



WebAPP Version 0.9.9.1 User Manual

About WebAPP

WebAPP stands for Web Automated Perl Portal, because that is the total idea behind it. You should be able to set this site up, and have to work minimally to keep it up. Included are Topics, Forums, Instant Message, Who's Online, Download Section, Link Section, and complete Site Administration section to configure and modify your site.

Additional features may be added in the form of Mods, which are add-on scripts that can add Guest books, Picture Galleries, etc. It is also possible to include additional content on your pages by adding one or more Plugins or by using the built in Block Editor.

You may change the look of your site by using new Themes. There are a number of themes available for download or you may create your own.

It is also possible to change the default language on your site, or to offer more than one language to your members. Again, there are a number of alternate languages available.

Further support and development news can be found at <http://web-app.org> .

WebAPP has been designed to allow anyone with only a minimal knowledge of HTML and FTP procedures to build and operate a fully featured web site. It has also proven to be an excellent tool to learn how to code in Perl.

WebAPP is free software; you can redistribute it and/or modify it under the terms of the GNU General Public License (Version 2) as published by the Free Software Foundation. Please see the "Licence Agreement" section for more details.

About this Manual

This User Manual is designed to guide you through the installation, set up and use of your WebAPP powered website. The WebAPP Support & Development Team is always on hand to provide further assistance to help you achieve the best from your site. The Web-APP Site is full of useful information in both the Forums and the Articles sections, so if you have any queries or experience any problems when trying to install or use your site, please visit us at [Web-APP](#) and we will do our best to help.

Licence Agreement

WebAPP is covered by the GNU General Public License (Version 2, June 1991). You can redistribute it and/or modify it under the terms of the GNU General Public License, WebAPP is distributed in the hope that it will be useful but does not include any warranty of merchantability or fitness for a particular purpose.

A full copy of the GNU General Public Licence is included with this archive (gpl.txt). If you have any further questions regarding this licence, please contact the WebAPP Support & Development Team at [Web-APP](#).

Credits

WebAPP is a Collaborative Development Project.
WebAPP .9.9.1 is based upon the YaWPS Web Portal System.
Developed by:
Carter, Floyd, Paul, Kat, Ditto, Abywn, BigR, Ted and Steve.

Additional Development by:

Steven Dryall, Tryklaus, Vladimir Babynin, Carlos Molina, Shawn, Brad, Jake, Jusso, Henrick and everyone else who has participated in the forum discussions.

Manual Edited by:

Floyd, Ditto and the WebAPP Support & Development Team.

0.9.9.1 Edition by DenDen##.

Pre-Installation Instructions

You will need some webspace that has Perl 5.x enabled. If you are unsure, please contact your web host. You'll need a web browser (IE4+ or NN4+) and an FTP client to upload the files.

You'll also need to know your path to Perl. It's usually `"/usr/bin/perl"`, but could be `"/usr/local/bin/perl"`. If you are unsure, ask your web host. Most hosts have support pages with all your paths as well as CHMOD requirements for `.cgi`, `.pl` and text files and paths to `sendmail`, etc.

1. Unzip the distribution. Open your FTP client and log into your web server with the hostname,
2. username and password your web host has given you.
3. Upload the contents of the `cgi-bin` directory in **ASCII-Mode** to the `cgi-bin` directory of your web server.
4. Upload the themes folder except the images directory (upload them in Binary mode) in ASCII-
5. Mode to the root directory of your web server.
6. Upload the images folder in Binary mode to the root directory of your web server.

You should then have the following directory structure:

Cgi-Bin Structure		WWW Structure
<code>/cgi-bin</code>	<code>/cgi-bin/db/forum</code>	<code>/index.html</code>
<code>/cgi-bin/index.cgi</code>	<code>/cgi-bin/db/forum/messages</code>	<code>/images</code>
<code>/cgi-bin/install.cgi</code>	<code>/cgi-bin/db/help</code>	<code>/images/avatars</code>
<code>/cgi-bin/palm.cgi</code>	<code>/cgi-bin/db/links</code>	<code>/images/banners</code>
<code>/cgi-bin/config.pl</code>	<code>/cgi-bin/db/members</code>	<code>/images/calendar</code>
<code>/cgi-bin/admin</code>	<code>/cgi-bin/db/members/prodata</code>	<code>/images/english</code>
<code>/cgi-bin/admin/banners</code>	<code>/cgi-bin/db/newsletter</code>	<code>/images/forum</code>
<code>/cgi-bin/admin/blocks</code>	<code>/cgi-bin/db/poll</code>	<code>/images/forum/buttons</code>
<code>/cgi-bin/admin/blocks/left</code>	<code>/cgi-bin/db/stats</code>	<code>/images/forum/smilies</code>
<code>/cgi-bin/admin/blocks/right</code>	<code>/cgi-bin/db/topics</code>	<code>/images/search</code>
<code>/cgi-bin/admin/downloads</code>	<code>/cgi-bin/db/topics/articles</code>	<code>/images/stats</code>
<code>/cgi-bin/admin/help</code>		<code>/images/topics</code>
<code>/cgi-bin/admin/language</code>	<code>/cgi-bin/lang</code>	<code>/images/uploads</code>
<code>/cgi-bin/admin/links</code>		
<code>/cgi-bin/admin/logs</code>	<code>/cgi-bin/mods</code>	<code>/themes</code>
<code>/cgi-bin/admin/themes</code>	<code>/cgi-bin/mods/calendar</code>	<code>/themes/standard</code>
<code>/cgi-bin/admin/uploader</code>	<code>/cgi-bin/mods/calendar/admin</code>	<code>/themes/standard/images</code>
<code>/cgi-bin/cgi-lib</code>	<code>/cgi-bin/mods/calendar/data</code>	<code>/themes/standard/images/english</code>
<code>/cgi-bin/conf</code>	<code>/cgi-bin/mods/calendar/lang</code>	
<code>/cgi-bin/db</code>	<code>/cgi-bin/mods/language</code>	
<code>/cgi-bin/db/banned</code>		
<code>/cgi-bin/db/banners</code>	<code>/cgi-bin/upgrade-lib</code>	
<code>/cgi-bin/db/blocks</code>	<code>/cgi-bin/user-lib</code>	
<code>/cgi-bin/db/download</code>		

Blue=CHMOD 666 or 777 Maroon=CHMOD 755

PLEASE NOTE, ALL SERVERS ARE NOT CREATED EQUAL, SOME HOSTING COMPANIES HAVE THEIR SERVERS SET TO DIFFERENT STANDARDS.

Automatic Configuration

Make sure you CHMOD the install.cgi script to **755**.

Open www.yourdomainpath.com/index.html in your web browser. If permissions were set correctly and the path to perl is set correctly, the installation screen will appear. Follow the install procedures outlined on the installation screen. The install process will set up your config.pl, and rewrite your html index file to reflect your new web page. After installation, you will see a link to check if the installation was successful. After confirming that the portal loads correctly, you should go back to the install screen, scroll down to the bottom of the screen, and click the link to confirm a successful install. This will delete install.cgi and edit the index.html to point to the new portal site.

Logging in for the First Time

Open www.yourdomainpath.com/index.html in your web browser. Your new portal site appears. In the Login Block on the left side column, under Username, enter **admin**. Under Password enter **webapp**. You should then see the Admin Profile page. Click on the "Edit Profile" link and change your password. Choose something that you will remember and not easily guessable by someone else. Sometimes you may get logged out when you do this. If this does happen, just log in again using the username of admin and the new password that you have chosen.

Site Administration Section

Next, confirm all of the Admin settings. Do this by clicking on the "Site Admin" link in the Site Menu.

At first glance, the Admin section may seem quite daunting, but it is in fact a very powerful part of your site. Here is a step-by-step guide to each section.

First click on the "Site Configuration" link.

REMEMBER! IF YOU CHANGE ANY OF THE ENTRIES IN THIS SECTION, YOU MUST ALWAYS CLICK THE "COMMIT THESE CHANGES" BUTTON BEFORE MOVING TO ANOTHER SUB-SECTION! IF YOU FORGET TO DO THIS, YOUR CHANGES WILL BE LOST!

General Settings

The first page is titled "General Settings". In the "Page Settings" section, you may wish to change your "Pagename" and "Pagetitle" settings. Your site may be called "Movie News", so you would enter that as the Pagename. The Pagetitle could be "Movie News – Hot News and Gossip from Hollywood".

If the default language of the site is not going to be English, you will need to change some of the "Language Settings". If you have installed another language (see below) you may choose this as the default site language by changing the "Default language file" setting from *english.lng* to *german.lng* (for example), you will then need to change the "Path to Default Language File" setting also.

The next things that you may wish to change are the "E-Mail Settings". If you wish to use the sendmail program on the server, leave the "Mailertype" checkbox unchecked and confirm that the

path to this program is correct in the “Path to mailprogram” field. (If in doubt, check with your web host.). If you wish to use the SMTP-Server, place a tick in the “Mailertype” checkbox and enter the address of your SMTP-Server in the “SMTP-Server” field.

Articles & Forums

Click on the “Articles & Forums” link. Most of these settings govern how these two sections of your site will operate. These settings should be self-explanatory.

Links & Downloads

Click on the “Links & Downloads” links. Again, these settings govern how these two sections work and should be self-explanatory.

Instant Messages

Click on the “Instant Messages” link. There are three checkboxes that control the Instant Messages (IM’s) that are sent when a new user signs up (Welcome Instant Message – to the new member when they join and IM on New Member – sent to the admin to let them know that they have a new member) and when an Article is waiting to be published (IM on New Article).

The last two settings in this section are for the “Broadcast Message”. It is possible for the admin to write a message that will appear in a “pop-up” box each time someone views your site. This is useful if you are carrying out some maintenance or wish to make an announcement to all your members/guests at once. You activate this message from your profile, and these settings allow you to change the colors of the background and header of the “pop-up” box.

Statistics

Click on the “Statistics” link. These govern how the Statistics section works and should be self-explanatory.

Contact Info

Click on the “Contact Info” link. Simply complete the fields with your contact information. Anything that you enter here will be visible on your site when someone clicks on the “Contact” link, however, the “Webmaster E-Mail” setting is very important! This must be entered correctly or you may experience problems with members not being able to receive their passwords when they join, or any newsletters you may send out.

Information Block

Click on the “Information Block” link. Again, these paths should be self-explanatory.

Other Settings

Click on the “Other Settings” link. This section allows you to alter the size of your member’s pictures (displayed in the Forums). You also need to set the “Time Difference” setting. Some servers may be located in a different time zone to that in which you live (or in which your site is based). The server time is shown in brackets next to this setting, so it should be easy to see what setting to choose.

Administrator Access

Click on the “Administrator Access” link. You will see a number of checkboxes split into the various site sections. If you have appointed one or more members to act as Assistant Administrators, you can select the admin areas that they may access.

Admin Assistant

Click on the “Admin Assistant” link. There is a wide variety of settings in this section that govern certain features of your site, like Poll, Newsletter, etc. There are also some display settings and Member options in this screen. Most of these settings should be self-explanatory, however, the most important setting is the “Timezone & Date Format” settings. First choose your time zone from the list, and then choose the date format that you wish to use. American date format will display the date, as mm/dd/yy and the European will be dd/mm/yy.

Backup

It is possible to backup your database by using the built-in backup system. This will save a tar.gz archive onto your server. You may download this and keep in on your computer if you wish. If you need to restore your database, extract the archive using WinZip (or a similar product) and upload it to your cgi-bin/db folder.

Depending on how busy your site is, it is suggested that you make a backup at least every 7 days.

NOTE: Backing up from this screen will not back up any of the data from any add-on Mods you may install later. You will need to manually back up any data saved by Mods.

Other Admin Sections

Once you have finished making your changes, click on the “Site Admin” link again.

Click on the “Edit Welcome Message”, “Edit EULA”, “Edit About Message” and “Edit Instant Message Welcome (New Members)” links will take you to the sections where you may edit the Welcome Message on the front-page, the EULA (End User Licence Agreement), your site's description and the Message sent to new members.

Language Administration

If you wish to add further languages to your site, click on the “Language Administration” link. You will then see a list of your currently installed languages. From this display, you may edit or delete any language already installed, or you may install a new language file.

To install a new language, first upload the language file in ASCII mode to the cgi-bin/lang folder. Then click on the “Add New Language” link.

You will see a form with four sections.

Language Name:

Enter the name of the new language option (i.e. German)

.lng File Name:

Enter the new language filename (i.e. german.lng)

Status:

Enter a "1" in this field. (You may disable a language option by entering a "0")

Graphics Folder Name:

If the language file contained some translated graphics, enter the name of the folder here (i.e. german). You will need to have uploaded these graphics to your images and/or themes/images folders (in BINARY mode). If there are no graphics available, enter "english".

Then click on the "Add Language" button and your changes will appear. To check that the new language is available, click on the "My Profile" link and then the "Edit Profile" link. If you have enabled member language selection in your Admin control panel, you will see an option selection for this in the Edit Profile page. Change the language to the newly added language and click the "Edit Profile" button. You may have to click on the "Home" link for your change to be noticed.

NOTE: CHANGING THE LANGUAGE OPTION DOES NOT TRANSLATE ANY OF YOUR SITES CONTENT! ONLY THE LINKS AND SYSTEM MESSAGES ARE ALTERED.

Themes Administration

If you wish to add another theme to your site, click on the "Themes Administration" link. You will then see a list of the themes you currently use. To add a new Theme, first you need to upload a new theme package to your server. Upload this to your themes folder. Be certain that all files are transferred in ASCII mode except for the graphics, which should be uploaded in BINARY. After correctly uploading the theme files, click on the "Add New Themes" link

You will see a form with three sections.

Theme Name:

Enter the name of the new Theme option (i.e. Graphics)

Directory Name:

Enter the name of the new themes folder (i.e. graphics)

Status:

Enter a "1" in this field. (You may disable a Theme option by entering a "0")

Then click on the "Add Theme" button and your changes will appear. To check that the new theme is available, click on the "My Profile" link and then the "Edit Profile" link. If you have chosen that members may change their theme, you will see an option selection for this in the Edit Profile page. Change the theme to the newly added theme and click the "Edit Profile" button. You may have to click on the "Home" link for your change to be noticed.

Banner Administration

If you wish to add a new banner ad to your site, click on the "Banner Administration" link. You will see a list of the banners currently available on your site. To add a new banner, click on the "Add Banner" link.

You will see a form with five sections.

Banner URL:

Enter the full URL to the site associated with the banner (i.e. <http://www.anothersite.com>)

Image URL:

Enter the full URL of the banner graphic (i.e. <http://www.mysite.com/images/banners/banner.gif>)

Image Width (pixel):

Enter the width of the banners graphic (i.e. 468)

Image Height (pixel):

Enter the height of the banners graphic (i.e. 60)

Alt Content:

Enter the name of the site (i.e. Another Site)

Then click on the “Add Banner” button and your changes will appear. To check that the new Banner is available, click on the “Home” link until your new banner is shown. You will need to have banners activated. NOTE: This option may also need to be turned on in your profile, depending on the User Settings you selected in the Site Admin / Site Configuration / Admin Assistant screen.

Help/F.A.Q Administration

To edit or delete the entries in the “Help” section, click on the “Help F.A.Q Administration” link. You will see a list of the current questions and answers. You may edit or delete questions. To add a new entry, click on the “Add Help” link.

You will see a form with two sections.

Help Question:

Enter the question (i.e. How do I join?) **Do not use a hard return in this field.**

Help Answer:

Enter the answer (i.e. Click on the Sign Up link and complete the form.) **You may use a hard return in this field to create more than one paragraph in the “answer”.**

Then click on the “Add Help” button and your changes will appear. To check that the new entry is available, click on the “Help” link. Your new F.A.Q entry will be at the bottom of the list.

Download Administration

To edit or delete a download category, click on the “Download Administration” link. To add a new category, click on the “Add Download Category” link.

You will see a form with three sections.

Download Name:

Enter the name of the download category (i.e. Movie Trailers) **You may use spaces in this field, but do not use punctuation.**

Directory Name:

Enter the name of the download categories data file (i.e. Movietrailers.) **Do not use spaces or punctuation characters in this field.**

Description:

Enter a short description of the category (i.e. Trailers from forthcoming Movies) **You may use spaces, quotation marks, question marks and normal punctuation in this field.**

Then click on the “Add Category” button and your changes will appear. To check that the new category is available, click on the “Downloads” link. Your new category will be shown there.

Link Administration

To edit or delete a Link category, click on the “Link Administration” link. To add a new category, click on the “Add Link Category” link.

You will see a form with three sections.

Link Name:

Enter the name of the Link category (i.e. Star Sites) **You may use spaces in this field, but do not use punctuation.**

Directory Name:

Enter the name of the Link categories data file (i.e. Starsites) **Do not use spaces or punctuation in this field.**

Description:

Enter a short description of the category (i.e. Homepages of the Stars) **You may use spaces, quotation marks, question marks and normal punctuation in this field.**

Then click on the “Add Category” button and your changes will appear. To check that the new category is available, click on the “Links” link. Your new category will be shown there.

View Recommend Log

If a member has recommended your site to a friend, a list of these will be shown here. Just click on the “View Recommend Log” link to view the log.

Mod Manager

If you have installed one or more Mods to your site, they may be accessed via the Mod manager screen. Click on the “Mod Manager” link and a list of your currently installed Mods will be shown.

You may see a warning message in red text. Just follow the instructions on screen to update the configuration files.

To install a new Mod, follow the instructions supplied with the downloaded package. Third-party developers develop most Mods, many of who operate their own Support & Development sites (details will be included in the Mods documentation).

Approve New Users

If you have opted to approve all new users, this is the section in which you would approve them. Click on the “Approve New Users” link and all the users currently awaiting approval will be listed here. How you decide whether or not to approve a new member is up to you, however to approve the new user, click on the “Add” button or click on the “Delete” button to deny their application.

If you click on the “Add” button, the new user will receive their password via e-mail.

Edit User Ranks

To edit the names of the User Ranks, click on the “Edit User Ranks” link.

You will see nine sections with an “Edit” button next to each one.

NOTE: **DO NOT EDIT** THE FIRST TWO ENTRIES (ADMINISTRATOR OR MODERATOR) AS THIS CAN SERIOUSLY AFFECT THE OPERATION OF YOUR SITE!

Entries may only be edited one at a time. So if you wish to change “Level 1” to “New User”, change the text in that box and click on the “Edit” button. The screen will update and show your new user rank.

User Ranks are shown in the forums and automatically change after a member has posted a certain number of messages.

Edit User Status

NOTE: USER STATUS IS A FEATURE THAT HAS YET TO BE FULLY DEVELOPED! HOWEVER SOME MODS USE THIS FEATURE. SEE THE MODS DOCUMENTION FOR FURTHER DETAILS.

Entries may only be edited one at a time. So if you wish to change “Test” to “Developer”, change the text in that box and click on the “Edit” button. The screen will update and show your new user status.

Forum Admin - Categories (reorder/create/remove)

If you want to create, edit or delete a Forum category, click on the “Categories (reorder/create/remove)” link.

There are three sections to this function.

First, you may change the order in which the boards are displayed by editing the board names in the “Current categories” box. Once you have done that, click on the “Change order” button.

Second, you may delete a category. Select the category in the “Remove category” selector and click on the “Delete” button.

Third, you may create a new category by filling in the three-section form.

ID:

Enter the ID name of the board (i.e. support)

Full name:

Enter the name of the board (i.e. Support Forum)

Only access for membergroup:

Enter the user rank that may access the board (i.e. Administrator) or leave it blank if anyone may access the board

Then click on the "Create" button.

To check your changes, click on the "Forum" link. If you have created a new category, you will need to create a board (see "Forum Admin - Boards (reorder/create/remove)" for more details).

Forum Admin - Boards (reorder/create/remove)

If you want to create, edit or delete a Forum board, click on the "Boards (reorder/create/remove)" link.

At first glance, this section seems quite muddled, but if you look carefully, you will be able to see what to do.

Any existing boards will be shown in the various categories, you may modify or delete (one at a time) if you wish, or you can create a new board.

Under any existing board is a form with four sections.

ID:

Enter the ID name for the board (i.e. faq)

Full name:

Enter the full name for the board (i.e. Frequently Asked Questions)

Description:

Enter a short description of the board (i.e. Questions regarding our site.)

There is then a textbox next to the "Add" button. This is for the usernames of the boards Moderators. This may be left blank, but if you wish, you may enter the usernames of any member whom you have made either an Administrator or a Moderator. The usernames should **NOT** be separated with a comma or any other punctuation. (i.e. **admin john jane**)

Once you have finished, click on the "Add" button.

To check your changes, click on the "Forum" link. Your new boards should now be available to post messages on.

Forum Admin – Reordering Boards

To change the order in which boards appear in a category, click on the “Boards (reorder/create/remove)” link and then click on the name of the category. In the “Current boards” section you will see a list of all the boards within that category. Update the order in which they appear and click the “Reorder” button.

Forum Admin – Set Censored Words

You may censor words shown in the Forums, Articles, etc. by setting up the alternative in this section.

Click on the “Set censored words” link.

Simply enter the word to censor and the alternative separated by an equals sign, one entry per line (i.e. foobar=f****r). Then click on the “Save” button.

To test the censored words, try using them in a test post in the forum.

Poll Admin (edit/create/remove)

The Poll may be edited or removed, and you can also set up a new one.

Click on the “Poll Admin (edit/create/remove)” link. You will then see a table, listing all of the Polls that have been active on the site.

If you want to remove a poll, click on the “Delete” link.

If you want to reset a poll (i.e. set all votes back to zero) click on the “Reset” link.

If you want to edit a poll, click on the “Edit” link.

NOTE: IF YOU ARE EDITING AN EXISTING POLL THAT HAS BEEN VOTED ON, DO NOT ADD OR DELETE ANY OPTIONS AS THE VOTES COUNTED WILL BECOME CORRUPTED.

You may only edit one entry at a time. Simply edit the question or answer that you wish to change and click on the “Modify” button.

To create a new poll, click on the “Create a new poll” link. A new poll will be automatically created and you will just need to edit the question and answers. As this poll has yet to be voted on, you may add as many additional answers as you wish.

News Admin - New Articles (publish/remove)

To publish any new Articles submitted by your members, click on the “New Articles (publish/remove)” link. If there are any waiting for approval, they will be listed here.

You may edit the content of the Article if you wish, change the title or category it will be placed in. Once you are happy, click on the “Publish” button or if you don’t want to publish the Article, click on the “Delete” button.

News Admin - News/Comments (edit/move/remove)

To edit, move or delete an Article, click on the "News/Comments (edit/move/remove)" link.

You will see a list of all the published articles on your site. To edit an Article, click on the subject.

If you wish to modify the Article or a comment, just make your changes and then click on the "Modify" button.

To delete the Article, just click on the "Delete" button.

If you wish to move the Article, use the "Move to" selection at the bottom of the Article and click on the "Move" button.

News Admin - Topic Categories (rename/create/remove)

If you wish to modify, delete or create an Article category, click on the "Topic Categories (rename/create/remove)" link.

How to Use Your WebAPP Powered Site

Adding Links

To add a link, click the Links button. At the bottom of the list, just before the search area, click on the words "Add link".

You'll get a screen with a form on it. The first field is for the "name" of the website. You can type something short in here, such as "My SiteName - News and Info for My Group." Hit the Tab key or click into the next field when you've given your site a title you like.

The second field is for the actual URL to your website. This should always begin with http:// and point directly to the site you'd like us all to see.

The third field is for the category this link should be listed under. Click the down-arrow to the right of the field and select the best one that describes the site you're sharing.

The last field is for a short description. This will show underneath the link. The description gives people a brief idea of what they might expect to find on the site. Please make mention if your site contains adult material!

When you've filled out all the fields, click "Add Link".

If you've enabled adding links by members, their request to add the link can be reviewed by your admin/assistants. When the link is approved and posted, the member who added the link will receive an email at the email address they've listed in their Profile.

That's all there is to adding a link. You can also rate links as to how wonderful you think they are on a scale of 1 - 10, with 10 being the highest praise. When you click on any of the links in the Link Library, it will open in a new window. NOTE: A person may not rate a link that they've added to the library themselves.

Downloads Section

Your site may offer files that your guests and/or members may download. To download the file(s), click the Downloads link (sometimes called "Files") to enter the download area. You may restrict non-members from accessing downloads, and thus save bandwidth, by placing a tick in the checkbox that says "Anti-Leech" in Site Admin / Site Configuration / Links and Downloads.

Available files are organized by category, so the first screen your site visitors will see in the Downloads area are links into the various categories that you, the admin, have set up. Next to the clickable category name, you'll notice a number enclosed in parenthesis. This number indicates how many files are available for download within that category.

Click the category name to view the files that are available. To download one of the files, click its name. A new screen will open. You'll be prompted to choose "Open", "Save" or "Cancel".

Choose "Save" and select a folder on your computer in which you'd like to store the file. You may want to make a note as to which folder you placed the download in so you can easily locate it again when you're ready to work with it.

Close the blank page when the download is complete.

Installing Mods

To install a Mod, read the instructions that accompanied the Mods' archive (.zip file). Generally, you should upload (in ASCII mode) the Mod to the cgi-bin/mods folder. All Mods go into their own sub-folder of cgi-bin/mods. You will then need to CHMOD all the .cgi and .pl files to 755.

Once the Mod has been installed, go to your site and click on the "Site Admin" link. Then click on the "Mod Manager" link. You will most likely see a warning message that tells you the "config.dat" file is missing. The name of the Mod will be shown as the folder name. Click on the "Create Config File" link and you will see a form with six sections. Mod Manager will complete most of these, but you may wish to edit them. If the Mod has its' own "Admin" section, the "Admin Script" selection should be set to "1". Similarly, if the Mod uses Language Support, the "Language Support" selection should also be set to "1". Also, if the Mod has it's own Admin Section, the name of the admin script should be entered in the "Main Admin Script Name" box, however, Mod Manager will assume that it is *admin.cgi* and in 99% of cases this will be correct. Once you have finished, click the "Create Config File" button and Mod Manager will return you to the list view. The warning message should have gone and in it's place, the information you entered.

Sometimes, if the Mod Manager script has been updated, or when a new version of WebAPP is released, you will see a warning message telling you that the config.dat files it has found are not to the current version. Simply click the "Create Config File" link and when you see the form, click the "Create Config File" button (there is no need to edit anything, Mod Manager will do this automatically) and the file will be updated.

Some of the Mods currently available have a config.dat file already, however, this is often out of date. Mod Manager will warn you of this and all you need to do is follow the "update" procedure above.

Many of the Mods currently available use Language Support (i.e. they have their own, independent language file). Some may have alternate language files available. If you wish, you may install these languages in the Mods own language folder. If a member has chosen a different

language to view your site, the language support routines built-in to the Mod will select the correct language file (if available), if it cannot be found, the default language file for that Mod will be used.

Troubleshooting

First some basics to remember!

Paths have to be set correctly!

Permissions must be correct!

Not all servers are created equal, some restrictions and permissions may be different. Check Your Host.

If you are still experiencing problems, please check the Frequently Asked Questions section of this manual.

Frequently Asked Questions

Q. I've installed WebAPP and when I try to go to my site it tries to download the cgi file. Why?

A. Your permissions have not been set. Be sure to check that "all permissions" on all file and folders are set correctly.

Q. Now I've checked my permissions and now I get the error Can't locate /home/ca/public_html/cgi-bin/lang/english.lng

A. Any Errors like this or similar could be caused by several reasons incorrect path to file, file permissions not set correctly or the file did not upload.

Q. Everything installed okay but I've got these errors showing up all over my site including site admin. How do I fix this?

A. Here's the situation, not all Servers are created equal. This script is written with the path to Perl (the first line of all your cgi scripts) reading /usr/bin/perl -w most times this problem will clear up by removing the -w from all (including the ones in the admin folders) now it should read /usr/bin/perl just re-upload and CHMOD these files 755 and you should be all set.

Q. I've been using an old version of web-app and I've just upgraded or did a fresh install. I get all kinds of strange errors. Why?

A. Most likely a cookie problem. Most of the support team has found its best to delete all old web-app cookies and start fresh.

Q. I've some categories i.e. links, downloads, forums etc. and they disappeared or didn't take at all. What happened?

A. Again most of the time it's a matter of files not CHMOD'd correctly (permissions). As stated previously, not all Servers are created equal! You may have to contact your web host to find out what your path to Perl is, your mail path. Some web servers require that all cgi must be in your cgi-bin while with other hosts you can run them anywhere. Most web hosts have their own FAQ pages that list your requirements for running scripts such as WebAPP.

Q. Now I've got my site up and running, how do I login?

A. Click on login link on left side of page, after arriving at login page. Enter username: *admin* and password: *webapp*

Q. How do I change my password?

A. After logging in you will arrive at your personal page. If you look there is a link called Edit profile after clicking this link you will arrive at your Edit profile page. If you are already there you can see all the things you can now adjust to suit.

Q. What is the "Customize Personal Features" link?

A. This is a feature to turn on and off some simple features. Self-Explanatory.

Q. How do I configure my site?

A. You can customize your site with the style.css located in your themes folder. This will cover such things as fonts colors and backgrounds etc. Controls for turning off and on features can be accessed from the "Site Configuration" page. Those links you see will take you to them.

Q. How do I add a banner?

A. Go to the site admin page. Click on "Banner Administration" link. You should see a link that says "Add Banner". On this page you see will 5 text areas.

Banner URL...here you enter of where you want link to take you.

Image URL...this is where the URL is located. It could be on your server or some advertisers server it does not matter!

Image Width...self Explanatory

Image Height...self Explanatory

Alt Content...title of your link or a description.

Q. Can I use html on my web pages?

A. Yes html, JavaScript, flash all can be incorporated into your site. With a little experimenting and practice you will soon master the controls like an expert.

Q. I have not found my answer on this page...What now?

A. The answer to most problems other than ones listed here can be found by using the SEARCH ENGINE at [Web-APP](#) as well as the forums.

A Guide to Visitor's Experience on Your Site

The following are guidelines you may wish to make available to your members. Naturally, your site's forums are yours to run as you see fit. These are to be considered suggestions only. THESE ARE THE FORUM BEHAVIORS EXPECTED AT THE WEB-APP SUPPORT SITE.

Flaming - Posting a message that degrades, disparages or denigrates another member, guest or admin/assistant is considered flaming and is not tolerated. If you flame, your post may be deleted, you may receive a message from an administrator or moderator, or your membership may be either temporarily or permanently revoked.

Inappropriate or Censored Language - This site is equipped with an inappropriate or censored language filter. If you type one of the words or phrases that the site administrator has decided to filter, it will not appear as you typed it in your post.

Common Abbreviations - You'll come across some pretty funny looking "words" as you read through the posts at this site. If you aren't experienced in the world of online chatting, you may feel left out because you don't know what they mean. This is not a comprehensive list of those expressions... but it will get you started to learn some of the chat "shorthand" that is commonly used across the globe.

LOL	Laugh Out Loud
ROFL	Rolling On Floor Laughing
IMO or IMHO	In My Opinion or In My Humble Opinion
TY and YW	Thank You and Your Welcome
TIA	Thanks In Advance
CYA or CU	See Ya or See You
TTFN	Ta-Ta For Now

Posting in the Forums - Participating in the forums is fun! Here are a few steps to get you started.

Creating a New Topic - You may have something to say, not as a reply to an existing topic, but to begin a new discussion. Please think about the best place for your new "thread" and click into that Board. For instance, I may have found a new way to drive traffic to my site. To post a new thread, or topic, in the forum about that method, I'd click into the WebAPP Coffee Shop... because that's the board that is most relevant to what I want to open a new discussion about.

Once you're in the best board for your new topic, look at the upper right corner above the list of messages. You'll see a long, grey button that says New Topic. Click that, and you can begin a new topic of discussion.

Give your topic a short subject that gives an idea of what the thread will be about. Next, choose a symbol that best represents the tone of your topic - just click the down arrow and select one. You'll notice that a little picture instantly appears to the right of the drop-box.

Now type in your text and click the button that says Send Message.

Replying to a Post - If you click into one of the message boards, and click the title of a message, you may feel like replying to the post after you read it. Look at the icons at the bottom of the message. Click on the long grey button that says Post Reply.

You don't have to change anything in the Subject or Symbol... but you can if you want to. In the text area, type in the reply you'd like to make to the original post. When you're all through replying, click the button that says Send Message.

Replying with Quotes - Instead of just hitting the Post Reply button, you may want to quote all or part of the message you're replying to. There are several instances in which this would be better than replying without quotes. You may be replying to something somebody wrote several replies ahead of your own.

For instance, let's say a user named Pickles posted a comment, and five others have posted comments after that one. You want everybody to know that you're addressing the post by Pickles. In this case, you'd want to scroll to Pickle's post and click the icon that looks like quote marks at the bottom of that message.

When your composition screen appears you'll see Pickles' original post, and at the beginning and the end you'll see [quote] and [/quote]. Whatever appears between the "quote tags" will be indented, bold text with a line above and below Pickles' message, setting it apart from your own reply. You can type your own message either above or below the quoted text. When you've finished typing your reply, click the button that says Send Message.

Viewing Forums - The Forum feature provides a way to engage in public or private discussions with other members or visitors on the site. The basic organization of the forum enables you to post your questions or comments in the most logical place. Forums are divided into "categories", and the places you can post within those categories are called "boards". Each new message in a board is called a "thread" or a "topic".

When viewing the main forum page, you will notice that the name of the category appears on a divider bar above the names of its various boards. The color of the divider bar is determined by the theme that is active on the site. But regardless of the site's theme, you should be able to distinguish the categories fairly clearly.

The name of every board within a category is hyper-linked. When you click on the name of a board, you can see all the topics, or threads, within that board. The name of each thread is also hyper-linked. When you post a new thread, or topic, on a board, whatever you type in the Subject will become the name of the thread. (See Posting in the Forums)

On the main forum page, you can see how many threads exist in each board, how many posts each board has accumulated, when the last message was posted and who posted it, and the moderator(s) assigned to that board. When viewing the threads within a board, the same information is available concerning each topic, with the exception of Moderator.

Sticky threads (or topics) appear at the top of the list of all the other threads in a board. They most often appear in a different color than the other threads so that they're easily identified. They never move down when new threads are posted. Sticky topics typically contain information that the Admin or moderator feels is vital to all members and should be read by everybody.

Using Smilies

Using smilies is a great way of expressing various emotions. And it's super-easy to do. Just click the smilie you want to use, remembering that it will appear at the end of all the text you've already written. But once you see how easy it is to type in the code, you won't be clicking icons for long!

Here are the codes for the various smilies:

[bones]	Skull and bones!
[confused]	Trepidation, uncertainty!
[cool]	Shades, man... Cool!
[cry]	Real tears!
[eek]	Total shock!
[evil]	For the devil inside...
[frown]	Unhappy, disapproval!
[grin]	Cheshire Cat style!
[bounce]	Too excited to sit still!
[lol]	A chuckle a day...
[mad]	Was it something I said?
[nonsense]	But adorable and fun!
[oops]	Red-faced embarrassment!
[rolleyes]	Yea, right!
[smile]	Give freely - they're contagious!
[tongue]	"So there!" style raspberries!
[wink]	You sly fox, you!
[ninja]	Ready to "Enter the Dragon"!

Now remember, using these smilies is supposed to be fun. So it's okay to make mistakes. After posting a message in the forum, if you see something you need to change, just click the little button that has a red "e" on it underneath the message you posted. You'll be taken right back in to the text area to edit it.

Instant Messages

The Instant Message feature provides a way for you to exchange private discussions with another member. Guests cannot make use of Instant Messages, so if you haven't yet done so... you might want to go ahead and become a member. It's free!

If you've placed a check in the box next to "New IM Pop-ups" in the Member Options of your profile, you'll see a small notification pop-up on your screen whenever you receive an instant message. Note: The pop-up will appear only when you access a page on the site. Click "OK" to close the pop-up screen, if applicable.

To access your instant messages, locate the "Who's Online?" block on the left column of your screen. Beneath that block, the first line informs you that you are logged in as "yourname". Directly underneath that line is another that says "You have X message(s)." where X is the number of messages awaiting you. Click the number and you'll be taken to your Instant Message screen.

The IM area appears as a grid, displaying the following columns:

From:

Indicates whom the Instant Message is from.

Date:

Displays the date and site time that the message was sent.

Subject:

Shows the subject that the sender chose for the message.

Action:

Allows you to Reply to or Delete the message, respectively.

To read the message, click its Subject and the message will appear in its entirety, much like a forum post. From this screen, you can either "reply quoted", reply without quotes or delete the message. The icons for these actions appear at the bottom right corner of the message.

Also underneath the message is the grid that displays all of your messages, just like on the Instant Message main screen. This is a timesaving feature so you don't have to click the Back button just to see your message list again.

At the top of the message grid is a link that says "Send IM". This is only one of the many ways you are able to send an IM to another member. Clicking this link will take you to a message composition area with a drop-down box listing all the members of the site.

An more convenient method might be to access the Memberlist, find the member you wish to instant message, and click the icon under the Actions column to "Send a message" to that member. Still another quick, easy way is to access a forum post made by the member you wish to instant message.

Underneath that member's post you'll notice several icons underneath that person's "signature". Hover your mouse pointer over each of those icons and a small bit of text will float above the pointer, indicating the action that will occur if you click that icon. Click the icon that says, "Send a message to username", where "username" is the name of the member who wrote the forum post.

When you no longer want to keep a message in your list of instant messages, click the second icon in the Action column next to the message. You may also delete the message as you're viewing it. At the bottom right corner underneath the message body, click the last icon on the right.

The Members List

The Memberlist enables you to see information concerning all of the members of the site. You may access the Memberlist by clicking the Memberlist link in the Member Menu.

The name of the newest member appears in the area above the list. You can click the newest member's name to see this member's profile and/or to send the member an Instant Message. Underneath the newest member info, before this list itself, you will see the site's total number of registered members and the number of members currently online.

A search function appears directly above the list. To search for a specific member, click the circle next to either Username or Name, depending on how you wish to find that Member. Enter the appropriate name in full, After you've entered the full name of the member you wish to locate, click Search.

In the list itself, as well as in the search result, each member's name is a link that enables you to view his or her profile. In that profile, you can view the member's name, access a link to send the member an email, a link to the member's Website, ICQ information, and a count of the number of posts, comments and articles that member has written. Other membership information, such as Rank, Status, join date, last visit and the member's avatar, is viewable in this area.

The Memberlist also displays some of this information so you don't have to click into a member's profile. For instance, you can click the email link for a member from the Memberlist.

Please note that your site administrator may have enabled a privacy feature so that clicking the link will bring you to an email form on the site, rather than actually displaying the member's email address. Due to the unfortunate reality of spammers, this privacy measure is often a necessity.

The Polls

The Poll is a simple voting system that allows you to express your opinion. Read the sentence or question at the top, and then click on the empty circle next to the answer that most closely matches your viewpoint. Lastly, click the "Vote" button. This site may or may not restrict you to one vote per poll.

To view the results of the current Poll, click one time on the link under the Vote button that says, "View the Results".

Member Profiles

Your profile displays personal information about you that you'd like to enable other members to view. To edit this information, click the "Edit Profile" link in the Member Menu. You may change multiple fields at a time. Fields marked with an asterisk (*) are required. No changes will be saved unless you click the "Edit Profile" button at the bottom of the page after making your changes.

Changing Your Password - To change your password, type in the new password in the Password: field, then retype it in the Confirm Password: field.

Changing Your Name - To change your name, type in the name you would like to have displayed in the Name: field. If you want to display your first and last name, connect them with an underline character.

Changing Your Email Address - To change your email address, replace the entry with your new address in the E-mail: field.

Changing Your Website Link - You can give a short name or summary for your personal website by typing it in the Website: field. Multiple words are allowed.

You may provide the URL to your website in the URL: field. The URL must begin with http:// in order to be "linked". When you post articles or forum messages, a link to your site will then be accessible to visitors.

Creating a Signature - You may insert a short signature in the Signature: field. UBBC characters are allowed, enabling you to use formatting to create a unique and attractive "sig". Your signature will appear at the bottom of every forum post you create or reply to.

Language Selection - Your site administrator may have made multiple languages available on the site. If this is the case, you will see a Language: field.

To choose your preferred language, click the down-arrow and select which language you'd like the site to appear in. Please note that this will only affect the navigational and informational aspects of the site, and not the content that administrators, members or guests have typed in the articles, forums, links, downloads or poll sections.

Personalizing Your Experience - Some site administrators provide multiple "Themes" so that you can alter the site's appearance to your own liking. If a Theme: field appears in your profile area, click the down-arrow and choose a theme from the available selections.

You may also choose a picture, or "avatar", to represent you visually in the forums. Click one time on the names of the available pictures in the Picture: field. Allow time for the picture to display to the right of the list.

If none of the available pictures are to your liking, you may designate an image of your own by clicking once in the check box under "Use your own picture". Next to the check box, type the full URL to the image file you'd like to use. Make sure the URL begins with http:// and points to a valid .gif or .jpg file. Also note that the image will be resized according to site standards.

Member Options

New IM Popups -Click the check box on or off to indicate if you'd like a visual notification that you have a new instant message.

Show Information Block - Click the check box on or off to indicate if you'd like the information block to appear on the home page. Note: Some site administrators may have disabled this option.

Banner Ads Display - Click the check box on or off to indicate if you'd like to see the site sponsors' Banner Ads. Please remember that it is by sponsor support that the site administrator is able to make this community available to its members. Note: Some site administrators may have disabled this option.

Welcome Message - Click the check box on or off to enable the site's Welcome Message that appears on the home page above the Articles summaries. Site administrators often use this Welcome Message to provide updates, news and information about the site. Note: Some site administrators may have disabled this option.

Forum/Articles Legend - Click the check box on or off to view or disable the Formatting and UBBC Code legends that appear beneath the composition areas when writing articles or forum posts.

Don't forget to click the Edit Profile button at the bottom of the page to save any changes you have made to your profile.

You may also opt in or out of the Site Newsletter from your profile page. Scroll to the bottom of the page and click the circle next to Subscribe or Unsubscribe, as you wish, and confirm that the listed email address is where you'd like the Newsletters to be sent. Click the Modify button to save your Newsletter preferences.

Recommend Us

If you have friends or colleagues that you feel would benefit from knowing about our site, please feel free to use the Recommend feature. You can find the link that says "Recommend" at the bottom of every page on the site. Click the Recommend link to be taken to the composition screen.

Your name and email address are automatically entered into the Recommend form. If your friend or colleague won't recognize your "member name", or if you use another email address when corresponding with this person, you can change either or both so that the Recommendation email will be more readily acknowledged as coming from you.

In the third field on the form, enter your friend's name. In the fourth field, type in your friend's email address. This will be the address to which the Recommendation email will be sent. In the text area, type a short message to your friend, telling him or her about our site in your own words.

Please note that we will add a short statement to the message, giving your "member name" as the sender. This cannot be changed and is used by us for tracking purposes, should a recipient of an email from our site want to report it as SPAM.

Since you must be a member to use the Recommend feature, we will be able to track those who choose to send unsolicited email from our site. Needless to say, your membership would be in jeopardy if you are repeatedly reported as spamming. It is imperative that you send a Recommendation only to people who correspond with you via email on a regular basis.

Using the Search Function

Using the Search feature can speed up your quest for answers or information. The WebAPP search feature examines all the forum posts and articles that have been published on the site. Clicking into Advanced Search enables you to also search the Links and Downloads.

The biggest part of learning to use any search utility is knowing what word or phrase to search for. It helps to know that if you enter more than one word in the search box, the utility treats those words as a phrase. So if you search for the words "not authorized" (without the quotes), the search utility will scour the site for all articles and forum posts that contain those two words together.

Want to see what words or phrases other people have been searching for? When you're in the Advanced Search screen, click on Recent Searches. You'll get a list of the last five searches that were done on the site. Next to these hyper-linked search listings, you'll see a number in parenthesis. That number indicates how many results were returned on that particular search term.

You can click the search term to see the results, if you like. Sometimes the best way to learn how to use a tool is by following great examples. The Recent Search link could be very helpful to those who are unfamiliar with using a search utility.

Topics Section

The topics, or articles, that appear on the front page may not appear in their entirety. To read the full article, click the "More" link at the bottom of that article's summary. Next to the "More" link, a count is kept of the number of comments that members have made concerning that specific article. Your site administrator may or may not have enabled you to leave comments about an article.

Additionally, you may print or email the article by clicking the "Print" icon or the "Email" icon at the bottom left of the article summary on the home page, or the bottom left of the full article after clicking the "More" link. Next to the print and email icons, the number of times an article has been read appears in parenthesis.

Writing Articles

Your site administrator may allow you to write and submit articles for publication. If so, you will see a link in the menu that says "Write Article". Providing the site administrator accepts and publishes your article, it will appear on the Home page until it is cycled off by the publication of newer articles.

You may quote articles written by other authors, provided you quote and link to your source(s) and give the original author(s) full credit. Claiming another author's work as your own constitutes plagiarism, which is punishable by law. You alone will be held accountable for the content of your article.

In the Write Article screen, your name and email address appear first. These identifiers are not editable, however your site administrator may have enabled a privacy feature, which will protect your actual email address from appearing on the article when it is published.

If you are uncertain whether the privacy function is in force on the site, you can click into the Memberlist and determine whether members' email addresses are viewable or not. If members' email addresses aren't viewable, the privacy feature is fully functional.

The next element of composing an article is the Category under which it will be published. Click the down-arrow next to the "Category" field to view the entire list of available categories. Select the one that is best suited to convey the tone and content of your article.

In the "Subject:" field, give your article an appropriate "Headline", remembering to keep it short and compelling. A good Headline will grab a visitor's attention and make them want to learn more about the subject matter.

Finally, enter the actual text of the article. If your site administrator has enabled you to do so, make full use of UBBC Tags and Smilies to enrich the article and make it visually appealing and easy to read.

If you don't see the UBBC and Smilies legend under the Text box in this screen, you may be able to activate it by going into the Edit Profile screen and clicking a check-mark in the box that reads "Forum/Articles Legend". This option will appear at the bottom of your Profile screen if the site

administrator has made the use of UBBC Tags and Smilies available. Make sure to click the Edit Profile button to save your change(s).

If you don't see this option at the bottom of your Profile screen, your site administrator has disabled the use of UBBC tags in articles and forum posts. However, if the UBBC Tags and Smilies are available to you, it's worthwhile to learn how to use them. It's fun and easy. You can access a help file for UBBC tags [HERE](#), and a help file for using Smilies [HERE](#).

When you are satisfied with the content of your article, click the Send Message button at the bottom of the screen. The person responsible for the site's topics will review your article and may edit spelling, grammar, punctuation or certain words to make the article suitable for the site's intended audience. By submitting an article for publication, you agree to allow it to be edited in this way by the site's publisher.

If your article is accepted for publication, it will appear on the Home page of the site until enough new articles are published to cycle it off the page. However, it will still be viewable and searchable by members until the site administrator archives it permanently.

HELPFUL HINT: It may be easier for you to enter the content of your article in a text editor such as Notepad prior to putting it into the Text box area in the Write Article screen. Using this method, you can comfortably check spelling, punctuation, and links to sources and authors quoted. If you take this approach, just copy and paste the finished article into the Text box area of the Write Article screen.

Using UBBC

When you're writing an article or posting a comment in the forum, there may be buttons at the bottom of the composition area. These buttons allow you to format your message with some attractive accents. The tags used to create these formatting effects are called UBBC (Universal Bulletin Board Code).

All UBBC tags and smilies are just bracketed letters or words that make your posts or articles "pretty". If you want a word to stand out, before you type the word, type a bracket [then the letter b and then a closing bracket]. Now type the word you want to be bold.

After typing the word(s) you want to stand out, close the tag. Type a bracket [then a forward slash (on the question mark key, unshifted) like this / and a closed bracket] . Then continue typing your text.

Alternately, you can just click the B button... but be warned... the code for that button will be placed at the very end of your message, not wherever your cursor is blinking. You'll soon come to prefer typing the codes rather than clicking their icons, if you're like most people. It's easy to remember the codes. "i" means Italics. "U" means underline... and so on.

You can center your text, or right align it. You can put in an email address that is hyper-linked, as well. The rule to using UBBC Codes is that anything you open, you close again. So, for every bracketed item, you have to close with a bracketed "slash" item.

The following is a list of the UBBC Code tags and what effects they'll produce. Both the open and close tag for each formatting feature is included in these examples.

<code>[b][b]</code>	Bold Text.
<code>[i][i]</code>	Italic Text.
<code>[u][u]</code>	Underline Text.
<code>[sub][sub]</code>	Subscript.
<code>[sup][sup]</code>	Superscript.
<code>[strike][strike]</code>	Strikethrough.
<code>[pre][pre]</code>	Preformatted Text.
<code>[url][url]</code>	Add a URL Link.
<code>[left][left]</code>	Align Left.
<code>[center][center]</code>	Center Text.
<code>[right][right]</code>	Align Right.
<code>[img][img]</code>	Add an Image.
<code>[email][email]</code>	Add an E-Mail Link.
<code>[code][code]</code>	Display CGI or Perl Code.
<code>[quote][quote]</code>	Add Quote.
<code>[list][*][list]</code>	Make a List. Any text with a bracketed asterisk will be a bullet point. To add more bulleted items, just add more bracketed asterisks, like this [*]
<code>[color=][color]</code>	Change the color of the text. Type in the word for the color you want to use after the equal sign in the first tag. For example, <code>[color=red]</code> , <code>[color=blue]</code> , etc.

You can use multiple tags to create various effects. Just remember to close all your tags in reverse order when you're done with them! For example, to make the phrase "I love this place" bold, italics, underlined and red, the code would look like this: (Remember... tags are always closed in the opposite order in which they were opened...)

`[b][i][u][color=red]I love this place[/color][u][i][b]`

Who's Online?

To view a list of members who are currently accessing the site, locate the "Who's Online?" block on the left column of your screen. Beneath that block, the first line informs you that you are logged in as "yourname". Directly underneath that line is another that says "You have X message(s)." where X is the number of messages awaiting you. The third line in the block indicates that X number of guests and X number of members are currently online.

Click the number next to "member(s) online". The members' names that appear in the list are hyper-linked. If you click on one of the names in the list, you'll be taken directly to an Instant Message composition screen. Just enter a Subject and the message you'd like to send, and then click the "Send Message" button underneath the text area.