INSTRUCTIONS FOR THE USE OF THE SOCIAL NETWORK

Introduction:
The followings are basic instructions in synthetic form for a simple use of the Social Network. A lot of other elementary functions, present on the Social Network, being of easy interpretation, doesn't need further explanations.
For a more advanced use please consult the Guide that appears in the dark zone at the bottom of each page.

1.  Recording and Acceptance
    To access into the Social Network a log in is requested.
    Fill in the specific form with your personal data.
    Keep a personal photo available to be inserted.
    The confirmation of acceptance is notified via e-mail, and from that moment it will be possible to access into the Social Network.

2.  Home Page
    The Home Page shows in synthetic way all the topics treated in the Social Network which are gathered in the different Directory.
    In the column on the right side, some Google announcements are shown according to the Social Network Ning obligations.

3.  Directory
    For the time being the following directories are active:
    Home - Invites - My page - Members - Photo - Video - Blog - Forum.
    Subsequently new features and directories will be added.

4.  Functionality:

    4.1 **Home** -  **Invites** - **My page** - **Members**
        The use of these directories doesn't need particular explanations

    4.2 **Photos**
        To insert photos click on the directory **Foto** and then on **+Aggiungi foto**, then follow the instructions.
        To create an album click on **Album** and then follow the instructions.
        In the vision mode it is possible to write a comment using the window **"Aggiungi un commento"** at the end page followed by the command **"Aggiungi"**.

    4.3 **Video**
        To insert a video click on the directory **Video** and then follow the indications as for the insertion of photos.
        For the video it is not foreseen the creation of any albums.
        In the vision mode it is possible to write a comment using the window **"Aggiungi un commento"** at the end page followed by the command **"Aggiungi"**.

## 4.4 Blogs

Each Post inserted in the Blog should be located in a specific matter (**Tag**). The default matters are: Culture - Science - Trips - Leisure time - Sport - Humor - Comments. In lack of indications the Post is put in a general file.

To create a Post click on **Blog** and then on **+ Aggiungi un post**, then follow the instructions (remind to assign the matter - default or a new one). At the end give the command **Pubblica** or **Anteprima** for a preliminary verification.

If the Post has some attachments, in order to avoid compatibility problems among different Office versions, it is preferable that these are saved in the pdf format.

In phase of reading it is possible to write a comment using the window **"Aggiungi un commento"** at the end page folowed by the command **"Aggiungi"**.

## 4.5 Forum

To open a discussion click on **Forum** and then on **+ Aggiungi una discussione** and then follow the instructions.

To open a new discussion a Title is requested. A category of default subjects is not foreseen.

To participate to a discussion, and to answer to the holder of the Forum, select the interested discussion and write your own comment in the specific window.

Viceversa use the command **Rispondi** at the end of every comment of the various participants, to reply to a participant at the Forum.