



National Alopecia Areata Foundation

Bulletin Board System User's Manual

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This manual describes the policies and procedures for the National Alopecia Areata Foundation (NAAF) Bulletin Board System. It also provides instructions for using the bulletin board. The bulletin board is a private, password protected, web-based system that lets authorized users view and post messages and replies.

The bulletin board has different forums that are grouped into categories, where each category provides an area for a group of users to exchange ideas and information. The primary purpose of all forums on the bulletin board is to increase communication among members of NAAF constituencies. The current categories and their authorized groups of users are:

- ❑ **Public-Adults** — This category includes forums adults. To have access to these forums, a participant must be an associate member of NAAF.
- ❑ **Public-Children and Teens** — This category includes forums for children and teens. To have access to these forums, a participant must have submitted a signed parental permission form, and the parent or guardian must be an associate member of NAAF.
- ❑ **Support** — This category includes forums for support group leaders, telephone contacts, and the Support Advisory Board. Members of the Board of Directors, NAAF staff, and the CEO also have access to these forums.
- ❑ **Research** — This category includes forums for approved researchers to exchange ideas. Members of the Medical Advisory Board and CEO also have access to these forums.
- ❑ **Board of Directors** — This category is for private discussions of the Board of Directors and CEO.
- ❑ **Medical Advisory Board** — This category is for private discussions of the Medical Advisory Board. The CEO also has access to these forums.

About This Manual

Chapter 1, *Policies and Procedures*, provides general policies and procedures for all forums on the BBS and specific policies and procedures for categories of forums.

Chapter 2, *Using the Bulletin Board*, provides tutorials for registering, viewing topics, posting new topics, and posting replies.

Manual Conventions

This manual uses a few special symbols and conventions.

Text Conventions

Words and characters shown in **Courier** font are folder or file names. For example, **myfile.htm** is a filename. Key names are shown as **Alt**, **Ctrl**, **Esc**, or **Home**.

A special bold font identifies push buttons or key words and phrases found in dialogs. For example, “click the **Settings...** button.” In some cases, words and characters in bold also indicate **emphasis**.

Words and characters in *italics* indicate a new term introduced. An explanation generally follows the italicized term. *Using the Bulletin Board*, includes many of the italicized terms. (In this case, as elsewhere in this manual, italics also indicate references to specific chapter or section titles.)

Mnemonic command letters used in menus and dialogs (for example, **F** for **File** menu) appear in bold with an underline to be consistent with the screen displays. References to menu selections appear as **File/Open**. This means that you should select the **Open** menu item from the **File** menu.

Keyboard Commands

Keyboard commands, key combinations, and key sequences are described as follows:

Keystroke(s)	Description
KEY1+KEY2	A plus sign (+) between key names means to press and hold the first key (KEY1) and type the second key (KEY2). For example,  +  means to hold down the  key, type the  key, and then release both the  and  keys.
KEY1, KEY2	A comma (,) between key names means to type the keys in the sequence shown. For example, if you're instructed to type R ,  , you would type the letter R followed by the  key.

Using Your Web Browser

This document assumes that you are familiar with your web browser, and know how to click a hyperlink (highlighted text, a graphic, or special navigation text). The bulletin board assumes that you are using Netscape version 4.0 or IE 4.0 or later. If you are using an earlier version of either of these browsers, go to the Netscape or Microsoft web site to obtain a free update. To facilitate your use of the bulletin board and avoid repeatedly entering your user name and password, you should enable cookies.

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Policies and Procedures

This chapter provides the general policies for the NAAF bulletin board and individual policies and procedures for each category of forums.

Conditions of Use

The following appears on the Rules, Policies, and Disclaimers page when a person initially attempts to register for the bulletin board system:

If you agree to abide by our rules below, you should press the "Agree" button, which will enable you to register. If you do not agree, press the "Cancel" button. Considering the real-time nature of this bulletin board (BBS), it is impossible for us to review messages or confirm the validity of information posted. Please remember that we at NAAF do not actively monitor the contents of and are not responsible for any messages posted. We do not vouch for or warrant the accuracy, completeness or usefulness of any message, and are not responsible for the contents of any message. The messages express the views of the author of the message, not necessarily the views of this BBS or any entity associated with this BBS. Any user who feels that a posted message is objectionable is encouraged to contact us immediately by email. We have the ability to remove objectionable messages and we will make every effort to do so, within a reasonable time frame, if we determine that removal is necessary. This is a manual process, however, so please realize that we may not be able to remove or edit particular messages immediately.

You agree, through your use of this service, that you will not use this BBS to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violative of any law. You agree not to post any copyrighted material unless the copyright is owned by you or by this BBS. Likewise, you agree not to use the BBS as a means to advertise for, rent or sell any product not in direct association with the National Alopecia Areata Foundation.

Although this BBS does not and cannot review the messages posted and is not responsible for the content of any of these messages, we at this BBS reserve the right to delete any message for any or no reason whatsoever. You remain solely responsible for the content of your messages, and you agree to indemnify and hold harmless this BBS, the National Alopecia Areata Foundation, Madrona Park, Inc. (the makers of the bulletin board software), and their agents with respect to any claim based upon transmission of your message(s).

We at this BBS also reserve the right to reveal your identity (or whatever information we know about you) in the event of a complaint or legal action arising from any message posted by you.

Please note that advertisements, chain letters, pyramid schemes, and solicitations are inappropriate on this BBS.

Privacy Policy

The following text appears whenever a user clicks the **Privacy Statement** hyperlink at the bottom of many pages.

NAAF Privacy Policy

The National Alopecia Areata Foundation vigorously guards the privacy of the information that it receives from individuals. The foundation privacy procedures include the following: NAAF does not sell, rent or divulge personally identifiable information to anyone unless required by law. Donors are listed in our newsletter unless requested otherwise.

The National Alopecia Areata Foundation vigorously guards the privacy of the information it receives from individuals during the registration process. However, all personal, emotional, and medical information that you voluntarily reveal in BBS forums is not protected by the NAAF privacy policy.

Registration Data

During registration for use of the bulletin board system (BBS), NAAF collects personal information including your name, address, email address, zip code and phone number. After providing NAAF with this information, you are no longer anonymous.

How does NAAF use personal information?

NAAF uses your personal information to provide you with information that you request, including brochures and newsletters, and to inform you of support group and awareness activities in your area. NAAF does not sell, rent, or divulge personally identifiable information to anyone unless required by law.

Policies and Procedures by Category

Each category of forums has additional policies and procedures that are documented here. Failure to comply with the general or these category-specific policies and procedures may result in revocation of access privileges.

Public—Adults

At the time of publication of this document, this category has the following forums available to associate members:

- ❑ **Parent-to-parent Forum** — This forum provides an area where parents of children with alopecia areata can build support networks and friendships with other parents. It is a place where you can share strategies for helping your children deal with alopecia areata. All adult associates may access this forum.
- ❑ **Young adults** — This forum provides an area where young adults with alopecia areata can build support networks and friendships with other young adults. This is a place where you can deal with issues of dating and building relationships. All adult associates may access this forum.
- ❑ **General adult Forum** — This forum provides an area where adults with alopecia areata can build support networks and friendships with other adults. It also provides a place where spouses or family members of those with alopecia areata can network with other spouses and family members. All adult associates may access this forum. NAAF staff and Board members have access to all forums.

Public—Children and Teens

At the time of publication of this document, this category has the following forums available to children of associate members:

- ❑ **Kids Forum** — This forum provides an area where children in grades eight and below can build support networks and friendships with other children. Only children in this age group, who have a permission form signed by a parent or guardian and submitted to NAAF via fax or normal mail, have access to this forum.

- ❑ **Teen Forum** — This forum provides an area where teens in 9th through 12th grades can build support networks and friendships with other teens. Only teens enrolled in high school, who have a permission form signed by a parent or guardian and submitted to NAAF via fax or normal mail, have access to this forum.

Objectives

The objectives of the Public forums are to:

- ❑ Provide a gateway of communication between all associate members of NAAF, teens and children.
- ❑ Offer BBS members the ability to exchange ideas, share experiences, and extend support with other members of their forum.
- ❑ Strengthen the relationship between BBS members and the NAAF staff through an open-ended dialogue that will provide those involved with the opportunity to voice suggestions and concerns, and offer ideas and assistance.

Policies and Procedures

- ❑ The Public BBS consists of two categories, Public-Adults and Public-Children and Teens.
- ❑ The Public-Adults category of the BBS consists of three separate forums, Parent-to-Parent, Young Adults, and General Adult.
- ❑ The Public-Children and Teens category of the BBS consists of two separate forums, Kids and Teens.
- ❑ In order to qualify for access to the BBS, all adults (18 and older) must be associates (current NAAF donors). Children of associate members may become registered users of the BBS without additional fees as long as they have submitted a signed parental permission form.
- ❑ In order to qualify for access to the BBS, all adults (18 and older) must be associate members (current NAAF donors). Children of associate members may become registered users of the BBS without additional fees as long as they have submitted a signed parental permission form.

- ❑ The BBS automatically provides a password for everyone who registers. Before anyone can actually gain access to the BBS a NAAF staff member must authorize access.
- ❑ In order for any individual under the age of 18 to participate in the BBS, a parent or guardian must complete and sign a permission slip and submit it via fax or normal mail to NAAF. The parent or guardian must be an associate member of NAAF.
- ❑ Once approved, those members ages 18 and older will be allowed to access the adults and parents forums. Teens between grades 9 –12 will be able to access the teen forum. Children of grade 8 and younger will be able to access the children forum. Requests to enter another forum will be denied, although the BBS will let children and teens access the parents and adult forums.
- ❑ The intent of the BBS is to provide all NAAF members with a mechanism to generate ideas, request information, and most importantly provide and receive support.
- ❑ The BBS is intended to serve as an informational tool, providing NAAF associates with the opportunity to share experiences and offer suggestions to others.
- ❑ The BBS is intended to serve as an educational resource, promoting the exchange of ideas between NAAF associates.
- ❑ The BBS is intended to serve as a means of communication between NAAF associates, the NAAF staff, and the NAAF Medical Advisory Board. This relationship will strengthen NAAF’s commitment to its associates, and will connect associates needs to the goals of the foundation.
- ❑ The BBS strictly abides by rules of confidentiality; submission of names, addresses or telephone numbers of any individual to an external source is prohibited.
- ❑ The BBS holds a zero tolerance policy regarding defamation of character. Mention of any individual, organization or company in a negative or derogatory manner is prohibited.
- ❑ Posting copyrighted materials on the BBS is not permitted unless the poster is the copyright holder.
- ❑ Information submitted to the BBS will be monitored by a moderator, and may be edited or deleted if not in accordance with NAAF policies.

- ❑ Any violation of NAAF policies regarding use of the BBS will result in termination of BBS access privileges.

Support

At the time of publication of this document, the Support category has the following forums:

- ❑ **Support Group Leaders Forum** — This forum provides an area where support group leaders can exchange ideas. Only support group leaders, NAAF staff and Board members may access this forum.
- ❑ **Telephone Contact Forum** — This forum provides an area where telephone contacts can exchange ideas. Telephone contacts, support group leaders, prospective support group leaders, NAAF staff and Board members may access this forum.
- ❑ **Medical Questions and Answers Forum** — This forum lets support group leaders and telephone contacts submit medical questions that aren't addressed in the FAQ section of the NAAF web site.
- ❑ **Support Advisory Board Forum** — This forum is for the Support Advisory Board. Only members of the SAB and NAAF staff and Board members can access this forum.

Objectives

The objectives of the Support forums are to:

- ❑ Provide a gateway of communication for the worldwide Support Group Leader Network (SGLN).
- ❑ Link NAAF support group leaders and telephone contacts with the ultimate goal of exchanging ideas, updating Support Group related information, and providing an educational forum in which resources and tools used by Support Group and Telephone Contact Leaders can be evaluated and validated.
- ❑ Strengthen the relationship between the Support Groups and the NAAF staff through an open-ended dialogue that will provide those involved with the opportunity to exchange ideas and concerns related to the current Support Group Program.

Using the Bulletin Board

This chapter provides instructions for performing common tasks in the BBS, regardless of the forum you're authorized to access. The documented tasks are:

- Accessing the BBS
- Registering
- Viewing and Changing Your Profile
- Accessing a Forum
- Viewing a Topic
- Replying to a Topic
- Posting a New Topic

Accessing the BBS

You access the BBS through the NAAF web site. To access the NAAF web site, follow these steps:

1. Point your web browser to **www.naaf.org** to display the NAAF home page (see Figure 2-1).

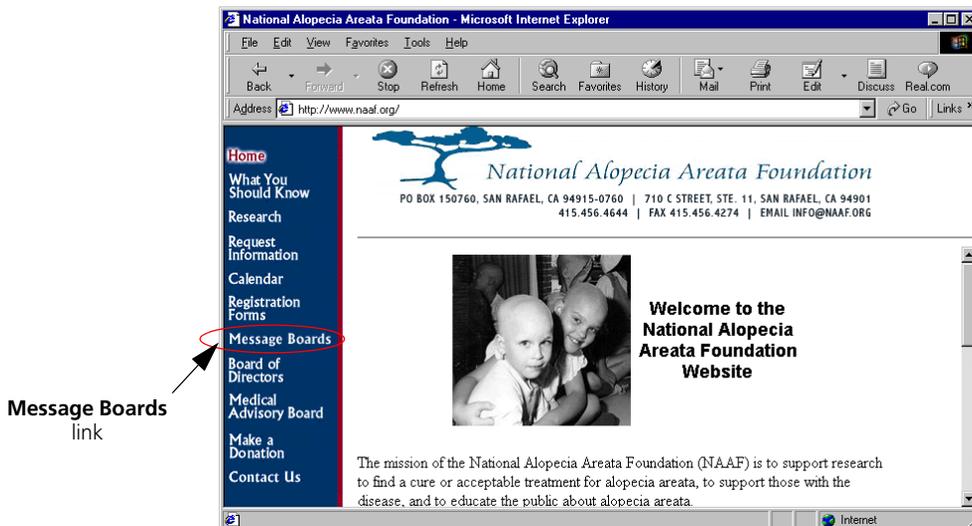


Figure 2-1. NAAF home page with link to **Message Boards** highlighted.

2. Click the **Message Boards** link on the left navigation bar (see Figure 2-1). This displays an initial page that indicates that the NAAF BBS is private and requires an ID and password.

3. Click the word [here](#) to enter the BBS (see Figure 2-2).

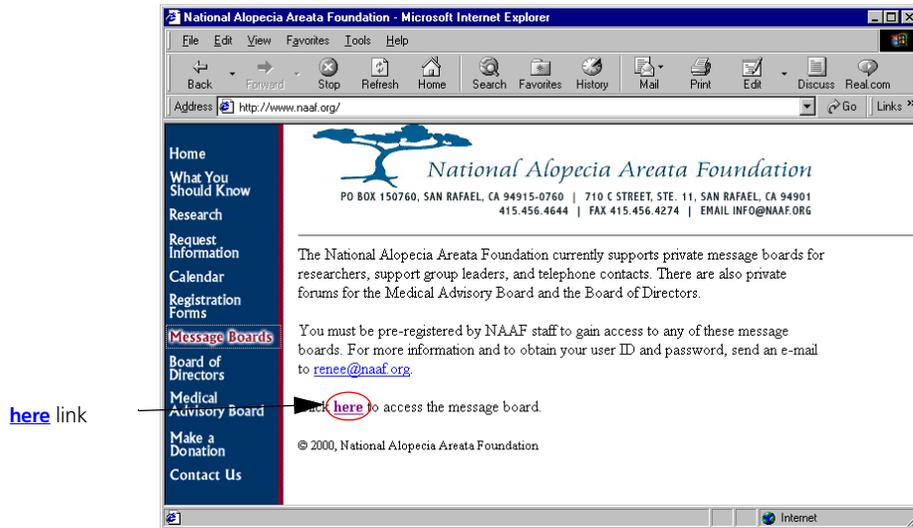


Figure 2-2. NAAF Message Board page with [here](#) link highlighted.

This displays the forums page of the BBS. The forums page shows all forums grouped by category. Figure 2-3 shows the size that most people will see on their screens (800x600 pixels). Figure 2-4 shows a closer view of the forum list.

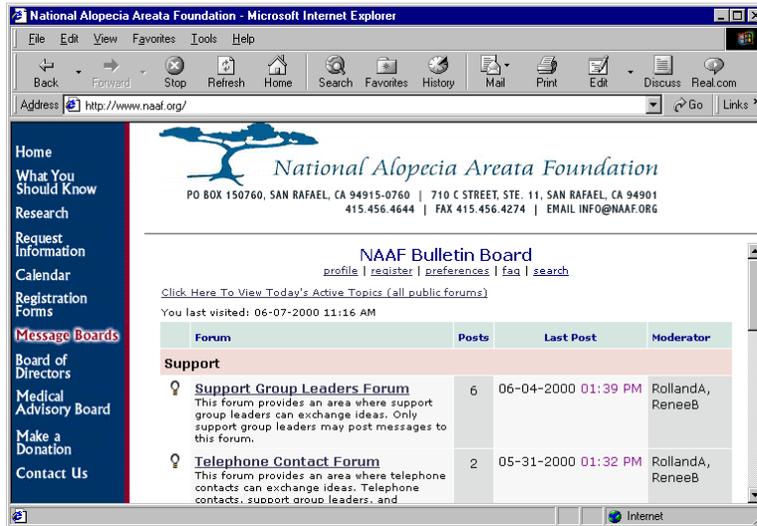


Figure 2-3. NAAF Message Board forums list.

Forum	Posts	Last Post	Moderator
Support			
<p> Support Group Leaders Forum This forum provides an area where support group leaders can exchange ideas. Only support group leaders may post messages to this forum.</p>	6	06-04-2000 01:39 PM	RollandA, ReneeB
<p> Telephone Contact Forum This forum provides an area where telephone contacts can exchange ideas. Telephone contacts, support group leaders, and prospective support group leaders may post and read messages on the forum.</p>	2	05-31-2000 01:32 PM	RollandA, ReneeB
<p> Support Advisory Board Forum This forum is for the Support Advisory Board. Only members of the SAB and the NAAF Board of Directors can access this forum.</p>	12	06-07-2000 07:01 AM	RollandA, ReneeB, VickiK
Research			
<p> General Research Topics Forum This forum is provides general information for all NAAF authorized researchers. If you want to start a forum on a specific subject, contact the NAAF office.</p>	0		VickiK, ReneeB
Board of Directors			
<p> Board of Directors Forum This is the forum for the NAAF Board of Directors. Only members of the Board and the CEO have access to this forum.</p>	7	06-07-2000 06:05 AM	VickiK
Medical Advisory Board			
<p> Medical Advisory Board Forum This is a forum of members of the NAAF Medical Advisory Board. Only members of the Medical Advisory Board and the NAAF CEO have access to this forum.</p>	0		VickiK

Figure 2-4. NAAF Message Board forums list.

Registering

The first time you access the BBS, you must register. To register with the BBS, follow these steps:

1. Click the [register](#) hypertext link at the top of the forums list page. This displays the initial registration page shown in Figure 2-5.

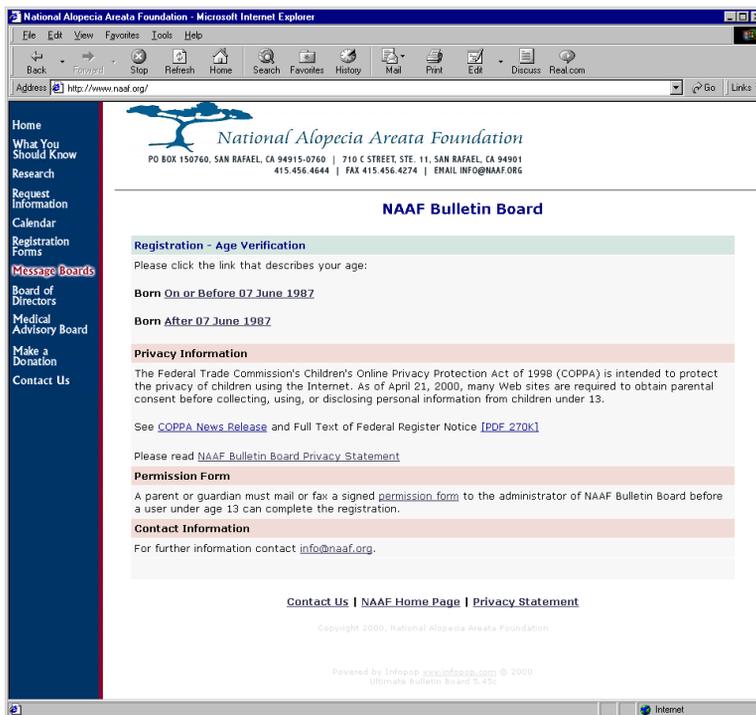


Figure 2-5. NAAF Message Board initial registration page.

2. Read the Privacy Information, and click the link that indicates that you are over 13 years old to display the next registration page (Figure 2-6). This page shows the rules, policies, and disclaimers for using the NAAF BBS. Make sure you read this page.
3. If you agree with these rules, policies, and disclaimers, click the **Agree** button to display the next page of the registration process.

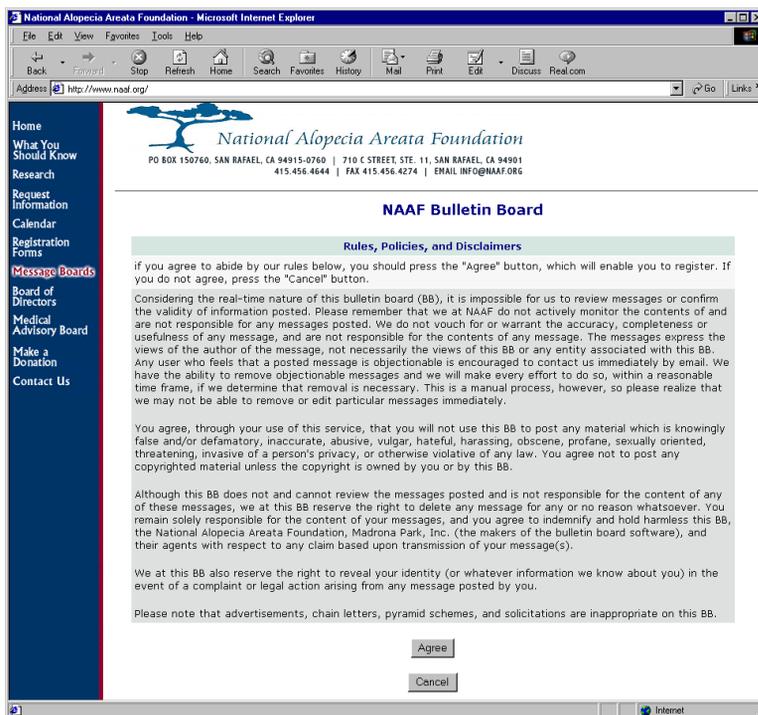


Figure 2-6. NAAF Message Board Rules, Policies, and Disclaimers page.

4. Figure 2-7 shows the registration page that you fill-in with your personal information. You must fill-in a user name and your email address. Other information on this page is optional. For the NAAF BBS, your user name can be anything, but we prefer that you use an easily identifiable name, such as a combination of your first name with your last initial. Remember, you are trying to communicate with others in a very small community of users.

National Alopecia Areata Foundation - Microsoft Internet Explorer

Address: <http://www.naaf.org/>

National Alopecia Areata Foundation
 PO BOX 150760, SAN RAFAEL, CA 94915-0760 | 710 C STREET, STE. 11, SAN RAFAEL, CA 94901
 415.456.4644 | FAX 415.456.4274 | EMAIL: INFO@NAAF.ORG

Bulletin Board Registration

In order to use all features of this Bulletin Board, you must register.

UserNames can be up to 25 characters. Please use only letters and numbers.

Note: Your registration will not be active until the administrator approves your request. Please be patient

Note: all of the information provided on this page (with the exception of your password) will be viewable by anyone visiting the bulletin board. Thus, if you don't feel comfortable about completing certain fields, just leave them blank. Required fields are marked by an asterisk.

User Name*

Email*

City, State, Country

Occupation

Homepage

Interests

ICQ Number

Signature

Optional signature you may use to appear at bottom of your posts. Note: The Signature feature is currently enabled by this Bulletin Board's administrator. You may use [UBB Code](#) in this field, but not HTML. The UBB Code Image tag is not permitted, however.

Allow Bulletin Board Administrators and Moderators To Send You Email Notices? yes no

Set Your Preferences: if you are using a browser that supports cookies, we can store some default preferences on your browser for you. With the exception of the "email view" option below, if your browser does not support cookies, or you have cookies turned off, these preferences will not be set.

Store Username & Password in browser memory for 1 year (otherwise you will have to type your username and password once per browser session) yes no

Default Topic View:

Keep your email address viewable to other users when you post notes? yes no

Note: Your registration will not be active until the administrator approves your request. Please be patient

Figure 2-7. NAAF Message Board Registration page.

5. When you've completed this page, click the **Submit Registration** button at the bottom of the page. This sends an email message to the BBS administrator, who is responsible for authorizing your access to particular forums.

You will receive an automatically generated email from the BBS system with a generated password (see Figure 2-8). Your user name and password are case sensitive (that means joeR is not the same as JoeR). After you receive an email from the administrator indicating that you have been authorized to access the BBS, you can login. If you want, you can change the assigned password to one you can more easily remember. We suggest that you use mixed case and/or include numbers in your password to make it more difficult for others to guess.

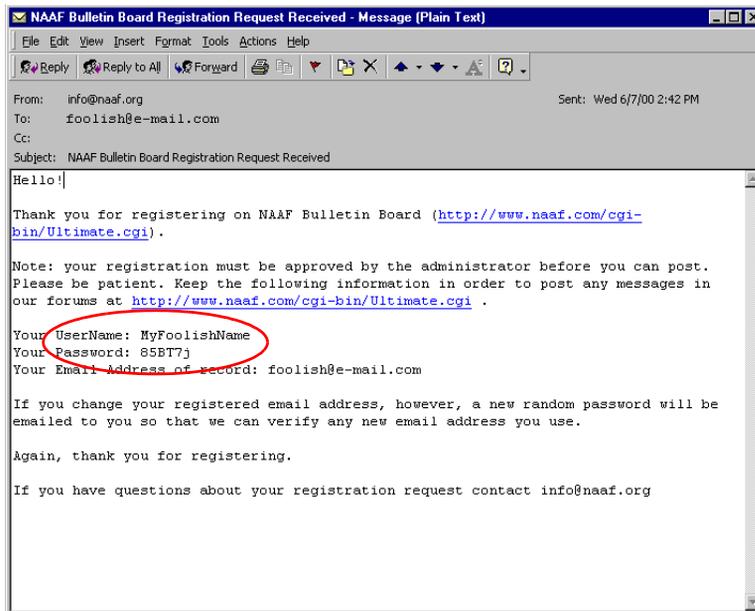


Figure 2-8. NAAF Message Board automatically generated email response to your registration request.

Viewing and Changing Your Profile

As an authorized user of the NAAF BBS, you can view and change your own profile. You may want to do this to change your address, password, or any other personal information entered when you registered. To view and/or change your profile, follow these steps:

1. Click the [profile](#) hypertext link at the top of any page of the BBS. This displays the profile page shown in Figure 2-9.

Figure 2-9. NAAF Message Board profile page lets you change your personal information.

2. Make any changes needed, and click the **Submit Modifications** button.

❖ **Note:** If you change your email address, the system automatically creates a new password and uses the new address to send you an email message with the password.

Accessing a Forum

To access a forum, follow these steps:

1. Follow the procedure to access the BBS (see *Accessing the BBS* on page 8).
2. From the forum list page, click the hypertext link for the forum you want to access (Figure 2-4 on page 10). If this is the first time you've accessed the forum during this session with your browser, you will see a forum logon screen (Figure 2-10).

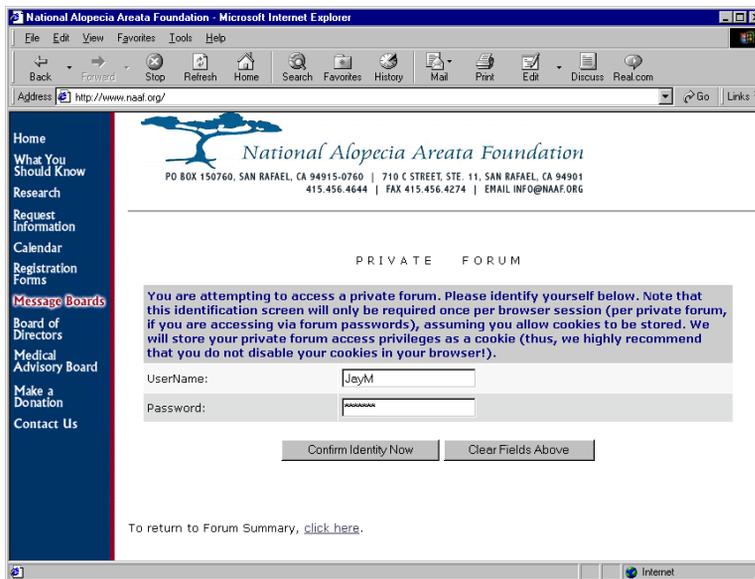


Figure 2-10. NAAF Message Board forum logon page displays the notice that this is a private forum and requests your user name and password.

3. Enter your user name and password (remember that they are case sensitive) and click the **Confirm Identity Now** button.
- ❖ **Note:** *If you have cookies enabled in your browser, you'll only have to type your password this one time, or when you change your password.*

Once you've confirmed your identity with a valid user name and password, the BBS displays the topic list page for the forum you selected (Figure 2-11).

Moderator List

Topic Folder Icon

Original Topic Message Icon

Topic Folder Icon Legend

BBS Tree

Post New Topic Button

Hypertext Links

Topic Filter

Hop to Different Forum

BBS Links

Topic	Topic Starter	Replies	Last Post
Info Items Available	JodyP	0	06-07-2000 07:01 AM
Regional Clusters	JayM	0	06-07-2000 05:58 AM
Our first meeting	RollandA	1	06-07-2000 05:53 AM
Friendships resulting from alopecia	RossS	2	06-06-2000 05:24 PM
Welcome	JayM	3	06-05-2000 05:53 AM
What a Moderator does	JayM	0	06-02-2000 10:59 AM

Figure 2-11. NAAF Message Board forum topic list.

Viewing a Topic

Topics appear in the list with most recent entered (or replied to) topics at the top of the list and oldest topics at the bottom. The topic list has several important features that deserve description. The callouts identified in Figure 2-11 have the following definitions:

Moderator List

Every forum has from one to four moderators. Moderators can edit, delete, or prune any posts in their forums. If a person has a question about a particular forum, he/she should direct it to

the forum moderator. If you click the hypertext link for a moderator, your email client will display a new message window with the address of the moderator automatically supplied.

Topic Folder Icon This icon shows whether the topic or any replies are new since you last visited the BBS (see Topic Folder Icon Legend, below). It also shows when a topic is “hot” or when it has been closed.

Original Topic Message Icon This is the icon of the original topic posting that the author of the posting selected.

Topic Folder Icon Legend The legend shows the meaning of the topic folder icons. The icons are:



A red closed folder indicates that the original topic or replies are new since your last visit to the forum.



A red closed folder with a flame indicates that the original topic or replies are new since your last visit to the forum and there are more than five replies to the original topic message.



A yellow closed folder indicates that you’ve already seen the original topic and replies.



A yellow closed folder with a flame indicates that you’ve already seen the original topic and replies. There are more than five replies to the original topic message.



A lock indicates that the topic is closed to further replies. You can still view the topic, but you can’t enter a new reply.

BBS Tree This tree shows where you are in the BBS hierarchy. The top of the hierarchy is the NAAF Bulletin Board page that shows the forum list. The next level shows the current forum, and the lowest level shows the topic title. You can quickly move to higher levels by clicking one of the hyperlinks.

Post New Topic Button Click this button to enter a new topic (see *Posting a New Topic* on page 24).

Hypertext Links	<p>These links provide access to other BBS functions. The links are:</p> <ul style="list-style-type: none"><li data-bbox="644 314 1308 378">❑ profile — click this link to view or modify your personal profile.<li data-bbox="644 395 1243 423">❑ register — click this link to register as a new user.<li data-bbox="644 440 1308 631">❑ preferences — click this link to set your personal preferences. On the preferences page, you can delete all cookies set by this forum, specify whether or not you want to your browser to store your user name and password, and you can specify a default topic filter (see below).<li data-bbox="644 649 1308 770">❑ faq — displays a separate browser window with a list of frequently asked questions. These questions and answers will help you understand how to make effective use of the BBS.<li data-bbox="644 788 1308 920">❑ search — displays a search page that lets you search a forum. At this time, the search function only supports public forums. Since we have no public forums, this feature won't work on the NAAF BBS.
Topic Filter	<p>The topic filter drop-down lets you select a number of days to use as a cutoff to display old topics. Once you make your selection, click the Go button.</p>
Hop to Different Forum	<p>This drop-down list shows all the forums available on the NAAF BBS. You can select a forum from the list and click the Go button to immediately navigate to that forum. You will have to provide your user name and password to gain access to the forum if you haven't set your browser to store that information.</p>
BBS Links	<p>Three hypertext links that let you send an email directly to the NAAF staff person responsible for the BBS, return to the NAAF home page, and display the NAAF's BBS privacy policy.</p>

To view a topic, follow these steps:

1. Follow the procedure to access a forum (see *Accessing a Forum* on page 16).

- Click the hypertext link for the topic of interest. This displays the topic page (see Figure 2-12). Each topic page includes all posted replies. The original message appears at the top of the page and replies appear in chronological order. This is also referred to as a topic thread.

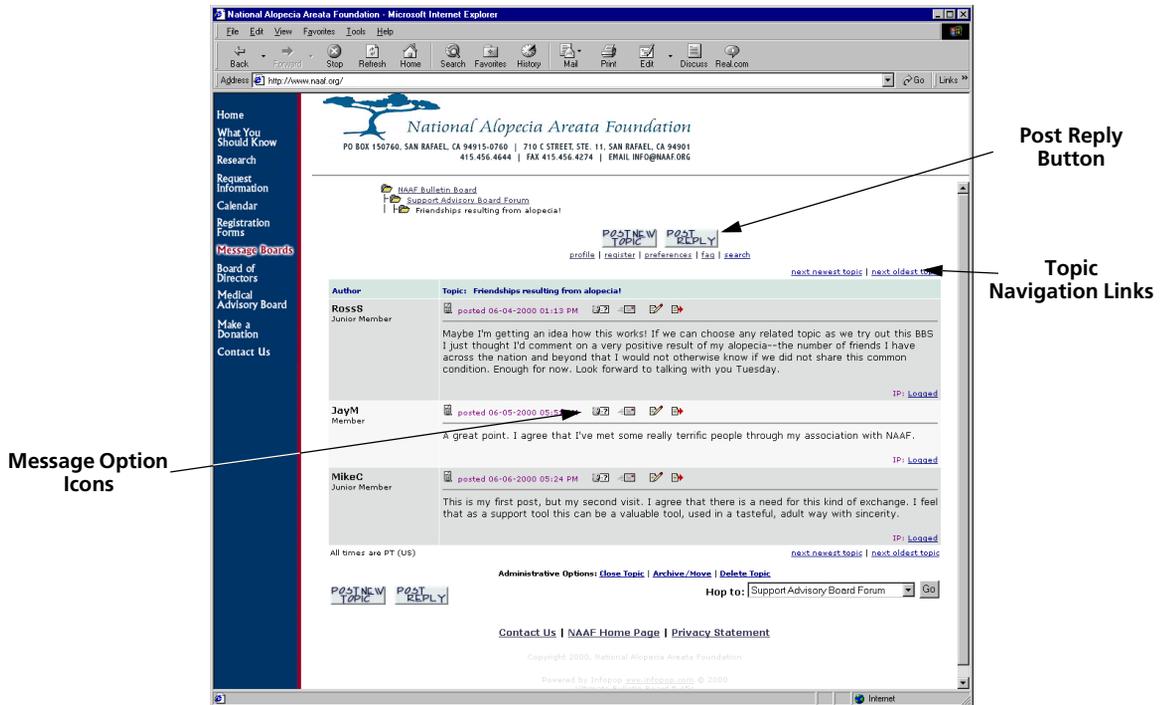


Figure 2-12. NAAF Message Board topic page.

Most of the features of this page are the same as on the topic list page. The unique elements (see Figure 2-12) are:

Message Option Icons

Clicking one of these icons lets you perform a function relating to the associated message (either original topic or a reply). Holding your mouse pointer momentarily over an icon displays a description of the icon's function. The icons are:



Click this icon to see the profile of the person who posted the message.



Click this icon to send a private email message the person who posted the message.



Click this icon to edit a message you posted. Only moderators can edit other's messages.



Click this icon to post a reply that includes some or all of the message associated with this icon. Generally, you should just click the Post Reply button. Use this icon when you want to highlight certain portions of the current message in your reply. Don't leave the entire message in your reply, since that just consumes unnecessary space.

Post Reply Button

Use this button to reply to the current topic (see *Replying to a Topic*, below).

Topic Navigation Links

Use these links to view the next newest or next oldest topic in the forum topic list.

Replying to a Topic

To reply to a topic, follow these steps:

1. Click one of the **Post Reply** buttons on the topic page. This displays the page shown in Figure 2-13.

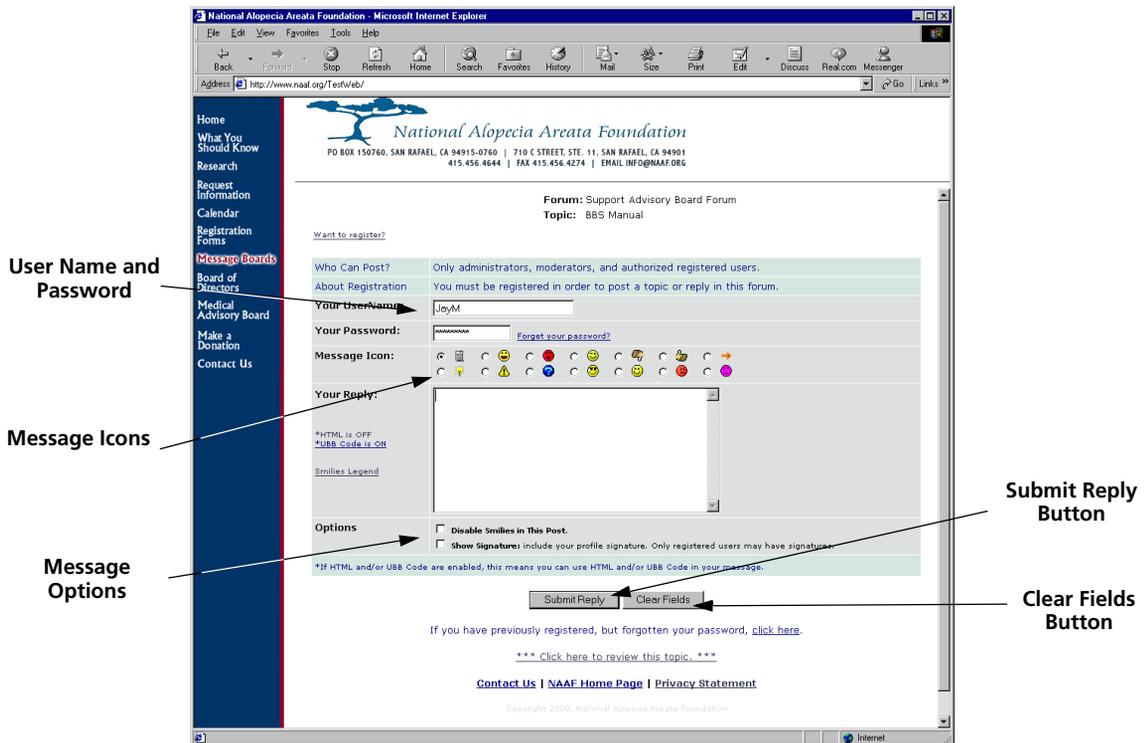


Figure 2-13. NAAF Message Board topic page.

2. If necessary, enter your user name and password. If you have cookies enabled for this forum (see [preferences](#) on page 19), these should be entered automatically. If you have forgotten your password, click the [Forget your password?](#) hypertext link and the BBS will send you your password by email.
3. Select a message icon that represents the type of message you're writing.

4. Select one or both Options if you want. The options are:

Disable Smilies in This Post.

Select this option if you don't want message icons to appear in your reply.

Show Signature

Select this option if you want the BBS to automatically add the signature that you specified in your profile (see *Viewing and Changing Your Profile* on page 15). The signature that you specify in your profile can include HTML or UBB code. For more information, see the [faq](#) on page 19.

5. Click the **Submit Reply** button to post your reply to the topic thread.

❖ **Note:** The **Clear Fields** button clears all fields on the page so that you can start over.

❖ **Note:** To view the topic with previous replies in a separate window while you're composing your reply, click the ***** Click here to review this topic. ***** hyperlink.

Posting a New Topic

To post a new topic, follow these steps:

1. Follow the procedure to view a topic (see *Viewing a Topic* on page 17).
2. Click one of the **Post New Topic** buttons on any page of the forum. This displays the page shown in Figure 2-13.

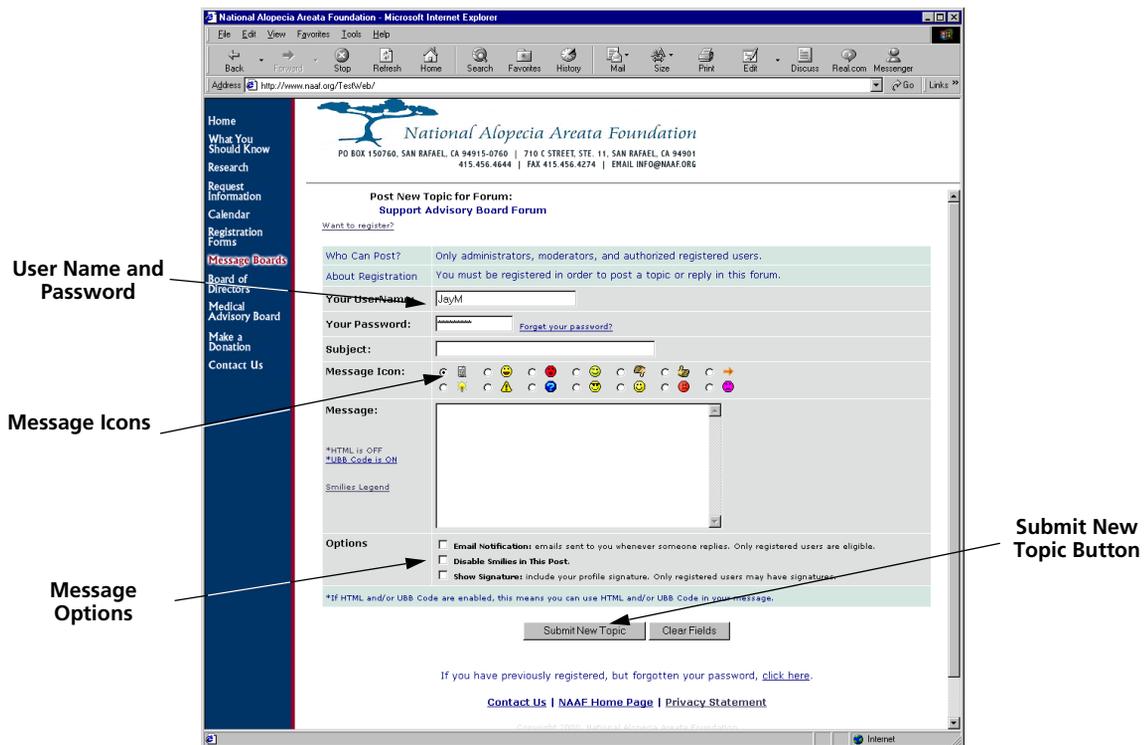


Figure 2-14. NAAF Message Board topic page.

3. Since this page is identical to the Post Reply page (except for the name of the submit button), see *Replying to a Topic* on page 22 for more information. There is one additional option that is:

Email Notification Select this option to have the BBS send you an email whenever anyone replies to your topic.

4. Click the **Submit New Topic** button to post your topic to the forum.

