

A Simple User Guide to the Whaley Bridge Forum

17/03/09 – V0.1

1 Introduction:

Welcome to the new Whaley Bridge Forum! It may look a little bit different, but it's pretty much the same underneath. This is a simple guide to the Whaley Bridge Forum, which may help those using it for the first time. It is a work in progress, and bits can be added to it if required.

2 Registering and Logging In

You can read posts and download the documents and pictures that people post WITHOUT ever needing to register or log in. However, if you want to post messages, then you will need to register first, and then log in. This is a simple three stage process which only takes a few seconds.

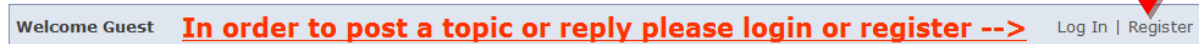
The following steps are required.

- Register (supply a user name, password and valid email)
- Await email confirmation of your registration.
- Log in using the details you supplied in 1)

2.1 Registering

The Whaley Bridge Forum is found at <http://www.whaleybridge.net>

To register, use the mouse, position the cursor over the “Register” text at the top right of the window, and click.



Follow the instructions. After agreeing to the terms of use of the site, you will be presented with the screen below. You will need to supply a valid email address and choose a user name and password. The user name you choose will be unique to you, and no-one else will be allowed to have it. Make a note of the information you type, as you will need it later!

Register New User	
User Name :	<input type="text"/>
Password :	<input type="password"/>
Confirm Password :	<input type="password"/>
Email Address :	<input type="text"/>
Security Question :	<input type="text"/>
Security Answer :	<input type="text"/>
<input type="button" value="Create User"/>	

When you have filled in the information above, click on the ‘Create User’ button, and the following fields will appear.

Register New User	
Location :	<input type="text"/>
Home Page :	<input type="text"/>
Forum Preferences	
Time Zone :	<input type="text" value="(GMT) Casablanca, Dublin, Edinburgh, London, Lisbon, Monrovia"/>
<input type="button" value="Save"/>	

You can leave these fields alone and just click ‘Save’. You will then see the following, which indicates your account has been successfully created.

Profile Information

Your account has been successfully created. Although, you still need to confirm your e-mail account before you can login. Please check your e-mail account for verification instructions.

Continue

Click on 'Continue', and you will be returned to the forum front page.

2.2 Email Confirmation

An email will now have been automatically sent to the email address you entered earlier. The email will look like the one below: Open the email, and simply click on the link.

Registration Verification for Whaleybridge Forums Forum Inbox | X

★ **Whaleybridge Forums** to me [show details](#) 11:17 PM (21 minutes ago) [Reply](#) | ▾

You have requested to join Whaleybridge Forums, but before you can join your email address must be verified.

To verify your email address open the following link in your web browser:

http://www.whaleybridge.net/default.aspx?g=approve&k=AD238EE7E86D_F0EE9980EF2D64516

Your approval key is:

AD238EE7E86D F0EE9980EF2D64516

Visit Whaleybridge Forums at <http://www.whaleybridge.net/default.aspx?g=forum>

[Reply](#) [Forward](#)

This concludes the email confirmation process.

2.3 Logging In

The final stage is Logging In. After you have clicked on the link in the email, you will automatically be taken to the forums Log In screen. This looks as below. Type in your username and password, which you previously entered in the registration step, and click on the Forum Login Button:

Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input checked="" type="checkbox"/> Remember Me	
Lost Password	Forum Login

Forum kindly donated by: TrustedIT of Whaley Bridge

Congratulations – you are now logged in to the forum and you are able to post as you wish.

2.4 Logging Out - An Important Note

Please note that you will remain logged in to the forum until you actively Log Out, which you can do via the LogOut button on the main screen.

Logged in as: utterlybutterly My Profile | Logout

On your own home computer, it can be convenient to remain logged in, and this is not a problem. Whenever you return to the forum, even after switching your computer off, you will remain logged in. However, if you ever Log In on another computer, or perhaps a public computer, it is **very important that you remember** to Log Out. If you don't, then the next user of the computer may be able to post as you and change your account details and password. BEWARE !!!!!

3 Add additional detail about yourself using 'My Profile'

Once you are logged in, you may want to make some changes to the way your posts appear. You may want to add a picture of yourself, or add a signature to your posts for example. This is possible via the 'My Profile menu'. The 'My profile' menu at the top right of the main screen(see red arrow in screen shot below) allows users to add as much or as little detail about themselves as they wish. It is entirely up to you how much detail you wish to add, and most users will simply not bother with it. However, it can be fun to add a picture of yourself, or suitable representation, and have this accompany any posting. You might also want to add a Signature, which will then automatically appear at the bottom of every posting you make.

18 Market Street • Whaley Bridge
01663 732775
OR CLICK HERE

Trusted IT

Logged in as: [utterlybutterly](#) [My Profile](#) | [Logout](#)

Whaleybridge Forums
Current time: 23:52:15.
Your last visit: 17 March 2009 23:17:08.

Forum	Moderators	Topics	Posts	Last Post
Whaleybridge Discussions Forums				
General Discussion (1 Viewing) A place for general discussions	CllrJonG, Mikeann, Russell	0	0	No Posts
Local History A place for discussion of local history	CllrJonG, Mikeann, Russell	2	2	Today at 23:15:03 in Welcome back! by JohnP ➡

New Posts No New Posts Forum Locked

Mark all forums as read | [Rss Feed](#)

Forum kindly donated by: TrustedIT of Whaley Bridge

3.1 Adding a picture to your profile.


If you add a picture to your profile, it will accompany each posting you do. You can change it at will. Please do not confuse this bit of fun with the serious business of including photographs in your postings. This is dealt with later.

To add a picture, click on the 'My profile' menu shown above, and the following screen will appear.

Control Panel											
Personal Profile: <ul style="list-style-type: none"> • Edit Profile • Modify Avatar • Signature • Subscriptions • Change Password 	Your Account <table border="1"> <tr> <td>Your user name:</td> <td>utterlybutterly</td> </tr> <tr> <td>Your email address:</td> <td>blusterbluster333@googlemail.com</td> </tr> <tr> <td>Number of posts:</td> <td>0</td> </tr> <tr> <td>You are a member of these groups:</td> <td>Member</td> </tr> <tr> <td>You have been a member since:</td> <td>17 March 2009 23:17:08</td> </tr> </table>	Your user name:	utterlybutterly	Your email address:	blusterbluster333@googlemail.com	Number of posts:	0	You are a member of these groups:	Member	You have been a member since:	17 March 2009 23:17:08
Your user name:	utterlybutterly										
Your email address:	blusterbluster333@googlemail.com										
Number of posts:	0										
You are a member of these groups:	Member										
You have been a member since:	17 March 2009 23:17:08										

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Select the 'Modify Avatar' text on the left hand side of the screen, and the following screen will appear.

Logged in as: utterlybutterly		My Profile Logout
Whaleybridge Forums » utterlybutterly » Modify Avatar		
Modify Avatar		
Current Avatar	Choose a New Avatar	
 [No Avatar]	Select your Avatar from our Collection: <input type="text"/> [Click Here to Select an Avatar]	
	Upload Avatar from Your Computer: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Update"/>	
<input type="button" value="Back"/>		

Forum kindly donated by: TrustedIT of Whaley Bridge

You can select a picture (otherwise called an 'Avatar') from the collection, or you can upload a suitable picture from your own computer and use this. Note that any picture you upload for use as an Avatar must be no more than 50x80 pixels. You may need to resave your pictures with a lower resolution to achieve this.

3.2 Adding a Signature to your profile

To add a Signature, simply select the 'Signature' text in the screen shown at the top of section 3.1, and type what you require into the text box. The signature will automatically appear at the bottom of each posting you make.


4 Making Posts, Replying to Posts and general Navigation around the forum.

If you were used to the old forum, then the new forum may initially look a bit unfamiliar, and it may not be clear how to navigate round it.

The first thing to note is that the hierarchy of the forum is always displayed in the screen at the top. If you get lost, you can always click on the text in the screen to take you back to a known starting point.

For example, in the screen shot below, the text line just below 'Logged In as utterlybutterly' indicates exactly what post I am reading and where in the forum hierarchy I actually am. If I want to get back to the very top of the hierarchy again, then all I need to do is click on the part of the line that says 'Whaleybridge Forums >>' , and that is where I will be taken. It's very easy to pick up.

18 Market Street • Whaley Bridge
01663 732775
OR CLICK HERE




Logged in as: **utterlybutterly**[My Profile](#) | [Logout](#)

Whaleybridge Forums » Whaleybridge Discussions Forums » Local History » Horwich End - on behalf of R.S.S

[POST REPLY](#) [NEW TOPIC](#)

Horwich End - on behalf of R.S.S Options

[Previous Topic](#) · [Next Topic](#)

CllrJonG	#1 Posted : 08 March 2009 16:02:10 QUOTE
Rank: Advanced Member  Groups: Member , Administration Joined: 23/02/2009 Posts: 32	My apologies to R.S.S for taking so long to post this on the forum. RSS writes: An aerial view of Horwich End was posted on the forum for me recently, and within that posting i mentioned that four chimneys were in evidence: the Botany, the Meveril, the gasworks and a smaller one that appears to be opposite Horwich end School. If you look at this photo you will see the chimney on the extreme left of the picture; it is down the yard which is now mews type houses and behind Botany lodge Cottage. I have no idea what purpose this chimney served . The shop is interesting in that it has had many uses over the years but at this time it appears to be a bike or tyre shop. Both windows advertize Moseley tyres and this company is still operational today I believe.

Clicking on 'Whaleybridge Forums >>' in the above window takes you to the top of the Forum.

At the top of the Forum, there are two discussion areas : General Discussion, and Local History. All posts are made within one of these areas. To enter an area, simply click on it. Administrators can add new discussion areas should it be required.

COMPUTER REPAIRS

Logged in as: utterlybutterly

[My Profile](#) | [Logout](#)

Whaleybridge Forums

Current time: 01:48:39.

Your last visit: 17 March 2009 23:52:40.

	Forum	Moderators	Topics	Posts	Last Post
Whaleybridge Discussions Forums					
	General Discussion (1 Viewing) A place for general discussions	CllrJonG, Mikeann, Russell	0	0	No Posts
	Local History (1 Viewing) A place for discussion of local history	CllrJonG, Mikeann, Russell	2	2	Yesterday at 23:15:03 in Welcome back! by JohnP
Mark all forums as read Rss Feed					

New Posts No New Posts Forum Locked

Forum kindly donated by: TrustedIT of Whaley Bridge

Clicking on Local History will take you into that area, and you will see a screen like that shown below:

Logged in as: utterlybutterly

[My Profile](#) | [Logout](#)

Whaleybridge Forums » Whaleybridge Discussions Forums » Local History

[NEW TOPIC](#)

Local History					
	Topics	Topic Starter	Replies	Views	Last Post
	Welcome back!	JohnP	0	3	Yesterday at 23:15:03 by JohnP
	Horwich End - on behalf of R.S.S	CllrJonG	0	41	08 March 2009 16:02 by CllrJonG
Users browsing this forum					
utterlybutterly					
Show Topics <input type="text" value="from the last month"/>					
Watch Forum Mark this forum as read Rss Feed					

[NEW TOPIC](#)

In the above screen, we see that there are two topics of discussion.

To read the postings about the topic, simply click on the topic, and you will see them.

To reply to a posting, simply select the 'Post reply' Button you will see at the top right of the screen, and type your reply.

You can add a new topic for discussion simply by selecting the 'New Topic' button in the screen above. You will be prompted for a topic header, and you can then type in your text as you require.

5 Attaching pictures and documents to Posts

One of the great things about the new forum is that adding documents and pictures to the forum is much simpler. It does not require the use of a third party site for the uploading of photographs, and it means photos and documents can be uploaded directly from your own computer.

It should be noted that when up loading pictures to posts, they will not display as a picture in your post if the resolution is above 300x300 pixels. If this happens, then the pictures are included as a link instead. Thus, very high resolution pictures can be uploaded if required.

The following example shows how to create a new topic and post a picture. You can obviously post pictures as a reply to an existing post using the same methodology.

We start at the top of the forum, where we see the following:

COMPUTER REPAIRS

Logged in as: [utterlybutterly](#) [My Profile](#) | [Logout](#)

Whaleybridge Forums

Current time: 02:10:33.

Your last visit: 17 March 2009 23:52:40.

Forum	Moderators	Topics	Posts	Last Post
Whaleybridge Discussions Forums				
General Discussion (1 Viewing) A place for general discussions	CllrJonG, Mikeann, Russell	0	0	No Posts
Local History (1 Viewing) A place for discussion of local history	CllrJonG, Mikeann, Russell	2	2	Yesterday at 23:15:03 in Welcome back! by JohnP
Mark all forums as read Rss Feed				

New Posts No New Posts Forum Locked

Forum kindly donated by: TrustedIT of Whaley Bridge

If we click on the 'General discussion' area, we get the following (More posts will be present when you read this).

Logged in as: [utterlybutterly](#) [My Profile](#) | [Logout](#)

Whaleybridge Forums » Whaleybridge Discussions Forums » General Discussion

[NEW TOPIC](#)

General Discussion				
Topics	Topic Starter	Replies	Views	Last Post
Users browsing this forum				
Guest, utterlybutterly				
Show Topics <input type="text" value="from the last month"/>				Watch Forum Mark this forum as read Rss Feed

[NEW TOPIC](#)

New Posts No New Posts
 New Posts (Locked) No New Posts (Locked)
 Announcement Sticky
 Moved Poll

You **can** post new topics in this forum.
 You **can** reply to topics in this forum.
 You **can** delete your posts in this forum.
 You **can** edit your posts in this forum.
 You **cannot** create polls in this forum.
 You **can** vote in polls in this forum.

Click on 'New Topic' to start a new Topic. Enter the topic header, any text you want to accompany the picture, and make sure you click the 'Attach files to this post' box at the bottom.

Logged in as: utterlybutterly My Profile | Logout

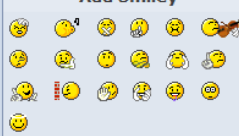
Whaleybridge Forums » Whaleybridge Discussions Forums » General Discussion » Post New Topic

Post New Topic

Subject:

Message:

Add Smiley



B I U ABC x₂ x²
Format: Normal Size: []

This is a picture.

Options:

Watch this topic and receive notifications of activity via e-mail?

Attach files to this post?

You can now click on the preview button to see what the text of your post will look like. Note that at this point you have not yet selected a picture so you wont see one.

Now click on the 'Post' button above. You will now see a screen which allows you to browse on your computer for the picture you wish to upload. Use the Browse button to select the picture or document, and then click 'Upload'. Many different file types are supported, and it is possible to add others if required.

Logged in as: utterlybutterly My Profile | Logout

Whaleybridge Forums » Whaleybridge Discussions Forums » General Discussion » Uploading a first picture » Attachments

Attachments

Upload File		
Select the file you want to upload.	<input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Allowed File Types		
*.avi, *.bmp, *.doc, *.docx, *.gif, *.jpg, *.mov, *.mp3, *.mpg, *.pdf, *.png, *.rar, *.rm, *.tif, *.txt, *.wav, *.wma, *.wmv, *.wpd, *.xls, *.zip		
<input type="button" value="Back"/>		

Forum kindly donated by: TrustedIT of Whaley Bridge

The picture/document will now be uploaded to the forum. Once this is done, clicking on 'Back' above will return you to your post, and you will see the link to the file you uploaded .

Note that if you upload a picture less than 300x300 pixels it will be visible as a picture in the post, but if it is greater than this, then it will simply appear as a link, which people can click on to view the picture. It is worth noting that the picture has been uploaded to the Forum computer, and so when people view it, they are actually downloading the picture from that computer and NOT your own.

Logged in as: [utterlybutterly](#) [My Profile](#) | [Logout](#)

[Whaleybridge Forums](#) » [Whaleybridge Discussions Forums](#) » [General Discussion](#) » [Uploading a first picture](#) [POST REPLY](#) [NEW TOPIC](#)

Uploading a first picture Options

[Previous Topic](#) · [Next Topic](#)

utterlybutterly <small>Rank: Newbie  Groups: Member Joined: 17/03/2009 Posts: 1</small>	#1 Posted : 18 March 2009 02:19:22 QUOTE DELETE EDIT ATTACH
	This is a picture. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">File Attachment(s): Green Sea Turtle.jpg (370kb) downloaded 0 time(s).</div>
Back to top	Report Abusive

Quick Reply Show Quick Reply

Users browsing this topic

utterlybutterly

[POST REPLY](#) [NEW TOPIC](#)

6 Using free software to change the resolution of images

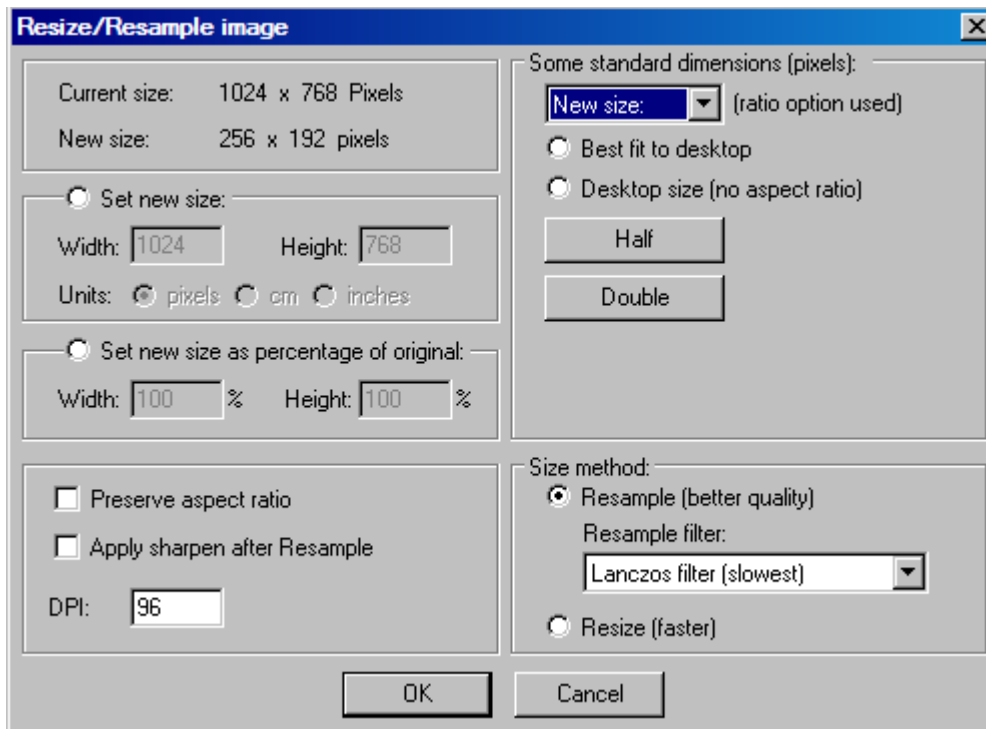
Very often, it is useful to change the size of an image. There are many software packages that allow you to do this, but for those people who don't really know where to start, I can recommend a very useful free piece of software called Irfanview. It is available for download from <http://www.irfanview.com/>

Download the software and install it. It's small at only 1.28Mbytes. Unless you want to , I would recommend that you don't install the Google desktop search software that it also offers to install.

Once installed, it is very simple to operate.

Start the software by clicking on the Irfanview icon, and then use the File/open menu to select and open the picture you wish to resize.

Next use the Image/Resize-Resample menu, and either select the required size of the new image using the 'New Size' selector at the top right, or simply click the 'Half' button to reduce the size repeatedly by half till the required resolution is reached. The menu is shown below. At the top left is shown the resolution of the existing image, and just below it is shown the resolution of the image after your changes. Once you are happy, click OK. Finally, use the File/Save-As menu to save the new reduced size image to a filename of your choice. That's it.



The software obviously can do much more than this, but that is outside the scope of this document.

7 Conclusions

I have attempted to cover some of the basic things it is useful to know about the new forum.

I hope it is useful, and any suggestions for changes/additions/deletions are welcome.

Jon Goldfinch.