

# How to write/modify content

## How to write/modify content

This document describes the guidelines for creating new content or modifying existing one in this site. This page also enumerate all the possible warnings/errors which you may encounter when creating or modifying contents in this site. Please read me first before you contribute to the documentation. Thanks for your cooperation.

In the documentation section, under each "Doc Folder" class object (content, or page if you like), every registered user can see a edit bar in the middle below the main content of the page, which normally contains an

button and a selection box and

button.

## Versioning System

A full version control system is in place in this site, so every content in this site are versioned: after you have written or edited an object you can publish it immediately. When you want to modify it sometime later, you can work on a new version of the object without worrying about the current published version. All changes to data is version controlled and stored. This way you keep track of all changes in an documentation etc and always return to this later.


## Common Rule/Procedures of Editing/Creating

Once you are in the edit page, the system will place a "lock" in the content so that if others want to work on the same page, they will receive a warning. However, this "lock" is only effective for half an hour, so if you do not publish your edited content, or preview it (which is the same as "Save Draft"), your modification will be *lost*, and others won't notice that you were editing it without actually publishing it.

While you are editing XML fields (including intro and body fields in Documentation class), you will interact with xmlarea WYSIWYG editor. In case you have any questions or uncertainty, please read the first.


Once you think you are done, please click the button. In the next page, you can see what exactly is the appearance of your modified content. If you are not satisfied, please click the button to make further changes, otherwise you can click : well done, you just finished your first contribution.

# Editing Existing Content

When you have editing access in a page, you can see the  button in the bar mentioned above. Clicking it will lead you to the edit page.


## Warning when you trying to Edit


If someone else is working in a page (as stated above, within 30 minutes someone started to edit it or saved a draft), you will see a warning:

Please click the 

button in this warning page, and wait until he/she publish it or discard his/her draft.

## Discard an unwanted Change

While editing, if you suddenly feel that you should not have decided to modify it at all, then please do **NOT** just walk around elsewhere by clicking other links on the page or simply clicking the 

button of your browsers. What you are supposed to do is to click the button 

, and it will lead you back to the original page where you came from. This will help others: they do not need to wait you for 30 minutes before your timeout.

# Creating New Content

When you want to create a new content/page, please first surf to the page where the parent of the new page should be. There are two classes of object you can create:

Class Name	Description

Doc Folder	A folder which may contain several documents.
Document	A page of documentation

You can only create them under another Doc Folder object, where the selection and  
button appear.

Generally speaking, under the Documentation Frontpage, several chapters are defined, all of which are Doc Folders. Under each of them, sets of Doc Folders again which contain several Documents. This is the general rule, however it is not compulsory: you may want to create a Document right under a chapter (just like this object).

## Discard your Draft

In case you decide to withdraw from publishing a new object, please do not forget to click the  
button: that will help us keep the database compact.