

Inspired Social

A quick introductory guide

Seye Olajide version 0.1
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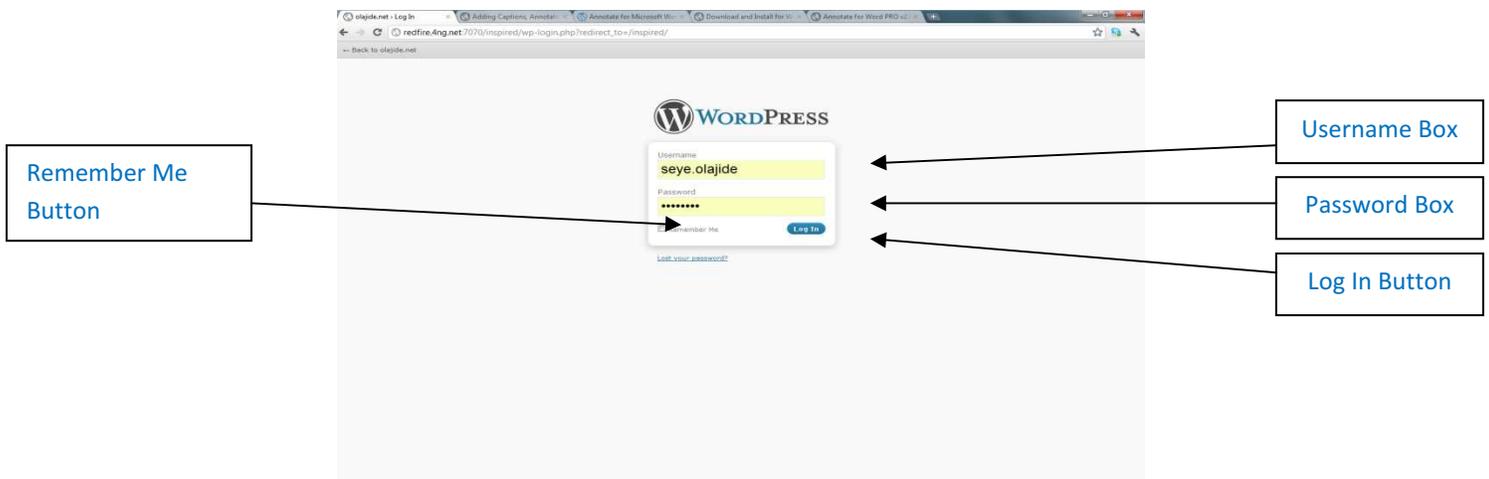
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How to use Inspired Social

Welcome to Inspired Social! This guide will give you a quick step-by-step instructions on how to use Inspired Social. This tour will highlight all of the individual features and utilities of this social networking tool to get you started.

1. Getting Started

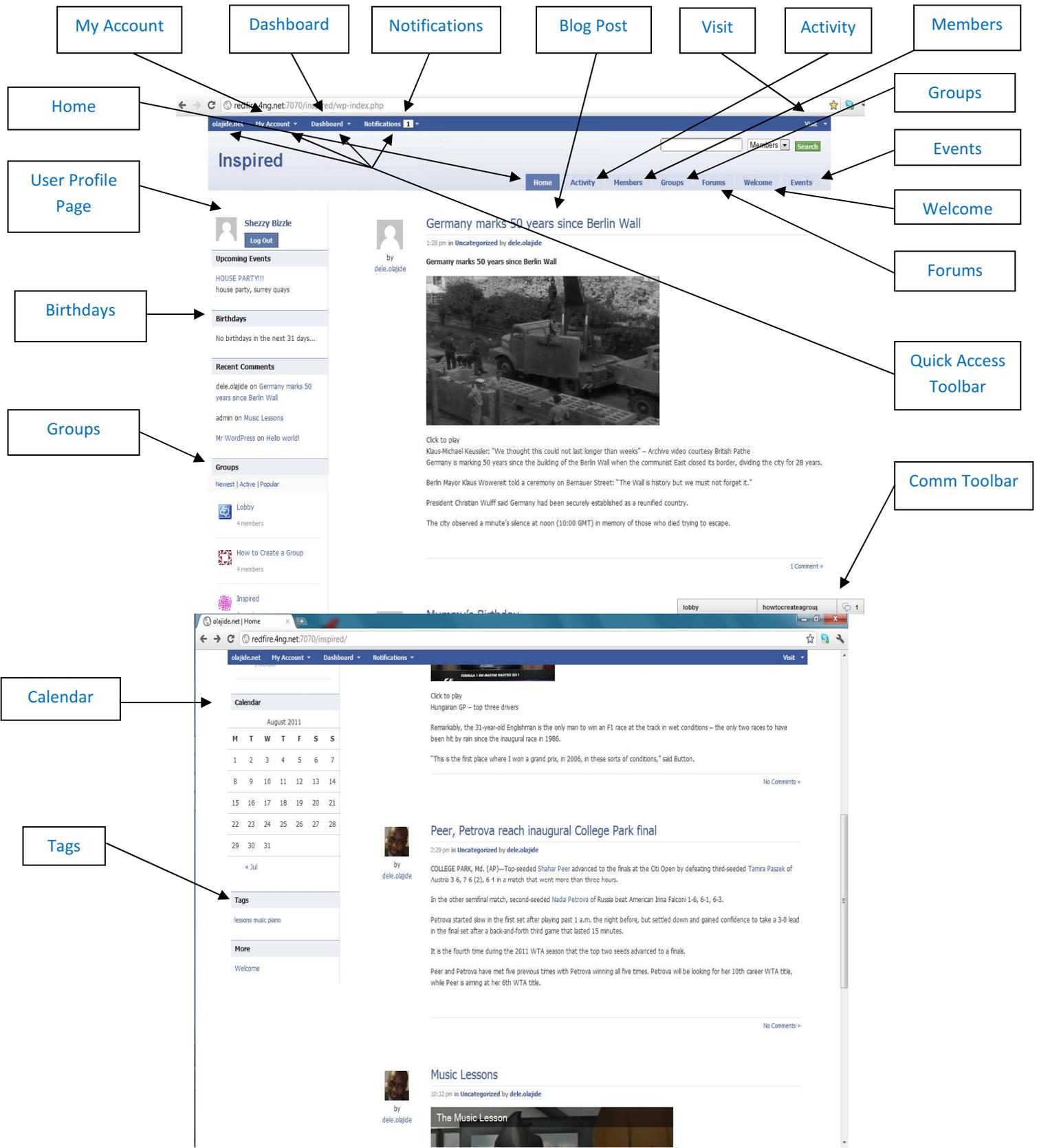
If you are privileged enough to have been accepted as an inspired social member, you would have been provided with a user name and password that will grant you access to your home page. Your log in screen should look like this



Type in the username and password into the respective username and password type boxes and click the [Log in Button](#). You can click the [Remember Me Box](#) if you want your web browser to remember this information. This is not advisable if you are accessing the service from a public computer as your login details will be saved as a cookie and someone who isn't you may be able to gain access to your page.

2. Layout

As soon as you have logged in you should now be brought to your Home Page, below will be annotated look of your home page highlighting the general layout and where specific features are placed. I will be going into specific details about each utility that you will have access to from your home page a little later



From your home page you will notice four clickable buttons at the top of your screen, the home button, my account, and dashboard. This is the Quick Access toolbar, almost all functions on inspired social can be accessed from here.

By clicking the home button both on the top left and also on the right of the screen will always bring you back to your home page.

By highlighting the [My Account](#) button, you will see a drop down box



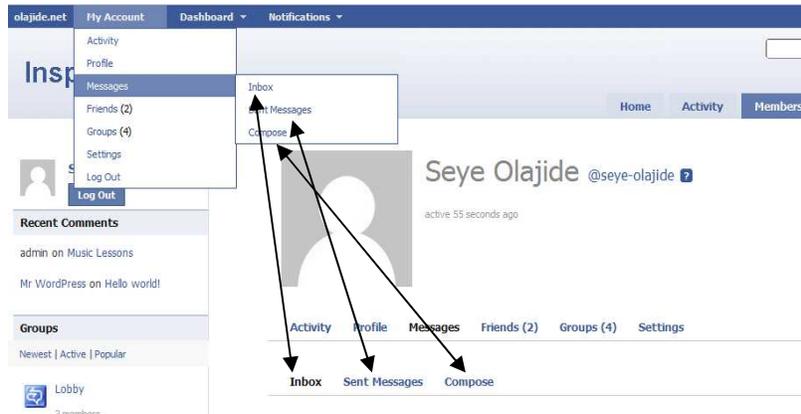
By highlighting the activity bar , another drop down box will appear showing you all the different inspired social spaces where you can monitor the activity of yourself, your friends, any groups that you have joined as well.

Highlighting the Profile button will give you the option to edit any information that is visible on your personal profile to other members. You will also be able to change your avatar picture from here as well.

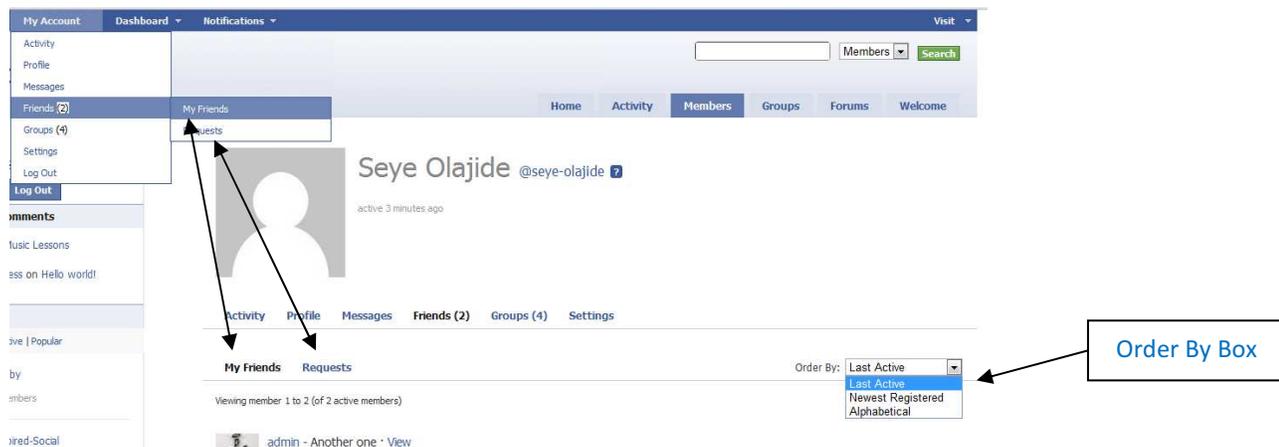


By highlighting the messages bar you will have the options to view your inbox, view your sent messages, and compose a new message. You will also notice that on the pages you view there will be shortcut links to to the various features you want to use. For example, when you

highlight [My Account](#) and then press the mouse button over [Messages](#) you will be brought into your messages page and it will look like this.



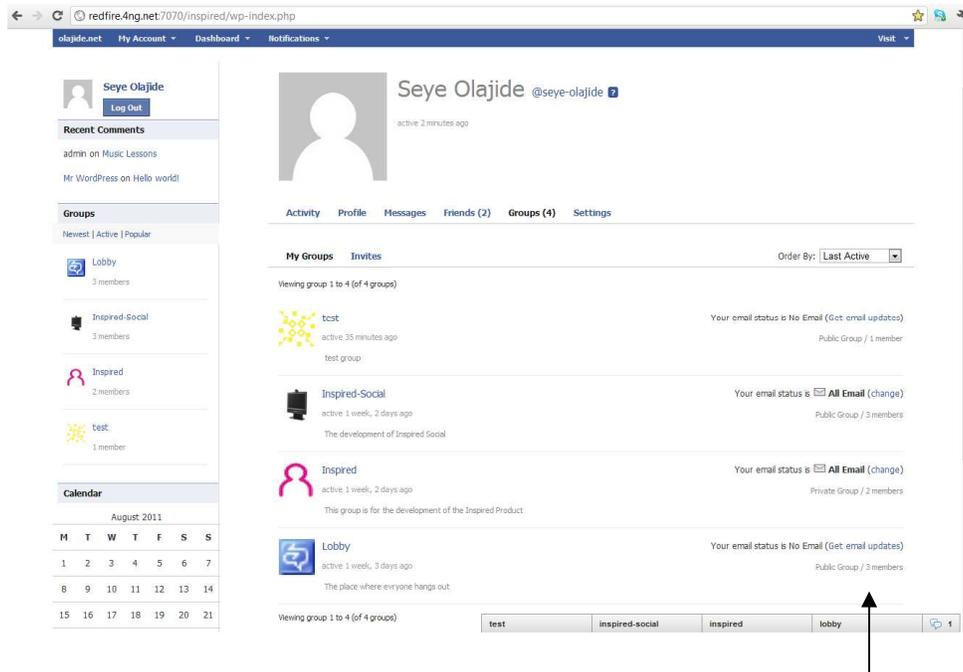
When the [Messages](#) bar is highlighted again, you will notice how the features on the drop down box are also available on the actual messages page as well. These options will always be positioned here regardless of whether you are browsing through recent activity or looking at group or editing your personal setting.



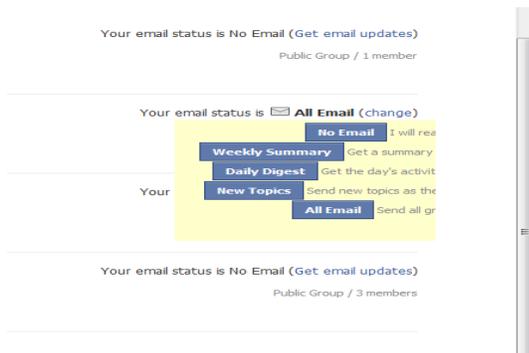
The above photo is what your friends page should look like, where you can view all of your current friends or requests made by others to become your friend. All of your friends pages are accessible simply by clicking on their names. You can also sort through your friends in preference of whoever was last active, the newest member to join or by their name in alphabetical order. This is done with the [Order By](#) box found on the right of the screen.

By highlighting [My account](#) and clicking on [groups](#), you will be brought to your groups page which will show you all of the groups that either yourself or other members have created that

you are able to join. Groups can have different permissions attached to them and so you maybe only be able to join a group with the approval of the groups creator or someone with admin responsibilities. There are also groups that can be made private and therefore will be completely hidden to you. It is only possible to join these groups by invite only. This would appear on your notification page.



You will also notice that to the right of each group listed, you will have the ability to regulate how your email notifications regarding the group are handled as well.



By selecting No email, you will not receive any emails regarding activity in that group.

By selecting Weekly Summary, you will be sent an email weekly detailing the activity made in that week.

By Selecting Daily Digest, you will receive an email daily with all of the days activity logged.

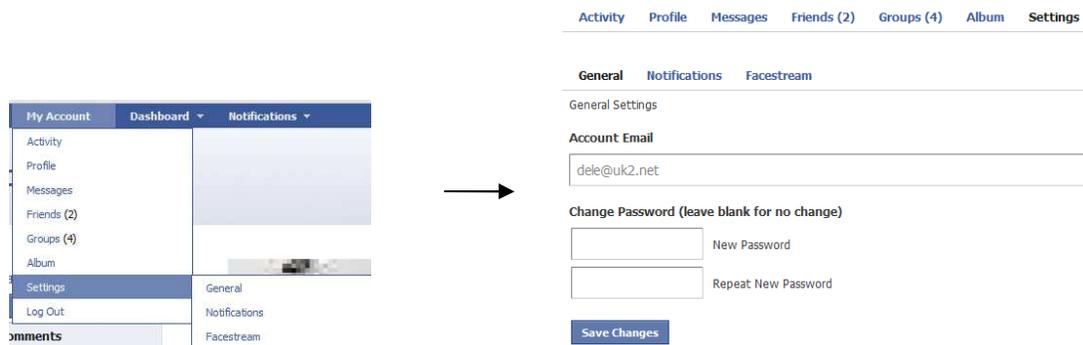
By selecting New Topics, you will receive an email only when a new blog post has been published on that groups main page.

By selecting All Email, you will receive a notification email whenever you receive new messages or when someone has posted either on your personal page or in any group you are a member of.

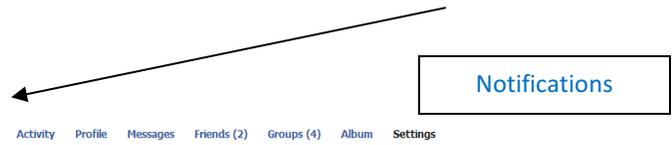
3. Settings

From the general settings page, you will be able to change the email address where your notifications will be sent to you regarding activity on your Inspired social page, change the password that you were initially provided with. From here you will also be able to specify specific notifications that your would like to have sent to your email account such as when you receive a new message or request or when someone has uploaded a new document. Inspired social also shares connectivity with facebook, from here you will be able to specify which notifications made on facebook will, will be accessible on your inspired social page.

To access your settings, highlight My Account on the top bar and click settings



From this page, you can change your password simply by typing your current one in the top box, typing your new one in the box below and click on save settings. By clicking on the [Notifications](#) tab on the general settings you will be able to customize which items of information regarding your page are emailed to your account. Simply click yes or no in the relevant boxes. Each item is ordered under your activity, messages, friends, groups and group forums. Click save settings at the bottom when you are done.



General **Notifications** Facestream

Notification Settings

Email Notifications

Send a notification by email when:

Activity	Yes	No
A member mentions you in an update using "@admin"	<input checked="" type="radio"/>	<input type="radio"/>
A member replies to an update or comment you've posted	<input checked="" type="radio"/>	<input type="radio"/>
Messages	Yes	No
A member sends you a new message	<input checked="" type="radio"/>	<input type="radio"/>



Activity Profile Messages Friends (2) Groups (4) Album Settings

General **Notifications** Facestream

Facestream setting

Permission
You already gave permission.
To disallow click the button below and choose "Deny"

Authorize with facebook

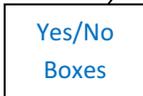
Options	Yes	No
Always check checkbox "To facebook"	<input checked="" type="radio"/>	<input type="radio"/>
Synchronize facebook items to my activity	<input checked="" type="radio"/>	<input type="radio"/>
Synchronize updates to my activity	<input checked="" type="radio"/>	<input type="radio"/>
Synchronize links to my activity	<input checked="" type="radio"/>	<input type="radio"/>
Synchronize photo's to my activity	<input checked="" type="radio"/>	<input type="radio"/>
Synchronize video's to my activity	<input checked="" type="radio"/>	<input type="radio"/>
Add my profile link after my facebook item	<input type="radio"/>	<input checked="" type="radio"/>

Filters
With filter you can decide what will be imported and what not.
By adding words in the "Good" filter only items with those words in it will be imported.
By adding words in the "Bad" filter items with those words won't be imported.

Filters (Items to activity)

Good filter (comma seperated)

Bad filter (comma seperated)

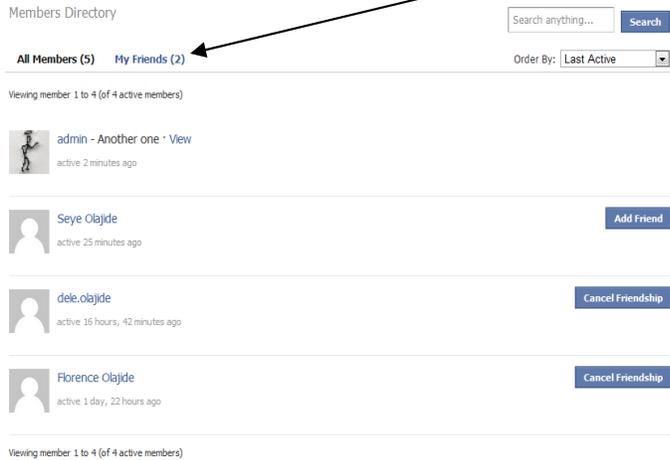


By clicking on the [Facestream](#) tab, you will be able to access the facebook functionality settings. Here you can first of all authorize the use of facebook information to be forwarded to your inspired social page and you can also customize which specific items will be visible again by clicking on the relevant yes and no boxes on the right of the page. There is also a filter system that allows your inspired social page to filter specific items of information or notifications that contain specified words. Simply type the words followed by comma in the bad filter box for items you want filtered and likewise, type words in the good filter box for notifications that you specifically want visible

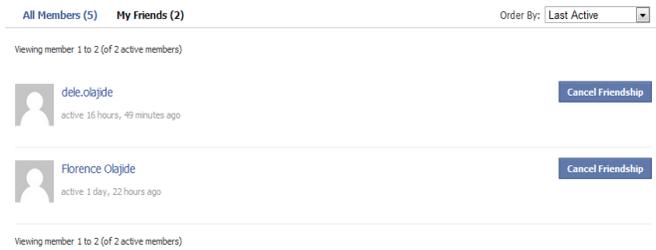
4. Connecting

Once your preferred settings are established, you are probably going to want to enrich your page, by viewing and adding members, creating your own group or join an existing one, creating or posting on an existing forum. You can create photo albums and adjust the settings to allow coments to be made on them.

My Friends Tab



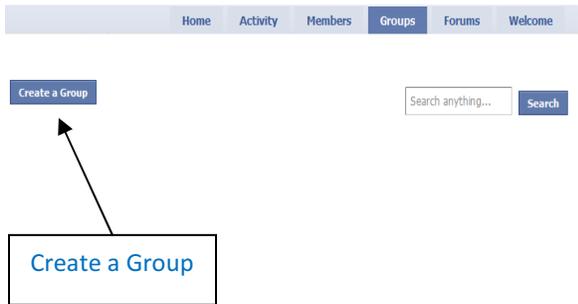
From the home page, clicking on the Members tab will bring you to this page. Here will be a list of all the members currently signed to your social group. Unlike other popular social networking tools, Inspired social allows you to differentiate members from actual friends. To request for a member to recognize you as a friend, simply click on the Add Friend tab that's listed on the right of the member's name. The member will receive the request on their notifications page. If they accept your request, their name will be added to [your My Friends](#) page which is accessible by clicking on the [My friends](#) tab.



Your [My Friends](#) page will look identical to the [All Members](#) page. From either page, you can cancel an existing friendship that you have with a member by simply clicking on the [Cancel Friendship](#) tab listed next to their name.

To create a group, from the home page, click on the [Groups](#) tab and then click on the [Create a Group](#) tab.

Groups



First of all you will need to give your group a name and brief description of what it is about. Simply type in the relevant information in the group name and group description boxes and when you are finished, click on the [Create Group and Continue](#) tab at the bottom.

Create a Group **Groups Directory**

1. Details 2. Settings 3. Avatar 4. Invites 5. Docs

* Group Name (required)

How to Create a Group

* Group Description (required)

This group is simply a demonstration of how a group is created on Inspired Social

Create Group and Continue

Create Group and Continue

The next page will now allow you to set up the specific settings that you want for this group. Using the boxes, you can select whether you want the group to be a public one that is available to all members, a private group which requires a membership request and approval from the group's creator or administrator to join, or a hidden that group that is only joinable after an invite is sent and is invisible to all other members except those that have been accepted. At the bottom, you will also be able to set the default email settings for new members. Members will be able to modify their email frequency on their settings page. When you are happy with the settings, click on the Next Step button at the bottom of the page.

Create a Group **Groups Directory**

1. Details 2. Settings 3. Avatar 4. Invites 5. Docs

Enable discussion forum

Privacy Options

This is a public group

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.

This is a private group

- Only users who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

This is a hidden group

- Only users who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

Email Subscription Defaults

When new users join this group, their default email notification settings will be:

No Email (users will read this group on the web - good for any group - the default)

Weekly Summary Email (the week's topics - good for large groups)

Daily Digest Email (all daily activity bundles in one email - good for medium-size groups)

New Topics Email (new topics are sent as they arrive, but not replies - good for small groups)

All Email (send emails about everything - recommended only for working groups)

The next step is to set the avatar picture that will be visible to members from their [groups](#) page. Simply browse your computer for a suitable image file by clicking on the [Choose File Tab](#). Once you have found the one you like, simply click on upload image. Once the picture is now visible, you can click on the [next step](#) tab at the bottom to continue

Create a Group **Groups Directory**

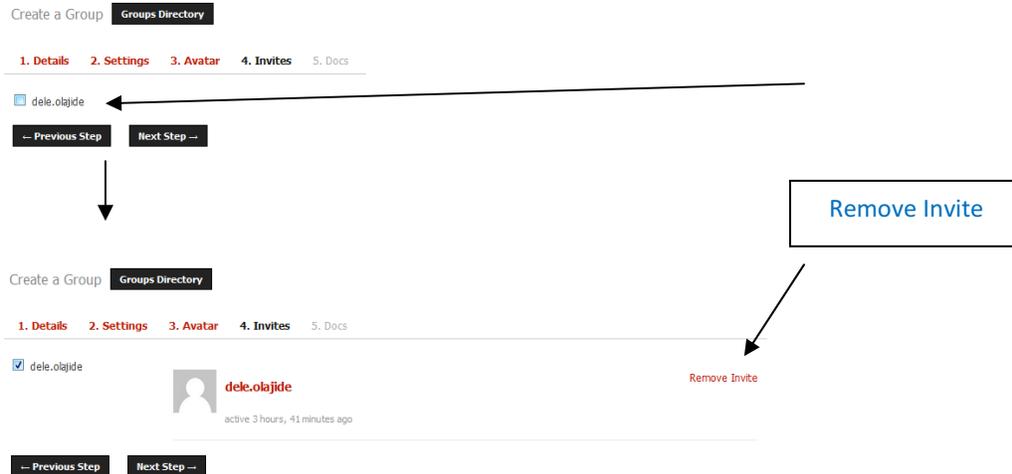
1. Details 2. Settings 3. Avatar 4. Invites 5. Docs

Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.

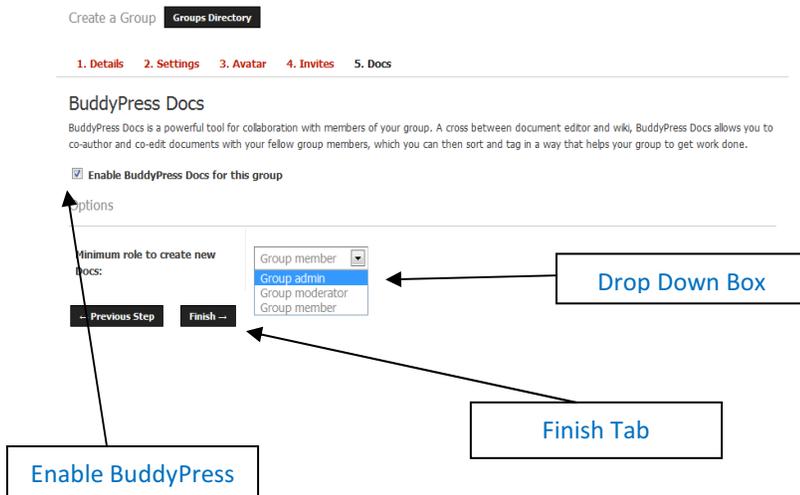
No file chosen

To skip the avatar upload process, hit the "Next Step" button.

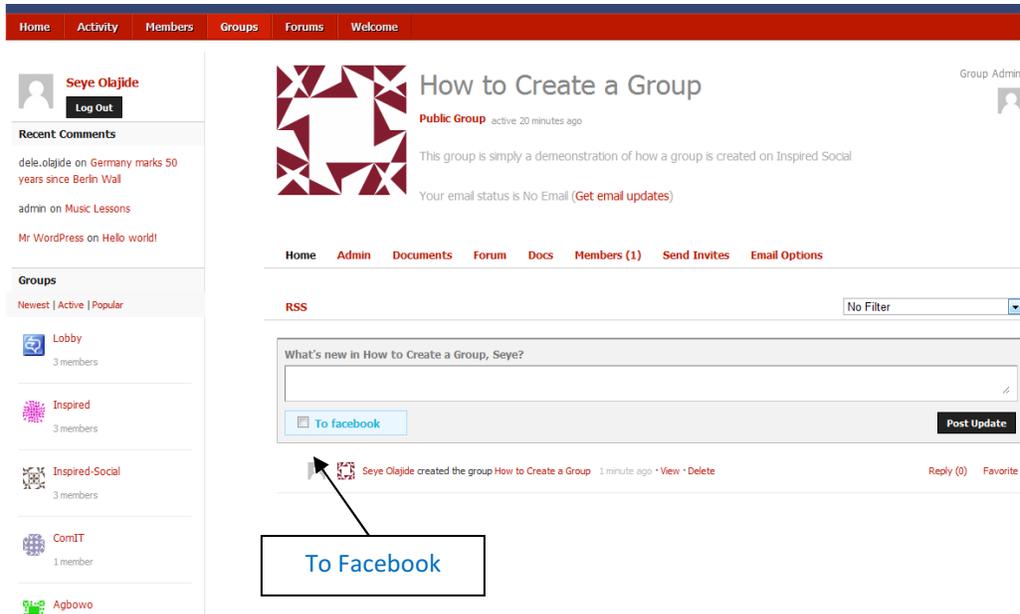
The next step allows you to invite members to your group. Simply click the tick box of the members you want to invite to the group and then press next step at the bottom. If there is a member that you wish to not invite anymore, simply click on the [Remove Invite](#) button on the right.



The last step in creating a group is deciding whether to enable the BuddyPress Docs feature which will allow yourself or members of your group to collaboratively create a document. This could be useful in creating wikis and encyclopedias or simply a space where people can bounce ideas off of each other.

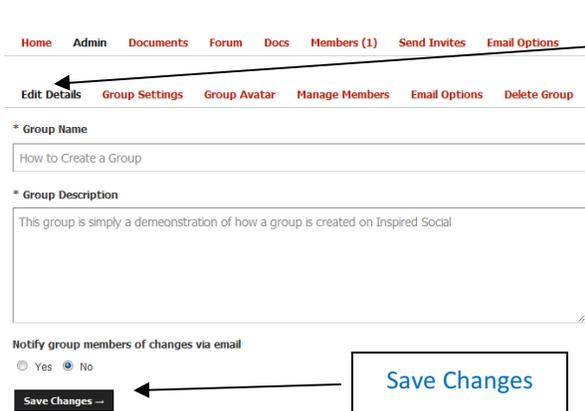


Click on the **Enable tick box** to enable buddypress docs as a feature of your group. You will then need to select who will have the ability to contribute to a collaborative document. This could be all group members, the group administrator or specific moderators. Select the option from the drop down box and then click on the **Finish Tab** when you are happy.

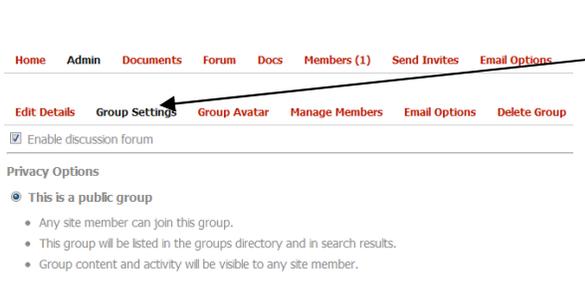


Your new Group is now created and will be listed with all the other available groups.

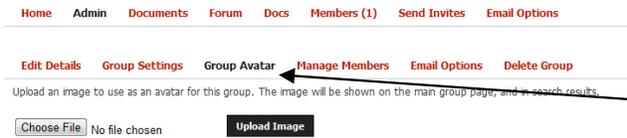
From your home page, you can post updates. You have the option to have the updates appear on your facebook page as well by clicking on the To Facebook tick box before you press the Post Update button



By Clicking on the Admin tab, you will be brought to the Edit Details page where you will able to edit the Group name and Group Description. When you are satisfied with the changes you have made, simply click the Save Changes tab at the bottom.



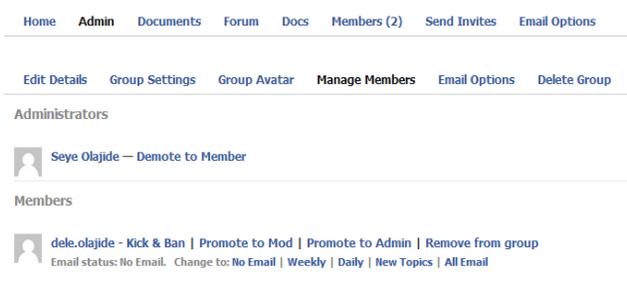
In Group settings, you will be able to modify any of the privacy settings or email subscription settings you made when you first created the group. After any changes, click on the Save Changes tab at the bottom.



Group Avatar

From the Group Avatar settings, you can change the image you currently have, simply browse your hard drive's files with the choose file tab, click upload image and again click on save changes at the bottom.

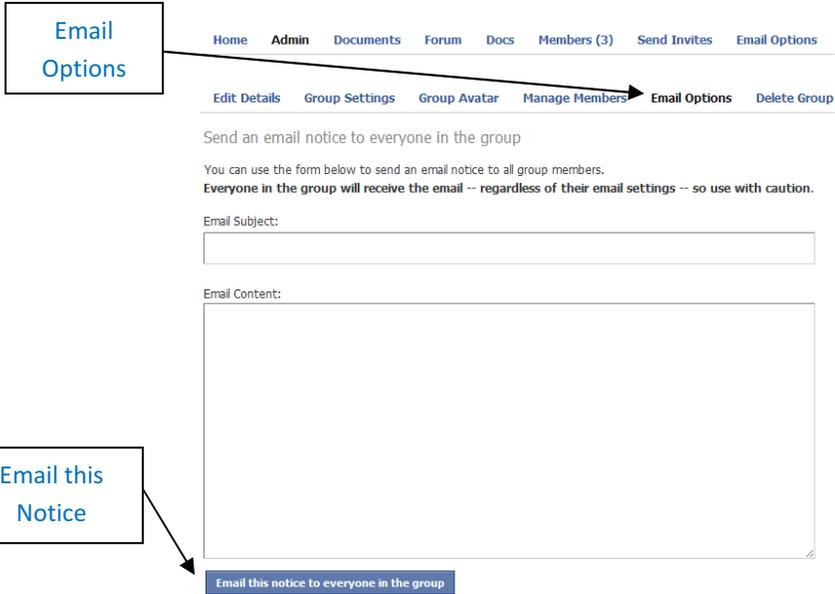
Manage Members



From the Manage Members page, you will be able to allocate specific responsibilities to members within the group. You can select whether certain members have admin or moderator status. You will also be able to ban current members from the group should you deem it necessary.

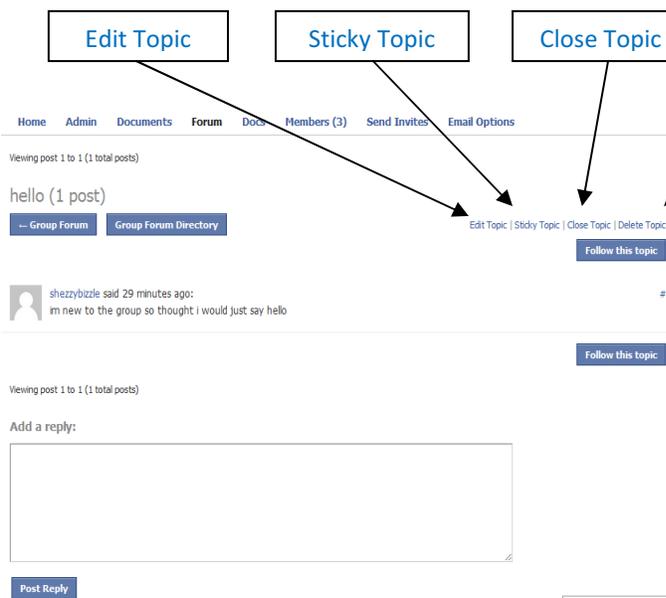
Responsibilites

- Administrators – This is the highest level of accesibility. You will have the ability to edit group details, group settings as well as manage members and send out group wide notification emails regardless of their members email frequency options. If the group is hidden or private, only the administrator can accpet pending membership requests



To send a group wide email, click on the **Email Options** button from the admin page. Enter a subject matter for the email and its content in the corresponding box below. When happy, press the **Email this Notice** button at the bottom.

- Moderators will have increased responsibility within the group. They will have the ability to edit group details as well as being able to moderate the group forums.

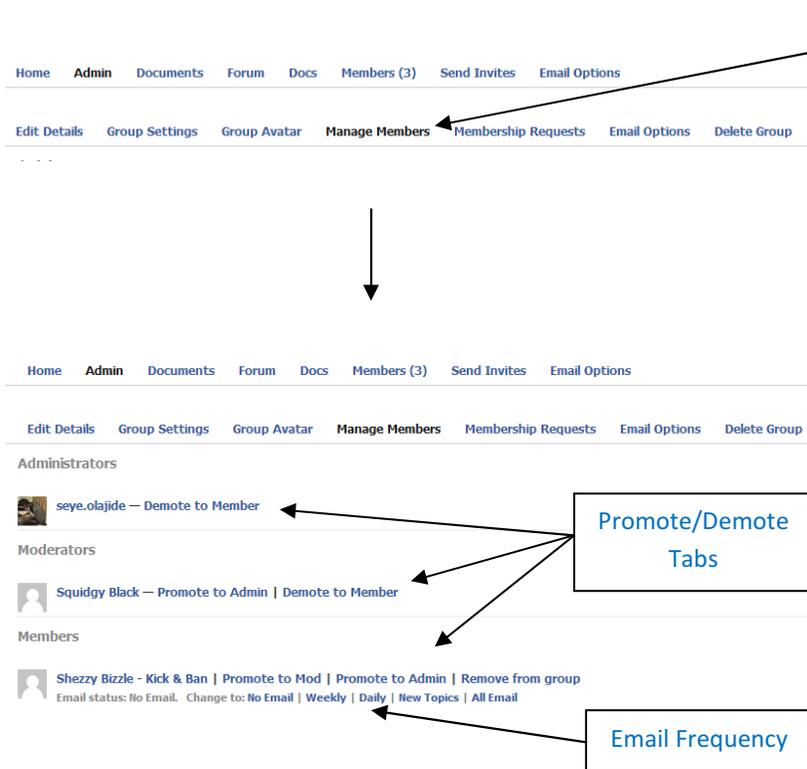


Using the tabs on the right, a moderators and admin can edit current topics with the **Edit Topic** tab, make the topics “sticky” with the **Sticky Topic** tab which preferences that particular forum of high importance and so will always be listed at the top of all available forums. You will also be able to close the topic with the **Close Topic** tab and prevent anyone from posting further or delete the topic entirely with the **Delete Topic** tab

Moderators will be able to send group membership invites to groups that are listed as private or hidden. The Admin however will only be allowed to accept anyone requested.

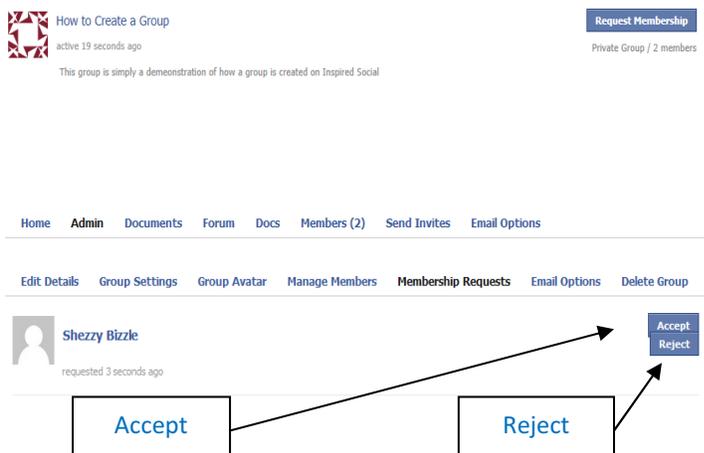
- Members will be able to write, post, and edit their own forum posts as well as contribute to buddypress docs(if given permission by admin).

To assign or change members responsibilities within the group (as Admin), click on the manage members tab.



Administrators, Moderators and Members will be listed in their relevant sections. To change responsibilities, simply click on the adjacent promote or demote tabs. You can also remove a member from the group by pressing the Remove from Group tab. Moderators can be promoted to admin or demoted to members and administrators can be demoted to moderators or members. Administrators can edit the email frequency that each individual member receives. This is useful if you want specific members to receive their email at a different frequency from the default settings set when the group was originally made.

To join a group that is private, you need to send a membership request.

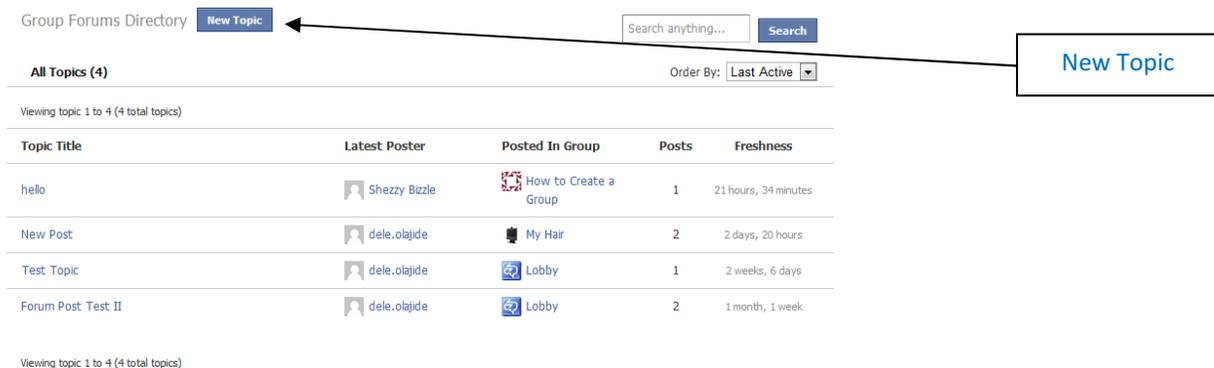


Click on the [Request Membership](#) located on the right of the Group's name. A new notification will be sent to the Admin of the group to let them know you have requested to become a member.

Membership requests are handled from the membership request page. Simply click on either the [Accept](#) or [Reject](#) buttons to accept or reject a membership request.

Forums

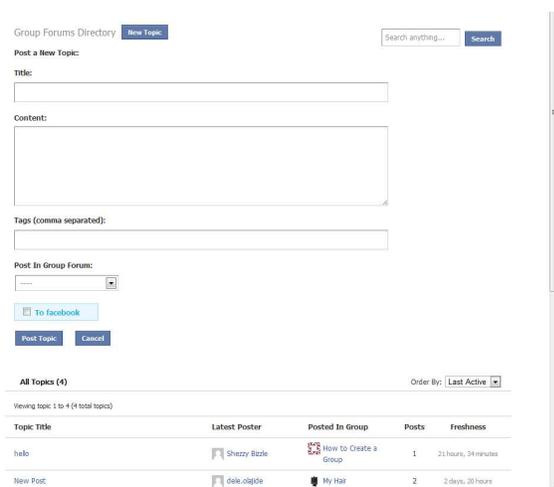
By clicking on the Forums tab from the home page, the page will list all current forums and which groups they belong to. Hidden and Private groups will not be visible on this page unless you are a member of that group



The screenshot shows the 'Group Forums Directory' page. At the top left, there is a 'New Topic' button. To its right is a search bar with the placeholder text 'Search anything...' and a 'Search' button. Below the search bar, the text 'All Topics (4)' is displayed, followed by 'Order By: Last Active' with a dropdown arrow. Below this, it says 'Viewing topic 1 to 4 (4 total topics)'. The main content is a table with the following columns: 'Topic Title', 'Latest Poster', 'Posted In Group', 'Posts', and 'Freshness'. The table contains four rows of forum topics. At the bottom of the table, it says 'Viewing topic 1 to 4 (4 total topics)'. A red box highlights the 'New Topic' button, and an arrow points from it to the 'New Topic' button in the top left corner of the screenshot.

Topic Title	Latest Poster	Posted In Group	Posts	Freshness
hello	Shezzy Bizle	How to Create a Group	1	21 hours, 34 minutes
New Post	dele.olajide	My Hair	2	2 days, 20 hours
Test Topic	dele.olajide	Lobby	1	2 weeks, 6 days
Forum Post: Test II	dele.olajide	Lobby	2	1 month, 1 week

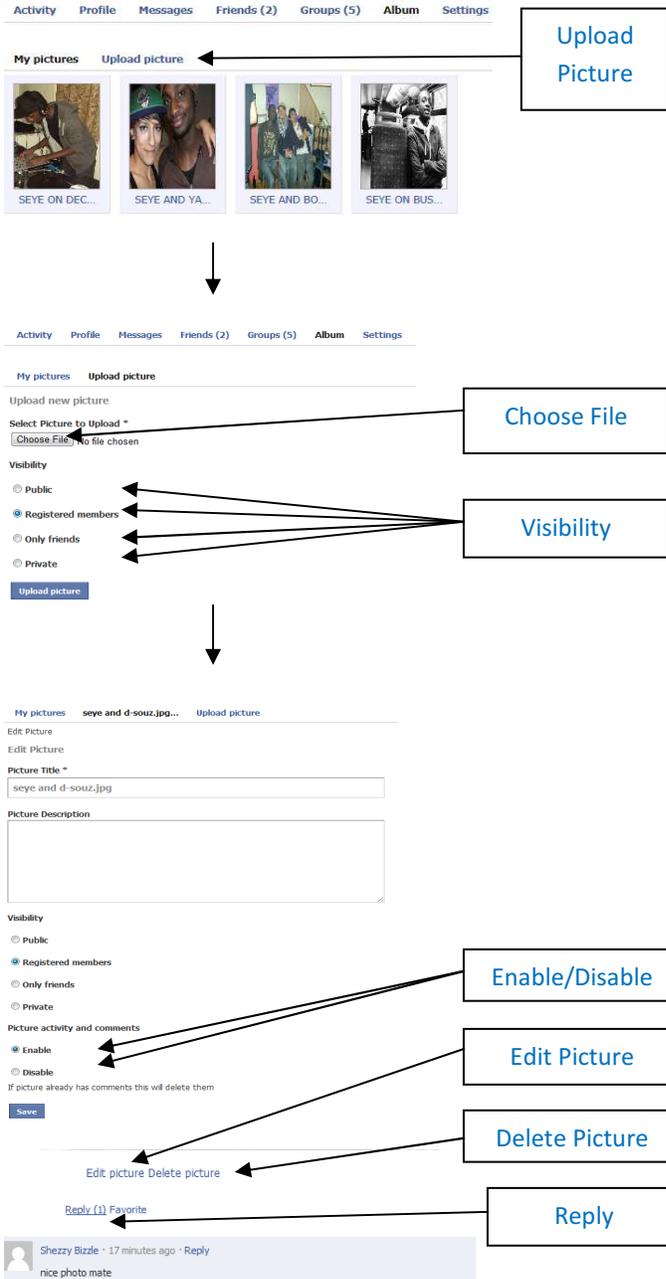
To create a new forum topic quickly, you can press the [New Topic](#) Button at the top of the page



The screenshot shows the 'Post a New Topic' form. It has a 'Title' field, a 'Content' field, and a 'Tags (comma separated):' field. Below these fields is a 'Post In Group Forum:' dropdown menu. There are 'Post Topic' and 'Cancel' buttons. At the bottom of the form, there is a 'To Facebook' button. Below the form, the 'All Topics (4)' section is visible, showing the same table of forum topics as in the previous screenshot.

Type the forum's title in the title box and its content in the content box. You can add tags (that have been separated by commas). Tags will give your forum post points of reference to which the forum post is associated. If these tag words are searched by yourself or other members, your forum post will come up as a search result. Click on the post in group forum drop down box and list of groups will appear for which you can have your forum topic posted in. You can also have this forum topic sent out as a notification

You can create photo albums to be viewed on your page as well. To add photos, highlight the [My Account](#) tab from the [Quick Access Toolbar](#) and click on Album. You can view your pictures as well as uploading new ones. You can view any comments made by click on individual photos. You can also set permissions on photos as to whether you would like your photos to be able to have comments left on them.



To upload a new picture, click on the [Upload Picture](#) link from your [Album](#) page. Click on [Choose File](#) to select an image from computer's hard drive. Once the file has uploaded, you can now select who will be able to have permission to view your photos in your album. Select the appropriate photo options from the [Visibility](#) click boxes and click on Upload Picture when you are done.

The next page will allow you to edit any photo details such as the photo's title and you can also add a description of the photo in the provided photo description box. You can also enable or disable photo comments as well as photo activity using the [Enable/Disable](#) click boxes. Click on [Save](#) when you finished selecting your preferred options.

If at any time you want to edit your photo settings, click on a photo and click the [Edit Picture](#) bottom located at the bottom. If you want to delete a photo, you can with [Delete Photo](#) link also located at the bottom. Any comments made by other members will be listed on the bottom. To post a comment, click on the [Reply](#) link.

Events

Depending on your membership responsibilities, you will be able to create an events page where you can detail the name, location and rsvp details. You can also customize your event listing so that it contains information fields that are specific to the event. For example if the event is a fancy dress party, you can create a checkbox field that lists all the items of clothing or food you are required to bring if you rsvp.

To create an event, click on the [Events](#) tab from the main page and click on [Create New Event](#)

Create New Event

Events

Home Activity Members Groups Forums Welcome **Events**

Events Directory **Create New Event**

All Events (1) My Events (1) Order By: Last Active

Main Body

Upload/Insert

Publish

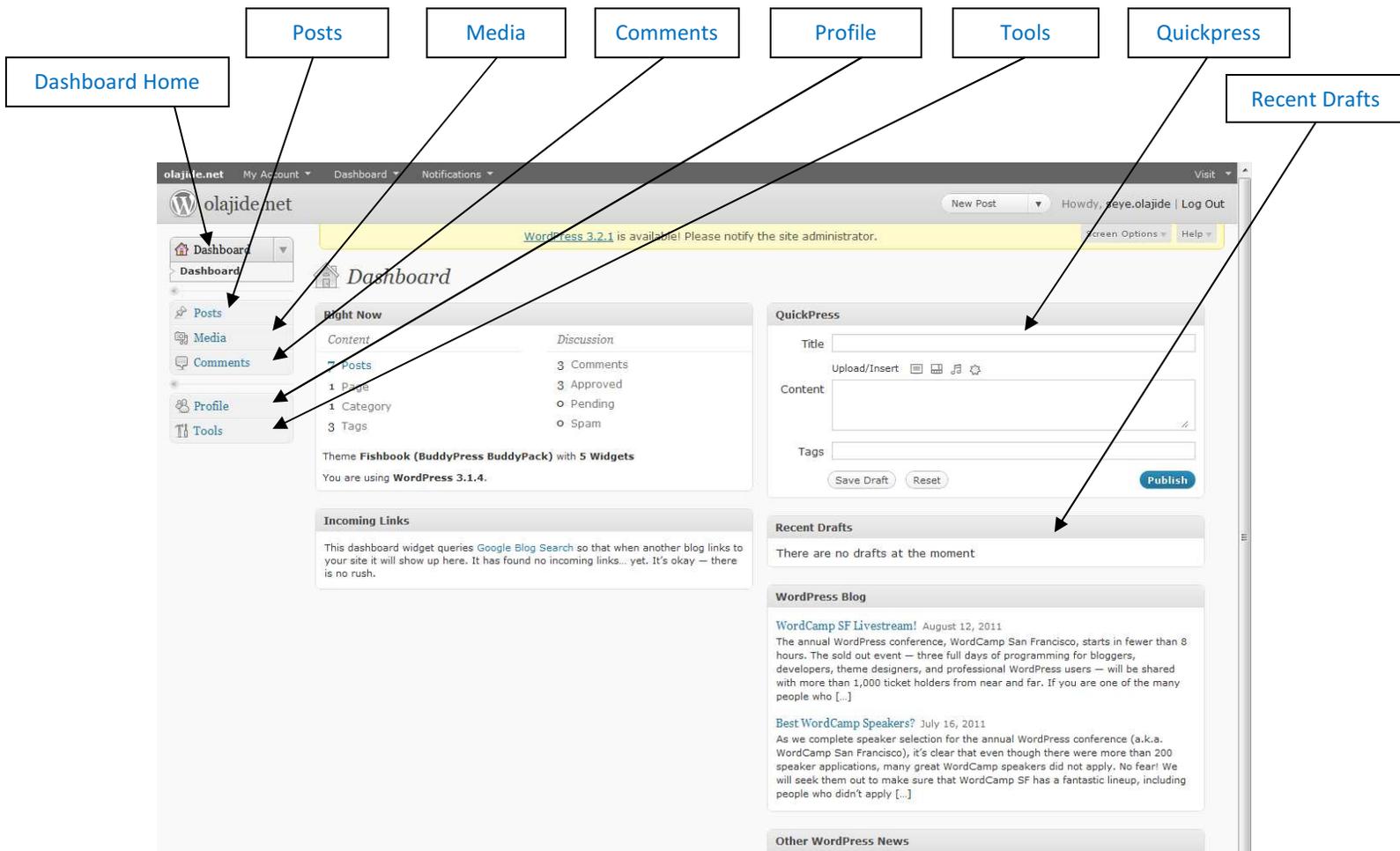
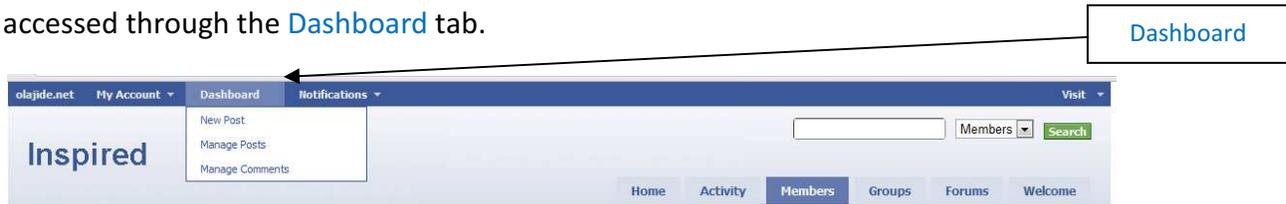
Add a new field

Repeat

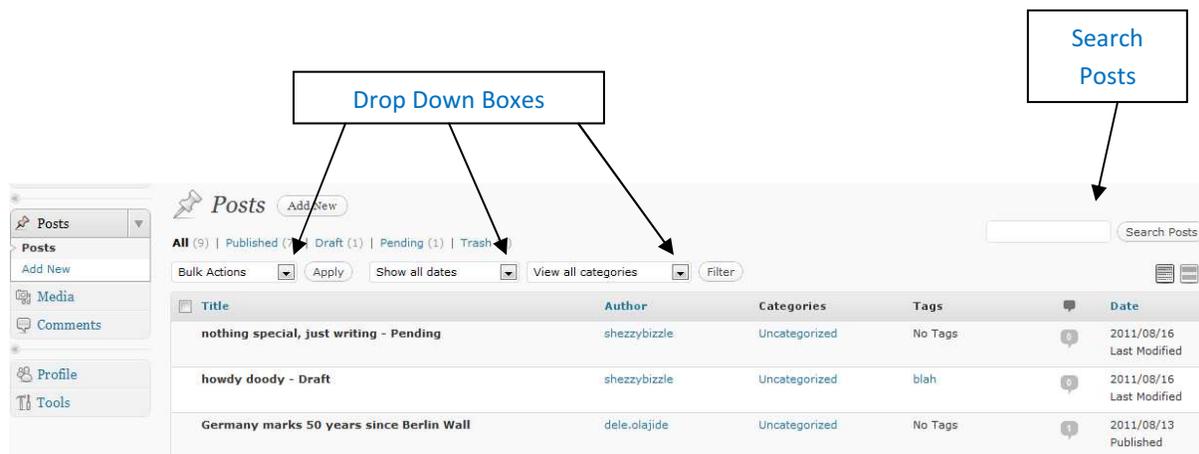
You use the relevant information boxes to type in the information about this event that you want visible to prospective attendees. The **Main Body** box also possesses various word processing tools such as page alignment, bulleting, and a spell check and word count. Adding media is also doable with the **Upload/Insert** buttons located just above the main item box. The thumbnail image will be the picture used to illustrate your event, and this will be visible to all members that have permission to view this event. To set your thumbnail image, click on the **Set featured image** tab located above the event map. If you enter an address in the where will it be held box, the interactive Google map screen will show the event's location. You can change whether the map is displayed as a coloured display map or as a satellite image using the map drop down box. If you are creating an event that will occur regularly, you can set the event to be repeated using the **Repeat** box. Here you can set the duration for when you want the event to be relisted. To add custom fields to the event description, click on [Add a new field...](#)

5. Blogging

Inspired social uses the software script Wordpress to handle all of the blogging features. It accessed through the **Dashboard** tab.



The Wordpress Dashboard is your hub for all of your blogging needs. The tool bar on the left will allow you to create and manage your blog posts with the **Posts** tabs. Members with member dashboard responsibilities will not have access to all dashboard features. Members will not be able to upload media and their blog posts will have to be authorised by Admin.



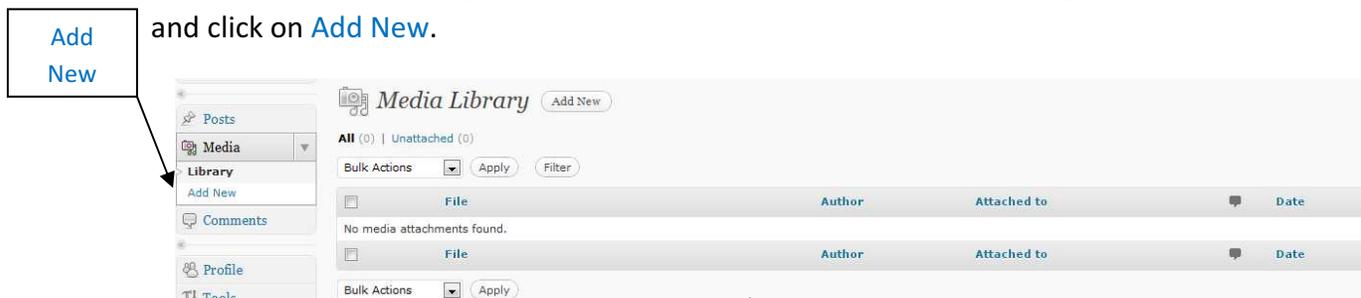
The **Posts** section lists all the visible blog posts your member status will allow you to see. Any post subject to approval by admin will have “pending” written next to them.

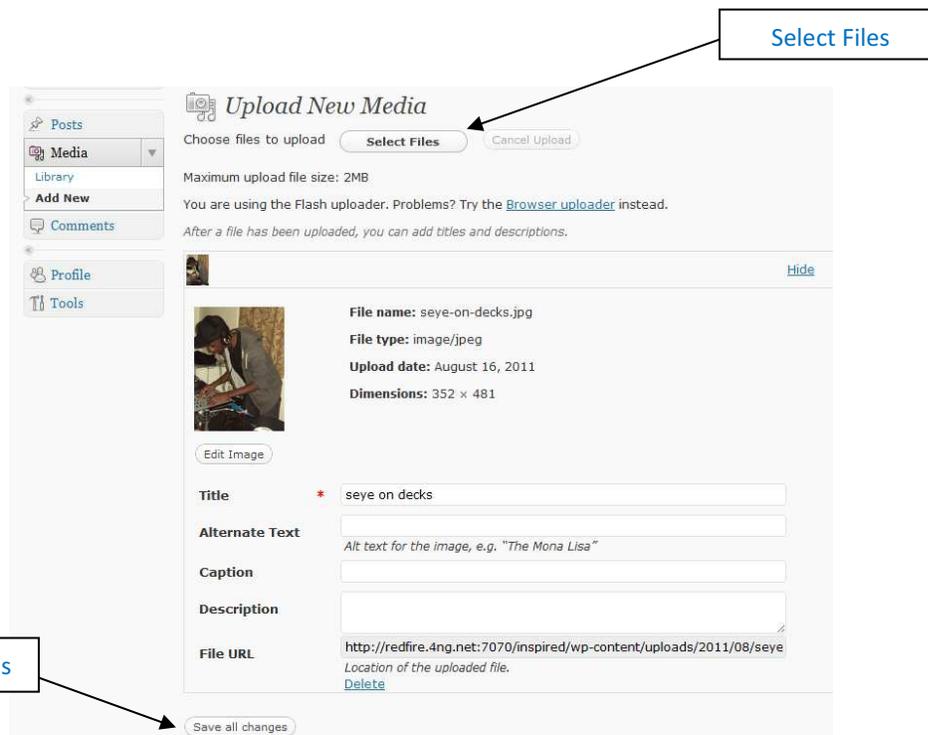
Like an email browser, the **Drop Down Boxes** at the top will allow you to sort and order the posts in a preference of your choice, category, by date. You can search for specific posts using the search posts tool bar on the right.



The comments page is accessed with the **Comments** tab. This page is identical to posts in layout. It will show a list of all comments made on posts. The In Response To bar on the right shows which blog posts the comments are attached to.

Depending on your membership status, you will gain the ability to upload small media files (up to 2mb) to a blog post. The media library page will list all media attachments made on a blog post and will list the blogs author as well. To add new media, simply highlight the media bar and click on **Add New**.





Press the [Select Files](#) button and an explorer window will open allowing you to select the file you require from your computer to upload. When a file has been uploaded, you can add titles and descriptions to the file. When you have finished simply press the [Save All Changes](#) button at the bottom.

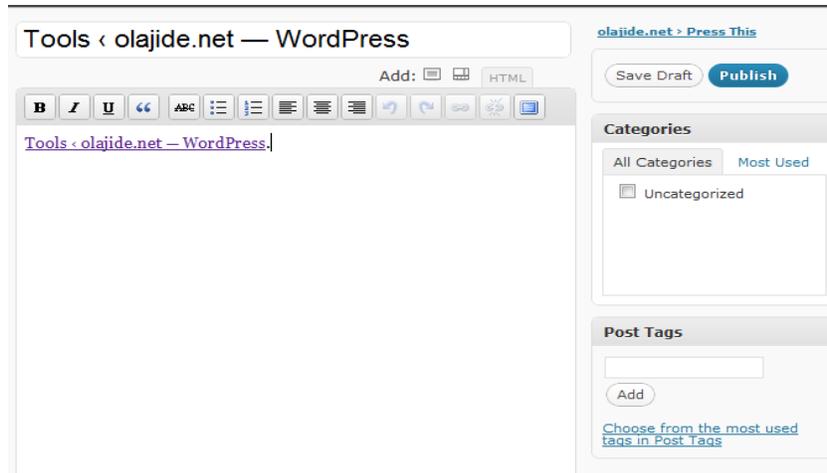
Profile Tab

The profile page is accessed with the profile tab. Here, you will allow you to edit your personal details such as your name or the email address that you want your notifications sent to. You can change your password here or even include biographical information. Type the content in the relevant boxes and press the [Update Profile](#) button at the bottom of them page.

Update Profile

The tools tab will allow you to access wordpress's bookmarklet tool called Press This. Press this is a little application that runs in your web browser and allows you to take text, image and videos from any web page so that you can use them in your blogging. To access, click on tools and then click on [Press This](#).

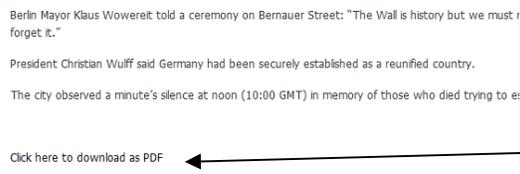
Press This



From your Dashboard home page you can create a blog post very quickly by using the [Quickpress](#) box on the right. A title, content and tags box are all available from the dashboard home page so its very useful if you have a quick announcement to make. You can either save the post as a draft so you can come back to later and edit or you can publish it straight away. Depending on your membership role, any posts made will have to be verified by the admin.

Any recent posts that you have written and saved as a draft, they will be listed on your dashboard home page in the [Recent Drafts](#) section.

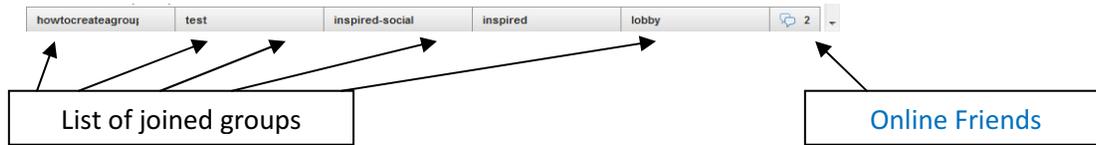
Any blog posts that have been approved and posted can be downloaded as pdf files. At the bottom of each blog post will be a [PDF Download link](#). Right click and select Save as on the link so you can download the file to a specific folder. Clicking on the link will automatically download the file to your computers default download folder.



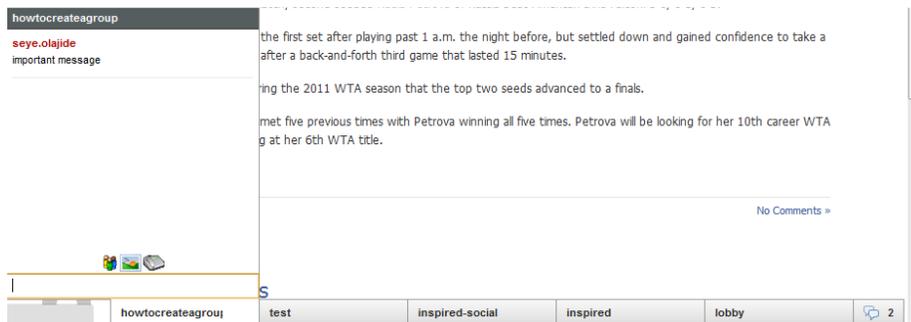
PDF Download Link

6. Communication Toolbar

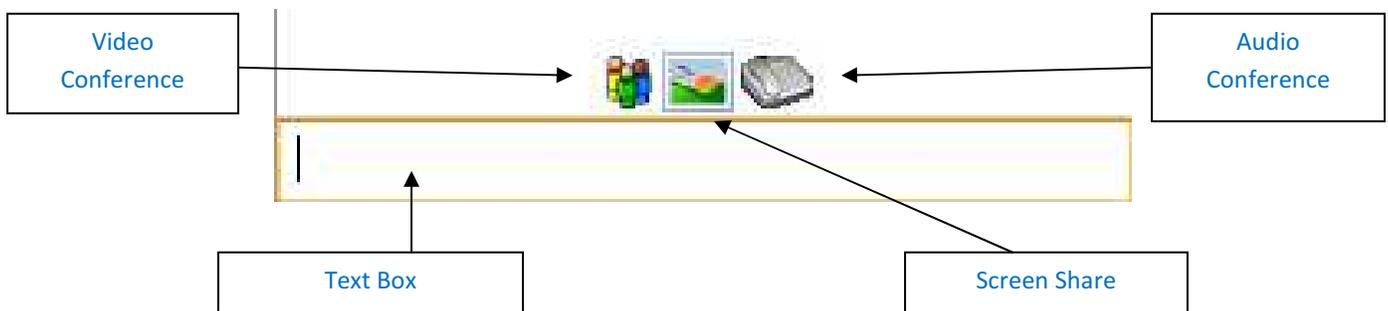
The Communication Toolbar is located at the bottom of every page. It will allow you to instantly communicate with group members and/or friends. You will be able initiate instant messaging, voice over ip calling, video conferencing and desktop screen sharing.



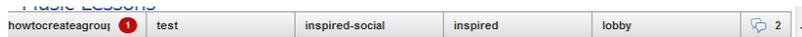
The groups you are a member of will be listed in the order that you joined them with the earliest at the far right, to your most recent at the far left(or if you are a member of multiple groups they will start another line on top). The [number of online friends](#) available will be listed on the far right. If



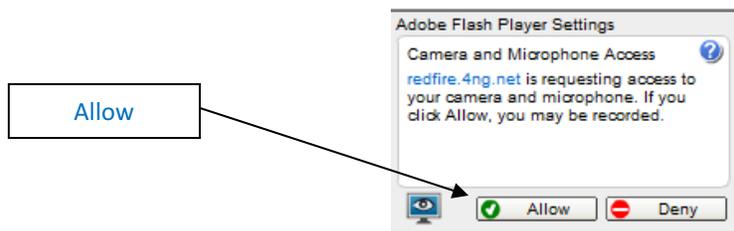
To access a groups communication features, simply click on the group's name tab at the bottom and it will bring up a chat window with three icons.



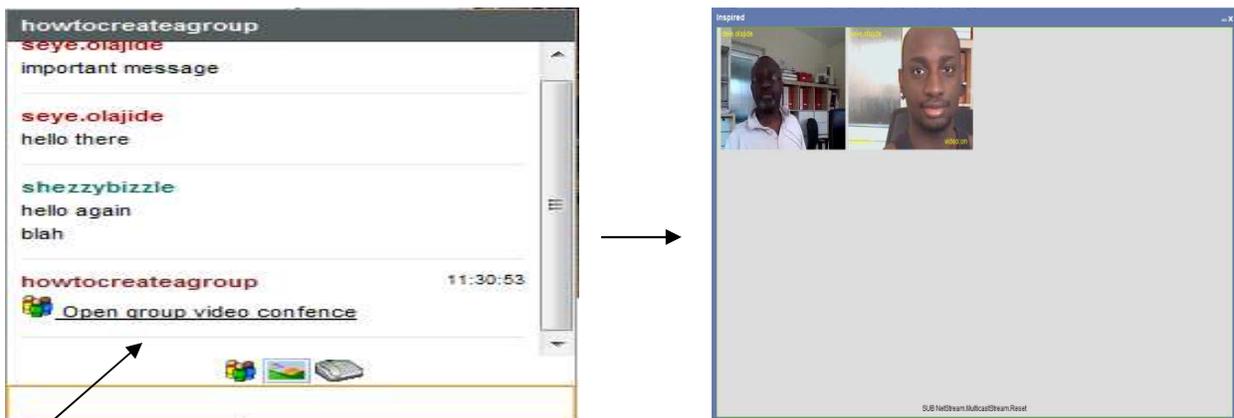
By typing a message in the Text Box and pressing enter, your message will be sent to all online members in that group. If their group window was initially closed, the chat window will automatically pop on when a new message is sent. If the window is minimised, a red notification icon will appear to let you know you have received a new message. The number on the bar will indicate how many new instant messages you have received.



By clicking on the Video Conference icon, you will initiate the video conference window where up to 12 group members can engage in a video conference call. The conference window will automatically detect your computer's default webcam. You may also need to select the [Allow](#) setting if your computer prompts you that flash will be requesting a connection through your webcam and microphone.



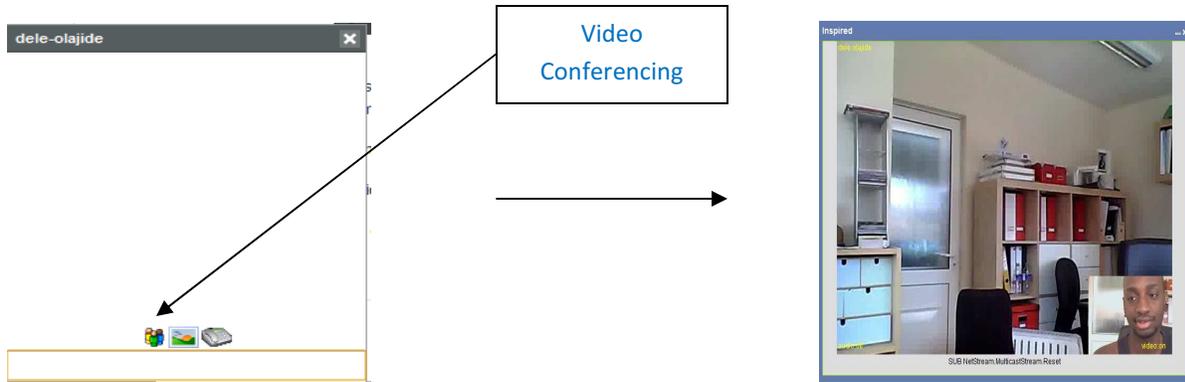
When you receive an invite to join a group video conference, a clickable link will appear in your instant messaging box.



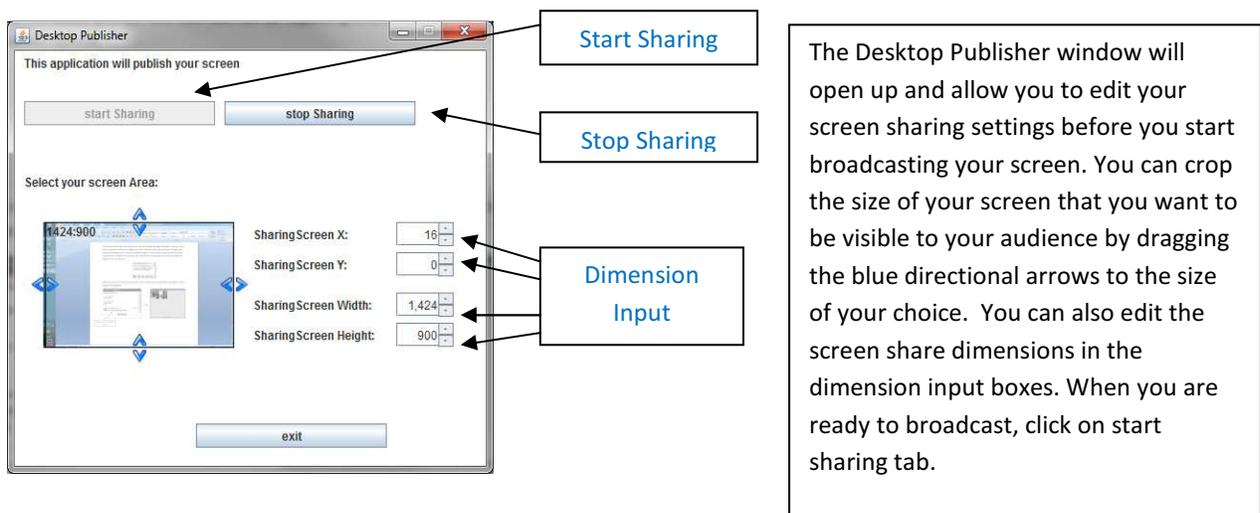
Initiate Video Conference Link

You can toggle the video and audio on and off by clicking on your image in the video conference window itself until you have your preferred settings. The default settings will be set to having audio and video both on .

Video conferencing can also be done a one to one basis with friends. Click on the [Online Friends](#) tab located at the bottom right of the comm tool bar. Click on the name of the friend you wish to communicate with and an instant messenger screen will open up. From the screen you can click on the [Video Conference](#) icon. The setting edit process is exactly the same as with video conferencing in a group. The only notable difference in appearance is that the actual size of your friends image is significantly larger due to the call being on a one to one basis.

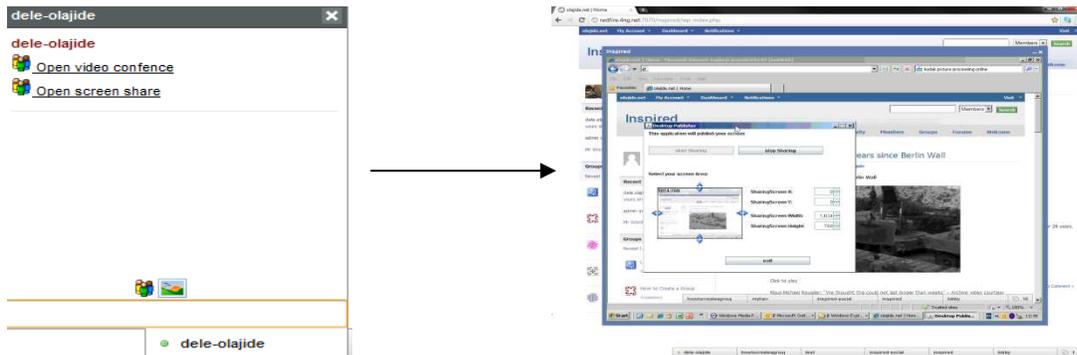


Screen sharing will allow you to show a realtime video image of a friends computer desktop. Anything that they are viewing on their computer screen such as a video or a powerpoint presentation will be visible to you. Screen sharing can be done on a one to one basis with a friend or you can share your screen with any number of people within group who decide to view it. To initiate a screen share, choose a friend or a group that you wish to screen share with on the comm bar. Click the screen share icon.



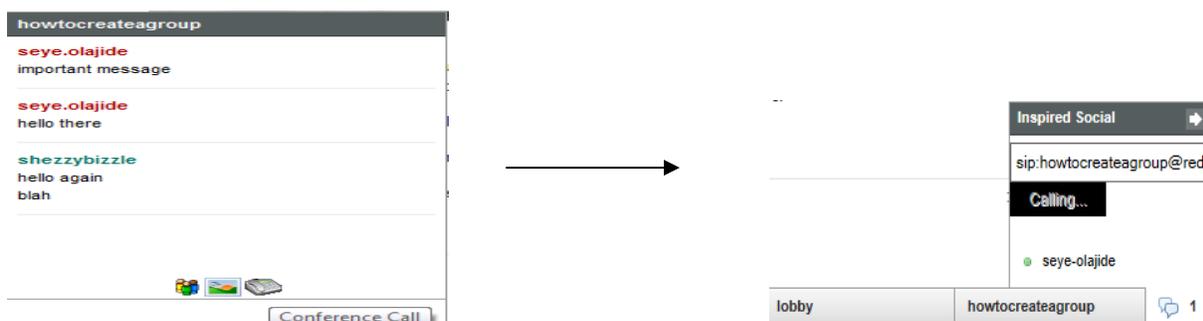
The Desktop Publisher window will open up and allow you to edit your screen sharing settings before you start broadcasting your screen. You can crop the size of your screen that you want to be visible to your audience by dragging the blue directional arrows to the size of your choice. You can also edit the screen share dimensions in the dimension input boxes. When you are ready to broadcast, click on start sharing tab.

A screen share invite will appear on your comm toolbar in the same way you would receive a video conferencing call invite.



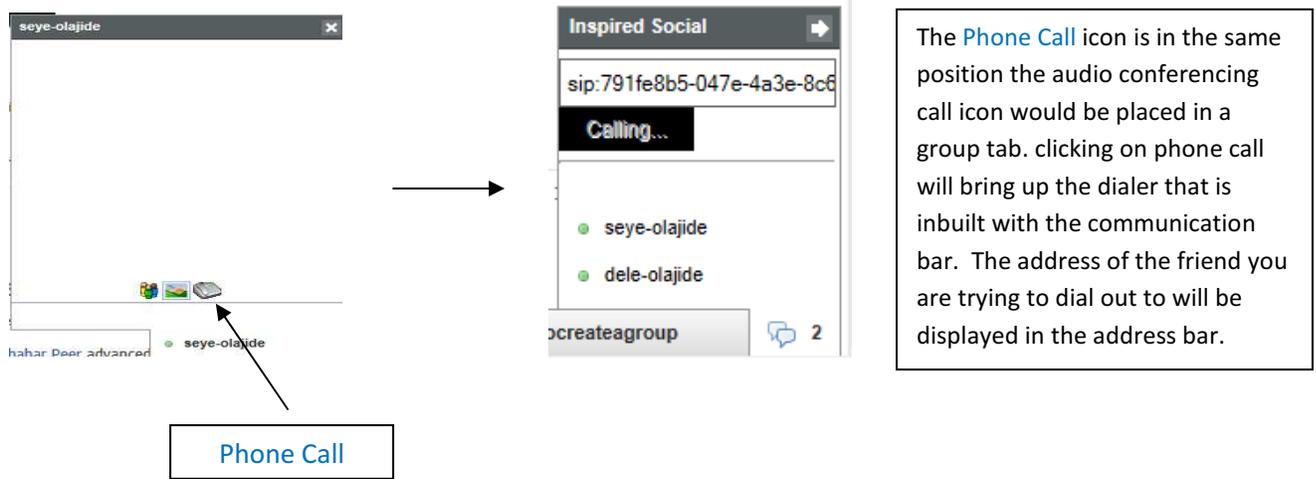
The quality and speed of the video stream will depend on a number of factors. As a general rule of thumb, to get the best quality, the resolution on the screen hosting the screen share should be set to 1024 x 768. You may experience delays of a few seconds in the feed. Due to limitations in technology and bandwidth availability, screen shares unfortunately won't be playing in HD quality at 60 fps at this current time.

Voice Over Internet Provider (Voip) calls can be made to friends on a one to one basis or to any number of members in a group (subject to bandwidth). To make an audio conference call in a group, click on the group's name on the comm bar and click on [Conference Call](#).



A notification will appear on the group's name on the comm tab. If you receive an audio conference invitation, just click on the link as you would a video conference invitation.

Initiating a phone call with an individual friend is very simple. Click on the online friends tab and click the name of the friend you wish to call. An instant message box should open up. On here, click on the phone call button.



This is the end of the Inspired Social tour, I hope you have found this guide helpful. For specific guides to using wordpress features, please refer to the guide “Inspired Social: Administrato

