Guidelines and Tips for getting the most out of this group

Welcome! There are many of us in this group who have transferred over from Shelfari and are new to GoodReads. Here are some handy tips for how to use this group and its features. NOTE: The second half of the document is information for those new to this group.

The Basics:

Group Home: On this page you will find (in this order):

- Books we are currently reading. This provides an easy way to see the book covers (with links to the books), start date of our reading, AND direct links to the book discussion questions.
- Discussion board (clicking "unread" at the top of the discussion list will list all the unread messages).
- Events: Any events we decide to post.
- Members of the group
- A glimpse of our bookshelf
- Top right: Box with links to all the places
- List of group moderators
- If we post polls or challenges, you will also see those appear on the home page.

Discussion basics: Our goodreads group is structured using "folders," "topics," and "messages." Here is a brief description of each:

Folders: Our largest organization unit. Only moderators can add and edit these. We have limited the topics showing within each folder to 3. You can see how many topics each folder has by looking at the top right of each folder where it will say something like "showing 3 of 8 topics." To see everything that is in the folder just click the title of the folder. You can also click on the "unread" link right at the top of the list of discussion topics and that will take you to a list of topics that have new messages. We will be using the following folders:

- **General:** Here you can find our monthly "footnotes," literary mentions list, group guidelines, and other threads.
- **2016 Discussions:** This is essentially an overview of all our discussion threads with links to each book. It is an easy way of finding where you want to go.
- **2016 Points Challenge:** This is our group's primary challenge. Topics include current standings with hyperlinks to your individual threads, Instructions and rules, and individual challenge topics. HERE is where you can create your own topic and update your own progress. Update your own thread and not the standings thread.
- **BOTM discussions.** We will have folders for each BOTM. Current month books will be organized at the top. As the year progresses, you'll be able to find past months by using the links in "2016 discussions" or by simply scrolling through the pages. Each question will be posted as a different topic and you can respond to these topics as messages.
- **Seasonal Reads discussion:** Same as the BOTM discussions above

· **Annual Read discussion:** same as above

Other 1001 Book Reviews: This folder will hold all the individual book reviews. Read a book? Review it and drop that review in this folder as a new topic (see topics below). Put the book title and author as your Topic title.

Random Lists: This folder is where you will request and update your random lists. The topic that is pinned to the top is where you will ask for your list. The moderator will then create a list with your name and your first list of randomly selected books. As you read them, you can reply with a message in your personal "topic" and the moderator will give you a new book.

· **Personal Lists:** Here you can post your individual lists as "topics" and track your progress. You can also do that through use of shelves (described below).

Topics: These are the next tier under folders. Group members can create them. You will likely only need to use this feature to add your personal threads or to add "other 1001 book reviews". Try to avoid posting new topics in book discussion folders unless you have a new discussion question you want people to respond to. Otherwise, messages (described below are the best way to communicate within discussion folders). There are two ways to create new topics:

1. Within a folder: This is best/least confusing. Click on the title of the folder where you want to create the topic. On that folder page you can see at the top right "new topic." Click that and a new topic will be created with the folder you are in as the default folder. If you create a topic in the wrong folder, you can still select a different folder. Make a mistake? Just hit edit and make changes.
2. From home page: scroll down to discussion board. At the top right of the discussion board you will see "topics: all|new|unread. Click "new" to create your new topic thread. If you do it this way, you will need to select which folder it goes into.

Messages: This is where the majority of the action will occur. It's the third tier. Once you are inside a topic you can post comments. You can also edit all your messages by clicking the "edit" button on the bottom right of your comment. There are two types of comments:

1. Unique comments. Just scroll to the bottom of the all the messages and type your comment in the box and hit post. OR you can click "post comment" at the top of the list of messages and that will take you directly to the comment box.
2. Responses: You can respond to individual people by clicking on the "reply" button at the **bottom right** of that person's comment. When you do this, it will generate a portion of the text of the person's comment to whom you are responding.

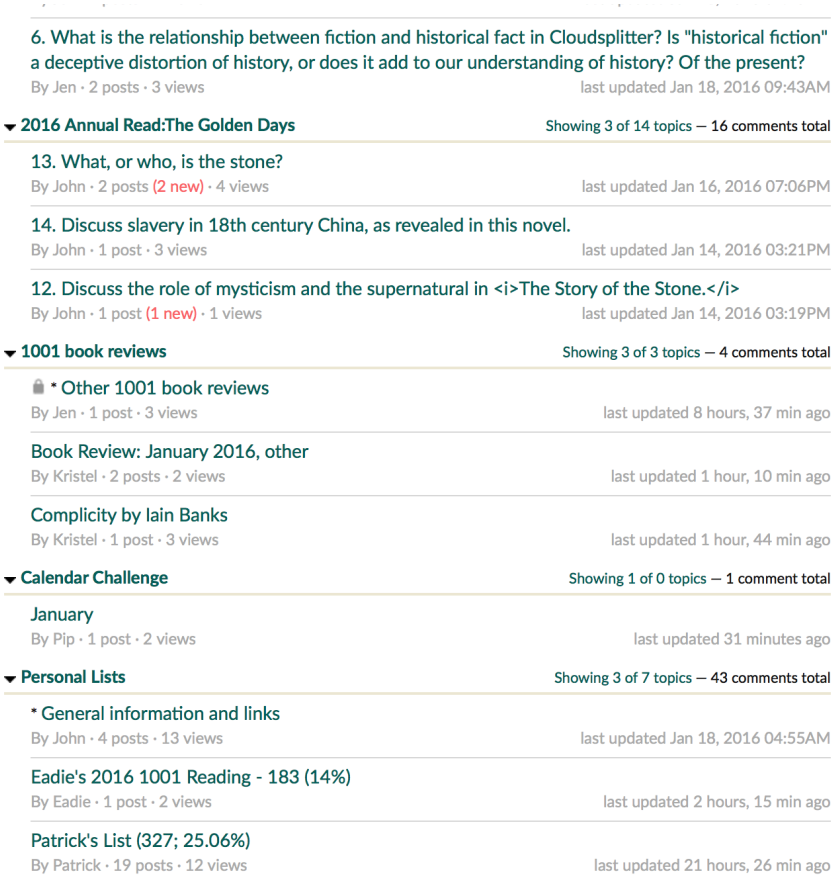
Group Bookshelf: Here you will find all the books on the combined three editions of 1001 lists. You can access the bookshelf through the links box at the top right of group homepage or by scrolling down to the bottom of the homepage and clicking on the bookshelf sample.

· In the group bookshelf you will see a few buttons. You can go directly to the book page by clicking on the book title. You can also view your rating and the date that we read the book (if applicable)

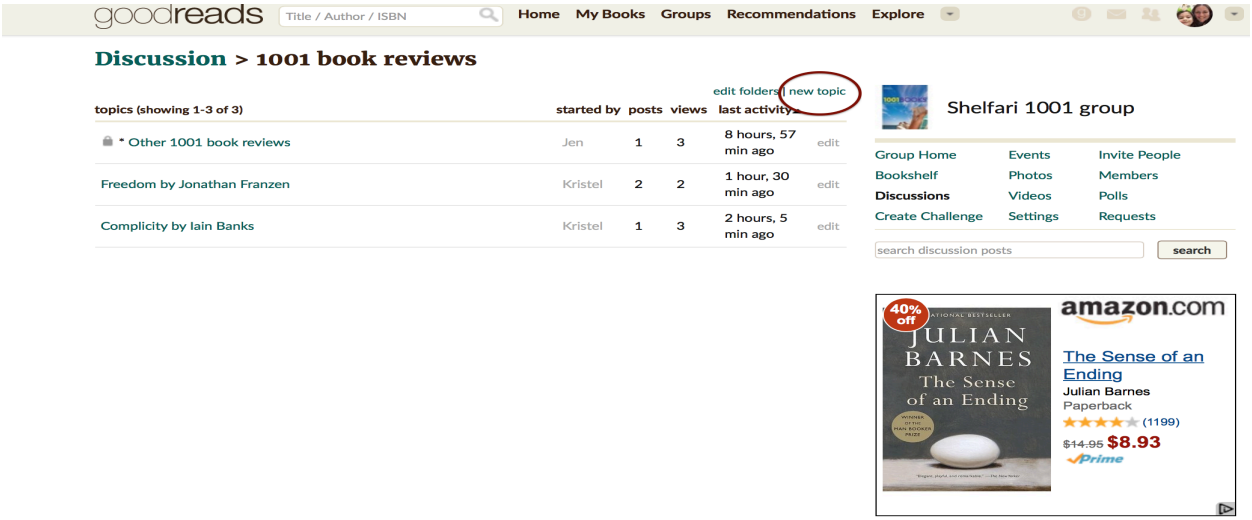
· **View activity**. This is a button on the bookshelf for each book. It's located on the far right. Clicking the link will take you to the a page where you can see if we have discussed the book and where you can see what other group members have said about the book.
· **Wish list**: This is a bookshelf within the group that we have created to display our wishlist books. These are books that have not yet been read or reviewed by members of our group.

How to post reviews, comments, challenge threads and where to put them:
Members of the group will be posting two types of things: Topics and messages.

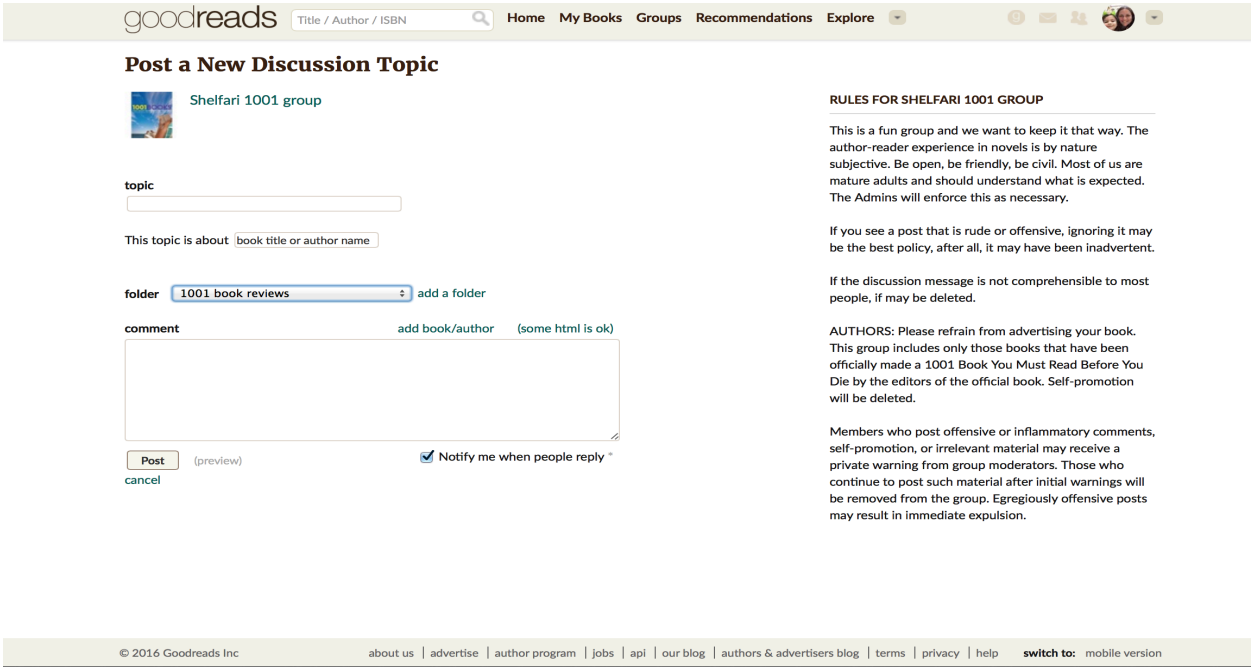
1. Posting Book reviews: Those will be posted as "topics" in the 1001 book review folder. Go to discussion list (below is just a small segment):



The folders are the ones in bold and each folder title is actually a hyperlink. In the example above you can see "2016 annual read.." 1001 book reviews, calendar challenge, and personal list. You can also see that each folder has "topics" underneath. And, you can see how many topics are in each folder. In the example above, you can see that 2016 annual read has 14 topics with 3 out of 14 showing. Click on the 1001 book review folder and it will take you to this page:



On this page, you will click “new topic.” I have circled this in red to make it easier for you to find. Then it will take you to the following page (below):



On above page you just fill out the relevant info. Topic: In the case of 1001 reviews, you would put the title of the book as your topic. If you like, you can link the book to your review. Below topic, it says “this topic is about :book title or author name.” If you enter in the book title or author it will pull up options for you to link. Then, the next is a pulldown menu. If you follow the steps outlined above (arriving here from the 1001 folder) then this will automatically be populated to say “1001 book reviews.” You can always use this pull down menu to select where you want the topic to post if it’s somewhere different. Then you can enter your review in the

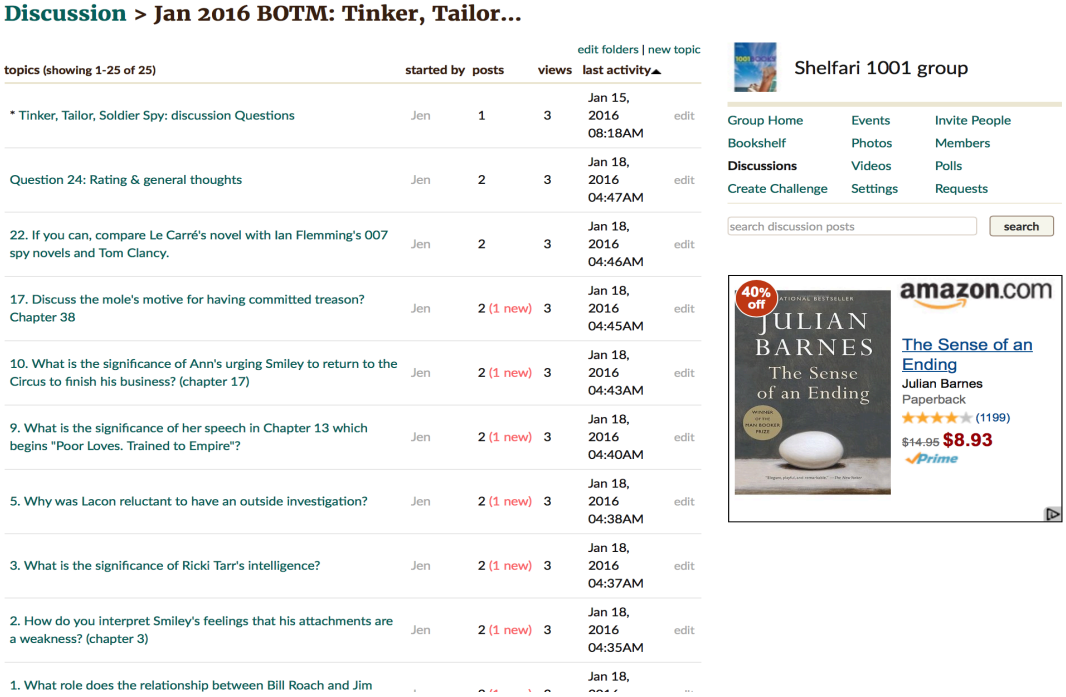
comment box and hit “post” and viola - you book review is entered as a topic in the 1001 book review folder.

NOTE: if you are posting a review for 1001 book, you may want to think about posting your review both here and on your own page. For example, when I finish a book, I update that on my own page (moving it from currently reading to read - when you do so you’ll get an option to give a star rating and review) and I usually copy and paste my review on that page. Why? Whenever a group member posts a review or rating of a book on our list, other members of the group can see that rating and review when they access the book through our group shelf.

2. Posting personal threads, challenge threads, random list threads: For those of you who want to post a personal thread (to track all your reading of 1001 books along with challenges). You post those as topics in the folder “Personal Lists.” You do this in the same way as the book reviews but this time inside the folder “personal lists.” Challenge threads go in Points challenge folder, any other challenge thread goes in the matching folder.

Random lists are different. The moderator will create those topics for you. You (if you request one) will each get a random list topic labeled with your name. Those you will update with messages within your topic. Just click the topic and then post your updates inside that topic.

3. Posting responses to discussion questions: Every month we have three BOTM folders up for each book discussion, 1 up for the seasonal read, and one folder for the annual read. For these discussions you will be posting “messages.” Here’s an example of what a discussion folder looks like:



Discussion > Jan 2016 BOTM: Tinker, Tailor...

edit folders | new topic

topics (showing 1-25 of 25)	started by	posts	views	last activity▲	
* Tinker, Tailor, Soldier Spy: discussion Questions	Jen	1	3	Jan 15, 2016 08:18AM	edit
Question 24: Rating & general thoughts	Jen	2	3	Jan 18, 2016 04:47AM	edit
22. If you can, compare Le Carré's novel with Ian Flemming's 007 spy novels and Tom Clancy.	Jen	2	3	Jan 18, 2016 04:46AM	edit
17. Discuss the mole's motive for having committed treason? Chapter 38	Jen	2 (1 new)	3	Jan 18, 2016 04:45AM	edit
10. What is the significance of Ann's urging Smiley to return to the Circus to finish his business? (chapter 17)	Jen	2 (1 new)	3	Jan 18, 2016 04:43AM	edit
9. What is the significance of her speech in Chapter 13 which begins "Poor Loves. Trained to Empire"?	Jen	2 (1 new)	3	Jan 18, 2016 04:40AM	edit
5. Why was Lacon reluctant to have an outside investigation?	Jen	2 (1 new)	3	Jan 18, 2016 04:38AM	edit
3. What is the significance of Ricki Tarr's intelligence?	Jen	2 (1 new)	3	Jan 18, 2016 04:37AM	edit
2. How do you interpret Smiley's feelings that his attachments are a weakness? (chapter 3)	Jen	2 (1 new)	3	Jan 18, 2016 04:35AM	edit
1. What role does the relationship between Bill Roach and Jim				Jan 18,	

Shelfari 1001 group

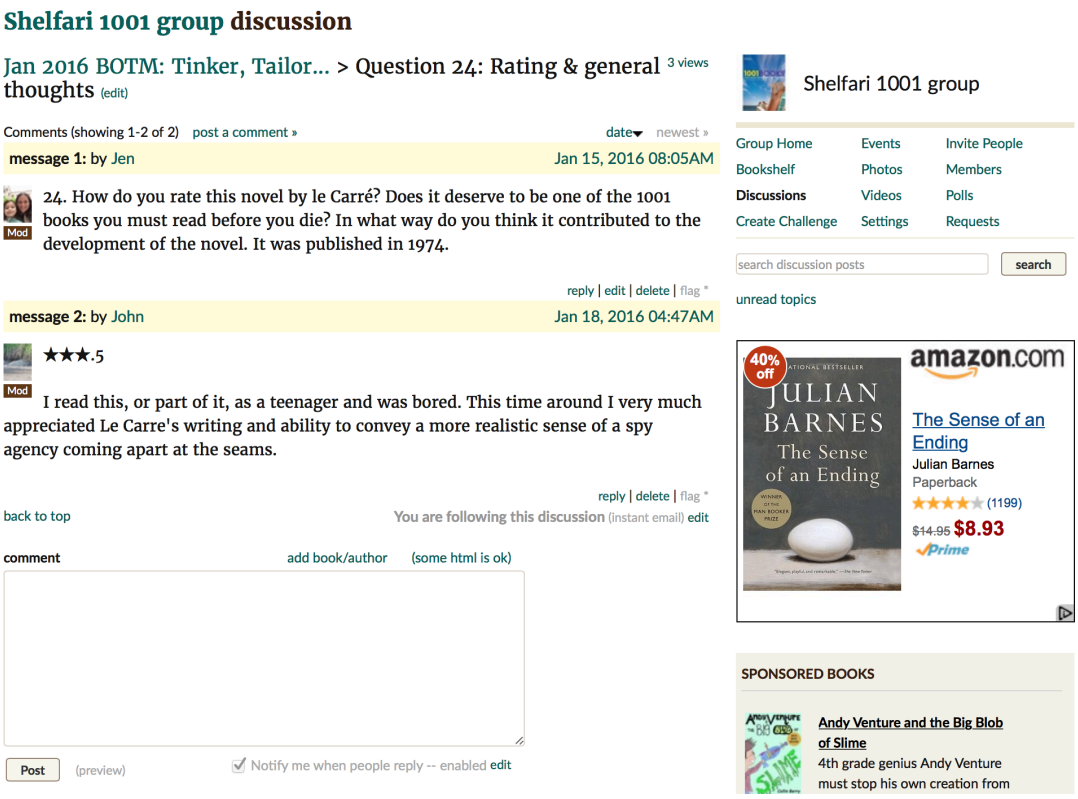
Group Home | Events | Invite People
Bookshelf | Photos | Members
Discussions | Videos | Polls
Create Challenge | Settings | Requests

search discussion posts | search

40% off
JULIAN BARNES
The Sense of an Ending
amazon.com
The Sense of an Ending
Julian Barnes
Paperback
(1199)
$14.95 $8.93
Prime

As you can see in each discussion folder, you'll see a top topic that is pinned to the top. Here is an overview of the book along with links to each question in order. As you might notice in the example above, the questions are out of order. Why? This is because as people respond to various questions, they get sorted into order of last activity. So if you are ever feeling lost anywhere, go to the top topic and that will usually have links to the questions so you can answer them in order if you prefer. To participate in a discussion - click on the question you want to

answer. I picked #24. Here's what you will see (below):



So, now I want to answer this question. Many times you'll see the question repeated in the top message. So message # 1 is the question. John has kindly added his answer here as message #2. YOu can then add your answer to the question in the comment box at the bottom. Again, you can link to a book or author if you like by clicking the link right above the comment box "add book/author." No real need for it here. Type in your answer and hit "post" You have now posted a message!

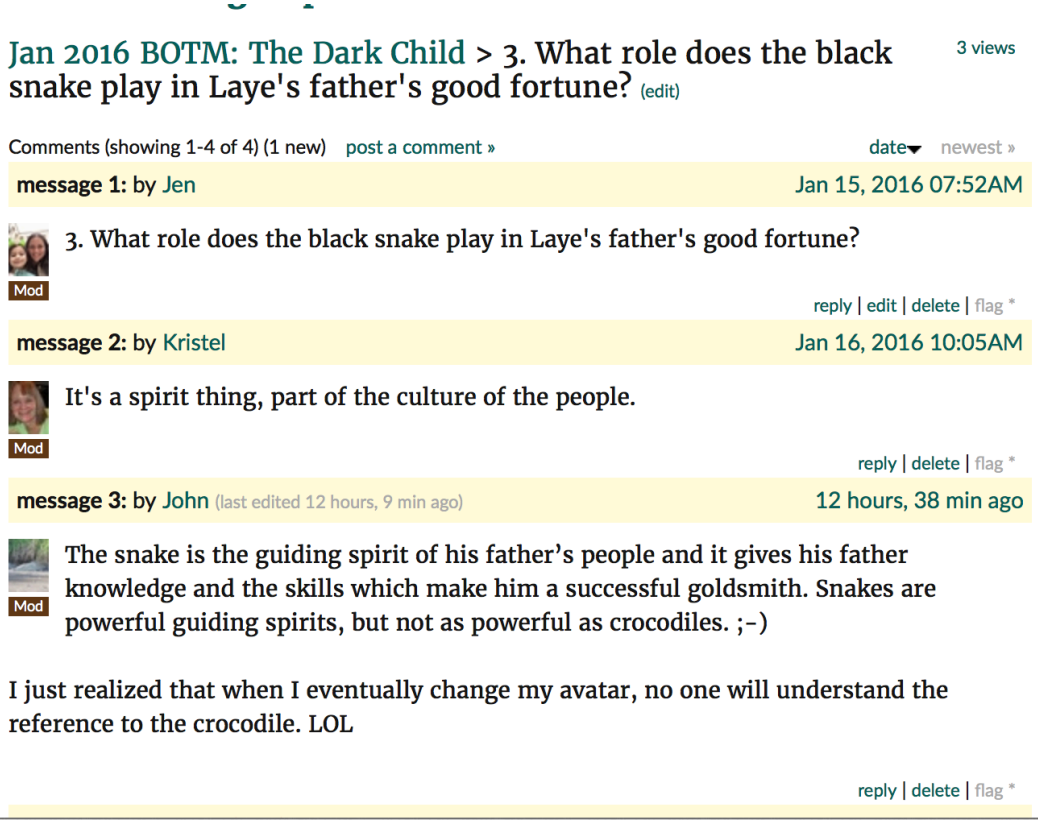
Summary: So as a group member you will be posting both topics and messages. Your topics will be book reviews, challenge points threads, individual challenges, and personal threads. Messages will be responses to questions, comments or info in the footnotes or other places. Messages will also be what you use to reply to other people.

New features (new to Shelfari members)

· **Linking books to reviews & comments**. When you review a book for our group or when you want to refer to a particular book in your comments, you can add a link to the author or to the book. To do this: click the link on top of the message box where you are writing that says "add book/author. You get a pretty self-explanatory pop-up box. Just follow the instructions.

· **Linking to a specific message or review**: If you would like to link back to your either your own or someone else's specific review or message, you can do so by clicking on the timestamp of that review or message. This will open up a link in your browser (like the permalink function in shelfari) that you can copy and paste. As an example, in the image below - I (Jen) am

discussing a book with Kristel. I want to send her the link to my question so she can answer the question. So I will click on the timestamp for my question which is message 1. You can see the date and time is actually a hyperlink (jan 15, 2016 07:52am). Right click on the timestamp and select “copy link address.” Paste that address into your message.



· **Using Shelves to track 1001:** You can essentially create a way to track all your 1001 reads by creating a 1001 shelf on your personal page. To do this: from your home page click on the “my books” at the top of page. On the left hand side you will see a list of all your book shelves. At the bottom of this list there is a button “add shelf.” Click on that and add a 1001 shelf (call it whatever you like as long as you remember it). Then, whenever you finish reading a 1001 book, just make sure to add the 1001 shelf by clicking both “read” and “1001.” That way you can see how many you have read and how many you have left.

· **Html:** Not a new feature but I wanted to mention this. If you want to bold, underline, or italicize anything you do this in the same way as shelfari. your text for bolding; your italics; <u>your underline<u>

Finding books: If you click on any book you will see options for where to locate that book. Of course you can buy it on Amazon, but they also list quite a few other stores (Barnes & Noble, etc.) where you can find it. Some books (the older copyright free) you can even download from the goodreads site for free and if you have the GR app, you can read it on your smartphone or tablet. Click the library button and it will take you to worldcat to search for the book at your local library.

Unread messages: On the group home page or discussion pages, at the top of the discussion list, you'll see a links for 'topics: all|new|unread" If you click on "unread" it will take you to a page with only the unread topics so you can catch up.

Finding things (your personal threads, topics, etc): We have tried to make things easier for people by creating a topic pinned to the top of each folder with relevant links. For example, in the book discussion folders, the top listed topic will always be a description of the book with links to each question. That way you can navigate in order of question.

Similarly for personal threads, random lists, and challenge points, the top topic will include links to your individual threads.

One other tip is to create bookmarks to all your threads. To find your way back to a specific topic or message within a topic, click on the timestamp of that message. That will give you a link in your browser that is unique to that message. Bookmark that.

Group notifications:

As the group picks up you may want to think about how to manage your notifications. You can set your preferences in a variety of ways including through the notifications button on your profile (the little g inside a circle), by following links in email notifications (at the bottom of the email from goodreads you'll see a link that says "edit email notifications"

· You can change your settings to receive email notifications for every update (I don't recommend this because there will be hundreds), emails just when someone replies to you directly, a weekly or daily digest with all the updates, or notification only (no emails just notifications when you log into GR).

You can also set your preferences to follow certain threads but not others. Footnotes is a good one to follow since it's where we chat with each other about all sorts of things outside of book discussions. You may not want to follow book discussion threads until after you have read the book. Because who wants to read spoilers?

Finally Want some basic guideline to using Goodreads? Here's a link to an online (and helpful) guide to Goodreads:

http://www.makeuseof.com/tag/unofficial-guide-goodreads-readers-writers/

Tips for Users New to the Group

We do a lot of stuff here: book discussions (5 ongoing in any one month), annual challenge, mini challenges, personal tracking. It can be confusing for people new to the group. Here are some highlights:

Notes thread: every month we put up a new topic (in general folder) for personal discussions, thoughts, whatever strikes your fancy. We are a friendly group. Some of us have been together for many years over at shelfari but we love new members and we love to chat!

Books of the Month (BOTM) & Discussions: Every month we vote on books. Around the 15th of the month, Kristel will add a list of books that qualify for voting. We then vote and three are selected (one popular vote, one weighted vote, and one random book from among those nominated. We usually know what the books will be by the 20th of the month. Discussion questions are posted on the 1st of the month.

Seasonal Reads & Discussions: Similar to the BOTM above, we select and vote on seasonal reads. These are longer books. We vote on these at the end of the year. Each book is read over the course of 3 months: Jan - March; April - June; July - Sept; & Oct - Dec.

Randomized Lists: Want other options outside the seasonal and monthly books? The brave can request a random list. There is a folder for this. Just go to the appropriate thread and request a list. A moderator will create a list for you by using program to pick 4 randomly selected books from the 1001 list. Each time you read a book from this list, the moderator will give you a new book. Each year, the rules for how these lists are constructed, or whether you can request replacements changes. Make sure you check out the folder to read the full instructions for our current year.

Yearly points Challenge: Feeling competitive? Each year we do a points challenge. We have a folder dedicated to this on the discussion list. Participants basically start a personal thread to track their reading. You create your own topic within the folder. The Admins will create a scoreboard and track standings. Think you can win? Give it a shot. Here are ways you can earn points:

- You get 2 points for reading a BOTM, 1 point for participating in the discussion, and a bonus point if you read all three BOTMs.
- Seasonal reads - 9 points for reading and 1 point if you participate in the discussion.
- Randomized list reads (see above for description) - 2 points per book
- Other reads - 1 point for reading any book on the 1001 list
- additional challenges. Each year we do other types of challenges. Browse the site to find them.

Personal Threads: Some of our participants like creating personal threads to track their reading over the year. We have created a folder for this. I'd recommend looking to see what others do

and try it out for yourself. This is pretty much your space to track books in whatever way you prefer.

Other 1001 Reviews: If you read a book from the list, write up a review for that book and share it with our group. FOr example, these can be books you read for mini challenges, from your random list, or simply list books that you wanted to read. You can create a topic for each book review you want to post inside this folder.