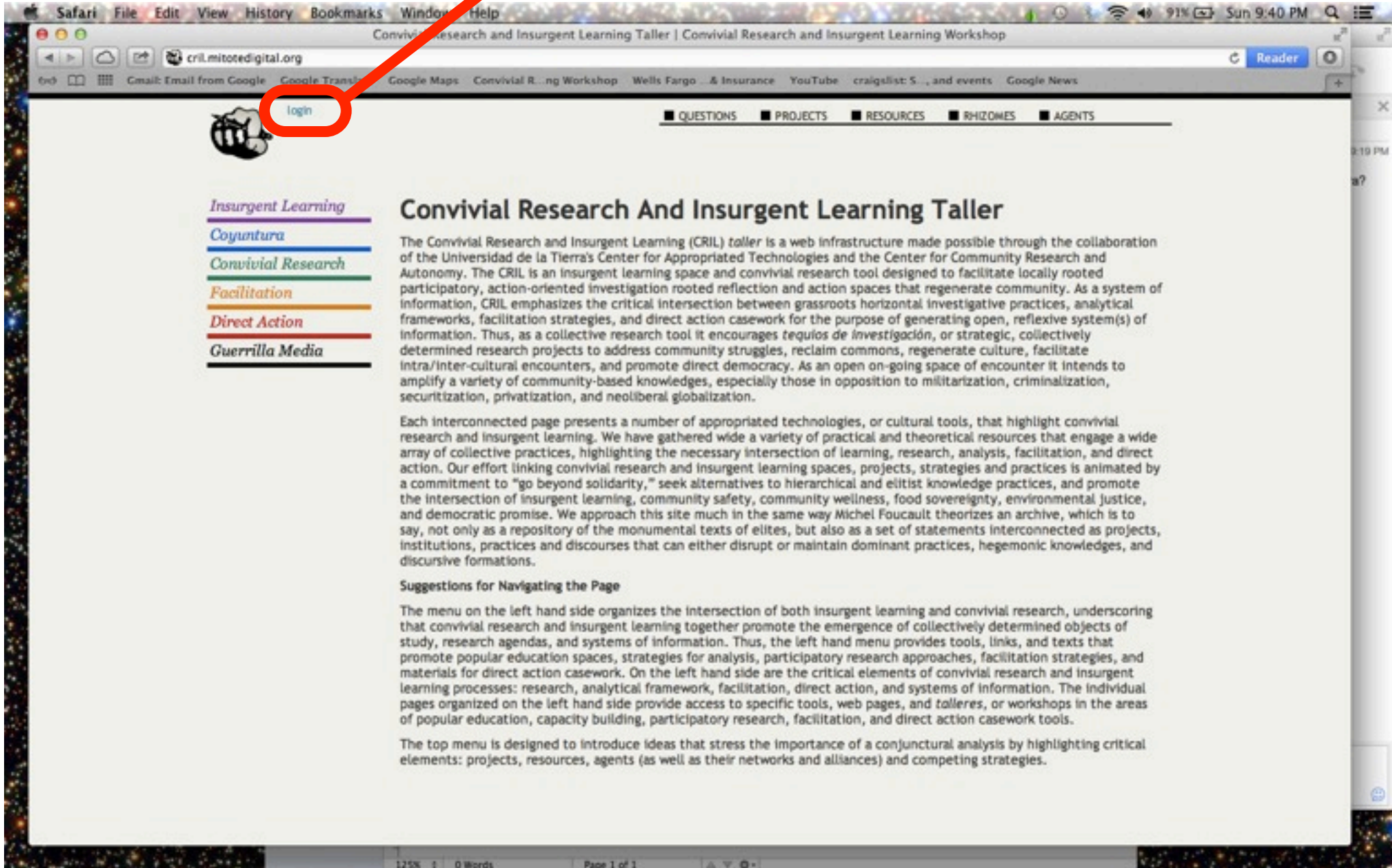


How to Upload Documents to CRIL Projects

v.1
11.26.12

From the front page, begin by logging into your account.
Click "login"



The screenshot shows the front page of the Convivial Research and Insurgent Learning (CRIL) website. The browser is Safari, and the address bar shows cril.mitotodigital.org. The page features a top navigation menu with links for QUESTIONS, PROJECTS, RESOURCES, RHIZOMES, and AGENTS. On the left side, there is a vertical menu with links for Insurgent Learning, Coyuntura, Convivial Research, Facilitation, Direct Action, and Guerrilla Media. The main content area is titled "Convivial Research And Insurgent Learning Taller" and contains a detailed description of the CRIL project, its goals, and navigation suggestions. A red circle highlights the "login" link in the top left corner, and a red arrow points from the text above to this link.

You will be directed to the “User Account” page where you will enter your username and password then click “Log In”

log in

■ QUESTIONS ■ PROJECTS ■ RESOURCES ■ RHIZOMES ■ AGENTS

Insurgent Learning

Coyuntura

Convivial Research

Facilitation

Direct Action

Guerrilla Media

User Account

[Log in](#) [Request new password](#)

Username: *

Enter your Convivial Research and Insurgent Learning Workshop username.

Password: *

Enter the password that accompanies your username.

125% | 19 Words | Page 4 of 4

You will be directed to your personal account listing out groups associated with you.

Click the group you wish to view.
For the sake of this example we will click on
“Humboldt Convivial Research Collective”

The screenshot shows a Safari browser window displaying the user profile page for Ricardo on the website cril.mitotedigital.org/users/ricardo. The page features a navigation menu at the top with options like 'Content management', 'Site building', and 'Organic groups'. Below the navigation, there are tabs for 'QUESTIONS', 'PROJECTS', 'RESOURCES', 'RHIZOMES', and 'AGENTS'. The main content area shows the user's name 'Ricardo' and a list of groups associated with the account. The groups listed are: CCRA, CIIS Independent Study, Democracy Ateneo, Humboldt Convivial Research Collective (highlighted with a red circle), Humboldt Convivial Research Collective, San José Tactical Cartography, and Zapatismo Taller. The user's membership duration is shown as 'Member for 2 years 47 weeks'. On the left side, there is a sidebar with links to various sections: Insurgent Learning, Coyuntura, Convivial Research, Facilitation, Direct Action, and Guerrilla Media.

You will be taken to the group's home page.

These tabs will help you navigate between different sections of posted materials.

This menu on the right-hand side will help you post materials. For the sake of this example, we will be uploading an "Archive Reading" by click on it.

The screenshot shows a web browser window displaying the Humboldt Convivial Research Collective website. The browser's address bar shows the URL cril.mitotodigital.org/humboldt_conv_res. The website header includes navigation links: [Home](#), [By term](#), [Edit Panel](#), [Edit](#), [Broadcast](#), [Pages](#), and [Menus](#). Below the header, there is a navigation bar with tabs: [All Activity](#), [Discussions](#), [Documentation](#), [Readings](#), [Drafts](#), and [Information](#). The main content area features a post titled "Barnes, 'Earthfirst! Rise of Eco-Action'" by manolo, posted on 2012-11-25 21:28. On the right-hand side, there is a menu with options: [Objects of Study Cards](#), [Start a discussion](#), [Archive documentation](#), [Post working draft](#), [Post abstract / project](#), [Archive reading](#), and [Post research note](#). The "Archive reading" option is highlighted with a red circle. The browser's status bar at the bottom shows "125% | 75 Words | Pages 3-4 of 4".

You will be taken to the “Create” page.

Be sure to add a Title

Followed by text that will be useful for understanding this particular post.

In the case of the example, it will be the reading’s name which will also be hot linked.

Choose your “Audience” meaning pick the group you are posting this to.

In the case of the example, it will be posted to “Humboldt Convivial Research Collective.”

When you are done, click “Save”

For our example, we have filled in the title, selected its "Reading type" as "Article," and entered the title once again in the body text.

To upload your file, it must be hyperlinked.
Start by highlighting title of the document and then click the "Insert/edit link" button

The screenshot shows a web browser window with the URL `cri.limitedigital.org/node/add/reading?gids[]=782`. The page title is "Create Reading | Convivial Research and Insurgent Learning Workshop". The browser's address bar shows the URL. The page has a navigation menu with items like "QUESTIONS", "PROJECTS", "RESOURCES", "RHIZOMES", and "AGENTS". On the left, there is a sidebar with a logo and a list of categories: "Insurgent Learning", "Coyuntura", "Convivial Research", "Facilitation", "Direct Action", and "Guerrilla Media". The main content area is titled "Create Reading" and contains a form. The "Title" field is filled with "Callahan, 'In Defense of Conviviality'". The "Reading types" dropdown is set to "Article". The "Brief summary" field contains the same text, with "In Defense of Conviviality" highlighted in blue. A red arrow points from the text above to the "Insert/edit link" button in the rich text editor toolbar, which is positioned over the highlighted text in the summary field. Below the summary field, there are options for "Path: p", "Disable rich-text", "Input format", "Notifications" (with a checkbox for "Do not send notifications for this update."), and "Menu settings". The browser's status bar at the bottom shows "125% 202 Words Pages 5-6 of 6".

The "Insert/edit link" window will open.
Click on the "Browse" button to the right-hand side to choose the file that will be linked.

The screenshot shows a web browser window with the address bar displaying `cri.l.mitodigital.org/node/add/reading?gids[]=782`. The page title is "Create Reading | Convivial Research and Insurgent Learning Workshop". The main content area is titled "Create Reading" and contains a form with the following fields:

- Title:** Callahan, "In Defense of Conviviality"
- Reading types:** Article
- Brief summary:** Callahan, "In Defe...

An "Insert/edit link" dialog box is open over the form. It contains the following fields:

- Link URL:** [Empty text field]
- Target:** -- Not set --
- Title:** [Empty text field]
- Class:** -- Not set --

The dialog box has "Insert" and "Cancel" buttons at the bottom. A red arrow points to the "Browse" button next to the "Link URL" field.

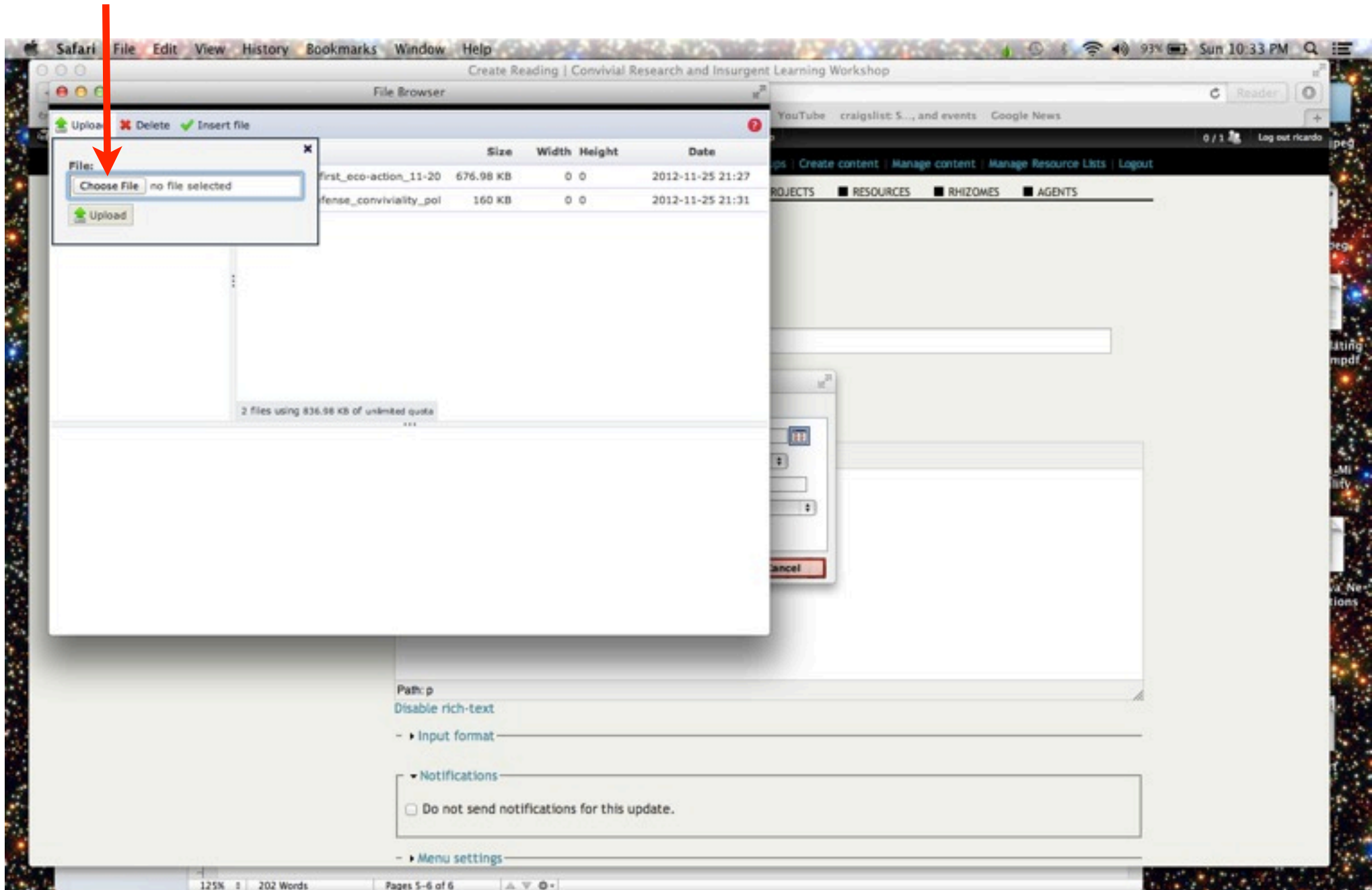
The "File Browser" window will open.
Click on the "Upload" button to
search for and upload the file from
your computer.

The screenshot shows a Safari browser window with a "File Browser" dialog box open. The dialog box has a title bar "File Browser" and a toolbar with "Upload", "Delete", and "Insert file" buttons. The main area of the dialog shows a file list with columns for "File name:", "Size", "Width", "Height", and "Date". Two files are listed:

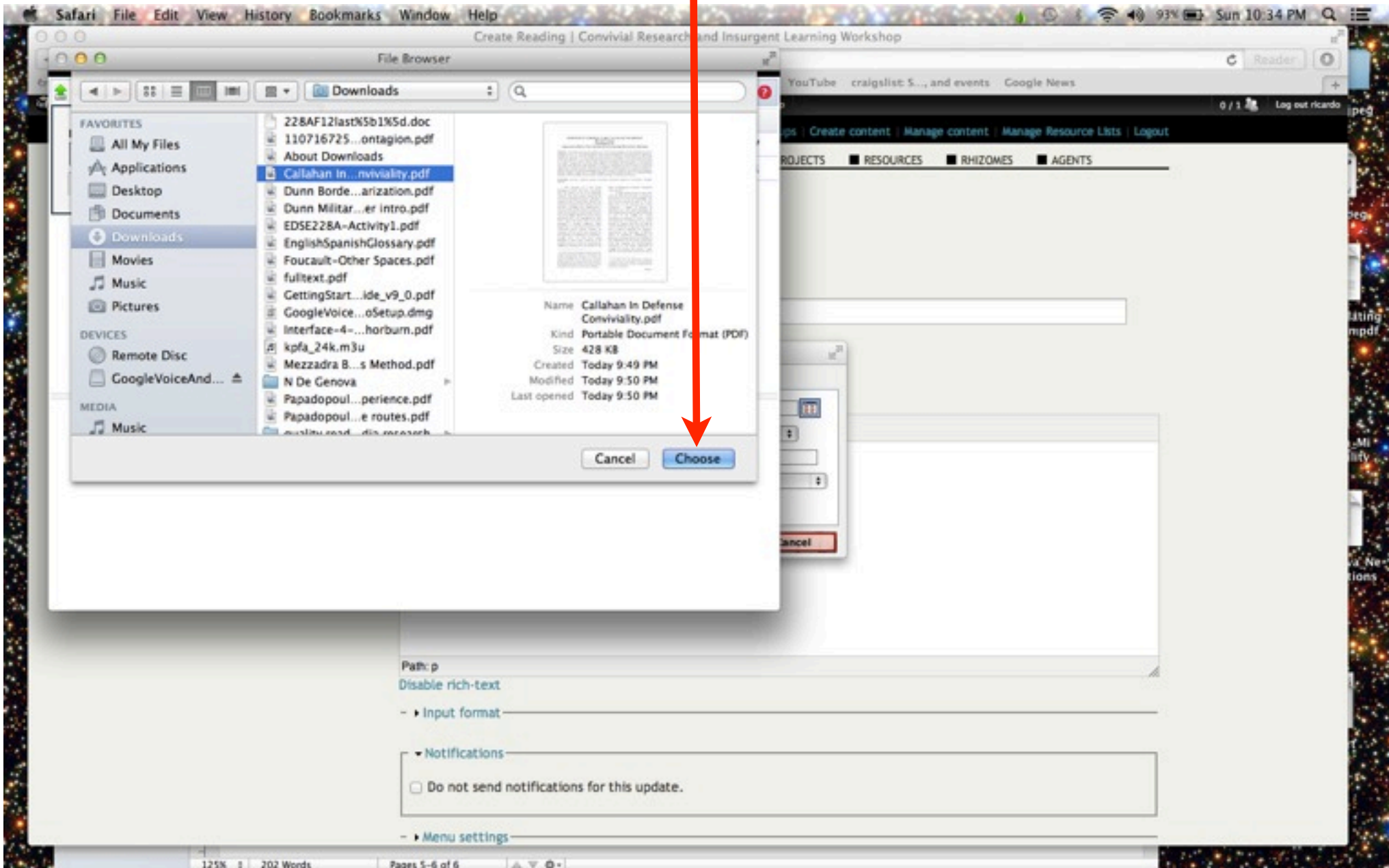
File name:	Size	Width	Height	Date
barnes_earth_first_eco-action_11-20	676.98 KB	0	0	2012-11-25 21:27
callahan_in_defense_conviviality_pol	160 KB	0	0	2012-11-25 21:31

Below the table, it says "2 files using 836.98 KB of unlimited quota". The background shows a web application interface with a navigation menu including "PROJECTS", "RESOURCES", "RHIZOMES", and "AGENTS". The browser's address bar shows "Create Reading | Convivial Research and Insurgent Learning Workshop". The system tray at the bottom indicates "Sun 10:33 PM" and "93%" battery.

This side window will open up.
Click on “Choose File” to search for
the file on your computer.



A window showing your computer's files will open.
Find the file on your computer.
Select it and the click "Choose."



You will see the name of the file entered into the side window. Click "Upload" once you confirm it is the file you want.

Once your file uploads, click the "X" in the upper right-hand corner to close side window.

The screenshot shows a web browser window with a file upload interface. A side window is open, displaying a table of uploaded files. The table has columns for File, Size, Width, Height, and Date. Two files are listed: 'first_eco-action_11-20' (676.98 KB) and 'fense_conviviality_pol' (160 KB). The side window also has an 'Upload' button and a close button (X) in the upper right-hand corner. A red arrow points to the 'Upload' button, and another red arrow points to the close button (X). The background shows a navigation menu with items like PROJECTS, RESOURCES, RHIZOMES, and AGENTS.

File	Size	Width	Height	Date
first_eco-action_11-20	676.98 KB	0	0	2012-11-25 21:27
fense_conviviality_pol	160 KB	0	0	2012-11-25 21:31

2 files using 836.98 KB of unlimited quota

Path: p
Disable rich-text
- ▶ Input format
▼ Notifications
 Do not send notifications for this update.
- ▶ Menu settings

Find your file from the list of uploaded files and select it (it will be highlighted).
Next, click the “Insert file” button.

The screenshot shows a web browser window with a file browser overlay. The file browser has a table of files with the following data:

File name	Size	Width	Height	Date
barnes_east_first_eco-action_11-20	676.98 KB	0	0	2012-11-25 21:27
callahan_in_defense_conviviality_pol	160 KB	0	0	2012-11-25 21:31
callahan_in_defense_conviviality.pdf	417.82 KB	0	0	2012-11-25 22:33

Below the table, it indicates "3 files using 1.23 MB of unlimited quota". The selected file is "callahan_in_defense_conviviality.pdf".

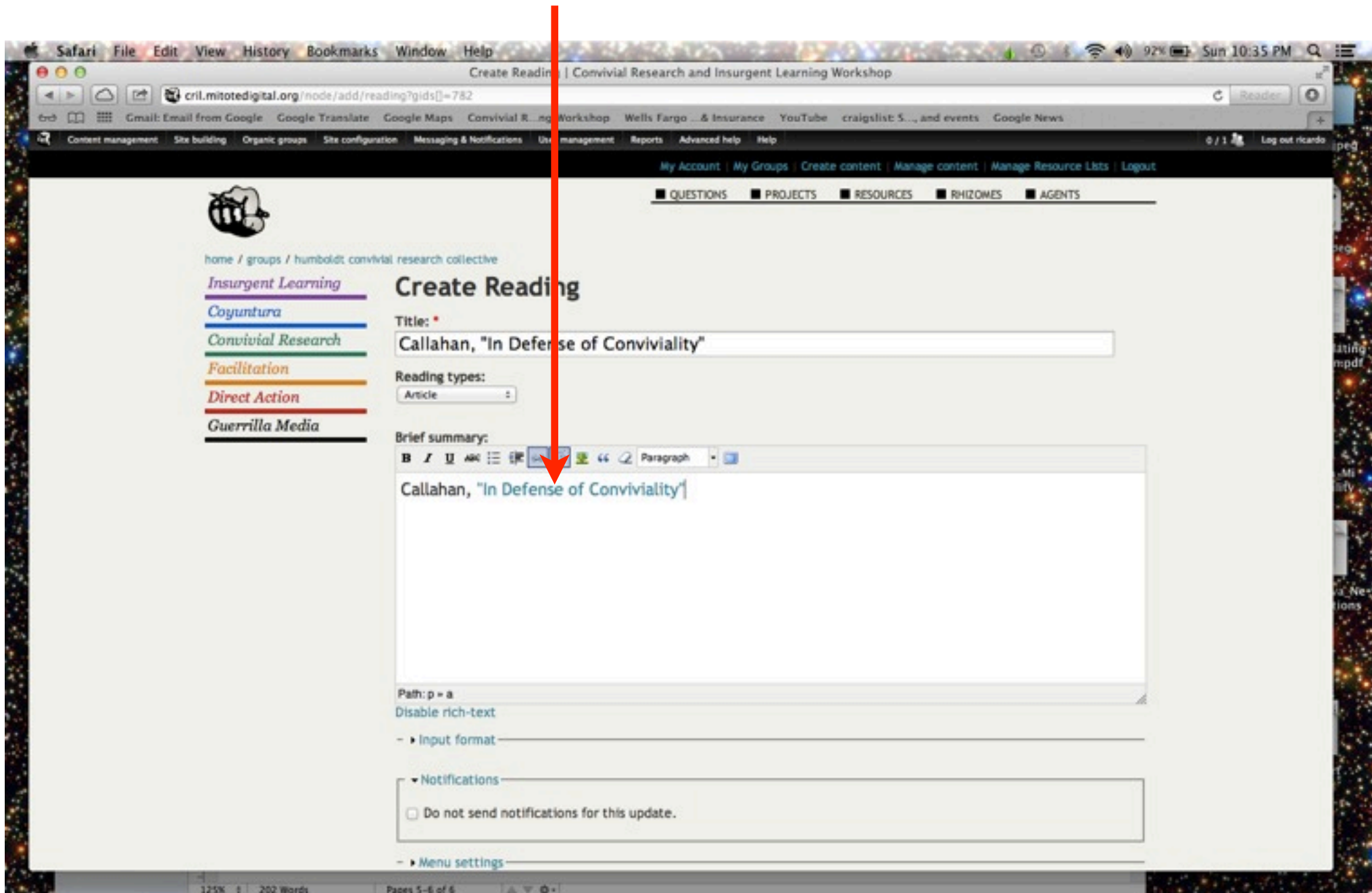
The background interface includes a navigation menu with items: PROJECTS, RESOURCES, RHIZOMES, AGENTS. A "Cancel" button is visible in a dialog box.

You will return to the “Insert/edit link” window and see the file name appear.
Click “Insert” button to finalize and link your file to the text you highlighted.

The screenshot shows a web browser window with the URL [cril.mitotodigital.org/node/add/reading?gids\[\]=782](http://cril.mitotodigital.org/node/add/reading?gids[]=782). The page title is "Create Reading | Convivial Research and Insurgent Learning Workshop". The main heading is "Create Reading". The form includes a "Title:" field with the text "Callahan, 'In Defense of Conviviality'", a "Reading types:" dropdown menu set to "Article", and a "Brief summary:" field with the text "Callahan, 'In Defense of Conviviality'". An "Insert/edit link" dialog box is overlaid on the form, showing the "Link URL" field with the text "callahan_in_defense_convivialty.pdf". The "Target" field is set to "-- Not set --", the "Title" field is empty, and the "Class" field is set to "-- Not set --". The "Insert" button is highlighted in green, and the "Cancel" button is in red. The browser's status bar at the bottom shows "125% 202 Words Pages 5-6 of 6".

The text that is hyperlinked will appear blue.

Scroll down to the bottom of the page and click "Save."



The screenshot shows a web browser window with the address bar displaying `crii.mitotodigital.org/node/add/reading?gids[]=782`. The page title is "Create Reading | Convivial Research and Insurgent Learning Workshop". The browser's menu bar includes "Safari", "File", "Edit", "View", "History", "Bookmarks", "Window", and "Help". The page's navigation bar includes "Content management", "Site building", "Organic groups", "Site configuration", "Messaging & Notifications", "User management", "Reports", "Advanced help", and "Help". The main content area features a sidebar with a logo and a list of categories: "Insurgent Learning", "Coyuntura", "Convivial Research", "Facilitation", "Direct Action", and "Guerrilla Media". The main heading is "Create Reading". The form includes a "Title:" field with the text "Callahan, 'In Defense of Conviviality'", a "Reading types:" dropdown menu set to "Article", and a "Brief summary:" field. The rich text editor shows the text "Callahan, 'In Defense of Conviviality'" with a red arrow pointing to the "Paragraph" button in the toolbar. Below the text area, there are sections for "Path: p = a", "Disable rich-text", "Input format", "Notifications" (with a checkbox for "Do not send notifications for this update."), and "Menu settings". The status bar at the bottom indicates "125% 202 Words" and "Pages 5-6 of 6".

After clicking "Save" you will be taken to this confirmation page that reviews everything you have inputed.

Once you review, click the group name to go back to its home page. It appears in the top left.

In the case of this example, we would click "Humboldt Convivial Research Collective."

Safari File Edit View History Bookmarks Window Help
Callahan, "In Defense of Conviviality" | Convivial Research and Insurgent Learning Workshop
cril.mitotodigital.org/node/788
Gmail: Email from Google Google Translate Google Maps Convivial R...ng Workshop Wells Fargo ...& Insurance YouTube craigslist: S... and events Google News
Content management Site building Organic groups Site configuration Messaging & Notifications User management Reports Advanced help Help 0 / 1 Log out ricardo
My Account | My Groups | Create content | Manage content | Manage Resource Lists | Logout
■ QUESTIONS ■ PROJECTS ■ RESOURCES ■ RHIZOMES ■ AGENTS
home / groups / **humboldt convivial research collective**
Reading Callahan, "In Defense of Conviviality" has been created.
Insurgent Learning
Coyuntura
Convivial Research
Facilitation
Direct Action
Guerrilla Media
Callahan, "In Defense Of Conviviality"
View Edit
Article
Callahan, "In Defense of Conviviality"
Groups: Humboldt Convivial Research Collective
125% 202 Words Pages 5-6 of 6

You will return to the group's home page and see your entry posted on the "All Activity" tab and will also be visible in the tab corresponding the type of post you created.

For the example, we would see it posted in the "Readings" tab.

The screenshot shows a web browser window displaying the Humboldt Convivial Research Collective website. The browser's address bar shows the URL cril.mitotodigital.org/um_conv_res. The website header includes navigation links: [Home](#), [By term](#), [Edit Panel](#), [Edit](#), [Broadcast](#), [Pages](#), and [Menus](#). Below the header, there is a navigation menu with tabs: [All Activity](#), [Discussions](#), [Documentation](#), [Readings](#), [Drafts](#), and [Information](#). A red arrow points from the text above to the [Readings](#) tab. The main content area displays two posts:

- Callahan, "In Defense of Conviviality"**
by: ricardo
Posted: 2012-11-25 22:34
Updated: 2012-11-25 22:34
Type: Reading
Term: Article
- Barnes, "Earthfirst! Rise of Eco-Action"**
by: manolo
Posted: 2012-11-25 21:28
Updated: 2012-11-25 21:28
Type: Documentation
Term:

On the right side of the page, there is a sidebar with the heading "Objects of Study Cards" and a list of links: [Start a discussion](#), [Archive documentation](#), [Post working draft](#), [Post abstract / project](#), [Archive reading](#), and [Post research note](#). At the bottom of the page, the footer shows "125% | 202 Words | Pages 5-6 of 6".