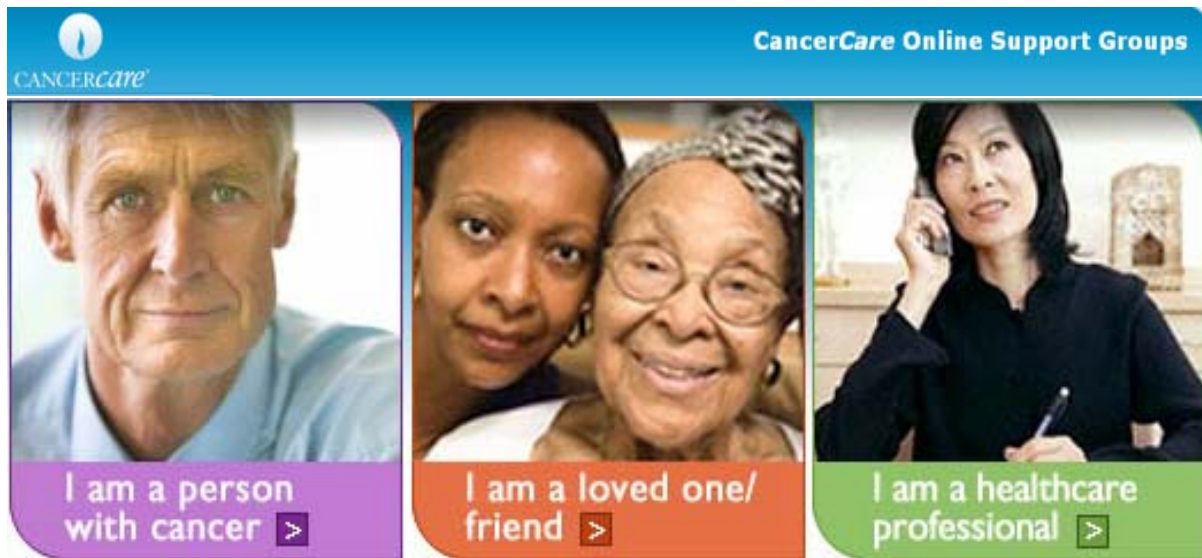


# CancerCare Online:



## Online Support Groups User Guide

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## CancerCare Online User Guide

Welcome to CancerCare's Online Community 'Quick Reference' User Guide. This user guide was written to help you become familiar with our online community bulletin board software. Within this guide, you will find information on the basic functions of the program, including:

- Browsing the Welcome Folder
- Registering (creating an account) – for new users
- Logging In
- Requesting Membership to a group
- Participating in a group
  - Posting a New Topic
  - Replying to a Message
- Unsubscribing from a group
- Logging Out

Please read through this guide before participating in an online group – the simple instructions, pictures, and notes were written to make the group experience easier and more comfortable right from the start. If you would like to, please feel free to print a copy of the guide for future reference.

**Quick Reference Card** – We have also created a quick reference card that contains all of the information contained in this manual on one page (front and back). It is a handy tool to keep near your computer for reference while you are working within the group space. You can find a downloadable copy of the Quick Reference card within the Welcome Folder in the section: Downloading our Support Group Manual & reference Card.

If you have any questions about the program, the registration and assessment process, or your groups, please contact the online support group team at: [moderator@cancercare.org](mailto:moderator@cancercare.org).

Thank you,

Online Client Services Team  
CancerCare  
275 Seventh Avenue  
New York, NY 10001  
1-800-813-HOPE

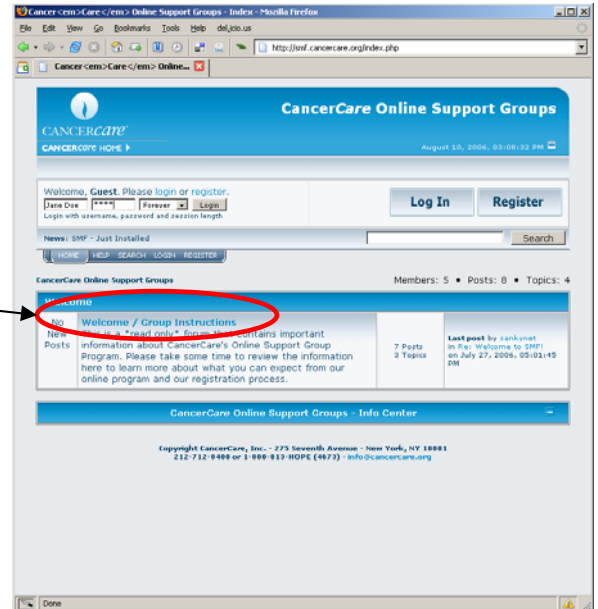
## About CancerCare Online: Browse the Welcome Folder

Anyone who comes to CancerCare Online can browse our Welcome/Instructions folder. You do not need to register in order to view its contents. Please use this folder to learn more about:

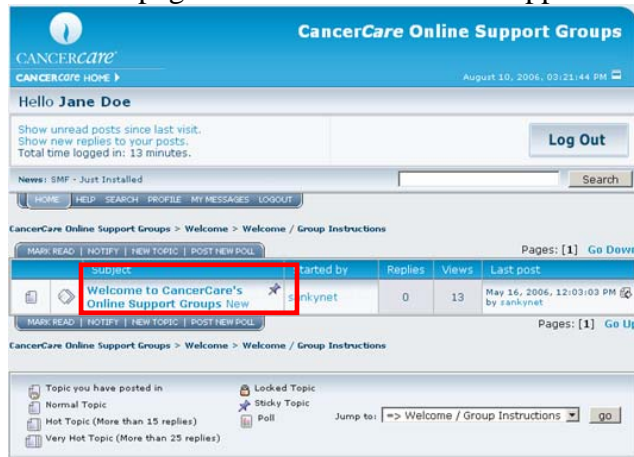
- What you can expect of your online support group
- Group Participation Guidelines
- The group registration and assessment process
- How to use the bulletin board software
- How to contact CancerCare directly
- What to do in case of a technical problem

1. Go to <http://supportgroups.cancercare.org>

2. On the homepage, click the link:  
**Welcome/Group Instructions**



The main page of the Welcome Folder appears



3. Click the link: **Welcome to CancerCare's Online Support Groups**

4. On the next page, browse the topics available. **Click the topic** you would like to learn more about.

## Registering: A Two Part Process

Registering to the CancerCare Online Support Group system takes place in two parts. In Part I you will create an account by choosing a username and password. Once this step is complete, your account will be activated by our Online Administrator. Activation by our internal administrator has been added for your safety—via this initial screening we are able to stop many fake accounts, spam accounts, robots, and solicitations that may have otherwise disrupted your support group experience. Once your account has been activated, you will be able to log in. Logging in to the system for the first time is where Part II of the registration process begins. As soon as you log in (only the very first time) you will be prompted to enter your profile data. Once you have completed your profile data, you will be asked to complete a survey about your computer use and interest in online groups. Finally, after you have completed the survey you will be able to request membership in one of our online support groups. If you choose \*not\* to select a group at that time, you can choose one at any later visit.

### \*\*\*PLEASE NOTE\*\*\*

If you are a returning member of CancerCare's online community, you will not need to register for the system – your log in information (username and password) and group requests were successfully brought over from the previous bulletin board system. If you would like to request membership to a different group, please follow the instructions on page 9.

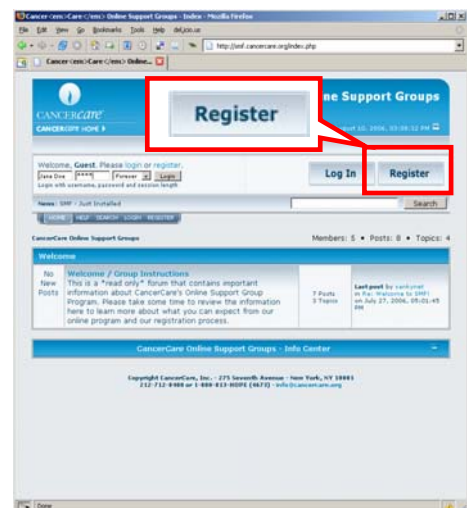
If you are a new user, please use this quick-start guide to help navigate the registration, activation, and membership requests processes. If you experience any trouble with the system, please feel free to contact [moderator@cancercare.org](mailto:moderator@cancercare.org).

## Registration: Part I

### Create Your Profile

1. Go to <http://supportgroups.cancercare.org>

2. Click



*This will bring you to the Terms of Service page.*

3. Read the Terms of Service.

4. At the bottom of the page click **“I am at least 18 years old, and I agree to the Terms of Service.”**

*If you do not agree to the Terms of Service, or are under the age of 18, please click on the appropriate link.*

**Terms of Service**

To post messages on these Forums, you must first register as a member. Registration is free of charge. By registering, you agree to abide by the following Terms of Membership:

When you register, you need to choose a unique "user name" and you must provide a unique, valid email address. Duplicate user names and email addresses are not allowed, so if the name or address you enter is already in use, you will be prompted to choose another one.

To prevent any member from using another's user name, each member's account is password protected. When you register, you will choose your own password. If you forget your password, a randomly generated password will be emailed to you.

These Forums, at its own discretion, may bar registration from any specific email service or ISP.

Any message posted on our Forums expresses only the views of the author of the message and does not necessarily reflect the views of these Forums or any person or entity associated with them. These Forums use moderators and administrators to monitor the content and appearance of messages posted in our forums. However, considering the real-time nature of this bulletin board, it is impossible for us to monitor or review every message. Therefore, you agree that neither these Forums, nor any person or entity associated with them, will be held responsible for the contents, accuracy, completeness or validity of any information posted in them.

You agree that you will not use our forums to post any material, or links to 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 in violation of any law.

You agree not to post any copyrighted material without the express permission of the copyright holder, unless such copyright is owned by you. Advertisements, chain letters, pyramid schemes, and solicitations are also inappropriate on these Forums.

We have the ability to edit and/or remove objectionable messages. Any user who believes that a posted message is objectionable is encouraged to contact us immediately by email. Each Forum will provide a moderator's email address to contact. Upon receipt of such notification, we will make every effort to take such action as we deem necessary within a reasonable period of time. Since this is a manual process, you are advised that we may not be able to remove or edit particular messages immediately.

These Forums reserve the right to edit or delete any message for any reason whatsoever, at our sole discretion. You agree that you are solely responsible for the content of your messages and that you will indemnify and hold harmless these Forums, CancerCare Inc., and their agents and employees with respect to any claim based upon the appearance and/or transmission of your message(s).

CancerCare collects information from the online forums (including posts) to study, analyze, and improve the services we provide, and to advance cancer related research conducted alone or in collaboration with other organizations or individuals. Information will be shared with third parties (which may include but not be restricted to individual research partners or organizations) only after personally identifiable information such as name, address, telephone number, or username has been removed by our web-related service providers.

In the event of any complaint about inappropriate use or posts or in case of legal action arising from any message posted by you, these Forums reserve the right to reveal your identity and any other information we may know about you to comply with due process.

Thank you for joining our Forums.

I am at least 18 years old, and I agree to the Terms of Service.  
 I am UNDER 18 years old.  
 I Disagree

5. On the following page, you will need to create an account username and password.

6. Enter the e-mail address you would like use for your CancerCare online account.

7. Click the **Register** button.

*A screen will appear notifying you that you have successfully created an account.*

**\*\*\*In the email account that was entered during registration a, “Welcome to CancerCare” email will be received\*\*\* This email will contain your username and password, and alert you to the fact that your account is currently inactive.**

## Activation

Brand new registrants, people who have never participated in CancerCare’s online forums previously, must wait for their account to be activated. An online forum administrator has to activate your account before you can log in or register for a group.

As soon as your account has been activated, you will receive an **“Account Activated”** email in your Inbox.

## Registration Part II

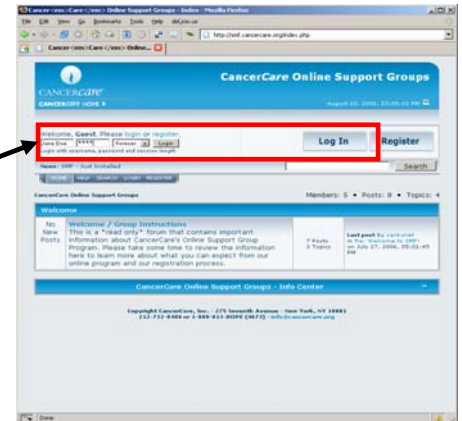
### First Time Logging In

Only after your account has been activated by an administrator, will you be able to log in to CancerCare Online. The first time you log in after creating an account you will be asked to complete your profile information as part of the registration process.

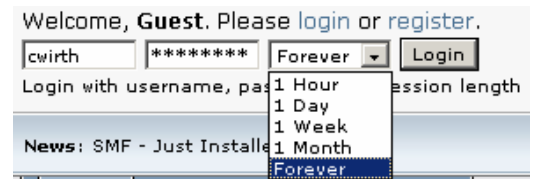
### Log in

Each time you come to CancerCare Online you will be asked to log in.

1. Please go to the online forums at <http://supportgroups.cancercare.org>
2. Enter your username and password.



3. By clicking the dropdown arrow and clicking one of the options, select the length of your session (i.e. how long you would like to remain logged in for).
4. Click Login.



**\*Please Note\*** if you are using a shared computer, do not use the "forever" option.

## Complete Your Profile Information

1. Enter the information into the form – this will be the information associated with your account.
2. Click the **Save Changes** button.

*A screen will appear notifying you that you have successfully submitted your profile information. Click the "Continue to the next step of registration" link to continue with the registration process.*

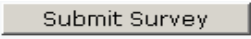
A screenshot of the "Edit Profile for kristintest" form. The form is titled "Edit Profile for kristintest" and includes a red warning message: "In order to complete your registration, please tell us some more about yourself." Below this, there is a section for "Applicant Information" with fields for First Name, Last Name, Phone Number, Address Line 1, Address Line 2, City, State, Country, Date of Birth, Gender, Race / Ethnicity, and I am a... Each field has a dropdown menu or a text input. Below this is a section for "Patient Information" with fields for Your Relationship to the Patient, Patient First Name, Patient Last Name, Patient Gender, Patient's Date of Birth, Patient Status, Date of Diagnosis, Type of Cancer, Localized or Metastatic, and Please complete if you are bereaved: Patient's Date of Death. At the bottom of the form, there is a "Save Changes" button highlighted with a red box and a callout bubble.



---

## Complete the Survey

After clicking the “Continue to the next step of registration” link, a survey will appear.

1. On the Survey page that appears, enter your answers to the questions.
2. At the bottom of the page click .



**Pre-Group Survey**  
Please answer the following questions.

1. How often do you access the internet?  
 Less than once a week  
 Once a week  
 About every other day  
 Every day  
 Every day twice or more

2. What do you generally use the internet for? (check all that apply)  
 Read or read email  
 Research health or medical information  
 Participate in support group  
 Buy and/or sell consumer items  
 Entertainment  
 Other [\_\_\_\_\_]

3. Where are you, usually, when you use the internet?  
 Home  
 Work  
 Library  
 Internet cafe  
 Other [\_\_\_\_\_]

4. I get support from (check all that apply)  
 My partner/significant other  
 Family  
 Friends  
 Work colleagues  
 Other [\_\_\_\_\_]

5. Why do you want to join a support group at this time? (Check all that apply)  
 To share thoughts and feelings with others in the same situation  
 To obtain emotional support and encouragement from people in the same situation  
 To help me manage feelings of sadness/nervousness  
 Other [\_\_\_\_\_]

6. Please check all the reasons why you want to join an on-line group rather than an in-person/telephone group at this time:  
 It is hard for me to be available at set times and days  
 There is more privacy through an online group  
 I prefer writing about myself rather than talking about myself  
 There was not in person or telephone support available at set time  
 Other [\_\_\_\_\_]

7. Over the last 2 weeks, how stressed have you been feeling?  
 Not at all  
 A little  
 Quite a bit  
 Extremely

Please review the answers you have provided on this survey to make sure they are correct and complete.


*You will be brought to a thank you screen. Click the “Request a support group membership” link within the thank you screen to request membership to a group.*

---

## Request to Join a Group

Once you have clicked the “Request a support group membership” link, you will be brought to the Usergroups screen.

*This page will show all of your current and pending memberships, as well as a list of all of the available groups that you are not currently a member of.*

1. Click the dropdown arrow under the section labeled: **Available Groups**
2. From the list of available groups, select the one the best describes your current situation or needs.
3. With the appropriate group selected, click  to see more information about the group.
4. More information about the group appears on the View Usergroup page.



**Browse Usergroups**

**Groups You Are A Member Of**

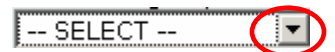
Choose a group to view more information:

**Available Groups**

Choose a group to view more information and request to join:

-- SELECT --

-- SELECT --  
Melanoma Patients



*You will see the name of the CancerCare Social worker who will be moderating the group.*




5. Click the link “[Request to Join](#)” if you would like to request membership to this group or click the Back button to navigate back to the Available Groups List.
6. If you clicked, “[Request to Join](#)”, a thank you screen will appear.

*This puts you on a ‘Pending list’ for a group.*

|   |
|---|
| <p><b>***PLEASE NOTE:*** All profiles and membership requests are reviewed by a CancerCare social worker during the assessment process.<br/>Only approved members are admitted into groups.</b></p> |
|---|

If you are approved for a group, an email notification with the subject, “**Support Group Request Approved**” will be sent to your email account

*Anyone who does not see their group on the support groups homepage immediately after receiving the “Your request has been approved” email, can click the Refresh  button on the toolbar to update the screen.*

# General Use of CancerCare Online

## Logging In

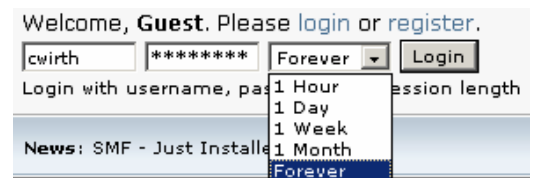
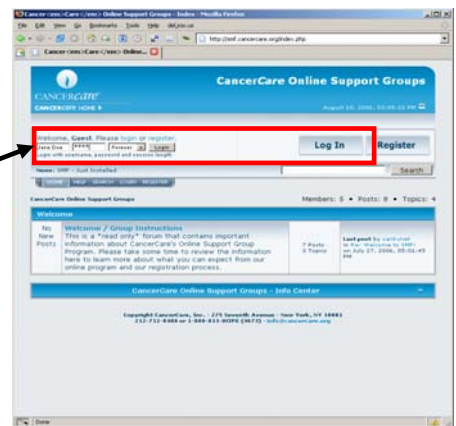
Each time you come to CancerCare Online you will be asked to log in.

1. Please go to online forums at <http://supportgroups.cancercare.org>
2. **Enter your username and password.**

3. By clicking the dropdown arrow and clicking one of the options, **select the length of your session** (i.e. how long you would like to remain logged in for).

**\*Please Note\*** *if you are using a shared computer, do not use the "forever" option.*

4. Click the **Login button**

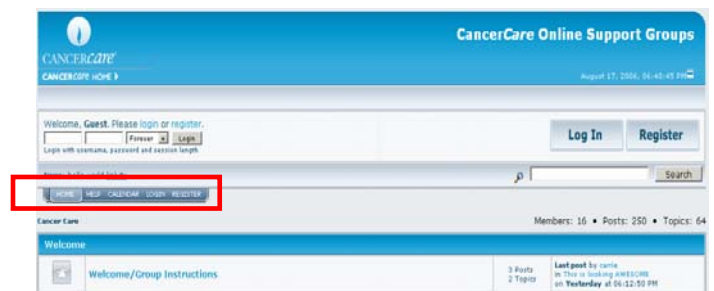


## Browsing/Navigation

You can navigate throughout CancerCare Online by using the series of tabs that appears near the top of all screens. Depending on whether or not you are logged in, you will see different options available on this series of tabs. **\*\*Please Note\*\* You need to be a registered, activated community member in order to log in. For more information about registration, please see page 5.**

### Not Logged In:

- **Home** – homepage
- **Help** – FAQs and information
- **Search** – search for posts
- **Login** – Log in to the system
- **Register** – Create a new account/register



### Logged In:

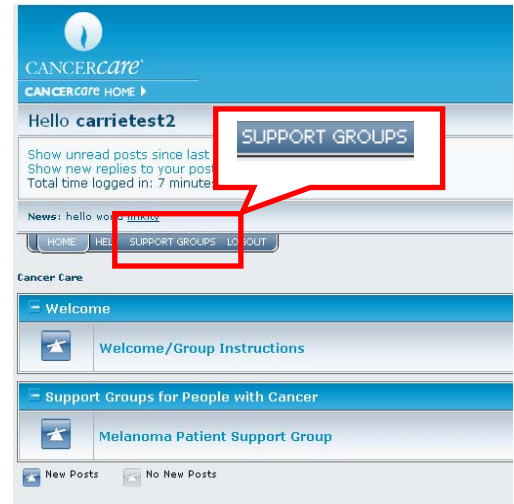
- **Home** – Homepage
- **Help** – FAQs and information
- **Search** – Search for posts
- **Profile** – Change your personal/profile information
- **Support Groups** – Look at your current and pending subscriptions or request to join a new group
- **Log out** – Log out of the system.



## Requesting Membership to a Group

During your registration you will have the ability to request membership to a group that you would like to participate in. If you have chosen not to do this, or are a returning member, please follow these instructions to request membership to a group at any time.

1. **Log in**
2. On top of the screen, click the **Support Groups** tab

*The “Usergroups” page appears. This page will show all of your current and pending memberships, as well as a list of all of the available groups that you are not currently a member of.*



7. Click the dropdown arrow under the section labeled **Available Groups** 
8. From the list of available groups, **select the one the best describes your current situation** or needs.
9. With the appropriate group selected, **click**  to see more information about the group.
10. More information about the group appears on the View Usergroup page.


*You will see a short description of the group, and the name of the CancerCare Social worker who will be moderating the group*

11. Click the link “[Request to Join](#)” if you would like to request membership to this group or click the Back button to navigate back to the Available Groups List.

*If you clicked, [Request to Join](#), a thank you screen will appear. This puts you on a ‘Pending list’ for a group.*

**\*\*\*PLEASE NOTE:\*\*\* All profiles and membership requests are reviewed by a CancerCare social worker during the assessment process.  
Only approved members are admitted into groups.**

If you are approved for a group, an email notification with the subject, **“Your request has been approved”** will be sent to your email account


*Anyone who does not see their group immediately after receiving the “Your request has been approved” email, can click the Refresh  button on the toolbar to update the screen.*

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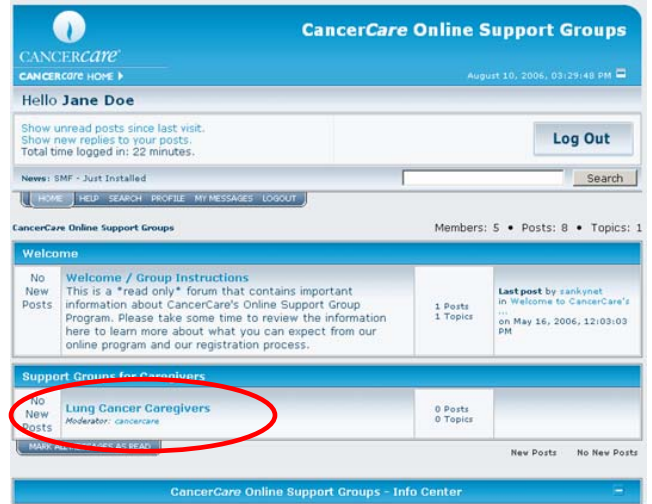
## Being Active in a Group

After you receive the email stating that you have been subscribed to the group, you will be able to enter the group you requested to read messages, reply to messages, and create topics.

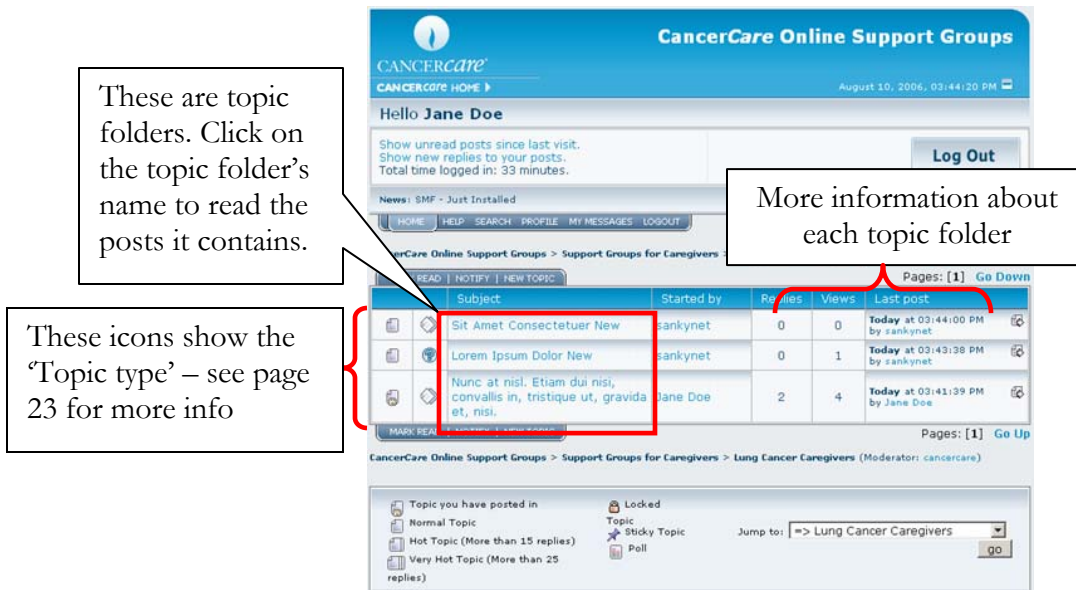
### Accessing your group:

1. Now when you **log in**, you will see your group available to you on the homepage.  
**\*\*If you do not see your group immediately, try hitting the refresh button on your toolbar.** 

2. Click on the name **of the group you are subscribed to.**



3. All of the topic folders for your group appear.



The screenshot shows the 'Support Groups for Caregivers' page. A table lists topic folders with columns for 'Subject', 'Started by', 'Replies', 'Views', and 'Last post'. The first three rows are highlighted with a red box. A callout box points to the icons in the first column, stating: 'These icons show the "Topic type" – see page 23 for more info'. Another callout box points to the 'Last post' column, stating: 'More information about each topic folder'. The table data is as follows:

| Subject   | Started by | Replies | Views | Last post                        |
|---|------------|---------|-------|----------------------------------|
| Sit Amet Consectatuer New   | sankynet   | 0       | 0     | Today at 03:44:00 PM by sankynet |
| Lorem Ipsum Dolor New   | sankynet   | 0       | 1     | Today at 03:43:38 PM by sankynet |
| Nunc at nisl. Etiam dui nisl, convallis in, tristique ut, gravida et, nisl. | Jane Doe   | 2       | 4     | Today at 03:41:39 PM by Jane Doe |

Below the table, there are options for 'Topic you have posted in' (Normal Topic, Hot Topic, Very Hot Topic) and 'Locked Topic' (Sticky Topic, Poll). A 'Jump to:' dropdown menu is set to 'Lung Cancer Caregivers'.

4. To read the contents of a topic folder, **click the topic name.** All of the posts will appear.

## Reading Posts:


The individual messages inside of a group are called posts. You can read the posts inside of their topic folders.

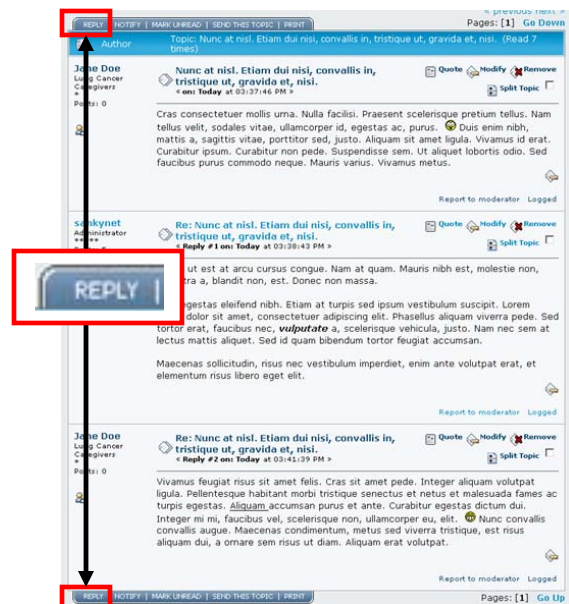
1. **Open a topic folder by clicking its name.**
2. **Posts appear** stacked. Read the contents/conversation from top to bottom
3. At the bottom right of the there may be indicator for Pages – if there is a page 2 or beyond, **click on the number** to view it.



## Reply to a Post

When you 'Reply,' you are replying to the entire conversation, not necessarily an individual post. Your reply will go the very bottom of the post list, indicating that it is the newest addition to the conversation.

1. **Open a topic folder.**
2. **Read the posts.**
3. **Click the**  **button** at the very top or bottom of the thread.





## The Message Creation/Reply to Post screen appears

The screenshot shows the 'Post reply' interface. At the top, there is a 'Subject' field with the text 'Re: Nunc at nisi. Etiam dui nisi, convallis in, tristique ut, gravida et, nisi.' Below this is a 'Message icon' dropdown menu set to 'Standard'. A red box highlights the rich text editor toolbar, which includes buttons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, text color, and background color. Below the toolbar is a row of smiley icons. A large text box in the center contains placeholder text: 'Vivamus feugiat risus sit amet felis. Cras sit amet pede. Integer aliquam volutpat ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. [u]Aliquam [A]Accumsan purus et ante. Curabitur egestas dictum elit. ;D Nunc viverra tristique volutpat.' A red box highlights this text box with the text 'Text Box: Write your post here'. Below the text box are checkboxes for 'Notify me of replies.', 'Return to this topic.', and 'Don't use smileys.'. An 'Attach:' field with a 'Browse...' button and '(more attachments)' text is present. Below that, it lists 'Allowed file types: txt, doc, pdf, jpg, gif, mpg, png' and 'Maximum attachment size allowed: 128 KB, per post: 4'. At the bottom, there are 'Post' and 'Preview' buttons, with a red box highlighting the 'Post' button. A 'Topic Summary' section is visible below, showing a list of recent posts with their authors and timestamps.

Formatting options

Text Box:  
Write your post here

Shows the most recent posts from the group that you are replying to

4. **Format the post** (see the Index for a description of the various the formatting options)
5. Click **Post** or **Preview**


*If you click preview, you will your post above the text box with all of the formatting showing. Review it for mistakes and make changes within the text box. When you are satisfied, click Post.*

The screenshot shows the 'Post Preview' interface. At the top, there is a 'Subject' field with the text 'Re: Nunc at nisi. Etiam dui nisi, convallis in, tristique ut, gravida et, nisi.' Below this is a 'Message icon' dropdown menu set to 'Standard'. A red box highlights the rich text editor toolbar, which includes buttons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, text color, and background color. Below the toolbar is a row of smiley icons. A large text box in the center contains the previewed text: 'Vivamus feugiat risus sit amet felis. Cras sit amet pede. Integer aliquam volutpat ligula. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam accumsan purus et ante. Curabitur egestas dictum dui. Integer mi mi, faucibus vel, scelerisque non, ullamcorper eu, elit. ;D Nunc convallis convallis augue. Maecenas condimentum, metus sed viverra tristique, est risus aliquam dui, a orn'. A red box highlights this text box with the text 'Post Preview'. Below the text box are checkboxes for 'Notify me of replies.', 'Return to this topic.', and 'Don't use smileys.'. An 'Attach:' field with a 'Browse...' button and '(more attachments)' text is present. Below that, it lists 'Allowed file types: txt, doc, pdf, jpg, gif, mpg, png' and 'Maximum attachment size allowed: 128 KB, per post: 4'. At the bottom, there are 'Post' and 'Preview' buttons, with a red box highlighting the 'Post' button. A 'Topic Summary' section is visible below, showing a list of recent posts with their authors and timestamps.

Post Preview



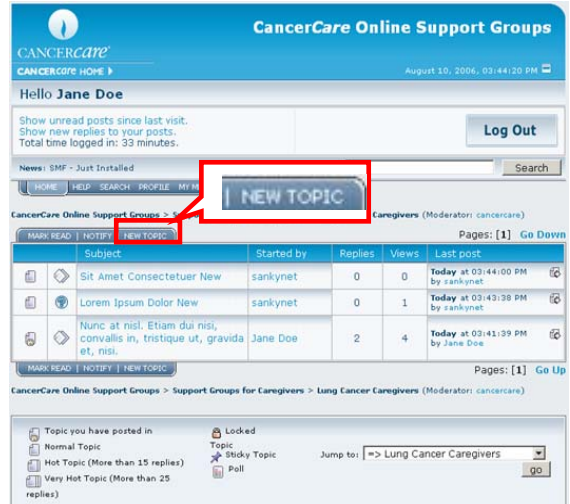
## Create a New Topic/New Folder:

1. **On the main page of the group**, click the  button.

The Start New Topic screen appears.

2. **Name the Topic**

3. **Format** the contents of the message.



**You MUST name your topic.** This will be what appears in the topic list in the group space

You can indicate what type of topic this will be (happy, sad, question, etc) by selecting from this list of icons. See Index for full descriptions.

4. Click **Post** or **Preview**

*If you click preview, you will your post above the text box with all of the formatting showing. Review it for mistakes and make changes within the text box. When you are satisfied, click Post.*

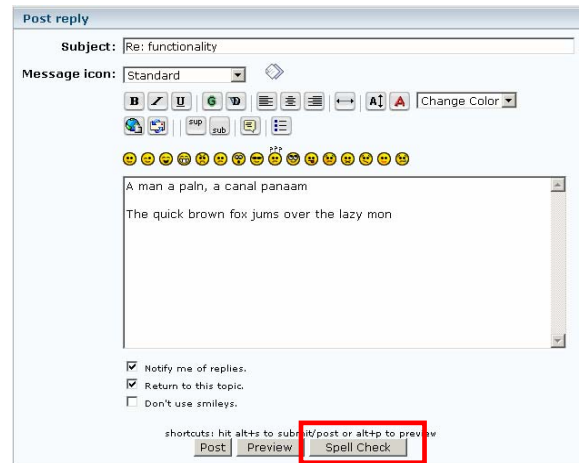


## Spell Check!

The spell check feature allows you to check your spelling before you post your reply or new topic to the group space. \*This is important because there is no editing of posts allowed once you have hit “submit”\*.

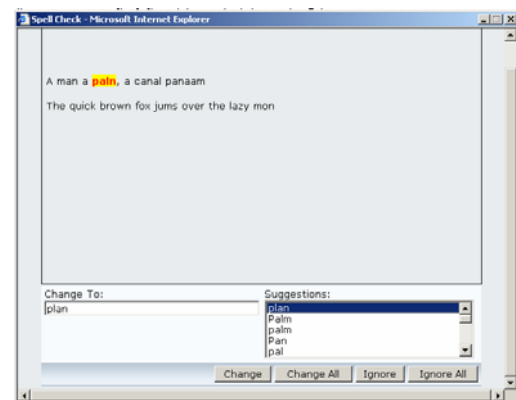
1. Within the group space, click **Reply** or **New Topic** to open the message creation pane.
2. **Type** the entirety of your message
3. Click **Spell Check**

*The Spell Check window appears*



*The first misspelled word in the post will appear highlighted. In the Change To: box, the program's suggestion for spelling will appear. Other possible words/ spellings will appear listed in the Suggestions box.*

4. Either **type the correct spelling** into the Change To: box, **or select the correct spelling** from the Suggestions: box.
5. **Click:**
  - **Change** –changes the single instance of the misspelled word
  - **Change All** – changes every instance of the misspelled word in the post.
  - **Ignore** – ignores this instance of word
  - **Ignore All** – ignores every instance of the word



*After you click the button of your choice for this word, the next misspelled word will be highlighted.*

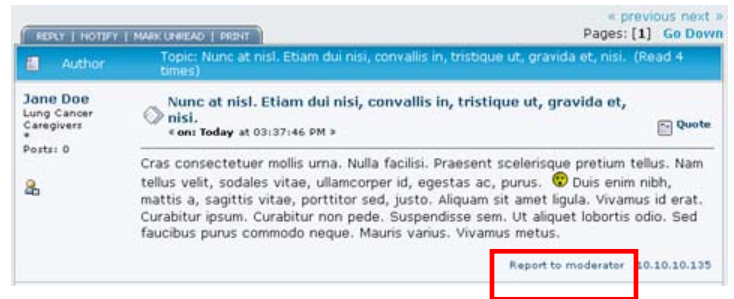
6. **Repeat steps 4-5** until entire message has been checked.
7. When complete the Spell Check complete dialog will appear, click **OK**. You will be returned to your Post.
8. On your message, click **Post**.



## Report this to a Moderator

At some point, there may be a post within your group space that you want to bring to the group moderator's attention. You may be concerned about the content of the post, the author of the post, or you may think something within the post is offensive. If this happens, use the "Report to moderator" function, located on every post within a group. This function generates an email to the moderator and allows you to include a note explaining what about the post made you want to report it.

1. Enter your group
2. Open a topic
3. Read the posts
4. On the post you want to report, click the link "**Report to moderator**"
5. On the next screen, **write an explanation** of why you wanted to report the post.
6. Click **Send**



## Print

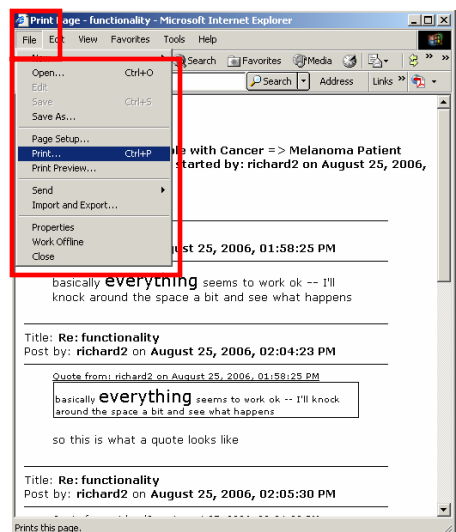
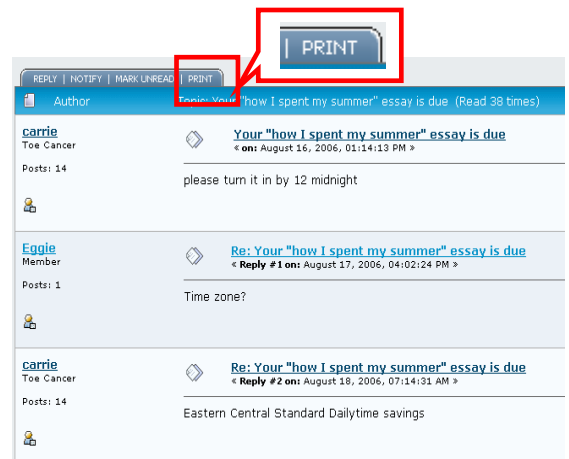
The print function in CancerCare online allows you to print the entirety of a topic thread for posterity or reference. By using the print function built within the program, the posts will be reformatted into an easy-to-read print version.

1. Within any thread, click **Print**.

*A second window opens showing you the "Print Preview" of the thread*

2. Within this second window, go to the **File Menu**
3. Click **Print**

**Please Note:** CancerCare's online support groups are private and subscription only in order to protect its members and their anonymity. Please do not share the contents of your support group with other parties.

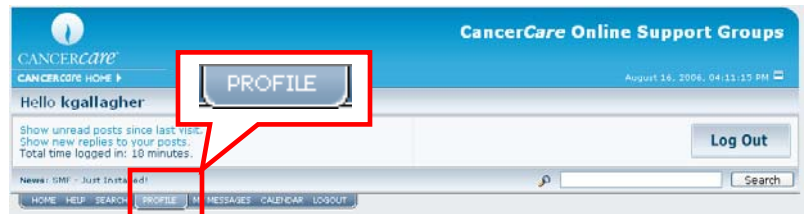


## Update Your Profile Information

If you change your email address, change your mailing address, or generally something changes in your situation, you can update your CancerCare Online Support Groups' profile so that it remains current.

**\*\*Please Note\*\*** If you change email addresses, you **\*must\*** update your profile to reflect the new address or you will not receive topic and post notifications from your group.

1. While you are logged in to CC Online, click the **Profile tab** on the navigation bar



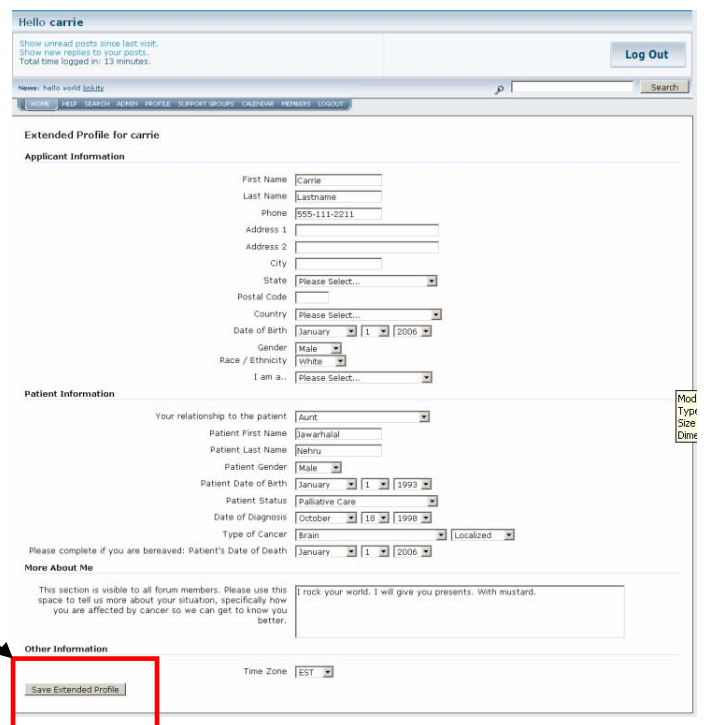
*A profile summary screen appears*

2. To view your entire profile, click the link under Modify Profile for: **Modify Your Extended Profile**.



*Your Extended Profile appears*

3. **Change/Update any information** that is available
4. When you are satisfied, click **Save Extended Profile**



## Log out

When you are done with your session, you can choose to Log Out of the system. This is highly recommended if you are using a shared computer. If you are using a personal computer and, also, selected “session length: Forever” when you logged in, you can simply close your browser or leave CancerCare Online without logging out. If you do this, you will already be logged in when you return.

1. From anywhere in the program – go to the upper left corner. **Click the tab labeled Log Out** or **click the Log Out button** in the upper right corner.






The screenshot displays the user interface for the CancerCare Online Support Groups. At the top, the header includes the CancerCare logo and the text "CancerCare Online Support Groups". Below the header, the user is greeted with "Hello kgallagher" and a "Log Out" button is highlighted with a red box. A navigation menu contains tabs for HOME, HELP, SEARCH, PROFILE, MY MESSAGES, CALENDAR, and LOGOUT, with the LOGOUT tab also highlighted. The main content area shows a "Profile Info" sidebar and a "Summary - kgallagher" section. The summary table lists the following details:

| Summary - kgallagher    |  | Picture/Text |
|-------------------------|--|--------------|
| <b>Name:</b>            | kgallagher                                 |              |
| <b>Posts:</b>           | 0 (N/A per day)                            |              |
| <b>Position:</b>        | Newbie                                     |              |
| <b>Date Registered:</b> | Today at 03:45:56 PM                       |              |
| <b>Last Active:</b>     | Today at 04:11:15 PM                       |              |
| <b>Email:</b>           | hidden                                     |              |
| <b>Current Status:</b>  | <input checked="" type="checkbox"/> Online |              |
| <b>Local Time:</b>      | August 16, 2006, 04:11:15 PM               |              |

Below the summary table, there is an "Additional Information" section with links to "Show the last posts of this person." and "Show general statistics for this member."

















At the bottom of the page, the copyright information reads: "Copyright CancerCare, Inc. - 275 Seventh Avenue - New York, NY 10001 212-712-8400 or 1-800-813-HOPE (4673) - info@cancercares.org"



|                     |   |   |  |
|---------------------|---|---|--|
| Insert Table Column |  | [table][tr][td]<br>content<br>[/td][tr][table]  | content  |
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| Subscript           |  | [sub]subscript[/sub]  | subscript  |
| Insert Quote        |  | [quote]quote[/quote]  | <b>Quote</b><br>quote  |
|                     |   | [quote<br>author=author]quote[/qu<br>ote]   | <b>Quote from:</b><br><b>author</b><br>quote   |
| Insert List         |  | [list]<br>[li]SMF[/li]<br>[li]YaBB SE[/li]<br>[/list]   | <ul style="list-style-type: none"> <li>• SMF</li> <li>• YaBB SE</li> </ul>   |
|                     |   | [list]<br>[o]circle<br>[O]circle<br>[O]circle<br>[*]disc<br>[@]disc<br>[+]square<br>[x]square<br>[#]square<br>[/list] | <ul style="list-style-type: none"> <li>○ circle</li> <li>○ circle</li> <li>○ circle</li> <li>• disc</li> <li>• disc</li> <li>▪ square</li> <li>▪ square</li> <li>▪ square</li> </ul> |










## Smileys

| Name        | Image (click to insert)   | Code (type to insert) |
|-------------|---|-----------------------|
| Smiley      |    | :)                    |
| Wink        |    | ;) )                  |
| Cheesy      |    | :D                    |
| Grin        |    | ;D                    |
| Angry       |    | >:(                   |
| Sad         |    | :(                    |
| Shocked     |    | :o                    |
| Cool        |    | 8)                    |
| Huh         |    | ???                   |
| Roll Eyes   |   | ::)                   |
| Tongue      |  | :P                    |
| Embarrassed |  | :-[                   |
| Lips Sealed |  | :-X                   |
| Undecided   |  | :-\                   |
| Kiss        |  | :-*                   |
| Cry         |  | :'(                   |

## Topic Properties

These icons (located in the far left column next to a topic name) will change depending on the topic status.

-  Topic you have posted in
-  Normal Topic
-  Hot Topic (More than 15 replies)
-  Very Hot Topic (More than 25 replies)

-  Locked Topic
-  Sticky Topic
-  Poll

## Topic Types

When you are creating a new topic and/or message you can indicate its mood purpose (happy, sad, question, etc.) by choosing an icon to display next to it in the group space. To see where to choose these, please refer to page 16.

| Name        | Image   | Meaning                       |
|-------------|---|-------------------------------|
| Thumbs Up   |    | Good news/I like...           |
| Thumbs Down |    | Bad news/I don't like...      |
| Exclamation |    | Exclamation/High Importance   |
| Question    |    | Question                      |
| Idea/Lamp   |    | Idea                          |
| Smiley      |    | Happy topic/message           |
| Angry       |    | Angry topic/message           |
| Cheesy      |    | Cheesy or Funny topic/message |
| Grin        |   | Very happy topic/message      |
| Sad         |  | Sad topic/message             |
| Wink        |  | Playful topic/message         |