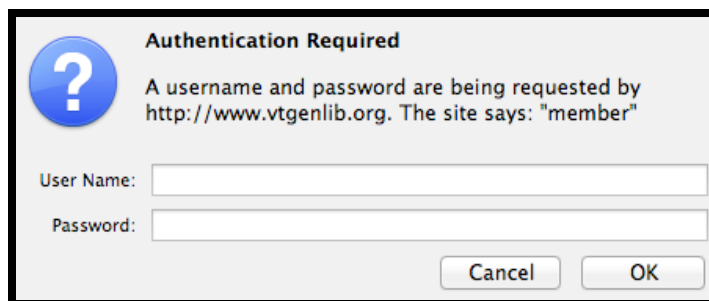


# VTGENLIB Forum Quick Start

The Vermont Genealogy Library is pleased to present a forum for member participation. Herein is a brief explanation of how to access and use this forum. This forum should not be confused with the **Members Only** section which requires different login information.



## 1 Accessing the Forum

You may access our new web forum directly by going to the URL <http://www.vtgenlib.org> and then clicking the “Forum with Surname Research”.



## 2 You're on the Forum

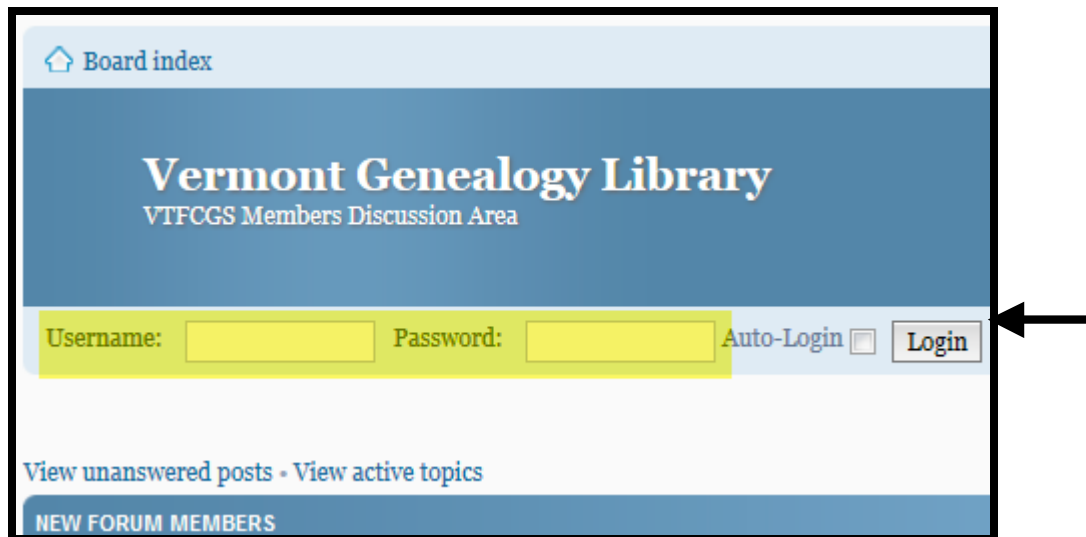


# VTGENLIB Forum Quick Start

You should now be able to read the forum entries. However, since you haven't logged-in yet you are unable to reply to any forums, open a new topic, ask a question or subscribe.

## 3 Login

You know your username, it has been e-mailed to you along with your initial password. Go to the upper left-hand corner of the forum screen and fill in the Username and the Password fields with your username and password **EXACTLY** as supplied. Then click "Login".



The screenshot shows the login interface for the Vermont Genealogy Library forum. At the top left, there is a 'Board index' link. The main header area is blue and contains the text 'Vermont Genealogy Library' and 'VTFCGS Members Discussion Area'. Below this is a yellow login form with two input fields: 'Username:' and 'Password:'. To the right of these fields is an 'Auto-Login' checkbox and a 'Login' button. A black arrow points to the 'Login' button. Below the login form, there are two links: 'View unanswered posts' and 'View active topics'. At the bottom of the page, there is a blue bar with the text 'NEW FORUM MEMBERS'.

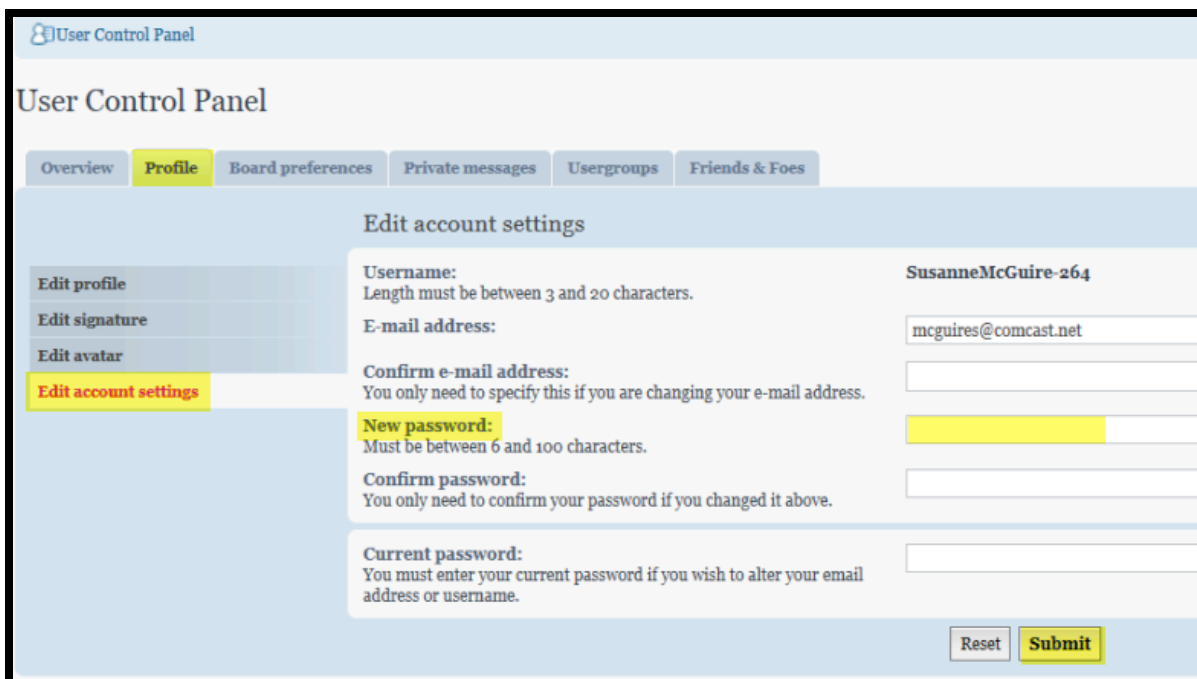
## 4 Change Your Password (User Control Panel)

For a variety of very good reasons you should change and protect your password. Your initial password was set by the user add facility and can be difficult to use and remember. You will probably want to change your password to something simpler and easier to remember. So we go to the upper left hand corner of the screen to locate the "User Control Panel."

# VTGENLIB Forum Quick Start



Press the “User Control Panel” link to open a panel for your personal preferences. There are many options here that you can set to your own likings, but we want User Control Panel → Profile → Edit Account Settings. Enter your new password (twice) and confirm your Current Password . Finally, click on the “Submit” button and you are done.



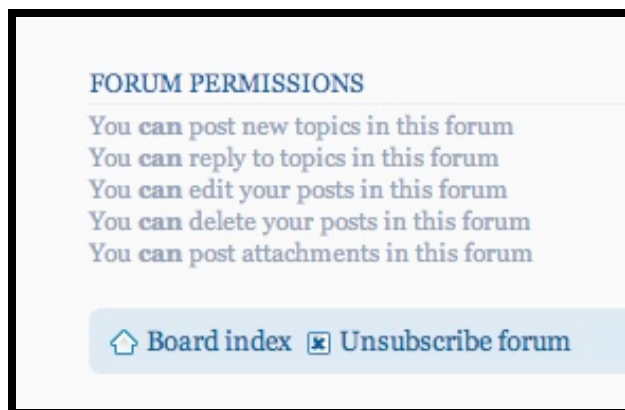
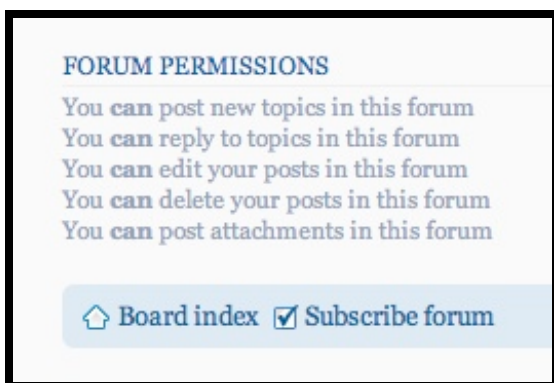
# VTGENLIB Forum Quick Start

## 5 Subscriptions

You'll want to know if a forum or topic you're interested in has been updated without continually checking it; by subscribing to a forum or topic you'll be sent an email informing you of updates. At the bottom left of a forum or topic page you will see the opportunity to subscribe or unsubscribe. Click on the Subscribe or Unsubscribe link to change your option.

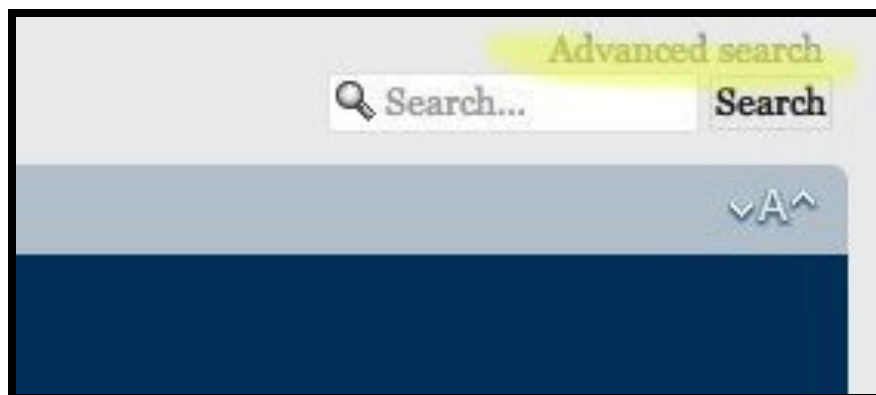
This means you are NOT subscribed.

This means you ARE subscribed.



## 6 Advanced Search

Our forums and in particular the “Surname Research” forum are a wonderful place to ask and answer questions. However “Surname Research” forum will have 100’s of topics and you’ll need a method of searching for the surnames of interest. Look at the very upper right of the forum screen for advanced search (shown below), click on “Advanced search” and you will see the screen shown on the next page.



# VTGENLIB Forum Quick Start

This search feature is similar to the search of our Library Catalog. If you find a topic of interest you can subscribe to that topic without necessarily subscribing to the entire forum.

The screenshot shows the search interface for the Vermont Genealogy Library. At the top, there is a navigation bar with a home icon and the text "Board index". Below this is a dark blue header with the text "Vermont Genealogy Library" and "VTFCGS Members Discussion Area". A "User Control Panel" link is visible on the left. The main section is titled "Search" and contains several sections: "SEARCH QUERY" with instructions for keywords and author search, and "SEARCH OPTIONS" with instructions for forum selection and search scope. The "SEARCH OPTIONS" section includes a dropdown menu for forum selection, with "Surname Research" selected. Below the dropdown are radio buttons for "Yes/No" and "Post subjects and message text/Message text only/Topic titles only/First post of topics only". At the bottom of the search options are radio buttons for "Posts/Topics", a "Post time" dropdown, and "Ascending/Descending" radio buttons. There are also dropdowns for "Limit results to previous:" (set to "All results") and "Return first:" (set to "300"). At the bottom right of the search area are "Reset" and "Search" buttons. The footer of the page has another "Board index" link.

Board index

Vermont Genealogy Library  
VTFCGS Members Discussion Area

User Control Panel

## Search

**SEARCH QUERY**

**Search for keywords:**  
Place + in front of a word which must be found and - in front of a word which must not be found. Put a list of words separated by | into brackets if only one of the words must be found. Use \* as a wildcard for partial matches.

**Search for author:**  
Use \* as a wildcard for partial matches.

**SEARCH OPTIONS**

**Search in forums:**  
Select the forum or forums you wish to search in. Subforums are searched automatically if you do not disable "search subforums" below.

**Search subforums:**  Yes  No

**Search within:**

- Post subjects and message text
- Message text only
- Topic titles only
- First post of topics only

**Display results as:**  Posts  Topics

**Sort results by:** Post time  Ascending  Descending

**Limit results to previous:** All results

**Return first:** 300 characters of posts

Reset Search

Board index

Please share with other forum users the tricks that have worked for you.

# VTGENLIB Forum Quick Start

## 7 User Guidelines and President's Welcome Message

When you log into our forums you will find a category titled "New Forum Members" near the top of the page. Please read the two topics in this category "President's Message" and "User Guidelines".

If you are experiencing difficulties please send an email to [webmaster@vtgenlib.org](mailto:webmaster@vtgenlib.org).

Remember all of this can be done on any computer with access to the Internet. Enjoy, participate and if you have questions please send a note to [webmaster@vtgenlib.org](mailto:webmaster@vtgenlib.org).

Your VTGENLIB Webmaster,  
Bill Craig