

NAVIGATING THE FORUM

The HELADA website Forum is laid out as a 'bulletin board'.

You must be a registered HELADA member and logged in, in order to see the Board Index and access the forums.

BOARD INDEX

The main path into any forum is via the Board Index. There are links to the Board Index at various places on any page, but principally at the very top of any page ①.

Figure 1

FORUM	TOPICS	POSTS	LAST POST
MEMBERS CORNER Member profiles, functions of the HELADA group, and upcoming events announcements	1	3	by admin G Tue Jul 14, 2009 7:55 pm
AMERICANS IN GREECE American image and issues. Subforums: American Image Abroad , Banking & Other Problems	1	1	by admin G Sat Jul 18, 2009 4:47 pm
ECONOMY US and international economic policies. Subforum: Economy & Trade	2	2	by admin G Sat Jul 18, 2009 4:48 pm

Categories are called Forums and Subforums. In the Forum column, in Figure 1:

AMERICANS IN GREECE ② is a forum.

American Image (and) Banking and Other Problems ③ are subforums.

This is strictly an organizational protocol, and there are many ways things could be organized. We're still fiddling with it a bit, to make sure it 'speaks' to users.

The other three columns to the right ④ tell how many Topic threads and how many posts each forum/subforum has, and who made the last one.

NB – In the Topic column in Figure 1, the number of topics and posts refers to the main forum. To see how many Topics are in each subforum, click on the forum name. You'll see something like Figure 2. Hmm, looks like we need to start some Topics there!

Figure 2

FORUM	TOPICS	POSTS	LAST POST
American Image Abroad Share experiences interacting with the host country's culture and institutions. Develop ways to enhance the image we present to our hosts.	0	0	No posts
Banking & Other Problems Report, discuss and share experience of problems encountered in banking and other services, as a result of living outside the USA.	0	0	No posts

READING TOPIC THREADS

Suppose you've selected a forum, checked its subforums, and now you want to read what others have written. The next step is the Topic level.

NB – You can now see Board Index in the top line, followed by the all-caps forum name and the subforum name. You can jump back to any of these, by clicking on them.

Below the subforum, American Image Abroad, there are now 2 Topics:

- IMPROVING America's Image (in general, things we can do/have tried)
- IMAGE – In Greece (a good place for articles on local events, demos, etc)

You can see that these were opened by the writer (KL) for the purpose of these instructions. Wait till you read them. Rather vacuous. Nevermind.

Figure 3



SUBJECT LINES / TOPICS

See the box just above the Topics listing, on the right, NEWTOPIC **5**. This will NOT show on the screen if you're a User, only if you're a forum Moderator. Setting New Topics is ONLY available to Moderators. We've done this to control the number of 'subject lines'.

IF you want to post an article or comment that just doesn't fit under any of the current Topics, write a note to the Moderator for that forum and suggest a Topic title that's needed. You can send an email directly to anyone in the group from the Members Corner.

SETTING THE ORDER OF POSTS

See also the drop-down boxes just below the Topics listing in Figure 3 above. There will be similar group in any Topic thread that has more than one post in it. You can experiment with the first two. The third, which now says Descending **6**, is to set the order you'll read things.

- Set it to **Descending** to read the latest post back through the earlier ones.
- Set it to **Ascending** to start with the first post and read down to the latest.

You'll need to click the **GO** button for the change to take effect.

Now, you're ready to actually read the Forums. Click on the Topic you want to read!