

! Restriction: This function will not display when you do not have edit rights.

Live Mode Use this function to switch from edit to live mode.

Edit Mode Use this function to switch from live to edit mode. (p3)

Watch Use this function to activate the watch function on a webpage to notify you when changes are made to a particular page.
- The page will be listed in watch list on MyPage
- Optional you can set the system to send you emails whenever content changes are made to a page.

RSS News Feed News feeds allow you to see when websites have new content. When you subscribe to a page feed, it is added to your automatically downloaded to your computer and can be viewed in Internet Explorer and other programs.

Email to a friend Use this function to send a friend or yourself a link to a page within the system.

Print Click on this function to print the page. This will activate the printer and reformat the page content to fit on a A4 or letter format.



Permissions: Allows you to define who can read, write, change, delete or admin resources on a page. Follow instruction on the page to modify the permissions.



Page properties: Allows you to change the name of a page, change the way information is displayed on the page ... or add key words that can be used by search engines to catalogue the contents of the page. Follow instruction on the page on how to change the page properties.



The edit icon is replaced with:
- the live icon: to switch back to live mode
- the page properties icon:
- the permissions icon: **! Restriction:** only displays when you are the page owner

Placeholders appear add paste to add new resources (p4) or to paste resources from clipboard.

Edit Mode activates the edit mode of a webpage.



Add resource Click on this function to add a new resource to a webpage. You can add the following resources:

Static resources	Container resources	Interactive resources
<ul style="list-style-type: none"> Text Image Link File News Web Object Podcast Project 	<ul style="list-style-type: none"> Web page Gallery Folder 	<ul style="list-style-type: none"> Forum Poll

Follow instruction on the page on how to add particular resource.



Resource tools allow you to: **Edit** a resource, **cut** a resource to clipboard, **copy** a resource to clipboard, permanently **delete** a resource or **set permissions** to an individual resource or **translate** a resource

Follow instruction on the page on how to use individual tools.

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Login

We recommend you to **always login**. (top left corner). Use your personal account. Login is successful when your name appears in the top right corner.

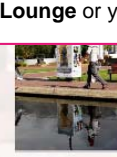
Use the navigation bar to navigate to the **Members' Lounge** or your **MyPage**



London (UK)



Cairo (Egypt)



Cape Town,



Chongqing

MyPage:

Opens your activity overview with direct links to your projects, discussion forums, last resources you added to the system and messages you sent and stored through the system.

In the right column you find What's next section with links to your

Hello page edit details to your user profile, decide which details to show or hide to others

Clipboard items in your personal clipboard. You can copy or paste resources from a personal clipboard .

Watched resources list of pages that you requested to shortlist or receive updates from by email

Administration menu change password

