

## **Ning Frequently Asked Questions**

Ning is a Web tool that allows anyone to create a customizable social network, allowing users to share pictures and videos, maintain blogs, communicate in chat and discussion boards, and use a variety of other features.

This guide will answer the following questions:

1. What is Ning? (p. 2)
2. What can I do with the video feature? (pp. 2–6)
  - 2.1 View videos on your network (pp. 2–3)
  - 2.2 Add a video to your favorites (pp. 3–4)
  - 2.3 Add videos to your network (pp. 4–5)
  - 2.4 Edit your videos (p. 6)
3. What can I do with the photos feature? (pp. 6–12)
  - 3.1 View photos on your network (pp. 7–8)
  - 3.2 Add photos to your network (pp. 8–9)
  - 3.3 Edit your photos (pp. 9–10)
  - 3.4 Send in photos by email (pp. 10–11)
  - 3.5 Create a photo album (p. 11)
4. How do I use comments on my network? (pp. 12–14)
  - 4.1 Comment on a photo, video, or blog post (p. 12)
  - 4.2 Comment on someone's profile page (p. 12)
  - 4.3 Moderate comments on your profile and content (pp. 12–13)
  - 4.4 Comments vs. private messages (p. 13)
5. How do I send a private message? (p. 14)
6. Where do I go to edit my Ning profile? (p. 14)
7. What can I do with the Blog Feature? (pp. 14–17)
  - 7.1 Write a blog post (p. 15)
  - 7.2 Manage comments on your blog posts (p. 15–16)
  - 7.3 Categorize your blog posts (p. 16–17)

All information in this guide was obtained from [help.ning.com](http://help.ning.com).

## 1. What is Ning?

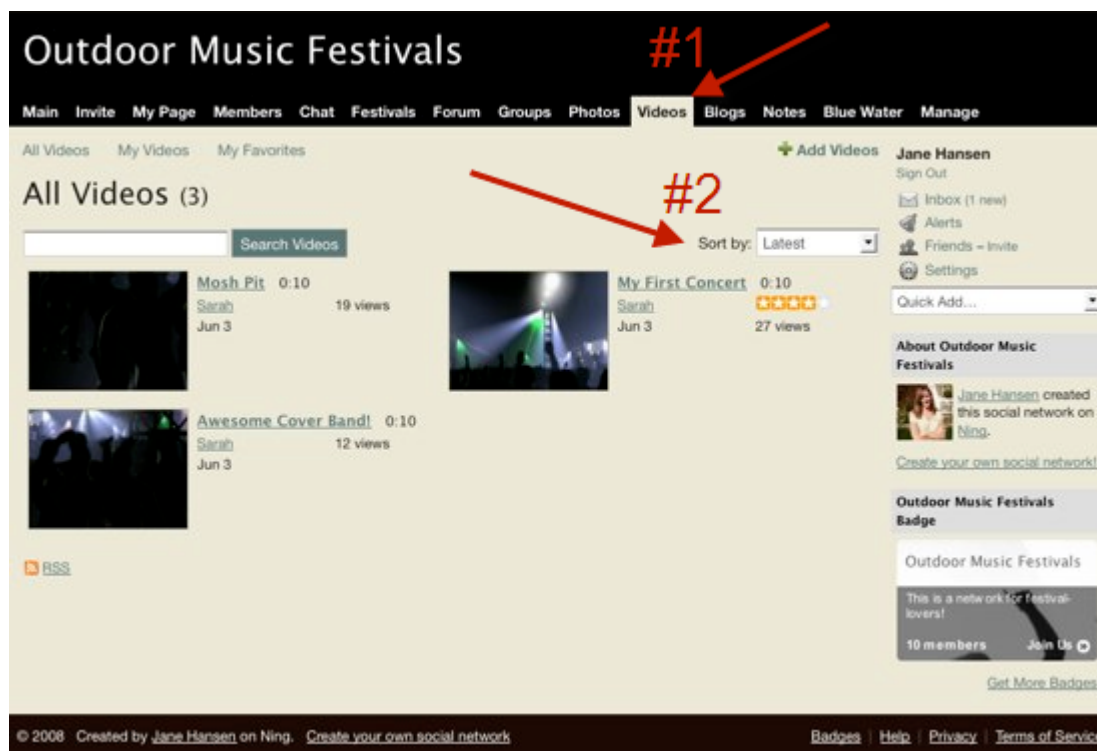
Ning is a platform for creating your own social network. (Think of it like having your own, exclusive version of Facebook or MySpace where only people with invitations can get in.) The network administrator (typically your instructor) starts by naming the network and choosing a combination of features (photos, videos, forums, events, etc.) the network should include. The administrator can then customize the network's appearance and launch it. People who join the network will automatically have a customizable profile page and will be able to message and friend each other, share links, photos, and videos, create blogs and participate in discussions.

## 2. What can I do with the Videos Feature?

The Videos feature on your network allows you to upload videos and share them across the web. You can use the bulk media uploader to add up to 30 videos at a time to your profile page, or embed videos from popular video services like YouTube and GoogleVideo.

### 2.1 View videos on your network

You can browse all of the videos everyone has uploaded to your network by heading to the **Videos** tab (#1). You'll see the thumbnails and titles of the videos, who uploaded each video and when, and the number of views and average rating. The videos are sorted in order of those most recently uploaded to the network.



You can change the order of the videos to view them by top rated, most popular, or in random order by selecting an option from the "Sort by" drop-down menu (#2).

Any videos the Network Creator has featured will appear in the top section of the page under the "Featured Videos" heading.

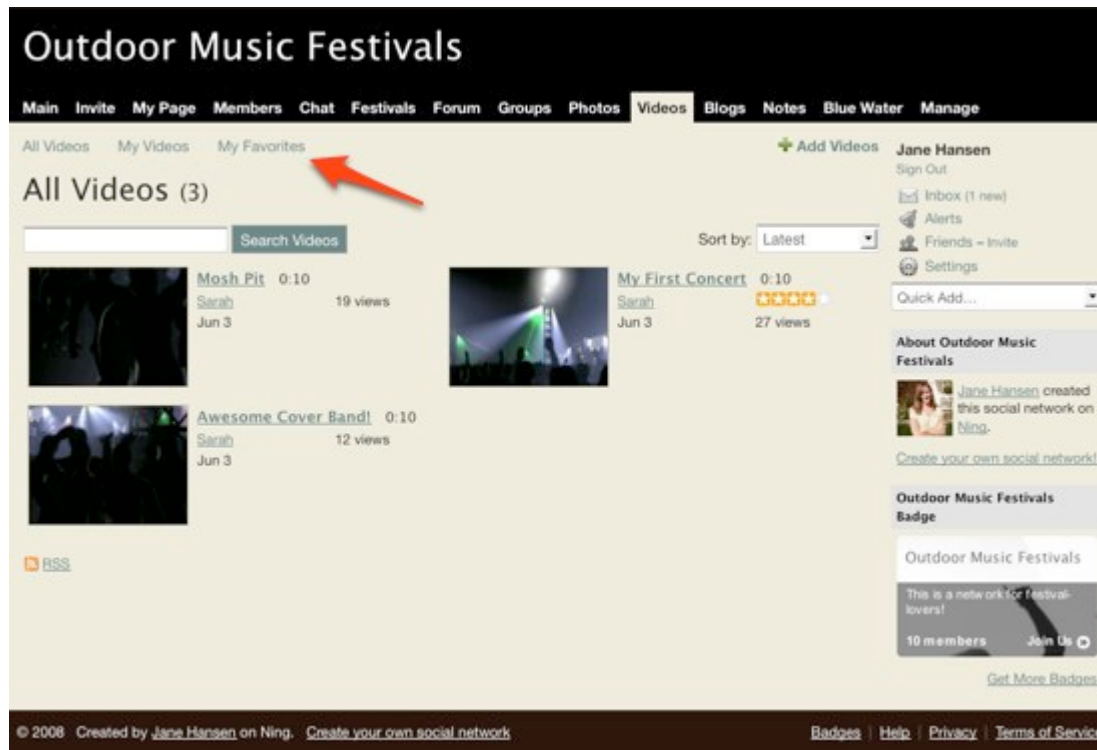
To watch a video, click the title or thumbnail of it from the videos tab. You'll be taken to the video detail page, where you can watch the video and see information like when the video was uploaded, its rating, tags, number of views, and comments people have left on the video. From this page, you can rate or comment on the video. You can also add the video to your "favorites," which means you can easily find it again in the future.

## 2.2 Add a video to your favorites

To add a video to your favorites so you can find it again later, click the **Add to Favorites** link below the video.



To see all of the videos you've added as your favorites, click the **My Favorites** tab under the tabs on any video page.



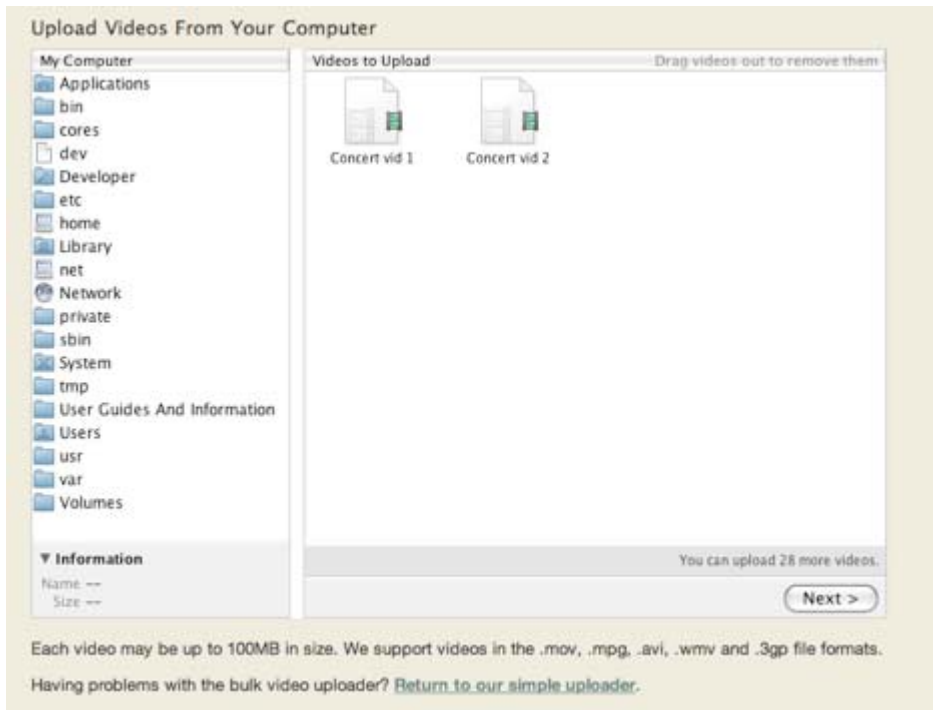
### 2.3 Add videos to your network

The fastest way to add content to the network is to use the bulk media uploader to add photos, videos, and music. Adding media to your network is a great way to share content related to the topic of the network. On a network for outdoor music festival fans, you might want to upload photos or videos you took at a festival.

Using the bulk media uploader, you can add up to 30 videos at a time. Ning supports videos the following formats: .mov, .mpg, .avi, .3gp and .wmv formats.

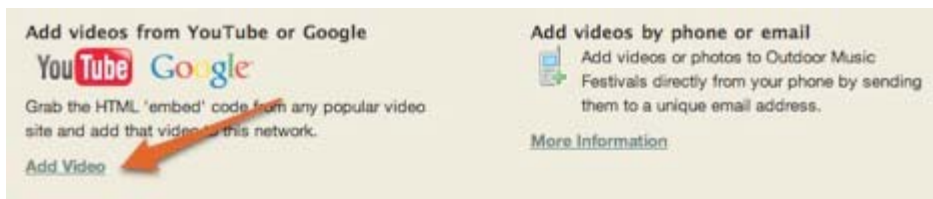
To upload videos, go to the Videos tab and click the **Add Videos** link.

Here's what the bulk media uploader looks like:



The left pane shows the file hierarchy on your computer. Use it to locate the videos you want to upload. Drag them to the right pane to add them to the upload list.

You can also add videos to your network from other services, including YouTube, GoogleVideo, and Hulu, by embedding them. From the "Add Videos" page, scroll to the bottom of the page and locate the section that says "Add videos from YouTube or GoogleVideo." Click the **Add Video** link.

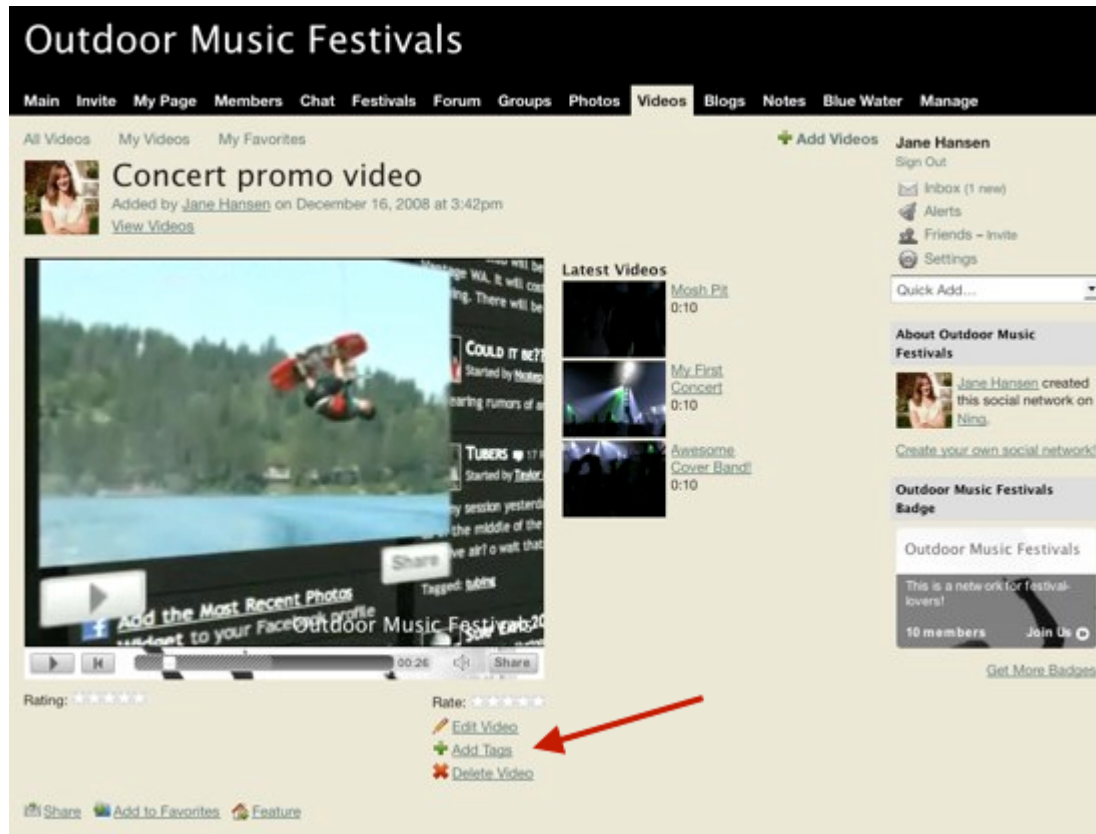


Next, copy the HTML embed code from the YouTube, GoogleVideo, or another video sharing service that you'd like to add to your network, and paste it into the box.

## 2.4 Edit your videos

You can edit any video once you've uploaded it. You can edit the tags you've given it, change the title, description, location, and change the privacy settings of the video.

To edit a video you've uploaded, head to that video's detail page. On the right side under the video, you'll see several options. You can add tags by clicking the **Add Tags** link. (Note that if your video already has tags, the name of the link will be **Edit Your Tags**.)



To edit the title, description, location, and privacy settings of the video, click the **Edit video** link. You'll be taken to a page where you can make any or all of these changes to your video.

## 3. What can I do with the Photos feature?

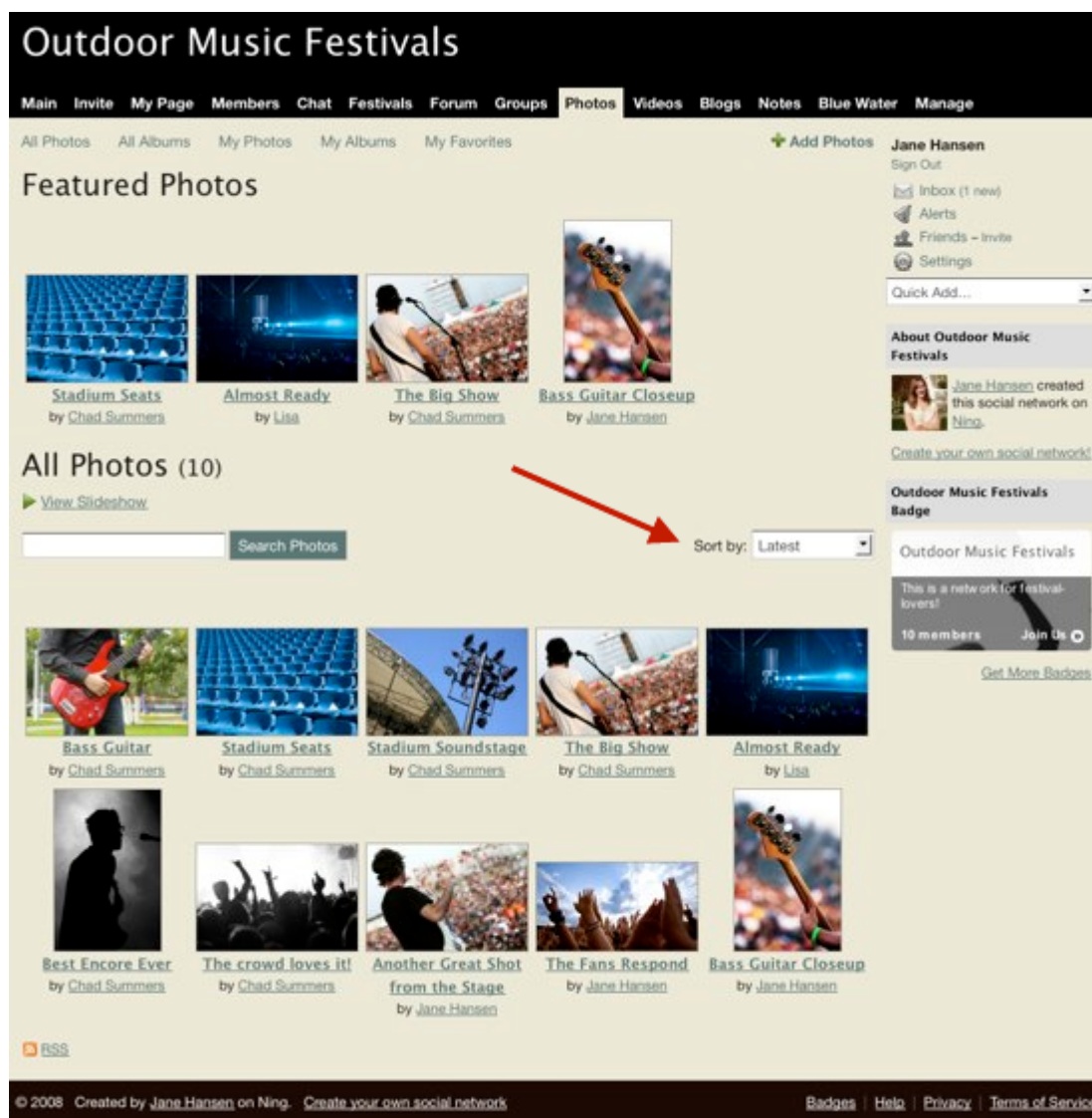
The Photos feature on your network allows you to upload photos and share them across the web. You can use the bulk media uploader to add up to 100 photos at a time to your profile page, or import photos from your Flickr account. You can even create albums of photos that have been uploaded to the network.



### 3.1 View photos on your network

You can browse all of the photos everyone has uploaded to your network by heading to the Photos tab. You'll see the thumbnails and titles of the photos along with who uploaded each, sorted in order of those most recently uploaded to the network.

You can change the order of the photos to view them by top rated, most popular, or in random order by selecting from the "Sort by" drop-down.

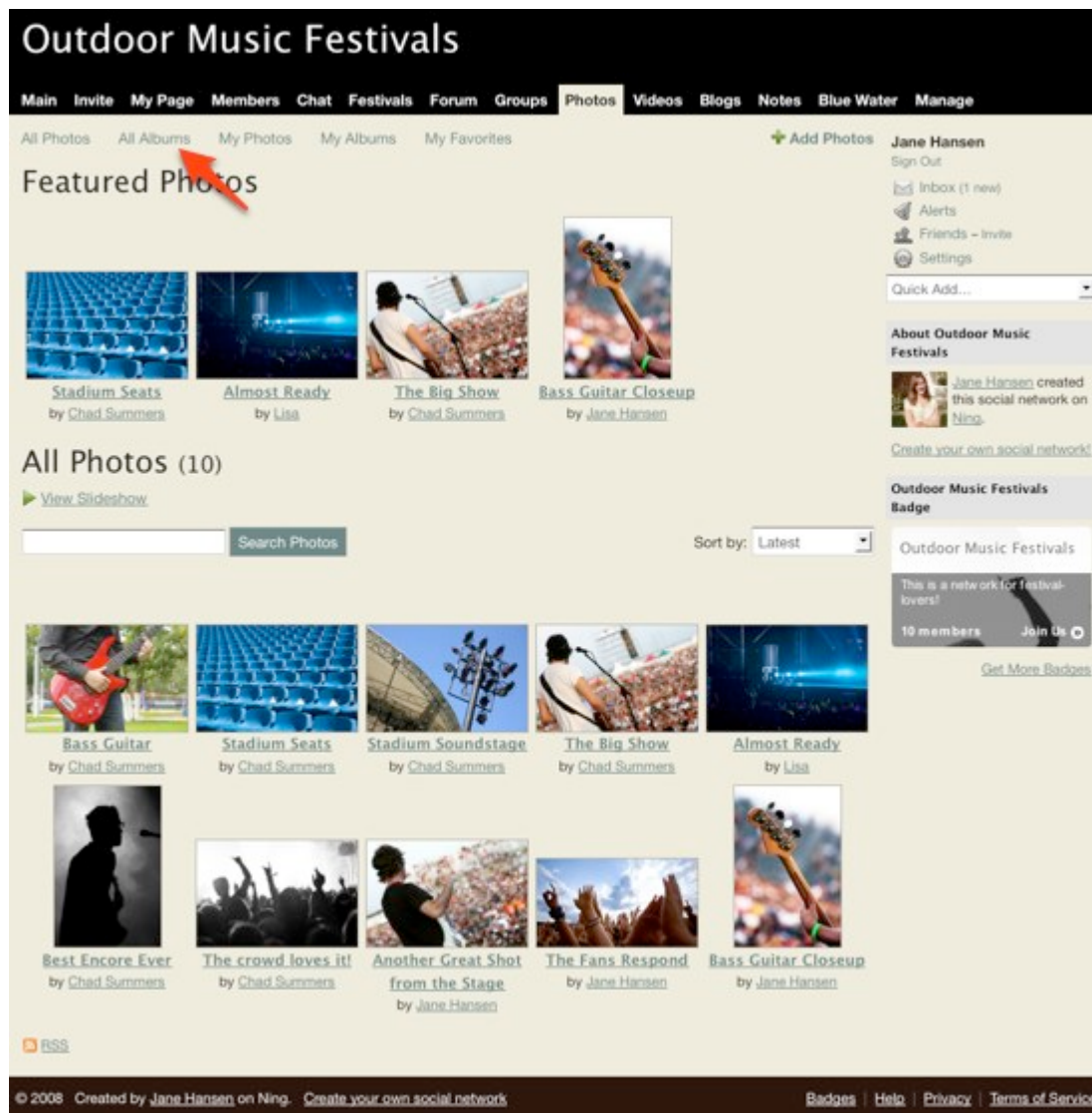


Any photos the Network Creator has featured will appear in the top section of the page under the "Featured Photos" heading.

To learn more about a photo, click the image or the title below it. You'll be taken to the photo detail page, where you can see information like when the photo was uploaded, its rating, tags, number of views, and comments people have left on

the photo. From this page, you can rate or comment on the photo. You can also add the photo to your "favorites," which means you can easily find it again in the future.

You can view any albums people have made on your network by clicking the **All Albums** link. This link appears below the tabs on any photo page.



### 3.2 Add photos to your network

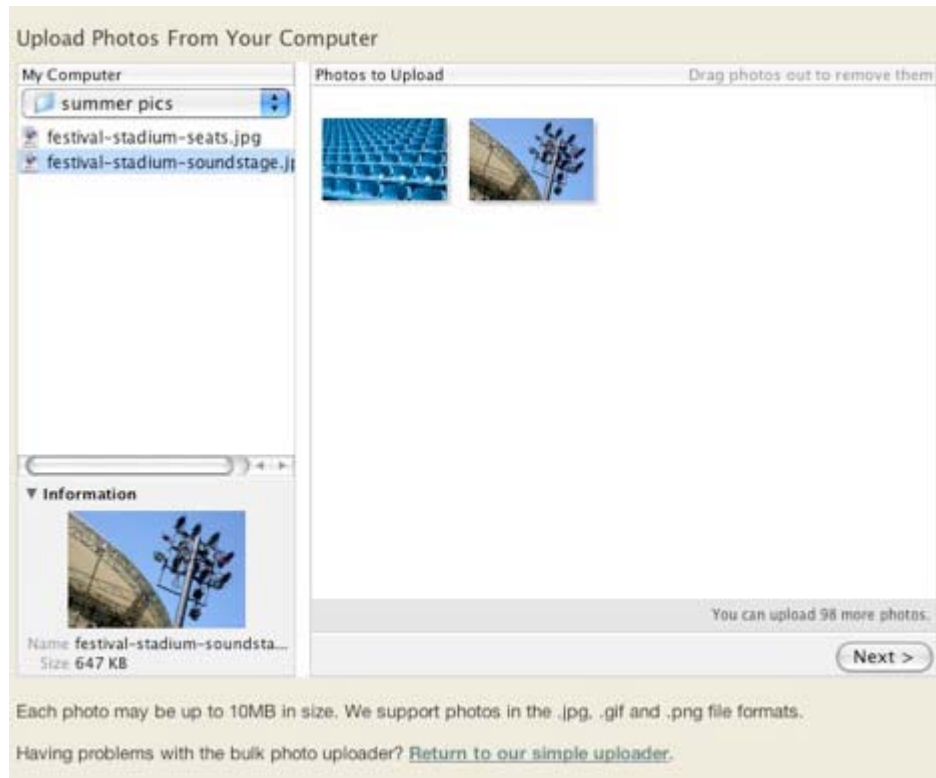
The fastest way to add content to the network is to use the bulk media uploader to add photos, videos, and music. Adding media to your network is a great way to share content related to the topic of the network. On a network for outdoor music festival fans, you might want to upload photos or videos you took at a festival.

Using the bulk media uploader, you can add up to 100 photos at a time. Ning supports photos in the following formats: .jpg, .png, and .gif



To upload photos, go to the Photos tab and click the **Add Photos** link.

Here's what the bulk media uploader looks like:

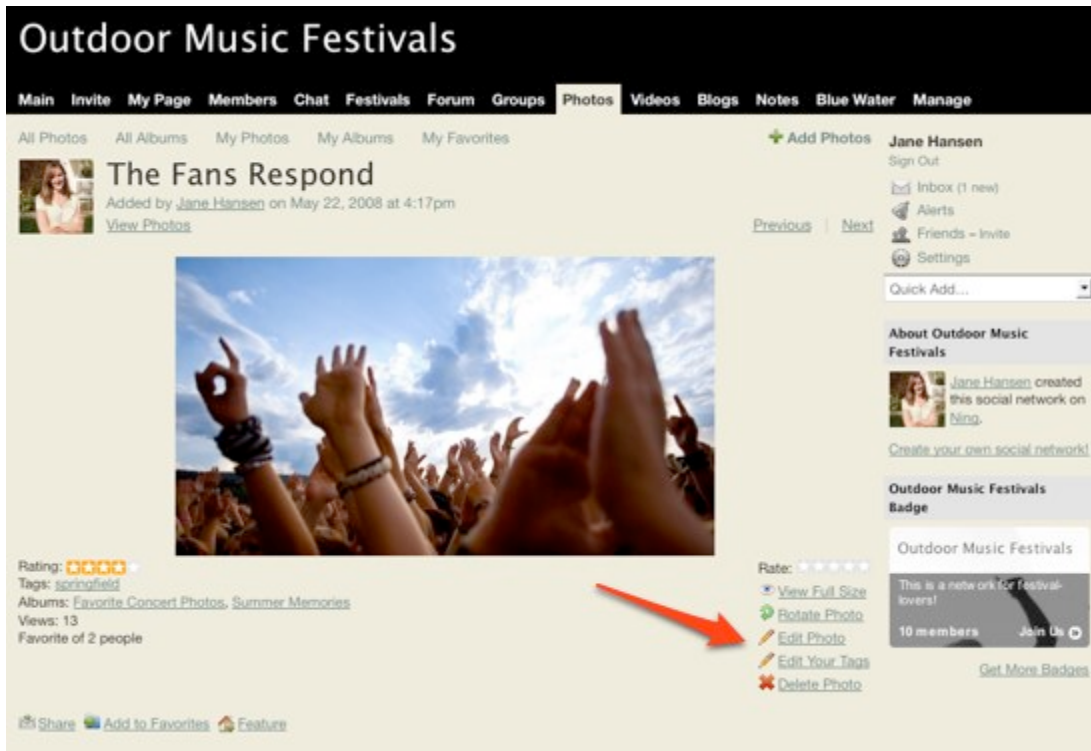


The left pane shows the file hierarchy on your computer. Use it to locate the photos you want to upload. Drag them to the right pane to add them to the upload list.

### 3.3 Edit your photos

You can edit any photo once you've uploaded it. You can rotate the photo, add or edit the tags you've given it, change the title, description, location, and change the privacy settings of the photo.

To edit a photo you've uploaded, head to that photo's detail page. On the right side under the photo, you'll see the options you'd like. Directly from the photo's detail page, you can rotate it or add or edit your tags by clicking the **Rotate photo** or **Edit your tags** links.



To edit the title, description, location, and privacy settings of the photo, click the **Edit photo** link. You'll be taken to a page where you can make any or all of these changes to your photo.

### 3.4 Send in photos by email

When you join a network on Ning, a unique email address is assigned to your profile on that network. You can use this email address to send photos and videos in one at a time to your network. Any photo or video you send in to your unique email-in address will be added to the network as uploaded by you.

To find your email-in address, click the **Settings** link in the right column of the page. At the bottom of the page, locate the "Useful addresses" section. You'll find your email-in address under "Add by phone." It should look like a combination of your name on the network and a few numbers, and the domain will be the URL of your network.

When you email in photos using this address, the subject of your email becomes the photo's title and any text in the body of the email will become the description of the photo.

### Useful Addresses

Page Address <http://examplenetwork.ning.com/profile/JaneHansen>  
[Change](#)

Add By Phone Add photos and videos to Outdoor Music Festivals from your phone by sending them to this email address:  
[Jane/30@examplenetwork.ning.com](mailto:Jane/30@examplenetwork.ning.com)  
[Generate New Email Address](#)

[Save](#)

### 3.5 Create a photo album

You can create a photo album on your network that includes any of the photos on the network, even those you didn't upload. To create an album, head to the Photos tab and click the **All Albums** page.

Next, click the link to **Add an Album** in the right corner of the page. On the album creation page, you can select whether you want to choose from just your photos or from everyone's photos on the network. You can also choose from only photos with a specific tag.

All Photos All Albums My Photos My Albums My Favorites [Add an Album](#)

## Edit Album

**Choose Photos**

- Add photos by dragging them to your album on the right. Remove them by dragging them back.
- Title your album. Give it a cover and description.
- Save your album!

Choose from: ☐ My Photos ☒ Everyone's Photos

Tagged:  [Filter](#)

**Your Album**

**Album Title:**  
Summer Memories

**Description:**  
Great pictures from summer concerts.

Drag Your Photos Here

**Jane Hansen**  
 Sign Out  
 Inbox (1 new)  
 Alerts  
 Friends - Invite  
 Settings  
 Quick Add...

**About Outdoor Music Festivals**  
 Jane Hansen created this social network on Ning.  
 Create your own social network!

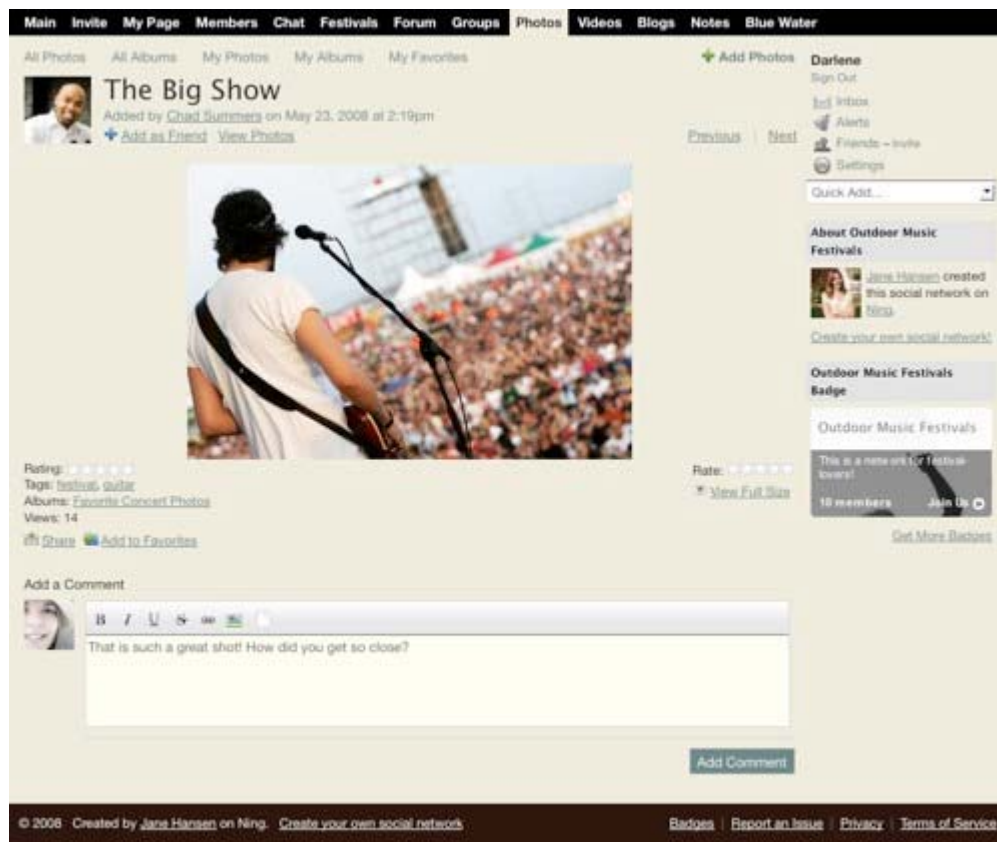
**Outdoor Music Festivals Badge**  
 Outdoor Music Festivals  
 This is a note only for festival-lovers!  
 10 members Join Us  
 Get More Badges

#### 4. How do I use comments on my network?

Comments are a quick and easy way to interact with other members on your network. Comments are short notes, including text, hyperlinks and images, that you can leave on any photo, video or blog post on the network, or on any member's profile page.

##### 4.1 Comment on a photo, video, or blog post

To interact with other members on your network, you can add comments to their profile page or any of their photos, videos, or blog posts. Just type your thoughts in the "Add a Comment" box below the content you're commenting on and click the **Add Comment** button to post the comment.



##### 4.2 Comment on someone's profile page

You can also leave a comment on any member's profile page. Comments can be seen by any member of the network, so don't use them to post personal information. They're perfect for welcoming a new member or checking in with your friends. To comment on someone's profile, go to their profile page and locate the Comment Wall in the middle column.

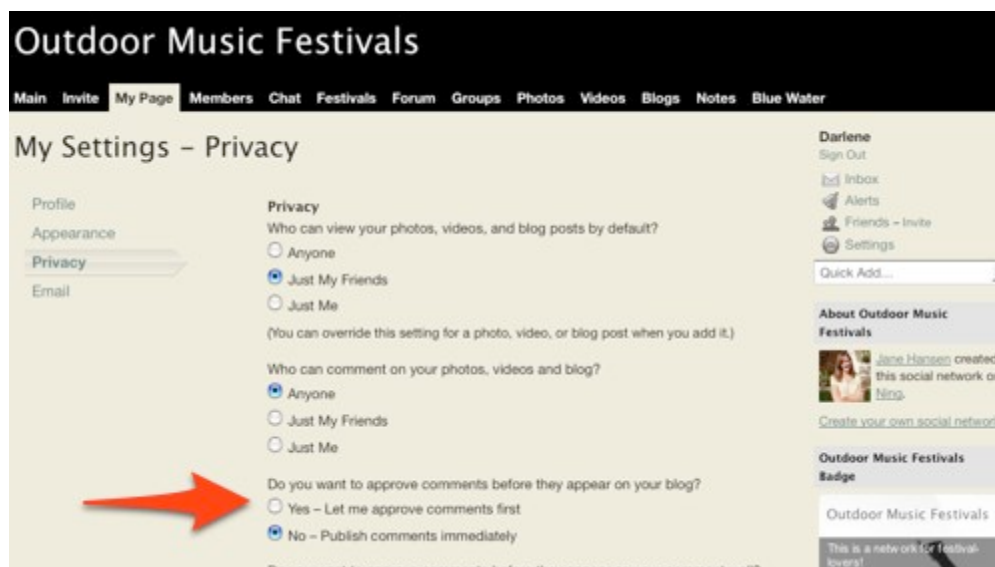
##### 4.3 Moderate comments on your profile and content

You have full control over the comments that other people post on your profile and on your photos, videos, and blog posts.

By default, any member of a network can comment on the photos, videos, and blog posts you add to that network. You can change this default setting so only your friends can comment on this content, or so only you can post comments.

You can also choose to approve comments on your blog posts and your profile page before they're published. This means that when someone comments on a blog post you've written, it will not appear right away. You can review the comment and choose to approve or delete it before anyone else sees it.

To choose who can comment or to turn on comment moderation for your blog or profile page, click on the **My Settings** link in the right column of the network. Head to the **Privacy** tab to change these settings.



#### 4.4 Comments vs. private messages

Comments are one of a few ways you have of communicating with other members on your network. Comments are great for content you don't mind if other people on the network see—like a note on someone's profile page thanking them for joining your group, or a comment on a funny video letting the person who uploaded it know you appreciated it.

For more private information—notes you might not want the whole network to see—you can send a private message.



## 5. How do I send a private message?

You can send private messages to anyone you're friends with on a network. You can also exchange private messages with the Network Creator and Admins of the network, even if you're not friends.

To send a private message, click the **Inbox** link in the right column of the network, then click the **Compose** link. You can enter people by email address in the "To" field, or click the **Choose from friends** link to select someone from your friends list on the network.

To send a message to the Network Creator or Admin if you're not friends, go to their profile page and click the **Send a Message** link.

## 6. Where do I go to edit my Ning profile?

You can edit your Ning profile by signing in to [www.ning.com](http://www.ning.com). Once you are signed in, click on your name at the top of the page.



Editing your Ning profile name and photo will not change them on networks you already belong to, but any new networks you join will default to this photo and name. Changes to your password and email address will apply across all of the networks you belong to.

## 7. What can I do with the Blog Feature?

Your profile page on a network comes equipped with your very own blog. Blogs are often used as online journals, letting you record your thoughts on specific topics.

## 7.1 Write a blog post

To get started, go to your profile page and locate the "Blog Posts" module in the middle column. Click the **Add a Blog Post** link.



You can add text, links, images, and files to your blog post using the blog editor toolbar.



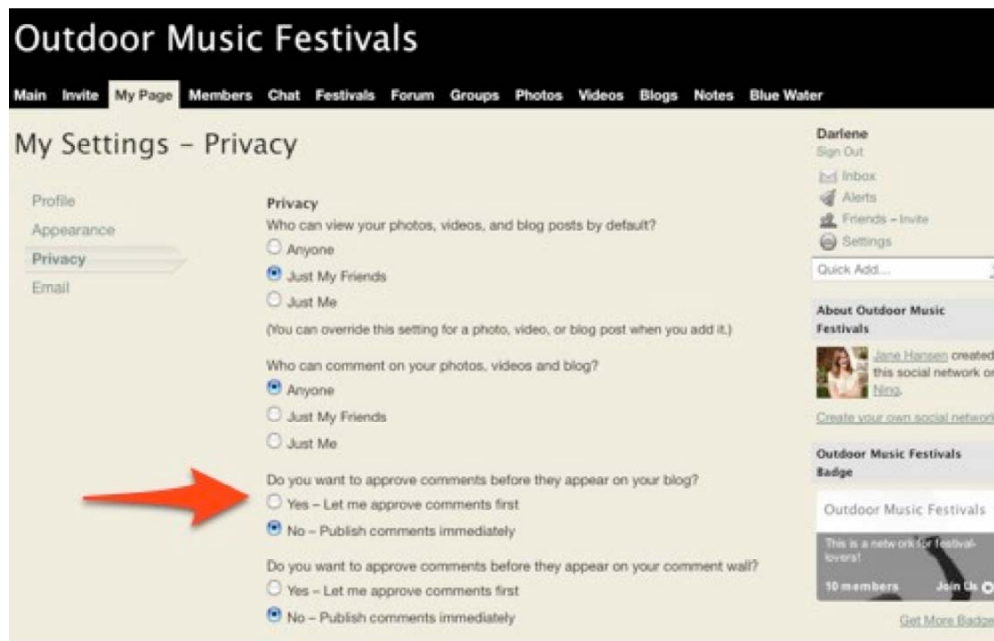
You can also select the privacy of your blog post to allow anyone on the network to view it, just your friends on the network, or just you.

## 7.2 Manage comments on your blog posts

You have full control over the comments that other people post on your blog posts. By default, any member of a network can comment on the blog posts you write on that network. You can change this default setting so only you or only your friends can comment on them.

You can also choose to approve comments on your blog posts before they're published. This means that when someone comments on a blog post you've written, it will not appear right away. You can review the comment and choose to approve or delete it before anyone else sees it.

To choose who can comment or to turn on comment moderation for your blog, click the **My Settings** link in the right column of the network. Head to the **Privacy** tab to locate these settings related to comments on your blog posts.






### 7.3 Categorize your blog post

You can categorize any blog post you've written by adding tags to it. Tags will allow you and other members to easily see what the post is about and find related posts.

You can add tags to your blog post when you're writing it. You can also add tags once you've published a blog post by clicking the **Edit post** link next to it.


Post Title  
Summer Festivals

Entry

B I U S   

Summer is almost here and there are so many amazing festivals to check out. I can't wait to see all my favorite bands, playing outside, enjoying the crowds and the laid back atmosphere. I think we are going to try to make it to the Mile High Music Festival in Denver this year, so everyone should try to catch that one with us!

Tags:  
festival



Your tags will appear under the text of the blog post, and also in the right column of the "All Blog Posts" page.