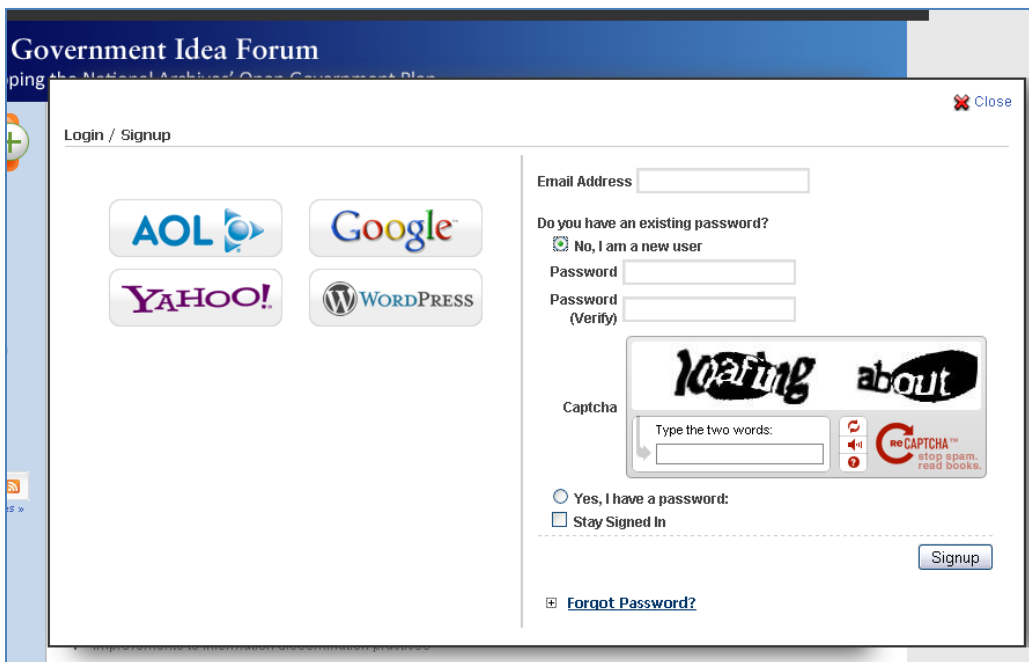


Quick Tips for Getting Started on IdeaScale

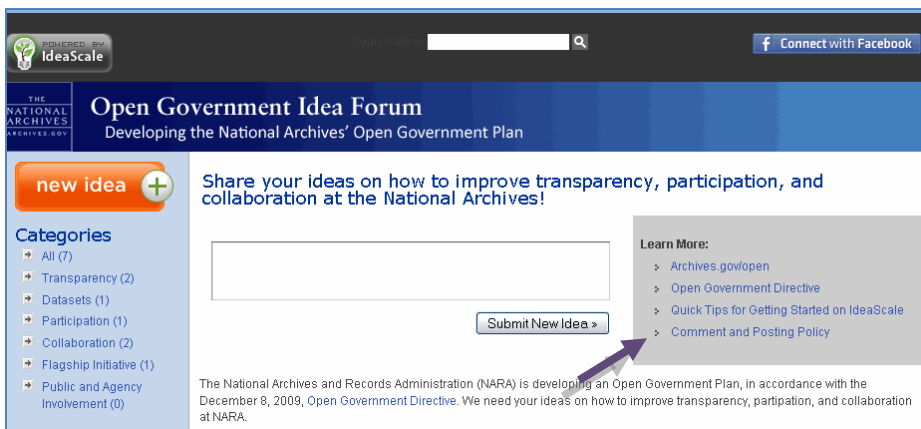
- Sign up to create a login so that you can submit ideas, vote on ideas, and comment on ideas.



The screenshot shows the 'Government Idea Forum' login and signup interface. At the top, it says 'Government Idea Forum' and 'Developing the National Archives' Open Government Plan'. Below this is a 'Login / Signup' section. On the left, there are social media and service logos for AOL, Google, YAHOO!, and WORDPRESS. On the right, there is a form with the following fields and options:

- Email Address: [text input]
- Do you have an existing password?
 - No, I am a new user
- Password: [text input]
- Password (Verify): [text input]
- Captcha: A CAPTCHA image showing the words 'floating' and 'about' with a text input field below it.
- Yes, I have a password:
- Stay Signed In:
- Signup: [button]
- Forgot Password?: [Forgot Password?](#)

- After you enter your information, you will be logged in.
- Welcome to the Open Government Idea Forum! It's a good idea to review our comment and posting policy, which you can reach through the link in the gray Learn More box.



The screenshot shows the main page of the 'Open Government Idea Forum'. At the top, there is a search bar and a 'Connect with Facebook' button. Below this is the forum title 'Open Government Idea Forum' and the subtitle 'Developing the National Archives' Open Government Plan'. On the left, there is a 'new idea +' button and a 'Categories' list:

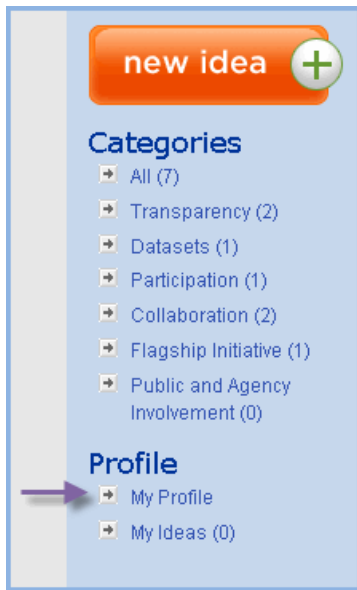
- All (7)
- Transparency (2)
- Datasets (1)
- Participation (1)
- Collaboration (2)
- Flagship Initiative (1)
- Public and Agency Involvement (0)

In the center, there is a text input field and a 'Submit New Idea >' button. On the right, there is a 'Learn More:' section with a list of links:

- > Archives.gov/open
- > Open Government Directive
- > Quick Tips for Getting Started on IdeaScale
- > Comment and Posting Policy

At the bottom, there is a paragraph of text: 'The National Archives and Records Administration (NARA) is developing an Open Government Plan, in accordance with the December 8, 2009, Open Government Directive. We need your ideas on how to improve transparency, participation, and collaboration at NARA.'

- View My Profile and make any updates you would like.



- To Vote on an idea, click Vote Up or Vote Down.



- To comment on an idea, first click the Comments link beneath the Idea.



Next, click the Post New Comment link.



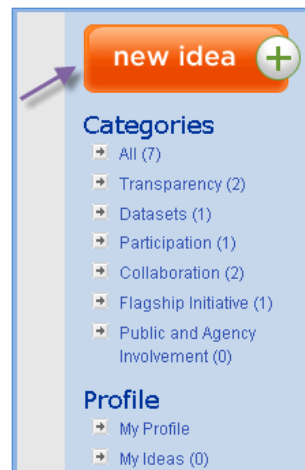
Type your comment in the box and click Post Comment.



- Delete your comment by clicking the Delete link to the right of your posted comment.



- To add a new idea, click the orange New Idea button.



- Enter your Title/Subject in the first box and additional comments about your idea in the second box. You may choose a category and add tags/keywords. Click Post Idea.

New Idea [Close](#)

Title/Subject (64 Characters Left)

Choose Category

Tags (Optional)

Upload/Attach File (Images, Word/Excel Docs.)

[Post Idea](#)

You can also add your new idea in the text box and click on the Submit New Idea button.

The screenshot shows the 'Open Government Idea Forum' page. At the top, there is a search bar and a user profile for 'meredith.dovjak | Logout'. The main header features the National Archives logo and the title 'Open Government Idea Forum' with the subtitle 'Developing the National Archives' Open Government Plan'. A prominent orange button labeled 'new idea +' is positioned above a large text input field. Below the input field is a 'Submit New Idea >' button. To the left of the input field, a 'Categories' sidebar lists options like 'All (7)', 'Transparency (2)', 'Datasets (1)', 'Participation (1)', 'Collaboration (2)', 'Flagship Initiative (1)', and 'Public and Agency Involvement (0)'. A 'Profile' sidebar includes 'My Profile' and 'My Ideas (0)'. A 'Learn More:' section on the right lists links for 'Archives.gov/open', 'Open Government Directive', 'Quick Tips for Getting Started on IdeaScale', and 'Comment and Posting Policy'. A paragraph of text explains that NARA is developing an Open Government Plan and needs ideas to improve transparency, participation, and collaboration. Below this, a deadline is set for 'March 19, 2010', and a list of desired ideas includes 'Conduct its work more openly', 'Improve public participation', and 'Improve collaboration'. At the bottom left, there are social media icons and a status bar showing '7 Ideas, 12 Comments, 49 Votes >'.