

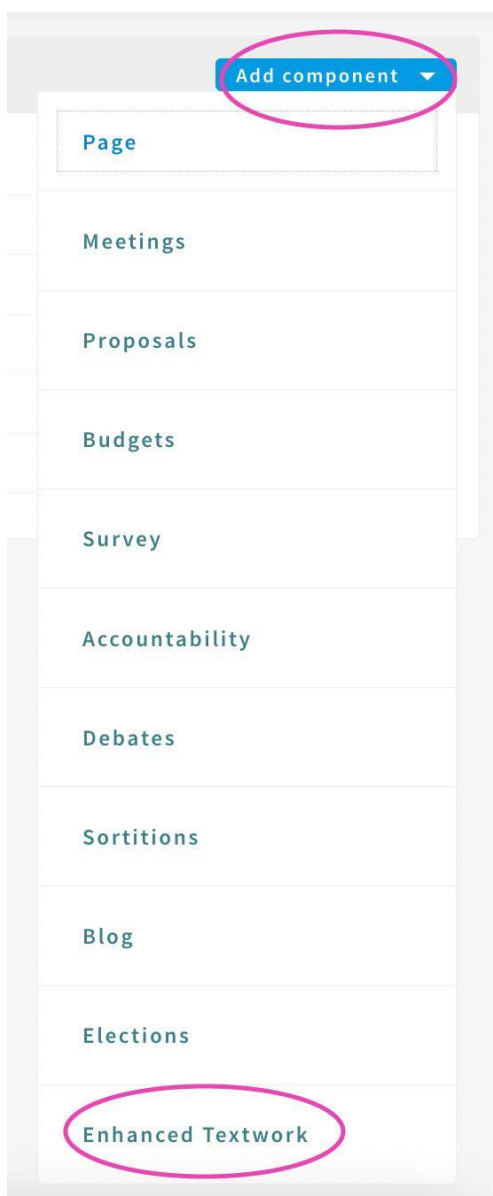
Enhanced Textwork

This module is not part of Decidim core and must be installed separately.

If you activate the module "Enhanced Textwork", participants can **work together on texts**. They can support text-paragraphs, amend them, comment on them and discuss among each other.



1. **Activate Enhanced Textwork:** To activate this feature, go to the **desired process** and add a new component, then select "Enhanced Textwork".



Main Menu: go to "Processes" -> select "process" -> "add component" -> choose "Enhanced Textwork".

2. **Add component: Enhanced Textwork:**

The menu in the admin-interface corresponds to the menu of the proposals-feature. With the preset standard-settings you give your participants the opportunity to use all features.

To keep it very simple: Scroll down and



Add component

Make sure that the following checkboxes stay activated:

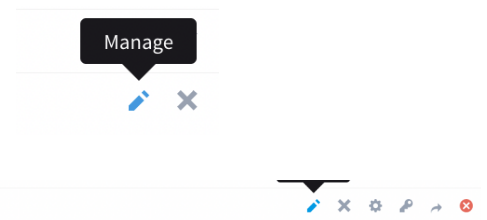
- Participatory texts enabled
- Hide participatory text titles if they consist only of numbers

If you need automatic numbering of paragraphs, you can deactivate the checkbox: "Hide participatory text titles if they consist only of numbers".

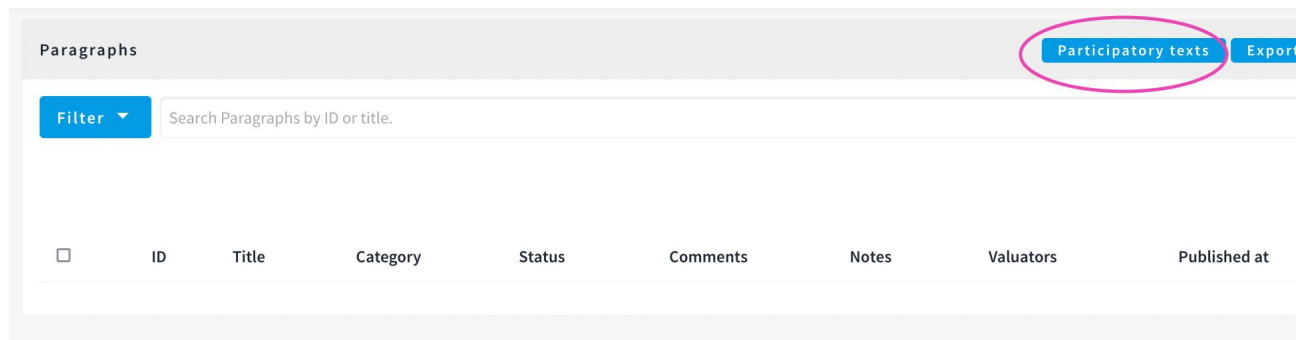
You can also block other options such as comments, supports or deactivate amendments, if it suits your purposes.

3. **Add paragraphs**

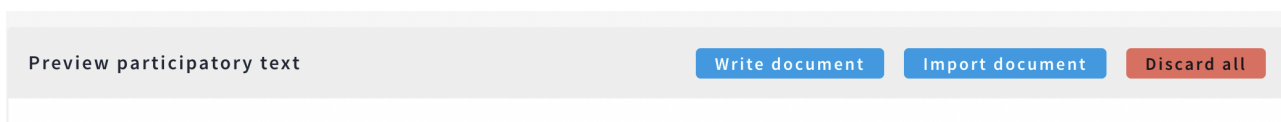
I. **Manage your component by clicking on the pencil:**



II. **Then click on "Participatory texts"**



III. Now you can choose between different options to add paragraphs:



a) We recommend: "Write document", because it is the simplest way to add paragraphs.

You can select text via the function: "Write Document" to copy and paste text from your documents. If you click on the respective button "Write document", you will get to an editor-view where you can enter the text directly and format it in the editor field.

Use heading 1 for sections, heading 2 for subsections, and simple paragraphs to divide the text into articles.

Index: The index of your document consists of „sections“ and subsections.

Click Import.

Write-document-view:

A screenshot of the "Add document" form. The form has a title bar "Add document". Below it, there are three main sections: "Title *", "Description", and "Content". Each section has a text input field and a language selector (English, Català, Castellano). The "Content" section has a rich text editor toolbar with icons for bold, italic, underline, link, unlink, and insert image. At the bottom of the form, there is a blue "Import" button.

b) Alternatively, you can **import** a whole **document**. The window "**Add participative texts**" opens, where you can define the title and the description of the text. Supported formats are **Markdown and .odt**. By clicking on the appropriate links, you can access a template file to understand how to structure a document before uploading it to your text. Clicking on "Download Document" will take you to the template for your participatory text.

IV Preview:

The preview appears. There you can view and sort the sections of the document. You can also delete individual paragraphs.

Once you have filled in all the fields, you can "save draft" to edit the text later or "publish document" immediately.

4. After you have published the text, participants can follow and comment on the whole text, divided into different parts.

5. Results export: In the "enhanced textwork" component, you have the option of exporting the results of your participation-process in the form of a Word.doc. This will make it easier for you to continue working with the text. To do this, click on paragraphs as Word (docx) in the drop-down menu under "Export all".

If you have any questions, please contact: romy@mitgestalten.jetzt
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The development of this module was supported by:

