

Moderator Guidelines

Written by Jakub Korupczyński

Tuesday, 11 March 2014 07:09 - Last Updated Wednesday, 19 March 2014 11:12

Here are some Guidelines for Lightworks Moderators.

The Forum is Kunena, for Joomla.

Moderator's Tools are described here: http://www.kunena.org/docs/Moderator's_tools

Spam

If you suspect that a post is Spam, please "Report to Moderator" (to notify us), then "Delete". The offending post will no longer be public-visible and will appear greyed-out. Please *do not* delete permanently.

The webteam will block Reported users, which keeps them in the system but stops repeat registration using that email address. We collect IP addresses from deleted posts, in an effort to firewall-block repeat spammers.

You can delete an entire thread using "Delete Topic", located at the top and bottom of the page.

Moving a thread

Sometimes users will post in the wrong topic, or create a topic in the wrong category. If you believe that a post would be better suited in a different location, click the "Moderate" button below the post then under "Move to" change the Target Category or Target Topic. You can also change the Subject here, or by editing a post directly.

Editing a post

Common reasons to edit a post:

- correct a typo
- mark a topic as [Solved]
- give topic a more meaningful subject
- remove bad language / personal attack etc
- add Google Translation

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You can edit a post via the "Edit" button. If you remove any text, please add an explanatory note, e.g. "removed due to breach of forum rules - Forum Moderator" or similar. I would also recommend changing the colour of the text to red or green to draw attention. Please make sure when you edit a post, that the post has not been quoted in the thread, as this will also need editing.

Locking a topic

If you believe that a topic has reached its conclusion, you can lock using the "Lock" button, located top and bottom left. If they haven't already marked as [Solved], please do so.

For your consideration:

- In threads where the poster gets replies that could potentially have solved his problem but he never comes back, moderator could reply asking if his problem was solved. If he doesn't reply then thread will be marked Solved.
- Try to contain the topic of Open Source. Lightworks will be Open Source when it gets there. Until that time, the topic is something of a dead horse with threads often turning into flame-wars. For now, please try to curb the topic with a moderator message to explain the situation and then lock the topic if appropriate.
- The Lightworks forum is not a place to promote other free editors, open source editors etc. Please delete these threads if they appear (quite rare).
- Discussion of useful software tools is welcome - if you know it to be junk, remove the link and say as much. Please reply to topics discussing illegal or dubious activities (e.g. "ripping Blu-rays"), to state that "This forum is not the place to discuss illegal activity", then lock it.
- When very old threads are dug up (by a Troll), reply with something like "This thread has ran its course and is now closed." , then Lock it.
- Look out for thread-hijacking - try and keep topics on track.

Thank you for helping us!