

4. Views

Views are a way of looking at and sorting articles. There are many views available in edDesk and the most popular are available from the body of the relevant tab.

That is, if you are using the **Creating** tab you will have different views listed in the body of your screen to those in the **Editing** tab. Other views are available, but the most popular are listed in the body of the page.

edDesk is usually customised for your organisation, so some of the views listed in this user guide may not be available to you. However, the techniques and concepts involved in using views are always the same.

4.1 OBJECTIVES

By the end of this chapter you should be:

- familiar with views from the **Creating** tab
- familiar with views from the **Editing** tab
- familiar with views from the **Production** tab
- able to select views from the navigation pane
- able to sort your results by various criteria.

4.2 WHY DO I NEED VIEWS?

Views let you find and organise your articles easily and quickly. They also let you track the editorial status of articles. They are an extremely useful tool for managing the flow of articles through the publishing process.

If you have a particular article listed in a view, you can select that article and (if you have access) edit it, pass it to the next stage of the workflow and manage the progress of that article.

Some views simply display their results as soon as you click on the view name. These include the views selected from the body of the **Home**, **Creating**, **Editing**, and **Production** tabs.

If you prefer to use your own criteria for viewing articles you would use the **Easy Selector**, available from the left navigation pane on all tabs.

4.3 WHERE DO VIEWS GET THEIR INFORMATION FROM?

Views use various criteria to display articles that match those criteria. The information used in views is entered into each article. If information has not been updated in the article, then that article will not be listed in the view results. Many views check the **Workflow** tab to find articles that match particular statuses, or have editing notes and change requests made.

For example, the view **Filed copy** lists all articles that have a status of *Filed*. This information is entered by either the article author or editor into the **Workflow** tab. If an article has been filed, but the status not updated in the **Workflow** tab then that article will not be listed in the view.

Make sure your articles are updated correctly so that they are listed in the relevant views.

4.4 GENERAL INFORMATION ABOUT USING VIEWS

i Selecting a view

1. Go to the required tab (for example, **Home, Creating, Editing**).
2. Look at the body of the page.
3. Click once on the required view.
4. Your results are displayed.

ii Display of results

Order of listed articles

Results are ordered by:

- To Be Assigned (to an issue)
- Issue date (descending order – most recent/future issue at the top of the list)
- Alphabetically by Library entry

Arrow next to article

Several views show an arrow next to some articles. The arrow indicates that there are articles related to the one shown.



Figure 3: Note right pointing arrow indicating subarticles

1. Click on the arrow.
2. The related articles are now listed. This is known as expanding the view. The arrow changes from a right-pointing arrow to an arrow pointing down.

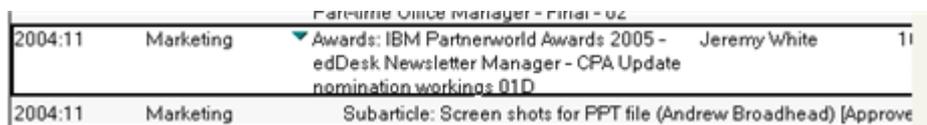


Figure 4: Note downward arrow indicating that you are now displaying the expanded list, with subarticles

3. Click on the arrow again to collapse the view.

Horizontal scrolling

Many views display their results in a table. Often you will need to scroll horizontally to see the full summary of the article.

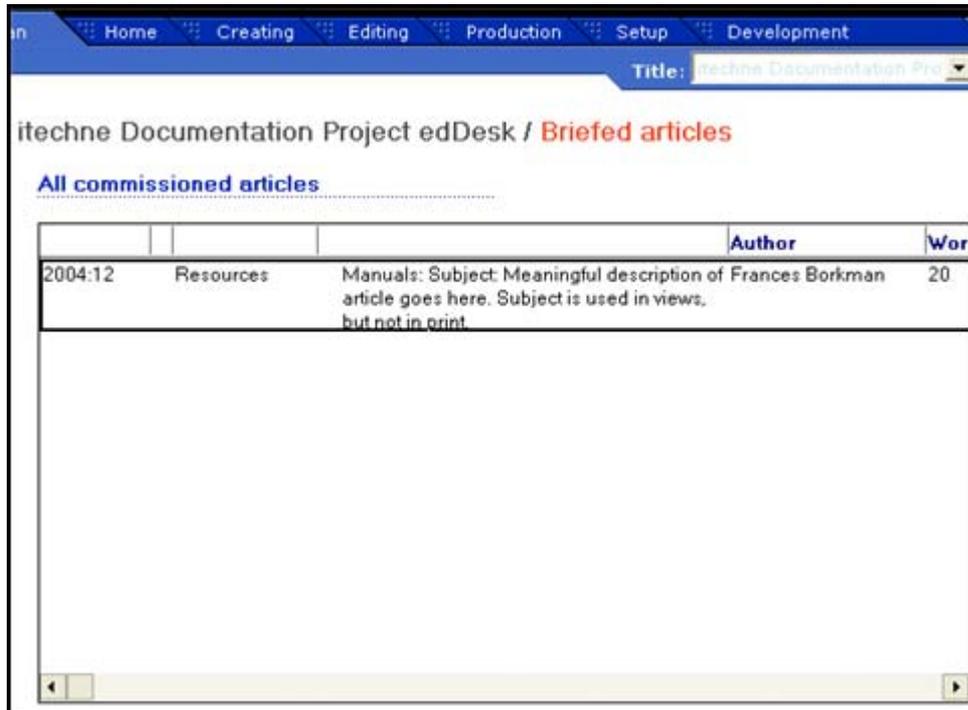


Figure 5: View results showing horizontal scrollbar across bottom of results table

If you don't want to scroll horizontally:

1. Click once on the article for which you want to view more details.
2. Move the mouse over the desired article.
3. Wait a couple of seconds. A popup window displays the details of the article.

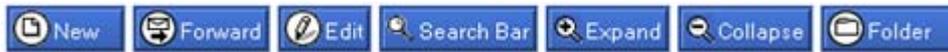


Figure 6: Popup after moving mouse over article - showing detail available through horizontal scrolling

Expanding and collapsing your results

Many views are collapsed when you first select them. This means that all you really see are categories of results and you need to drill down through them to the particular articles you wish to view. The drilling down is known as “expanding” your view.

Views that are expandable and collapsible have the following toolbar along the top of the view.



Below is an example of a collapsed and expanded version of the same view.



Figure 7: Collapsed version of the All issues view



Figure 8: Expanded version of the All issues view

Expanding your entire results

1. Click on <Expand>.
2. All items in your view are expanded.

Collapsing your entire results

1. Click on <Collapse>.
2. All items in your view are collapsed.

Note

When you click on <Expand> or <Collapse> **all** items in your view are expanded or collapsed. You cannot expand or collapse only part of a view.

Drilling down through a view

If your view has returned a long list you may not want to expand the entire view. You may drill down through a part of the view.

1. Scroll to the category you wish to expand.
2. Click on the  next to the category.
3. That category is expanded and the  changes to a .
4. Repeat steps 1, 2 and 3 until you have drilled down to the required article.

Information displayed in a view

Going from left to right:

- Volume and Issue number
- Section that article has been entered under. Sections are used to categorise articles. For example you might have a Corporate section with subsections for Information Technology, Human Resources and so on.
- Subsection: article description.
- Number of words in the article (only words entered in the body of the article are counted).
- Author name
- Checkout – whether the author has marked the article so that changes can only be made by the author.
- Production – gives status of the article for printing and web. Status is taken from the **Workflow** tab of the article.

4.5 EASY SELECTOR

This is the most powerful and versatile view available. You can enter your own criteria for articles to view.

The **Easy Selector** lets you quickly filter articles by the following criteria, and the associated sub-criteria:

- Volume/Issue
- Authors
- Keyword topics

- Copy status
- Sections
- Companies
- Regions

Important to put your keywords into articles

When you create an article it is important that you use as much classification information as you think you will need. It is used by the Easy selector.

For example, you might want to list all articles that are to do with the keyword Main Topic "Business", with Sub Topic "Human Resources". Only articles which have had the keywords attached will be found.

See [chapter 11.3: Classification tab](#) for more information.

1. Move your mouse to the left navigation pane.
2. Click on *Easy selector*.
3. The default **Easy selector** view displays, listing articles by Volume/Issue. The default display is collapsed.

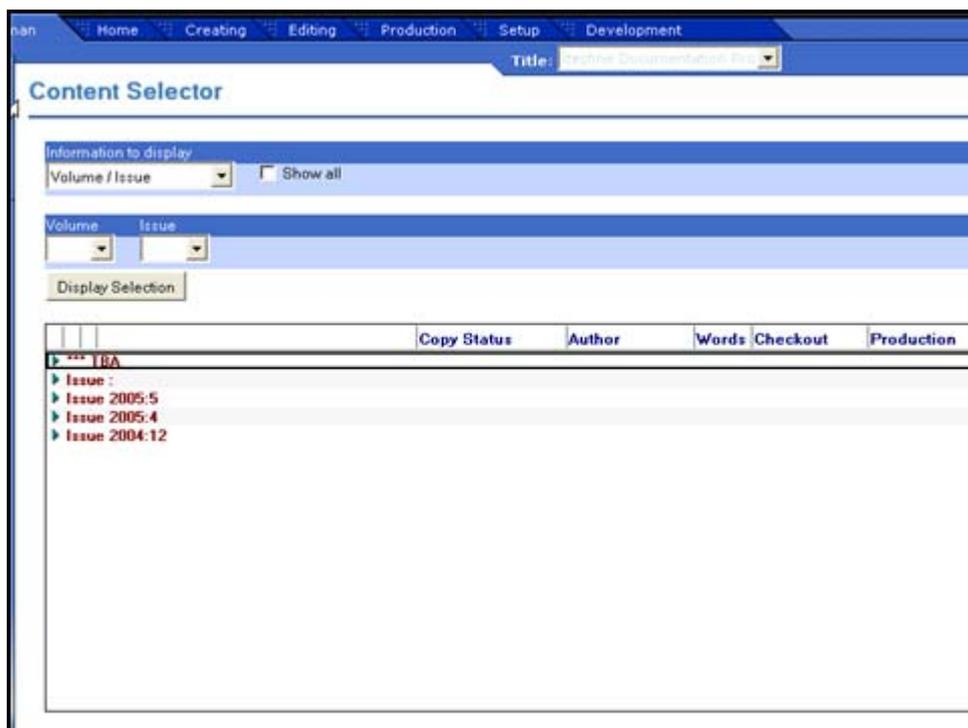


Figure 9: Easy selector default view - collapsed

4. You can expand your view by clicking on the arrow next to the required issue.
 - ① See [section 4.4ii: Display of results: Arrow next to article](#) for more information on expanding and collapsing views.

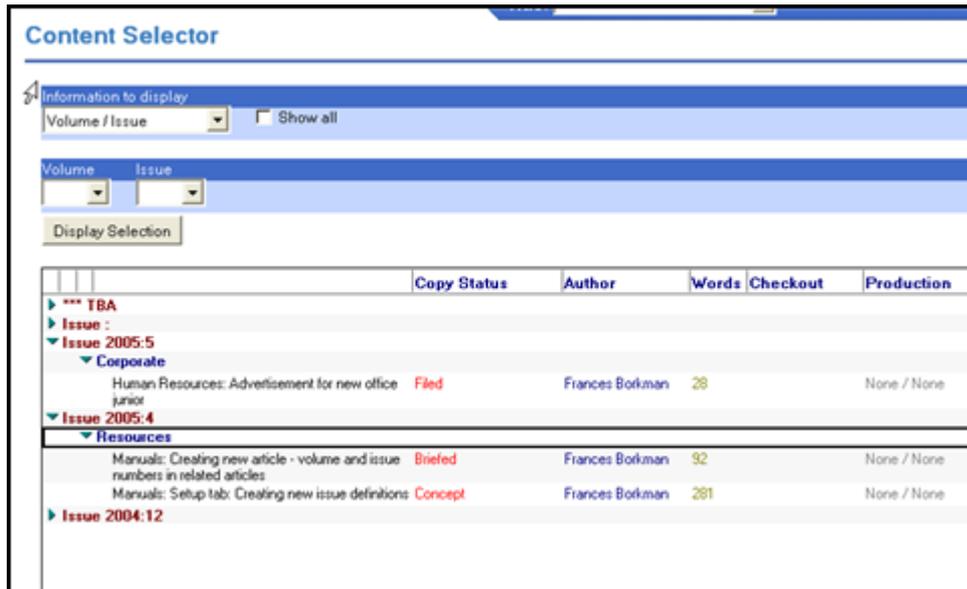


Figure 10: Easy selector default view - expanded

i Setting your criteria in the Easy selector

1. Go to the **Easy selector**.
2. Click on the dropdown arrow under Information to display.
3. Select the required information. Another dropdown menu is now available for subcriteria.
4. Select the subcriteria.
5. Click on *<Display Selection>*.
6. All articles matching your criteria are listed.

Example 1:

The diagram below shows the following selections:

- Information to display: *Companies*
- Subcriteria dropdown: all companies entered into edDesk

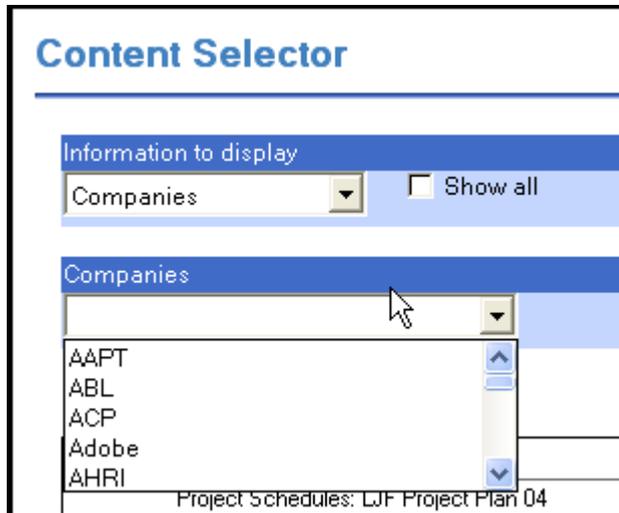


Figure 11: Easy selector after selecting Information to display “Companies”, but before selecting a particular company

Example 2:

The diagram below shows the following selections:

- Information to display: *Keyword topics*
- Subcriteria dropdown: Main topic: *Education*; Subtopic: *Reference manuals*

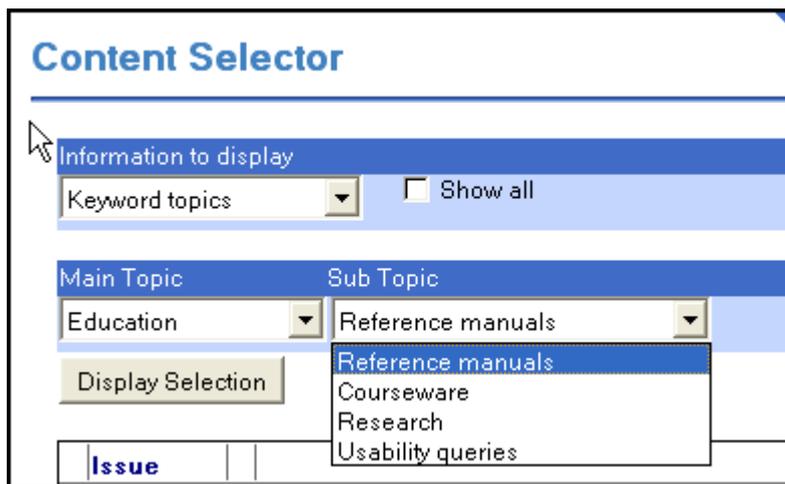


Figure 12: Easy selector after selecting Information to display “Keyword topics”, with Main Topic “Education” and Sub Topic “Reference manuals”

4.6 VIEWS FROM THE NAVIGATION PANE

There are several views that are always available from the navigation pane, (no matter which tab you have selected). These views are:

- Easy selector. ⓘ see [section 4.5: Easy Selector](#) for more information.
- All Issues
- Keywords
- Authors
- Library items.

There are several other views available from the navigation pane in some tabs. These views are:

- Sections
- Current issues
- Companies
- Biographies
- All Documents.

These views automatically display their results when you click on the view title. ⓘ see [section 4.4: General Information about Using Views](#) for more information.

i All issues

Articles are listed by Volumes and Issues. The results are categorised by:

1. Volume
2. Issue
3. Section
4. Articles

You may expand and collapse this view.

ii Keywords

Articles are listed by keywords and subtopics. Keywords and their subtopics are ordered alphabetically. You may expand and collapse this view.

iii Authors

Articles are listed by author. Expand the list to view all articles by a particular author. The view includes a word count for each article and the total number of words in articles by that author.

iv Library items

Library items are standard items that you might want to re-use in your entire publication and database. They are particularly useful if you are publishing to the web.

Your system administrator will usually maintain library items.

Typical library information includes contact information, guidelines for authors and standard code. Library items are ordered by category. The category is selected when the library item is created. Available categories are determined by your database administrators.

v Sections

Articles are listed by section and subsection. Sections and subsections are listed alphabetically. You may expand and collapse this view.

vi Current Issues

Only articles in the current volume and issue are listed. You may expand and collapse this view.

vii Companies

Articles are listed alphabetically by the company with which they are associated. Companies are entered in the **Classification** tab of each article. You may expand and collapse this view.

viii Biographies

Biographies contain information about authors and team members. Position status, job title, contact details are contained in the author biography. Authors are listed alphabetically by first name.

ix All Documents

All Documents lists all entries into your database. This view is particularly useful if you have created an item, but cannot remember if it is an article, a library item, items added to classifications. Items are listed by descending date order (most recent item at the top of the list).

4.7 VIEWS FROM THE HOME TAB

Available views are:

- Easy selector. ⓘ see [section 4.5: Easy Selector](#) for more information.
- My active briefs
- My articles
- My articles by issue

i My active briefs

View articles that have been briefed to you, but which you have yet to file. These are generally articles that you are still working on. This view gives you a good way to track your articles through the production cycle. All articles where you are entered in the **Author** field in the **Brief** tab are listed.

Displayed by selecting:

- **My work > My active briefs** from the navigation pane OR
- **My active briefs** from the body.

When you first select this view, you see your articles with a status of briefed. You may change the status and author.

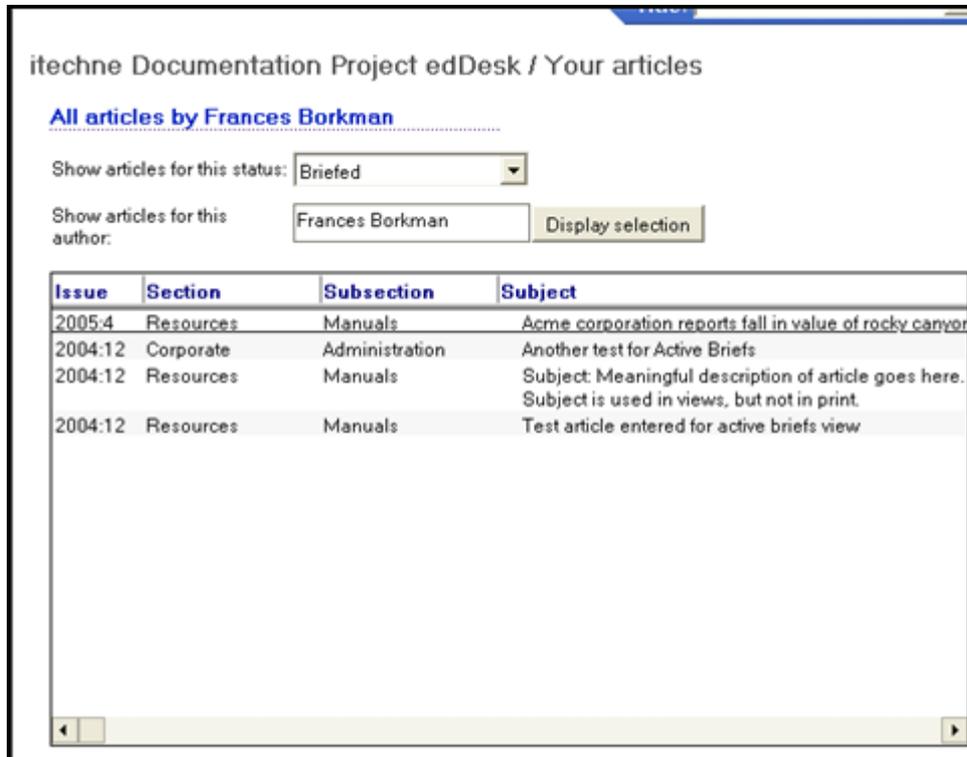


Figure 13: Default details - my briefed articles

Changing the articles you view

1. Click on the dropdown arrow next to Show articles for this status.
2. Scroll down to the status of articles you wish to view.
3. Click on the required status.
4. Show articles for this author: If you want to display articles for another author, type the author name.
5. Click on <Display selection>.

ii My articles

This view lists all articles where you are entered in the **Author** field in the **Brief** tab. They are sorted by date.

Displayed by selecting:

- **My Work > My articles** from the navigation pane OR
- **My articles** from the body.

iii **My articles by issue**

This is currently the same as the All Issues view and is being amended.

4.8 **VIEWS FROM THE CREATING TAB**

Views accessed from the **Creating** tab show the progression of new articles through the publishing process. These views are:

- Story ideas
- Active briefs
- Filed copy

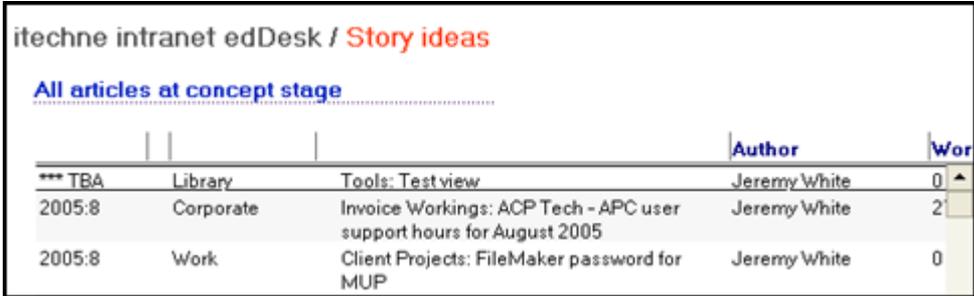
i **Story ideas**

This view lists all articles with at **Concept** stage. Concept is the initial stage of an article – before it has been briefed to an author. The **workflow** tab has a Copy status of *Concept*.

Displayed by selecting:

- **Creating > Story Ideas** from the navigation pane OR
- **Story ideas** from the body.

Articles are listed in descending order by issue date then alphabetically by Section and Subsection.



The screenshot shows a web interface for 'itechne intranet edDesk / Story ideas'. Below the header, it says 'All articles at concept stage'. A table lists three articles with columns for issue date, section/subsection, title, author, and a 'Wor' column.

			Author	Wor
*** TBA	Library	Tools: Test view	Jeremy White	0
2005:8	Corporate	Invoice Workings: ACP Tech - APC user support hours for August 2005	Jeremy White	2
2005:8	Work	Client Projects: FileMaker password for MUP	Jeremy White	0

Figure 14: View Story ideas.

In the diagram above, 2005:8 would be August 2005. Articles which have yet To Be Assigned (TBA) to an issue will be at the top of the list.

ii **Active briefs**

This view lists all articles that have been commissioned, but not yet filed by the author. Overdue articles are also listed; however there is another view specifically for overdue articles. The **workflow** tab has a Copy status of *Briefed*.

Displayed by selecting:

- **Creating > Active Briefs** from the navigation pane
- **Active briefs** from the body.

Articles are listed in descending order by issue date, then alphabetically by Section and Subsection.

iii **Filed copy**

This view lists all recent articles that have a status of **filed**. The **workflow** tab has a Copy status of *Filed*.

Displayed by selecting:

- **Creating > Filed Copy** from the navigation pane OR
- **Filed copy** from the body.

Articles are listed in descending order by issue date, then alphabetically by Section and Subsection.

4.9 **VIEWS FROM THE EDITING TAB**

Available views are:

- Late running copy
- Active briefs
- Filed copy
- Ready for production
- Changes required
- Unassigned copy

i **Late running copy**

This view lists all articles that have not been filed by their copy deadline. The copy deadline date is entered by the article creator in Copy deadline field in the **Briefs > Details** tab.

Displayed by selecting:

- **Editing > Late copy** from the navigation pane OR
- **Late running copy** from the body.

Articles are listed in descending order by issue date, then alphabetically by Section and Subsection.

ii **Active briefs**

This view lists all articles that have been commissioned, but have not yet been filed by authors. Overdue articles are also listed; however there is another view specifically for overdue articles. The **workflow** tab has a Copy status of *Briefed*.

Displayed by selecting:

- **Editing > Active Briefs** from the navigation pane OR
- **Active briefs** from the body.

Articles are listed in descending order by issue date, then alphabetically by Section and Subsection.

iii **Filed copy**

This view lists all recent articles that have been filed by authors. The **Workflow** tab has a Copy status of *Filed*.

Displayed by selecting:

- **Creating > Filed Copy** from the navigation pane OR
- **Filed copy** from the body.

Articles are listed in descending order by issue date, then alphabetically by Section and Subsection.

iv **Ready for production**

This view lists all recent stories which have been edited and are ready for subbing. The **Workflow** tab has a Copy status of *Submitted*.

Displayed by selecting:

- **Editing > Production ready** from the navigation pane OR
- **Ready for production** from the body.

Articles are listed in descending order by issue date, then alphabetically by Section and Subsection.

v **Changes required**

This view lists all articles needing re-writes or edits, and the status of those articles. Information is taken from the **Workflow > Change Requests** tab. If the **Change Requests** tab is not filled in the articles will not be listed in this view.

Displayed by selecting:

- **Editing > Changes required** from the navigation pane OR
- **Changes required** from the body.

Information displayed is the Volume and Issue number, Section, Article Description. Other information is:

- **Change status:** indicates whether the change has been requested, acknowledged and/or completed.
- **Sent status:** indicates whether a copy of the change request has been sent to the author.
- **Changes:** the changes that are required.



Figure 15: Changes required view

vi Unassigned copy

This view lists all articles which have not been assigned to a particular issue.

Displayed by selecting:

- **Editing > Unassigned copy** from the navigation pane OR
- **Unassigned copy** from the body.

Many items listed here will be **library** items – that is, articles that store standard templates and formats which you will use across a publishing title, especially one on the Web.

Item Name	Status	Author	Value
Tools: Test embedded item	Approved	Jeremy White	0
Tools: Test form	Approved	Jeremy White	0
: Test page	Approved	Andrew Broadhead	0
Tools: Test view	Concept	Jeremy White	0
Projects: wipDesk	Approved	Jeremy White	0
Team			
Partner: Jeremy White	Approved	Jeremy White	0
Non-legal: Andrew Broadhead	Approved	Jeremy White	0
Partner: James Ward	Approved	Jeremy White	0
News			
Announcements: AHRI Directory CD completed	Approved		
Announcements: AIMIA - Information Economy Christmas Events 2005 - UPDATED	Approved		
Announcements: AIMIA & Intel: The Future of the Digital Home	Approved		
Announcements: And another - istockphoto	Approved		
Announcements: Answers lto more than just the	Approved		

Figure 16: Unassigned copy - showing articles that have not been assigned to a volume or issue

4.10 VIEWS FROM THE PRODUCTION TAB

Views from the **Production** tab are mainly used to track articles that have been submitted for editing and are now closer to publishing. Views include:

- Subs work desk / Subbing
- Changes required
- Artist and illustration requirements / Layout
- Production directions (same as Artist and illustration requirements)
- Production schedule
- Deadline calendar (feature being refined)
- Simple export
- Website homepages

i Subs work desk

This view lists recent stories that have been submitted and are in the process of being sub-edited. The **workflow** tab has a **Copy status** of *Submitted*.

Displayed by selecting:

- **Production > Subbing** from the navigation pane OR
- **Subs work desk** from the body.

Icons next to the article title indicate:

-  Editing note has been entered. The text of the note is in the **Notes** field of the view.
-  The article is checked out. This means that only the person who checked it out can save changes).

If an article is both checked out and has an editing note only the checked out icon displays.

Articles are listed in descending order by Volume and Issue, then alphabetically by Section and Subsection.



Figure 17: Expanded view of Subs work desk. One article has an editing note; the other is checked out and also has an editing note.

Editing notes

- **Articles:** Editing notes are entered in the **workflow > Editing notes** tab.
- **Subarticles:** Editing notes are entered in the **workflow** tab and **Editing notes** field. ① see [section :13.4 Editing notes](#) for more information.

If the author has Acknowledged or Completed the tasks in the editing note the Acknowledgement/Completion is indicated after the text of the editing note. For example, Please detail in what ways this dynamite will be attractive only to coyotes [Acknowledged].

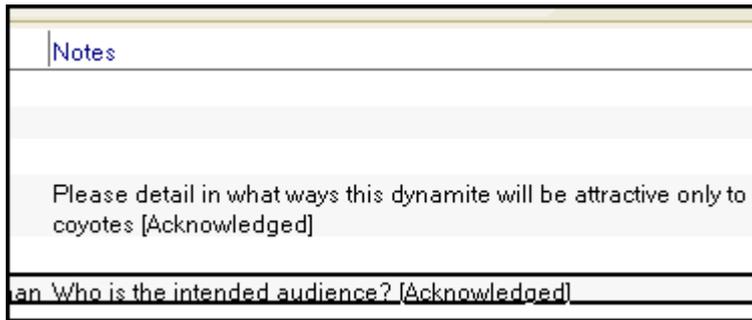


Figure 18: Detail of notes field showing note text and that the editing note has been Acknowledged

ii Changes required

This view lists articles that need rewrites or edits. Information is taken from the **Workflow > Change Requests** tab. If the **Change Requests** tab is not filled in the articles will not be listed in this view.

Displayed by selecting:

- **Changes required** from the body.

Note

Subarticles are not listed in this view. Subarticles do not have a separate **Changes Requests** tab. If changes are requested in subarticles they are entered in the **Changes** field in the workflow tab.

Information displayed is the Issue number, Section and Description of the article. Other information is:

- **Change status:** indicates whether the change has been requested, acknowledged and/or completed.
- **Sent status:** indicates whether a copy of the change request has been sent to the author.
- **Changes:** the changes that are required (this is entered in the **Workflow > Change Requests** tab).

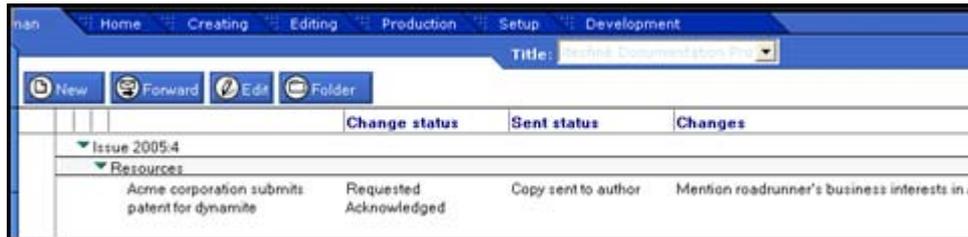


Figure 19: Changes required view

iii Artist and illustration requirements

This view lists illustration requirements, indicates whether images have been attached to an article and also displays any production directions. Information is taken from the **Paper** tab.

Displayed by selecting:

- **Production > Layout** from the navigation pane OR
- **Artist and illustration requirements** from the body.

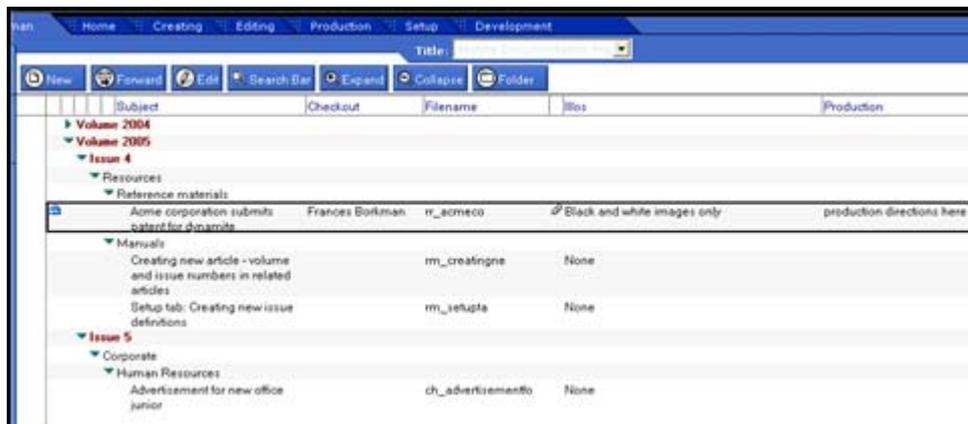


Figure 20: Artist and Illustration requirements view with checked out article selected

Information displayed includes:

- Volume and Issue Number, Section, Subsection and Description
- **Checkout:** (if the article is checked out the name of the person to whom it is checked out is displayed). There is also a padlock icon at the left of the article description.

- **Filename:** if you choose to export the file to another program edDesk suggests a filename. The format of this filename is First letter of Section, first letter of subsection, then first word and first two letters of second word from the article description.
For example you have a file in Section: Resources, Sub section: Reference materials and Description: Acme corporation... edDesk would suggest a filename of rr_acme.co.
- **Illos:** Illustration instructions are here. A paperclip icon indicates that there are attached images.
- **Production:** Displays any production directions.

iv Production directions

This is the same as the Artist and illustration requirements view and is being amended.

v Production schedule

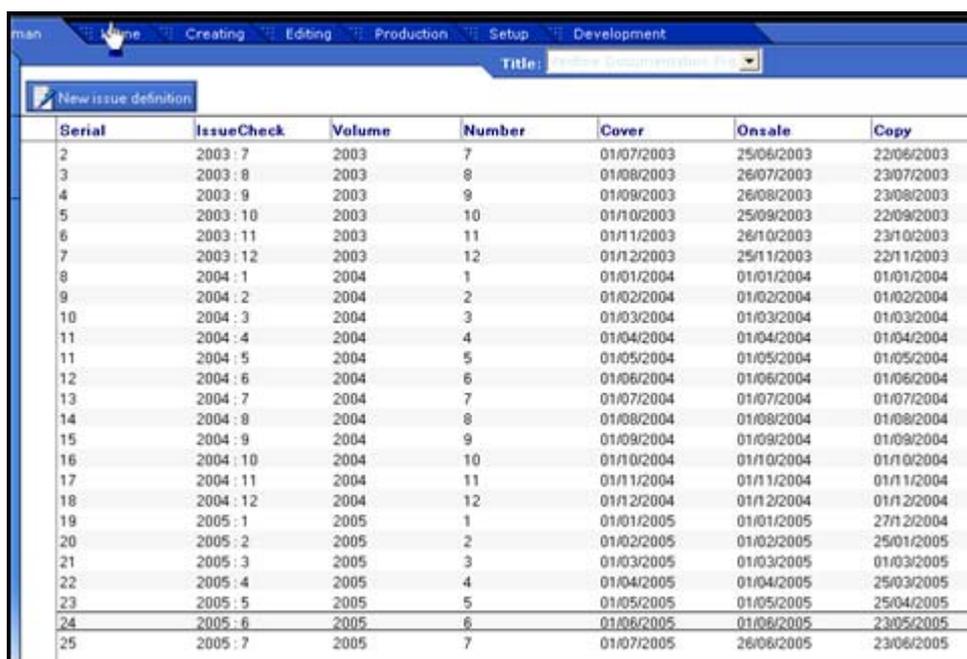
This view lists issue dates, deadlines and important dates.

Displayed by selecting:

- **Production > Schedule** from the navigation pane OR
- **Production Schedule** from the body.

You can define new issues in this view. Issues must be defined before they can be selected and added to an article (Volume and Issue are mandatory fields in articles).  see [section 20.5: Production schedule – volume and issue definitions](#) for more information.

Issues are listed in the order in which they were entered into edDesk. This is usually with the oldest issue at the top of the list.



Serial	IssueCheck	Volume	Number	Cover	Onsale	Copy
2	2003 : 7	2003	7	01/07/2003	25/06/2003	22/06/2003
3	2003 : 8	2003	8	01/08/2003	26/07/2003	23/07/2003
4	2003 : 9	2003	9	01/09/2003	26/08/2003	23/08/2003
5	2003 : 10	2003	10	01/10/2003	25/09/2003	22/09/2003
6	2003 : 11	2003	11	01/11/2003	26/10/2003	23/10/2003
7	2003 : 12	2003	12	01/12/2003	25/11/2003	22/11/2003
8	2004 : 1	2004	1	01/01/2004	01/01/2004	01/01/2004
9	2004 : 2	2004	2	01/02/2004	01/02/2004	01/02/2004
10	2004 : 3	2004	3	01/03/2004	01/03/2004	01/03/2004
11	2004 : 4	2004	4	01/04/2004	01/04/2004	01/04/2004
11	2004 : 5	2004	5	01/05/2004	01/05/2004	01/05/2004
12	2004 : 6	2004	6	01/06/2004	01/06/2004	01/06/2004
13	2004 : 7	2004	7	01/07/2004	01/07/2004	01/07/2004
14	2004 : 8	2004	8	01/08/2004	01/08/2004	01/08/2004
15	2004 : 9	2004	9	01/09/2004	01/09/2004	01/09/2004
16	2004 : 10	2004	10	01/10/2004	01/10/2004	01/10/2004
17	2004 : 11	2004	11	01/11/2004	01/11/2004	01/11/2004
18	2004 : 12	2004	12	01/12/2004	01/12/2004	01/12/2004
19	2005 : 1	2005	1	01/01/2005	01/01/2005	27/12/2004
20	2005 : 2	2005	2	01/02/2005	01/02/2005	25/01/2005
21	2005 : 3	2005	3	01/03/2005	01/03/2005	01/03/2005
22	2005 : 4	2005	4	01/04/2005	01/04/2005	25/03/2005
23	2005 : 5	2005	5	01/05/2005	01/05/2005	25/04/2005
24	2005 : 6	2005	6	01/06/2005	01/06/2005	23/05/2005
25	2005 : 7	2005	7	01/07/2005	26/06/2005	23/06/2005

Figure 21: Production schedule view

Information displayed includes:

- **Serial:** only used in edDesk – each issue is assigned a sequential number used to order the issues.
- **IssueCheck:** displays the Volume:Issue details. For example 2003:7 would be Volume: 2003 Issue number 7.
- **Volume:** volume of publication.
- **Issue:** Issue number
- **Cover:** Date that will appear on the cover of a printed article.
- **Onsale:** Date the publication goes on sale
- **Copy:** Date by which copy must be submitted for editing.

vi View deadline calendar

This feature is being reviewed. It currently displays no information.

vii Deadlines

This view lists deadlines, with the most recent/future deadline at the top of the list and the oldest deadline at the bottom. **Deadlines** is important for managing the flow of articles through edDesk and for checking that your team is on schedule to meet production targets.

Displayed by selecting:

- **Production > Deadlines** from the navigation pane.

Deadline dates are taken from the Copy deadline field in the **Briefs > Details** tab.

You can add new articles and edit existing articles from this tab.

Deadline	Subject	Status	Author	Issue/Section
20/06/2006	Subway Magazine Publishers - invoice 752	Filed	Phuong Lee	0/0/Inbasket/Email
29/06/2006	Top 100 Network Security Tools	Filed	Peter Oum	0/0/Inbasket/Email
20/06/2006	Wheels kickoff meeting - 2006-06-20	Concept	Jeremy White	2006/6/Work/Client Projects
19/06/2006	Harper's Bazaar meeting 2006-06-19	Concept	Jeremy White	2006/6/Work/Minutes
08/06/2006	test	Filed	Andrew Broadhead	0/0/Inbasket/Email
08/06/2006	Resort construction	Briefed	Nora Calley	2006/7/Marketing/Public Relations
31/05/2006	Hardie Grant - Books Discussion	Concept	Jeremy White	2006/5/Work/Client Projects
28/05/2006	weisner	Filed	Jeremy White	0/0/Inbasket/Email

Information displayed includes:

- **Deadline:** Date specified for the article to be filed.
- **Subject:** Subject of the article.
- **Status:** Article status (from the **Workflow** tab).
- **Author:** article author.
- **Issue/Section:** Information is Volume/Issue/Section/Subsection.

viii Simple export

This view lets you select an article and export it to your computer in the following formats:

- ASCII text file – very basic formatting only. Your fonts, lists etc are not retained.
- RTF (Rich Text Format) – retains your formatting. Do not use this if you have images attached or imported into your article as they do not display correctly.
- CGM (Computer Graphics Metafile) – only use this if your article contains CGM images.
- TIFF (image) – only use this if your article contains bitmap images.

Displayed by selecting:

- **Production > Simple Export** from the navigation pane.
1. Select *Simple Export* from the navigation pane. A list of all the articles in your database is displayed.

	Copy Status	Author	Words	Checkout	Production
▶ Volume					
▼ Volume 2005					
▼ Issue 3					
▼ News					
Press releases: Acme corporation submits patent for dynamite	Submitted	Coyote	20		None / None
▼ Resources					
Manuals: another new article for agent testing	Concept	Frances Borkman	0		None / None
Manuals: Another new article to be moved to a folder	Concept	Frances Borkman	0		None / None
▼ Manuals: User Guide					
Subarticle: 1. Introduction (Frances Borkman) [Concept]					
Subarticle: 1.1 What is edDesk? (Frances Borkman) [Submitted]					
Subarticle: 1.2 General objectives (Frances Borkman) [Concept]					
Subarticle: 2. Publishing steps in a nutshell and how they relate to edDesk (Frances Borkman) [Concept]					
Subarticle: 3. Getting Started (Frances Borkman) [Concept]					

Figure 22: Simple Export view.

2. Double click on the article you want to export to another format. The article opens in an **Export** tab.

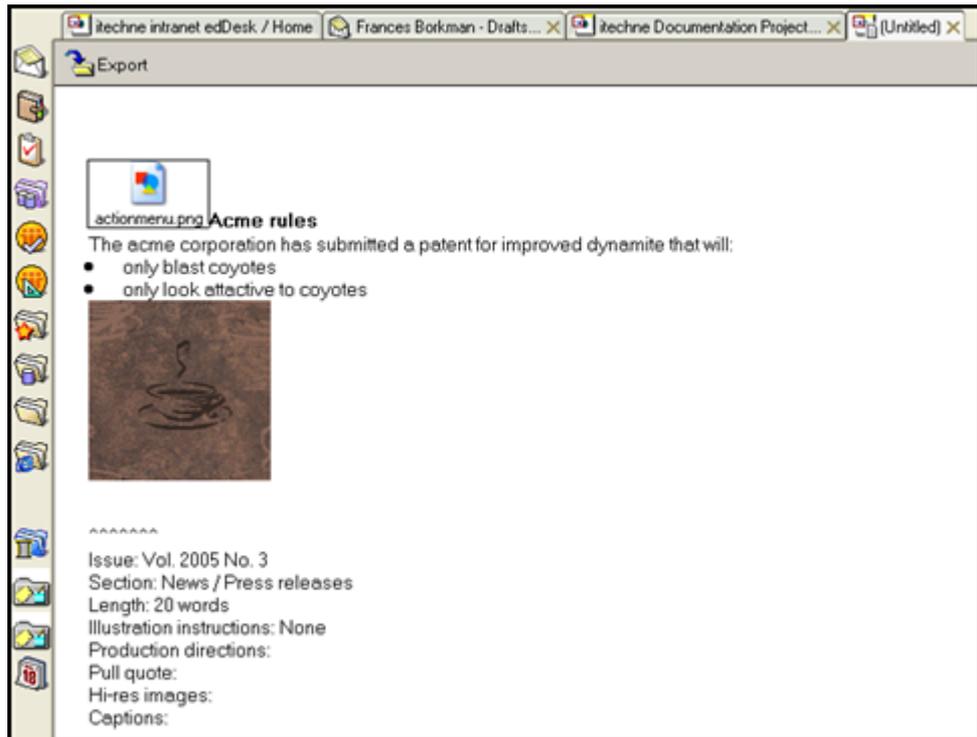


Figure 23: Article is opened and you can now export it to a different format. The article in this screen capture has one attached image and one imported image.

3. Click on <Export>. An **Export** dialogue box displays with the export directory being the directory you used most recently.
4. Navigate to the directory to which you want to export your file.
5. File name: Enter a filename for your exported file.
6. Save as type: Select a file type from the list. Your choices are:
 - ASCII text
 - CGM image
 - Microsoft RTF
 - TIFF 5.0 image
7. Click on <Export>.
8. If you selected the ASCII filetype the **Text File Export** dialogue box is displayed, letting you select options for this filetype.

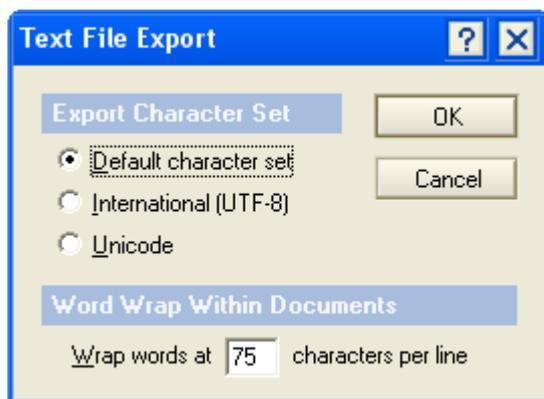


Figure 24: Text File Export dialog box. Best to leave the options as the default ones (as shown).

9. Leave the options as they are – it will work just fine!
10. Click on <OK>.
11. Your file is exported.

ix Homepages

Important

Only use this option if you are creating or editing homepages for internet or intranet sites.

① see [Chapter 14: Editing homepages](#) for instructions on maintaining homepages.

4.11 VIEWS FROM THE SETUP TAB

Views from the **setup** tab are used for the non technical administration of edDesk. This is mainly for adding items that appear in dropdown lists within articles.

① see [Chapter 20: Non-technical administration of edDesk](#) for instructions on using the **setup** tab.