

## How to Use the I-ICAN Web Community

### NEWS/RESOURCES

#### **How do I submit news?**

1. Click "News" from the menu
2. Click "Submit News" which is located on the right side of the web page
3. A new window will open
4. Type the title of the news article in the "title" box, and describe the article in the "description" box
5. If you want text to be bold simply place a "<b>" tag before and a "</b>" tag after the text you want to be bold like this: <b>bold</b>
6. If you want text to be italic place a "<i>" tag before and a "</i>" tag after the text you want to be italic like this: <i>italic</i>
7. If you would like to add a hyperlink type  
<a href="http://google.com">Google</a> (with the website you specify of course)
8. Click submit

#### **How do I submit resources?**

1. Click "Resources" from the menu
2. Click "Submit a Resource" which is located on the right side of the web page
3. A new window will open
4. Type the title of the news article in the "title" box, and describe the article in the "description" box
5. Find the file you wish to upload by clicking "browse" and navigating to that file
6. Select the category the resource should be in
7. Click "submit resource"

## **FORUMS – USER END**

### **How do I sign up on the forum?**

1. Click "Forums" from the menu
2. Click "registration" from the list on links under the menu



The screenshot shows the iICAN website header with the logo and navigation menu. The logo consists of the letters 'iICAN' in green and orange, followed by the text 'INTERNATIONAL INTERACTIVE COMMUNITY ACCESS NETWORK'. Below the logo is a navigation bar with buttons for 'News', 'Resources', 'Forums', 'Vision', and 'Contact'. Below the navigation bar is a secondary menu with links for 'Statistics', 'Registration', 'Search', and 'Manual'. A mouse cursor is pointing at the 'Registration' link. Below the secondary menu is a registration form with fields for 'Name' and 'Password', and a button labeled 'Enter forums'.

3. Type in the username you wish to have
4. A password (twice to make sure you typed it correct)
5. Your e-mail (if you forget your password you can have it e-mailed to you)
6. Select if yes or no from the drop-down menu if you want people to see your e-mail when you post of the forum
7. Click "new user registration"

### **How do I post on the forum?**

1. Click "Forums" from the menu
2. Type in your user name and password and click "enter forums"
3. Select the forum you wish to post under, ex) African American Leadership & Change Committee
4. Select a topic to discuss under or create a new topic