

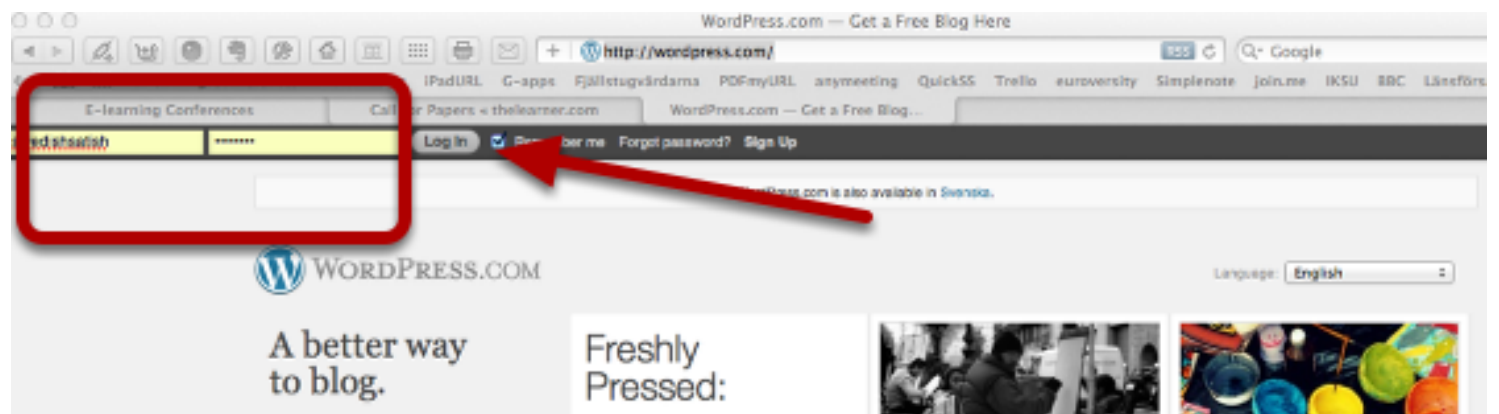
Instruktioner för Gunilla

Detta är en .pdf som beskriver vad du behöver göra. Lycka till
Hör av dig om du behöver mera hjälp

mvh

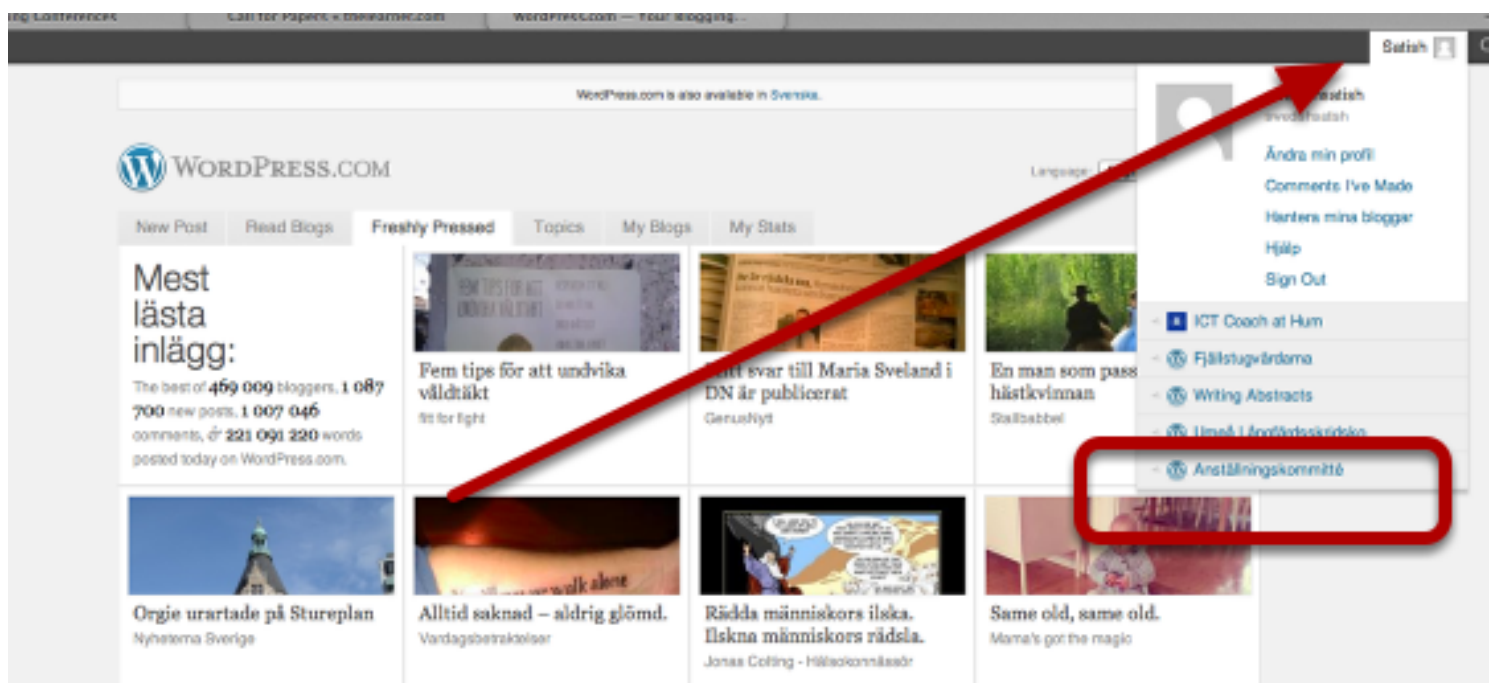
Satish 0736 320184

Navigera till: <http://wordpress.com/>



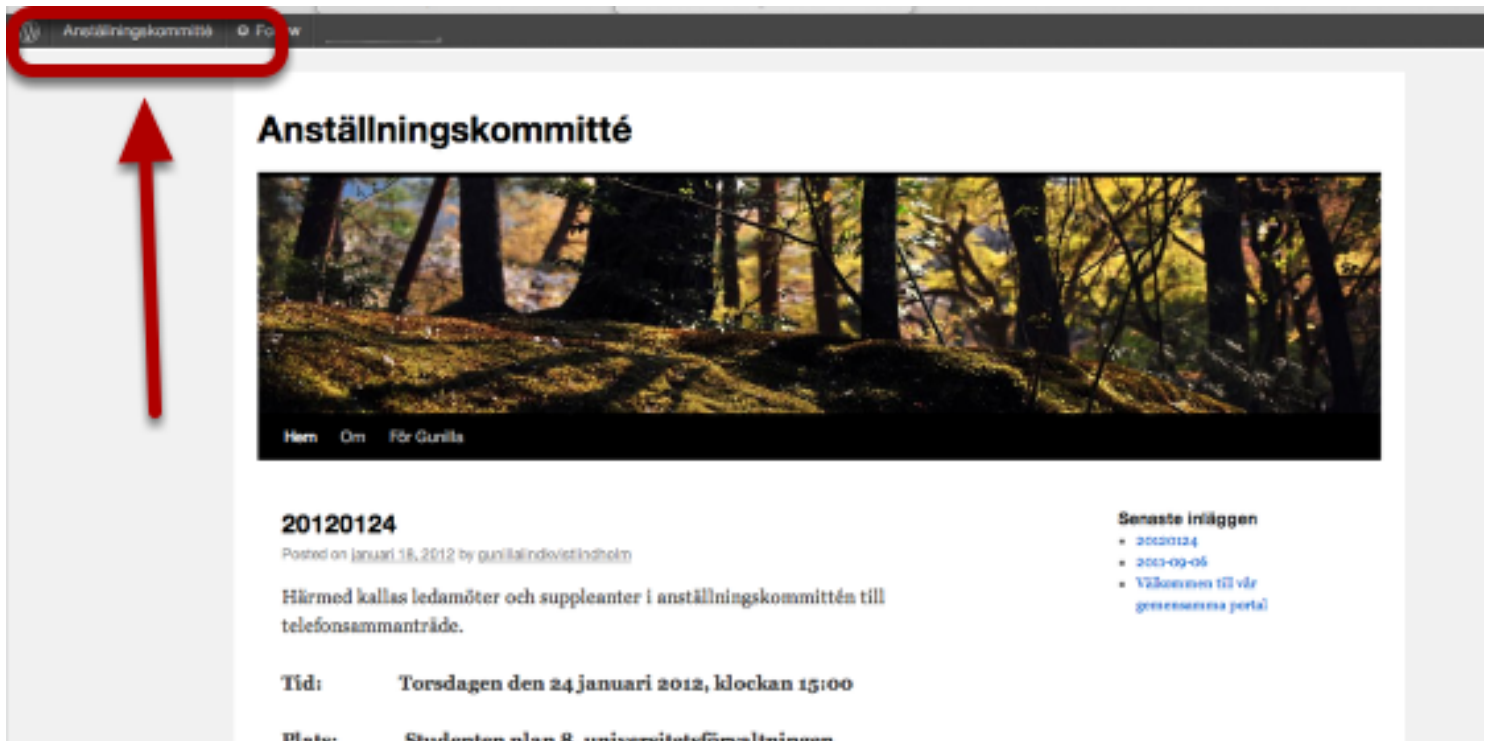
Logga in med dina detaljer

Hitta din *anställningsblog' - på höger sidan, längst upp



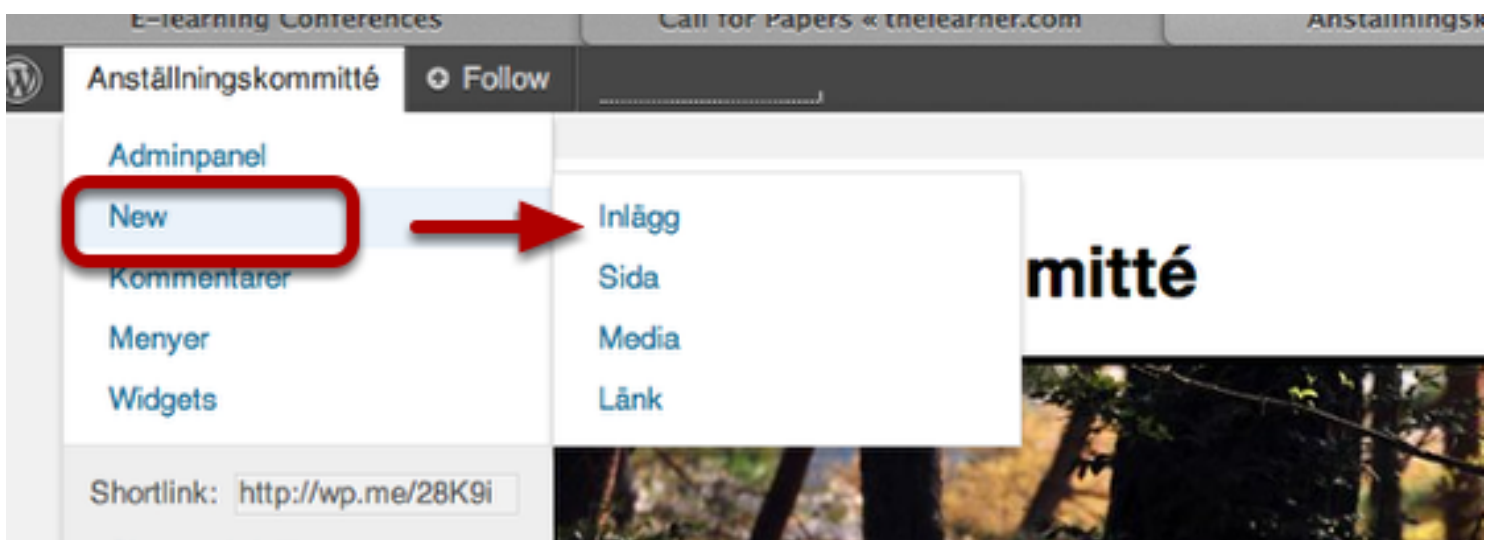
Klick på din blogg för att komma till din kontrollpanel

Nu ser du din 'Anställningsblogg'



Så ser den ut för den som ska klicka på länken för att komma till den. MEN enbart du kan ändra saker i den. För att kunna göra det ska du klicka längst upp till vänster. Rör musen över den, sedan ser du undermeny

Välj NEW, samt INLÄGG



När du klicka på inlägg, kan du förbereda dig att klistra in din word dokument

Klistra in datumet och dokument

The screenshot shows a forum interface for 'Anställningskommitté'. The main heading is 'Skapa nytt inlägg'. Below it is a text input field labeled 'Ange rubrik'. A red arrow points from a grey callout box 'Skriv datumet här' to this field. Below the title field is a rich text editor toolbar with icons for bold, italic, link, etc. A red arrow points from a callout box 'För att länka din mapp' to the link icon. Below the toolbar is a text area with the instruction 'Här ska du klistra i din text'. A red arrow points from a callout box 'Markera text som ska länkas' to the text 'Markera ordet' which is highlighted in blue. Another red arrow points from a callout box 'Markera text som ska länkas' to the text 'för att sedan kunna länka'.

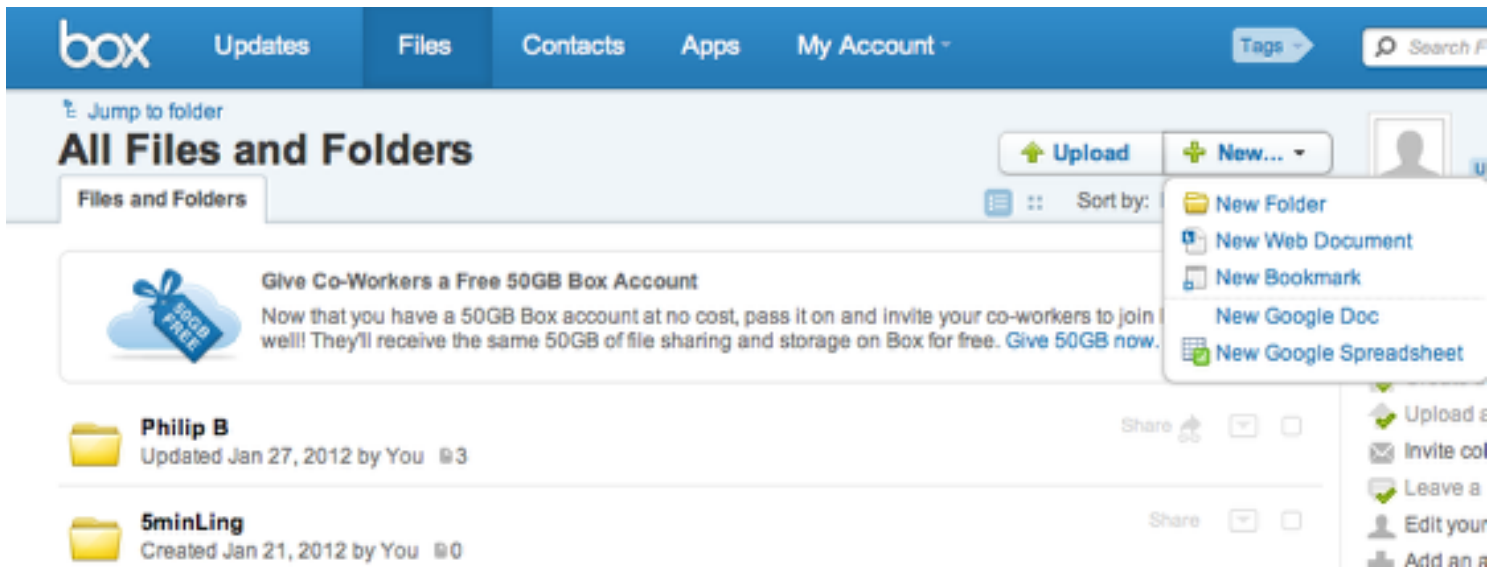
Samtidigt ska du ta dig till din online dokument förvaring

Navigera till: <http://www.box.com/>

The screenshot shows the homepage of Box.com. The navigation bar includes 'Log In' and 'Sign Up' buttons. A red arrow points from the 'Sign Up' button to the 'Log In' button. The main content area features the headline 'Simple, Secure Sharing from Anywhere' and a 'Sign Up' button. Below the headline are icons for Microsoft Office files (Excel, Word, PowerPoint) and a refresh icon. The footer text reads 'TechCrunch: Fighting unnatural'.

Logga in med dina detaljer

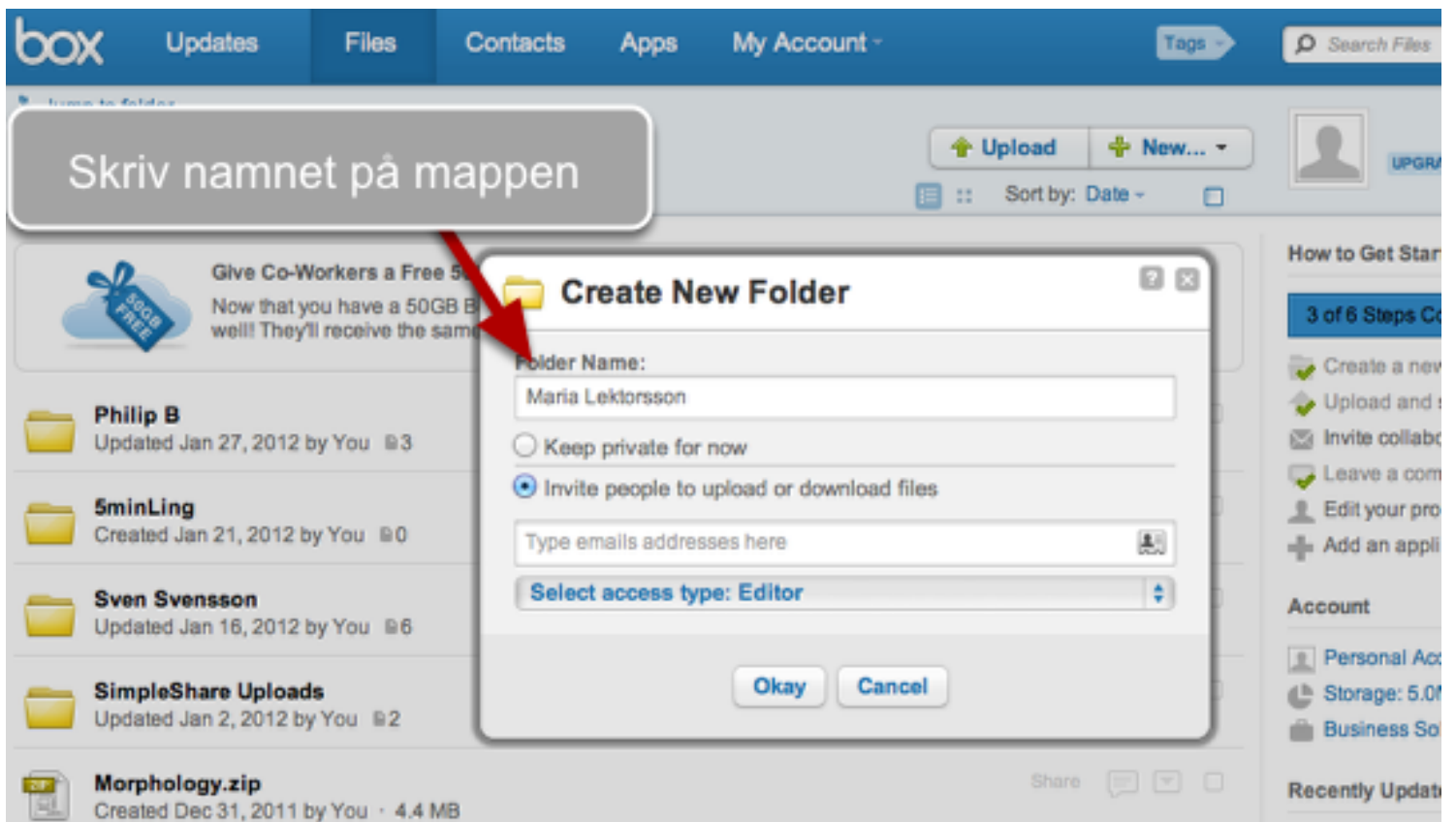
Skapa en ny mapp och ange ett namn t.ex Maria Lektorsson



The screenshot shows the Box web interface. At the top, there is a navigation bar with 'box', 'Updates', 'Files', 'Contacts', 'Apps', and 'My Account'. Below this, there is a search bar and a 'Jump to folder' link. The main heading is 'All Files and Folders'. On the right, there are 'Upload' and 'New...' buttons. The 'New...' dropdown menu is open, showing options: 'New Folder', 'New Web Document', 'New Bookmark', 'New Google Doc', and 'New Google Spreadsheet'. Below the menu, there are several folders listed, including 'Philip B' and '5minLing'. A promotional banner for 'Give Co-Workers a Free 50GB Box Account' is also visible.

Klicka på NEW, och välj NEW FOLDER

Skriv namnet och sedan på Okay



The screenshot shows the Box web interface with a 'Create New Folder' dialog box open. A grey callout box with the text 'Skriv namnet på mappen' (Write the name of the folder) has a red arrow pointing to the 'Folder Name' input field in the dialog. The input field contains the text 'Maria Lektorsson'. Below the input field, there are two radio buttons: 'Keep private for now' (unselected) and 'Invite people to upload or download files' (selected). Below the radio buttons, there is a text input field for 'Type emails addresses here' and a 'Select access type: Editor' dropdown menu. At the bottom of the dialog, there are 'Okay' and 'Cancel' buttons. The background shows the same Box interface as the previous screenshot, but with a different set of folders listed, including 'Philip B', '5minLing', 'Sven Svensson', 'SimpleShare Uploads', and 'Morphology.zip'.

Snart är det dags att ladda upp filerna i mappen

Välj mappen

Jump to folder

All Files and Folders





Files and Folders

Upload New...

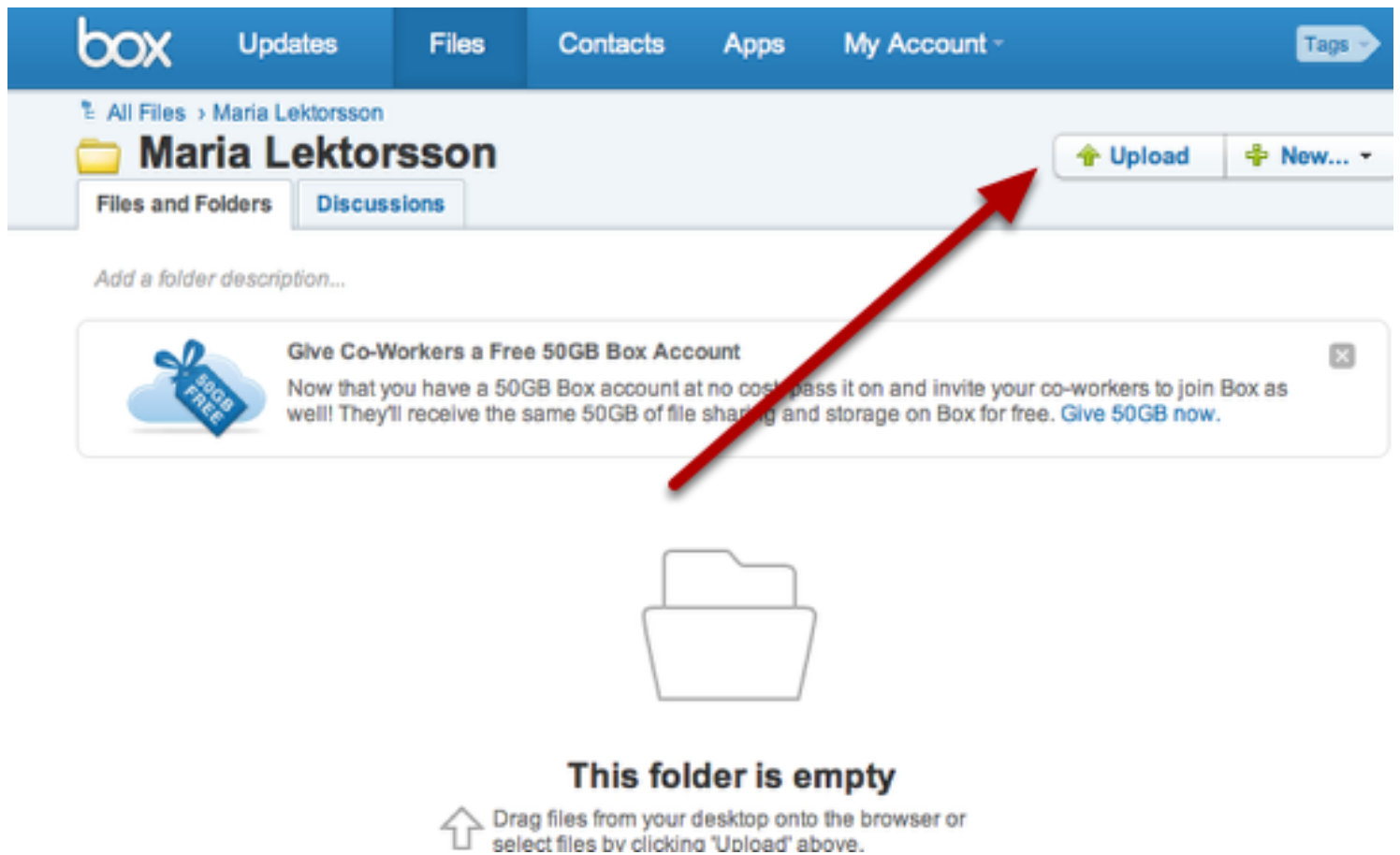
Sort by: Date

The folder "Maria Lektorsson" was successfully added to your Box
Tip: You can invite collaborators to securely share files inside this folder.

Give Co-Workers a Free 50GB Box Account
Now that you have a 50GB Box account at no cost, pass it on and invite your co-workers to join Box as well! They'll receive the same 50GB of file sharing and storage on Box for free. [Give 50GB now.](#)

	Maria Lektorsson Created Feb 10, 2012 by You 0	Share	<input type="checkbox"/>
	Philip B Updated Jan 27, 2012 by You 3	Share	<input type="checkbox"/>
	5minLing Created Jan 21, 2012 by You 0	Share	<input type="checkbox"/>
	Sven Svensson Updated Jan 16, 2012 by You 6	Share	<input type="checkbox"/>

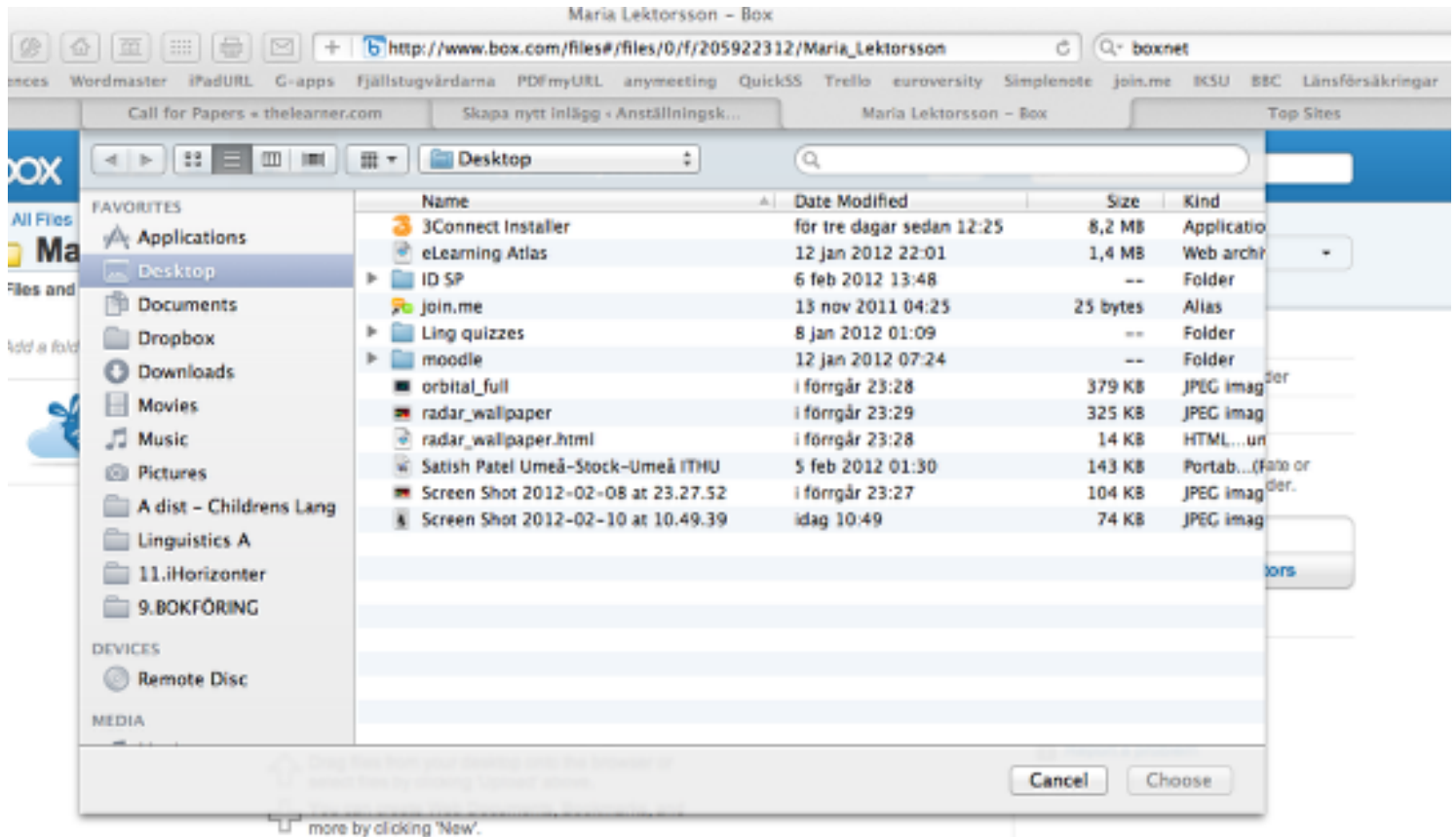
Nu är du i mappen - som heter Maria Lektorsson



The screenshot shows the Box web interface. At the top, there is a navigation bar with the 'box' logo and links for 'Updates', 'Files', 'Contacts', 'Apps', and 'My Account'. Below this, the breadcrumb path is 'All Files > Maria Lektorsson'. The main heading is 'Maria Lektorsson' with a folder icon. To the right of the heading are 'Upload' and 'New...' buttons. Below the heading are tabs for 'Files and Folders' and 'Discussions'. A promotional banner for a 50GB free account is visible. In the center, there is a large folder icon and the text 'This folder is empty'. Below this, instructions state: 'Drag files from your desktop onto the browser or select files by clicking "Upload" above.' A red arrow points from the 'Upload' button to the folder icon.

Klicka på UPLOAD

En fönster dyker upp. Nu kan du välja dokument. För att välja mer än ett dokument samtidigt klicka du på CTRL på ditt tangentbord



Nu laddas upp dina filer

Ta dig tillbaka till dina Mapper

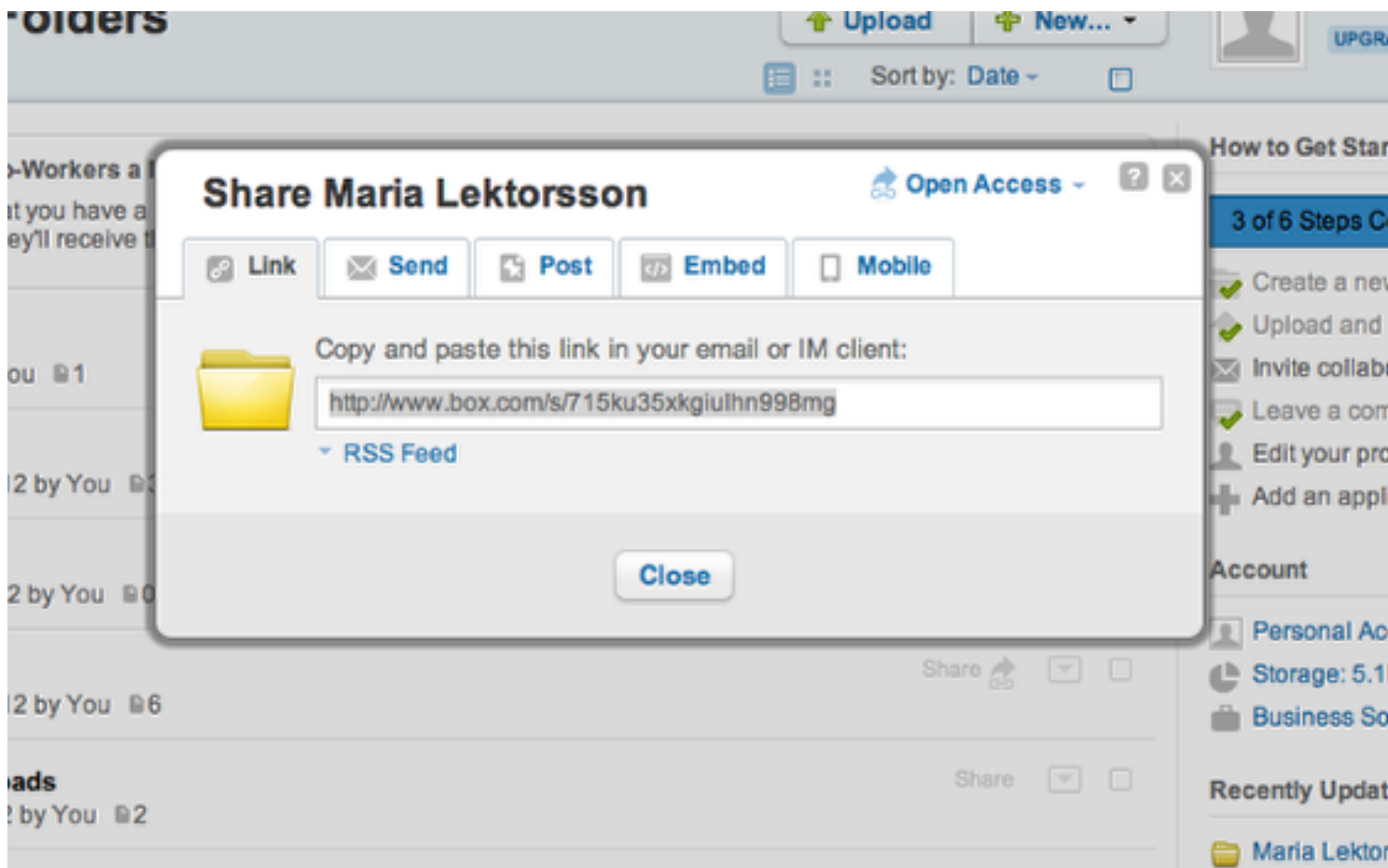
The screenshot shows the Box web interface. At the top, there's a navigation bar with 'box', 'Updates', 'Files', 'Contacts', 'Apps', and 'My Account'. Below this, the breadcrumb path is 'All Files > Maria Lektorsson'. The main heading is 'Maria Lektorsson' with a folder icon. There are buttons for 'Upload' and 'New...'. Below the heading, there are tabs for 'Files and Folders' and 'Discussions'. A message banner says '"Screen Shot 2012-02-08 ..." successfully uploaded.' with options to 'Send' or 'Invite to folder'. Below that is a promotional banner for 'Give Co-Workers a Free 50GB Box Account'. At the bottom, a file entry is shown: 'Screen Shot 2012-02-08 at 23.27.52.JPG', 'Created Today', '101.3 KB', with 'Share' and other icons. A red arrow points to the folder icon next to the name 'Maria Lektorsson'.

Dags att skaffa LÄNKEN till mappen

The screenshot shows the 'All Files and Folders' view in Box. A list of folders is displayed, including 'Maria Lektorsson', 'Philip B', 'SminLing', 'Sven Svensson', 'SimpleShare Uploads', and 'Morphology.zip'. A red arrow points to the 'Share' button next to the 'Maria Lektorsson' folder. A context menu is open over the 'Share' button, showing options like 'Open', 'Upload to this Folder', 'Download Folder', 'Share', 'Add Tags', 'Folder Properties', 'Move or Copy', and 'Delete'. A sub-menu is open over the 'Share' option, showing 'Invite Collaborators', 'Get Link to Folder', and 'Send Link to Folder'. A red arrow points to the 'Get Link to Folder' option.

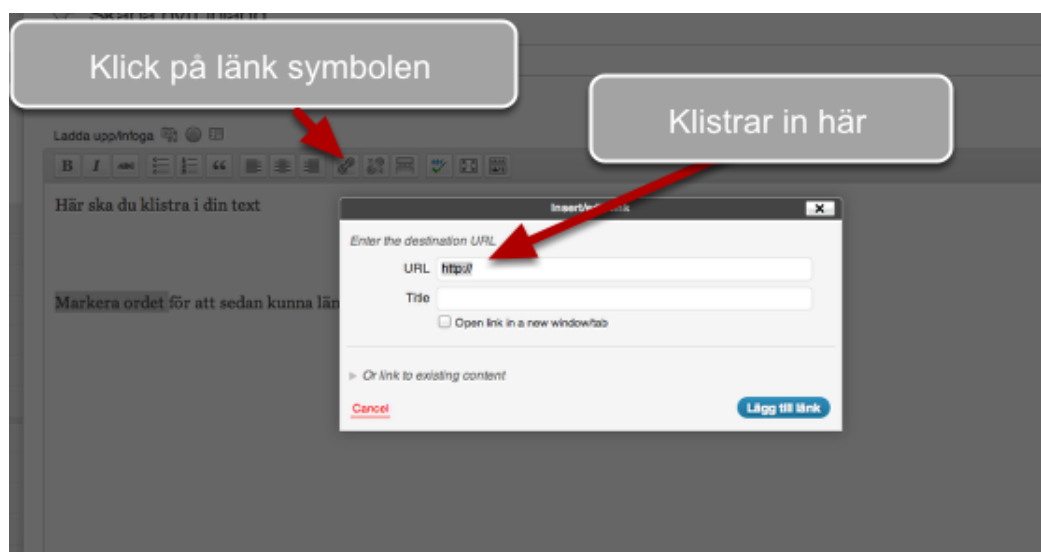
Click på SHARE till höger. I undermenyn hitta du GET LINK TO THIS FOLDER

Nu har du länken. Kopiera den



Dags att ta dig tillbaka till Anställnings Blogg

Nu ska du länka mappen till den tidigare markerad ord. Klick på länk symbolen



Nu klistrar du in länken, och sedan LÄGG TILL LÄNK

OBS! Glöm ej att SPARA eller PUBLICERA

Permalänk: <http://anstallning.wordpress.com/2012/02/10/50/> (Redigera)

Ladda upp/Infoga

Här ska du klistra i din text

[Markera ordet](#) för att sedan kunna länka

Spara **Publicera**

Publicera

Spara utkast

Status: Ukast (Redigera) Synlighet: Publik (Redigera) Publicera direkt (Redigera)

Förhandsgranska

Publicera

Dags att kolla att allt är klar

Redigera inlägg Skapa nytt

Inlägg uppdaterat. [Visa inlägg](#)

DATUMET HÄR

Permalänk: <http://anstallning.wordpress.com/2012/02/10/50/> (Redigera) (Visa inlägg) (Hämta kortlänk)

Ladda upp/Infoga

Här ska du klistra i din text

[Markera ordet](#) för att sedan kunna länka

Klick på VISA INLÄGG



Om du behöver hjälp, hör av dig.

mvh
Satish 0736 320184