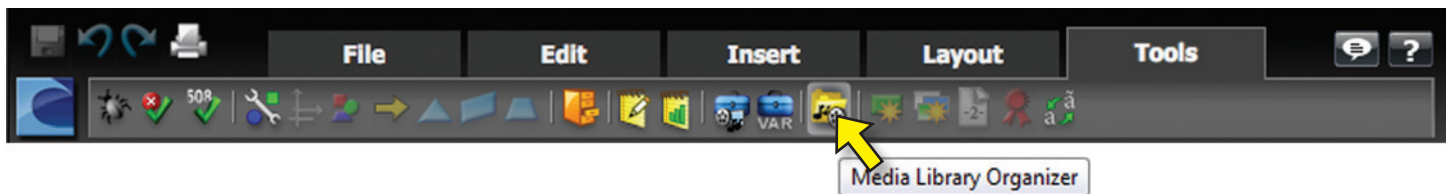
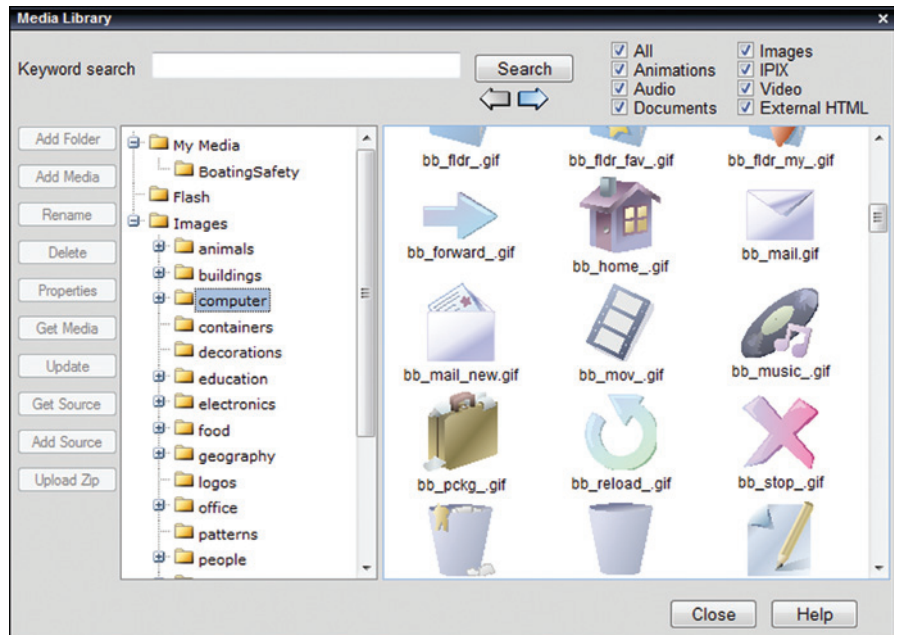


Learn about a few of the lesser-known features of Lectora Online and get the most out of your Lectora Online experience

1 Media Library Organizer

Lectora Online's Media Library can be accessed by all users within your organization. Multimedia objects can be uploaded individually to the library or can be bulk uploaded within a zip file.

You can access the Media Library from the Lectora Online home page or from the **Tools** tab within the Publisher. When you access the Media Library from within the Lectora Online Publisher, you can double-click on any object within the Media Library to quickly insert it into your title.

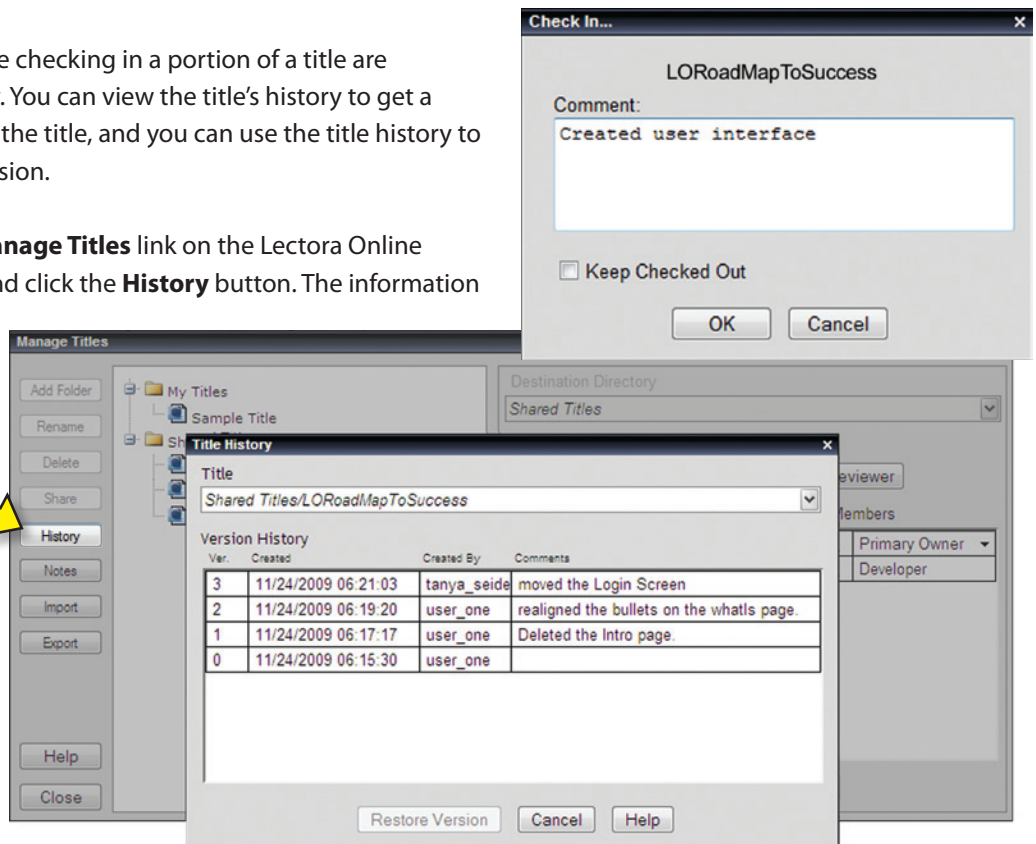


2 Title History

The comments you add when you are checking in a portion of a title are documented within the title's history. You can view the title's history to get a snapshot of the work being done on the title, and you can use the title history to revert the title back to a previous version.

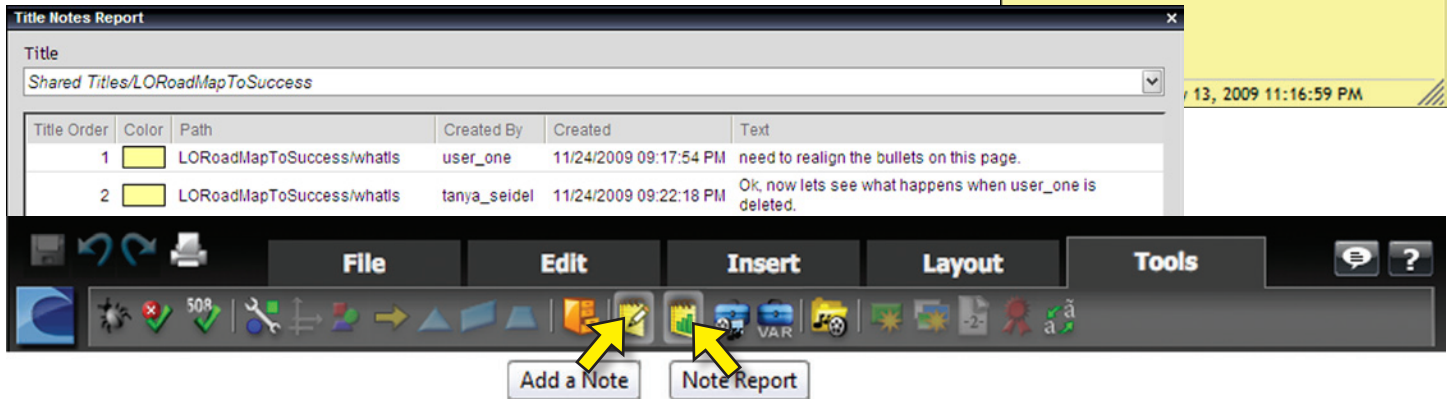
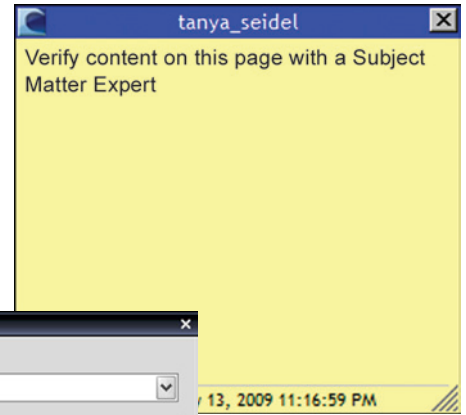
To access a title's history, click the **Manage Titles** link on the Lectora Online home page. Select the shared title and click the **History** button. The information displayed shows the time and date the change was checked in, who it was checked in by, and the corresponding comments.

To revert a title back to a previous version, select the row in the history table of the version you want to restore, and click **Restore Version**. Changes made after the corresponding date are lost.



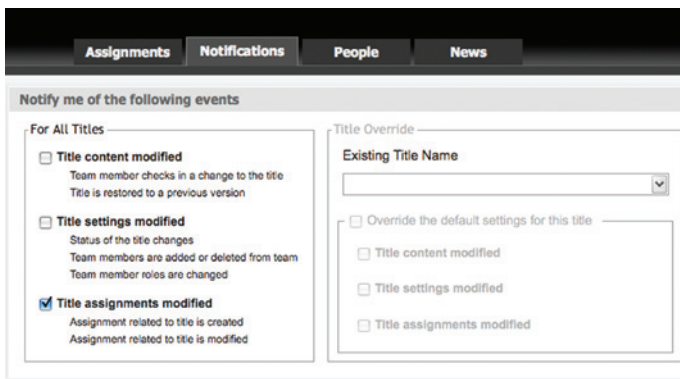
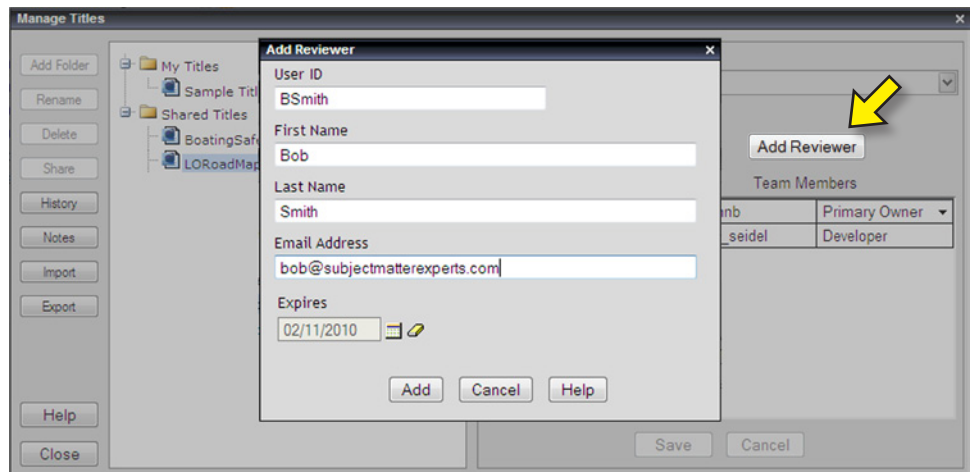
3 Notes and Note Reports

Everyone, including reviewers, has the ability to leave feedback within a title in the form of a note. After opening the title, click the **Add a Note** icon on the **Tools** tab. Notes will not be visible within the published title. If you want to quickly see your team members' notes, click the **Note Report** icon. The notes report displays who wrote the note, when he or she wrote it, and what is contained in the note. You can print the notes report or download it as a text file for added convenience.



4 External Reviewers

You can add external reviewers and give them temporary access to Lectora Online to preview and provide feedback on titles. Add as many reviewers as you need, free-of-charge. Click the **Manage Titles** link on the Lectora Online home page and select the title to which you would like to provide reviewer access. On the right side of the window, click the **Add Reviewer** button and specify the reviewers name, email address, and date of account expiration, if necessary. Reviewers will receive an email notifying them that they have a request to review the title along with the appropriate login information for Lectora Online. Reviewers will be able to access the title and leave feedback within it, but will not be able to make any changes to the title.



5 Notifications

Notifications enable you to stay informed of changes that are made to titles and assignments. To configure your notifications, click the **Notifications** tab on the Lectora Online home page. You can apply notifications to all titles that have been shared with you or only to the titles you choose. Use the controls within the **Title Override** box to apply notifications to individual titles. Select the title from the **Existing Title Name** list, check the override box, and select the type of notifications you want to receive for that title. Notifications are delivered as emails to your email address.