Mainframe Open Education   
Contributor Guide

Welcome to our Contributor Quick Reference Guide. As a contributor you are expected to visit the Mainframe Open Education site and check change requests that have been submitted. This guide will show you how to check and approve change requests. There is also a video demonstration if you prefer.

Before you can become a contributor, you need to [request to be part of the project](https://app.gitbook.com/invite/ZmMK2ZubCOohkSXPc7AH/E1sZNcw4cnhvp4xLt0QX). You can then begin editing content and join discussions.

Some guidelines to keep in mind when you are submitting change requests:

* Familiarize yourself with the project’s [Legal Disclaimer](https://open-mainframe-project.gitbook.io/mainframe-open-education-project/mainframe-open-education/legal-disclaimer-copyright-and-license), [Code of Conduct](https://open-mainframe-project.gitbook.io/mainframe-open-education-project/mainframe-open-education/code-of-conduct) and [Project Governance](https://open-mainframe-project.gitbook.io/mainframe-open-education-project/mainframe-open-education/project-governance).
* You can contribute by curating existing content that is openly available, creating net-new content of your own, editing existing content to improve upon it, or add to discussion happening on the site or on the Slack channel.
* Pay attention to the details, you will want to make sure that the information provided is accurate and complete.
* Be sure to use the “Diff View” button to see the exact changes in red and green.
* Remember to use the “Preview” button to see what the changes will look like on the live site before submitting them.
* If you decide you do not want to submit a request you’ve started you can choose to “Archive” the request.

Once you are approved to be part of the project, you access the Mainframe Open Education GitBook site by signing in to [Gitbook](https://www.gitbook.com/).

A blue and white logo

Description automatically generated with low confidenceThis is what the site will look like when you login.

A screenshot of a social media account

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To start a change request navigate to the page where you would like to make the change, whether it’s adding something new or editing some existing content. Then click on the “Edit” button at the top right of the site page.

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After clicking on “Edit”, a field will appear at the top left of the site page where you can add a description for your change request. Please create a single change request for each page you are editing. Reviewers can only approve a change request in its entirety so if you have multiple pages in one request your changes may be rejected.

A screenshot of a computer

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Example of a change request description.

A screenshot of a social media post

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Once you have made changes to a page, you can compare those changes to what was originally there by using the “Diff view” option. Toggling that button will identify the original content, denotated by a red icon, and the new content, denotated by a green icon.

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Original content under red icon, new content under green icon.

A screenshot of a computer

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Remember to use the “Preview” button to see how your edits will look once they are approved and merged into the site.

A screenshot of a computer

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Example of how changes show up when you “Preview” a page. The red square highlights the changes.

A screenshot of a facebook messenger

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When you create a change request you also have the option of adding a comment to the request. You do this by clicking on the comment icon under the “Edit” button. This can be something like a question, a clarification, or a request. You can tag people in the comment using the “@” sign. After you submit your comment the “Comment” icon will show the number of comments associated with the request.

A screenshot of a chat

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The updated “Comment” icon is shown circled here.

A close-up of a button

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Your final step is to submit the request for review. You can do that by clicking on the “Submit for review” button on the top right of the site page. This will put the request into a review queue for approval by one of the project reviewers. You will be able to see your request under the “In review” tab. If you do not submit it, the change request will sit under the “Draft” tab. If you decide that you do not want to keep the request, you can click on the three dots and choose to archive the request. This will put the request in the “Archived” tab. You can go to that tab and put the request back into “Draft” if you change your mind.

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Click on the three dots to bring up the option to archive your request.