

# Pirate Pad Tutorial

Pirate Pad is a web based work processor designed for working collaboratively in real time.



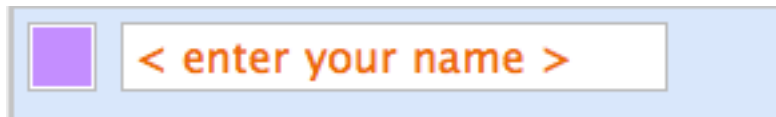
- 🔊 **Step 1 - Open your internet browser and visit:**

<http://piratepad.net>

- 🔊 **Step 2 - Click on the “Create Public Pad” button to begin.**

**PIRATPADDAN VÄLKOMNAR DIG!**

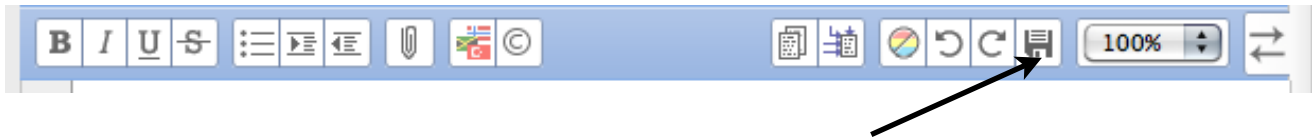
- 🔊 **Step 3 - Choose your color and give yourself a name at the top of the right hand column.**



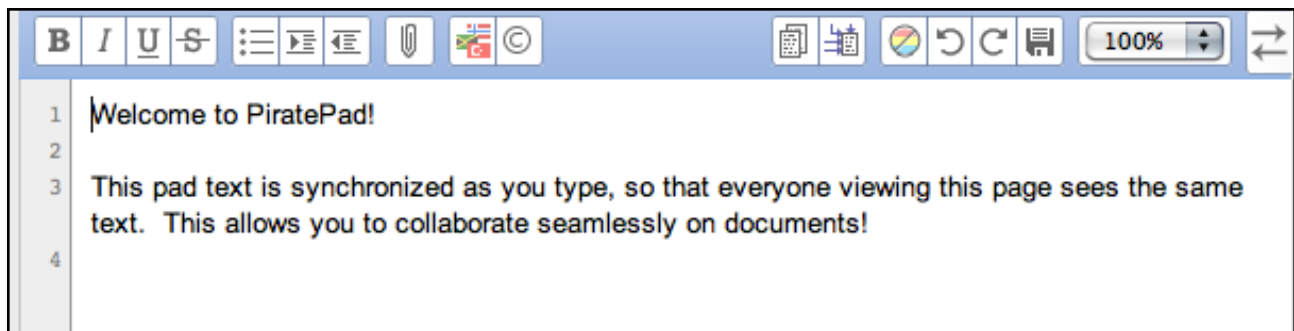
- 🔊 **Step 4 - Read the introduction in the main chat window and note that all pad content may be viewed by others. Your pad is private until you invite people to join you but you should always be aware of who is using the pad.**

- 🔊 **Step 5 - Click on the “Share This Pad” button on the right hand column. You will be given a web address which you can copy and paste into an email or simply show on your whiteboard and have others copy into their own web browsers. Once they do each person will now be active participants in the chat room you have setup.**

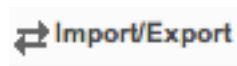
**Step 6** - Type your message. Use the toolbar at the top of the pad to change your font settings.



At any time you can click on the “Save” icon to save a revision of the pad.

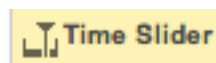


**Step 7** - Click on “Import/Export” button at the top right of the screen.



From here you can choose to “Import” a text file you already have or “Export” your current chat to a text document such as Microsoft Word or PDF.

**Step 8** - Click on the “Time Slider” icon at the top right of the screen.



This will open a new window.

**Step 9** - Save your pad when finished.