



Meer vrijheid  
Meer Fun  
Omni Chat



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### Explanation how to manage your pages ..... why do you need it en how does it work?

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With the function "Manage pages" you can decide when you want to present your webpages and message boards in your group.

This manual is divided in:

- [Where do you find the option "Manage pages"](#)
- [Explanation of the options how to manage the pages](#)
- [Insert a separator](#)

**Where do you find the option "Manage pages"?**

First you see the homesite of Omni-Chat. You can do that by clicking ► [here](#) ◀ .

In the left corner you see:



[Log on](#) [Create an OC Account](#)

Click on the button "Log on" as shown above and the next screen will appear:

#### Your login information:



To log in, you have to be a registered member.

I would like to register: [Click here](#). Its free!

I forgot my password: [Request a new password here!](#)

LOGIN:

Name or e-mail address:

Omni-Chatter

Password:

●●●●●●●●

LOGIN

Fill in your nickname of e-mail address of your profile and the corresponding password belonging to your owner-account on Omni-Chat. Click the tab Groups and then on the left on My groups.



Choose the group you want to manage the pages and now click on **Manager tools** and the next screen will appear:

**- Administrator tools:**

- Add page**  
Add webpages, planning, document folders and more.
- Manage members list**  
See which member has signed in. Edit the role of a member. Accept or deny requests for membership.
- Member settings**  
Change your e-mail address, set the way you want to read messages, cancel your membership.
- Send an e-mail to management**  
Send an e-mail to all managers of this group.
- Send a promotion e-mail**  
Send a promotion e-mail to people who are not a member of this group.
- Manage pages**  
Edit name, arrange, hide, or even delete pages from your group. Create it as you like it!
- Edit your group settings**  
Edit the description, policy settings, categories and you can delete your group.
- Send an e-mail to members**  
Send an e-mail to all the members of this group.

Click as the red arrow shows.

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Explanation of the options how to manage the pages

You just click on "Manage pages" and on the next screen you can get to work.


**- Page manager:**

1. Page	2. Subpage of	3. Move	4. Welcome	5. Menu	6. Active	7. 8. 9.
Welcome	[Main page] ▼	[Do not move] ▼	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
Christmas	Welcome ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
Mainpage 1	[Main page] ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
1st Messageboard op subpage	Mainpage 1 ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
Mainpage 2	[Main page] ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
1st Messageboard op subpage 2.1	Mainpage 2 ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
2nd Messageboard op subpage 2.2	Mainpage 2 ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
Mainpage 3	[Main page] ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
1st Messageboard op subpage 3.1	Mainpage 3 ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
2nd Messageboard op subpage 3.2	Mainpage 3 ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete
3rd Messageboard op subpage 3.3	Mainpage 3 ▼	[Do not move] ▼	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Edit Delete

Each webpage or message board created by you will appear in the leftmost column, (marked with 1.). You see the name of the webpage or message board as you've created it. You can now divide your pages and message boards us such, that in left column they are sorted together, whether or not as indented line. You can also indicate a line as not active so that the line will not appear in the left column. How it works you can read below.

The functions of the columns 2 up to and included 9 will be explained here:

No:	Name of the column:	How to use:
2.	Subpage of	By clicking on <input type="checkbox"/> a drop site window will open. You can decide where you want your webpages of message board be shown in the left column. If you choose for Maine page, that item will appear in the left column far left in the order you determine. You can also choose to

		show more pages or boards in the Main menu.
3.	Move	By clicking on  a drop site window will open. Choose more specific if you want your pages or boards as sub-items of the main menu. Here you choose the indentation in the main menu. You can also choose the very top or bottom of the main menu.
4.	Welcome	If you enter a tick, that line will become de welcome page of your group.
5.	Menu	If you enter a tick here, that line will appear in the mail menu of your group. In other words: that item is visible in the left column.
6.	Active	If you delete the tick, that item will be hidden from the main menu. You can, by pasting the hyperlink the hyperlink in your webbrowser, view that item. Click on "Save" to keep the changes.
7.	Save	If you click on "Save", all changes will be stored. Involuntarily on which line you click SAVE, here means "store everything".
8.	Edit	If you click on "Edit", you can modify the webpage of change the name of that item. Then go back to managing your pages.
9.	Delete	By clicking "Delete", you delete that item from your group. Note: this can not be undone.

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### Insert a separator:

To keep the left column clear and easy to read, you can insert a divider. The dividing line is an interruption in the list and ensures the diversity of the topics more clearly. A separator improves reading comfort.

Here will be explained how you can insert a divider. On top of the page you see:

Insert a separatorline after:  with the characters

With the triangle right from the word Welcome, you can decide where the divider has to be inserted. In the next box you decide how the divider will look like. A divider can be made with your keyboard. You can use the altfunctions. They are:

ALT+ 1 = ☉	ALT+2= ☪	ALT+ 3 = ♥	ALT+ 4 = ♦	ALT+ 5 = ♣	ALT+6=♠	ALT+7 = •	ALT+8 = ■	ALT+9 = ○	ALT+10 = ◼
ALT+ 11 = ♂	ALT+12=♀	ALT+ 13 = ♪	ALT+ 14 = 🎵	ALT+ 15 = ☼	ALT+16=▶	ALT+ 17 = ◀	ALT+ 18 = ⬆	ALT+ 19 = !!	ALT+ 20 = ¶
ALT+ 21 = §	ALT+22=—	ALT+ 23 = ⬆	ALT+ 24 = ⬆	ALT+ 25 = ⬇	ALT+26=→	ALT+27=←	ALT+28 = ⊥	ALT+29 = ↔	ALT+30 = ▲
ALT+ 31 = ▼	ALT+32="space"	ALT+ 33 = !	ALT+ 34 = “	ALT+ 35 = #	ALT+36=\$	ALT+ 37 = %	ALT+ 38 = &	ALT+ 39 = ’	ALT+ 40 = (
ALT+ 41 = )	ALT+42=*	ALT+ 43 = +	ALT+ 44 = ,	ALT+ 45 = -	ALT+46=.	ALT+47 = /	ALT+48 = 0	ALT+49 = 1	ALT+50 = 2
ALT+ 51 = 3	ALT+52=4	ALT+ 53 = 5	ALT+ 54 = 6	ALT+ 55 = 7	ALT+56=8	ALT+ 57 = 9	ALT+ 58 = :	ALT+ 59 = ;	ALT+ 60 = <
ALT+ 61 = =	ALT+62=>	ALT+ 63 = ?	ALT+ 64 = @	ALT+ 65 = A	ALT+66=B	ALT+67 = C	ALT+68 = D	ALT+69 = E	ALT+70 = F
ALT+ 71 = G	ALT+72=H	ALT+ 73 = I	ALT+ 74 = J	ALT+ 75 = K	ALT+76=L	ALT+ 77 = M	ALT+ 78 = N	ALT+ 79 = O	ALT+ 80 = P
ALT+ 81 = Q	ALT+82=R	ALT+ 83 = S	ALT+ 84 = T	ALT+ 85 = U	ALT+86=V	ALT+87 = W	ALT+88 = X	ALT+89 = Y	ALT+90 = Z
ALT+ 91 = [	ALT+92=\	ALT+ 93 = ]	ALT+ 94 = ^	ALT+ 95 = _	ALT+96=`	ALT+ 97 = a	ALT + 98 = b	ALT+ 99 = c	ALT+ 100 = d
ALT+101 = e	ALT+102=f	ALT+ 103 =g	ALT+ 104 =h	ALT+ 105 = i	ALT+106=j	ALT+107 = k	ALT+108 = l	ALT+109 = m	ALT+110 = n
ALT+ 111 = o	ALT+112=p	ALT+ 113 =q	ALT+ 114 = r	ALT+ 115 =s	ALT+116=t	ALT+ 117 =u	ALT+ 118 = v	ALT+ 119 =w	ALT+ 120 = x
ALT+ 121 = y	ALT+122=z	ALT+ 123 = {	ALT+ 124 =	ALT+ 125 = }	ALT+126=~	ALT+ 127 = ⬆	ALT+ 128 =Ç	ALT+ 129 = ü	ALT+ 130 = €
ALT+ 131 = â	ALT+132=ä	ALT+ 133 =à	ALT+ 134 =â	ALT+ 135 =ç	ALT+136=ê	ALT+137 = ë	ALT+138 = è	ALT+139 = ï	ALT+140 = î
ALT+ 141 = ì	ALT+142=Ë	ALT+ 143 =Å	ALT+ 144 =É	ALT+ 145=æ	ALT+146=Æ	ALT+ 147 =	ALT+ 148 = ö	ALT+ 149 = ò	ALT+ 150 = û
ALT+ 151 = ù	ALT+152=ÿ	ALT+ 153 =Ö	ALT+ 154 =Ü	ALT+ 155 =€	ALT+156=£	ALT+157 = ¥	ALT+158 =Ps	ALT+159 = f	ALT+160 = á
ALT+ 161 = í	ALT+162=ó	ALT+ 163 =ú	ALT+ 164 =ñ	ALT+ 165 =Ñ	ALT+166=ª	ALT+ 167 = °	ALT+ 168 =ı	ALT+ 169 =¬	ALT+ 170 =¬
ALT+ 171 ½	ALT+172=¼	ALT+ 173 = j	ALT+ 174 =◀	ALT+ 175 =▶	ALT+176=☐	ALT+177 =☐	ALT+178 =☐	ALT+ 179 =	ALT+180=¬
ALT+ 181 =≡	ALT+182=≡	ALT+ 183 =≡	ALT+ 184 =≡	ALT+ 185 =≡	ALT+186=≡	ALT+ 187 =≡	ALT+ 188 =≡	ALT+ 189 =≡	ALT+ 190 =≡
ALT+191 = 7	ALT+192= L	ALT+193 = L	ALT+ 194 = T	ALT+ 195 = T	ALT+196= T	ALT+ 197 = T	ALT+ 198 = T	ALT+199 = T	ALT+ 200 = L

ALT+ 201 = ⌌	ALT+202=⌍	ALT+ 203 = ⌎	ALT+ 204 = ⌏	ALT+ 205 = ⌐	ALT+206=⌑	ALT+ 207 = ⌒	ALT+ 208 = ⌓	ALT+ 209 = ⌔	ALT+ 210 = ⌕
ALT+ 211 = ⌖	ALT+212= ⌗	ALT+ 213 = ⌘	ALT+ 214 = ⌙	ALT+ 215 = ⌚	ALT+216=⌛	ALT+217= ⌜	ALT+ 218 = ⌝	ALT+219= ⌞	ALT+220= ⌟
ALT+ 221 = ⌠	ALT+222= ⌡	ALT+ 223 = ⌢	ALT+ 224 = α	ALT+ 225 = β	ALT+226=Γ	ALT+ 227 = π	ALT+ 228 = Σ	ALT+ 229 = σ	ALT+ 230 = μ
ALT+ 231 = τ	ALT+232=Φ	ALT+ 233 = Θ	ALT+ 234 = Ω	ALT+ 235 = δ	ALT+236=∞	ALT+237 = φ	ALT+238 = ε	ALT+239= ∩	ALT+240= ≡
ALT+ 241 = ±	ALT+242=≥	ALT+ 243 = ≤	ALT+ 244 = ∫	ALT+ 245 = ∫	ALT+246=÷	ALT+ 247 ≈	ALT+ 248 = °	ALT+ 249 = ·	ALT+ 250 = ·
ALT+ 251 = √	ALT+252="n	ALT+253 = ²	ALT+ 254 = ■	ALT+ 255 = "space"					

This example will explain the altfunctions. Hold the alt-key en type 10. Release the ALT-key en this symbol will appear ■. If you repeat this p.e. ten times, it gives you this line / divider: ■■■■■■■■■■.

As often as you want, you can use the same divider. You can also assemble multiple dividers. The bottom "Edit" within managing pages has a different color and you can not click on it. A divider can not be modified, but you can delete it and create a new one.

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If there are any questions left, please do not hesitate to contact us..

We wish you a lot of pleasure with this explanation.

Kind regards,

Team Omni-Chat.