



Author: Armony ALTINIER

Translation into English: Marina URQUIDI

Translation into Chinese: LIAO Hui-Mei

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Preface

A training manual for the China-Europa Forum

The purpose of this document, drafted on a request from the China-Europe Forum Foundation, is to help Website-section administrators to learn the ropes that are indispensable to managing the content of their section. This can be followed by face-to-face training according to needs.

The document can be used by the China-Europa Forum and its partners, and more generally by anyone wishing to learn the basics of Web-content management with the SPIP Internet publishing system within the limits of the Creative Commons Attribution license, subject to agreement from the China-Europa Forum Foundation for which this document is written.

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Introduction

The Internet can sometimes seem complicated to those unfamiliar with the way it works, but it does constitute a means of communication of incomparable wealth that it would be a shame not to take full advantage of simply because its mechanics are not properly understood.

Website administration can seem on the contrary quite simple to others, those who surf the Internet daily and think they know all about content management. At a time when all it takes is a couple of clicks to set up a personal blog, it is nonetheless important to review the basics of optimal and responsible Website management in compliance with World Wide Web standards, to make sure that anyone can access its content, whatever their equipment, language, culture or disability.

Whether you are a beginner or a seasoned Web user, this document is designed to help you to learn how to use the content-management software of the China-Europa Forum Web site in the best possible conditions. If you have any questions, you may write to me at the following e-mail address: armony@acs-horizons.fr
Enjoy the read!

Armony ALTINIER
Director, ACS Horizons
China-Europa Forum Webmaster

I. Understanding for responsible management

SPIP, a free CMS

Understanding Website-content management

SPIP is free software for Website-content management. This type of software is commonly referred to as CMS (Content Management System).

Although to use the Internet and content-management software it is not mandatory to know how they work, it is always useful to understand the mechanics of the tools that we use.

What is interesting about CMS software is that it provides a Website administrator with a **user-friendly interface** including a text-processing tool, the possibility of uploading images and organizing the content, etc., effortlessly, without having to type in the slightest bit of computer code.

As you may know, for computers to communicate with each other, a very specific "binary" language is required, which is made up exclusively of 0's and 1's, also called machine language.

Machine language cannot be understood by humans, which is why intermediary languages have been developed that are comprehensible to humans. The code written in this type of language is transformed into machine language that can be exploited by the processor.

They are known as computer languages, where each instruction produces specific behaviour from the processor.

HTML (Hyper Text Markup Language) was invented as a way to simplify computer instructions to produce Web pages, but it is still too specialized for a Website manager. This is where SPIP comes in.

The role of SPIP

The role of SPIP is therefore to transform text, images and any other information you wish to publish on a Web site into Web language. The code produced by SPIP will then be interpreted by the computer as 0's and 1's.

It is therefore a three-step process:

1. You write articles for the Web site on the SPIP administration interface.
2. SPIP transforms your article into HTML language.
3. The code produced by SPIP is converted into 0's and 1's to be interpreted by the computer.

What is free software?

Free software is software that is free to use, study, modify and redistribute in modified or unmodified form. This type of software relies on the voluntary participation of communities of enthusiasts who collaborate on its design, development and translation.

Choosing to use free software is to make the choice of an open-software process and, in the case of SPIP, one that complies with the standards, thus guaranteeing perpetuation over time of the knowledge developed for the software.

Web accessibility

More than any other medium, the Internet makes it possible to tend towards an unprecedented universality. Moving through borders and offering user-friendly and inexpensive communication tools, the Internet also constitutes a revolution for disabled persons, who through it recover a form of mobility and greater autonomy.

But for this dream of universality to be effective, it requires complying with a number of main common-sense principles, which will improve your communication.

Think about the meaning of what you write ...

The first of these rules is to dissociate form from content. The layout is formalised by a graphic designer who provides a graphic charter that lists the layout rules for the whole Web site and conveys its visual identity. A specific style is attributed to every feature (title, paragraph, quote, etc.).

As Website administrator, **your only concern should therefore be the meaning of your content**. Rather than thinking about what font to use, its size or its colour, your questions will only involve the meaning of the text. Is this a title? A subtitle? A bullet list? A numbered list? etc.

Your only charge will be the meaning of what you write.

WYSIWYG vs. WYMIWYG

A word processor, such as Microsoft Word or OpenOffice Writer, provides a visual transformation of the text according to the form that you would like to get. WYSIWYG (What You See Is What You Get) is the expression used to designate this kind of tool.

Some CMSs provide this sort of word-processing tool, offering the possibility of mixing form and content.

SPIP works differently, precisely to avoid this confusion. Its text-processing tool to publish articles does not offer options that will influence the form of the text. This is called a WYMIWYG (What You Mean Is What You Get) tool and privileges content over form.

Form management is centralised by the Webmaster and the graphic designer

The direct consequence of this system is that content managers cannot modify the overall form of the Web site. No matter how much care we have taken in defining the style of the different features of the Web site, you might need a different style that was not initially planned in the graphic charter. In that case, all you need to do for a new style to be applied is to indicate your need to the Webmaster via e-mail.

II. Complying with good practices

Rules for naming files

For computers to be able to communicate properly with each other, international rules have been set up for optimal file transmission. These rules are to be respected, all the more scrupulously that the files are to be read in countries using very different languages.

Here is how you are to name the files that you create, send or recover.

The name of a file must:

1. only include numbers, NON-accentuated letters, hyphens (-) and/or underscore (_), and exclude any so-called "special" character;
2. never include a space (a space is actually a chain of characters including special characters);
3. never include a dot (.), which is to be exclusively reserved to indicate the file extension, i.e. its format (.doc, .xls, etc.).

Examples:

- A file named 2005/2006 should be renamed to 2005-2006 (*never put in a / or a \, which are computer-path indications!*).
- A file named **Meeting report.pdf** should be renamed to **Meeting_report.pdf** or **Meeting-report.pdf** (*with no space*).
- A file named **élite-watch.doc** should be renamed to **elite-watch.doc** (*with no accent*).

These rules are laid out in a memorandum known as **RFC**,¹ which you can consult on line.²

The standards are applied by all communication protocols (copying, e-mail software, saving, data recovery, file sharing [http, ftp, ssh, etc.]) and knowing these naming rules is indispensable for computer services in general to work properly (professional and personal).

For interoperability among systems, applications and your own use, it is highly recommended to apply these naming rules in general, not just for the purposes of uploading files onto the Forum Web site.

Weight of documents uploaded to the server

It is recommended, of course, to pay attention to the weight of the documents that you would like to make available on the Web site so as to avoid overloading the server and making it lengthy for your visitors to download the documents.

There is no maximum weight in the absolute, but the more your document weighs, the longer it will take to be downloaded.

In any case, you must always **indicate the format (PDF, OGG, MP3, ODT, etc.) and the weight of the documents available for downloading**. Insofar as possible, this information must be given directly between

1 Request For Comments (RFC) is a set of Internet-related documents and standards that started in 1969. Few RFCs are standards, but all Internet standards are recorded as RFC. See Wikipedia article on RFCs: http://en.wikipedia.org/wiki/Request_for_Comments

2 RFC references:

- RFC 2141 (URN Syntax) <http://www.ietf.org/rfc/rfc2141.txt>
- RFC3406 (Uniform Resource Names (URN) Namespace Definition Mechanisms) <http://www.ietf.org/rfc/rfc3406.txt>
- RFC 2396 (Uniform Resource Identifiers (URI): Generic Syntax) <http://www.ietf.org/rfc/rfc2396.txt>

parentheses or square brackets in the name of the link. This good practice will allow interested users to distinguish links to another Web page from those intended to download a document.

Images

Choose the right format

Besides text, audio and video documents, you can upload images to illustrate your articles. There are three main formats for this: JPEG, GIF and PNG.

The **JPEG format** is the one that gives the best execution in terms of colours, hence the best image quality. The down side is that JPEG is relatively heavier. The better the quality of the image (high resolution), the heavier it is. Otherwise, this format does not allow transparency.

As for the **GIF format**, it is much lighter and allows transparency. But the colour range offered by this format is limited and therefore does not give a good rendition of images with subtle tones and shades.

The most recent format is the **PNG format**. It stands somewhere between JPEG and GIF as it allows transparency but provides a higher image quality than GIF does. PNG file compression and weight is also between JPEG and GIF.

The three formats each have advantages and disadvantages. The point is to have this information in mind when you are deciding which image format to use.

Images and transparency ...

An image on a Web site is made of pixels, i.e., tiny squares. The form of an image is therefore necessarily square. However, you might wish to give the impression that an image is part of the page without a visible background colour. This would be the case, for instance, for a logo original having text on a red background integrated into a page with a white background: what would be displayed is text on a square, red background, which would not be very attractive. If you decide to use an image format allowing the image background to be transparent, only the text of the logo will be displayed, showing the site colour behind it.

Text alternatives for images

Earlier, we mentioned Web accessibility issues. For content to be accessible to all, whatever their computer equipment or disability, it is important to provide a **relevant text alternative for any image conveying information**.

This rule poses two problems:

- knowing how to distinguish an image conveying information from an image that is only meant for illustration;
- knowing how to write a relevant alternative.

Difference between images conveying information and illustration images

It is not easy to understand the implications of this rule without a demonstration. Imagine that you cannot see your computer and that in order to browse through the Internet you have to listen to the pages.

This is what "screen readers" do that are used by the visually impaired. The high performance of screen-reader software allows it to read information that is not displayed when you simply look at a page, such as text alternatives.

The first question to ask is: **Does the image that I have just included in my article provide additional information that deserves to be known?**

Putting a text alternative for an image that does not convey any information is not good for those who use a screen reader. When such persons are searching for information, in addition to listening to your article and to all the links on the page, they will also have to listen to useless information, and this will bog and slow down their browsing.

In most cases, images are intended exclusively as illustrations and will not need text alternatives. SPIP will then put in an empty alternative, which sends a message to the screen-reader software to ignore the image, considering it as purely decorative.

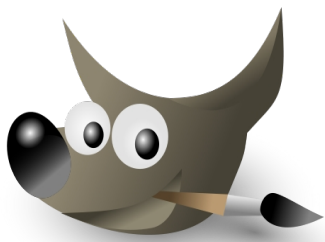
Writing a relevant alternative

The idea is to provide the content conveyed by the image, not to describe it. For instance, if an image represents a company logo but also acts as a link to the company's Web site, the text alternative should be "Such-and-such company Web site", not "Such-and-such company logo".

In addition, a relevant alternative text should preferably not be longer than 80 characters, to avoid the description pitfall in particular, but mostly to prevent Braille-reader users from having link parts that are too long to memorize or to read (a Braille reader can only read 40 characters at a time on average).

[We shall discuss how to add a text alternative for images later on p.23.](#)

Working on your images using GIMP



When managing a Web site it is useful to know how to use image-editing software, at least to reframe an image and reduce its size.

We recommend the free software GIMP, which can be downloaded at: <http://www.gimp.org/downloads/>.

Specific documentation can be written for this software on request, if the need arises.

Writing for the Web

Orientation, Information ... Action!

You do not read an article on the Internet the way you would on paper. Reading on a screen is a lot more tiresome and the ease with which you can go from one text to another thanks to incorporated links encourages speed browsing and reading.

In addition, whereas for something printed on paper the idea is to start at the beginning and to read through it, using a search engine is the rule on the Internet and often, users discover your Web site via an article resulting from their search without going through the home page, in other words, without following the path that you imagined for them.



For further information on the specificities of writing for the Web, you can read Crawford Kilian's *Writing for the Web 3.0*.

Internet reading thus provides three common-sense principles, described by Crawford Kilian in his book, for writing good texts:

1. User orientation. Whatever the article you are writing, you must always put yourself in the position of a user who is not familiar with your Web site and has happened on the page where your article is displayed through an Internet search engine. This means you always have to remember to set all your articles in their context.

2. **Providing readers with information.** Internet users always go to a Web site looking for relevant information or content. Be sure to meet their expectations by giving special attention to your content, texts and images.

3. **Give your visitors the floor!** One of the particular features of the Internet as a means of communication is that it makes interaction with readers possible. In the Web 2.0 world, this interaction is in fact expected by users, who have become accustomed to giving their opinion. In this respect, it is a good idea to solicit them and send them to the interactive pages of your Web site, through links to the Participate section, for instance.

Concise and organised

Keep your sentences and texts short. Your visitors will be grateful because, as previously mentioned, reading on a screen is particularly tiresome.

Organise your texts into paragraphs, with a catch line for each main theme, as for a newspaper article. This sort of organisation makes it easier to browse through the information, which is the privileged form of reading on the Internet.

Links that are explicit

You need to ban links that say "Click here" or "Read more". A link needs to be explicit on a stand-alone basis: once again, this is good practice for better Web accessibility.

To understand why this is very important, put yourself again in the position of a visually-impaired user. Your fabulous screen-reader software allows you, to save time, to organise your reading of the information on the page. To simulate speed reading and save some browsing time, you can ask your software to display all the links on the page or Web site.

If all those links say "Read more" or "Click here", you will have no idea what those links point to.

You should also know that the screen-reader software also makes it possible to read just the titles on a page. This gives you the outline of the article and you can go directly to the content you are looking for. This feature should lead to even greater motivation for you to make sure your page is well organised, semantically speaking, with proper use of the different levels of titles, for instance.

Other good practices, which are difficult to implement with SPIP for the moment

There are two other important good practices to apply for users, but they are difficult for the editor to put into practice for the moment, in that SPIP does not offer a simple tool to do so. They require entering HTML codes.

You will not actually be asked to enter code, but for a better understanding of the what is involved, we feel it is important to present these last two rules, in case you wish to inform the Webmaster that certain articles will require complying with them.

Indicating language changes

It is important, again for screen readers, but also for search engines, to indicate in what language the page is to be read. The Forum Web site is displayed in three main languages, and language changes per section and article are automatic.

On the other hand, the editor of an article must be careful to indicate any language changes within an article.

So for instance, for an article in French in which there is a Chinese name in pinyin and in Chinese characters, the editor should indicate that the Chinese characters are to be pronounced in Chinese, so this can be distinguished in an article that is in French.

It is the same for words considered for example as French, or at least have been adopted in ordinary language, but are pronounced with the accent of a different language. An example is the expression "*c'est la vie*" in an article in English: if the language change is not indicated, the voice-recognition software might say "sest lavigh" instead of "say lavee".

Acronyms and abbreviations

All signs, acronyms and abbreviations should, in principle, have a code attached to them that, when the mouse moves, or "hovers" over them, makes a "hover box" appear showing what they stand for.

Here again, SPIP doesn't do this and HTML code would need to be added.

An easy way of settling this problem is in your articles, after an acronym or abbreviation, to spell it out between parentheses.

This common-sense rule mostly aims to make your articles understood by everyone by providing the meaning of what you write.

More generally speaking, it is always indispensable to put yourself in the position of your potential readers and to avoid using jargon or very specialized vocabulary, unless of course it is necessary to do so and those terms have been defined.

III. China-Europa Forum Web site

Site architecture and organizing the categories

Sections and articles in SPIP

SPIP offers the possibility of entering three types of content: sections, articles and news items. For the Forum Web site, we only use sections and articles, we will therefore not discuss the role of news items in this document.

The content must therefore be organised by using articles and sections. The idea is to organise the content as you would do when classifying papers in folders. An article is a Web **page**, a section is the folder in which it is stored.

For the Forum Web site, our option is that only articles can display text. So when someone clicks on a section, what is displayed is the first article of the section, not the section itself, which has no content of its own.

Let us take a specific example on the site, where you click the Information tab.



"About us" is a section: when you click it, what comes up is the text of the article "China-Europa Forum".

The "About us" section therefore contains two articles ("China-Europa Forum" and "A project and a team") and one sub-section ("Our Philosophy"), which contains three articles ("Spirit of the Forum in a nutshell", "Forum Charter" and "Founding Committee").

- About us [section]
 - China-Europa Forum [article]
 - A project and a team [article]
 - Our Philosophy [section]
 - Spirit of the Forum in a nutshell [article]
 - Forum Charter [article]
 - Founding Committee [article]

It is important to understand this organisation so you can determine how to organise your part of the Workshop Area section of the Forum Web site.

Identifying the article or section number in the URL is also useful and an easy way to find the article in the private area with the internal search engine.

Will you need a section named after your workshop, which will contain several pages and perhaps even some sub-sections? Or will just one article to present your workshop be enough? In the latter case, you will not have to create an additional section.

This is therefore the first question you need to address, as it determines the architecture of your area, i.e. the outline of the organization of your content.

Numbering so you can order the display of your articles and sections

For you to be able to order your content according to the architecture you will have defined, we have opted for an ordering of articles and sections by numbering them.

Before the title of every article and every section, a four-digit number followed by a full stop and a space serves to determine its position in the menu tree.

The lowest number is displayed first, the highest number is displayed last, and between the two, the articles and sections follow the logical order from the lowest to the highest.

Taking the previous example, the category "About us", here is how the articles and sections are organised in the private area:

- 0100. About us [section]
 - 0100. China-Europa Forum [article]
 - 0200. A project and a team [article]
 - 0300. Our Philosophy [section]
 - 0100. Spirit of the Forum in a nutshell [article]
 - 0200. Forum Charter [article]
 - 0300. Founding Committee [article]

Do not confuse the numbering of articles and the article number!

Like many CMSs, SPIP works with a database system. All of the articles and sections are stored in a database on the Website server. As for the documents, like the files needed to keep SPIP in proper working condition, they are stored directly on the Web site, on what is called an FTP server.

Each article and section stored in the SPIP database is assigned a "storage" number in the database. This is the number that shows in the URL, which you will also be looking for when you wish to edit an existing article or will be displayed when you create a new one.

This number has nothing to do with the four-digit number that we use to order the articles and sections in the Website tree.

The screenshot displays the SPIP administration interface. At the top left, it shows 'Site root > English'. A red arrow points from the text 'Article Number' to a box containing 'ARTICLE NUMBER: 360'. Another red arrow points from the text 'Numbering of the Article' to the text '0100. Example'. The interface includes a 'Modify this article' button, a 'DATE OF ARTICLE CREATION: 11 DECEMBER 2008' field, a 'DATE OF EARLIER PUBLISHING: UNKNOWN' field, and a 'THE AUTHORS' section listing 'Armony2' with '1 article' and a 'Remove author' option.

The numbering used before the title of an article is only used to order the display and should not be confused with the article number assigned by SPIP.

Internal administration rules

The decision to open up the administration of the Web site is a reflection and illustration of our intention of openness and collaboration among Chinese and European partners in their actions.

For administration to be harmonious and collaborative, three small, very simple but essential rules need to be followed.

Dialog

Insofar as every workshop, which comprises at least one Chinese and one European key player, can have its own area within the Forum Web site, its administration necessarily needs to be the subject of Chinese-European dialog and a two-sided management. Publication of content must therefore be the outcome of respectful collaboration among the persons in charge of the workshop.

Training

Learning the ropes of SPIP is easy enough, but it is essential that those managing a workshop area within the Web site is coached in good practices by reading this document and by asking any question that can help them to manage their area as responsible and informed persons.

The persons in charge of the Forum for China and Europe, as well as myself, are here to help you to learn the basics of this tool, so feel free to solicit us if you need any help, whether technical or to set up your architecture.

Translation

For us to all move forward at the same pace, it is indispensable to make sure that any article published has been translated into the two other official languages of the Forum.

Specific help in this can be provided if needed, but the persons in charge of the workshop are responsible for translations, which again, must be done on a collaborative basis among all parties.

About downloadable files

It is best to display most content directly on the Web pages, i.e. in the form of SPIP articles.

You can, however, offer downloadable documents to illustrate or complete an article.

In that case, although it is always preferable that these documents are translated, this is not always possible (for press articles in particular), so this is not compulsory. If the document is not translated into the two other languages, the download link should mention, in addition to the document format and its weight, the language or languages in which it is available.

Contacts

Feel free to contact us for any kind of need.

- Responsible for the Chinese section: HUANG Ye: huangye@china-europa-forum.net
- Responsible for the French and English sections:
Églantine JASTRABSKY: eglantine.jastrabsky@china-europa-forum.net
- General and technical administration of the Web site:
Armony ALTINIER: webmaster@china-europa-forum.net

IV. SPIP in practice

Public area / Private area

To distinguish between the public Web site that anyone can visit and the administration area used to update and manage its content, SPIP uses the terminology "public area / private area".

Several levels of administration rights

The general SPIP term for contributors to the site is **AUTHORS**. All authors, however, do not have the same administration rights. Depending on their status, authors have access to more or less features within SPIP.

Visitor

Visitors can only access the public area of the Web site and can therefore not manage the Web site through the private SPIP interface. They are simply Web users visiting the Web site.

Author with Editor status



Editors can create new articles, but cannot publish them directly online, nor are they able to modify the structure of the site by creating new sections.

Author with Administrator status restricted to one or several sections



Restricted administrators are free to create, modify and publish articles on line, as well as to create new sections for the sections of which they are in charge. For the rest of the site, they have an Editor status and can submit new articles but not publish them on line. Workshop Area administrators are assigned Restricted Administrator status.





Author with General Administrator status



General Administrators can manage the whole site as well as authors (grant rights to new authors, modify or delete existing authors).

A few different article statuses

Articles can have one of five different statuses. Editors can only use two ("editing in progress" and "submitted for evaluation" for articles), whereas administrators can assign any of the five existing statuses.

Colour code	Status	Description
	editing in progress	This is the default status when articles are created. It is the equivalent of "rough draft". Only the author of an article, as well general administrators, can consult his or her articles with the "editing in progress" status.
	submitted for evaluation	Once the article is written and if the author is happy with it, the latter can submit it to other authors before publication to find out if they agree that it's okay. A discussion on the article can then be started through the discussion forum attached to the article.
	published online (administrators only)	Reserved for administrators. Publishes the article on line so that it is visible to all on the public Web site.
	in the dustbin (administrators only)	Reserved for administrators. Deletes the article.

Colour code Status



rejected (*administrators only*)

Description

Administrators can reject the publication of an article submitted for evaluation by an editor. Given the tactlessness and authoritarian aspect involved in the "rejected" status, it is advisable to never use it and to prefer an open discussion with the author of the article via e-mail or any other means.

Browsing tools in the SPIP private area

Overview of the administration home page

The screenshot shows the SPIP administration interface with the following elements and annotations:

- 1**: Navigation menu with icons for 'À suivre', 'Édition', 'Forum', 'Auteurs', 'Statistiques', 'Aide', and 'Visiter'.
- 2**: User information bar showing 'Armony2' and 'français'.
- 3**: 'ARMONY2' sidebar with '0600. Espace ateliers' and 'Supprimer le cookie de correspondance'.
- 4**: 'FORUM CHINA-EUROPA' sidebar with statistics for articles, messages, and authors.
- 5**: 'Articles les plus récents' section listing recent articles with their titles, authors, and dates.
- 6**: 'Vos articles en cours de rédaction' section showing articles currently in the editing phase.
- 7**: Action buttons for 'Écrire un nouvel article' and 'Référencer un site'.
- 8**: 'Articles proposés' section with a message about article proposals and a list of articles awaiting validation.
- 9**: 'Modifications des articles' section showing a list of articles with their modification status and times.
- 10**: Footer text: 'SPIP 2.0.3 [13596] est un logiciel libre distribué sous licence GPL. Pour plus d'informations, voir le site http://www.spip.net/fr.'

- 1: Main menu.** We could also call it the toolbar. It takes you to the different SPIP functions (details below).
- 2: Sub-menu.** This menu has two basic purposes: to provide management tools in the administration interface and to set the interface parameters (details below).
- 3: Box summing up your personal information.** Indicated here is the section for which this fictional user is administrator. The box includes a function to activate or disable the user's cookie. A cookie is a small file stored on your computer (if you authorise it to do so) that will display management functions in the public area of the Web site to which you are connected. This way, if you are connected to the private area of SPIP and you go to the public area with the cookie activated, you will see new links there: "Modify this article", "Recalculate this page" and "visits - popularity".
- 4: Statistics** related to the China-Europa Forum Web site.
- 5: The Most recent articles** posted.
- 6: Your articles in progress.** Obviously, this box is displayed only if you have articles that you have written and have neither been published nor submitted for evaluation. You will only see the articles for which you are the author, and no one else can see these as long as you have not decided they can be seen by others. It is a control panel for your work in progress.
- 7: Write a new article - Reference a site.** These are shortcuts to the main SPIP functions.
- 8: Articles submitted.** Here you have the list of the articles submitted for comments by any Forum editor or administrator. These articles could be yours or other editors'.
- 9: Article revisions.** This box is for you to be able to follow in real time the latest revisions that have been made to articles on the Web site, and to know who has made them and when. This makes it possible to go back to a previous version if the new version is not, or no longer appropriate.
- 10: Software version.** SPIP is free software and its development versions change as the community adds new features. The SPIP number indicated at the bottom of the page tells you what version is installed on the China-Europa Forum Web site. Regular updates will allow you to benefit from the latest features developed for SPIP.

Main menu in detail



Launch pad



Site edit



Forum



Authors







Statistics



Help



Visit

Icon	Description	Function
 Launch pad	Launch pad. Opens on a set of control panels to follow the developments of the private area. Is also the home page of the private area.	Clicking this icon takes you back to the home page of the private area.
 Site edit	Site edit. Opens onto the site tree.	Displays the main (language) sections and their content (sub-sections and articles) when clicking on the black arrow at the left of the section title.
 Forum	Forum	Opens on the private forums of the Web site to facilitate collaborative work.
 Authors	Authors	List of authors on the Web site. The green icon indicates the general and restricted administrators, and the yellow one



Statistics

the editors. You can also access your personal data for any needed change.

Statistical data related to the public Web site.



Configuration

Facilitates the Webmaster's work. Do not enter this section.



Help

SPIP documentation, very well done and very complete, but not available in Chinese.







Visit

Goes to the public area of the China-Europa Forum Web site.

Sub-menu



The group of icons on the left facilitates Website management tasks, the group of icons on the right serves to set up and to customise the SPIP private area.

Icon	Description	Function
	The entire site	This part of the site is specially useful for the translators, who can see the translation status of the articles.
	Quick browsing	Shortcuts to your articles in progress and articles submitted for evaluation, and to create an article or a section with just one click.
	Search	Makes it possible to search for a particular article or section on the Web site. It is specially useful in this case to know its number (see, in the public area, the URL of the article you are looking for).
	Calendar	We do not use the SPIP calendar; we have preferred to use the Google calendar.



Personal messaging

Message software internal to SPIP. Allows you to contact other authors. If you use the internal messaging function, remember to connect frequently to the private area of SPIP to see your messages.



Follow-up of the site's activity

This page presents several methods to keep in touch with the developments of the site, RSS feeds in particular.

Armony2

Personal information

This is where you can customise your info (login, password, e-mail address, etc.) and add a photo to your profile.



Changing interface colour

You can customise the colour of your interface, with no impact on that of other authors. You can choose the colour you prefer out of six colours.

English

The site's languages

Language choice for the interface. For Chinese, there are only simplified characters and some parts of the site may need correcting or completing. Please send us your suggestions to improve the private area.



Log out

This allows you to disconnect from the private area of SPIP. Please log out after use if you are not the only one to use the computer.

Writing a new article with SPIP

View of the form for creating an article

The screenshot shows the SPIP article creation interface. At the top, there is a navigation bar with icons for Launch pad, Site edit, Forum, Authors, Statistics, Help, and Visit. Below this is a breadcrumb trail: 1 Site root > English. The main form is titled 'Modify the article: 0100. Example'. It includes a 'Back' button and a 'Title' field containing '0100. Example'. The 'In section' field is set to 'English' and has a dropdown menu showing a tree structure of sections: English, Français [fr], 中文, Together, let's contribute to the construction of a responsible world [en], Information [en], Documentation [en], Action [en], and 2008-2009 [en]. Below the section dropdown is a 'Standfirst' field. The 'Text' field contains a rich text editor toolbar (5) and two text areas (6 and 7) filled with 'Exemple' text. At the bottom right, there is a 'Save' button (8).

Description of the screen shot of the form for the creation of an article

- 1:** This part allows you to locate the article you are creating in the overall Website tree.
- 2:** Box for uploading an image or a document to the server. Once it is uploaded, there are different ways for you to make it available to the visitors of the Web site. We will discuss those further on.
- 3:** Box for adding a document to the article. As for the images, this box is for uploading a non-image document to the server. Once it is uploaded, there are different ways for you to make it available to the visitors of the Web site. We will discuss those further on.
- 4:** Starting here, we have the actual form for writing an article. The first thing to do is to give the article a title. The red box shows the you four-digit number you need to enter to the left of the title itself so as to place the article in the order you wish to display it (see the section Numbering so you can order the display of your articles and sections, p. 14). This number is to be **followed by a full stop and a space**.
- 5:** There are two solutions to create a new article. 1/ You can use the Web site tree to browse through the different categories until you find the right one, then create your new article there by clicking on the button "Write a new article". 2/ You can click on the "Write a new article" shortcut button directly, but then you will have to place the new article in the right section. To do so, you will use the N° 5 button to choose the section in which you wish to place your article. Click on the magnifying glass to choose the section.
- 6:** The typographic bar provides shortcuts allowing you to format your text in order to enhance its meaning (see p. 7).
- 7:** This is the field into which you will enter your text and format it.
- 8:** If you wish to see what your text will look like as you write, click on the eye icon, which opens a preview window (N° 8 on the screen shot). Bold text in the text-publishing tool will be displayed between braces, like this: `{{bold text}}`. In the preview window it will be in bold: **bold text**.
- 9:** Once your article is done, don't forget to **save** it!

Inserting an image in an article



When you are writing an article, you can add images to your text to illustrate it or simply to make it more attractive.

To do so, on the left of the text-processing window there is a box where you can upload an image from your computer to the server.

Once it is uploaded, you have a new box displaying the image (see screen shot on the left).

There are two fields:

1. **Image title.** This is where you can provide a text alternative for the image, when necessary (see the section on Text alternatives for images p.9). In addition to the previously mentioned accessibility reasons, filling in this field makes it possible to tag your image and also displays a "hover box" when a user moves, or "hovers" a mouse over it.

2. **Description.** This optional field makes it possible to provide, for the record, additional information on the image. This information will not be published on line.

To insert the image into the article, you need to place the mouse cursor on the spot where you wish to insert the image in the text, then copy or double click the code displayed under the preview image depending to what you would like to happen:

- To see the image at the left of the text, use the code `<imgXXX|left>`.
- To see the image at the right of the text, use the code `<imgXXX|right>`.
- To place the image at the centre of your article, the code is `<imgXXX|center>`.

XXX is the number assigned to the image by SPIP in its database and is different for every image.

Inserting a link to a non-image document in an article: recommended method

As for images, you can upload non-image documents by using the corresponding box at the left of the text processor.

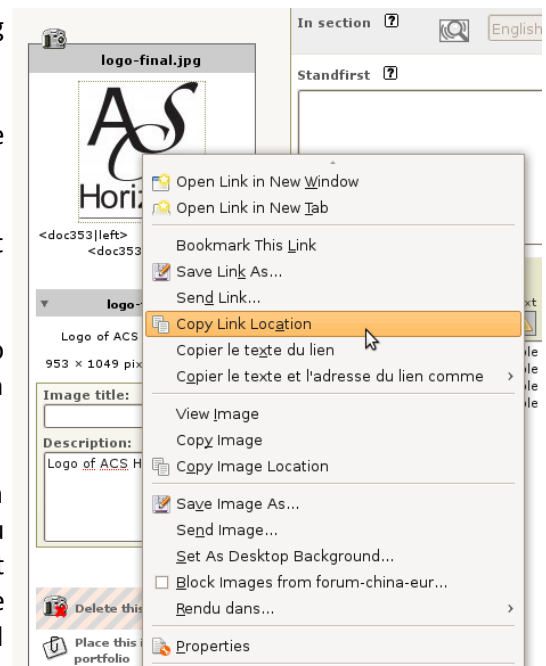
Once the document is uploaded, a new box appears for the newly uploaded document.

Here, as for images, you can use the codes displayed to insert an icon that will open the document.

For the China-Europa Forum, however, our option is rather to provide links to the documents, often in PDF format, within the articles themselves.

To do this, you need to point your mouse cursor at the icon representing the document, right-click for the context menu and select "Copy link location" (see screen shot on the right taken on Firefox Web browser). Then all you need to do paste the link you have just copied (which will open your uploaded document) in your article in the text processor.

Remember to provide, with the link, the document format and weight (you will find this information in the uploaded document box).



Translating an existing article

The art of translation

The quality of the original texts as well as of their translations is very important for the China-Europa Forum activities to be properly understood as well for the Forum's international image.

It is therefore just as important for the texts to be well written as to keep in mind that translations should not be literal, but adapted to the cultural context of the target language and its country.

Ideally, of course, the texts should be translated by professional translators, or at least by native speakers of the target language. If the human and financial means for an ideal translation are not available, you should consider having any translation reviewed by a native speaker of the target language.

Translation under SPIP



Once an article is written and saved, it can be translated. To see which articles need to be translated, use "The entire site" in the sub-menu (planet icon) to see the current status of translations.

The box to manage translations of the article is displayed once the article is saved and is called "Article language and translations" (see screen shot on the left).

The screen shot shows an example of an article in French translated into English and into Chinese.

To write a new translation, take the following steps.

1. Go to the original article to be translated (for instance by clicking on Site edit and browsing through the Website tree, or by entering the article number in the search engine, if you know it).
2. Click on the arrow in the "Article language and translations" box to bring up the menus.
3. Click "Write a new translation of this article".
4. Use the magnifying glass to select the section in which the translation is to be placed.
5. Translate the title and text of the article.
 1. Remember to translate the **text alternatives** for the images.
 2. Change any link to make it go to a **URL in the same language if possible** (if not, specify the language of the link target in brackets with its country code, [fr] for French, [en] for English or [zh] for Chinese).
 3. Replace the **uploaded documents** with their translations, if translations are available.
6. Save the translation.
7. Go back to the "Article language and translations" box.
8. Select the translation language of the article in the drop-down menu (if you did not mistakenly select the wrong section, it should be the default language).
9. Publish the translation on line.

V. Summary of the typographic shortcuts in SPIP

Text

- Heading - title, level 3{{{this is a heading}}}
- **Bold** {{bold text}}
- *Italics* {text in italics}
- Paragraphs skip a line between two blocks of text
- Start a new line without skipping a line:....._ (underscore: character under the number 8 on an AZERTY keyboard) at the beginning of the line, followed by a space
- Horizontal separation line -----
- Image in the text <imgXX>, <imgXX|left>, <imgXX|center>, <imgXX|right> (where XX is the image number)
- Document in the text..... <docXX>, <docXX|left>, <docXX|center>, <docXX|right> (where XX is the document number)

Links

- Text standing for a link within the Web site [See article 22->art22]
- Text standing for a link to a different Web site..... [See SPIP documentation->http://www.spip.net]
- Live URL address to a different Web site..... [->http://www.spip.net]
- Anchor (menu link within the page) [anchor<-] and its link [->#anchor]

Bullet list

- first
- second
- third

Multilevel bullet list

- * first
- * second
- ** sub-level for the second
- * third

Numbered list

- # number 1
- ## number 1.1
- ## number 1.2
- # number 2
- # number 3

Tables

There are no SPIP codes at the moment to create an accessible table. If you need to insert a table, do so with a word processor and ask the Webmaster to insert it in computer form.