



Building Together – How to access the Quick Start Guide

Building Together (BT) is accessed through the UGLE Solomon website and provides guidance, resources, and support materials to help directly address the main challenges our Lodges and Chapters face.

Best used on: PC or Tablet computer. *Smartphones (and iPads or other small tablets) are more challenging.*

1. Getting Started

- Open your internet browser.
- Go to: <https://solomon.ugle.org.uk> .
- Click the red **Building Together** button or.....

Just scroll down to the big button titled 'Building Together', and press 'Click Here'.


2. Logging In (Optional)

You do **not** need to log in to use the Quick Start Guide.

However, registration is recommended.

- Click **Log in** (top right).
- Existing users: enter username and password.
- New users: click **Create new account** and follow the straightforward instructions to register.

3. Using the Quick Start Guide (QSG)

- You have arrived at the opening page of Building Together. Ignore the section 'AskHiramGPT', this is fully explained in a separate guide on the website.
 - Using the slider on the left, scroll down to the Digital Quick Start Guide
 - To open the QSG simply click on the red link '**Digital Quick Start Guide**' - the interactive QSG will open immediately below – with the identical front page.
 - **Scroll down to page 2 and 3.** These are the **Contents pages** and act as the main index by which you can easily navigate to any page instantly.
 - You will now notice a tool bar on the top of the Contents page, and a new smaller scroll bar at the right. Use the new smaller scroll bar when scrolling through all the pages.
 - At anytime you may see an index on the left. It is not needed unless on a smartphone so.....
 - *Tip* - Click the **left-pointing arrow** at the top of the index panel which removes the index and enlarges the page view. 
 - *Tip* - Pressing the + or - sign in the tool bar will also increase / decrease the page size.
 - Navigating the Guide
 - All you have to do is hover over any item in the contents list, a hand cursor will appear -
 - Just click andyou will be taken directly to that page.
 - Each page will show in the heading – the **main Hub** to which it belongs, a second heading indicating the **Element**, and any other headings will refer to **Threads**.
 - At the end of the page, you may see:
 - **Thread links** – additional information
 - **Support Material** – detailed documentsThese can often be downloaded and printed. Many are ideal for presentations.
- N.B if you have followed any links return to the previous point by using the left-pointing arrow at the top left of your screen.**



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4. Moving around the Quick start Guide

You can move around the guide in three ways:

- Use the **Contents pages** (Pages 2–3)
- Scroll up or down like a book
- Use the navigation controls at the **bottom right of a page**:
 - ◀ Gold arrow – back one page
 - ▶ Arrow – forward one page
 - **Back to Contents** – return to contents.

5. Remember

- Use the **Quick Start Guide** as your main reference.
- Contents Pages 2–3 are the main index.
- Follow links for more detail.. but
- Always use the **top-left arrow of the screen** to return.

