International Association of Penturners

IAP Site Usage FAQ

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1 IAP Bulletin Board

1.1 Q - What is a Bulletin Board?

A = A Bulletin Board is an online *Discussion Site*. It's sometimes also called a Board, **Site** or occasionally called an Online Forum. It may contain several categories, consisting of threads, and individual posts.

1.2 Q - How is this Site Structured?

A = This SItecontains various forum categories, which may themselves contain forums (more specific subject areas) These forums, contain threads (conversations on a topic) which are made up of individual posts (where a member responds to a thread).

1.3 Q - How do I Contact the Main Administrator of the IAP Site?

A = The standard link is Here.

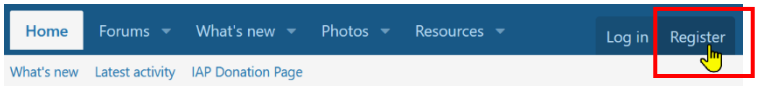
2 Registration

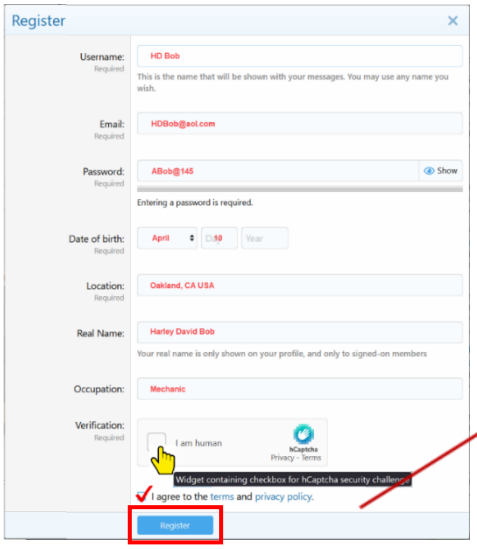
2.1 Q - How do I Gain Access to the IAP Site?

A = You must register. The Site Administrator requires that you to register to use all the features of the Site. Registering gives you an identity on the Site, a fixed member name on all messages that you post and an online public profile. Registration is free and offers an extended range of features, including posting new threads, replying to other members threads, editing your posts, receiving notification of replies to posts and threads, sending conversations to other members, creating albums of images, adding events to the Site calendar, setting up a **'Following list'** to see which of your friends are online.

2.2 Q - How do I Register on the IAP Site?

A = You register by clicking on the '**Register**' Icon near the top right-hand end of the upper **Main Menu Bar**.





You will be asked to choose a '**Username**' (Member Name), enter a valid '**Email**' address and '**Password**'. Your email is used by the Site Administrator only! In addition, there will be some other fields to which you will be invited to respond. Some will be mandatory while others are optional. The Register form will appear as shown on the left, fill in all the fields. (e.g.) displayed as RED text.

Note: Entering your Email address will not leave you open to 'spam', as it hidden from all Site members and web Robots. You can provide it to member in a private '**Conversation**' and allow registered members to contact you via email. The system won't display your email address to anyone. *Do not add your email address to your 'Signature' file.*

After completing the hCaptcha challenge, Select the 'Register' icon you'll see the response below.

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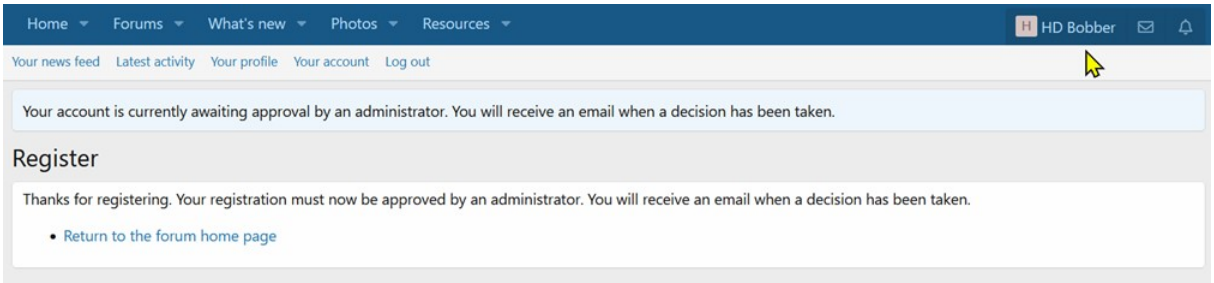

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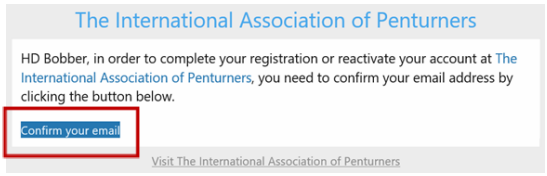
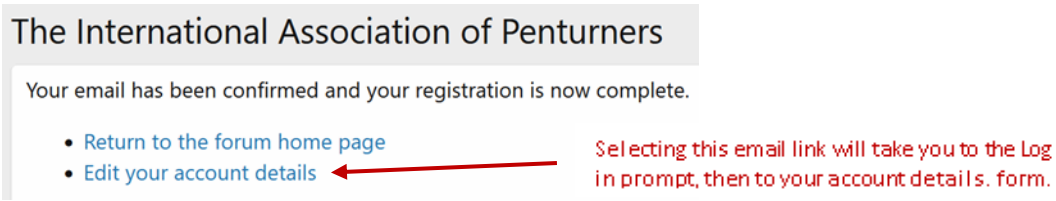
First, soon you'll receive a registration email from the IAP Site Administrator. Select, '**Confirm your email'**.



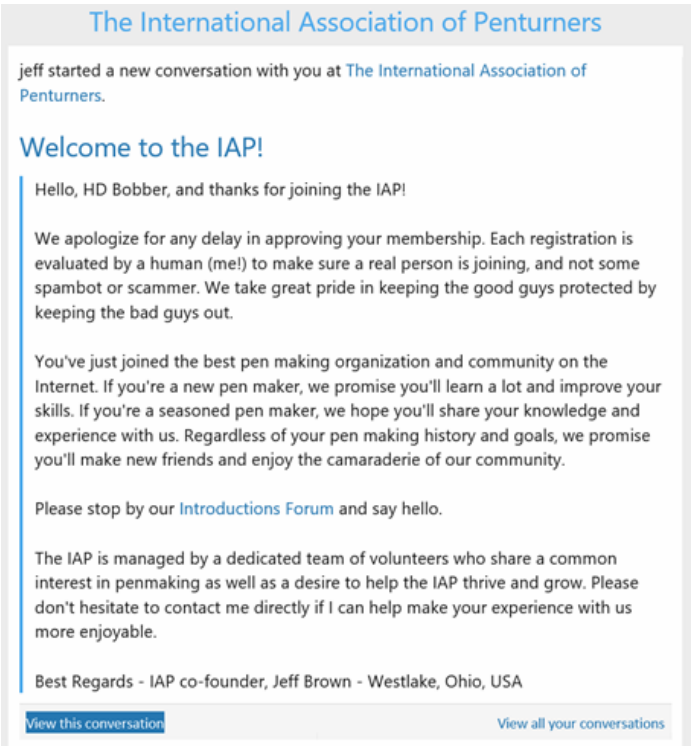
Once this is complete you will be fully registered.

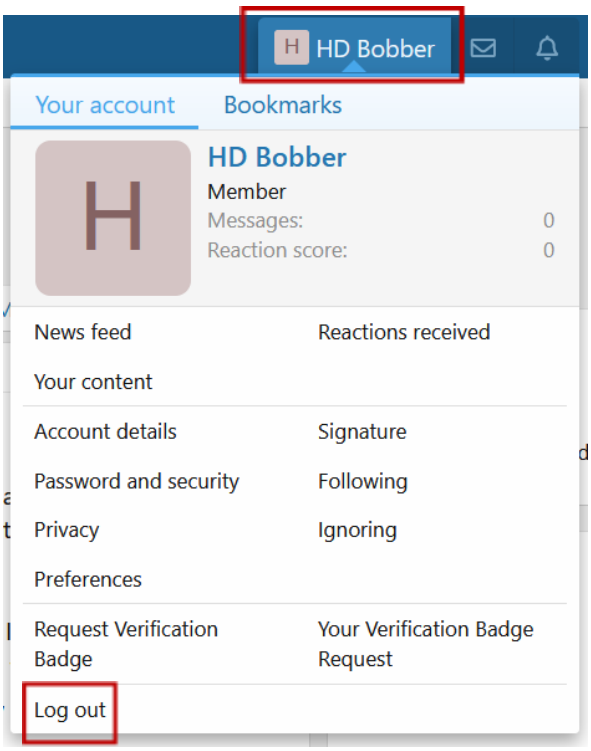
Note: Until you confirm your account, you will not be able to post to this Site. Instead, you will be shown a notice that '**Your account is currently awaiting confirmation**'. If you need to have another Account Confirmation email sent to you, there is also a '**Resend Confirmation email**' link in the notice. This will be sent to the email address currently entered in your profile.

Next, you'll receive an email Reply from the IAP Site Administrator confirming your registration.



Finally, you'll receive an email "Welcome to the IAP".





If you are Logged in, click your member name icon near the upper right-hand of the Main Menu Bar and select, '**Log out**'.

2.3 Q - Can I Change my Member Name (Username)?

A = You will see is the '**Change**' button next to your member name in your **'Account details'**. This has never advertised that member name changes are possible, but the Site Administrator has done them manually upon request. Now you can do it yourself with a few clicks.

- You can change your member name no more than once every 365 days.
- Your old member name will be displayed next to your new one everywhere for 30 days.
- Member name changes must be approved by the Site Administrator or a Moderator before they take effect.

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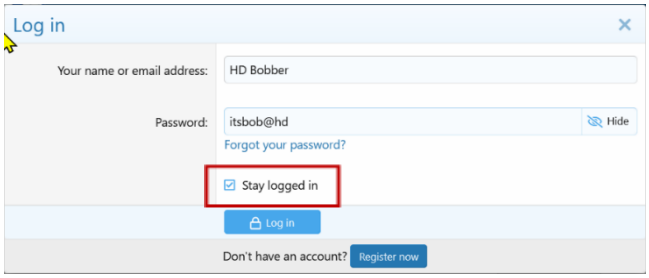
3 Log in

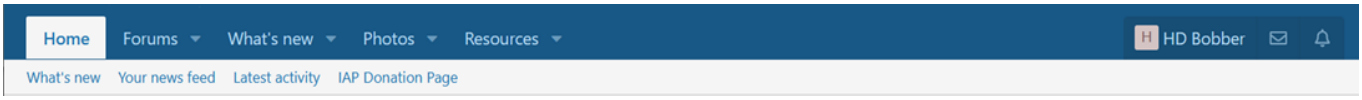
3.1 Q - How do I Log In to my Account?

A = Use the '**Log in**' Log in icon near the right-hand side of the Main Menu Bar. Each time you '**Log in**' to your account, the form below will be displayed. Fill in the '**Name**' and '**Password**' fields, and '**Log in**'.

By Checking '**Stay logged in**', in the future, you will automatically be logged in without the '**Log in**' prompt.



As a registered member you'll now see the '**Main Menu Bar**' with full access, without advertising on this Site.



4 Login and Registration Issues

4.1 Q - Why Can't I Register?

A = First, ensure your member name (username) and password are correct. The Site Administrator could have also banned your IP address or disallowed the member name (username) you are attempting to register. Contact the Site Administrator for assistance.

4.2 Q - I Registered but Cannot Log In!

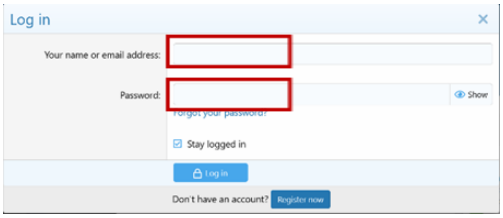
A = First, check your member name (username) and password. If they are correct, then one of two things may have happened. This Site will require new registrations to be activated, by the Site Administrator before you can log in, using the information provided during registration. If you were sent an email, follow the instructions. If you did not receive an email, you may have provided an incorrect email address, or your email client may have been picked up by a spam filter. If you are sure the email address you provided is correct, contact the Site Administrator .

4.3 Q - I Registered in the past but Cannot Log In Anymore!

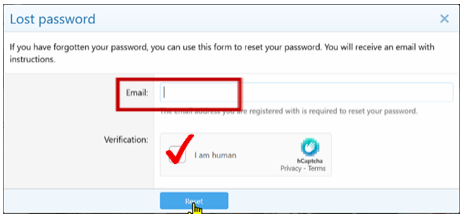
A = It is possible the Site Administrator has deactivated or deleted your account for some reason. Administrators periodically remove inactive members who have not posted for a long time to reduce the size of the database. If this has happened, try registering again and being more involved in discussions. To restore your information, contact the Site Administrator .

4.4 Q – I Forgot my Password!

A = Don't panic! While your password cannot be retrieved, it can easily be reset. Select '**Log in**' from the Main Menu Bar, enter your '**Name**' or '**Email address**' and click '**Forgot your password**' link.



Follow the instructions on the '**Lost password**' popup. You should then be able to log in. However, if you are not able to reset your password, contact the Site Administrator .



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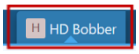
5 Log out

5.1 Q - Why do I get Logged Off from this Site Automatically?

A = If you do not check the '**Stay Logged In**' box when you log in, the Site will only keep you logged in for a preset time. This prevents misuse of your account by anyone else. To stay logged in, check the '**Stay Logged In**' box during log in. This is not recommended if you access the Site from a shared computer.

5.2 Q - How do I Log out of this Site?

A = If you are Logged in, and done with your session, click your Member Name (Username) 

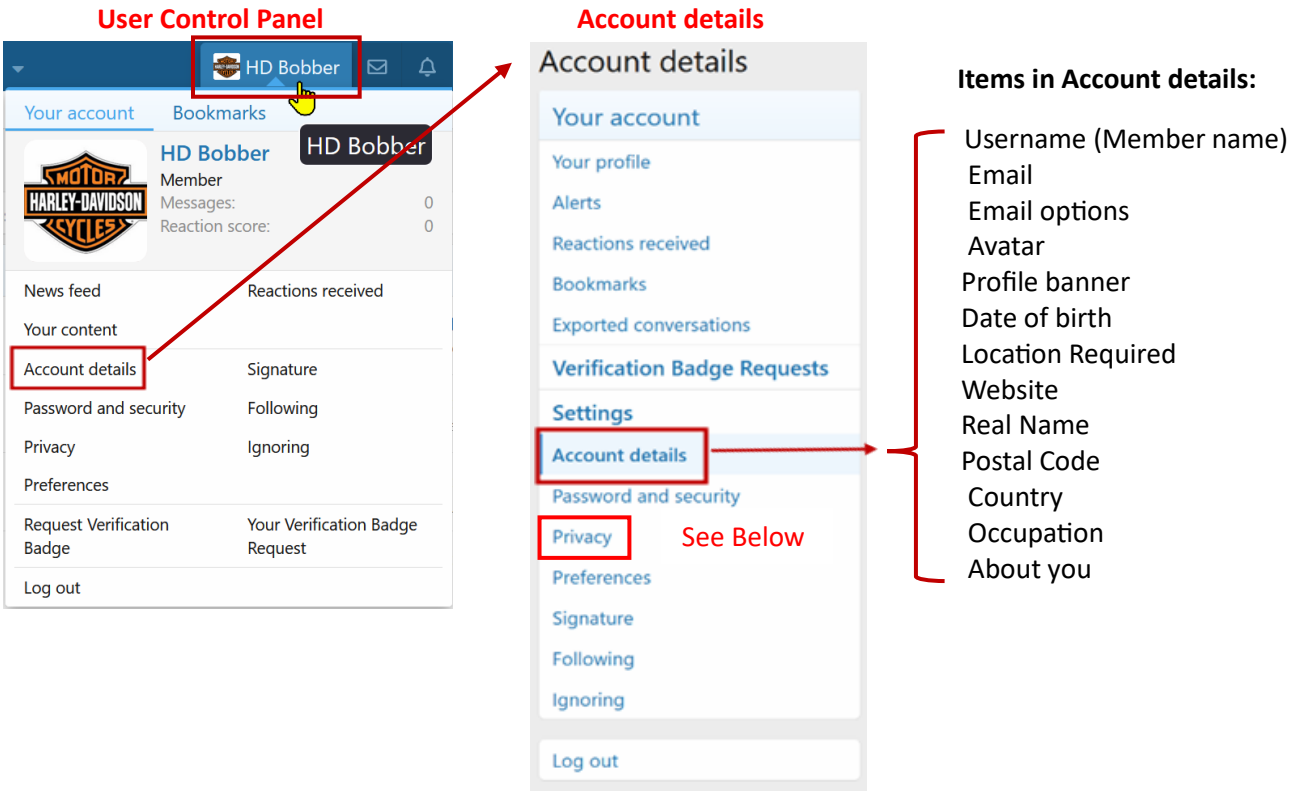
icon near the right-hand side of the Main Menu Bar and select, '**Log out**'.

6 User Control Panel (User CP)

6.1 Q - Where do I View my Account Details?

A = If you are logged in with your member name and password correctly.
We'll call this the members '[User Control Panel]'.

Within this '**User CP**' you can View/Set: Your Profile, Alerts, Reactions Received, Bookmarks, Exported Conversations, Account Details, Password and Security, Privacy, Preferences, Signature, Following and Ignoring Details. Let's begin by setting and reviewing your '**Account details**'.



6.2 Q – How do I Set Account Details?

A = As a registered member, you can change your account information using the '**User Control Panel**'.

Clicking on your member name (username) icon in the upper right corner of the Main Menu Bar on any page of this site, will pop up the '**User CP**'. For basic Account details, click on the '**Account details**' option in the '**User CP**'. This popup allows you to set several required and optional details, some of which will be displayed on your public profile. With the exception of your '**Email address**', Do not enter information that you do not wish to be publicly viewable.

The Account details contains many useful links. This is where you control some personal settings as shown above. There are more options on this '**User CP**' popup to view; Your Profile, Alerts received, your News feed, your content, Reactions received, your Bookmarks and Exported conversations. The '**User CP**' main page will list any new notifications, including new private messages and pending friend requests.

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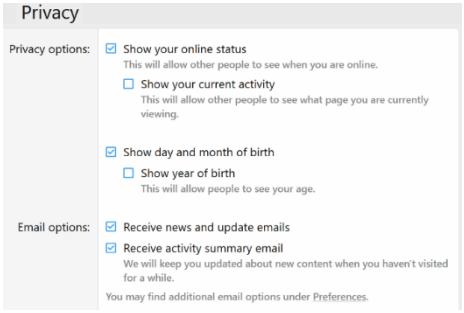
6.3 Q - How do I Set or Change my Password?

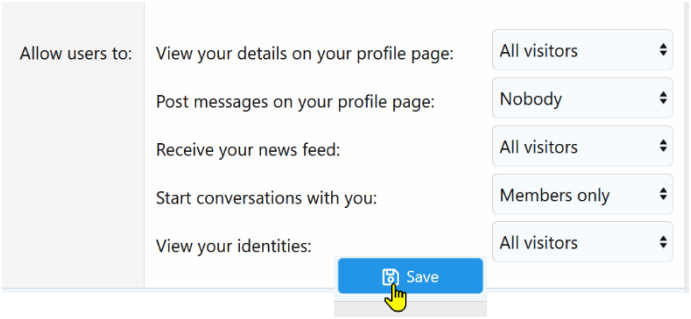
A = You can access this from your '**Account details**' menu. Select '**Password and security**'. Enter Your existing and New password and '**Save**'.

6.4 Q - How do I Set my Privacy Settings?

A = Please take time to explore the **Privacy and Preferences** in detail. There are many important options available.

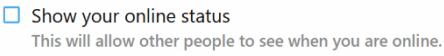
This is where you set items that control what other members may see or interact with you. Here you can determine if others can view your online status. If and what to display regarding your birthdate. Whether you want to receive summaries of news and updates. Who can view your details on your profile page, post messages there, receive your news feed, start conversations with you and view your identities. Once you have reviewed all these privacy settings, select '**Save**'. Top Half of form Bottom Half of form



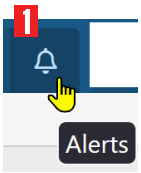


6.5 Q - How do I Prevent my Member Name from appearing in the online Member listings?

A = Click on your member name at the right side of the Main Menu Bar and '**Your account**' will display a drop down. Select the option '**Privacy**'. Uncheck the '**Show your online status**' option and you will only appear to the Administrators, Moderators, and yourself. You will be counted as a hidden member.



6.6 Q - Setting Your Preferences for Alerts (Notifications)?



A = These are set in your '**User CP**' under '**Preferences**'. When you have logged into the Site, a number may be displayed above the '**Alert**' icon (Bell Shaped) at the right-hand side of the Main Menu bar. By clicking on the '**Alert**' icon, you will be able to quickly see how many of each type you have received. Clicking on any of the links in the menu will take you to the relevant page within the '**User CP**' or elsewhere in the system. You can set in your '**Preferences**' to receive any of the following:

- Posts in a watched forum
- Replies to a watched thread
- Quotes your message
- Mentions you in a message
- Reacts to your message
- Adds a new media item to a watched album or category
- Mentions you in a media item description
- Reacts to your media item
- Gives you permission to view a personal album
- Gives you permission to add media to a personal album
- Mentions you in an album description
- Reacts to your album
- Comments on a watched media item or album
- Quotes your media or album comment
- Mentions you in a media or album comment
- Reacts to your media or album comment
- Rates your media item or album
- Updates a watched resource
- Mentions you in a resource
- Reacts to your resource
- Reviews your resource
- Replies to your resource review
- RSVPs to your event
- Invites you to an event
- RSVP reminder
- Posts on your profile
- Mentions you in a profile post or comment
- Reacts to your profile post
- Comments on your profile or status
- Comments on your profile posts for other members
- Also comments on a profile post
- Reacts to your profile post comment
- Invites people to your conversation
- Reacts to your message in a conversation
- Starts following you

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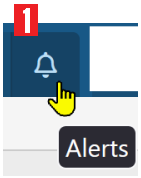
6.7 Q - How do I Manage Alerts?



A = Your '**Alerts**' icon is on the right-hand side of the Main Menu Bar. You'll find updates on recent activity from forums and threads you're tracking. If you have any Alerts, you'll see a number near the Alerts icon. Click this icon on any page to see recent alerts.

6.8 Q - What are Signatures?

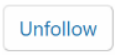
A = '**Signatures**' contain information that you may want to include at the bottom of all your posts. This might include images, links to your site(s), quotes, etc. To add a signature to a post you must first create one via your User CP. Select '**Signature**' to create one, then '**Save**' the signature.

6.9 Q - What are the Follow and Ignore Lists?

A = You can use these lists to organize other members of the Site. Members added to your '**Following**' list will be listed within your '**User CP**' for quick access to see their online status and to send them private messages. If you add a member to your '**Ignoring**' list, any posts they make will be hidden by default.

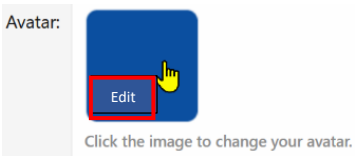
6.10 Q - How can I Add or Remove Members on my Follow or Ignore List?

A = You can add memberss to your list in two ways. You can hover over the members name on any forum and from the pop up select '**Follow**' or

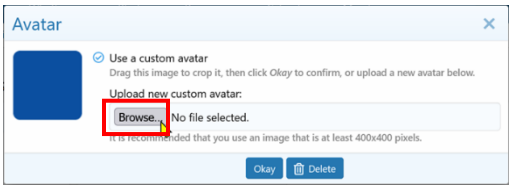
'**Ignore**' icon from the drop down. Alternatively, from your '**User CP**', may also remove members from your '**Follow**' list by selecting the '**Unfollow**' icon on the right of their name. If you add a member to your '**Ignoring**' list, any posts they make will be hidden by 

default.

6.11 Q - What are Avatars?



A = Avatars are small images that people use to identify or distinguish themselves to other Site members. The image shown next to your forum posts is called an avatar. Avatars are central to the way



a Bulletin Board works, so if yours is blank, please replace it with a custom avatar image. To do this, go to the '**User CP**', '**Account details**' and click the '**Avatar**' image. To Upload a image from your computer to serve as your avatar, from the pop-up file manager, select an image and click '**Open**'. You can also hover over the avatar on you Profile page, select the '**Edit**' icon, '**Browse**' on the pop-up, from the file manager, select an image and click '**Open**'. You can change this as often as you like. It's recommended that you use a square image that is at least 400x400 pixels. The avatar will be displayed as part of your Profile page.

6.12 Q - What is a Profile Banner?

A = Profile Pictures are images that members place in their '**Profile banner**' and will display on their public member profile. This image will display above your member profile. To upload a profile picture, click on '**Profile banner**' in the '**Account details**' settings. These images span the width of the profile window and may block other displayed information.

7 Members Additional settings

7.1 Q - Can I Change the Styling/Colors of this Site?

A = You can change the Styling (colors) of this Site by using the '**Style chooser**' in the bottom left of the page. This lets you choose a different color scheme or appearance of the Site. Choose your color scheme for the Site by selecting the '**IAP light**' Icon at the lower left of the page.

This will display the list of 6 Styles to choose from. Select each and try them out.

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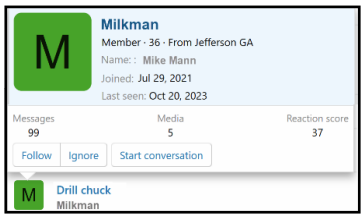
7.2 Q - What is the Profile Page?

A = There are several ways to view a members profile. Every member has 2 publicly viewable Profile pages. The simplified basic Profile page can be viewed when hovering over their name or avatar.



But, if you click on either item, you will see the complete Profile page. This page includes information provided by the member, either during the registration process or later via the '**User CP**'. It also includes statistical information, such as providing links to view the members 'Profile posts', 'Latest activity', 'Postings', 'Media', 'Albums', 'Resources', 'About' and their 'Joined date'.

You can also access all members from this link Members profile pages. This page displays a listing of all registered members. You can quickly click through to public member profiles. or

7.3 Q - Can I Customize my Profile Page?

A = You can edit some information of your public Profile page via the '**Account details**' and the '**Privacy**' sections within the '**User CP**'.

7.4 Q - The Site times are Not Correct!

A = It is possible the time displayed is from a Time zone different from the one you are in. If this is the case, visit your '**User CP**', '**Preferences**' and change your Time zone to match your area, e.g., London, Paris, New York, Sydney, etc. Please note that changing the Time zone, like most settings, can only be done by registered members. If you are not registered, this is a good time to register.

7.5 Q - I Changed the Time Zone and the Time is Still Wrong!

A = If you are sure, you have set the time zone correctly and the time is still incorrect, then the time stored on the server clock is incorrect. Please notify the Site Administrator to correct the problem.

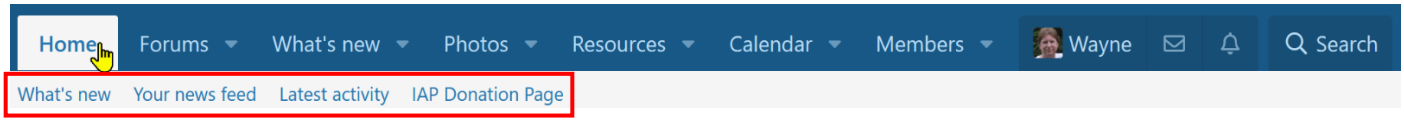
7.6 Q - My language is not in the list!

A = Either the Administrator has not installed your language, or no one has translated this Site into your language. Try asking the Site Administrator if they can install the language pack you need.

8 Home Page

8.1 Q - What is the Main Menu Bar?

A = The **Main Menu Bar** is persistent and is located at the top of every page. It provides tabs with links and also offers the option to select the drop downs displayed in next question below, to help you move around the Site. The **Main Menu Bar** Tabs are 'Home,' 'Forums', 'What's New', 'Photos', 'Resources', 'Calendar', 'Members', 'Log in', 'Conversations', 'Alerts' and 'Search'. Selecting a tab will take you to the tabs page. Each tab displays a row of link options below the highlighted tab when the tab is clicked.



8.2 Q - How do I Navigate this Sites Menus?

A - Each **Main Menu Bar** Tab also has a dropdown menu as shown below. You can select a tabs dropdown menu as shown on the right, to view and choose from it as well as shown below. Depending on the width of your display, the Menu Tabs may be automatically placed into a dropdown menu indicated by three horizontal lines.

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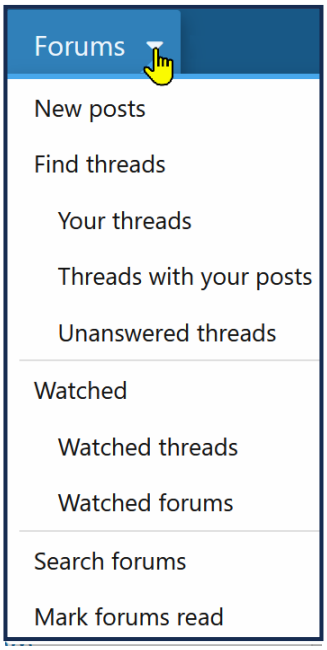
Home Menu Tab: Takes you back to the Home Page.

What's new: Takes you to the Latest Posts and Resources contents.

Your news feed: Takes you to Your news feed of those members that you Follow.

Latest activity: Takes you to the What's new tab, Latest activity of most Recent posts.

IAP Donation Page: Takes you to the IAP Donation page.



Forums Menu Tab: Takes you to the complete Forums list.

New posts: Finds all the Latest Posts only.

Find Threads: Finds all threads Started by you.

Your threads: Finds all threads Started by you.

Threads with your posts: Finds threads that You have posted to.

Unanswered threads: Finds all threads with No replies at this time.

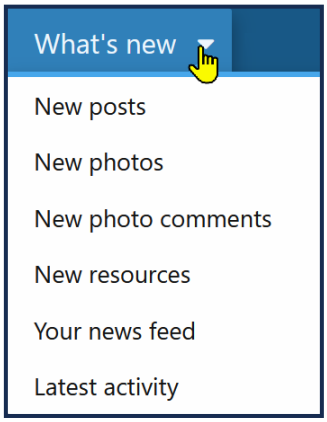
Watched: Finds a list of Threads & Posts of members that you're watching.

Watched threads: Finds a list of Threads & Posts of members that you're watching.

Watched forums: Finds a list of Forums that you're watching.

Search forums: Takes you to a Search treads form.

Mark forums read: Prompts/Warns you, Do you want to mark **ALL** forums as read.



What's new Menu Tab: Takes you to the Latest Posts and Resources.

New posts: Takes you to the Latest Posts only.

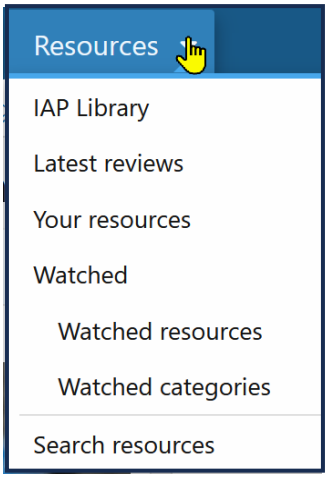
New photos: Takes you to New photos/media included in threads or albums.

New photo comments: Takes you to a New photos/media list of comments.

New resources: Takes you to a list of the most recent uploaded resources/tutorials.

Your news feed: Takes you to Your news feed of those members that you Follow.

Latest activity: Takes you to the most Recent posts.



Resources Menu Tab: Takes you to an Alphabetical listing of all resources/tutorials.

IAP Library: Takes you to the Library Menu of resources/tutorials.

Latest reviews: Takes you to a list of Reviews posted for resources/tutorials.

Your resources: A list of resources, based on who uploaded them to the library.

Watched: Takes you to a list of Resources that you are watching.

Watched resources: Takes you to a list of Resources that you are watching.

Watched categories: Takes you to a list of Categories that you are watching.

Search resources: Takes you to Search resources form.

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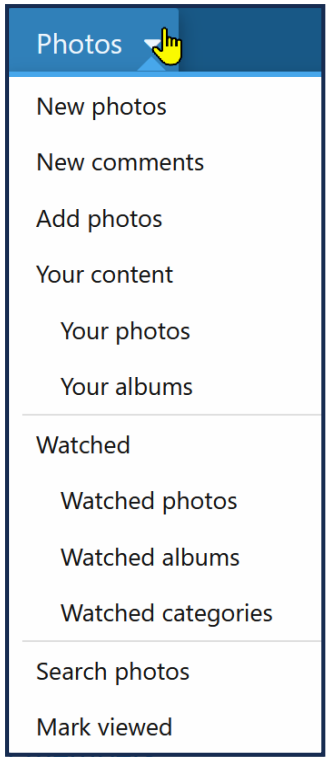


Photos Menu Tab: Takes you to a listing of Member Albums.

New photos: Takes you to a list of New photos/media that have been uploaded.

New comments: Takes you to list of New photos/media comments.

Add photos: Prompts you where you want to Add New photos/media.

Your content: Takes you to a list of photos/media/albums that you have uploaded.

Your photos: Takes you to a list of your photos/media that you have uploaded.

Your albums: Takes you to a list of your albums that you have created.

Watched: Takes you to a list of photos/media that you have uploaded or watching.

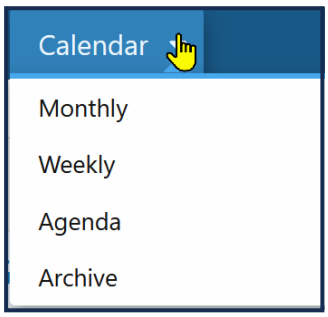
Watched photos: A list of photos/media that you have uploaded or watching.

Watched albums: A list of Albums you have Uploaded or are watching of members.

Watched categories: Finds a list of media/photo Categories that you're watching.

Search photos: Searches for photos/media that exist anywhere on the Site.

Mark viewed: Prompts/Warns you, Do you want to mark **ALL** photos/media as viewed.



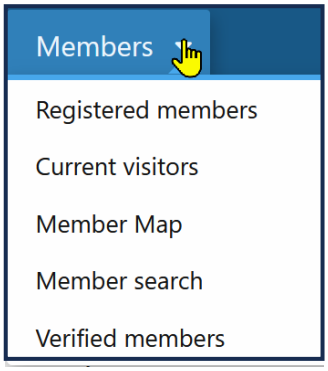
Calendar Menu Tab: Takes you to the calendar as last selected by you.

Monthly: Takes you to the calendar displayed in Monthly form.

Weekly: Takes you to the calendar displayed in Weekly form

Agenda: Takes you to the calendar displaying Upcoming events.

Archive: Takes you to the calendar displaying Past events.



Members Menu Tab: Takes you to an Overview of all Registered members.

Registered members: Takes you to the list of all Registers members, A-Z.

Current visitors: Takes you to a list of the Current online visitors or Robots.

Member map: Takes you to a Google Map which displays member locations.

Member search: Takes you to a Member search form.

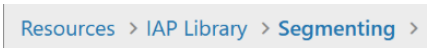
Verified members: Takes you to the Forums tab of the Verified Members.

8.3 Q - What is Displayed on the IAP Home Page?

A = On the Home page you'll see sections that displays information of the forum at the moment. You'll see the **Main Menu Bar** and the headings 'General Announcements', 'Recent Threads', 'Recent Marketplace Threads', 'Start New Thread', 'Upcoming Events', 'Staff Online', 'Members & guests online', 'Latest posts', 'Forum Statistics', and 'Todays Birthdays'. By selecting most of the headings on the Home page except for 'Forum Statistics' and 'Todays Birthdays they will update to include more items. *See below in Section 15: **What are Multi-page views?***

8.4 Q - What is a Breadcrumb?

A = The '**Breadcrumb**' list is located at the top left side below the **Main Menu Bar** tab options, it displays where you are now. The breadcrumb. are links that can take you back part of the way or all the way back to the homepage. By selecting IAP Library on the breadcrumb, you would be taken back to it.



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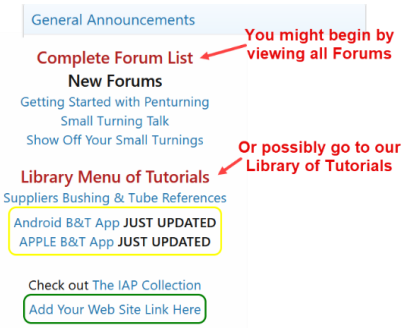
9 Let's Begin



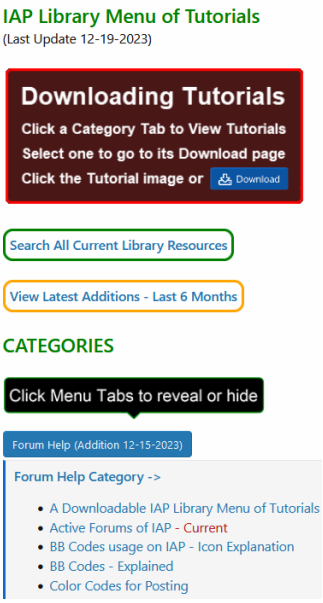
9.1 Q - I'm here, How should I begin Exploring?

A = After you have set all your '**Account details'**, the Home Page is an excellent starting point. On the Home page you'll see sections that display information of the forum at the moment. You'll see General Announcements, Recent Threads, Recent Marketplace Threads, Start New Thread, Upcoming Events, Staff online, Members & guests online, Latest posts, Forum Statistics, and Todays Birthdays. By selecting the headings above on the Home page they will expand to include more items. The 'Forum Statistics' and 'Todays Birthdays' do not expand.
*See below in Section 15: **What are Multi-page views?***

An additional quick start document for new members is located Here.

9.2 Q – Where is the List of all the Forums located?

A = Here's the list of all Forums.



9.3 Q – Is there a Library of Resources and Tutorials Created by Members?

A = Yes, here's the Library Menu. From the Library Menu, Click on one of the colored Category tabs. This drops down a list of Tutorials in that category. Click on one of the Tutorial titles. This will take you to the Tutorial description page. Then click on the image displayed or the '**Download**' icon to download the PDF.

9.4 Q – Is there a List of Members Locations?

A = Yes, check it out. Membership Map.

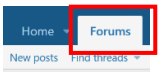
9.5 Q – As a New Member are there some Forums I should check out?

A = Here are some ideas. Introductions, Local Chapters of the IAP. If I had known this earlier... Build the Tips, Tricks, & FAQ Files.

10 Forums

10.1 Q - Is there a Quick way to View the Forums list?

A = The Sites Home page has a list of most recent forums, with basic statistics for each including the number of threads and posts, and which member posted the message. From the **Main Menu Bar**, you can select '**Forums**'. This will take you to the complete list of Forums.



10.2 Q - How do I Find my way around in the Forums?

A = When you click on a forum's name, you are taken to the most current list of threads it contains. A thread is a conversation between all members. Each thread starts out as a single post and grows as more individual posts are added by different members. Threads can contain polls.

10.3 Q - Why can't I Access a Forum?

A = Some forums may be limited to certain members or groups. To view, read, post, or perform another action you may need special permissions. Contact Site Administrator or Moderator to grant you access.

11 Using the Editor

11.1 Q - How do I Format my Threads and Posts?

A = When posting messages, you may wish to include some formatting such as bold text, italic text, and underlined text. Adding formatting to your post can be done in two ways.

- **Enhanced Editor** (Default) - Using clickable controls like those found in most word processors (WYSIWYG).
- **Standard BB code Editor** - Typing formatting commands in BB code, this is more like manual coding.

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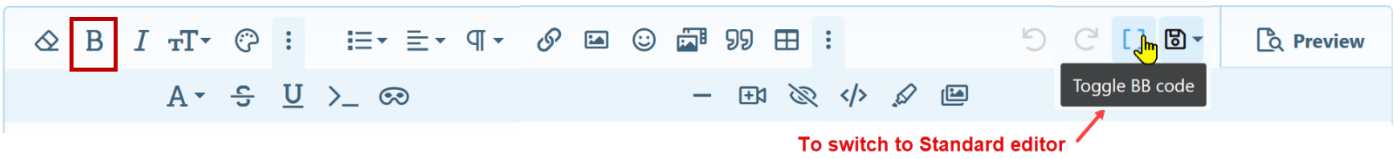
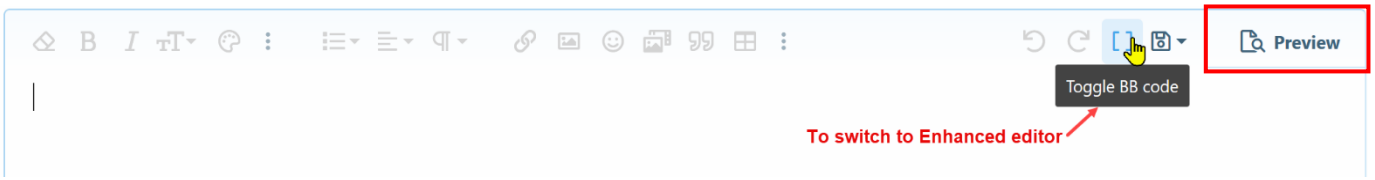
The **Enhanced Editor** (Default) has Clickable controls available as WYSIWYG (What You See Is What You Get). This will show your message as it will be displayed while you are typing and exactly match your post.



To use this, simply click an icon, for example the **B** (bold) icon and then type you will get bold text. Click the **B** icon again to stop using that formatting. You can also highlight text that you have already typed then click a formatting button to format existing text.

The **Standard BB code Editor** displays the BB code as manual coding when you enter it in your message. It will be processed and viewable when '**Preview**' is selected or displayed after a '**Save**'.



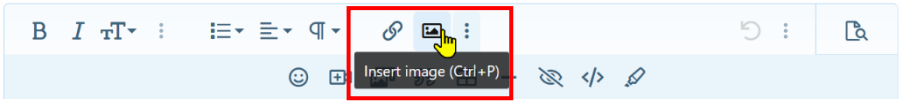
BB code is a special set of codes that can be used in posts to the Site. To see the full list of BB codes tags that can be used on this site and examples of their use. BB code tutorial

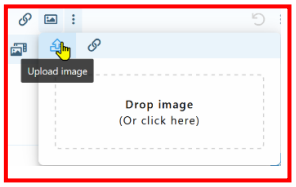
12 Thread or Post Attachments

12.1 Q - Can I Add Images to my Thread or Posts?

A = You can upload images in your post using the '**Attach files**' icon below the post window or by copy and paste. You don't need to manually upload an image anymore. You can paste directly from a screenshot or snipping tool in Windows (Grab in OS X), or you can drag and drop an image into the editor. It will automatically upload. If you want to upload a series of files, just click the '**Attach files**' icon below the post window and multi select them and then '**Save**' in your file explorer.

You can also select the '**Insert image**' icon from the '**Advanced Editor'** controls. This will pop-up a drop image box. Click on this box to open your File manager on your computer or drag an image on this box.

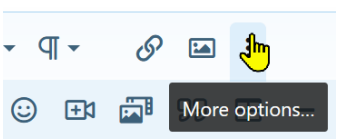


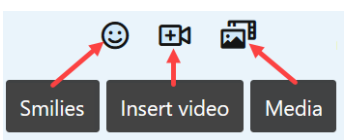


12.2 Q - How can I Add Other Media types to my Thread or Posts?

A = You can add Smilies, Videos, and other Media from other external sources. Select the '**More options**' icon 3 vertical dots, from the Advanced Editor controls. Selecting the '**Smilies**' control pops up a window that you can choose a Smilie. Selecting the '**Insert video**' control will pop-up a drop image box. Click on this box to open your File manager on your computer or drag a video on this box.

Selecting the '**Media**' control will pop-up a window, which you will need to enter the Media URL from the approved sites: Apple Music, Dailymotion, Facebook, Flickr, Giphy, Imgur, Instagram (Legacy), Liveleak, Metacafe, Pinterest, Reddit, SoundCloud, Spotify, TikTok, Tumblr, Twitch, Twitter, Vimeo, YouTube.





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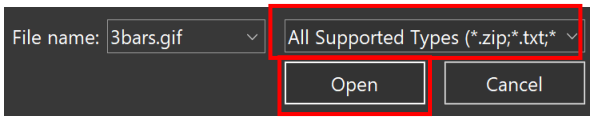
12.3 Q - What File Types and Sizes can I Attach or Upload to my Threads or Posts?

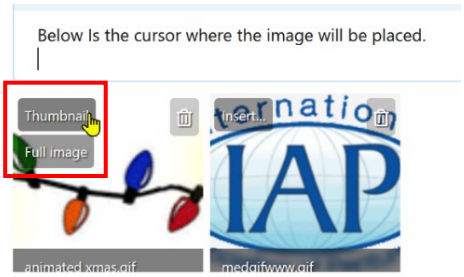
A = Allowed File Types and Sizes are listed Here. Files that are larger than these sizes will be Rejected.

To upload a file from your computer for a post or new thread, click the '**Attach files**' icon below the post window. You may need to locate the file or files by changing the file types displayed to '**All Supported Types**' in your file manager. Once you have selected your file, click the '**Open**' icon.



12.4 Q – How do I Place the Image in a Post?

A = After selecting the '**Attach file**' and '**Open**' icons, the image will be located below the post window. Click in the Post window where you want the image to be located. Select the image to insert (below the message window) and click to choose either '**Thumbnail**' or '**Full image'**. You will then see the image in the Post window. Don't forget to click on "**Post Reply**" to submit your post after you are finished writing it and inserting any images.

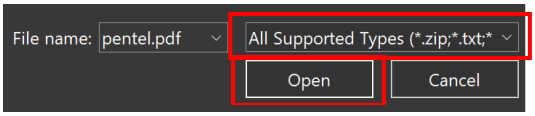


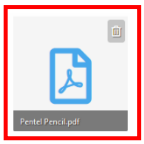
12.5 Q – How can I Attach an Image in my Post from Someone else's Post?

A = Hower over the image you want to copy. Right click your mouse and '**Copy Image Link**'. Paste this into your post. i.e., https://www.penturners.org/attachments/img_3472-jpg.364085/ Next add the BBcode for image as shown in red. **[img]**https://www.penturners.org/attachments/img_3472-jpg.364085/**[/img]** Select the '**Preview**' icon to view it, then select the '**Preview**' icon to turn off preview. Then '**Post reply**'.

12.6 Q - How do I Attach a File to a Post?

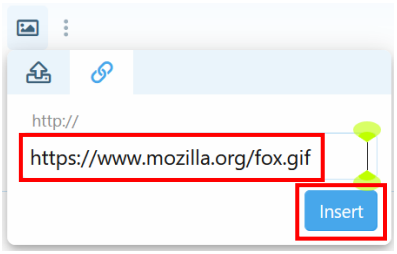
A = To upload a file from your computer, you can select the '**Insert Image**' Editor icon or click the '**Attach file**' icon below the post window. You may need to locate the file or files by changing the file types displayed to '**All Supported Types**' in your file manager. Once you have selected your file, click the '**Open**' icon. The '**File**' icon will be displayed below the message window. No additional steps are required to place it.





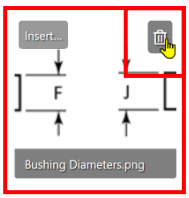
12.7 Q - How do I Add a Web Image to a Post?

A = You can include an image that is not uploaded as an attachment but is located on another website. By doing a right mouse click over the web image and '**Copy Image Link**', this copies the full URL to the image. Select the '**Insert image**' icon from the Editor. Select by '**URL**' tab and paste the full image link in the space supplied, ensuring that you do not have any spaces before or after the URL of the image then select '**Insert**' icon. You can also '**Drop image**' on the space provided. You can insert pictures from your albums in this way too.



12.8 Q - Deleting Images Attached to your Post?

A = To delete your images attached to your post, select '**Edit**' at the bottom of the post. Now scroll to the bottom of the post where the attachments are shown.



If you delete the images in the body of the post without using the Garbage can icon located on the upper right-hand corner of the images attached, then the images will remain attached at the bottom of your post. If the image does not have an attachment of the image, then you will need to delete it from the body of the message.

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12.9 Q - What are Sticky Threads?

A = '**Sticky**' threads are created by the Site Administrators or Moderators and remain at the top of the listing, even if they haven't had any posts recently. Their purpose is to keep important information visible and accessible at all times. As with announcements and global announcements, sticky topic permissions are granted by the Site Administrator.

12.10 Q - Why can't I add Attachments?

A = Attachment permissions are granted on a per forum, per group, or per member basis. The Site Administrator may not have allowed attachments to be added for the specific forum you are posting in, or perhaps only certain groups can post attachments. Contact the Site Administrator if you are unsure about why you are unable to add attachments.

13 Member Albums and Photos

13.1 Q - How do I Find all my images?

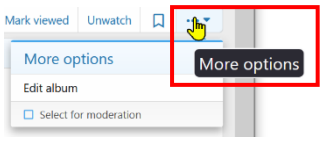
A = To find your list of attachments that you have uploaded, go to the Main Menu Bar, and select the '**Photos**' tab, then '**Your photos**' or '**Your albums**'. Either of these will display your photos or albums.

13.2 Q - What are Member Albums and How do I Create them?

A = As a member, you can create Albums of images that are linked to your public profile. Albums can be created by clicking on the '**Photos**' tab of the Main Menu Bar then select the '**Members albums**' from the Left-hand menu and click on the '**Create Album**'. Select '**Upload file'**, enter an '**Album title**' and an '**Album description'**. Each album created can have its own title ('Joe's Holiday to Nepal'), and description ('A bunch of photos from my recent adventure'). Albums created will be assigned to the member logged in. Then '**Save**' the Album. TIP: You can create an empty album, first add an image then '**Delete**' the image, the album will persist and be empty.

13.3 Q - How do I Edit my Albums Information?

A = Later, you can edit the title or description of an album. Select the Photos tab, Your albums. Choose your album to edit and select the '**More options**' icon at the upper right hand of window, click '**Edit Album**'. Change the '**Title**' or '**Description**' and select '**Save**'. All members who have access to your album images can comment on them.

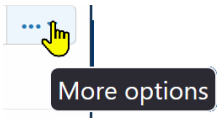


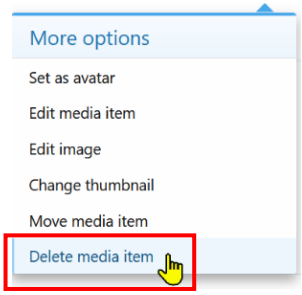
13.4 Q - How do I Add or Upload Photos to my Albums?

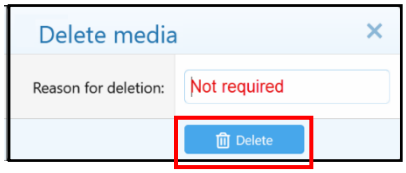
A = Once you've created an album you can upload images to it. To view your albums, click on the 'Photos tab' of the Main Menu Bar then select 'Your albums' from the drop-down menu. Select the '**Add media**' icon. Next Select '**Add media to existing album**'. Select the folder icon at the top right of your album that you want to add media to. Select the '**Add media**' icon then from the pop-up window select the file to add and '**Open**'. You can add a Description and some Tags. Then '**Save**'.

13.5 Q - Can I Delete an Image from my Album?

A = You can delete some images. Older images will not offer the option to delete them. For those that you can delete, select the Main Menu bar, the '**Photos**' drop down, '**Your photos**' and then click on an item to delete. From the next page select the More Options drop down '**Delete media item**'. Enter a '**Reason for deletion**' and select '**Delete**'. You'll need to return to your photos to check that the item is Deleted.







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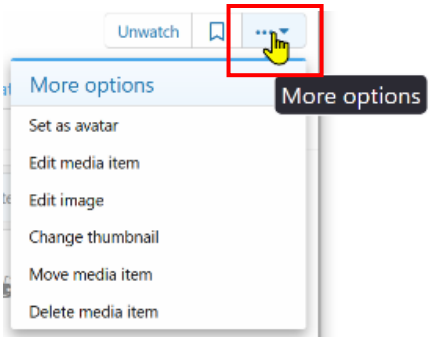
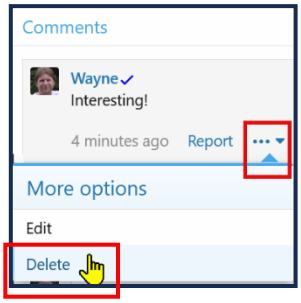
13.6 Q - How do I Edit Photo properties in my Albums?

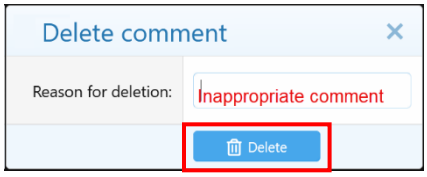
A = You can edit the Title, Description or Delete an image and more. From your albums, choose the album, then select the image. Select the '**More options**' icon at the upper right hand of window and select the item that you want to change. Change the item, then '**Save**'.





You can also delete any image '**Comments**' from your albums and report inappropriate messages to the Site Administrator. From the Comment section, below the members name is a 'More options' dropdown from which you Delete the comments.

Enter a '**Reason for deletion**" and select '**Delete**'.



13.7 Q - What are the SOYP and SYOST Mirrors?

A = Photo albums called SOYP Image Mirror and SYOST Image Mirror were created and any images posted in the '**Show Off Your Pens**' or '**Show Off Your Small Turnings**' forums will be posted into that photo album as well. The photos have a link back to the original thread, so when you see something, you want more information on, you can click over to the thread where the photo was originally posted.

14 Smilies AKA emoji's

14.1 Q - What are Emojis?

A = Emojis are a small graphical image, pictogram, logogram, or ideogram embedded in text and used in electronic messages and web pages. The primary function of these is to fill in emotional cues otherwise missing from typed conversation. 🙂 Thy can be inserted by selecting an emoji or entering. :smile:

14.2 Q - What are Smilies?

A = Emojis began as '**Smilies**'. If you have used email or internet chat, you are likely familiar with the Smilie concept. For example, if you are telling a joke or being sarcastic you may wish to add a wink instead of writing 'this is a joke'. Before text messages could include images, Smilies were used. Try twisting your head on one side if you do not :) understand Smilies, using a bit of imagination should reveal a face of some description. These days, certain standard strings are automatically converted to an emoji 😊.

14.3 Q - How do I add Smilies?

A = Smilies can be accessed using the Enhanced Editor (Default). Clicking the '**Smilies**' icon will pop up the selections, choose them and they will automatically be inserted into your Post at your cursor location. If you are using the Standard BB Code Editor, type the character combinations for the Smilies directly. A list of the Smilies and their character combinations that you may use within a post can be found Here. However, try not to overuse Smilies as they can quickly render a post unreadable. The Site Administrator may edit them out or remove the post altogether.

15 Read/View Threads or Posts

15.1 Q - How do I Preview a Thread?

A = On the Home page or a particular forum list, you can hover your mouse over the thread title. You'll see a preview of the thread in that discussion. To read a thread, click on its title. Each post begins as a thread which was created by a member and replies are posts. You'll see some brief information about the member who created the thread in a popup when you hover over the members avatar.

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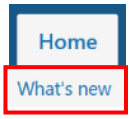
15.2 Q - How do I View Threads and Posts?

A = You can select the '**Forums**' tab of the **Main Menu Bar** to be taken to the full list of forums. Also, you can click on any forum title listed on the Home page to view the threads in that forum. You'll see the name of each thread, who started that thread and when. You can see the most current threads on the Home page.

15.3 Q - Viewing New Posts or Today's Latest Posts



A = There are a few ways to quickly view recently created or updated threads.

- From the Home page **Main Menu Bar**, select the link below the '**Home**' tab '**What's new**'.
- Select the drop down from the '**Home**' tab when available, on the **Main Menu Bar**. Select '**What's new**' link.
- Select the drop down from the '**What's new**' tab on the **Main Menu Bar**. Select '**New posts**' link.

Each way provides a listing of all threads or posts that are '**Unread**' or '**New**', created or updated since your last visit.

15.4 Q - What are Multi-page views?

A = You can view multi-page threads by selecting the Sections Headers of the sections of the Home page and some other pages. Such as 'Recent Threads', 'Recent Marketplace Threads', 'Latest Posts' and others. By selecting any of the section headings on the Home page the section will update to a larger listing.

When there are more threads to display than will fit on a single page, you may see the: '**View More**' or '**Next**' icon. Selecting it will display page numbers near the bottom of the threads, if there are additional pages. This indicates that the list of threads has been split over two or more pages. This method of splitting lists of items over many pages is often used throughout the Site.

15.5 Q - What are New/Unread Threads or Posts?

A = 'Unread' is the same as 'New' or 'Recent Posts'. These are threads or posts that you haven't read. At least not since something new has been added to the discussion. It doesn't mean that other members haven't read it. If you see the

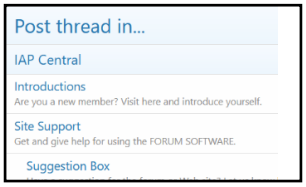
'**New**' icon in the thread or post, after you may have already read it, this means a post has been added after you originally read it.

16 Posting a New Thread

16.1 Q - Before I Start a Thread can I Test Posting?

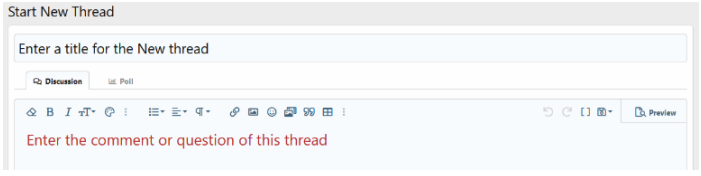
A = There is a testing forum that you can use just for that purpose. Testing Forum

16.2 Q - How do I Start a New Thread?

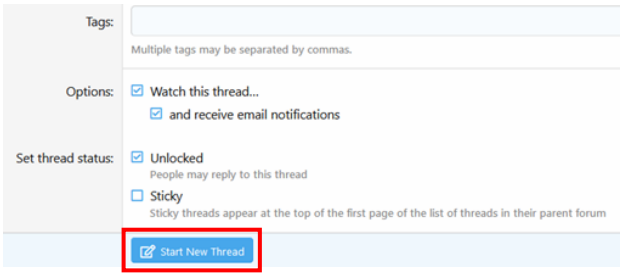


A = To start a new thread simply click on the '**Start New Thread**' icon on the Home page. A forum listing may pop up to select a forum. This icon is on most pages. If choosen from a given forum, select the '**Start New Thread**' icon, this opens an empty message box and places you in the editor.

Top Half of form



Bottom Half of form



In the Top Half of the form, you need to enter a '**Title**' for the New thread. Next, in the '**Message box'**, you should add content describing the purpose of this thread. In the Bottom Half of the form, you may not want to change anything. Finally select the '**Start New Thread**' icon.

You can also create a new thread, by going to any forum, and click the '**Start New Thread**' icon. If you were already in a particular sub-forum the '**Post New Thread**' icon will create a new thread in that sub-forum. If you were not in a sub-forum, for example, you click the '**Post New Thread**' icon while viewing the forum index, you will be prompted to choose a sub-forum from a pop-up list for your thread. Pick the one which best matches your topic.

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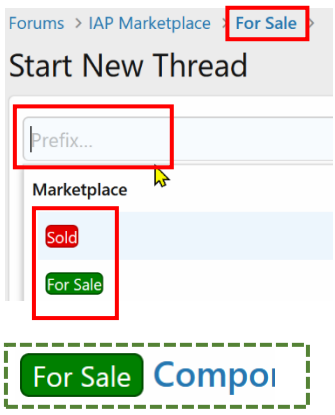
After you enter the title and content of your thread, scroll down, and click on the '**Start New Thread**' icon.
(You may need permissions in certain forums).

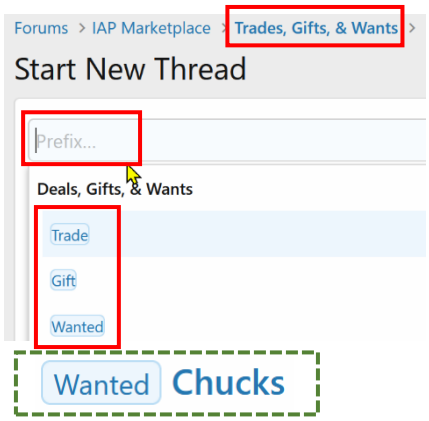
16.3 Q - How long after Posting do I have to Edit my Posts?

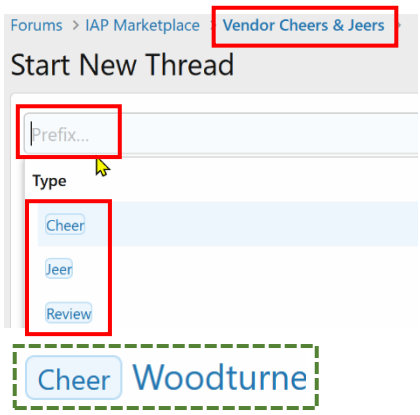
A = Excluding the forums '**For Sale'** and **'Vendors'** all other forums have 120 minutes for editing. After that you cannot edit it anymore. The '**For Sale**' forum, has 21 days for editing and the '**Vendors**' forum can edit indefinitely.

16.4 Q – How do I Post in the Forums 'For Sale', 'Trades, Gifts & Wants', and 'Cheers Jeers & Review'?

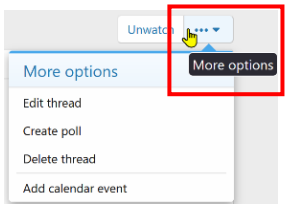
A = The only difference from a normal post is the addition of the Prefix icon. This icon will help define your post. By clicking in the '**Prefix**' area, a drop down displays all icons that can be displayed before your title, select one.







16.5 Q - After you Post a Thread, are there any other Options Available?



A = You can use the '**More options**' icon on the right-hand side of the post window for a limited time. The time limit is based on the forum rules listed above after the original post to use them.

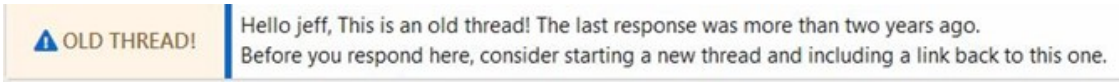
16.6 Q - What are Locked Threads?

A = Locked threads are those where members can no longer reply to or any poll it contained was automatically ended. Threads may be locked for many other reasons or were set this way by either the Site Moderator or Administrator.

16.7 Q - What is an Old Thead Notice?

A = We see more than a few posts on very old threads. Not the best practice, but it often happens by accident when the poster doesn't see the date of the last post.

So, we've implemented an '**Old Thread Notice**' which appears when viewing a thread where the last post was more than **2 years old**. It looks like this:



16.8 Q - Why does my Post Need to be Approved?

A = The Site Administrator may have decided that posts in the forum you are posting to require review before submission. It is also possible that the Site Administrator has placed you in a group of members whose posts require review before submission. Please contact the Site Administrator for further details.

16.9 Q - Can I Edit my Posts?

A = If you have registered and are logged in, you may be able to edit your posts. Your ability to edit most posts is time limited (120 minutes). If the '**Edit**' icon is not displayed, your time to edit has expired. Beyond that time limit, it would require the Site Administrator to edit your posts. If the '**Edit**' icon is displayed, to edit your posts click the '**Edit**' icon at the bottom of your post. Once you've made your modifications, select the '**Post reply**' icon. A note may appear to inform other members that you have edited your post.

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16.10 Q - Who can Edit Posts?

A = The Site Administrator and Moderators have privileges in the relevant forums can edit threads and posts, even if the forum is locked. Beyond this point, they are also able to:

- Delete posts - This option removes the post from the topic. Remember it cannot be recovered once deleted.
- Alter the subject and message body - Allows them to alter the contents of the post.
- Alter the post options - disabling BBCode/Smilies parsing URLs etc. - Determines whether certain features are enabled in the post.
- Lock the thread or post - Allows them to lock the current post, or the full thread.
- Add, alter, or remove attachments - Select attachments to be removed or edited.
- Modify poll settings - Alter the current poll settings (if option is enabled and a poll is present).

If, for any case the Site Administrator or Moderator decides that the post should not be edited, they may lock the post to prevent the member doing so. The member will be shown a notice when they attempt to edit the post in future. Should they wish to state why the post was edited, they may enter a reason when editing the post.

16.11 Q - Can others Edit my Posts?

A = No you cannot, only the Site Administrators and Moderators can '**Edit**' your posts. Other members cannot.

16.12 Q - Can I Delete my Posts?

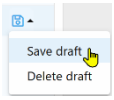
A = No you cannot, only the Site Administrators and Moderators can '**Delete**' your posts. you cannot.

16.13 Q - Can I Bump my Thread or Post?

A = Yes you can, by either adding a reply or just replying with the word Bump. It will appear in the '**Latest posts**'.

16.14 Q - What is the "Save Draft" button for in Thread posting?

A = This allows you to save postings as a Draft to be completed and '**Post reply**' within 24 hours. You need to be in the **Enhanced Editor** (Default) to use this option. You will need to remember that you created this post. To reload a saved posting, do a refresh on the page of the post. Once you are at the posting you can '**Post reply**' or '**Delete draft'**. Drafts are saved in the database. They are only saved for 24 hours since last saved.



17 Polls

17.1 Q - How do I Create a Poll in a thread?

A = Some threads on this Site also include a section where you can vote on an issue or question. These threads are called '**Polls**'. When you post a new thread, you may also have the option to create a poll. This allows you to ask a question and specify a number of possible responses. Other members will then be able to vote for the response they wish, and the results of the voting will be displayed in the thread. If you cannot see the '**Poll**' icon, you do not have appropriate permissions to create polls.

Here's a Document describing creating Polls when you post a new thread. Note, you can only post one Poll per thread.

17.2 Q - Why can't I Add more Poll options?

A = The limit for poll options is set by the Site Administrator. If you feel you need to add more options to your poll than the allowed amount, contact the Site Administrator.

17.3 Q - How do I Edit or Delete a Poll?

A = Polls can only be edited by the original poster, the Site Administrator or Moderator. To edit a poll, click '**Edit**' the first post in the thread. This always has the poll associated with it. If no one has cast a vote, members can delete the poll or edit any poll option. However, if members have already placed votes, only the Site Administrators or Moderators can edit or delete it. This prevents the poll's options from being changed mid-way through a poll.

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17.4 Q - How do I Vote in a Poll and View the Results?

A = To vote in a poll, simply select which options that you want to vote for and click the '**Vote!**' icon. Sometimes you can choose more than one option. You can see the current results for a poll before you vote by clicking the **'View Results**' link if enabled.

Voting in a poll is entirely optional. You may vote for any of the available options or cast no vote at all. Note, whether or not a poll is a public poll any votes you cast will be attributable to you. Generally, once you have voted in a poll, you should not change your votes later, so place your votes carefully! But, if you do want to change a vote, you will need to reselect all previous votes to be included in your new voting.

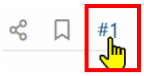
18 Replying to a Thread or Post

18.1 Q - Why can't I Add a Reply to a Thread or Post?

A = To post a reply to an existing thread, scroll to the bottom of all the posts and select the empty message box, this will place you in the editor. If the '**Post reply**' icon does not appear in the message box, it could mean that you did not log in as a member, that you do not have permission to reply, or that the thread has been closed to new replies.

18.2 Q - How can I Find the Direct Link to my Post?

A = Hover over the '**#**' icon on the top right-hand side of the post. Do a right mouse click over the number and select '**Copy Link**' from the drop down. The link will be copied to your clipboard. It is also displayed at the bottom left-hand corner of the browser. This link is only usable by you or a member of this Site. Others will not have access to the post.



18.3 Q - How do I Reply to a Thread or Post without 'Quoting" it?

A = As a registered member, you can go to any forum where you have permission to view threads and leave a reply. To reply, adding a new post, scroll to the bottom of all the posts. Select the empty message box, this will place you in the editor. Add your information that you want in your reply and select the '**Post reply**' icon.

18.4 Q - How do I Add a Reply to a Thread or Post, Quoting a Post?

A = If you're in a thread and want to reply specifically to another members post, select the '**Reply**' icon at the bottom right of the post that you want to quote. The post you select will be copied to a new reply message box at the bottom of the posts and will place you in the editor. Add your additional information that you want below the Quote in your reply and select the '**Post reply**' icon.

18.5 Q - How do I Selectively Copy Text from a Post and Quote it in Reply?

A = To quote selectively, you can click, hold, and drag you mouse cursor over the text to highlight just a portion of a post. Now click the '**Reply**' icon that pops up. The text you select will be copied to a new Post reply at the bottom of the page and will place you in the editor. You can then add any additional information that you want in your reply and select the '**Post reply**' icon.

18.6 Q - How do I Quote Other Random Posts in Reply?

A = If you're in a thread and want to quote specifically from another random post from a different thread, click the '**Reply**' icon at the bottom right of the post you want to quote. The post you select will be copied to a new Post reply at the bottom of the page and will place you in the editor. Copy that newly created posts info and paste it into your new thread or forum. Then cancel the reply to the member's post. You can start your new post reply in another thread or forum as required. Then add any additional information that you want in your reply and select the '**Post reply**' icon.

18.7 Q - How to Quote Multiple Posts in Reply?

A = If you want to add quotes from multiple posts, individually click the '**Reply**' icon to each of the posts that you want to quote. The post you select will be copied to a new reply at the bottom of the page and will place you in the editor. Copy that newly created posts info and paste it into your new post. Then cancel the Reply to the member's post. Repeat this process for each post to include in your quote. You can then add any additional information that you want in your Reply and select the '**Post reply**' icon. All of the posts you selected and copied will be quoted in your reply.

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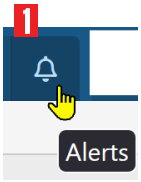
19 Watch Threads or Posts



19.1 Q - How can I Watch a Thread for New posts?

A = If you reply to a post in any thread, you will automatically receive updates '**Alerts**' for the thread. Also, you can click the '**Watch**' icon at the top right-hand side of the Thread. This will give you the option to watch that forum for new messages with or without email notifications. When new posts are added, the number of Alerts will be displayed and increase at the top right of the **Main Menu Bar**.

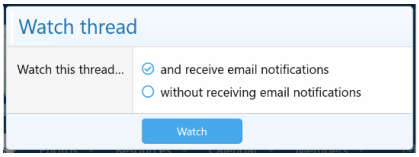
19.2 Q - How can I Watch a Forum for New threads?

A = If you want to know when a certain forum is updated, to '**Watch**' a forum, while in a forum list, simply select the '**Watch**' icon near the upper right-hand area of the list. This will give you the option to watch that forum for new threads or messages with or without email notifications.

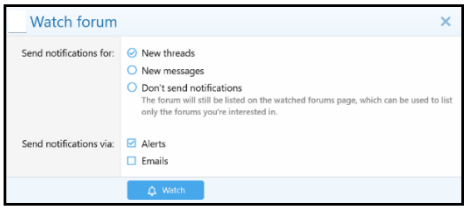
19.3 Q - Do I have to Post in a Thread or in a Forum to Watch it?

A = No you don't. if you just want to know when a certain thread or forum is updated, you only need to click the '**Watch**' icon at the top right-hand side of any thread or forum. This will give you the Popup option to watch that thread or forum with or without email notifications. Displayed below are the 2 optional pop ups available.

Watch Thread Popup



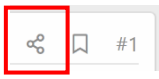
Watch Forum Popup

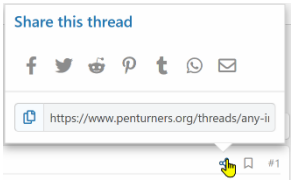


20 Sharing Forums or Threads

20.1 Q - How do I Share a Thread or Post to my Online Social Media sites?

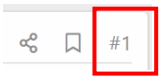
A = In the upper right-hand corner of a post you'll see 3 icons. The first icon is the Share icon. Selecting this will pop-up the '**Share this thread or post**'. Just select the icon that represents the site and follow the instructions. This is options is not available on conversations.





20.2 Q - How do I Determine the Full URL of a Thread/Post?

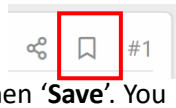
A = In the upper right-hand corner of a post you'll see 3 icons. The third icon is a number which points to the actual URL of the post. You can right click your mouse to '**Copy Link**' to your clipboard. This is options is not available on conversations.

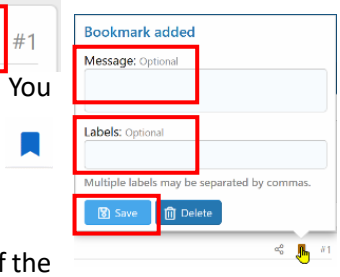


21 Bookmarks

21.1 Q - How do I Bookmark a Thread or Post?

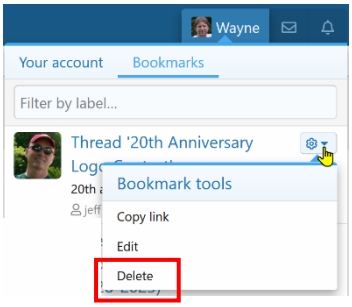
A = In the upper right-hand corner of a post you'll see 3 icons. The second icon is the Bookmark icon. This will add a Bookmark to your online Site bookmarks. On the pop-up, you can add an optional '**Message**' and '**Labels**' if you wish, then '**Save**'. You can be notified when a bookmarked topic is updated. A bookmarked item displays a blue icon. Notification options for bookmarks can be configured in the '**User CP**', under '**Preferences**'. This is options is not available on conversations.





To view your Bookmarks, Hover over your member name (username) on the right-hand of the **Main Menu Bar** and choose '**Bookmarks**'. You can also find them in your '**Account details**' from the left-hand menu.

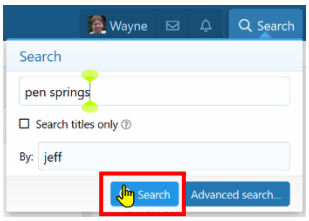
21.2 Q - How do I Delete Bookmarks?



A = To remove your bookmarks, click your member name (username) on the right-hand of the **Main Menu Bar** and choose '**Bookmarks**'. You can also find them in your '**Account details**' from its left-hand menu. From the drop down you can select '**Delete**'.

22 Searching

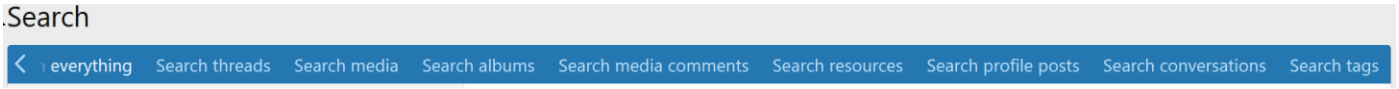
22.1 Q - How can I do a Simple Search?



A = For a simple search, from the right side of the **Main Menu Bar**, choose the '**Search**' icon. From the drop down you can search for content, which will offer suggestions, by member, will offer suggestions and '**Search titles only**'. Enter your search criteria and select the '**Search**' icon on the drop down. You can leave the content field empty and only enter a member. This will find all of the members posts. The matches will be displayed on the returned display. The search engine is intelligent, so if you search for a specific form of a word, (e.g.) movies, it will also search for the root word, movie in this case.

22.2 Q - How can I use the Advance Search?

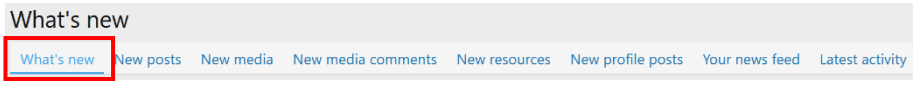
A = For an Advance search, from the right side of the **Main Menu Bar**, choose the '**Search**' icon, then select the '**Advance search**' icon from the bottom of the drop down. This takes you to the Advance search menu. The advanced search page allows you to restrict your search to Keywords, Posted by, Newer than, Older than, Tags, Include deleted, Ordered by, to return results based on your entries. There are also options to find posts from a certain date, or threads with a certain number of replies. Search options include the following locations.



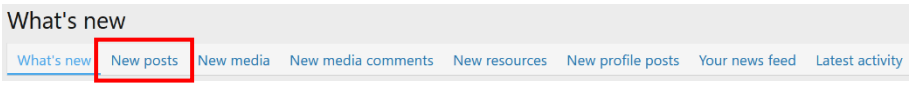
The fields of the search forms change based on the search option that you have chosen. The matches will be displayed on the returned display.

22.3 Q - How do I Find Recent threads?

A = The Main Home Page has the list of the '**Recent Threads**' and '**Recent Marketplace Threads**'. You can Select the '**What's new**' icon from the **Main Menu Bar** and select the '**What's new**' text from its options to view the list of Threads or Posts which have recently been started or received a reply, from newest to oldest.



Selecting '**New posts**' text from the options is the same listing, minus what you've already looked at. So, "New to you".



22.4 Q - How can I Search for Content in the Forums?

A = If you are browsing a forum, you can quickly search for a thread or post within it by clicking on the '**Forums**' drop down on the **Main Menu Bar**, choose the '**Search forums**' icon or click on the '**Forums**' tab and choose the '**Search forums**' icon.

Fields available: Keywords, Search titles only, Posted by, Newer than, Older than, Tags, Without tags, Minimum number of replies, Prefixes, Search in forums, Include deleted and Order by. Enter your criteria and select the 'Search' icon to begin your search. The matches will be shown on the returned display.

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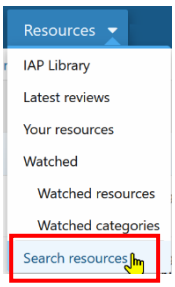
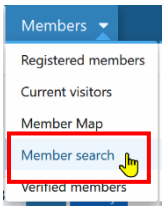
22.5 Q - How can I Search for Resources/Tutorials on this Site?



A = Click on the '**Resources**' drop down on the **Main Menu Bar**, choose '**Search resources**' icon or click on the '**Resources**' tab and choose the '**Search resources**' icon.

Fields available: Keywords, Posted by, Newer than, Older than, Tags, Without tags, Search in categories and Order by. Enter your criteria and select the '**Search**' icon to begin your search. The matches will be shown on the returned display.

22.6 Q - How can I Find a Member on this Site?



A = Click on the '**Members**' drop down on the **Main Menu Bar**, choose '**Member search**' icon or click on the '**Members**' tab to view a list of all members and search options.

Fields available: Username (Member name), Location, Website and Real Name. Enter your criteria and select the 'Submit' icon to begin your search. The matches will be shown on the returned display.

22.7 Q - How can I Find my Own Content?

A = You can find your own content easily. Click on the '**Forums**' drop down on the **Main Menu Bar**, choose either '**Your threads**' or '**Threads with your posts**' icon. Selecting either one will place you in a list. The matches will be shown on the returned display. Also, you can search for your topics, use the '**Advanced search**' page, and fill in the various options appropriately. Here's a Video to show how you can find threads you started.

22.8 Q - Why does my Search return No Results?

A = Your search was probably too vague and included many common terms which are not indexed. Use "**Advanced search**" and be more specific in the terms used and forums that are to be searched.

22.9 Q - Why does my Search return a Blank Page?

A = Your search returned too many results for the webserver to handle. Use "**Advanced search**" and be more specific in the terms used and forums that are to be searched.

22.10 Q - Is there a listing of IAP members that have Pasted away?

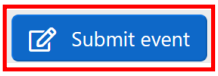
A = A full list of members known to have departed is located here.

22.11 Q - How do I post a Memoriam?

A = Select this link and fill in the information on the '**IAP Member Death Report**' that you are aware of and '**Submit**'.

23 Calendars

23.1 Q - What are Calendars?



A = You will see a '**Calendar**' Tab on the **Main Menu Bar**. By default, the Site will have one Calendar that can be viewed and used by all members. Members can add upcoming events that might interest the community. Then select and '**Submit event**' icon.

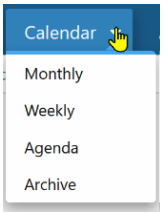
23.2 Q - Is there a Calendar of Upcoming Events Online?

A = The currently scheduled Upcoming events are displayed on the Home page. You can also review the Calendar here.

23.3 Q - Can I Add items to the Calendar?

A = Yes you can. This calendar should only be used for IAP or pen related activities. 'Commercial Pen Shows', 'Local Chapter Meetings', 'Regional Pen Gatherings', or 'Virtual Events'. View the Calendar here.

23.4 Q - How do I Add an Event to the Calendar?



A = The Administrator has enabled registered members to post events. Examples would be an event that occurs on the first Monday of every month or an event that occurs every Monday and Wednesday.

Again, the calendar should only be used for IAP or pen related activities. 'Commercial Pen Shows', 'Local Chapter Meetings', 'Regional Pen Gatherings', or 'Virtual Events'.

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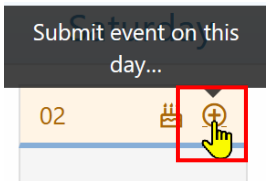
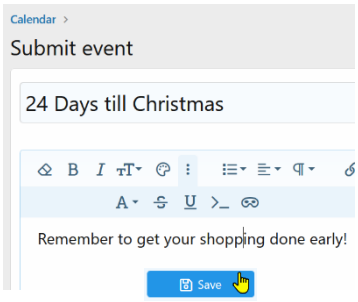
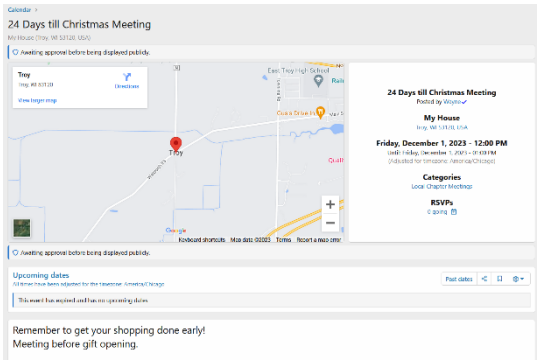
Go to the monthly '[Calendar]' select the day of the event and click on the '**+**' symbol. This will display a Submit event form. Fill it out and remember to '**Submit event**' it. Just choose the appropriate option for the event you are adding, fill in the required information, then '**Save**' the event. The event will be summarized with a map and details of the event. This scheduled event will then be forwarded to the Administrator for approval before appearing on the Calendar.







For the event to show up in the upcoming events widget, the event must be within 90 days. If there are no events within 90 days, the widget disappears. If you no longer need the Calendar event, contact the Site Administrator.

23.5 Q - Where are the Birthdays Shown?

A = Birthdays may be shown on the Site Home page when it is your birthday. Your birthday will automatically be shown if you have entered the date of your birthday in your profile. Note: if you do not enter the year of your birth when you edit your profile, your age will not be shown on the calendar. If you enter your birthday, your name will appear.

24 Members List

24.1 Q - What is the Members List?

A = The members list shows the registered members of this Site. Providing the Site Administrator allows this, you can view the member list ordered alphabetically by member name and some other variables.

24.2 Q - Are all Members Listed?

A = Some members may not be on the list. The SIte Administrator has options over who is shown on the list. They may, for example, omit members who have not made any posts recently.

24.3 Q - How can I Find Information about Members?

A = To view information about a particular member, hover your mouse over the members name and you'll see a preview of information. Click on the members name and you'll see a menu of their public profile links, see below. You can also do a search on the members page using 'Find member'.

24.4 Q - Can I see other Members Email Address?

A = By default No, you cannot send an email directly to another member via the Site. For privacy reasons, the recipient's email address is not revealed to members unless they enter it in a conversation. Because emails are hidden from members. You can find them on the member list. Then '**Start a new conversation**' with them.

25 Member Verification

25.1 Q - What is the Check Mark next to my Avatar?

A = To help create and maintain a community based on trust, we have implemented a Member Verification system. Verified members have a '**Blue Check**' mark next to their member name (username) in areas where content is submitted, such as posts and conversation messages, indicating that they ✓ have proven their identity.

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26 Conversations (Private Messages)

26.1 Q - What are Conversations?

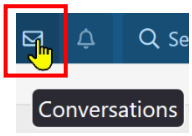
A = '**Conversations**' are what often were called Private Messages (PMs) They remain private in nature. One difference is that your posts in a conversation remains editable after you post them. Registered members have the able to send conversations to other members of this Site using the '**Start a new conversation**' or '**Start conversation**'. You can include BB code, Smilies, and Images in those that you send.

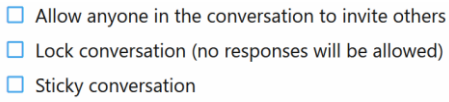
26.2 Q - Why can't I Send Conversations?

A = Possible reasons for this are you may not a be registered member and/or not logged on or the Site Administrator has prevented you from sending conversations. Contact the Site Administrator for more information.

26.3 Q – How do I Start a Conversation to communicate with other Members?

A = To start a Conversation with someone, hover over their avatar or name within any of their forum posts and select '**Start conversation**'. Alternatively, you can click on your Inbox icon and choose '**Start a New Conversation**'. The resulting profile pop-up places you in the '**Enhanced Editor**'. Add Recipients by typing their member names (usernames) - matching names will auto-populate as you type. Enter a title and any message and files. Some other options are available below the message window.



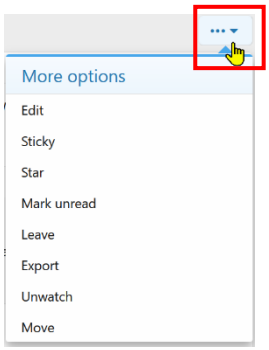


You can also preview your message before you send it, just like a post. Select the '**Magnifying glass**' icon to see it as it would be posted. Finally select '**Start conversation**' to send it. Replies to this conversation will be in this private conversation thread. You can see the number of replies to all your conversations on the **Main Menu Bar** '**Envelope**' icon. Additionally at the top of the first message in the conversation, other options are available.

You can change the settings for who can start a Conversation with you by going to your '**Account detail**' then '**Privacy**'.

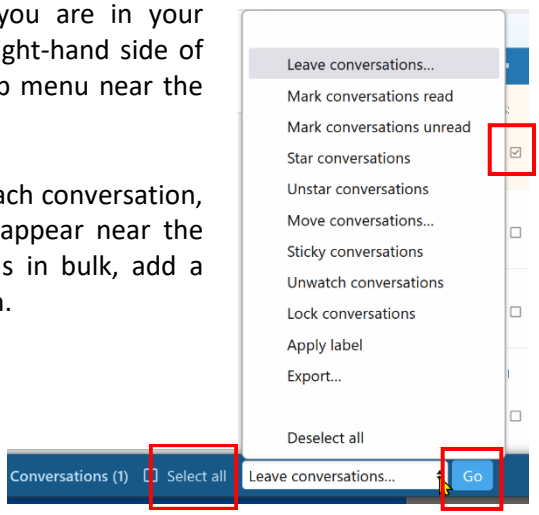
26.4 Q - While Viewing my Conversations, what are some Options Available?

A = You have some options for your conversations. You can simply click near the upper right of the message and select the triple dot dropdown to view all options. The most common options are Edit, Mark unread, Leave and Export. There is no limit to the number of your conversations. You can keep them indefinitely. But, if you choose to have some no longer displayed within your conversations, select '**Leave**'. Once you leave a conversation, it cannot be restored unless you are invited back to it.



For leaving conversations in bulk, while you are in your conversations, add a checkmark near the right-hand side of the conversation title. That will open a drop menu near the bottom. Add a checkmark to '**Select All**'.

Although you can add checkmarks next to each conversation, once you select any, a pop-up menu will appear near the bottom. If you want to leave conversations in bulk, add a checkmark to '**Select All**' and select '**GO**' icon.



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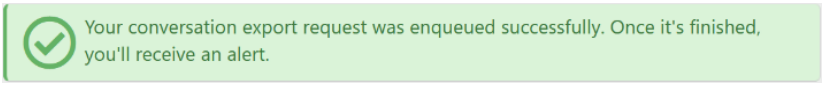
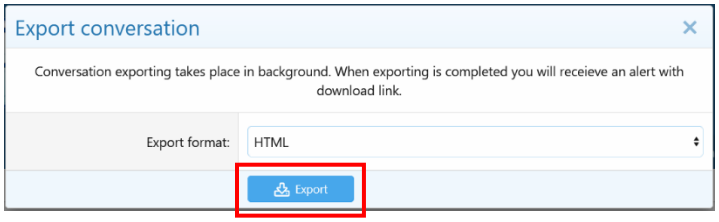
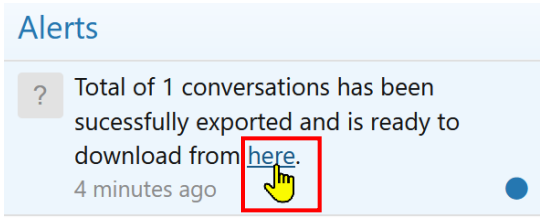
26.5 Q - Can I Export/Save a Conversation?

A = Conversation Exporting (saving) takes place in background. When exporting is completed, you will receive an alert with download link. Select your '**Export format**' from the drop down. Then select '**Export**'.

- Export format: as JSON
- Export format: as XML
- Export format: as CSV
- Export format: as Plain text





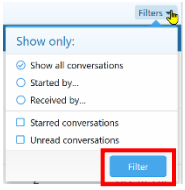


After selecting '**Export**', the green pop up will be displayed. To retrieve it, a link is supplied in your Alerts as above.

26.6 Q - Can I Forward a Conversation to others?

A = You can add other members to the conversation, and they would see the complete conversation. You cannot forward it. You can copy some text from it and paste it into a new conversation with another member.

26.7 Q - Can I Track Conversations?



A = When you send a new private message, it will appear under the (Envelope) icon at the right side of the **Main Menu Bar**. As you receive replies, these will appear as an overlay of a number on the envelope. Select '**Show all**' icon from the drop down to display all your conversations on your list. You can '**Filter**' the Conversations filtered by selecting options of the drop down. This is a great way to view select conversations.

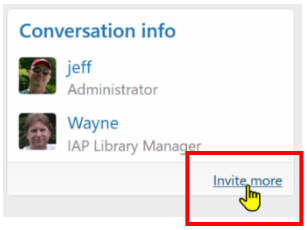
26.8 Q - Can I Organize my Conversations?

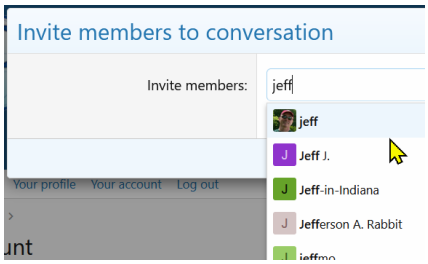
A = You can view all your conversations by selecting the '**Envelope**' icon at the right side of the **Main Menu Bar** and '**Show all**'. This allows you to view all the messages you have sent or received, along with the name of the person who you sent it to or received it from and the date was sent. You can create '**folders**' to maintain some organization. A video about how you can use folders to Organize your conversations . We hope you find it helpful.

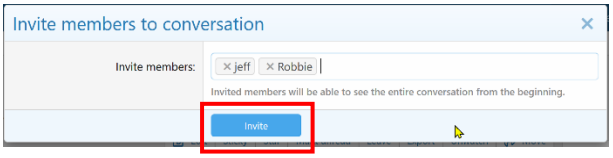
If you would like to keep a record of your messages before you delete them, you can use any of the '**Download** as..' options listed above to take a copy and store them on your own computer.

26.9 Q - Can I Invite more Members into my Conversation after Sending it ?

A = While reading the Conversation, select the '**Invite more**' icon. Invited members will be able to see the entire conversation from the beginning. Add members by entering letters of their member name and suggestions will appear in a drop down. Add a comma between members names. Finally select the '**Invite**' icon.







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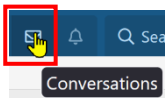
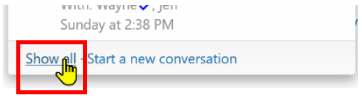
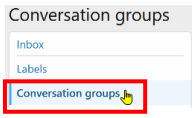
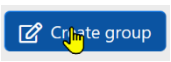
26.10 Q - How can I Create and Use Conversation Groups?

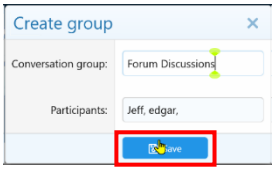
A = Creating Conversation groups will eliminate having to repeat adding Conversation recipients. To create a group, select the '**Conversations Envelope**' on the right-hand side of the **Main Menu Bar** and '**Show all**'. Select '**Conversation groups**' then '**Create group**', adding the '**Group name**', '**Recipients**' and '**Save**' it.



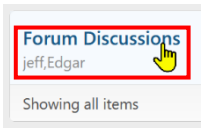


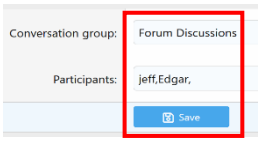


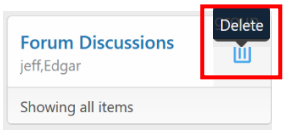


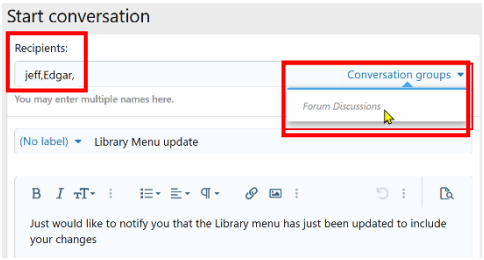


You can always revise any group created. Selecting a group by name, pops-up the form to modify your groups name or recipients then '**Save**'. If you want to delete any group displayed select it and click the garbage can to '**Delete**' it.









To use these Conversation groups, '**Start a conversation**', select the '**Conversation groups'** drop down on the upper right-hand side of the form then choose a group and the Recipients will be added to the form.

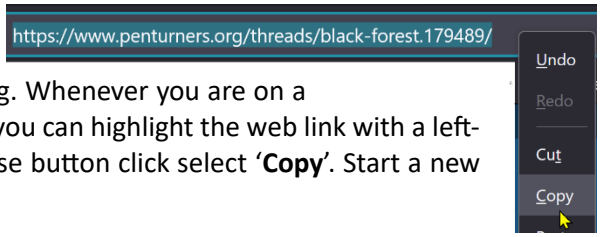
26.11 Q - Will a Multi Conversation Reply be Sent to all Members?

A = Yes, anyone that is included or added to the Conversation will receive the notification.

26.12 Q - Can I Edit my Conversation after Sending to a Member?

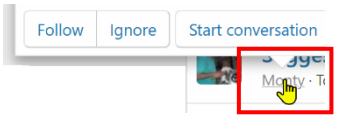
A = Yes, you have unlimited ability to edit your conversations. It may be preferred to add a '**Reply**' conversation.

26.13 Q - Can I Send a Thread Link to a Friend?



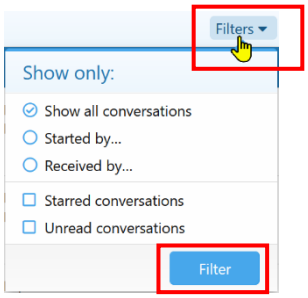
A = A useful function is the ability to send a friend who is a member, a link of a thread that you think they may find interesting. Whenever you are on a website, the URL is usually display in the browser. If it is displayed you can highlight the web link with a left-hand mouse button click, drag, and select it and with a right mouse button click select '**Copy**'. Start a new conversation with them and paste that link into it.

26.14 Q - How do I choose who I am Following or Ignoring?



A = You can view the members that you are Following or Ignoring in your '**Account details**' left-hand menu. To add or remove a member from those lists, hover over any members name and from the pop up select either '**Follow**' or '**Ignore**'.

26.15 Q - Can I Filter my Conversations to Narrow Down my List?



A = By selecting the '**Conversations**' icon on the **Main Menu Bar**, select '**Show all**' from the drop down. The conversations page will be displayed. Select the '**Filters**' dropdown to display conversations defined by; Show all conversations, Started by, Received by, Starred or Unread. Select your preference then select '**Filter**' icon.

27 Forum Rules

27.1 General Rules for using The Marketplace at Penturners.org

The following Rules apply to all forums in IAP Marketplace.

27.2 Using the IAP Trades, Gifts, & Wants Forum

The forum is intended for trading and giving things away it belongs here. Rules for Deals, Trades, Gifts & Wants Forum. Here is the forum. The General Marketplace Rules also apply in this forum.

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27.3 Using the For Sale Forum

This forum is for selling something for cash. Items must be listed with a price. Ads are subject to closure after 3 weeks. Here is the forum. The General Marketplace Rules also apply in this forum.

27.4 Vendor Forums - Concept and Guidelines

This forum is for vendors to advertise, announce, help, and communicate about topics specific to the vendor's products, services, and business operations. Rules for Vendor Forum, Here is the forum.

27.5 Vendor Cheers & Jeers

The Vendor Cheers & Jeers Forum is a place to register your positive or negative experience with vendors. Rules for Vender Cheers & Jeers. Here is the forum. The General Marketplace Rules also apply in this forum.

27.6 Product Testing & Review

If you want to review a product, head on over to the Product Testing & Review Forum.

27.7 Market Research

Market Research consists of posted questions and polls intended to assess the interest in, opinions about, or willingness to buy products. This practice enables vendors (or members who have a great product idea they want to pursue) to discover and understand the types of products and services the penmaking community wants. Rules for Market Research. Market research activity must be conducted in the Market Research forum. The General Marketplace Rules also apply in this forum.

27.8 Product Reference Rules

If you offer items for sale, you can't market them outside of the classifieds. This applies regardless of the type of items you sell, pen-related or not, whether or not you advertise in our classifieds, and whether or not you sell directly or through distributors. If you stand to make money if someone buys a product you discuss or show, these rules apply to you. Rules for Product Reference.

27.9 Acceptable Use Policy

The policy applies to all member-provided content at penturners.org including message postings, signature blocks, member profile content, photo titles and descriptions, photographic content, resources, and conversation messages. Forum-specific rules may be posted in some forums. These will appear as sticky posts at the top of the forum topics window. New members especially should read that information before posting. Here is the Acceptable use Policy.

27.10 Penturners.org Privacy Policy

This policy statement describes what we do with information you provide, how we collect and use anonymous statistics, and how and why we use cookies. Here is the IAP Privacy Policy.

27.11 Privacy policy

We are The International Association of Penturners ("we", "our", "us"). We're committed to protecting and respecting your privacy. If you have questions about your personal information, please contact us. Here is the Privacy Policy.

27.12 IAP/Penturners.org Logos and Usage Guidelines

Want to use the IAP Logo? How you may use the logo. Here are the Usage Guidelines.

27.13 Penturners.org Safety Information

Like any type of woodworking or workshop activity, there are dangers inherent in pen making. Use common sense in the shop! Here is the Safety Information.

27.14 Penturners.org Copyright Policy

Penturners.org respects the intellectual property rights of others, and we encourage our members to do the same. We may in certain circumstances and at our sole discretion, terminate the access of members who are proven to have violated a valid copyright. Here is the Copyright Policy.

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27.15 Terms of Service

This is an agreement made between Penturners.org, LLC ("we", "us", "our") and all users ("you", "yours", "yourself", "member", "user", "visitor") of penturners.org ("Service"). Here are the Terms of Service.

27.16 About Us

The International Association of Penturners (IAP) is an organization that recognizes pen making as a craft with unique and distinctive character. Here is the About Us statement.

27.17 Cookie usage

This page discusses how cookies are used by this site. If you continue to use this site, you are consenting to our use of cookies. Here is How Cookies are Used.

28 Dealing with Troublesome Members

28.1 Q - Why have I Received Spamming or Abusive email from someone on this Site?

A = The email form feature of this Site includes safeguards to try and track members who send such posts. Start a Conversation the Site Administrator. Copy and paste a full copy email into the Conversation, then send a of the email you received. *It is very important that this includes the headers that contain the details of the member that sent the email.* The Site Administrator can then take action.

28.2 Q - Can I Block Posts and Conversations from specific members?

A = If there are particular members that bother you and you do not want to see their posts or receive conversations from them, then you can add these members to your '**Ignore**' list. Hover over the members name, where you see it, a pop-up will be displayed and select '**Ignore**'.

28.3 Q - How can I Report Posts to an Administrator?

A = You should see a '**Report icon**' at the bottom right of the post you wish to report. Clicking this will pop up a '**Report content**' window. Enter the '**Report reason**' and click the '**Report**' icon.

28.4 Q - What if I See something Abusive or Offensive?

A = You will find '**Contact**' icon in in the footer throughout the Site. This link allows you to alert the Site Administrator to anything which you find to be offensive, objectionable, or illegal. Enter a '**Subject**', the '**Message'** and '**Send**'.

28.5 Q - How do I contact the IAP Site Manager?

A = The general link is Here or the SIte Administrator.

29 Miscellaneous

29.1 Q - How can I get my Pen Posted on the Front Page?

A = I occasionally hear from members who say something like, "I've been posting pen photos for 10 years and they never end up on the front page!" My response is usually, "It's not the pen, it's the photo." Look here.

29.2 Q - What is Member Tagging?

A = Typing the **@** symbol followed by a members name (username) **@jeff** creates a member tag within your post. This is a clickable link to the member's profile. *If that member has chosen to receive alerts when they are tagged, then they will be notified of and provided with a link to your post.*

29.3 Q - I receive an Error when I use the Back option on my Browser?

A = That message is typical when leaving a browser tab open for an extended period of time. Refreshing the web page should restore the page.

Force refresh on page using the steps below on Google Chrome, Firefox, Microsoft Edge, Internet Explorer, and Safari. While holding <Ctrl> or <Ctrl> and 'F5' on **Windows**, <Shift> or <Shift> and 'R' on **Mac**, click the Reload icon on the left of the address bar to refresh your web browser. For Android or Apple phones select the 3 vertical dot icon and then click the Reload icon. [Table of Contents]

30 Site Managers

30.1 Q - What are Moderators?

A = Moderators are individuals (or groups of individuals) who look after the forums from day to day. They have the authority to edit or delete posts and lock, unlock, move, delete, and split topics in the forum they moderate. Generally, Moderators are present to prevent members from going off-topic or posting abusive or offensive material. Becoming a Moderator for a specific forum is usually assigned to a member who is particularly helpful and knowledgeable in the subject of the forum they are moderating.

30.2 Q - What are Administrators?

A = Administrators are often owners of the Site with the highest level of control over the entire Site. They control all facets of Site operation, including setting permissions, banning members, creating member groups or Moderators. They oversee how the Site is styled, what forums to create and how to organize them, what information to require from members and who to appoint as Moderators. They also have full Moderator capabilities in all forums.

31 Posting Issues

31.1 Q - Why did I Receive a Warning?

A = The Site Administrator has a set of rules for their site. If you have broken a rule, you may be issued a warning. Please note that this is the Site Administrator's decision. Contact the Site Administrator if you are unsure why you were issued a warning.

32 Announcements

32.1 Q - What are Announcements?

A = Announcements are special messages posted by the Site Administrator or Moderators and often contain important information. They are a simple one-way communication with the members, that you cannot reply to. If you wish to discuss announcements, you can '**Start new conversation**' with the Site Administrator. Announcements are usually displayed at the top of Sites Home page, above regular and sticky threads. Also, in the Sites Announcements.

33 Pen turning references

33.1 Q - Where are some Good References here?

A = Start with the Home Page, Library Menu or Quick Start Reference.

34 Glossary

34.1 Q - What are some Terms that are Commonly used throughout these Forums?

A = Here are some information on terms.

- **Account Settings** - This is an area for members to control their account preferences. You may know this as User Control Panel ('**User CP'**).
- **Alerts** - You'll see an Alerts menu at the top right of the page when you're signed in (next to your profile information). Here you'll see notifications on threads and forums you're watching, and you can manage your alert preferences from here.
- **Attachments** - Attachments are files that can be attached to posts, like e-mail attachments. Certain restrictions, set by the Site Administrator, control what members can attach.
- **Avatar** - Avatars are small images that are displayed next to a member name (username). Avatars can be changed in your profile and settings (such as allow/disallow uploading) edited from the ACP.
- **Bulletin Board** – This is an online *Discussion Site*. It's sometimes also called a Board, Site or occasionally called an Online Forum.
- **Cache** - Cache is a way of storing frequently accessed data. By storing this data, your server will have less load put on it, allowing it to process other tasks.
- **Client** - A client is a computer that accesses another computer's service(s) via a network.

- **Conversations** - Also known as Private messages are a way for registered members to communicate privately through the Site without the need to use to e-mail or instant messaging.
  They can be sent between memberss and cannot be viewed by anyone other than the intended recipient. These are private conversations that you have with other members.
- **Cookie** - A cookie is a small piece of data put onto the members computer. Cookies are used with this Site to store login information (used for automatic logins).
- **Database** - A database is a collection stored in a structured, organized manner (with different tables, rows, and columns, etc.). Databases provide a fast and flexible way of storing data, instead of the other commonly used data storage system of flat files where data is stored in a file. IAP supports several different DBMSs and uses the database to store information such as members details, posts, and categories. Data stored in a database can will be backed up and restored easily.
- **Discussions** - These are normally called Threads that are created by a member with a title and text that will create a new post, on a topic they choose.
- **Drop down –** These are sub-menus offering options that are displayed when a menu choice is chosen.
- **Editor** - This is the tool which is used to create your messages. There are two variations available.
- **Editor Standard BB code -** Requires formatting commands in BB code, this is more like manual coding.
- **Editor Enhanced** (Default) - Using clickable controls like those found in most word processors (WYSIWYG).
- **Filters** - Selecting this option will display only those items that match your filter (Select forums/lists).
- **Following** - Members, Sections, Forums and Discussions you want to keep track of and find the latest information. You can also receive alerts based on your followed content. You may also know this as subscribed content.
- **Forum** - These are individual categories created to sort discussions.
- **Gallery** - Media Gallery is a feature that allows members to create galleries of images, videos, and audio, that is organized into categories and albums.
- **Home Page** – Main Site entry page of IAP. (www.penturners.org)
- **Ignoring** - Members that you do not want to remove from our view.
- **Like** - Click on this word to show your appreciation, you can also add an emoji.
- **Messages** – These are often normally called Posts. They are replies to initial threads posted.
- **Main Menu Bar** – The Persistent Menu consisting of most of the Sites selections located at the top of every page.
- **New** - These are Unread Threads or Posts that you have not Read/seen yet.
- **Notifications** - When members perform certain actions on the Site notifications will be generated to the affected members. For example, the Administrator or Moderators can select to be notified when a post requires approval. Notification methods include Site notification and email notification.
- **Pop-ups** – These are sub-menus offering options that are displayed when a menu choice is chosen.
- **Posts** - These are often called Messages. They are replies to initial threads posted.
- **Reactions -** These are based on members that have responded in some way to your postings. You can view these from 'Your account' options.
- **Session** - A session is a visit to the forums. a session is how long you spend on the forums. It is created when you login deleted when you log off. Session IDs preserves the members session without use of a cookie. If sessions were not preserved, then you would find yourself being logged out every time you clicked on a link of the Site.
- **Signature** - A signature is a message displayed at the end of a members post. Signatures are set by the member. Whether or not a signature is displayed after a post is set by the members profile settings.
- **Style** - A style is made up of a template set, image set, and stylesheet. Style controls the overall look of your forum.
- **Sub-forum** - Sub-forums are forums that are nested in, or located in, other forums.
- **SOYP Image Mirror -** Photos posted in Show Off Your Pens are mirrored Here.
- **SYOST Image Mirror -** Photos posted in Show Off Your Small Turnings are mirrored Here.
- **Tabs –** These are the divisions of the Main Menu Bar that direct you to the chosen pages.
- **Threads** - These are often called Discussions. The initial post starting a new titled discussion.
- **Unread** - These are New Threads or Posts that were added after you viewed but have not Read or seen yet.
- **Unwatch** - You can select this to eliminate watching select threads and posts.
- **User Control Panel (User CP)** - All your Site settings are controlled from this menu.
- **Verified Member** - A member whose identity has been verified as a legitimate member.
- **Watched Threads & Forums** - Threads that a member has set to be informed as posts are made to them.
- **Your profile** - A quick access view of your activity and postings.

35 Donations

35.1 Q - Can I Donate to this Site?

A = Our Donation Page now includes options for Venmo and crypto.
For crypto we accept Bitcoin, USD Coin, Litecoin, Bitcoin Cash, Ethereum, Dogecoin, and Dai.

Thank you for your support.

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