

Quick Tutorial

Calenco V2.2

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Abstract

This tutorial will guide you through Calenco. By following the steps in it you will discover most Calenco features. Enjoy the tour!

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Welcome to a revolutionary approach to documents writing and publishing. You will learn in this quick tutorial how to write structured, modular documents and to generate professionally looking output formats: PDF, HTML, etc. All this in a collaborative way!

The Demonstration workspace is based on the Open-Source Calenco system, coupled to an Online Web editor that will enable you to easily create new documents. Thus, you will be able to test all major Calenco features covering the whole documentation production cycle.

1. Discover the content management interface

To connect to Calenco you need:

- the server URL,
- your credentials (your email address and the password associated).

When connected, you discover the main interface.

The interface is composed of 3 main zones:

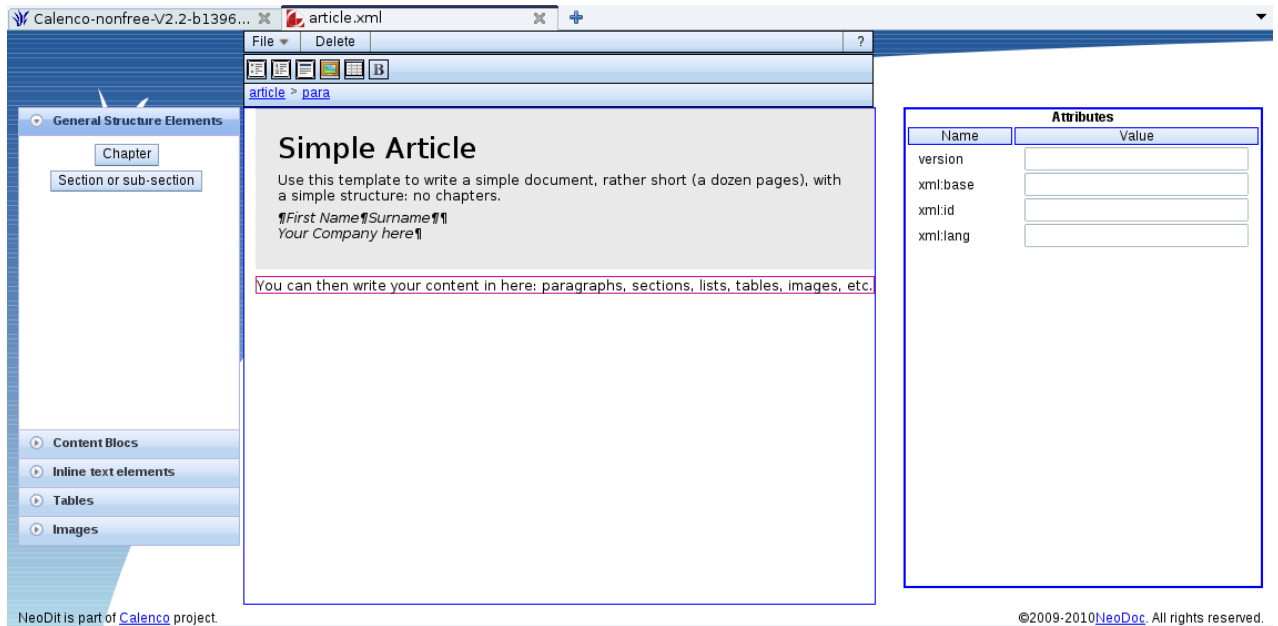
1. The left column shows the classifications that allow you to sort modules (text and images) into categories.
2. The top right shows the documents in the selected categories and the modules that compose them.
3. The bottom right shows a standard preview of the module selected above.

Click on the *Help* icon situated in the bottom left corner to get on screen contextual help.

2. Create a New Document

Time to do real work now.

1. Select *English* in the *Languages* drop down list on top right
2. Select the *All Files* category in the *Classifications* column on the left, and then click on one XML module in the top right window pane.
3. Check the module preview matches what you're looking for. Then click on the *File* menu then on *Edit*.
4. The editor opens in a new tab.



5. Select **File Save As** and enter a new name for your module.
6. Use the buttons on the left to add structural elements and simply build your document entering content.
7. Select **File Save** to save your modifications on the repository.

See below for more information about using the editor.

Once this is done you can go back to the main Calenco interface and click on your new module to check all is fine.

2.1. Why NeoDit is different

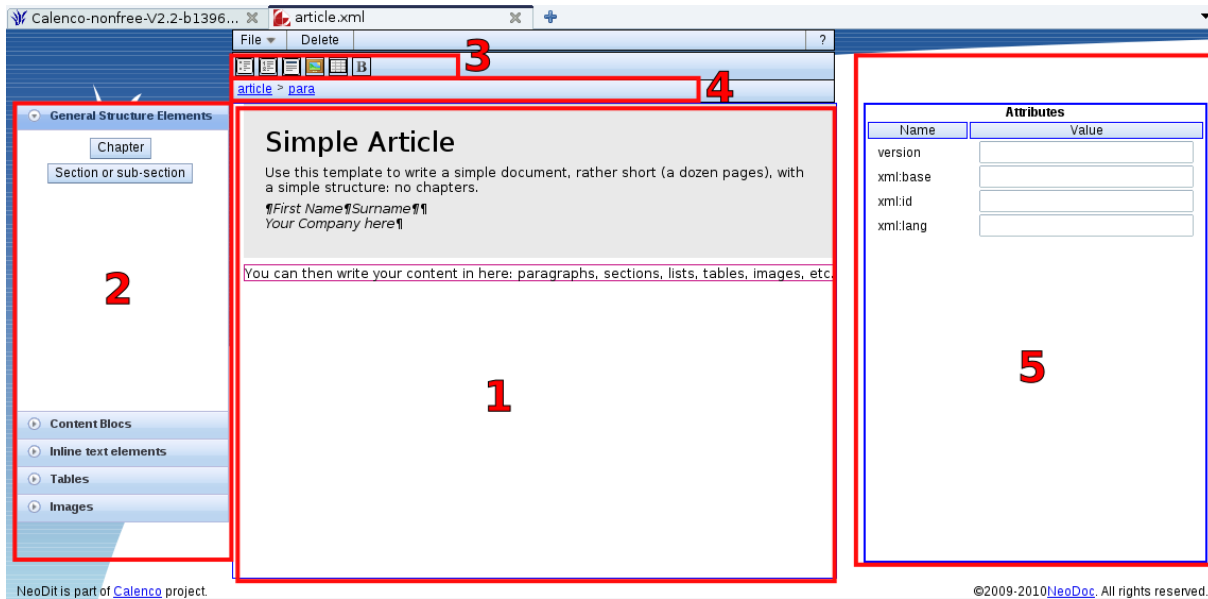
XML editing has always been reserved to trained people. Indeed creating a document conforming to a constrained XML schema is a significant mind shift from Word Processing, where users are allowed to insert anything anywhere.

For your basic editing needs, we propose you an easy XML editing approach by guiding you in the documents structure edition. You just have to tell the editor : "I want to insert a new element (section, image, table...)", and the editor will tell you where it is valid to insert it. You then just need to choose where to insert it, no need to torture your mind beforehand to make sure your context is correct or not.

Enjoy it!

2.2. Discover the editing interface

When you open a document for editing, your Web browser is automatically loaded with your document.



The interface is composed of various zones:

1. The center is the document edition area, where you can simply click and add your text.
2. The left menus present all structure elements you can select and insert in your document.
3. The icons bar contains shortcuts to the main structure elements you may need to insert
4. The path allows you to select a particular element related to the cursor position
5. Finally, the attributes panel contains the list of attributes you can set on the currently selected element

Additionally, the top menu allows to save your document, create a new empty document, and to delete the currently selected structure element.

Warning: to delete text, simply use the keyboard delete keys.

2.3. Basic operations

To add text to your document:

1. Click at the place you want to insert text
2. Type with your keyboard
3. Hit the [Enter] key to add a new paragraph or a new list item (if you are inside a list item)

To add new structure elements to your document:

1. Choose the element type in the left menu (for example: *Content Blocs*)
2. Choose the type to insert (for example *Itemized List*)
3. Green (+) icons appear everywhere you can insert this new element
4. Click on the green (+) icon where you want to insert the new element

Alternatively, you can also use the top icons bar to quickly insert common elements after the element the cursor is in.

2.4. Adding images

To add an image:

1. If you wish to use a new image that is not already stored on Calenco, go back to the main Calenco interface and *Upload* a new image that sits on your computer.
2. Back to the editor, click on the *Image* icon.
3. A file chooser appears, just select the image to insert.
4. Alternatively, you can also manually fill the *Fileref* attribute on the right with the name of your image (or even use the URL of an image on the Internet).

To change the image size, you can fill the *width* attribute with a value in percentage of the current view . For example 25%.

3. Create Output Formats

Back to the main management interface (once you have created and edited your content), you need to create the output format of the *XML* content. Go to the the *Publications* menu and select *Manage* to manage output formats based on the selected document.

Name	Last Success	Status	Result	Actions
article	2011-01-06 16:54:28	success	article.pdf	

Click *New* to create a new output format.

Pub. Name:

Output Filename:

Output Processor:

Output Processor Params (Optional):

Stylesheet:

Stylesheet Params (Optional):

Store Output On:

Type: Automatic Manual Temporary

Enter the following information:

1. the publication name,
2. the output file name,
3. the output processor: it notably defines the output format,
4. the stylesheet: it defines the output design and layout.

5. the store output: it defines whether the publication should be stored on the workspace or on an *FTP* server.

To view the result:

1. Click *Create* in the above form
2. You will see the new publication appear in the publications list, click the refresh icon until the status updates to "Success"
3. Simply click on the result name to download it.

If you get a zip file (notably for HTML) you must uncompress the whole archive to be able to browse its content.

4. Going Further

This was just a quick introduction to the main features of Calenco. Please, refer to the main Calenco documentation (<http://www.neodoc.biz/files/doc/user/>) to learn how to:

- Create modular documents by reusing modules from one document to another;
- Customize the output formats by filtering content;
- Customize the output formats by changing the graphical layout;
- Browse modules history;
- etc.