

{A QUICK GUIDE TO POSTING ON AZ PLEXUS}

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http://www.geocities.com/az_plexus

http://groups.yahoo.com/group/az_plexus_classifieds

This simple guide was compiled to help you get the most out of your posts to AZ Plexus. In these pages you will find brief comments and suggestions for forming your posts, the types of posts that are considered acceptable, when posts should be deleted, and other related tips.

Businesses, Groups, and Organizations should also read the "*The Brief Guide for Businesses, Groups, and Organizations on AZ Plexus*". That guide can be found in the document file called "for_organizations.pdf" found in the AZ Plexus group files section which is found at the group's home site:

http://groups.yahoo.com/group/az_plexus_classifieds

OR at the following URL:

http://www.geocities.com/az_plexus/docs/for_organizations.pdf.

The guidelines set out in this document will not only help you maximize the effectiveness of your posts but will also help prevent your posts from being deleted. The most common reasons a post will be deleted are:

1. Subject line makes it difficult to search.
2. No message body.
3. Offensive post.
4. Illegal activity.

AZ Plexus, its creator, and its moderators **can not** be held responsible in any way for any problems encountered upon the posting forum, through use or abuse of the forum, or in any event that was a result of communications or encounters through the forum. Users of AZ Plexus assume full responsibility. By posting or responding to posts through AZ Plexus, a user agrees that they are solely responsible for whatever might transpire as a result of that use.

POST FORMATS

Posts to AZ Plexus are suggested to follow the formats outlined below. These formats were determined to be the most effective and easily referenced.

The *Subject Line* of your posts should be formed like this;

`<type>::`

An example might be; *Subject: Computers::623::HP Notebook*

The *Message Body* should contain;

- Detailed but brief message/description.
- Contact information. (As much as is desired)*
- Any URLs should be checked to work before posting.

THE TYPES

`<type>::`

As long as a post follows the recommended subject format it will not be deleted, but if a posting does not use that format, is a personal ad**, or is "offensive" in any way, it will be deleted. The current recommend titles for types are;

Quick Cash	Business Op	Auto 4 Sale	Notice
Electronics	Employment	Boat 4 Sale	Education
Computers	Looking For	House 4 Sale	Freebie
Help Me!	Child Care	Volunteers	Reward
Lost	Stolen	Pets	Beware
Found	For Rent	Garage Sale	Bids
Services	Event	Group	Kids Stuff

By using these pre-defined type titles people will be able to easily search out and find your posts. So, by following these suggested types you not only make life easier for everyone else, but you increase the number of times your ad will be found.

Descriptions of the types can be found in the document "Type Descriptions" (type_definitions.pdf) in the group's files found on the group's home site, as well as at http://www.geocities.com/az_plexus/docs/type_definitions.pdf.

AREA CODES

*<type>::**<area code>**::<subject variable>*

Put the area code you are in and/or are posting for in this part of the subject line. If your post is relevant to all area codes simply enter "ALL" in all caps.

for example:

Subject: Quick Cash::480:: \$40

SUBJECT VARIABLE

*<type>::**<area code>**::<subject variable>*

The subject variable is simply a quick note as to what is being posted. Three types have recommended variable values; Quick Cash <amount>, Employment <long, short, temp>, and Business Op <type of business opportunity>. All other variables should simply describe with a word or few what your post regards or a value if appropriate.

LAST NOTE ON SUBJECT LINE FORMATS

Do not use all caps and make sure that your subject line is formatted as in the examples (note that there is no space between the double colons "::"). Examples;

Auto 4 Sale::623::98 Ford Pickup

Help Me!::602::Broken Wall

Event::480::Community Bake Sale

By following the suggestions for subject line formatting, type titles, and area codes you posts will be easy to find in searches of the archive. This will allow users to easily scan or filter through the archive posts and isolate what they are looking for. Posts that deviate from this format AND appear in un-related searches will be deleted to keep the performance of the classifieds as optimal as is possible. A notice may or may not be sent telling you if a post was deleted and why.

This format is simple to understand and use. Also, if a person - for example - searches through the archive using "Quick Cash::480", they will pull up every post with that subject line title and area code, but nothing else. If you posted yours as "QUICKCASH:480", or any other variant, it will not appear in the results. So, I know that the notation may seem a little silly or complicated at first glance, but you will see just how easy it is once you start creating your own posts.

DELETING POSTS

When a posting is no longer needed it should be deleted. To delete any posts you have made all you need to do is log into the group home site, find your post (you can search by message number), and click on the "delete" link accompanying your post. When a position is filled, a thing is sold, you do not require any more responses, or what have you, and you are ready to delete the message, be kind and delete the post.

Every four weeks a "Post Cleaning" will be performed and a moderator will issue a special notice the day prior to the cleaning. This is an opportunity to re-post any posting that are older than three days prior to the special notice being sent out. Everything older than that will be deleted.

THE MESSAGE BODY

There is no limit to the number of characters or words you can use in your posts. you may also include any URLs relevant (Websites with more info, photos, etc.) to your post. Your posts should provide as much "good" information as you feel is appropriate or necessary and you should always include the contact information that you would like people to use. If you forget or choose not to include contact information and someone replies to your post, it will be delivered directly to your e-mail account, and will not be posted on the list.

Message Bodies and posts on AZ Plexus are not intended for conversation... Message Bodies should not be a continuing dialog between people. Posts like that will be deleted. Message bodies with vulgarity, explicit wording, or otherwise offensive content will be deleted, the user banned, and no explanation will need to be given. Other than that, feel free to write as little or as much as you feel is necessary to provide good information relating to your post.

The recommended structure for posts is;

1. Subject Line. <title>::- 2. Message Body.
- 3. Contact Information.

NOTES

*Contact information should be as detailed and complete AS DESIRED. If no contact information is provided and a person replies to your post - the reply will be sent directly to your e-mail and NOT posted on the list.

**Any posts that are determined to be "personal ads" will be deleted. Repeated attempts will cause the poster to be banned from the list. There are plenty of personal ad services online, but AZ Plexus is not one of them.

TIPS: Keep a record of your message/post numbers to easily find your previous posts that you want to delete. Post often. Post in every type that fits your needs.