

No War Zone Website Training Manual

This training manual is designed to provide answers to your questions about the basic functions on the No War Zone website. You can either use the links below to find the sections that answer your questions, or print out the whole training manual for easy reference.

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Training Manual

1. Registering on the website

1. Go to "Sign In" and click "Register Now".
2. Fill in the application form; be sure to choose a user name and password that are easy for you to remember. Your email address is necessary so that we can contact you regarding any submissions to the website, but it will not be made public.
3. Be sure to specify whether you would like to register as an Individual, Organization or Teacher in the application form.
4. Once you have filled out the application form, click "Submit".
5. To edit your portfolio, sign in and click "Edit Your Portfolio" at the top of the page.

2. Signing In

If you are already a site member:

1. Click "Sign In" which always appears in the navigation bar on the left side of each page.
2. Type in your username and password and click "Submit".

3. Translation of the site

For Translation into English:

To translate a submission from a No War Zone member in another language into English click here to access Translation Software [http://www.google.ca/language_tools?hl=en]. Enter the exact web-address of the submission and the specific language. From here you will be able to view all submissions in the specified language in English.

For Translation into French:

Pour obtenir accès au logiciel de traduction, ouvrir le lien:

http://www.google.ca/language_tools?hl=fr

Défiler vers les mots "**Traduire la page**"

Dans la boîte, appuyer sur www.nowarzone.org

Sélectionner le langage préféré; "**de anglais à français**"

Appuyer sur le bouton "**Traduire**"

Ceci ouvrira le site web No War Zone en français. Nous nous excusons de tout inconvenient qui pourrait resulter de la traduction de ces textes.

For Translation into Spanish:

Para obtener acceso al programa de traducción, abra la siguiente conexión:

http://www.google.com/language_tools?hl=es

Encuentre las palabras: "**Traducir la página**"

En la caja, escribir www.nowarzone.org

Escoja el idioma de preferencia; "**de inglés a español**"

☐ Haga click en el icono "**Traducir**"

☐ Este abrira el sitio web No War Zone en español. La traducción no será perfecta; discúlpenos por la inconveniencia.

4. Side Navigation Bar

The navigation bar on the left side of the website contains links that will guide you through the No War Zone website. The website is divided into nine main sections: What is NWZ, Sign In, World of NWZ, Spotlight, Speak Out!, Studio, Resources, NWZ Partners, and Search. Click these links to be taken to the appropriate section. There are numerous subsections under each main section that lead to specific areas within that section.

5. Searching the site

1. Click on the "Search" link in the navigation bar.
2. Type in the text you are searching for in the search box that appears and click Search.
3. A new page will appear with a list of links that match what you are looking for. The best matches will be displayed first.

6. World of No War Zone

An interactive world map can be found under the section World of No War Zone.

1. As you drag your mouse across the highlighted countries, a white box will pop up a country fact sheet will appear.
2. You then have the option of learning more about the country by clicking on the link in the box.
3. You can also explore the map by zooming in and out on a country or continent, by using the navigation tools in the top left hand corner of the map.

7. Submitting your work on the No War Zone website

In the studio section members can submit their photos, artwork or writing pieces on the website.

1. Before you can submit a piece, you must be signed in then click "Submit" in the studio section and a form will appear.
2. Fill out the form by writing directly in the boxes or cutting and pasting from a word document
3. If submitting an image, click on "browse" to attach your image (JPG, GIF are the formats that are supported by the No War Zone website).
4. Then click on the image's filename and click "Open" on the new window to send the file to the No War Zone website.

8. Discussion Boards and Chats

You will find the discussion boards under the section "Speak Out!"

1. Click on "Speak Out", then either Discussion Boards or Featured Discussion Board.
2. You will need to sign in to participate in the discussion boards.
3. To view messages, click on one of the titles under "Discussion Info."
4. Then click on the title that you are interested in.
5. To reply to a message: click on "Reply to this post", write your reply in the text box and click submit.
6. To add a new message in this discussion: click on "Add new post". Then write a title for your post in the title box, and a message in the text box and click submit.
7. To create a new discussion board click on "Create New Discussion" and enter the title of your new discussion board.

If you have more questions, please email info@nowarzone.org or info@warchild.ca.