

Backpack workshop: exercises

How to do the exercises

1. Email workshop@autreach.it for an invitation (explain who you are if necessary).
2. Click the special link in the email you will receive in reply (from “Backpack”, subject “Roger wants to share “Backpack exercises” with you”), and then enter your email address to log in.
3. You should see a mainly blank webpage; this is a page on the Autreach website that you can edit: go through the exercises to learn how.

Text that you type in looks like this

You may find it convenient to print this page to refer to while doing the exercises; PDF version¹ available at http://blog.autreach.it/public/Backpack_workshop_exercises.pdf

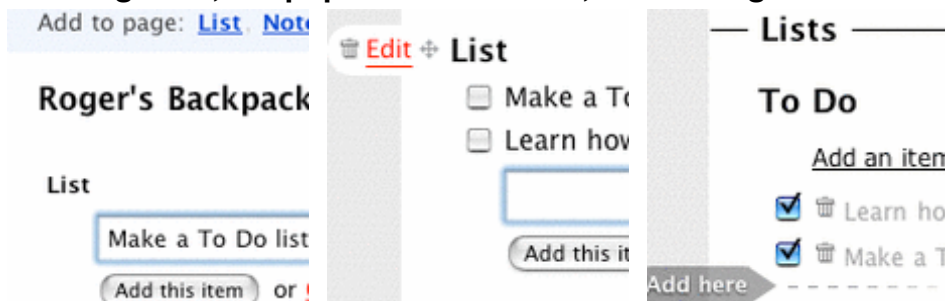
Exercise 1: Lists

1. Add a list to the page:
 - Click [List](#) at the top of the page
 - In the text box, type **Make a To Do list**
 - Click the (Add this item) button (see picture 1 below)
2. Add an item to the list
 - In the text box, type **Learn how to rename a list**
 - Click the (Add this item) button
3. Rename the list
 - Move pointer over the word **List**
 - A pop-out [Edit](#) link appears on the left: click it (see picture 2 below)
 - Type **To Do** in the text box
 - Click the (Rename this list) button
4. You have made a To Do list, and learnt how to rename lists, so check these items off

Exercise 2: Dividers

1. Add a divider to the page:
 - Click [Divider](#) at the top of the page
 - Just click the (Add this divider) button
2. Add another divider below the list:
 - Move the pointer just below and left of the list, in the white margin
 - An “Add here” tab will appear: click it (see picture 3 below)
 - Click [Divider](#) at end of line, and in the text box, type **Notes**
 - Click the (Add this divider) button

Creating a list, the pop-out Edit control, and adding in middle of page



1: click [List](#) and type

2: point to **List**

3: hover in margin

The “Add to page” links at the top of page add the new object at the top: to add between objects, move the pointer into the left margin (white area) and click the “Add here” tab which appears (picture 3). You can move an object up or down using the crossed arrows, or delete it by clicking the trashcan (picture 2).

Exercise 3: Notes and Links

1. Add a note:
 - Move the pointer below and to the left of **Notes** until you see the “Add here” tab
 - Click it, and then click [Note](#)
 - Type **How to link** in the title box
 - Click in the body box, and type **Web page addresses often start with http://**
 - Click the (Add this note) button
2. Edit the note:
 - Move the pointer over **How to link**
 - [Edit](#) appears on the left; click it
 - Click after the http://, press return twice, then type **http://autreach.it is a link**
 - Click the (Save note) button
3. Add a link on a word:
 - Move the pointer over **How to link**
 - [Edit](#) appears on the left; click it
 - Click after the word “link”, press return twice, then type **so is “resources”:/pub/1541785**
(note the double-quotes around the word, followed by a colon)
 - Click the (Save note) button

To make a word into a link, put it in quotation marks and follow it by a colon and the URL (web page address), with no spaces. For other Backpack pages, just use the page number as address (preceded by /pub/ for public pages).

This is an example of [Textile](#)² markup (formatting); you can also use standard HTML markup.

Exercise 4: Writeboards

1. Add a writeboard:
 - Click [Writeboard](#) at the top of the page
 - Type **NAME's writeboard** into the “name your writeboard” box, where NAME is your name
 - Click the (Add this writeboard) button
 - Type **This is the first version of this document.** into the large text box
 - Click the (Save this writeboard) button
2. Edit a writeboard
 - Click the (Edit this page) button
 - Delete the words “the first”; insert ***two*** after “version” (note asterisks around word to make it bold — see [formatting guide](#) link on right)
 - Click the (Save as the newest version) button
3. View the changes:
 - Click [quick compare](#) (on the right)
 - Click [Go back to ... in Backpack](#) at the top

You can view earlier versions of writeboard documents using the date links on the right (but only the latest version can be edited).

Writeboards can be printed (as with all Backpack pages, only the content is printed, not the surrounding controls).

Backpack does not have built-in formatting controls (buttons for **bold**, *italic*, etc) — there are add-ons which can provide these (but its worth learning a few of the Textile codes, like ***bold*** and `"link":url` anyway).

Invite others to help you develop pages or writeboards (editing the text themselves, or adding comments), by using the link at top right.

About sharing in Backpack

The web page you have been editing is part of the Outreach website (<http://outreach.backpackit.com/>). It was shared with you using the simplest form of sharing in Backpack, just by entering your email address. You can edit a page shared like this, but not use other Backpack features.

There are two other ways of sharing:

1. Open a free 5-page Backpack account
 - All Backpack account holders can share individual pages with other Backpack users
 - Larger Backpack websites (paid for) can share pages with free accounts...
 - ...enabling free account holders to collaborate in work on the larger site
2. Multiple user accounts
 - All users can access all pages of site, and all other features
 - Each free account can have 2 users; paid for accounts go up to 100 users

The information above refers to sharing pages for editing, not public viewing: any Backpack page can optionally be made available in a public form for anyone to read, like a normal web page.

If you are a member of OutreachIT <http://outreach.co.uk/>, you will be authorised as an Outreach account user (method 2), and can sign in at <http://outreach.backpackit.com/>.

Otherwise, to create a free 5 page Backpack website, and get access to private areas of the Outreach site, enabling you to collaborate in its development, you can now...

...Sign up for Backpack

- Click on the resources link on your page
- Click on the "Sign up for Backpack" link
- Enter information as requested
- All the "administrator account" information can be changed later...
- ...but the "Backpack site address" can't (except by starting again with a new name and copying any pages across)
- It may simplify logging in if you use the name in the site address box as your username

Once you have a Backpack account, if you send an email with your site address to admin@outreach.it some of the private pages on the Outreach site will be shared with you.

If you want to sign up for Backpack later, go to <http://www.backpackIT.com/> and click "Sign up for free"; there are free 30 day trials of accounts that thereafter charge a monthly fee (credit card required for signup), but there is also a small link to "choose our free plan".

Or just go to <http://signup.37signals.com/backpack/free/signup/new> (you can enter BPSJWXH in the referrer code field to support OutreachIT).

Using your website

Online documentation for Backpack is available via the links at the foot of every page.

Additional resources for this workshop will be at <http://outreach.backpackit.com/pub/1541785>

There is a [Backpack Notes](#) page on the Outreach website: <http://outreach.backpackit.com/pub/1341452>

Notes

¹ The latest version of this document is <http://outreach.backpackit.com/pub/1551911>

² Textile reference: <http://hobix.com/textile/>