



# Yearbook: Writing your text

## Instructions to write a text.

### 1. Log in

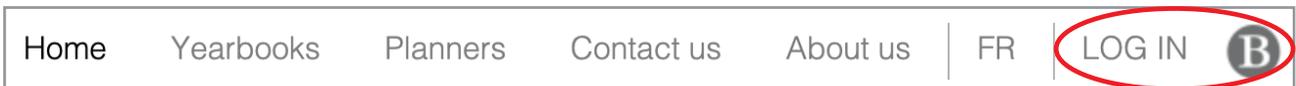
Here is the login information to access the public account - Topics:

Username: \_\_\_\_\_

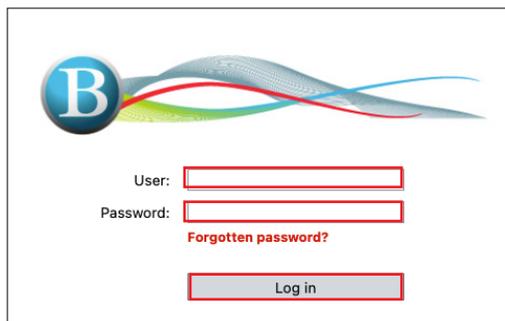
Password: \_\_\_\_\_

#### To create your Boogie account:

1- With the login information given by the Supervisor, you can connect to Boogie. First, reach Laurentien.ca and click on Log In at the top right corner.



2- You have to enter the username and password that was given to you by the project supervisor. Then click on "Log in".



3- A new window will open in which you can create your personal account.

**Create a personal account**

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Having signed in with a public account, you can now create the personal account that you will then use to log in to Boogie.

**Please note:** if you have already created your personal account, you do not have to create a new one. You can first **log out** and then log in with your personal account.

Your name:

User:

Password:

Enter a strong password  
Use a few words, avoid common phrases  
No need for symbols, digits, or uppercase letters

Password confirmation:

Email address:

**WARNING!** The email address given can only be used once and has to be valid. You will have to activate your account from the confirmation email sent to your inbox. If you don't receive the activation email, your Supervisor can activate your account.

4- Once your account has been activated, you can use your personal access code to access Boogie text. To log in your personal account, click again on the Log in button.

## 2. In the text editor

2.1 Choose the type of topic to start (if applicable)

2.2 Create a new topic

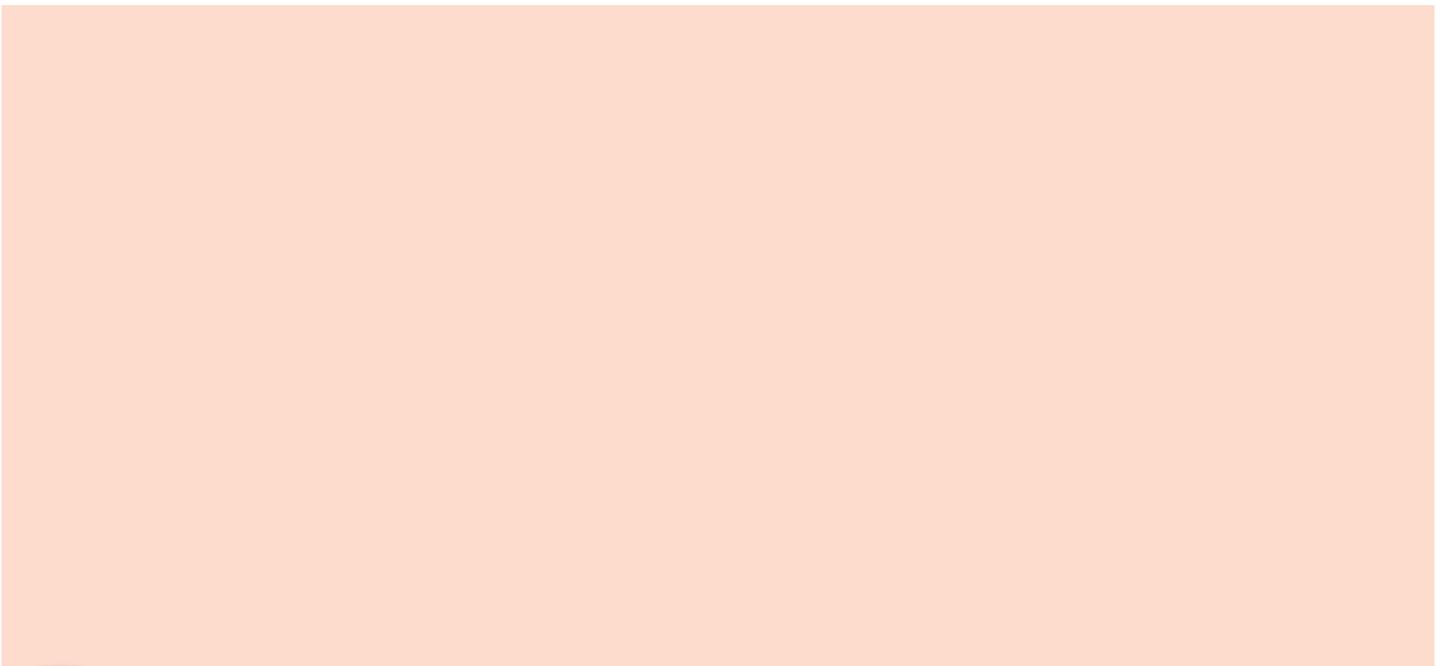
2.3 When you are done writing your text, don't forget to save!

2.4 To secure your work, make sure you log out by clicking on your username and then on Sign out.

The screenshot shows a text editor interface with a dark theme. At the top, there are dropdown menus for 'Type: Students', 'Category: (All)', and 'Topic: Carlisle, Marianna'. A toolbar contains buttons for 'New Topic', 'Save', 'Rename', 'Lock/Unlock', 'Delete', 'Print Topics', 'Explorer', 'Associate Images', 'Configuration', and 'Help'. A 'New Topic' dialog box is open, showing 'Topic Subject' with 'First Name: Marianna' and 'Last Name: Carlisle'. A 'Sign In' dialog box is also open, with fields for 'Username: Yearbook-Manager2024' and 'Password'. A 'Sign Out' button is circled in red. A character count '0 / 4000 characters' is visible. On the right, a sidebar shows 'Responsible-Album2024' and 'AL 24340'. Handwritten notes and red arrows point to various elements: 'New Topic' and 'Save' are circled in red; 'Responsible-Album2024' is circled in red; the 'Sign Out' button is circled in red; the '0 / 4000 characters' count is circled in red; and the 'New Topic' dialog box is circled in black. A note says 'Here is the name of the graduate who's text you're writing' pointing to the 'First Name' field.

## 3. Add text

Here is some information from the committee to help you structure the text you're writing



Important

The author's name does not appear as a signature at the end of a text. If you want to include a signature line (e.g., "From your friend Charles"), you have to enter content in the text box and include a signature line at the end.