How to submit DataBits articles, Illustrated.

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This is the long version, with screenshots.

DataBits moved to a Drupal system in 2008 and with the Fall 2010 issue some further upgrades have changed the appearance of the way articles are submitted.

For concise steps, see:

http://intranet.lternet.edu/im/news/IMPubs/databits#howto_submit_article

Instructions for submitting an article

To make a submission,
1) go to the the Databits home: http://databits.lternet.edu/
2) log in (top of page) using your LTER Network username and password
3) click 'Submit an Article' (right of page)
4) enter a Title
5) select a Section (see advice above on Article Types)
6) select the upcoming Issue
7) paste text into the Body text editing box.
8) Preview (near bottom of page)
9) Save

The instructions below are the wordy version. And I use different (i) numbers.

Your browser should show you pages that look similar to below. (I use Firefox on a Mac.) If an icon or link is missing from your browser’s view, tell the Databits editor. It may be that a permission setting needs to be reset.

Before you begin:

Compose outside of Drupal. Because the DataBits edit window is probably less comfortable than your usual editor, I suggest you compose your article before submission in whatever editor you normally use. This also gives you a nice backup. And you may need to email a Word doc or pdf to the editor to show what you want your article to look like, since the Drupal DataBits editor can re-arrange things in ways that seem unpredictable at first.

Submitting:
(1) Go to this URL: http://databits.lternet.edu/

(2) Log in. The Login link is at the top. (red arrow added)

Username: Before you begin, you will need to have an account with the LTER Network. All IMs have these accounts already. If you are from outside the LTER IM community, you may want an account, or you may ask a DataBits editor to submit on your behalf. The “LTER Databits username” is the same login used for the IMC website or the LNO intranet.

After you log in, it will show you a page ‘My account’ like this. (Showing a non-editor user's view. Editor's view has extra links and tabs.)

(2) click ‘Submit an Article’ (red arrow in above screenshot). That will take you to the next screen, below.’

Note that ‘Submit an Article’ is not a file-upload thing. Rather, it is ‘Begin the submission process.’ Articles do not get uploaded as files. They get pasted in.
(3) Enter **Title**, choose **Databits Section**, and **Issue**:

Choose an article type. They are the same in the drop-down as listed here:

http://intranet.lternet.edu/im/news/IMPubs/databits#article_types

except Editorial, which is called 'Commentary':

Choose whichever issue is the upcoming one.

(4) Paste in article

I prefer to compose an article in a “normal” editor and then just paste it into the Drupal Databits editor textbox. *The editor module is TinyMCE. You may recognize TinyMCE from*
other applications. It is not special to Drupal. Here is a screenshot of the text editing box (Body:)

(5) Byline

Especially if more than one author, list the author name(s) and site acronym at the top of your article, inside the Body: box.

(6) Preview
At the far lower left corner of the page is the **Preview** button. This does not yet save your submission, but it lets you see how it will look.

(7) **html tags**

*The Drupal Databits editor will guess where you want br and p tags. You can edit the html yourself or ask the human editor to do that for you.* To open the HTML view, click the tiny icon of "**HTML**" here:

(8) **Submit to Save**

Save your work even if it is not the final version. You can return to edit it later. *(If not, then tell us and a setting needs fixing.)*

(9) **Revisions**

To return later to edit your own article, **Login**, then click on the '**My workspace**' (at right)
Either directly click on the **edit** link for an article.

Or open the article (click on its title) then click the **Edit** tab.
(10) Images

This part is a bit awkward the first time. I put instructions on this page: 
http://intranet.ter.net.edu/im/news/IMPubs/databits#howto_insert_images

But screenshots may be helpful for these steps.

If your article contains any **images** you'll need to upload and link them. *Note this has changed since the Spring 2010 issue.* There is no longer a "File attachments" section. Instead, include them in your document through the `<img>` tag. **How to upload and tag an image:**

In the editor pane, the tiny icon of a green tree means "insert/edit image". This brings up a dialog box. To the right of the "Image URL" textbox is a tiny square icon (blue box with red dots) for "Browse". Once inside that dialog box, click the blue "Upload" link at top. This opens a browse-to-file option. Select a file and Upload. Note the file name in the list below. Click your just-added image filename and hit your keyboard Enter key. (No submit button on form.) Now see that the Image URL textbox is filled in. Add a 1 to 3 word image description (the alt attribute). Click the Insert button at lower left.

This is the “insert/edit image” icon: on the edit-box tool-bar:

![Insert/Edit Image Icon](image-url)

*Once you know Green Tree means Image Tag, you'll never forget.*

That brings up a dialog box like this:

![Image Upload Dialog Box](image-url)

To the right of the Image URL textbox, click the icon for “**Browse**”:

*If that icon is missing from your screen then tell us. It is a permission setting.*

That will bring up this dialog box:
Click on the 'Upload' link. That will open up the browse-to-image-file portion of this dialog box, looking like this:

That brings up a familiar-looking browse-to-file type dialog box. Navigate to your image file on your own computer. Then click the Upload button:

The next step is a little awkward. And it may change. For the current setup, once you have uploaded your image, it will appear in the list of 'File name's, below. It will be hi-lited in light yellow. You may need to scroll down to see your image file listed.
With your image file hi-lited, hit the Enter key on your keyboard. There is no Submit button for this dialog box. (Margaret discovered that if you click the link ‘Send to tinymce’ that this submits same as hitting Enter.)

That makes this next dialog box appear:

Now the URL at http://databits.lternet.edu/.../yourImageName appears in the ‘Image URL’ textbox. Optionally, you may enter an Image description. That goes into the alt tag (and is not visible on the page). If you enter text in the ‘Title’ box it will appear as a rollover tip on the page. Click the ‘Insert’ button at lower left.
Now the image will appear in the article editing textbox.

If you desire, you can alter the html of the image tag using the HTML editor. (Tiny HTML icon on edit toolbar.)

There is an option to create a thumbnail which links to a full resolution image. I have not described that here.

I expect the part about where the image is stored on the filesystem at LNO may change. These screenshots were made on 14 November 2010.

Please ask for assistance with uploading and linking your images if this is too tedious.