How to use Etherpad

Hi everyone, after some experimentation, I have created this document for the use of others.

Please be advised, that in order to use ETHERPAD for collaboration within our teams, we need to:

1. Have the account holder (called the ADMINISTRATOR from here on), be logged on prior to users accessing the PAD and remaining logged on.
2. The ADMINISTRATOR needs set the ‘Internet Guests’ option to (I would suggest PROMPT), prior to users logging on.
3. The user’s needs to access their particular PAD address (for the BLUEs it is http://bluee.etherpad.com/1).
4. When a user visits the PAD that the ADMINISTRATOR has set the PROMPT option, the user will have a login screen that looks like the following:

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Guest Sign In:
Enter your name to be displayed to other users:
Mr Flintstone  Request Access
```

5. As a user ‘DO NOT’ go to the ‘Sign in’ button, but instead, just enter your name in the ‘Request Access’ area and Click ‘Request Access’. I would suggest possibly ensuring that you have the subject name as well as your name to make it easier for identification.

6. When you Click the ‘Request Access’ button, the ADMINISTRATOR, who should be watching their ETHERPAD if they have chosen the PROMPT option, needs to ‘APPROVE’ or ‘DENY’ the access to the particular user, as seen below.

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Welcome to EtherPad!
This pad text is synchronized as you type, so that everyone viewing this page sees the same text. This allows you to collaborate seamlessly on documents.

You will notice there are two chat sections, left and right. As far as I can tell, the right chat section is JUST for chatting and cannot be recorded, whereas, the left chat is ‘exportable’ for our collaboration.

Regards, Dale.
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7. In the mean time, while the use is waiting for the ADMINISTRATOR to ‘Approve’ their access, the user will see a screen saying ‘Waiting for approval…’ as below:

![Waiting for approval...](image)

8. When an ADMINISTRATOR chooses to deny access to a user, the following screen will be displayed on the user’s screen:

![Access Denied.](image)

9. The user will then be logged into the ETHERPAD after the ADMINISTRATOR ‘Approves’ their ‘Request’. When the user is logged in, you will see the screen as below:

![ EtherPad](image)

10. Finally, for convenience sake, I have chosen to leave the Blue PAD logged on all day today (if my ADSL modem doesn’t drop out) with the ‘Internet Guests option set to ALLOW’ so that when and if my BLUE team colleagues login using the address of [http://blue.etherpad.com/1](http://blue.etherpad.com/1) they will have open access to our POD (Pool of Online Dialogue) without me watching the screen, as I may be shopping or coffee‘ing elsewhere.

Blue team members, if you successfully login today or tonight, could you please leave a comment on the word pad section so that I will know. Also, we can save our dialogue then as evidence for our BLOGS, etc.

Regards to everyone, and I hope this helps.

Dale - Sunday, 9 August 2009 at 12:00 PM