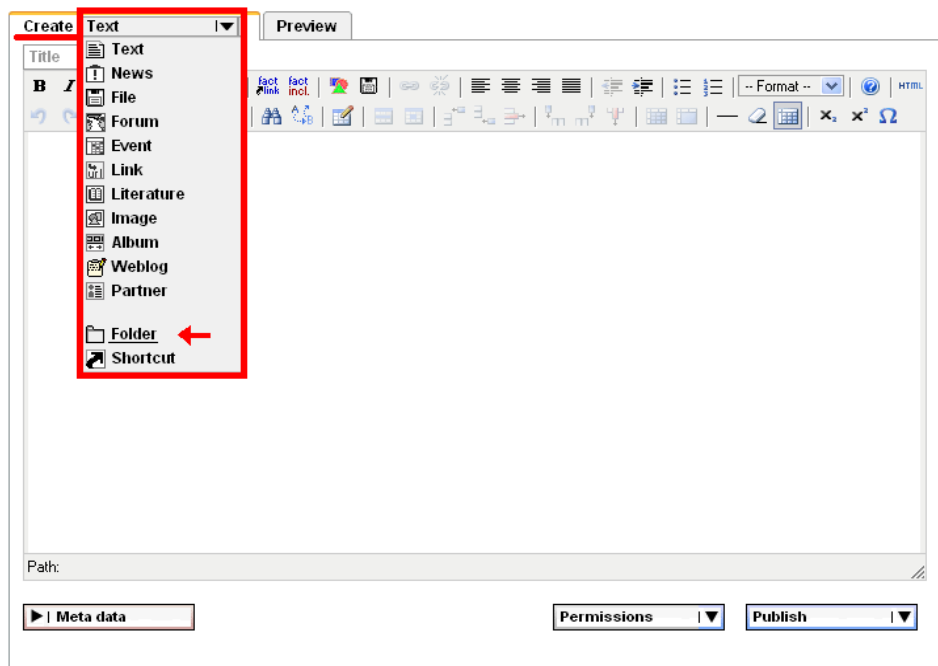# 1st task – Add a folder

(1) Navigate in "Structure" to the folder in which you want to create a new folder.
(2) Click "add" next to the title of the folder.

(3) Choose in the drop-down list "Folder" - a new input mask will open.

(4) Act as follows:
1. Key in the name of the folder.
2. Key in a short title the folder. This short title will be shown in the pathline.
3. Record a description optionally.
4. Record a description optionally.
5. With „Enable previous/next" you have the possibility to jump from one fact to the next inside this folder.
6. Mouseover "Permissions" and you see how who is able to view, write and work in this folder.

(5) After a click on "Permissions" you have the possibility to fix the permissions – whereat it is imperative:

read: Read-permitted groups can only see the folder, but they cannot edit, hide or delete it.

work: Work-permitted groups can add facts to the folder. However, they cannot modify the folder itself (i.e. change the folder title, edit the folder description).

Modify: Modify-permitted groups can see the folder, change its title and description and delete it.

(6) More settings:
   1. Fix your favoured language (after a click on the arrow next to"Meta data").
   2. Now you can publish your folder directly. Click on the arrow next to "Publish" and a box with more options will open.

(7) Choose:
   1. Publish – if you want to publish the new folder directly.
   2. Save – if you want to buffer.
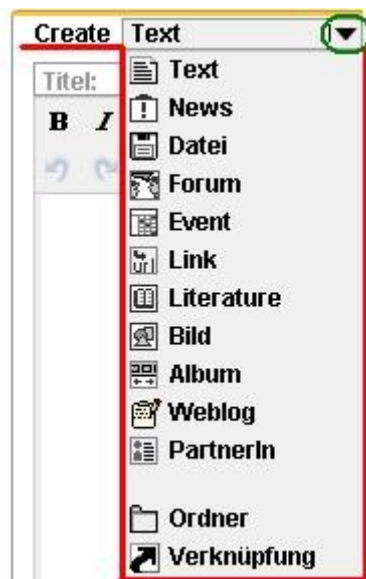   3. Save and exit – if you like to save the settings of the folder, and you want to continue working another time.

2nd task: Create content

Please create now one text at least!

(1) Navigate in "Structure" to the folder in which you want to create a new folder.
(2) Click "add" next to the title of the folder.

(3) Choose in the drop-down list "Create" a new fact type – an input mask will open.

(4) Fill out the imput mask with "TinyMCE" editor.

With TinyMCE you have the possibility to format your texts.
For instance link with a "factlink" to another fact on your platform
Include other facts in the fact you are already working on.
Also take the opportunity to beautify your images or to add a file .

Use to link or the button to remove links.

Design tables and use the right mouse button to optimise the settings of your table.

In addition you are free to use the HTML-mode to refine your input.

Use the tab "Preview" to check your input. After switching back to the "Edit"-mode and after setting the "Permissions" and "Meta data" „Publish" your fact.

3rd task: Embedding images

When working in "TinyMCE"-editor, you are able to integrate images comfortably.

- Position your cursor to that point on which you want to embed your image.
- Click the button and a new window will open.
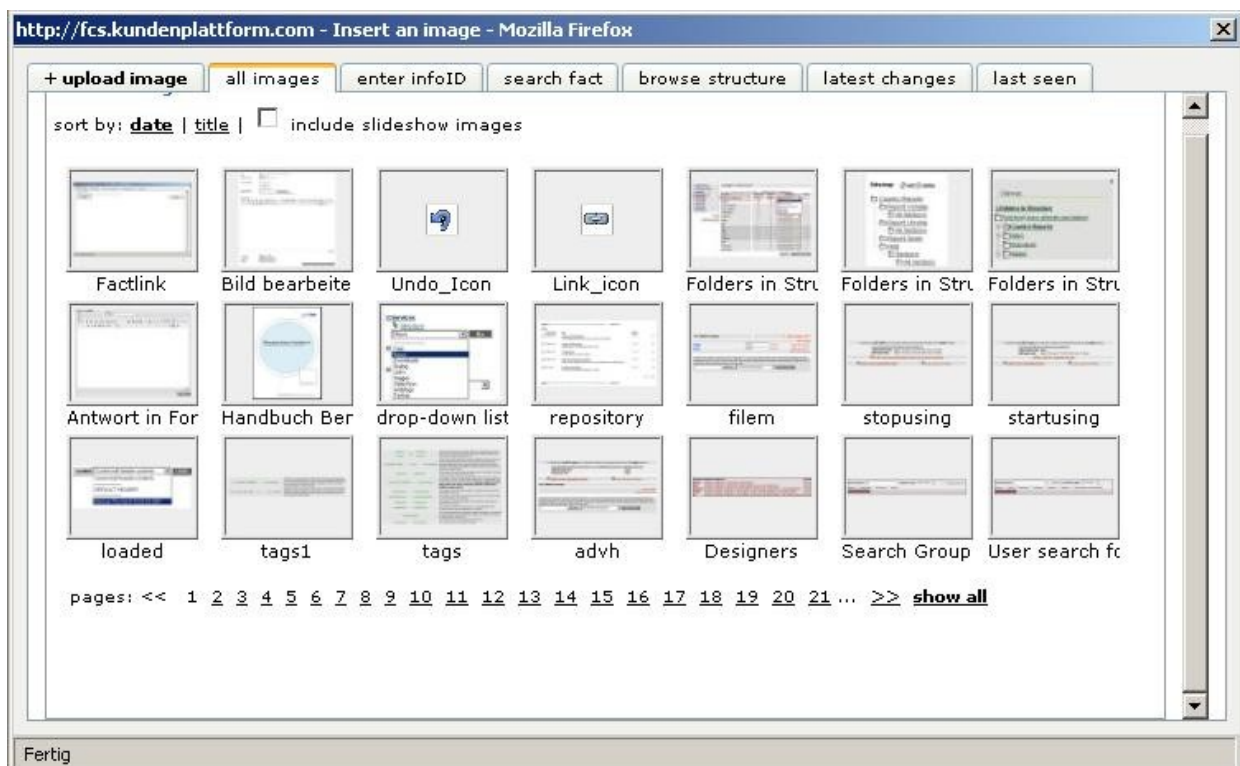
The most recent pictures are displayed first by default. You can either sort the pictures by date or title. If you want to select a picture from an album click in the checkbox next to "include slideshow images". At the bottom, you can browse through the pages or click on "show all" to display all available pictures at once.

Select a picture by clicking on it.

For further possibilities to embed images use the tabs:
- "enter InfoID" (key in the infoID of the fact in the text field)
- "search fact" (search with key words)
- "browse structure"
- "last changes"
- "last seen"

- "upload image"
With this option you can upload an image directly from your computer and place it into your text.

After finishing implementing the image into the text, you can align it with your wishes.