

# GG&A basecamp

Basecamp is an easy, interactive way to keep up to speed on the progress of your project. The many advantages of basecamp and its ease of navigation make it a wonderful tool for online collaboration.

This guide will help you through the essentials of basecamp. If you have any questions please don't hesitate to contact Terre, Lindsey or Bill directly at 544-9676.

*terre lindy*

## 1 Login

Click this link (If you're reading this as an email or pdf) or type it in your browser:  
[www.gaiagraphics.basecamp.com](http://www.gaiagraphics.basecamp.com)

You'll see the login window. Enter your first name as the username and your last name as the password, all lowercase.

Check the box "Remember me on this computer" so you don't have to login every time you want to access basecamp.

Remember me on this computer

Sign in

Internet Explorer provided by Dell

https://gaiagraphics.grouphub.com/login

File Edit View Favorites Tools Help

[GG&A] Login

Gaia Graphics

Username  
firstname

Password  
\*\*\*\*\*

Remember me on this computer

Sign in

Help: [I forgot my username or password](#)  
[Login using an OpenID instead](#)

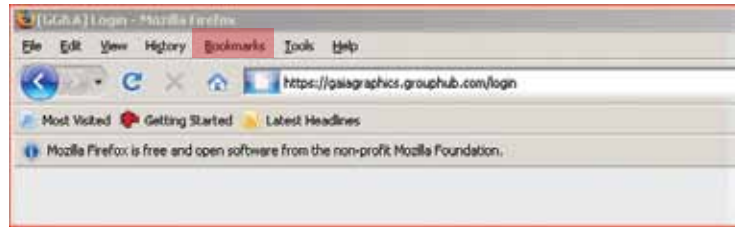
Done Internet | Protected Mode: On 100%

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## Make it a Favorite

You can always click a link in an email to get back to basecamp. You can also add basecamp to your Favorites or Bookmarks. Depending on your browser, select “Bookmarks” or “Favorites”.

Above: FireFox example  
Right: Internet Explorer example



## Project Overview

The Overview page is where you can see Upcoming Milestones and the latest happenings within your project. Your view may look different.

You can click any tab or underlined words and the program will take you there.

## Search

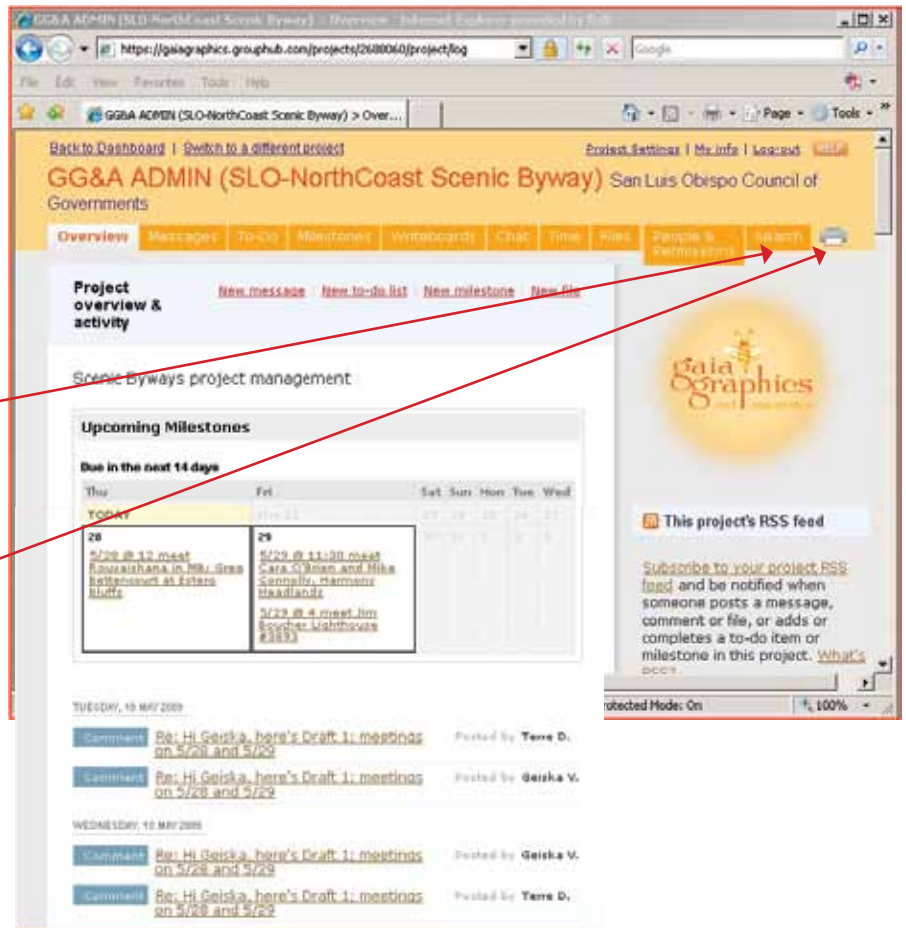
You can search the entire project by clicking on the “Search” tab in the upper right and entering a word or phrase.

## Print

Any page that has the printer icon (upper right) can be printed.

## Much More

“To Do” lists can be created for each person or for each phase of a project. “Milestones” can be deadlines or meeting dates, with email notification. “Writeboards” can be used to keep lists, or people can edit content back and forth, with version tracking.

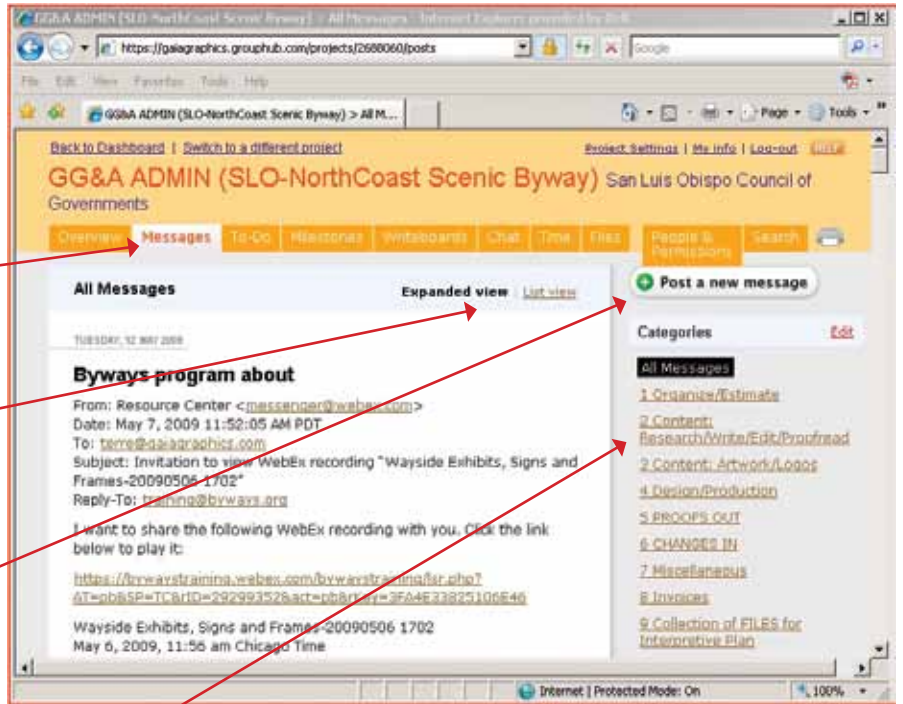


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## Read Messages

When you log into basecamp you can navigate by clicking tabs or underlined links.

Click the “Messages” tab to bring up all the messages that have been posted to your project in chronological order. You can select Expanded view (shown) or List view to see just the titles. Just scroll down to see older messages.



## Send Messages

To send a message, click the [Post a new message] button. You can also send a new message by clicking the underlined link beneath the tabs in the Overview.

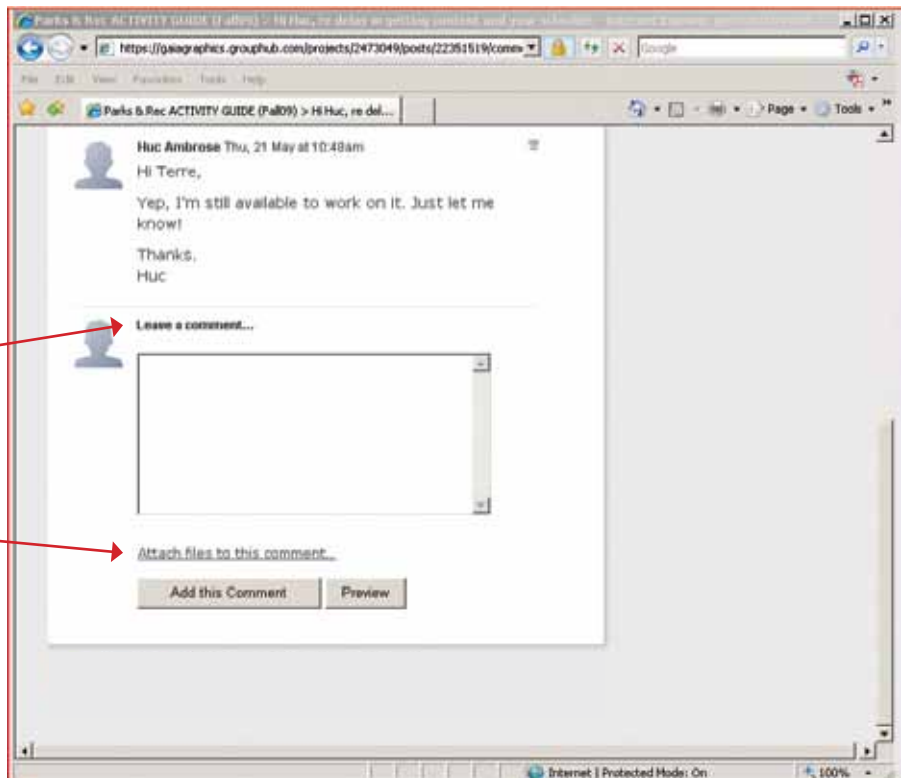
## Categories

You can click on a Category to sort Messages and Files that have been uploaded. Typically every client has a category named for them, so you can easily find every message or file you have uploaded. *More about selecting Categories on the back.*

## Make Comments

At the bottom of each message is a comment box. You can also upload files with Comments.

To keep discussions focused and connected, make sure comments are related to the topic of the message at the top of the window. This helps everyone keep track of progress and decisions. *More about message threads on the back.*



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## Post a Message

When posting a new message, give it a very descriptive title. Include the name of the person you are talking to and the topic of the message.

Select the correct Category from the pull-down menu. Messages and Files can be sorted by Category, in case you want to search them later.

Write your message.

## Attach a File

Click the Browse button and find the file on your computer that you want to upload. You can upload several files at once. Any files you attach to a message can be found under the Files tab as well.

## Send Email

Select the people you want to involve in the conversation. Include yourself if you want an email too. The email shows the message and gives a link; click the link to respond to the post. It's a good idea to select Gaia Graphics to receive email notifications. Especially if they're funny.

## Preview or Post

Click [Preview] to see your post as it will appear to other readers. When you're ready to send it, press [Post this message].

The screenshot shows the 'Post a new message' form in the GG&A ADMIN interface. The form has the following sections:

- Title:** A text input field containing 'Hi Terre, this basecamp thing is great!'.
- Category:** A pull-down menu currently set to 'FROM ELLEN'.
- Message body:** A text area containing 'Hi Terre, The GroupHub is an excellent way for me to manage my portion of this project. I can upload files and make comments on messages to create a "thread." It is a very user friendly program. Ellen'.
- Attach files:** A section with a paperclip icon and a 'Browse...' button.
- Does this message relate to a milestone?:** A dropdown menu with 'Complete the milestone' selected.
- Subscribe people to receive email notifications:** A list of people with checkboxes. 'GG&A Ellen Perryess: Ellen Perryess' is checked. Other names include Kathleen Ponce, Rich Murphy, and Terre Dunivant.
- Buttons:** 'Post this message', 'Preview', and 'Cancel'.

## A Note About Message Threads:

Comments should always relate to the Message it falls under. When there is a new topic or question to be addressed, it is best to start a new message with the new topic in the title. This makes any topic easier to find when you are scanning the list of messages.

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## Writeboards

Writeboards are editable messages that are great for collaborative lists of changing data. Save and compare versions of the Writeboard and track what has been going on.

### Choose your project

Select the project you would like to work on. You will see a list of Writeboards relevant to your project, which may not include some of these.

### View Writeboards

Click on the [Writeboard] tab.

### Open a Writeboard

Select the Writeboard by clicking on the name. Basecamp tracks the changes made and lets you know when the Writeboard was last updated.

### Create a Writeboard

Make a new Writeboard with a descriptive title or import a Writeboard from another project.

### Edit Writeboard

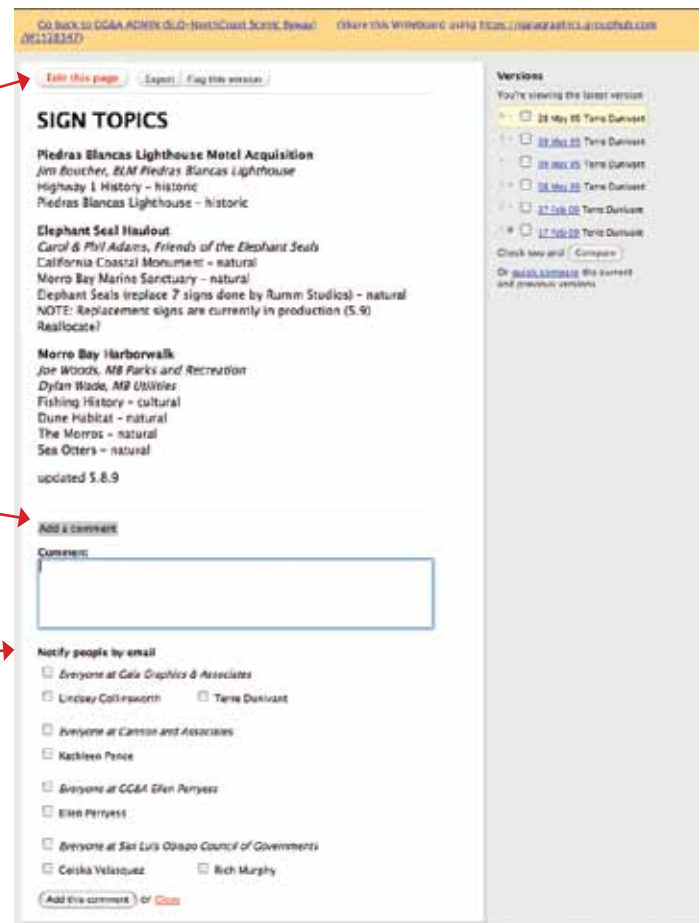
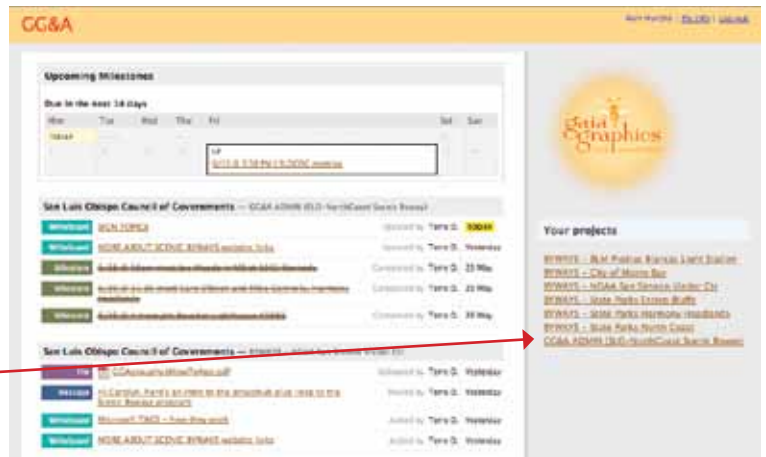
Click [Edit this page]. Editing a Writeboard is not like a text editor. It uses simple formatting codes to make bolds, italics, lists, etc. More about editing a Writeboard, next page.

### Make Comments

At the bottom of each message is a comment box. You can also make comments without editing the Writeboard.

### Send Email

Select the people you want to notify. Include yourself if you want an email too. The email shows the message and gives a link; click the link to respond to the post. Click [Add this comment].



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## Edit Writeboard

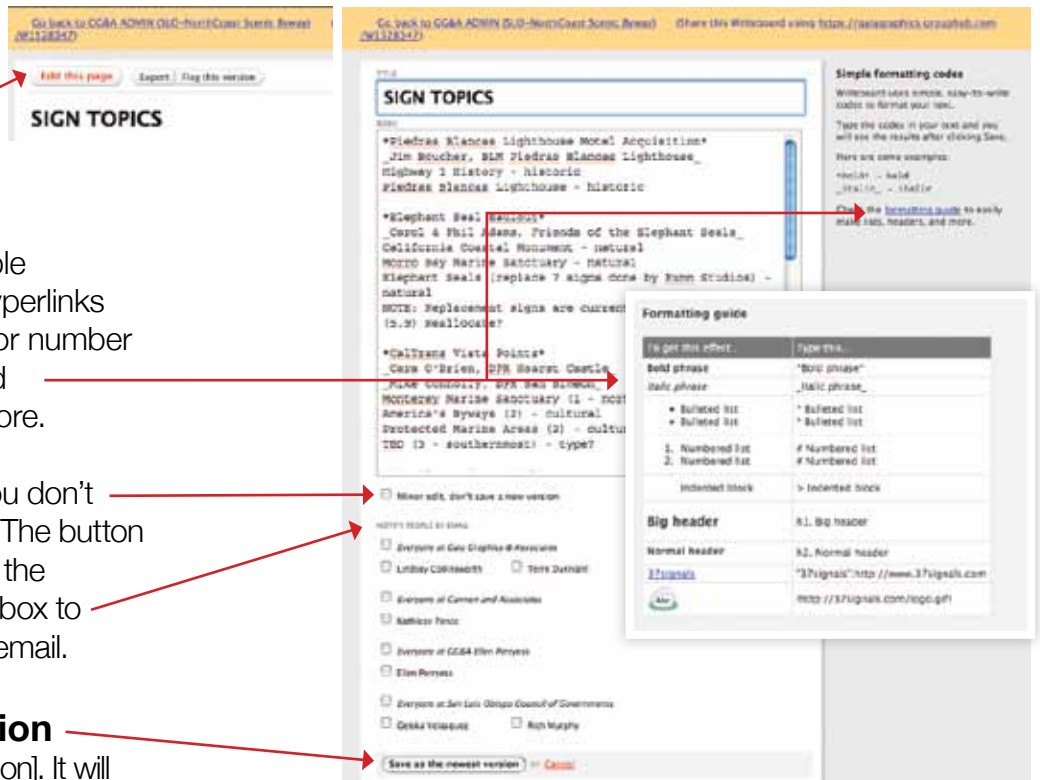
At the top of the Writeboard page click [Edit this page].

Edit a Writeboard using simple formatting codes to insert hyperlinks bold and italic words, bullet or number lists, etc. Click the underlined **formatting guide** to see more.

Click the [Minor Edit] box if you don't want to make a new version. The button below changes to [Save over the current version]. Then click a box to notify people of changes via email.

## Save the newest version

Click [Save as the newest version]. It will show up in the list of versions on the right.



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## Versions

Stay up to date with the current Writeboard changes. Because Writeboards are collaborative, versions allow you to track changes made to previous postings.

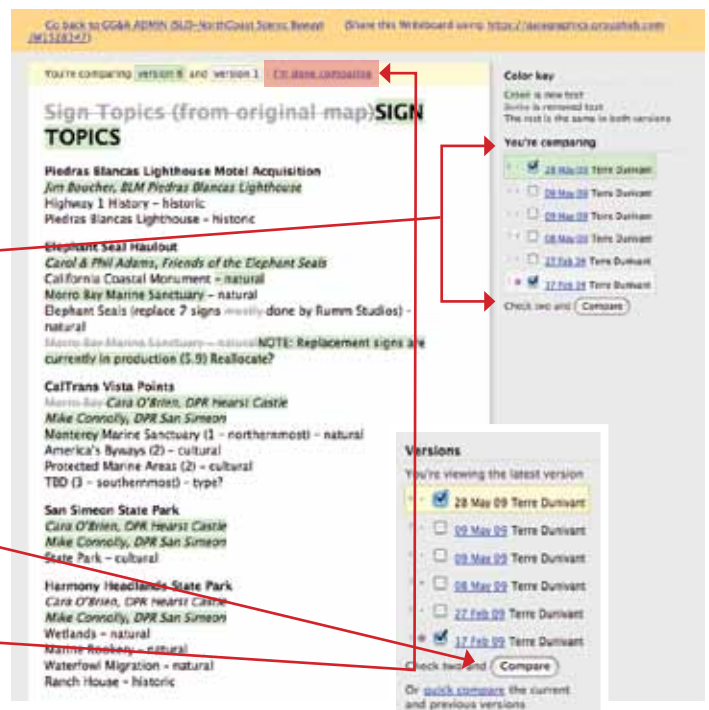
## Select Versions

Select the two versions you would like to compare.

Click [Compare].

Additions are highlighted and deleted items will appear crossed out.

Click [I'm done comparing] at the top of the page to exit the comparison page.



If you have any questions or need a supportive shoulder, contact us and we'll be happy to help you.



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