Symbaloo

A webmix is a compilation of tiles about a certain subject.

How do I add an empty webmix?

1. To add an empty webmix please click on **[+] add a webmix**, located to the right of the webmix tabs.
2. You will get a pop-up with **Add a webmix**.
3. Type a name in the **Add an empty webmix** box.
4. To save, click on **Add an empty webmix**. Click on the **Advanced options** choose whether you like to have a webmix with **Tiles** or **RSS feeds**. You will now have a new webmix.

How can I search for webmixes?

1. To add a webmix please click on **[+] add a webmix**, located to the right of the webmix tabs.
2. You will get a pop-up with **Add a webmix**.
3. Select **Search for a webmix in the Symbaloo Gallery** then type in a subject in textbox.
4. Click on **Search**. Symbaloo is now showing you all of the available webmixes for that subject.

What is the Symbaloo Gallery?

In the Symbaloo Gallery you can:
Find interesting webmixes.
Preview all public webmixes.
Add webmixes to your account.

How to search for webmixes in the Symbaloo Gallery?

Type a subject name in the search box and click **Search**.

I would like to preview a webmix in the Symbaloo Gallery. How can I do that?

Click on the **Add this webmix!** button at the webmix you would like to see. You will first get a preview screen. If you would like this webmix on your account please click **Add it!**

I have found a lot of webmixes. How can I filter?

At the right hand side of the screen you´ll find **Advanced options**. You can filter on rating, number of users and webmix type.

Can I give my opinion about a webmix?

Yes you may give your opinion. If you add a webmix to your account you can rate a webmix with stars (in the pink framework). The rating is only based off of user ratings.

How do I edit a webmix?

Click on the **Start editing** button. You will get a blue frame around your webmix. If you see the frame you´ll be able to edit the page.

My webmix is full but I want to add more tiles, is that possible?

You can add columns and/or rows to your webmix.
1. Click on the **Start editing** button. You will get a blue framework around the webmix. On the right hand side and bottom you´ll see a yellow beam.
2. Point your mouse on the yellow beam and drag it to your right or bottom. You´ll now see a row and/or column is added. Drag in the opposite direction to make the webmix smaller.

How do I change the name of my webmix?

1. Open the webmix you would like to edit.
2. Click on the **Start editing** button.
3. Click on the **Rename webmix** button.
4. Type in the new name and click **Save**.

I´m done editing, what´s next?

Click the **Done editing** button.

How do I change the order of my webmixes?

1. Open the webmix you would like to move.
2. Click on the **Start editing** button.
3. A green arrow will be shown to the right of the webmix name.
4. Click on the arrow and your webmix will be moved.

How do I choose a different background for my webmix?

1. Open the webmix you would like to edit.
2. Click on the **Start editing** button.
3. Click on **Change wallpaper**.
4. Choose an available style by clicking on it.
5. Click on **Choose selected wallpaper**.

How do I add my own wallpaper to my webmix?

1. Open the webmix you would like to edit.
2. Click on the **Start editing** button.
3. Click on **Change wallpaper**.

4.	Click on the **Browse** button and select an image on your computer. Click **Open**.
5.	Click on **Choose selected wallpaper**.

How do I make my webmix see-through?

1.	Open the webmix you would like to edit.
2.	Click on the **Start editing** button.
3.	Click on **Change wallpaper**.
4.	Check the **Make my webmix see-throug**h box.
5.	Click on **Choose selected wallpaper**.

I want to share my webmix with others, is that possible?

1.	Open the webmix you would like to share.
2.	Click on the **Share with friends** button. A pop-up will be opened.
3.	Add the email address(es) of one or more friends and Symbaloo will send them the URL of this webmix.
4.	Click on the button **Share with friends**.

Note: If you change the webmix your friend won´t receive an update.

Share with the world

1.	Click on the **Share with the world** button. A pop-up will be opened.
2.	Name the webmix.
3.	Make a full description of the subject and websites that the webmix is about. Give a long list of words that fit the webmix so more people are able to find it.
4.	Add tags for your webmix. So it will be recognized better.
5.	Click on the **Share with the world** button. You have now added your webmix to the Symbaloo Gallery. A pink framework is shown around your webmix. This means the webmix is shared in the gallery.

Stop Sharing with the World

1.	Open the shared webmix you would like to stop sharing.
2.	Click on the **Stop sharing** button. The pink framework will be gone which means the webmix is no longer shared.

I want to delete my webmix

1.	Open the webmix you would like to delete.
2.	Click on the **Delete** button.
3.	If you are sure you want to delete the webmix click on the button **Yes, delete this webmix** and your webmix will be deleted.