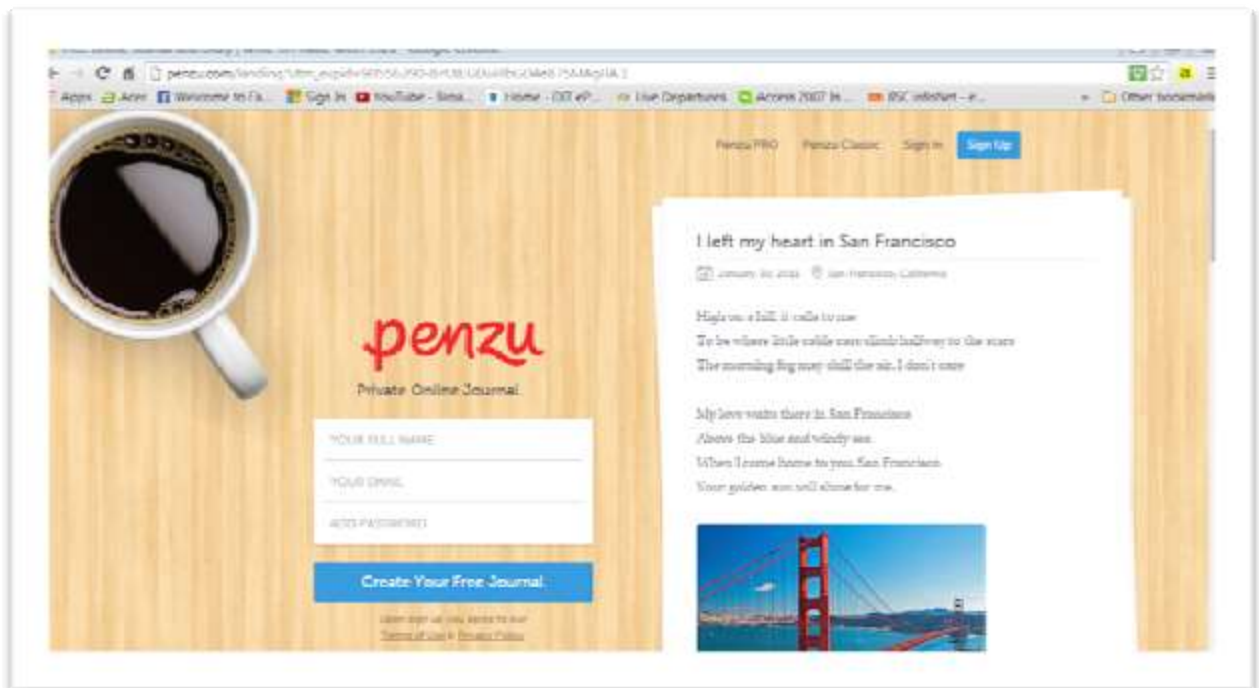


Welcome to Penzu for online Journals:



The new look of Penzu:




Question: What is **Penzu**?

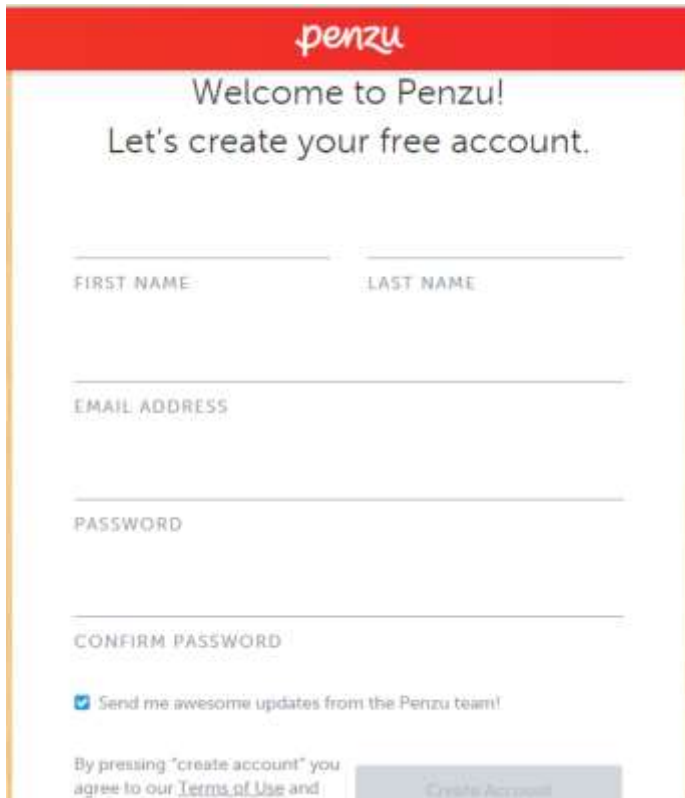
Answer: **Penzu** is an online diary and personal journal that is focused on privacy. With a unique and compelling user experience, it makes writing online as easy and intuitive as writing on a pad of paper.

1. How to access Penzu starting with your web browser.



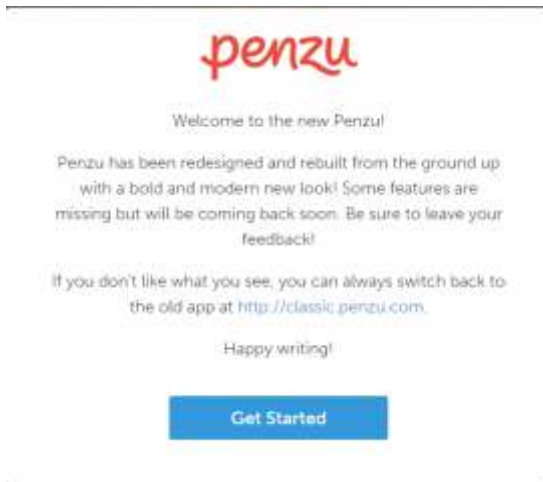
2. Double click on your web browser
3. On your address bar type in the following: <http://penzu.com>

4. Click on  in the top right hand corner if you want to create a new account:



The image shows the Penzu account creation form. It features a red header with the Penzu logo. Below the header, the text reads "Welcome to Penzu! Let's create your free account." The form includes input fields for "FIRST NAME", "LAST NAME", "EMAIL ADDRESS", "PASSWORD", and "CONFIRM PASSWORD". There is a checkbox labeled "Send me awesome updates from the Penzu team!" which is checked. At the bottom, there is a disclaimer: "By pressing 'create account' you agree to our [Terms of Use](#) and" followed by a "Create Account" button.

5. Enter in your First Name, Last Name, Email Address, and Password, Confirm Password and click on Create Account. The following message will appear:



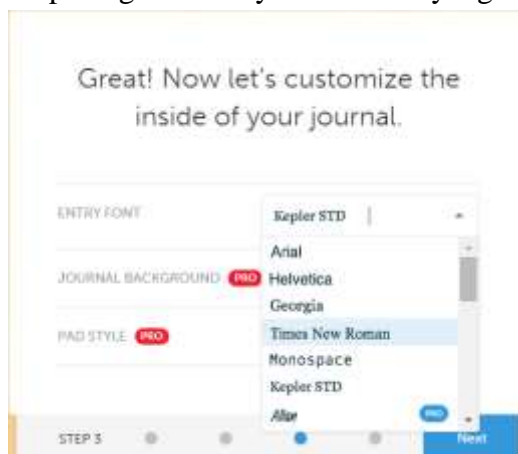
6. Step 1 e.g. you can edit the title of your Journal or click on Next.



7. Step 2 e.g. you can choose the colour of the cover of your Journal and click on Next:



8. Step 3 e.g. Choose your font entry e.g. Times New Roman and click on Next:



9. Step 3 e.g. Will ask would you like to set a reminder to write in your journal or click



on Finish:



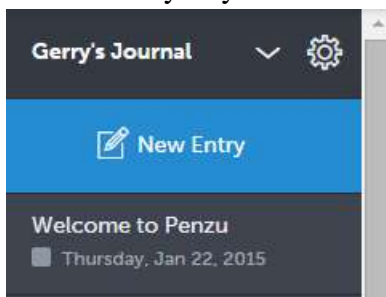
10. The following will be displayed e.g.:



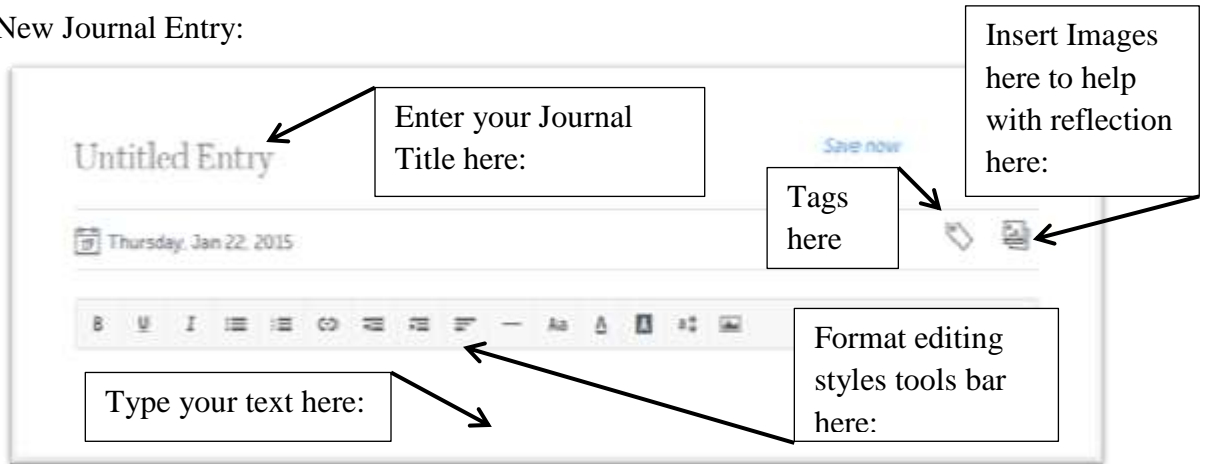
11. Click on New Entry to start writing in your Journal.

12. New features and navigation in Penzu:

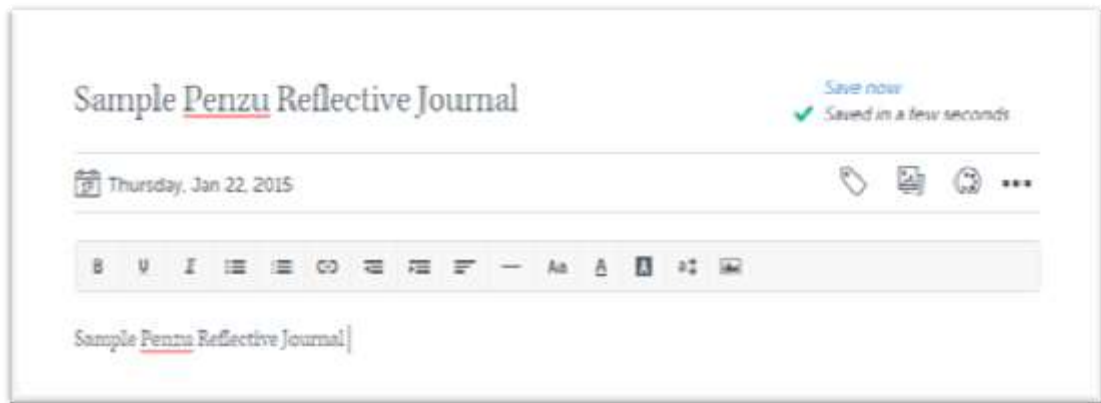
Journal Entry Layout to access all your past and present journal reflections:



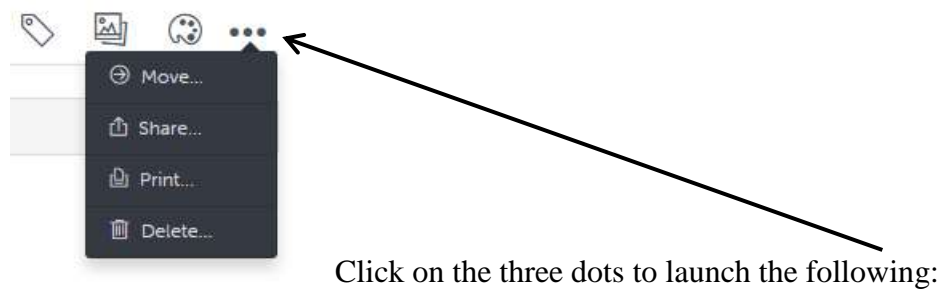
New Journal Entry:



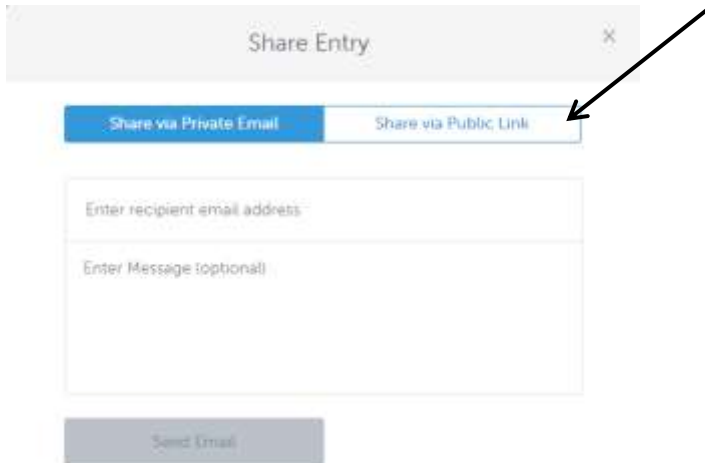
Sample Penzu Reflective Journal:



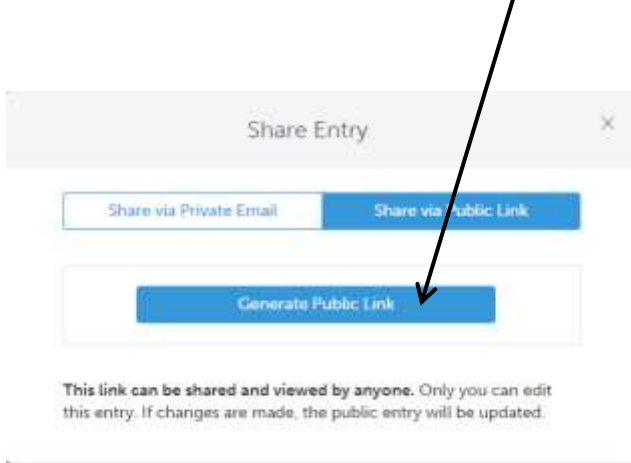
How to Share your Journal Entry with your Tutor:



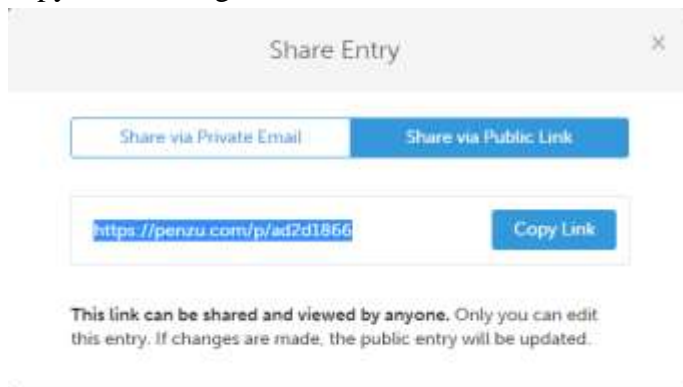
Click on Share and the following will be displayed: **Note that the feature of sharing has changed. You must click on Share via Public Link first.**



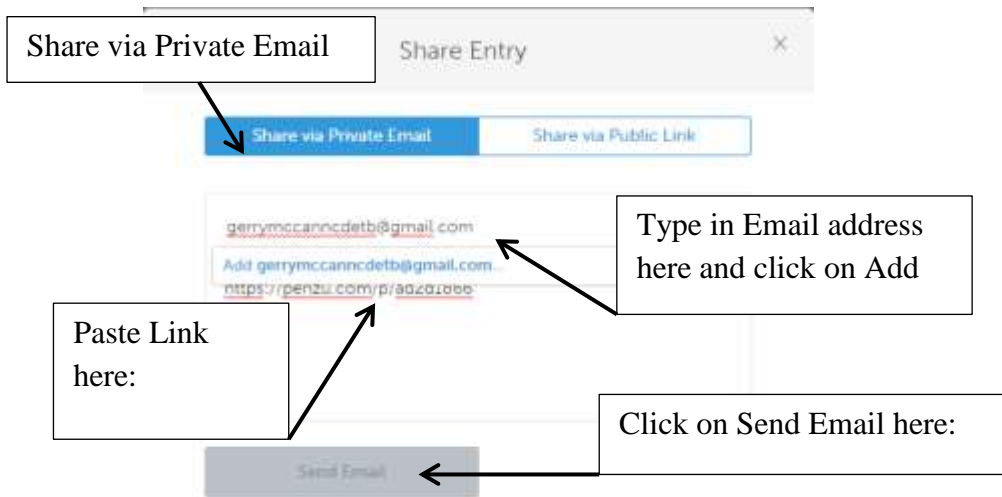
Then click on Generate Public Link:



Copy the Link e.g.

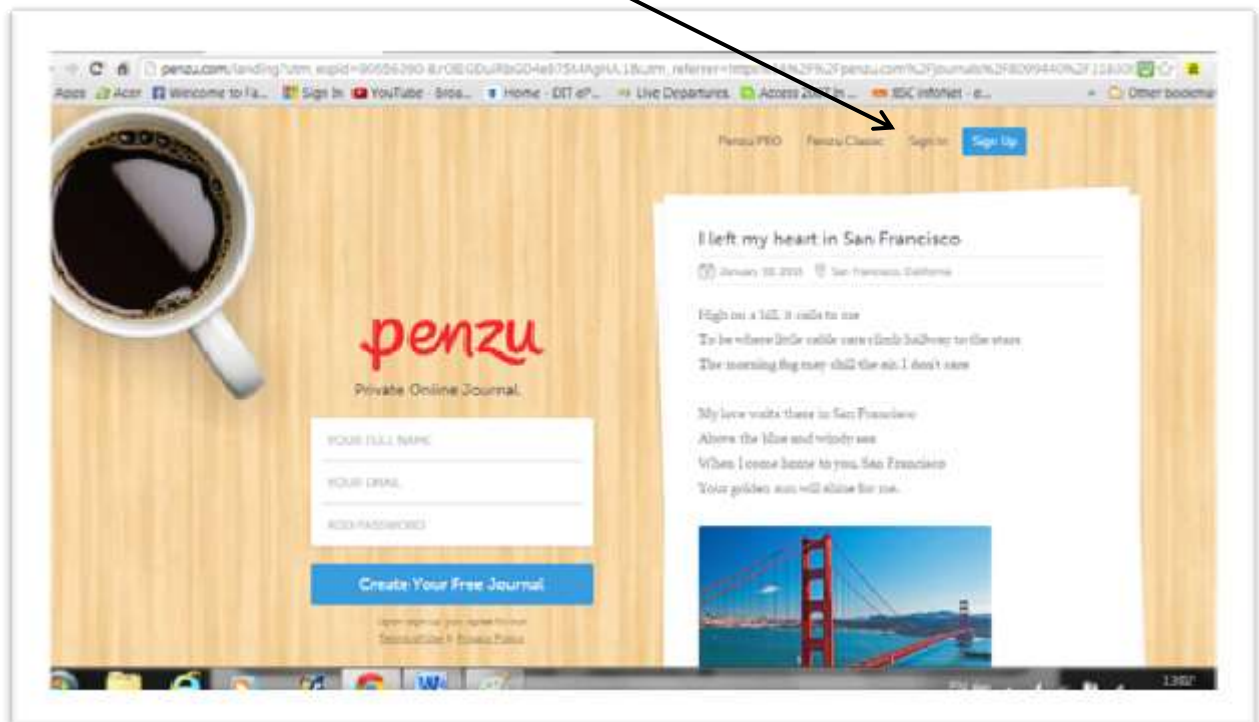


Click on Share via Private Email; paste the Link in to the message area. Type in the email address of your Tutor and you will see the email address appears and click on Add:



How to Sign in:

1. In the top right hand corner click on Sign in:



2.



The image shows a sign-in form with the following elements and annotations:

- Sign in** (header)
- Type in your email address here:** (text above the email input field)
- EMAIL ADDRESS** (label below the email input field)
- Type in your Password here:** (text above the password input field)
- PASSWORD** (label below the password input field)
- Forgot your password?** (link)
- Sign In** (button)

Annotations with arrows point to:

- The email input field from the text "Type in your email address here:"
- The password input field from the text "Type in your Password here:"
- The "Sign In" button from the text "Click on Sign In here:"