

How to Use the EndFatigue Discussion Board (Basics)

These instructions will show you the basics of how to use the EndFatigue discussion board. We suggest that you print these out and have them on hand when using it.

Screen Orientation

The following is the 1st screen you see when come to the discussion board (this is the “Forum” page). The circles point out areas that are explained in the numbered list below.

The screenshot shows the EndFatigue Community Discussion Board interface. At the top, there is a navigation bar with links: CFS & FM, Treatments, Health A-Z, Shop Our Store, Community, Media, and About Dr. T. Below this is a header section with the title "EndFatigue Community Discussion Board" and the tagline "SHARE EXPERIENCES, ASK QUESTIONS, LEARN FROM EACH OTHER". A "BEGINNERS GUIDE" link is also present. A navigation row contains links for Register, Login, Forum, Search, and FAQ, with "Register" circled in red and labeled "1". Below the navigation row is a "Board index" section with a timestamp and a "View unanswered posts" link circled in red and labeled "3". The main content area is titled "Forum" and contains a table with columns for Forum, Topics, Posts, and Last post. The "Forum" column header is circled in red and labeled "4". The table lists several forums: CFS, ME and Fibromyalgia (1 topic, 1 post), Sleep (3 topics, 10 posts), Hormones (0 topics, 0 posts), Infections (0 topics, 0 posts), and Nutrition (0 topics, 0 posts). A "2" is circled in red next to the "Board index" section.

1. Discussion board navigation row.

- **Register** – Click here to register to create your user ID and password.
- **Login** – Click here to enter the discussion board.
- **Forum** – Click here to select a discussion forum to enter (page shown in picture).
- **Search** – Click here to find specific discussion topics or members.
- **FAQ** – Click here to read a list of Frequently Asked Questions.

2. *Navigation “crumb trail.”* This shows the page you are currently viewing. As you navigate deeper into the discussion board, this will show the page sequence you took to get to wherever you’re at (for example, it might show “Board index » Register” to show you started at the “Board index” page, but are now on the “Register” page). A good use of this is to click “Board index” to return to the 1st page.
3. *View unanswered posts | View active topics.* An “unanswered post” is a message, or question, from a member that no one has responded to yet. “Active topics” are the different individual discussions taking place in the various forums.
4. *List of forums.* A forum is a general discussion topic. This shows the list of different forums available at our discussion board. In general, you will find multiple discussions active within a given forum, each of which is generally dealing with the forum subject matter.

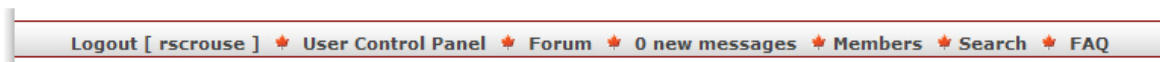
STEP 1: Register

Click “Register” to create a username and password (note – You will first be prompted to read some terms of use text and then click the button below it indicating your agreement to these terms).

The next screen that appears will ask you to choose a username and password you wish to login with (note – Your username will be the nickname that is displayed with messages you post in a forum and that other members will recognize you by). After you fill out and submit this page, you will be able to login and participate in discussions.

STEP 2: Login

Click “Login” and enter the username and password you created. After logging in, you will return to the Forum page (the one pictured above) with 4 additional options displayed in the “Discussion board navigation row,” which will now appear as follows:



The additional options are:

- **Logout [your username]** – Click here to log out.
- **User Control Panel** – Click here to personalize your profile (see next section).

- **new messages** – Click here to see the new messages that have been posted since the last time you logged in (the number to the immediate left indicates how many new messages were posted).
- **Members** – Click here to display a list of all members of our discussion board (shown by their member usernames). From this page, you can send an email directly to a specific member (the email will be sent by the discussion board to the member without revealing who you are or what your email address is; it will only say that it was from your username).

STEP 3: Personalize Your Profile

Click “User Control Panel” if you would like to optionally add personal information to your profile. This section will allow you to configure things such as automatically taking you to forums you’re interested in when you login. Of the options shown on this page, this document will discuss only the “Profile” and “Friends & Foes” options, as we expect these to be the more popular features.

Click “User Control Panel” and then “Profile” from the “Options” panel on the left of the screen to bring up the “Edit Profile” page, which appears as follows:

The screenshot shows a web interface for editing a user profile. At the top, there is a navigation bar with links: Logout [rscrouse], User Control Panel, Forum, 0 new messages, Members, Search, and FAQ. Below this is a breadcrumb trail: Board index » Edit profile. A status bar indicates the current date and time: It is currently Mon Mar 30, 2009 2:58 pm | Last visit was: Mon Mar 30, 2009 1:41 pm, with links for View unanswered posts, View active topics, View new posts, and View your posts. All times are Eastern Standard Time.

The main content area is divided into two sections: Options and Edit profile.

Options: This section contains a list of links: Overview, Profile (with sub-links for Edit profile, Edit signature, Edit avatar, and Edit account settings), Board preferences, Private messages, Usergroups, and Friends & Foes. A red circle with the number 2 is placed over the Profile link.

Edit profile: This section contains a warning: Please note that this information may be viewable to other members. Be careful when including any personal details. Any fields marked with a * must be completed. A red circle with the number 1 is placed over the word "information". Below the warning are several input fields: ICQ number, AOL Instant Messenger, MSN Messenger, Yahoo Messenger, Jabber address, Website (pre-filled with http://www.crousecreative.com), Location (pre-filled with Boca Raton, Florida), Occupation (pre-filled with Website designer and writer), and Interests (pre-filled with Tennis, chess, golf). At the bottom, there is a Birthday section with a note: Setting a year will list your age when it is your birthday. The fields are Day: 18, Month: 7, and Year: 1957. A red circle with the number 4 is placed over the Friends & Foes link in the Options section.

At the bottom of the form are two buttons: Submit and Reset.

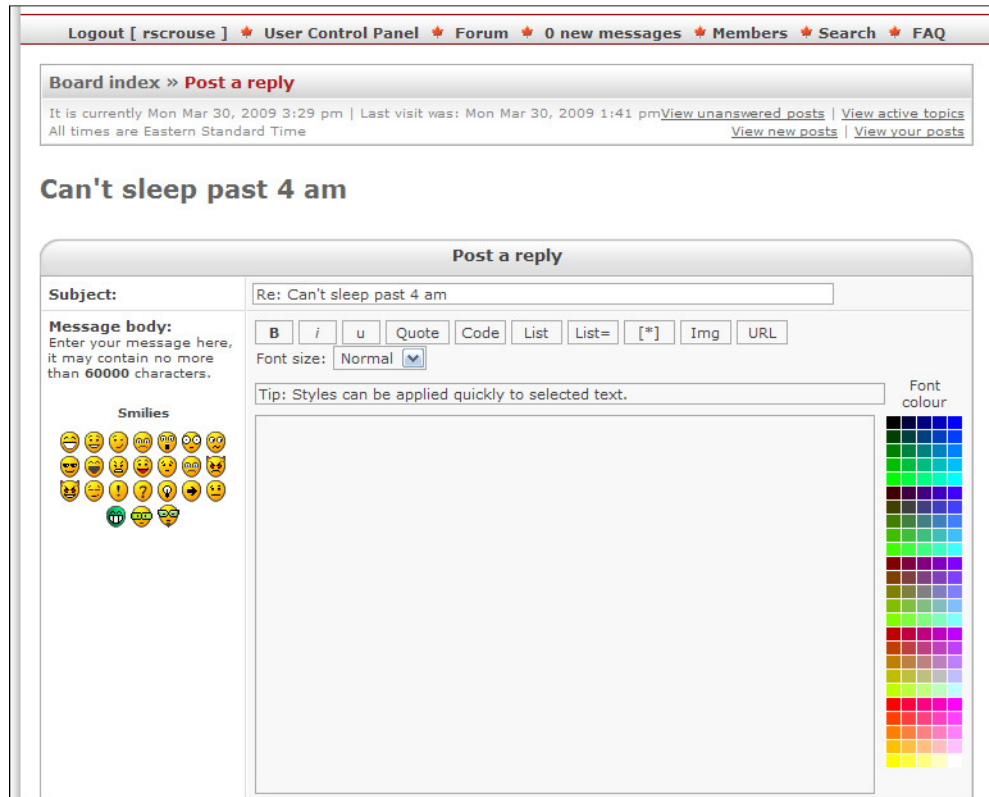
1. *Edit profile* – Here you can enter information such as instant messaging addresses (if you want to interact with other members this way), your person website address (if you have one), your location, occupation, interests and birthday (our discussion board will announce your birthday to other members).
2. *Edit avatar* – An “avatar” is a picture that you can display with your message posts as a way to give you a visual identity. To upload an avatar, click “Edit avatar.” This will take you to a page where you can upload your avatar picture (jpeg, gif, etc.) from your computer. This can be a picture of yourself, a cartoon, or any symbolic image you want associated with your username. The image should be square (i.e., equal number of pixels in height and width; 90x90 is preferred) and with a file size below 20 KB.
3. *Friends & Foes* – Click this to bring up a screen that allows you to enter usernames of members you would like to stay in closer contact with.
4. *Friends* – This section shows which of your designated friends are online when you are logged in.

STEP 4: Browse Discussion Topics

Click “Forum” to see the list of available discussion forums. Click a forum name (e.g., Sleep Issues”) to display the list of discussions (referred to as “Topics”) taking place there. Click a specific Topic to see the detailed string of messages posted for it.

STEP 5: Add a Message to a Discussion Topic

After bringing up the detailed string of messages for a topic, you can add your own message by clicking the “Post Reply” button either at the top or the bottom of the discussion messages. This will bring up the “Post a reply” screen, which appears as follows:



You can set font styles and colors by applying them as you would any simple text editor.

You can add a smiley face “emoticon” by clicking one and dragging it into your message. Note – The emoticon displays as a plain character combination within your text message. It will display as the actual symbol after you post your message.

STEP 6: Start a New Discussion

To start a brand new discussion in a forum, simply click the “New Topic” button instead of the “Post Reply” button when you are reading the discussion messages.