

Clearspace Quick User Guide

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A. Logging into Clearspace

1. Via OLIS



2. Via **Internet** using 'My OECD' login/password
<https://community.oecd.org/community/>

Login
Login using the form below. If you don't have

Username:

Password:

Remember Me

[I forgot my password](#)

B. Get Started

1. When you first log into Clearspace, the **All Content** page offers links to places where you can dive in. Use the content type icons, titles, and change age ("3 hours ago") to decide if there's anything of interest for you here at the top level.
2. The following picture is a snapshot of some of the things you might see.
3. The content type icons are your first clues as to the kinds of content you'll find and create in Clearspace: documents, blogs, and discussions. You'll learn more about the types later in this tour. From the home page you can also get a feel for how you can find content. For example, through the sections on the home page you can browse by space, browse by content types or browse by tags (more about tags later, too).
4. Also, notice that menu bar near the top of the page. It's available on all the other pages, too. Use it to:
 - Create **new** content.
 - **Browse** for existing content, communities, and people.
 - Get **history** for your recently viewed items.
 - Check in on **your stuff** for items you've created or are working on.

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After you've gotten to know what's inside pretty well, use the **Your View** tab to personalize your view. That way, you can choose which content you want to appear here.



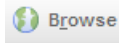
: Create new tasks, discussions, documents, blogs, posts and more.



: Get your Stuff, content you've contributed, your profile, content you're keeping your eye on.



: See what you've looked at lately.



: See everything inside.



Enter text and click - Search to find content.



: Choose which kind of content you want to browse



Click on space to browse content in the community.

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Use this menu anywhere in Clearspace. (Points to the top navigation bar)

Create new tasks, discussions, documents, blog posts, and more. (Points to the 'New' button)

Get your stuff: content you've contributed, your profile, content you're keeping your eye on. (Points to the 'Your Stuff' button)

See what you've looked at lately. (Points to the 'History' button)

See everything inside. (Points to the 'Browse' button)

Choose which kind of content you want to browse. (Points to the search bar)

Enter text and click Search to find content. (Points to the search bar)

Click Your View to customize your view of the home page. (Points to the 'Your View (personalize)' button)

Click a space to browse content in that space. These are also listed under the Browse menu. (Points to the 'Communities' list)

View a list of the people who are most active. Click their name to view their content and profile. (Points to the 'Top Participants' list)

View the tags that are getting applied the most often. Click a tag to view the content it's applied to. (Points to the 'Popular Tags' list)

View the most recent content changes and additions. Click an item to go to it. (Points to the 'Recent Content' list)

The screenshot shows the following interface elements:

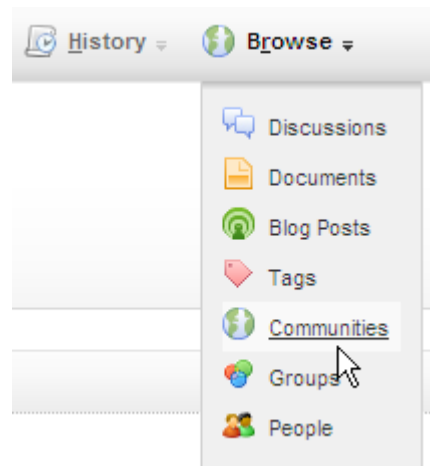
- Header:** Welcome, Mickael LOURS (Log out) | New | Your Stuff | History | Browse
- Navigation:** All Content | Your View (personalize) | Browse
- Communities:** Clearspace Project, educationtoday, Employment and Skills Strategies in Southeast Asia (ESSSA), Factblog, Global Standard, OECD Forum 2009 Blog, myCommunities
- Top Participants:** 289459, EDG_IMPORT_USER, 30859
- Popular Tags:** 2009_archive_2001_archives, code, code_monetaire_financier, documents_collected_during_on-site_employment_fu_gne_meetings, information_notes_other_legislation, presentation_questionnaire_response, trade_committee
- Recent Content:** About ESSSA, Putting in place jobs that last, MENA-OECD Ministerial Conference "Beyond the Crisis: Business and Citizens at the Centre of Policy Responses", ILO World of Work Report 2009: Global Jobs Crisis and Beyond, Aiding a low carbon future, CO2 emissions by sector, Tomorrow is Today: Achieving aspirations in education and how the American Recovery and Reinvestment Act can be your first step, Power of change - CO2 indicators, The Global Impact of the Financial Crisis: Main Trends in Developed and Developing Countries, educationtoday progress report, Vetting the VETs, ITN Presentation to CI's on Clearspace- Sharepoint strategy, Where your money goes
- Status Updates:** Let others know what you're up to, Your friends, All
- Popular Discussions:** Vocational Education and Training and the Crisis, A standard code of quality for education?, Improving your teachers' teaching environment, Germany's new government needs to demonstrate foresight and economic expertise by promoting knowledge and education and training?, Do you believe that pre-school children should be grouped according to any criteria?

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C. Content

Browse Communities. Most content in Clearspace is organized by communities. **Communities** are the closest thing to the hierarchical/folder paradigm we're all accustomed to. Our Communities are based on "traditional" hierarchy/Organization Chart. Most Communities are restricted and are set by the site administrator. Users may occasionally have cross-functional needs that require them to visit a variety of Communities, however they will generally spend most of their time and energy in the space dedicated to their functional area.

1. On the home page, click the **Browse** menu, and then click Communities.



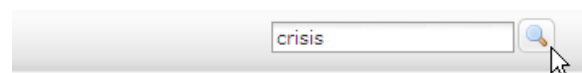
Public Communities



Private Communities – Only people who are in the parent space (in this case "Information Systems") can access

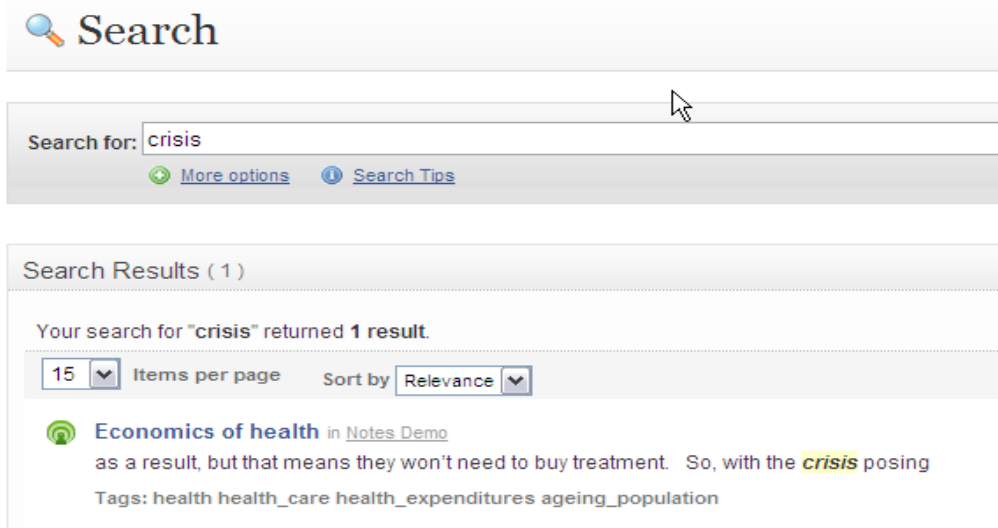


2. **Search for content.** Search for the content you want, filtering your search to refine the results. Type in what you want to search for, then click **Search**.

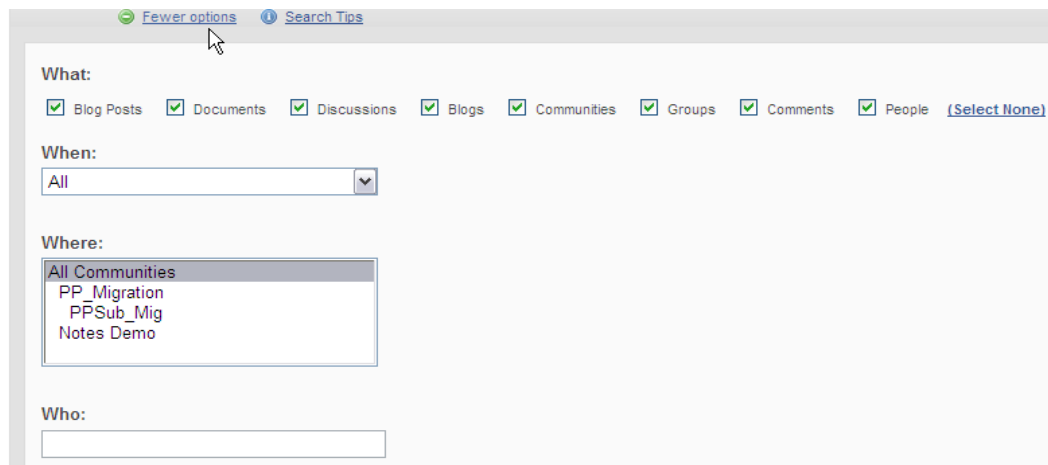


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See results on the **Search** page:

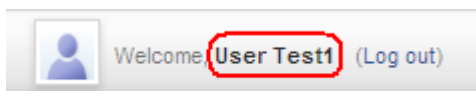


You can filter search results by content type, by space, or by date. You might also see search results from outside of Clearspace listed under **More Results**.

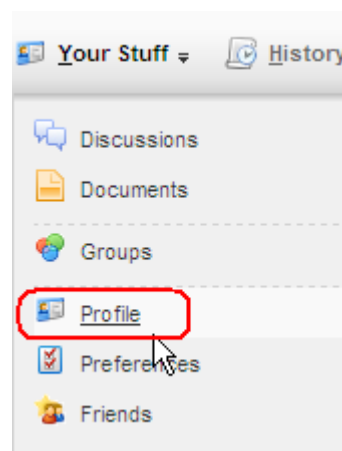


D. Edit your user profile

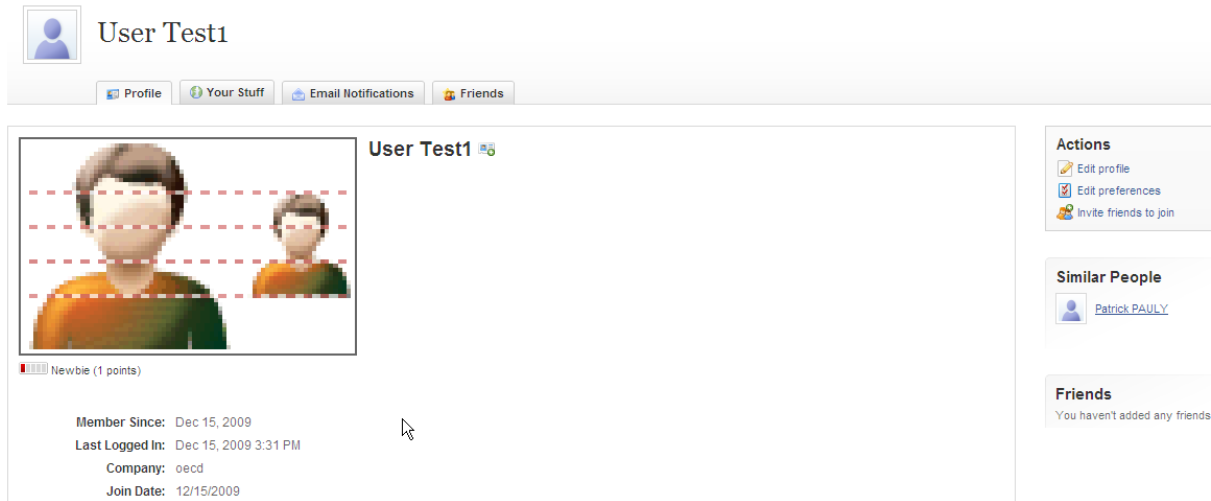
1. There are two ways to access your profile page; Click your name or click **Your Stuff and Profile**



2. Your basic information such as name, department, email, and phone has been already entered. You may add other information, such as personal email addresses, and your picture



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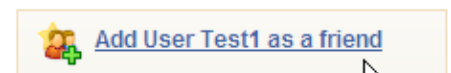
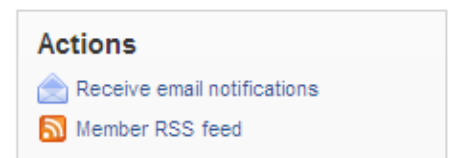
3. Click **Edit Profile** under **Actions**
4. Enter any information you wish to publish
5. When you are done editing, click **Save**
6. Click **Change avatar** under **Actions**
7. Pick your avatar from the list or upload your own
8. When you are done, click **Save settings**
9. To go back to home, click **Main** on the breadcrubms



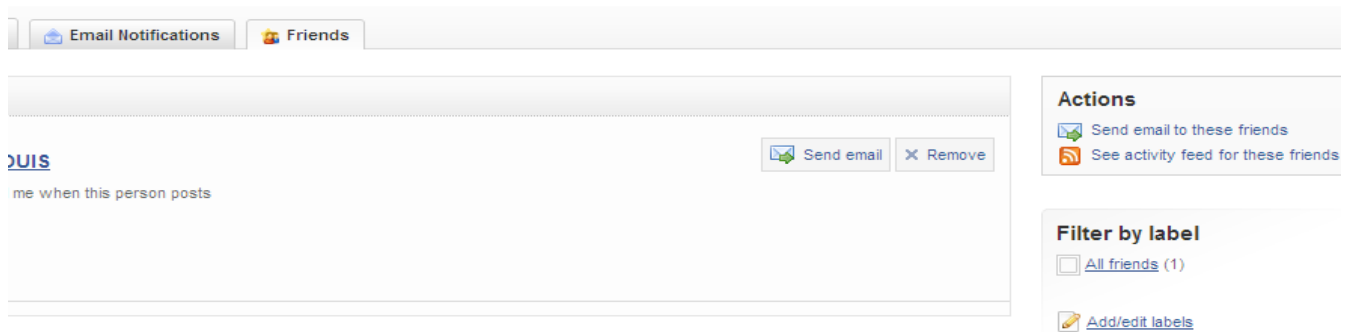
F. Creating Connections

You can build your own personal network by using the connection feature. Making connections is a little like adding people to a list of favorites. When you're connected, you can more easily keep track of what they're up to, what they're saying in discussions and blogs.

1. Click **Browse > People**, and then find someone you want to connect with (whose activity in Clearspace might be interesting to you).
2. When you find someone, view their profile by clicking their name.
3. Click **Add *person's name as a friend*** under **Actions**. This will add the person to the connections you're following.
4. Click **Your Stuff > Friends** to view the list of people you're following. The person you added is listed there, along with links to the content they've contributed recently.
5. To remove a person from your Friends, click **Remove** in the person's box



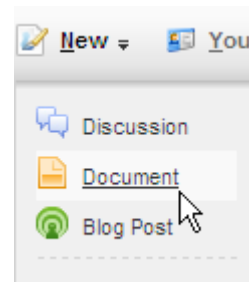
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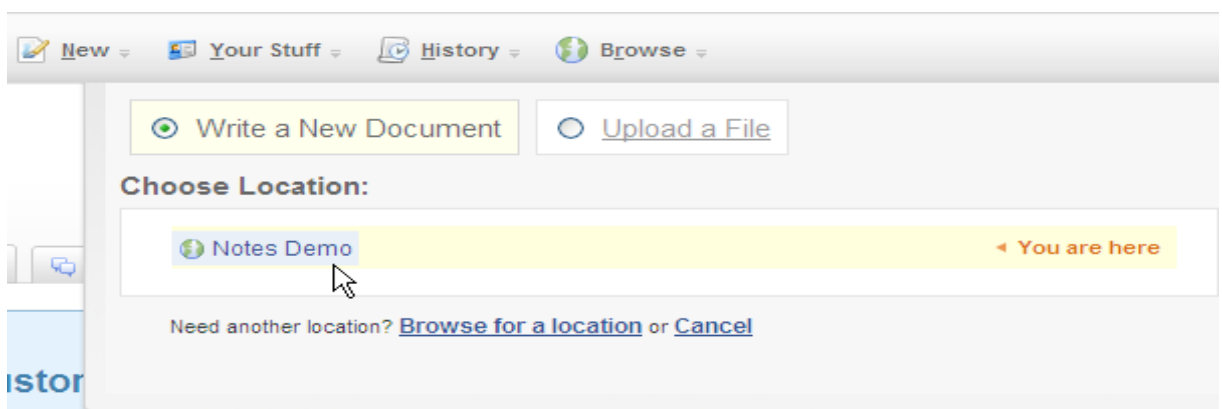
G. Documents

Documents and uploaded files give you a way to get content into Clearspace. With documents, you edit the content right in Clearspace. You and others can work on the same document and it's searchable. As you'll see later, you can also specify that other people should review or approve the content. By uploading a file, on the other hand, you can add something that was created outside Clearspace. Uploading the file makes it available to other people; you can tag the uploaded file to make sure it gets found.

1. Click **New > Document** to start a new document.




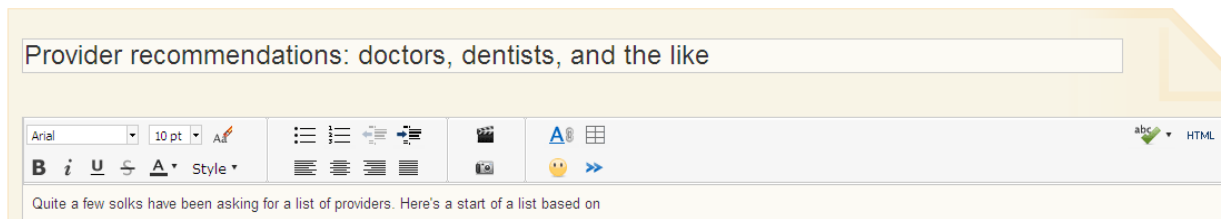
2. Choose **Write a New Document** if you are creating one, otherwise choose **Upload a File**. Anyone will be able to edit this document. (Later in this section, you'll learn how to limit who can edit your documents.)
3. If you've posted things before, you'll see a list of the places you post in most often. Click the name of the space you want to post in. Otherwise, click **Browse for a location** and choose a space, group, or project you wish to post this document.



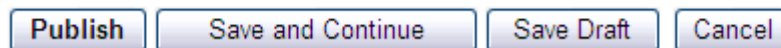
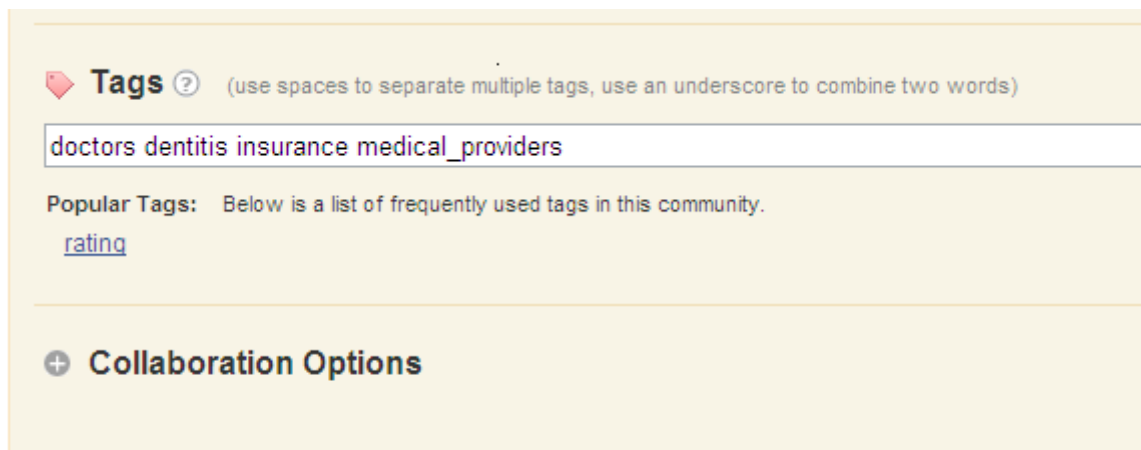
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4. Give the document a title and type your content (or copy and paste from another document) in the editing window. The content editor is like a word processing program, with tools for more advanced formatting.

 Create New Document in Notes Demo



5. Add tags to describe the document to other people. This is one of best things you can do for your team. As you and other people add tags, you'll develop your own expressions to describe the content you all use. For those expressions to be most useful, try to use existing tags whenever possible. You can type the tag names, letting Clearspace finish the name where the tag already exists; you can also click a tag in the **Popular Tags** list to add the tag to the document.



6. If you wish to limit who can edit or who must approve in case the document was modified, click and expand **Collaboration Options**.
7. In the **Specific Users** box, enter the Clearspace user names of the users you want to be able to see and edit the document. (You can also click the Just <my_name> option if you want to be the only person who can see and edit.)

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8. If you want certain people to be required to approve the document before it's published and visible to others, enter their user name in the box under **Users who must approve...**

Collaboration Options

Users who may edit:

Anyone

Specific Users - [Select Users](#)

Just [User Test1](#)

Users who must approve for publication:

- [Select Users](#)

Comment Policy:

Open (Comments are allowed)

Closed (Existing comments will be displayed, new comments are not allowed)

None (Comments will not be displayed, new comments are not allowed)

Moderated (Non-Authors comments will require approval)

9. Under **Comment Policy**, choose how you want comments to the document handled.
- When you're done editing the document, click **Publish**
 - You can click **Save and Continue** to save your work and keep writing or click **Save Draft** to finish later.
10. Everytime a document is modified; Clearspace keeps all of the older versions as well as the latest version of the document. You can also compare any two versions of the same document to see the areas where modified.

[← Up to Documents in Notes Demo](#)

Provider recommendations: doctors, dentists, and the like VERSION 2

Created on: Dec 16, 2009 8:44 AM by [User Test1](#) - Last Modified: Dec 16, 2009 8:56 AM by [User Test1](#)

Quite a few solks have been asking for a list of providers. Here's a start of a list based on information I received form several of you

Tags: [doctors](#), [dentitis](#), [insurance](#), [medical providers](#)

11. Click **Manage versions** under **Actions** to display a page that lists versions of the document. You can select any two document versions in the list to compare changes to the document over time.
12. Click **Compare Checked**. The comparison shows additions and deletions.

Version Comparison:

Comparing: [Revision 1](#) » [Revision 2](#)

- Side By Side
- Single Page

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Version Comparison: Provider recommendations: doctors, dentists, and the like

Comparing: [Revision 1](#) » [Revision 2](#)

- Side By Side
- Single Page

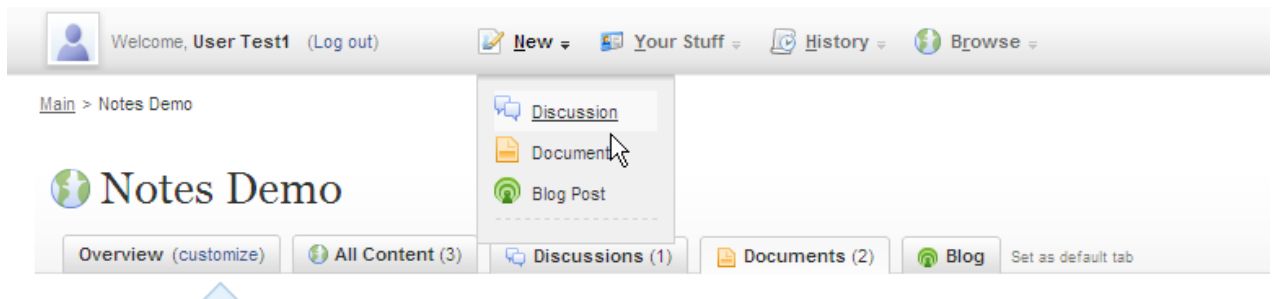
Color Key: Addition Deletion

Revision 1 <small>(Restore this version)</small>	Revision 2
By User Test1 at 5 minutes ago Revision 1	By User Test1 at 2 minutes ago Revision 2
Quite a few solks have been asking for a list of providers. Here's a start of a list based on	Quite a few solks have been asking for a list of providers. Here's a start of a list based on information I received from several of you

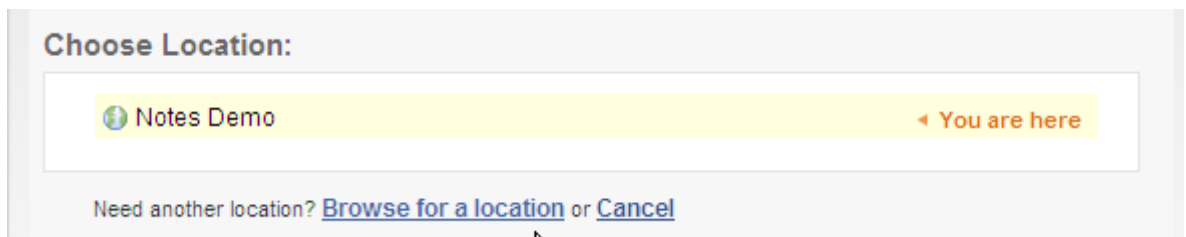
H. Discussions -

Discussions are great for those brief questions and comments. It might start with a simple question.

1. Click **New > Discussion** to start a discussion or make a quick post to find out what others think.

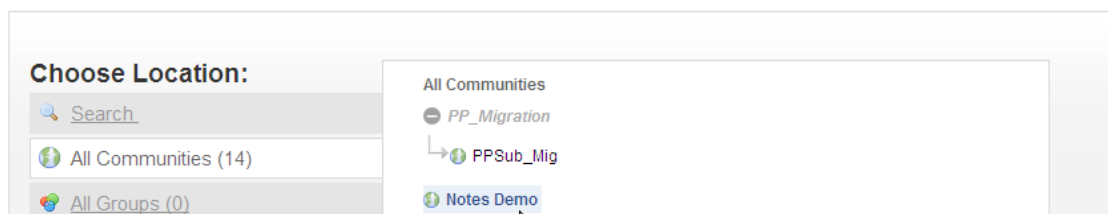


2. If you've posted things before, you'll see a list of the places you post in most often. Click the name of the space you want to post in. Otherwise, click **Browse for a location**.



3. Click the name of the space, group, or project you want to post in.

Post New Thread



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





4. Mark your post if it's a question. When you are finished, click **Post Message**.









[Main](#) > Notes Demo

Post New Thread in Notes Demo

Best dentist in the area

[?](#) Mark this thread as a Question - this encourages people to answer for points and helps you track answers.

Arial 10 pt        



B *i* U   **A** Style      


Mine is retiring! Anyone have someone they can recommend? someone near the office, preferably.


Thanks!

5. When you are ready to publish, Click **Post Message**

[Up to Discussions in Notes Demo](#)

This Question is **Not Answered**  1 "correct" answer available (4 pts)  2 "helpful" answers available (2 pts)

0 Replies [Last post:](#) Dec 16, 2009 9:25 AM by User Test1 




User Test1
2 posts since
Dec 15, 2009



Dec 16, 2009 9:25 AM

Best dentist in the area

Mine is retiring! Anyone have someone they can recommend? someone near the office, preferably.

Thanks!

 Tags: dentitis, doctors

 Reply  Reply


6. To reply to your colleague's post, click **Reply** in the post you wish to reply to Type your comment



Dec 16, 2009 9:32 AM


Best dentist in the area

Robert is retiring! Anyone have someone they can recommend? someone near the office, preferably.

Thanks!

 Tags: dentitis, doctors



 Reply  Reply

1. Dec 16, 2009 9:39 AM  in response to: [User Test1](#)

Re: Best dentist in the area

Try Dr Graves in in the same street or I assume he is still there. My son loved him.

Mickael

 Edit  Reply

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I. Log Out

1. Click **Log Out** next to your name

