

CE Author User Guide



Contents

Introduction	1
About Quark Content Enablement Platform	2
Create	2
Manage	2
Publish	3
Deliver	3
Login into the Product	4
Author Home	6
Create New Document	6
Working on Templates	7
Document Properties	7
Continue Editing Document	8
My Assignments	8
Favorites	9
Content Editor	10
Toolbars	10
Default	10
Home	11
Insert	12
Review	15
References	16
Table	20
Region.....	21
File Operations	22
Document Structure	22
App Panes	24
Preview Pane.....	25
Changes Pane	26
Notes/References Pane.....	28
Comments Pane.....	33
Properties Pane.....	34
History Pane	35

Links Pane	36
Workflow Pane	38
Statistics Pane	39
Offline Editing.....	39
Open Document	41
Favorites	41
My Assignments.....	41
Searches	42
Continue Editing	42
Browse	42
Asset Picker and Quick Search.....	43
Legal.....	45

Introduction

Quark® Content Enablement Platform™ is a fully integrated, unified content platform for collaborative workgroups. This Guide provides a high-level introduction to the Quark Content Enablement Platform and its various sections i.e., CE Admin, CE Author, CE Workspace. You can use this User Guide to learn more about each feature of the current version of this platform and how you can use it to work for you.

The complete user guide for Content Enablement Platform is available in three separate documents, i.e.

- 1. CE Admin**
- 2. CE Author**
- 3. CE Workspace**

About Quark Content Enablement Platform

Quark Content Enablement Platform is a highly configurable solution for automating the content life cycle according to your business process so that approved content can be published and distributed to multiple channels and formats. Quark Content Enablement Platform is built as per the requirements of both authors and admins of the platform, who needed a managed author sections with well-configured dashboards for the Admin and the Workspace section inside the platform.

The Quark CE Platform consists of a set of three core modules that can be combined in specified ways to provide a consistent output of the content through the system. Also, it can also be integrated with third-party systems as well to accommodate a wide range of modern enterprise content enablement requirements.

Platform capabilities can be described in terms of content creation, management, publishing, and delivery.

Create

The Quark Content Enablement Platform lets you:

- Design professional and personal content templates for different publications and formats.
- Provides structured content editor with close resemblance to Microsoft Word and Google Docs environment.
- Asset integration from databases with other forms of contents.

Manage

The Quark Content Enablement Platform provides:

- Workflow and collaboration tools
- Task and update notifications
- Component management
- Automated checks
- Version control

Publish

With the Quark Content Enablement Platform, you can

- Automatically assemble components of various types from various sources into sophisticated layouts
- Automatically publish those layouts in a variety of formats to a variety of devices or systems

Deliver

The features built into the Quark Content Enablement Platform make it easy for you to deliver content in both public and secure environments according to customer requirements.

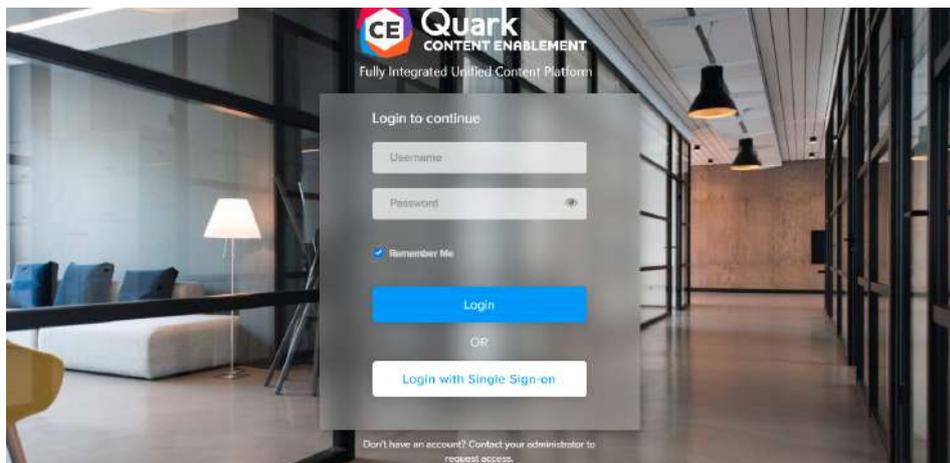
Login into the Product

You must login to a Quark Content Enablement Platform Server to access any of its features and assets residing on that server.

The Login page appears at the start when you launch the product page for the first time through the URL:

<https://<SERVER-URL>/auth/login>

The users login through the Quark Content Enablement Platform welcome screen that displays on the Internet browser window when the user enters the correct URL.



Following are the constraints for the login into the Quark Content Enablement Platform:

- The values to be entered in the Username and Password field are defined for each user by the Quark Content Enablement Platform administrator. For the Quark Content Enablement Platform sites that use Lightweight Directory Application Protocol (LDAP) to manage user lists, Quark Content Enablement Platform users login with their network user names and passwords.
- To automatically enter your user name and password the next time you login, check 'Remember Me'.



Author Tab of the Quark Content Enablement Platform enables an author type user to engage with different content types and edit the documents in the system. It is

one of the 3 main components of the Quark Platform. The Author Tab also provides a smart editor to edit the documents inside the system. This editor comprises various operational as well as view type functionalities to the user.

All the features will be discussed in detail during the next segments.

First and foremost, you have to login into the Quark Content Enablement Platform to access the Author Section.

To do the same, go to:

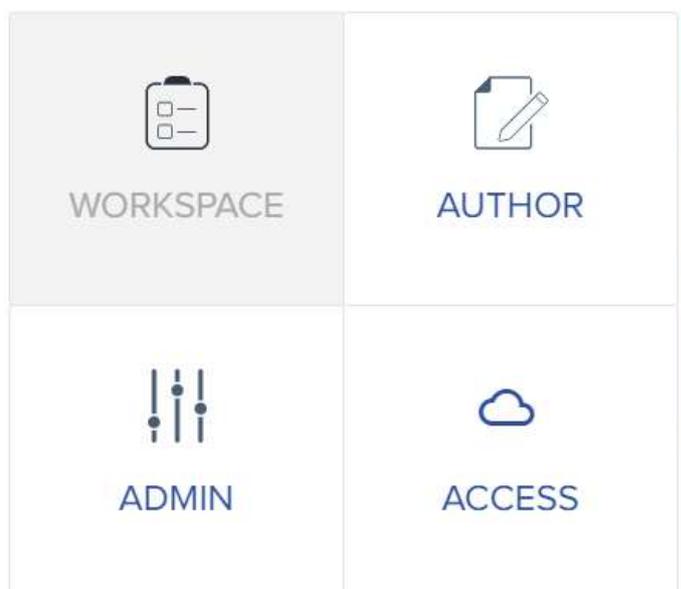
<https://<SERVER-URL>/auth/login>

After that you have to log in as mentioned earlier in the guide, then click the menu in the top right corner to access the author from navigation options.

Alternatively, a user can go to the following URL after logging in as well:

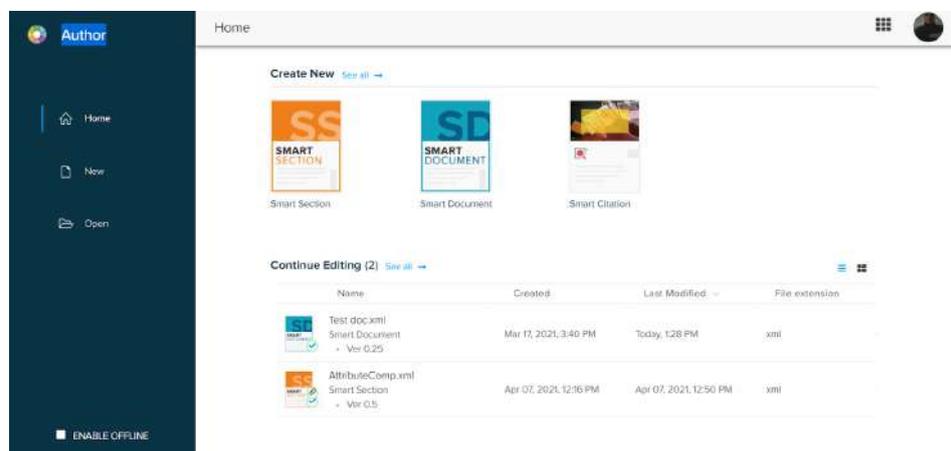
<https://<SERVER-URL>/author/>

After accessing the author panel, the author homepage is the first page to appear, after which the user can access other pages from the left navigation panel itself. A detailed explanation of each page is given in the following sections.



Author Home

The first page of the Author Tab greets the user with a home where he or she can check which type of documents they can create, edit or delete inside the system. The page also offers some other functions too i.e., Continue editing some documents that you were editing and left checked out, checking the favorites or starred items in the system, or check the documents which are assigned to you under my assignments.



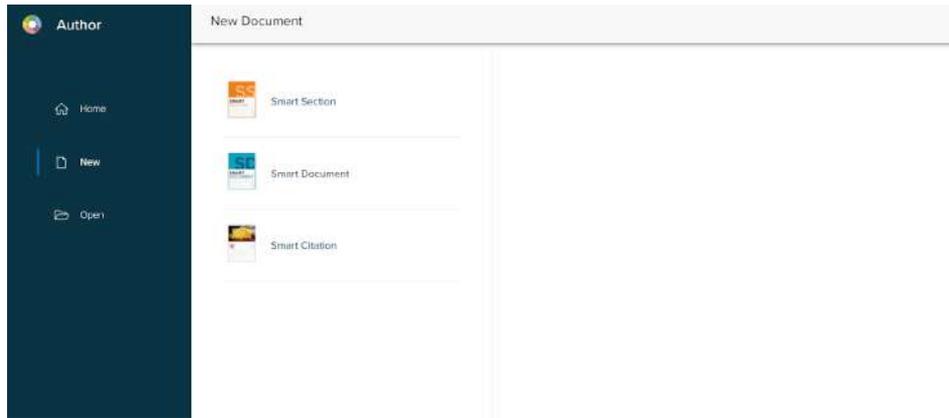
These 4 classifications of the homepage will be discussed further below. But first, we have to discuss the UI.

The User Interface of this tab is simple to understand and use by an author-type user as there are not many settings or properties to work with. First, the header of the page shows the tab name, which is “Author”. There exists a navigation panel on the left of the screen where 3 tabs are located, namely Home, New, and Open.

On the right we see 4 subsections, let’s discuss the same below:

Create New Document

As the name suggests, this section gives the author the permission to create a new document with designated templates in the Quark Content Enablement Platform. These documents can only be of the specified content types, of which the permissions are given to that specific author.



At the start of the section, there is a 'create new' dialogue along which there is a link, 'see all'. Clicking it shows the number of content types in the system. Clicking one shows the number of templates present in the system for the designated content type and if there are none, there is a blank template shown to start editing on.

Working on Templates

Templates in the Quark Content Enablement Platform provide the way to edit the predefined type of structured content type in the system. The templates provide basic structures of content, used for a specific type of work in the real or virtual world. For Example, a template for a resume will already consist of all the major headers such as Name, Contact number, Qualification, Experience, Objective, etc.

These headers or sections could then be edited by an author to create an online resume without actually researching which topic does he or she need to insert into the document.

Document Properties

When the user goes on and clicks either the template or a blank document, it opens up a popup frame from the right. This frame has all the metadata a document can have. It contains both the inherent properties of the document given by the system as well as any new properties created by other admins on the system.

There are some properties in the system which are also generated in the system like "created on", etc. Other properties can be edited by the author according to the document being created or worked on. The properties can be defined as per template used and are customizable. These properties are also displayed in Properties pane on Web Author UI.

← Previous | Smart Document

Expires On 📅

Published On 📅

Organization

Business Unit Select ▼

Department Select ▼

Permissions

Copyright Statement

Copyright Year

Copyright Holder

Copyright License

Contributors

Contributor Information + AddNew 📄

Role

Email Address

CANCEL CREATE ➔

Continue Editing Document

The Continue Editing Document section shows all the documents that are last edited by the currently logged-in user in the Quark Content Enablement Platform. This section shows the list of documents with some of its properties such as Name, Created On, Last modified, File Extension, Indexing Status, A_date, etc. Please note that the columns listed in the details view are same or can be workspace.

Continue Editing (2) [See all](#) ☰ 📄

Name	Created	Last Modified	File extension	Indexing sta
 Test doc.xml Smart Document • Ver. 0.53	Mar 17, 2021, 3:40 PM	Today, 6:15 PM	xml	Completed
 AttributeComp.xml Smart Section • Ver. 0.6	Apr 07, 2021, 12:16 PM	May 05, 2021, 6:26 PM	xml	Completed

The user can also change the view of the section using the rightmost buttons which allow the user to toggle the views between list and grid/card view.

My Assignments

This section shows all the files that are assigned to the currently logged-in user. Please note that the columns listed in the details view are same or can be workspace.

My Assignments (2) [See all →](#)

Name	Collection Path	Creator
 AttributeComp.xml Smart Section • Ver 0.6	Home/1 Sanchu/democollection	 Alex Hales
 Test.doc.xml Smart Document • Ver 0.53	Home/1 Sanchu/democollection	 Alex Hales

This sub-section holds a small list that contains the name of the document with its path in the Quark server, here the document is currently saved.

Favorites

This section contains the list of documents that have been starred or marked as favorites by the currently logged-in user. These favorites can be of any file format and by clicking on it, the document opens in the quark editor.

Favorites [See all →](#)



Test.doc.xml

 Smart Document • Ver 0.53
 Today, 6:15 PM by Alex Hales

 Edit •  Alex Hales

It also shows some properties of the favorite document as well, such as Last Edited on, Last Edited By, Current Version, Status, etc.

Content Editor

The Content Editor section provides a platform for Quark Authors to create or edit documents on the Quark Content Enablement Platform. This section gives the author access to a document and certain tools to change the physical formatting of that document.

Content Editor includes options that can work with both inline as well as server-side components of the Quark Content Enablement Platform. All of these options and tools are explained in detail ahead.

Toolbars

There are multiple toolbars in the Quark Document Editor section in the Author section. Every one of these toolbars has a specific set of functional options embedded in them. These functions allow the author to perform multiple functions within the Quark Documents. All of these toolbars are explained with all the tools below in detail:

Default

When the author starts a new document screen, some toolbars appear on the top of the page. The first one of those being the general or default toolbar which is used to do changes on the whole document. These are the most common types of tools that can be found on other word processors as well.



Following are the tools on the default toolbar:

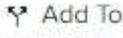
Home  -The Home button can be clicked to unravel a new menu pane from the left side of the screen. This frame consists of some previously discussed items with some new ones as well, such as 'Save As', and 'Close'

Undo  - Click Undo to reverse a change done in the document recently.

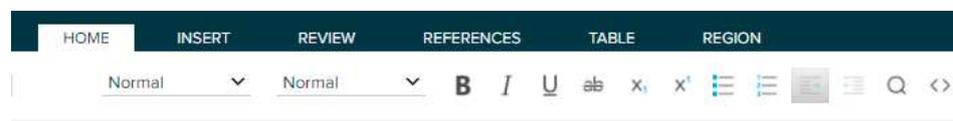
Redo  - Click Redo to reverse an undo done recently in the document.

Save  **SAVE** - Click Save to save the document in the system with the current instance of its state. The document can later be found and edited from where it was last saved.

Done Editing  **Done Editing** - This button tells the system that users have done all the editing on the document and want to save & close the document until any further edits.

Add to Workflow  **Add To Workflow** - This option gives the accessibility to the author to add this document in one of the workflows of the Quark Content Enablement Platform.

Home



Para Types  **Title**  - This option allows you to choose the paragraph type in the document, with the help of a drop-down menu. The paratypes define in the Quark System are: Normal, Heading, Quote, and Long Quote.

Tags  **Normal**  - It's used to define any selected text as one of the ten tags defines in the Quark Content Enablement Platform.

Bold  - Applies or removes bold formatting to or from a selected text or number.

Italics  - Makes selected text or number italic, but removes italic from selected text or number if it's already italic.

Underline  - Makes the selected section underlined and if the text is already underlined then undo the underline of that text.

Strikethrough  - Strike a line through the selected text, bisecting the text horizontally. Undo the same effect if it is already struck.

Subscript  **x₂** - Writes the next in the subscript (below the level of previous text),

Superscript  **x²** - Writes the next text in the superscript (over the level of previous text)

Bulleted List  - Makes a bulleted list in the document. The points are shown in the bullets. Also, undo the list effect when used on an already listed text.

Numbered List  - Same as the bulleted list but instead of bullets, the list numbered in either numeric or English characters.

Increase Indent  - Increase the indent from the left of the desired text.

Decrease Indent  - Decrease the indent from the right side of the desired text.

Find  - Opens the 'Find and Replace' dialogue box to find the matching text within the document

XML  - This button, when clicked, shows the XML (Smart XML) that is generated for the document

Insert

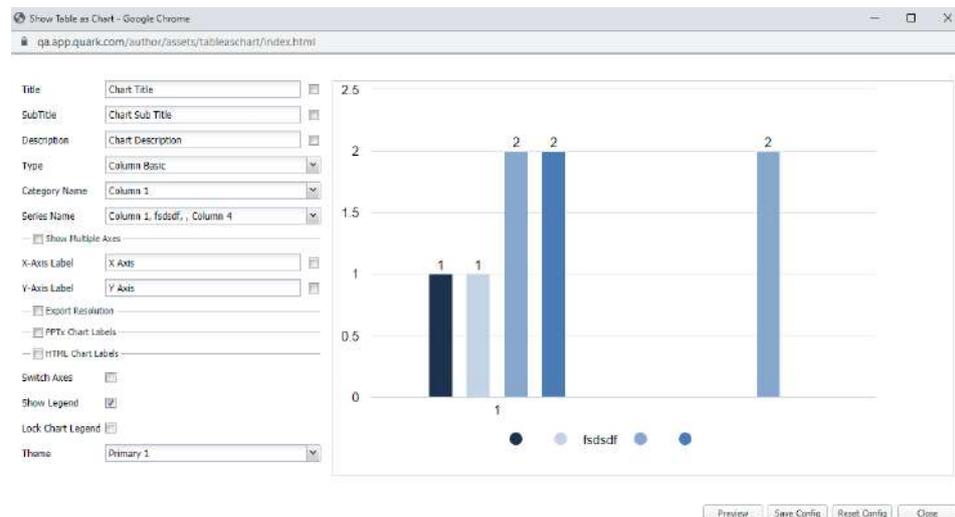


Insert Table  - Insert table feature is used to insert a 4x3 table in the document.

Insert Table From Server  - This option is used to insert a table from the CE server into the document.

Insert Region From Server  - Insert Region is used to insert a specific region from the CE server into the document.

Show Table As Chart  - This feature allows users to convert a table and show its value as a bar chart in the document.

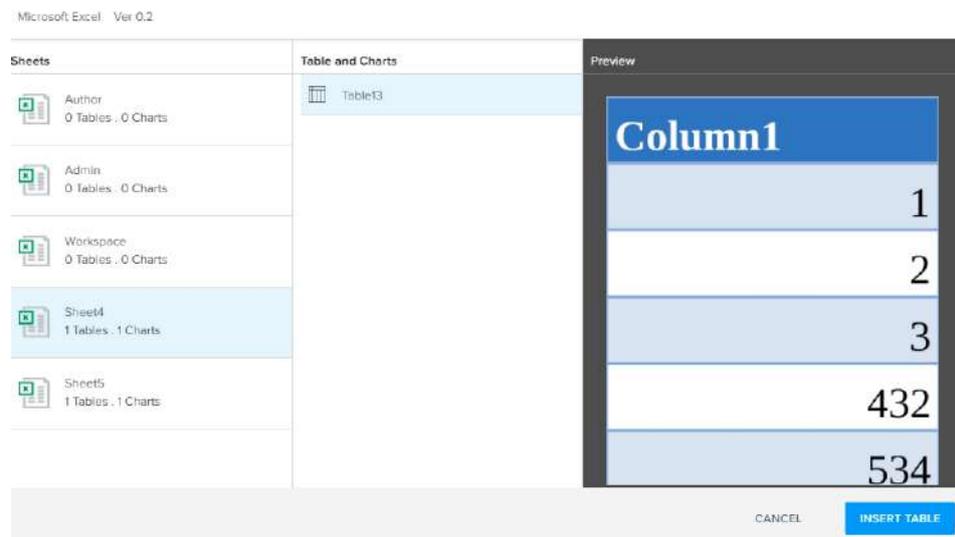


Insert Figure  - Insert Figure option allows a user to compare a figure box inside the document with an image placeholder, image space, and figure description.

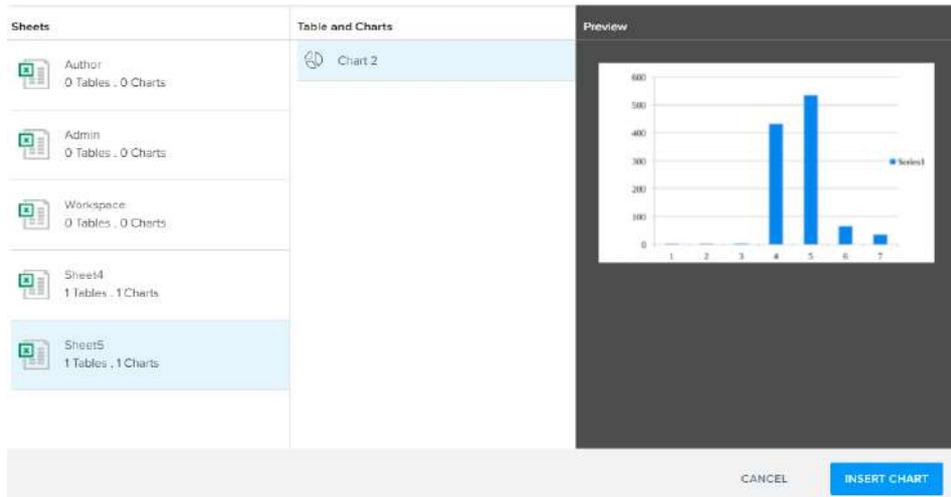
Insert Image  - This image allows the user to insert an image-type asset into the document. It can be done via two methods:

- **From Platform-** This option gets the picture from the ones stored in Quark servers themselves.
- **From Local File System-** This option helps the user to upload an image from the local disk onto the document. The file is first saved to the CE server and then linked to document.

Insert Excel Table  - This option is used to insert an excel table from the server into the document. When selecting the excel table, the asset picker will allow you to select the specific table from the document which you want to insert into the document. If an excel document has multiple tables in multiple sheet, user has the option to select the sheet and the table. After selecting the table and previewing the selected table, user can insert it.

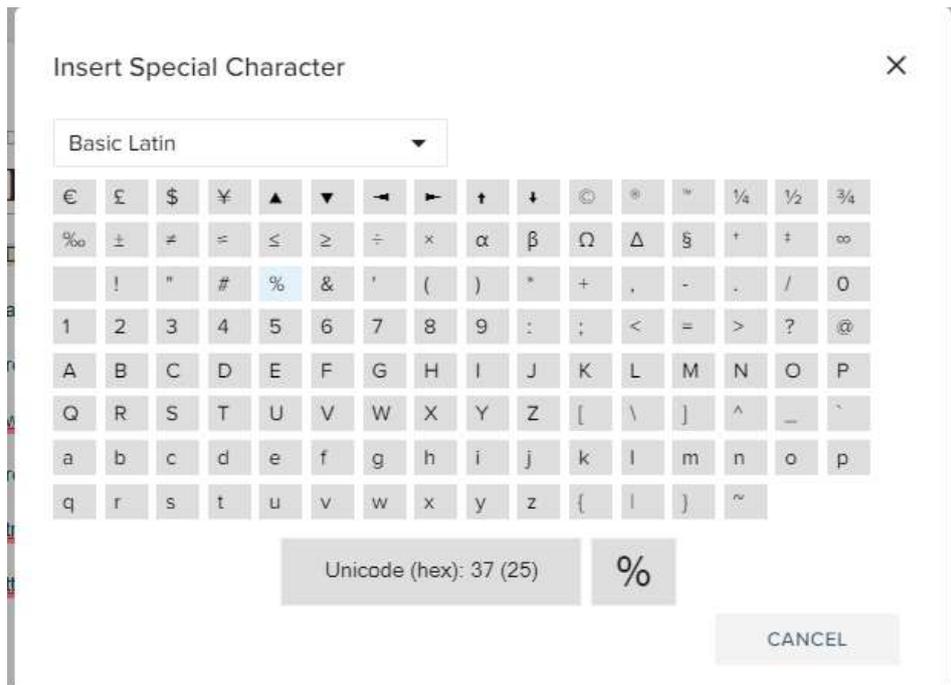


Insert Excel Chart  - This option allows the user to insert an excel chart into the document. When selecting the excel chart, the asset picker will allow you to select the specific chart from the document which you want to insert into the system. If an excel document has multiple charts in multiple sheet, user has the option to select the sheet and the chart. After selecting the chart and previewing the selected chart, user can insert it.

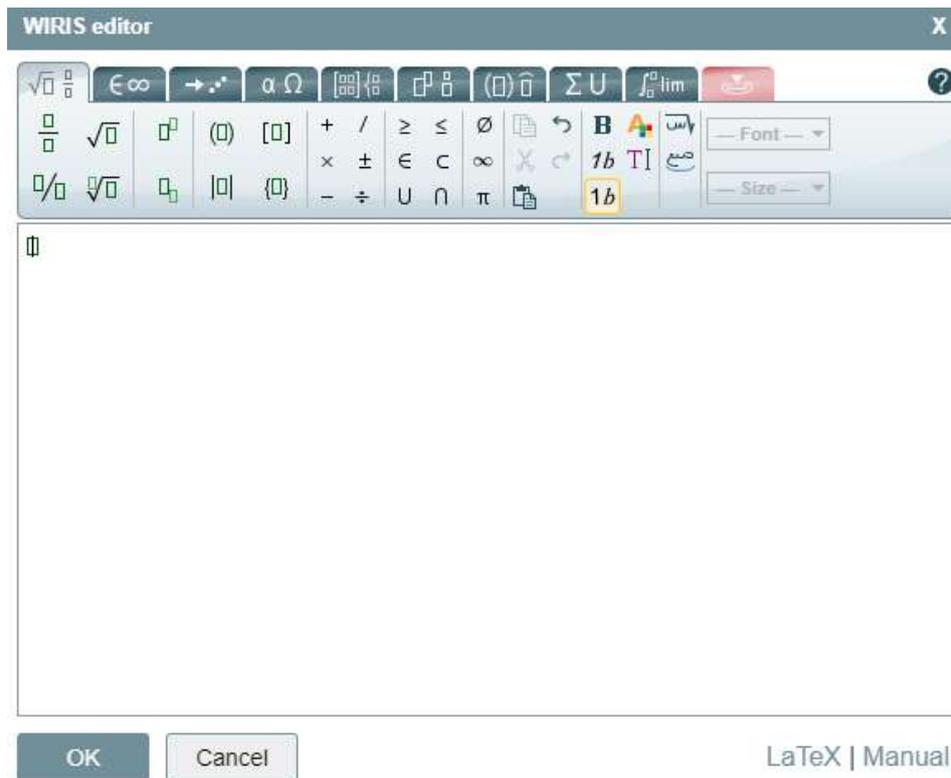


Paste From Server  - This option is used to paste the excel chart, excel table or excel range in the document, when an object is copied in ms-excel, via Content Enablement plugin for MS Office adapters.

Insert Special Character  - This button opens a popup table where all the special characters are. The author can choose any of the same and insert them into the document.



Math Editor  - Use the MathType interface for writing mathematical equations in the editor. When clicked, it opens a math dialog with all the mathematical symbols and expressions available to choose from. The chosen characters appear on the text box given in the dialog which can then be saved into the document.



Review



Add Comment  - Add comment button helps the user or editor/reviewer of the document to add a comment to a specific section of the document.

Delete Comment  - This function deletes the already created comment inside the document.

Hide All Comments  - As the name suggests this button hides all the comments inside the document.

Show Previous Comment  - This button shows the next comment when one comment is open in the comment's pane.

Show Next Comment  - This button shows the previous comment to the current comment in the comment's pane.

Track Changes  - It helps the user to track all the changes happening in the document when the button is toggled on.

Highlight Changes  - this button toggles between highlighting all the recorded changes in the document.

Show Previous Change  - This button allows the user to show the previous change when opened the change's pane.

Show Next Change  - As before, this allows user to see the next change when opened the change's pane.

Accept and Move To Next  - This allows an author to accept the currently highlighted change and move to the next done change.

Reject and Move To Next  - This allows an author to reject the currently highlighted change and move to the next done change.

Accept Change  - This allows an author to accept the currently highlighted change.

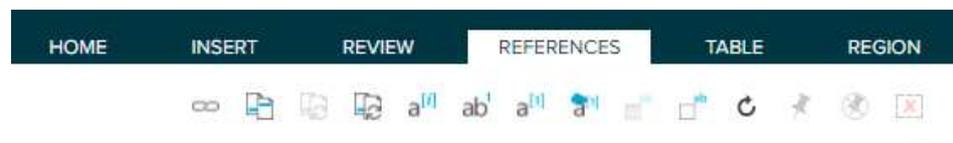
Reject Change  - This allows an author to reject the currently highlighted change.

Accept All Changes  - This allows an author to accept all the changes done in the document.

Reject All Changes  - This allows an author to reject all the changes done in the document.

Spelling and Grammar  - This helps the author or editor check all the grammatical mistakes done in the document. It works with both toggling the proofing check as well as checking the spellings stored in the Content Enablement Platform.

References



Insert Link  - This feature helps add a hyperlink to a selected text in the document. This option opens the dialog bar with 2 fields, Display as (which defines the text of the hyperlink) and Web Address.

Insert Link
✕

This lets you add a link to your document.

Display as

Web Address (URL)

CANCEL
DONE

Insert Cross Reference  - This lets the user cross-reference another document in the currently edited document. User can add Cross Reference to document only if it is saved atleast once to the CE server. By default, all the cross-references are in asynchronous manner. When clicked on this option, the dialog bar appears showing all the sections and subsections from the document, which can then be clicked to add that reference to the selected text. Also, there is a drop-down to select which type of reference you want to select from the document.

Insert Cross Reference
✕

This lets you add a cross reference to your document.

Reference Type

Section
▼

Select the reference to link

▼ Document Title

▼ Section Title

Sub-Section Title

Section Title

CANCEL
DONE

Synchronize  - This section allows you to synchronize the currently selected cross-section in the document.

Synchronize All Cross References  - This option synchronizes all the cross sections in the document at once.

Insert Footnote  - This button enables a user to insert Footnotes for any selected text in the document. Footnotes are rendered at the bottom of page on which they are inserted in the published output.

Insert Endnote  - This button enables a user to insert Endnotes for any selected text in the document. Endnotes are rendered at the ending of the last page of document in the published output.

Insert Citation  - This button enables a user to insert Citations for any selected text in the document. Citation are rendered at the ending of the last page of document in the published output.

Insert Citation Form Server  - This button enables a user to insert Citations from the Server

Insert Table Note  - This button enables a user to insert Table Note for within a table in the document. Table notes are rendered after the table in which they are entered in published output.

Insert Section Note  - This button enables a user to insert Section Note for any selected section in the document.

Refresh  - This option refreshes the page to display all the changes done by the author.

Pin Component Reference  - This option allows the author to pin a component in to the document. By pinning a component, user can block the updates to a component and pinned component stays at the same version.

Unpin Component Reference  - This button unpins the component from the document and on unpinning the component, it is updated to the latest version.

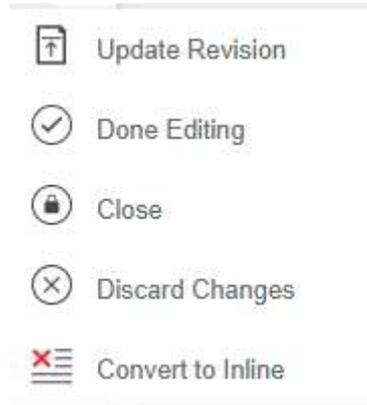
Convert to Inline  - This button converts a server exported component into the inline version of the same.

Component Reference Toolbar

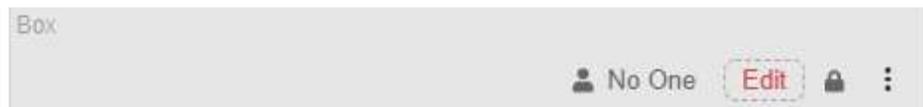
The component reference toolbar is only shown when a component is added to the document. When a component is added and selected by a user, a toolbar is shown on the top of that component which shows all the above tools as well.

This is the secondary way to access the functions given above for a specific component in the document. Apart from the above-given functions, it also shows:

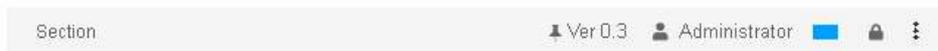
- The username of the person assigned to that component.
- Shows if the component is currently editable, if not there is a button to edit as well



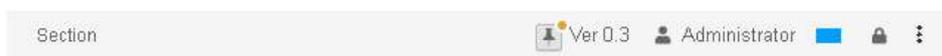
- Option to add the component to a workflow (or remove from one).
- Change properties of the component.



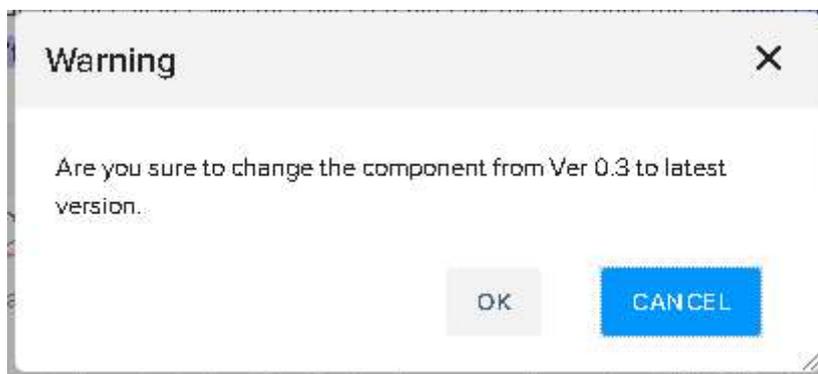
- When a component is pinned, the version of the component is indicated along with a pin symbol.



- When there is an update in the pinned component it is also displayed.



- The user can click on the pin and update the component to the latest version keeping the pin.



Table



Smart Table  - User can customize a table by css style from backend configurations and add options for those smart table in the dropdown to be used.

Create Table Component  - Create Table Component helps the author to create the table online onto the CE Servers so it can be reused later in the other documents.

Replace Table from Server  - This option replaces the current table with the table from the CE server.

Caption  - Creates a caption on the table with a Title on the front.

Description  - Creates a description of the table with a Title on the front.

Insert Paragraph After  - Inserts a new paragraph after the currently selected table.

Insert Row Above  - Insert a new row above the selected row or cell.

Insert Row Below  - Insert a new row below the selected row or cell.

Insert Column to Left  - Insert a new column on the left of the selected row or cell.

Insert Column to Right  - Insert a new column on the right of the selected row or cell.

Split Cells Horizontally  - This helps split cells horizontally into two.

Split Cells Vertically  - This helps split cells vertically into two.

Merge Cells  - Merge two or more cells into a single cell in the table.

Delete Row(s)  - Delete selected rows from the current table.

Delete Column(s)  - Delete the selected columns from the current table.

Delete Table  - Delete the currently selected table from the document.

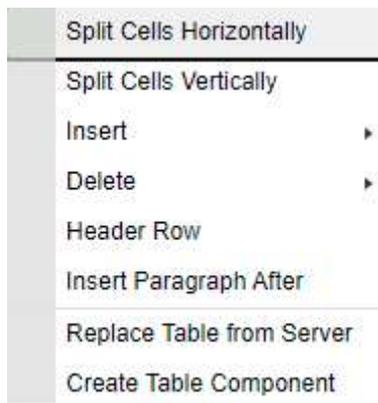


Text Color - It helps the user to choose the text color of the selected cell(s) in the table.

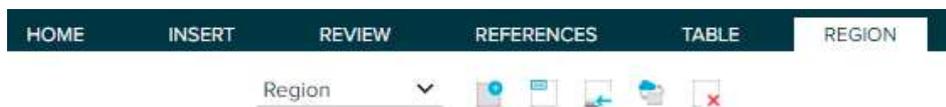


Background Color - It helps the user to choose the background color of the selected cell(s) in the table.

All the above functions are also available via right-clicking a table as well.



Region



Regions  - This drop-down menu gives the author access to make a selected section into a particular region. There are three regions in the Quark Content Enablement Platform: Region, Box, Callout.

Create Region Components  - This option creates the selected region as a region component over the Quark server for reuse.

Region Title  - This option gives the selected region a designated title.

Insert Paragraph After  - This helps the author to enter a new paragraph after the selected region.

Replace Region From Server  - Replaces the currently selected region with a region component from the Quark server.

Remove Region  - Removes the currently selected region from the document.

All the above functions are also available via right-clicking a region as well.

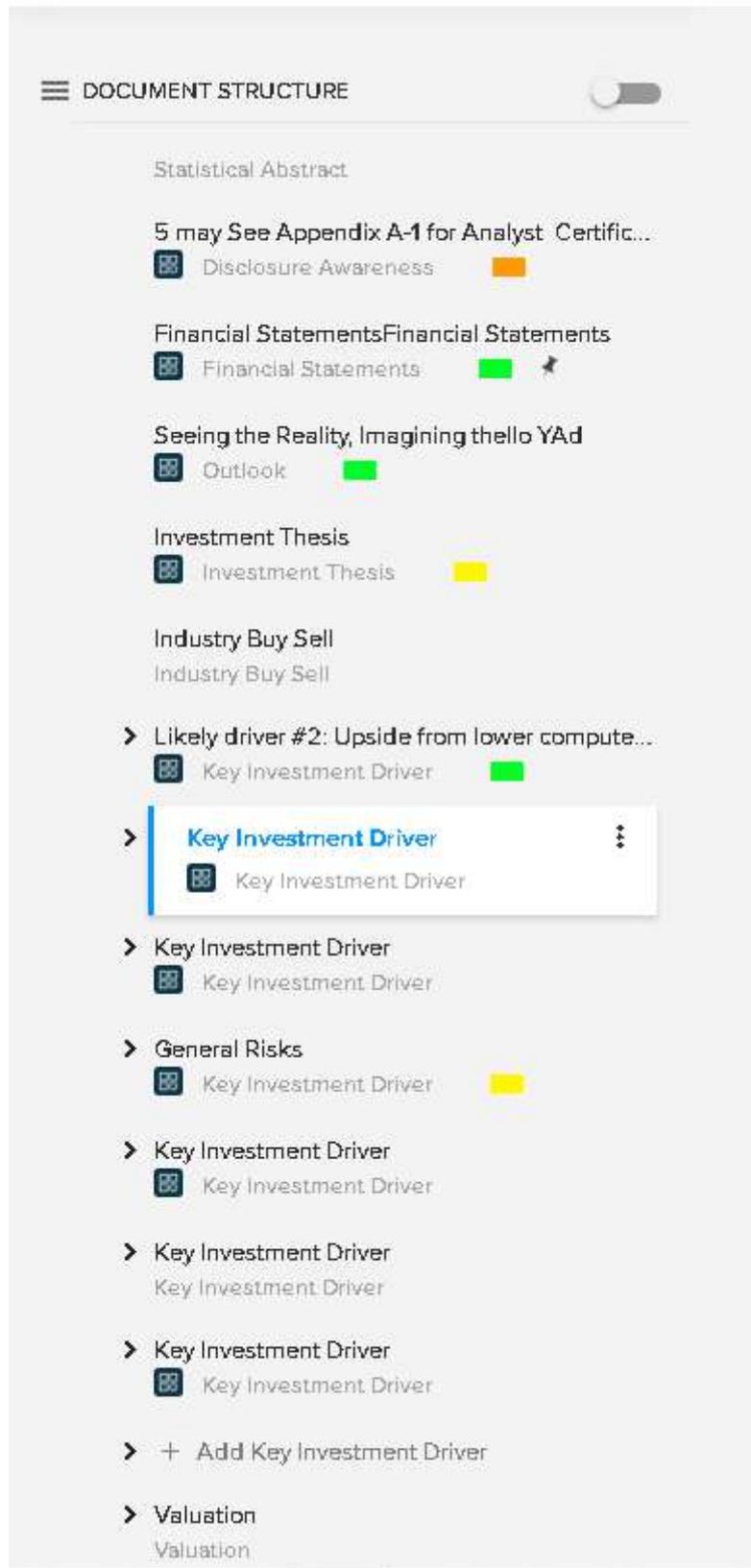


File Operations

There are certain operations that can be done on the files of the Quark Content Enablement Platform like open and open read-only, etc. For more information, check '[Open Document](#)' section.

Document Structure

The Document Structure is an important part of Quark Documents as it defines the hierarchy in every document. In Quark Content Enablement Platform, document structure resides in the leftmost pane of the document. This section allows the editors and reviewers to see which sections and sub-sections are present in the document. The document structure presented can be customized as per requirement to provide a guided authoring experience to the content creator. For example, a report might have certain mandatory sections which can be added in Document template and appear in the document structure.



The User Interface of the section comprises a left pane topped with the heading 'Document Structure'. There is a toggle button 'Show Outline Only' on the right of the heading which can be switched on to show only the sections and sub-sections of the document. When toggled off, it shows the options to add more sections and sub-sections into the document.

Below them are all the Sections and Sub-Sections created in the document by the author.

There are certain context options that can be accessed via right-clicking the document structure, these are:

Create Component- Creates a component inside the document, such as heading, title, etc.

Replace from Server- Replace component from a component saved on the server.

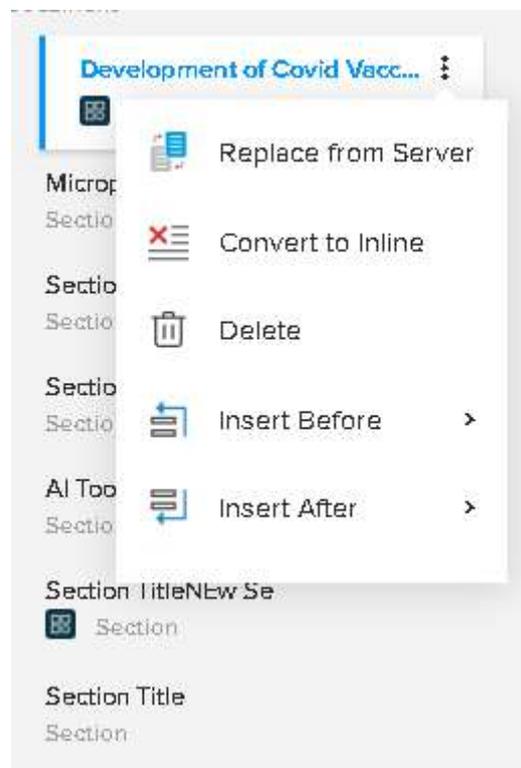
Delete- Delete a selected component from the document.

Demote- Demote a component to a lesser priority section.

Insert Before- Insert a section before the current section in the document.

Insert After- Insert a section after the current section in the document.

These options can also be seen from the section components, where you can click 3 dots menu at the end to get a context menu like this



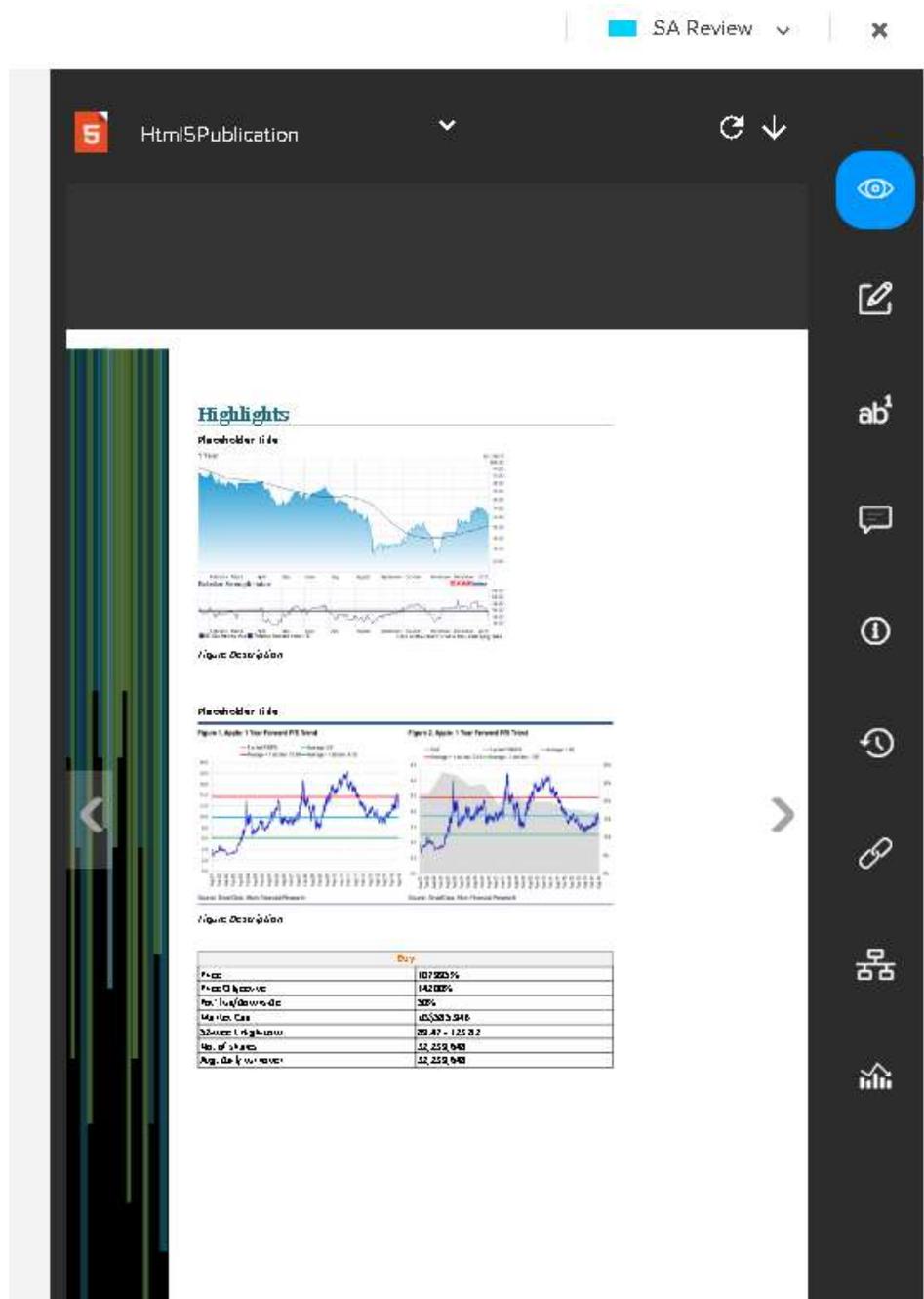
Additionally, user can drag and drop various section in the Document Structure pane to reorder them.

App Panes

The application panes in Quark Content Enablement Platform provides different kinds of resources to check, update and preview the document being worked on. An author with the right privileges can check data in all the panes and edit the document respectively.

Preview Pane

The preview pane, as the name suggests, helps the author to generate different kinds of previous within the app itself. It is used to check the preview of any document without actually publishing the same in the desired file format.



There are multiple types of file formats that an author can preview a file within the Quark Content Enablement Platform. These file formats and their previews are defined one by one below:

JPEG- Previews the document in the JPEG Image view. The previews sport a zoom option to either zoom in or out with the help of designated buttons. It also has a

reload key to refresh the data and a download button to download the preview on the local machine.

PDF- PDF preview allows the content to be previewed in PDF form. It has the same reload and download buttons as the JPEG pane. Other than that there's also a print option to print the preview file in real-time.

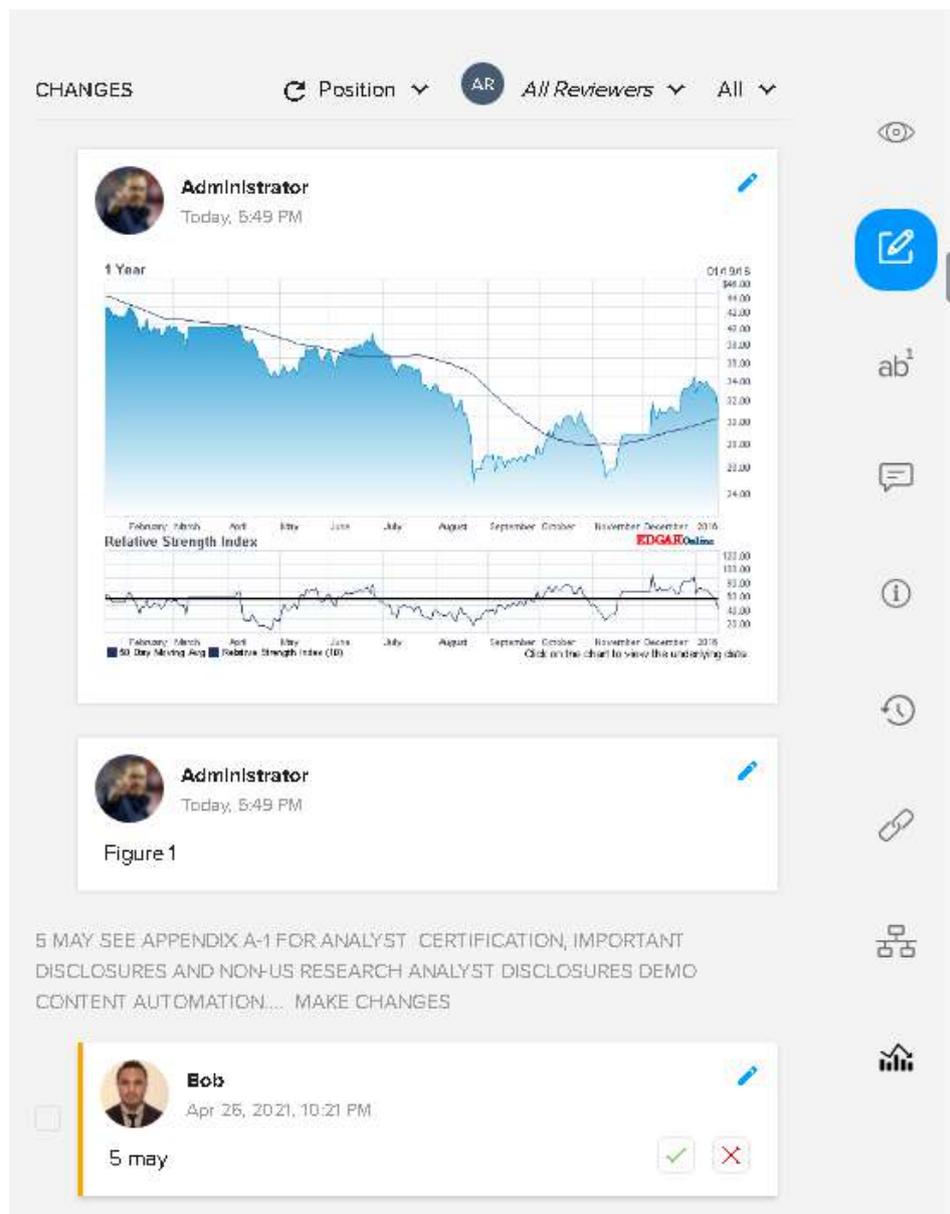
HTML- HTML preview pane allows the author to preview the file in HTML view. This view also has refresh and download button for the same purpose.

HTML5Publication- HTML5Publication preview pane allows the author to preview the file in the HTML5Publication view. This view also has refresh and download button for the same purpose.

HTML5 Publication Smart Content- HTML5 Publication Smart Content preview pane allows the author to preview the file in HTML5 Publication Smart Content view. This view also has refresh and download button for the same purpose.

Changes Pane

The change's pane shows all the changes done in the document recently by all the authors working on the same document. The change's pane only shows the changes when there's a "Track Changes" button already clicked in the review toolbar of the smart editor.



The changes pane features three drop-down menus to sort the list of changes according to the author or reviewer. These three menus are:

Sort by Property- The data in the changes pane can be sorted by either position or date.

Sort by User- This drop-down helps sort the data by anyone specific user or reviewer.

Sort by Operation- This option lets the user sort the list by operations i.e., insertion or deletion.

Also, the change's pane has a feature in which an author or editor can easily track the changes and allows or rejects the changes accordingly. One of the major advantages of using the change's pane is that we can select the multiple cards as well to approve or discard the changes within the document rather than going one by one for each change.

The changes in the document also show timestamp with the username and time of the change, while hovering over the change.

Notes/References Pane

Notes or Reference Pane helps a user to keep track of all the footnotes, endnotes, and citations left in the document by any author working on it. This pane has a toolbar on top that lets you add notes or references from the pane itself. There's also refresh button to reload the references from the document as well as from the system.

REFERENCE NOTES

Footnotes

Development of Covid Vaccines in record time

- i Moderna Therapeutics is pioneering a new class of drugs, messenger RNA Therapeutics, ~~with the vast potential to treat many diseases across a range of drug.~~
- ii Pfizer Inc is an American multinational pharmaceutical corporation. Pfizer is one of the world's largest pharmaceutical companies, and was ranked 64th on the [Fortune 500 list](#).
- iii Ribonucleic acid (RNA) is an important biological macromolecule that is present in all biological cells. It is principally involved in the synthesis of proteins, carrying the messenger instructions from DNA, ~~which itself contains the genetic required for the development and maintenance of life.~~

Microplastics spread on Plannetlastic

- iv ~~Microplastic: Any type of plastic less than 5 mm in length~~

AI Tools crack hard problems of Bilogy

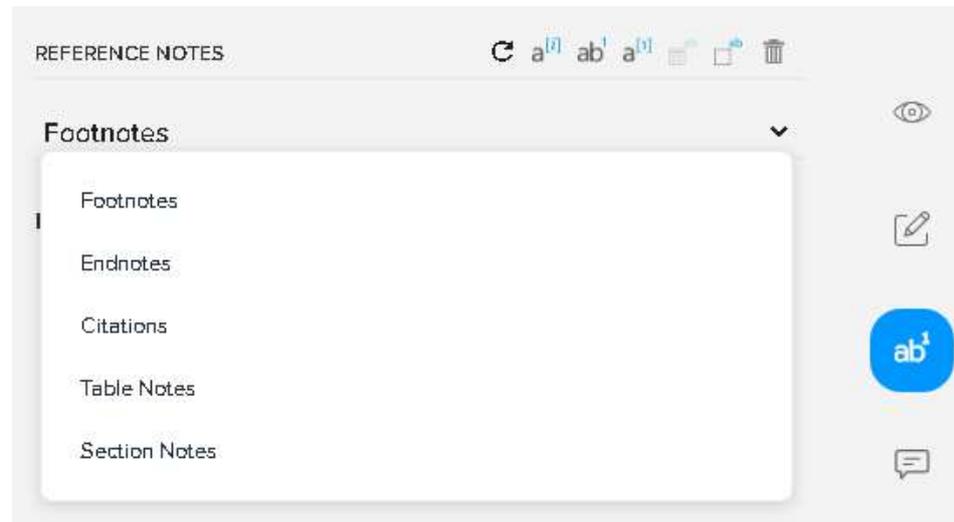
- v ~~DeepMind Technologies is a British Artificial intelligence subsidiary of Alphabet Inc. and research laboratory founded in September 2010. DeepMind was acquired by Google in 2014.~~ The company is based in London, with research centres in Canada, France, and the United States.

The author can click on any of the notes from the pane to edit it directly into the document if the user has those specific privileges of course.

When editing any of the notes, the same dialogue box appears which appears at the time of adding the note in the system.

There is also a drop-down menu to search for a specific type of reference i.e., Footnotes, Endnotes, Citations, Table notes.

Following are the types of references that are provided by the Quark CE System:



Footnotes: Footnotes are provided to cite a word in the document, at the end of the current page.

Endnotes: Endnotes are provided to cite a word in the document, at the end of the whole document itself.

Citations: These are the same as the Endnotes in the Quark documentation, but the citations can also be uploaded from the server itself, making it both reference and inline type in the document. The citations can be toggled between these 2 types via clicking the 3 dots on the side of the citation and selecting the 'Create Citation Component' or 'Convert to Inline' respectively.

REFERENCE NOTES ↺ a^[1] ab¹ a^[1] 📄 📄 🗑️

Citations 👁️

Development of Covid Vaccines in record time ✍️

[1] Exploiting the unique features of Zika and Dengue proteases for inhibitor design. T Majerová, P Novotný, E Krýsová, J Konvalinka 🔒

[1] Exploiting the unique features of Zika and Dengue proteases for inhibitor design. T Majerová, P Novotný, E Krýsová, J Konvalinka 🔒

ab¹

Microplastics spread on Plannetlastic 💬

[2] American Chemical Society (A Britannica Publishing Partner) ℹ️

AI Tools crack hard problems of Biology 🕒

[3] <https://scite.ai/> 🔗

📊

The citations are special type of notes because there are certain properties that can be linked to a particular citation. When clicked on a citation, click on 'Properties Pane' to see all the attributes assigned to that particular citation.

The properties are citation id, citation key, citation number, etc.

PROPERTIES

▼ Citation Information

Citation Id	644431
Citation key	34135
Citation Number	12
Title	Microplastics
Authors	Rivest Johns

▼ Journal List

▼ Journal Information [+ Add New](#)

Journal	Scientific Journal 2020
Publication Date	05/26/2021
Volume	Vol 1.
Issue	Dec 2020
Page	65

▼ Access Info

Access URL	
Publication Date	05/26/2021
Access Info Last Updated	

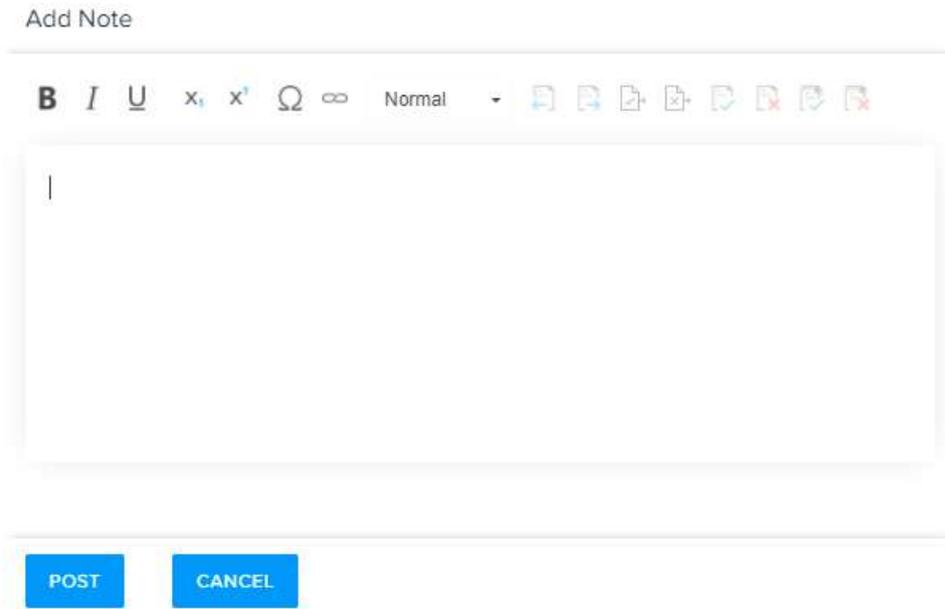
Table Notes: Table Notes are used to cite table cells in the document.

Section Notes: Section notes, as the name suggests, are to site sections inside the Quark Content Enablement Platform.

The notes pane also allows the user to track changes as well when the track and show changes option is toggled on from the toolbar.

Edit Note

The Edit note popup, that appears on clicking any of the notes from the document or from the notes pane itself, has some options as well.



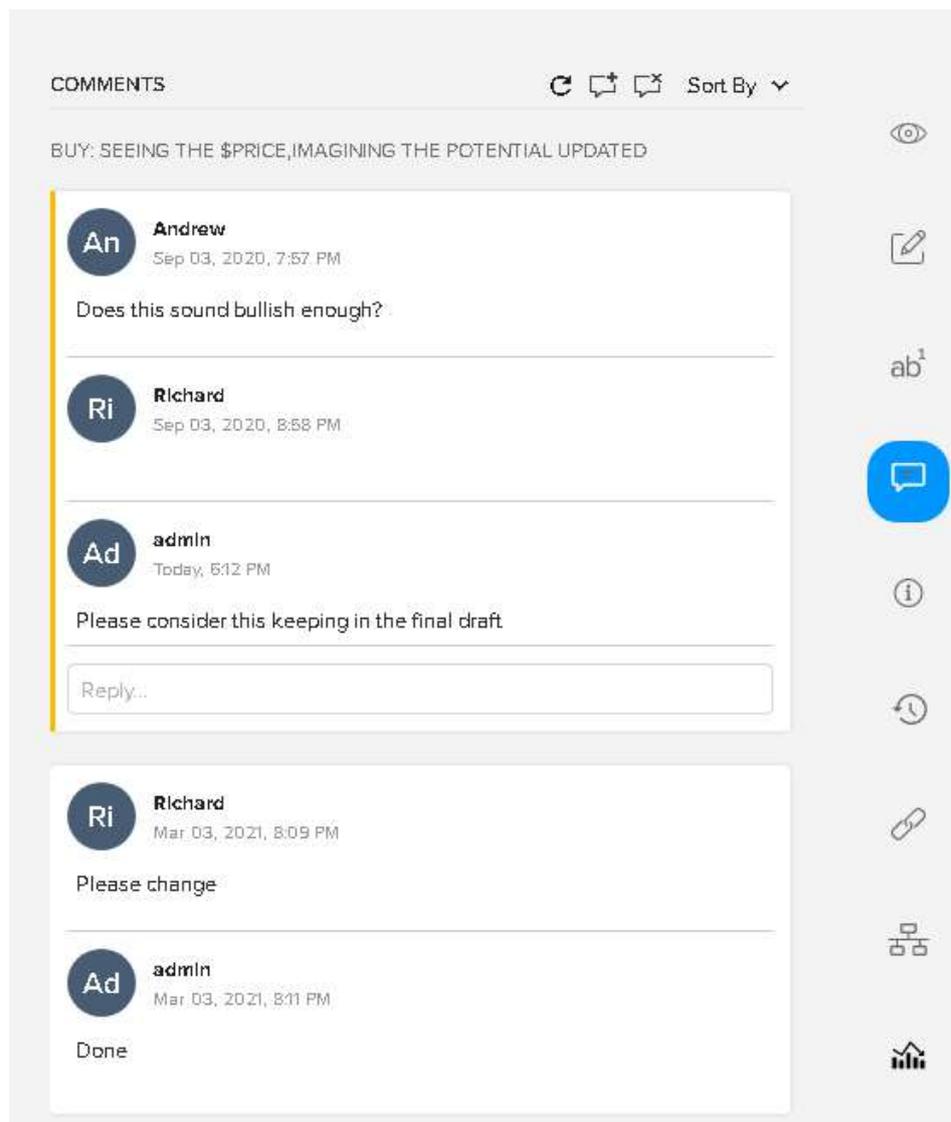
These options are:

- **Bold**- Applies or removes bold formatting to or from a selected text or number.
- **Italics**- Makes selected text or number italic, but removes italic from selected text or number if it's already italic.
- **Underline**- Makes the selected section underlined and if the text is already underlined then undo the underline of that text.
- **Subscript**- Writes the next in the subscript (below the level of previous text),
- **Superscript**- Writes the next text in the superscript (over the level of previous text)
- **Insert Special Character**- This button opens a popup table where all the special characters are. The author can choose any of the same and insert them into the document.
- **Insert Link**- This feature helps add a hyperlink to a selected text in the document.
- **Show Previous Comment**- This button shows the next comment when one comment is open in the comments pane.
- **Show Next Comment**- This button shows the previous comment to the current comment in the comments pane.
- **Show Previous Change**- This button allows the user to show the previous change when opened the changes pane.
- **Show Next Change**- As before, this allows the user to see the next change when opened the changes pane.
- **Accept Change**- This allows an author to accept the currently highlighted change.
- **Reject Change**- This allows an author to reject the currently highlighted change.

- **Accept All Changes-** This allows an author to accept all the changes done in the document.
- **Reject All Changes-** This allows an author to reject all the changes done in the document.

Comments Pane

Comments Pane, as the name suggests, keeps track of all the comments added to the document. On top, there exists a toolbar with a refresh button to reload the comments. With that, there’s a small comment icon to add a comment from the pane itself rather than from the document toolbar.



Also, there is a sorting drop-down menu that sorts the comments either by position in the document or by the date it was added.

The comments pane gives the following options in the document:

Add Comment- Add comment while selecting the text and clicking on the add comment button.

Remove Comment- Removes a comment via selecting a comment and clicking the delete comment button.

Sort By- Allows the user to sort the comments list via either position in the document, or date posted.

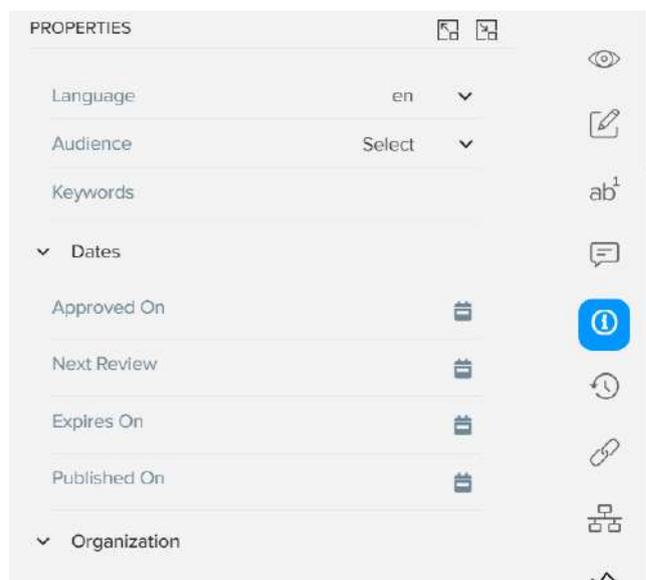
Reply to the comment- The users can reply to the comments as well. The reply allows the authors to talk about the problems and solutions in the comments.

Also, on clicking on the comment, the place where the comment is posted in the document, is highlighted. So clicking in different comments toggle through different sections of the document as well.

The comments by different users are shown in different colors in the Quark Content Enablement Platform.

Properties Pane

The properties pane shows the properties of the document. The properties pane starts with the name of the pane, then there are 2 options to increase and decrease the scope of the selected item.



There's also an option to see the keywords associated with the same document.

There are different types of properties some of which are explained below:

Keywords- These are added in the document like tags.

Text- The user can make use of it to create text properties. You have to set up a default value in the Default Text space. Enter a specific value in the Maximum Length section to understand the maximum length of a text in that field.

Date- You can use this property to create a date property with the following steps:

- Firstly, enter a default date in the Default Date section.
- For making the users comply with a particular date range, enter a specific start and end date in the Start Date and End Date fields, respectively.

Time- To use the time property type, which can be entered multiple times by the users, read below:

- You need to enter a default time in the given field.
- Now that the users have a constrained time range, you need to define a start time from the Start Time drop-down list and an end time from the End Time drop-down list.

Quark Content Enablement Platform user local settings to define the time value.

Number- To create a Number property, you need to do the following:

- Enter a default value for the Default Value section.
- To constraint the users in a given numeric range, you need to type a minimum number.

Measurement- You may use the measurement property type for creating properties where the users can enter only measurements.

- Firstly, enter a default value in the Default Measurement section.
- Use the Units drop-down list to choose a specific unified unit of measurement.

For constraining the users to make use of a particular range of size, you proceed by entering a Minimum Value in the section and a maximum value in the Maximum Value section.

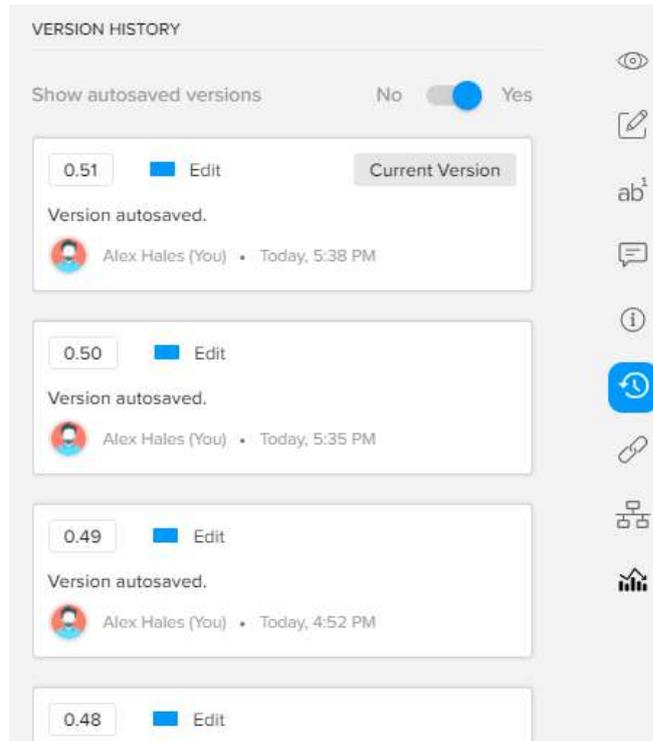
Check Box- It is the property type used for creating checkbox properties. To display the properties by default with a checkmark, you have to check on the Default option.

Drop-down Menu- You may use the Drop-down Menu property for creating a new drop-down property.

Create a Drop-down Menu Property Type- The Drop-down menu displays a vast list of values which are termed property domains. For example, when creating a drop-down menu property that necessitates a list of users on the system, you may use the existing list with your property instead of entering all the names manually.

History Pane

History Pane shows all the versions of this document that have been saved after doing some kind of change or another. The version also shows the information such as which user has edited the document and at what date-time.



There's a toggle switch on the top which enables and disables the view of autosave versions of the documents.

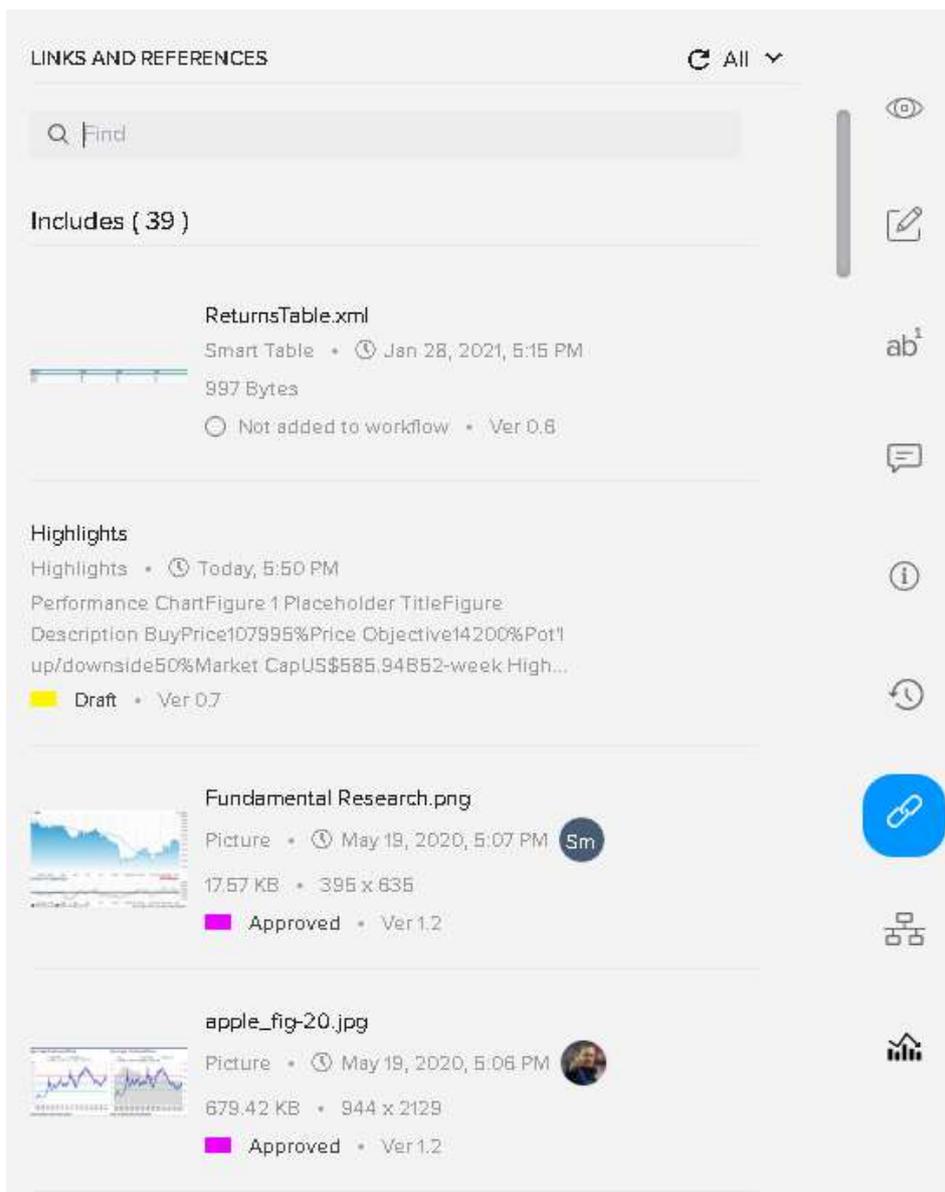
If you click on a version number from the history pane, then that version will be open in a popup on the screen. This new window allows multiple options as well:

Compare- If you select multiple revisions of the document, a Compare button appears in the pane. This button is used to compare the current version with the chosen version in the document. All the changes are done after the selected version are then highlighted to compare the two.

Use This Version- This allows the author to replace the current version with this selected version and use it as the current version to edit or publish the document.

Links Pane

The link pane shows all the referenced assets in the document. It shows the asset with its name, date of attachment, its properties that are transferred with the same, and the version of the asset.



When an asset from the list is clicked, it opens in a popup window with the version used in the document.

The assets shown in the links pane are shown with the following attributes as well:

Attachment Name- Shows the name of the asset attached within the document.

Attachment Type- This shows the type of asset being attached.

Date of attachment- This shows the date of the asset being imported into the document.

Time of attachment- This shows the time of import as well as the date.

Size of the asset- This shows the size of the asset on the Quark server.

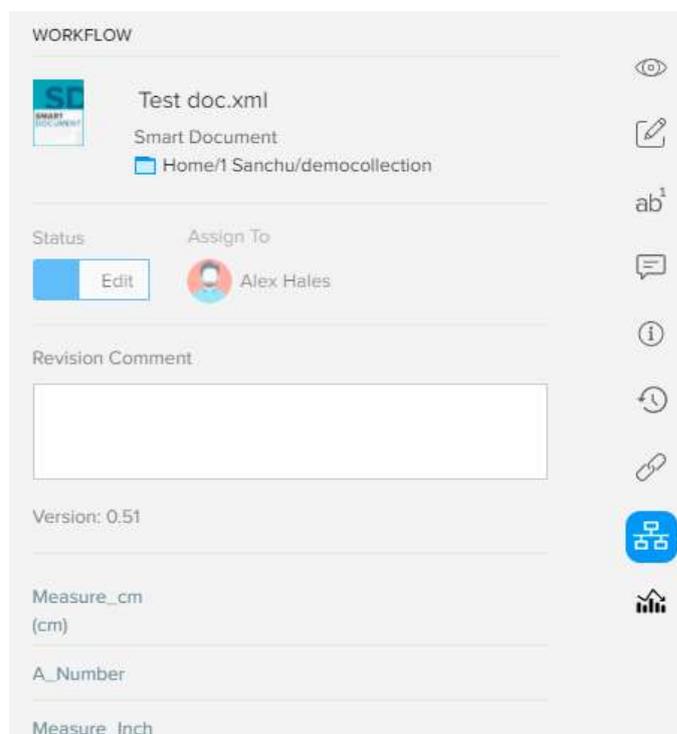
Name of the workflow- This shows with which workflow, the attached asset is affiliated. If none, it shows 'not added to any workflow'.

Version of the asset- The version of the asset shows the current version number of the asset which is attached within the document.

Included In- This shows if the document, asset, or section from the Quark servers is being used in any other document as well. If yes, then which document (with its properties).

Workflow Pane

The Workflow Panes shows if the currently edited document is a part of any workflow or not. Also, it shows the version, comments, and all the properties of the current document alongside the name and destination where the document is currently saved in the system.



The document is allowed to be assigned a workflow directly from this pane. To assign a workflow, the user can click 'Select the workflow to begin'. From there a user can choose the workflow to work with.

When assigned to a workflow, we can use all the function related to that workflow such as:

Status- The status shows on which of the workflow statuses is the document currently on. The status is marked by the designated color of that status.

Assign to- Via the workflow pane, the document can also be assigned to a specific user inside the Quark system.

Version Details- The user can also select if the version of the document has to be saved as a major version or a minor version of the document.

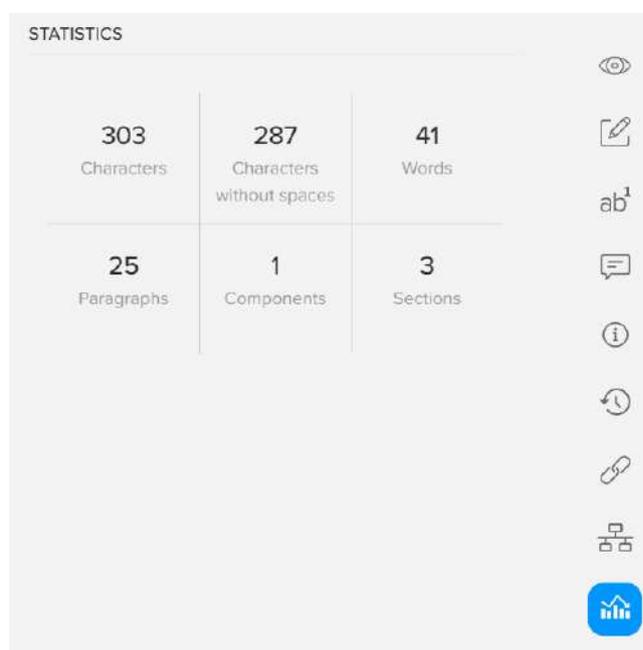
Collection- The path or the collection name for the given document is given in the workflow pane. The user can also change the collection from the drop-down menu itself.

Attributes- The attributes of the document are shown in the workflow pane itself. These attributes can be changed by the user in the workflow pane itself. Every attribute in the workflow section is editable and can be edited directly from the pane itself.

The user can also remove the document from the workflow via the 'End Workflow' Option, after which the document is removed from the current workflow.

Statistics Pane

The statistics pane gives an author some of the usage stats from the document, that could be important in some form or another. The stats are based on the content inside the document.



The 2x3 table in this pane denotes the following in a respective manner:

Characters: This shows the total number of characters including the space character typed in the document.

Characters without spaces: This shows the total characters typed in the document without counting the space character among them.

Words: This shows the total number of words typed in the document.

Paragraphs: It shows the number of paragraphs typed in the document.

Components: It shows the number of components being used in the document.

Sections: This shows how many sections have been created in the document.

Offline Editing

The offline editing is the feature that allows the author to edit the document locally when the connection to the server is lost. This allows the document to be saved

locally on the machine till the time connection is re-established within the Quark System.



Whenever the connection to the server is lost within the system, the notification for the same can be seen on the top of the screen. The notification also displays that the changes are being saved offline. To view these changes, the author can move to the changes tab and there the locally drafted versions are shown within the cards.

The message you will be getting on the screen is:

'Connection with the server lost. All changes will be automatically saved offline'

The locally saved versions are shown with the connection lost an icon and the time-stamp of the edit as well.

These offline changes are always synced when the internet supply is restored and the connection to the server is re-established by the Quark Content Enablement Platform.

The message you will get after reconnecting is:

'Server is Connected'

Open Document

The open document feature helps the existing user to open any of the previously saved documents from the system itself.

Favorites

As already discussed, the Favorites section contains the list of documents that have been starred or marked as favorites by the currently logged-in user. These favorites can be of any file format and by clicking on it, the document opens in the quark editor.

Name	Status	Assigned To	Created	Last Modified
democollection General			Mar 11, 2021, 3:45 PM	Mar 11, 2021, 3:5
Test doc.xml Smart Document + Ver 0.61		Alex Hales	Mar 17, 2021, 3:40 PM	Today, 4:48 PM

It also shows some properties of the favorite document as well, such as Last Edited on, Last Edited By, Current Version, Status, etc.

My Assignments

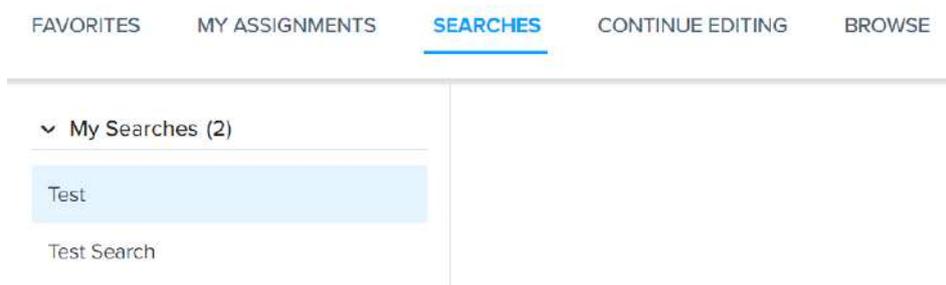
As discussed before, the 'My Assignment' section shows all the files that are assigned to the currently logged-in user. This sub-section holds a small list that contains the name of the document with its path in the Quark server, here the document is currently saved.

Name	Collection Path
Test doc.xml Smart Document + Ver 0.35	Home/1 Sanchu/democollection

One can easily assign the documents through the workflow section of the document.

Searches

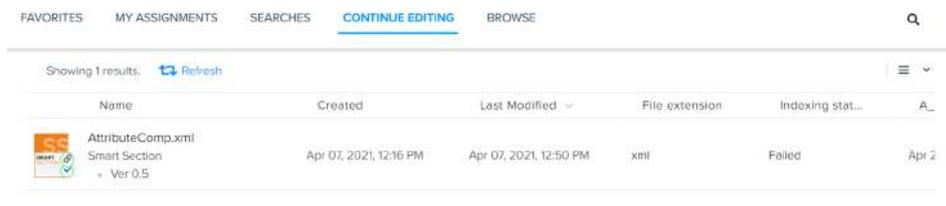
This section allows a user to use predefined searches in the system to find specific files inside the Quark servers. The document or any other kind of asset can easily be searched using this section.



Here the searches can be of both Ask type as well as Normal-type. So according to the nature of the search, the document can be found from the server itself.

Continue Editing

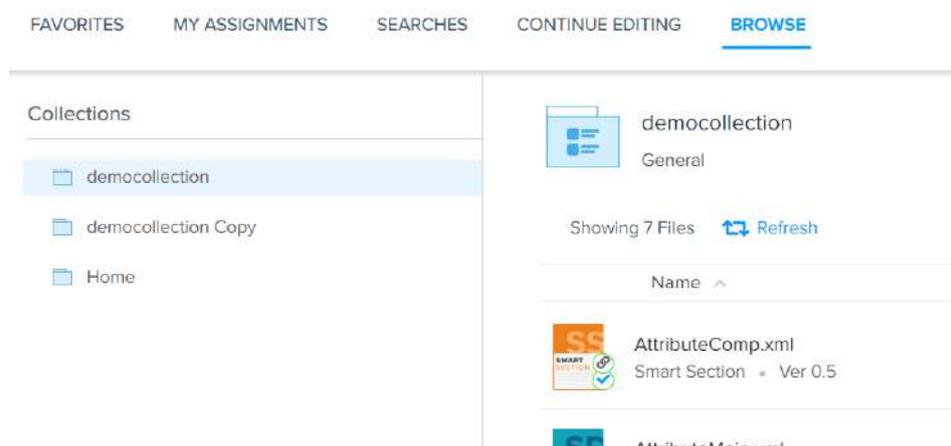
As we already discussed above, the Continue Editing Document section shows all the documents that are last edited by the currently logged in user in the Quark Content Enablement Platform. This section shows the list of documents with some of their properties such as Name, Created On, Last modified, File Extension, Indexing Status, A_date, etc.



This allows users to quickly go to the last or previously edited document from the Quark servers.

Browse

The Browse Section opens up the Quark Platform File Manager from the server. All the files and folders whose permissions are given to the currently logged-in user can be browsed here. The folders or collections are shown in the left pane and the right pane shows all the documents inside that particular collection.



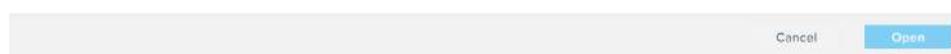
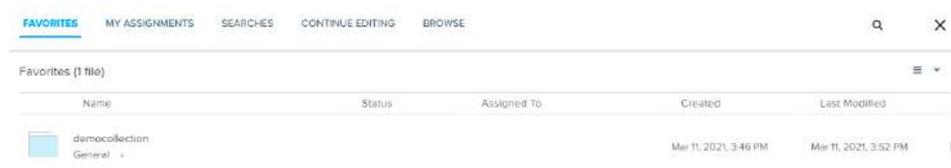
This section also provides a couple of operations that can be done to a document from the browse section:

Open: This option allows you to open any file from the file manager into the Quark Editor where a user can easily edit any section of the document and save it again in the system.

Read-Only: The Read-Only option allows the document to be open in a manner in which only a non-editable version is visible. The user can only read the contents and close the document.

Asset Picker and Quick Search

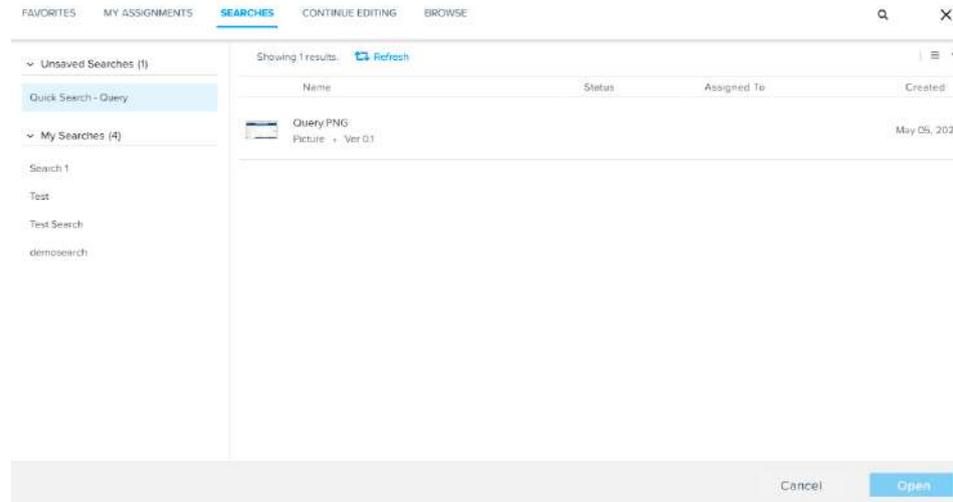
While a user can use these options to browse documents from the ‘Open Document’ section, there is one more way to access all the assets and collections. This is via an asset picker dialog, which can be opened whenever an author chooses to embed something in the document via the ‘Insert from Platform’ option.



One of the most prominent features of this asset picker is that it only shows the requested type of files to the users. It doesn’t show any other types of files which might create confusion. For example, if a user chose to insert an excel file from the server to the document, it will only show the excel files residing in the system. It will skip the rest of the files.

OPEN DOCUMENT

This option allows the user to open the file manager window in the screen and gives the user the option to utilize any of the formerly explained functions.



One new feature that users can utilize here is Quick Search. This search allows users to find an asset or collection via a keyword. This keyword can either match the name, or properties, or title of the asset. The quick search makes it easy for users to quickly find an asset to include in the document, hence saving time to complete the work.

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