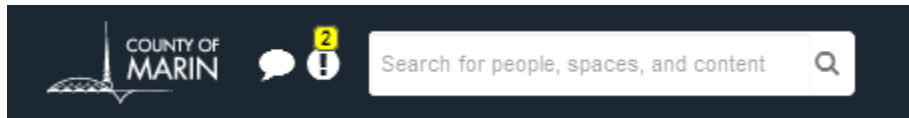


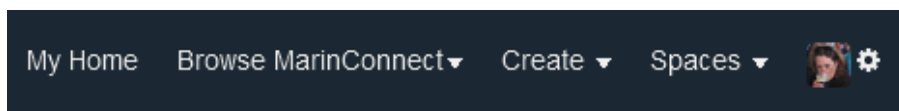
Working with Communifire

Top Navigation Menu

There are options on both the right and left side of the menu bar found along the top of the Communifire window. The left side offers the Marin County logo which links to the MarinConnect landing page, the message alert and the notification alert.

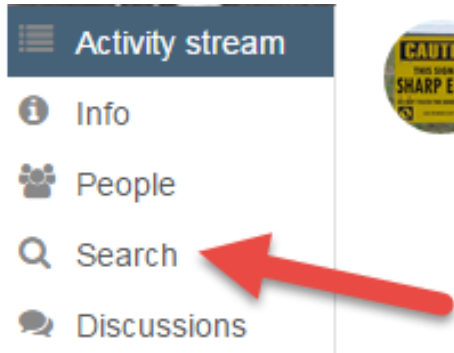


On the right-hand side of the menu bar, there are options that take you to various places within MarinConnect; My Home, Browse MarinConnect, Create, Spaces and your Personal Settings.



Search

There are two types of search functions in MarinConnect; global – which searches all of MarinConnect and local, which searches the space you are looking at. The MarinConnect-wide (global) search is located in the left-hand area of the top navigation menu (see screenshot above) and in the right-hand sidebar of wikis, events and discussion pages. This search looks at all of MarinConnect for matches to keywords you enter and offers some filtering options. The filtering options are slightly different depending upon the type of page you're on. So searching a wiki will offer you different filtering options that you'll find on an events page search.



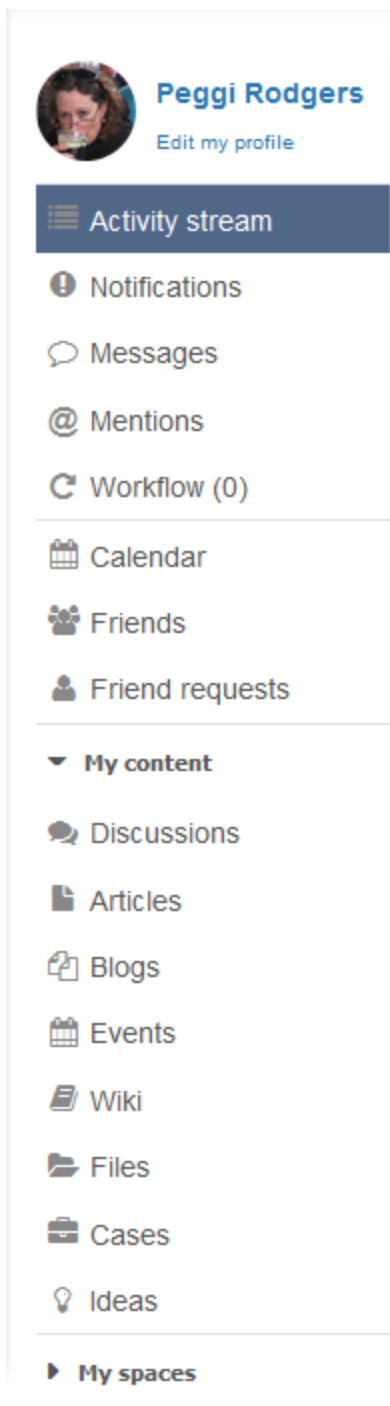
The local searches are space-specific and only search the space they are on. You'll find this search in the form of a link in the inside navigation for the space as you'll see in the screenshot to the left.

My Home

Although you won't be able to change the layout or what you see as part of your home page, this is the area where everything relating to you can be found. These are your messages, your notifications, your activity stream (similar to the Facebook timeline), etc. My Home is your homepage in MarinConnect.

When you follow the link to My Home, you'll see a new inside navigation bar on the left-hand side of the page. Many of the options you see there are also available on most of the other pages in MarinConnect. But they function a little bit differently in My Home.

Let's take a closer look, section by section, at the My Home inside navigation menu. We'll begin with the first section which includes Activity Stream, Notifications, Messages, Mentions and Workflow.



Inside Navigation – My Home

Activity Stream

The Activity Stream is what Facebook users will recognize as being very similar to the Facebook timeline. It's a listing of activities and it makes up the largest part of the content on the My Home page. But there are differences between Communifire's Activity Stream and Facebook.

If you are in My Home, you will see all posts made to your wall and those that you've made to other places within MarinConnect in the Activity Stream. Any activity in any space to which you belong will also appear here, even if you weren't the poster. In other words, every activity that happens anywhere where you are a member will be reflected in your Activity Stream.

If, however, you visit someone else's Activity Stream from their profile page, you will only see posts that they have made and any response to them. You will not see posts made to spaces that they belong to and you don't. The same thing holds true for anyone visiting your profile page – they will only see posts that you wrote or responded to and/or posts to areas in which they are also a member.

The Activity Stream is one of two ways you can track activity via your home page. The other way is called the Activity Tracker and is located on the upper right-hand side of the page – just next to the Activity Stream. Both of these ways allow you to interact with the news items, although with slightly different options.

From the Activity Stream, you can read summaries of posts and Like them. If you want to post a response or read the full post, you simply click on the name of the post which is also a live link to the post itself.

If you want to visit the profile page of the poster, you click on their name.

This same option is available on another person's profile; Activity Stream. But in the case of another individual, you will only see activities in which they directly participated.

The **Activity Ticker** is a bit more limiting – this is more like a

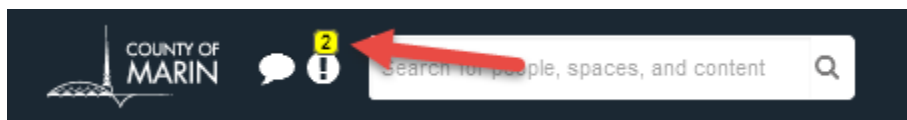
brief Twitter or Facebook feed. Short snippets of activity that tell you what's been happening. But unlike the Activity Stream, you can't Like a post from the Ticker nor will you see any summary of the post's content. You will need to click the title of the post to see any part of its content. You can also click the poster's name to visit the person's profile page and view more about the post there. While there, you can also learn a bit about the poster from their profile, add them as a friend or like/comment on the post.

The Ticker also does one other thing differently than the Stream; it follows all activity, not just that of friends, associates, spaces or items with which are you involved.

Notifications

Your Notifications feed provides you with real time alerts about updates and activity that is important to you.

You can view your notifications in several ways; via the Notifications link in the inside navigation, via the little popup alert which appears in the lower-left part of your window when a new notification comes in, or via the exclamation mark in the top navigation menu.



The number inside the yellow box indicates how many notifications are awaiting your review. This is probably the easiest way to notice that you have a new notification and to access that notification – simply click the yellow box and a small window will pop up giving a list of notifications.

The popup will display the most recent new as well as any old notifications you've received – including those you've already reviewed.

Alternatively, you can click on the Notifications link on your My Home page to view a list of notifications – those that have been acted upon and those that need some type of action. Either of these viewing methods allows you to select a particular notification so you can act upon it.

Messages and Mentions

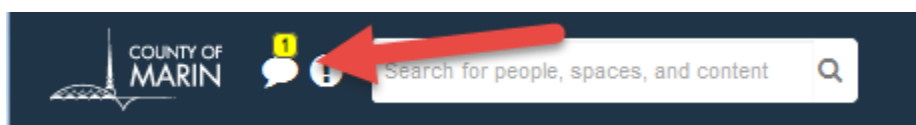
Messages are copies of messages you've sent and received and you can create new messages on the Messages page as well. It's basically a private messaging center enabling you to connect

with coworkers without using your full email client.

You can also chat with coworkers – the chat feature can be private between individuals or with a group. Your chat transcripts will also appear in the Messages center.

Messages are the same as any other private mailbox – you can think of this area as your inbox in MarinConnect. Its contents can only be viewed by you. The transcripts of private chats are the same way.

When a new message comes in, you'll be alerted in the top navigation menu. Like notifications, a yellow box will appear next to the message icon with a number inside. The yellow box and number tell you how many new messages you have. Just click the box and you'll be able to read and respond to the new message.



You can also do group chats which are really more like instant messaging. To do that, you'll need to use the Messages page, not the Chat window – that works for one-on-one only.

So once you're on your Messages page, start a new message using the 'To' field to select the people you want to include in the group chat. Type in a message to get things started and people will be able to respond immediately.

Mentions are a little deceiving because one tends to think in Facebook terms. Just because someone mentions you in a post doesn't mean you'll receive notification of that mention in this area. In order to enable a mention notification for someone, which automatically creates a link on their name, you need to put an @ sign before the person's name in the post, i.e. @Peggi. This will cause a menu of names to popup so you can choose the appropriate individual. Select the name you want to reference and the system will add it (the @ does not appear in the mention – it's only used to let the system know that you want to create a mention). You can only use this technique once per person per post but you can 'mention' as many people as you want.

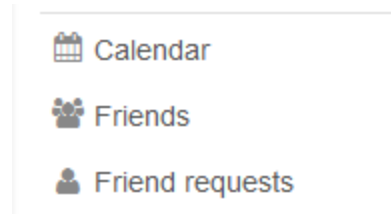
Workflow

Administrators and Moderators can manage a workflow which is basically an approval process for a new item. So, for example, if I were a member of a space and wanted to post a new article, the owner of that space could require that she/he approve the new article prior to its publication in the space.

If a space has this type of workflow in place, when you post a new item and submit it for publication, you'll receive a notice in a yellow banner thanking you for your submission and letting you know it will be published as soon as the moderator has approved it.

The moderator will also receive a notification immediately that a new item needs approval.

Calendar



This area provides access to your MarinConnect calendar. If you want to subscribe to this calendar with your Outlook calendar, you can configure Outlook to do this (see Tips and Tricks). Once you have subscribed to your MarinConnect calendar, if you enter a new calendar item in MarinConnect, it will appear on your Outlook calendar, but the reverse is not

true. If you post a new item to your Outlook calendar, it will not automatically appear on your MarinConnect calendar – the sync only works one way at the moment. But a bi-directional Communifire Exchange connector is being built and we expect that in a couple of months.

Friends and Friend Requests

Again, similar to Facebook, MarinConnect provides a place where you can view your existing friends. You can send them messages by hovering over their name and clicking the Message button, or by using the drop down menu that's located under the arrow button on the right side of their listing. You can also remove them using the same arrow button menu.

'Friends' is titled slightly differently if you are visiting another individual's profile. The listing of their friends can be found under the 'Relationships' section of their inside navigation.

Friend Requests is a place for you to approve any new friend requests.

My Content

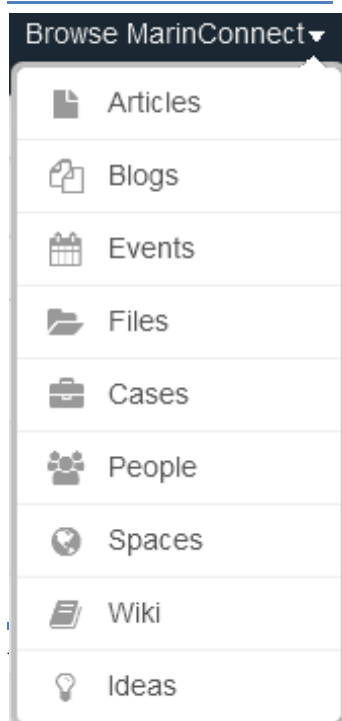
<ul style="list-style-type: none"> ▼ My content 🗨 Discussions 📄 Articles 📁 Blogs 📅 Events 📖 Wiki 📁 Files 📁 Cases 💡 Ideas 	<p>The My Content navigation parallels the inside navigation on most of the other pages in the site. The only difference is the items in the My Content menu are related to things you are involved in doing; whether that be creating posts, responding to discussions or some other activity.</p> <p>On the Discussions page, you'll be able to manage posts and subscriptions. If you are subscribed to a discussion, this is where you'll go to unsubscribe from that discussion. These options are pretty much the same under each of the other topics listed with the exception of blogs.</p> <p>The Blogs area gives you one additional option; <i>Settings</i>. You'll be able to do a little personalization of your blog entry template. Blog posts appear on the activity stream in the space where they were created.</p>
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My Spaces

The final section on the My Home inside navigation is called My Spaces. This is basically another way to reach the Spaces where you are a member. It's the same listing as you'll see under the Spaces tab on the top menu.

However, if you're looking at someone else's profile page, you won't see a My Spaces section in their inside navigation. This is only available in your own My Home. You will see a 'Spaces' section and this will show you a list of spaces in which they are a member.

Browse MarinConnect



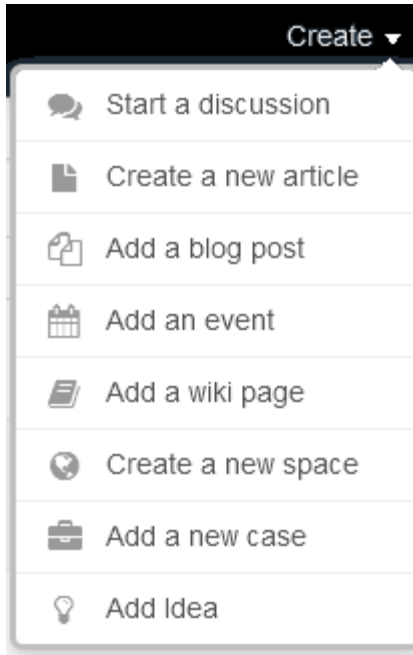
MarinConnect is the Marin County intranet, is the top level community and is available to everyone who has access to the intranet. This is also the first page you'll encounter when you log in. From the menu you can easily access different areas of the MarinConnect community.

Each of the areas in the menu are specific to MarinConnect so, for example, you won't see blogs or articles from any other space by clicking on the Articles or Blogs items in the Browse MarinConnect list. The same holds true for every space.

Only administrators or moderators can add items to the MarinConnect landing page, although you will be able to post comments, follow, rate or Like an item listed there by following the

item's link.

[Create](#)



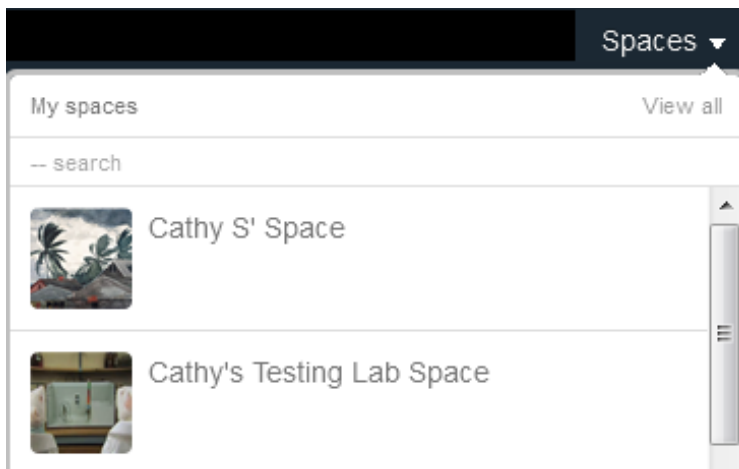
The Create menu is the place you go to create a new item. The choices here are pretty self-explanatory.

Regardless of which type of item you decide to create, you'll be given a selection menu of the spaces in which you can create your new item. Again, only administrators or moderators will be able to add items to the MarinConnect Landing page. So you won't see MarinConnect listed in the spaces.

To use this menu, click on the item you want to create, select the space in which it will appear and you're all set.

If you're creating a new space, you will have some management options. We'll look at those in a moment.













[Spaces](#)



The 'Spaces' list gives you quick access to all the spaces to which you belong. Clicking on a space will take you to the home page for that Space.

Once on the Space's page, you'll have a new set of options which you'll find in the inside navigation on every Space. Some will be repeats of what you have in My Home so we won't go back over those. But there are some

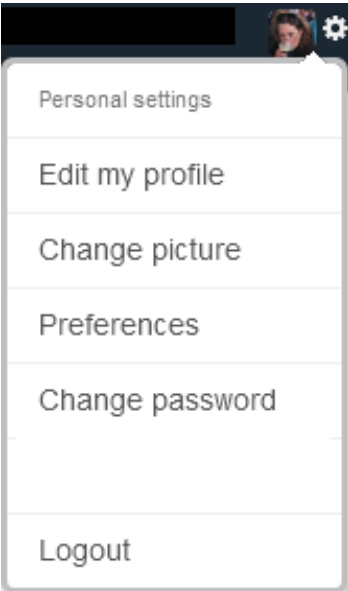
other important options available in Spaces that you may want to use.

<ul style="list-style-type: none">  Activity stream  Info  People  Search  Discussions  Articles  Blogs  Files  Wiki  Ideas  Stop daily activity email  Leave this space 	<p>Info When a new space is created, the owner is asked to provide a description of that space. Info is where that description can be found. If you are the owner of the space, you'll have the option to manage that space. That option is found directly under the name of the space where it's also noted whether the space is private or public.</p> <p>People The 'People' page shows you a listing of all the members of the space. If you're the owner of the space, you'll be able to send messages to members and invite people using the Invite People button on the upper right-hand side of the page – directly opposite the name of the space on the left.</p> <p>If you are not the owner of the space you will still be able to send messages to the other members. But you won't be able to invite anyone to join.</p> <p>Discussions, Articles, Blogs Etc. All of these pages work the same. Again, if you are the owner of the space, you'll have some management options for these pages. If you are a member, you'll have access to the posts located on the pages, but no management options.</p> <p>You will be able to add comments, rate or like a post. If you add a comment and decide you don't want to post it after the fact, you can delete it or edit it. These post deletion/editing options are the same throughout Communifire.</p> <p>Clicking on one of the menu items will often offer you a chance to create something new. For example, if you click on 'Articles' the Articles page will provide a listing of discussions in that space and you can add a discussion by clicking the button in the upper right-hand area of the space which reads "Create a new article".</p> <p>Stop Daily Emails This is probably one of the most important options for the Spaces. In preferences (we'll see this in a bit) you'll have the option to turn notifications on or off. If you leave them on, you'll receive an email notification every time some activity occurs in a space in which you're a member. You'll also receive</p>
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	<p>a daily, summary notification of activities occurring in the spaces. This can be really redundant!</p> <p>Happily you can control which spaces are included in those daily summary notifications by using the Stop daily activity email in the space's inside navigation. This option is space specific and will only control notifications from its host space. It will not affect notifications in general nor will it affect notifications from other spaces. So if you want to turn daily notifications off for more than one space, you need to visit each space individually and select the 'Stop daily activity email' choice from the inside navigation.</p>
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When you visit a space, you'll have some additional options in the right-hand sidebar. What you see is dependent upon the purpose of the space. If it's a space set up for a large team, you might see a listing of associated spaces and announcements. If it's a private space, designed for a few close friends or a small group, you might decide not to offer those additional items. All of these things are decided when you [set up a new space](#).

[Personal Settings](#)



Last but not least we have Personal Settings. This is where you can change your password or login information, insert an avatar or photo of yourself, fill in a lot of personal information and set a variety of options. This is also the area where you can turn on or off all email notifications and select whether your profile (and which parts of it) will be visible to the general public and which are only available privately.

It's important to note that if you do not make your profile available to the public, people will not be able to find you when they look in the list of 'People' (see MarinConnect menu above), nor will your name be found and offered by the system on the popup list when someone wants to invite you to join a new space. They will have to know your email and enter your invitation that way.

[Edit My Profile](#)

The profile section of Communifire offers you a chance to share a great deal of information about yourself. You aren't obligated to fill all of it in, so just include what you want others to

know – **remember; your profile will be viewable by anyone who is part of the MarinConnect community so bear that in mind when you decide how much personal information to include.**

The default location that you'll reach when you select 'Edit my profile' holds your login information. You can change your login and password here. Also, when you make a change to other areas of your profile, Communifire will send you back to this location. It's a little confusing at first because you think you'll need to redo your password. But that's not the case. The system, in essence, just sends you back to square one after you've made a change. If you don't get sent back to that page, chances are your changes weren't saved.

Profile Photo and Avatar

Pretty straightforward – you'll upload your photo or a photo that you want to use as your avatar.

Personal Information

This page has a lot of places for personal information. As stated before, you may or may not want to share all of this kind of information with everyone. So only fill in what you want the members of the MarinConnect community to know about you and click the Save button at the bottom when you're done.

Work Information

Again, there are a lot of opportunities to share your work related information here. Things like your job title, office address and so forth. This is another personal choice situation – share just what you want the community to know and save it with the button at the bottom.

In Your Own Words

Want to share your favorite books, movies, TV shows or perhaps add a signature to your Communifire messages? This is the area that is set up for that kind of information. Click save when finished.

Preferences

The top part of this page is probably the most important part of your profile because it determines whether or not people can find you, how much of your profile will be shown to the public (the public being the MarinConnect community, not the world wide web) and whether anyone can see your activity.

Is profile public : If this is checked, then your profile is visible publicly, else it is private

My contact information should be shown to the public

Hide your email address from others

The first checkbox, which is checked in the screenshot, is the one that determines whether you are visible or not and you do want to make sure you have that checked. Without that box checked your name will not appear on lists when people add new spaces and invite members to join and no one will be able to see your activity stream.

The second box determines how much information is going to be visible to the community. The contact information is pulled from your Work Information page.

And, obviously, the third box determines the visibility of your email address.

You also have some options relating to email notifications and time/date configuration. If you select the ‘Do not send me notifications’ option, you will turn off ALL notifications including the daily summaries. So it’s best to select ‘Send me email notifications’ in this area and then turn off the daily summaries from the individual space pages.

The screenshot shows a settings panel with the following elements:

- Receive Emails:** Two radio buttons: Do not send me notifications and Send me email notifications. Below them is a blue link: [Connect with an existing email account](#).
- Time Zone:** A dropdown menu showing "(UTC-08:00) Pacific Time (US & Canada)".
- Date format:** A dropdown menu showing "M/d/yyyy (1/27/2015)".
- Time format:** A dropdown menu showing "h:mm tt (2:25 PM)".
- Save:** A button at the bottom of the settings panel.

You can view what your public profile will look like at any time by clicking the button in the upper right-hand area of the page entitled View My Public Profile.

Setting Up a New Space

There are a few steps involved with creating a new space. From the Create menu, select ‘Create a New Space’. Communifire will open the page you see in the screenshot – this is Step 1 as it says. Fields with a red asterisk are required information so you’ll need to know this information before you start.

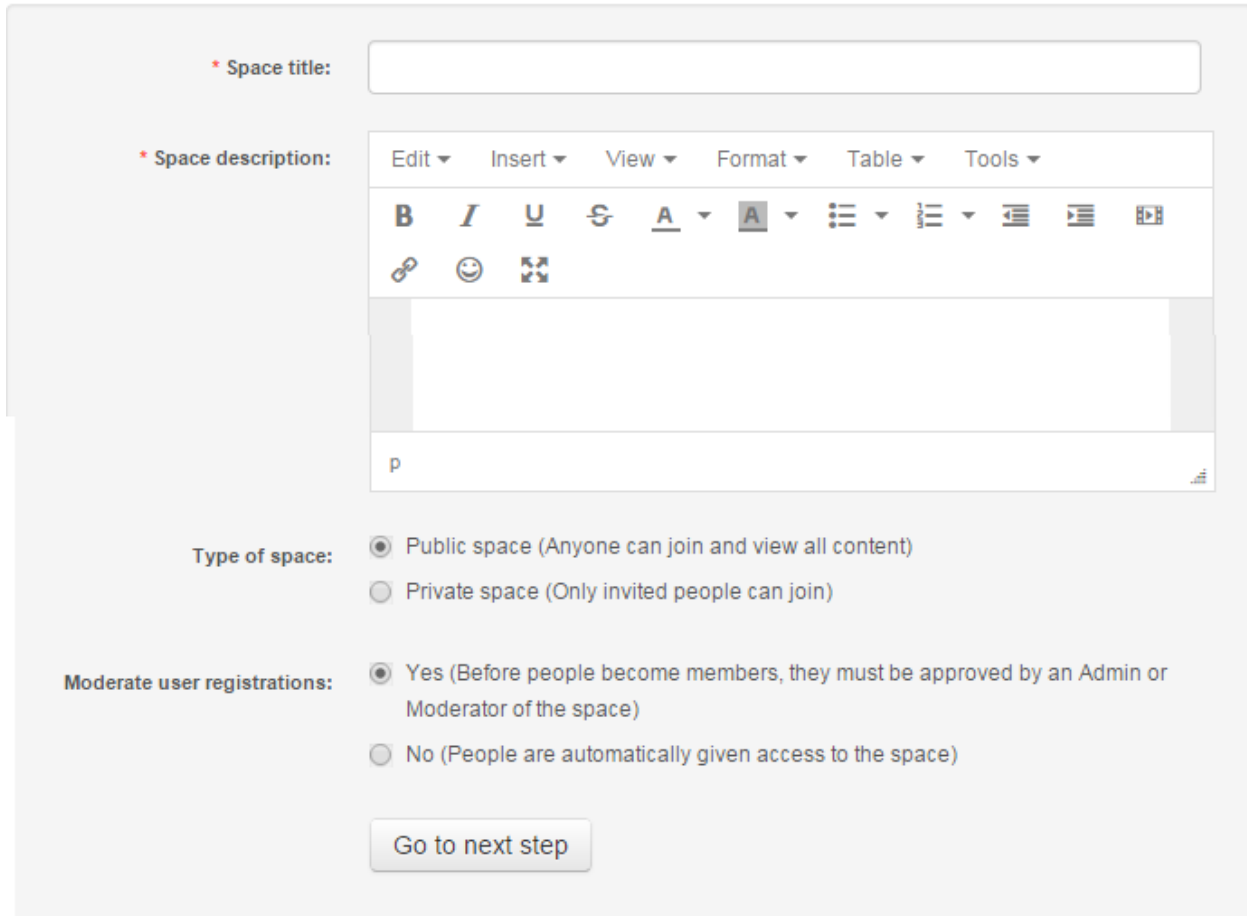
Create A New Space

Creating a space is a quick, three step process. Begin creating your space below.









Step 1:
Space name and info

Step 2:
Upload your space photo

Step 3:
Space application
settings



* Space title:

* Space description:
Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾
B *I* U ~~S~~ A ▾ **A** ▾     
  
p

Type of space: Public space (Anyone can join and view all content)
 Private space (Only invited people can join)

Moderate user registrations: Yes (Before people become members, they must be approved by an Admin or Moderator of the space)
 No (People are automatically given access to the space)

[Go to next step](#)

Type of space determines who can see and participate in your space. Again, if the target is a small, specific group of people then you'll want to make it a private space and invite people to join. This is a really important point because if the space is Public then everyone will see activities from the space in the Activity Streams.

So let's assume that you want to create a new space that will be used by members to discuss confidential project information. You don't want anyone except the members to see the space, participate or view the discussions that you have during the development process. Marking the space 'Private' will ensure that only the members that you invite have the ability to view and participate in the space.

You may or may not want a moderator to be required to approve new members, even if invited.

If it's a space that you want to share with the MarinConnect community at large, then you'll want to mark it as Public Space, and likely as not, allow people to join without moderator approval.

When you've got everything set as you want, click Go to Next Step where you'll upload an image for your space. This is optional – you don't have to.

The final step asks you to set some parameters. You can decide whether you want to enable the items, called 'applications' in Communifire, in the list.

Step 1: Space name and info

Step 2: Upload your space photo

Step 3: Space application settings

Turn on/off functionality for your space.

Articles Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Blogs Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Events Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
File Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Forums Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wiki Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cases Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Ideas Enabled:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Go back Save Settings

Make your selections, click Save Settings and your space is created. After the space is created, you'll have a lot of control over that space via the 'manage space' link that you'll find just under the name of the space next to its designation (public or private). This is only available to you, as

the owner of the space. So no one else except administrators, yourself and those people you designate as moderators will be able to change any of the settings you put in place.


As the owner of the space, you'll also have some different options in the inside navigation for your space than regular members of the space. You'll be able to create a subspace or copy the space as well as the other options that everyone can see.

Creating a subspace means that you can add a space that belongs to your new space – kind of like a parent/child relationship. Your space is the parent and its subspace is the child. When you create a subspace for your new space, the link to it will appear in the Communities box on the right of the content area just above the Activity Tracker. After you've created the subspace, it will have all the same configuration options as its parent and can be individualized with new content, members, etc. If you copy a subspace it will also appear in the Communities box and, again, will be customizable with content, members, etc.

Copying a space allows you to, obviously, make a clone of the space right down to and including the existing membership. However, once created, the copy becomes a space of its own – it is not a child of the original space like subspaces. So if it's the same, why would you want to create a copy?

Let's say that you have an existing project with its own space and a set group of people doing specific tasks on the project. At one point you find that you need to bring in two new people to perform very specialized tasks. You don't want them to be ongoing beyond when they finish their work and you don't want them to participate in the general discussions and activities of the project space. However, they do need to have the background information that exists in the activity stream of the space in order to do their jobs and they need to have access to the members to ask questions.

By creating a copy, all the same information is there but anything new is not going to reflect in the copy because it is now its own space. So you can add your new members, they have access to the information they need to do their tasks and existing members to ask questions, but the new people have no input or ongoing participation in the original group.

	<h3>Communities</h3> <ul style="list-style-type: none">A Subspace for Shakespeare
is the question: e mind to suffer f outrageous	<h3>Activity Ticker</h3> <p> test test created a space: Shakespeare 13 minutes ago</p>

Manage Space

‘Manage space’ gives you a lot of functionality and configuration possibilities for your space – a lot more than you got when you set it up. So it pays to visit the manage space pages as soon as you have your space created. (You can return to your space at any time by clicking the ‘Back to your space button’) in the upper right-hand corner of the page.

Let's look at what's under each of those items because there is quite a lot that you can do with your space.

Settings

The **Space Settings** page consists of three tabs; Space Settings, Application Settings and Workflow Settings.

Options on the *Space Settings* tab have to do with content and display. You can change the name of your space, change its contents, change its visibility and moderation status. You can disable notification emails so they are not sent to members, you can add the URL of a website if your space has its own somewhere on the web and change the image. There is also a

checkbox here to make your space a Featured space. That checkbox should remain unchecked as only administrators are able to designate a space as a 'featured' space.

The next tab over is the *Application Settings* tab. The applications are the things that you enabled when you set up your new space. That is, whether it will have Articles, Blogs, Wikis, etc. So if you change your mind and decide you do or don't want something after all, you can make that change using this tab.

The final tab, **Workflow Settings** has to do with moderation and is something typically set up and handled by a moderator or administrator. If, for example, you want posts to specific applications (Articles, Blogs, etc.) to need approval before they appear, you can enable that here. Yes means a moderator will have to approve the post before it will appear, no means it will automatically appear as soon as the poster submits it.

Going hand-in-hand with this tab is the bottom item on the navigation bar; Manage Workflow Content. If you have an application that requires moderation, it will appear in this area. When you set an item to require a workflow, you will need to set up the workflow that applies to it. That is done in this area.

Permissions

This allows you to set permissions that allow some users to do some tasks and limits others from doing things. The user permissions can be set individually for each application by selecting the application from the drop down menu and then adjusting its permissions.

Workflow Definitions

These are complicated to explain and have to do with workflow. If you are interested in setting up a workflow(s) in your space, please contact IST for individual instruction.

Members

- » Members
- Members
- Member Roles
- Invite people
- Join Requests (0)
- Manage Invitations
- Move Members

The Members pages are where you manage the membership of your space. The **Members** item gives you a list of everyone who is a member of your space. You can also set a member's role designation here.

Member Roles

Member Roles give you a list of types of roles available in Communifire and their definitions. You will not be able to edit these although there is an icon to do that.

Invite People, Join Requests and Manage Invitations

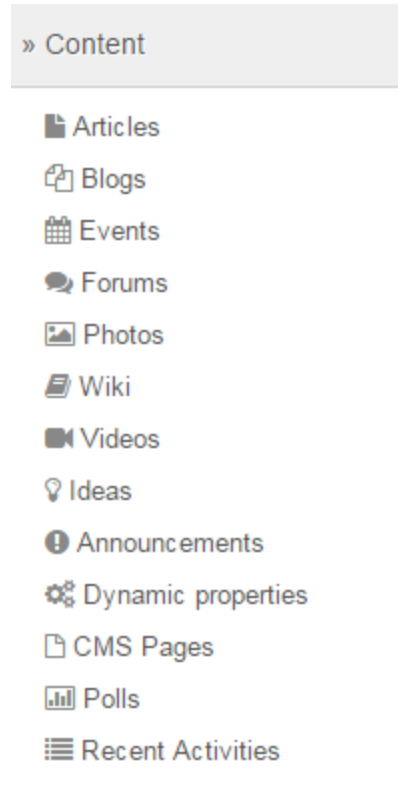
These sections are pretty much what their names imply, you can invite new people to join your space by using the tools on that page. If people have requested to join your space, you can approve or deny those requests on the Join Requests page. Typically, if your space is a public space with no moderator approval needed to join, you won't be using this page.

If you've invited people to join your space, those invitations will appear on the Manage Invitations page. The status of the invitation will be noted and, if you haven't received a response, you can resend the invitation.

Move Members

If you own another space, you can move members from that space to the new space. The move **DOES NOT** copy the members – it actually moves them. So they will be removed from their original space and placed into this new one. You can't move members from a space you don't own.

Content



The final item available on the Manage Space menu is Content. Under this item there is a long list of applications you can manage. If any of these applications are not a part of your space or have no posts, there won't be anything to manage on their pages.

Each of the applications listed on the menu has different options that are available and those options are dependent upon the type of post specific to that application.

Some applications, such as blogs will have a lot of options for handling posts, others such as forums, ideas or articles will have multiple tabs to handle the management tasks. And some applications such as events are not available to manage although they are listed in the menu. When that's the case, so you'll receive a notice letting you know that you don't have permissions to manage posts or items in that application.

Announcements and Dynamic Properties

For items such as Announcements and Dynamic properties, these require some programming expertise to configure. These add content to the right-hand sidebar. If you feel these are areas that you'd like to use, please contact IST for one-on-one training as configuring this incorrectly can cause your space to display incorrectly.

CMS Pages

The CMS (Content Management System) pages are static pages. That is, they will rarely, if ever change. So you want to use this section for informational documentation that will remain the same over time.

If you have content that will change frequently, then using a Wiki is a better idea than using a CMS page.

Polls

Polls are a fun way to gather user feedback. They are easy to build and the results are dynamic – that is, they are tallied each time someone participates in the poll. After a visitor submits their

vote, the results are displayed to them.

On the Polls page you can create a new poll using the buttons on the upper right-hand side of the page. If you create a poll, you'll be asked to provide the poll question and check a box which determines whether the poll will be visible on the home page of the space or not (it will appear in a box entitled "Quick Question" in the right sidebar area). To add choices to your poll, use the 'Add poll choices' button on the right-hand side of the page next to the Choices/Questions section title. Save the poll and you're ready to start gathering results.

Surveys don't seem to work very well in Communifire so although there is a button on the Polls page to add a survey, it's probably best to use a poll instead.

Once you have a poll created, you'll be able to manage that poll from the Polls page. You can edit the content or view the results. You will only be able to have one poll on your space at a time. If you create more than one poll, the system will display the most recent.

Recent Activities

This page is a listing of recent activity on your page. Blog comments, polls, articles, anything posted by anyone in this space will be reflected on the Recent Activities page. If someone posts something that you'd prefer not appear on the page, this is where you can delete that activity.

Creating a New Wiki, Article, or Blog Entry

For the most part, the process is pretty much the same regardless of which of these items you want to create. So for the purposes of this help section we'll use a new Wiki item for the screenshots.

From the Create menu, select the type of item you want to create and the space in which you would like it to appear. MarinConnect will open the editor for that type of item so you can enter content, do some formatting and add some features.

* Page name:

Is Featured

Parent Topic:

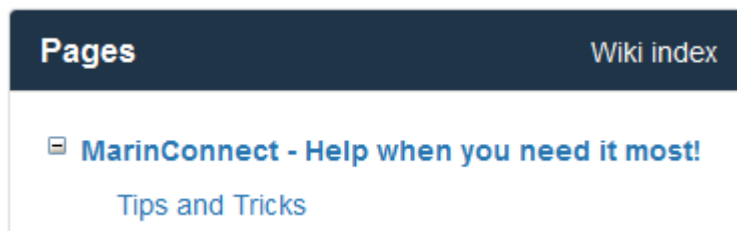
Page content:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

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The page name is required (noted by a red asterisk) and below that is a checkbox entitled ‘Is Featured’. Is Featured should be left unchecked.

Parent Topic. This bears a bit of explanation. In a Wiki you will typically have a top level or ‘parent’ topic. Under it you may have subtopics. This user guide is a good example of that.



You’ll see that the wiki is called MarinConnect – Help when you need it most!. This is the ‘parent’ Wiki. It has subtopics which can be thought of as ‘children’. One such child is shown in the screenshot and

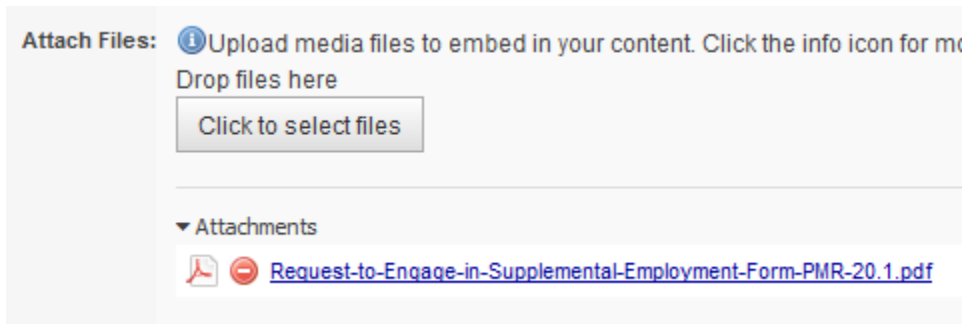
is entitled ‘Tips and Tricks’.

So if you were adding a subtopic/child item to an existing Wiki, you would need to put the name of its parent in the Parent Topic field. This will ensure that the child shows up under its parent as Tips and Tricks does in the screenshot.

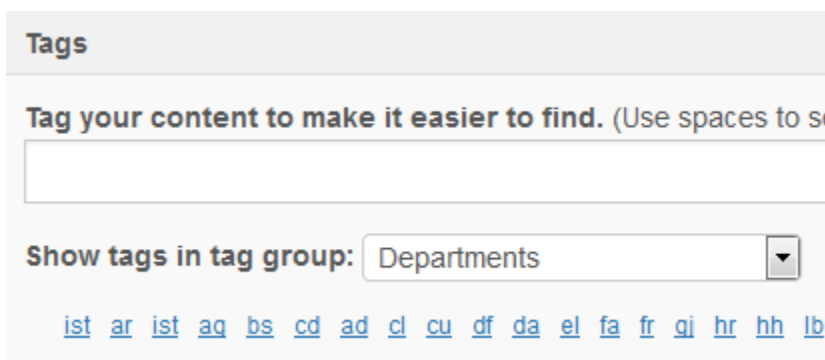
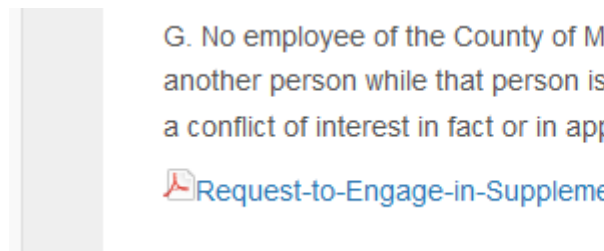
To enter page content all you have to do is click in the area to the right of the gray column below the formatting bar. You’ll see your cursor appear. (If you click in the grey column you won’t be able to enter content and your cursor won’t appear.)

You can go ahead and paste directly from Word into the editor and do any additional formatting that you would like using either the menus or the formatting toolbar. If you enjoy working in HTML, you can access the source code via the Tools menu (Tools>source code).

You can insert images and upload files. If you upload a file, a listing will appear just below the Attach Files section under the title ‘Attachments’. An icon will be next to it indicating the type of file it is and a red circle with a minus sign gives you the option to remove the attachment.



Once you've uploaded a file, if you want to include it in the content area, just grab it with your mouse, drag it and drop it into the content area where you want it to appear.



There are some additional things that you can do to help people find your new item. Below the attachment area you'll see a section called 'Tags'. You may be familiar with these from Facebook and Twitter. They are, basically, categories of interest. So you

can add tags to your item that will bring up the item when someone clicks on a tag. To add a tag from the displayed list, just click on the tag and MarinConnect will place it in the tag field. There are different tags associated with different places. So if you don't see a tag that you want on display, check the pull down menu to see if a tag already exists in another area. If it doesn't and you want to add it, just click in the Tag box and type your tag. Now, when anyone visiting any page with tags in the MarinConnect community, they can simply click on a tag and your item will appear with all the others that have that tag associated with them.

Once your page data is complete, click the 'Create this page' button and you're done.