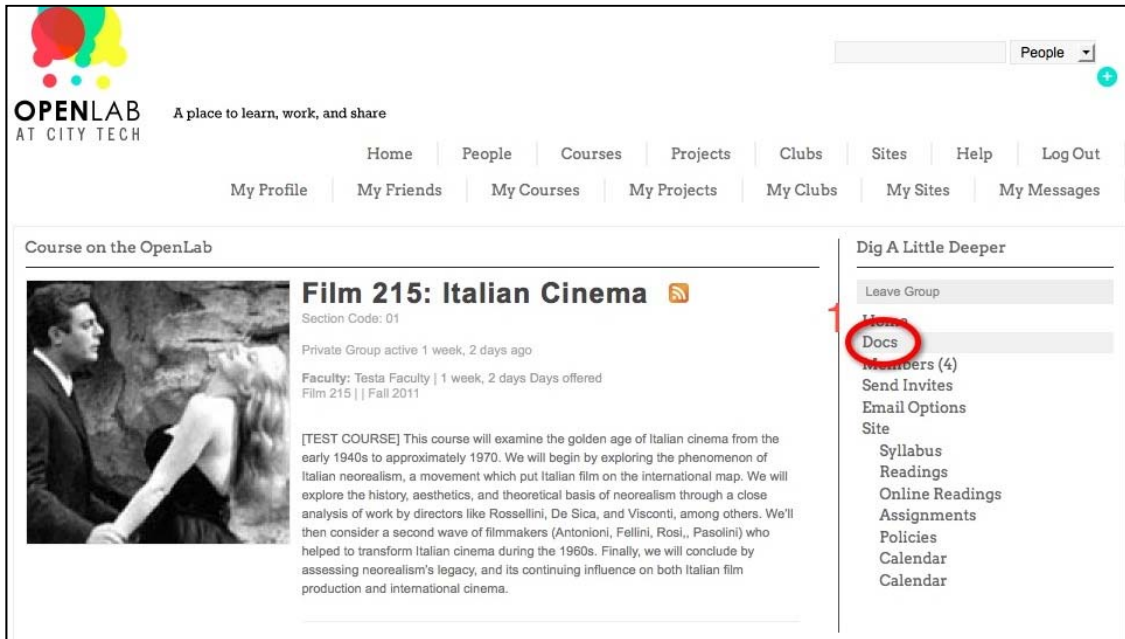


Creating and Using Docs

To Create a Doc

1. Click on *Docs* on the *Dig A Little Deeper* menu.

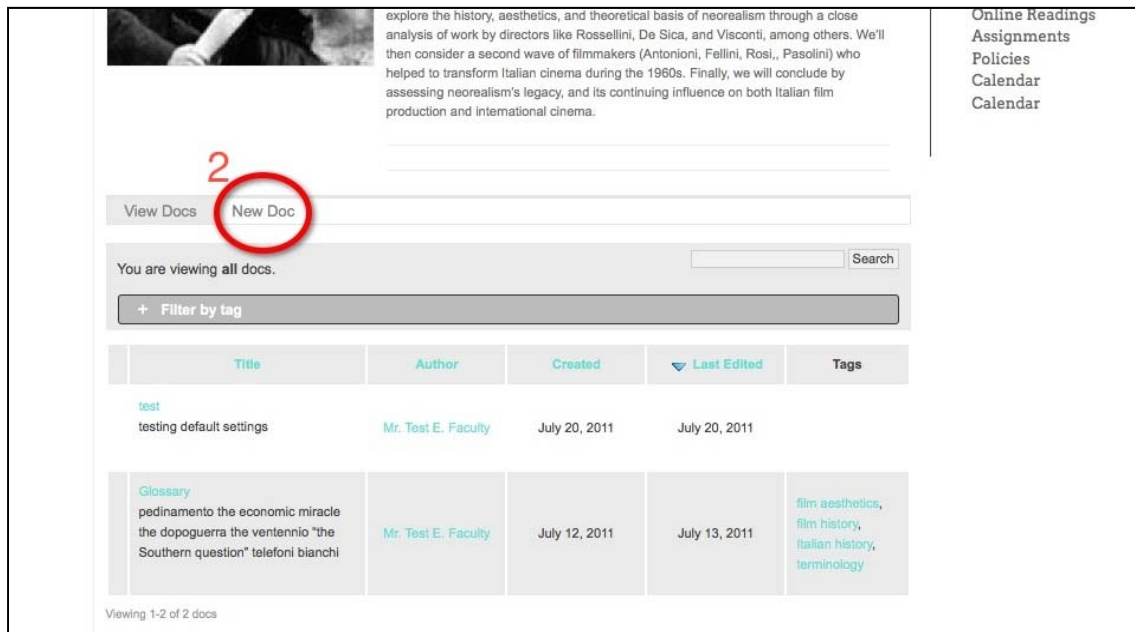


The screenshot shows the OpenLab interface for a course titled "Film 215: Italian Cinema". The "Dig A Little Deeper" menu is visible on the right side, with the "Docs" option circled in red. The course description is as follows:

Film 215: Italian Cinema
Section Code: 01
Private Group active 1 week, 2 days ago
Faculty: Testa Faculty | 1 week, 2 days Days offered
Film 215 | Fall 2011

[TEST COURSE] This course will examine the golden age of Italian cinema from the early 1940s to approximately 1970. We will begin by exploring the phenomenon of Italian neorealism, a movement which put Italian film on the international map. We will explore the history, aesthetics, and theoretical basis of neorealism through a close analysis of work by directors like Rossellini, De Sica, and Visconti, among others. We'll then consider a second wave of filmmakers (Antonioni, Fellini, Rosi., Pasolini) who helped to transform Italian cinema during the 1960s. Finally, we will conclude by assessing neorealism's legacy, and its continuing influence on both Italian film production and international cinema.

2. Scroll down and click on *New Doc*.



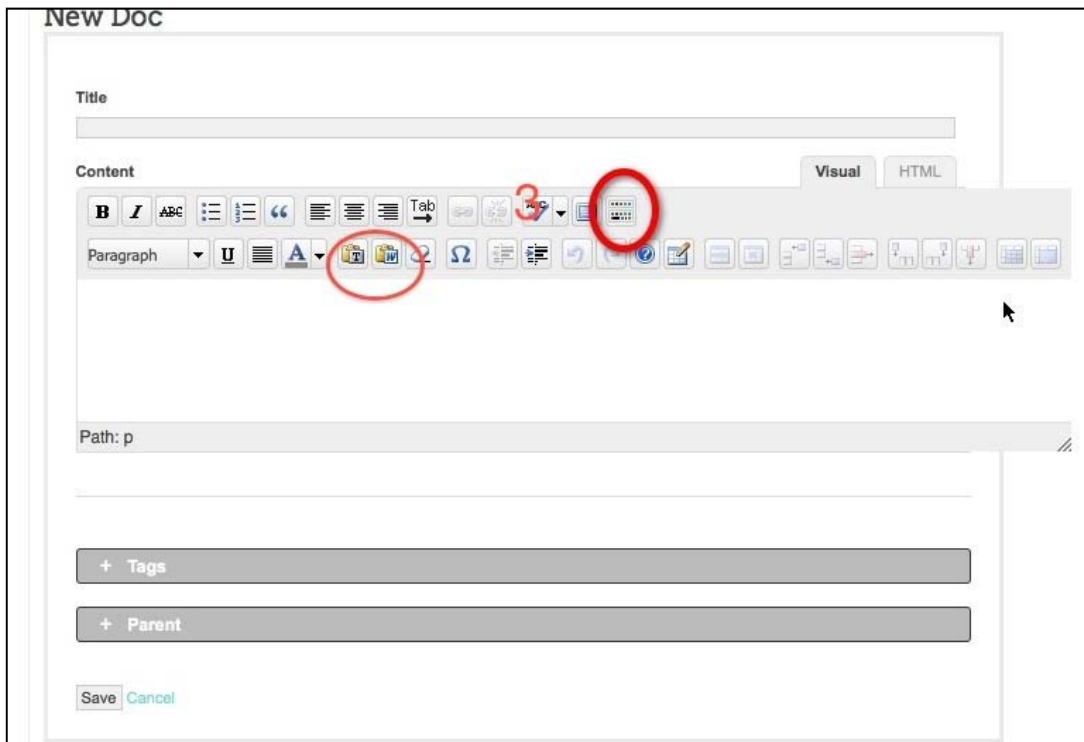
The screenshot shows the "Docs" page in the OpenLab interface. The "New Doc" button is circled in red. Below the button, there is a search bar and a table of documents. The table has the following columns: Title, Author, Created, Last Edited, and Tags.

Title	Author	Created	Last Edited	Tags
test testing default settings	Mr. Test E. Faculty	July 20, 2011	July 20, 2011	
Glossary pedinamento the economic miracle the dopoguerra the ventennio "the Southern question" telefoni bianchi	Mr. Test E. Faculty	July 12, 2011	July 13, 2011	film aesthetics, film history, Italian history, terminology

Viewing 1-2 of 2 docs

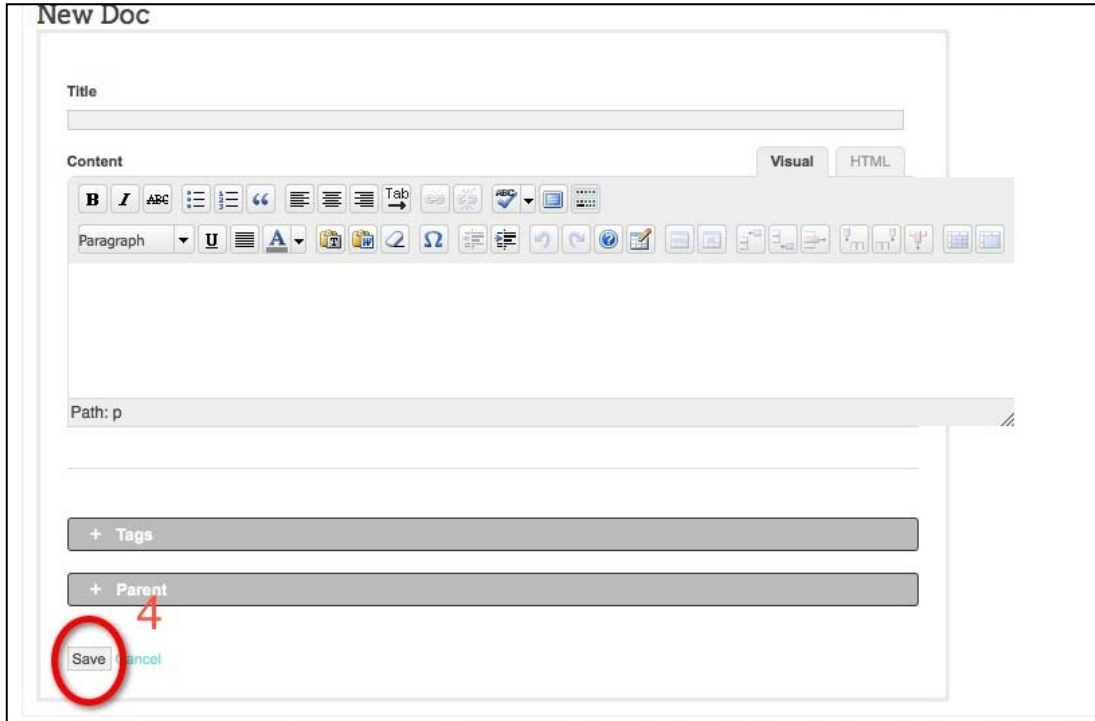
Creating and Using Docs

3. Begin entering your content into the doc. If you would like to format it in more detail you can click on the *Kitchen Sink* icon to do so. You can also copy and paste from Microsoft Word and text documents. (This is important because Word has hidden ways of formatting documents that can be lost. If you copy and paste in another way your document might not look the way you expect it to.)



Creating and Using Docs

4. Click Save.



The image shows a 'New Doc' form with the following elements:

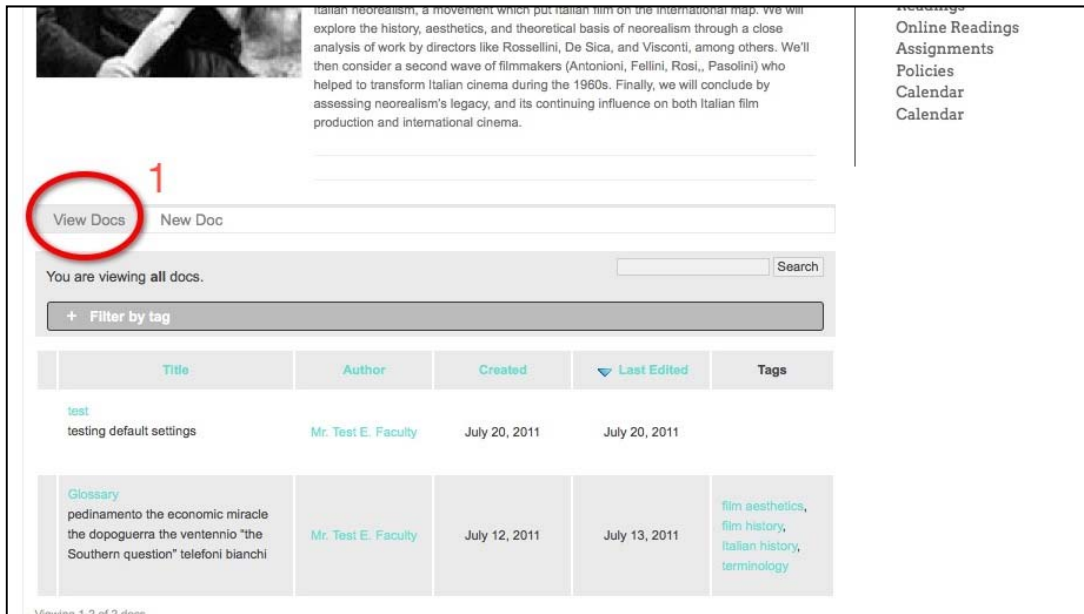
- Title:** A text input field.
- Content:** A rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and other editing functions. There are tabs for 'Visual' and 'HTML'.
- Path:** A text input field containing the text 'p'.
- Tags:** A text input field with a '+' icon and the text 'Tags'.
- Parent:** A text input field with a '+' icon and the text 'Parent'.
- Buttons:** At the bottom left, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

A red number '4' is placed above the 'Save' button, indicating the step number.

Creating and Using Docs

To Work With Others on a Doc

1. To view a document select *Read*. You can also read a document by clicking on its title.



Italian neorealism, a movement which put Italian film on the international map. We will explore the history, aesthetics, and theoretical basis of neorealism through a close analysis of work by directors like Rossellini, De Sica, and Visconti, among others. We'll then consider a second wave of filmmakers (Antonioni, Fellini, Rosi, Pasolini) who helped to transform Italian cinema during the 1960s. Finally, we will conclude by assessing neorealism's legacy, and its continuing influence on both Italian film production and international cinema.

[View Docs](#) [New Doc](#)

You are viewing all docs. [Search](#)

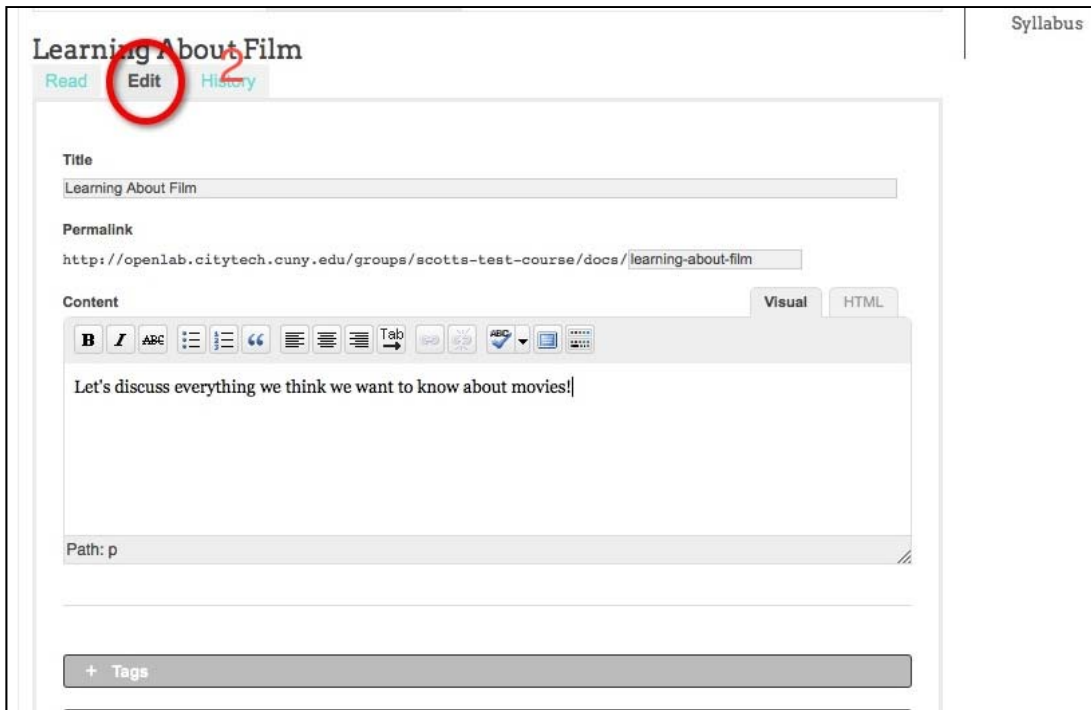
+ [Filter by tag](#)

Title	Author	Created	Last Edited	Tags
test testing default settings	Mr. Test E. Faculty	July 20, 2011	July 20, 2011	
Glossary pedinamento the economic miracle the dopoguerra the ventennio "the Southern question" telefoni bianchi	Mr. Test E. Faculty	July 12, 2011	July 13, 2011	film aesthetics , film history , Italian history , terminology

Showing 1-2 of 2 docs

2. To make changes to a document select *Edit*.

Creating and Using Docs

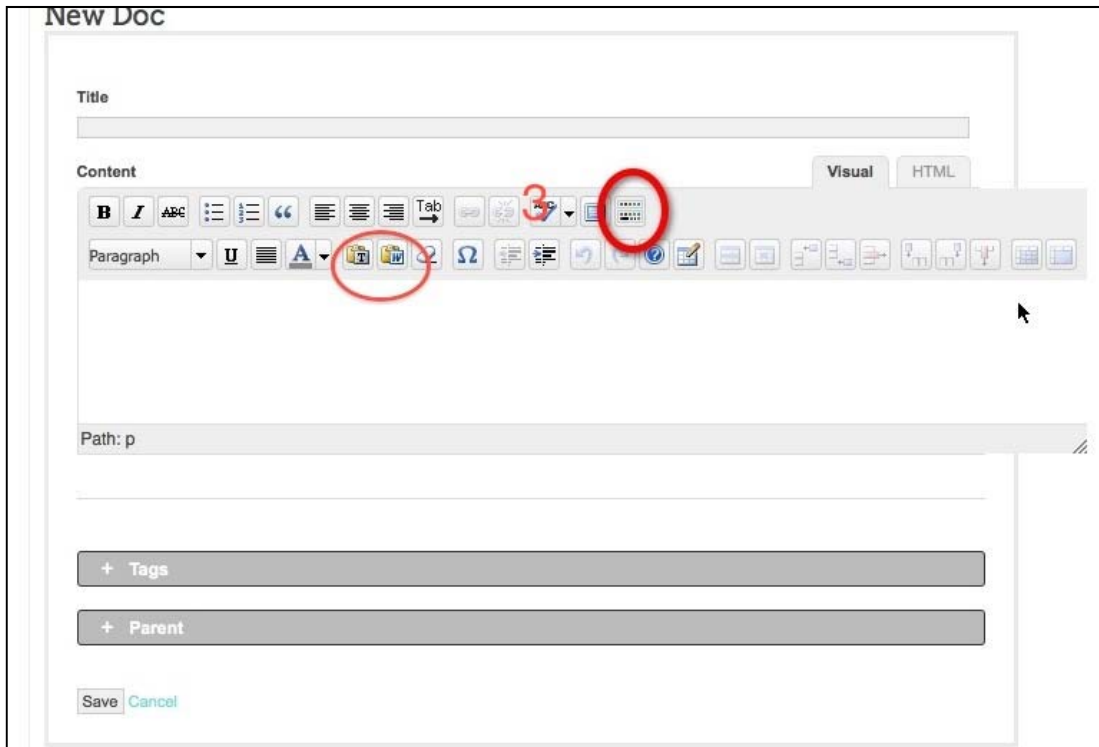


The screenshot shows a web-based document editor. At the top left, the title "Learning About Film" is displayed. Below the title are three tabs: "Read", "Edit", and "History". The "Edit" tab is selected and circled in red, with a red number "2" next to it. The main content area contains a "Title" field with the text "Learning About Film", a "Permalink" field with the URL "http://openlab.citytech.cuny.edu/groups/scotts-test-course/docs/learning-about-film", and a "Content" field with the text "Let's discuss everything we think we want to know about movies!". The "Content" field has a rich text editor toolbar above it with various icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, and insert link. To the right of the "Content" field are two tabs: "Visual" and "HTML". Below the content field is a "Path" field with the text "p". At the bottom left of the content area is a "+ Tags" button. In the top right corner of the interface, the word "Syllabus" is visible.



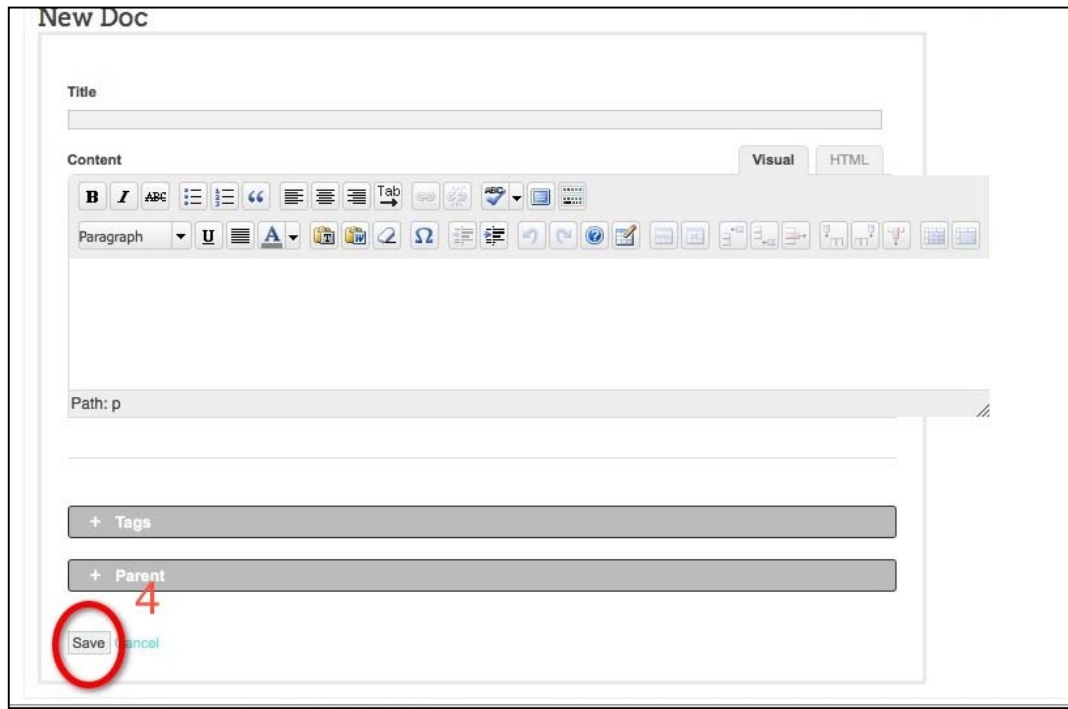
Creating and Using Docs

3. Once you are in the edit screen it functions much like creating a doc. Make changes in the text box and use *Kitchen Sink* to format and copy and paste from Word and text documents.

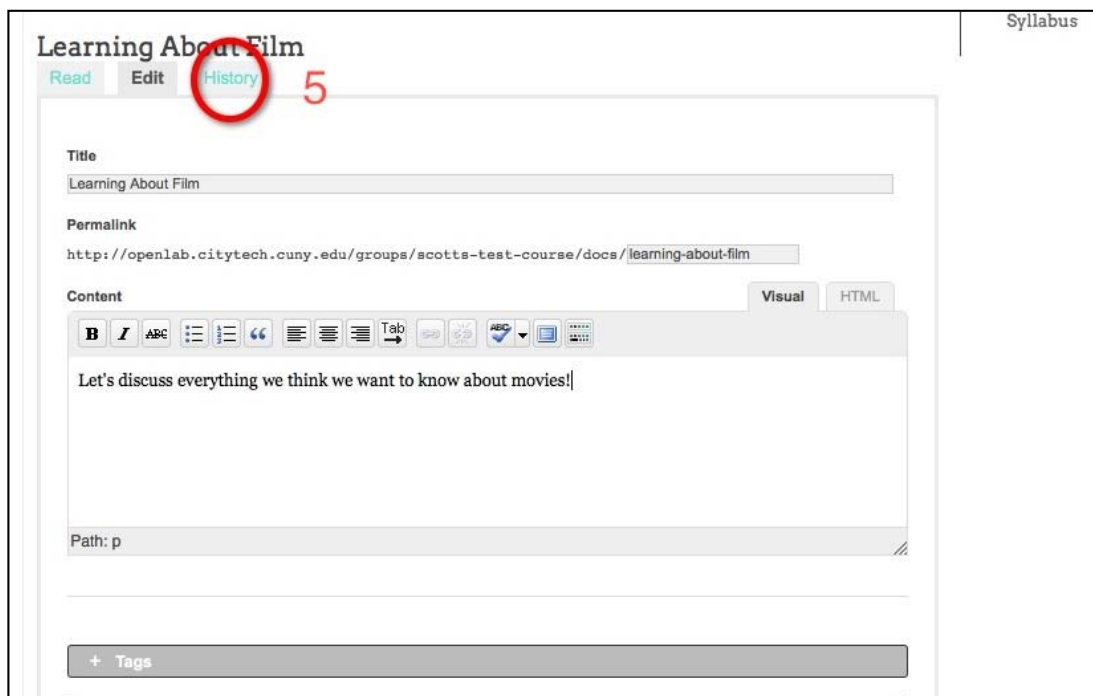


Creating and Using Docs

4. When you are finished editing, click **Save**.

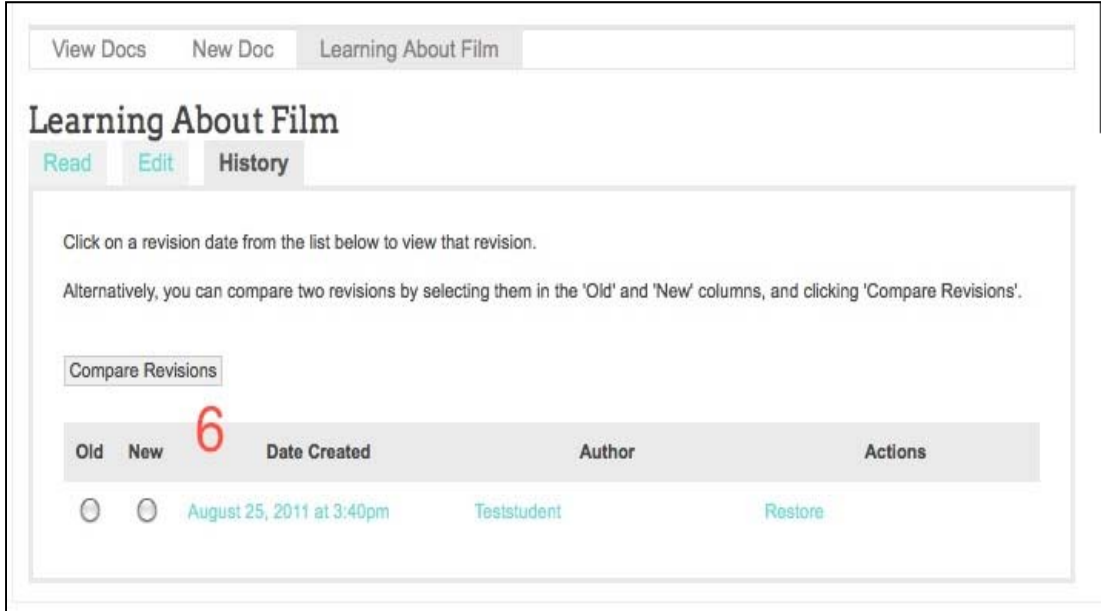


5. The OpenLab records a history of who edited the document and the changes that person made. To see it click *History*.



Creating and Using Docs

6. You can *Compare Revisions* and *Restore* the document to the original.



The screenshot shows the OpenLab interface for a document titled "Learning About Film". At the top, there are tabs for "View Docs", "New Doc", and "Learning About Film". Below the title, there are tabs for "Read", "Edit", and "History". The "History" tab is active, displaying instructions: "Click on a revision date from the list below to view that revision." and "Alternatively, you can compare two revisions by selecting them in the 'Old' and 'New' columns, and clicking 'Compare Revisions'". A "Compare Revisions" button is visible. Below this is a table with columns: "Old", "New", "Date Created", "Author", and "Actions". A red number "6" is overlaid on the "New" column. The table contains one row with radio buttons in the "Old" and "New" columns, the date "August 25, 2011 at 3:40pm", the author "Teststudent", and a "Restore" link in the "Actions" column.

Old	New	Date Created	Author	Actions
<input type="radio"/>	<input type="radio"/>	August 25, 2011 at 3:40pm	Teststudent	Restore