How to use SPIP as an author

1. Introduction

The objective of this course is to teach how to use SPIP as an author. It requires no previous computer science knowledge. You just need to know how to surf on internet and web sites.

SPIP is a Content Management System (CMS). It permits to manage automatically a website with a team of persons without requiring the help of a webmaster for updates. SPIP is free. You can download a complete version and documentation : http://www.spip.net

2. Architecture of a SPIP website

A SPIP website is always composed of two parts:

2.1. A public part

As its name suggests, this part it is what you see when surfing on the web. You will find all usual functions of a website: sections, articles, brief notes, forums and chat areas. You can see the site, but not modify it.

Example : http://www.estime.ird.fr

2.2. Private part

The private part, also called back-office, is where you modify the site and the content. Only administrators and authors of the site can access it. To enter the private part you just need to add */ecrire/* after the website's name.

Example : http://www.estime.ird.fr/ecrire/

On this page you are asked to enter you login and password, which your administrator has given you (some websites allow free entry to the private part as authors). Once accepted you are in front of the interface that allows you to modify the content of the website.

3. How to use the private part of your SPIP website (back-office)

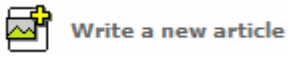
3.1. Presentation of the interface

It is possible that your interface is a little different from the one we present here, depending on the version you use (This manual covers version 1.8 of SPIP). You can also modify the interface (its colour, language, size of letters,…) with the menu :

3.2. Write your first article

You are ready to write your first article. First you need to decide **where to put** your article. Articles are located inside sections and sub-sections, which are like chapters of a book. In order to see the organization of the sections of your site, you can see the menu **site edit.**

Choose the section where you want to write your article, and then click on the icon **Write a new article**



Now you are in a webpage where you can write and modify your article. Complete the different areas: Title, Deck (introductory part of your article), Text. Then click on **Submit** button, under the text.

SPIP saves your article and sends back the information on the article. Be careful, your article is still not published on the public part of the website. It is considered as still in an editing phase. You can **request the publication of the article**, or continue to modify it. .

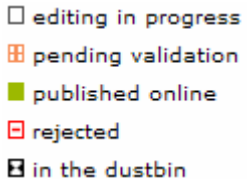
3.3. Request the publication of your article

Once your article is modified, you can request to publish it, in order to have it appear in the public part of the website. Go to the article (by using the **edition** menu) and click on the following image

Your article will then be sent to the administrator of the website who will decide to publish it or not. It is a human that validates the articles, so that may take some time! If you want to see the status of this validation phase go to the menu **Launch pad**

Once your article is accepted, it goes to the public part! If it is not accepted it goes to the dustbin or the administrator can ask you to modify it.

You can see the status of an article by the small icons at the side of the article.



3.4. Modify an article

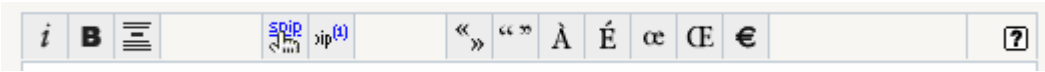
Go to the article (in the **edition** menu) and click on the icon **Modify the article**

4. Write a complete article

We are now going to write a complete article with images, typographical enhancements and we will add documents attached to the article.

4.1. Use the typographical enhancements

In order to maintain a coherent website, you cannot modify all aspects of the article you write as in a classic word processor. The choice of characters and the size of letters have been chosen by the technical team of the website. But you can enrich the typography of your text. To do that you have to use the typo menu when writing the article.



The typo menu modifies the text by adding code that will be instructions modifying the presentation of the text. Once you get used to them, you can use the codes by typing them directly (See annex the typo enhancements).

Show the sentence **alice meets bob** in bold : {{alice meets bob }}

For those who are confirmed web users, you can also type directly HTML code.

Be careful: The text in the private site is not exactly the same as in your public site. In some SPIP site you can preview the article so that you see how it will appear on the website.

4.2. Add a link

To create an external link (to another website): [link to google->http://www.google.com]

To create an internal link (inside your site):

To another article : [Editorial->12] where 12 is the number of the Editorial article

To a section : [New->rub5] where 5 is the number of the News section

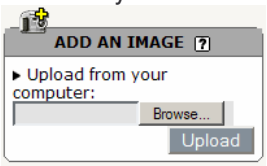
(A section in French is called a “rubrique”, therefore the instruction is rub5 for section 5, rub6 for section 6 and so on)

4.3. Add an image

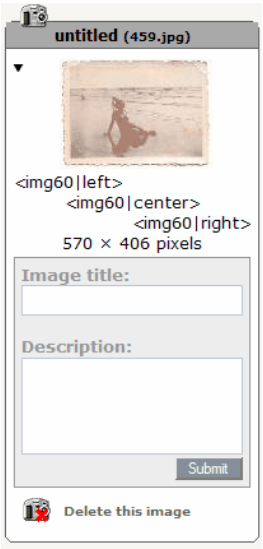
You can put images inside your article, as many images as you like. It is recommended to use correct formats (JPEG, GIF, ….); the size must not be over 800 pixels wide and must be less than 40 Ko.

To add an image

1. Write your article and submit (the article has to exist before you insert an image)
2. Modify the article > Add the image (the file must be less than 2 Mo)



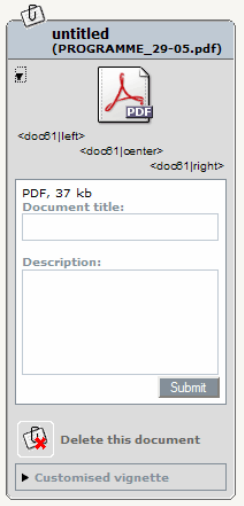
1. A small icon of the image appears. You can add a title or the description of the image.



2. You must now locate the image inside your article. Copy the shortcut under the image (like <img60left>) and paste it where you want the image to appear inside the article. Do not forget to validate again (**Submit** button) your article in order to save these modifications.

4.4. Add a document

To add a document

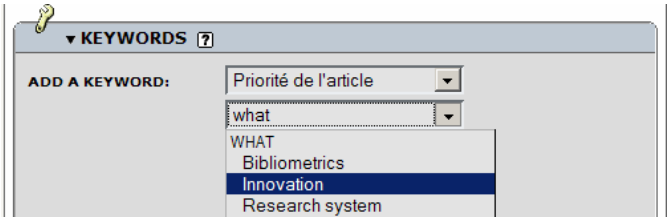


1. Write your article and submit (the article has to exist before you insert a document)
2. Modify the article > Add the document
3. A small icon of the document appears. You can add a title or a description of the document. The will be different according to the type of document (pdf, zip, doc, …) . Be careful not to upload documents above 2Mo.

4. You can now locate the icon of the document inside your article. Copy the shortcut under the image (like <doc32|left>) and paste it where you want the icon to appear inside the article. The user will be able to download the document by clicking on this icon. Do not forget to validate again your article (**Submit** button) in order to save these modifications.

4.5. Add keywords

On certain websites you can add keywords that allow to order and classify articles. To add a keyword, locate your article (the article needs to be written and saved) and click inside the box KEYWORD on the small triangle next the title of the box



4.6. Add authors

You can add as many authors you would like to your article. This permits to co-sign an article. When adding an author you allow him to modify the same article.

5. Use many languages

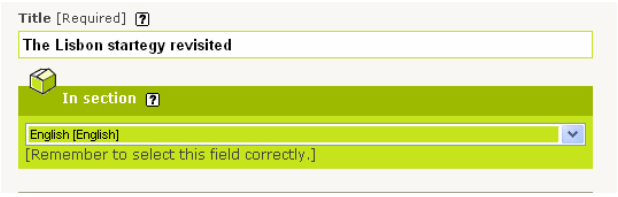
If your site uses only one language you can skip this section.

In most multilingual websites, we create a principal section for each language. Each main language (French, English Arabic,[1] …) functions as a small site inside the main website.) Then comes a system of translation links that permit to associate an article and its translation. This translation is not automatic, you have to write it (or a translator has to do the work).

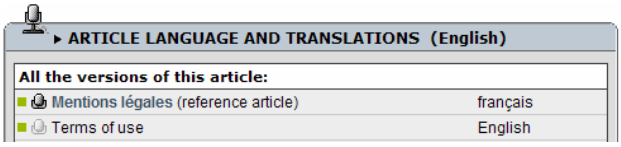
See example of a three languages website: http://www.estime.ird.fr/

5.1. Translate an article

Go to the article you want to translate and click on the small triangle inside the box **ARTICLE LANGUAGE AND TRANSLATION.** A page with all the spaces of an article is opened where you can write your translation. Do not forget to locate the article inside the correct language section of the website.



After you have validated your translation, in the language box you should have a link between the two articles, the original article and the translation.



You now have a new article (the translation) which you have to ask to be published as any other article.

5.2. Follow up of translations inside a website

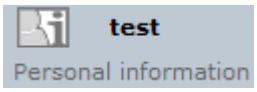
Go to the menu **The entire site** that permits to visualize all the articles that need to be translated	

[1] see SPIP documentation for a list of languages.

6. Other functions

6.1. Personal page

As an author of the website, you can offer information on yourself (biography, address) that can appear in the public website. To edit this information, go to the menu:



Attention: The author page is visible in the public site only if at least one article is published

6.2. Other tools of the private part

SPIP has many tools in the private part. These tools when used by a team can serve as an intranet, and help synchronize the writing activity of the website.

The main tools are:

- Diary
- Internat forum
- Personal messaging
- Follow up of articles by others authors

7. More information…

In the private part you have a complete **help** system. Use it and read it,

Links :

http://www.spip.net/fr The official site of SPIP (in French)

http://www.spip.net/en The official site of SPIP (in English)

http://www.spip-contrib.net/?lang=en documentation and teaching material on SPIP

Please send us your remarks on this manual and suggestion to :

http://www.erational.org/contact.php

8. Annex : Shortcuts

Shortcuts	Description	Attributes
{{{ interligne }}}	Enhancement	
{{ text in bold }}		
{ text in italiques }		
- yellow - blue - green	Sinple list	
-# first item -# second item -# third item	Numbered list	
-----	Separator (horizontal line)	
[my site->http://rigas.ouvaton.org]	External link to a website	
[introduction->12]	Internal link to article 12	
[News->rub5]	Internal link to section 5	
[concert->br10]	Internal link to brief note 10	
|Column one|Column two|Column three| |Blue|Yellow|Green |	A simple table	
<img50|left>	Puts image 50 on the left	Left, right, center
<doc12|right>	Puts document 12 on the right	Left, right, center
[[<6>text of the footnote]]	Footnote manually numbered	