**Open Source Documentation Guide**

**# Ask.net**

**Collaboration is key in Open Source projects and needs maintenance, moderation and constant activity.**

Create guidance around your project as visually as you can. Facilitate and encourage collaboration with instructions to various target groups. For example:

- **Optional steps to make it extra special**
  - Steps you absolutely have to take!

**Legend**

- Steps you absolutely have to take!
- Optional steps to make it extra special

**Choose a platform that fits your needs.**

Where will you publish or share content?

- eg: github, gitlab, nextcloud, website/wiki, wikifab, wikifactory

**Share your source files as soon as possible! Original content files, text, sources are essential from the beginning to help understand what you’re doing and with the process of documentation itself.**

**Release**

Release the project in early packages. Give it a version number and provide the best access you can. Version control (eg. Git) based platforms can help with this.

**types of release:**
- unstable release (development),
- beta version (pre-release),
- stable release (ready package),
- new upgrades/features etc.

**What is the concept?**

Describe & outline your project idea. You want to share your project with the world? Give it a name, give it a reason to be & give it a go!

**Maintenance**

Someone is taking care of follow-up: responding to suggestions, making changes, fixing bugs. Even if you are the product owner, take care of documentation when you make improvements.

**Source**

Share your source files as soon as possible! Original content files, text, sources are essential from the beginning to help understand what you’re doing and with the process of documentation itself.

**Add file management, storage, accessibility, exchange, version control, contributions, onboarding, community interaction.**

Keep in mind that Git based systems don’t work well with big sized binary files (videos, large photos or PDFs, etc.), you might upload them somewhere else and share the download link.

**Permission**

In order to make sure your project has open source freedom for others to use and adapt, you need to give it an Open Source License. Choose from one of these Open Source Licenses:

**Copyright Licenses**
- CC-BY-SA 4.0
- CERN OHL
- GPL v3

**Permissive Licenses**
- Apache 2.0
- CC-BY 4.0
- MIT License

**Openness**

Create a description file and put the license text inside your repository. Do this before you publish anything about your project!

**Platform**

Choose a platform that fits your needs. Where will you publish or share content?

- eg: github, gitlab, nextcloud, website/wiki, wikifab, wikifactory

**Issue management**

A place where people can discuss questions and issues with the project. Onboarding / forum connected to platform choice eg: github has issues management and tracking included. If people have trouble making the thing, how to suggest improvements, track changes, bugs.

**Read only**

Generate READ ONLY output files on each platform to visualise the project. Give people access to VIEW and use the project without making modifications or changes. Ability to READ across platforms to view, without having to use proprietary software.