

Getting Started with OSF

Workshop Exercises

Exercise 1 Copy a template from an existing project

- Once you've signed into your account, choose Search from the menu at the top of the page and search for "CMU Getting Started with OSF Demo".
 - Click on the project from the search results. Find the 'fork' button in the upper righthand corner and choose 'Duplicate template' from the drop-down menu.
 - Click 'Create' when prompted. You should now have a clean template of the project in your own account without any files or add-ons.
 - If you'd like, change the name of the project by clicking on the project name.
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Exercise 2 Add contributors to your project

- Add your neighbor as a contributor by clicking on Contributors from the menu at the top of the project page and then the green "+ Add" button.
 - Search for them by name or user profile information.
 - Click the green plus sign next to their name and choose their permissions from the drop-down menu. Click Next.
 - Add them as contributors to all components in the project by clicking on Select All in the window that appears. Click Add.
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Exercise 3 Create a new component

- Return to the project's home page by clicking on the project name in the upper left.
 - In the components section, click 'Add Component'.
 - Call this component "Survey Instruments" and check the box next to "Add contributors...". Choose the 'Methods and Measures' category from the drop-down menu at the bottom of the window (which appears when you click on More).
 - Click Create and go to the new component. **Is the component private or public by default?**
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Exercise 4 Add files to a component

- Click on OSF Storage in the files section of the Survey Instrument component. Click on '+ Create Folder' to add a new folder.
 - Name this folder 'Surveys'.
 - Click on the folder and add the file 'Survey-Instrument_RDM-Practices-in-MRI_VanGulick_Borghni.pdf' from the workshop files that you downloaded before today's session. You can either drag and drop the file to the Survey folder or click 'Upload' and browse to the file.
 - Now try adding the files 'Borghni_VanGulick_2018_data.csv' and 'Borghni_VanGulick_2018_datadictionary.csv' to the Data component.
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Exercise 5 Change the privacy settings

- Go to the Data component.
 - Click on the "Make Public" button in the upper righthand corner and confirm.
 - Navigate back to the project home page. Notice that there is no longer a lock symbol next to the Data component.
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Exercise 6 Make changes and access previous version

- Open the file 'Borghni_VanGulick_2018_data.csv' from your Workshop Files folder on your computer.
 - Delete the first two columns and save without changing the file name.
 - Replace the file in your data component with the new version by dragging and dropping or uploading to the Data component OSF storage, where the previous version is located.
 - Click on the file to view in the project window. Note this is now Version 2.
 - Click on Revisions in the upper righthand corner. Download version 1 to your computer.
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Exercise 7 Connect an add-on of your choice

- OSF allows you to connect with multiple add-on tools for storage and citation management such as GitHub, Google Drive and Mendeley.
 - Go to <http://help.osf.io/m/addons>. Choose an add-on from the list that you typically use and follow OSF's step-by-step instructions to connect it to the project.
 - We'll be on hand to troubleshoot as you work through the steps.
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