

Utilizing ThingLink content settings and cloning settings - v1

MaFEA – Making Future Education Accessible
PR2 – Guiding successful adoption

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Introduction

This guide is designed to guide you how to set ThingLink’s content and profile settings.

How to Navigate

Additional **Good to know!** information has also been added to guide that you may need in the future.

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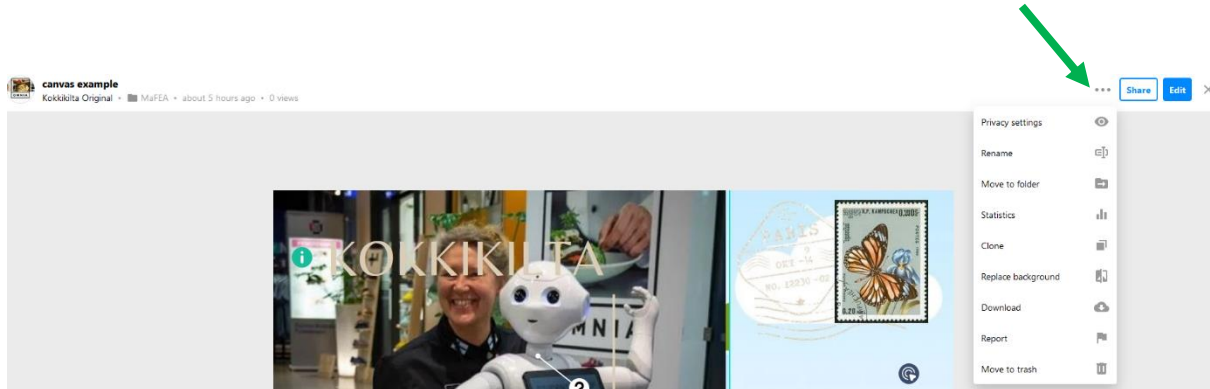


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Setting ThingLink content settings

1. Open the ThingLink content that you want to adjust
2. Open the settings from the three points. You will find this on the right-hand side **HERE**.



- a. **Privacy settings.** Here you will find 4 options. Personally, I often use first **Unlisted** or **Private** and then when the icon is ready, I change it either to be visible only to the **Organization** (in that case the people have to be logged in) or simply as **Public** so everyone can find and access to the photo.
- b. **Rename.** I recommend that you change the name of that image first. (Often there is just a numbers).
 - a. Note. **If you wish to have a text to this image**, it must be done before importing the image into the ThingLink platform.
- c. **Move to folder.** Move the ThingLink content to a folder.
- d. **Statistic.** Statistics on the ThingLink content.
- e. **Clone.** The cloning button is automatically on all **platforms**, unless you have specifically changed it from the settings that it is not possible.
- f. **Replace background.** Allows you to replace the uploaded background image.
- g. **Download.** ThingLink content can be stored and viewed without an Internet connection!
- h. **Repost.** You can report this media for abusive, violent or sexual content, and ThingLink staff will take a look at it.
- i. **Move to trash.** Move the ThingLink content to trash.

Give rights for others to clone your images or not

From the profile setting, you can allow others to either clone your images or not. However, you can always clone your own images.

Note. Cloning permission is done not one picture at a time but one profile at a time.

1. Open your profile settings



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The screenshot shows a user interface with a top navigation bar. A green arrow points to a user profile icon in the top right. Below it, a dropdown menu is open for the user 'Kokkikilta Original'. The menu items are: 'Add more students' (highlighted with a purple circle), 'Use invite code', a gear icon for settings, and the user's profile picture. The dropdown content includes: 'Kokkikilta Original', 'Kokkikilta Original's students', 'Plan: Professional Teacher for the Classroom', 'Statistics', 'Product updates', 'Blog', 'Pricing', 'Your views: 1223 / 12K' with an 'Add more views' link, 'Your seats: 1 / 61' with an 'Add more students' link, and 'Logout'.

2. Open the general page.
3. Allow or prohibit others from cloning your content.

Profile settings

Billing **General** Login & Security Editor

Profile

Profile image:  [Upload new](#) [Delete](#)

Username: **Kokkikilta Original** [Edit](#)

Country: **Finland** [Edit](#)

Interface

Version: **Saimaa (2020)** [Edit](#)

Language: **English** [Edit](#)

Miscellaneous

Level of support: **Worldwide** [Edit](#)
ThingLink has a global support team. Choose who can access your account data.

Content age rating: **K12**

Allow newsletters: **Disabled** [Enable](#)
Choose if you want to receive newsletters from ThingLink.

Allow cloning **Enabled** [Disable](#) [Learn more](#)

Reset interface settings [Reset](#)
Resets different interface preferences (such as the number of media displayed per page) to their default value.