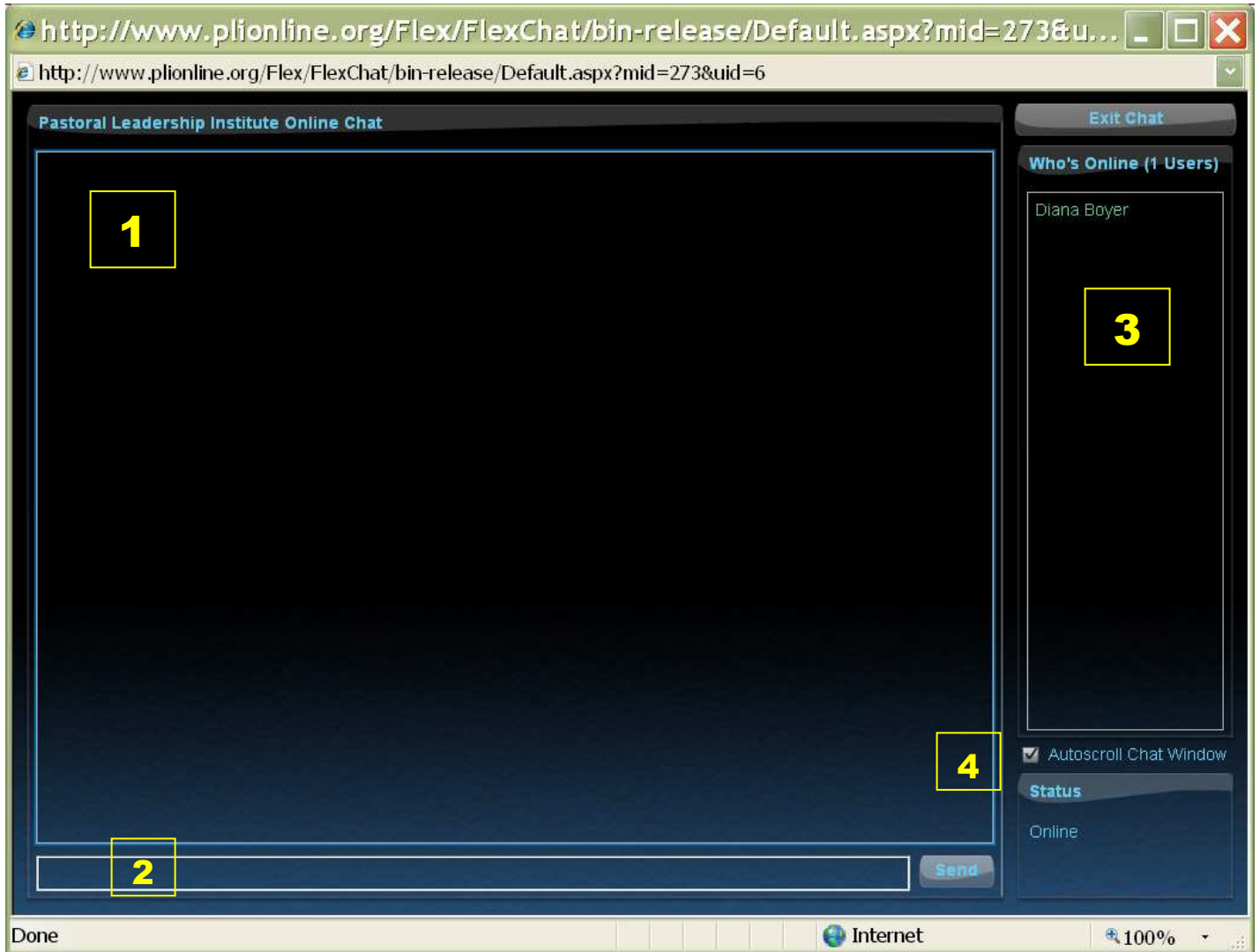


Navigating the PLI Portal

The Chat Room

When you click on the “Join Chat” button, the chat window opens (see below). To resize the chat window, click on the lower right corner and hold it while dragging to the size you want—larger or smaller.



1. Dialog Box

The online “conversation” will display in the big dialog box. As each person posts comments, it is displayed sequentially in the dialog box with the most recent post at the bottom.

2. Posting Box

To join in the discussion, type your comments and/or questions in the one-line-high box at the very bottom of the window and then click the “Send” button or just hit the ENTER key to post it in the big dialog box. Your own posts will display in white font on your screen, the eProf’s posts will display in green font, and everyone else’s posts will be gray.

3. Who’s Online

As chat participants come and go, their names are displayed (or disappear) from this box. The eProf’s name is in green font, all other’s are in blue.

After ten minutes of inactivity—no postings—your name turns red. This alert is designed to nudge you into participation. If you’re following along and simply have nothing to add yet, just post a single character (like a period) to change the color back to blue.

4. Auto Scroll

Each new post is displayed directly below the previous post. Once the big chat dialog box is full of postings, those at the top of the box will scroll up and out of view to make room for new posts at the bottom.

If and when you wish to scroll up to view earlier posts, you can do so with your mouse or the slider bar (right side of big dialog box). Re-read earlier posts as you desire and then scroll back to the bottom of box to resume reading current posts.

To resume AUTO-SCROLL mode, make sure the little box in front of “Autoscroll Chat Window” is checked (click the box to checkmark it). (This is located just below the “Who’s Online” box.)