How to use the ‘Docs’ Section of CUNY Commons

The Docs feature of our CUNY Commons writing workshop course adds collaborative work spaces to our writer’s community. Part wiki, part document editing, think of these Docs as our version of the GoogleDocs service. Features include:

- Docs that are Group-specific for our class
- Doc taxonomy, which means using ‘tags’ to tag our work. Tagging lets you describe what the piece contains; you can also tag it with your ‘last name’ so that anyone searching any of those terms will find your doc!
- Fully sortable and filterable doc lists
- Doc editing
- One-editor-at-a-time prevention against overwrites, plus detection when a computer goes idle/autosave
- Full access to revision history - access to all revisions!

Why we are using Docs:

Collaborative editing is the best reason. You will use the doc’s feature of the Commons when you are working on each of the drafts of your writing:

- Use docs to create drafts, and your group and you can view and offer comments to one another’s papers.
- Revisions of these versions will show up automatically: when you offer constructive comments on someone else’s paper you are automatically creating a ‘revision’ -the other person will be making adjustments to their copy based on your comments to them and vice versa.
- Be sure to label each new doc with the title of the work, your name and the draft #. Tagging the drafts make it easy to locate (see ‘doc taxonomy’ above. More on tagging below)

Here are instructions on how to start a doc for your first assignment:
1. Go to the CUNY Commons website and log in. Select My Groups and the appropriate group you are posting to from the top navigation bar:
1. Check the left side of the navigation bar in the home page of our group for the docs section:

2. **Select New Doc**

   ![New Doc button](image)

   **click on 'New Doc' to create a Doc**

   **New Doc**

   ![New Doc interface](image)

   - **Title**: How to use Buddy Press Docs
   - **Content**: You use the Docs section like any word processing program. Clicking on the 'kitchen sink' logo above allows you to insert **tables/rows and format paragraphs** etc.

   **Tags** are words or phrases that help to describe and organize your Docs. Separate tags with commas (for example: orchestra, snare drum, piccolo, Brahms)

   **Parent (Optional)** Assigning a parent Doc means that a link to the parent will appear at the bottom of this Doc, and a link to this Doc will appear at the bottom of the parent.

   **Settings** Illustrate who can edit the doc, who can post comments, read comments and view the doc’s history so be sure and offer the settings that allow for the flexibility you are looking for when you collaborate on a document. (The default is set to ‘all members of the group’.)

3. See below for additional features!
Tags

Tags are words or phrases that help to describe and organize your Docs.
Separate tags with commas (for example: orchestra, snare drum, piccolo, Brahms)

Parent

Assigning a parent Doc means that a link to the parent will appear at the bottom of this Doc and a link to this doc will appear at the bottom of the parent. Useful when there are other docs that refer to the one you are using.

Settings

Who can edit this doc?
- All members of the group
- Doc creator only (that's you!)  
- Only admins and mods of this group

Who can post comments on this doc?
- All members of the group
- Only admins and mods of this group
- No one

Who can read comments on this doc?
- All members of the group
- Only admins and mods of this group
- No one

Who can view this doc's history?
- All members of the group
- Only admins and mods of this group
- No one

Please note: In the Read mode of Docs, you can discuss the document and post comments and suggestions!