



LibreOffice

The Document Foundation

Documentation
Contributors' Guide

Chapter 3
Using the ODFAuthors
Website

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Contributors

Jean Hollis Weber
Dan Lewis

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org

Note: Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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Contents

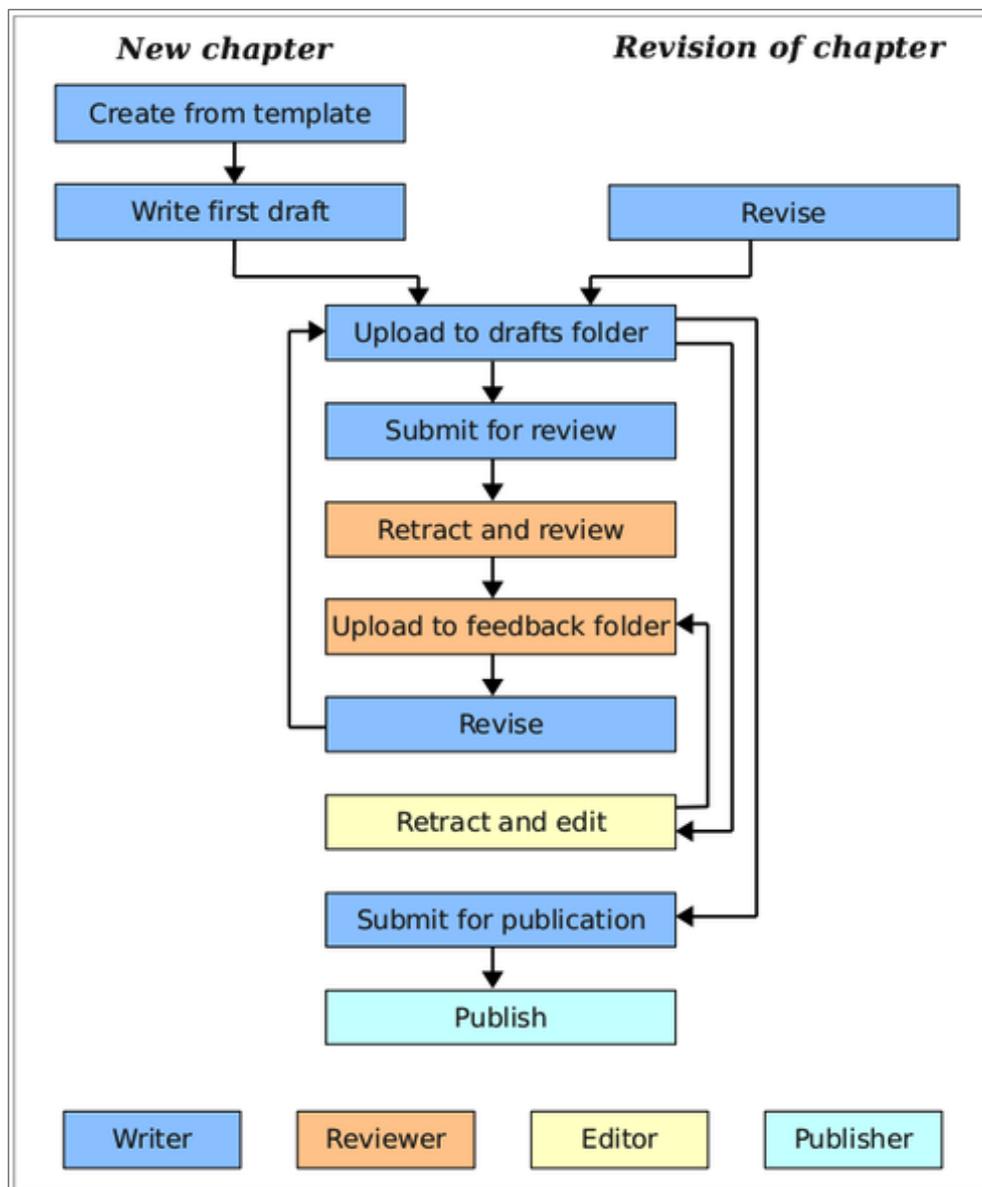
| | |
|--|----------|
| Copyright | 2 |
| Contributors..... | 2 |
| Feedback..... | 2 |
| Publication date..... | 2 |
| Introduction | 4 |
| Workflow for producing user guide chapters | 4 |
| Workflow description..... | 5 |
| Organizing workflow through folders..... | 5 |
| Creating a new user guide chapter | 5 |
| Creating a completely new chapter..... | 6 |
| Creating a new chapter based on an existing chapter..... | 6 |
| Revising an existing user guide chapter | 7 |
| Submitting a chapter for review | 7 |
| Reviewing a chapter | 7 |
| Downloading a chapter for review..... | 7 |
| Uploading a chapter after review..... | 8 |
| Publishing a chapter | 8 |
| Tracking progress using the wiki | 9 |
| For more information | 9 |

Introduction

The LibreOffice Documentation team uses the ODFAuthors website (<http://odfauthors.org/>) for storing, organizing, and tracking working copies of user guide files. The website uses a content management system called Plone. It is quite easy to use once you become familiar with it.

Final published versions of the files are stored on the ODFAuthors website in addition to the Document Foundation's wiki (<http://wiki.documentfoundation.org/Documentation/Publications>). The Documentation page of the LibreOffice website (<http://www.libreoffice.org/get-help/documentation/>) links to the documents stored on the wiki.

Workflow for producing user guide chapters



Workflow description

Refer to the diagram on the previous page and the one in “Organizing workflow through folders” below. See also “Tracking progress using the wiki” on page 9 for file naming convention used for tracking the progress of a file.

- 1) **Author** creates a new document, uploads it into the **Drafts** folder under the relevant book, and submits it for review (see “Creating a new user guide chapter” below and “Submitting a chapter for review” on page 7).
- 2) **Reviewer** downloads draft document, makes changes with change tracking on, changes the file name, and uploads the result into the **Feedback** folder under the relevant book (see “Reviewing a chapter” on page 7).
- 3) **Author** (or someone else, depending on book and circumstances) revises draft, removes change tracking up to that point, uploads file to **Drafts** folder—OR skip to Step 5.
- 4) Repeat steps 2 and 3 as needed.
- 5) **Author** (or other) makes final changes, removes all change tracking, uploads file to **Drafts** folder, submits it for review, and pings the copyeditor on the Documentation list.
- 6) **Copyeditor** does job with change tracking on, puts result into **Feedback**.
- 7) **Author** (or other) accepts/rejects edits, makes any other changes needed, optionally submits for another review or edit, or uploads revised file to **Feedback** and pings book coordinator.
- 8) **Book coordinator** final checks file and uploads it into **Published** folder (or returns it to **Feedback** for further work), publishes it (see “Publishing a chapter” on page 8).
- 9) **Book coordinator/Publisher** exports file to PDF and makes both ODT and PDF files available to the public, with a copy of the ODT in the working folder for next revision. (See Chapter 2, Producing LibreOffice User Guides for more about the publishing process.)

Organizing workflow through folders

The English section of ODFAuthors has this hierarchy:

```
English
[book name]
  Drafts
  Feedback
  Published
  Old files [those we do not want to delete yet]
  Images
Resources for Contributors
```

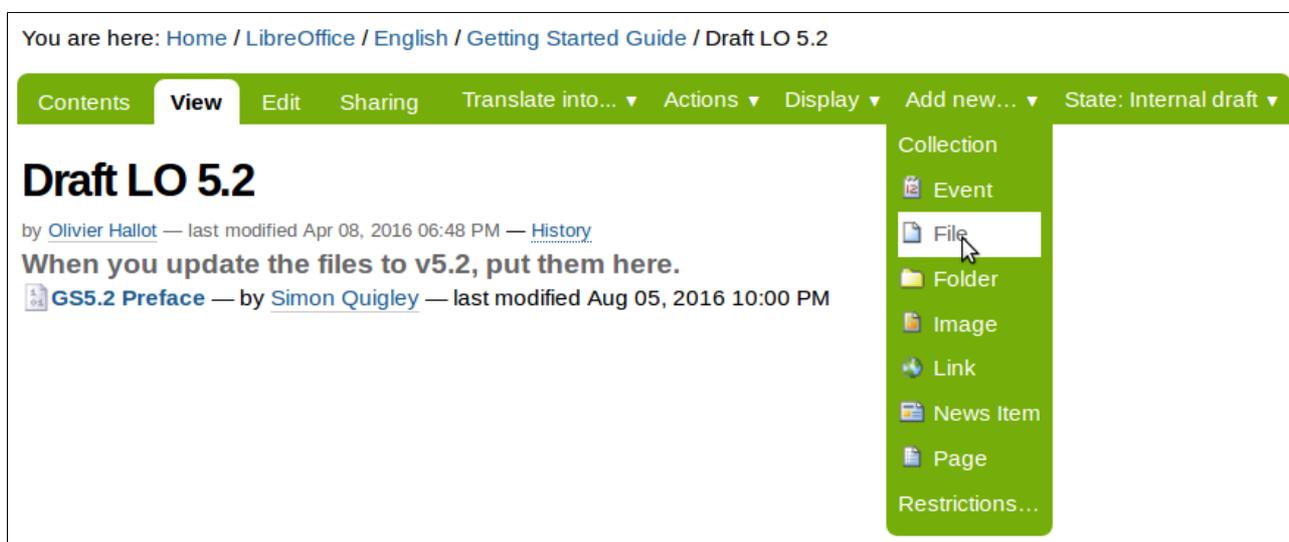
Creating a new user guide chapter

New chapters may be created in two circumstances. The details of how to create a new chapter vary between them and will be discussed separately.

- Completely new chapter
- New chapter based on existing chapter (for example, when updating information for a new book about a new version of LibreOffice)

Creating a completely new chapter

- 1) Create draft document according to these documents, which you can get from <http://www.odfauthors.org/libreoffice/english/resources-for-contributors/>.
 - The latest chapter template (currently LO 5.0 Chapter Template.ott).
 - Chapter 2, Producing LibreOffice User Guides, which includes instructions for installing the template and creating a new document from it.
 - Chapter 4, Style Guide (writing style, word usage, and other instructions).
 - Chapter 5, Using the Chapter Template, which includes instructions on the use of the page, paragraph, character, and other styles included in the template.
- 2) Upload draft to the appropriate draft folder:
 - a) Sign into the ODFAuthors web site.
 - b) Go to **LibreOffice > English > [appropriate folder for your document] > Drafts**.
 - c) On the menu bar above the list of files, click **Add new** and then click **File** from its menu.



- d) On the **Add File** page (not shown), type the title and (optionally) a description .
 - e) Click the **Browse** button to open a standard file browser window. Find and select the file on your computer, then click **Open**.
 - f) Back on the **Add File** page, click **Save** to upload the file to ODFAuthors.
- 3) Submit the document for review; see page 7.
 - 4) Report what you have done, and the location of the file, to the documentation team's mailing list (documentation@global.libreoffice.org).

Creating a new chapter based on an existing chapter

Use this procedure when updating a chapter for a new book about a new version of LibreOffice.

- 1) Get a copy of the published chapter for the previous version of LibreOffice.
- 2) Rename the copy according to our file naming convention (see Chapter 2, Producing LibreOffice User Guides).
- 3) Revise the chapter as needed, with change tracking on (see Chapter 2).
- 4) Upload the result to the **Drafts** folder for the new book.
- 5) Report what you have done to the documentation team's mailing list.

Revising an existing user guide chapter

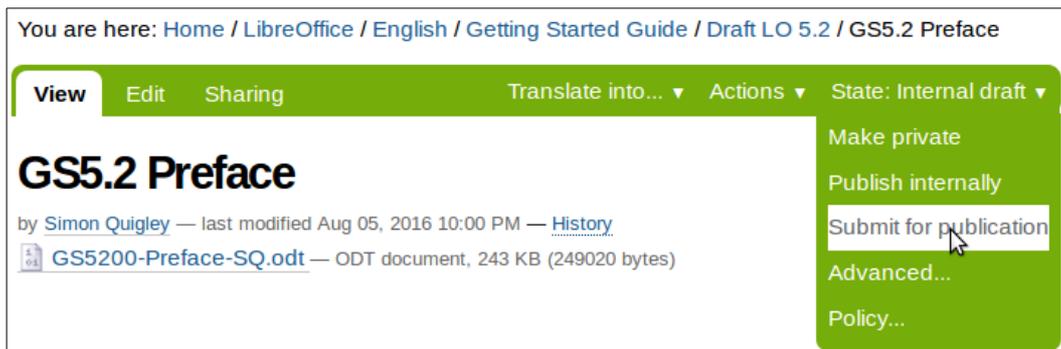
If corrections are required to a previously-published chapter, use this procedure.

- 1) Get a copy of the published chapter. DO NOT change the status of the published chapter.
- 2) Rename the copy according to our file naming convention (see Chapter 2, Producing LibreOffice User Guides).
- 3) Revise the chapter as needed, with change tracking on (see Chapter 2).
- 4) Upload the result to the **Feedback** folder for the existing book.
- 5) Submit the document for review (see “Submitting a chapter for review” below).
- 6) Report what you have done to the documentation team’s mailing list (documentation@global.libreoffice.org).

Submitting a chapter for review

After you have uploaded a chapter that is ready for review, change the status of the document.

- 1) Be sure you are signed into ODFAuthors.
- 2) Go to the page for the chapter file.
- 3) On the menu bar above the file name, click **State: Internal draft** and select **Submit for publication**. (It changes to **State: Pending review**.)
- 4) Report what you have done, and the location of the file, to the documentation team’s mailing list (documentation@global.libreoffice.org).

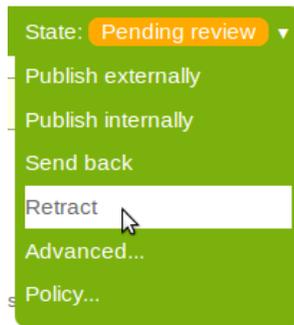


Reviewing a chapter

Refer to Chapter 2, Producing LibreOffice User Guides, for information on what to look for when reviewing a chapter. This section describes how to use the ODFAuthors website when downloading a chapter for review and uploading a chapter after review.

Downloading a chapter for review

- 1) Be sure you are signed into ODFAuthors.
- 2) Go to the required folder: **LibreOffice > English > [book title] > Drafts**.
- 3) Select the file you want to download. You will be taken to the file’s page.
- 4) Click on the file’s name to download it.
- 5) Change the file’s status: click **State: Pending review** and select **Retract**. (It changes to **State: Internal draft**.)

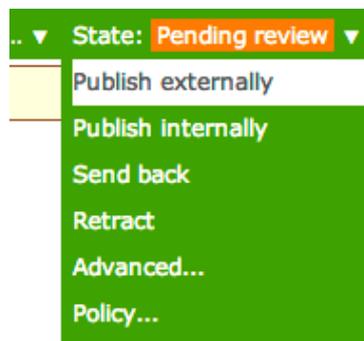


Uploading a chapter after review

- 1) Be sure you are signed into ODFAuthors.
- 2) Go to the required folder: **LibreOffice > English > [book title] > Feedback.**
- 3) On the menu bar above the list of files, click **Add new** and then click **File** from its menu.
- 4) On the **Add File** page, type the title and (optionally) a description of the document.
- 5) Click the **Browse** button to open a standard file browser window. Find and select the file on your computer, then click **Open**.
- 6) Back on the **Add File** page, click **Save** to upload the file to ODFAuthors.
- 7) Set the file's status to *Pending review* (see "Submitting a chapter for review" on page 7).
- 8) Report what you have done, and the location of the file, to the documentation team's mailing list (documentation@global.libreoffice.org).

Publishing a chapter

- 1) Be sure you are signed into ODFAuthors.
- 2) Go to the required folder: **LibreOffice > English > [book title] > Published.**
- 3) On the menu bar above the list of files, click **Add new** and then click **File** from its menu.
- 4) On the **Add File** page, type the title and (optionally) a description of the document.
- 5) Click the **Browse** button to open a standard file browser window. Find and select the file on your computer, then click **Open**.
- 6) Back on the **Add File** page, click **Save** to upload the file to ODFAuthors.
- 7) Change the file's status: click **State: Pending review** and select **Publish externally**. (It changes to **State: externally visible**.)
- 8) Report what you have done, and the location of the file, to the documentation team's mailing list (documentation@global.libreoffice.org).





Note

In addition, add the chapter ODT and PDF to the wiki by editing the Publications page and then uploading the files. <https://wiki.documentfoundation.org/Documentation/Publications>

Tracking progress using the wiki

When you are working on a chapter, please place your initials and the date in the Checkout column of the appropriate table on the Documentation Development wiki page, <http://wiki.documentfoundation.org/Documentation/Development/UserGuideTasks>

When you return the file to ODFAuthors, please remove your initials and date from the Checkout column and add your initials and the date to the appropriate column (reviewed, edited).

For more information

If you have any questions, remember the Documentation Team mailing list, documentation@global.libreoffice.org

For more information on how to review and update LibreOffice user guides (including image creation, cross-referencing, indexing, and publishing), please see Chapter 2, Producing LibreOffice User Guides, in this book.