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# ORGANIZING YOUR PROJECTS



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# ORGANIZING YOUR PROJECTS

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THIS GUIDE ASSUMES THAT YOU HAVE CREATED A LYNX ACCOUNT AND THAT YOU HAVE CREATED AND SAVED A FEW PROJECTS. For more information about these topics, you can check these User Guides on Lynx Coding's Help page: <https://lynxcoding.org> - click on **Help** on the top navigation bar.

- *How to Create a Free Trial Account.*
- *How to Convert from a Free Trial Account to Permanent Individual.*
- *Getting Started.*

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This Guide covers the following topics.

- **Section 1:** Create a few projects ...so we can demonstrate how they are organized.
- **Section 2:** How to organize projects on [My Projects](#) page.
- **Section 3:** The [Play](#) page (Edit, Properties, Delete, Download and Share).
- **Section 4:** The [Properties](#) page.

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## SECTION 1

# CREATE A FEW PROJECTS

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In order to discuss the concepts about organization of your projects, we are including below some quick instructions for creating and saving a few projects. Refer to the *Getting Started* document in the Help Section for more detailed instructions.

If you already have a few projects on your *My Projects* page, skip this *Section 1* and go directly to *Section 2*. If you don't have a few projects, execute the instructions in Steps 1 to 3, then execute Steps 3 to 7 a few times to create more projects.

**Step 1:** If you aren't logged in yet (check for your nickname in the top-right corner), click on **Login/Register** at the top-right position of the Lynx home page.

A button with a person icon and the text "Login/Register".

**Step 2:** Login using the method you used to create your account (Google, Microsoft, Facebook).

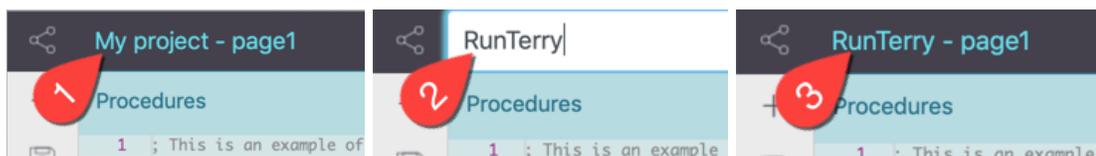


**Step 3:** Click on **CREATE a Lynx Project:**



**Step 4:** Do something simple in the project. Move the turtle, stamp clipart, anything.

**Step 5:** Give a name to your project. Click on the default name (1) in the top left corner, type a new name for your project (2) and click out of the field. The new name appears instead of the default name (3):



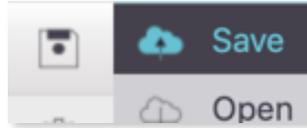
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## SECTION 1

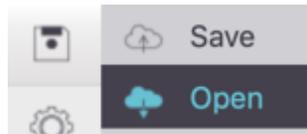
# CREATE A FEW PROJECTS

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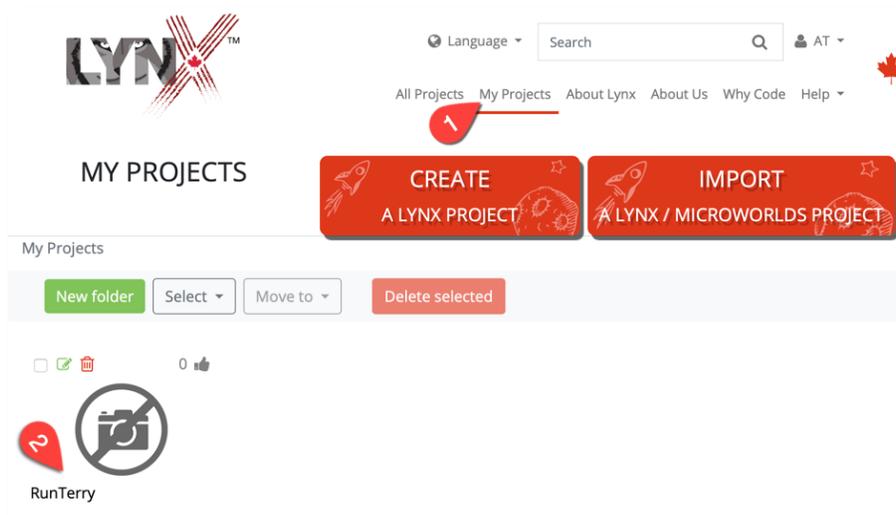
**Step 6:** Open the File (disk) menu and click on **Save** to save your project:



**Step 7:** Open the File (disk) menu and click on **Open** to go back to your [My Projects](#) page.



The project you created now appears on your [My Projects](#) page. It does not have a Preview image, but you will recognize its name (2). If you are not on your [My Projects](#) page, click on **My Projects** at the top of the page (1).

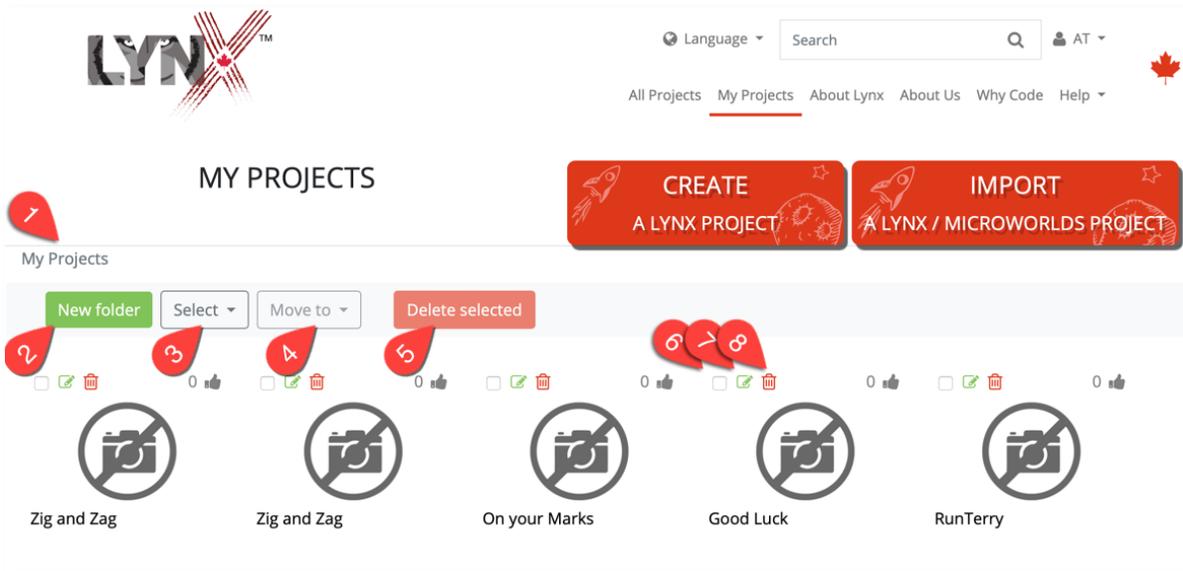


As suggested, execute Steps 3 to 7 a few times, until you have a few projects in your personal space (*My Projects*).

## SECTION 2

# HOW TO ORGANIZE PROJECTS ON MY PROJECTS PAGE

On the Lynx Coding web site, click on **My Projects**. *This is your personal space on the Lynx Coding web site.* It looks like the image below, but with your projects instead.



## Clicking on the Project

Click on a **project icon** to go to its [Play](#) page. There is a lot to say about the [Play](#) page. See [Section 3 - The Play Page](#).

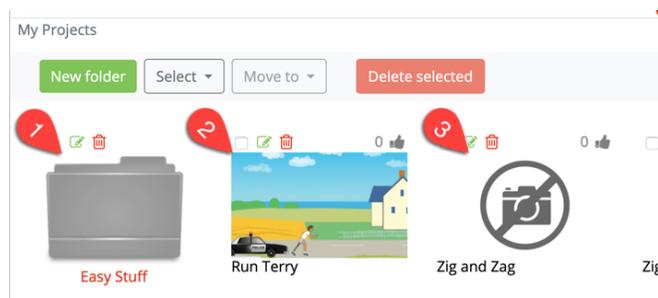
## Folders

If you have a lot of projects, you may want to organize them in Folders. Click on **New Folder** (2) and give a name to the folder you are about to create. Once you have created a folder, select one or more projects (check box (6) above project icons), then choose a folder in the [Move to](#) drop down menu. You will end up with something like this:

(1) is a folder;

(2) is a project with a preview image (see [Preview](#) in [Section 4](#));

(3) is a project without a preview image.



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## SECTION 2

# HOW TO ORGANIZE PROJECTS ON *MY PROJECTS* PAGE

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## Deleting projects

To delete a project, click on the [Trash Can](#) above the project (8) or select one or more projects (6) and click on **Delete Selected** (5). You can also use the [Select](#) button (3) to select all or none of the projects. Careful ! ***A deleted project cannot be recovered.***

## Editing the Properties of your projects

The [Green Pencil](#) (7) above a project leads to the project's [Properties](#) page where you can set several properties for your project. See *Section 4 - The Properties Page*.

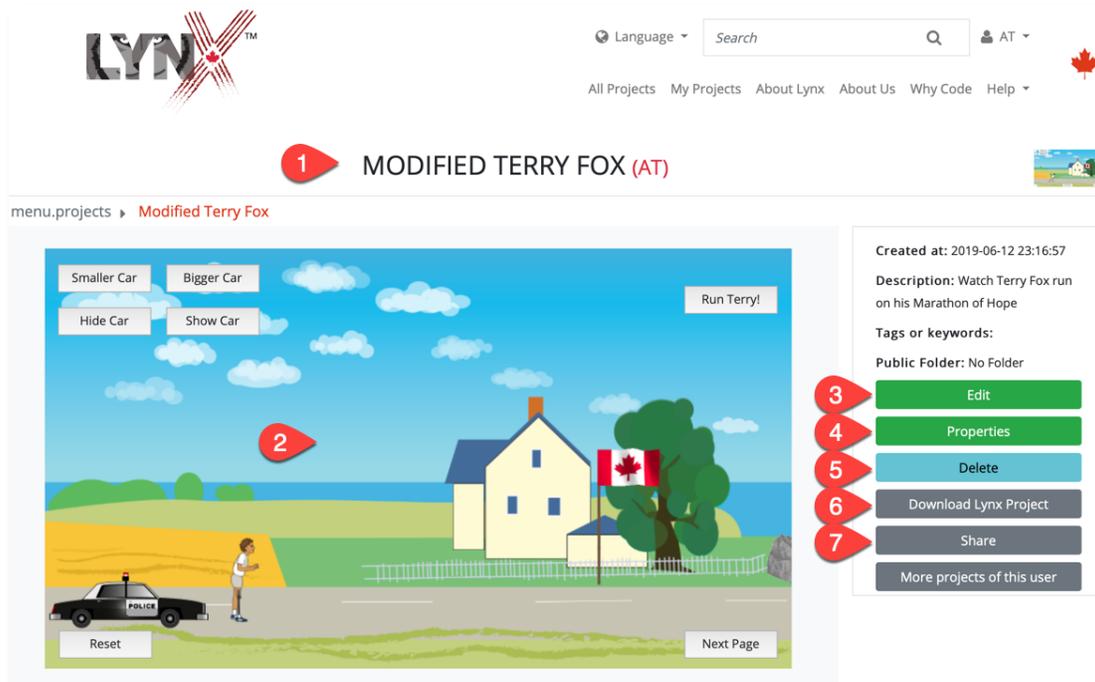
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## SECTION 3

# THE PLAY PAGE

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The **Play** page is where you can *play* with your project (just play with it, not edit or change it). This page also contains several options that we explain below.



## Project Name and Play Area

The project name and your user name (1) appear above the Play area (2). Try your project in the **Play** area to see if all the buttons, clickable turtles and other controls are working well - this is an important thing to do, *because this is how other people will see your project*. For example, if your project has several pages and you forgot to create buttons or clickable turtles to switch pages, you will identify this problem in the **Play** area.

## Edit your Project

Click on **Edit** (3) to open your project in the **Lynx editor** and make changes.

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## SECTION 3

# THE PLAY PAGE

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## Edit your project's Properties

Click on **Properties** (4) to modify your project's properties. There is a lot to explain here... See *Section 4 - The Properties Page*.

## Delete Your Project

Click on **Delete** (5) to delete the project. Careful ! ***A deleted project cannot be recovered.***

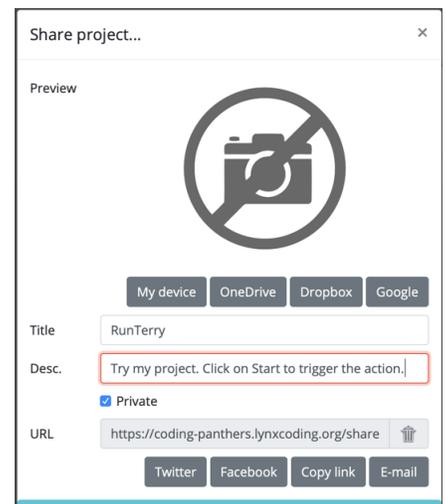
## Download Your Project

Use the **Download** button (6) to download a copy of your project to your computer. Having a local copy of a project is a useful backup strategy. If needed in the future, you could **upload** a local project to your Lynx personal space or to a different account. For that, you would use the **Upload a Lynx project** on your Lynx personal page.

## Share Your Project

Click on **Share** (7) to share this project. This opens a dialog box where you can specify the project name, add a description, set the access level (**Private** means the the person with whom you share this project will not be able to modify it). This is the same dialog box that you get using the Sharing feature inside the Lynx editor.

Click on "+" in the URL field to generate a URL for sharing the project. Then, click on one of the buttons at the bottom. If you click on **Email**, for example, the system will open an email with the URL already pasted in the body of the message.



## SECTION 4

# THE PROPERTIES PAGE

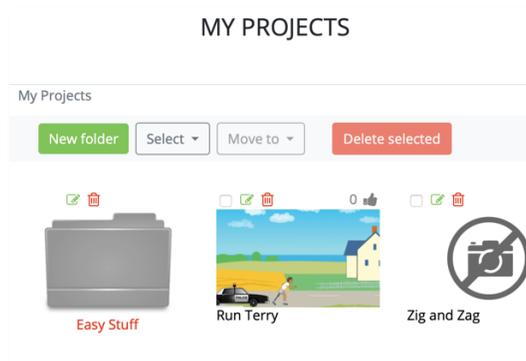
The [Properties](#) page allows you to further personalize your project:

The screenshot shows the 'EDIT PROJECT' interface for a project named 'Zig and Zag'. The page includes a 'Preview image' section with a 'Choose a file' button (callout 1) and a 'No file selected' message. The 'Project Title' field contains 'Zig and Zag' (callout 2). The 'Folder' dropdown is set to 'No Folder' (callout 3). The 'Description' field is empty (callout 4). The 'Public Folder' dropdown is also set to 'No Folder' (callout 5). A 'Private' checkbox is checked (callout 6). At the bottom, there are 'Cancel' and 'Save' buttons.

## Preview Image

By default, the projects you save appear on your [My Projects](#) page with this icon:

They will look nicer, and they will be easier to spot, if you give them a meaningful preview image. In order to do that, create a PNG or a JPG file that represents well your project. Perhaps you can do a screen capture of some of its features and save the image locally. Then, in the [Properties](#) page, click on **Choose a file** (1) and navigate to the PNG or JPG file that you have created. When you save the Properties page and go back to your list of Projects (My Projects, All Projects...), you will recognize your project.



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## SECTION 4

# THE PROPERTIES PAGE

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### Project Title and Description

These fields (2, 4) is where you can rename your project and enter a short description.

### Project Folder

This (3) is another way to move your project inside a folder you have created on your [My Projects](#) page. See *Section 2 - How to Organize Projects on My Projects Page* for instructions on how to create folders.

### Private or Not

By default, the projects that you create and save are [Private](#). They only appear in your My Projects page. Only you can see and modify these projects (and your Teacher, if you are working in a School/Club account).

If you uncheck this box (6), this project will also appear on the [Lynx Community Home Page](#) (in the long list, or in the folder that you have chosen).

Note: if you uncheck this box (6) and you are a member (student) of a School/Club, the project will also appear on the page [All Projects](#) of this School/Club. Other members of your School/Club will be able to see and *edit* your project but they will save it under a new name.

### Public Folder

If (and only if) you unchecked the box [Private](#) (see above), you can indicate here (5) in which folder you wish this project to appear on the [Lynx Community Home Page](#).