***Hello everybody,***

***Hope this helps:***

***Navigating in and editing the RAT CMAP help***

1. Open your CMAP Lite program.
2. Click on “Shared Cmaps in Places” (looks like a globe). Will take about 2 min to load.
3. Scroll to the “R” section and double-click on the “RAT” folder.
   1. IMPORTANT NOTE: YOU SHOULD RIGHT-CLICK ON THE “RAT” FOLDER THE FIRST TIME YOU LOAD IT AND CLICK “EDIT, ADD TO FAVORITES” SO THAT YOU CAN SKIP STEPS 2 & 3 EACH TIME YOU WANT TO EDIT THE RAT. THIS WAY, WHEN CMAP LITE LOADS, YOU WILL CLICK ON “FAVORITES” AND LOAD THE “RAT FOLDER” DIRECTLY (MUCH FASTER).
4. Inside the “RAT” folder, there is a “Resources for RAT CMAP.” These are all my original resources. The resources you load from your own computers will show up separately, like the “Camel’s Hump” word document that has already been uploaded from last night. “The Spheres” was Katherine’s example, so don’t worry about it too much unless you want to see how cool it is ☺
5. Click on “RAT CMAP” to open it. You should have already been input by Katherine or me as an “administrator” so you have privileges to open and edit the RAT.
6. If you want to allow others to work on the RAT at the same time as you, click the tiny concept map with a pencil icon at the very top-right of your screen. This should have a slash through it when you first open the RAT, but when you click on it the slash goes away. This will allow others to collaborate with you if they access the RAT while you are on. Otherwise, other people trying to access the RAT will receive an error message along the lines of “the RAT is busy, just go away and try again later.”
   1. But here’s the thing: if you were the first person to log on to the RAT then you are the one that has the power to “allow” others permission to edit alongside you. Their remote requests will pop up on your computer.
   2. This being said, if you decide to edit the RAT and then take a long break away from your computer, your other classmates might get frustrated because you are not there to “allow” them into the RAT. Perhaps the most courteous thing for us all to do at this point is to simply close the RAT, saving your changes when you are done editing. The program will accordingly give the “power to allow” to the second person who logged in, etc.
7. Finally, when you are done editing and want to exit, click “File, Save Cmap” so you don’t lose all your work. If you uploaded resources during your editing time, then you will definitely want these saved as well. The program will ask you if you want to save these resources, and it’s probably best to click “Yes to all.”
8. These resources will show up next to the RAT CMAP inside of the “RAT” folder every time you open CMAP Lite. Hopefully we’ll get a bunch of resources linking off and eventually we’ll have a final product that’s truly monstrous!

***Good luck!***

***Your classmate,***

***Molly Kinson***