

Document or Resource Collaboration

The ability to collaborate on a single document is a tool that can be very helpful for members who are looking to get input.

- I. To work with a document in the community group library, select a document that is in a workable form.

The screenshot shows the 'Beta Testing Group' library interface. At the top, there are navigation tabs for 'Community Home', 'Discussion 206', 'Library 32', 'Events 0', and 'Members 474'. Below the navigation, there are '32 Entries' and a 'Create New Library Entry' button. The main content is divided into two panels: 'Folders' and 'Folder Contents'. The 'Folders' panel shows a tree view with 'Beta Testing Group' expanded to show 'Training Documents', 'Account Set Up', and 'Community Tasks'. The 'Folder Contents' panel shows a list of documents: 'Beta Task List', 'Beta Testing Guide', 'Community Feedback' (highlighted with a red circle), 'Community Resource - Descriptions', and 'Sending Contact Requests'.

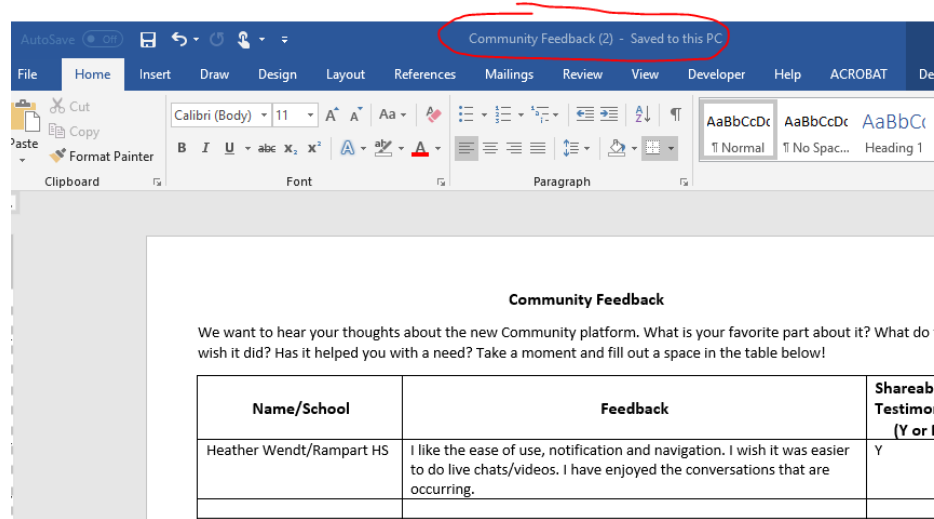
- a. Click on the link or the Download button *note that it states 1 version (highlighted)

The screenshot shows the 'Community Feedback' document page. At the top, there is a 'Back to Library' button and a 'Like' button. The document title is 'Community Feedback' and it was uploaded 'a minute ago'. The document description reads: 'This document can be used to demonstrate the collaboration available through the Community platform. Please share your feedback about what you like about the new platform, what you wish it could do and whether it has helped you.' Below the description, there is an 'Attachment(s)' section showing 'Community Feedback.docx' with a 'Download' button (highlighted with a red circle). The document statistics show: 0 FAVORITED, 2 VIEWS, 1 FILE, 0 SHARES, and 0 DOWNLOADS.

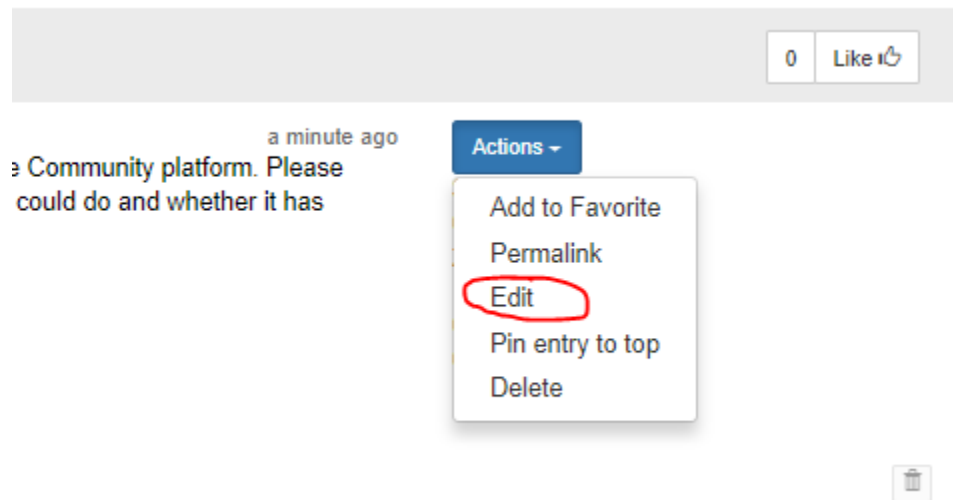
- b. Open document and click Enable Editing when necessary

The screenshot shows the 'Community Feedback' document in Protected View. At the top, there is a yellow bar with the text 'PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' and an 'Enable Editing' button (highlighted with a red circle). The document content includes a title 'Community Feedback' and a paragraph: 'We want to hear your thoughts about the new Community platform. What is your favorite part about it? What do you wish it did? Has it helped you with a need? Take a moment and fill out a space in the table below!'. Below the paragraph is a table with three columns: 'Name/School', 'Feedback', and 'Shareable as Testimonial? (Y or N)'. The table has three rows, with the first row being empty.

- i. Type in your feedback and save the document to your computer



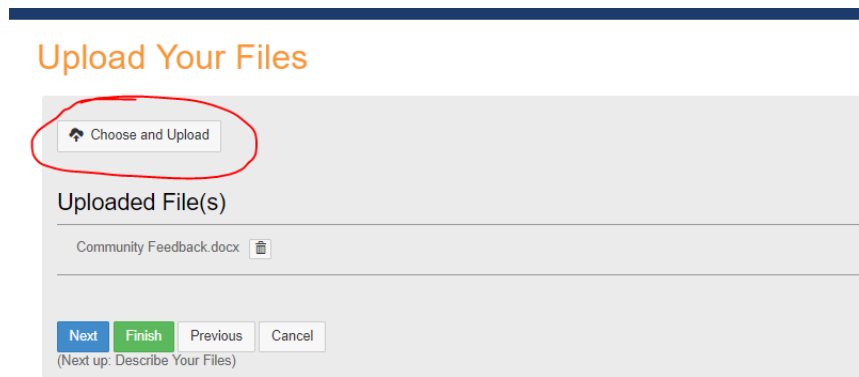
- c. Back in the community group library, select Edit from Actions button



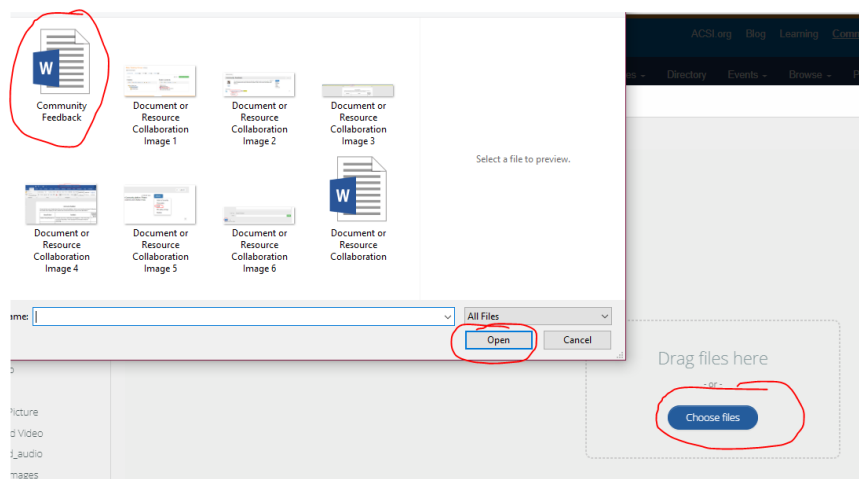
- i. Click on the Next button



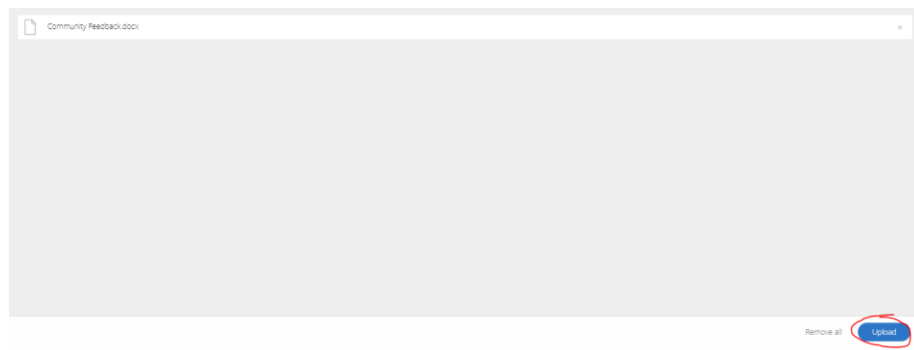
ii. Click Choose and Upload



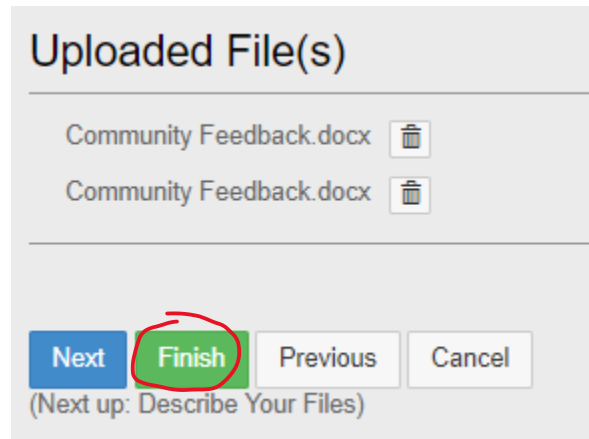
iii. Click Choose files, then select your edited document and click Open (or double click on file)



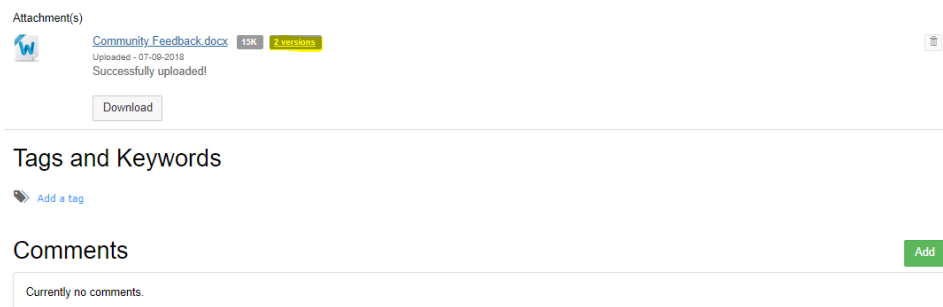
iv. Select Upload



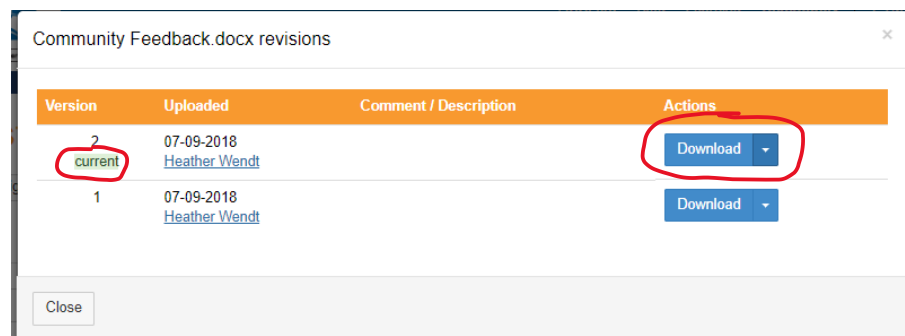
- v. You will now see 2 documents on page. Select Finish



- vi. One the main Document page, you can now see that there are 2 versions.

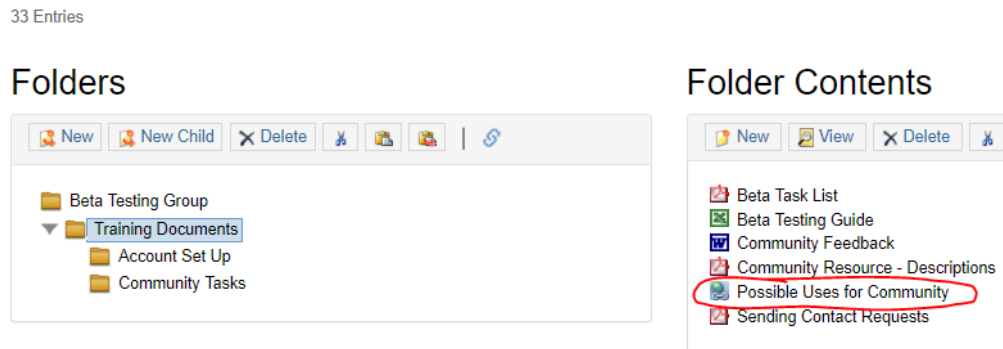


- vii. Clicking on the 2 versions link will let you see a list with both the original document and the revised document along with the name and date of who uploaded it and any comments or descriptions added. Most recent addition will have green current notice. Select Download to see the actual documents

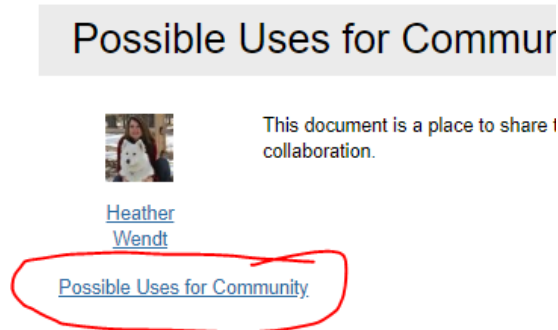


**It is important to note that pulling a document to edit does not prevent someone else from doing the same thing at the same time, so your edits might appear on a prior document.*

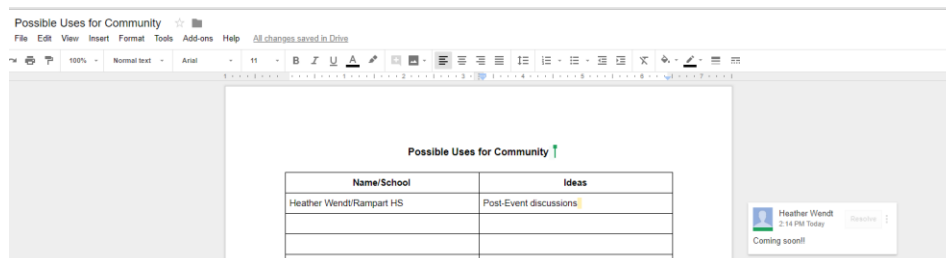
- II. To collaborate on a document stored in Google Docs, open the correct file – usually this will be mentioned in a discussion post



- a. Click on link under original post profile pic and name



- b. Log into Google, and document will appear. Type additions or changes. Google Docs will automatically save your changes.



*Updated document will now be what the next person will see if they click the link