EDIS Editor Tutorial - Part 1: Creating a new Document, Outlines, and Entering Text ¹
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This tutorial is designed to demonstrate the basic function of EDIS. After completing the tutorial you will be able to prepare documents that can be submitted to the EDIS database to be published as html and print. For this tutorial you will need the EDIS editor installed on a computer, as well as the example file Example Text.rtf.

Also, this tutorial assumes that you are familiar with navigating a standard Windows application. Also, with using Edit commands such as copy, paste, move, etc.

Follow each of the steps below to create a simple EDIS document. This will familiarize you with the main features of the EDIS editor and a way to create a document.

1) Start the EDIS editor.

2) Create a new document.

   i) Click on the New button and enter the DL number. Note that the EDIS librarian must assign the DL number. At this time, please call Jack Haldeman at 352-392-3196 to obtain this number. Please be aware that this procedure will change in the future.


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ii) For purposes of this exercise enter XX000. Click the OK button.
3) Enter Document Information

   i) Enter the title

   ![Title Editing Window]

   a) Click on the title's *Field Editing* button. Type the title in the space provided as follows: *Uses Of Water In Florida Crop Production Systems*.

   b) Close the editing window.
ii) Enter the author names

![Authors Window]

a) Click on the author's *Field Editing* button. Type the author's names and footnote using the UF/IFAS convention. See Sample Author Footnotes in the EDIS documentation.

b) Close the editing window.

iii) Enter the IFAS number

Click on the IFAS number field and enter the UF/IFAS number. For this example use AE001:

iv) Enter the Department

v) Enter Creation Date

Click on the creation date fields and enter today's date.
4) Create the Document Outline

   i) Make sure that the Top item is highlighted in the Outline Editor.
ii) Create a section title.

a) Click on *Edit > New Section*. A Section Heading will be added to the Outline.

b) Click on the Section Heading field-editing button.

c) Type in the following test for the section name: Irrigation Efficiency.

d) Close the editing panel. The outline should now look like this:
iii) Create a subsection title.

Creating sections and subsections is done in the same way as explained above. When you highlight any existing section and create a new section with the outline menu, the new section will be created at the same level. If you create it as a subsection, the next section will be created as a subsection (a child of the highlighted one.) To continue the exercise create an outline using Table 1:

<table>
<thead>
<tr>
<th>Table 1: Outline for Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irrigation Efficiency</td>
</tr>
<tr>
<td>Application Efficiencies (Ea)</td>
</tr>
<tr>
<td>Water Use Efficiencies (Eu)</td>
</tr>
<tr>
<td>Comparing Ea and Eu</td>
</tr>
<tr>
<td>Uses of Water</td>
</tr>
<tr>
<td>Evapotranspiration (ET)</td>
</tr>
<tr>
<td>Crop Cooling</td>
</tr>
<tr>
<td>Cold Protection</td>
</tr>
<tr>
<td>Maintenance</td>
</tr>
</tbody>
</table>
Follow the steps below:

a) Highlight the new section –Irrigation Efficiencies —you just created.

b) On the Outline Menu click on Edit > New Sub Section. A new section heading will be added to the Outline as a subsection to Irrigation Efficiencies.

c) Click on the Section Heading Field Editing button. Type in the following test for the section name: Application Efficiencies. Close the editing panel.

d) Using the same approach as described in the steps above, finish creating the outline. The outline editor should appear as shown below.

The outline does not have to be created in this order. You can use the outline menu edit function to cut items in the outline and paste them elsewhere. This allows you to move elements of the outline and change their location and rank. Also, when you cut and paste a section from one location to another, everything under that section will be moved, including subsections, related text, graphs and tables.

5) Enter the Body of Text Associated to Each Section and Subsection by Typing Into the Text Editing Pane

Text can be directly entered by typing into the text-editing pane or by cutting and pasting from any other Windows application. In this example we will use cut and paste from a Rich Text Format file. In this exercise you will be running a conventional editor at the same time as the EDIS editor.
Select *Top* in the Outline editor and click over the Text Editing Pane.

Type in the text following the title in the Example Text.rtf file provided with this exercise. Note that the text that goes below a title, without a subheading, is typed under *Top* in the outline editor.

6) Entering Text by Cutting from a Word processor into the Text Editing Pane

Use Wordpad, Microsoft Word or Word perfect to open the file Example Text.rtf (Both the EDIS editor and the editor you use are now open.) From this point on we will assume that you are using Microsoft Word.

i) Copy the text body in Microsoft Word, between the title and the first heading (Irrigation) into the Top section of the Outline in the EDIS Editor.

a) Select the Microsoft Word Window.

b) Highlight the text by placing the cursor on the upper left corner of the text block. Then hold the Shift key while moving the cursor to the bottom of the block, using the arrow keys.
c) Copy into the clipboard by pressing <Ctrl>C.

d) Select the EDIS editor window.

e) Select Water Efficiencies in the Outline Editing pane.
f) Place the cursor in the text editing pane and press <Ctrl>V to paste the text into the pane. The display will appear as:

![Image of EDIS Editor with text]

ii) Repeat the procedure above to cut and paste the text from the Example Text.rtf document into its corresponding heading in the outline for each of the headings you created.