

Collectives

- [Collectives](#)
- [Getting started](#)
- [How to onboard your team](#)
- [Access Markdown files](#)

Collectives

Your space to collaboratively write and organize. Collectives is designed for groups and communities to structure shared knowledge.

- [Getting started](#)
- [How to onboard your team](#)
- [Access Markdown files](#)

Getting started

Think of Collectives as your space to take notes together and collaborate online. You and your peers can write documents collaboratively and structure your shared knowledge. You can even embed task boards, whiteboards and calendars. Collectives emphasizes horizontal and non-hierarchical workflows.

The screenshot shows the 'Garden Collective' workspace. On the left is a sidebar with a search bar and a list of pages: 'Garden Collective', 'Watering schedule', 'Working groups', 'Meeting notes', and four protocol documents from 2022. The main area has a title 'Garden Collective' with a green apple icon and a 'Done' button. Below the title is a rich text editor with various formatting options. The content includes a welcome message, a section 'Watering the plants' with a warning icon and a note to add to the watering schedule, a 'Working groups' section with a table, and an 'Apple juice production days' section. At the bottom, there's an 'Also good to know' section with two bullet points.

Garden Collective

✓ Done

>Welcome to our garden

Come, organize and build shared knowledge!

Watering the plants

⚠ Please add yourself to the [watering schedule](#) to make sure the plant's don't die of thirst.

Working groups

Working group	Next meeting	Main contacts
Guerilla gardening	April 18th 6:30 PM, Place de la Concorde	Anna, Arthur
Drilling a well	June 1st 2:00 PM, in our Talk room	Jane, Bob
Apple harvest	August 12th 12:00 AM, under the big tree	Jamie, Alice

Apple juice production days

Early October we will harvest all the apples and turn them into tasty apple juice.

Also good to know

- We have biweekly meetings, see the [collected notes here](#).
- Find out more about the Collectives app in the [documentation](#).

Why use Collectives?

- You need a tool to collaborate, cowork or organize with others.
- You want all your shared knowledge in one place.
- You want a quick and easy overview of your pages and subpages.
- You want to share parts of the knowledge with external people.
- You already use Nextcloud.

First steps

You will create your first collective with two pages and a link from one to the other. It expects that you open Collectives in a desktop browser (i.e. not on mobile).

1. Select the Collectives app in the app menu on the top:



2. Click on “New collective”.
3. Enter the name `My first collective` and choose an emoji (or keep the preselected one).
4. Select “Create without members”. We’ll learn how to add other members later.
5. In the page list on the left, click the `+` button next to the landing page. Congratulations, you just created a first page in your collective. `++`
6. Give the page a title by typing `My first page`.
7. Now press `Enter` and the cursor will jump to the (still empty) page content.
8. Type `## My first heading` to insert a second-level heading. Alternatively you can open the headings menu in the editor toolbar, select “Heading 2” and then type `My first heading`. You just learned that there’s more than way to format text `++`
9. Create a subpage of “My first page” by clicking the `+` button next to “My first page” in the page sidebar. The button will only appear once you hover the mouse cursor over the entry in the page list.
10. Give the subpage a title by typing “My subpage”.
11. Add a link from to the first page by opening the `++` link menu in the editor toolbar and selecting “Link to page”. A dialogue to select the page will open. Type `first` in the search field and “My first page” will appear. Click on it and it will be added as a link preview to the subpage.

Congratulations, you learned two important basics when working with Collectives: how to create and link between pages and how to format content in a page.

What's next

- To learn how to use Collectives in your team, see [How to onboard your team](#).
- For an overview over features, see [here](#).

How to onboard your team

Our first project: Introductions

Step 1: Create an “Introductions” parent page

1. Click on the  button next to the collective name in the sidebar on the left hand side of Collectives.
2. A new page is created. We can use this page as a parent page for our introductions! Let's fill it with some nice introductory words for visitors and give it the title `Introductions`.

Step 2: Create an “Introduction”-template together

1. It can be nice and more accessible, when all introductions follow the same format! Everyone should add a picture, a brief description and answer what they like about collective organizing. Collectives makes this very easy. We quickly create a template with exactly this content, so that everyone who onboards can answer easily.
2. Click the ... button next to your collective. Choose "Manage templates", then "Add a template". Collectives now adds a page for you to fill, which later can be easily and accessibly copied for everyone who wants to create an introduction.
3. Give your template the title `Introduction`. Now add your fields as simple text to your document - don't forget to decide on them collectively! By pressing on the Tt button in the formatting toolbar, you can format your new text as headings!
4. When you're finished, just press the **Close** button - your template will be automatically saved and you should be back in your template manager.
5. Let's add a fun emoji for our new template last. Click the ... button next to your new template and click choose emoji.... Afterwards you can close the template manager.

Step 3: Everyone creates their own!

1. This is where the magic happens ! Everyone on their own computers now! Click the  button next to your "Introductions" page that we created in step one. Select the

"Introductions" template. Title the page with your name or nick and fill out the fields your decided on!

2. Wow! We just quickly created a cohesive and unifying "Introductions" page in our collective. Becoming part of your collective will be much less scary now for new members! Congratulations! ☐☐

Access Markdown files

The pages of your collectives are stored in Markdown files. You can access them via the Files app. Per default, the folder is hidden as it's called `.Collectives` (or a translated version of it). To access the hidden folder, enable "Show hidden files" in the Files app settings.

You can also change the name of the folder in the Collectives app settings. The setting is located in the Collectives app at the bottom of the collectives list. If you want the folder to be visible permanently without showing other hidden files, set the folder setting to a name without leading dot (e.g. `Collectives`). Please note that this is a per-user setting, it only affects the Collectives user folder for the current user.