

HOW TO USE COLLABORASE? 4 SIMPLE STEPS

1 "Content" Tab

This is the main tab you'll be using. Please disregard the other tabs.

2 Navigation menu

This menu bar facilitates navigation. Click on the titles to navigate directly to each section of the document.

4 Comments (detail)

After clicking on "Comment" and then "New Comment", you can:

- Choose the type of comment from the Tags menu.
- Write a short description of the comment.
- Select the text you are referring to by clicking on "Get Selection".
- Click "Publish" to save your comment.

3 Comments & Surveys

These are the main two buttons that you'll use to provide feedback:

- Click on "Comments" to provide open-ended feedback. You may choose to select the specific text you are commenting on. Go to Step 4.
- Click on "Survey" to display and respond to targeted questions for the relevant section. Blue highlighted text will remind you to click on "Survey".

The screenshot displays the LandScale web application interface. At the top, there is a navigation bar with "Dashboard" and "My Products" tabs. Below this is the "LandScale" header and a secondary navigation menu with "Content", "Comments", "Resources", "Activities", and "Members". The "Content" tab is selected, showing a table of contents with five sections: "1 Introduction: What is LandScale and why do we need it?", "2 The LandScale Assessment Framework", "3 Guidelines for Using LandScale", "4 Data and Reporting Platform", and "5 Closing questions". To the right, the "Contact Information" section is displayed, updated 5 minutes ago by Renata Lozano Giral. Below the title are two buttons: "Comments" (with a count of 0) and "Survey". A blue highlighted text box below the buttons reads: "Please click on the button above 'Survey' to display the questions in this section". At the bottom of the screenshot, a comment form is shown with fields for "Issue* - brief description of a problem:" and "Proposal - suggested change or solution to the problem:". The form includes a rich text editor with various formatting options. To the right of the form is a "Tags" menu with options: "Opportunity for Improvement", "Content", "References", and "Wording". At the bottom of the form, there is a "Get Selection" button and a "Publish" button.