Figbook User Manual

Project: Figbook

Team: Creativate

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Here's a link to the Figbook repository.
https://github.com/SpheMalo/COS-301-Main-Project

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1   General Information

Figbook is an online collaborative writing system that facilitates writing/editing and styling a novel. It allows authors and editors to work on their project collaboratively in a central place.

2   System Overview

Figbook allows multiple authors to collaborate on a book online. It allows editors to log in and edit the manuscript and constantly communicate with authors about their project.

The system aims to provide a platform for different people in the publishing world (authors, editors, proof-readers etc) to come together and complete a project without having to constantly send manuscripts back and forth via email/mail etc.

3   System Configuration

Figbook is hosted online. Any users that wish to use it need an Internet connection and a web browser to access the website. Any operating system will run fine and the website is accessable from The following browsers:

- Google Chrome
- Mozilla FireFox
- Internet Explorer
- Safari

If your browser is not listed here, the site may work with limited functionality.

4 User Access Levels

In order to use the system users have to have an account. Simply open the URL and register an account. If there is any problems, please consult the tutorial on how to Register which is on the home page.

5 Installing

In order to use this system, users must have a browser - with Javascript enabled - installed. If Javascript is not enabled on your browser then please consult the network administrator or computer administrator before you turn it on, as doing so does have some risks.

Enabling Javascript will allow websites to execute code on your browser to do certain tasks. Now while most websites use Javascript for functionality of their website, others may use it to perform malicious attacks on your computer. So if Javascript is not enabled, enquire with the PC owner/Administrator before turning it on.

If however you are the administrator and understand the risks of doing so, and wish to still enable it you can follow the screen shots in Appendix A at the back of the manual.

6 Getting Started

6.1 Register an account

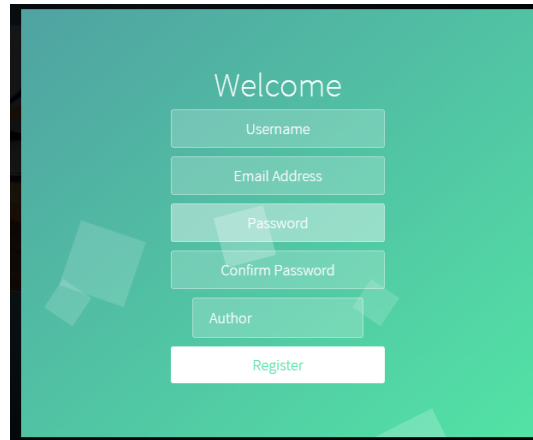Users will have to visit **Figbook** and click on 'Register'. The following will appear.

Figure 1: Register screen of website

Enter all requested information. The last field (before the 'Register' key) is a drop down key to select what role you'll play in the world of figbook. Different roles have different functionality so choose wisely.
Click on 'Register' and await confirmation.

If any error occurs ('email address already exists' for example), try entering your details again (paying careful attention to spelling) or try enter different credentials.

If you have an account but have forgotten your password, refer to the Forgot Password section below for what to do if you've lost your password.

6.2 Log in

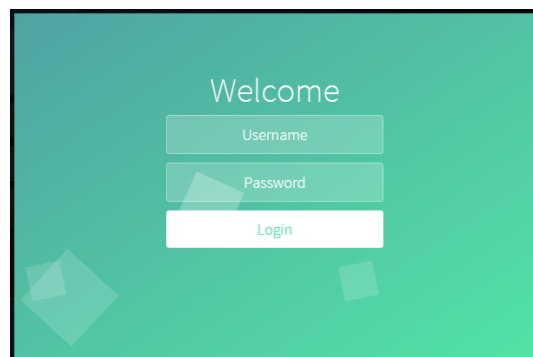If you already have an account, go to **Figbook** and click on the 'Log in' button.

Figure 2: Login screen of the website

Enter either your username or email address (that you entered when you registered) and click 'log in'. If you have an existing account, you will be successfully logged in to the system.

If you have no account, see the section above this one before continuing. Else, see section below for forgotten password.

6.3 Forgot Password?

It is possible that you may have lost/forgotten your password. If this is the case then navigate to the home page and click on Log In. At the bottom you will see the "forgot Password" link. Click on that link and you will be redirected to the password recovery page (As shown below:)
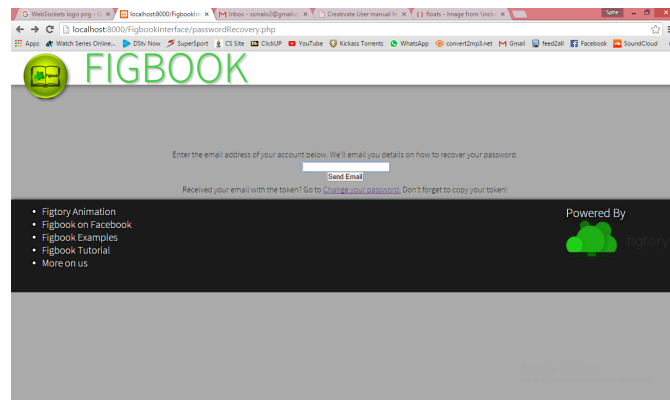

Figure 3: Password Recovery Page

Follow the following steps to change your password:

- Enter email address used to register you account

- Click send email and await confirmation. If account exists, an email with a unique token will be sent to the email address (NB: This token expires after 30 minutes so be sure to use it soon. If it has expired, you will need to restart this process).

- Once you have received your email, copy the token and return to the site. Click on the "Change your password" link on the password recovery page.

- You will be redirected to the change password page (shown below). Enter all necessary information to update your password.

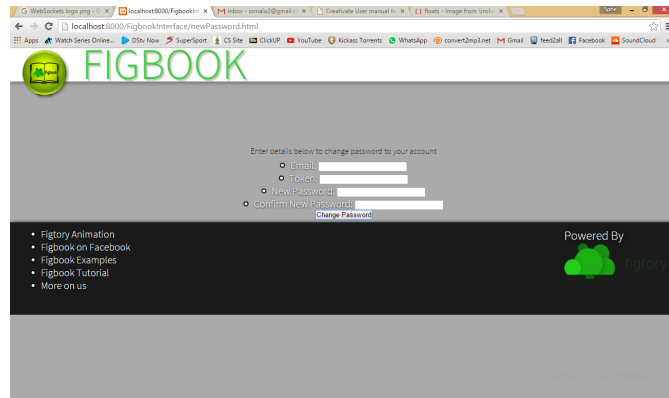- Once successful, return to home page and attempt log in with your new password.

Figure 4: Password Recovery Page

7 Using The System

7.1 Manuscript Management

7.1.1 Creating a Manuscript

Using the Wizard

Creating a manuscript (e.g. book, letter, poem, etc.), is a very easy process. The manuscript you've created will be available to you immediately after creation. At which point you may edit it as you wish. Let us have a look at the steps necessary to creating your masterpiece.

- Assuming that logging in has been successfully achieved, the location should be the homepage of Figbook. Click on "Catalogue" on the top-leftmost block on the blocks on the screen. You should now see this page:
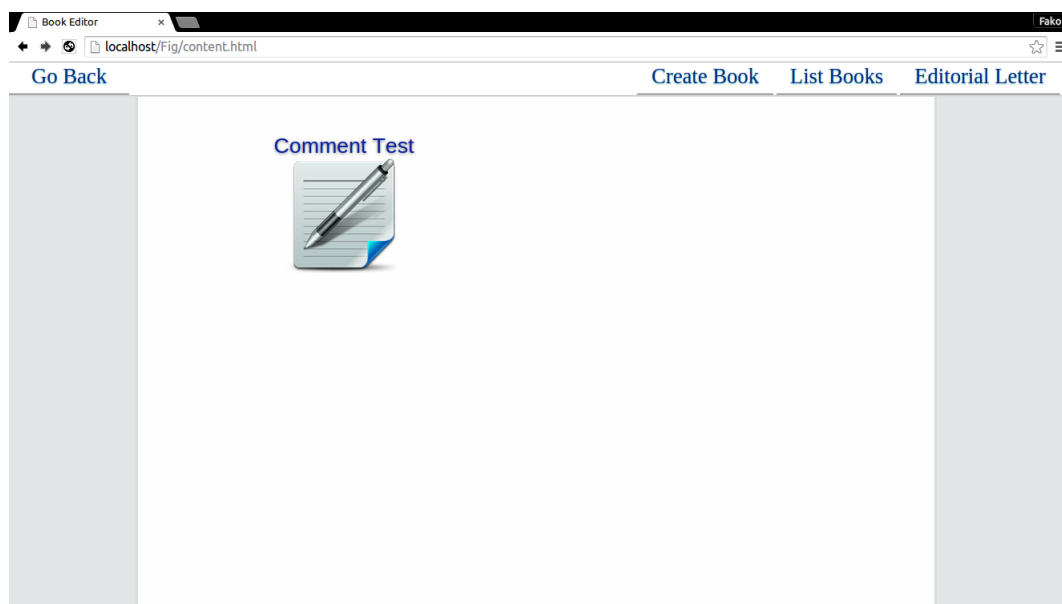
Figure 5: Create Manuscript button

Click 'Create Manuscript' to open the wizard.

- The book title, author name and author surname should be entered. Click next when done, or back to return to the previous page.
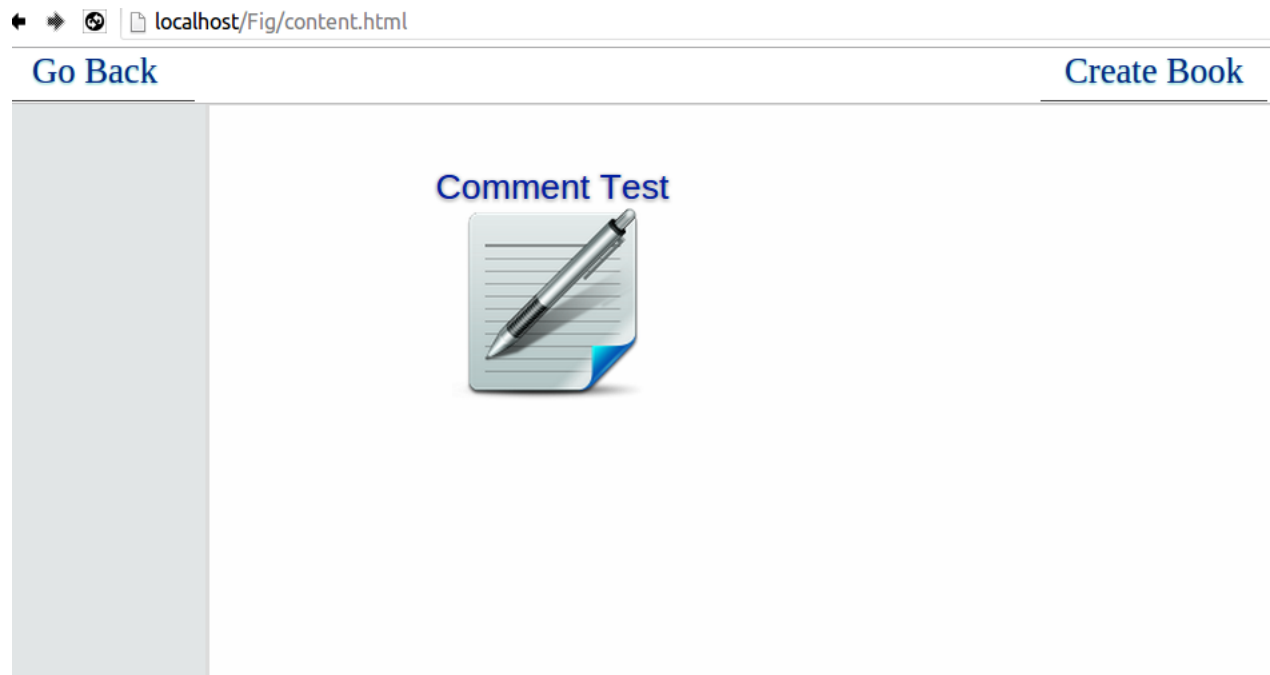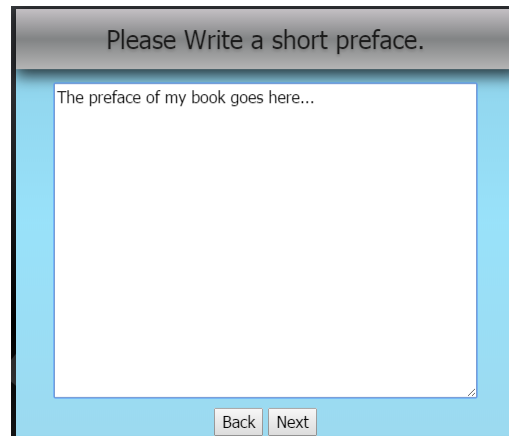

Figure 6: After creating a book, you will be taken back to the list of books.

- A preface on the content of the book should be entered. It clear and decriptive to optimize the quality of the selected piece of literature (Note that this is not compulsory. You may leave it blank).

Figure 7: Entering preface of the book

- Clicking next will create your manuscript and return you to your list of books. Your manuscript will be listed there. You can click on it to start editing.

7.1.2 Editing a Manuscript

Editing a manuscript entails loading the content of an existing manuscript into an open text area for the author to edit.

- To access all the manuscripts available to you, from the home page click on the 'Catalogue' button. This should populate the page with all the manuscripts available to the user.

Figure 8: catalogue button on home page

- Open a manuscript by clicking on it. This should take you to the document layout of the manuscript of interest. Click on any section you want to edit and a text editor will open for editing. In the figure below, clicking anywhere on the Preface will open a text editor for the user to edit the preface.

Figure 9: Edit a section by clicking on it

- you may edit any area of the section and click the 'Save' button when you wish to save the changes made. This should take you back to the document view of the manuscript.
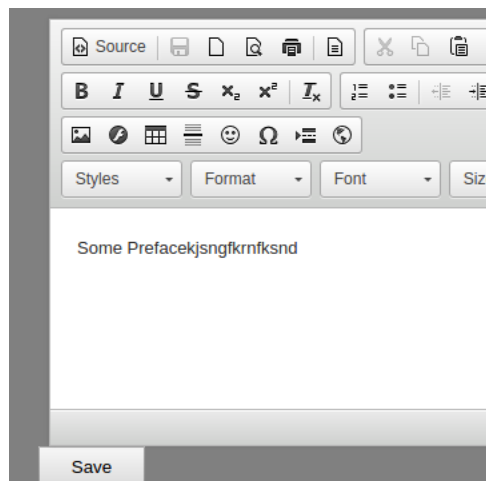
Figure 10: save section button

7.1.3 Commenting on a Manuscript

Manuscript comments are there to provide side-notes to the author about the manuscript being written. Comments belong to specified sections of the manuscript and can be added by use of a simple procedure.

- By expanding the arrow that appears on the left-hand side of your manuscript, a comment box should appear as shown below.
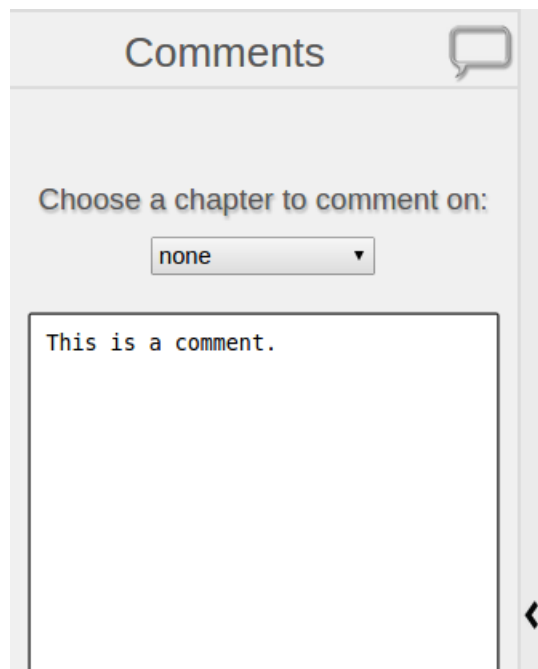
Figure 11: Section Comment box.

- Use the drop-down list to select the particular section of the manuscript on which you want to comment.

- Enter a comment in the comment edit box below the drop-down list.
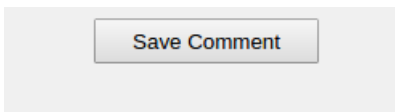
- Use the Comment 'Save' button to Save the comment.

Figure 12: Save a comment.

7.1.4   Include an Editorial Letter

Editorial Letters can be made on manuscripts By Expanding the arrow that appears on the right-hand side of the manuscript or by clicking on the 'Editorial Letter' link above on the window. Upon expansion of the editorial letter, this is what you should see.
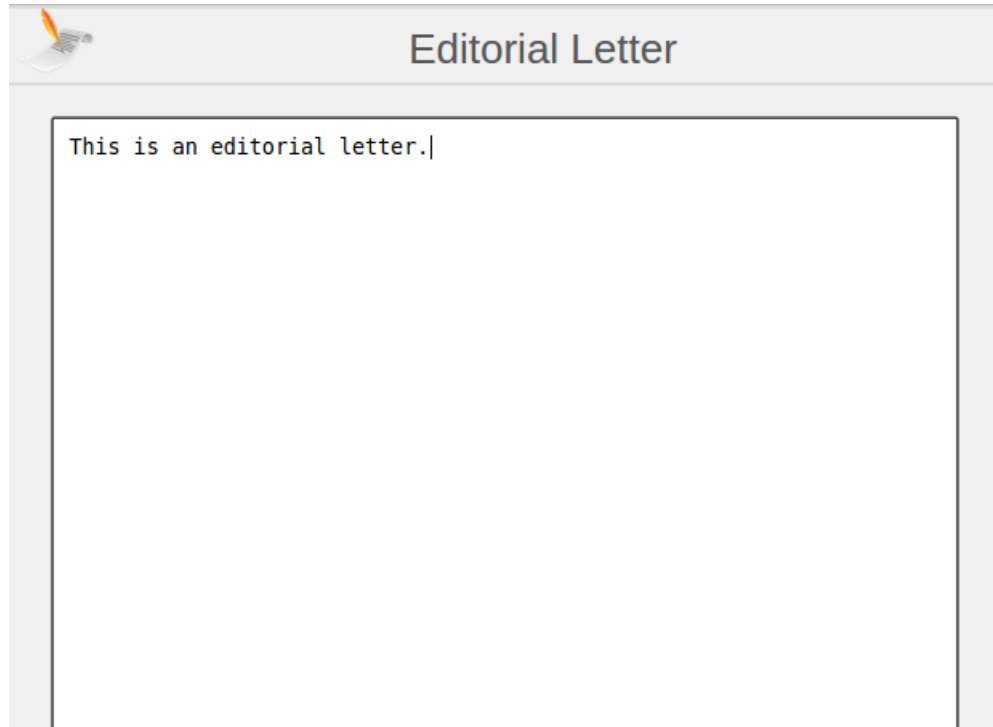
Figure 13: Editorial Letter Box.

- Simple enter the contents of the letter.

- The Letter is linked to the entire manuscript and not just a section being worked on.

- Use the 'Send' button to save the changes to your editorial letter and to link it to the manuscript in question.
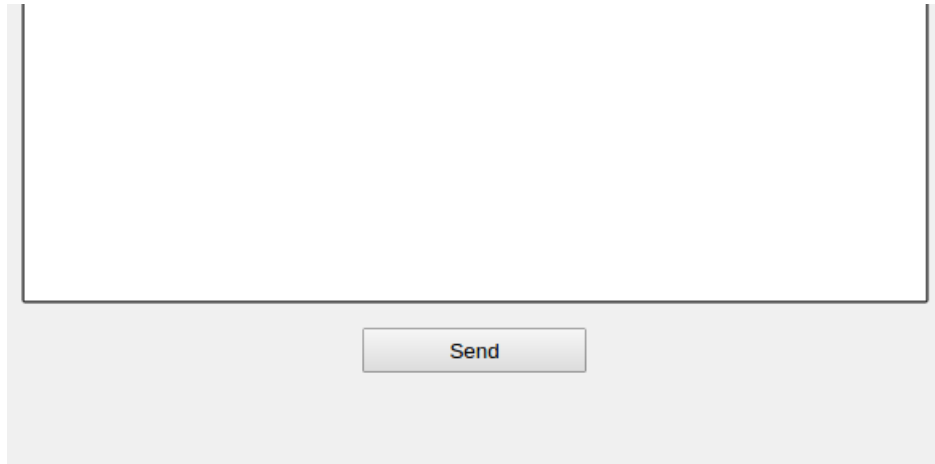
Figure 14: Editorial Save Button.

8 Troubleshooting

9 Appendix A

9.1 Google Chrome
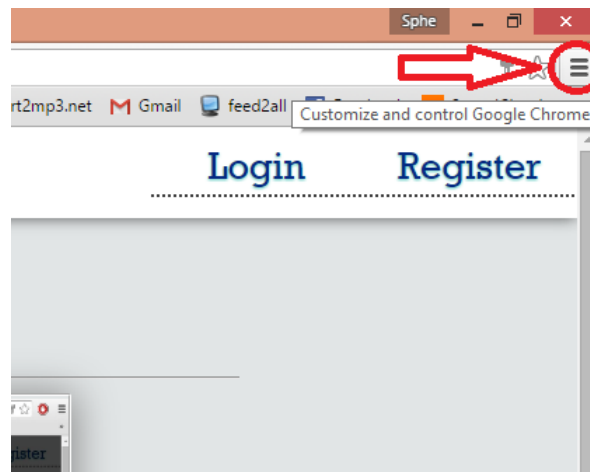
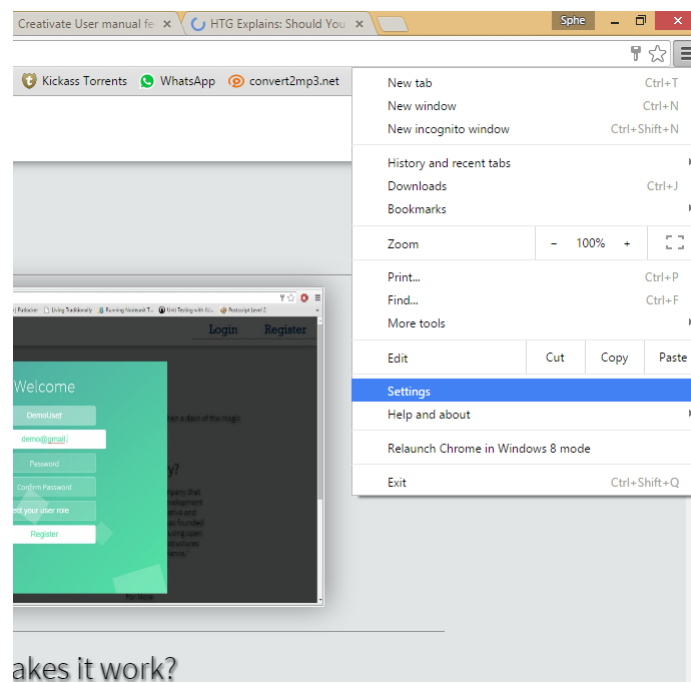Figure 15: Enabling Javascript on Chrome: Step 1

Figure 16: Enabling Javascript on Chrome: Step 2
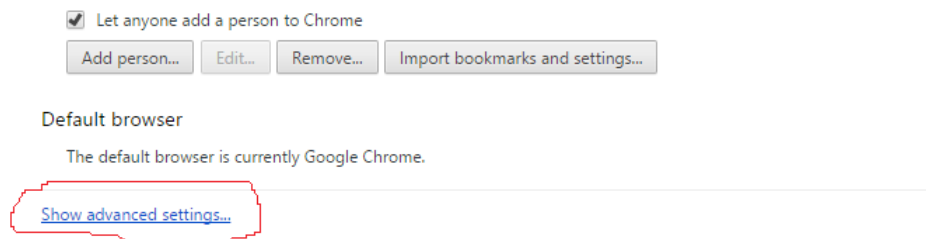
9.2 Internet Explorer

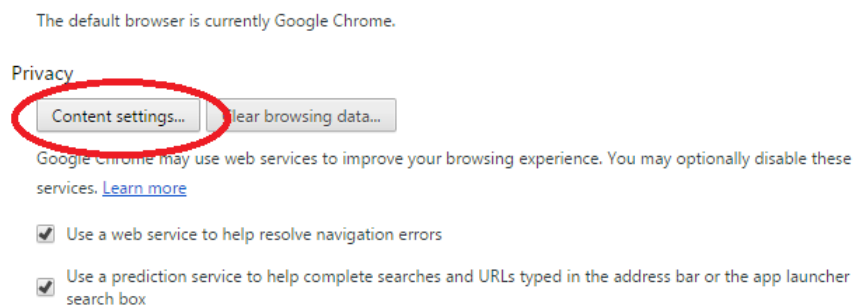Figure 17: Enabling Javascript on Chrome: Step 3
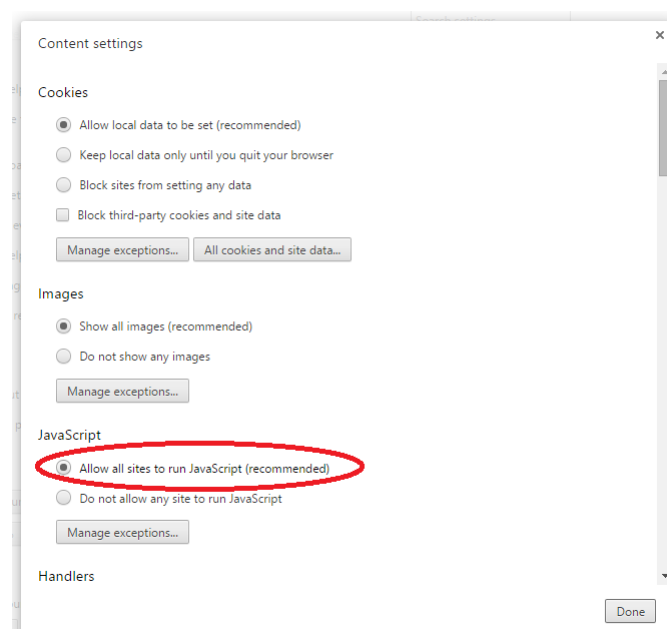

Figure 18: Enabling Javascript on Chrome: Step 4
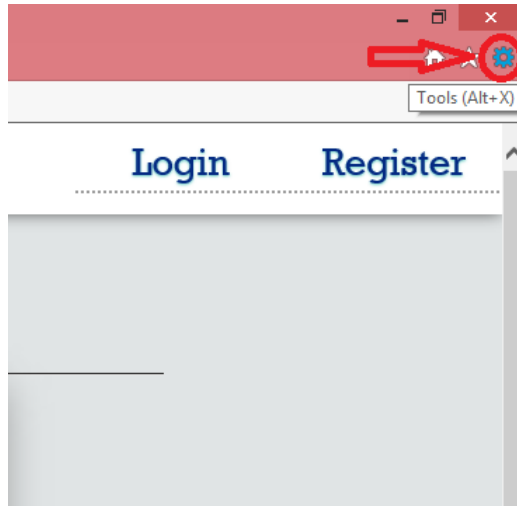

Figure 19: Enabling Javascript on Chrome: Step 5

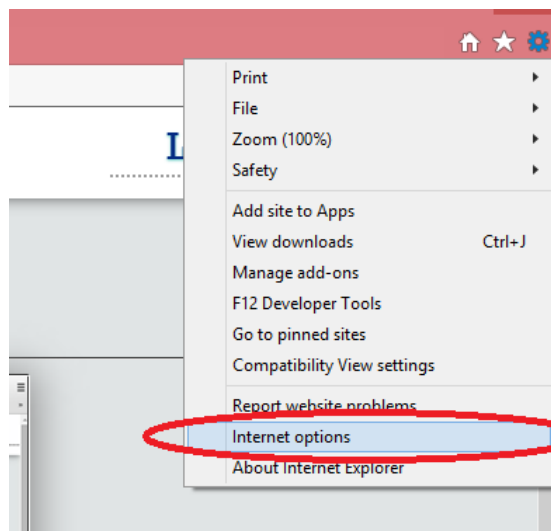Figure 20: Enabling Javascript on Internet Explorer: Step 1

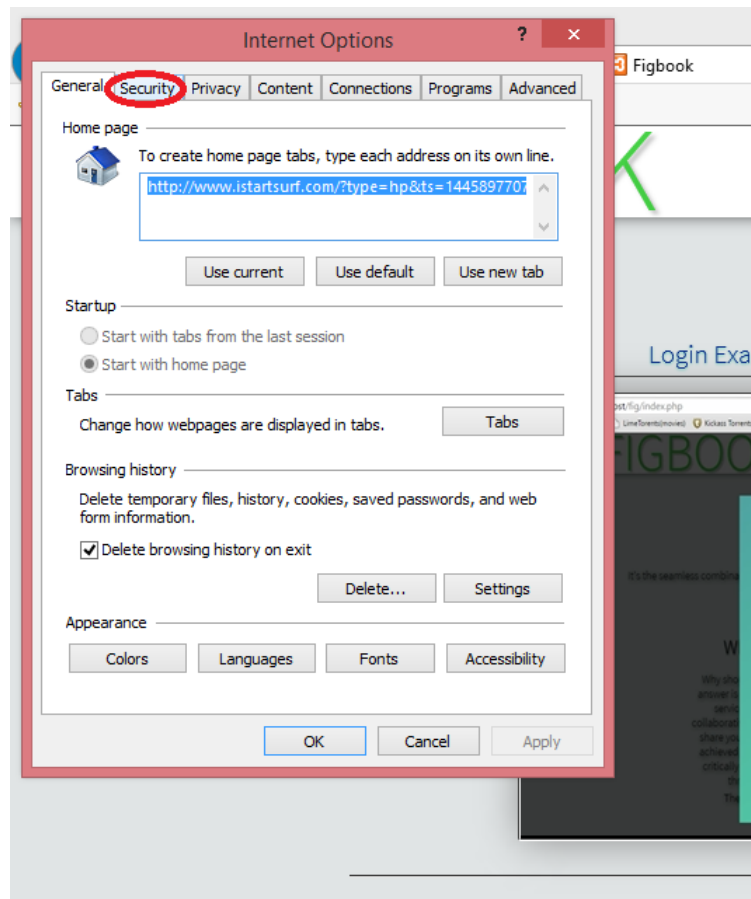Figure 21: Enabling Javascript on Internet Explorer: Step 2

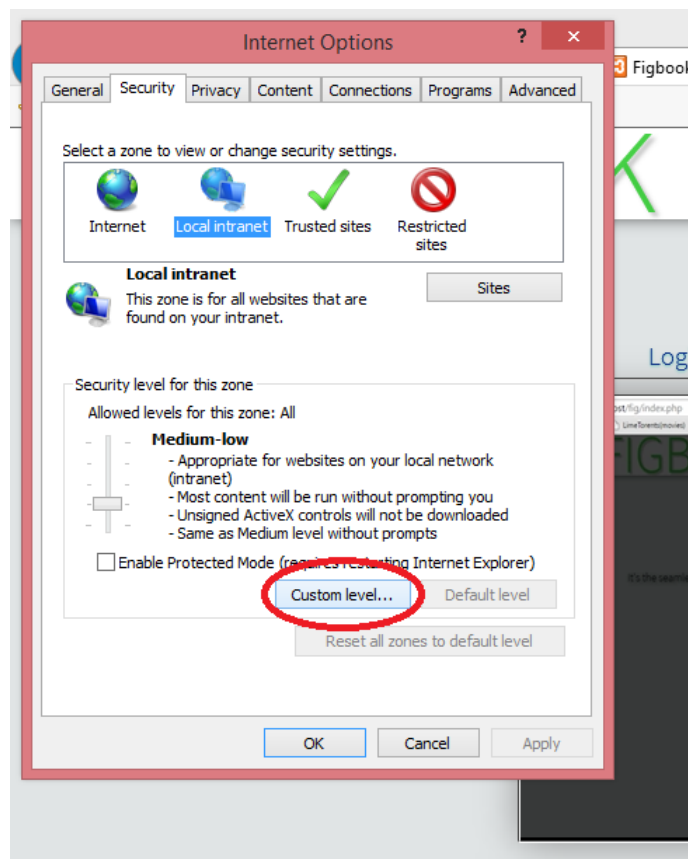Figure 22: Enabling Javascript on Internet Explorer: Step 3
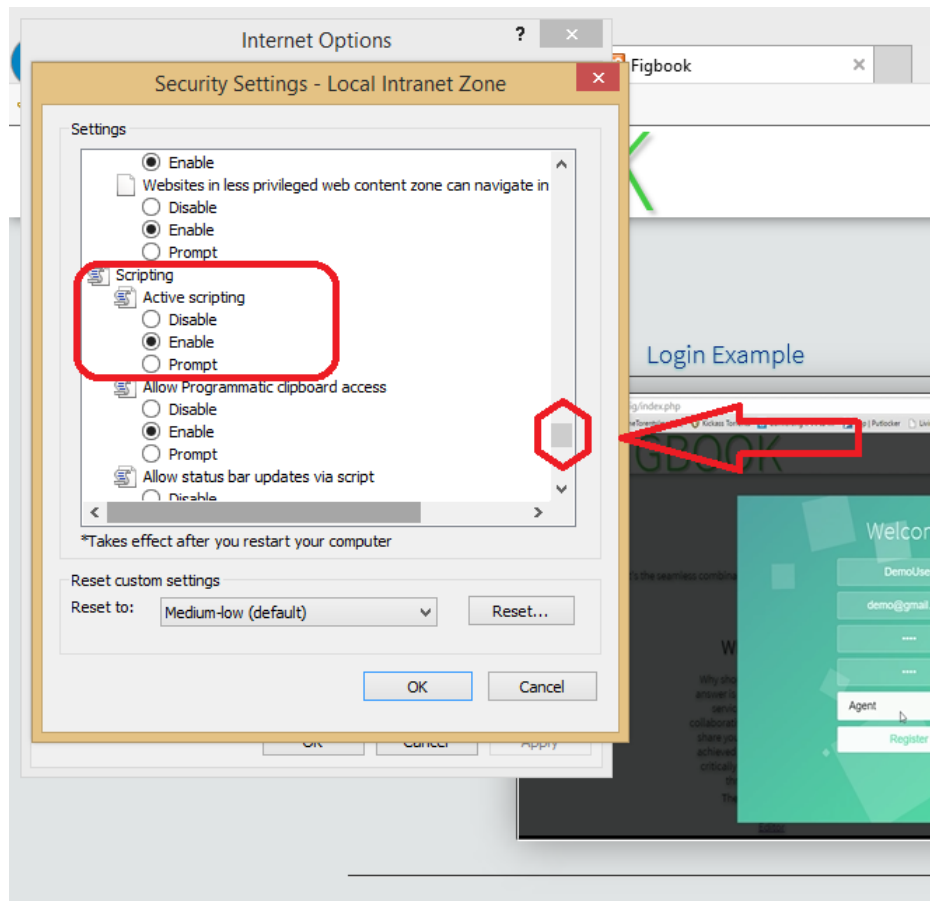
Figure 23: Enabling Javascript on Internet Explorer: Step 4

Figure 24: Enabling Javascript on Internet Explorer: Step 5