



DESIGNS
CREATED
INTERNATIONAL

**Edline
Training Guide**

Activate/Create New Account via Edline.net

1. Go to edline.net and click SIGN-UP link at the bottom of the page.
2. Enter the Activation code, and click ACTIVATE THIS CODE.
3. Agree to Privacy Policy and Terms of Use.
4. Click NEW ACCOUNT. Create User Name & Password – re-entering Password twice.
5. Click CONTINUE.
6. At Account Settings – click EDIT to change image, add phone & email contact information.
7. Click Save, then DONE.
8. User Guide pages. Click CONTINUE.
9. Navigate to your respective page.

Contact Information/Staff

1. At the Edline tool bar atop the page, click EDIT THIS PAGE.
2. Hover the cursor over the box, and click the “edit pencil” at the top right side.
3. On the Modify Document page, scroll down to ADD CONTENT.
4. Enter pertinent information – names, email addresses, telephone numbers, etc.
5. Scroll to Top of page, and click SAVE AND RETURN. Click DONE.

Welcome Message

1. At the Edline tool bar atop the page, click EDIT THIS PAGE.
2. Hover the cursor over the box, and click the “edit pencil” at the top right side.
3. On the Modify Document page, scroll down to “Add Content.”
4. Enter pertinent information – to Staff, Parents, Students emphasizing purpose/usefulness
5. Scroll to Top of page, and click Save and Return. Click Done.

Photo/Image Slideshow

1. At the Edline tool bar atop the page, click EDIT THIS PAGE.
2. Hover the cursor over the box, and click the green “Add Item plus sign” at the top right side.
3. Select “Pick Files” from the Upload Picture Files box.
4. Navigate to your photo/image file(s) location.
5. Select the photo/image files to add.
6. *(If you have several photos in a row to select hold down the Shift key and select them all. If they are out of order you can hold the Ctrl key and select each one you need.)*
7. Once you have selected your photo/s you can add a title and summary as captions to be read during the slideshow.
8. Click START UPLOAD, and when prompted that load is finished, click DONE.
9. Click DONE once more.

Resources

1. At the Edline tool bar atop the page, click EDIT THIS PAGE.
2. Hover the cursor over the box, and click the green “Add Item plus sign” at the top right side.
3. Select “What type of item would you like to add?”

Add a Document

1. Type in “Document Page Title.” Click CREATE NOW.
2. Enter pertinent information at “Click here to enter text.”
3. Click DONE at top right of page.

Add a File

1. Select “Pick Files” from the Upload Files box.
2. Navigate to your file(s) location.
3. Select the photo/image files to add.
4. *(If you have several photos in a row to select hold down the Shift key and select them all. If they are out of order you can hold the Ctrl key and select each one you need.)*
5. Once you have selected your photo/s you can add a title and summary as captions to be read during the slideshow.
6. Click START UPLOAD, and when prompted that load is finished, click DONE.
7. Click DONE once more.

Add Links

1. On the CREATE DOCUMENT page, add Document title and any other pertinent information.
2. Example: Designs Created International
3. Scroll down to the link URL: Type in or copy and paste your link URL.
4. Example: www.designscreated.biz
5. (If the link is Internal (within the site) do not check the box underneath. If it is external (leaves the site) check the box underneath.)
6. Once you are finished with adding your link scroll to the bottom and click the SAVE AND RETURN Button if you have several links click the SAVE AND ADD ANOTHER Button to continue adding links.

Add a Folder

1. On the CREATE FOLDER page, add Folder name and description.
2. Click SAVE & RETURN.
3. At the Edline tool bar atop the page, click EDIT THIS PAGE.
4. Hover the cursor over the box, and click the green “Add Item plus sign” at the top right side.
5. Select “What type of item would you like to add?”
6. Follow relative instructions.