

Process for using Pastel

Web Team

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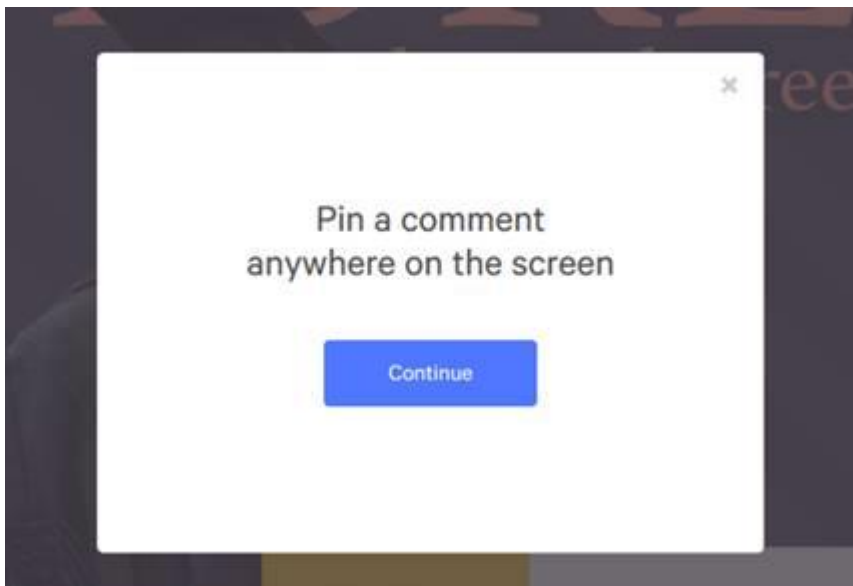
Best browser for Pastel

Click on the Pastel link we give you.

(You can use this link again to return to your content later if needed.) Important: Please open this link in Chrome, Edge, FireFox – but NOT Internet Explorer. You will need to use a UWE Bristol device to view the pages, and we recommend desktop because the commenting system is easier to use on desktop.

Making a comment

The first thing you'll see is this pop-up that explains the simple commenting process on Pastel.



Click the 'Continue' button.

This will take you to your first page. Click anywhere on the page and enter your name and email address when prompted. This is so that your comments will be linked to you.

Then click 'Continue'.

Hi, what's your name?

Let everyone know who you are so they can get back to you.

Ann Other

uwestories@uwe.ac.uk

Continue

[Have a Pastel account?](#)

Now you are ready to start commenting...

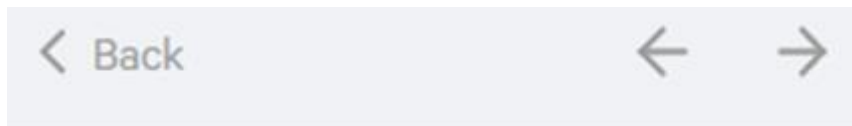
BUT we recommend using the toggle button to switch to Browse mode first. This allows you to browse the page or section.


When you are ready to add a comment just switch the toggle back to Comment, click on the place on the page you want to comment on, type your comment and then click 'Post comment'.

BROWSE COMMENT

BROWSE COMMENT

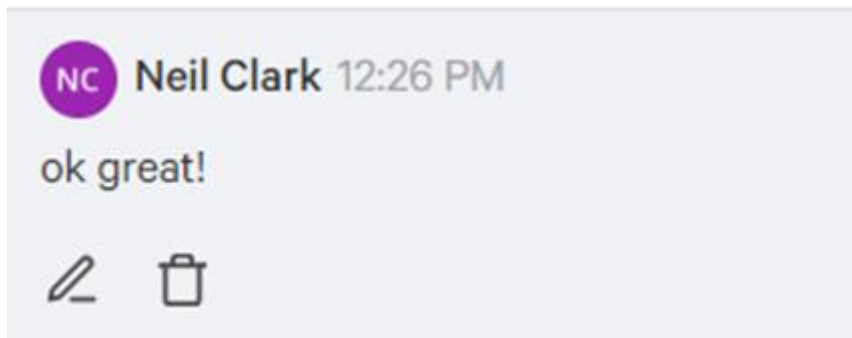
We will respond to your comments on Pastel - you will receive email notifications about our comments. You can reply to our comments by going back into Pastel.



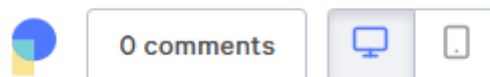
  An Other 12:18 PM

Love this!

Resolve



When you click on Comments on the bottom of the screen you can see all your Active comments and Resolved comments.



🔍 Search comments...

3 Active

0 Resolved

screencapture-beta-uwe-ac-uk-2020-02-...

9

An Other 12:18 PM

Love this!

1 reply

8

An Other 12:18 PM

Can we update this with the new image?

1 reply

7

An Other 12:18 PM

This is great!

1 reply

Video demonstration

Watch a [demonstration of Pastel](#).

Viewing content over multiple days

If you are unable to review all of your assigned content area in one session (particularly with larger sections) you can return to continue it at any time simply by clicking on the original link at the top of this email. All of your previous comments will have been saved. It would be helpful if you are able to send me an email to confirm once you have completed your review.

Filter comments

Click in the Search comments box, then filters. The below will come up:

Search or a
exactly what
loc

Search comments... Done

Sort by page ▾ Filters

STATUS

Choose a status ▾

MARKED AS

Unread Read

COMMENTS BY

Choose a person ▾

COMMENT MENTIONS

Choose a person ▾

COMMENTS ASSIGNED TO

Choose a person ▾

TIMEFRAME

Choose a date range ▾

LABELS

Choose a label ▾

DEVICES

Choose a device ▾

PAGES

Choose a page ▾

You can filter various ways, such as mentions of your or anyone else's name, and comments by a particular person.