

Workflow: Categories, Forums and Topics on Meaningful Movies Project Website

Only Site Administrators can add new categories and forums to the Meaningful Movies Project website. Once the forum is added to the site on the back end, Site Administrators and Site Members can start topics, reply to topics and download attachments from the front end of the site at <http://mmp.matterhorncreative.com/forums/> (*URL to change upon launch).

In this document, there are steps for how to:

1. Create a Category
2. Create a Forum
3. Start a Topic
4. Reply to a Topic
5. Download Attachments

What's:

1. 'Override Defaults'?
2. 'maximum filesize' (for attachments?)
3. 'Maximum files to upload' - at one time? Why?
4. Why hide attachment from visitors? What visitors?
5. What does status mean?
6. Visibility: what's the difference between 'private' & 'hidden'?
- 7.

1. Create a Category

What you need to prepare:

*Category Title – Current example categories are: MMP Group Guidelines; MMP Resources; MMP Chapters; Discussion Guides; Event Planning; Film Forums.

- Login to the site by clicking “Member Login” in the gray navigation bar at the top of the site
- Once logged in, hover your mouse over the “+ New” name in the black tool bar at the top of the screen
- Click on “Forum”
- Complete the field with your Title
- In Forum Attribute, click the dropdown arrow for “Type” and change to Category
- Determine the “Order” your Category should appear in
- Click “Publish” to immediately publish your post to the site
- Your Category is now live on the site

why 'category' and not 'forum'?

2. Create a Forum

What you need to prepare:

*Forum Title

*Text (short description of Forum) – prepared in Word or other word processing program, with *no text formatting*

*Category that your Forum will be posted in

- Current example categories are: MMP Group Guidelines; MMP Resources; MMP Chapters; Discussion Guides; Event Planning; Film Forums.

*Order of Forum within the category

- Login to the site by clicking “Member Login” in the gray navigation bar at the top of the site
 - Once logged in, hover your mouse over the “+ New” name in the black tool bar at the top of the screen
 - Click on “Forum”
 - Complete the fields with your Title and Text
 - In Forum Attributes, click the dropdown arrow for “Parent” to select the category you want your Forum to appear in
 - Determine the “Order” your Forum should appear in
 - Click “Publish” to immediately publish your post to the site
 - Your Forum is now live on the site
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3. Start a Topic

What you need to prepare:

*Topic Title

*Text (prepared in Word or other word processing program, with *no text formatting*)

Attachments (saved in a folder on your computer where you can easily navigate)

*Tags (5-6 keywords related to this topic)

- Login to the site by clicking “Member Login” in the gray navigation bar at the top of the site
 - Navigate to <http://mmp.matterhorncreative.com/forums/>
 - Click on the name of the Forum where you would like to post a topic
 - Scroll down to Create New Topic in (Forum Name)
 - Complete the fields with your Topic Title, Text and Topic Tags – tags must be separated with commas
 - If you want to receive emails when other Members reply to your topic, check the box
 - To attach a file, click “Choose File” – browse your computer for the saved file, select the file and click “Open”
 - You may include up to 4 attachments
 - Click “Submit” to immediately post your topic
 - Your topic is now posted within the Forum
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4. Reply to a Topic

What you need to prepare:

*Text (prepared in Word or other word processing program, with *no text formatting*)

Attachments (saved in a folder on your computer where you can easily navigate)

*Tags (5-6 keywords related to this topic)

- Login to the site by clicking “Member Login” in the gray navigation bar at the top of the site
 - Navigate to <http://mmp.matterhorncreative.com/forums/>
 - Click on the name of the Topic (within a Forum) that you want to reply to
 - Complete the fields with your Text and Tags
 - If you want to receive emails when other Members reply to this topic, check the box
 - To attach a file, click “Choose File” – browse your computer for the saved file, select the file and click “Open”
 - You may include up to 4 attachments
 - Click “Submit” to immediately post your reply
 - Your reply is now posted within the Topic
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5. Download attachments

- Depending on whether you are working on a Mac or PC, you will either use the “Control” button or right-click.
- Depending on the type of file, click on the name of the file or if the file is a photo, click on the photo.
- Word documents will automatically download onto your computer in the Downloads folder.
- PDFs will open in your current browser window – click “Control” or right-click then “Save As” and navigate to where you want the file to be save.
- Images will open in your current browser window – click “Control” or right-click then “Save Image As” and navigate to where you want the image to save