

## BABELS WEBSITE

### A short guide to SPIP for Babels

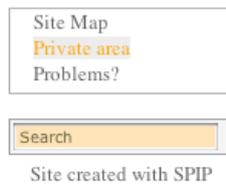
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## 1. Log in to the private area

To add an 'article', you must first 'log in' to the 'private area'. To do this, you click on the link 'private area' on the website:

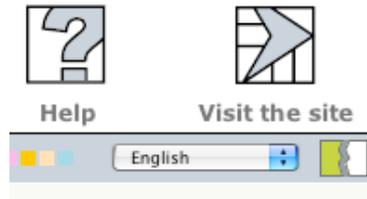


Then, you type your 'login' (which is given to the project organizers by Babels-Tech):

The image shows a login form. At the top right, there is a language dropdown menu set to 'English'. The main form has a label 'Login (identifier for connection to the site):' and a text input field containing 'babels-malta'. A 'Submit' button is to the right of the input field. Below the form, there are two links: '[password forgotten?]' and '[back to the public site]'.

Then you type your password (which is given to the project organizers by Babels-Tech). (No picture shown.)

In the ‘private area’ of the website, you can choose a different language:



## 2. Adding a new article

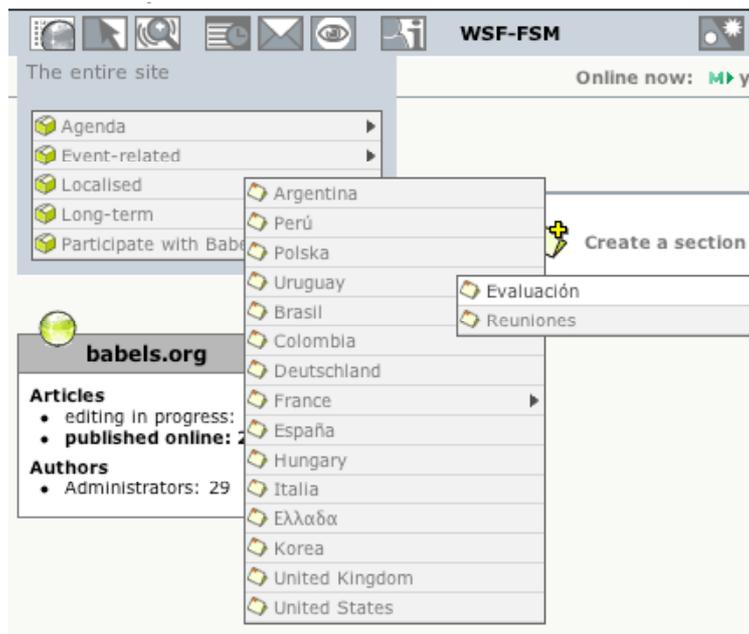
### 2.1. Basic functions

#### 2.1.1. Writing a new article

To add a new ‘article’, first go to the section in which you wish to put your article. Use the navigating menus on the left:



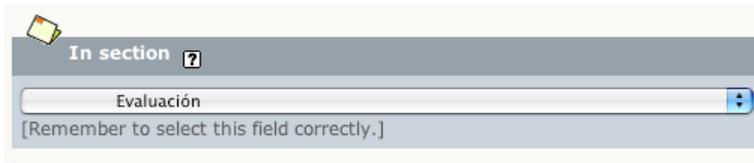
The first link on the left allows you to go to existing sections:



Once you have found the section you want, click on it. Then, you can ‘Write a new article’:



Once you click on the link ‘Write a new article’, you can write your article. Please verify that you are putting the article in the proper section:



Once you’re finished, click on the button at the bottom right: 

The next page shows you a preview of the article.

At this stage, it is important that you make two more changes:

### 2.1.2. Add a keyword corresponding to the language of the article

Choose a language in the ‘Keyword’ menu and click on ‘Select’:

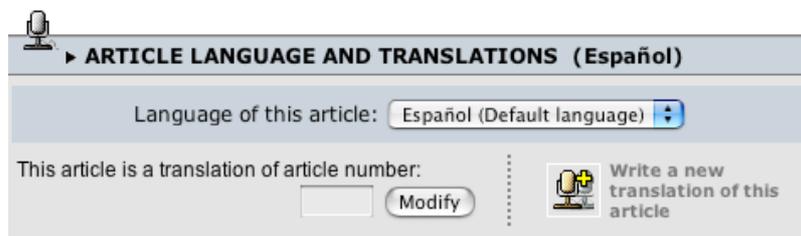


### 2.1.3. Check the language of the article

Below the ‘Keyword’ menu, check the language of the article:

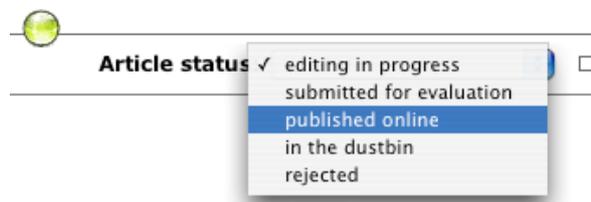


If it is incorrect, click on the triangle on the left (▶) and choose the proper language:



### 2.1.4. Put the article online

If you are allowed to do so (\*), you can put the article online, by choosing ‘published online’ in the menu *and clicking on ‘Modify’* on the right:



(\*) Each login/administrator is authorized to put information online only in the sections belonging to the login/administrator. You cannot put articles online in sections which are not 'yours'. If needed, ask Babels-Tech for help.

### 2.1.5. Viewing the article online

To view the article, you should find the number of the article on the left and click on the link:



### 2.2. Adding a translation of a pre-existing article

First find the original article. Once you have found it, click on the triangle on the left of the 'language' menu:



Now you can click on 'Write a new translation of this article'.

Then you follow again the whole process described above.

NOTE: please add the keyword for language and verify the language of the new article.

### 2.3. Adding an item to the 'Babels Agenda'

You must proceed exactly like you do for a normal article only with a few changes.

**1. Put the article in the 'Agenda' section of the website.**

**2. Only use the following elements:**

Title of the article: the city/country in which the item takes place

Subtitle: allowed.

Description: NOT allowed. Do not put anything there.

Text: allowed.

Post-Scriptum: NOT allowed. Do not put anything there.

**3. Put the date for the article:**

In the last page, after you have click on 'Submit', you must click on the triangle on the left of the menu 'Date of earlier publishing':



and fill in the values with the date in which the ‘article’ must appear on the agenda:

Click on ‘Modify’.

## 2.4. *Formatting your article/ SPIP codes*

There are simple rules which you should observe to format your text and include internet links, or links to other articles on the website:

### 2.4.1. Styles

{*italic*}

{{**bold**}}

{{{title of a subheading}}}

title of a subheading

### 2.4.2. Links

[>http://www.link.com] becomes a link: <http://www.link.com>

[click here->http://www.link.com] becomes a link: [click here](http://www.link.com)

If you want to link to another article on the website, just add the number of the article. For example: [selection process->295] will link automatically to the article number 295: [selection process](#). You do not have to put the whole URL ‘http://www.babels.org/a295’. You can also just put [->295].

If you link to a section, then you must add ‘rub’ (as in ‘rubrique’) in front of the number of the section. For example: [the ESF section->rub28].

### 2.4.3. Footnotes

text [[and a footnote]] will become: text [1]

and at the end of the page, you will have: [1] and a footnote

### 2.4.4. Lists

-I don’t believe

-I do believe

will appear just like that!

-# The first point is that...

-# But the second point is that...

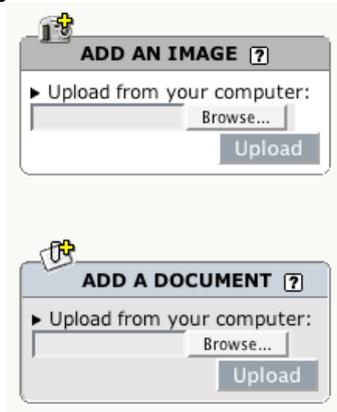
will appear like this, with automatic numbers:

1. The first point is that...

2. But the second point is that...

### 2.4.5. Attaching documents and adding pictures

After having finished writing the text of the article, click on ‘Modify’. This will allow you to go back to the text of the article. Then you can use the features on the left:



Follow the instructions.

To add the document/image in the text of the article itself, just copy/paste the ‘SPIP’ codes which appear below the document in the text of the article:



For example:

“If you want to read more about this issue, please download: <doc131|center>”