Manual Book

for

OpenRead Web-Application

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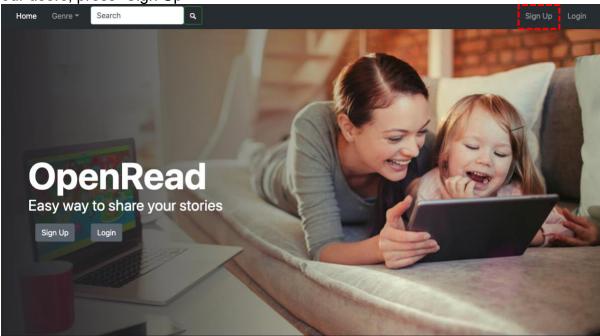
Introduction

This purpose of this document is to guide user to use the web-application OpenRead.

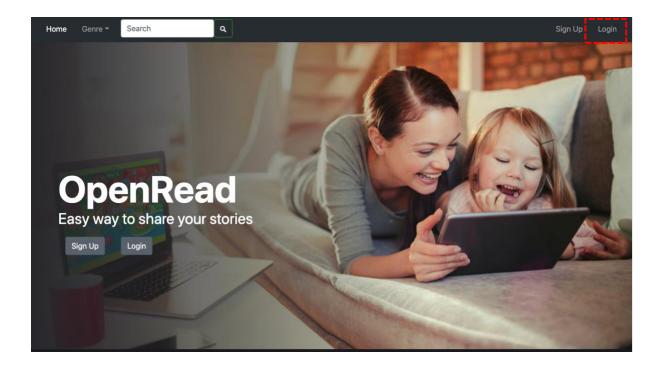
Starting the Web-Application

To access the web-application OpenRead follow these steps:

- 1. Open OpenRead website
- 2. For first time user, your status will be "Visitor", you are allowed to read stories, but you will not be able to comment, rate, write stories.
- 3. If you haven't registered and would like to continue to use features exclusive for our users, press "Sign Up"



4. If you have already registered, press "Log In"

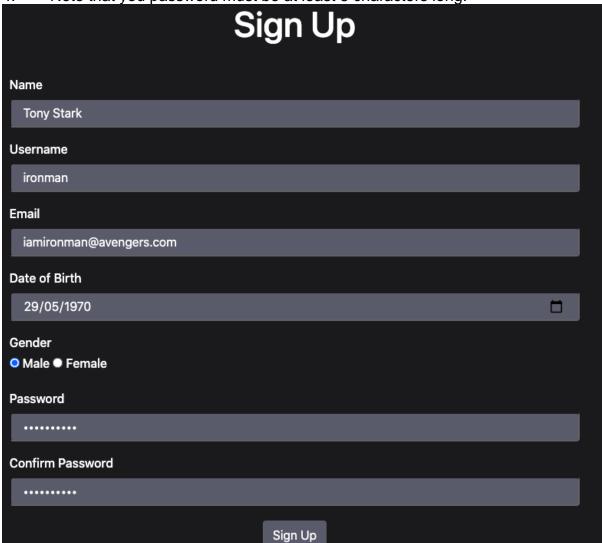


Registering an account

To register an account follow these steps:

- 1. You must have own an email.
- 2. Enter your name, username, email, date of birth, gender, password.
- 3. If your username or email has been used, you should choose another username/email.

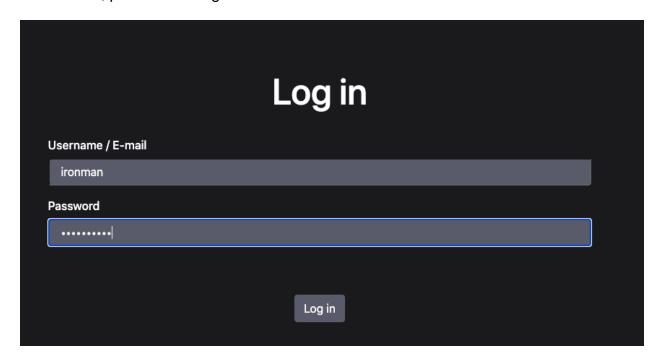
4. Note that you password must be at least 8 characters long.



Logging In

To log in follow these steps:

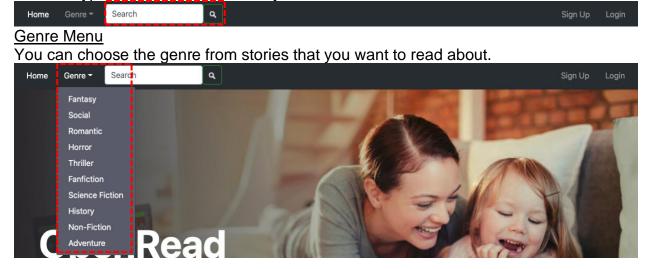
- 1. You must have already register an account
- 2. Enter your username/email and password
- 3. If your password is wrong or the username/email that you enter doesn't exist, please enter again.



Navigating the Home Page (Visitor)

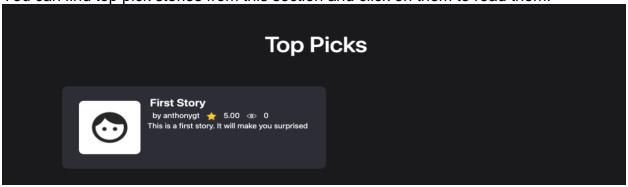
Search Bar

You can type in any stories or writer you want to search about on the search bar.



Top Picks

You can find top pick stories from this section and click on them to read them.

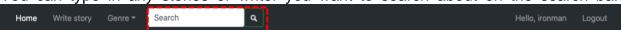


Navigating the Home Page (User)

The OpenRead application is a browser based interface that you can use to read or write stories. The interface has the following parts for users:

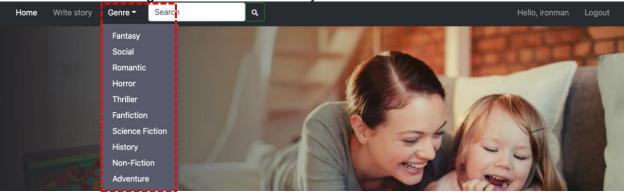
Search Bar

You can type in any stories or writer you want to search about on the search bar.



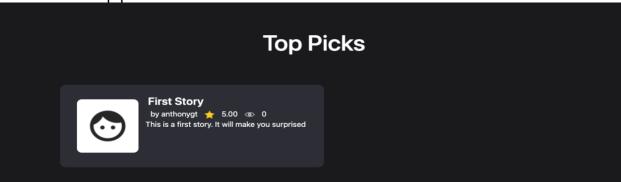
Genre Menu

You can choose the genre from stories that you want to read about.



Top Picks

You can find top pick stories from this section and click on them to read them.



Write Story

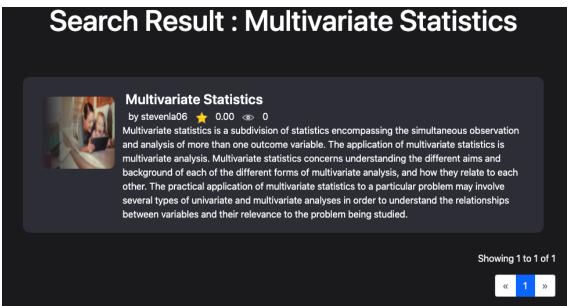
You can click on "Write Story" to write a new chapter, write a new story, edit your existing story.



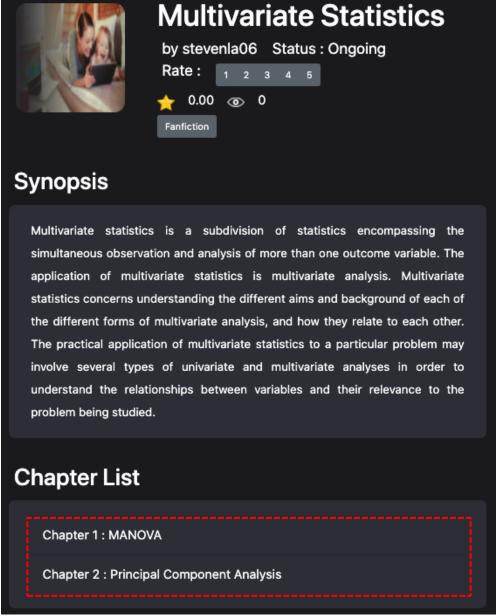
Reading Stories

To read story, follow these steps:

- 1. From navigation bar, choose a genre that you would like to read or you can search the stories or writers that you want to read about on the search bar.
- 2. Choose the story that you would like to read.



3. You will be directed to the story page.



4. Press that chapter that you would like to read.

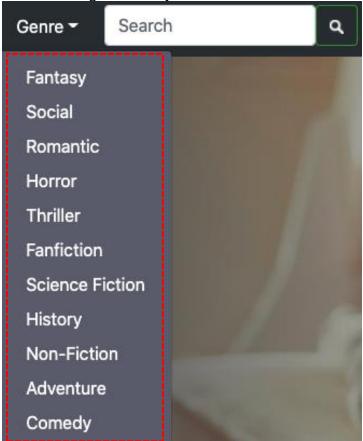
Search Story By Genre

To search story by genre, follow these steps:

1. Head to the navigation bar and click "Genre".

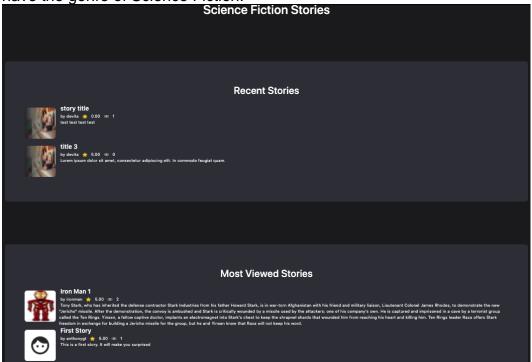


2. Choose the genre that you want to search store is about.



3. Let's say you choose Science Fiction. It will bring you to a page with all stories that have the genre of Science Fiction.

Science Fiction Stories



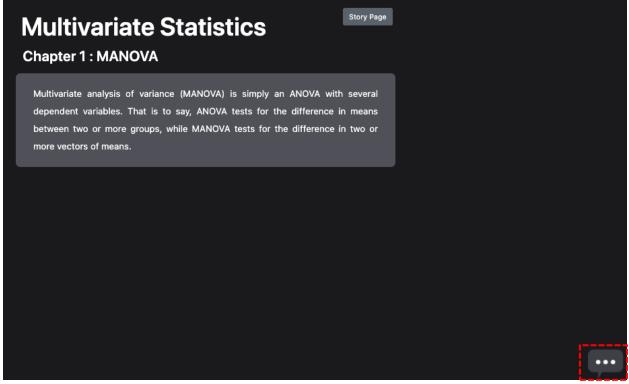
Comment on Stories (User)

To comment on story, follow these steps:

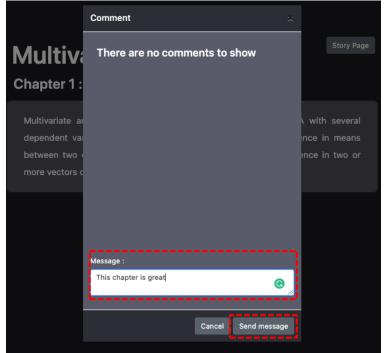
1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.



- 2. Make sure you are on a chapter page. If you are not, click on the story and the chapter you would like to comment on.
- 3. You will be directed to the chapter page.
- 4. Click the comment button on the right side

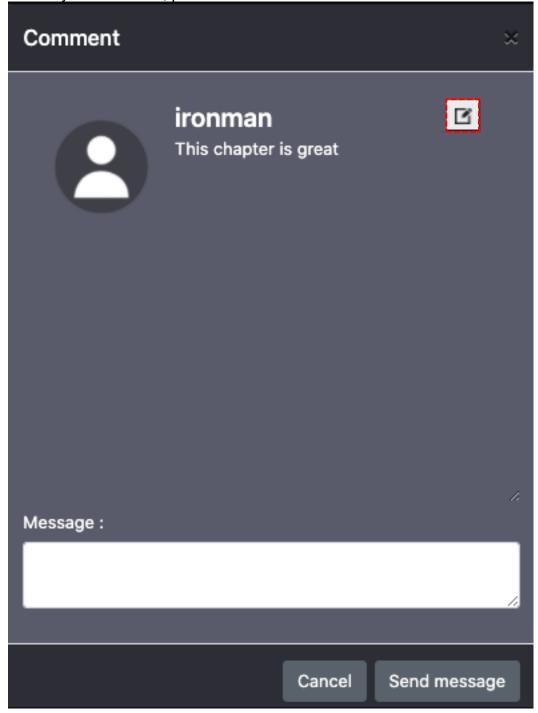


5. Type in your comments (Please make sure it doesn't contain inappropriate contents and the comments must have at least 10 characters)

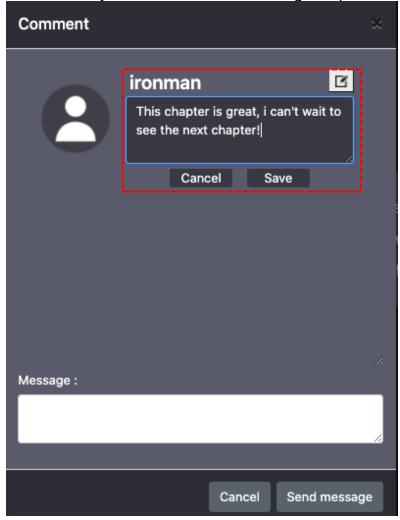


6. Press "Send message" if you are done

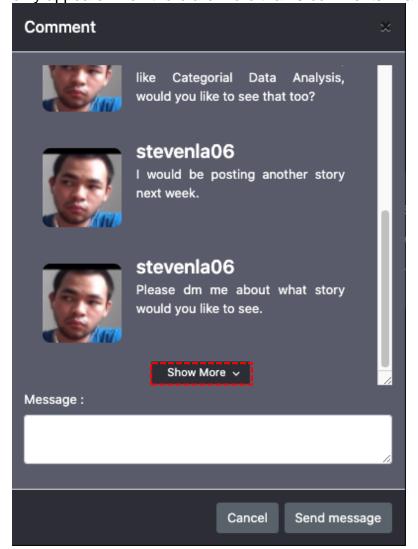
7. To edit your comment, press the edit button



8. You can edit your comment and don't forget to press "Save" once you are done.



9. You can also click "Show More" to see more comments. The show more button only appears when there are more than 5 comments in a chapter.

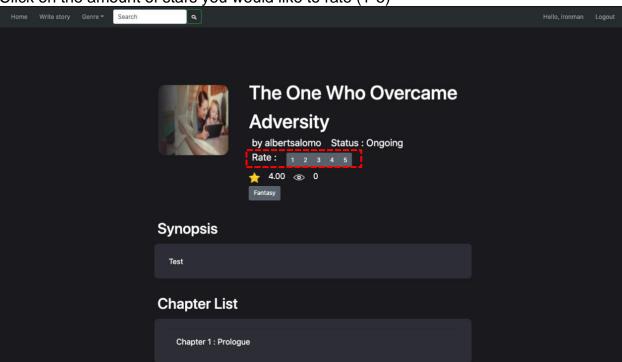


Rating Story (User)

To rate story, follow these steps:

- 1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.
- 2. If you are not on a story page, go to the story page that you would like to rate. (via search bar)

3. Click on the amount of stars you would like to rate (1-5)

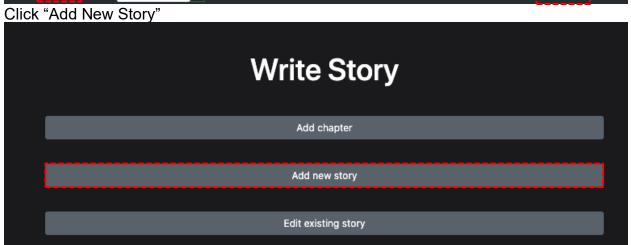


Writing New Story (User)

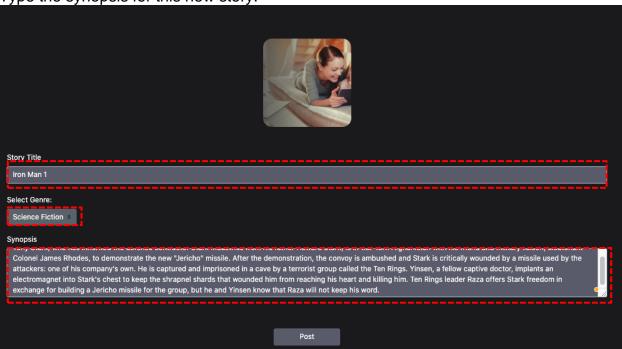
To write new story, follow these steps:

1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.

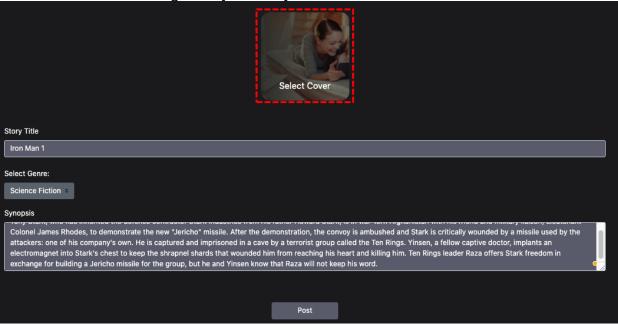
2. Find navigation bar and press "Write Story"
 3. Click "Add New Story"



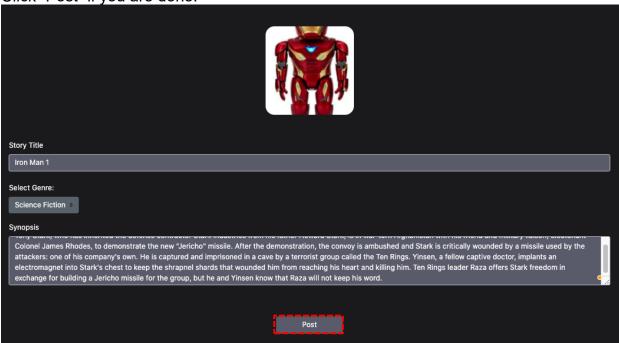
- 4. Type the story title
- 5. Choose the genre for this new story. (You can select multiple of them)
- 6. Type the synopsis for this new story.



7. Press "Select Cover Image" for your story cover.



8. Click "Post" if you are done.

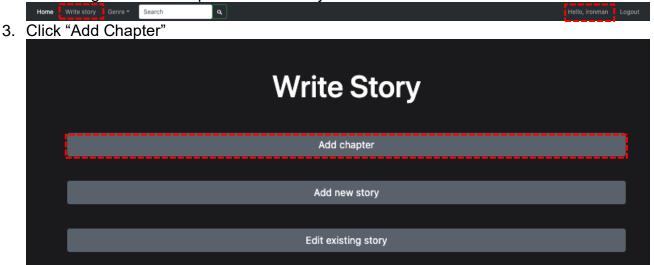


Writing New Chapter (User)

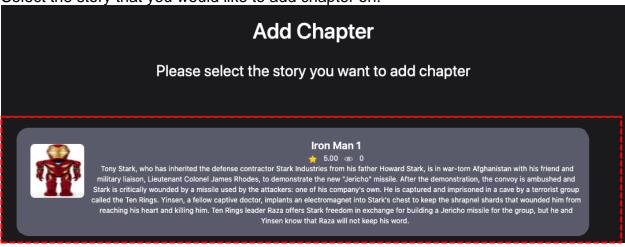
To write story, follow these steps:

- 1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.

 2. Find navigation bar and press "Write Story"

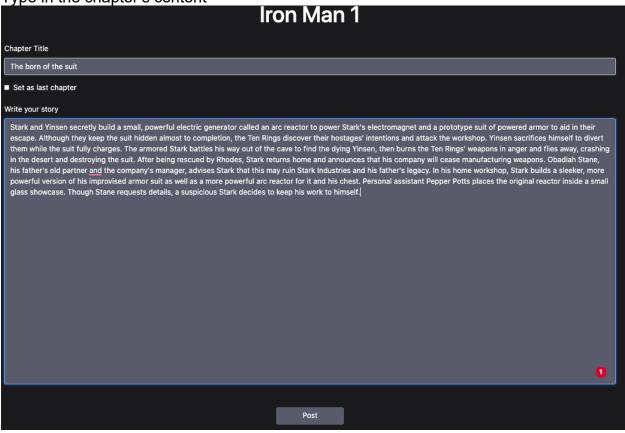


4. Select the story that you would like to add chapter on.

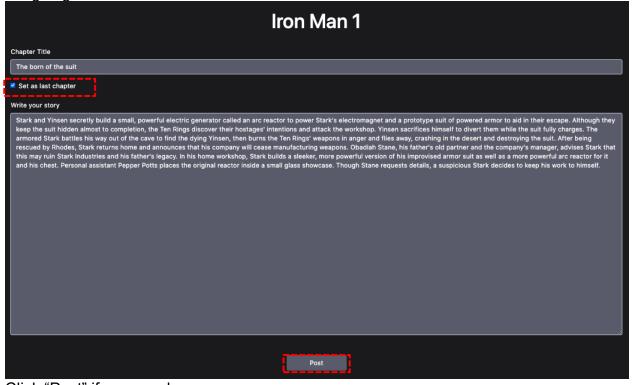


5. Type in the Chapter Title

6. Type in the chapter's content



7. If this is going to be your last chapter, you can tick the box to set this chapter as the story's last chapter, then your story status will be "Complete" instead of "Ongoing".



8. Click "Post" if you are done

Delete Story (User)

To delete a story, follow these steps:

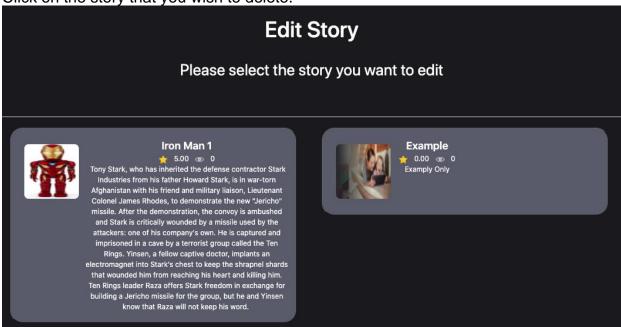
- 1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.
- 2. Find navigation bar and press "Write Story"



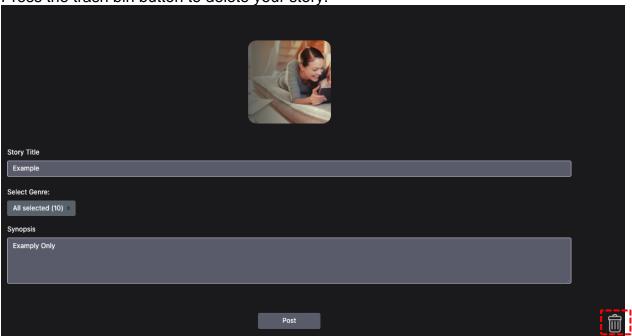
3. Click "Edit Existing Stories", it will direct you to the page of stories that you have written.



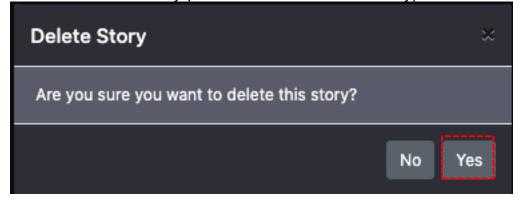
4. Click on the story that you wish to delete.



5. Press the trash bin button to delete your story.



6. Click Yes to delete story (You can't recover deleted story)



Edit Chapter (User)

To edit chapter, follow these steps:

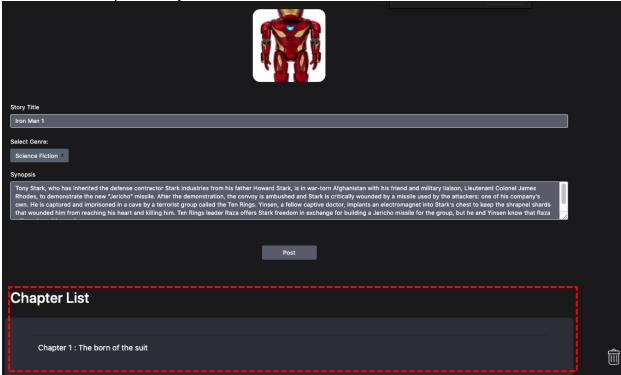
- 1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.
- 2. Find navigation bar and press "Write Story"



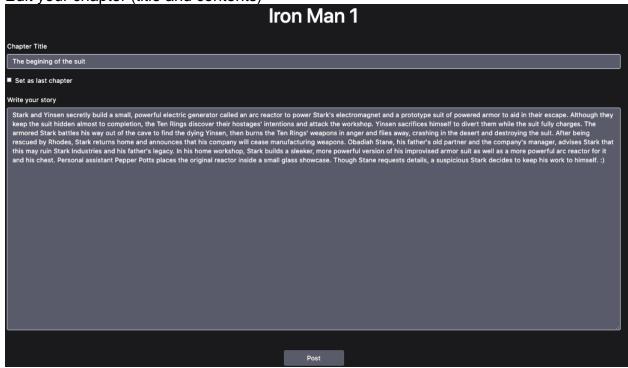
3. Click "Edit Existing Stories", it will direct you to the page of stories that you have written.



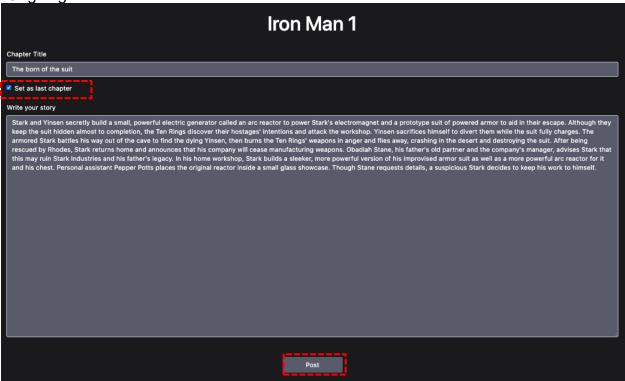
- 4. Click on the story that you wish to edit your chapter on.
- 5. Choose the chapter that you would like to edit.



6. Edit your chapter (title and contents)



7. If this is going to be your last chapter, you can tick the box to set this chapter as the story's last chapter, then your story status will be "Complete" instead of "Ongoing".



8. Click "Post" if you are done

Delete Chapter (User)

To delete chapter, follow these steps:

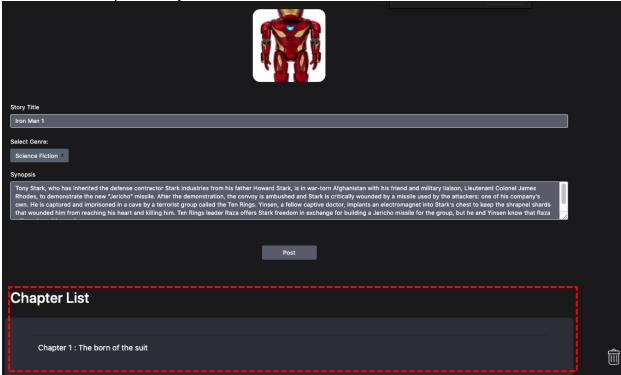
- 1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.
- 2. Find navigation bar and press "Write Story"

Home Write story Genre Search Q

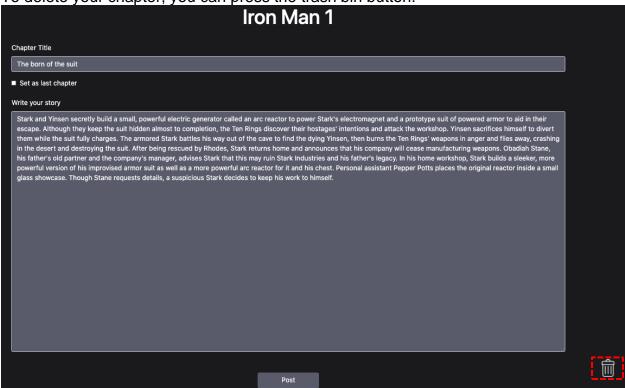
3. Click "Edit Existing Stories", it will direct you to the page of stories that you have written.



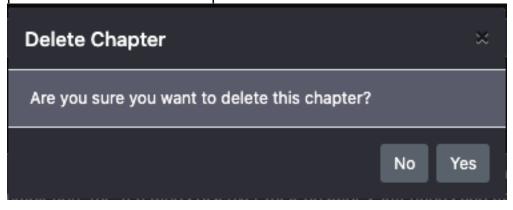
- 4. Click on the story that you wish to edit your chapter on.
- 5. Choose the chapter that you would like to edit.



6. To delete your chapter, you can press the trash bin button.



7. A message box as below will show up right after you clicked the trash bin button, press "Yes" to delete the chapter.

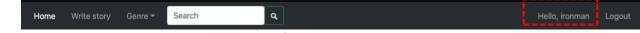


View your Profile (User)

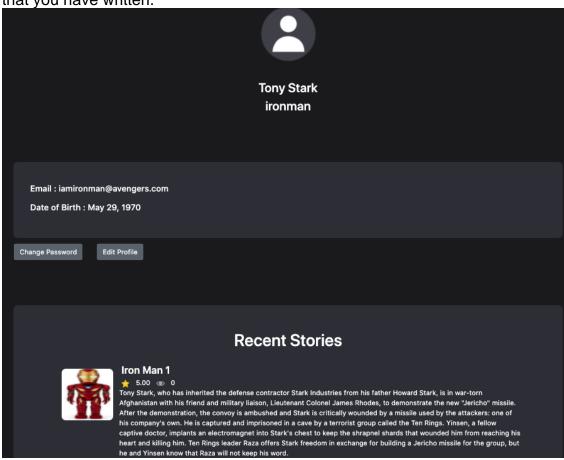
To view your profile, follow these steps:

1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.

2. Click Hello, (your name). It will direct you to your profile page.



3. It will show you your email and date of birth and a story list that contains the stories that you have written.

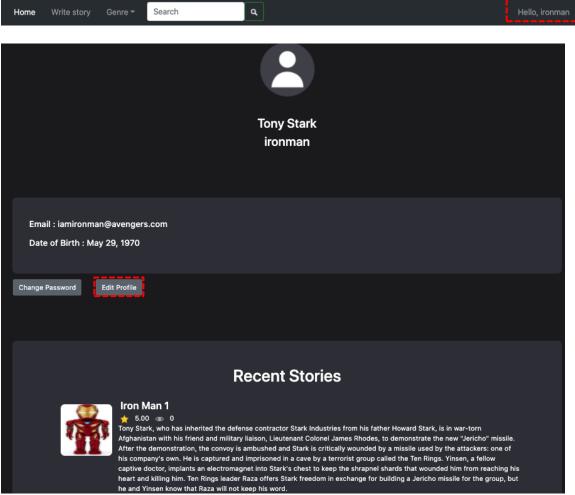


Edit your Profile (User)

To edit your profile, follow these steps:

1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.

2. Click Hello, (your name). It will direct you to your profile page.



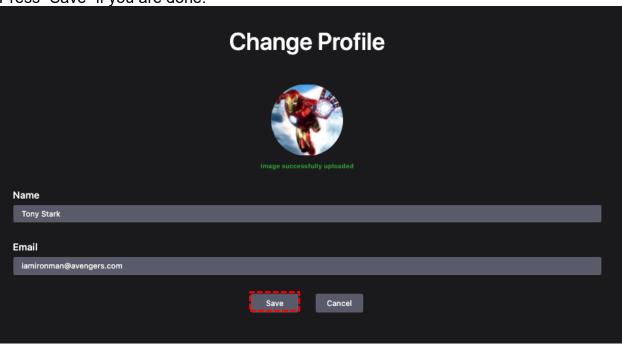
3. Press "Edit Profile" and you will be direct to a page to edit your profile.

4. If you wish to change your profile picture, click on your current profile picture and upload a new one.



5. If you wish to change your name and email, enter your new name or new email.

6. Press "Save" if you are done.

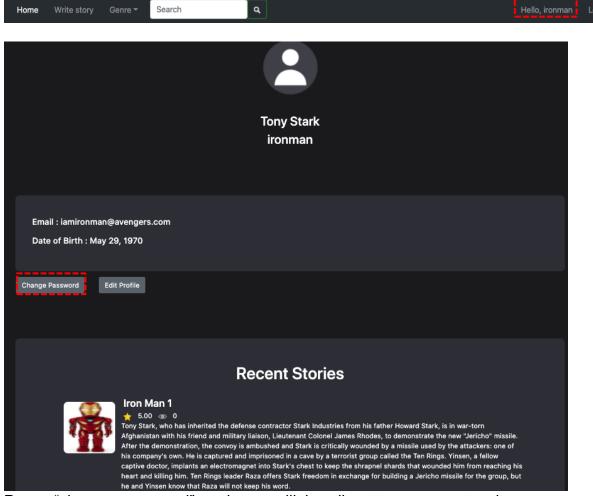


Change Password (User)

To change your password, follow these steps:

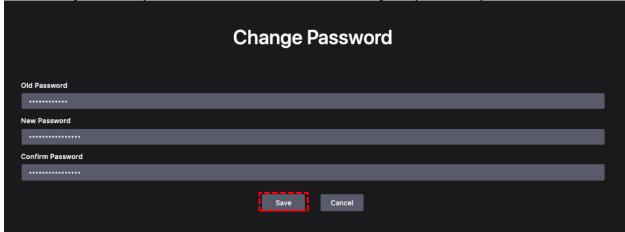
1. Make sure you have logged in, check the right top corner to see whether there is an Log In button, if there is, it means that you are not logged in.

2. Click Hello, (your name). It will direct you to your profile page.



3. Press "change password" and you will be direct to a page to change your password.

4. Type in your current password once and your new password twice.5. Note that your new password can't be the same with your previous password.

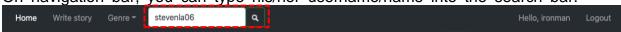


6. Press "Save" if you are done.

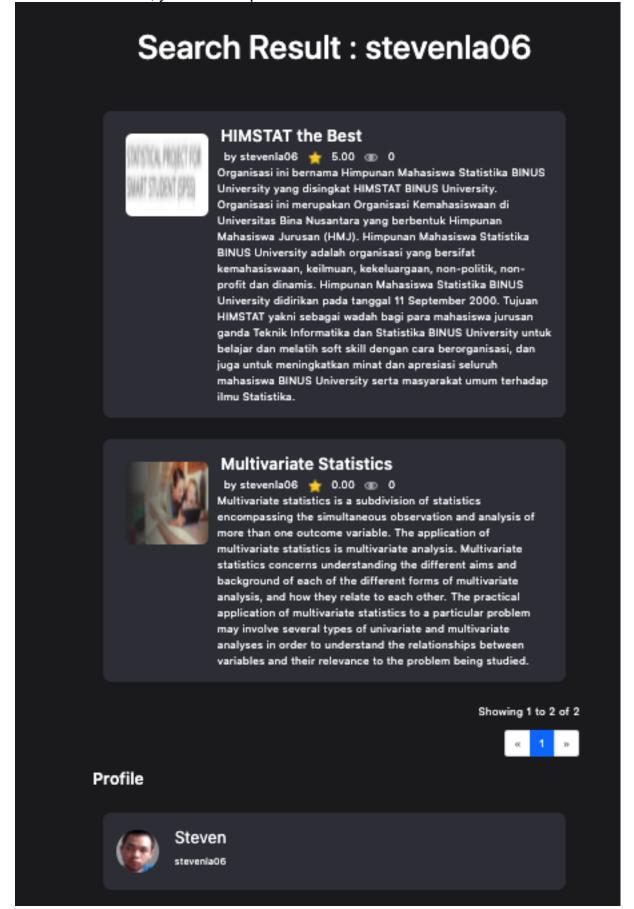
View Profile (User)

To view other user's profile, follow these steps:

1. On navigation bar, you can type his/her username/name into the search bar.



- 2. You will be directed to the search page.
- 3. On the bottom side, you can see profiles.



4. Find the one you would like to view and click on it.

