

10. Article toolbar – Tools, New, Import, Export

This chapter instructs you in using the toolbar items available within articles. This chapter does not include:

- <Save & Close>
- <Cancel>



Figure 76: Default article toolbar when editing an article

10.1 OBJECTIVES

By the end of this chapter you should be able to use the:

- **Tools** menu to assist in preparing your article
- **New** menu to create comments and insert backgrounders into your article
- **Import** menu to attach and import various filetypes to your article
- **Export** menu to export your finished article to other formats ready for printing
- Hide info option
- Preview option

10.2 TOOLS MENU

The **Tools** menu has many useful features that are used in your articles. These are:

- Checkout / Release
- Word count
- Address...
- Spell check
- Print article
- Send brief via Email
- Standard format

i Checkout / Release

① see [section 7.4: Checking out an article](#) and [section 7.5: Releasing a checked out article](#) for more information.

ii Word count

Counts the number of words in the article body. This does not include any text entered in the Subject, or other fields above the article body.

iii Address...

This option lets you enter an email address for the author to whom you are briefing the article.

iv Spell check

Checks the spelling of the entire article – that is, text entered in **every** tab.

1. Click on the **Tools** menu.
2. Click on *Spell check*.
3. If there are any words that the spell check does not recognise a dialogue box opens with the first unrecognised word highlighted.

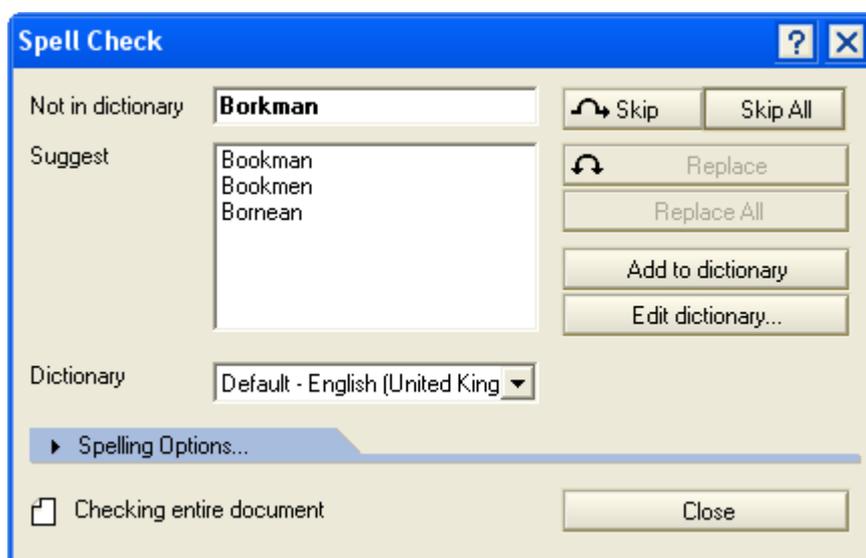


Figure 77: spell check with first unrecognised word in the "Not in dictionary" field

4. If the word is correct as you typed it click on either:
 - a. <Skip> - to keep just that instance of the word; OR
 - b. <Skip All> – to keep all instances of the word through the entire document.
5. **Not in dictionary:** If the word is incorrect, but none of the suggestions are what you want (this may occur when you mistype a name) then type the word correctly in the **Not in dictionary** field.
6. **Suggest:** If any of the suggestions are the correct spelling click once on the suggestion and then click on either:
 - a. <Replace> - to replace just that instance of the word; OR
 - b. <Replace All> - to replace all instances through the article.
7. <Add to dictionary>: This is particularly useful for company names and addresses. Click this button to add a word in the **Not in dictionary** field to your dictionary. This means that the spell check will now recognise that word.

8. *<Edit dictionary>*: Mostly useful if you have accidentally added an incorrectly spelt word to the dictionary. This is only for words that you have added.
 - a. Click on *<Edit dictionary>*.
 - b. The **User Spell Dictionary** dialogue box opens, listing all the words you have added to your personal dictionary.

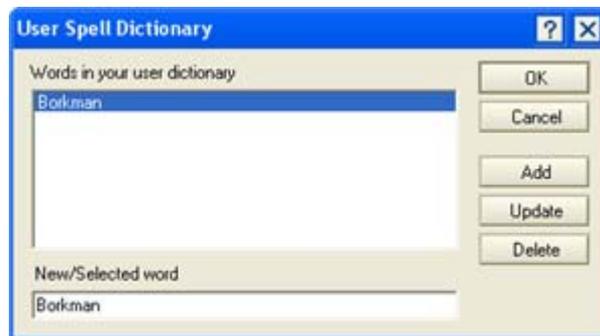


Figure 78: Dialogue box displayed after selecting Edit dictionary...

- c. **New/Selected word**: This field is where you enter any words you want to add to the dictionary. If you click on a word listed in your dictionary, it will be displayed in this field. Make any changes to the word then select one of the following buttons:
 - *<Add>* - to add to your dictionary
 - *<Update>* - to update the word to whatever is in the **New/Selected word** field
 - *<Delete>* - delete the word in the **New/Selected word** field.
 - d. When you have made the required changes click on *<OK>*.
9. **Dictionary**: Displays the selected language. You can select other languages if required (especially useful if your article should be written with American English spelling).

Spelling options

You can select various rules to be obeyed when running the Spell check.

1. Click on **Spelling Options**.
2. The following menu is displayed.

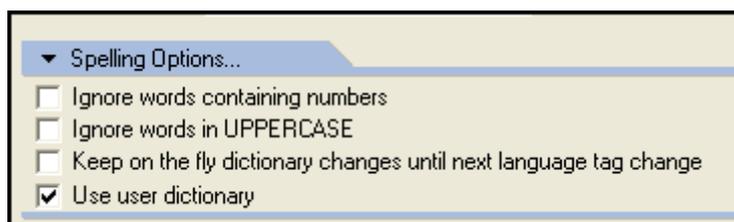


Figure 79: Spelling options menu

3. Click on the options you want to use.

4. Click on **Spelling Options** to close the options display.

v Print article

Select this option to print your article. The printout will include the following:

- Subject
- Volume and Issue
- Section
- Headline
- Intro
- Web link
- Author
- Word count
- Article text

vi Send brief via Email

This option lets you send the brief for an article to the person entered as the Author in the **Brief** tab. It is used mainly by editors and other people commissioning articles.

All briefing instructions are included in the email.

① see [section 6.3iii: Brief tab](#) for more information.

vii Standard format

This applies edDesk's standard format to your text. This formats your text so that it is easy to read on screen.

① see [section 8.3: Applying the edDesk standard format](#).

10.3 NEW MENU

The **New** menu is used to:

- create related articles. ① see [Chapter 12: Creating hierarchical content – related articles](#)
- enter comments about an article
- enter background information about an article.

i Comments

Comments are often used for internal editorial comment about an article. However, your export template may allow comments to be published on the web as part of the article. You can have several comments for each article. Comments cannot be edited once they are saved.

People visiting your site may also be allowed to comment on your content.

Examples of such websites that have been created using edDesk, are:

- <http://www.tomatomagazine.com.au>
- <http://www.colinclimo.com>
- <http://www.wheelsmag.com.au>

Getting to the Comment screen – from a View

1. Display a view that has a toolbar (views such as Sections and All Issues).
2. Click on the title of the article to which you want to add a comment.
3. Click on the **New** menu.
4. Select *Comment*.
5. The **Comment** screen displays in a new window tab called (**Untitled**).

Getting to the Comment screen – from an article

You do not have to be in **Edit** mode to add a comment to an article.

1. Open the article to which you want to add a comment.
2. Click on the **New** menu.
3. Select *Comment*.
4. The **Comment** screen displays in a new window tab called (**Untitled**).

Entering your comment

edDesk fills in some fields automatically for you. These are the **Posted** field, which edDesk gets from the current date and the **By** field, which edDesk gets from your login.



Figure 80: Comment screen when first opened

1. **Topic:** Type the title of the article for publication.
2. **Comment:** Type the text of your comment.
3. After you have entered your comment click on the cross in the **(Untitled)** window tab.
4. You see a message: Do you want to save this new document?
5. Click on *<Yes>* to save your comment, *<No>* to not save your comment or *<Cancel>* to continue working on your comment.

When you are looking at an expandable view (such as Sections or All Issues) your comment is listed underneath your article title.

▼ Reference materials	
26/06/2005	▼ Newspapers of Australia - Instructional Documentation Approved article only
Comment: Comment (Frances Borkman)	
Comment: title of article for publication (Frances Borkman)	

Figure 81: Comments listed under article title

ii Backgrounders

Backgrounder is used to enter information that you probably don't want to be published. They may be used for research notes, interview notes to which you refer as you are writing the article.

Your organisation's export templates can be setup to publish your background information if required.

You can have several backgrounders for each article. Backgrounders cannot be edited once they have been saved.

Getting to the Backgrounder screen – from a View

1. Display a view that has a toolbar (views such as Sections and All Issues).
2. Click on the title of the article to which you want to add a backgrounder.
3. Click on the **New** menu.
4. Select *Backgrounder*.
5. The **Backgrounder** page displays in a new window tab called **(Untitled)**.

Getting to the Backgrounder screen – from an article

You do not have to be in **Edit** mode to add a backgrounder to an article.

1. Open the article for which you want to add a backgrounder.
2. Click on the **New** menu.
3. Select *Backgrounder*.
4. The **Backgrounder** page displays in a new window tab called **(Untitled)**.

Entering your backgrounder

edDesk fills in some fields automatically for you. These are the **Posted** field, which edDesk gets from the current date and the **By** field, which edDesk gets from your login.

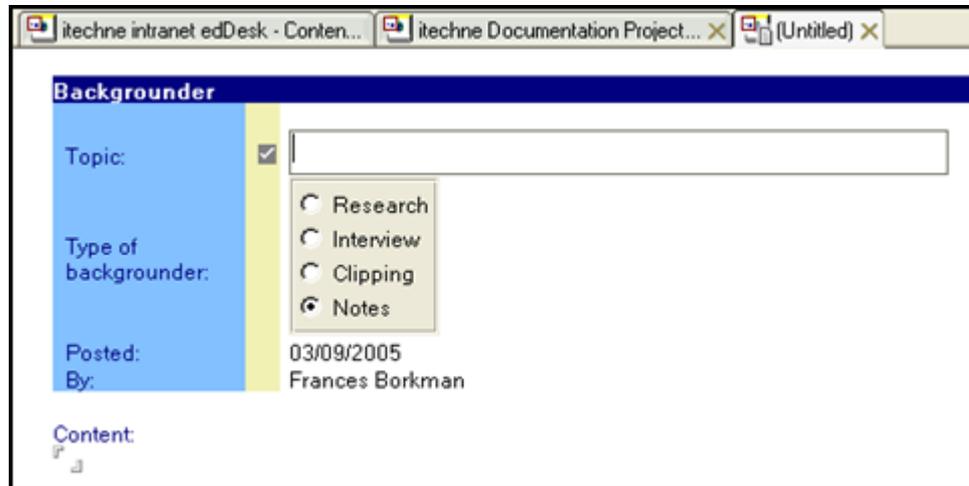


Figure 82: Backgrounder screen as first displayed

1. **Topic:** Type the title of the article for publication.
2. **Type of backgrounder:** Select the type of background information you are entering. You can only select one type.
3. **Content:** Type your backgrounder.
4. After you have entered your backgrounder click on the cross in the **(Untitled)** window tab.
5. You see a message: Do you want to save this new document?
6. Click on **<Yes>** to save your backgrounder, **<No>** to not save your backgrounder or **<Cancel>** to continue working on your backgrounder.

When you are looking at an expandable view (such as **Sections** or **All Issues**) your backgrounders are listed underneath your article title. The type of backgrounder is listed before the backgrounder topic.

25/05/2005	▼ Acme corporation submits patent for dynamite	Concept
	Clipping: From SMH - re: directors' fraud charge (Frances Borkman)	
	Comment: Acme again (Frances Borkman)	
	Research: Acme directors charged with fraud (Frances Borkman)	

Figure 83: Article with two backgrounders - Clipping and Research. There is also one comment for the article.

10.4 IMPORT MENU

The **Import** menu allows you to import and attach files in various formats to your article. There are several options available.

① see [Chapter 9: Including documents and images in articles](#) for instructions.

i Import article from file

This adds the text (and some formatting) from your source file to your article. The file becomes incorporated into your article rather than just being attached separately.

① see [section 9.3ii: Import menu](#) for more information.

ii Attach original WP file

Attaches the original wordprocessing file to your article. This file is listed in the **Log** tab and does not appear in the article's content. The file is attached with all formatting (and is not incorporated into your article text).

① see [section 9.4: Attaching WP files that you do NOT want to publish with your article](#) for more information.

iii Paste text from clipboard

Uses **Paste Special** to insert any text on your clipboard into your article. Your inserted text is incorporated into the article and some formatting from the source will be removed.

① see [section 7.7: Pasting from complex documents – using “Paste special...”](#)

iv Attach Pics

Attaches images to be used by the print production team only. Images imported here are listed in the **Paper** tab. They are not published on the web version of your article.

① see [section 9.6: Attaching images that are to be used in printed publishing only](#) for more information.

10.5 EXPORT MENU

The **Export** menu is used to save your articles in different formats when they are ready to be published. For example, if you are going to publish to paper you may want to export the completed article to Quark XPress format.

1. Open the article that you want to export to another format.
2. Click on the **Export** menu.
3. A list of available export formats displays.
 - InDesignXML
 - Quark XPress
 - Microsoft Word
 - InDesign
 - Text
4. Select the required format you want to export your article to.

Note

You have to have the relevant export application installed to export to most of these formats.

- The **Export filename** dialogue box displays, with the filename pre-filled. The default name for your exported file is first letter of the section, first letter of the subsection, then first word and first two letters of second word from the article description.

For example, you have an article in section: Resources Subsection: Training with a Description "Acme corporation". You want to export it as a text file. edDesk would suggest an export filename of "rt_acmeco.txt"

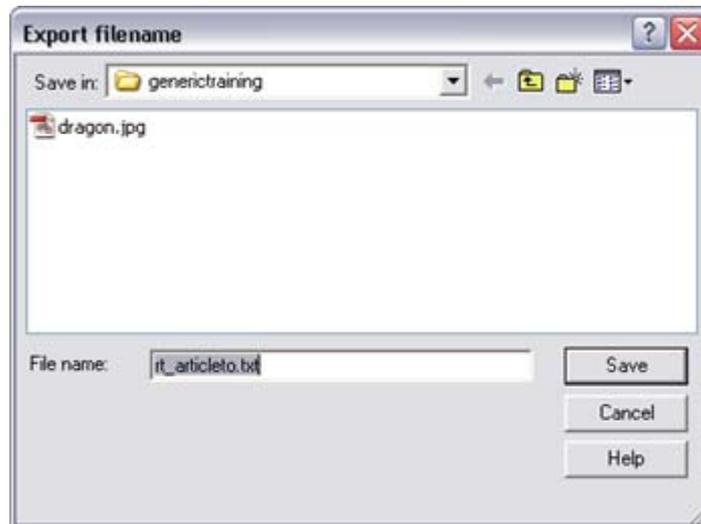


Figure 84: Export filename dialogue box

- <Save> your exported file.

10.6 HIDE INFO

Select this option if you want to display more text of your article, but do not want to see the information about the article at the top of your screen.

- Open the article and go into **Edit** mode. The article information shows as below.

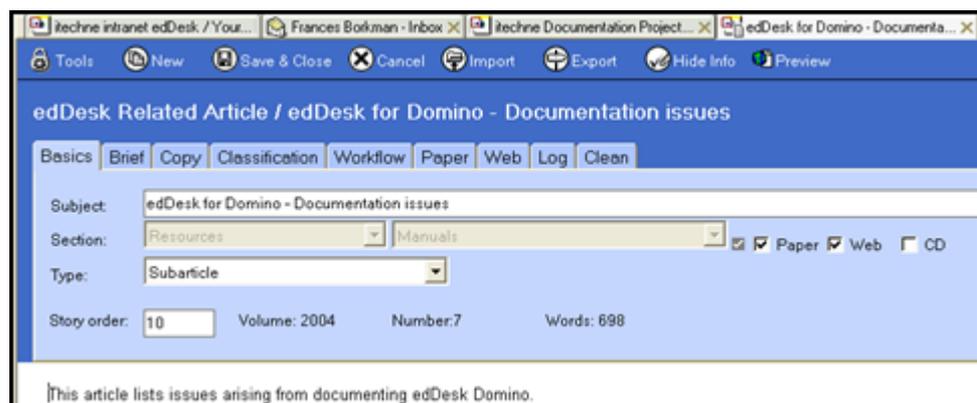


Figure 85: Information shown when article is in Edit mode

- Click on <Hide Info>.
- The article information is hidden.



Figure 86: Same article as in Figure 85, above, after clicking on Hide Info

4. Click on <Show Info> to see the information again.

10.7 PREVIEW

After you have entered your copy into the article form you can use **Preview** to see how your article would look if published on the web.

Note

This uses the default edDesk template for your site. If your template is highly tailored the display will not reflect the final posted article.