Opening the Stationery Cupboard

Contents: Templates for workshop application forms, membership form, copies of logos and fonts, and the path to the forward planner.

To get to the Stationery Cupboard, visit the NEEMF website and follow the menu item to Stationery Cupboard; then click on Open the Cupboard. Password: `Mu51cstand`

Using the forward planner

Once in the Stationery Cupboard, you can view the Forward Planner.

To edit the Forward Planner, you follow the 'link to editor' which takes you to a simple editor called Pulse. Supply the password `1breve=2minims`

Pulse allows you to edit a 'block', and whatever is in that block will be copied automatically to the NEEMF forward planner page. You will see this:

Click on the word 'Fwdplanner' and a text editor opens, a bit like Word but much simpler. Use the icons to control formatting :

The paragraph mark icon (a backwards P) lets you choose formatting.

Don't forget to press the Save button when you're done. Otherwise you'll lose all your work.