



Discord is the new voice and text chat service used by the Catholic Writer’s Guild for inter-Guild communication, Sunday night chats, and more. There are three main ways to use Discord: the browser version, accessed by going to the Discord website through the link on the CWG site; the desktop application, which can be downloaded from Discord; or the phone app, which can be downloaded through the App Store or Play Store. Below is a quick reference guide for the main screen of the Discord window. This guide uses the browser version but it is very similar in both the phone and desktop versions as well. **If your screen does not look like this, click the CWG logo on the left side to open the CWG’s group page.**

1. Username. This is your current avatar (picture) and username.
2. The gear icon here is your “User Settings”. This opens a menu that allows you to change your avatar, connection information, microphone, and layout of the screen.
3. This is the list of all text and voice channels you can access on the CWG page. Click on one to open that channel in the main window (#4). You can refer to channels in conversation by using the “#” key and typing the channel name, which will automatically highlight it for convenience.
4. This is the main chat window. Here you can scroll up to see prior chats, click on links provided by fellow chatters, and download documents others upload to Discord. In the default layout, avatars appear on the left, followed by the person’s name and what they’ve written. If you type something you did not intend, or wish to delete or edit a message that you’ve written, hover your mouse over your text, then click the column of three vertical dots that appear on the right side, and click “Edit” or “Delete”.
5. This is where you type to make a message appear. By default when you press “Enter” whatever you’ve typed in the message box will be sent to the main window for others to see. On the right

side are emojis/emoticons; if you wish, you can type “:” and start typing to search the emojis for one that fits your mood, like “:confused:” or “:thumbsup:”. On the left side of the message box is a button with an up arrow in a box; this allows you to upload files (documents, photos, videos, music) to the group for their own download. Alternatively, you can drag a file from your computer and drop it anywhere into the main screen (#4) and it will upload a copy. If you put a hyperlink in your text, Discord will try to display it in the main screen (#4): video links will embed a video so you can play it without leaving chat, pictures will display in the main screen, and audio files will even give you a play button to stream without leaving Discord.

6. This is the list of which CWG members and guests are currently online. A green circle next to the name means they are currently available; yellow means “idle” or “away from their keyboards”, red means “Do Not Disturb”, and gray means “offline”. You can change your status by left-clicking your avatar next to your username in #1 in the bottom left corner. You’ll notice some names have different colors. White means the person is a guest or non-CWG member, green means the user is a CWG member, and purple means the person is an admin of the channel and happy to answer any questions about how to use Discord!
7. This is a very powerful search feature. By clicking on it Discord gives a brief help tutorial, but you can search any of the previous conversations in any of your channels simply by typing your search terms and pressing “Enter”. Great for finding a conversation you previously had, or an upload you forgot to download from last week’s chat!
8. This button allows you to access pinned messages, which are messages that an admin has marked as important. This can be used for different purposes in different channels; in one of the critique groups, for instance, it is used to mark submissions for the weekly critiques.
9. This is the mute button for muting a channel’s notifications (the beep, buzzing, tone, or popup that shows a new message has arrived). Some people like to use this for the Sunday night chats when they step away from the computer, because there are often a lot of incoming messages! If the channel notifications are muted (a red line diagonally over the bell), simply click once more to unmute.