

manual http://rivers.thamesfestival.org

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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 to change the page properties.

The edit icon is replaced with:

- the live icon: witch back to live mode
- the page properties icon:
- the permissions icon:

! Restriction: only displays when you are the page owner

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

Edit Mode activates the edit mode of a webpage.

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! 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:
 • The page will be listed in watch list on my-page.
 • 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 the feed is 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.

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

Container resources	Static resources	Interactive resources
Web page	Text	Forum
Gallery	Image	Poll
Folder	Link	
	File	
	News	
	Podcast	

Follow instruction on the page 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 how to use individual tools.

! Restriction: Will not display when you do not have edit rights.

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Login Use sign in to log on to the system. Use your unique password and login follow on screen instructions and click Login successful when you are taken to another page.

My page Use Mypage to access your:

- activity** Edit details to your user profile, decide which details to show or hide to others.
- hello page** List of forums which you are participating in or monitoring.
- clipboard** Items in your personal clipboard. You can copy or paste resources from a personal clipboard .
- watch** List of pages that you requested to shortlist or receive updates from by email. To set a page watch see instruction on page 2.
- administration** Change password function

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