KEEP toolkit

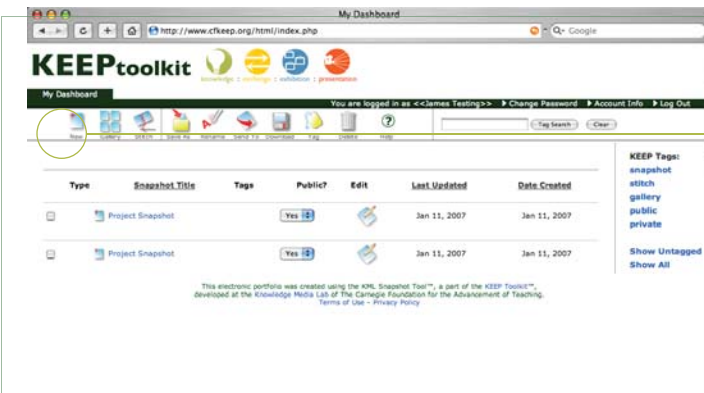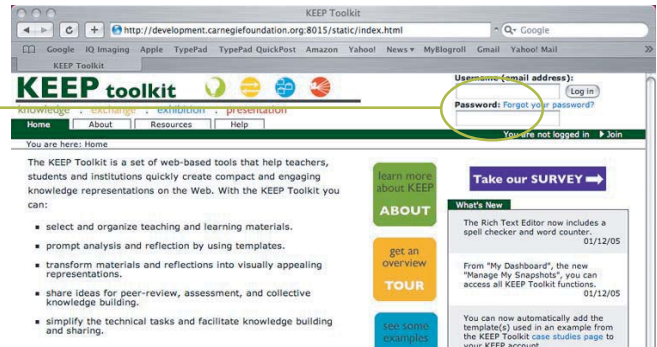knowledge : exchange : exhibition : presentation

Version 2.0.0 Quickstart Guide

Getting Started

Log into your KEEP account at http://www.cfkeep.org with your username and password. Your KEEP account information can be modified by clicking on the "Account Info" button in "My Dashboard."
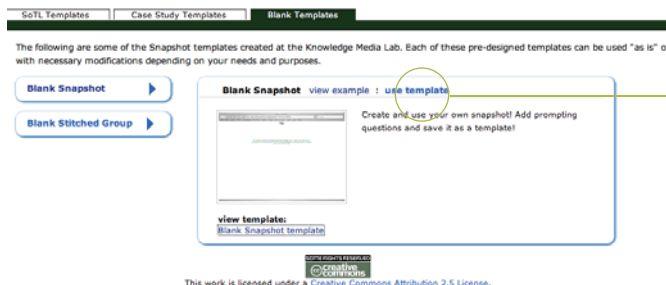
New Snapshot

After you log into your account, you will be taken to "My Dashboard." You will be able to view all the Snapshots you created and create new Snapshots. To create a new Snapshot, click on "New." You will be taken to the "Template Gallery."

Choose a template

You may choose to use one of our templates for your Snapshot or you can choose to create and customize a new Snapshot from scratch by selecting "Blank" in the top tab. When you select "use template" from the example in the gallery, a new window like the one to the right will pop up. It will prompt you to name your Snapshot(s). Enter a name for each Snapshot included in the template and select "Submit." You may want to include a date.
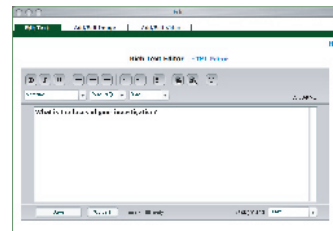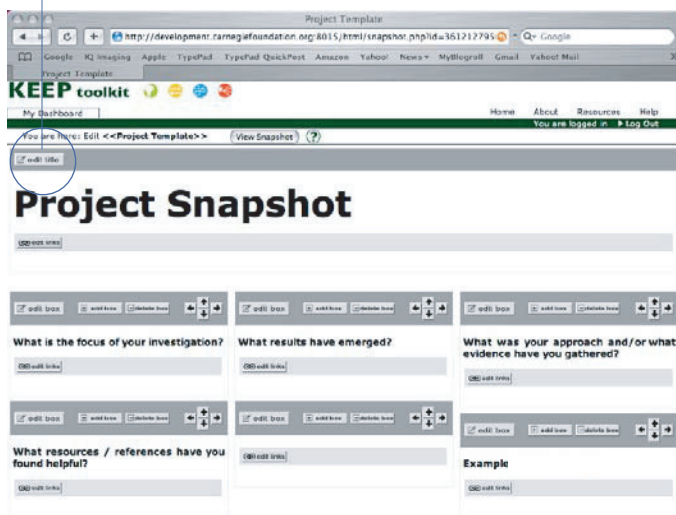
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Snapshots

Edit a Snapshot

After you have named your new Snapshot, you will be taken back to "My Dashboard" where your new Snapshot will appear under "Snapshot Title." To edit your Snapshot, click the edit icon next to the Snapshot.
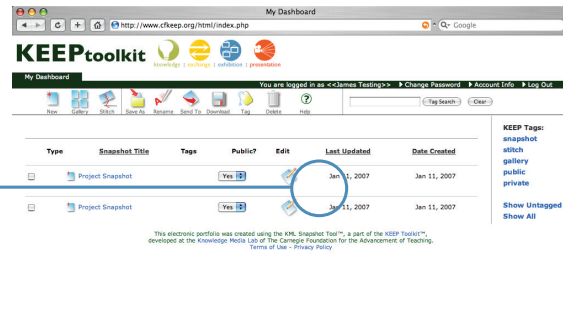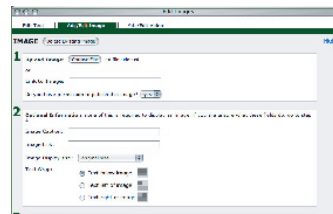
Add/Edit the Title or Box

When you select "Edit Box" (or "Edit Title"), a new window will pop up for you to edit the content of the selected section. You may edit your text by using the Rich Text Editor or by using HTML. You can copy and paste from your existing document into the Rich Text Editor.

Add/Edit an Image

When you choose "Edit Image" in the top tab, you can upload and resize an image to your box. You can link to a file on your computer or to an image already online. You also have the option of deleting the image from that box.

Add/Edit Video

When you choose "Add/Edit Video" in the top tab, you can upload a video with a thumbnail image, video icon or text link display. The video will open in a new window from your Snapshot. The video file can be on your local computer or you can link to a video that is already online. You have the option of deleting the video from that box.

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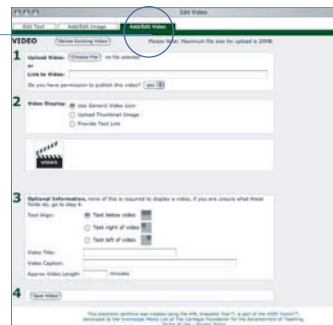
## Version 2.0.0 Quickstart Guide
Snapshots
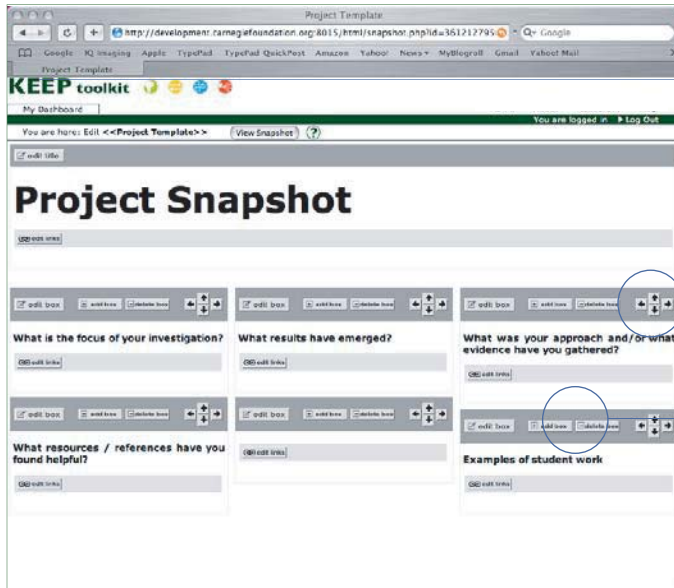
Move Boxes

When you select one of the arrows on the box, the box will shift to the position you want it to move. For example, if you choose the arrow pointing to the right, the box will shift to the right column. A new column can be added by moving a box to the far right.

Add/Edit a Box
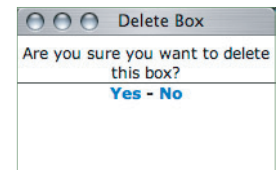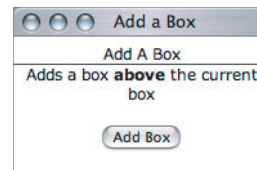
When you select "Add Box" or "Delete Box," prompts will pop up for you to add a box to your column or delete a box from your column. When you add a box to your column, the box will be added above your box.
Deleting all boxes from a column will delete the column.

Dashboard
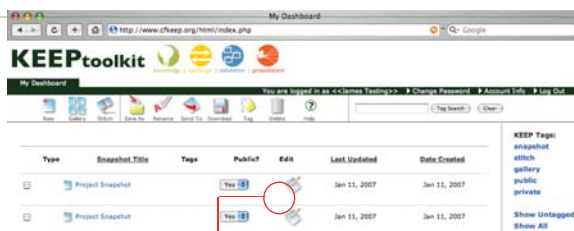
Share or Hide Snapshots

You may choose to make a snaphsot private or public. Select your choice in the Public? column. By Selecting "Yes," you make the URL accessible by others. By selecting"No," no one can view your snapshot, even if they have the link to it.

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Dashboard
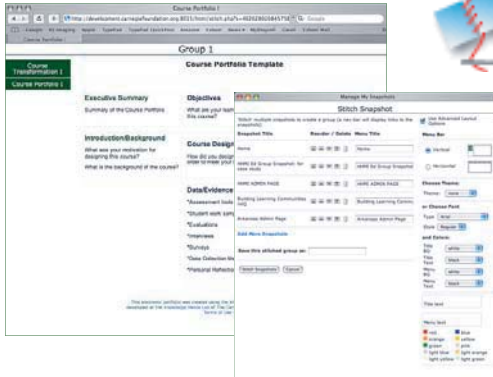
Stitching

The Snapshots in a stitched group will be linked to each other with a navigation bar. You can view all the Snapshots connected to your stitched group in the navigation bar. You can also prioritize the order of the Snapshots.

To Use: Select all the Snapshots you want to group and click the "Stitch" icon. Click "Use Advanced Option" to format your stitched group.
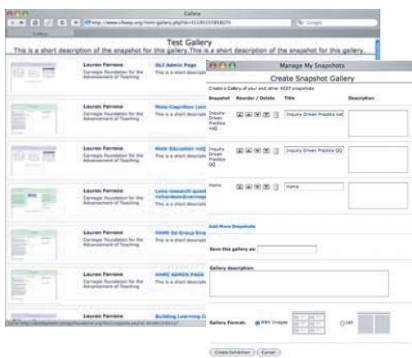
Snapshot Gallery

Selected Snapshots will appear as links within the gallery. The gallery automatically generates thumbnail images, as well as title and author info. You have the option of adding Snapshot descriptions.

To Use: Select all the Snapshots you want to include from your Dashboard and click the "Gallery" icon. Enter the URLs of Snapshots in other KEEP user accounts. Modify descriptions, author and institution information. Order the Snapshots using the arrow buttons. Click "Create Exhibition" to create the gallery.

Download

You can download your Snapshot onto your desktop.

Send To

You can send your template/Snapshot to someone else's KEEP account for editing. For example, if you would like everyone in your group to work off of the same template/Snapshot that you made, you can send it to everyone in your group's accounts by simply adding their email to the "Send To" box.

Delete

You can delete your Snapshots. If you delete a Snapshot from the "Snapshots Title" section, you will delete the same Snapshot from the "Stitch Groups" section if the Snapshot is in a stitched group.
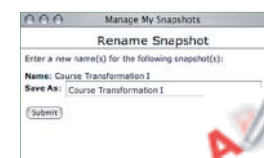
Rename

You can rename your Snapshots.

Save As

You can save your current Snapshot under a different name.

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Dashboard

Tag

Tagging: Label and Organize your work

Tags:

Tags are simple descriptors you apply to your work. Tags generally describe to the content of your work, allowing you to organize your work in multiple ways.

To Apply Tags:

Select the items you want to tag, using the check box on the left of each item. Click on the tag button to open the dialogue box that will allow you to apply tags to your selections.

Tag

Enter tag(s) no more than 30 standard characters each separated by a space for the following snapshot(s)/stitch group(s)/gallery(ies):

Apply to all

help megans

Tag(s): [   ] [Add ▼]

Name: Getting started
Tag(s): help megans

Name: Examples and Resources
Tag(s): help megans

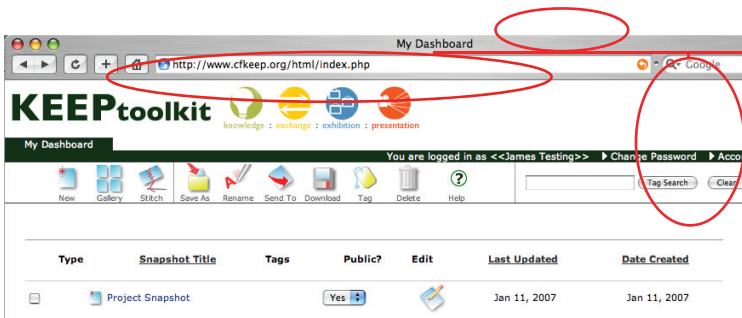**Name:** Design Hints & Tips
Tag(s): help megans

Name: Creating a visual identity
Tag(s): help megans

[Submit]

In the dialogue box, enter the tags (brief descriptors) you want to apply to your selections. You may enter more than one tag per item.

My Dashboard

http://www.cfkeep.org/html/index.php

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My Dashboard

You are logged in as <<James Testing>> ▶ Change Password ▶ Accou

New Gallery Stitch Save As Rename Send To Download Tag Delete Help

[Tag Search] [Clear]

Type	Snapshot Title	Tags	Public?	Edit	Last Updated	Date Created
☐	Project Snapshot		Yes ▼		Jan 11, 2007	Jan 11, 2007

Using Tags to Organize your work:

Once items are tagged, you can use the Tag Cloud or Tag Search to locate collections of work. Choosing a tag or searching for a particular tag, highlights them and causes all items with that tag to float to the top of the list.

KEEP Tags allow you to find types of items included on your Dashboard.

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