

ActiveDoc Best Practices

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This collectively written book describes how to write, change, and translate content, and how to make ActiveDoc itself.

Feel free to ask questions or raise topics.

Translating Content

ActiveDoc handles content translations. You can translate books, book pages, or articles to the language of your choice. This helps spread the word about openSUSE to communities that are not familiar with **English**, the default language.

If you are viewing a page, chapter, or article (called *nodes* in general) and you wish to provide a translation for it:

1. Log in or create a new account.
2. Click the Translate tab above the content page you are translating. **If your language is not available, use the [contact form to ask for it](#).** Once I add it, you will be able to see your language code in the language switcher besides the main menu.
3. In the appearing list of languages, click the appropriate Add Translation link. An editable copy of the English text of the page will now appear.
4. Fill in the title and the body with your translated text, and confirm with Save. Congratulations, you have done it!

Users can view the translated version after switching to the desired language with the language switcher.

Translating ActiveDoc's User Interface

Apart from the [content translations](#), ActiveDoc also handles translating its user interface (for enabled languages), such as menus, blocks, system messages, etc.

ActiveDoc accepts translations in *.po format, and to be able to contribute to translating the user interface, you have to setup an account for our svn repository, and there find your language and start translating. ActiveDoc's .po files are prefixed with ad-, such as in ad-interface.cs.po.

For more information on our translation mechanics, see http://en.opensuse.org/openSUSE:Localization_guide.



Tip: String Translations

To speed up the translation of common snippets visible on ActiveDoc's interface, you can use the [contact form](#) and send me the translations directly. This applies mainly for the *main menu* (Home-Articles-Books-...), *user menu* (Add content-Recently changed-My user account-...), and other visible strings not translated to your language of choice yet.

Tutorial: How to Write an Article with ActiveDoc

This tutorial features a cookbook recipe for a chili sauce which you can see here: <http://activedoc.opensuse.org/book/activedoc-best-practices/example-of-an-article-little-gs-ceylon-bang>.

The recipe is created step by step with explanations.

Where to Start

In ActiveDoc, you can start an article standalone, or you can start it in the context of an existing book. This tutorial is part of the book "ActiveDoc Best Practices", and was created like this:

- Navigate to activedoc.opensuse.org/book/activedoc-best-practices
- Log in (details see <http://activedoc.opensuse.org/how-do-i-create-my-account-then>)
- On the bottom of the entry page, click "Add child page" -- if this link is not there, you need to log in (button at the top of the page)
- The editor opens, you can start typing. :-)

You can also start your article standalone and add it to a book later.

- In the green user menu: 'Add content' -> 'Article'
- The editor opens (FIXME), you can start typing.
- Please note the drop-down menu on the right hand side, there you can select the audience and visibility of your article.

Good to know: You can not edit every article. For a few ones, you need a special user account.

You are only allowed to add a childpage to a book or an article.

Remember to have fun!

How to write

This tutorial is for ActiveDoc beginners and anybody who already worked a little bit with ActiveDoc.

Using the example of a recipe for a chili sauce, it explains step-by-step how to set up your document. The example is structured as an article.

Title

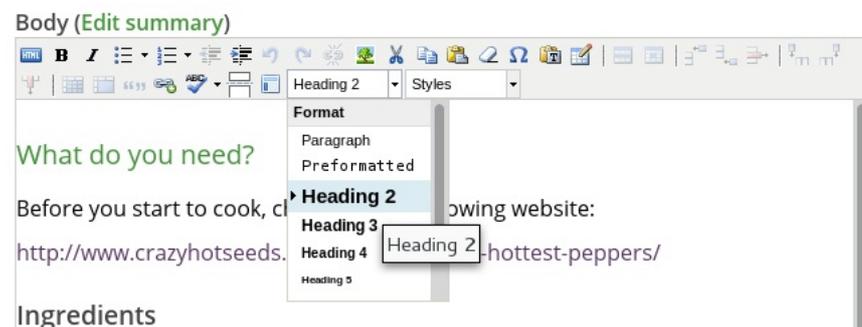
First of all you need to give your article a title and select the language. Enter Little G's Ceylon Bang into the title box.

Adding Metadata

Each article may contain information about its author, publication date, release information, copyright or other metadata. To include such metadata use the "Revision Information"-menu on the bottom of the website.

Headings

Each article consists of sections and subsections. To give the section a title, choose the right heading. As you can see in the picture, "What we need?" and "Preparation" are "Heading 2".

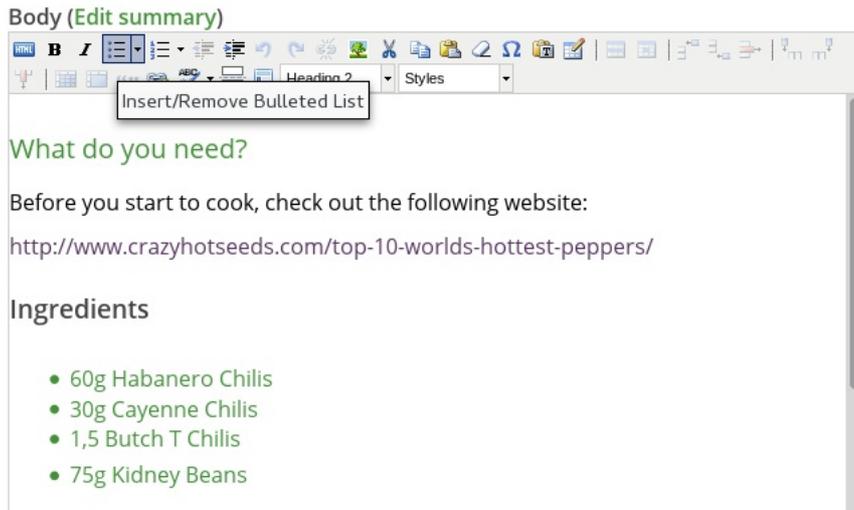


"Ingredients" is Heading 3, so it is the child element of "What we need?". The higher the number, the more is the heading nested.

If you want to write your text, you need to select "Paragraph".

Creating Lists

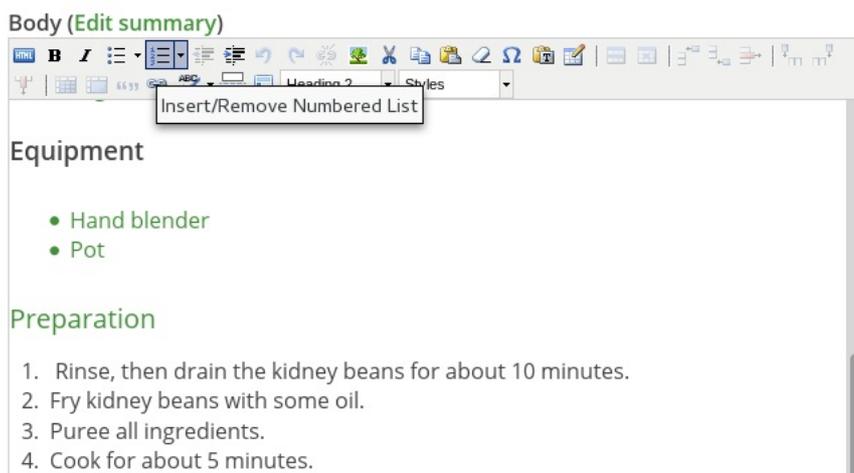
To list up the ingredients, you need to select the "Insert/Remove Bulleted List"-item.



Giving Step-by-Step Instructions

For writing instructions, it is recommended to do it step-by-step. That way, instructions are easier to understand and browse for the reader.

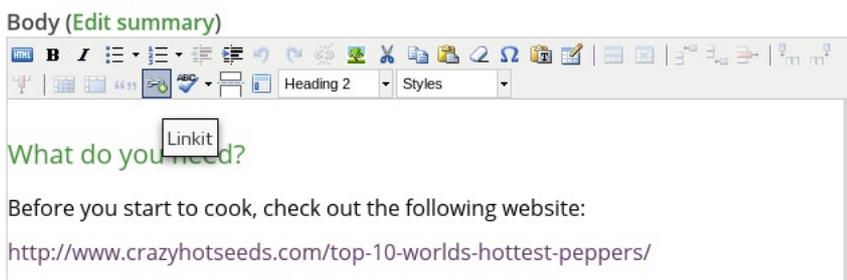
Click on the "Insert/Remove Numbered List"-item and enter the instruction steps.



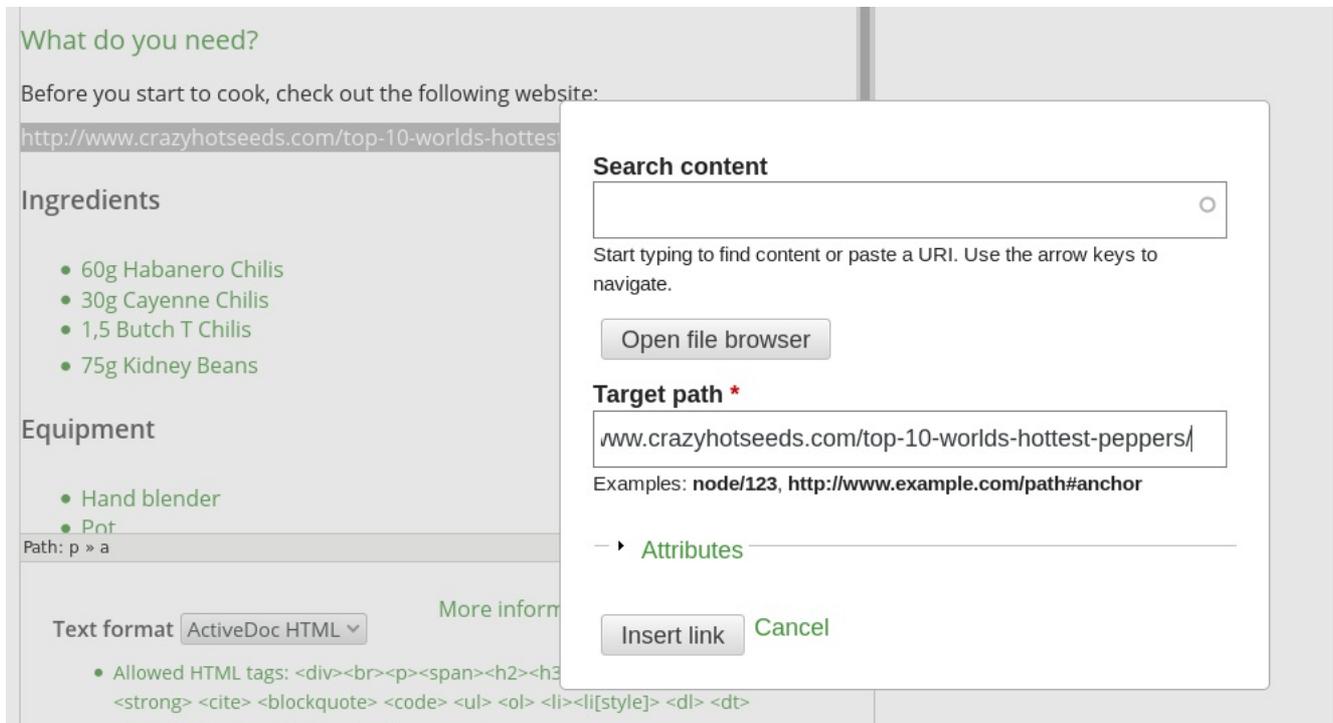
Integrating Links

To refer to an external HTML page, integrate an internet link in your article.

1. Add the link address and mark it
2. Click on the "Linkit"-item



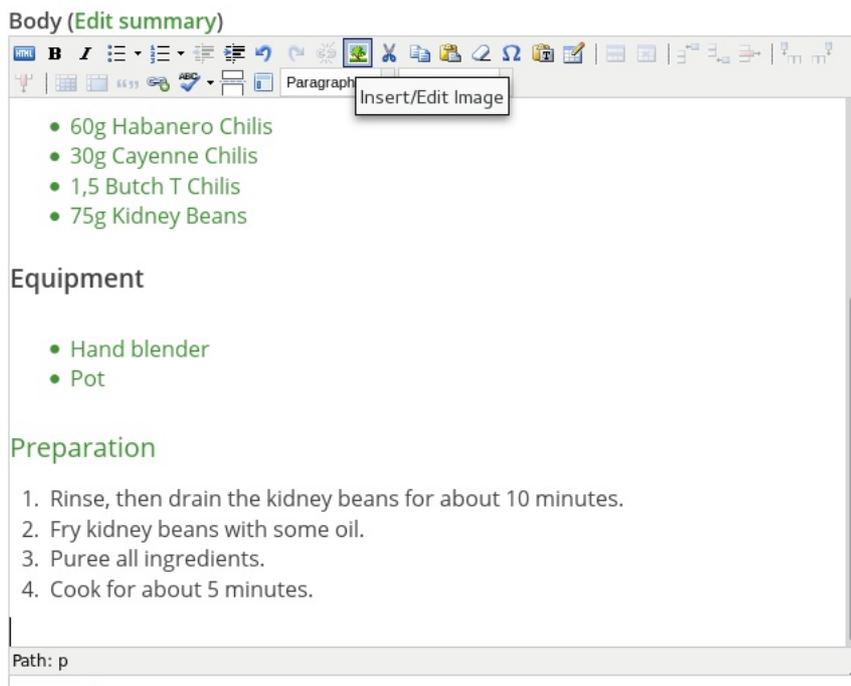
3. A window were opened, where you have to paste your link in the "Target path"-box and click on "Insert Link".



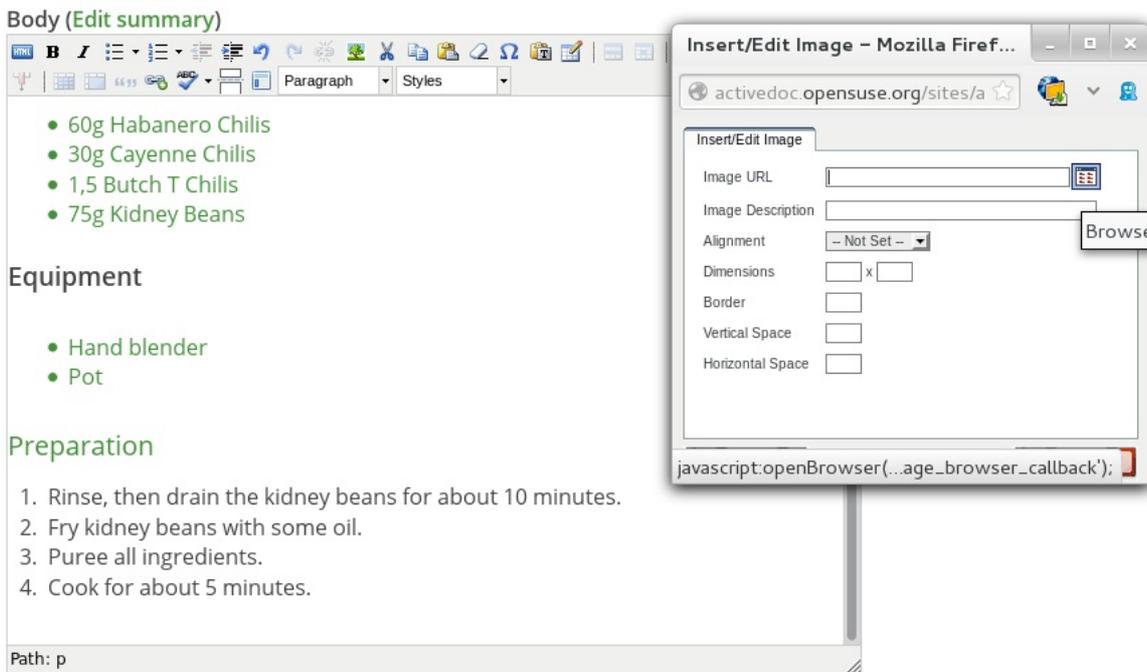
Integrating Images

To integrate an image, follow the following steps.

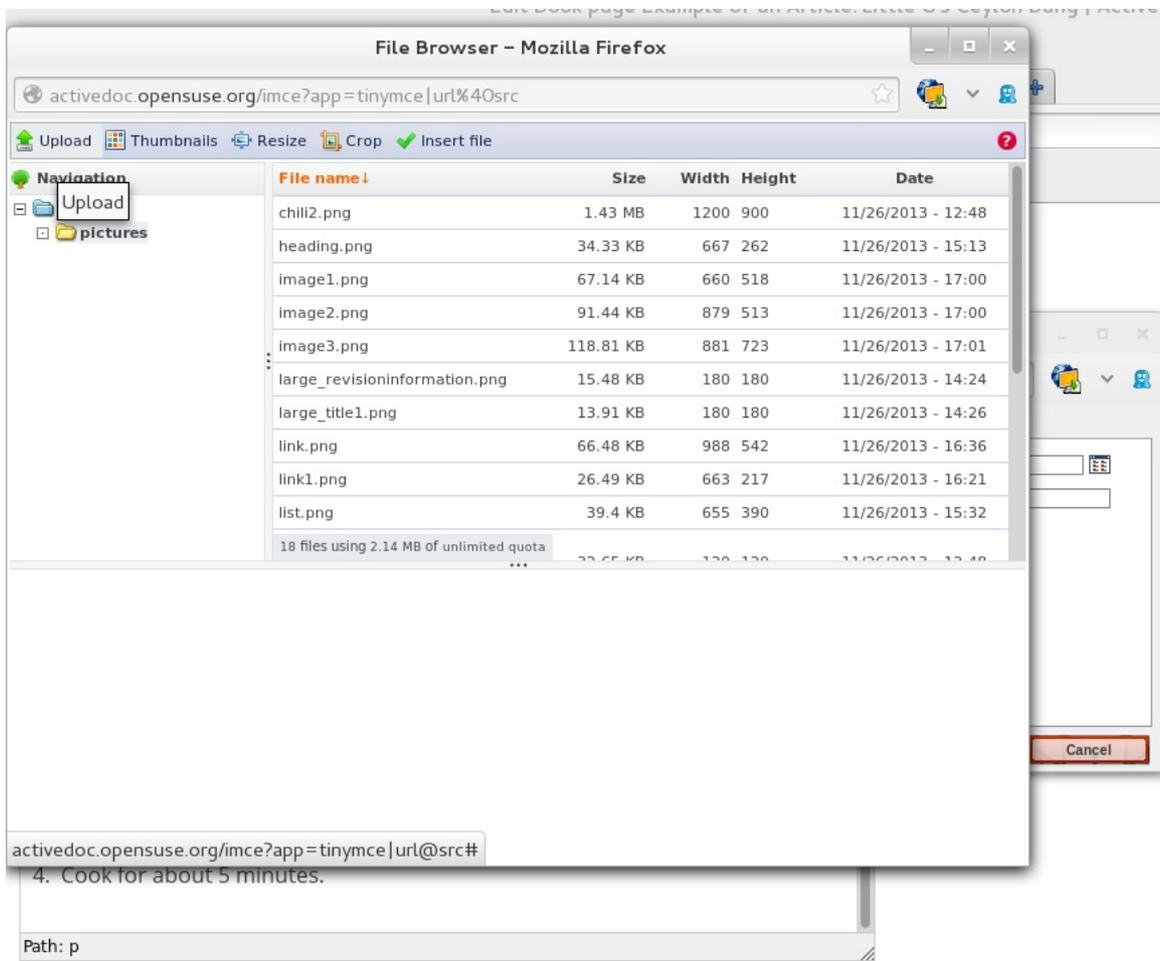
1. Click on the "Insert/Edit Image"-item



2. A window were opened. Click on the "Browse"-item



3. Second window were opened



4. Click on the "Upload"-item, to upload your image
5. Select the image which you want to integrate
6. Click on the "Insert file"-item and the "Upload"-item

>> Your image is uploaded.

If your image is next to the text instead of under the text, push Shift + Enter

Now you only have to **save** your article or your changes and the it will be published.

To create a PDF file, click on the button below the relevant page. Regardless of book or individual article.

Preparation

1. Rinse, then drain the kidney beans for about 10 minutes.
2. Fry kidney beans with some oil.
3. Puree all ingredients.
4. Cook for about 5 minutes.



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Example of an Article: Little G's Ceylon Bang

What do you need?

Before you start to cook, check out the following website:

<http://www.crazyhotseeds.com/top-10-worlds-hottest-peppers/>

Ingredients

- 60g Habanero Chilis
- 30g Cayenne Chilis
- 1,5 Butch T Chilis
- 75g Kidney Beans

Equipment

- Hand blender
- Pot

Preparation

1. Rinse, then drain the kidney beans for about 10 minutes.
2. Fry kidney beans with some oil.
3. Puree all ingredients.
4. Cook for about 5 minutes.



How to create a Book

You are only allowed to create a book, if you are a documentationteam member.

Books are containers that can contain smaller pieces of documentation like articles, howtos or FAQs. For adding pieces of

documentation to a book, you first need to create a book container. To make a document belong to a book, you need to assign the book as a parent to the respective document. Any document assigned to a book is also still available as individual document. If a book container is deleted, this does not affect its children, they still exist. You cannot define which revision of a document to use in a book, the book references the documents in whatever status they may be.

To create a book container, proceed as follows:

1. [Log in](#) to ActiveDoc.
2. From the menu, select Content > Add Content > Book.
3. Enter a Title for the new piece of documentation.
4. From the Content type drop-down list select Book.
5. Set other metadata (like Language, Product, or Category).
6. Optionally, select and upload an Attachment.
7. Optionally, enter a Revision log message.
8. Save the newly created document.

After creating the book container, you can now select the book as parent for articles, howtos or FAQ items.

A newly created piece of documentation is not published automatically. Until it is [published](#), it is only visible to the author.

How do I add documents to a book?

Books are containers that can contain smaller pieces of documentation like articles, howtos or FAQs. For adding pieces of documentation to a book, you first need to [create a book container](#). To make a document belong to a book, you need to assign the book as a parent to the respective document. Any document assigned to a book is also still available as individual document. If a book container is deleted, this does not affect its children, they still exist. You cannot define which revision of a document to use in a book, the book references the documents in whatever status they may be.

To add existing pieces of documentation (articles, howtos or FAQ items) to a book:

1. [Log in](#) to ActiveDoc.
2. Go to the piece of documentation (article, howto, FAQ item) that you want to add to an existing book.
3. Click Edit current.
4. In the editing view, go to the Book outline category.
5. From the Book drop-down list, select an existing book.
6. Wait until the Parent item drop-down list appears. (ActiveDoc needs to analyze the book's structure first). By default, it proposes the highest-level object (the book itself) as a parent item for the current article, howto or FAQ item. This will make the current document a chapter in the book.
7. If you want the current document to be on another hierarchy level (for example, a section within a chapter), select another entry from the Parent item drop-down list.
8. You can leave the Book link title and the Weight as proposed by ActiveDoc.
9. Optionally, enter a Revision log message.
10. Save and [publish](#) your changes.

To view a book, switch to the Books menu at the top of the page and click the book title.

How do I change the order of documents in a book?

To view a book and its contents, switch to the Books menu at the top of the page and click the book title. ActiveDoc shows the book's high-level structure. Chapters without subitems (sections) are displayed with a circle as bullet point. If a chapter has subitems, it is marked by an arrow bullet point.

To change the order of documents from a book:

1. [Log in](#) to ActiveDoc.
2. Click the book you want to modify.
3. Switch to the Order tab. The hierarchy of the individual documents in the book is displayed.
4. To change the order of documents, click the cross hairs icon in front of a document and drag and drop it to the new place.
5. Confirm your changes by clicking Save book pages.

How do I remove documents from a book?

To view a book and its contents, switch to the Books menu at the top of the page and click the book title. ActiveDoc shows the book's high-level structure. Chapters without subitems (sections) are displayed with a circle as bullet point. If a chapter has subitems, it is marked by an arrow bullet point.

To remove documents from a book:

1. [Log in](#) to ActiveDoc.

2. Click the book you want to modify.
3. Switch to the Order tab. The hierarchy of the individual documents in the book is displayed.
4. To remove individual documents from the book, click the remove from book link belonging to the respective entry and confirm your choice in the pop-up.
5. Confirm your changes by clicking Save book pages.

Source URL (modified on 12/12/2013 - 14:29): <https://activedoc.opensuse.org/book/activedoc-best-practices>