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 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. (Notice there is no spell-check.) 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. Note that only the person who submits the article (and the Editors) can revise it. So complete the co-authoring process prior to submission.

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:)
To toggle between regular (shown above) and full-screen-mode, click the icon. Once in full-screen-mode, the only way to get back to a screen where you can preview or save your work is to first toggle back using that same icon. Note this is actually not full screen, just full window.

(5) Byline

List the author name(s) and site acronym at the top of your article, inside the Body: box. If an author is from two sites, use a comma, as in

Karen Baker (PAL, CCE)

or

John Porter (VCR), Karen Baker (CCE, PAL) and Someone Else (ABC)

This by-line is especially important if the author is someone besides the submitter or there is more than one author. If you forget to enter a by-line, the Editor will assume the author is the submitter and enter this for you. (In future we hope to actually tag articles with usernames for all authors. Presently, this by-line is just text.)

(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:

![HTML icon]

Note to Editors: (Authors should not have to deal with this.) Unlike html, **line feeds in the HTML editor will actually be translated into `<br>` tags by Drupal. That will not show in the TinyMCE editor but it will show in the Drupal Preview. To clarify: those of use who expect whitespace to be ignored in html need to realize this is not really html. It is html plus a content management system thinking we don’t know how to write html. These annoying extra `<br>` will NOT show up in the HTML editor. But if you remove line feeds in the HTML editor, it will remove those pesky `<br>` in the Drupal result. Drupal will filter out CSS such as that to underline text. The TinyMCE editor offers an underline feature `™` but that formatting will disappear once back in Drupal.

(8) **Save to Submit**

Save your work even if it is not the final version. Save button is at bottom left of page. 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.

Only the submitter can return to edit an article. Coordination with co-authors should be done prior to submission. Editor and Co-Editor can edit any article.

**10** Images
This part is a bit awkward the first time. I put instructions on this page:  
http://intranet.lternet.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: ![icon](image_icon.png) on the edit-box tool-bar:

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

That brings up a dialog box like this:

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:

**WAIT. Don't click Upload yet.**
Revision: *All our images were getting uploaded into the top directory by default. Here is how to first select the directory for this issue (Fall-2010 at time of writing).*

See screensot below. At left, under **Navigation**, see the directory folders. Open **images** (click the [+]) then scroll down to find this issue’s folder. (Currently **Fall10** for Fall-2010). Open this issue’s folder.

![Navigation screenshot]

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

![Upload screenshot]

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: *(not the Upload link).*
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. (Note in below screenshot I uploaded my image to the wrong dir. Your folder tree will show images/issue where issue is like Fall10 or Spring11).

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.ternet.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.

Optional: You can alter the html of the image tag using the HTML editor. (Tiny HTML icon on edit toolbar.) But don’t try alignment layout within a paragraph. <table> works, if you need to set an image to the left or right of some text.

There is an option to create a thumbnail which links to a full resolution image. I have not described that here. Note if you choose the large thumbnail option, it will name your image “large_originalFileName.png”, where “large” means large thumbnail.

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 the Editor for assistance with uploading and linking your images if this is too tedious.