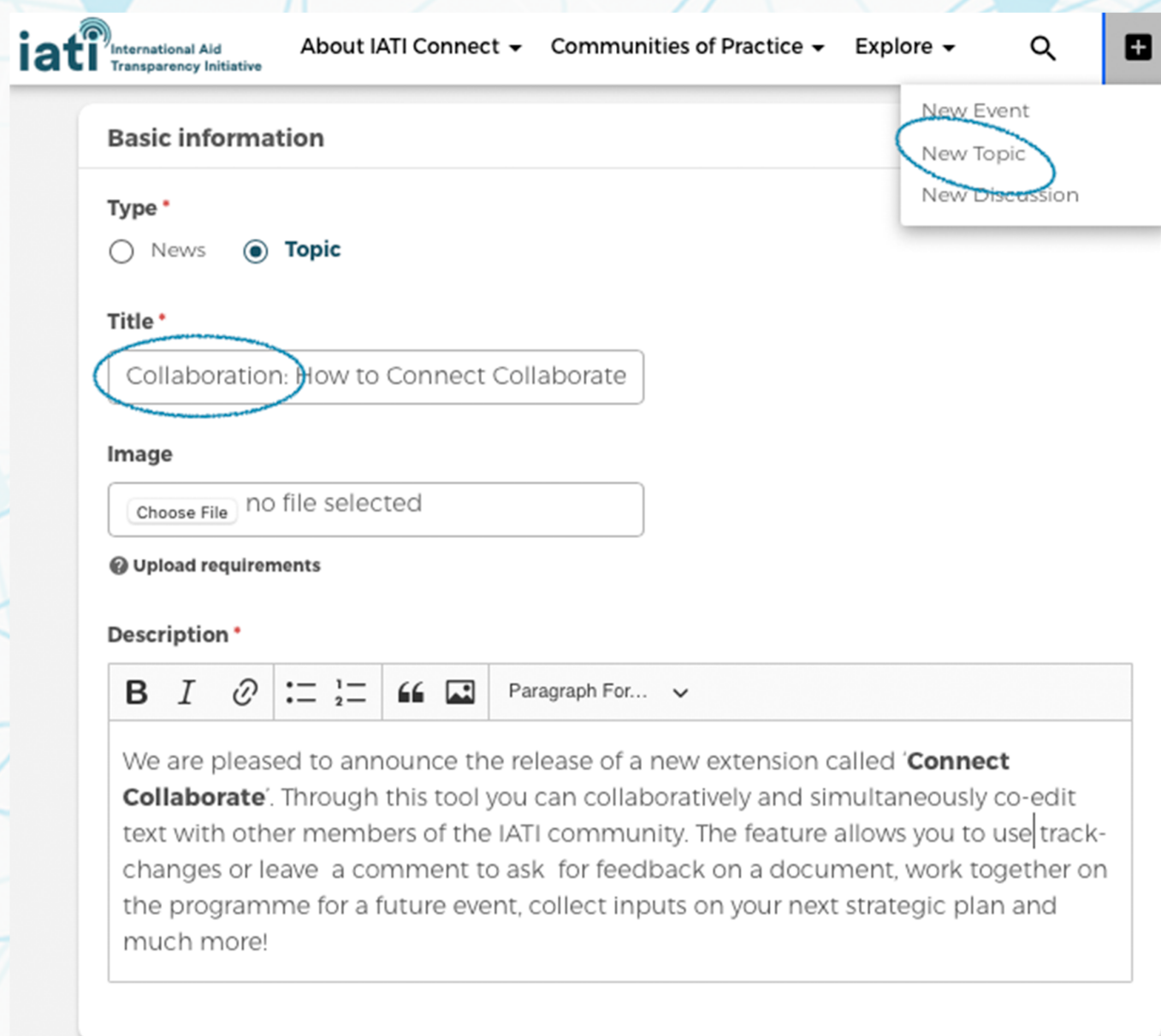


# CONNECT COLLABORATE

We are pleased to announce the release of a new extension called 'Connect Collaborate'. Through this tool you can collaboratively and simultaneously co-edit text with other members of the IATI community. The feature allows you to use track-changes or leave a comment to ask for feedback on a document, work together on the programme for a future event, collect inputs on your next strategic plan and much more!

As **author of the text** you need to follow these easy steps to start your own Connect and Collaborate-document:

## 1. Create your Collaboration-Topic



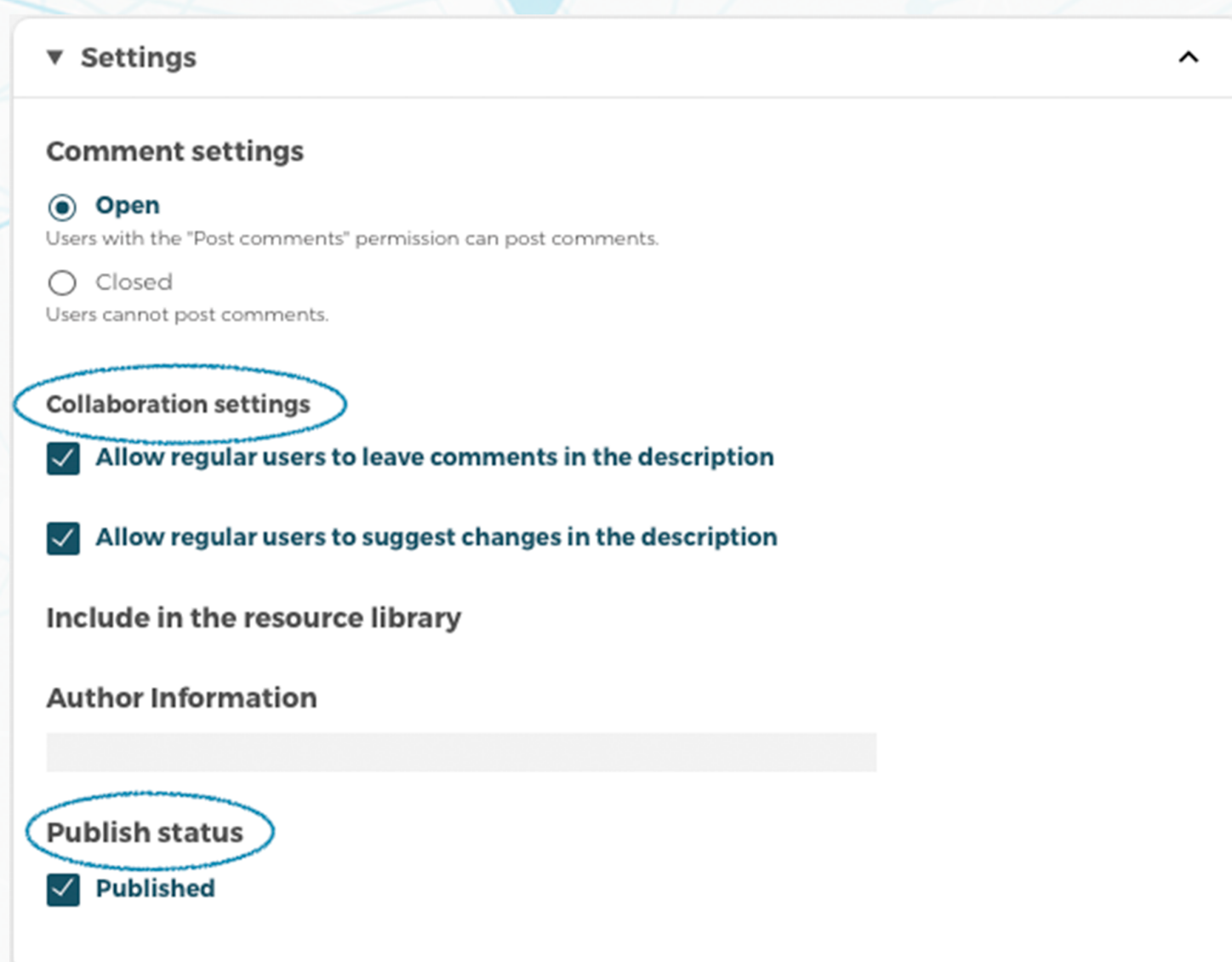
The screenshot shows the 'New Topic' form in the IATI Connect interface. The 'Type' is set to 'Topic'. The 'Title' field contains 'Collaboration: How to Connect Collaborate', with 'Collaboration:' circled in blue. The 'Image' field is empty. The 'Description' field contains the text: 'We are pleased to announce the release of a new extension called **Connect Collaborate**. Through this tool you can collaboratively and simultaneously co-edit text with other members of the IATI community. The feature allows you to use track-changes or leave a comment to ask for feedback on a document, work together on the programme for a future event, collect inputs on your next strategic plan and much more!'. A dropdown menu is open, showing 'New Event', 'New Topic' (circled in blue), and 'New Discussion'.

- Connect Collaborate only works by creating Topics: click '+' on the top menu bar, then 'create new Topic'. Alternatively create a Topic inside your Group.

- Make sure it is clear to others that this is a collaborative post by adding 'Collaboration' at the start of your title.

- Do note that importing a document is not possible, so you will have to copy-paste the text into the Topic.

## 2. Choose the right collaboration settings



The screenshot shows the 'Settings' panel for a topic. The 'Collaboration settings' section is circled in blue and contains two checked checkboxes: 'Allow regular users to leave comments in the description' and 'Allow regular users to suggest changes in the description'. The 'Publish status' section is also circled in blue and contains a checked checkbox for 'Published'.

- Make sure your Topic features in the right Group or leave this open (through 'Access Permissions').

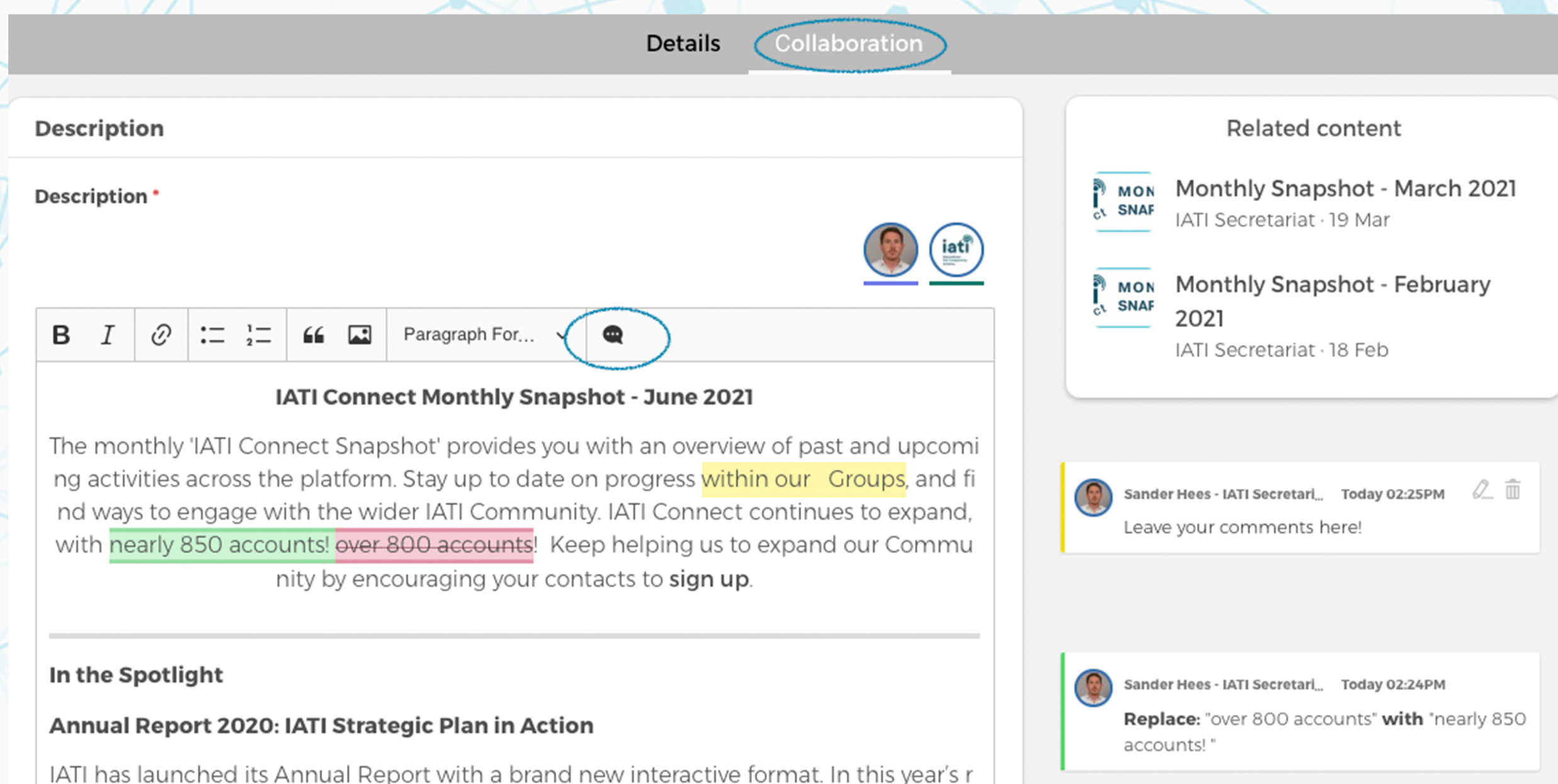
- Select whether to allow other users to leave comments and/or suggest direct changes to the text (through 'Settings').

- Check the appropriate box(es) and make sure the 'Publish'-box is checked.

### 3. Connect Collaborate!

- Via the Collaboration tab you can monitor any comments and/or track changes made by other contributors (see image above);
- Two important final notes to authors:
  - Only (co-)authors are able to approve suggestions or accept / reject track changes;
  - Downloading or exporting all comments is not possible. Before creating the final / agreed text, make sure to store comments (e.g. by creating a screenshot).

Being a **contributor** is simple: click on the 'Collaboration'-tab and directly make track changes in the text. If you want to leave a comment make sure to click on the button that enables comments (see image below).



The screenshot shows the IATI Connect interface with the 'Collaboration' tab selected. The main content area displays a text editor for a document titled 'IATI Connect Monthly Snapshot - June 2021'. The text in the editor reads: 'The monthly 'IATI Connect Snapshot' provides you with an overview of past and upcoming activities across the platform. Stay up to date on progress within our Groups, and find ways to engage with the wider IATI Community. IATI Connect continues to expand, with nearly 850 accounts! over 800 accounts! Keep helping us to expand our Community by encouraging your contacts to sign up.' The text 'within our Groups' is highlighted in yellow, 'nearly 850 accounts!' is highlighted in green, and 'over 800 accounts!' is highlighted in pink. A comment icon in the text editor toolbar is circled in blue. To the right, the 'Related content' section lists two 'Monthly Snapshot' documents from March and February 2021. Below the text editor, the 'In the Spotlight' section features the 'Annual Report 2020: IATI Strategic Plan in Action' with a brief description.

In case you have any suggestions or questions on the use of Connect Collaborate, you can reach us via [connect@iatistandard.org](mailto:connect@iatistandard.org).