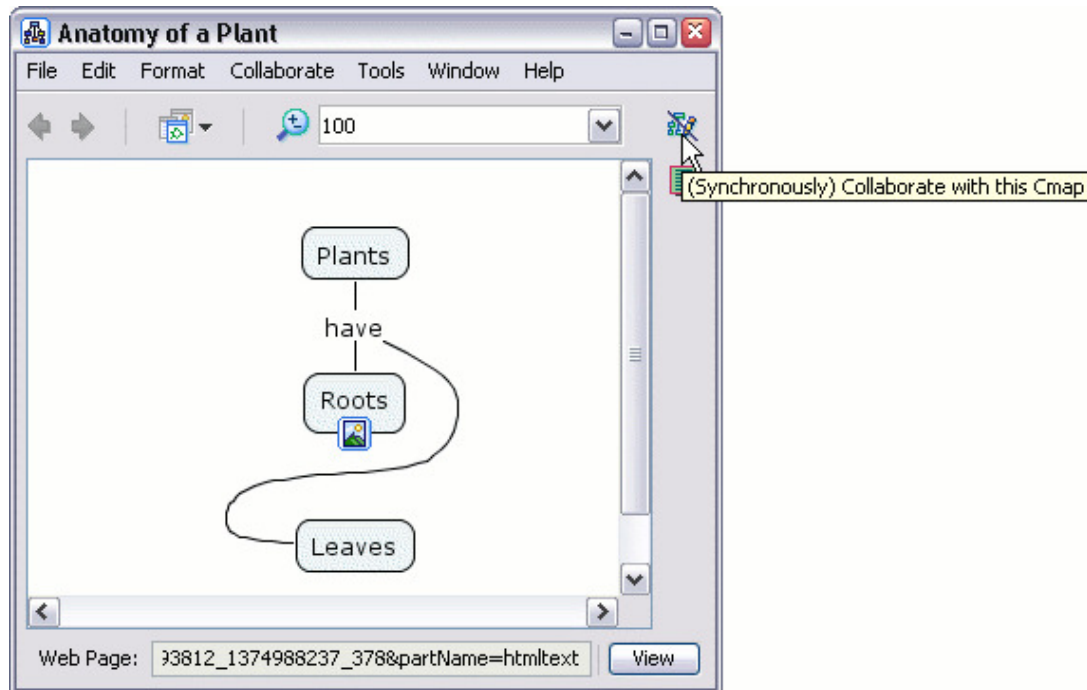


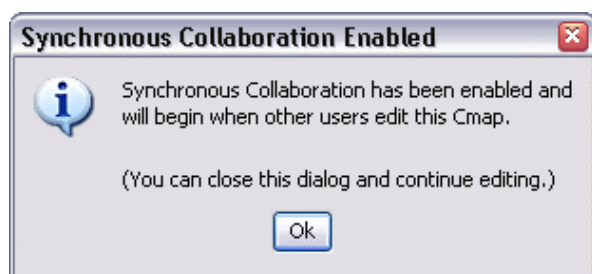
Collaborate Synchronously

From an Open Cmap in Places:

You can collaborate with multiple users of CmapTools at the same time if you have an internet connection. Begin by copying a Cmap you want to work on with others to a **place** in the CmapTools network. To allow others the opportunity to synchronously collaborate on a shared Cmap, left-click the icon at the top right of the Cmap to release the collaboration lock.

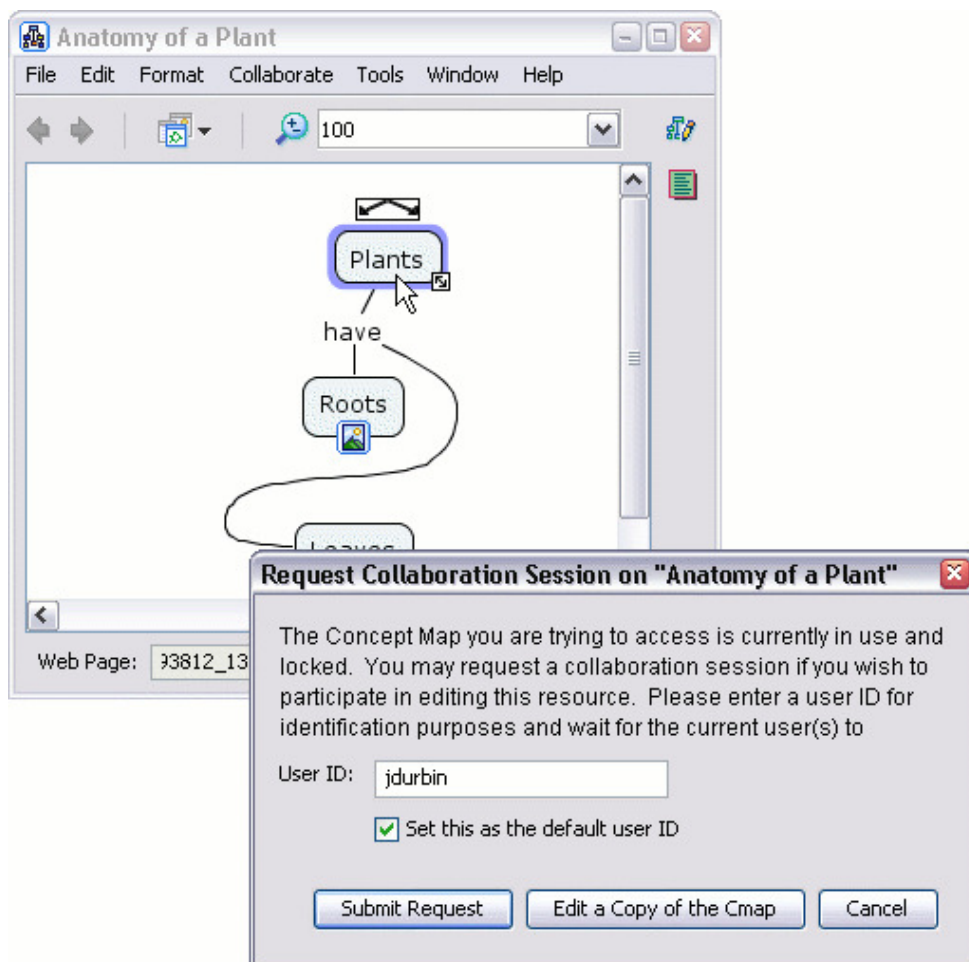


The "Synchronous Collaboration Enabled" dialog window appears, confirming that the Cmap is now ready for synchronous collaboration.

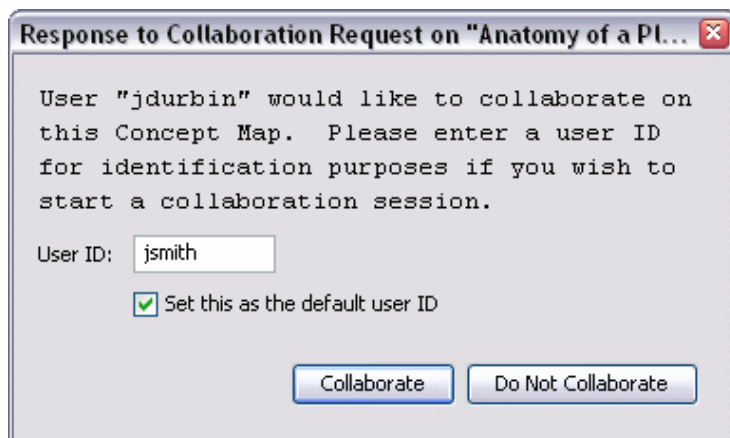


If you are not the owner or administrator of a Cmap, and you want to synchronously collaborate on that Cmap with others, you may request a synchronous collaboration session. The "Request Collaboration Session" window opens automatically when you attempt to edit another's Cmap. Instead of requesting a session, you can alternatively work on your own using a copy of the Cmap by left-clicking **Edit a Copy of the Cmap**. You can change the User ID that other collaborators will identify you with, as well as establishing the new ID as the default for future use by left-clicking the **Set this as the default user ID** checkbox. To express to the Cmap owner or administrator your interest in synchronously collaborating on

their Cmap, left-click **Submit Request**.



The "Response to Collaboration Request" window appears to inform a Cmap owner or administrator that a collaboration session request has been made. User ID settings are also offered to the Cmap owner or admin, should they wish to begin the collaboration session by left-clicking **Collaborate**.



After a synchronous collaboration session request has been approved by the admin or owner of the Cmap, any **Participant** listed can modify and add to the Cmap. Any changes made during synchronous collaboration are available for all in the session to see. Users may also chat with one another by typing

text in the box to the right of the Cmap, then left-clicking **Send**.

The screenshot displays the IHMC CmapTools interface. The main window, titled "Anatomy of a Plant", shows a Cmap with three nodes: "Plants", "Roots", and "Leaves". The "Plants" node is connected to "Roots" with the label "have", and "Roots" is connected to "Leaves". The "Plants" node is also labeled with "jdurbin". The interface includes a menu bar (File, Edit, Format, Collaborate, Tools, Window, Help), a toolbar with navigation and zoom controls, and a status bar at the bottom showing the web page URL: http://10.2.9.10:80/servlet/SBReadResourceServlet?rid=1132364193812_1374988237_378&partName=htmltext.

On the right side, a "Synchronous Collaboration" window is open. It displays a message: "User 'jsmith' has joined the collaboration session." Below the message, a list of participants shows "jdurbin" and "jsmith". At the bottom of the collaboration window, there is a text input field containing the text: "We could add 'Stems' to the Cmap." To the right of the input field are two "Send" buttons and a "Receive" button. A "View" button is located at the bottom right of the main window.