Welcome to H2O!

H2O < http://h2o.law.harvard.edu > is a suite of open-source, online classroom tools that allows professors to freely develop, remix, and share online textbooks, casebooks, and modules under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 License. A project of the Berkman Center for Internet and Society and the Harvard Law School Library, H2O is the home of a growing number of online casebooks and modules for courses at universities across the United States.

User Guide

This User Guide aims to provide the basic information needed to use H2O as well as the tools necessary for students and teachers to utilize the platform more broadly.

Recommended Browsers

H2O is optimized for use in Google Chrome and Mozilla Firefox. It should also work in other Web browsers, such as Safari and IE 8 & 9.

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BACKGROUND

WHY H2O?

H2O helps professors make tailored casebooks that are fluid and light. Professors and students can create, edit, organize, consume, and share course materials that are open and free for everyone to access and build upon. You can make your own copy of your professor’s course materials (deciding in the process whether to set it to public or private), and then you can annotate and highlight all of your readings in H2O.

Instead of lugging around heavy and expensive traditional casebooks, which often contain large amounts of extraneous materials, with H2O you can access your free and finely tuned course materials on any Web-enabled device, such as personal computers, tablets, and mobile phones. If want a paper version as well, you can print some, or all, of the casebook.

BASIC TOOLS AND FEATURES

Playlists and Collages

H2O provides teachers and students with tools to create and adapt online content under a Creative Commons license (see the Terms of Service for the specifics). Two main elements of H2O are the Playlist and the Collage. Similar to a digital music library, H2O allows users to make their own Playlists (or, more simply, collections) of online content—cases, texts, audio, video, images, PDFs, links, etc.—and then arrange and remix those Playlists to fit their specifications. Collages are editable versions of cases and other texts. The gist is that after a case or underlying text is brought into H2O, teachers and students can hide or show selected portions of that text, annotate a portion of it, and/or add a highlight to a portion of it (choosing from more than a dozen colors of highlights).

Public or Private

Users can select whether they want an item that they create and own to be publicly available or private only to the user. If an item is publicly available, then other users can add that item to their playlists and, depending on the item, remix their own version of it based on the root author’s version.

Remixing
H2O allows users to create their own version of other authors’ collages and playlists by Remixing those items. H2O automatically captures and displays with whom the item originated, but then gives the remixed item’s author the ability to modify the item however she sees fit.
CREATING AN ACCOUNT

Any user with Web access can read publicly available H2O playlists and collages. To start creating and contributing to materials, however, you’ll need to create a login account for H2O.

Tip: It’s important that you create a login and use it, because some content may be viewable only if you’re logged. While H2O provides the option of participating anonymously, any playlists or collages that you create while logged in anonymously will be deleted after you log out.

To create a login, go to “Sign in” in the upper-right corner of the site, and click “Sign Up Now”:

You’ll need to register by filling in all the relevant fields:
Once you’ve created your account and logged in, you can start creating and contributing materials on H2O.
PLAYLISTS:
NAVIGATING, CREATING, AND CONTRIBUTING

THE BASICS

Alongside collages, playlists are the central organizing component of H2O. Playlists serve as the backbone of H2O. They are user-created collections of content, such as other (sub)playlists, introductions, descriptions, cases, texts, collages (edited cases and texts—more on those below), images, videos, PDFs, audio, and links. Playlists can be easily shared (for example, by adding one to another playlist) and remixed (by remixed, we mean that a user can make her own version of the original playlist).

Tip: Bookmark your class’s home playlist, which will contain the most accurate and up-to-date versions of your course materials on H2O.

Let’s get started by looking at the online Criminal Law casebook/playlist. Its homepage is <http://h2o.law.harvard.edu/playlists/671>:
From here, you can see all of the subplaylists (or chapters) that comprise Professor Suk’s Criminal Law playlist. Note that each chapter is itself a (sub)playlist.

**TIP:** Clicking the small blue wedge next to any chapter will expand it and let you see its description, cases, and other elements.

**READING/EXPANDING A SUBPLAYLIST**

On the homepage of Professor Suk’s Criminal Law playlist, try expanding Chapter 2 (“II. Elements of Just Punishment”) by clicking on the small wedge, and then expand “II.A. Legality”. There you can see that chapter’s sub-playlists, their descriptions, and their edited cases:

Next, try clicking “II. Elements of Just Punishment” to open the Chapter 2 playlist. After you do so, you should see this:
Again, click the small wedges next to the sub-playlists’ titles to read the description of those playlists and to see their content.

**TIP:** In any playlist, you can change the size of the font and the typeface by using the “Aa” button in the right sidebar or the top bar (depending on how far down the screen you’ve scrolled).

**CREATING A NEW PLAYLIST FROM SCRATCH**

To create a new playlist from scratch, log in under your user credentials. Next, click the blue “Create” button on the top right of the screen. (If you don’t see the “Create” button, you’re probably not logged in.) In the menu that appears under the “Create” menu, click “Playlist”.

(The blue Create button turns gray after it’s been clicked.)
The following pop-up will emerge. Enter your new playlist's title; select whether you want it to be public or private; add a description and/or comma-separated tags (if you want); and then click “Submit”.

After you’ve submitted this information, H2O will create a new playlist for you, which you can start to add materials to immediately.
**DESCRIPTIONS**

To edit the **Description** of a playlist, navigate to the playlist (and be sure that you’re logged in under the user account that owns that playlist). Then click “Edit Playlist Information”.

A pop-up will emerge that allows you to edit the playlist’s **Description**.

**ADDING ITEMS TO A PLAYLIST**

H2O allows users to add any publicly available item on H2O, as well as any private items owned by a user, to a playlist. There are two ways to add items to a playlist.

**“Add” to button**

Every item on H2O that can be added to a playlist has an **“Add”** to icon. It looks like this:

![Add icon](image)

Search for the item that you want to find on H2O, or navigate to that item. While logged in as a user, click on the **“Add”** to icon, and then follow the prompts to add that item to one of your playlists. (Note that you will need to have already created at least one playlist before you can add any items to a playlist.) After you click the **“Add”** to icon, you will see the list of your playlists that the item can be added to.

**Drag-and-drop**

![Drag-and-drop](image)
While editing your playlist, you can search for items in the right side of the playlist edit window under the “Find Items” bar.

For example, a search for “torts” brings up the following results:

Once you’ve found the item you want to add to your playlist in the search results, you could drag-and-drop that item into your playlist. To do so, click on the item that you want under the “Results” list on the right side of the window, and then drag the item into the white box in your playlist:
Enter the title for your new playlist item, and a description (if you want). Then click Submit.

Note that new playlist items dragged-and-dropped from the search results are automatically set to public. To change that item to private, navigate to that item’s home page, and edit its information.

**Remixing a playlist**

H2O allows users to remix an already-existing playlist — for example, a subplaylist/chapter of a professor’s digital casebook. In this section, we’re going to make a copy of your class’s playlist, and then show you how to make copies of individual collages, which you can edit by adding or removing your own highlights and annotations. H2O automatically attributes the original author with the designation “Original Creator” so that users can see the influence over time of a particular playlist.

To make your own version of the main playlist, once again using the Criminal Law casebook as the example, head over to <http://h2o.law.harvard.edu/playlists/671>.

In the upper-right corner, you’ll see a swirly icon. When you hover over that icon, “Remix Criminal Law Spring 2013” should appear. Click on that icon to begin making your own copy of Prof. Suk’s playlist.

A pop-up box will appear after you click the remix icon. In that box, you can choose the title of your copy of Prof. Suk’s Criminal Law playlist. We recommend that you don’t keep the plain ol’ “Copy of ...” as the playlist title. But it’s up to you.
Once you’ve finalized the title and added a description (if you want one), click “Submit”.

It may take up to a minute to create your remixed version of a playlist. Hang in there. H2O is doing a lot of computationally intensive work—and our team is constantly trying to improve the application’s performance.

Voila! You just made your own top-level version of the playlist. That means that you can rearrange the highest-level subplaylists; change the descriptions and notes of those highest-level playlists; and add or delete items from the playlist.
Our team is working on a feature that will allow you to remix all items within a playlist—what we’re thinking of as a “deep clone” of the playlist (as opposed to the “shallow clone” that we currently provide (in which a remixed version allows the new owner to edit only the top-level items). The “deep clone” will automatically generate your own version of every item in the playlist so that you can have your copy of everything to revise, edit, delete, modify, etc. We hope to deploy the deep clone soon. In the meantime, when you remix a playlist, you will be able to edit only the top-level items in that playlist.

**Important**: H2O defaults to playlists, collages, and the like being public. If you want to make your playlist private, click on “EDIT” in at the top of the playlist (under the date of creation), and a pop-up box will appear. In that box, un-check “Public*”, and then click submit. After the changes render, your playlist will be private.

**TIP**: Although you can search for cases directly through H2O, we suggest that you access your readings through the homepage of your course’s playlist, so that you read the correctly edited version for class. An easy way to do this is to find the homepage of your course’s playlist, and then **bookmark** that link.
THE BASICS

A collage is an edited version of a case or other set of text. H2O allows professors to edit each case so that only the text that they want to be shown is automatically displayed in H2O. But as we indicate below, students can also see all of the rest of the text if they want.

VIEWING A COLLAGE: SHOWING AND HIDING TEXT

Let’s try it out.

In the Criminal Law casebook/playlist <http://h2o.law.harvard.edu/playlists/671>, click on the first collaged case in Chapter II, a 1955 case titled “Commonwealth v. Mochan” that is in the sub-playlist titled “II.A. Legality”.

Now you are viewing the assigned collage for Commonwealth v. Mochan. You’ll see that you have the text of the case opinion, complete with the original citation, full case name, and the fact pattern and opinion:
In the bar at the top of the collage, you’ll find a button labeled “Layers”. This menu allows you to toggle which layers of the collage are visible and highlighted. When you first open the collage, you’ll note that the “Required” layer is shown and that unlayered text is hidden.

Unlike with a traditional (print) casebook, H2O allows you to read all of the text of a case, even the parts that a professor does not show. When a layer is hidden, its text is replaced by bracketed ellipses (“[…]”). You can click on the ellipses to show the hidden text.

Let’s test it out. In Commonwealth v. Mochan, click on the ellipses at the end of paragraph 13 to see the non-required text.

Twin gray wedges will appear next to the expanded text.

Clicking either of those wedges will re-collapse the text back to its original setting.

You can display the entire case. Navigate to the “Text” button at the top of the collage, and then click “Show Full Text”:

You can revert back to the author’s original edits by clicking the “Text” button at the top of the collage, and then clicking “Show Author’s Layers”.

[17]
PARAGRAPH NUMBERS

The H2O-generated paragraph numbering on the side of a collage reflects the order of paragraphs in the original case, not the paragraphs in the required cut — so don’t be surprised to see paragraph numbers jump. The pagination of a case is indicated in square brackets.

MAKING YOUR OWN COLLAGE FROM SCRATCH—OR REMIXING A PREEXISTING ONE

Now let’s turn to making your own copy of a specific collages so that you can add your own highlights and annotations to a particular collage.

From scratch

To build your own collage from scratch, search for a text or case through H2O’s search functionality. Here’s a search for text blocks with "Torts":

Once you find the item that you want to edit, sign in under your user account, and then hover over the item to see the “Collage This” icon. It looks like:
How to H2O

Click the "Collage This" icon and then fill in the relevant fields. Once you hit "Submit", H2O will create your new collage for you.

Remixing a preexisting collage

If you want to build off a preexisting collage—say, another professor’s edited version of a case or text—search for or navigate to that preexisting collage.

Here’s what a search of “Torts” collages looks like:

Be sure that you’re signed in under your user account. Then hover over the collage that you want to make your own version of, and then click the “Remix” icon associated with the collage. The Remix button looks like this:

Fill in the relevant fields and then click Submit—H2O will then create your own editable version of the underlying root collage.

You can modify any of the descriptions, layers, annotations, and/or highlights that the author of the root collage made.
Say you want to make your own version of Professor Suk’s edits of *Commonwealth v. Mochan*. To do so, head over to Prof. Suk’s edited version of the case at <http://h2o.law.harvard.edu/collages/3448>. In the upper-right corner of the collage, you’ll see a **Remix** icon. Click on that icon to make your own copy of the collage — and voila! H2O has created a copy of the collage.

**Important:** As noted above, H2O defaults collages to being public. If you want to make your collage private, click on “EDIT” in at the top of the collage (under the date of creation), and a pop-up box will appear. In that box, un-check “Public*”, and then click submit. After the changes render, your collage will be private.

**EDITING YOUR COLLAGE**

H2O allows authors to add **descriptions**, **layers**, **annotations**, and **highlights** to collages. To do so, H2O converts each word in the underlying case or text into its own HTML node, so that authors can do word-by-word editing.

**Descriptions and tags**

To add a **Description** to your collage, navigate to the collage and be sure that you’re logged in. Then click “**Edit Collage Information**” under the collage’s title bar. In the pop-up window that appears, you can add or modify the **Description**, as well as add tags (be sure to separate tags with commas).
Layers and Highlights

H2O allows authors to make word-by-word edits through its suite of layering-related tools. By layer, we just mean a designated portion of text.

To add a layer, make sure you’re logged in as a user and that you’ve navigated to the collage that you own and that you want to edit. Then, double-check that you’re in edit mode. If you’re in edit mode, you should see the read/glasses icon on the right side of the window. That icon looks like this:

If you’re in edit mode, you should see the pair of glasses on the right side of the window (you can click on the pair of glasses to get to the “Read” view; and then click on the pencil icon to get back to “Edit” mode). The pencil icon to get you into edit mode looks like this:
To start the layering process, click on the first and then the last word that you want to have layered. (That is, the first and last words of the section of the text that you want to show or hide; highlight; and/or annotate.)

You can layer one word in the collage (click on that word twice), or every word in the collage (click on the first and the last words in the collage)—or any subset of words in the collage.

Just remember that it's a two-click system to layer cases: click the first and then the last word that you want layered.

After you’ve clicked the second word in the layer, H2O displays a collage-editing sidebar where you can name the layer, add a highlight, and/or add an annotation. Note that you’ll always need to assign a highlight color to any layer, even if you don’t display those highlights later.
We recommend adding a “Required” layer. That layer would encompass all of the text that you want to make required reading for your class. You have the option, though, of going the opposite route—that is, of making a “Non-required” layer.

Once you’ve saved your layer, you can display or hide that layer as well as any remaining unlayered text. To do so, navigate to the top of the collage, and click the “Layers” button. That button looks like this:

Then select which layer(s) you want to hide—and which parts of the text you do not want to show. H2O automatically saves any edits that you make.

**Editing or deleting a Layer**

If you want to edit a layer or delete it, while in editing mode click on the color bar at the beginning or end of the layer, and then click “Edit” in the collage-editing bar. You can delete the layer or add an annotation.

8 [455] Before RHODES, P.J., HIRT, ROSS, GUNThER, WRIGHT, WOODSIDE and ERVIN, JJ.

9 Edward A. Schultz, with him H. Turner Frost and Seif, Schultz & Frost, for appellant.

10 Albert A. Fiok, Assistant District Attorney, with him James F. Malone, Jr., District Attorney, for appellee.

H2O was built in a way that allows for a flexible approach to adding highlights, layers, and annotations. You can name your layers any names that you want—and it’s totally up to you to determine what layers you want to show and hide.

**Annotations**
Adding an annotation (in-line text) is done the same way as adding a layer. While logged in as the owner of the collage and in edit mode, **click the first word and the last word** of the section that you want to annotate. (The annotation will follow immediately after the last word in the layer.) Then type the annotation into the annotation field of the right collage-editing bar. That bar looks like this:

![Annotation Field](image)

Click **save**, and viola—H2O will generate your annotation, indicated with a green asterisk.

![Example Annotation](image)

To default to show the text of your annotation, click the **Text** button at the top of the collage, and then select **Show Annotations**. Here’s what the **Text** button looks like:

![Text Button](image)

Note: H2O will automatically make your changes to the collage. To show or hide your new layer of text, or to show it as a highlight, just click on **Text** or **Layer** button at the top of the collage, and select the relevant setting.
The Basics

Studying the text of judicial opinions is a key component of learning law, especially in common-law contexts. H2O provides users with the ability to make editable versions of cases (called collages) and to add cases (or their edited versions) to playlists.

Finding Cases

H2O has an ever-growing number of cases available for use on the platform. You can search for these through the search bar at the top of the screen, and select “Cases” to limit the items that are returned. Here is what a search for “Torts” cases would look like:

Requesting Cases

If H2O does not have a case—or set of cases—that you would like to use on the platform, send the H2O team an e-mail < h2o@cyber.law.harvard.edu >, listing the cases by their short name and citation. We’ll try to get them as soon as we can.
Less preferably, you can also request cases on an individual bases by logging into H2O, and then navigating to the cases section (by clicking on the Cases icon at the top of the screen). Click on the “Request Case” button next to the search box, and fill in the relevant fields and submit the case request.
MEDIA: AUDIO, IMAGES, PDFS, AND VIDEOS

THE BASICS

H2O allows users to add audio, image, PDF, and video files to their playlists. H2O does not host these files on its servers. Rather, users provide an embed code for the item in H2O, and then H2O renders the file from its source server. As will all items on H2O, users need to ensure that anything that they add to the site comports with H2O’s Terms of Service, including its Creative Commons license.

ADDING AUDIO, IMAGE, PDFS, AND VIDEO FILES TO H2O

To add a media item on H2O, log in under your user account and navigate to the blue “Create” button on the top right of the screen. From that Create menu, select which item you want to add.

As an example, let’s try adding a PDF. Once you click on the PDF button in the Create menu, H2O will prompt you to fill in the PDF’s Title and Description, and to add its URL embed code in the Content box.
For instance, say you wanted to add the 9/11 Commission Report as a PDF in H2O. First, you'll need to find a version of the Report that comports with H2O's Terms of Service and that is hosted stably somewhere on the Web.

Next, fill in the Title and Description fields, and selecting the PDF media type. You will then need to add the PDF's URL embed code (since H2O does not allow users to upload PDFs to the site). Here is the generic URL embed code that we suggest you use for media items:

```
<iframe src="LINK.pdf" width="100%" height="100%"></iframe>
```

Replace “LINK.pdf” with the link to the PDF you want to add to H2O. If your source PDF’s URL is http://govinfo.library.unt.edu/911/report/911Report.pdf, then you would put the following in the Content field of the PDF:

```
<iframe src="http://govinfo.library.unt.edu/911/report/911Report.pdf" width="100%" height="100%"></iframe>
```

It would look like this in H2O:
Finally, click **Save**. The resulting PDF (rendered through the embed code) would look something like this:

![Frame](http://www.info.library.edu/911/report/911Report.pdf) width="100%" height="100%"

Note that PDFs and other media items (audio, image, and video files) added to H2O through URL embed codes will not print the underlying item from H2O.
THE BASICS

In addition to adding text and media items, as well as playlists in H2O, you can add links as playlists items. These links point to Web sites outside of H2O.

ADDING LINKS

While signed in as a user, click on the blue “Create” button in the upper-right corner of the window, and click “Link”.

Then fill in the Title, URL, and Description fields and click Save.

H2O will then generate your link. To add your link to one of your playlists, search for the link or navigate to it in your Dashboard. Once you find the link, hover over it, and then click the “Add” to button, and select the playlist that you want to add it to.
PRINTING

On H2O, you can print an entire casebook (though that is not recommended due to the huge amount of code that will need to be processed), a sub-playlist, or a particular collage.

**Tip:** It is much easier and faster to print smaller sets of materials — a collage instead of a playlist, or a sub-playlist instead of an entire casebook.

To print a specific chapter, click on that chapter from the casebook’s homepage. Then click the **print button** on the right side of the window or in the tool bar at the top (depending on how far down you’ve scrolled). The print icon looks like this:

![Print Icon]

Clicking the print button will create a printable page (in a new tab) of all of the materials in the window that you selected to print—whether it’s a single collage or an entire playlist. From this new window, you can select how you’d like to tailor your print, including your typeface preference and font size, among other settings.

For instance, for collages here are some of the settings you can select from:

<table>
<thead>
<tr>
<th>Print Titles</th>
<th>Print Create and Date Details</th>
<th>Print Paragraph Numbers</th>
<th>Print Highlights</th>
<th>Original</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Original</td>
</tr>
<tr>
<td>No</td>
<td>Font face</td>
<td>Font size</td>
<td></td>
<td>Small</td>
</tr>
</tbody>
</table>

Once you’ve configured your selections, you can **print the document directly to the printer** or, if your computer allows, you can **save the document as a PDF**.
So that’s how to use H2O. H2O is still in beta, as we’re still working out some of the bugs and building some more features. If you encounter problems while using it, please email <h2o@cyber.law.harvard.edu> with a description of your problem, URL, and screenshots, if possible.

We’re also keen to get your feedback — what you like and don’t like, what you’d like to see changed, and what features might be helpful to develop.
Collage – an editable version of a case or text block. (See also Remix and Layer.)

Dashboard – the user’s main page, where she can find all of the items she has created. Click on the user name in the upper right corner of the window to navigate to the dashboard. (See also Workshop.)

Description – the précis or other explanatory text provided by an item’s owner—whether to a playlist, collage, link, or other item. (See also Notes.)

Layer – a selected portion of text in a collage (an editable case or text block) that you create by clicking the first and last word of the selected portion while in edit mode. You can then create or apply layers, annotations, and/or highlights. (See also Collage.)

Notes – additional explanatory information provided by a playlist author for collages in that playlist. An author may choose to set the notes to private or public, and to change these settings on the fly. For instance, at the end of a semester a professor may change all notes associated with her collage from private to public in order to provide students with additional information about each collage. (See also Description.)

Playlist – a collection of items culled together by a user. Playlists can consist of other (sub)playlists, collages, cases, text blocks, PDFs, images, videos, audio, and links. Authors can add descriptions to each playlist. Playlists are akin to books, chapters, modules, and other collections of content. (See also Remix.)

Private – the setting that allows only the owner of the item to see and modify that item. No other users can see or modify an item set to Private (though setting an item to private after it was set to public would not change any of the actions associated with the item when it was public—for example, if a remix was made of a public collage, and then the collage was made private, the remix will still exist for the other user). (See also Public.)

Public – the setting that allows anyone who accesses H2O to see and, where possible, create derivative works of an item, under H2O’s Terms of Service (including its Creative Commons license). (See also Private.)

Remix – creating a version of a playlist or collage based on an already-existing playlist or collage. The new playlist or collage automatically carries over the previous author’s edits (and attributes the original item to the original creator), but then allows the current (remixed) author to modify those edits as she sees fit. (See also Playlist and Collage.)

Workshop – the list of all publicly available items in a user’s collection of H2O materials. You can see another user’s Workshop by clicking on that user’s name. (See also Dashboard.)