

Boogie Text for project managers

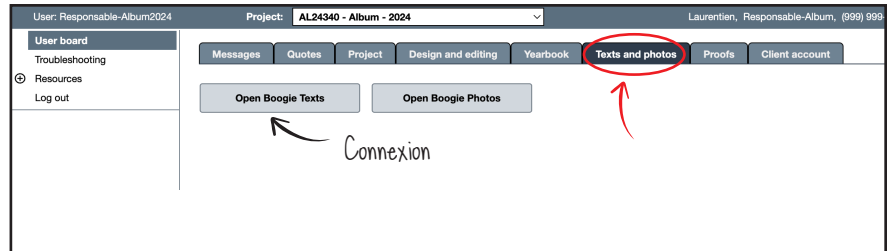
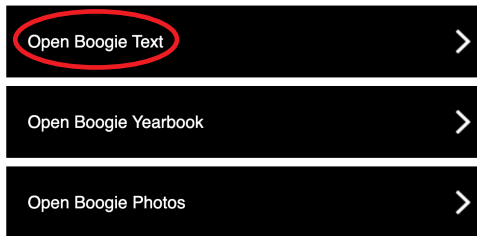


Text editing app userguide for project managers.

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:

Create all the topics and then let the students write the texts.

OR

Ask the graduates to create and write their own topic

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

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

* Refer to point #7 in "Yearbook in 11 Steps" on our website for more details on how to link pictures to topics.

3. Overview of the toolbar

3.1 Lock/Unlock a topic (picture or text)
 3.2 Delete a duplicate
 3.3 Check the number of topics created
 3.4 Manage the amount of words in a text

Manage texts and photos

Edit the name of a topic

Add a second text or a second photo

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

Tip

4. Differences between Public accounts and Reviewer accounts

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