

Proceed Documentation

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Introduction

1.1 What is Proceed?

1.1.1 Main features

Proceed is a computer software package written and maintained by Brigitte Bigi of the Laboratoire Parole et Langage, in Aix-en-Provence, France. Available for free, with open source code, there is simply no other package to export automatically proceedings and book of abstracts: Proceed is developed to allow the almost automatic generation of proceedings and book of abstracts.

This documentation will assume that you are using a relatively recent version of Proceed (last version available), and there's no reason not to download the latest version whenever released.

1.1.2 Copyright and Licenses

(c) 2013-2015 Brigitte Bigi, Laboratoire Parole et Langage, Aix-en-Provence, France

Proceed software is distributed under the terms of the **GNU GENERAL PUBLIC LICENSE**.

1.1.3 Need help

1. When looking for more detail about some subject, one can search this documentation. This documentation is available in-line (see the Proceed website), it is also included in the package (in PDF format) and it can be explored with the Graphical User Interface by clicking on the 'Help' button.
2. Many problems can be solved by updating the version of Proceed.
3. If none of the above helps, you may send e-mail to the author. It is very important to indicate: 1/ your operating system and its version, 2/ the version of PROCEED (supposed to be the last one), and 3/ for automatic generation in PDF problem, send the files on which a problem occurs.

And/Or, if you have any question, if you want to contribute to PROCEED, or anything else, do not hesitate to contact the author by e-mail: brigitte.bigi@gmail.com.

1.1.4 Supports and contributors

2015: Supported by the conference EuroSLA (the European Second Language Association): <http://www.eurosla.org/>

Here is the list of contributors:

- Since 2013: Brigitte Bigi is the main author;
- June 2013: Bastien Herbaut;
- April-June 2015: Maëva Lauzier.

1.2 Getting and installing

1.2.1 Website

The source code with recent stable releases and the development version is available at:

<https://github.com/brigittebigi/proceed>

From this website, anyone can download the stable and the development versions, contribute, send comments and/or declare an issue.

1.2.2 Dependencies

Other programs are required for Proceed to operate. Of course, they must be installed before using Proceed, and *only once*. This operation doesn't take too long, duration depending on the operating system. The following software are required:

1. Python, version 2.7.x
2. wxPython >= 3.0
3. pdftk
4. pdflatex

Administrator rights are required to perform these installations.

1.2.3 Download and install Proceed

Proceed is ready to run, so it does not need elaborate installation, except for its dependencies (other software required for Proceed to work properly). All you need to do is to copy the Proceed package from the web site to somewhere on your computer. Preferably, choose a location without spaces nor accentuated characters in the name of the path.

The package is compressed and zipped, so you will need to *decompress and unpack* it once you've got it.

1.2.4 The package

The package is a folder with content as files and sub-folders.

The Proceed package contains:

- the `README.txt` file, which aims to be read by users!
- the files `proceed.bat` and `proceed.command` to execute the Graphical User Interface
- the `samples` are sets of submissions freely distributed to test Proceed
- the `proceed` directory contains the program itself
- the `documentation`, which contains:
 - a copy of the licenses.
 - the `documentation` in PDF.
 - a file `INSTALL` with the list of requirements to use the software.
 - the `etc` directory is for internal use. Do not modify or remove it.

1.2.5 Update

Updating Proceed is very (very very!) easy and fast:

1. Optionally, put the old package into the Trash,
2. Download and unpack the new version.

1.3 Capabilities

1.3.1 How to use Proceed?

There are two main ways to use Proceed:

1. The Graphical User Interface (GUI), to use Proceed as user-friendly as possible:
 - double-click on the `proceed.bat` file, under Windows;
 - double-click on the `proceed.command` file, under MacOS or Linux.
2. The Command-line User Interface (CLI), with a set of programs, each one essentially independent of the others, that can be run on its own at the level of the shell.

Data description

2.1 Importing/Exporting data of a submission web site

Proceed can take as input the files of some conference submission web sites:

- sciencesconf.org: Export submissions in XML or CSV;
- easychair.org: Get the “snapshot” XLSX file then save the pages “Submissions” and “Authors” as CSV files with “;” as separator. Then convert both files to UTF8 encoding and replace carriage returns of the abstracts by ‘~’. Remarks: only OpenOffice/LibreOffice can perform the required conversions (impossible with Excel).

Proceed will import some of the data and create the following files:

- conference.csv
- documents.csv
- sessions.csv
- authors.csv

2.2 Conference data description

2.3 Documents data description

2.4 Authors data description

2.5 Sessions data description

Graphical User Interface (GUI)

3.1 Main frame of Proceed

A Graphical User Interface is available to manage the data and export the conference proceedings and/or book of abstracts.

The GUI consists in managing the following data: Conferences, Authors, Documents and Sessions. Such data will then be used to generate the conference program, and the proceedings.

[SCREENSHOT]

The GUI is made of a menu and 3 main areas:

- a toolbar (top);
- a notebook (left);
- a data panel (right).

3.1.1 Menu

It contains all functions that are available in the toolbar (see next section) and an advanced Help menu.

Help description

3.1.2 Toolbar

The toolbar includes icons to perform actions (from left to right):

- exit the program;
- import data;
- load data: get data from a directory (authors, documents and sessions as CSV files, and PDF of the submissions);
- save data: save CSV files of the loaded data;
- check data: diagnosis to know if loaded data can be exported as PDF;

- export data: export loaded data as a PDF document;
- add: create a new entry in the data;
- edit: modify the selected entry;
- delete: remove definitively the selected entry;
- about: open an aboutbox.

3.1.3 Notebook

The notebook contains 3 pages with:

- the list of documents;
- the list of sessions;
- the list of authors.

Clicking on one entry in the list allows to select it and print related information in the data panel. Then, three actions can be performed on such data:

1. Add a new one.
2. Modify the selected one.
3. Delete the selected one.

3.1.4 Data panel

This is an area to show the content of an entry. Nothing else!

3.2 Importing data

To import a document follow the few steps below :

- Step 1 : click on the `Import` button.
- Step 2 : indicate the path of your document (where it is) and where does it come from (`scienceconf` or `easychair`)
- Step 3 : here come the moment where you have to be patient if you have a heavy document, for exemple it takes about 10 minutes for 220 submissions.

If you are in this case, the software could stop (particularly under Windows), just close it et open it again, redo step 1 and 2 and let it works without using the computer.

- Step 4 : when the loading is completed, you have to choose where do you want to save the import. You can also choose if you want to save the document which were accepted or not and what do you want, the CSV and/or HTML file with your documents.

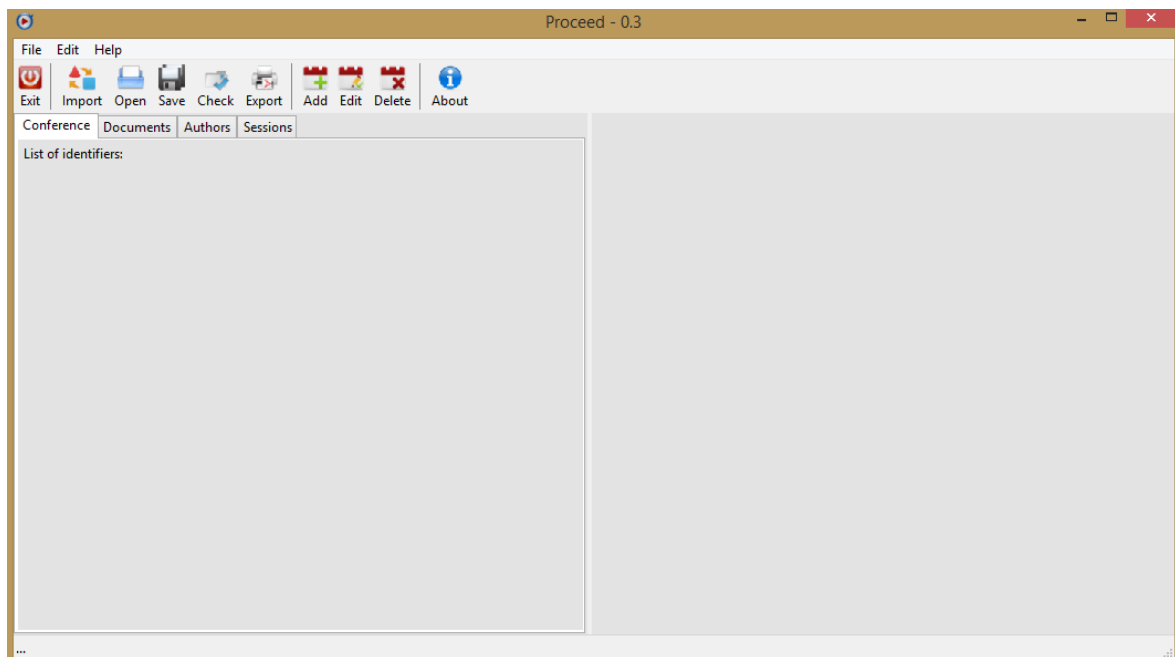


Figure 3.1: Software overall view

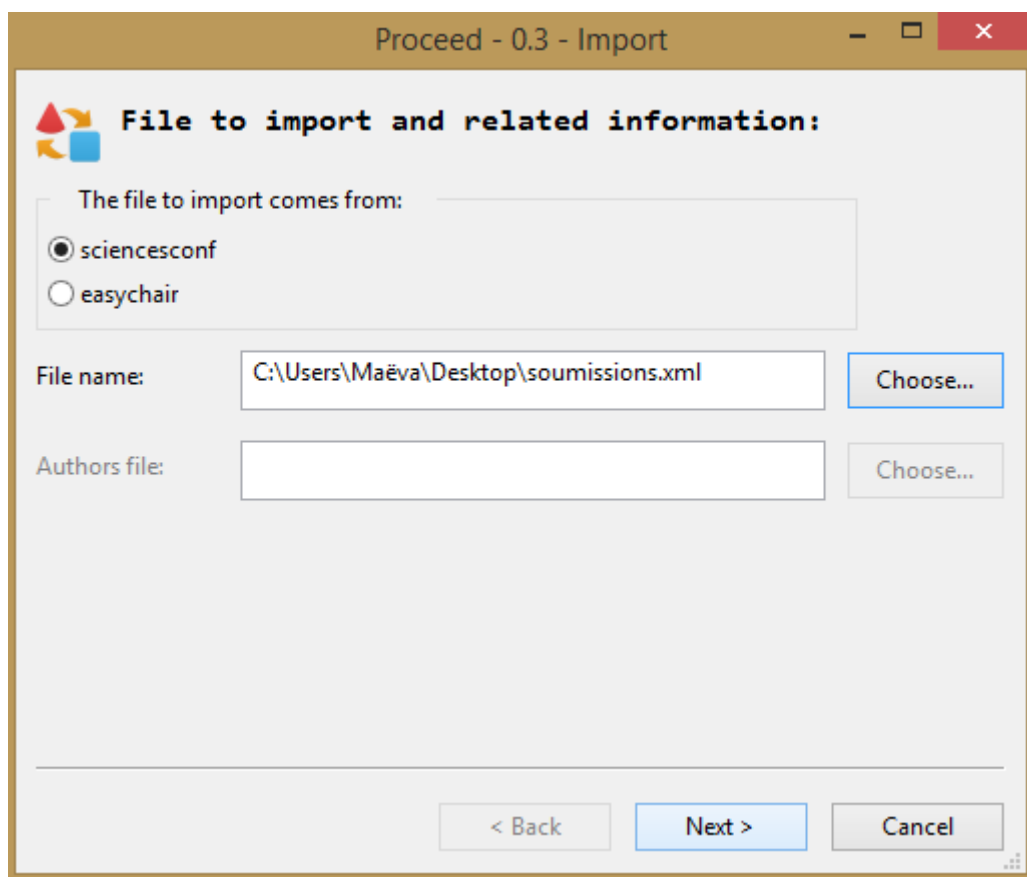


Figure 3.2: Document path

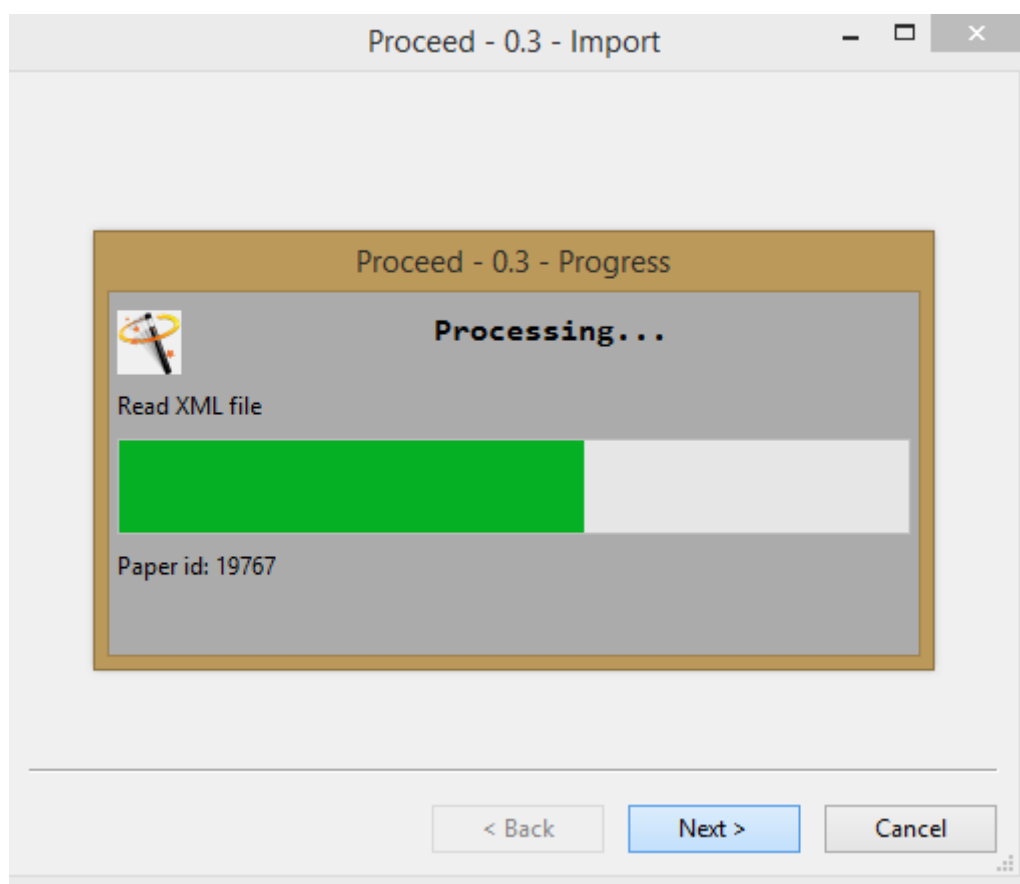


Figure 3.3: Loading

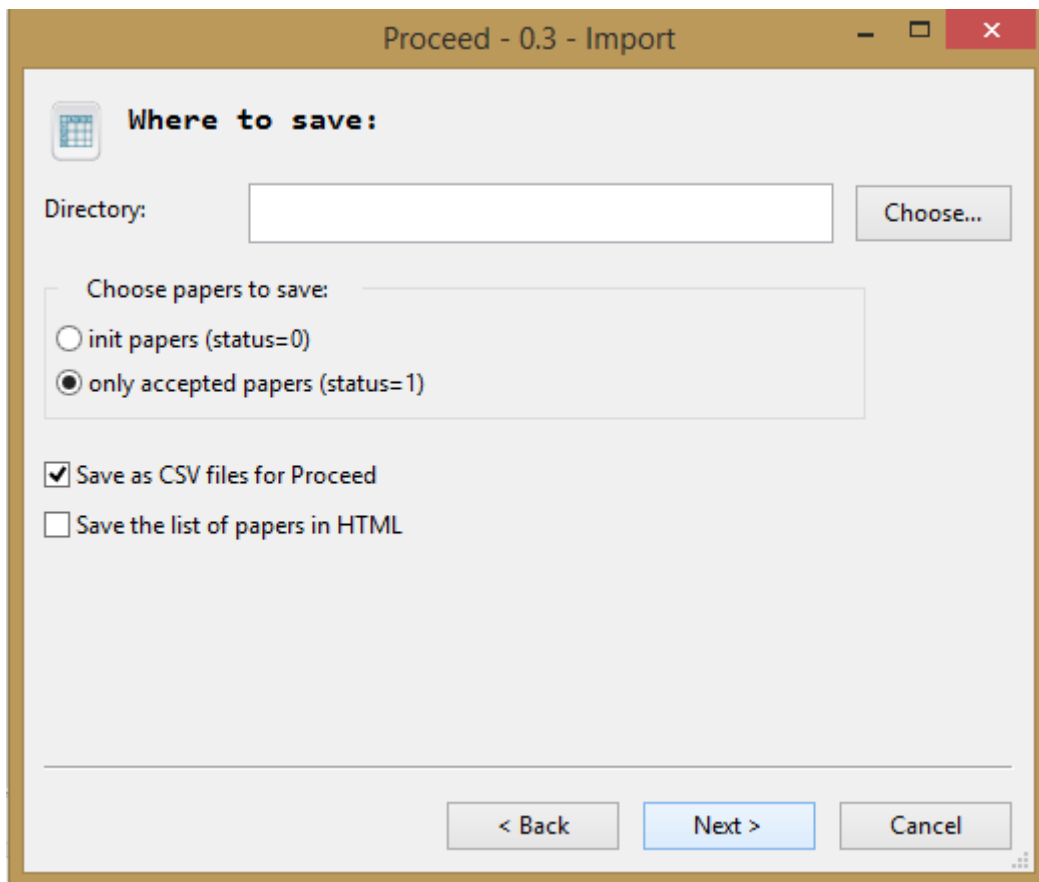


Figure 3.4: Document path

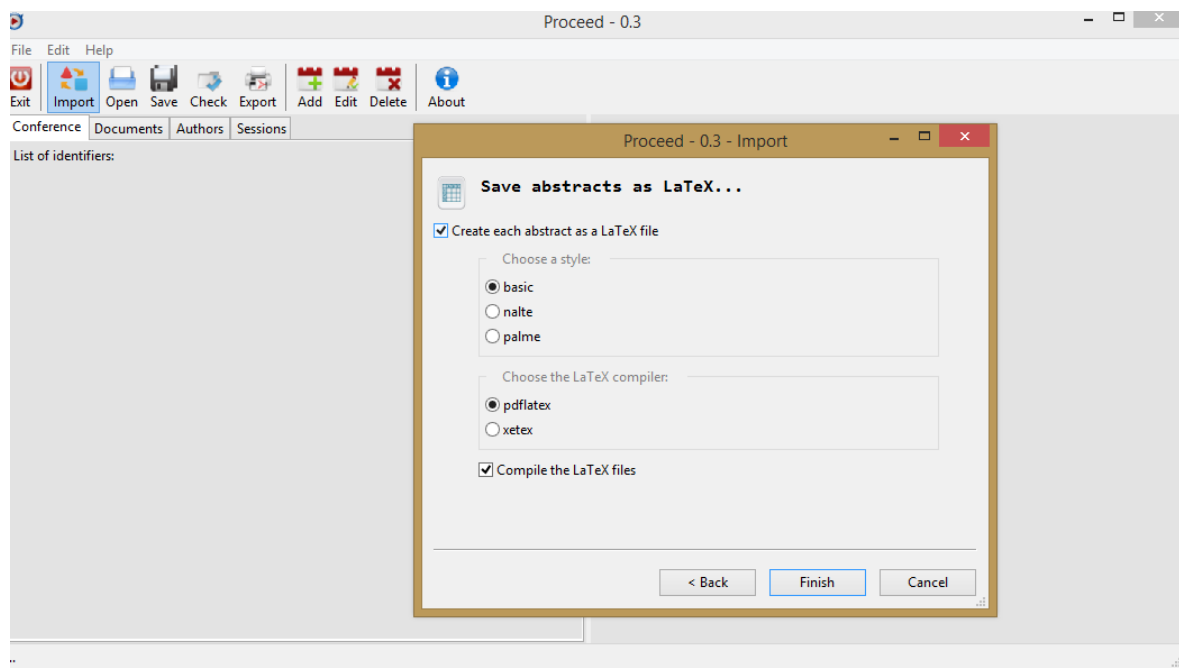


Figure 3.5: Latex generation or not

- Step 5 : at the end you can choose if you want to generate the LaTeX files or not with some options including the theme of the documents and the compiler.
- Step 6 : you have to wait again for the LaTeX generation.

If the same problem as in step 2 occurs, follow the tips above.

Your documents are, now, import in the software ! ## Saving / Opening

To save and open a document, nothing is easier.

3.2.1 Saving a document

You just have to click on the `Save` button. Confirm your choice and it's done.

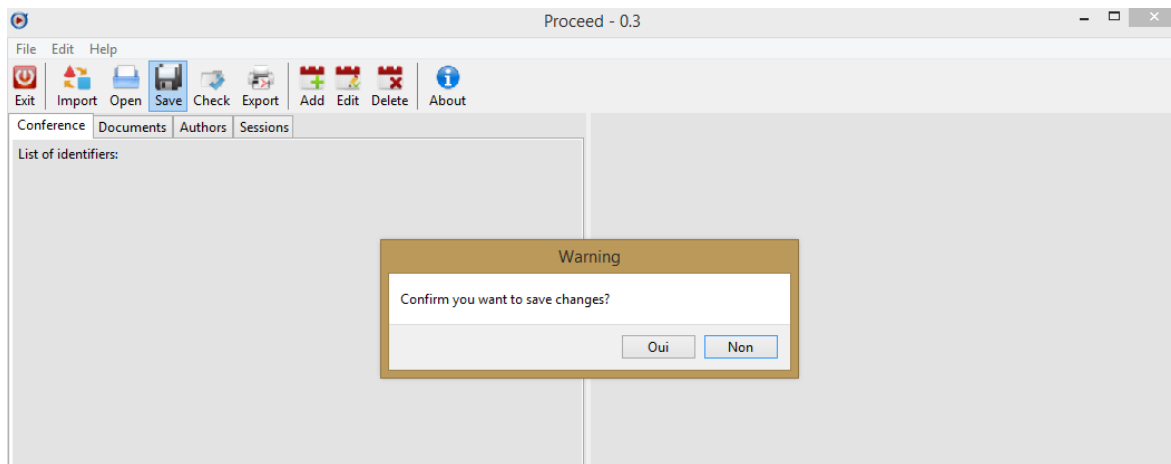


Figure 3.6: Confirm your saving

It produces in your project directory backup file in case of problems.

3.2.2 Opening a document

You just have to click on the `Open` button and select the directory where you have saved your data and it's done.

3.3 Checking / Exporting

3.3.1 Checking

Before exporting, you must check your document to verify if you linked all the document to a session ...

To do that, you just have to click on the `Check` button

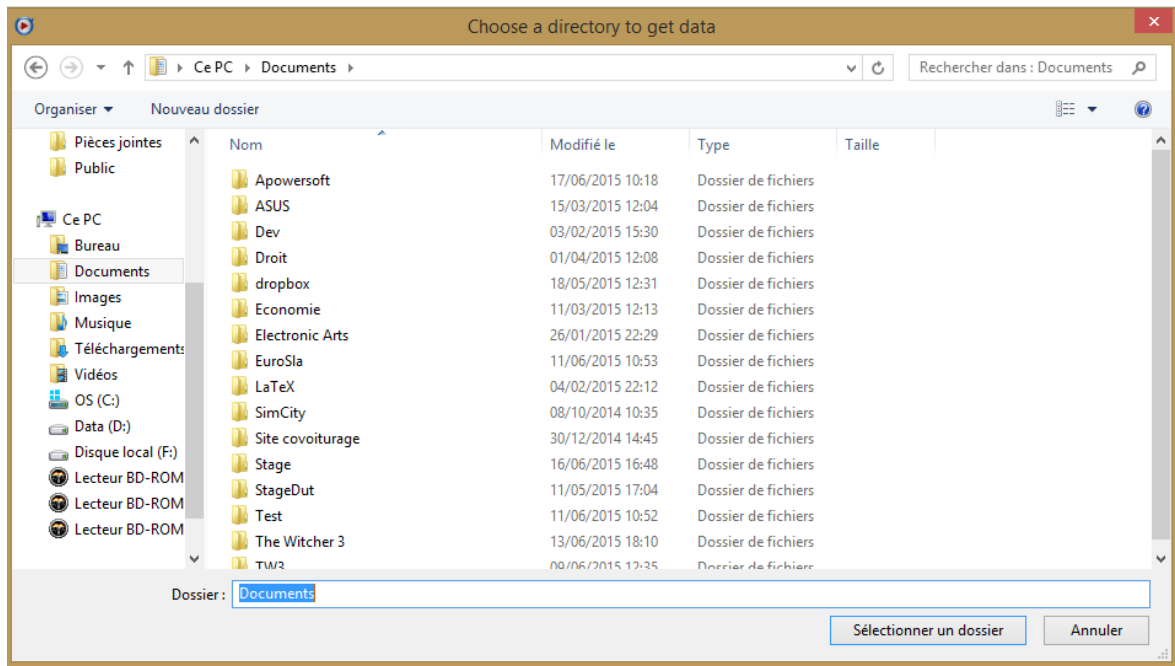


Figure 3.7: Opening file

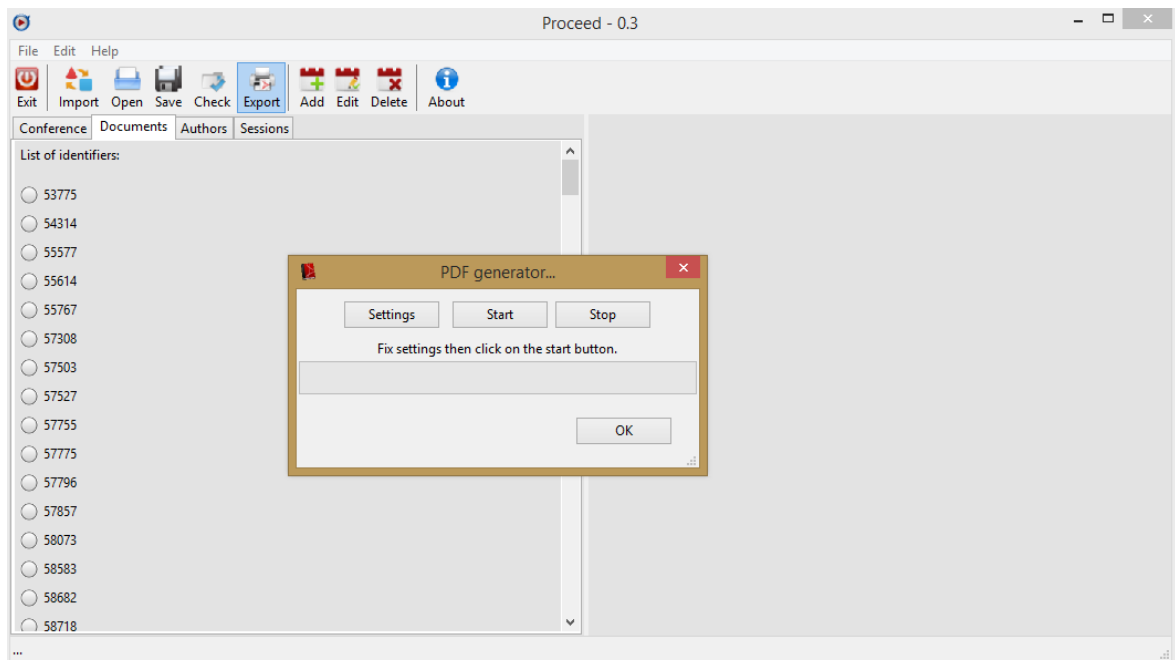


Figure 3.8: Export

3.3.2 Exporting

To export you have to click on the `Export` button and complete the settings as you want to clicking on `Settings`

Now, a new window appears with six tabs to enable you to custom your export.

- Page's options

In this section you can change the paper format and all the margins including header's and footer's one.

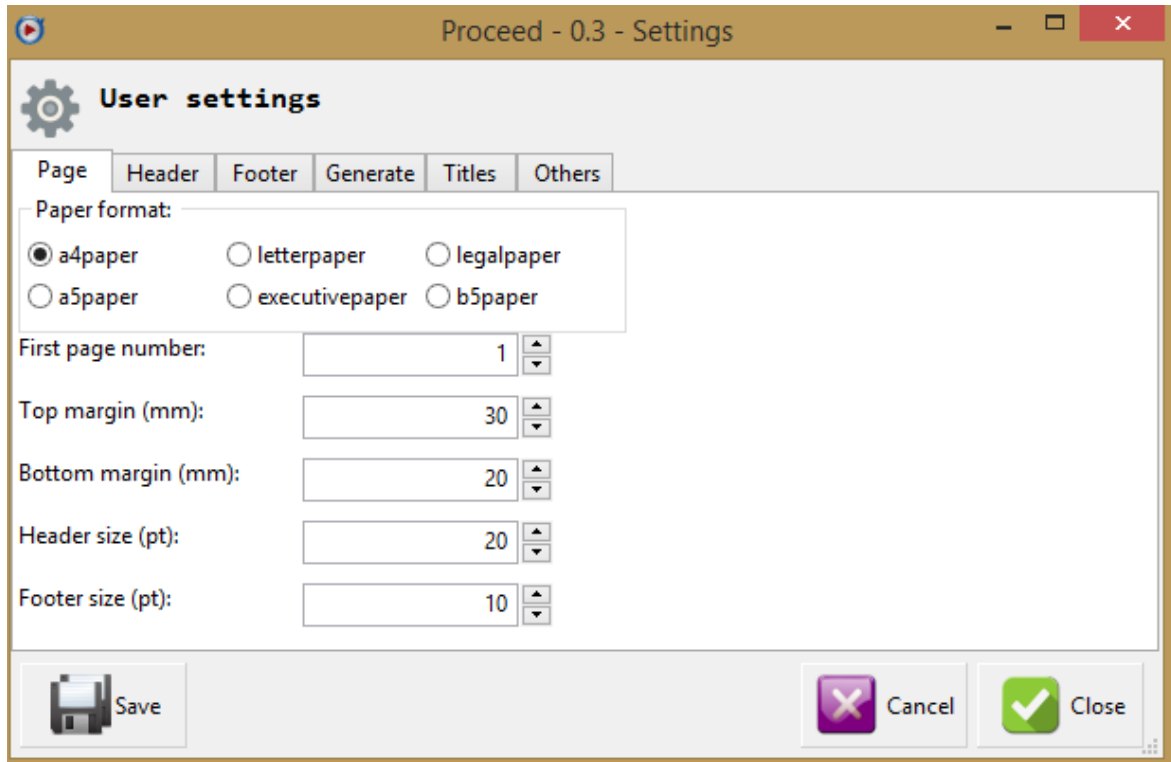


Figure 3.9: Page Settings

- Header's and footer's options

These section are dedicated to the header and the footer to add them a personalize one. You could choose style and color.

- Generating

In this section you can choose what you want to generate :

- * the Program
- * the Program Overview
- * the Table of Content
- * the Merged submissions
- * the Index of authors
- * the list of authors

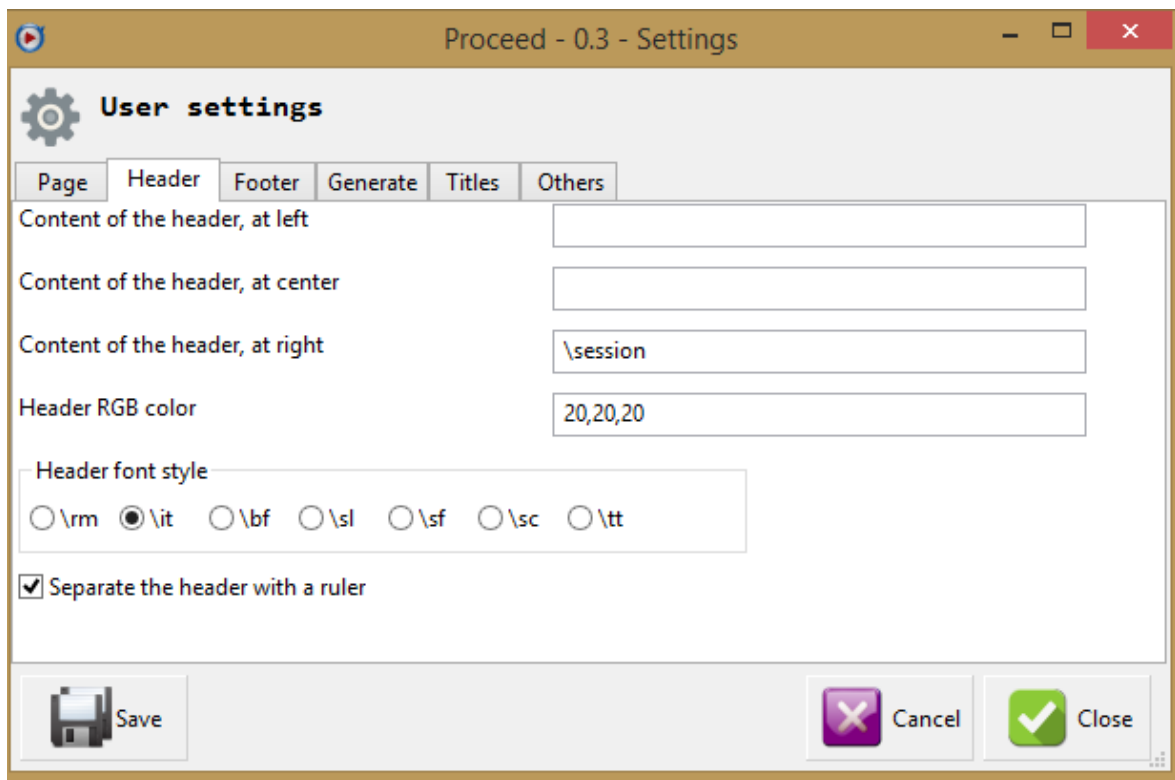


Figure 3.10: Header settings

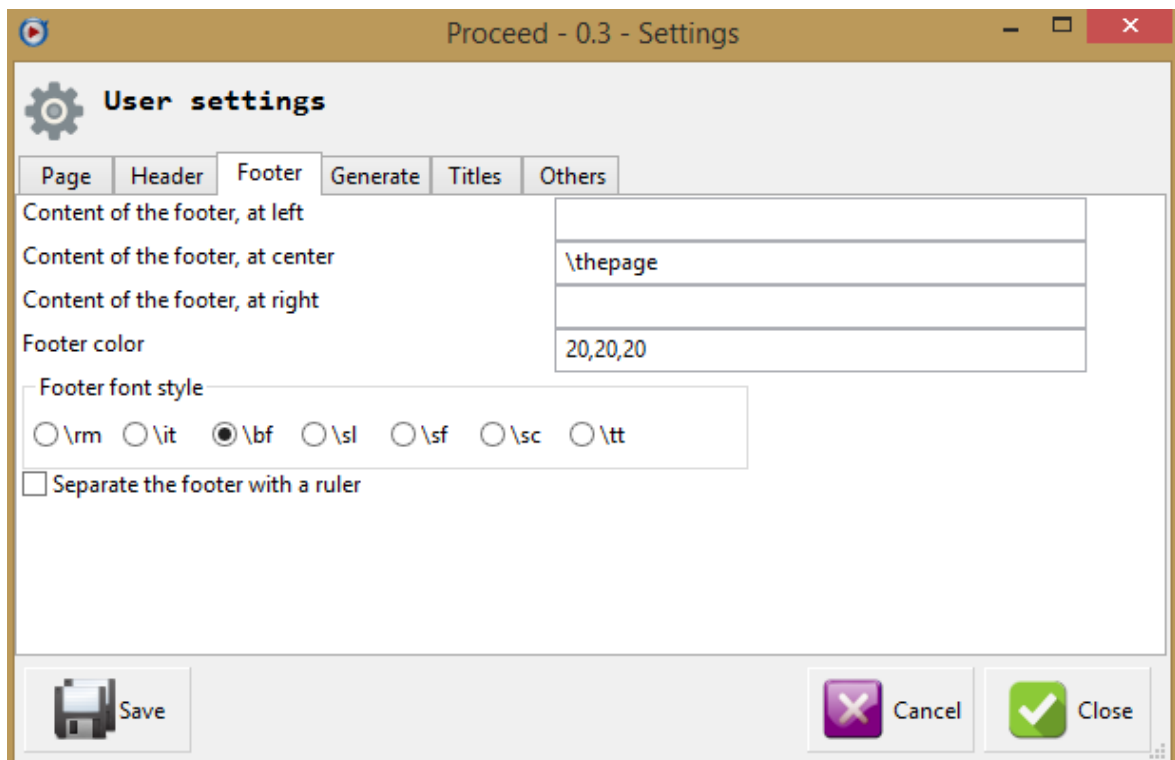


Figure 3.11: Footer settings

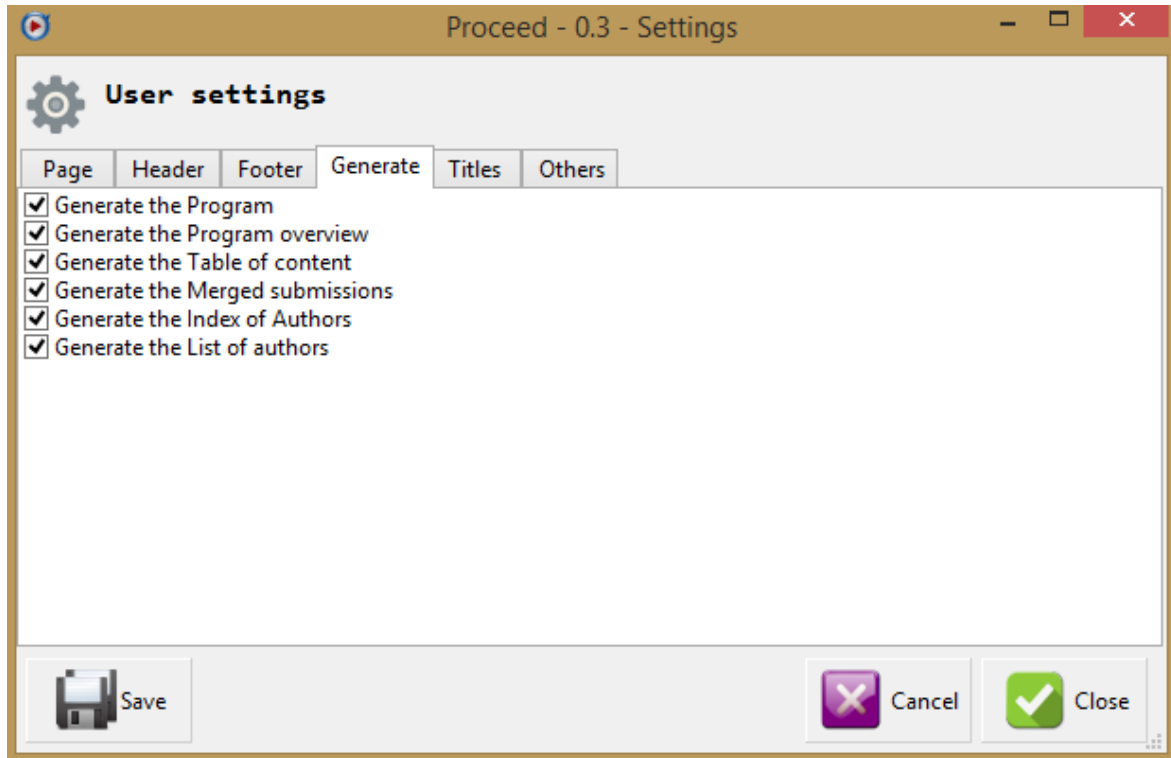


Figure 3.12: Generate

- Titles

Here, you can change title of section and adapt them to the language you need.

- Other parameters In this tab you can choose the sort of the submission :
 - follow the planning
 - sessions types and some other color style options.

When you personalize all the settings you need you can save it and click on *Start* to begin the export.

3.4 Complete data

3.4.1 Add

To add data it's easy you just have to choose the tabs corresponding : * Conference tab : to add a conference
 * Documents tab : to add a document * Authors tab : to add an author * Sessions tab : to add a session

click on *add* and follow the instructions. You'll have to enter few information an to complete them, use the button *edit*. ### Edit

When you add something, you can complete all the informations or simply modify them editing the add in question and follow the fill to feed.

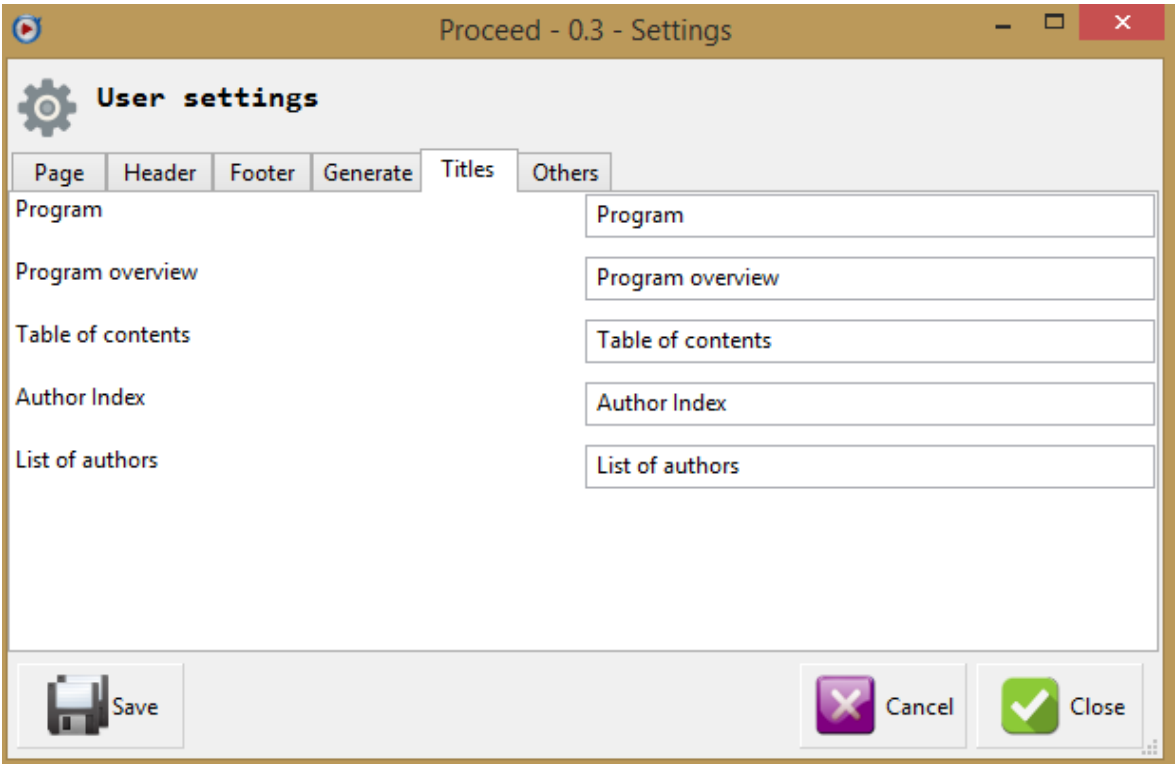


Figure 3.13: Export

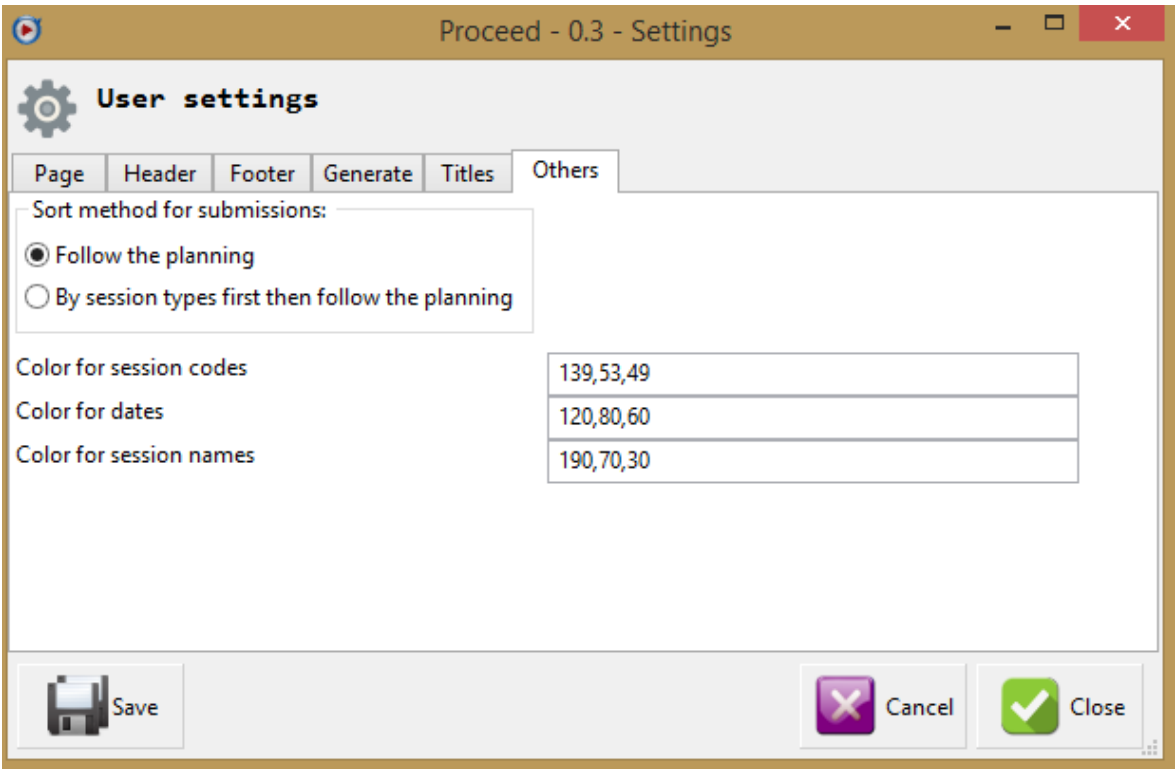


Figure 3.14: Other parameters

3.4.2 Delete

If you want to delete an add or else you just have to select the object and click on delete.

Command-line User Interface (CLI)