



Honorary President
The Earl of Shrewsbury & Talbot D.L.

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TALBOT OWNERS' CLUB

2007

Welcome to the Talbot Owners Club Forum

Within this help document you will find information on how to use the forum. The information is intended for new users and covers each function of the forum step by step - don't be afraid to have a go!!

Please use the contents links listed on the left to take you to the section you are interested in. This isn't yet complete (as indicated) but will be very soon.

If you can't find an answer to your question use the email address below to contact me for help.

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1. How to Register for a New Account

Registering is easy and highly recommended.

To register follow these simple steps...

- Click on the word 'Register' on the forum menu.
- Please fill out the form using your first name and surname i.e. Joe Bloggs and enter your email address twice to ensure it is correctly entered.
- Enter a password and again repeat it to ensure the chosen word is correctly entered.
- Please read and accept the registration agreement and click in the 'I agree' box.
- Click on the 'TOC Forum Registration' button to send your registration details to the Talbot Owners' Club.
- If you have incorrectly entered any of the required fields a 'Registration Errors' window will appear indicating the fields that are incorrect.
- If the registration form was completed correctly a 'Registration Complete' window will appear and within a few minutes you will receive an automated email from the TOC Forum to the email address supplied on the registration form.
- On receiving this email please click on the link within it, this confirms your email address is recorded on the forum database and validates the email.
- If the email validation is successful you will see a new window, confirming that the validation has been completed successfully.
- On successful validation, the administrator of the TOC Forum will check the registration details for valid membership of the Talbot Owners' Club. If the registration details are correct you will receive an email from the administrator** indicating successful validation and a link to the TOC Forum. You can now login using your screen name and password.

****Please Note:** Administrator validation may take up to 48 hours to complete. If longer you will be advised in the automated email.



2. Logging In and Out

a) Logging In

- Enter the forum webpage and on the menu, click 'Login'.
- Enter your screen name and password.
- If you are using a shared computer it is recommended that you set the session preference to 'No'
- Click on the 'Login' button
- Once logged on your screen name will be displayed in the top right corner.
- Please log out of the forum once you have finished using it
- Enter the forum webpage and on the menu, click 'Login'.
- Enter your screen name and password.
- If you are using a shared computer it is recommended that you set the session preference to 'No'
- Click on the 'Login' button
- Once logged on your screen name will be displayed in the top right corner.
- Please log out of the forum once you have finished using it

b) Logging Out

- On the menu, click 'Logout'.
- Click 'OK' to confirm you are logging out
- The login screen will be displayed and your screen name will disappear from the top right corner to be replaced by 'Guest'.

c) Retrieving a Forgotten Password

- On the menu, click 'Forgot Password'.
- At the 'Forgot Password' screen, type in your e-mail address.
- A window will appear informing you that your password will require validation within a 12 hour period, click 'OK'.
- Your password will then be emailed to you and you must click on the link within the email to validate it.
- On clicking the link a window opens for the TOC forum login screen, indicating a password has been emailed to you. Click 'OK'.
- Enter your screen name and new password at the login screen on the TOC forum.
- It's recommended that you click on the 'Member Center' and click on the 'Change Password' option under the Edit Profile window.
- Enter your emailed password and enter a new password (*see note below) twice to ensure it's correctly entered. Click 'Save'.
- You will be logged out of the forum and the login screen will be displayed. Enter your screen name and new password.
- If correctly entered you will be logged into the TOC forum and confirmation of your new password will be emailed to you.

Important Information

Please Note

* Please choose a password, which is not linked to your email address password.

** Guests cannot currently log into the TOC forum. If you are a new forum member please follow the registration instructions.

3. The Home page and menu bar buttons

a) Home Page

- On the menu bar near the top of the main TOC forum you will find the **HOME** button, click it.
- You will be taken to the home page displaying all the **boards** on different topics, i.e. events, five sections for the Talbot models, magazine, For Sale/Wanted etc. Each of these boards contains sub sections called **threads** which contain information relevant to the topic under discussion. Each thread will have a number of replies forming a discussion between members. Clicking on the HOME button will take you back to the home page displaying all the boards.
- Below the menu bar, within a box is **Recent Posts**. Clicking on this displays posts, which have been made in date order. Next to recent posts is **All Unread**, clicking on this displays all the posts which you haven't read. Next to all unread is **Last Visit Unread**, this displays all the posts which you haven't read since your last login. These are very useful for doing a quick check on what has been posted onto the forum since your last visit and save having to work out what has been placed on the forum by other members.
- Below this box is the Talbot Owners' Club Forum news - here will be displayed the next TOC event or any news relating to the Club or Forum. The scrolling can be stopped by placing the cursor in the box containing the scrolling news.
- Below this box are all the boards. Scroll down the screen to the bottom - after the boards is a box containing the **Latest Forum Statistics**.
- **Active Users** shows who is currently logged on to the forum and also the peak numbers of members logged on. By clicking on the members name their profile will be displayed.
- **Total Forum Statistics** is an overview of the forum and how many members are registered.
- **View Portal** is currently under **construction**, please ignore.
- **Recent Posts, All Unread and Last Visit Unread** are as described above.
- Clicking **Members List** displays all the members registered on the TOC Forum. From this list the members email address can be obtained and used to make contact. If the member is offline the folder in the first column will be grayed out; if the member is online the folder will be yellow. Below the members list is a filter to make a number of selections to help find members from the list.
- Clicking **Latest Thread** displays what the last posting entered onto the TOC forum was.
- **Latest Member** displays who the last member was to join the TOC forum.
- The last box at the bottom of the page displays the **Scheduled Events**. These are events which have been entered into the forum calendar and are displayed in this area up to 60 days in advance. At some point this will be moved higher up the Home page for ease of seeing the upcoming events. If the cursor is placed over the event and clicked, details for the event will be displayed. Click on the blue down arrow to display full event details.

b) Calendar

- Clicking on the **CALENDAR** button displays the calendar for the current month. Events entered by members will be displayed on this calendar and clicking on the event name will display the event. Clicking on the blue arrow displays further details regarding the event. There is also an option to modify the details for the event which is described under 'Manage Calendar Events' as below.
- Click on **CALENDAR** to return to the main calendar. To the right of the main calendar are the **Last** and **Next** months calendars. Changes are in progress to alter the colour of dates which contain events. Below the last and next months calendars is a box headed **Calendar Options**.
- **Calendar Options** allows a different month to be displayed as the main calendar. Select a month and year and the month selected will be displayed along with any events entered. Clicking on the three greater signs in the first column of the calendar changes the calendar to display a week view. Don't understand the greater signs bit?
- **Upcoming Events Feeds** is under development, therefore ignore at the moment.
- Clicking on **Manage Calendar Events** displays all the events entered. The owner of the event (person who placed the event on the calendar) and the event detail.
- **Entering a new event** –
 - Scroll down to the bottom and you will see a green plus sign next to the words 'New Event'.
 - Click on 'New Event'.
 - Select the start date and time; note that if no time is entered the event will be displayed as an all day event.
 - Select the End Date tick box if the event is more than one day and enter the finish date and time.
 - Leave the event background colour blank.
 - In the 'Visible To:' box scroll down and click on 'All members' to select it showing a solid blue background.
 - If the event is a recurring one select the tick box for the relevant recurring option. Note: Currently you cannot select an event on say the 3rd Thursday of each month; in this case the event will need to be manually inputted for each month.
 - Enter a title for the Event e.g. TOC AGM Weekend.
 - Enter the event details in the text box and a point of contact if relevant.
 - Click 'save' and the event entered will be displayed at the bottom of the event list.
 - Click on the CALENDAR button and select the month the event was entered. Click on the event and the blue arrow to check that the details have been entered correctly. If not follow the next section to modify.
- **Modifying a Calendar Event**
 - Click on the event from the calendar and the event will be displayed. Click on 'Modify' and the 'edit event' window appears.
 - Amend the details and click 'save'. Note: if you are not the owner of the event a warning will appear to indicate that you are now the new owner of the event, i.e. you have made changes to the information.

- Check the details are correct by clicking the **CALENDAR** button and selecting the month the event was entered. Click on the event and the blue arrow to check that the details. If incorrect modify again!
- Deleting Events - events can be deleted from the calendar - any member can delete events and I ask you not to delete any events unless you are the event owner. The Administrator can track any misuse of this forum!!

c) Member Center

- Clicking on the **MEMBER CENTER** button displays your profile. Click [here](#) to see the profile section within this help document which describes its function and options to personalise your profile.

d) Search

- Clicking on the **SEARCH** button displays the message search window.
- Within this window **a word or phrase** can be searched for, for example a single word like 'Talbot' or several words like 'front hub'. If you wish to find all posts by a certain person use the **filter by username** box and enter their full name, this can be obtained from the members list at the bottom of the **HOME** page.
- Make the selection from the drop down box to find results on the word or phrase using either 'the exact phrase', 'all words' or 'any words'.
- Make the selections for the 'thread age preferences and the 'result preferences'
- Highlight the required topics for the search to be conducted on. By default all the topics should be highlighted blue. If not, to select all the topics click on the top one 'TOC Event Information', press and hold down the 'shift' key, scroll down the list using the scroll bar and click on the last topic i.e. 'polls', all the topics will now appear highlighted in a blue colour.
If you wish to select certain topics this can be achieved by pressing and holding down the 'ctrl' key, then using mouse clicking on the relevant topics you wish to search on. On each mouse click the topic will be highlighted blue.
- To make the search click 'Start Search'
- The posts found will be displayed and the word or phrase searched on will be highlighted in yellow.

e) Searching by specific topic

- Clicking on the **SEARCH** as above and follow instructions until you get to selecting certain topics. Once ready select certain topics by pressing and holding down the 'ctrl' key, then using mouse clicking on the relevant topics you wish to search on. On each mouse click the topic will be highlighted blue.
- To make the search click 'Start Search'
- The posts found will be displayed and the word or phrase searched on will be highlighted in yellow.

f) Logout

- Clicking the **LOGOUT** button will open a new window to confirm you want to log out of the TOC forum, click on the relevant button and if 'YES' is selected the guest access window will be displayed replacing your name with 'Guest' in the top right hand corner. To return to the TOC website the link can be clicked along the bottom line.

4. Setting and Viewing Profiles

a) Editing My Profile

- On the menu, click 'Member Center'.
- You will be taken to the member center.
- Your member profile and information will be displayed in the 'View Profile' window.
- You can edit elements of this information from the 'member center' window on the left hand side. Note that the option to remove user (you) has been disabled.
- **Name and contact information** contains your screen name and email address details. Any other instant messaging service you have details of can be entered here.
- **Profile Information** allows personal information to be entered if you wish to disclose it. If you enter a location this will be displayed along with your screen name on message posts. If you enter your birth date this will be added to the calendar. If you enter a personal message this will appear along with your screen name under the avatar on message posts.
- **Change Password** allows members to update the login password. Note: If you don't know your password this can be requested from the registration page. Signature allows members to add text which will appear after each message posted. Avatar settings allows members to add a photo to their screen name, there is a selection to choose from or your own graphic file in .jpg or .bmp can be loaded using the 'Browse' button on the upload avatar. Ensure the file you are uploading is less than 768Kb. It can be rescaled by using the avatar dimension settings. Click 'save' to make your settings active.
- **User Message Block** can be used if members post content that offends you or content that you do not agree with. If you do not wish to see messages from this user, add them to the list. Click 'Save' to make your settings active.
- **Board Settings** gives a number of options to control preferences for the message boards. Note: The Private messaging service is disabled on this forum. Click 'Save' to make your settings active.
- **Time Settings** allows the format of the time and date to be altered and also allows a time adjustment to be made for day light saving time. Please select the time zone for your location. Language and Theme currently offers two colour themes for which can be previewed. The default is called X2.
- **Modify your Notifications** shows which boards or threads you are receiving notification of. Items displayed here allows emails to be sent to the email address you registered with the TOC forum. This is particularly useful if you are not a regular user and want to be informed for example about any items 'For Sale'. When a member posts message on the 'For Sale' board you will receive an email which contains a link. To select boards and messages to either watch or have email notification, on the relevant board/message thread click 'Watch Board' or 'Watch Thread'. These will then appear in the notification service.

b) View Other Members' Profile Page

- In a topic or message, click on the user's name to view their profile.
- This can also be done by displaying all the members in the Members List located at the bottom of the Home page.

5. Posting Topics

a) Home Page and Message Boards

- On the menu bar you will find the HOME button, click it.
- You will be taken to the home page displaying all the boards containing different topics. I.e. events, five sections for the Talbot models, magazine, For Sale/Wanted etc.
- These boards are set by the administrator or moderator and new ones can easily be added. Please post any suggestions on the 'Feedback and Suggestions' board and add a new topic under 'Forum Questions'.

b) Posting a New Topic

- **Posting a new Topic with a picture:**
 - For this example we will post a new topic on the '75 and 90' board under the 'Technical Advice and Help' section and post a picture.
 - Scroll down the page to the '75 and 90' board. Click on the section 'Technical Advice and Help'.
 - The screen will be cleared displaying the 'Technical Advice and Help' section and listing the topics. To add a new topic click in the words 'New Thread' on the right hand side of the screen, which then displays the 'New Thread Screen'.
 - In the 'Message Subject' box enter a title, for example 'How much oil does the sump hold on my 1935 AW75?'
 - In the 'Message Icon' box select 'Question' from the drop down list.
 - In the message area add any relevant text, for this example 'I need to know this before buying my new oil'
 - To add a picture, click on 'Browse' and locate the picture on your computer. To add additional pictures click on the words 'Attach (and add more)'. The picture/s can be up to 20MB in size, if you are posting a picture which could be reproduced in the magazine please ensure it is 700Kb or greater so that it can be reproduced clearly.
 - Select the tick box if you wish to be notified by email if anybody replies to your message. This is useful if you are not a regular user of the forum to let you know of any responses.
 - Click on the box 'Post' to send the information to the forum, if you have attached a picture/s this may take a period of time to upload, look out for the green progress bar along the bottom of the screen.
 - The screen updates and displays your message on the forum.

c) Editing the Topic I Have Posted

- To the very bottom right of your post, you will find the modify button, click on it.
- Make any changes you wish and click "Save".

Please Note: Unless you are an administrator, you can only edit and delete your own posts.

d) Viewing a Topic

- From the HOME page scroll down the screen to display the board which contains the topic you are interested in, from the example above this would be the 'Technical Advice and Help' on the 'Talbot 75 and 90' board.
- Click on the section, e.g. 'Technical Advice and Help' and the topics will be listed. Click on the relevant topic.

e) Replying

- Follow the instructions in 'Viewing a Topic' as above. Locate the topic you wish to reply to.
- At the top right of the topic's screen the words 'new reply' will be seen, click on 'new reply'.
- In the message area enter the relevant text.
- To add a picture, click on 'Browse' and locate the picture on your computer. To add additional pictures click on the words 'Attach (and add more)'. The picture/s can be up to 20MB in size, if you are posting a picture which could be reproduced in the magazine please ensure it is 700Kb or greater so that it can be reproduced clearly.
- Select the tick box if you wish to be notified by email if anybody replies to your message. This is useful if you are not a regular user of the forum to let you know of any responses.
- Click on the box 'Post' to send the information to the forum, if you have attached a picture/s this may take a period of time to upload, look out for the green progress bar along the bottom of the screen.
- The screen updates and displays your message on the forum underneath the last posting.

f) Using Quotes to Reply.

- If there are a number of posts and you wish to reply to a post higher up in the listing you can highlight the text of the post you wish to reply to and click on 'Quote'
- A reply window will appear and the text from the posting you highlighted is displayed in the text area.
- Type the text you wish to add below the text already there.
- Attach a picture/s and set the post options.
- Click on the box 'Post' to send the information to the forum.
- The screen updates and displays your message on the forum underneath the last posting.
- The posting will contain the highlighted text in quotes along with your text.

6. Recommending Threads and Watching Threads

a) Recommend Thread

- When displaying the posts on the screen, underneath the words 'New Reply' the words 'Recommend Thread' can be seen.
- Click on 'Recommend Thread' and a new window appears to enable you to send an email to a friend who maybe interested in a particular post you have found on the forum.
- Enter the screen name and their email address and click 'Send'.

b) Watch Thread

- When displaying the posts on the screen, you can receive an email notification when people add further postings.
- To enable this click on the words 'Watch Thread'
- Your member center will be displayed along with the notification service options.
- Under the Thread list the name of the topic you clicked. The watch thread will be listed.
- Under the notification type list if you have selected the 'Email and Watch' you will be notified of any additional posts by email.

7. Additional Information

a) Blah Code

- BCode (or Blah Code/BC) is a system that lets you do things within the messages you post, they are encased within brackets ([]).

b) Using Blah Code

- To use BCode, simply press the buttons on top of the Message part of the Posting Screen (For changing text color, links and such, select the part you want made a link/color-change). Eventually you will get used to it and pick it up quickly. Please see the online help for the codes to get additional functions.