How To Post Groups

[1] GOOD POSTING:

[a] Post your messages in Text format and not html and wrap the message at 60 Characters. Most text editors will allow you to set the text wrap at column 60.

[b] Always place an appropriate title in the subject header. Keep it short and succinct.

[c] Limit one subject per message - you are more likely to get a reply .

[d] When replying, edit your messages properly. This means, eliminating headers and footers (to/from/subject/date, etc., and signature lines).. Do not use excessive quoting - meaning, don't include the entire original message in your reply to the group. If you must refer to something to make your response clear, then cut and paste only that which is necessary and relevant. It is customary to place your reply below any quoted text from the original message, and use the word [snip] to show where you have cut text.

[e] Do not use 'all caps' except to emphasize singular words. This makes your message easier to read and eliminates perception that you're 'screaming.'

[f] Files should be placed in the file areas and referenced in your message and not sent as File attachments. This is because not everyone's computer is capable of reading them and it helps prevent virus infection.

[g] Use short, concise paragraphs. Give credit where credit is due (when quoting others).

[h] Use a signature on all posts. Signature lines may be a maximum of 3 lines for personal or professional information.

[i] Don't post private email without permission.

[j] If you're planning to be away from your computer for an extended period and you are using an auto-responder, please set your preferences for "no mail" before going away. This will prevent your mailbox from being inundated with mail and our list won't be flooded with your auto-reply messages.

[k] There is no restriction on the number or length of posts by the list owner. However, Yahoo Groups does restrict messages to 1 MB to prevent mail bombs.

[2] SUBJECT MATTER:

All posts should be on topic and related to the subject matter of the group. Always Read the Group FAQ. Off-topic, flaming, explicit, graphic material, foul language, chain letters, racism, jokes, etc. are not acceptable. Personal "chat" discussions should take place through private email. Moderators will delete any message posted that does not conform with the list guidelines or proper netiquette.

[3] ADVERTISING OR SPAM:

Blatant advertising is not permitted. Minor offenses and first time violators will be warned privately. Subsequent violations will result in stronger action and may include (a) unsubscribing and/or banning list member (b) reporting the violation to Yahoo and member's internet service provider. The discussion group is NOT a mailing list to advertise your products or services.

[4] MISUNDERSTANDINGS:

Treat others as you wish to be treated. Neither flaming nor harassment is tolerated. Should a misunderstanding arise, first try to resolve it directly with the other person by email (not through the list). If that fails to bring about an amicable resolution, notify a moderator to intervene.

[5] NETIQUETTE

Basic netiquette is a must. Below is a netiquette site which will provide helpful information to both novice and seasoned users:

http://wise.fau.edu/netiquette/net/netiquette.html

[6] REPRINTING INFORMATION:

Subscribers are welcome to reprint or recirculate any information for non-profit use only, so long as the appropriate credit is given and the entire text is included (including credits at the end of each digest). Other cases, should contact the writer directly.

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Web: http://www.alisdair.com