

## Help Guide for the Outreach Connection Web site (OCW)

This Web site is intended to be an ongoing resource to outreach and educational professionals. You may use the site to find contact information for other professionals, to track event dates of interest, and to find outreach materials that might be of use to you and your program. Included in this Help Guide is general information for anyone who wants to download information from this site. If you are not yet a site member but you want to become one, there is also information below for you. If you are a registered site contributor, there are guidelines if you need assistance uploading information to the site.

- 1) How to find and download information to your computer
- 2) How to register to be a member on the site and to add contacts and organizations
- 3) How to contribute and upload resources to OCW
- 4) How to add an event to the OCW calendar

### 1) Find and Download Information

- Click on the Resources search topic or do a quick search from the main page.
- Either of these searches will bring back a brief description of the resources that fit your search.
- To view all OCW resources, do not fill out any search criteria, and then hit Search.
- To get more information on the resource including downloads, you need to click on the Resource Title.
- The next screen will show more detail and list any Associated Files. Click on those files to see them displayed on your Web browser.
- To save the pdf, click Save a Copy on your Web browser, or select, File: Save Page As.
- Some resources do not have documents to download and may provide a Web site to visit instead.

### 2) Become a Member

- Go to <http://outreachconnection.org/ocw/html/> and click on REGISTER in the center of the bottom of the page.
- After registering to edit the site by filling out the online form, you will be sent an automated e-mail giving you more information.
- You are now a site editor, but your contact information and your organization's information are incomplete. After you fill these out, you may add resources and calendar events to the site.
- Click the ADD/EDIT link on the top right hand part of the Main page to complete your contact and organization information.
- After logging in, find the Organizational Directory to complete the contact and address information for your company or organization. Click Edit.
- Create an individual profile under the Individual Directory for all personnel at your organization that you want to be listed as contacts. (Your editor profile is separate from the contact profile and will not show up in the contact list.)

### 3) Upload Resources to the OCW

- Sign in to Add/Edit at the top right hand part of the page <http://outreachconnection.org/ocw/html/>
- If you don't remember the password, you may ask the system to send you a reminder.
- Find the Resource List to add listings for written materials (newsletters, brochures, posters, booklets), Web sites, training programs, etc. To add a resource, under

Resource List click ADD. Fill one out for each resource your organization has prepared for use in its outreach program.

- Fill in the form and use the hint links if needed.
- Other Potential Distributors is a good place to paste a web address.
- You may also upload the resource documents to the site. Next to New Files, hit Click to Upload (remove your pop-up blocker if necessary).
- Click Browse and then navigate to where you have your file saved on your computer and click Upload. Name the file as you want it to appear in the resources. You can do this for up to three files at a time.
- Help Creating a PDF: You may upload any file format but if it is a pdf then it is more likely to be readable from any computer. Let the site managers know if you need assistance with this conversion. If you do not have a pdf creator then you can download the Adobe PDF Creator and create up to 5 for free, or find different version that is always free such as PrimoPDF. If you have a pdf creator but don't know how to use it, open the document, choose to print it, and select your pdf creator as your printer.

#### 4) Add an Event

- The procedure for adding events is similar to adding resources to the OCW. After entering the Edit pages find the Calendar category and choose either School Event or Group Event to add information that will be displayed on the calendar. Events may include presentations, workshops, conferences, fairs, celebrations, etc.
- Note - an outreach activity to school aged children at a public venue is still called a Group Event. School events are those actually conducted in a classroom, an assembly, or a school function.
- If you are posting an event that lasts over a week, it is best to limit the number of days you post it to keep the Calendar from looking messy.
- To make the event show up on the Calendar view and not just the Events List, the event must have a start and an end date (not just one or multiple dates).

Please contact the OCW site administrators if there are any other questions or suggestions.