# Edico Lite user manual  v 1.24.0



The manual includes Edico Lite trial features: file sharing in the session folder and communication and other complementary features. The session folder is available for 40 hours or a maximum of 30 days.

Edico is different from other similar services, there are usage ideas at the end of this guide Edico can be used for communication completely without e-mail.



You can register for the Edico Lite service by logging into the browser at https://lite.edico.pro/lite/register?lang=en .

 By selecting and clicking on the "Online Services" link [1] and the menu link [2], you will receive information about the confidentiality of communications and how to maximize it. The link "Register" [3] leads to access to the Edico Lite service. A confirmation message will be sent to the email address you provided. The email address is also the username of the opener.

From this page, from the link [4], you can log in to your session folder again with the credentials you provided, if you have registered with your own password and email confirmation. You can access your Edico Lite folder directly with your Facebook credentials. If you find that 40 hours are not enough to explore Edico's features, you can continue to experiment with your identity for a month. You can find instructions at the end of this guide.
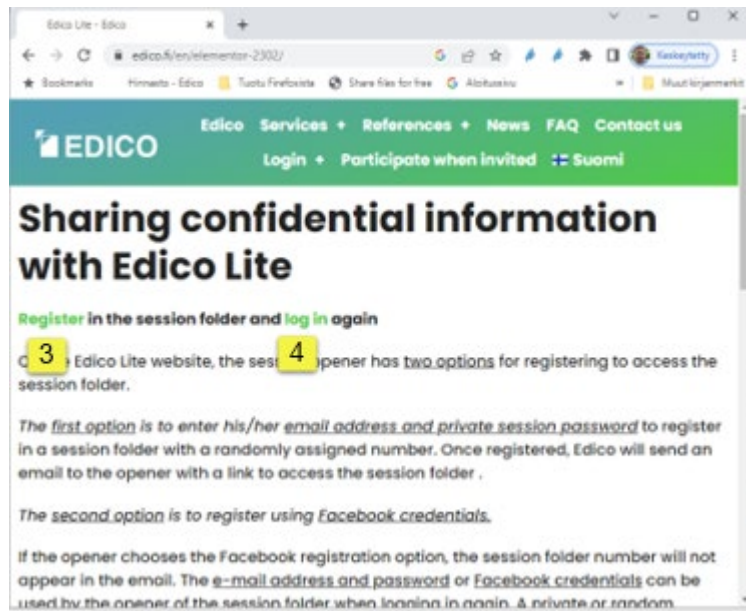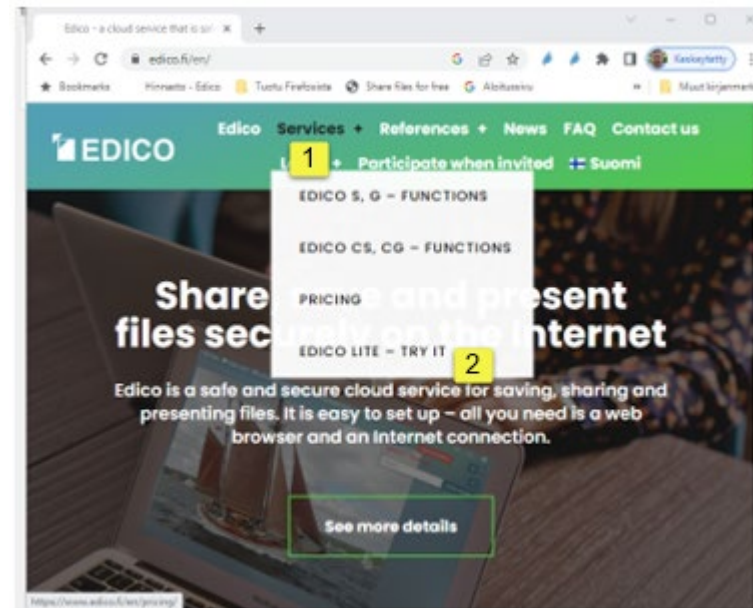
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Guests invited by the experimenter have access to almost the same functions as the inviter him/herself. The method is therefore used almost symmetrically among the participants. The instructions describe which functional limitation applies to the invited participant. The invited person does not need to register for an Edico account or download add-ons to their browser to participate in the session or log into the session folder.

Participants can be invited in two ways

Invitees can access the folder via the "**Participate when invited**" link and click on the cklicking "**Lite**" link. The inviter must give them the session number you entered and the login password (or a password generated by Edico when you log in with FaceBook credentials). However, if you remove or change the password, the original password will still remain as the folder opener's personal password, along with the Facebook credentials.

You can also invite participants to the session by sending a link to the folder from Edico in an e-mail and the session password by phone.

# Registering and opening the Edico lite session folder
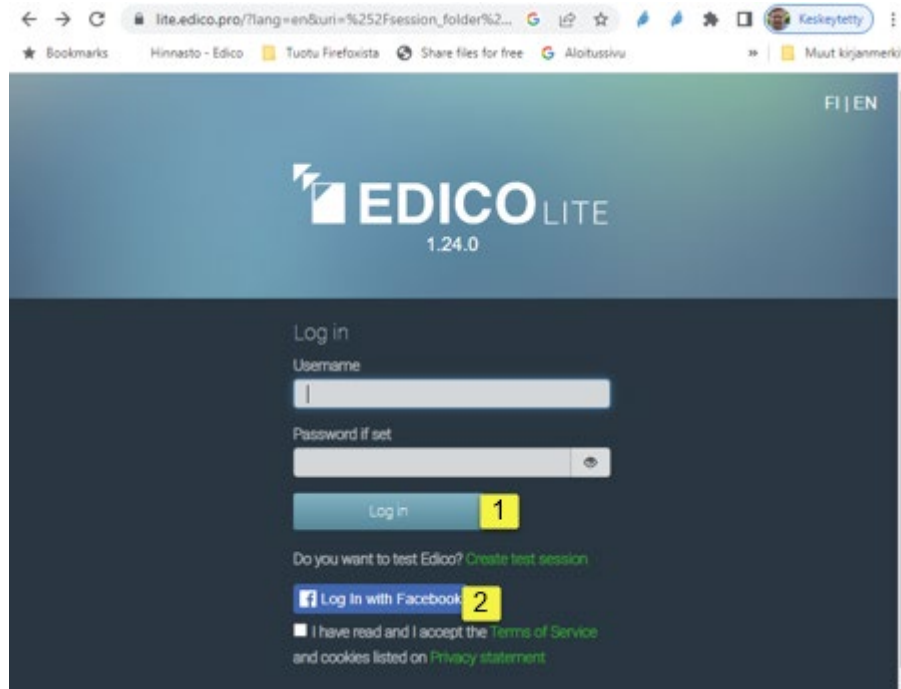


From this page, you can register in your session folder by pressing [1] "Log in". When you register with your own password and email address, a confirmation message will be sent to the email address you provided. The email address is also the username of the opener.

With your Facebook credentials, you can access your Edico Lite folder directly here [2].

## First session view

If you have opened the Edico Lite session folder and logged in on another computer to open the same session, this gives full access to the service, but the first session opened will "close".
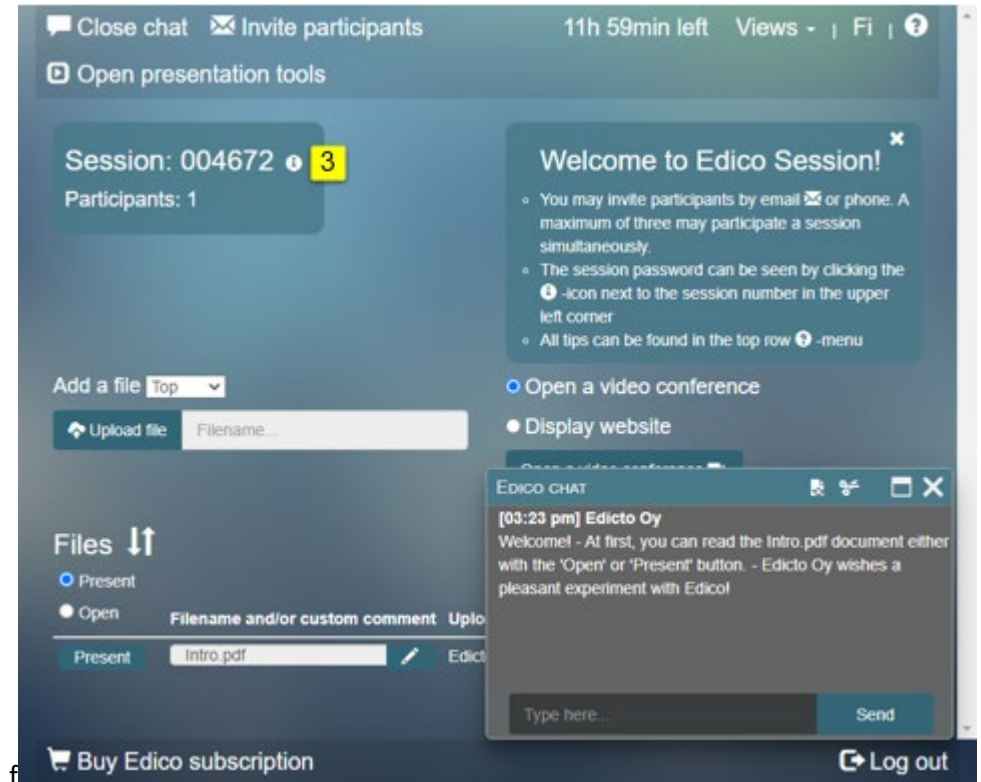


In the window that opens with the [3] (i) icon, you can [4] change or remove the folder password for the invitees in your session.
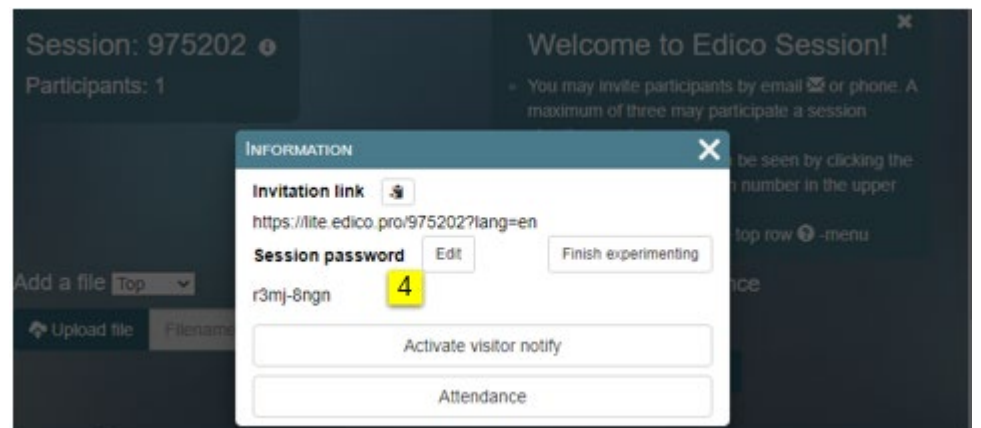
# 1 Sharing files

The owner of the folder can invite participants to the session. If necessary, he takes care of backing up the contents of the folder. All participants can upload their files to the folder and share them with each other. The files can be shared among all participants, in which case the files are collected in a folder from the owner and invitees. The use is also multi-directional, whereby the folder works as a temporary distribution or presentation archive

## 1.1 Uploading and downloading the file

[1] By clicking the "Upload file" button, the directory structure of your computer will be displayed and you can upload the desired file or files to the session folder. By default, the file you download will be placed at the top of the file list. [2] From the menu next to "Add file" you can choose whether the file appears at the top or bottom of the list. The text field "File name..." shows the name of the file to be downloaded or its beginning during the download. Progress is expressed as a percentage.

[2] Clicking the "Download" button will start downloading (copying). All participants can download files from the session folder to their computers. After clicking, a window opens where you can choose what you want to do with the file.

## 1.2 Inviting participants

The folder owner can request files from multiple invitees or share them with invitees by opening the folder for 40 hours (months) and also opening a session for live performances.

[3] The Invite participants text button opens a window where the participants are invited by e-mail to the session or session folder either to retrieve the files intended for them or to send their files from the folder to be shared.
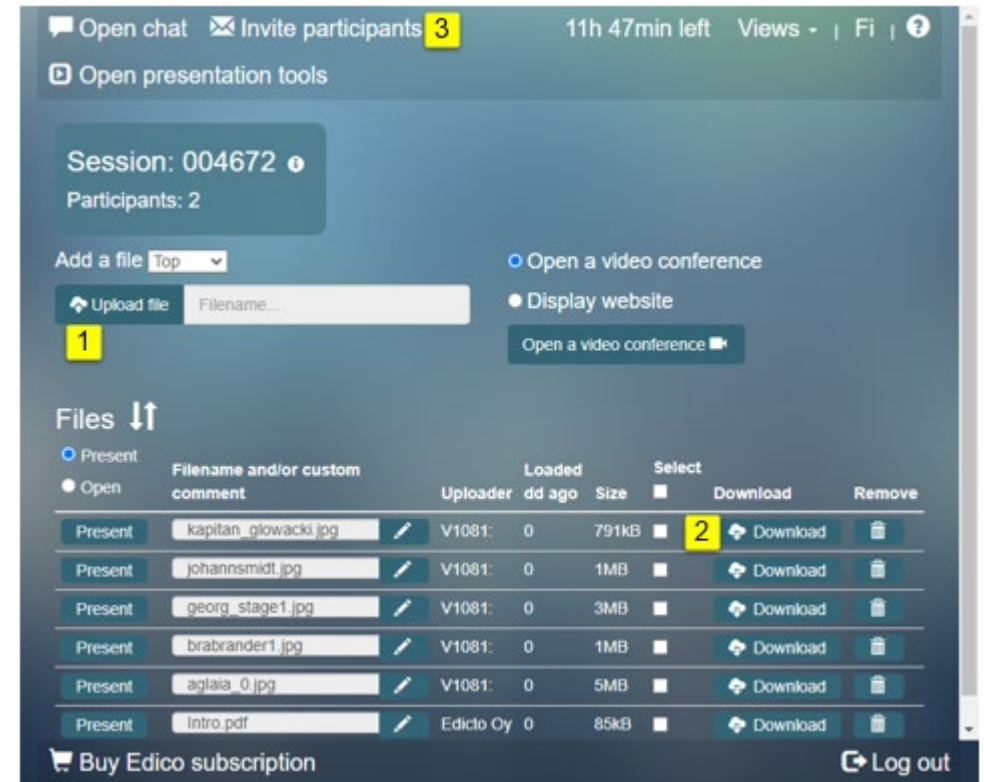
In this case, the participant's invitation is implemented via the email submission form, where you can select the activities of the invited session view by clicking the arrow icon [1] in the Prompted to screen field. If you select "All Actions" from the drop-down menu, participants invited to the session folder will have full access to the files in their own session folders during the session. If you select "Screen", invited participants can only watch someone's presentation (but can switch the screen to all functions).

"Write something personal here..." is a field where you can write messages to invited participants. The message can contain, for example, identification text and other information. The first message you should send is a text that identifies you. It is also a good idea to send the inviter's identification text to the invited participants by text message or another completely secure way with a password. This approach protects against fraud, because the same link can also be sent by a scammer and the link will take you to a completely different site. In the "**Add email, Send …**" field, you can enter the email address to which you want to send the invitation, or you can copy, for example, a list of emails from an Excel spreadsheet.

In the "Add email, send..." field, you can enter the email addresses to which you want to send the invitation. You can also copy, for example, an email list from an Excel spreadsheet.

[2] By clicking the "Add" button, the e-mail addresses given above will be added to the list of senders. The "Invite participants" [3] button starts the posting and the "Previously invited participants (…)" field.

Previously invited participants are shown in the bottom field. They can be re-invited with the [4] "Re-send to selected" button.

Click the "Remove selected" button [5], you can remove all the email addresses you selected from the field.



If you don't want the recipient to have to click on the invitation link in the message, you can as the inviter send information on how to access the session folder reliably and safely via Edico's website.

Invitees can access the folder via the "Participate when invited" link and click "**Lite**". You need to give them your session number and login password. If you have registered with your own password and email confirmation, the same credentials will be valid when you return to the session. The password, which can be changed or removed, is then intended only for those invited. If you have registered via Facebook, you can return to the session by logging in the same way. Your invitees must then use a random password created by Edico (or changed by you) that appears in the information window, see chapter 3.

## 2 Presenting and viewing documents

The "Open" function key is an alternative to the "Present" option. When you select "Open", an "Open" button will appear in front of each line of files. [1] Click the "Open" button to open the file to see if it has the appropriate file format (.pdf; html; txt). If the file format is another (word, excel, etc.), you can open it [2] by clicking the "Download" button on your computer and open it with the corresponding application.

[3] By clicking the "Present" button, you can show the document to yourself and to all the people invited to the session who are in the session at the same time. Those who come to the session folder at different times will see the document that is in the presentation at that time. When you use the "Open" button, the files will not be visible to the invited participants, but only to you. When ever the bottom bar has the text



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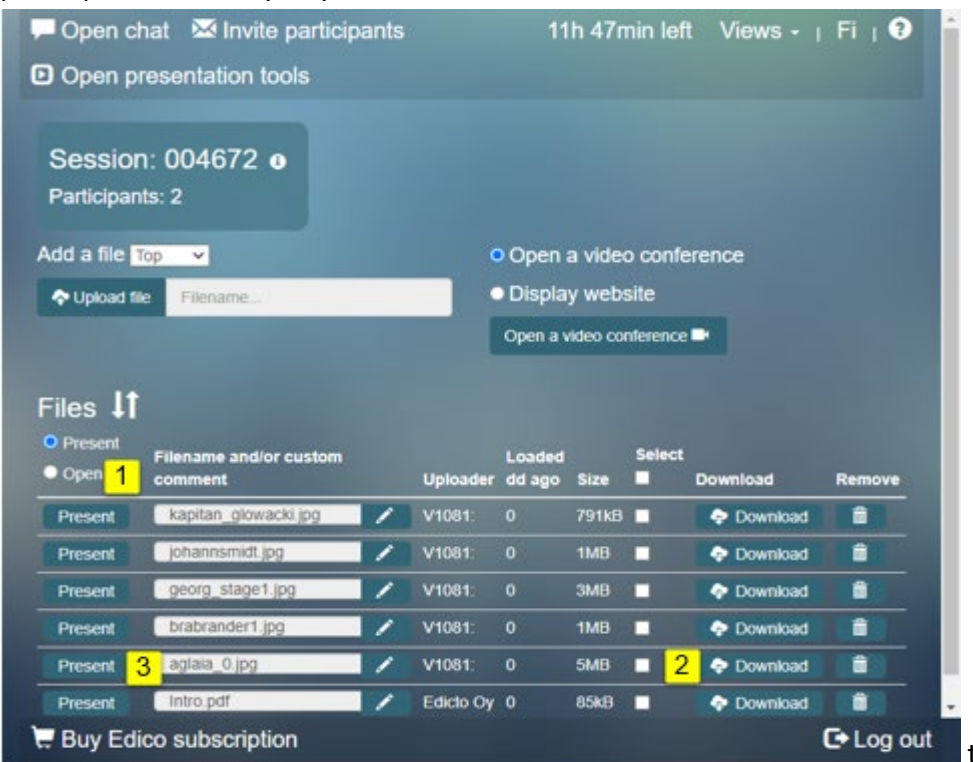
"Presentation running in the background" and you have to follow it, klick on the top bar icon [4] "**Presentation**".



When the document is on the screen, the viewer can go to the file list with the "**Files**" text button [4]. To return to the document view, use the corresponding text button "Presentation", which only appears when someone is presenting the document.

Invitees who have selected "Screen" mode can see the file simultaneously on their own computer screen. If the file format is different (word, excel, etc.), the file cannot be displayed simultaneously on Edico's screen

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# 3 Communication and monitoring

## 3.1 Visitor Tracking

[1] There is (i) an icon next to the session number, which you can click to get information about the invitee's login to the folder:
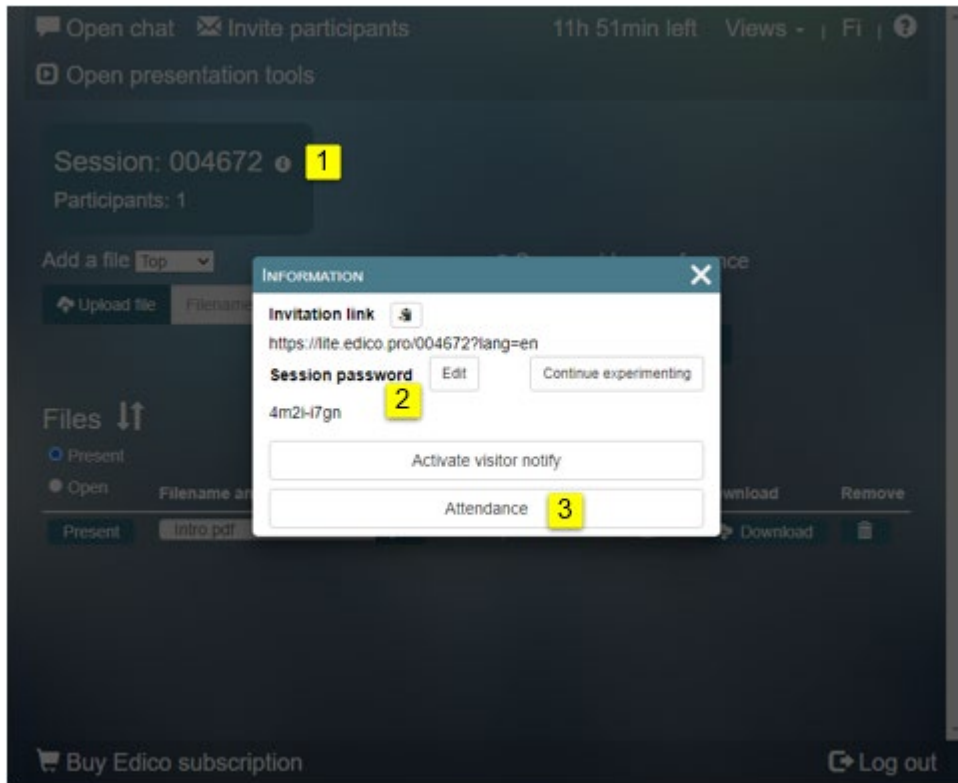


The "invitation link" can be copied and announced to each invitee. The "Session password" text is visible only to the owner of the folder. You can change it by clicking [2] "Edit".

[3] Clicking the "Activate Guest Notification" button will activate Edico's ability to send email, and you will receive a message stating that the invitee is now logged into the session.

[3] The "Attendance" button opens a new window where you can see everyone logged in to the session folder.

## 3.2 Text discussion
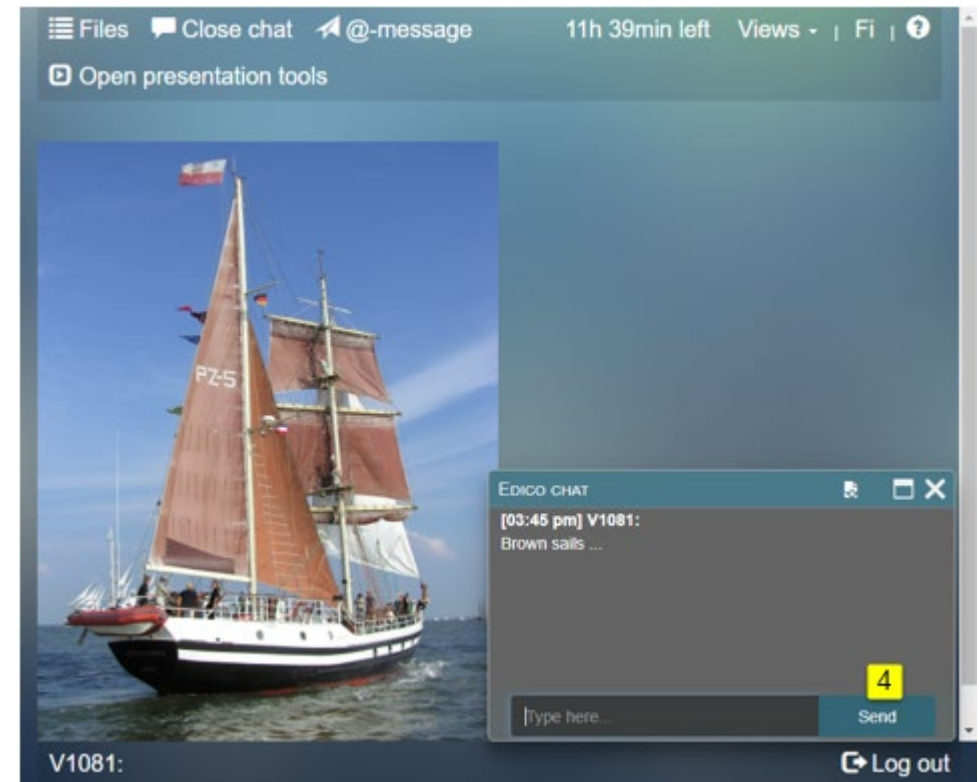


The Edico Chat window is initially open and participants can enter text in the "Type here..." text box. [4] The "Send" button moves the text to each participant's window for viewing. You can no longer change the window text.

**Note!** Continue experimenting via (i) icon [1].

## 3.3 Discussion Memorandum

Confidential Text conversation takes place through Chat windows. The window text cannot be changed. You can still save the text and edit it, for example, into a memo.

[1] Click the Expand icon to expand the Chat window by clicking. [2] "Copy" option, which can be clicked to copy the text of the text field to an HTML file. The copied file appears in the "Files" list of this session folder and can be opened if needed. The text also remains in the Chat window. Editing requires knowledge of html code.

[3] By clicking the "Cut" option, you can remove the texts from the text area of the Chat window, and the text will be saved as a txt file in this "Files" list of the session folder. Before the execution, you will get a warning window where you can accept or cancel the operation. Only the owner of the folder has the right to clear the window and delete it.



Txt and HTML files can be edited by selecting the file from the file list and opening it with the "View" button. This "Cut" option is for editing the text starting from the chat window and recording the conversation between the participants.
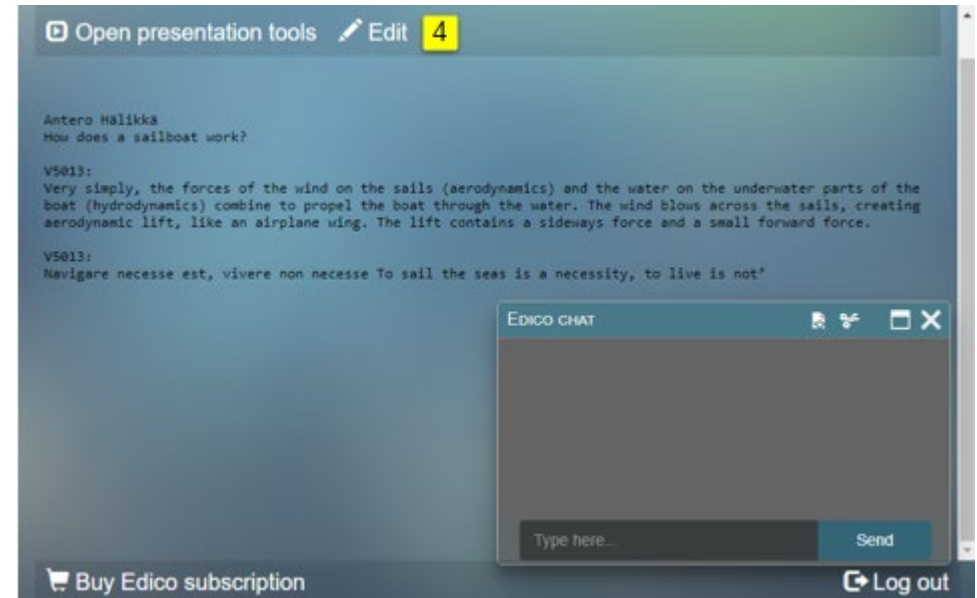


The opening view contains the text of the file and the functions of the top bar of the view: By clicking the [4] "Edit" button, this text will appear in a window where participants can edit it.
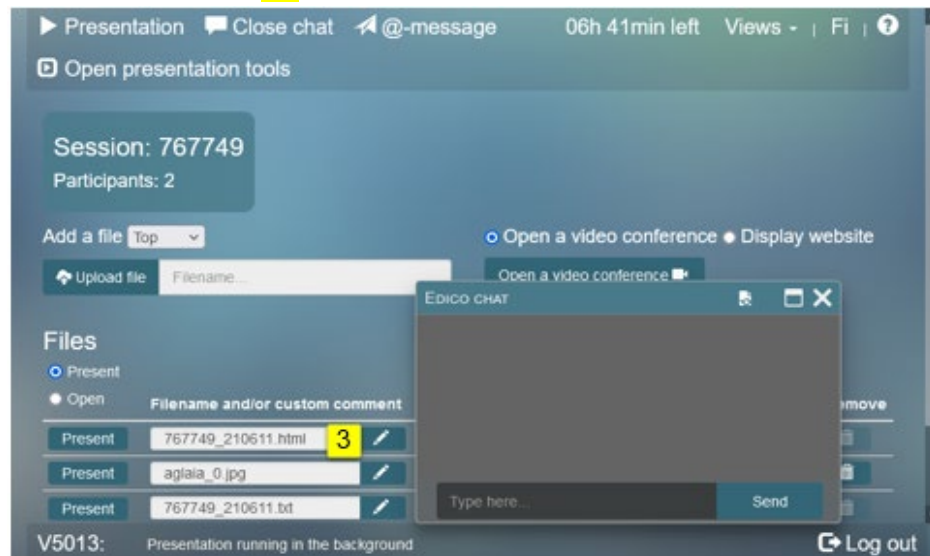
By selecting the "Copy" option in the Chat window and saving it as HTML text, you will get a better looking text page with a white background.
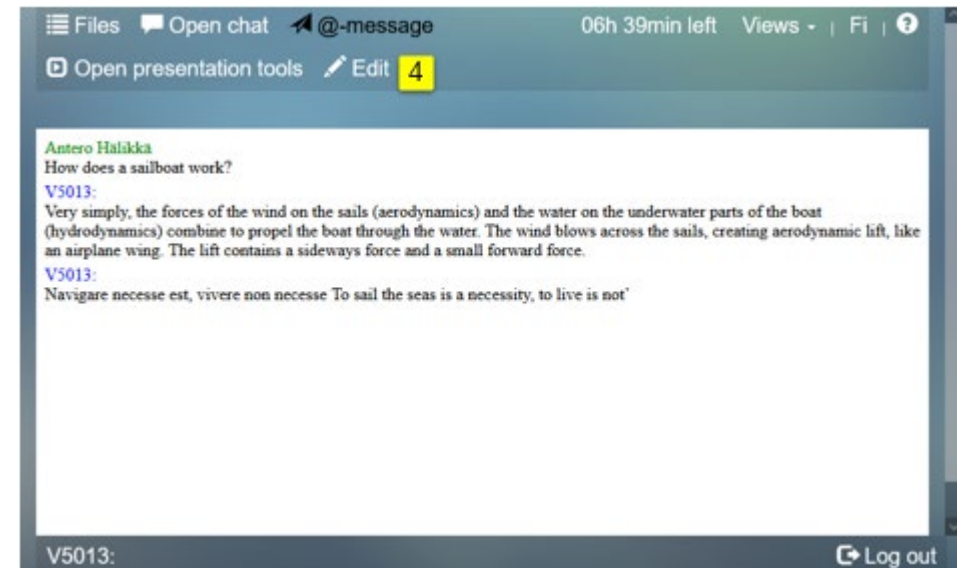
By selecting "HTML file", the text of the document is presented in a browser-friendly format.



**[1]** Clicking the "Document" icon saves the text and keeps the text on the screen. A new file with this modified text will appear in the file list. **[3]**.

By clicking the icon **[2]** you can change the size of the window.

**[4]** Editing the file requires html coding skills:
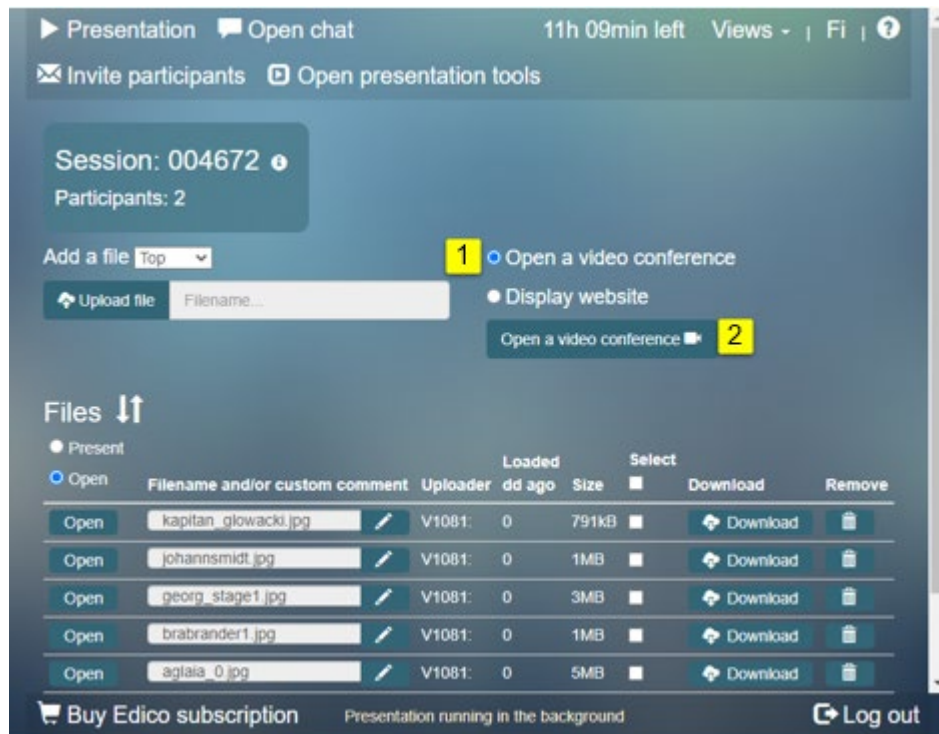
## 3.4 Video conferencing

By default [1] the "Open video conference" radio button is selected, the corresponding button is below the texts. Session participants do not need to be invited by email!

[2] The "Open video conference" button opens a video window.
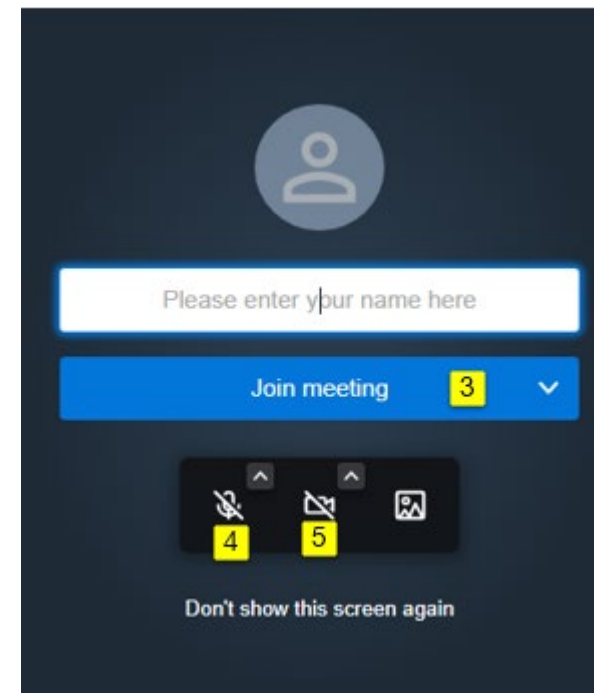


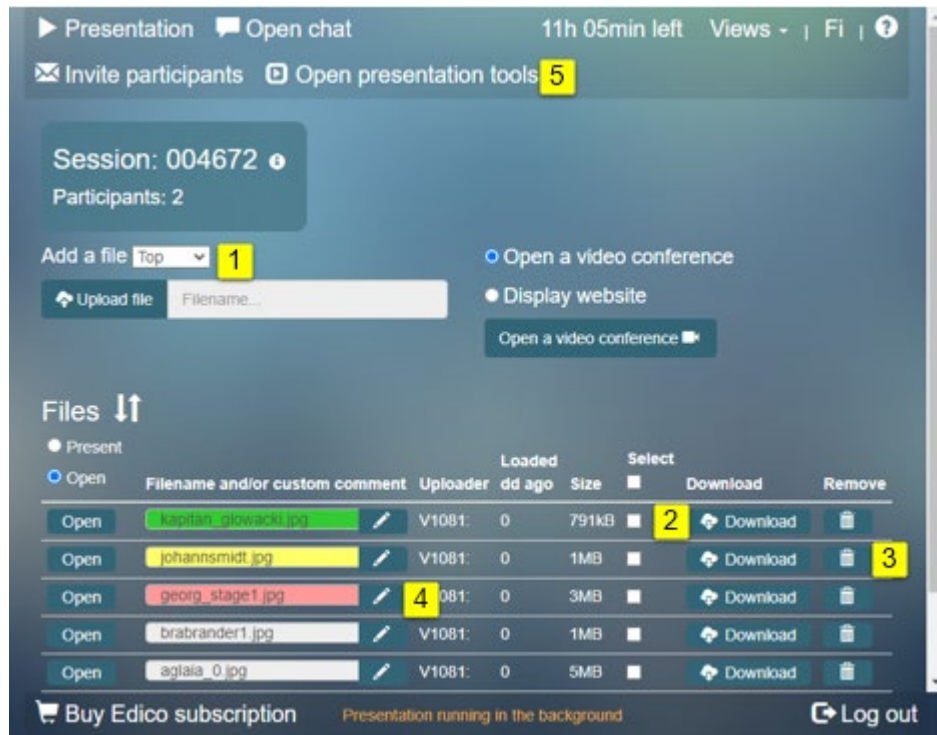The meeting must be opened with the [3] "Join the meeting" button.

In order for your partner to listen [4] and see [5] you, these functions must be opened by clicking on the icons.

Your name is also required.

We recommend using the Chrome browser!

## 4 File Management



The menu next to the "Add file" text directs the location of the file to be downloaded to the top or bottom of the file list. **[1]** The default setting is "Top". If you download a file from your own computer with the same name as a file already in the list, it will not replace that file. The columns in the list are named to indicate information related to the files: The Sender column shows the name or email address (alias) of the uploader. The "Downloaded dd ago" column shows the number of days since the download event. The "Size" column shows the file size (in bytes).

**[2]** Click the "Download" button to start downloading (copying) the file from the session folder to your computer. Delete the file(s) from the session folder by clicking the **[3]** "Trash" icon. Invited participants can only delete their own files if the file is uploaded and deleted during the same session.

If you want to download to your computer or delete multiple files from the session folder, you must first select the "Select" checkboxes for those files.

Clicking the "Select" checkbox in the column header will select all files in the list. To cancel downloading or deleting an individual file, click on any corresponding box in the column. The download or delete operation is performed when you click either the "Download" or "Delete" button for any selected file. After multiple files are selected, a confirmation prompt will appear.

### 4.1 Additional information

Click on the title field to change its base color from white to green, then yellow, then red, then back to white. Colors allow you to express the status of your document, for example its importance in relation to other documents. You can change the file name to better describe its contents. **[4]** Clicking the pencil icon opens a text field for typing. Press [v] to accept the text. With the presentation tool **[5]** you can do the same, so you can also see the contents of the file.
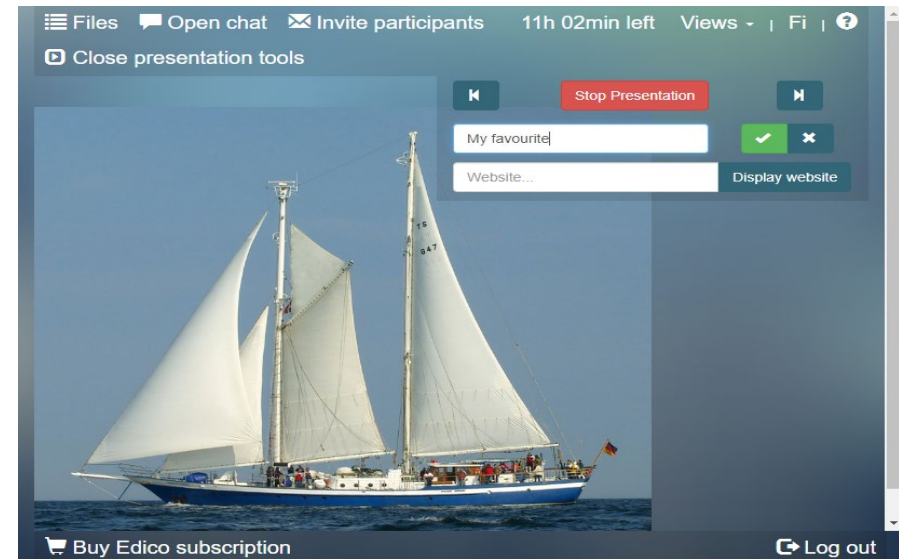
## 4.2 File list arrangements

The following text (and images) deals with the order of files in the file list. The view contains part of the information bar for each file. **[1]** Clicking the "Up/Down Arrow" icon will open a window where you can change the order of the file list.
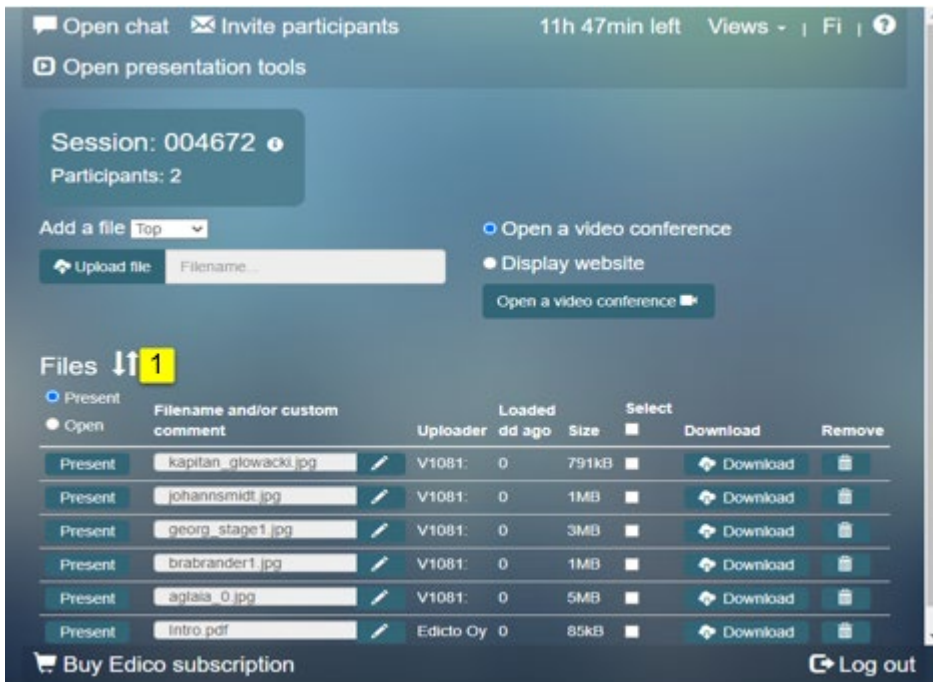


**[2] "Change order"** arrows move files up or down one step by clicking once on each file's data line. Double-clicking moves the file either to the top or to the bottom.
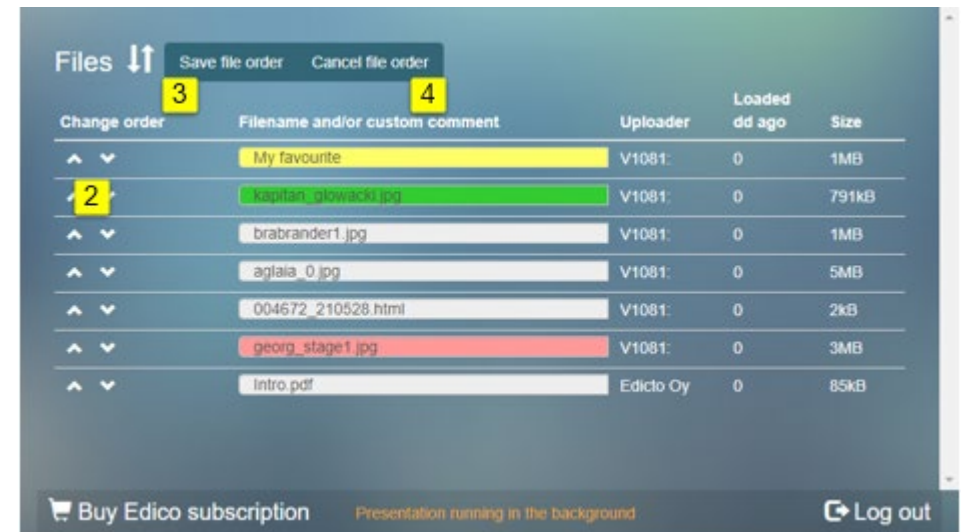


**[3]** Click the "Save File Order" button to save the ordered files

**[4]** By clicking the "Cancel file order" button, you can reject the changes you made to the arrangement.

Both clicks will take you back to the session view.

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# 5 Giving a presentation

This section covers the tools that appear after the "Presentation Tools" TextButton is clicked. Sessions move to the presentation mode of all participants.

[1] The "Close Presentation Tools" text button appears when the "Open Presentation Tools" text button is clicked.

With the right arrow key [2] you move down in the file list from the last displayed document. Use the left arrow key [3] to move up the list one step at a time.

[4] Clicking the "Stop Presentation" button will stop presenting the files or web page to all participants. If you want the file viewer to have the file list view open to participants, you must exit presentation mode. If, on the other hand, you want the document to be pre-opened for the newcomer, select it for presentation from the file list with the "Show" button or via the presentation tools. When nothing happens in a session, it closes approximately 12 hours after the last activity.

[5] The "Show web page" button activates a link to the page of the web address entered in the text field. The following describes the following different cases.
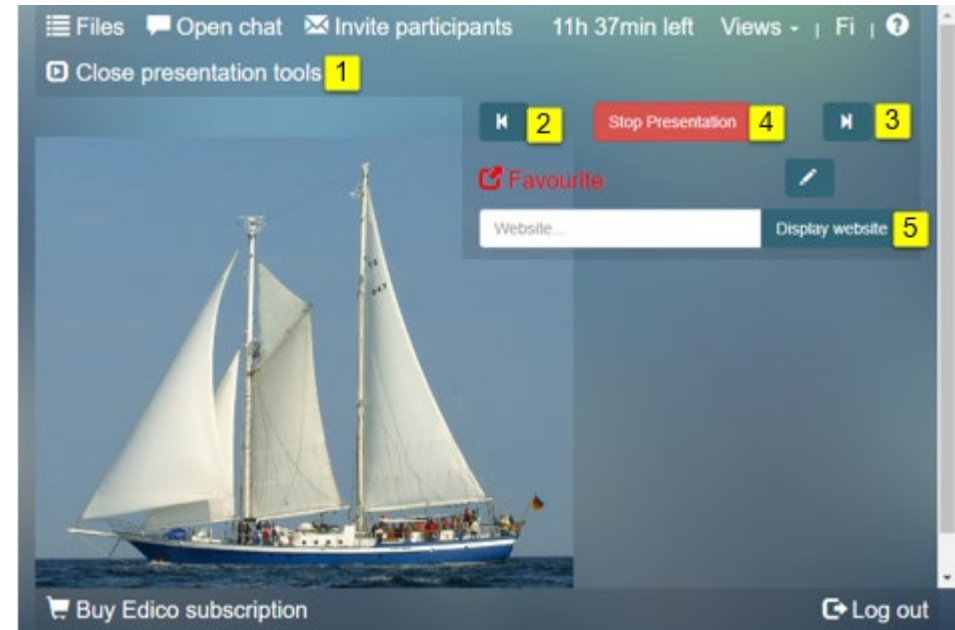


**Presenting a secure website:**

If you want to present a secure web page with an address beginning with https://, clicking the "Show Web Page" button will randomly display that web page in the session view frame because some pages are blocked from being displayed in the frame. However, it is possible to open the same page starting with https:// by clicking on the red web address link shown in the presentation tool. This will open the page in a new tab.

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**Presenting an unsecured website:**

If you want to view an unprotected web page whose address starts with "http: //", you need to change the security in the browser settings (not recommended) and then click the "Display Website" button on page [1] in the session view frame.

If it is an unprotected web address starting with "http", the page can be displayed by opening a new tab in the browser via the red "web link" in the presentation tools. The web page can be displayed in a new tab for both secure and non-secure web pages.
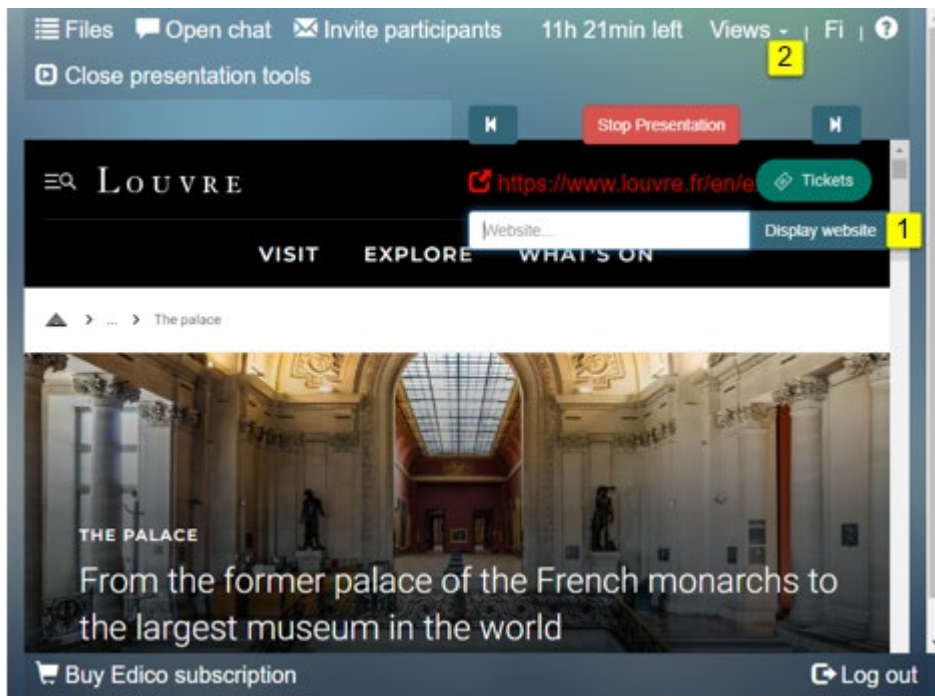


## 5.1 Screens for invited guests

Click the [2] "Views" text button to get a menu with two options::

1) "All Functions" option. When selected, participants will have access to all functions.

2) "Screen" option. When this is selected, all participants can only see what one participant presents to the other participants. In this case, only the "Views" text button is visible in the top bar. It can be used to return to "All Functions" mode if necessary.

The "Views" feature is useful when participants in a concurrent session agree on who will present their document. In this case, the presenter must have the "All functions" option enabled. It is recommended that other viewers of the program accept that "Screen" is selected. Session participants watching the presentation then have no visible buttons on the top bar other than the "Display" text button, allowing them to focus on following the presentation without the risk of one of the participants accidentally interrupting the presentation. If all participants have selected the "Screen" option, none of them can present documents. Of course, the show will also be visible to those with the "All Actions" option enabled.

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## 5.2 Control by phone

The situation described, where the "audience" uses the "Display" function, is also useful when the presentation is given to the audience in an auditorium or conference room and the presentation is given by phone control. All functions are then selected from the smartphone.

The function menu opens with the **[1]** "menu" icon.
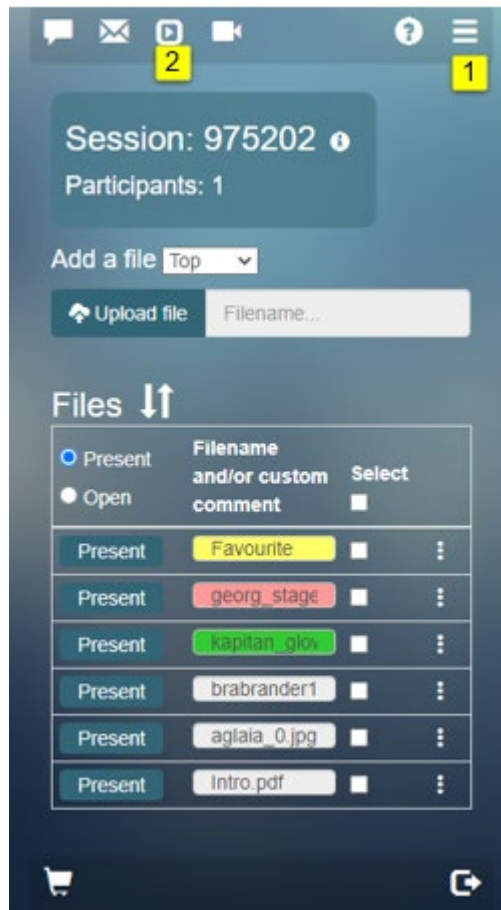


The presentation tool is opened with the [>] icon **[2].**
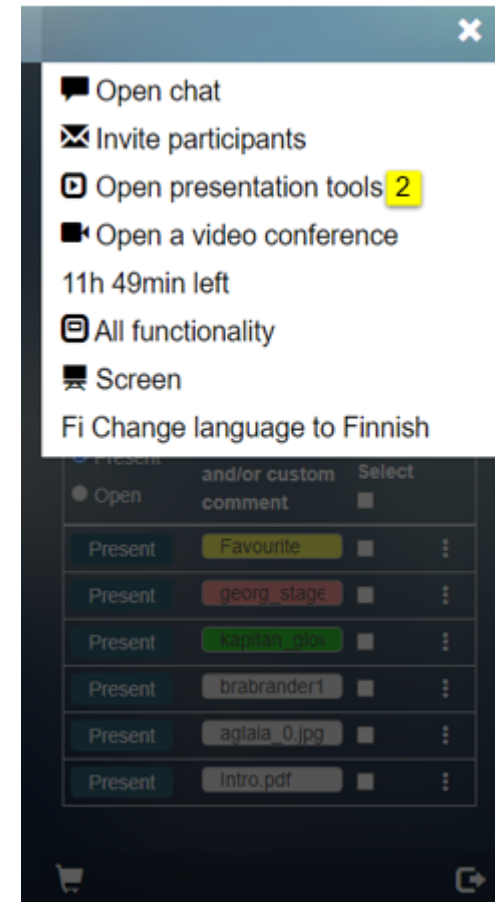


Like a computer, your phone can be used for almost all of its functions in the Edico service. Edico does not require you to download any application on mobile devices. However, video conferences are an exception. In connection with the video conference, the application required approval to install the corresponding application on the device (phone, tablet) before use

**Smartphone Edico Lite screen**

If you have an application installed on your phone (tablet) that is connected to a file storage cloud service, you can extend the download of documents between the session folder and that cloud service.

# Usage ideas:

### Presentation with PowerPoint material

Save the PP presentation files in a new folder as a jpg list on your computer. Download the files from the created folder to the Edico session folder. You can also give a presentation using the presentation tool on your phone. Animations are not preserved, but the content otherwise remains original.

### Receipt of a confidential document

Open a new session folder and send a message to the person who has the document you want. Start tracking visitors. When the document has been delivered, you will receive a link to the folder in your email, where you can pick it up yourself.

### Video broadcasts from your location by phone

With a phone and tablet, any session participant can present their environment while the video conference is open on that device. The video application proposed by Edico sometimes needs to be installed on mobile devices if the connection does not work with the browser. The mobile device's camera is naturally aimed at the user, but by turning it in different directions you can also show where you are. In this session, you can also take pictures and videos and upload them to the session folder during both the video and phone connection.

# 6 Continuing the experiment ⬆
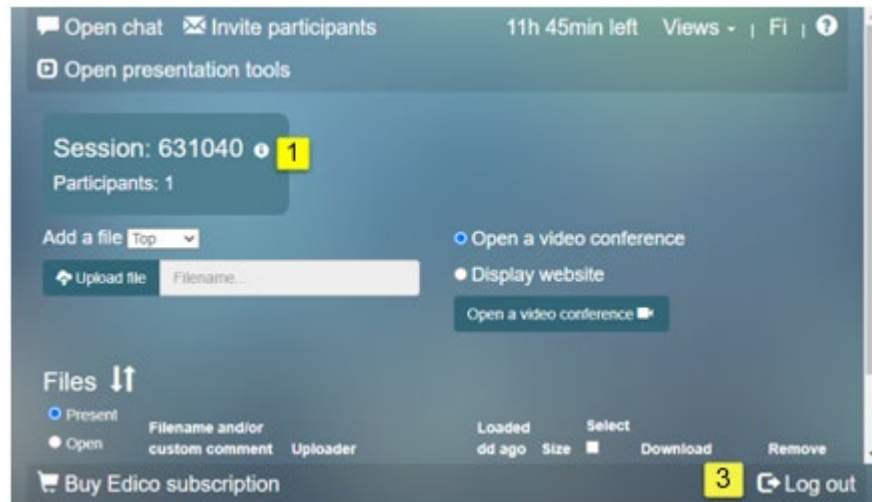




If you are ready to continue experimenting with Edico Lite, you can **[1]** open the (i) window. **[2]** The "Continue experimenting" button will give your session folder more time for a month.

Every time you log out **[3],** a feedback text window **[4]** gives you the opportunity to share your experience. We appreciate it because we want to improve the service even more.
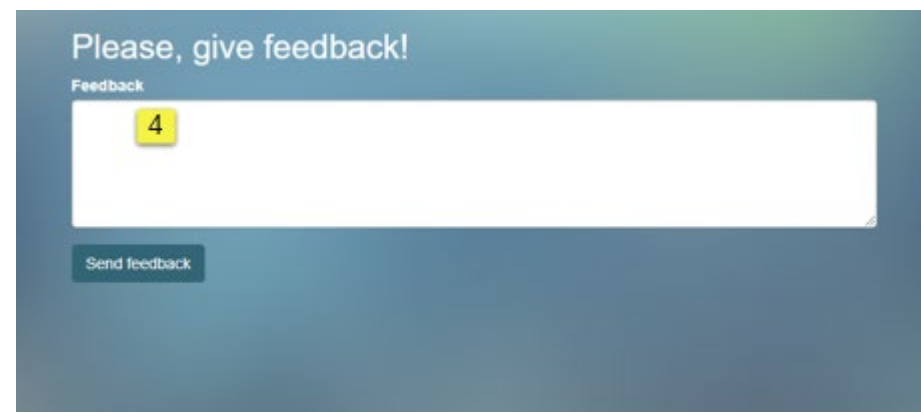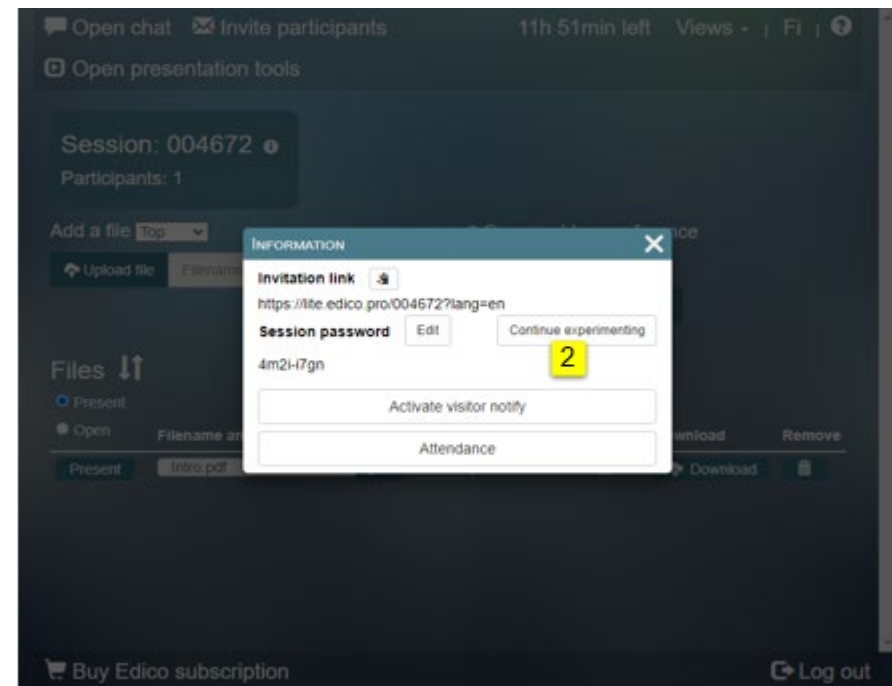
# 7. How to log back into the session folder

After registration, you can return to the folder by logging in on Edico's website.

Select EDICO LITE **[1]** from the login menu. Then you can use your original credentials: username (email address) and password **[2]** or Facebook credentials **[3]**.
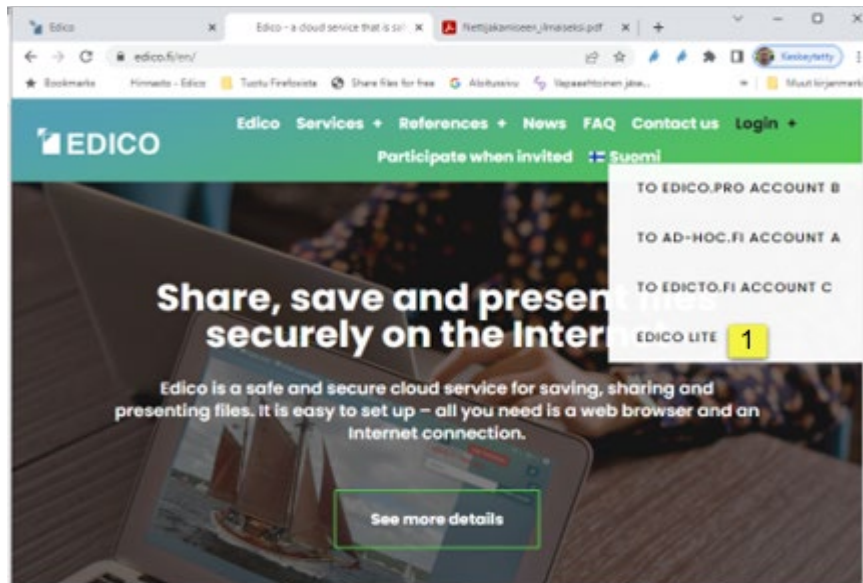


The remaining trial time is shown in the top bar **[4]**.

In the left bottom bar there is a link **[5]** "Buy an Edico subscription" which leads to the "**Services**" page.

By clicking ⬆ you may return to **Table of contents** page