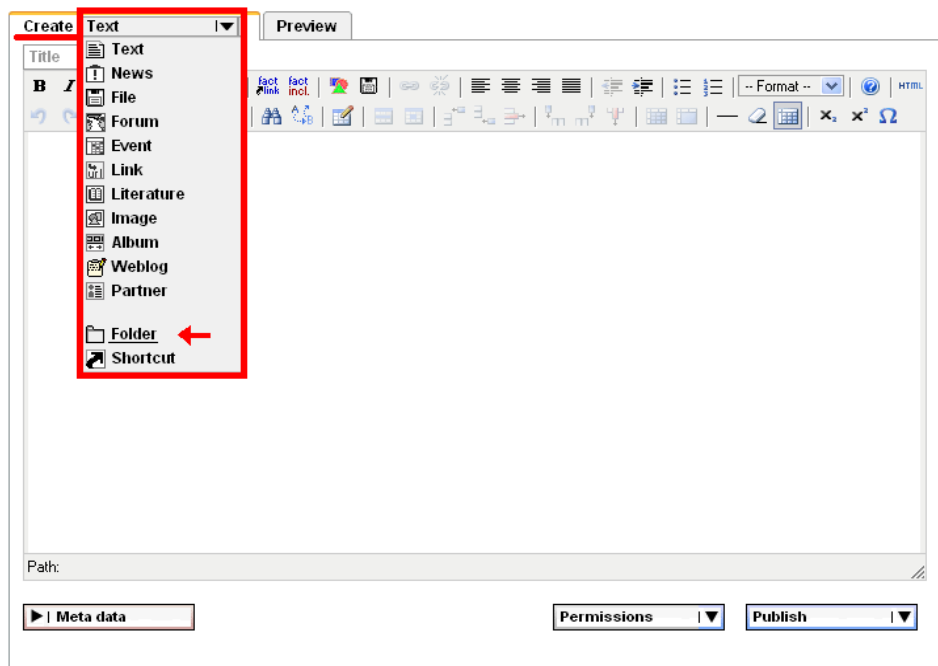


## 1<sup>st</sup> task – Add a folder

- (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.

The screenshot shows the 'Create Folder' form with the following elements highlighted by red boxes and numbers:

- 1: Folder name input field.
- 2: Short title input field.
- 3: 'Top' input field for description.
- 4: 'Bottom' input field for description.
- 5: 'Enable previous/next' checkbox and its description.
- 6: 'Permissions' dropdown menu showing a list of groups and their permissions.

The 'Permissions' dropdown is expanded, showing the following permissions for the groups:

Group	View	Write	Work
universe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testplattform group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
admins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(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.

The screenshot shows the 'Create Folder' form with the 'Permissions' dropdown menu expanded. The permissions are set as follows:

Group	View	Write	Work
universe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testplattform group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
admins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(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.

The screenshot shows the 'Create Folder' dialog box. At the top, there are two 'Folder' input fields. Below them are 'Top' and 'Bottom' text areas. A checkbox labeled 'Enable previous/next' is checked, with a subtext: 'This allows you to jump from one fact to the next inside this folder'. Below that is an 'Intermediate page ID' input field with a subtext: 'The intermediate page is a page that is displayed when a user enters a folder, replacing the folder contents. Enter an infoID (.0 version) of a text fact - then everybody who does not have WORK permission for your folder will see that fact as an intermediate page.' At the bottom left, the 'Meta data' dropdown is open, showing a list of languages including Afrikaans, Albanian, Arabic, Bosnian, Bulgarian, Catalan, Chinese, Croatian, Czech, Danish, Dutch, English, and Esperanto. A red box highlights the dropdown menu, and a red arrow points to the 'Language' label. At the bottom right, the 'Permissions' dropdown is open, showing 'Publish', 'Save', and 'Save and exit' options. A red box highlights the 'Publish' button, and a green circle highlights the arrow next to it.

(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.

The screenshot shows the 'Create Folder' dialog box. At the top, there are two 'Folder' input fields. Below them are 'Top' and 'Bottom' text areas. A checkbox labeled 'Enable previous/next' is checked, with a subtext: 'This allows you to jump from one fact to the next inside this folder'. Below that is an 'Intermediate page ID' input field with a subtext: 'The intermediate page is a page that is displayed when a user enters a folder, replacing the folder contents. Enter an infoID (.0 version) of a text fact - then everybody who does not have WORK permission for your folder will see that fact as an intermediate page.' At the bottom left, the 'Meta data' dropdown is closed. At the bottom right, the 'Permissions' dropdown is open, showing 'Publish', 'Save', and 'Save and exit' options. A red box highlights the 'Publish' button, and a red arrow points to it.

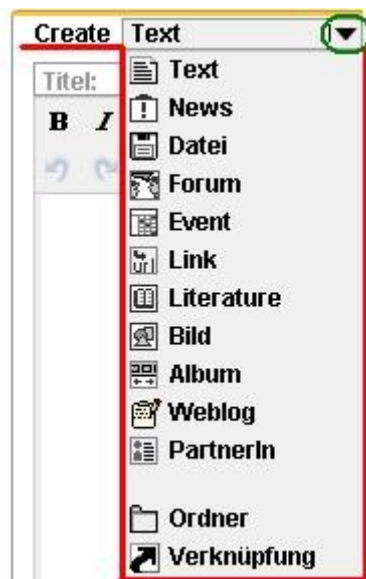
## 2<sup>nd</sup> task: Create content

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 input 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.

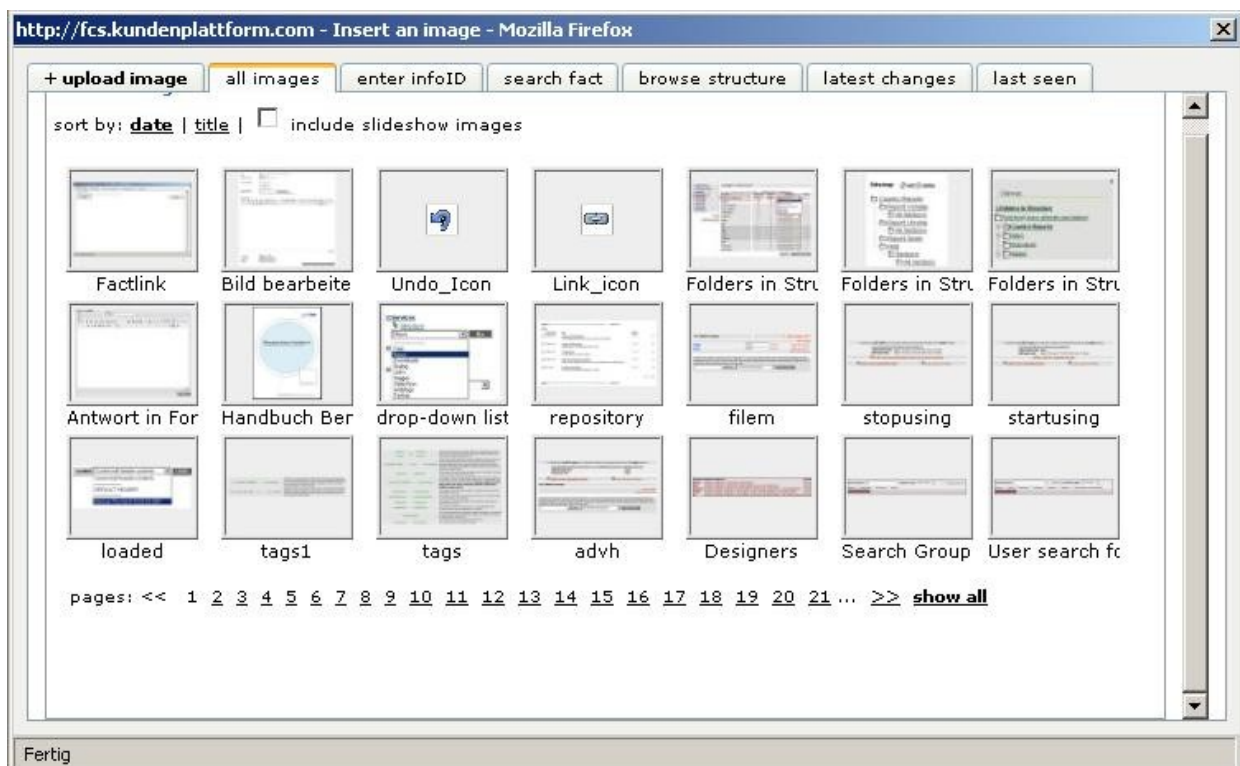
In addition you are free to use the <sup>HTML</sup>-mode to refine your input.

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.

### 3<sup>rd</sup> 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.