

Know Your Rights - pamphlet generating site

Questions:

1. How editable do you want the text to be? Will there be sections that are static modules which always stay the same, or should all the text be editable?

All the text should be editable with built in default text (written by NLG staff) for particular issue items.

2. How do you want the documents organized/categorized on the site? Per state or per office?

We decided that a tagging approach would be the best way to create categorization. The NLG staff can tag the different pamphlets themselves with the relevant tags in the backend. The students don't need to come up with a categorizing system, just a good interface design to present the tags. So it would essentially be a tagging system with a tag cloud. The user should be able to choose multiple tags to filter through (compound choice system).

3. Will the pamphlets be bilingual or just in English? Or do you want the possibility of both?

It would be great to have multiple language capability. We have our basic Know Your Rights booklet translated into several languages (Spanish, Arabic, Urdu, and Bengali). The vast majority of the demand is for English. In general English and Spanish are the top priorities. It would be good for the possibility of multiple languages to be there in the system, even though it might not be utilized heavily at this stage. Each document will be in one language (there won't be multiple languages per document). However, having it be bilingual is a 'dream' scenario that the students could investigate. For reference, the Know Your Rights pamphlet on labour rights that I designed is in both Spanish and English, but Abi and I felt that this might create too many restrictions on the flow of text if we were to follow this design.

4. Since the NLG site is run on a Drupal platform, do you have a sense of what you can integrate into Drupal or will the students need to build a Drupal module for this?

As long as the languages and platform that the students build can be embedded into a Drupal page, then it should be fine. We can also work with the current website's host to help with integration and any issues if needed.

5. For password protection, will people be using the same username and password to access the site (i.e. you distribute the same access name and password to a few key people) or will it need to be more complex than that?

The authentication of users can happen on the back-end in the Drupal site. The NLG can just give certain users access to the specific KYR page.

6. What server software are you running?

The system is running on a Debian virtual private server.

User scenarios:

Unauthenticated user (this is a general user that is going on the site to look for pamphlets to view, print, and distribute)

- Unauthenticated user goes on the page to find a pamphlet. The user can filter through tags to find it. Once they have found the pamphlet they can view it, download it, and then print it.
- Unauthenticated user goes on the page to find a pamphlet. The user can filter through tags to find it. User does not find the pamphlet. The user can click a request button which leads to a fillable form that would get sent to a specific email address. The form would include boxes for them to fill in their situation, why they want this specific information, and contact information (which will not be mandatory for confidentiality reasons).
- Unauthenticated user goes on the page to find a pamphlet. User can filter through tags to find it. User finds the pamphlet. In preview mode the user notices that there are mistakes or the document needs a change. The user can click a 'request for edit' button and fill out a form that gets sent to the NLG.

Authenticated user (this is most likely a member of the NLG staff who has been authenticated in Drupal to have access to the KYR page backend).

- Authenticated user wants to make a new module. The user can click a button to make a new module. The user fills in textual information or adds an image. The user chooses tags that are relevant to that module.
- Authenticated user wants to make changes to specific information in an already existing module. The user can filter through tags to find the specific module. The user can click an 'edit' button and make changes to that module. The user can save the changes.
- Authenticated user wants to make a new document. The user can click a button to start a new pamphlet. The user can make the document using a modular approach by combining information that is always there (i.e. title, basic rights) with new scenarios (i.e. state/city specific legal information). The different modules are tagged so that the user can filter through them easily when selecting the ones they need.
- Authenticated user wants to make a print-ready PDF version of the document. The document needs to be reviewed before it can be published on the front-end of the site. In this 'unpublished' state it can look like a PDF of page spreads with a DRAFT logo on it so that people know it is not the final version. Once the document has been reviewed and confirmed then the user can choose to have the document 'published' so that the pages are collated into a printable PDF that can be folded down into a booklet.

Other notes / requirements:

- * The back-end of the site should show documents/modules that are in the process of being edited ('unpublished'), and others that are 'published' and ready to use.
- * The structure of the pamphlets and the content are separated. The content is held by different modules and the user can structure the modules in different forms.
- * Each module will have its own set of tags and the users can filter the tags in order to see which modules are available for each specific topic in order to create their pamphlets.
 - * An example of this is the cameras issue - videotaping the police is a constantly changing issue. In Chicago a court recently made a decision to allow people to be arrested for videotaping the police. This kind of information would need an 'Illinois' tag, but then it could also be tagged with other state names if other states pass the same law.

- * The fillable request forms (request for a specific pamphlet to be made or a request for changes) should have some kind of measure to prevent spamming.
- * It would be great for the code to be openly available (perhaps shared on Github) in case other organizations want to use a similar structure for creating their own pamphlets.
- * The NLG is really working on reaching out to the public more and understanding what the legal needs are of the public. One thing that would be really cool on the page would be to have a poll for people to respond to. It would be something like: What legal information would you like to see that is not currently available? People would be able to view requests, vote for previous requests, or add their own requests to the poll. There needs to be a character limit on this. This would allow the NLG to get a better sense of what is needed from the public in terms of legal information and would help them to generate documents with that information.
- * There should be the possibility to add images and logos to modules.
- * Folding instructions should be included either as a secondary page with the pamphlet, or as a separate document that the user can view.

Design of the printable pamphlet

- * From a design perspective, we're happy moving into the simpler direction that I took with the design for the NYC labour rights pamphlet. I am totally open to having the students play around with the design. I like the graphic system of using the circles as a numbering system for each of the rights, but I am aware that this is limited to only certain kinds of pamphlets. If they can figure out a way to incorporate the circles that would be great.
- * We should try and use a font that is available for free if possible. The current pamphlet uses Helvetica and Swiss, neither of which are freely available as web fonts, but which definitely have fonts that are similar to them which we can get for free.
- * The KYR labour rights booklet that I made can be printed double-sided on an A4 sheet (8 pages per side) and then folded down into a 16-page booklet. This is a nice and quick way to create a booklet that is small enough that it fits in your pocket and still have a nice amount of content on it. I would love for the students to think through whether this is the best solution or what other options there are. What would an 8-page booklet look like? A 4-page booklet?