

BSO Project Collaboration Space

Getting Started Guide

Log In

Log in by going to <http://www.BSOPoject.ca> and click on 'login' on the top of the page.


Once you are in, select the group or topic you would like to view.

If you've forgotten your user name or password, go to the following link to receive a message with access instructions: http://www.akeresourcecentre.org/_Forgot




View '[How to log in and change your password](#)' video

Log In

Welcome to the Collaboration Space! 

Access to the Collaboration Space is by invitation only. It is a working space for Communities of Practice, collaborative groups or projects. If you do NOT belong to one of these groups and you are interested in becoming an AKE member - [JOIN our mailing list](#) or [exit this page](#).



User Name:

Password:

Remember Me:

[Register to create an account](#)

[Forgot your user name or password?](#)

Attachments

Click on the  ('*Edit this page*' button) in the collaboration space, and select attachments from the left menu



Alzheimer Knowledge Exchange Resource Centre

Attachments for BSO-EA

Choose one or more files to upload:

Description: [Add Another](#)

List file(s) on the page.

File Name	Version	Description	Size	Date	User	Hide	Delete
Agenda EA Webconference - Sept 15, 2011.docx	1		9 KB	Sep 20	Karen Parrage	<input type="checkbox"/>	<input type="checkbox"/>
Minutes EA Webconference - Sept 15, 2011.docx	1		9 KB	Sep 20	Karen Parrage	<input type="checkbox"/>	<input type="checkbox"/>
Presentation - September 15, 2011 EA Webconference.pptx	1		32 KB	Sep 20	Karen Parrage	<input type="checkbox"/>	<input type="checkbox"/>
Work Group Status Report.docx	1		9 KB	Sep 22	Karen Parrage	<input type="checkbox"/>	<input type="checkbox"/>

To add a file:

1. Click the '*Browse*' button and select a file from your computer
2. Check the '*List file(s) on the page*' check box for the file to show in the collaboration space
3. Click the '*Upload*' button.
4. Wait until the file has finished uploading, click '*Exit*' to get back to the collaboration space

Tip: To a delete file check the '*Delete*' checkbox.



View '[How to add files and manage attachments](#)' video

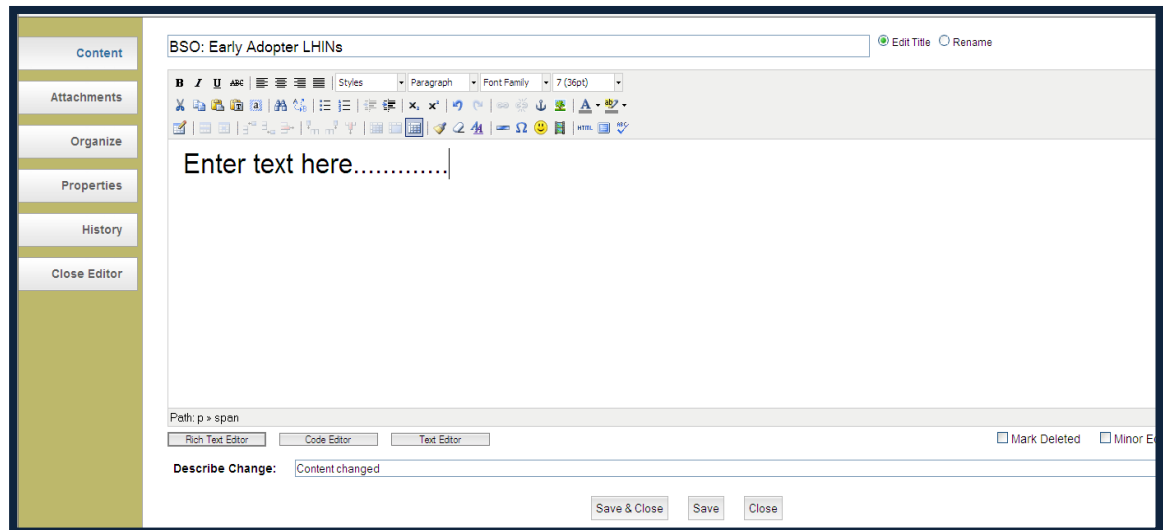
Adding Content

Simply click on the  ('Edit this page' button) in the collaboration space.

Content: The default tab is content. This is the editor where you add/ type content. At the top of the editing window is a toolbar with many familiar buttons for formatting your text. If you place your mouse pointer over a button, a tooltip appears displaying the function of the button.

Tip: *It is very similar to Word. This is your basic WYSIWYG editor (What You See Is What You Get). The editor is what you'll be working in to add content to the page, so take the time out to look around, explore it. Notice the tools across the top ... And the menu with tabs on the left side-- and the buttons at the bottom.*

1. Add or edit content in the editor
2. Use the editor's toolbar to format text
3. Click the "Save & Close" button to save your changes and go back to the collaboration space



View ['How to add content and use the editor'](#) video

Organize/ Properties: Please bypass this tab, the functions are not relevant to collaboration pages

History: Every time you edit the content or change a property of a page, a new version is saved. The History page contains a list of all saved versions of the current page. Each version is listed by version number, revision date, title the name of the user who made the version, and a comment, if one was entered.

Message Board

This area can be used as a discussion area to provide feedback, share ideas and comments with each other.

1. Click 'Add a message'.
2. Enter your message in the space provided
3. Click the "Submit" button to post your message



View '[How to post messages on the message board](#)' video