

# The Printer Network<sup>SM</sup>

The Leading Community for Industry Professionals!

## *User's Guide*

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# Welcome to The Printer Network's User Guide. This user's guide is organized into a "frequently asked questions" format.

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# Getting Started:

## How do I register with The Printer Network?

Registering is simple. Go to the homepage of The Printer Network at <http://www.theprinternetwork.com> and click the join button located above the listed forums. You will be taken to the “membership registration” page where you can agree or disagree with the forum terms and conditions. If you disagree, you will not be allowed to become a member and will be directed back to The Printer Network’s home page. If you agree, you will be directed to a signup page where you enter simple information about yourself.

## Do I have to use my real email address?

Yes, we use your real email address to send you a temporary password when you first login. If you do not provide us with your real email address, you can not become a member. We also use your email address to send notifications for your subscribed forums and for people to reply to your posts.

## Is "register" the same as "login"?

No, but they are related. You must register to obtain your user name and password before you can login. After you login, you will be able to post messages and use additional features of The Printer Network.

## My Profile:

### What is a profile?

A profile is a summary of facts about you, such as your profession, your hobbies, your Yahoo or AOL messenger handles and other optional information. This makes up your profile and will become available to other registered members. You create or edit your profile after you register and login. Click on the “Preferences” box at the top of the screen and fill out the information. Be sure to scroll all the way to the bottom for important choices. (See Figure 1)

### How can I customize my profile?

Login and click on “Preferences” to display your profile. There are three section headings. The “Required Information” section allows you to update your email address and your password. The “Optional Information” section allows you to share certain personal information with anyone that visits the site. Do not fill in any information in this section you do not want to share. The third section is the “Preferences” section. Be sure to read and mark the appropriate yes/no answers in this section. Private Messages, Message Notification, Stored Passwords and hiding your email address are all controlled here. (See Figure 1)

The Printer Network - member preferences

REQUIRED INFORMATION

Username: rwillis

Email Address: youremail@domain.com  
if you are changing your email address, a new password will be emailed to you.

Password: \*\*\*\*\*

Verify Password: \*\*\*\*\*

OPTIONAL INFORMATION

First Name: Your First Name

Last Name: Your Last Name

Birthdate: Birthdate mm/dd/yyyy

City, State, Country: Your City, State, Country

Occupation: Your Occupation

Hobbies: Your Hobbies

Homepage: http://www.yourhomepage.com

AOL Instant Messenger Handle: yourname@aol.com

ICQ Number: Your ICQ Number

Yahoo! Messenger Handle: yourname@yahoo.com

Signature: Your Signature Here!  
This is text or pseudo-html code that you want to show at the bottom of all your posts.  
For example: Kindest Regards, Your Name

PREFERENCES

Enable Private Messages:  Yes  No

Notify me via email of new private message:  Yes  No

\* Store Username and Password:  Yes  No

Make Email Address viewable to others:  Yes  No

\* Default Topics Returned: Show me 25 topics/messages at a time.  
\* requires cookies to be enabled on your browser

Update my Information

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Visit one of our other sites!  
Select Here

Asay Publishing Network

Personal Profile & Preferences Screen - Figure 1

## Can I see other members' profiles?

All visitors may view a members' profile by clicking on a user's name within a post and then clicking on the box marked "Profile". They will see a popup window containing that member's optional information and allow for viewing all posts created by that user. (See Figure 5)

## My Preferences:

### How can I keep others from seeing my email address?

This is controlled from your user preferences screen. You may choose to make your email address viewable or not viewable to other members. The default is for your email address to not be viewable. To find out more about changing your email preferences See "My Profile" on page 2

### Can I create a customized signature?

You can enter a message of your choice to use as your signature line or leave it blank if you don't want to use one. See "My Profile" on page 2. You may create a custom signature line and then on each post, choose to either show your signature or not show your signature. (See Figure 2)

## Using Forums

### Are forums moderated/overseen by an administrative agent?

Yes they are.

### What is a post?

A post occurs when someone adds a new topic to a forum or replies to an existing topic. After you become a member of The Printer Network, you may post a topic or reply to an existing topic.

Under each category title there are separate forum titles. If you click on one of these forum titles you will see a list of the current topics that have been posted.

You will also see a "New Discussion" tab at the top and bottom of the list of topic. To create a new discussion topic, click one of these tabs and you will be presented the page in (Figure 2) if you are logged in. If you are not already logged in you will be asked to login.

The screenshot shows a web form titled "Start New Discussion". It has a "Topic Title:" label followed by a text input field. Below that is a "Topic Icon:" label followed by a row of 15 circular icons representing different topics. The "Message:" label is followed by a large text area. To the left of the text area are two bullet points: "HTML is not Allowed" and "PseudoHTML is On.". Below the text area is a rich text editor toolbar with icons for bold, italic, underline, list, link, image, smiley, and help. Below the toolbar are three dropdown menus: "Verdana", "3", and "Black". At the bottom of the form are two checkboxes: "Show my signature in this message." (checked) and "Notify me when someone replies." (unchecked). At the very bottom are two buttons: "Preview" and "Post New Discussion".

New Discussion Screen - Figure 2

### How will I know if someone responds to my post?

Notice in (Figure 2) above that near the bottom of the edit window there is a check box that allows you to request email notification of replies to your topic.

## Can I change what I write in a post?

You can edit your own posts by viewing your post and clicking on the “Edit” button.

## How can I start a topic?

Select an appropriate forum and click on “New Discussion”



Column Headers for Discussions - Figure 3

## How do I sort topics?

Clicking on one of the following headings will sort the topics by the information in that column.

## What does “subscribe to a forum/topic” mean?

If you are subscribed to a forum or a topic, then any time a post is made to that subscribed item, you will be notified by email.

## How can I subscribe to a forum?

Double click the desired forum to view its contents. Then select “Subscribe” located just above the list of discussions. You will be notified of all changes in any of the topics located in this forum.

## Do I have to view an entire forum?

Double click the desired forum to view its contents. Then you can sort the topics to help you find information.

# Creating Polls

## How do I create polls?

Under each category title there are separate forum titles. If you click on one of these forum titles you will see a list of the current topics and polls that have been posted. You will also see a “New Poll” tab at the top and bottom of the list of topic. To create a new poll, click one of these tabs and you will be presented the page (shown right) if you are logged in. If you are not already logged in you will be asked to login before the page in Figure 4 appears.

## Can polls be on any subject?

As with any discussion you post, please keep the subject matter of the poll related to the topics in that forum.

## Does everyone have access to polls?

Polls, like topics, can be viewed by all, but to create a poll you must be a member. When you create a poll, you will be given the option of selecting whether or not to “Allow non-members to participate in poll”.

**Create New Poll**

**Poll Title:** Your "Poll Title" goes here

**Question:** This is where you ask the question for your poll. You have the option of using pseudo-html by using the buttons below to customize or add different styles to your question.

- HTML is not Allowed
- PseudoHTML is On.

Rich text editor toolbar: </>, B, I, U, List, Bulleted List, Link, Unlink, Image, Smiley, Help

Font: Verdana, Size: 3, Color: Black

**Answers:**

1. Answer 1 goes here
2. Answer 2 goes here
3. Answer 3 goes here
4. Answer 4 goes here
- 5.

Allow non-members to participate in poll.

This poll should stay near the top.

Show my signature in this message.

Notify me when someone replies.

Preview Post New Poll

Create New Poll Screen - Figure 4

## How can I participate in a poll?

You may only vote once on each poll. You may find that the posting member has restricted the poll to members only. When you view a poll you will be given the opportunity to vote if you have not already done so.

## How long will a poll stay on the forum?

Until you or the forum moderator removes your poll.

# Communicating

## What are “private messages?”

Having a membership allows you access to an internal message service. These messages can be sent only to other members from whom you are not blocked from sending messages (see [Ignore list](#)). This service takes the place of emailing the members with whom you wish to correspond, although they might choose to share their email with you while hiding it from other users.

There are four places from which a member can send a private message.

- One is from an intended recipient's post. At the top of each post, the user's name is shown on the left and on the right is a "Send P.M." button.
- The second is from your message area. After logging in, click on "My Inbox" at the top right of the forums. Then select a user name from your "Buddy List". Their profile will appear and from the "Private Messaging" section you can click on "Send a Private Message". (See [Figure 5](#))
- The third is also from your message area. Open any private message you have received and click on "Reply".
- The fourth method allows you to call up the intended recipient's profile (See [Figure 6](#)) Then click on "Send a Private Message".

## What is a Buddy list?

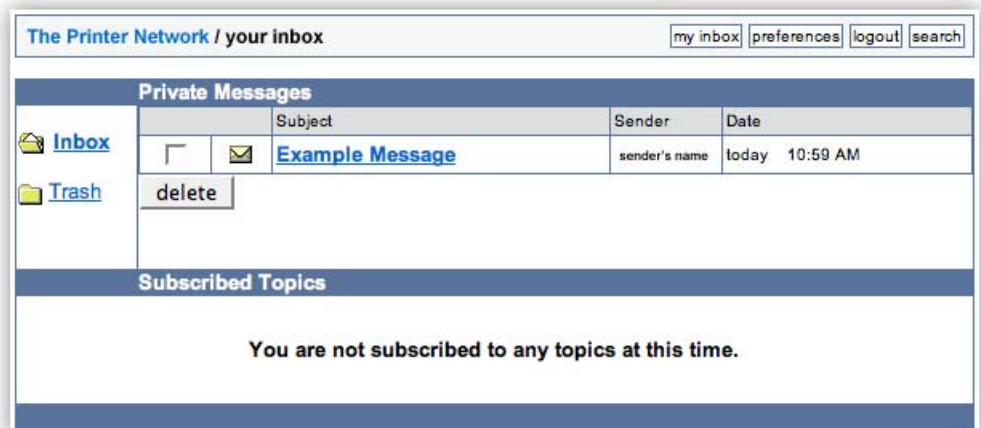
Members with whom you expect to communicate frequently you may want to "add" to a Buddy list, making them your partners in private messaging. There is an Add to Buddy List link on the profile form, and clicking on those words will automatically place that member on your list. If, however, a person has placed you on an Ignore list (see below), you will not be able to "buddy" with them or send them messages.

## What is an Ignore list?

This list is the opposite of a Buddy list; anyone whom you add to Ignore List will be unable to successfully send you a private message through the in-program messaging service. Likewise, if you are placed on an Ignore list for another member, you will be unsuccessful in sending them messages.

## How do I create a Buddy or Ignore list?

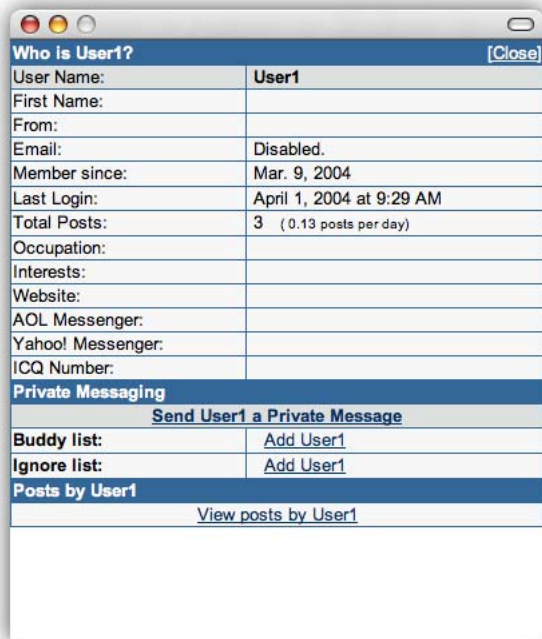
At the bottom of a member's Profile box is an option to Add to Buddy List or Add to Ignore List. (See [Figure 6](#)). While you are viewing another person's profile, you may click to add them to either list.



Sample Screen for Users Inbox - Figure 5

## Do I have to show my email address?

No, you may choose to hide your email address. (See Figure 1) On your Preferences page, near the bottom is a box that offers, "Make email address viewable to others." Checking "yes" will make your email address show on your Profile page; checking "no" will hide your email address. When you hide your address, no other members can see it, but it will be accessible to administrators. It will not be revealed or sold. We will only use it to notify you of a problem or special offer. Also, if you have "Subscribed" to a forum or topic, the system will generate a notification to this email address if you have specified that you want that service.



User Identification Screen - Figure 6

## How will I know if someone sends me a message?

As above, the system will generate an email message to you if you have specified that you want that service. The notice will appear at the email address on your Preferences page. You will need to check the box "yes" after "notify by email of new messages" on your Preferences page. (See Figure 1)

## How can I personalize my messages?

The Printer Network includes pseudo HTML (Hyper Text Marking Language) to allow you to include "avatars" (faces and images) in your messages, profiles, and signatures. You may also include a logo or special typeface to heighten your individuality. The instructions to customize your messages are included on the page. (See Figure 1)

# ***The Printer Network Rules***

Membership is FREE. You must adhere to the following rules and regulations while using The Printer Network. The Printer Network wants this site to be as helpful and inclusive as possible. To that end, you must AGREE to the following guidelines before being allowed to participate in forums. Rules are subject to change without prior notice.

## **Keep posts on the topic**

This is a moderated forum to ensure that all discussions remain professional and courteous. Any posts that stray dramatically from topic will be subject to removal or may be moved to the appropriate topic area.

## **Keep new topics in the right forum**

In order for other users to be able to follow easily within a forum, your topics (threads) need to relate to the forum under which you originate them.

## **Keep material decent and respectful**

You agree that you will not post vulgar, defamatory, abusive, harassing, sexually explicit, threatening, hateful, or inaccurate material anywhere, in forums or private messages.

## **Keep within the laws**

Copyrighted material is not to be posted, nor any other material that would violate any law, including content that you cannot verify as your own.

## **Place each post in only ONE forum**

Multiple forum posting of the same information is NOT acceptable. Posts duplicated across two or more forums are subject to removal.

## **Keep technical forums free of buy/sell items**

You agree to use the Buy/Sell forum ONLY to offer items or products for sale or to seek to purchase items or products. Any sales attempted on the technical forums are subject to removal.

## **Keep questions and comments as clear as possible**

For better usage by all, be specific when seeking an answer, by providing as much information (brand/ model/number) as might be necessary for an accurate response. Report any problems.

## **Hold others harmless**

You agree to indemnify and hold harmless this forum and its agents in the event of damages you may incur by participating in this forum. The advice or comments offered in any forum is not to be construed as fact and is to be understood only as opinions or unconfirmed recommendations. The Printer Network does not take responsibility for the ideas nor does it endorse any responses except those offered from our editorial staff or Webmaster.

## **Uphold the Privacy Act**

The Federal Trade Commission Online Privacy Act of 1998 requires that internet sites are to obtain the consent of parents before “collecting, using, or disclosing personal information from children under 13.” If you are below the age of 13, you may NOT use this forum and you may NOT register.