

## Getting Started with RSpace for Individuals: Five Simple Steps

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### Sign Up

The first step is to sign up at [community.researchspace.com](http://community.researchspace.com) – it's completely free and takes only a few minutes. Once you have filled in your details, an activation link will be sent to the email address you provided. You will be able to log in as soon as you click the activation link to confirm your signup.

**Welcome to RSpace**

Please complete this form to create an RSpace account  
(all fields required, username 6+ alphanumeric characters)

Create a Username

Create a Password

Confirm Password

Your First Name

Your Last Name

Your Email Address

Your organisation - type and select

View our [Terms and Conditions](#).

I agree to these Terms and Conditions

Sign up

**RSpace**  
COMMUNITY

**Welcome to RSpace**

Log in below, or [Sign up](#)

Username

Password

Remember Me

Login

Not registered? [Sign up for an account.](#)  
Forgotten your password?

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### Explore your Workspace

When you log in to RSpace, the first thing you see is your **Workspace**. The Workspace is your default point of entry, and it is from here that most actions in RSpace take place. You can create, view, edit, share, and organize documents of all types in your Workspace. There are two folders visible in Workspace by default: Examples and Shared. The Examples folder provides you with example documents of varying types. The Shared folder will be empty until you join a labgroup or begin collaborating with other RSpace users. The image below shows the Workspace of an active user.

Anna User (user@researchspace.com) Logout

Workspace Gallery Messaging My RSpace Help

Create ▾ View ▾ 4 2 All ▾ Search... Go ADV

✓ Select All	Type	Name	Creation Date	Last Modified	Unique ID	Owner
<input type="checkbox"/>		Untitled document	2016-05-31 16:44	2016-05-31 16:44	SD44623	adonohoe
<input type="checkbox"/>		Edit an attachment	2015-05-20 19:11	2016-05-24 16:13	SD18813	adonohoe
<input type="checkbox"/>		Untitled document	2016-04-06 10:24	2016-04-18 19:18	SD39951	adonohoe
<input type="checkbox"/>		Untitled document	2016-03-07 09:59	2016-04-06 10:26	SD37494	adonohoe

The other tabs you see in RSpace are Gallery, Messaging, My RSpace, and Help. The **Gallery tab** is a storage and management area for files and documents that can be used in RSpace documents. You can view messages and notifications and configure messaging and notification settings from the **Messaging** tab. **My RSpace** is where you can customize your RSpace profile, manage sharing preferences, import and export work, and more. **Help** is your in-app connection to our external help and support documentation.

### 3

### Create Content

Now that you are familiar with the setup of RSpace, you can begin creating content. The Create menu in Workspace contains a customizable list of document and content types that you can create. Simply click Create and select an option from the dropdown. Information on forms and how to add items to your Create menu can be found [here](#).

Create ▾ View ▾ Full Text ▾ Search... Go ADV

			Last Modified	Owner
<input type="checkbox"/>		Untitled document	2014-03-03 12:21	pglossop
<input type="checkbox"/>		nb1	2014-03-03 11:46	pglossop
<input type="checkbox"/>		samples	2014-01-15 11:53	pglossop
<input type="checkbox"/>		Shared	2014-01-14 22:33	pglossop
<input type="checkbox"/>		Examples	2014-01-14 22:33	pglossop

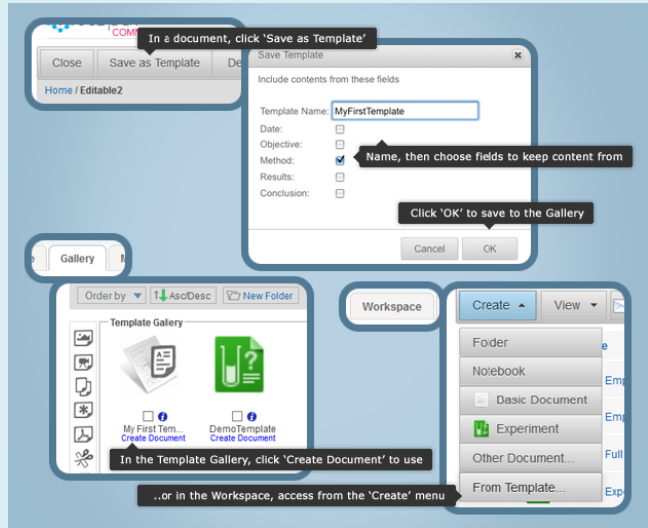
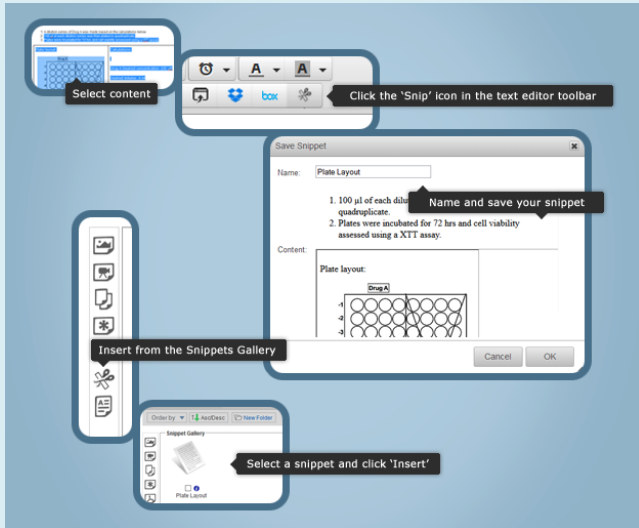
**Create** ▾

- Folder
- Notebook
- Basic Document
- Other Document...
- From Template...

# 4

## Efficiently Reuse Content

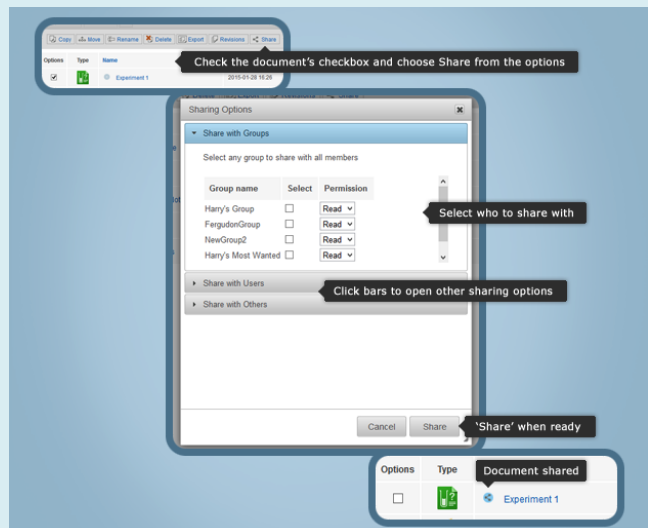
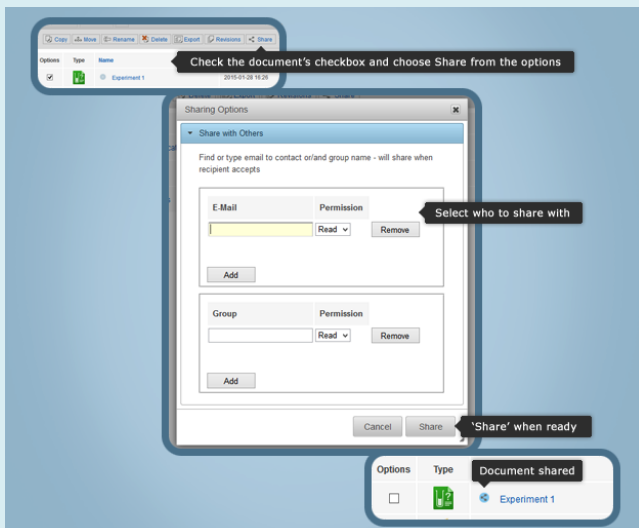
You can reuse content selections and structures in RSpace easily using [Snippets](#) and [Templates](#). A snippet is a fragment of content from a text field. A template is a way to replicate the *structure* of a document.



# 5

## Connect & Collaborate

Sharing documents with individuals and groups is straightforward, and it gives you the option to connect with other RSpace users and collaborate on larger projects. The diagrams below illustrate the steps to sharing with individuals and groups.



That's it! You are now ready to get started with RSpace! Please visit our [support](#) and [FAQ](#) pages for more information.