

7. Entering copy into edDesk

edDesk is used to edit all copy. This means that you don't have to save your copy in other programs and email it around. edDesk keeps your articles up-to-date with all changes that have been made. There is no risk of accidentally editing or reviewing an old version of an article.

Every member of a team can see where articles are up to in the production process, and which person in that team is currently working on an article.

Note to Authors

Many of you will find that articles have been created by an editor and sent to you when briefed out. You will be adding your copy to the created article.

If a brief is sent by email, without having an article created in edDesk first, you will need to create that article in edDesk, and add your copy to it. See [Chapter 6: Creating an article that is ready for briefing out](#) for information on creating articles.

7.1 OBJECTIVES

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

- select an article for editing
- check out an article
- add text to an article
- paste text from other applications into an article
- save an article
- release a checked out article after you have made your changes
- use edDesk's workflow to submit an article for editing.

7.2 SELECTING AN ARTICLE TO BE EDITED

See the following sections for information on locating articles:

- ⓘ [Chapter 4: Views](#) – using views to find articles matching criteria.
 - ⓘ [Chapter 1: Searching for articles](#) – using edDesk's search form to find articles.
1. Use the Views or Search to display your article description on your screen.
 2. Double-click on the article.
 3. Your article opens in **Preview mode**. You cannot make any changes.

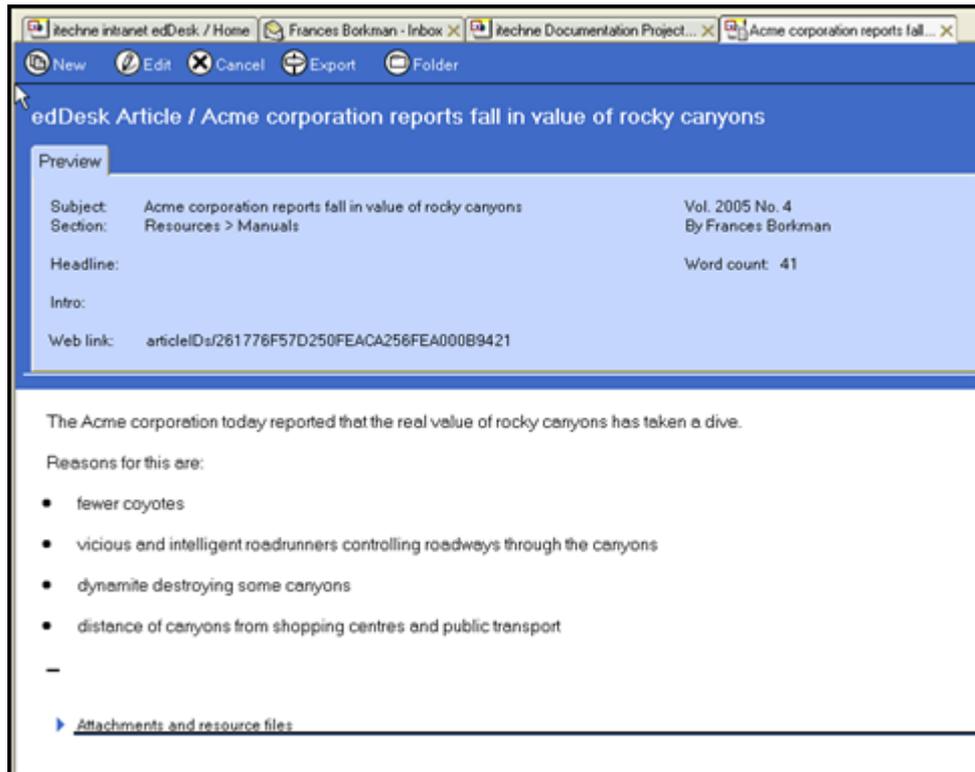


Figure 53: article in Preview mode

4. Click on *<Edit>*.

Shortcut key

You can press *<Ctrl> + e* to go into Edit mode instead of clicking on *<Edit>*. You can also press *<Ctrl> + e* from a View when your article is selected and go straight into Edit mode.

5. Your article is now in **Edit mode**.

7.3 IS MY ARTICLE IN PREVIEW OR EDIT MODE?

The easiest way to check which mode your article is in is by looking at the article toolbar.

Preview mode:

Characteristics:

- Only five buttons on the toolbar
- Only one tab – **Preview**
- Subject and other article information as display only – not in editable fields
- Web link displayed (more on this later)



Figure 54: Preview mode - article toolbar and information

Edit mode

Characteristics

- More buttons in the toolbar (than Preview mode)
- Several article tabs
- Article information in editable fields (in white rectangles)
- No web link displayed

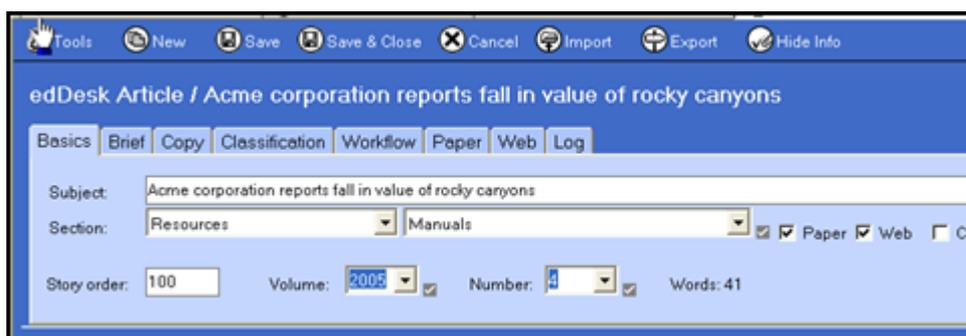


Figure 55: Edit mode - article toolbar and information

7.4 CHECKING OUT AN ARTICLE

Checking out an article means that only you can save changes, although other people can read your article. edDesk automatically makes an article unavailable for others to change whenever you are editing it.

However if you are working on an article but will be away from edDesk for some time (eg. attending a meeting, lunch) it is a good idea to manually check out the article before you leave your desk.

1. Make sure your article is in **Edit** mode.
2. Click on <Tools>.
3. Select *Checkout*.
4. Click on <Save> or <Save & Close> to save the checkout.

Checked out articles have a padlock next to their description when they are listed in views.

▼ Issue 2005:4		
▼ Resources		
	Reference materials: Acme corporation submits patent for dynamite	Submitted
	Manuals: Acme corporation reports fall in value of rocky canyons	Briefed
	Manuals: Setup tab: Creating new issue definitions	Concept

Figure 56: Checked out articles with padlock icon

7.5 RELEASING A CHECKED OUT ARTICLE

When you check out an article, it remains checked out to you until you release it. After you have made all your changes to an article you **must release** it so that other people can make further changes if they need to.

1. Make sure your article is in **Edit** mode.
2. Click on <Tools>.
3. Select *Release*.
4. Click on <Save> or <Save & Close> to save the release.

7.6 PASTING TEXT FROM OTHER APPLICATIONS INTO AN ARTICLE

edDesk allows you to copy and paste text from other applications into articles.

Pasting from documents with complex formatting

If you are pasting from a document that has complex formatting some of that formatting may be lost.

1. Open the edDesk article you want to paste the text into.
2. Go into **Edit** mode.
3. Put your cursor in the article text field.
4. Open the source document (the one from which you want to paste the text).
5. Highlight the text to copy.
6. Use the program's Copy feature (usually <Ctrl>+c).
7. Go back to the edDesk article.
8. Select the **Edit** menu.
9. Select *Paste...*
10. Your text is pasted into the edDesk article.
11. Check the formatting of the text, and make any basic formatting changes required.
 - ① [see Chapter 8: Formatting text](#) for more information.

7.7 PASTING FROM COMPLEX DOCUMENTS – USING “PASTE SPECIAL...”

Paste special is used when your source document contains complex formatting that you want to keep.

1. Open the edDesk article you want to paste the text into.
2. Go into **Edit** mode.
3. Put your cursor in the article text field.
4. Open the source document.
5. Highlight the text to copy.
6. Use the program’s Copy feature (usually <Ctrl>+c).
7. Go back to the edDesk article.
8. Select the **Edit** menu.
9. Select *Paste special...*
10. A dialogue box similar to the one below is displayed.

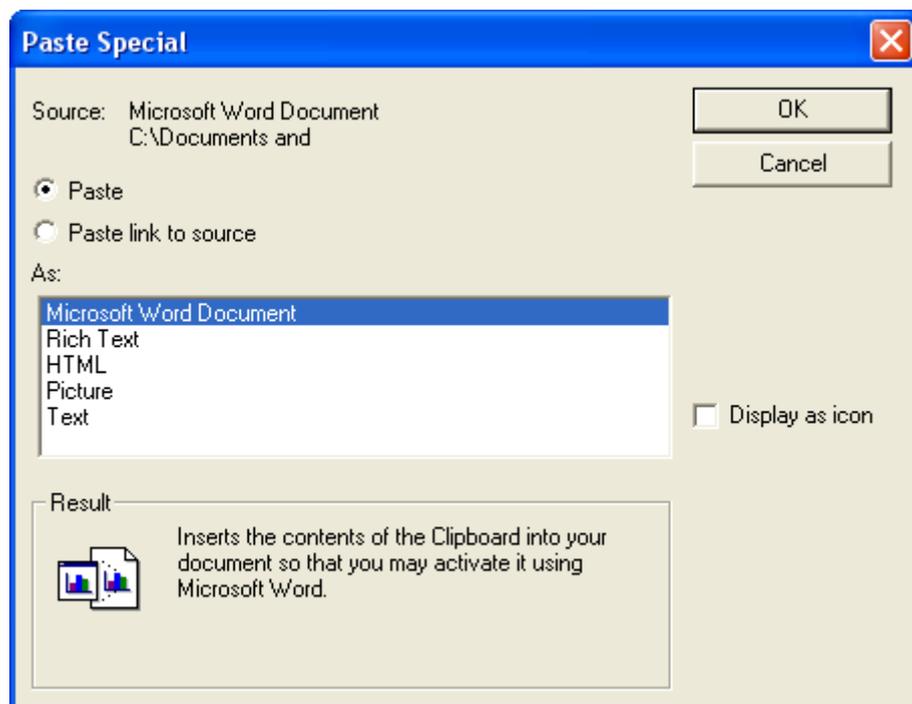


Figure 57: Paste special dialogue box when pasting from a MS Word source document

11. Look at the **Result** field. This is where you see a description of what will be pasted into your article.
12. Click on the required format to be pasted.

Recommendation

For source text that uses outline numbering (also known as automatic paragraph numbering) and cross references, paste as Rich Text Format. Rich Text displays more of your complex formatting.

13. Click on <OK>.

14. Your text is pasted into the edDesk article.

i Paste special formats

Microsoft Word Document

Note

This option is only available if your source document is in MS Word format.

You will be able to edit the pasted text, however much of your formatting is lost.

- **Outline numbering (automatic paragraph numbering)**

If you have used outline numbering in your source document and then selected some of the numbered paragraphs (not including the first numbered paragraph) to be copied, the numbering will be different in edDesk to your source document.

- **Cross references**

If you have used “automatic” cross references (that is, you have not manually typed them in) they will NOT be put in the edDesk article.

- **Heading styles**

If you have used heading styles, especially associated with automatic paragraph numbering, your styles will be put into the edDesk article but if you edit the text they will be replaced by edDesk’s default heading styles.

Rich Text Format

Most of your complex formatting is kept.

Recommended format

Rich Text Format is the recommended format to choose for complex documents.

- **Outline numbering**

Your numbers will be retained, but they are now text. That is, they are not automatically updated if you need to insert new numbers.

- **Cross references**

Your references will still display correctly, but they are no longer updated automatically.

- **Heading styles**

Your styles are replaced by edDesk default styles.

HTML

If you particularly want your text to be converted to HTML, for publishing on the Web you could select this option. However, it is not generally used.

Picture

Your text is pasted in as a picture. You cannot edit text pasted in as a picture. However your text will look exactly the same as in the source document.

Text

Removes your formatting and inserts only the text, with line and paragraph breaks. All other formatting, such as bold, italics, changes of font etc are removed. However it is extremely reliable and unlikely to cause problems when your article is further along the production cycle and has been exported to various layout formats.

ii Editing text pasted in with Paste special...**Pasted as Microsoft Word Document**

This option is often selected if your source document is a program such as MS Word. Many complex formatting features are removed.

You will see that in the edDesk article your pasted text is surrounded by a greyed rectangle. This indicates that you cannot directly edit the text in the article. You will have to “activate” the source program to edit your text.

1. Have your edDesk article in **Edit** mode.

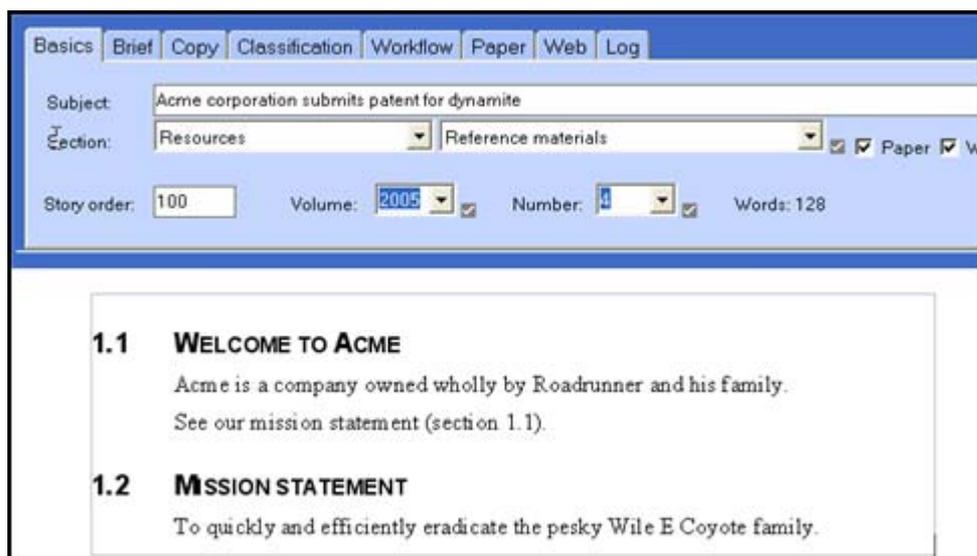


Figure 58: Paste special text area surrounded by grey rectangle. This example uses outline numbering, heading styles and has a cross reference.

2. Double-click in the text surrounded by a rectangle.
3. A version of your source program opens and you can edit the text.
4. Click away from the text area in the rectangle when you have finished editing your text.
5. You will see that some of your original formatting has been removed.

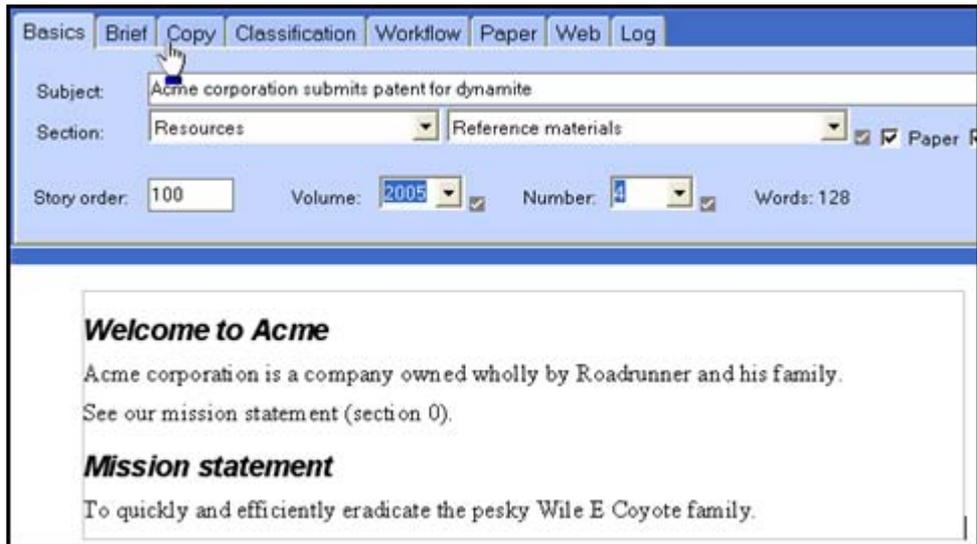


Figure 59: Text from Figure 58 which has been edited, and has now lost some of its complex formatting

Pasted as Rich Text Format

1. Have your edDesk article in **Edit** mode.
2. You will see that your text is just part of the article, no grey rectangle around it.

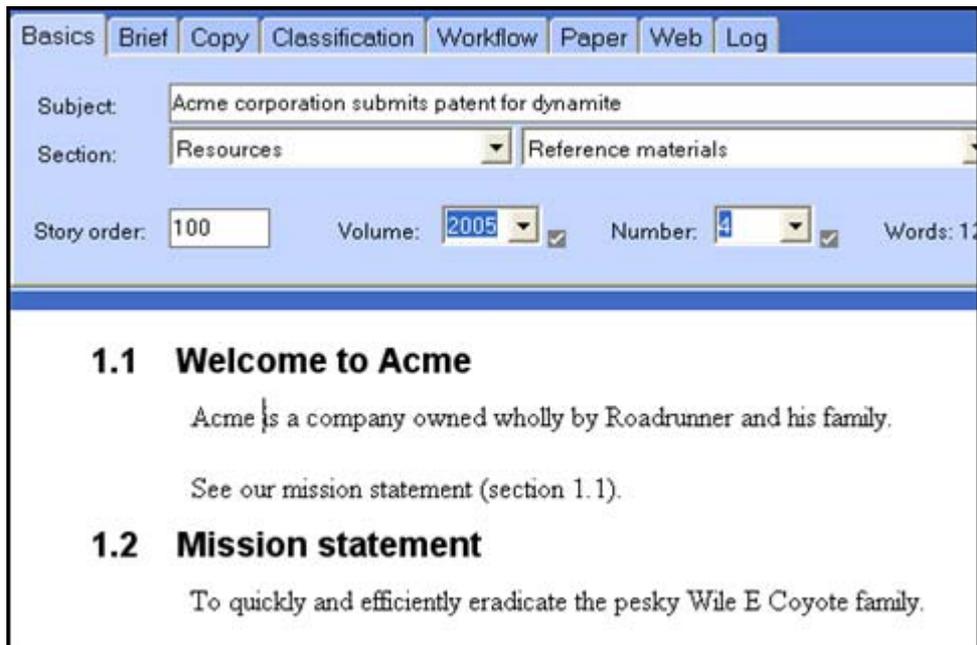


Figure 60: Text paste special... as Rich Text Format. This figure uses the same source document as Figure 58 and Figure 59. Compare the formatting features retained by pasting as Rich Text Format.

3. Click in the text and make your changes.

7.8 ATTACHMENTS AND RESOURCE FILES

The Attachments and resource files field is used when you have items that are to be displayed programmatically (usually for articles that will be published on the web).

It may also be used if you have a small image on a webpage and want to link to another larger or better quality image. You would attach the required image, then refer to it using the format given:

`articleIDs/[thisdocid]/$file/[filename]`

① see section 9.9: [Image hotspots](#) for more information.

If you want your attachments to appear in the body of an article, you would attach them in the article body at the position you want them to be displayed.

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

Basics Brief Copy Classification Workflow Paper Web Log Cl

Subject: Camera 3

Domino Administrator

Section: Resources Manuals

Type: Subarticle

Story order: 300 Volume: 2004 Number:12 Words:

—

▼ Attachments and resource files

Please ensure that no attachments have duplicate filenames.

Attach files

☐

You can refer to the files attached here using the relative URI form:
`articleIDs/[thisdocid]/$file/[filename]`

Lead picture: ☐

Lead caption: ☐

Further reading: ☐

Web site links: ☐

Figure 61: Attachments and resource files field expanded

i Attach files

Filename

If your filenames contain spaces edDesk automatically replaces those spaces when it refers to the files. For example, a file named *test document.doc* would become *test+document.doc* or *test%20document.doc*.

1. Click on the right arrow next to **Attachments and resource files**.
 - ▶ Attachments and resource files
2. The **Attachments and resources** field expands, as in Figure 61.
3. Click on **<Attach files>**.
4. The **Create Attachment(s)** dialogue box displays, listing the directory from which you last attached files.

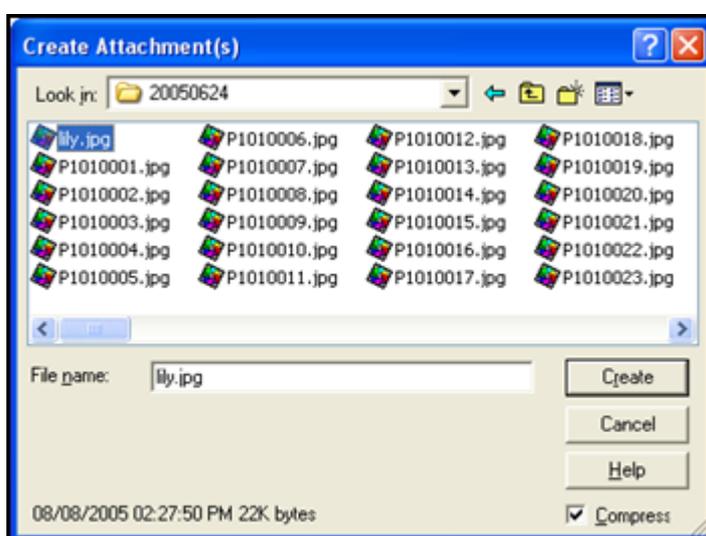


Figure 62: Create attachment(s) dialogue box

5. Navigate to the directory that contains the files you want to attach.
6. Select the file(s) to be attached.
7. **Compress:** Make sure this field is ticked. That way your file will be made as small as possible (and take up less space on the computer).
8. Click on **<Create>**.
9. Your file is now attached to your article.

ii Lead picture and lead caption

Lead picture and lead caption are used to enter the filename and caption for the main picture in your article.

iii Further reading

Not generally used except by staff of the Bulletin magazine.

iv Website links

This option is no longer used. Hotspot links replaces this option. ⓘ see section 8.9: Creating link (text) hotspots – Linking to other articles and external sites.

7.9 FORMATTING TEXT

Refer to Chapter 8: Formatting text for detailed instructions on formatting the text in articles.

Do not spend much time formatting an edDesk article. edDesk uses “export templates” to ensure that the format of your finished article is correct for its intended publication. If you add much of your own formatting you may end up with an article which does not comply with your publication’s formatting, and you may have to take out some of your own formatting!