

Café Tutorial - Students

1. Logging in



Home

- a. Go to <http://higherred.commandprompt.com/summer09>
- b. Enter your username and password and click “Login.” Username and password are case-sensitive (use correct uppercase and lowercase). This will bring you to the Café homepage. You will use the menu bar at the top to access various tasks.

2. Creating articles



Articles

- a. Click “Articles.” Here, you can create new articles, edit your articles and view articles up for approval.
- b. Click “Create New.”
- c. Name your article, identify the author(s) and add a summary or excerpt (When your article is published, this will appear on the home page to encourage readers to click on your article).
- d. Under “Article Body,” add your entire article. Use the formatting toolbar to format your article as you would like it to appear. You can insert images and links through the toolbar, as well as paste from Word and preview your article. Roll over each icon to learn its function.
- e. Add relevant tags to your article. Add the tag “summer 09” as one of your tags.
- f. Click “Save” to save your progress while working.
- g. Click “Submit” to submit your article for editing and approval.

3. Editing articles



Articles

- a. Click “Articles.”
- b. If your article needs revisions, your article will say “Status: Needs revisions.”
- c. Click “Add Revisions” next to your article. Here, you can view comments from the editor, edit your article or switch to an older version of your article.
- d. Click “Add revision” at the bottom of the page when you are done.

4. Uploading Media (50 MB limit)



Media

- a. In the menu bar, click “Media.”
- b. Enter a name and description for the file so that you and others can identify it.
- c. Under “File,” click browse and select the file you want to upload (Note: Files cannot be larger than 50 MB).
- d. Under “Sharing this File,” select “Don’t show this to others” if you only want to use the file in an article you create. Select “Let others use this file in their stories” if you want others to be able to view and use your file in their articles.
- e. To add the media to your article, go to “Articles,” Click “Add Revisions” and scroll down to the media you want to attach to your article. Check “Attach to Media Bar.” Select “Use as primary media” next to the media you want to use as your main media.

5. Sending/Reading a Message



Inbox

- a. Click “Inbox.” From here, you can view and send your person-to-person messages (Note: Keep all messages on task and relevant to IJIMS).
- b. To view a message, click the subject of that message. You can also click the “Delete” button to remove the message from your inbox and the “Reply” button to respond to the message.
- c. To write a message, click “Compose New Message.”
 - i. Select who you are sending your message to in the “To:” field.
 - ii. Write a subject and message. Messages can be formatted in the text box.
 - iii. Click “Send Message” to send your message to the recipient.

6. Logging Out



Logout

- a. Remember to log out of Café when you are done working. To log out, click the “Logout” button in the menu.