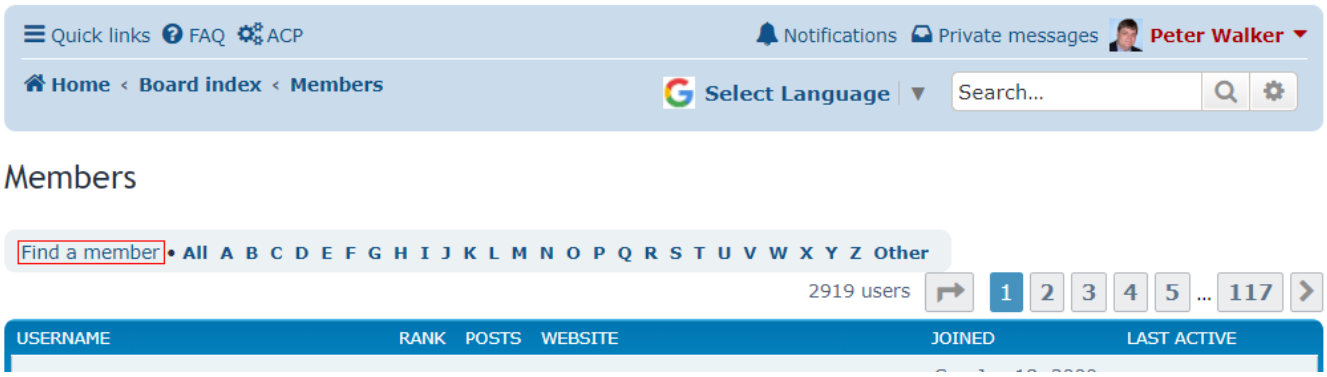
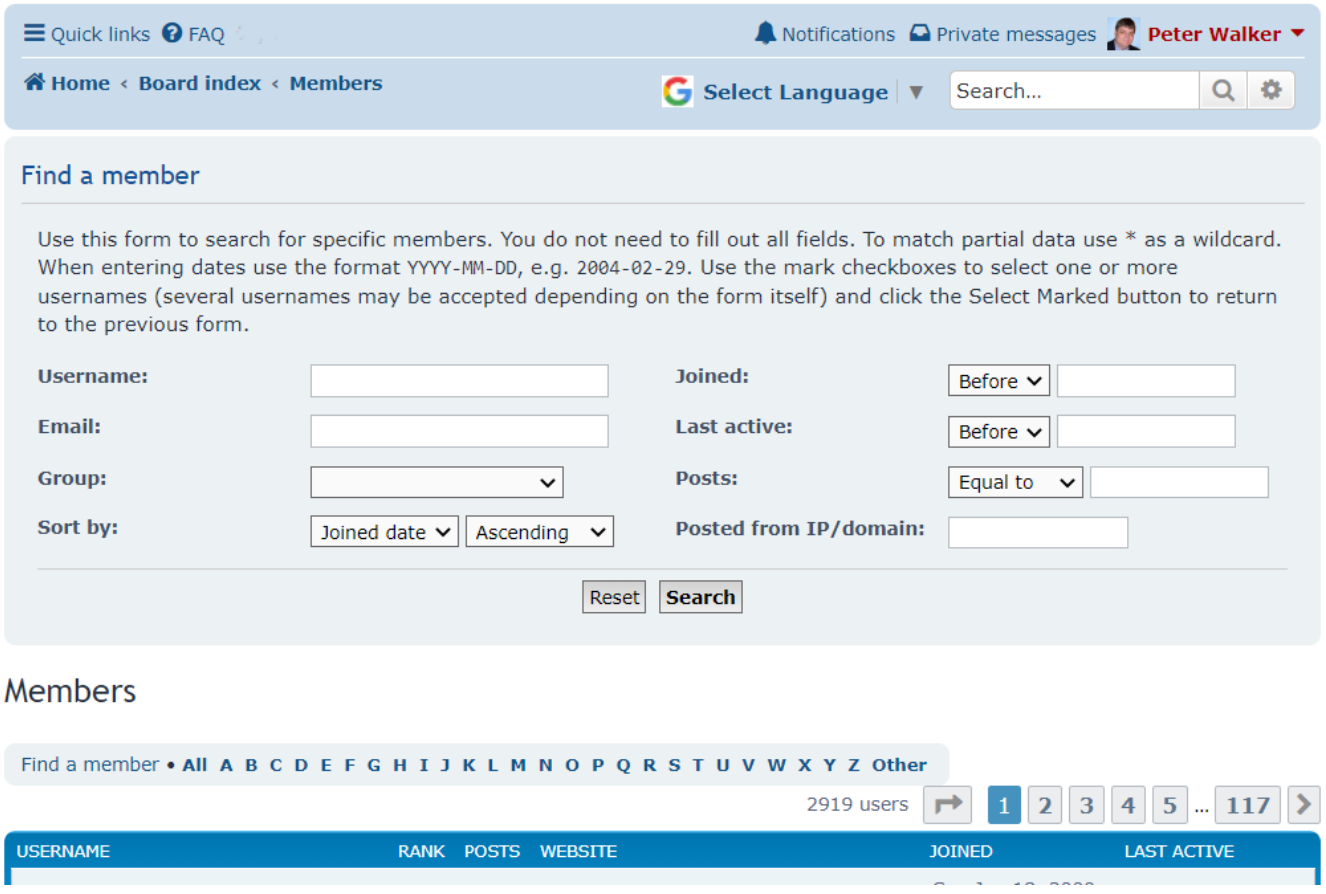
Searching for members

When you display the list of members, there is no immediately obvious search feature.



When you however click on 'Find a member' - shown above in a red frame - the 'Find a member' search feature opens up:



Just follow the instructions and you will find this a powerful feature to search for members of the forum.

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Change Log

This User Guide is subject to constant changes and additions as we expand the documentation and improve the platform, without notice. If you discover any errors or want to make suggestions, please write to info@forums.group with full details.

The version number of this User Guide can be found at the bottom right of each page and you can check for new versions, here: https://forums.group/online-training.html

Version 1.0	07/27/2020, Initial release
Version 1.1	08/02/2020, Added Getting Started, How to Login, Understanding… and Symbols pages.
Version 1.2	08/02/2020, Added YahooGroup migration details and 'I forgot my password' section to the 'How to Login' page. Added this Change Log to the end of the document.

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