

The title "User Manual" is centered within a large, light blue circle. The circle is surrounded by a thin white border and is set against a background of thin blue lines that form a network-like pattern.

For the platforms of the factline Community Server

Version: May 2004

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Part I: General Introduction

1. Introduction

In this manual we will explain all the functions and services that users on factline Community Server (FCS) based platforms need to know. You can also find a version of this manual online at <http://fcs.kundenplattform.com>, under "Manuals -> Usermanual online". There you can also find an interactive tutorial. For testing please visit <http://test.kundenplattform.com>.

To be able to run a FCS-platform, people with three different levels of privileges are required. In order to better understand and operate these FCS functions, we would like to begin by giving a short explanation:

There are 3 levels of privileges in the functional hierarchy:

1. System Administrator
2. Platform Administrator
3. User

Users' privileges, in this case, Your privileges, are located on the lowest level of this hierarchy. For the purposes of this manual, the FCS hierarchy can be better clarified using an analogy of the construction and use of a house:

- The purchaser (designer) announces how the house (in our case, the platform) should appear.
- The system administrator (builder) transfers a ready-made, turnkey house (platform) to one or more platform administrators (new owners).
- The platform administrator sets the house rules, divides the users into groups, sets the password for each user, and can also structure the arrangement of the house, (the platform arrangement).
- A few users only visit the house, while others inhabit it. Inhabitants have different keys with which they have access to different rooms. In these rooms they help then with its arrangement, expand or change it, etc. Entry doors for which they possess no key, are not even visible to them.

2. User Possibilities in the FCS-Platform

Users have different rights depending on their memberships in groups, which groups themselves are given a set of permissions. In principle, a user can only see those services and contents, that are allowed by the authorization set for him/her (See Chapter

A user can:

- Register
- Change his/her password
- Change his/her settings (user data such as address, telephone number, photo...)
- Retrieve reports ("notifications") concerning the modifications of contents
- Read and query contents (the permissioning system controls who sees what)
- Enter contents (if the services "images" and "downloads" are activated, they can also upload pictures and externally-created data files)
- Combine contents with each other ("link")
- Change contents (Permission settings control who is permitted to edit)
- Hide contents (Permission settings control who can delete what)
- Set permissions for new or modified contents
- Come into contact with other users (ping, chat...), if these services are activated.

3. Registration/Login

Registration / Login

In order to be able to work on your platform, you will first have to register. First, click "Login" in the header and then on the link, "register" below the Login-fields. Now fill out the required fields of the application and click the "next" button. Once you have completed the registration process, you will receive your password immediately, as it is sent to the e-mail address you had previously entered. Should you not receive an e-mail with your password, please contact factline: support@factline.com. Your password, along with all your other information, can be altered at any time by navigating to the "Settings" in the menu bar.

If you are already a registered user (and thus have a user name and password), you can login by clicking the "Login" command [See Figure 1 below]


	Have you forgotten your password? Click the "Forgot your Password" link found on the login page and enter the user name and e-mail address you used to register. Within a few minutes a new password is sent.
---	---



Figure 1: Login

Settings / Password

Once you have logged yourself in, look on the right side of the main menu to find a "Settings" button. All personal settings are specified within the "Settings" sub-section. These are divided into five areas. Under "basedata", "telephone" and "address," you can review and specify the contents of your "Business card". By clicking on the link with your name, at the bottom of every fact you have published, every user can read this information.



Figure 2: Settings

With "password" you can change your password.

Under the "notification settings" you can request and define the details of an automatic notifications about changes that are made to your platform (for more further information, see Chapter [20. Notification](#))

4. Navigation of the Platform

Main menu:

In the header of your platform you will find the main menu. In the standard solution provide by us, Structure (see chapter [Structure and Services overview](#)) is on the left side, followed by the other services (see chapter [5.2. Services](#)) your platform provides, and to the right are the users online, settings and login/logout buttons. Special design and custom button actions can be configured afterwards. [See Figure 3]

Pathline:

Beneath the header of your platform, you will see a pathline that shows you in which area of your platform you are currently in ("Home > Structure > First Steps"). The titles displayed in the pathline, are shorter than the original title, for space saving reasons. If you would like to jump to a higher part of the hierarchy, simply click the appropriate designation in the pathline (for example, "Structure"). [See Figure 3]

Advanced Search:

To the right of the header, at the bottom (in the standard design solution), is the button "Factlist & search" (in the English version). Clicking on it leads to the advanced search and list interface. From there you can search all (text-based) content on the platform, for certain words, using the given options (fact type, editor, etc). If you press on the search button without making any choice, ALL facts will be listed. For detailed description of the functionalities of "Factlist & search", please see Chapter [23. Factlist & Search](#). [See Figure 3]

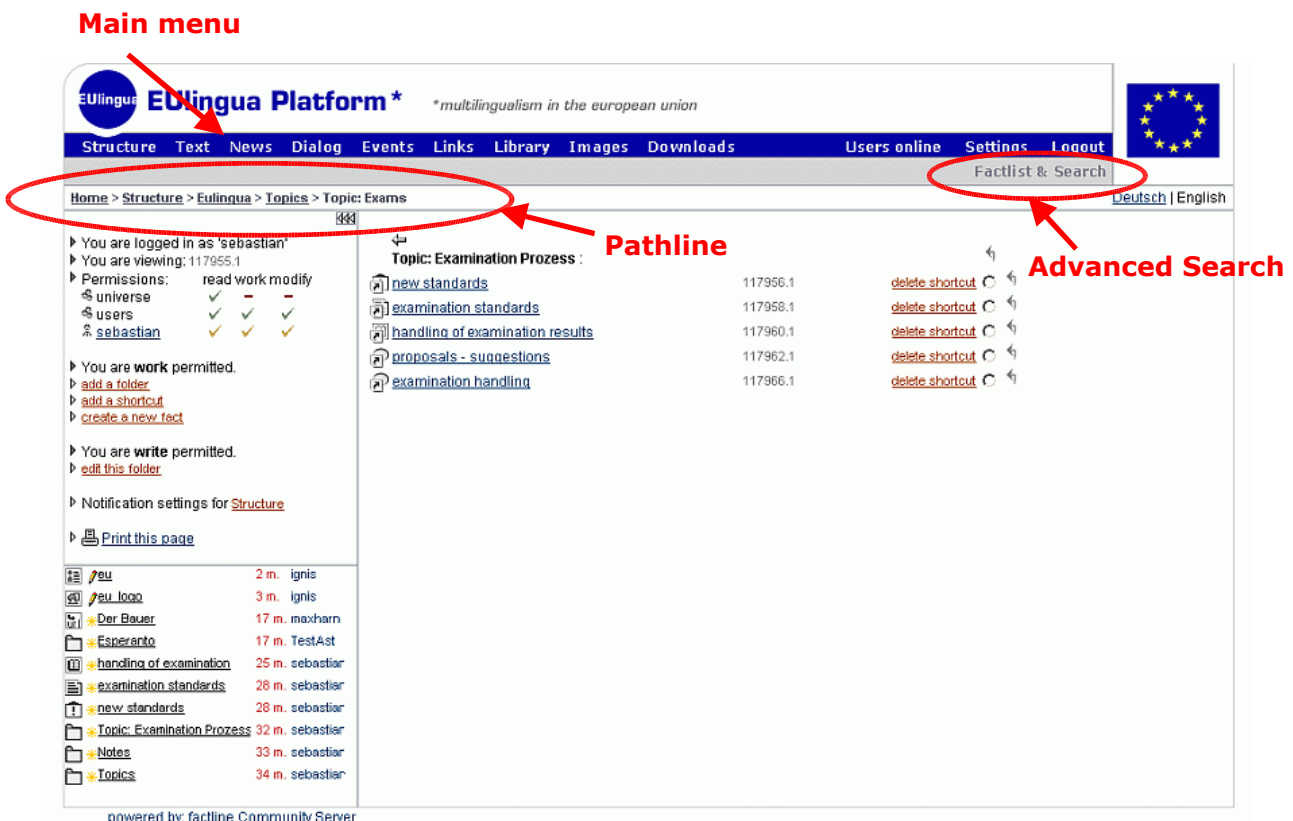


Figure 3: Navigation

5. Structure and Services overview

For easier understanding, let us use the following metaphor: Services are "pots", where the real original facts (data) are stored per Service-type. The Structure, on the other hand, is the place where you can structure all facts of any Service-type, e.g. like a topic index, table of contents, or just the same way you use your folders on your PC, to organize your files.

5.1. Structure

In structure you can build an indefinitely deep tree structure, with the help of Folders and Shortcuts (references/links) to the original facts. The real original facts are stored in the appropriate services, independently of Structure. In the structure tree, only shortcuts to them are created.

5.2. Services

The services in the FCS have two main uses. On the one hand, from them as starting point you can create the service-specific facts. On the other hand, they offer the best possible, appropriate for the fact type, visual listing and fulltext representation. They also offer custom filtering and sorting (for example in Structure and Factlist you see only the title of the fact, while in the News service, you would see the date and place, and have possibility to filter by time). At this time 10 different services are available in FCS, and their availability depends on the client's demand. Access to specific services can be limited to specific groups using the permissioning system.

Text

The service "Text" is used for creation/storage of text items. Complex texts can be created with the help of "facttext" – the FCS text-editor. With facttext you can easily insert links and pictures into the text. For details on facttext see chapter [6.3. Working with the facttext-editor](#). If you want, you can create formatted texts using standard HTML formatting tags.

News

In the Service "News" users can read through the latest news. The entire news archive can be searched through by date and/or news type.

Dialog

In the dialog area users can make direct contact with experts, other users, or the public. This is achieved via the two different services, "Forum" (asynchron) and "factchat." (synchron). For further details about this service see -> [18. Forum](#) and [19. factchat](#)

Forum:

Here you can post ("write") short statements regarding a particular topic. With the help of a structured question-and-answer construction, discussions among multiple people can be facilitated.

factchat:

A chat (real-time communication over the Internet) with expanded functions. The contributions of the chat participant will be spatially positioned. In this way, seeing the relationship between texts is better facilitated. In addition, all contributions are saved in a searchable archive.

Events

In service "Events", events that are connected with the platform are displayed. It is possible to define several event-types, with the help of which, the events list can be filtered. Events, like News, can also be filtered by time/date.

Links

The service "Links" offers the possibility of archiving important and interesting references on the World Wide Web. The different entries are searchable by types, just like the events above.

Library

In this service you can manage a bibliography. The different literature-entries are searchable by types, as above.

Images

Here several images that are connected with the platform can be stored (uploaded). Later on, these images can be included in texts (see Chapter [6. Creating Content](#)) or can be used as Partner's image (see Chapter [22. Creating/Editing Partners](#)).

Downloads

The service "Downloads" allows users to place downloaded files at their disposal. You can write a description for each file that is downloadable. The download itself starts automatically with just a mouse click.

Notification

The notification, send by email, makes it possible for users to be informed about certain changes on their platform. Users can in this way remain informed about the changes in a platform without having to search through the platform regularly themselves. -> see chapter [20. Notification](#)

Slideshow (Album)

The service Slideshow gives the possibility for a large amount of pictures to be presented in a demonstrative context. -> see chapter [21. Slideshow \(Album\)](#)

Partner

In the partner field of the header associate logos change after a defined delay. These logos can be linked to the appropriate websites. For further details concerning this service, see -> [22. Creating/Editing Partners](#)

Users online - Ping

The "Online users" list will display all users (except yourself) that are currently online on the same platform. From here you can also contact them (ping them).

Ping – If you want to contact someone, simply click on the ping button next to the appropriate name, however you can only see this "ping" when you have the permission for it. Thereupon opens a small window, in which you can write your message. Once finished, click "Send" – the message appears immediately on the screen of the recipient. The recipient then has the possibility to reply directly to the message.

Part II: Creating Content

6. Creating Content

To create content on your platform you always need an input mask. Depending on the fact-type, there are different input masks with different fields. The original content (the facts) are archived in the services. There are three different starting points from where you can create content. Not all users have access to all three options. To choose which starting point is the best for your task, please read the detailed information in the respective chapter below.

Starting point 1 – within structure (see chapter [14. Organizing Structure](#)):

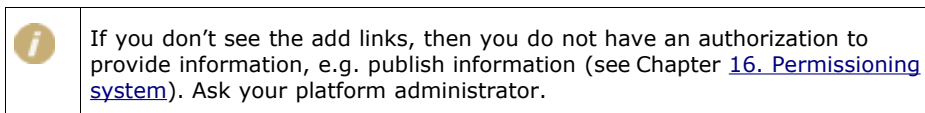
Navigate to the folder in the structure-tree, where you want to add a fact. When you are in the desired folder you click on "create a new fact" in the left column. (in case there is no link you are not permitted for creating). Choose the required fact-type in the following list. The respective Input Mask opens.

Starting point 2 – service button in the main menu:

You click on a service-button in the main menu in the header. When you are write permitted for this service, you can see the link "add text (news, event, etc...)" in the left column. With this link you are directed to the Input Mask.

Starting point 3 – within Factlist & Search (see chapter [23. Factlist & Search](#)):

Click on the button "Factlist & Search" on the right side of your header. Then click on "create a new fact" in the left column. Choose the required fact-type In the following list. The respective Input Mask opens.



6.1. Input mask:

Please fill in all fields of the input mask. Additional information about the specific fields you can enter, you will find on the next pages in table of the next page . For the field "Text" or "Description", you have three different ways to type in text:

- 1) Text-Mode:** The text entry can be formatted with simple HTML-tags. The use of the Enter-button for word-wrapping is possible.
- 2) HTML-Mode:** The text must have begun with <html> and ended with </html>. Word wrapping can only be accomplished by entering the tag
. This variation is necessary for complex HTML syntax (particularly with tables!). (See Chapter [24. HTML Tips and Tricks](#))
- 3) facttext-editor-Mode:** This mode is only available in the service "Facts". With the help of the facttext-editor you can, as in Microsoft Word, write and format texts. You can find detailed help about its use by reading through Chapter [6.3. Working with the facttext-editor](#) .

After you have clicked "next >>", a list of groups appears, where you can specify the permissions. In most cases, a pre-selection is offered to you, which you can accept, but it's not mandatory (see chapter [16. Permissioning system](#)). Click on "Preview", to go to the preview page of the created fact.

At this stage, the system has saved the entered information and has associated a unique infoID with it (see chapter [10. Meaning of the infoID](#)), and is showing you the ready layout.

Warning!

At that time the new content (fact) is still visible to you only. Until the fact is published it can not be accessed even by the users that you have permitted to read and/or write (see chapter [7. Publishing Content](#)).


6.2. Explanations of Individual Fields (alphabetical lists)

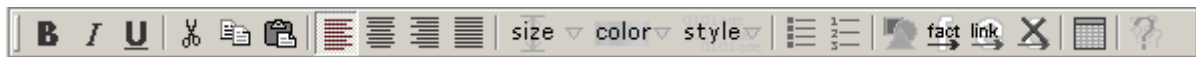
Author	In this field you can enter the name of the author. If new information is provided, the system automatically registers the logged in user. If this, however, is not the actual author of this text, one can easily enter the correct name. By the additional statement, "Published by," below the text, one can recognize who published the text.
Copyright	Please enter who possess the copyright to this information.
Date	The system gives you today's date as the default setting. If you would like to enter another date, please take note of the following format: JJJJ-MM-DD, for example, 2002-05-27.
Description	In this field you can enter the description of a fact (of a picture, an uploaded file, etc.) Read more details in the field "Text"
Event type	Select the appropriate type from the pull-down menu in order to categorize your event message. Via types other users will be able to filter the events. Should only the option "all" be displayed, no types were defined by the platform administrator.
File data	This form field allows you to upload documents to the platform: Click the button "Browse" right next to the field "file data". It opens the standard Windows-Explorer window. Then navigate to the directory in Explorer where the uploaded information is located, click the data name and then click "open." The path is indicated to you in the field "file data" of your platform.
Internet type	Select the appropriate type from the pull-down menu in order to categorize your link. Via types other users will be able to filter the links. Should only the option "all" be displayed, no types were defined by the pAdmin.
Language	Please mark the language of the content you created or edited.
Literature type	Select the appropriate type from the pull-down menu in order to categorize your literature information. Other users are given the possibility of filtering the literature information. Should only the option „all" be displayed, no types were defined by the pAdmin.
News type	Select the appropriate type from the pull-down menu in order to categorize your news. Via types other users will be able to filter the news. Should only the option "all" be displayed, no types were defined by the pAdmin.
Password	Please note: 1. The password can also consist of numbers and/or a combination of numbers and characters. 2. The password is case-sensitive.
Permissions	You can decide which group should be permitted to read and/or edit information. (You can find exact information for these permissions in Chapter 16. Permissioning system .)
Place	Place of news/event, etc.
Publishing house	Please enter the publishing house, where the book/magazine appears.
Screenshot	Here you can enter the infoID of a screenshot picture. This screenshot must be loaded on the platform before however in the service „Images" (See Chapter 13. Integrating Pictures). A screenshot should not be wider than 400 pixels. In order to find the infoID of an already loaded screenshot, click „browse images"; a list of all available pictures will be displayed for you.
Shortname	The selected short title appears in the pathline.
Source	Please indicate the source of the information here.
Text	There are two possibilities for text input: 1) <u>Text-mode</u> : The text input can be formatted with simple HTML tags. The use of the enter key for a word-wrap is possible. 2) <u>HTML-mode</u> : The text must begin with <html> and end with </html>. Word-wrapping can only be entered with the tag . This variation is necessary for a complex HTML syntax (particularly for tables!). (See 24. HTML Tips and Tricks) 3) <u>facttext-editor-mode</u> : With the help of the facttext-editor you can, as in Microsoft Word, write and format texts. You can find detailed help about its use by reading through chapter 6.3. Working with the facttext-editor
Title	Enter a title.
URL	Please indicate the URL of the reference work here. Please note: Every URL should already begin with the string "http://".
Username	Please select a username. With this username you identify yourself on the platform.
Year	Please indicate the year of publication for the work.

6.3. Working with the facttext-editor

For easier formatting of your texts, you can switch to the facttext-editor-mode. Functions similar to Word are available with the facttext-editor. However you can create only simple tables with facttext.

Switching to facttext

You have already clicked on the "add ..." link and have seen the input mask. Click now on the button  below the text (description) field. Please be patient, as your browser will need some time to load the editor.



You can now begin to enter your text into the facttext-editor-window. In order to format, select the desired text and click on the appropriate button. As soon as your text entry and formatting is completed, click "next>>".



Including factlink:

Position your cursor on the desired location. Click on the button. Enter the infoID of the fact you want to link to. In the text on the appropriate place appears "[factlink]". In the finished text view, here the title of the fact will be automatically inserted.



Including images:

Position your cursor on the desired location. Click on the button. Filter the list by letters from the title. Choose in the list the desired image by clicking on it. Be aware that the image will have to be uploaded to the server, before you can include it via the list in facttext. -> see [13. Integrating Pictures](#)



Including external links:

Enter a link name. Mark the name. Click on the button. Enter the URL of the website you want to link to.



Deleting links:

Position your cursor inside a linked word. Click on the button. The link is removed.



Deleting links:

When you delete a linked word with the "delete" button on your keyboard, the link code in the background is not completely deleted. This can lead to undesired complications in the text.




Creating tables:


As the first step, select "create table" from the table menu. A pop-up window will open and you will be asked how many columns your table should have. The first row of the table will be created. Subsequently, one can supplement the table with further data, e.g., the number of rows. In addition you can position your cursor in the table and select the appropriate function from the table menu. Pasting pictures and links is not possible!

Converting between HTML-mode and facttext-editor-mode

When one creates and edits a text, one should decide on one of the two input modes. Changing between the two modes is possible, however you must note that during conversion, much of the formatting is lost.

If you nevertheless would like to change the editing mode, click on the red link in the left column, that says either "switch to html plain text mode" or "switch to facttext editor mode". In both cases a pop-up window will open, in which you are warned about the loss of formatting, should you continue. Here you can still cancel the conversion or proceed as desired.

	<p>Conversion from HTML -> facttext:</p> <p>With this variant, you have the choice between an "advanced" or a "fast" conversion. The advanced conversion attempts to obtain a portion of the HTML coding, but cannot always deliver successful results. If the result doesn't meet your expectations, click right below on "cancel" in order to receive the original HTML variation. With the fast conversion, all HTML codes are automatically deleted and converted to pure text.</p>
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	<p>Conversion from facttext -> HTML:</p> <p>This conversion is somewhat more successful than the opposite variant. Tables are lost, however, in all cases.</p>
---	--


7. Publishing Content

Until you haven't clicked on the "publish" button, [See Figure 4], the fact is not yet published and is visible to you only. The system has already assigned an infoID, and for the moment, provides "edit" as a version number [See Figure 4]. Click on "publish", to enable all permitted users (See Chapter [16. Permissioning system](#)) to read the fact.

edit/delete/publish - Functions

Figure 4: edit/delete/publish – Functions

At the bottom of the fact, you can see which user published it. The system automatically records the name of the logged in user. Each time the fact is edited and afterwards newly published, the name of the publisher appears after the "Published by" info text below the fact.


	Different Author - Publisher (Editor) The Publisher is the person who has published the fact in the system. Not always this is the same person, as the actual author of the text in the real world. For such cases, the field "Author" can be used to type in the names of the real author, and they will be displayed below the fact as "Author".
---	--

8. Updating Content

The option (button) "edit" is visible only when you are "modify" permitted for a single fact (see chapter [16. Permissioning system](#)). With this authorization you are able to modify information.

One click on the „edit“- button [See Figure 4] brings you to an input mask. You can work on the information yourself there, changing read or write permissions, etc.

If you have published your changes, the updated version number, overwrites "the original" and thus receives a higher version number e.g.: infoID="02095.2" instead of before infoID="102095.1".

	If the information was updated, it is nevertheless still possible to refer to an older version. With the creation of the references you can decide if you would like to refer to a certain version or to the most current version (see also chapter 12. References).
---	---


Updating a "Downloads" fact


On the platform it is also possible to add texts, that were created in a certain external application (e.g. Word, Excel, PPT, etc.), by uploading them to the system, so that other users can download them, and open them with the appropriate application on their computer.

If you want to update such a document, you must first download the file from the old document, open and edit the file on your computer with the appropriate application, and store the updated file again on your computer. Then open the input mask for the Download-fact to be updated on the platform (as described above by clicking the „edit“ button). There you can now insert the updated file in the field „File Data“ and the existing document will be replaced.

9. Deleting Content

The "delete" option is visible to you [see Figure 4], only if you have the permission to delete the fact you are viewing.

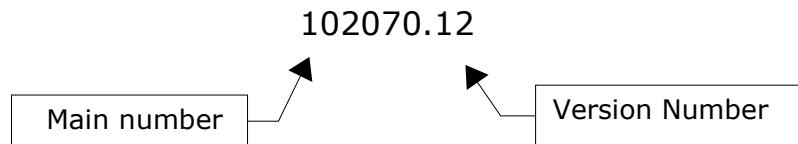
Once you click on "delete", you will be asked to confirm the deletion in a pop-up window. Another click on "delete" completes the deletion process. If you would like to cancel this procedure, click „cancel“ or close the Pop-up window with the -button on the right top part of the window.

	The links that refer to the deleted fact remain functional. I.e.: The facts on the system are not actually deleted - they are just hidden on the Platform. This way, broken links are avoided.
---	--

10. Meaning of the infoID

The infoID is an important element in that it enables you to relocate and identify created information. Every composed piece of information on the platform will be automatically assigned an infoID by the system. The infoID is a unique combination of numbers that allows the published information to be easily identified. Of practical importance, the infoID is particularly useful for reference purposes (see chapter [12. References](#)..).

The infoID is a combination of two parts:



Main Number: One sequential, automatically created number combination.
Version Number: This results from editing new versions of a document. In order to be able to distinguish between these versions, a version number is always attached after the main number.


The main number of the infoID is constant. The version number is used on the platform in two further modified forms:

102070-edit When you see „-edit“ instead of the version number, this indicates that the document is being worked on, and is not published yet.
102070.0 If you always want to reference to the most recent document available, type „0“ at the end of the infoID in place of the version number (see chapter [12. References](#)).

11. Information About Versions

The FCS has its own version system. With it you can update and/or edit documents, without losing the older version. The individual versions are indicated by the version number on the end of every infoID (see -> chapter [10. Meaning of the infoID](#)). With the help of the infoID, you can also link to specific versions (see - chapter [12. References](#)).

With the selected write authorization (write permissions), you determine who is permitted to edit a document. Permissions in most cases are assigned to groups.

	Warning: It is possible for several users to be working simultaneously on the same new versions. Note that this will not result in a collective version. As long as a version is not published, any altered contents are not visible.
---	--


Concerning Download Versions

In the service “Downloads” you can upload externally-created documents and/or data (e.g., from Word, Excel, PPT). For every uploaded document, a short description can be published.

A new version of a downloaded fact can include newly-uploaded, external data or single, unchanged description text. A downloaded fact is always only the most current version of the external data available. As soon as the editing of a downloaded fact is uploaded as new data, the “old data” from the server is deleted. Keeping the data from all available downloaded fact versions is not possible at this time.


12. References

With an infoID, you can refer to every piece of information that is stored on an FCS platform. Of course, you can also link to any documents on the Internet using an internet address (Uniform Resource Locator - URL).


	Online Help If you open an entry input field, you can always find a summary of linking possibilities on the left side under „How to link.“
---	--



12.1. Referencing to an infoID = factlink:

In contrast to the conventional link, in which only the address of a site on the Internet is indicated (a link to a URL), the information on a factline Community Server is referenced directly via an „infoID“ (see chapter [10. Meaning of the infoID](#)). The advantage of this is that the fact that link to the appropriate piece of information (even if a document is moved to another folder or even another platform) always remains the same and is identifiable. There are no „dead links“!

	What is the desired fact's infoID? In most cases you will not know the infoID of the desired fact offhand. Therefore you will find on the left column next to every area for entry input, the link „search infoIDs“. If you run this, a search field opens, in which you have to enter a keyword of the desired fact. After clicking the „search“ button, a list is displayed of all the facts available on the platform that contain your keyword (with their respective infoIDs).
---	---

Creating a factlink in facttext-mode:

Place your cursor on the desired position, or mark a desired word, where you want the factlink to be placed. Then click on the factlink button . Enter a keyword or the infoID of the fact you want to link to. Select the desired fact in the list of results. In the text on the appropriate place appears "[factlink]". In the finished text view, here the title of the fact will be automatically inserted.

	Deleting links in the facttext: To delete a previously created factlink in facttext, select the link, and click on the delete link button -  .
---	---

Creating a factlink in Text- or HTML-mode:

In order to refer to a document using an infoID, you have two possibilities in the syntax entry.

Short form: `<factlink 102491.0/>`

In this case the title of the document to be referenced will be automatically displayed as a link which is „linked“ to the most recent version of the document.

Long form: `<factlink 102070.43>Old Introductory version</factlink>`

In this case, the title of the link is set independently from the title of the referenced document. This factlink will lead to the exact version of 43.



If you would prefer that the reference be opened in a new window, use the following syntax:

Short form: `<factlink 102491.0 target="_blank"/>`

Long form: `<factlink 102070.43 target="_blank"> Old Introductory version </factlink>`

12.2. Referencing to an Internet addresses (URL):

In facttext mode:

Select a word, where you want the link to be created. Then click on the link-button . A window with an input mask will open. Enter the desired URL address of the website you want to link to and click on the OK -button.

In text or HTML-mode

If you would like to link to information on the Internet, please type the conventional HTML syntax:

```
<a href="http://www.factline.com/">Designation</a>
```

Here you can also specify that the reference should be opened in a new window:

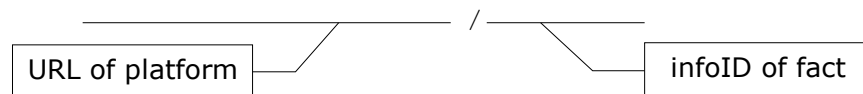
```
<a href="http://www.factline.com/" target="_blank">factline Homepage</a>
```

	You can insert more HTML commands within the text field. You can read more details in chapter 24. HTML Tips and Tricks
---	--

12.3. References from external documents to a fact (infoID):

Suppose you want to paste a link to a fact on an FCS platform in an e-mail. You can make this possible with the following URL:

```
http://fcs.kundenplattform.com/104247.0
```



Should registration be necessary for reading this information, the link will point directly to the login-page of the platform. Once the user has successfully logged in, the desired information will be displayed by his browser.

13. Integrating Pictures

To include a picture („image“) in a piece of text, there are two necessary steps: First the picture will have to be uploaded to the server. After that you can integrate the uploaded picture at the desired location.

13.1. Upload:

To upload a picture from your local computer/network to the platform, choose one of the three possible ways to reach the image-creation input mask (see chapter [6. Creating Content](#)). In the input form, click on the „Browse...“ button to the right of the field „file data“. The standard window of Windows Explorer opens. Navigate in Explorer to the directory in which the uploaded picture is located, click the name of the file and finally click „open.“ The path is then now displayed in the field „file data“.



Please note that you must publish the created image, in order for others to be able to see it.

13.2. Integration of an Image:

If you are working in the facttext-editor-mode you can very easily insert a picture using the integrated selection of pictures. In all other cases, on the place where you want the picture to be positioned, a special code (syntax) must be entered (here given with example infoID):

```
<factimage 104281.1/>
```



In most cases you will not know the infoID of the desired picture by heart. Because of this, you find on the left column of the page next to the input mask the link „browse images.“ If you run this, you will get a list of all the pictures available on the platform including their infoIDs.

If you integrate a picture using Text or HTML mode, it is advisable to specify the width and/or the height of the graphic. If the browser can find out how big the graphic will be, the site will load faster. Furthermore the specification of the height and width allows you to change the size of the picture:

```
<factimage 104281.1 width="30" height="30"/>
```

With this syntax contortions can occur if you do not enter the exact width and height proportions. If for this reason you want to avoid contortions, only enter one of the sizes:

```
<factimage 104281.1 width="30"/>
```

OR

```
<factimage 104281.1 height="30"/>
```

Part II: Creating Content - 13. Integrating Pictures

In order to be able to adjust a picture, take note of the following instructions:

Aligning the picture between paragraphs

```
<div align="Adjustment"><factimage 104281.0/></div>
```

Enter one of the following values for "Adjustment":

center = the picture is centered

left = the picture is pasted on the left side (left-justified)

right = the picture is pasted on the right side (right-justified)

Aligning the picture in the text

```
<factimage 104281.1 align="top"/>
```

Enter one of the following values for an adjustment:

top = the picture is pasted at its top margin into the text line.

middle = the picture is pasted at its middle into the text line.

bottom = the picture is pasted at its bottom margin into the text line.

Allowing text to flow around a picture

```
<factimage 104281.1 align="Adjustment" hspace="Left right" vspace="TopBottom"/>
```

Type in one of the following values instead of an adjustment:

left = Aligns the picture at the left side (text flows around the right side).

right = Aligns the picture at the right side (text flows around the left side).

LeftRight (=Horizontal distance): type in a number, for example 10, in order to determine the pixel distance from the picture to the left and right edges.

TopBottom (=Vertical distance): type in a number, for example 10, in order to determine the pixel distance from the picture to the top and bottom edges.

Set picture as a button

```
<factlink 117559.0><factimage 104281.0 border="0"/></factlink>
```

14. Organizing Structure


To create an overview over the different types of content in your platform, the FCS offers the possibility a tree consisting of folders and shortcuts to be created. The service "Structure" gives that opportunity.

For a better understanding of the relation between structure and services, please read through the following visualisation: Services are like pots where you archive the originals of different fact-types. In the structure-area you can structure fact-types from any of the services. For example: a topic-based table of contents (=Structure) can be created, or a project structure.

The structure is built on folders and shortcuts. These shortcuts consist of only of a fact-title with a link behind it that leads to the original fact, which lays in the appropriate service. Shortcuts are also very similar to "links". A click on a title will open the chosen fact.

Summary:

The created content exists in separates services, which are completely independent from the structure-tree. In service Structure are only shortcuts are inserted, and with the help of folders can be grouped. Not all fact-titles need to appear in Structure. On the other hand, one fact-title can be included in multiple places in Structure. The length and depth of the Structure tree are unlimited. Shortcuts can be created / deleted as often as needed to all facts (content) from the different services. The original fact is never affected by that.

	Separate folders or shortcuts from that tree, upon request, can be placed as a button in the menu in the header
--	---

14.1. Creating shortcuts

A shortcut is a type of link to any fact (content) from your FCS platform. Shortcuts can be used exclusively in the service Structure. Structure is an accumulation of shortcuts, which can be thematically grouped by folders. Shortcuts can be as often as needed created and / or deleted, without the original fact being affected by that. A shortcut can be recognized by the attached arrow next to the appropriate fact-icon.



Original fact



Shortcut

There are two ways to create shortcuts:

- **Way 1** – from within Structure (respective folder)
- **Way 2** – starting from the fact itself

Please read the details on the following pages

Way 1 – from within Structure

Navigate in the structure-tree to the folder where you want the new shortcut to be created. Click on the link to the left "add shortcut". The next page is divided into two different areas. On the top there are two input fields for the infoID: main part and version number (Details on infoID – see chapter: [10. Meaning of the infoID](#)). Below that there is a search input mask that is used to retrieve infoIDs.

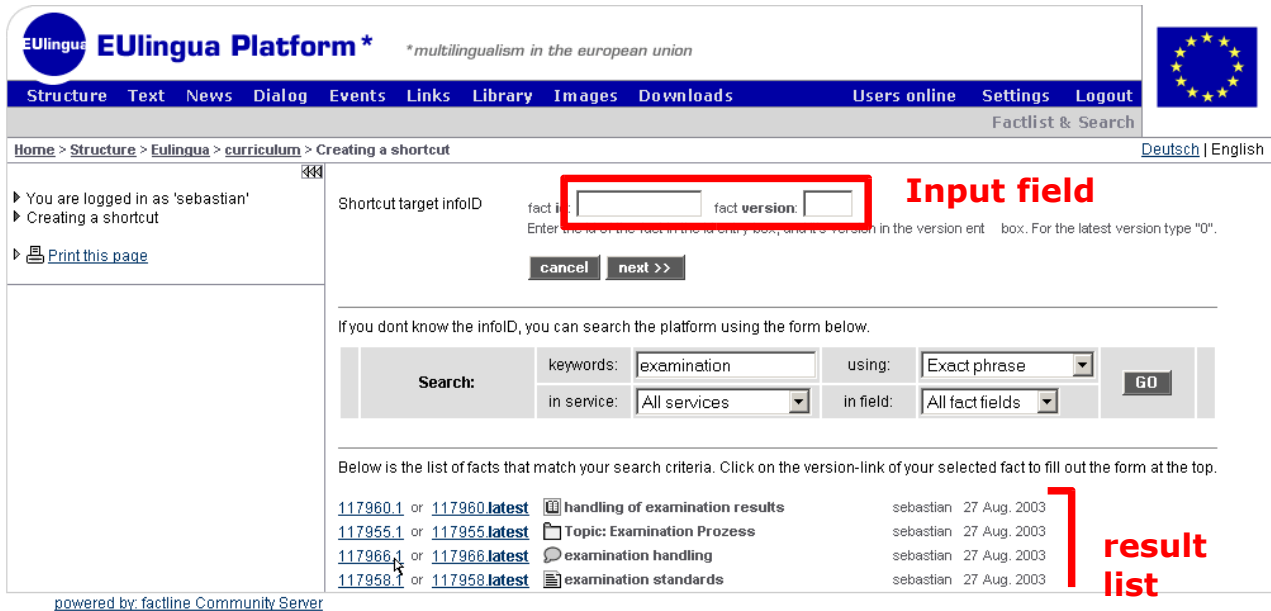


Figure 5: Creating a shortcut way 1

After you enter search criteria and click "GO", you receive a result list with the found facts and their infoIDs. When you click on one of the two version links, the input field to the top is automatically filled up. The left infoID link creates a shortcut to this specific relevant version. The right infoID link creates a shortcut that will always refer to the most relevant (latest) version. You can independently fill out the input fields by yourself. With a click on "next>>" the shortcut is ready.

Way 2 – starting from the fact itself

On the bottom of the page of each fact, you can see if there are one or more shortcuts to this fact. Also there, there is a link for creating a new (additional) shortcut to this specific fact.



Figure 6: Shortcuts of a fact

1) Click on create shortcut

Part II: Creating Content - 14. Organizing Structure

- 2) Choose to which version of the fact you want the shortcut to be created ("this version" or "latest version").
- 3) The full folder structure of the platform will open (see figure 7). Keep in mind that in this view only folders are displayed.

The screenshot shows the EUlingua Platform interface. At the top, there is a navigation bar with the following items: Structure, Text, News, Dialog, Events, Links, Library, Images, Downloads, Users online, Settings, Logout, and a search bar labeled 'Factlist & Search'. The EUlingua logo and the text '* multilingualism in the european union' are on the left, and the European Union flag is on the right. Below the navigation bar, the page title is 'Home > Structure'. On the left side, there is a sidebar with the following items: 'Sie sind eingeloggt als AstridH', 'Creating a shortcut to 116944.latest:', 'Europe from 1990 to 2000', and a 'Drucken' button. The main content area is titled 'Structure folders:' and displays a tree view of folders. The folders are: '_structure test', 'Curriculum', 'test', 'New EU members', 'EuLingua', 'Dokumentation', 'Module A-C', 'Module D-F', 'Topics', 'Topic: Examination Prozess', 'Notes', 'Curriculum', and 'crazy books'. To the right of each folder, there is a numerical ID and a 'create shortcut' link. The IDs are: 118090.0, 118075.0, 118060.0, 118030.0, 117949.0, 117950.0, 117951.0, 117952.0, 117953.0, 117955.0, 117954.0, 118012.0, and 117944.0.

Figure 7: Folder structure when creating a shortcut

- 4) Click on the link "create shortcut" next to the folder where you want the shortcut to be created.
- 5) The shortcut is now created in the chosen folder. You are now redirected back to the page of the fact to which you created the shortcut. On the bottom of the page, in the shortcut-info you can see the path of the new shortcut.

15. Organizing/Moving Content

Now and then you would most probably want to rearrange / change the structure in your "Structure" service. For this, it comes necessary to have the possibility to move shortcuts (fact titles). Notice the arrows at the very right. If you want to rearrange a shortcut, you have to check the information with one mouse-click. For this, use the radio button next to the „delete shortcut" option. After that you have the choice between three possibilities:

1. Rearrange shortcuts within the same level:

Click the arrow next to the shortcut, over which you want to move your selected shortcut (in the below example, "examination results"). To help you, by every arrow appear „info text", if you move the mouse over it [see Figure 8]

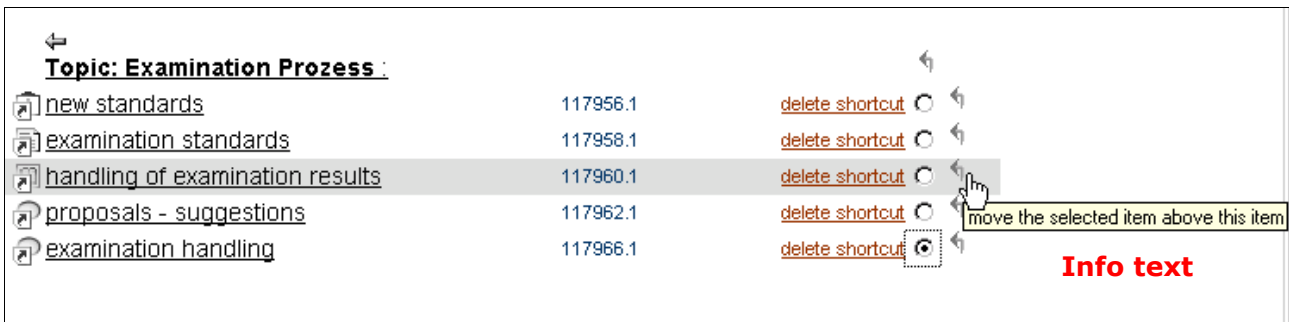


Figure 8: Rearranging information within and between levels

2. Shifting shortcuts to a higher level:

Click the highest arrow, so that the selected shortcut (in the below example, "examination results") is shifted to the next highest level. [see Figure 9]



Figure 9: Moving information to another folder

3. Placing shortcuts in another folder:

Click the double arrow (outside right) of the desired folder [see Figure 10].

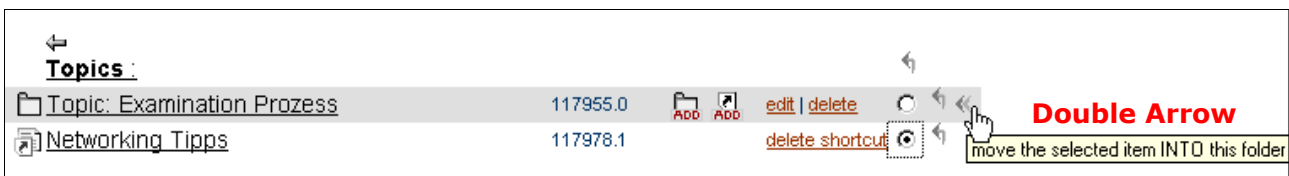



Figure 10: moving a fact into another folder

16. Permissioning system

Assigning Permissions:

All permissions are assigned when creating and/or editing information. After you have click on the "next>>" button on the add or edit input mask, a group overview is opened, where you can specify the permissions. Here a pre-selection is offered to you, which you can accept directly, but you are not required to.

 The pre-selection is determined by your pAdmin.



Set group permissions for item:	read	modify
 universe (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 users (2)	<input type="checkbox"/>	<input type="checkbox"/>
 Testplattform (9779)	<input type="checkbox"/>	<input type="checkbox"/>
 Mitarbeiter (9784)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<< back publish >> preview >>

Figure 11: Setting permissions for a Forum

General permissions:

read	Read-permitted groups can read, but not work on or hide text.
modify	Modify-permitted groups can write, work on, or delete text.

Special permissions:


post (Forum)	Post-permitted groups can only reply to a posting. Those users don't have the possibility of deleting or altering the title and description of a forum.
work (for a folder in Structure)	Not every user should have the permission to make changes in the structure-tree. Still, this user possibly should have the right to put shortcuts in a specific folder. This is permitted with the "work" permission for that folder.

Why permissions?

A sophisticated permissioning system makes it possible for the platform administrator and other information producers to control exactly who is permitted to read or work on which pieces of information.

The hierarchy:

For every factline Community Server (the server on which your platform runs), there is a system administrator („sAdmin”), one or several platform administrators („pAdmin”) and one or several write-permitted users.

 If factline is used as the application service provider (ASP), the system runs on a server powered by factline. In this case, factline takes over the tasks of the sAdmin.

The sAdmin defines for each platform a group of platform administrators, who again specify which groups of users may enter the different services. Finally every user can assign write and read permissions for every piece of information (fact) they create.

17. Group Functions

Permissions can be assigned for every fact on the factline Community Server. Permissions are given to groups, and only in special cases, also to specific users. Basically you must decide between two types of groups.

1. System groups:

These are groups that are created as a standard by the system (circles with full, dark lines in Figure 9). No users have to be assigned to these groups by the pAdmin, since the allocation takes place automatically.

Universe	All registered (= users) and all unregistered (= guests) users -> guests + users = universe
Guests	Only users that are not registered, e.g. not logged in
Users	All users that are registered on a (any) FCS-platform
Platform Main Group	This group contains every user that has registered on your platform. The system will automatically assign the platform name as title of this group. The pAdmin can change this.

2. Self-defined groups:

These are groups set up and maintained by the pAdmin (circles circumscribed by dashes in Figure 9). For each platform as many user-groups can be defined as desired. The definition of which groups are available takes place via the platform administrator (pAdmin). Every group can be assigned to as many users as desired, and also the other way around; users can be assigned to several different groups.

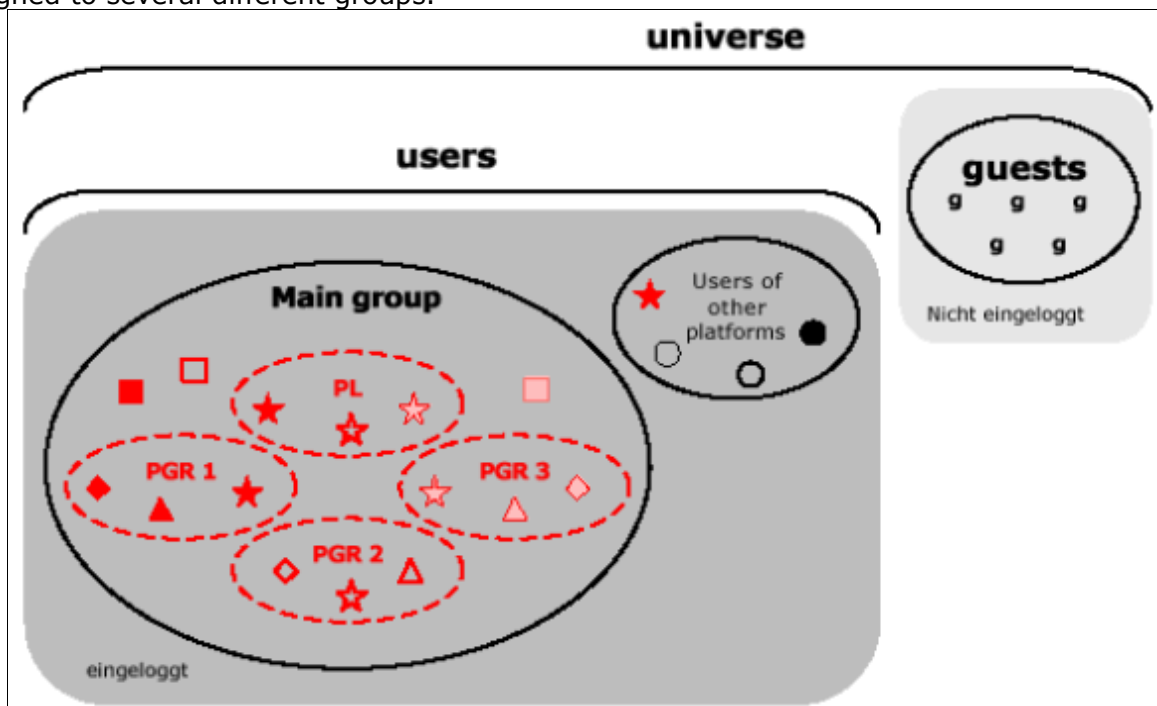


Figure 12: Groups

The hierarchy while working with groups:

The platform administrator sets up groups and decides on platform levels which groups have which access rights. So, for example, the platform administrator can define certain groups to have no access to the service „factchat“, etc. Furthermore, the platform administrator can define a standard permissioning pre-selection for the publication of information (see chapter [16. Permissioning system](#)).

The users assign permissions for individual facts, as soon as they create or work on a fact (see chapter [16. Permissioning system](#)).

Part III: Functionality & Services in Detail


18. Forum

In the Forum, you can post short statements in structured, question-answer lists. You can create as many forums as you like. A forum is divided into three structural levels. This should allow for the best possible structuring of the discussion topics:

Forum	Superior title with short description
Topics	Division of the main topic into sub-topics.
Messages/Postings	Individual messages

18.1. Creating and editing a Forum

To do that click in the left column on the link "add Forum". Then fill out the input mask for the first level introduction (main topic). When you are satisfied with the "Preview" of the texts, don't forget that you have to publish the Forum. Subsequently, now you can create several topics, which can be discussed by postings.

	The text of the main topic (Forum) can be changed at any time. The topics and the postings one can edit only in case nobody else have read them yet.
---	--

Creating topics/themes


Afterwards, to discuss on specific themes, you can create additional topics to the forum.

1. You have already clicked on the title of a Forum, and a looking at the Forum description, and eventually at a list of already created themes/topics.
2. You can see a small input mask after the end of the topics list.
3. Enter in your text. Check the text carefully if its correct, before you save it.
4. Click below the input fields on the button "Create topic".
5. Now click on the title of the topic that you have created.
6. While no other user have read the new topic, you can still see to the right side of the gray field, the "edit text" link. Whilst you see this link, in case you have made a mistake, you can still correct them.

Creating Postings

The answers to a topic/theme are called "postings".

1. Click on the title of the posting, to which you want to reply (refer) to.
2. At the end of the page then appears a reply input mask, where you can enter your text.
3. Click on the "add reply" button to save your posting.
4. Click on the title of the posting.
5. While no other user have read the new posting, you can still see to the right side of the gray field, the "edit text" link. Whilst you see this link, in case you have made a mistake, you can still correct them.

	The reply form is not visible, if you have chosen the display setting "show all items full texts".
---	--

Hiding topics/postings

There is a possibility that is available to the creator of a Forum (or to the write permitted users), to "hide" individual topics and/or their corresponding postings (replies). To do that, the ones that have the right for it, in the cell of each topic/posting can click on the "hide"-link that is to the rightmost, outside of the cell itself.

18.2. Reading in the Forum

All available forums (and within a forum all topics) are visible through lists. To the right next to them, you can see additional information (author, number of topics or postings, date of the last posting, etc.) by which you can sort the list, by clicking on the respective column heading.

The view of the postings is different from the other two lists. Here a user can switch between the different view modes. In the beginning all titles of the separate postings are shown in a tree overview, in which the question-answer relations are represented by incremental indentation on each line. Once you click a posting, the respective text is opened. If you click a title of another posting, the previous text is closed and the new one is displayed. In the left column are a few appearance options for the "posting overview". The links with which you can change the view mode are located in the left frame ("options area").

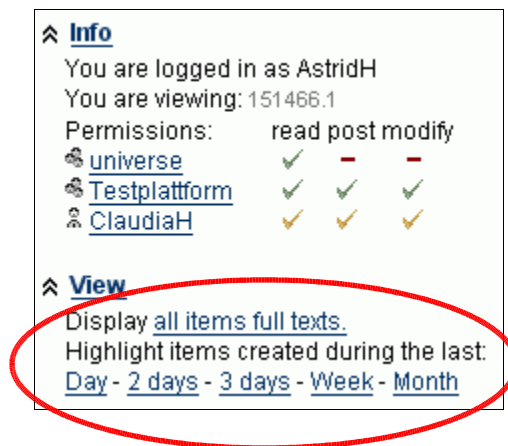


Figure 13: Posting - View options

When you want to display the texts of all postings, click "all items full texts." Thereafter you can revert back to the standard display settings with the link "selected item's text" (both links change depending upon the appearance). Furthermore, you can highlight the most recently created postings in red. For this click the link of the appropriate time frame.

19. factchat

In the factchat (synchronous), you can have simultaneous discussions with other users (chat). There is always only one factchat per platform. Click on the factchat link in the dialog area. A Java applet will now load.

Technical requirements:

You will require a java-enabled web browser in order to be able to initiate a factchat session. Normally, there shouldn't be problems starting factchat. In case there are, please check over your browser settings:

MS Internet Explorer	Select „Internet Options“ from the „Tools“ menu of your browser. Then click the „Advanced“ tab. From the long list of options that follow, find the heading, „Microsoft VM“, and select „JIT compiler for virtual machine enabled.“ Save the settings by clicking „OK“. Then, close all Internet Explorer windows and restart the browser.
Netscape Communicator	Click „Preferences“ from the „Edit“ menu of your browser. There, click the „Advanced“ tab and select „Enable Java“. Save your new setting by clicking „OK“. Subsequently, close all Netscape windows and restart the browser.

Should problems nevertheless still arise, please read through the information posted at our factchat customer platform at <http://factchat.kundenplattform.com/118449.0>

Login and Nickname-Color-Selection

When you start the factchat, a Java applet opens, with a selection of chatrooms. If only one single chatroom is offered, the color selection appears immediately. As soon as you have selected a color, the chatroom opens, and you can start.

Chatting – Writing messages

Now you find yourself in the „chat-mode“, in which you can post messages. To post, you must click anywhere within the gray region (input window). The text input cursor appears and you can then type in your text. Before you press the enter key, you have the possibility with the mouse to move and position your text area anywhere in the input window. To fix the position of your message in the input window, on order that all users read it, you must press the enter key.

Orientation and Clarity

So that you can distinguish between new and old messages, with the passing of time, you see that old messages become more and more pale and eventually disappear into the background. Therefore the newest messages are the clearest. With the help of the Zoomer (right under the input window), you can individually adjust how many messages should be displayed simultaneously in the input window.

You can find more information on our factchat customer platform:

<http://factchat.kundenplattform.com/115525.0>

20. Notification

The notification makes it possible for users to be informed about certain content changes. In this way users can remain informed about the changes in the platform without having to search themselves on a regular basis through the platform. The automatic e-mail notifications can be requested on several detailed levels:

- 1.) Folders (Structure): notification if there is a change in a certain folder(s).
- 2.) Service: notification about changes in all facts of a service.
- 3.) Forum, Calendar: the notification selection can also be limited to individual forms or calendars.

In order to receive the notification e-mails, certain changes must be made in the „Settings“. There are two ways of getting to the Notification Settings:

Navigation to Settings in the main menu

Step 1:

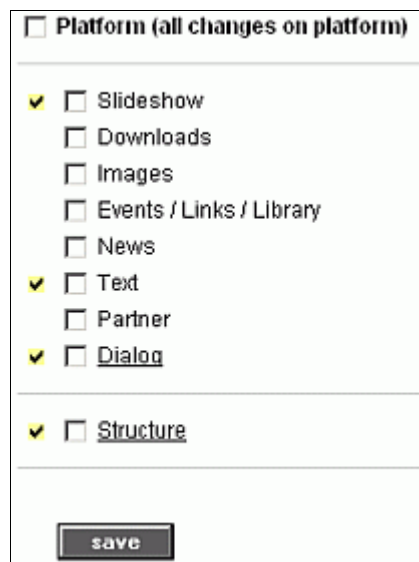
Logged in users by clicking on "Settings" (in the main menu) can reach the area of personal settings. There on the left side is the link "General settings". Here you must indicate:

- 1) Whether you want to receive self-defined email notifications.
- 2) Whether you want to receive the notifications, as defined by the pAdmin.
- 3) In what format (HTML or plain text) you want to receive the email (some email programs cannot display the HTML format)
- 4) In what time intervals you would like to be informed about activities on the platform.

Select the desired preferences and click on the "Save" button.

Step 2:

Afterwards must indicate, about what areas you would like to receive automatic email notification. Click in the options area (left frame) on the link "advanced notifications". You now see an overview of all services in the platform:



The screenshot shows a web form for notification settings. At the top, there is a checkbox labeled "Platform (all changes on platform)". Below this, there are several categories of services, each with a checkbox and a yellow checkmark indicating it is selected. The services are: Slideshow, Downloads, Images, Events / Links / Library, News, Text, Partner, and Dialog. The "Text", "Dialog", and "Structure" services are underlined. At the bottom of the form, there is a "save" button.

<input type="checkbox"/> Platform (all changes on platform)
<input checked="" type="checkbox"/> Slideshow
<input type="checkbox"/> Downloads
<input type="checkbox"/> Images
<input type="checkbox"/> Events / Links / Library
<input type="checkbox"/> News
<input checked="" type="checkbox"/> Text
<input type="checkbox"/> Partner
<input checked="" type="checkbox"/> <u>Dialog</u>
<input checked="" type="checkbox"/> <u>Structure</u>
<input type="button" value="save"/>

Figure 14: Notification overview

The yellow marks show the areas that are already selected in the pAdmin notifications. Here you can select additional areas. For the services that are underlined, you can select in more details. To do that, click on the link.

Navigation through the individual services

No matter in which service you are at the moment, in the left side there is the "Notifications" box (If you have opened an input max at the moment, you cannot see it).

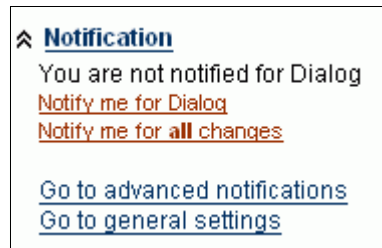


Figure 15: Notification link by a service

You can make direct decisions through this box. What do you want to change:

- 1) start being informed about the whole platform, or
- 2) start being informed about the service where you are in at the moment?

Do not forget to check your "General settings". Here you set the necessary preferences for the automatically sent emails. In the "Advanced notifications" you can get an overview of your made choices, and if needed – extend it.

21. Slideshow (Album)

The service Slideshow gives the possibility for a large amount of pictures to be presented in a demonstrative context. Each picture can be commented on individually. Various display options are offered (thumbnail-preview, zooming, scrolling ...).

1 step – Creating a slideshow:

At first you define the title and the start picture (thumbnail) of the slideshow. The remaining pictures you will upload in step 2.

- 1) Click in the options area (left frame) on the link "create slideshow".
- 2) Fill out the fields in the Input Mask. In the field "starting picture" enter the File Data of the starting picture (the maximum size of the starting picture id 80x64).
- 3) Click on "next >>" to continue.
- 4) Choose the permissions for this slideshow.
- 5) Click, on "preview >>".

2 step – Adding pictures:

You can either upload multiple images (max 50) at the same time via a zip file, or upload them individually one by one.

a) Multiple image upload:

You have already put your images in a single zip file. Please make sure that your zip file meet the requirements listed below! Title and description can be set to every image subsequently. Please be patient, the loading process can take a long time.

- 1) Click on "upload multiple images".
- 2) Fill out if you wish a title and description.
- 3) Enter the File Data of your zip file
- 4) With the lowest field you can indicate what height and/or width the images should not exceed. A number of 640(pixel) is recommended.

Requirements for the zip file:

Use only image files in the format "gif", "jpg" or "png". Images bigger than 1 m.b. will not be uploaded. Zip files containing more than 50 images are rejected by the system. The zip file MUST NOT contain any folders!

b) Uploading an individual picture:

- 1) Click on "add a single image"
- 2) Fill out all the fields
- 3) Continue by clicking on "next >>"
- 4) Specify the permissions for this image. There is a standard pre-selection that corresponds to the one indicated for the slideshow itself. You can assign different permissions for individual pictures if necessary.
- 5) Click on "preview >>"

22. Creating/Editing Partners

There is a possibility to activate the service „Partner“. This service concerns a small window in your header, in which logos appear. Here you can let your partner or other acting parties on the platform advertise their logos.

Work procedures:

- | 1 |** Upload the logos to the platform under „Images“ as .gif with the size of 80x64 pixels. (see chapter [13. Integrating Pictures](#)).
- | 2 |** Click somewhere within the partner window to the right of your header.
- | 3 |** Under „add partner“ on the left side you can paste the individual logos with their corresponding infoID. If necessary you can submit further information by filling out the „Description“ field for this partner (e.g., address of the homepage).

23. Factlist & Search

Apart from the extensive search, filter and order possibilities, from here you can also create new facts. This is an advantage in case you don't want the separate services to be shown in the main menu in the header.

Listing:

When in the input mask you don't have a keyword typed in, if you select a fact-type you will show all facts of that type, otherwise all facts.

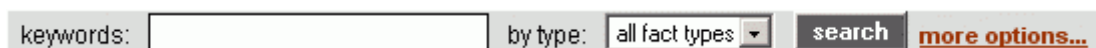


Figure 16: Factlist Input mask

Search function:

Enter a keyword and choose if necessary a fact type. When you click on „more options“, you can more clearly concretize your search query. Should the keyword be search for in title, text or the author fields? Is the location in time of the publish date of any interest? Or do you want to list only your own (published only, or all) facts?

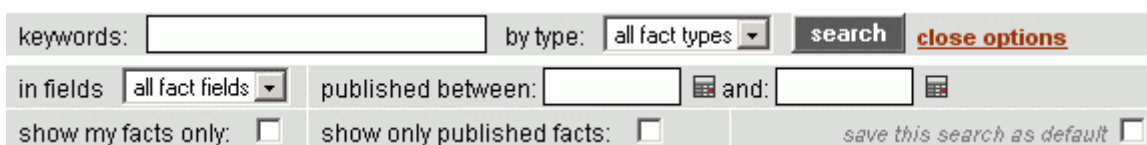


Figure 17: Search-input mask

With the small checkbox next to the search button you can specify a search query as a standard one. Thereafter this query will be always shown when search is opened.

Result list:

Immediately after you have clicked on the search-button, you will see a result list.

create a fact

You are logged in as 'AstridH'
[create new fact](#)

show **10 20 30 40 50** items per page

Choose items per page

no keyword or: keywords: by facttype: all fact types [more options...](#)

590 facts were found, showing 1 to 20
 pages: << 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

type	title	author	infoID	published	
Workshop	Workshop	Astrid Holzhauser	118108-edit	(n/pub)	edit delete
test	test	sebastian udulutsch	118105.1	9 Sep. 2003	edit delete
Workshop Feedback	Workshop Feedback	Astrid Holzhauser	118102-edit	(n/pub)	edit delete
Feedback to Workshop	Feedback to Workshop 20/21.08.2003	Astrid Holzhauser	118095-edit	(n/pub)	edit delete
Project Examples	Project Examples	Astrid Holzhauser	118089-edit	(n/pub)	edit delete
test	test	sebastian udulutsch	118070.1	3 Sep. 2003	edit delete
bb online	bb online	sebastian udulutsch	118061.1	3 Sep. 2003	edit delete
bb online	bb online	Astrid Holzhauser	118061-edit	(n/pub)	edit delete
test	test	sebastian udulutsch	118057.1	3 Sep. 2003	edit delete
maxforum	maxforum	Max Harnoncourt	118042.1	31 Aug. 2003	edit delete
das ist ein 2ter text	das ist ein 2ter text	Astrid Holzhauser	118041.2	1 Sep. 2003	...history edit delete
Eastern Europe Schools	Eastern Europe Schools	sebastian udulutsch	118039.4	3 Sep. 2003	...history edit delete
Multilingual CMS	Multilingual CMS	Sigrun Höllriegl	118034.1	28 Aug. 2003	edit delete
schools in Eastern Europe	schools in Eastern Europe	Sigrun Höllriegl	118032.1	27 Aug. 2003	edit delete
Language problems	Language problems	Astrid Holzhauser	118027.2	1 Sep. 2003	...history edit delete
Language problems	Language problems	Astrid Holzhauser	118027-edit	(n/pub)	edit delete
Esperanto Museum Wien	Esperanto Museum Wien	Sigrun Höllriegl	118023.1	27 Aug. 2003	edit delete

Change between pages

Figure 18: Result list (all facts ordered by infoID)

The view of the found hits can be adapted after that. In the left column you can define the number of hits per page. Below the search input mask you can change to the next pages. The list of the search results can sorted descending by every of the shown property (type, author, etc.). To do this, click on the corresponding title.

Create a new fact:

When you have the right for that, you see at the top in the left column the link "create new fact". Through this link you can reach the input mask for all facts. For the steps afterwards please read Chapter 6. Creating content.

24. HTML Tips and Tricks

In this chapter we have summarized basic HTML instructions for you, so that you can format your texts both in Text and HTML mode. If you want to learn more about this topic, we recommend you the web site www.teamone.de/selfhtml.

24.1. General HTML Information

HTML is the abbreviation for „Hyper Text Markup Language“. HTML is the format in which the text and hypertext information is transmitted and saved in the World Wide Web (WWW). For the WWW you can't create the layout of your text, as you would in Word for each respective paper. Using HTML texts on the Internet, you arrange the layout with logical HTML instructions („tags“). These tags can be differentiated from normal text, such as they are written between small and larger-sized characters <xxx>.

Most HTML instructions come in pairs, with a „Start-Tag“ in the form <xxx> and an „End-Tag“ in the form </xxx>. These command pairs indicate in each case the meaning of the text lying between them. Thus, e.g., between and bold text is displayed.

Some HTML instructions come individually, thus without an end tag. They designate certain elements that stand between the text. So for example, <hr> means a line between two paragraphs.

The HTML instructions in pairs must always be entered correctly. This is illustrated by the following example using indented input lines. What the individual tags mean can be found in chapter [.24.2. Formatting Text](#)

```
<p> The first paragraph.
</p>
<p> Two
  <u>
    <b> underlined, bold
    </b>
  </u>
  Words in the second paragraph.
</p>
After this paragraph comes a line:
</p>
<hr>
<p> That is the last paragraph.
</p>
```

All tags sometimes include additional indications called attributes.

```
<div align="center">Everything centered</div>
```

Align="center" causes the text to be center justified (align = alignment, center = centered).

24.2. Formatting Text

Bold type:	<code>bold words</code>
Preview:	bold words
Underlined:	<code><u>underlined words</u></code>
Preview:	<u>underlined words</u>
Italics:	<code><i>italic words</i></code>
Preview:	<i>italic words</i>
Word wrap:	Text old row Text new row
Preview:	Text old row Text new row
Paragraph:	<code><p>Here begins a paragraph, and here it is ended.</p></code>
Preview:	Here is a very simple sample text which serves to fill two rows. Here begins a paragraph, and here it is ended. Here is yet another very simple sample text which serves to fill two rows.
Lines between two paragraphs:	First paragraph <hr> second paragraph after the line.
Preview:	First paragraph <hr/> Second paragraph after the line
Unordered lists (Bullets):	<code> List entry List entry </code>
Preview:	<ul style="list-style-type: none"> • List entry • List entry
Ordered lists:	<code> List entry List entry </code>
Preview:	<ol style="list-style-type: none"> 1. List entry 2. List entry

Text alignment:	<pre><div align="center">Everything centered</div> <div align="left">Everything left justified </div> <div align="right">Everything right justified</div> <div align="justify">justified text justified text justified text justified text justified text justified text</div></pre>
Preview:	<p style="text-align: center;">Everything centered</p> <p>Everything left justified</p> <p style="text-align: right;">Everything right justified</p> <p>justified text justified text justified text justified text justified text justified text justified text</p>

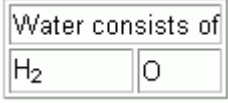
Font size	<pre>Normal text Text with font size 12pt Text with font size 8pt</pre>
Preview:	<p>Normal text</p> <p>Text with font size 12pt</p> <p>Text with font size 8pt</p>

24.3. Formatting Tables

Tables are not only used in their normal representation, but also in order to be able to position texts and graphics accurately next to each other. In this second case, so-called invisible tables are pasted.

Invisible Tables	<pre><html> <table border="0" cellpadding="2", cellspacing="5"> <tr> <td>Text of the first column</td> <td>Text of the second column</td> </tr> </table> </html></pre>
Preview:	<p>Text of the first column Text of the second column</p>

The edges ("border") of the tables are set to the equivalent of zero and are therefore not visible. "cellpadding" and "cellspacing" denote the space from text to the edge of the cell and/or between the individual cells. More details on this can be found at: <http://selfhtml.teamone.de/html/tabellen/gestaltung.htm#abstand>.

Connected cells	<pre><html> <table border="1"> <tr> <td colspan="2">Water consists of</td> </tr><tr> <td width="">H<sub>2</sub></td> <td>O</td> </tr> </table> </html></pre>
Preview:	

Cells with size specifications	<pre><html> <table width="400" cellpadding="2" cellspacing="5"> <tr> <td width="100">Text of the first column, that now is reduced to 100 pixels.</td> <td width="300" valign="top">Text of the second, substantially wider column (300 pixels), in which now appears the essentially longer, colored text.</td> </tr> </table> </html></pre>		
Preview:	<table border="0"> <tr> <td data-bbox="491 1102 730 1227">Text of the first column, that now is reduced to 100 pixels</td> <td data-bbox="772 1102 1257 1227">Text of the second, substantially wider column (300 Pixel), in which now appears the essentially longer, colored text.</td> </tr> </table>	Text of the first column, that now is reduced to 100 pixels	Text of the second, substantially wider column (300 Pixel), in which now appears the essentially longer, colored text.
Text of the first column, that now is reduced to 100 pixels	Text of the second, substantially wider column (300 Pixel), in which now appears the essentially longer, colored text.		

Special Characters

Some special characters have a certain function within HTML-coding and are automatically interpreted by the system instead of being displayed. In case you want such characters to be displayed as normal text you have to use the <text>-tag.

Special characters within text:	<p>Here I want to display an example of HTML-Code as normal text:</p> <pre><text>This is the way of writing bold text</text></pre>
Preview:	<p>Here I want to display an example of HTML-Code as normal text:</p> <pre>This is the way of writing bold text</pre>

Blank-Code

With „invisible tables“ you will use empty cells more frequently. But so that the width of the appropriate cell is not reduced to 0, it is helpful to enter a blank code into the cell. This is " " oder " "

24.4. Colors

Basically there are two possibilities in defining colors in HTML:

- By indicating the RGB value of the desired color in hexadecimal form (RGB = Red/Green/Blue value of the color)
- By indicating the name of a color

The advantage of the hexadecimal color value is that it works independently of the browser and there exists a selection of 16.7 million colors.

If you enter the color name, you circumvent the somewhat difficult definition of a color in hexadecimal mode. At present however only 16 colors are officially standardized. More colors exist, but this depends upon the browser used.

Hexadecimal-Color Values

If you define colors directly in hexadecimal mode, you must arrange the desired color using specifications regarding the three basic colors red, green, and blue (RGB values). Each hexadecimal color definition has 6 digits and takes the following form: #XXXXXX. First note the pound (#) symbol, after which follows six positions for the color definition. The first two places define the red value of the color, the second two places the green value, and the last two places the blue value.

Hexadecimal numbers are: 0,1,2,3,4,5,6,7,8,9,A,B,C,D,E,F. There are thus 16 possibilities for a hexadecimal number. For each color value (red, green, blue) 2 numbers are available. That makes 16 x 16 (= 256) possible combinations of a color value.

Example of colored text with hexadecimal values:

HTML-Code:	<pre>red words blue words green words</pre>
Preview:	<pre>red words blue words green words</pre>

Color names of the 16 basic colors

In order to define a color with the help of a color name, simply enter the desired color names in place of the hexadecimal RGB value. The following color names have been a component of HTML since version 3.2 and are understood by many world wide web browsers.

Color Name	Hexadecimal Value	Color Name	Hexadecimal Value
Black	#000000	gray	#808080
Maroon	#800000	red	#FF0000
Green	#008000	lime	#00FF00
Olive	#808000	yellow	#FFFF00
Navy	#000080	blue	#0000FF
Purple	#800080	fuchsia	#FF00FF
Teal	#008080	aqua	#00FFFF
Silver	#C0C0C0	white	#FFFFFF

Example of colored text with color name:

HTML-Code:	<pre>red words < span style="color:blue">blue words < span style="color:green">green words</pre>
Preview:	<pre>red words blue words green words</pre>

24.5. Reference to an E-mail Address

You can create a reference to any e-mail address within a text. If the user clicks on the reference, it automatically opens his e-mail program with the given e-mail address in the „send to“ field of a new message.

HTML-Code:	Please send any questions to the following e-mail address: max.muster@test.org
Preview:	Please send any questions to the following e-mail address: max.muster@rest.org