

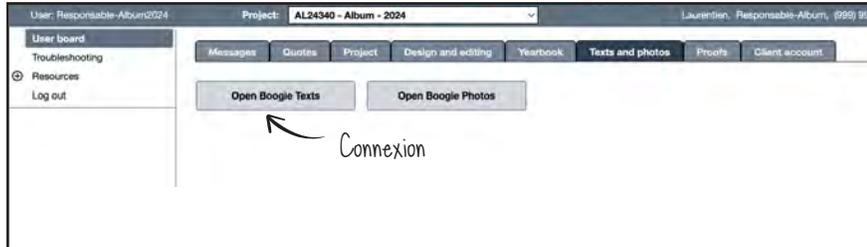
Boogie Text for project managers



Text editing app userguide for project managers.

1. Log in

Go to Laurentien.ca and click [Open Boogie Text](#)
OR connect to the [text app](#) via your [Boogie account](#).



2. In the text editor

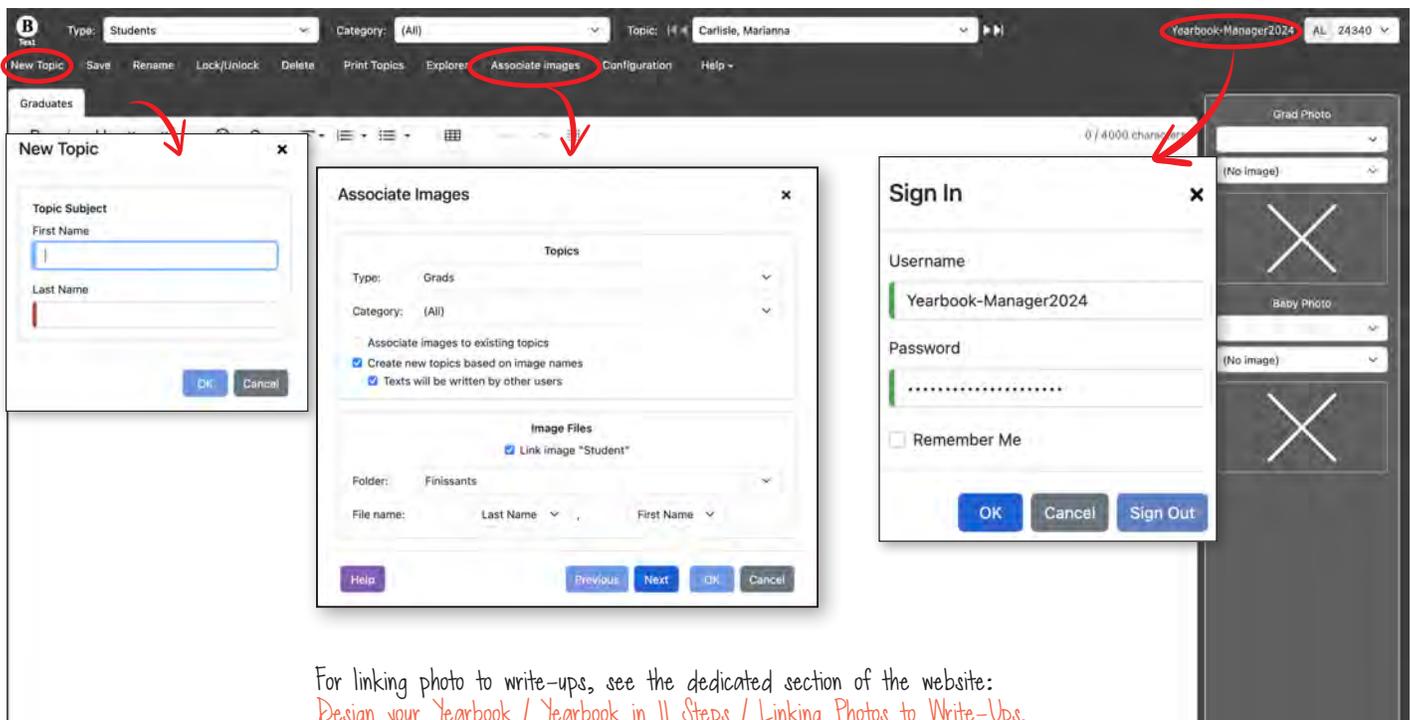
You have two ways to approach the writing of the texts by the students:

Option 1: Create all the topics and then let the students write the texts :

- The topics can all be created at the same time using the graduate's photos
- You can create all the topics one by one using the "New Topic" button

Option 2: Ask the graduates to create and write their own topic.

If using a school computer, don't forget to log out before you leave.

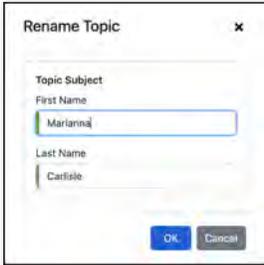


For linking photo to write-ups, see the dedicated section of the website:
[Design your Yearbook / Yearbook in 11 Steps / Linking Photos to Write-Ups.](#)

3. Overview of the toolbar



① Edit the name of a topic.

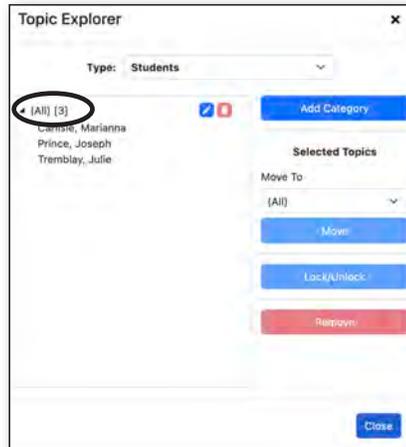


② Lock/Unlock a topic (picture or text).



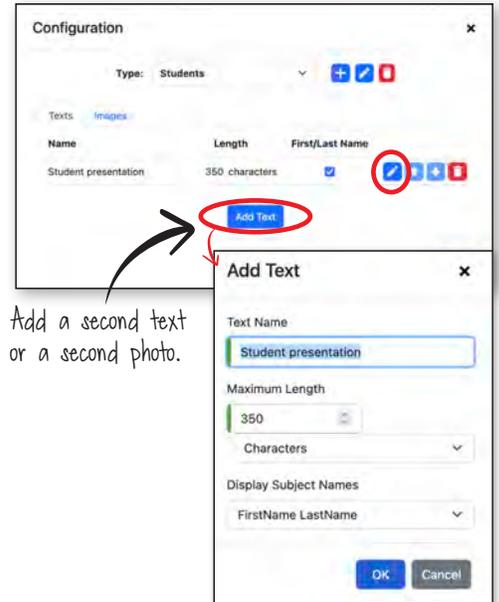
③ Delete a duplicate.

④ Check the number of topics created.



⑤ Allows you to create topics from your images or to associate photos with your text.

⑥ Configure your text and photos, and manage the amount of words in a text.



Add a second text or a second photo.

Tip

Why and when to add a category or type of topic?

If the graduates are not all placed in the same template or in the same section of the yearbook.

4. Differences in permissions assigned to accounts (Supervisor, public account and Reviewer)

	Supervisor	Public Account	Reviewer
Create and write topics	✓	✓	✓
Delete Topics	✓	✗	✓
Lock/unlock topics	✓	✗	✓
Needs a password to access topics	✗	✓	✗