



## **Manual on how to create a document in the editor in Fronter**

This guide describes how to create editable Fronter documents.

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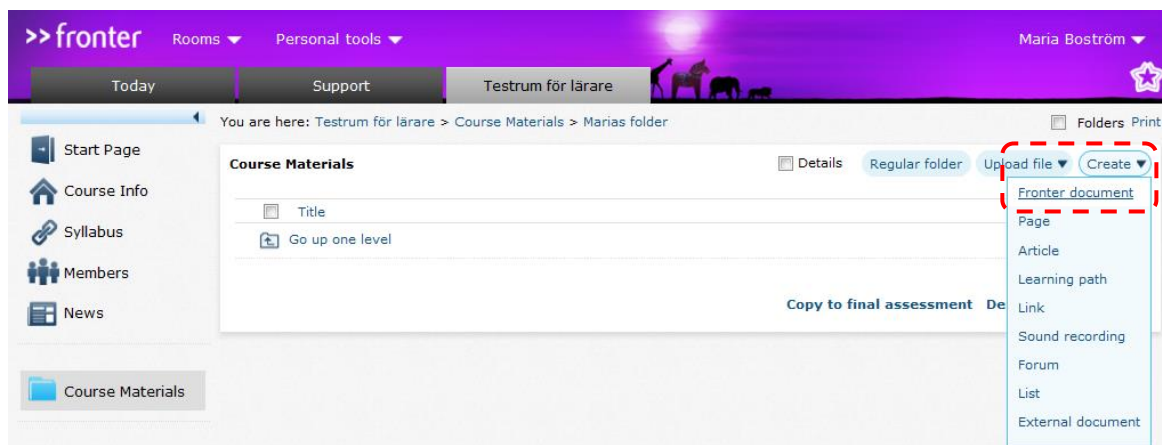


## ***How do I create a document in the editor in Fronter?***

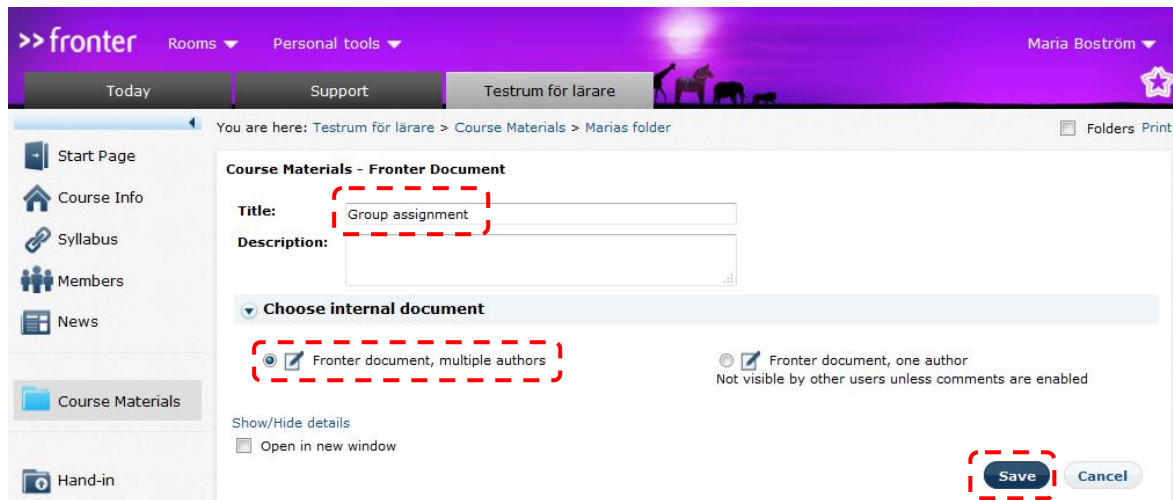


You can create documents with the built-in editor. This is mostly used when sharing documents (documents with several authors) and it's useful in team-works. You can also add comments to the document. You are also able to look at earlier versions of your document, and you will be able to insert formatted text, images and mathematical equations into the document.

To create an editable document, choose the right course room, go to ***"Course Materials"***, select the folder where you would like to create the document, and then click ***"Create"*** in the menu bar, and then select ***"Fronter document"***.

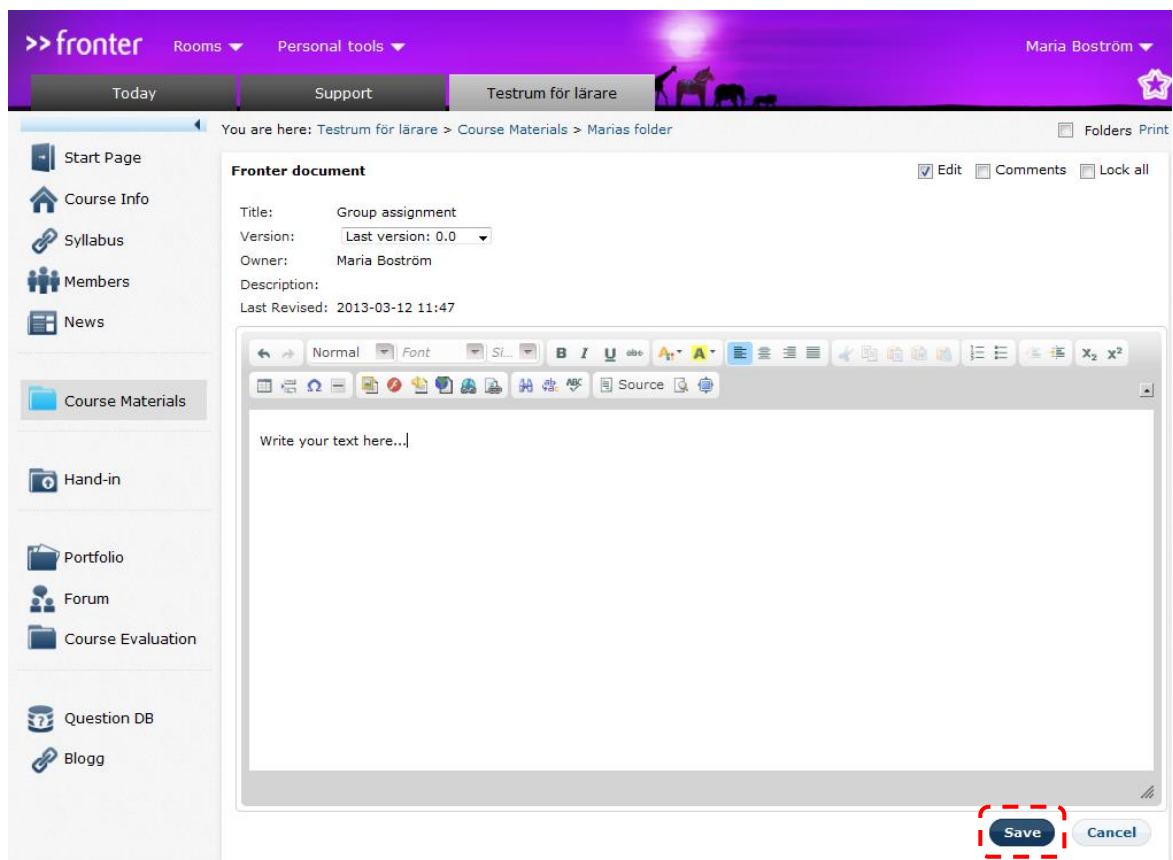


Next step is to give your document a title and to choose if you want to create a document with one or multiple authors. If you would like to work with the document in a group select ***"Fronter document, multiple authors"*** or select ***"Fronter document, one author"***, if you will write by your own. We start by describing ***"Fronter document, multiple authors"*** as follows. Write a title in the field ***"Title"***, and mark ***"Fronter document, multiple authors"***



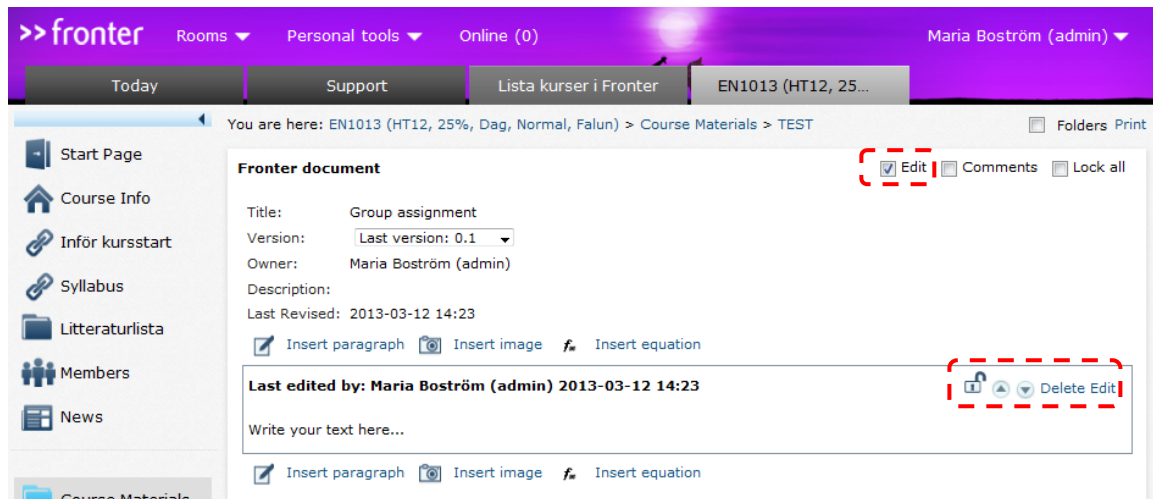
The screenshot shows the 'Course Materials - Fronter Document' form in the Fronter system. The form is titled 'Course Materials - Fronter Document' and is located within the 'Testrum för lärare' area. The form includes a 'Title' field with the text 'Group assignment' and a 'Description' field. Below these fields is a section titled 'Choose internal document' with two radio button options: 'Fronter document, multiple authors' (selected) and 'Fronter document, one author'. The 'one author' option has a note: 'Not visible by other users unless comments are enabled'. There are also checkboxes for 'Show/Hide details' and 'Open in new window'. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red dashed box.

Click **“Save”** when you are done. After clicking **“Save”**, you will see a text editor where you will write your text, as shown below.



The screenshot shows the 'Fronter document' text editor in the Fronter system. The document is titled 'Fronter document' and is located within the 'Testrum för lärare' area. The document includes a 'Title' field with the text 'Group assignment', a 'Version' field with the text 'Last version: 0.0', an 'Owner' field with the text 'Maria Boström', and a 'Description' field. The 'Last Revised' date is '2013-03-12 11:47'. Below the document information is a text editor with a toolbar and a large text area containing the text 'Write your text here...'. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red dashed box.

When you're done typing, click **“Save”** and you will see the following screen.



The screenshot shows the Fronter interface for a document titled "Group assignment". The "Edit" checkbox is checked and highlighted with a red dashed box. The "Delete Edit" button is also highlighted with a red dashed box. The interface includes a navigation menu on the left, a top navigation bar, and a main content area with document details and editing options.

When we use **"Fronter document, multiple authors"**, **"Edit"** is checked by default. If you would like multiple people to edit the document, this box needs to be checked. This means that other people who have access to write in the course room can click on **"Delete"** and **"Edit"**.



**How do I insert a comment to the text?**

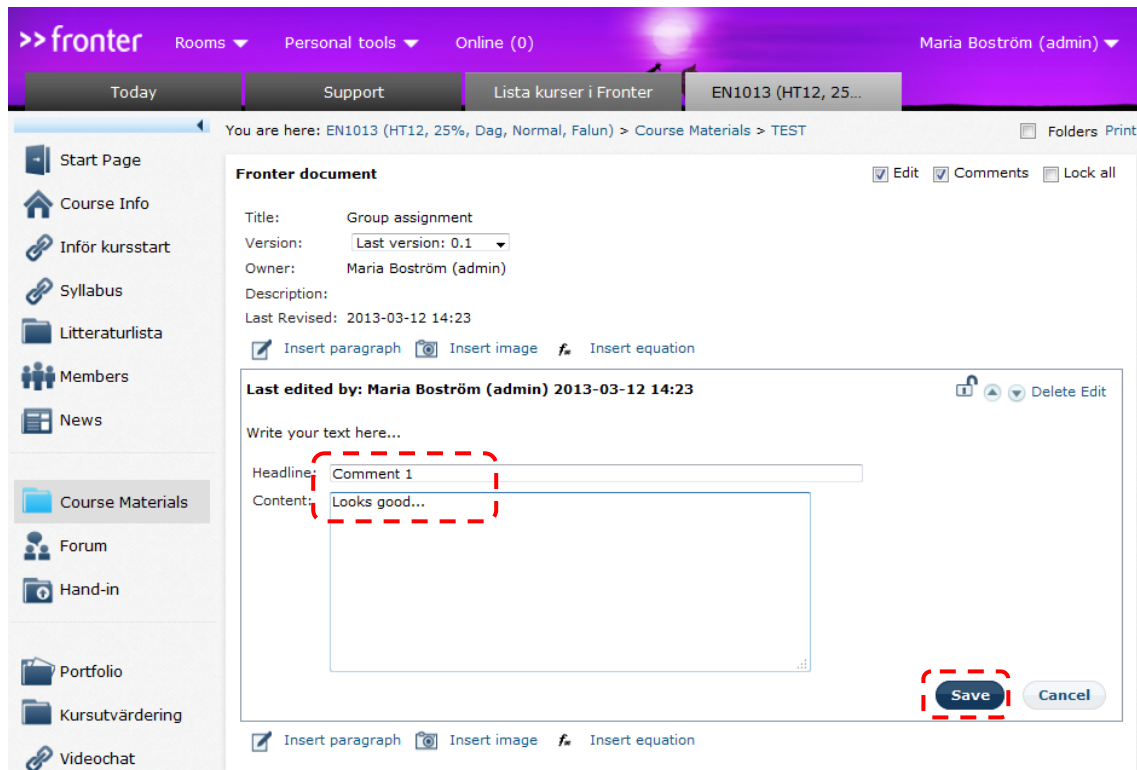


Clicking **"Comments"**, shows the link **"New Comment"** to the right, where you can give comments to the current paragraph.

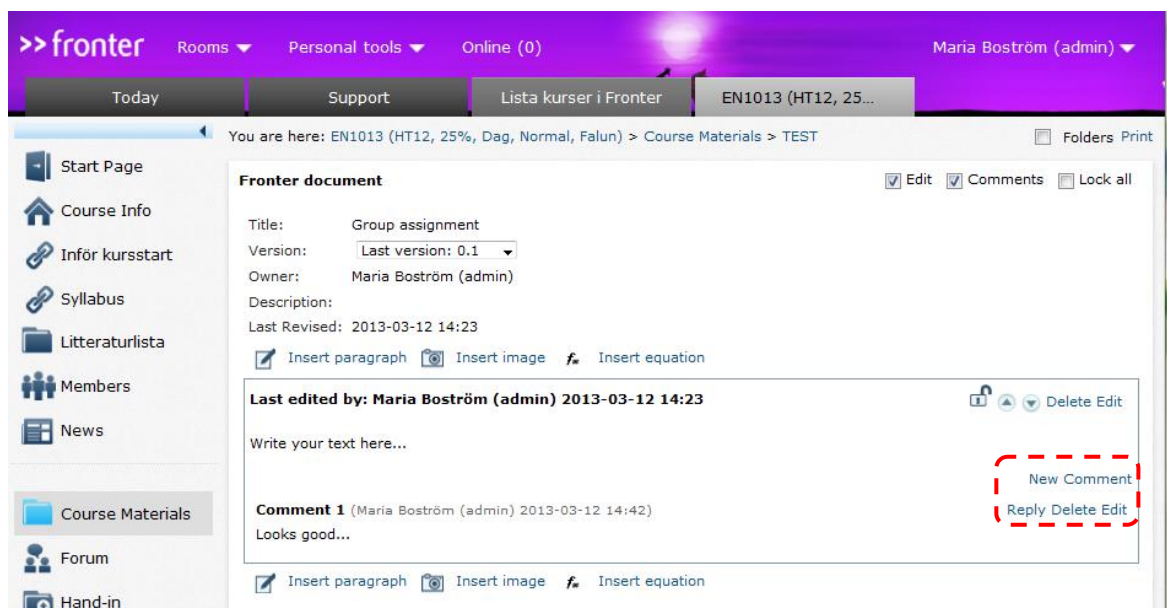


The screenshot shows the Fronter interface for a document titled "Group assignment". The "Comments" checkbox is checked and highlighted with a red dashed box. The "New Comment" button is also highlighted with a red dashed box. The interface includes a navigation menu on the left, a top navigation bar, and a main content area with document details and editing options.

Write a headline and a comment, then click **"Save"**.



Since the **"Comments"** checkbox is checked, you can now see the comment below what is written in the paragraph. You can also add a comment by clicking **"New Comment"** and you will be able to reply, delete or edit the comment, as shown below.

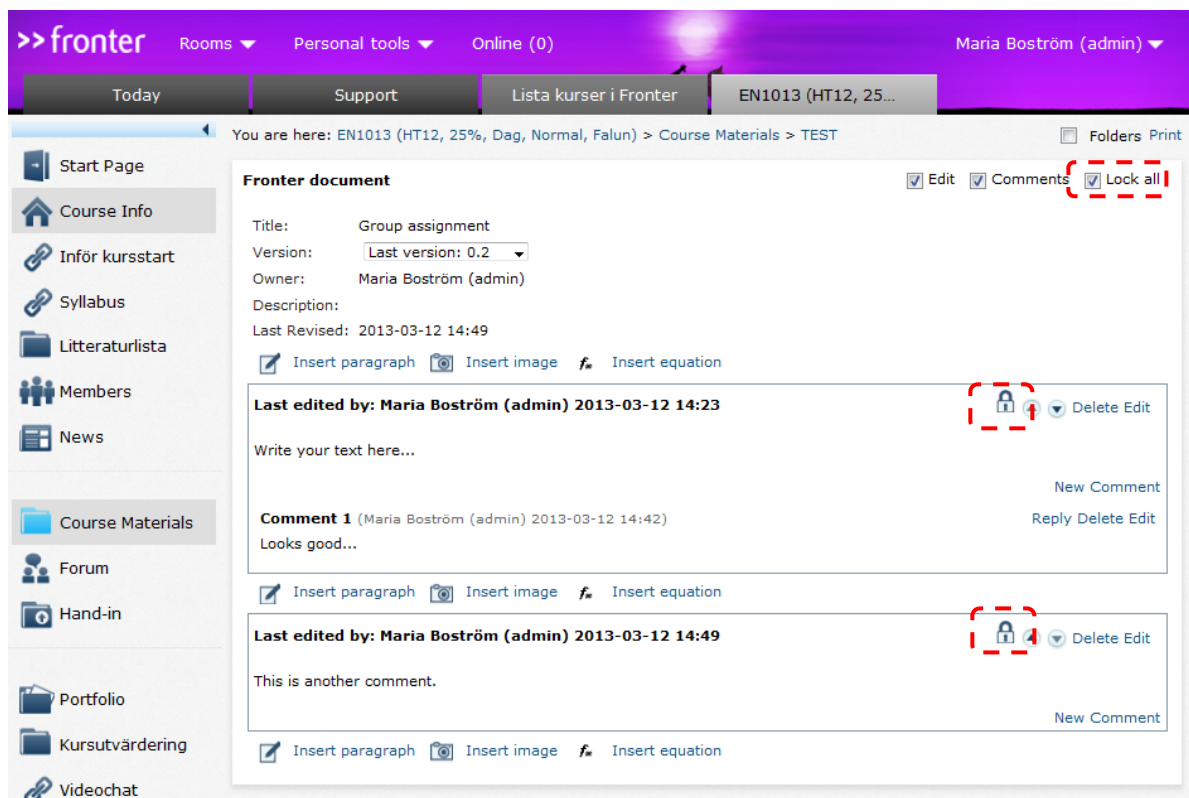




## *How do I lock the paragraph so others cannot edit the text?*



If you mark **“Lock all”** you’ll see that the padlock is closed. Then you can’t edit the document. To unlock the document, click **“Lock all”**. If you want to unlock a single paragraph, click on the padlock to the right of the current paragraph that you would like to unlock. Observe that only the person who has locked a paragraph can unlock it again!



The screenshot shows the Fronter interface for a course room. The top navigation bar includes 'Rooms', 'Personal tools', 'Online (0)', and the user 'Maria Boström (admin)'. The main content area is titled 'Fronter document' and shows document details: Title: Group assignment, Version: Last version: 0.2, Owner: Maria Boström (admin), and Description: Last Revised: 2013-03-12 14:49. There are three checkboxes at the top right: 'Edit', 'Comments', and 'Lock all', all of which are checked. Below the document details, there are two paragraphs. Each paragraph has a 'Last edited by' line and a 'Delete Edit' button. The 'Delete Edit' button is highlighted with a red dashed box, and a padlock icon is visible next to it, indicating that the paragraph is locked. The first paragraph has a comment: 'Looks good...'. The second paragraph has the text: 'This is another comment.'.

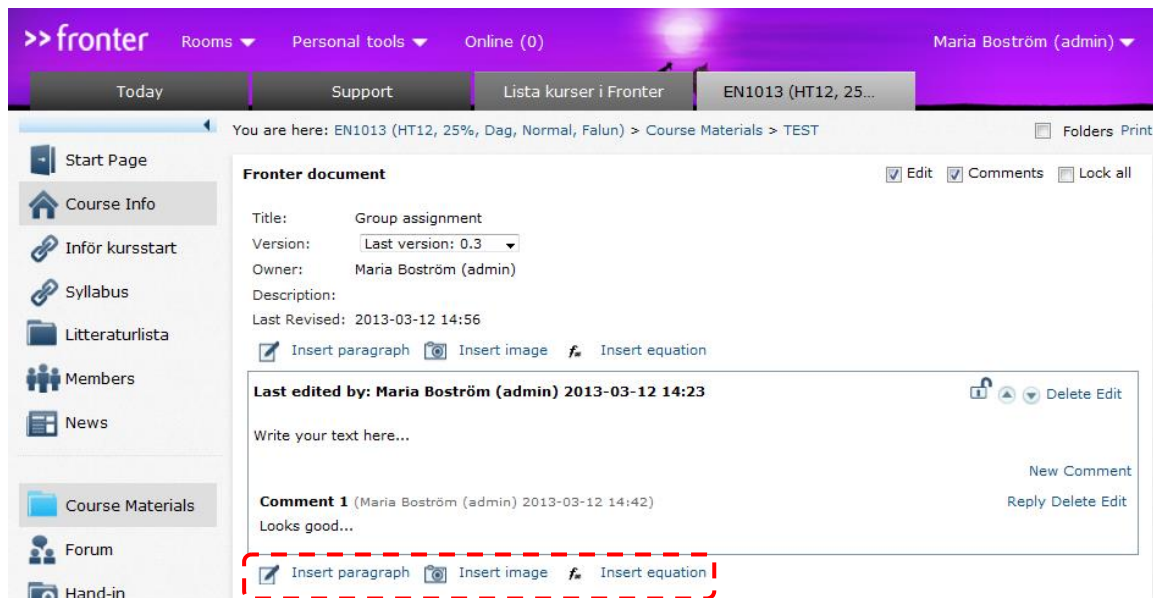
When **“Edit”** is checked, users with write access in the course room can delete and edit paragraph by clicking **“Delete”** or **“Edit”** on the right side of the current paragraph.



**How do I insert a new paragraph, image or equation?**



In the bottom of the picture you can see that it's possible to insert a new paragraph, an image or an equation to the text you already have written.



The screenshot shows the Fronter web interface. At the top, there is a navigation bar with 'fronter' logo, 'Rooms', 'Personal tools', 'Online (0)', and 'Maria Boström (admin)'. Below this is a secondary navigation bar with 'Today', 'Support', 'Lista kurser i Fronter', and 'EN1013 (HT12, 25...'. The main content area shows a document titled 'Group assignment' with version '0.3' and owner 'Maria Boström (admin)'. The document content includes a 'Last edited by' section and a comment. At the bottom of the document editor, there is a toolbar with three icons: 'Insert paragraph', 'Insert image', and 'Insert equation'. These icons are highlighted with a red dashed box.

To create a new paragraph, click **“Insert paragraph”**. A new editor will open and you will be able to write text, and upload external and internal links. If you would like to know what the tools means, just hold the mouse pointer over it. To save the changes and return, click **“Save”**. To return without saving, click **“Cancel”**.

If you want to insert an image, click **“Insert image”**. Search for your picture on your computer and click **“Save”** to save or **“Cancel”** to return without saving.

To insert an equation, click **“Insert equation”**. Insert the chosen mathematical elements and click **“Save”** to save or **“Cancel”** to return without saving.



When you click on **“Insert equation”**, a dialogue box may appear. It is a question if you want to run the application (Java). Click on the button **“Kör”** (run), and the mathematical equations will appear.

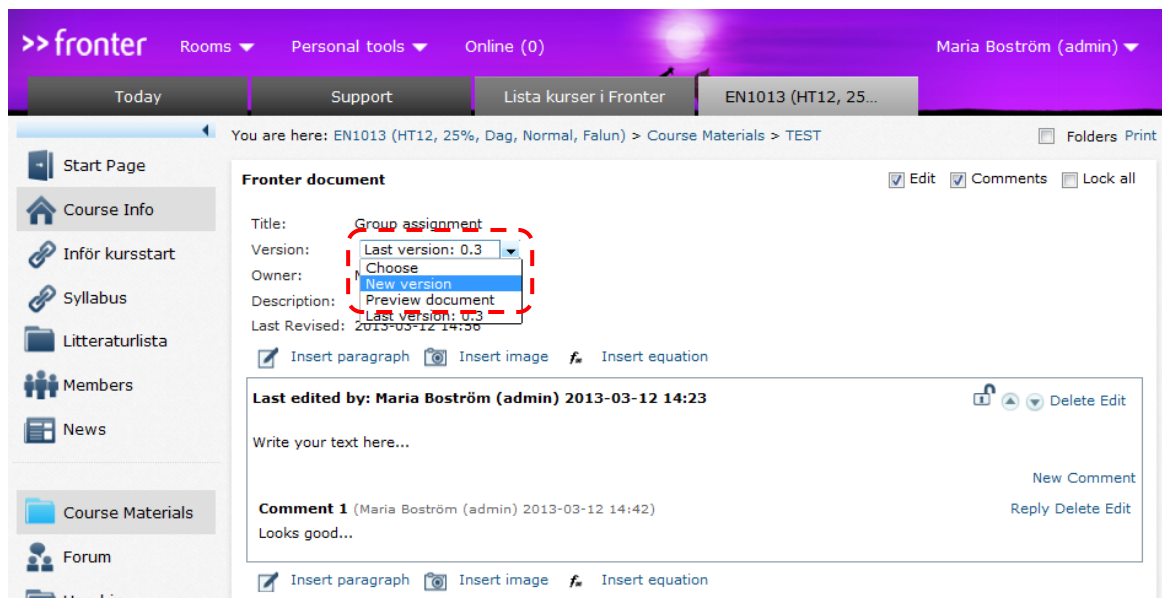




## *How do I manage different versions of the document?*



You can create new versions of the document by clicking the drop-down menu "**Version**" and then choose "**New Version**". Then you'll see the different versions at the bottom of this menu. Note that you can only return to the versions that end with ".0" (1.0, 2.0, etc.).



The screenshot shows the Fronter user interface. At the top, there is a navigation bar with "Rooms", "Personal tools", and "Online (0)". The user is identified as "Maria Boström (admin)". Below this is a breadcrumb trail: "You are here: EN1013 (HT12, 25%, Dag, Normal, Falun) > Course Materials > TEST". The main content area is titled "Fronter document" and includes fields for Title, Version, Owner, and Description. The "Version" field is highlighted with a red dashed box, and its dropdown menu is open, showing options: "Last version: 0.3", "Choose", "New version", "Preview document", and "Last version: 0.3". Below the document fields, there is a section for "Last edited by: Maria Boström (admin) 2013-03-12 14:23" and a comment section with "Comment 1 (Maria Boström (admin) 2013-03-12 14:42) Looks good...".

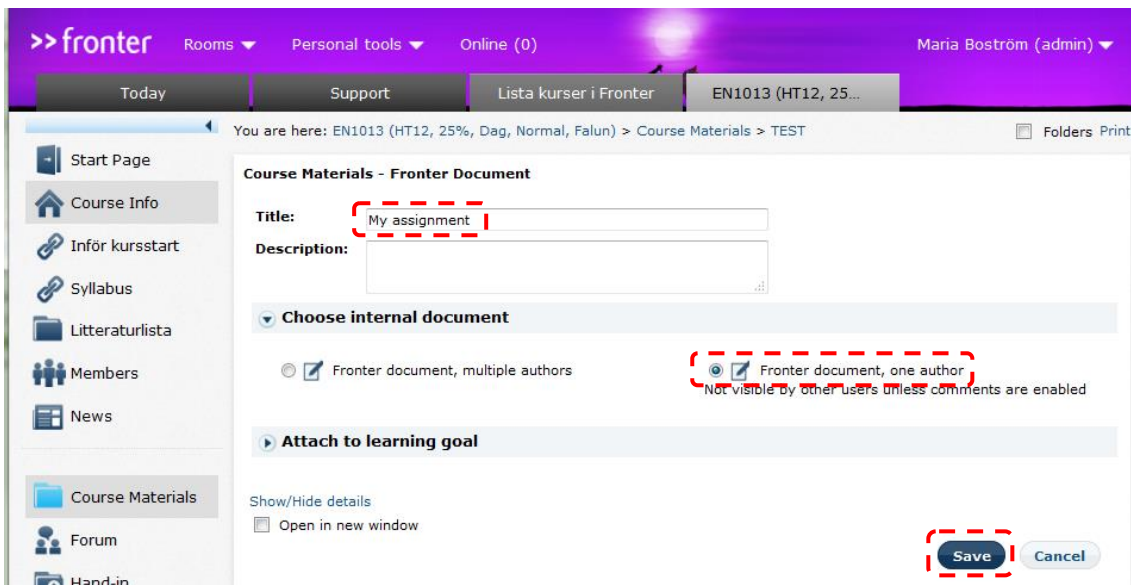


### *How do I create documents in the editor for one author?*



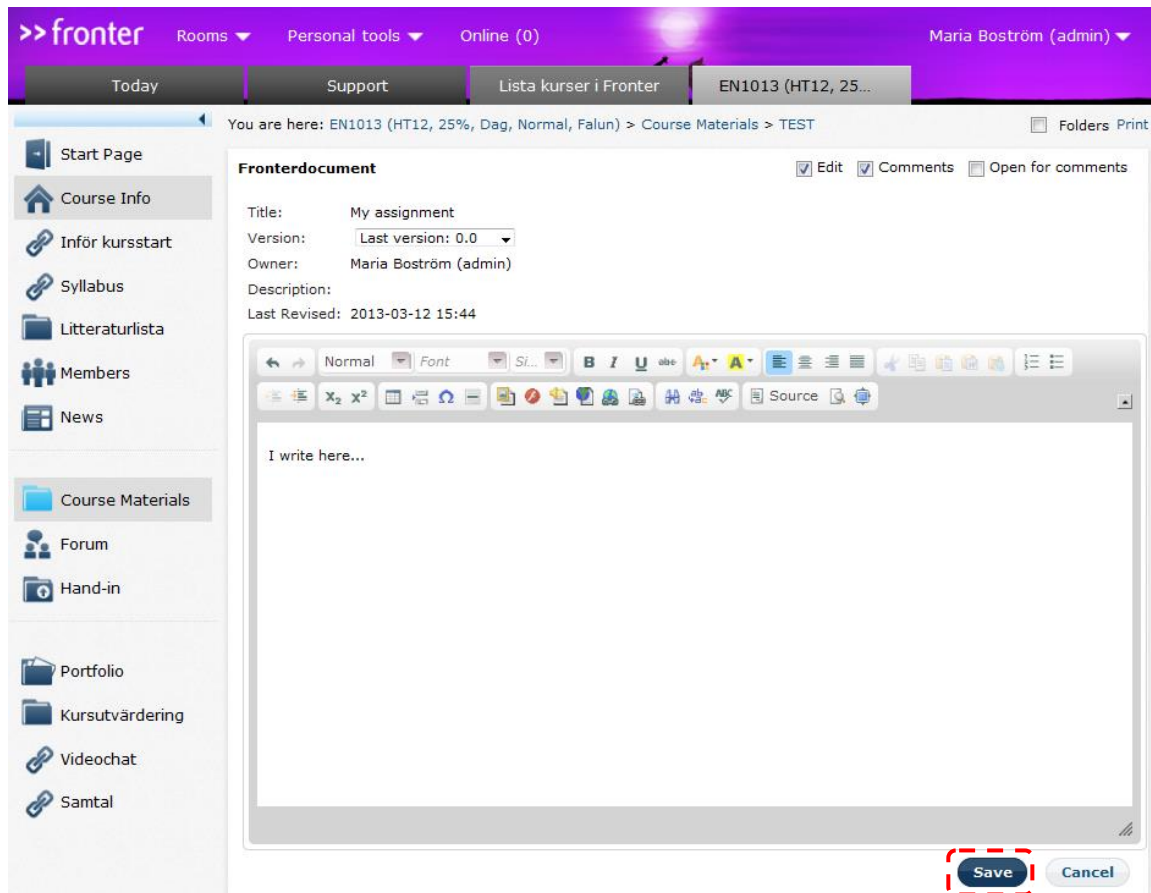
To create an editable document, choose the right course room, go to **“Course Materials”**, select the folder where you would like to create the document, and then click **“Create”** in the menu bar, and then select **“Fronter document”**, see picture in page 3.

Then write in a title and select **“Fronter document, one author”**, click on **“Save”**.



The screenshot shows the Fronter interface for creating a document. The top navigation bar includes 'Rooms', 'Personal tools', and 'Online (0)'. The user is identified as 'Maria Boström (admin)'. The breadcrumb trail is 'You are here: EN1013 (HT12, 25%, Dag, Normal, Falun) > Course Materials > TEST'. The main content area is titled 'Course Materials - Fronter Document'. It features a 'Title' field with the text 'My assignment' and a 'Description' field. Below these is a 'Choose internal document' section with two radio button options: 'Fronter document, multiple authors' and 'Fronter document, one author'. The second option is selected. A note below the second option reads 'Not visible by other users unless comments are enabled'. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red dashed box.

After clicking **“Save”**, you will see a text editor where you can write your text, as shown below.



The screenshot shows the Fronter interface. At the top, there is a navigation bar with 'Rooms', 'Personal tools', and 'Online (0)'. The user is identified as 'Maria Boström (admin)'. Below this, there are tabs for 'Today', 'Support', 'Lista kurser i Fronter', and 'EN1013 (HT12, 25...'. The main content area shows a 'Fronterdokument' editor. The document title is 'My assignment'. The version is 'Last version: 0.0'. The owner is 'Maria Boström (admin)'. The description is empty. The last revised date is '2013-03-12 15:44'. The editor has a rich text toolbar with options for font, bold, italic, underline, and list. The text area contains the placeholder 'I write here...'. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red dashed box.

We see that **"Edit"** and **"Comments"** are checked, which means that the author can edit and insert comments. **"Open for comments"** is not checked and this makes the document not visible to other users. If you would like to make the document visible to others, click the box **"Open for comments"**. Click **"Save"** when you are done.

In addition to this the functions work as described in the section for "Fronter document, multiple authors" above.

### ***NGL Centre***

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