Ask a Question
Ask your questions in Collaboration for Development (Collab4Dev or C4D) rather than through email. Not only will you be helping everyone by establishing the answer in a way that other people can use it, you'll be helping the person with the answer by limiting the number of times they answer it. Plus, you'll receive a more thorough answer by engaging the community rather than a few select individuals. When you mark a discussion as a question you're giving people even more incentive to answer. Once they do you can mark their answers as correct or helpful -- you'll give their reputation a boost.
Find out more.

Bump a Thread
If you see a question that has gone unanswered for a long time, but is still valid - post a reply to it. This will "bump" the question back into people's activity streams.

Categories
See: What are Categories?

Compare Document Versions
This feature is so handy you'll wonder where it's been all your life. You can see the full history of a document in Collaboration for Development, and compare any two versions to see what changed between them.
When viewing a document just click on the magnifying glass icon next to the version number to see the two most recent versions compared side-by-side. Or, click on Manage versions in the Actions area to see the entire history of the document.

Connect with People
Keep up with your colleagues. You can follow anyone in Collaboration for Development to see what they are doing as they do it. Just go to their profile and click "Follow [name]" on the right side of the page.

Now that you're following someone, you can click your name and select the Connections tab. Here you can see the latest activity by all the people you're following, label people to organize them, opt in to receive an email every time a connection posts content, and send an email to your connections. You can also see who is following you.

When you follow people, you have a great way to keep up with them in your Activity stream. Just go to your Activity page and click "Followed Activity." You can choose between All Followed and a hand-picked "Matters Most" stream optimized by Jive Genius to contain followed content that's tuned to your interests and activity patterns over time.

Create a Discussion
Discussions allow you to ask a question, ask for suggestions, state an observation or assertion to get feedback, or report a problem. Members of your community can contribute by posting replies. (See also Getting Help)
Creating Content without Logging In

If your community supports it, you can post new content simply by sending an email to the community. This can be especially handy for posting when you can't reach the community using a browser. For example, you can email content from a cell phone that sends email.

Each place in your community -- from spaces to projects to groups, for example -- provides email addresses for the content you can post via email. By sending email to the address corresponding to documents in the place, for example, you can create a document there. Use the email addresses for the specific content you want to post. The subject line of your email will be the document's title, while the email's body will be its content body. Except when it comes to changing your personal update where you only need to fill in the email's subject line because it's such a small post.

To create content with email:

1. Go to your profile by clicking your name to the top right.
2. Click Activity if it's not already open.
3. In the Actions menu to the right, click Create content by email. You won't see this option if your administrator has not activated the ability to create content by email.
4. Select the types of content you want to create. If you select to create your status by email, you'll only need to type your message in the subject line of the email.
5. Click Download vCards or Email vCards and Addresses to me.
6. When prompted, save the vCard (.vcf file) to a location on your computer or import them into your address book. This varies depending on how your email program is set up.
7. Click Done.
8. In your email or address book program, use the vCard you downloaded to add its email address as a contact. For example, in Microsoft Outlook you can drag the vCard to your Contacts folder. On a Macintosh, you can double-click the vCard to add it to your address book.
9. In your email application, start a new message you'll send to the address you just added.
10. In the email's subject, type the title you want your content to have.
11. In the body of the email, type the main part of the content. If you want to include tags, in the last line of your email type Tags: tag1here tag2here tag3here. This will tag your content so that people can find it more easily later.
12. Send the email to create the content.

Download a PDF

Sometimes you need a way to access a document, discussion, or blog post offline. Or, maybe you need to share it with someone who doesn't have access to Collaboration for Development. Either way, you can use the Download as PDF action to take care of business.

Find Someone

Looking for someone? There are many ways to find them:
Try a **search**. You can enter someone's name right in the search box in the user bar. You can also search for an expertise and Collaboration for Development will find any colleagues matching that skill.

Don’t worry if you don't find any results matching a person. All content in Collaboration for Development is written by people so sometimes the best way to find someone is to find something they wrote and link up with them that way.

Try **browsing** for people. Collaboration for Development has a powerful interface to browse and discover people you work with. Just click "Browse" > "People". If you're looking for Joe in Marketing you can quickly drill down to view all people in Marketing with names beginning with "J". By default you'll see people you're following, but you can click All to browse the entire community.

Try **browsing by tags**. Tags unify content and people. Often, you might want to find someone based on a keyword. The tags interface is a great way to jump in and find people.

---

**Find Stuff you need**

To find information effectively, use a combination of strategies including search, browsing, filtering, bookmarks, and the you-centric What Matters pages.

You can make use of the following ways to keep track of, and find, everything that's important to you. And remember, as you lay down patterns, What Matters will send important and relevant information in your direction. To learn more about What Matters, see [What Is What Matters?](#).

**Tip:** Browse the content, people, or places that your co-worker or someone with similar interests follows by going to their profile. This way you can quickly find things and people you should also follow.

**Search for something specific:**

Let Jive finish your thought. With predictive searching, when you start typing in

![Search](search.jpg)

Jive returns the most closely related items found while searching everything in your community. You can pick from the list, or press Enter to get all matching results that can be further sorted to find what you need. After you press Enter, you'll have the option to refine your search to a specific space, project, group, or person. Direct messages and status updates are now searchable. You can also choose a search timeframe.

**Browse for something more general:**

From Browse, select what you want to browse: **Content, People, Places**, or **Bookmarks**. Once you get there, you can use the left navigation to narrow the results by how they relate to you: Did you write the content? Did you participate in the discussion? Did you create the bookmark? or Do you want to look at all content out there? Click **Authored, Participated, Your**, or **All**.

**Filter what you're browsing:**

Once you're browsing, you have even more sorting, filtering and key-word search options, including things like sort by date, filter by tags, or search specific text, which all help you find what you need as quickly as possible. For more on filtering, see [Getting More Out of Browsing With Filters](#).

**Bookmark:**

---
Using a bookmark and getting back to your bookmarked content has been streamlined to one click. From any piece of content, you can create a bookmark by clicking **Bookmark**. You can also browse through your own or other people's bookmarks when you click **Browse**.

To find the content you've bookmarked, just click **Bookmarks** to the top right.

**History:**

It's easier to find something you recently viewed. You can look at your Jive browsing history by clicking **History** to the top right.

**Follow Content, People and Places**

Following content, people, or places keeps them in your periphery by filling your Followed Activity stream with their activity only.

If you want to add awareness of content, people, or places to your Activity stream, then you need to follow them so they show up in your Followed Activity stream. Following ensures you can separate out a stream of content you have personally selected: in your Activity page, you can then toggle between All Activity and Followed to narrow down the stream. You can start following content, people, or places whenever you browse to them or when you open a profile or overview page. (If you want to know more about following and tracking, see [Following vs Tracking: What's the Difference?](#))

**Tip:** Browse the content, people, or places that your co-worker or someone with similar interests follows by going to their profile. This way you can quickly find things and people you should also follow.

Depending on your community's setup, you may have either friends or connections/followers. For communities set up with a "Friends" model, friends share a two-way relationship: the two users are connected to each other. For communities set up with a "Connections" model, connections/followers have a one-way relationship: User A follows User B, but User B does not have to follow User A. By default, if your community is an internal one, you are already following your colleagues--people at the same level in your org chart. (You can see your place in the org chart by clicking your name and then clicking **View Org Chart** next to your title.)

If you follow a lot of activity, for example busy groups or people, you may find that it's easier to set email notifications on individual pieces of content rather than enabling email for all followed activity. To change this, click the arrow next to your name at the top right of the community, select **Preferences**, and set People, places and content I'm following (Followed Activity) to notify you about followed content either in digest format, or never. You can still see your Followed content in the **Activity** page.

To set up following so you see the activity that interests you:

1. Go to a piece of content, a person's profile, or a place. You can use the Browse menu or search. For more on this, see **Find Stuff You Need**.

   **Tip:** When you browse to a list of content or places, you can click the gear icon to the right of any item to follow it without clicking through to the item. This helps you quickly follow multiple items of interest.

2. Click the Follow button to the right. Follow should now say Following.
3. Check your Followed Activity stream to see updates about what and who you’re following.

4. If you want to stop following activity, return to a followed person, place, or content item and click Following. The button will change to say Follow and you will no longer see updates about that activity in your Followed stream.

Following vs. Tracking: What's the Difference?
You have two ways to keep important things on your radar: you can follow activity or track it. Tracking is for crucial need-to-know. Following is for keeping up in a looser sense.

- **Tracking** routes activity from individual documents, discussions, and places into your Communications page, where you'll see it alongside @mentions, direct messages, discussions you contributed to, and any other activity that you're directly involved in. The Communications page alerts you of how many new items you have, and also lets you read-track your updates so you can be sure of reading everything that comes in. Click **Track in Communications** in the Action menu for any item you want to track. To stop tracking it, just click **Stop Tracking**. The updates you have will stay in your Communications, but no new updates will be shown there. (Note that if you track a space, you won’t also be tracking its subspaces.)

- **Following** filters your activity stream so you see the people, places, and items you're interested in, but without the urgency of tracking. Just click **Follow** in the Action menu for any item that interests you. As the people and groups you follow create new documents and make discussions or blog posts, and as documents you follow are updated, any updates about them will flow into your Activity page under Followed Activity. You can use following to keep up with people, places, and documents you’re interested in, but not absolutely required to keep up with. To stop following an item, click **Following** so the button changes to **Follow**.

- **What About Email?**
You can also set email notifications on any item you can follow or track by clicking **Receive Email Notifications** under its Actions menu. This is convenient if you want to be notified by email for certain items such as updates to a document, but you don’t want to set your email preferences to send mail about everything in your Followed Activity or Communications. Keep in mind, though, that if you set your email preferences to send mail about everything followed or everything tracked, this setting overrides the individual email setting. Setting an email notification is a very useful way to choose a few items for special notification if you don’t want to be overwhelmed with email about everything that happens in a place or project.

- **Special Considerations for Mobile Users**
If you rely heavily on Jive Mobile for catching up with your community, you may need to rely more on Communications and email because keeping up with the activity stream is more challenging when you aren’t in an office in front of a full-sized monitor. Frequent mobile users sometimes choose a different strategy for staying aware of key activity. Try setting some of your key Followed people or places (for example, your boss or the Pending Deals group in Sales) to **Track in Communications**, and then setting your email preferences to send email about everything in Communications. You'll get email about the key activity, but not about activity you follow more casually.

- **Parent topic:** Getting More Out of Jive
Your Group/Community Administrators, also known as the “Core Team” is a primary source for help and guidance as you get started using the Collab4Dev Platform and engaging in your Group/Community Activities. Many groups will provide member engagement/how to get involved guidance link to the overview/main page of your group.

If it is not readily available please ask your group administrators for access to Tips and Tricks for Collab4Dev Group Members.

All group members also have access to the site-wide Getting Started page featuring...

- What can I do here?
- First 5 things to do
- Overview of the Collab4Dev Platform Capabilities

Notes:

- Some sites offer features such as Technical Questions and/or Frequently Asked Questions and Answers (FAQs)
- You can also post your question for all group members to review and comment on by Creating a Discussion, sometimes your own group members will have their own great tips, tricks and innovative solutions
- Want to learn more about how the Collab4Dev platform works? Go to the Manual on underlying platform

Getting More out of Browsing with Filters

New filtering options in the Browse pages make it easy to zero in on content you like.

When you browse People, Places, Content, or Bookmarks, you have a number of options for narrowing down to what interests you. Start by typing a keyword in the text box and waiting for the results to refresh.

Keep in mind that every browse page has two sets of tabs and you can move between them to filter results. The tabs on the left define the browsing results in relation to you, as shown in the following graphic. For example, when you browse content you can choose whether to browse everything or only content you authored or participated in. Or, when you're browsing bookmarks, you can choose whether to see only your own bookmarks or to browse other people’s public bookmarks.
As shown in the following graphic, tabs on the top let you limit your view to certain types of information. For example, you can limit content to just blog posts or discussions. Space browsing can be narrowed to just spaces, groups, or projects.

You can then use the keyword, tag, and filter options to refine your search even further. (Tag filtering only works if the content is tagged.) Suppose you want to find last April's East Coast sales report. Here are a couple of ways you could start hunting using Browse:

- Browse to the Content page and type in Sales Report. Then click the arrow under "Sort by Recent Activity" and sort the results instead by Date Created. By default, the most recent results are shown first.

- Browse People to find the name of the Sales director. Then browse from his profile's Content tab, selecting Authored from the left-hand menu and Documents from the top menu to show only the documents he wrote. You can filter these further by keyword or tag if he's an especially productive content creator.

Where Was That Thing I Can't Quite Remember?
Suppose you can't remember the name date or author of what you're looking for? This happens all the time in busy communities. Complex browsing is especially useful for these situations. For example, if you remember having a discussion about how to increase customer survey engagement sometime in the last three months, but not what space it happened in, who the other participants were, or what the outcome was, you could use the keyword or tag "survey." Then use the left menus to narrow to "Participated" and the top menu to narrow to "Discussions" so you don't need to see results from blogs, documents, or polls.
Tip: Sometimes conversations happen in document or blog comments, so you might look there next if you don’t find a discussion when you expect to.

Getting Started page Developed by the Collab4Dev Business support team to help new members or returning members get started using the Collab4Dev Platform and to get actively engaged in one or more Groups/Communities hosted on the site. A following are a few of the features...

- What can I do here?
- Overview of the Collab4Dev Platform Capabilities
- First 5 things to do

Groups/Communities
People naturally form groups to share ideas and accomplish goals. World Bank Group task teams and department form Collab4Dev Groups/Communities to enable external collaboration with Partners, Development Colleagues or to connect with friends, and colleagues external to the Bank. Try finding a group to join, or create your own please note: only World Bank Group Task Teams and Departments can request creation of the Collab4Dev Group/Community through submitting a Collaboration for Development eServices Request. Find out more.

Help Your Group Succeed
People can connect there only if they can find your group! You can help.

To get your group flying, include a good description and great tags. People interested in daffodils, for example, might look for tags such as "daffodil," "planting," or "gardens." You can edit your tags any time, so don't worry about getting them perfect the first time.

Have fun with your new group!

How to make something easier to find?
Rely on these best practices to make things easier to find.

To help yourself and other people find the content that you create, try the following:

- Put the content in a place where it's likely to be discovered. For example, be sure to choose the best space in which to create the content.
- Bookmark content so that you and others can find it simply by browsing bookmarked items.
- Apply tags to the content. Tags give other people a way to find things based on the ways your community thinks about them.

Don't forget that you can make yourself easier to find by adding information to your profile that other people might be interested in. What are you good at? What do you know? Add these to your expertise list. For more about profiles, see Set Up Your Profile.

Keep on Top of Your Stuff with Communications
Communications is the place to look for activity that directly concerns you--it's your "inbox" for notifications, mentions, direct messages, plus any activity on content you participated in. When there's a new reply to a discussion you participated in, you get a read alert here: when content you wrote gets a revision or a comment, you get a read alert for that too. The same thing happens when you get a
mention, message, or system notification. You can choose to use alerts and read-tracking alone to keep up with your Communications page, or you can set your email notifications (under "[your name] > "Preferences") to send an email notification each time you get Communications activity.

If you want activity you're not directly involved in to be tracked as Communications, just navigate to any item and click "Track in Communications." Tracking pulls that document, discussion, or other item of interest into your Communications, and you'll get alerted whenever there are changes or comments. If you decide to stop tracking it, just click "Stop tracking". You won't be alerted about that item again.

**Label your Connections**
Do you have a lot of connections? If so, try labeling your connections to keep them organized. You can even apply more than one label to a connection. Start labeling your connections now.

Find out more.

**Linking**
Linking is one of the key elements that make websites valuable. You can include links in anything you post in Collaboration for Development by highlighting the text you want to convert to a link and clicking on the link button in the editor to activate the Link Picker. The Link Picker gives you the power to link to any web address (URL), search for something in Collaboration for Development to link to on the All Content tab, or you can choose from your recent browsing history on the Browse History tab. You can also link to documents using @mentioning. Just type an @ followed by some text to start searching for a document. For example, type @Weekly to bring up a pick list of documents with Weekly in the title.

**Matters Most**
A selection of the most popular, relevant, and interesting activity that you follow.

**Mobile Access to Collab4Dev (see Remote Access)**

**News from your network and beyond**
*Expand and narrow your focus*
To see people, place and content you are following select Followed Activity. To see community-wide activity select All Activity.

*See key activity first*
Click Matters Most so Jive Genius can trim down the Followed Activity to the most relevant items.

*Hide the noise*
Click hide if you don't want to see that activity in your Followed Activity. You can always follow up with them in the Hidden stream, and unhide to bring them back.

**Participate in Content & Discussions**
Comment on content or join a discussion to engage with other users in the community.

Collaboration is your main activity in Jive. When you look around your community and discover documents and conversations, you'll want to take advantage of the opportunity to comment and
collaborate. Documents and discussions have different methods for generating collaboration, but they both provide opportunities for idea exchange. The following guidelines can help you get started with participating in discussions and documents:

- Commenting is as simple as clicking "Add a Comment" at the bottom of a document. In a discussion, click "Reply." You can Reply to an individual message in a thread or to the original question, but keep in mind that the discussion remains public. Everyone reading the thread can still see your responses.

- Documents have owners that control whether you can change the content of the document, comment on them, or even see them. You may be able to see documents that you don’t have rights to comment on or participate in. If you think you should be able to comment on a document and you can’t, you could contact the author and ask for rights.

- Discussions that have been marked as a question sometimes have helpful and correct answers indicated so you can see that the question has been answered usefully. You'll see stars next to answers that have been marked as correct or helpful, so you can avoid jumping to the end and posting an answer that’s already there. Posting a correct or helpful answer can earn you reputation points in your community!

- If you can edit a document, you’ll see "Edit" in the Actions menu on the upper right.

**Poll your Colleagues**

Do you want to know what your colleagues think about something? Create a poll in the Group, Space, or Project you would like people to find the poll in. After you post your question and the possible answers, your poll will show up for other people to vote on. Find out more.

**Posting a Reply Without Logging In**

If your community manager has turned this feature on, you can post a reply to a discussion you’re involved in simply by replying to the notification email. You need to be set up in your preferences to receive communications in your inbox, so that when someone posts a reply to a discussion, you'll get an email about it. Type your discussion reply just as you’d type a reply to any email, then send the email. If the community is set up to receive replies via email, your reply will be posted as if you'd logged in and posted it.

To change your preferences to get email notifications for discussions:

1. make sure your preference is set correctly. To the top right, next to your name, select Preferences from the drop-down menu and then enable Actions in my action queue field.

2. Reply to the notification email making sure you leave the special code at the end of the subject line. The code contains numbers and letters in square brackets, like so: [Xxxxx-xxx-xxxx].

Note: The post-from-reply feature isn't supported when the reply is a digitally-signed email.

**Remember Me**

If you click "Remember Me" on the login form, Collaboration for Development won’t prompt you for your username and password each time you visit. This is one of the most convenient settings to use. For
security purposes Collaboration for Development will ask you for the username and password every few weeks.

**Remember Who, not Where**
Have you ever forgotten the location of a file, but remembered who worked on it? With Collaboration for Development you can easily get to all of the content that someone has worked on. Just navigate to their profile and go to their Content tab. Inside that tab you can filter by tag or by the type of content, such as document, discussion, or blog post.

**Remote Access**
If you aren't sitting at a computer, you still have options for accessing and interacting with a community.
- **Accessing the Community From a Mobile Device**
- **Posting a Reply Without Logging in**
- **Creating New Content Without Logging in**

**Reply to Discussion Using Email**
Stuck without web access? In a hurry? If your community manager has enabled this feature, you can respond to Collaboration for Development discussions by using the reply feature of your email client. Just reply to the email notification that you'd like to respond to, type up your reply, and hit Send. Your reply will show up in Collaboration for Development momentarily.

Find out more.

**Reputation**
You can increase your reputation in Jive Community by contributing in several different ways. One of the best ways to increase your reputation is by answering questions. When the person who asked the question marks your answer as helpful or correct you get a boost in your reputation. Other ways to contribute are creating documents, publishing blog posts, and completing tasks. You'll see your points score increase and gain experience levels as you do these things.

**Search Tips**
Looking for something? Try these search tips.
1. Enclose your search phrase in quotes.
   A search for "black cat" is going to return content with the phrase "black cat". (If it's in there, of course.)
2. Choose the place where the content lives.
   Choose a value from the "where" dropdown list. When you pick a place from the list, your search will return results only from that space.
3. Choose the time period during which the content you're looking for was last changed.
   Choose a value from the "when" dropdown list. Was it within the last month? Last year?

Find out more or go search.

**Secure your Profile**
If you're concerned about privacy, you can limit who sees different parts of your profile by using profile privacy settings.
1. Click your name to view your profile.
2. Click **Edit profile & privacy** in the Actions menu.
3. Click **Privacy Settings**.
4. For each profile field, select the type of user who can view it. If you select everyone, then all users can see the contents of that field. Make sure you don't hide too much about yourself because that's how others will connect with you. Your admin may control who sees certain fields, such as those without a **Visible to...** option.

   **Note:** You can take a look at how others will see your profile by using the **Preview your profile** tool to the right. Just select the person whose view of your profile you want to see. Click **Save and Finish** if you're done, or click **Close** to return to the Privacy Settings page.
5. Click **Save** if you are still on the Privacy Settings page.

### Set your Preferences
You can set your time zone, discussion thread, and email notification preferences all in [one handy location](#).

### Share Something
You can easily share any document, discussion, or blog post in Collaboration for Development with a colleague. Just navigate to the content you want to share and click **Share** from the **Actions** menu. You can send a personalized message within the community or a link to the content, and, in some cases, even attach a PDF of the content to an email message. You can either choose someone who's a member of Collaboration for Development, or you can just enter an email address of a colleague - they'll automatically receive an invitation to join the community.

### Status Updates (See Update your Status)

### Staying Connected
You can easily and quickly stay connected
Just post quick messages, updates and insights from the text box at the top of your Activity page, or click "Create" > "Status Update" from anywhere.

Cool things you can add to a post:
You can bring in the Web by attaching links and photos.
Connect your post with the community by adding links to people, places, and content with the quick inline link picker.

Add your input to the community:
See something great? Liking updates is an easy way to promote good posts.
Commenting on updates is a great way to give your feedback.
Use re-posting of updates to spread great info to your connections.

### Table of Contents
Did you know you can easily add a Table of Contents to anything you create in Collaboration for Development? Use the **Style** menu in the editor to select any of the **Header** styles and the header text
will be added to the Table of Contents with a link to that part of the content. Then insert the Table of Contents from the >> menu in the editor and the Table of Contents will show up wherever you inserted it.

**Tag It**
Tags are essentially keywords. When you're about to post an item, like a blog post, document, or discussion, select or type in the keywords that come to mind in the Tags field. This will increase the search relevance of the item and help others find it in the future.

On many pages in the system, you'll find a Tag Cloud that shows the most commonly used tags in that part of the community. You can click on any of the tags to find items that have been tagged with that word. You can even select multiple tags to narrow your search to items that have more than one tag applied.

[Find out more.]

**Tag Tips**
Check out all the content in a "tag cloud" to get a quick view of the most talked about and popular subjects.
You can filter the tags by type of content as well as by space within the system.

**Take a Peek**
You can quickly find out about someone new in Collaboration for Development by hovering your mouse cursor over their name or avatar. In one glance, you'll see their title, department, contact information, status level, and most recent activity.

**Update Your Status**
How: Click **Create > Status Update** to send a system-wide message, image, or shoutout showing what you're up to.

**Why update your status?**
Status updates let other people in the community know what's going on right now in a short form. Updates provide a great way to communicate what you're up to by using a quick, specific message, such as "My car broke down!" or "Teaching a training class all day." Post a new update as frequently as you want. You can use plain text, include links, or even add a picture: add an @mention if you want to make sure your status shows up in the right people's Communications area.

Status is tracked like any other kind of activity in your Activity and Communications area. You can read everyone's status updates quickly from your Activity stream by clicking **All Activity > Status Updates Only**. If you want to see a specific person's status updates, go to their profile page and click on **Activity > Status Updates Only**.

**Add an Image, Link, or YouTube Link to Your Status Update**
You can insert an image, link, or YouTube video link to your status update. This is a good way to share information with people in your community.

To insert an image into your update, click the upload image icon, browse to and select the image you want to insert, and then click **Post** to include it in your update. To insert a link or YouTube video that others can click to open or play without leaving the community, type the entire link in your status update, including "http://" and then click **Post**.
**What are Categories?**
Categories associate content with keywords for easier searching later.

*Categories* are words or phrases predefined by administrators within a particular place (a space or social group). If there are categories available in the place, it usually means that the place's administrator has given thought to how that place's content should be grouped. An administrator who creates a category can optionally associate certain tags with it behind the scenes.

**Parent topic:** [Getting More Out of Content](#)

**How do I apply categories?**

You can assign categories to your existing or new content.

To assign your content to categories:

1. Open the content for editing and scroll to the bottom.
2. Beneath the editing window, under *Categories*, you might see a list of categories that have been defined for the place in which the content lives. Select check boxes for the categories in which your content seems to belong.

**What are Tags?**
Tagging content makes it easier to find later.

Tags are like index keywords that you and others assign to content. Tags make it easier to find content when you search for it. You can assign tags to existing or new content to describe it for people who might search for it later. You can even assign tags to a status update.

- To assign tags to a status update, type # before the keyword, for example, "Really enjoying that amazing #presentation about #XYZ customer." Now others will find this update whenever they search for "presentation" and "XYZ."
- To assign tags to content, open or create your content and scroll to the bottom of the page to the Tags box. Think of the keywords, or tags, you would use to search for this content and enter them in the Tags box. Use an underscore to separate words. Consider using any existing tags that pop-up in the suggestion box. Existing tags are often assigned to related content, so it's good practice to use them. Note that if you are tagging content that is being moderated by an admin, your tags may not show up right away because content updates may need to be approved.

You can speed up tagging by changing your user preferences. To enable on-the-fly tagging, click on your name in the upper right corner and then Preferences. Turn on Quick Tagging Mode and then click Save.

**What are Bookmarks?**
Bookmarks help you keep track of your favorite content.
You can bookmark any content in the community, and even sites outside the community. When you want to look at that content again later, you can go to it quickly by clicking Browse > Bookmarks > Yours. If you want to see the things other people have bookmarked, click Browse > Bookmarks > All.

To bookmark content in Jive, navigate to the content you like, and then click Bookmark. To quickly see your latest bookmarks, click the bookmark icon in the upper right corner.

To bookmark sites outside of Jive, you'll first need to add the "bookmarklet" tool to your web browser. The bookmarklet tool allows you to bookmark external sites and bring them inside the community. To install the bookmarklet, go to Browse > Bookmarks > Click to install bookmarklet. Then simply drag the bookmarklet button onto your browser’s toolbar. To bookmark a site outside the community, click Add site to community in your browser’s toolbar and then add your notes and tags. You can use the bookmarklet link to bookmark any content as you browse the Web--you don’t need to be using Jive to save and share bookmarks in your Jive community.

Welcome to Collaboration for Development
A secure platform for social collaboration on development issues. Collaboration for Development enables online brainstorming, consultations, discussions, knowledge sharing, and learning among people working on a similar issue -- like tax administrators across a sub-region or people engaged in learning from community-driven development. The World Bank created this platform in response to requests from various communities of practice who needed a secure way to collaborate with colleagues around the world. Please check out the Getting Started page.

You can easily and quickly stay connected
Just post quick messages, updates and insights from the text box at the top of your Activity page, or click "Create" > "Status Update" from anywhere.

Cool things you can add to a post:
- You can bring in the Web by attaching links and photos.
- Connect your post with the community by adding links to people, places, and content with the quick inline link picker.

Add your input to the community:
- See something great? Liking updates is an easy way to promote good posts.
- Commenting on updates is a great way to give your feedback.
- Use re-posting of updates to spread great info to your connections.