Uploading documents

Contents

1 Uploading documents

1.1 Getting the text from a document

- Open document in OpenOffice Writer.
- File/Export.
- Choose Wiki format (last in list)
- Save somewhere.

- Open in a text editor.
- Copy all the text bar the initial and final pages.

- Open Wiki and log in.
- Open page required.
- Click Edit
- If there is any text in there already, delete it.
- Paste in the new text.
- Save

1.2 Doing images

- From OpenOffice Writer:
- Find each image embedded in the document.
- Right-click and save graphic to a unique name, as a PNG file.
- Use the Upload File link to upload each image.
- Edit the article(s) that need the images.
- Find the image links [[image:]] in the text.
- Change each blank link to the correct uploaded image e.g.:

```
[[image:Funct-Logon_FC_1.png]]
```

- Note: size of the image can be changed by adding '|nnnpx' before the final ']]' e.g.

```
[[image:Funct-Logon_FC_1.png|600px]]
```

- Save

1.3 Fixing the wiki

- Include a link to the flowchart directly.
- Break down into sub-articles?

2 Preparing for PDF Export

- Last line of the wiki should categorise as the document name:

```
[[Category:{document name}|100]]
```

, where {document name} is the name of the document (minus the version)

- Create a first page article, by amending the end of the URL to: {document name}_Title.

Edit this and paste in:

```
{{Doc_Title|System=Calidus ''Mobile''|Title={document title}|Reference={ref}|Version={vers}|Date={last upda
```

- Change the {parameters] to the values required (no brackets required, just the values)
- Add a category:

```
[[Category:{document name}|000]]
```

- Save

- Create the final page by copying the template 'Doc_Appendix' and pasting the code into a new page called {document name}_Appendix.
- Add a category:

```
[[Category:{document name}|999]]
```

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3 Producing the document

- Edit the category (Special Pages/Categories).
- Choose your category.
- Ensure all your pages are there.
- Paste the following into the category text:

```
[{{fullurl:{{FULLPAGENAMEE}}|action=pdfbook&notitle}} Download this selection of articles as a PDF book.]
```

- Save.
- Click the link to produce the doc.
- Check the produced doc for any issues (i.e. Images too large, bad titles, invisible tables, etc) and fix the Wiki articles as appropriate.

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