

# Logging onto the users forum of the Turning the Tide website

*This briefing is intended for anyone who joins the user discussion forum on the 'inside' area of the Turning the Tide website.*

N.B. A request for your understanding and patience with computer quirks, the following user guidelines are compatible to most web browsers. If you have any problems using the system or the guidelines, contact the website administrators directly:

Telephone: 020 7663 1061 or 1064

Email: [denised@quaker.org.uk](mailto:denised@quaker.org.uk) or [stevew@quaker.org.uk](mailto:stevew@quaker.org.uk)

## A. Getting started

1. To access the 'inside' members/users FORUM area of the Turning the Tide website you must have been given a log-in name and password from the website administrator (presently Denise or Steve). This information is sent to you via email after the administrator creates a 'user identity' for you.

2. The FORUM area is open to all participants of the 2009 Training for Change group, TTT community members such as Resource People, some of whom are involved in the delivery of the course, TTT committee members who oversee and manage TTT's work, and TTT staff.

3. You have a log-in name and password. Now using a computer connected to the Internet, go to Turning the Tide's website. TTT's web address is

<http://www.turning-the-tide.org/>

4. In the menu bar on the left, the last item is member log-in. Click on 'member log-in'.

5. Type in your 'user name' and password sent to you by the site administrator, hit 'enter' or click on the 'log-in' button below the password box.

Apologies, but at the present moment the site is not set up to allow users to reset or request passwords. If you have a particular user name or password you prefer to use, talk to the website administrator.

## B. Now you're on the 'inside'!

6. The list of postings you see are The Forum. Within the forum there are several THREADS. These are the titles to the THREADS. Scroll down to the beginning of the list of postings you see the 'test dummy' postings by Ursula, Sally, Denise et al. Now anything you post will be tagged with your user name.

## C. Reading postings

7. You can read the contents of a posting by clicking on the title to the THREAD or by clicking on the 'v' box following the author's name.

## D. Replying to postings

8. You can reply/comment to a main THREAD or to previously posted reply/comment by either clicking on the 'reply' button or the 'quote' button. The 'reply' button will place the cursor in an empty text box for you to type out your reply/comment. The 'quote' button will box the text to be quoted and place the cursor below the box for you to type out your reply/comment.

## E. Authoring new postings

9. You can start a new THREAD for the forum by clicking on 'new thread'. Enter your text, 'title' is optional. If you give your posting a title it will appear in bold at the beginning of your posting.

When you finish, click on either 'preview' or 'submit'. Preview will show your posting so you can proof-read it or check that the display of the post is as you want. If it is, click on 'submit'. If you want to return to edit the posting, return to the text box below (on the bottom of the screen) and continue editing or writing.

10. If you're making a long posting, the web administrators advise writing the posting off-line and cutting and pasting the text into the forum.

Or you can write your posting 'live' in the forum, but you are advised to click on 'submit' frequently and return to writing the posting by clicking on the 'edit' button.

This text editor function is time-sensitive. This means if the computer detects 'inactivity' (eg, typing without commanding the computer to perform a function such as 'submit' 'preview' or hitting enter, etc) it may log you out of the forum. It also means editing a posting is an immediate time-limited function. For instance, you cannot post, submit and then return to edit the post an hour later.

## F. Tool bar guidelines

Above the text editor you'll see the tool bar buttons controlling font style, hyper link feature, etc. Guidelines to these functions are forthcoming because we are asking our technical team to revise the functionality and interface.