

**EDC-22071 KOM2002/27938**

**Groupware for Distributed Content Production**

**KOM2002**

**D1.2 Test site using existing content  
D5.1 Start of Service**

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<b>Abstract (for dissemination)</b>	The basic software for delivering existing content and providing forums and ask-the-expert areas has been developed and put up as a running service. We have intentionally not yet tried to achieve any users outside of the project, yet. This is not planned until in month 12. This deliverable is mainly a software and services delivery. This report gives an overview of the service and its status.

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## 2 Executive summary

The main software facilities to be provided in the KOM2002 projects are multi-lingual forums and ask-the-expert areas, groupware for content development, natural-language question-answering service and subject tree service. All these services are now running, albeit not in all respects yet with full functionality.

The software can be accessed at <http://web4health.info/>. We do not, however, attempt to get external users yet, and all the pages are marked with robots exclusion tags to stop web crawlers (like Google, Alta Vista, etc.) to index them.

## 3 Main Website

The main website has been running for several months at <http://web4health.info/>. At present it contains only information in English and Swedish. The main entry page looks like this in English at present:

The screenshot shows the main interface of the Psychology Questions and Answers website. At the top is a navigation bar with links: Home, Facts, News, Links, Tools, Together, Search, MyArea, Login/out, and Help. On the left is a vertical sidebar with 'Questions Answers Facts', language selection for English and Svenska, and a 'Submit question' button. The main content area is titled 'Psychology Questions and Answers' and includes a search form, a warning about limited data, and radio buttons for query types. Below this is a 'Psychology Knowledge Base' section with a grid of topic links such as Phobia, Anxiety, Depression, Borderline Personality, Life and Relational Problems, Child Care, Obesity, Eating Disorders, Addiction and Substance Abuse, Physical Symptoms, Therapy, and Psychiatric Drugs.

(The layout of this page will be revised before production usage starts.)

## 4 Multi-Lingual Forums

The multi-lingual forum service provides forums, in which each message can be provided in multiple languages. Each user provides a list of preferred languages. If a message is available in more than one language, the version in the preferred language for each user is shown to this user. Messages and translations of them can also be revised, and normally the latest version is shown.

As an example, below is shown a message which is available in two languages, English and Swedish:

The screenshot shows a forum interface with a navigation bar at the top containing 'News', 'Private', 'All forums', 'Help', and 'Logout'. On the left is a sidebar with 'Go to:' and a tree structure: 'All forums', 'Discussion Forums', 'General Discussion', and 'Substance abuse and eating disorders'. The main content area features the title 'Substance abuse and eating disorders' in large blue text, followed by 'To: General Discussion' and 'Author: Jacob Palme'. A yellow box highlights 'Thread Messages in thread:' with one entry: '915. Substance abuse and eating disorders, Jacob Palme, Thu 12 Dec 18:20 2002'. Below this is a yellow action bar with '915.' and a 'Top' link. A detailed message header shows 'Substance abuse and eating disorders' from 'Jacob Palme' on 'Thu, 12 Dec 2002 18:20:49 +0100'. The language is listed as 'Swedish ( o ), English ( o )'. Action icons include 'Reply to all', 'Personal reply', 'Add Recipients', 'Subtract receivers', 'Translate or modify message', 'Show History', and 'Mark'.

Are there similarities between substance abuse and eating disorders? Have they similar causes?

You are logged in as Jacob Palme  
Today's date: Thu, 12 Dec 2002 18:21:32 +0100

The picture shows the English version, but by clicking on the link [Swedish](#), a user can view the Swedish-language version of this message. By clicking on [Translate or modify message](#), a user can enter or correct a translation of a message to a new or existing language.

## 5 Ask-The-Expert Areas

The ask-the-expert software is running, except that tools for anonymous user registration are not working yet. Here is an example of a question with an expert answer:

<a href="#">News</a>	<a href="#">Private</a>	<a href="#">All forums</a>	<a href="#">Help</a>	<a href="#">Logout</a>
----------------------	-------------------------	----------------------------	----------------------	------------------------

**Bulimia**  
 Author: [Carola Bengtsson](#)  
 To: [Ask The Expert Here](#)  
 Modified by: [Jacob Palme](#), Thu 12 Dec 19:25 2002

**Thread Messages in thread:**

922. [Re: Bulimia](#), [Gunborg Palme](#), Thu 12 Dec 19:12 2002  
 921. [Re: Bulimia](#), [Carola Bengtsson](#), Thu 12 Dec 19:11 2002  
 920. [Re: Bulimia](#), [Gunborg Palme](#), Thu 12 Dec 19:07 2002  
 919. [Bulimia](#), [Carola Bengtsson](#), Thu 12 Dec 19:07 2002

919. [Top](#) [Next message](#)

**Bulimia**  
 From: [Carola Bengtsson](#)  
 Date: Thu, 12 Dec 2002 19:25:18 +0100  
 Modified by: [Jacob Palme](#), Thu 12 Dec 19:25 2002  
 Language: [Swedish \( 0 0 \)](#), [English \( 0 \)](#)

[Reply to all](#) [Personal reply](#) [Subtract receivers](#) [Add Recipients](#) [Translate or modify message](#) [Show History](#) [Mark](#)

I have an important question.

How do you know if you have bulimia?

Almost everyone I know complain that I am too thin and ought to eat more, even my own parents.

But I do not feel thin, rather the reverse. If I eat much one day, I have to exercise like mad, or I get a lot of anxiety and have to eat less the next day.

920. [Top](#) [Previous message](#) [Next message](#)

**Re: Bulimia**  
 From: [Gunborg Palme](#)  
 Date: Fri, 13 Dec 2002 19:26:11 +0100  
 Modified by: [Gunborg Palme](#), Fri 13 Dec 19:26 2002  
 Language: [Swedish \( 0 0 \)](#), [English \( 0 0 \)](#)

[Reply to all](#) [Personal reply](#) [Subtract receivers](#) [Add Recipients](#) [Translate or modify message](#) [Show History](#) [Mark](#)

It sounds as if you have an eating disorder. Please tell me how tall you are, and what your weight is.

921. [Top](#) [Previous message](#) [Next message](#)

**Re: Bulimia**  
 From: [Carola Bengtsson](#)  
 Date: Thu, 12 Dec 2002 19:26:32 +0100  
 Modified by: [Jacob Palme](#), Thu 12 Dec 19:26 2002  
 Language: [Swedish \( 0 \)](#), [English \( 0 \)](#)

[Reply to all](#) [Personal reply](#) [Subtract receivers](#) [Add Recipients](#) [Translate or modify message](#) [Show History](#) [Mark](#)

My weight is 55 kilo, and I am 174 cm tall.

922. [Top](#) [Previous message](#) [Next unread](#)

**Re: Bulimia**  
 From: [Gunborg Palme](#)  
 Date: Fri, 13 Dec 2002 19:27:35 +0100  
 Modified by: [Gunborg Palme](#), Fri 13 Dec 19:27 2002  
 Language: [Swedish \( 0 0 \)](#), [English \( 0 0 \)](#)

[Reply to all](#) [Personal reply](#) [Subtract receivers](#) [Add Recipients](#) [Translate or modify message](#) [Show History](#) [Mark](#)

That is a little too low. The normal weight for that height is between 60 and 75 kilo. It is important that you do not reduce your weight even more.

## 6 Content Production System

The content-production system is running, see attachment A and B to this deliverable for more details.

## 7 Natural-Language Question-Answering System

The top half of the picture on page 3 above gives access to the natural-language question-answering system. The lower half contains the subject tree. At present most of the content we have available is on eating disorders, since several partners had information in this area ready before the project started. If you write for example the question “How do I stop eating too much?” in the question area above and push the Submit question button, you will get the following answer:



The screenshot shows a web interface with a navigation bar at the top containing links: Home, Facts, News, Links, Tools, Together, Search, Personal, Login/out, and Help. Below the navigation bar is a blue sidebar with links: Go to, New Question, and Facts. The main content area features a profile picture of a woman, the heading "Answers", and a form for "Your question:" with the text "How do I stop eating too mu" and buttons for "Submit question" and "New question". Below the question, there are sections for "Answers:" and "Related answers:", each listing numbered links to related content.

**Answers:**

- [1. Family Members and Friends of Those with Eating Disorders](#)
- [2. Bulimia Nervosa, Binge Eating and Compulsive Overeating](#)
- [3. I Eat Too Much Even Though I Know it is Wrong](#)
- [4. Self-Esteem](#)
- [5. Self Hate and Eating Disorders](#)
- [6. Eating when you are Tired and Lonely](#)

**Related answers:**

- [1. Learning to Recognize Hunger and Satisfaction?](#)
- [2. Difference between People with Eating Disorders and Other People](#)

In this answer, item 3 and 6 contains reasonable responses to the question. The classification work is not yet ready, when the classification work is ready, we expect much better answers. Only about one third of the English FAQs and two thirds of the Swedish FAQs have yet been classified. With the same question as above, the Swedish, more fully classified data base, returned good answers to the question as answer no 1, 3 and 4 in a list of 4 matching answers found.

## 8 Subject Tree

The subject tree at present covers in English the current text content, which is mainly information about eating disorders at this time.

Below is one example of one of the subject tree pages in the present data base:

Go to:  
New Question  
Answers  
Facts



# Eating Disorders; Links Page 1

[Top](#) [Discuss this](#) [Ask an expert](#) [Print](#)

## Eating disorders

[Overview](#) • [Bulimia](#) • [Anorexia](#) • [Binge eating](#) • [Difference between people with eating disorders and other people](#) • [Self-induced vomiting](#) • [Complications](#) ...

## Causes

[Child care](#) • [Slim ideals](#) • [Cultural causes](#) • [Fast food](#) • [Preventing eating disorders](#) • [Food addiction](#) • [Sexual abuse](#) • [Lack of self-esteem](#) ...

## Feelings and experience, hunger

[True and distorted hunger](#) • [To experience Hunger and Satisfaction](#) ...

## Difference between People with Eating Disorders and Other People

[Recognition of hunger](#) • [Different Function for Different People](#) • [Eating disorders and tidiness](#) • [Self-hatred](#) • [Definition of eating disorders](#) • [Not showing up at an event](#) • [Disappearing menstruation](#) • [Binges](#) ...

## Children and Child Care

[Forcing children to eat?](#) ...

## Diagnosis and Treatment

[Drugs](#) • [Surgery](#) • [Step by step](#) • [Plan for getting well](#) • [Self-monitoring, diaries](#) • [Self-help](#) • [Self-feeding](#) • [Psychotherapy](#) • [Exercise](#) • [Your ideal weight](#) • [Changing your life style](#) • [Changing your eating habits](#) • [Family and friends](#) • [Do something else instead of eating](#) • [Where can I get help?](#) ...

## Food, Diet, Slimming, Obesity

[Good slimming methods](#) • [Should I get slimmer?](#) • [Choosing a diet](#) • [Obesity/overweight](#) ...

## Eating Disorders and Obesity Page 2

[About people with eating disorders](#) • [Eating disorders and addiction](#) • [Difference between people with Eating disorders and other people](#) • [How common are eating disorders](#) • [Research on eating disorders](#) • [Complications from eating disorders](#) ...

[Top](#)

Latest change: 5 Jul 2002

Contact: <mailto:cmc-comment@dsv.su.se>

Web4Health!

## List of Attachments

9 Attachment 5.1.A: KOM2002 Groupware Use in Web4Health

10 Attachment 5.1.B: Dreamweaver and Word Templates for Web4Health Web Design

# **Web4Health**

22071Y2C2DMAL2

**Attachment A to REPORT D 5.1 version 1.0**

Report D 5.1A

## **KOM2002 Groupware Use in Web4Health**

**Written by:**

Jacob Palme, KTH

**Contractual Date of Delivery:** 1 Jan 2003

**Last Revision:** 14 Dec 2002

**Nature of the Deliverable:** Report

**Deliverable Type:** Public

**Workpackage** WP1

**Responsible Partner:** FH NON

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**\*Type: PU-public, LI-limited, RP-restricted**

**\*\*Nature: PR-Prototype, RE-Report, SP-Specification, TO-Tool, OT-Other**

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# 1 Executive Summary

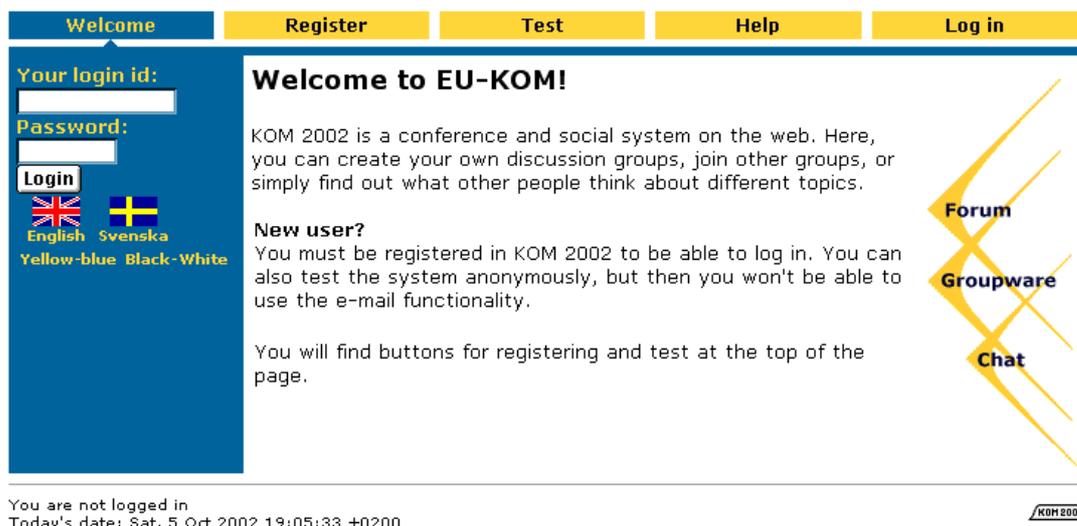
The KOM2002 Groupware is a software system to assist a group of experts in different countries to develop multi-lingual informational FAQs (answers to Frequently Asked Questions). Functions of this software are:

- Storage of a large set of informational FAQs.
- Each informational FAQ can have a number of attributes, selected freely for each user group.
- Each informational FAQ can be provided in multiple languages.
- A forum discussion can be associated with each informational FAQ.
- Experts can easily modify the informational FAQs.
- To avoid problems if two experts are simultaneously updating the same FAQ, warnings are provided when a second experts tries to edit a FAQ in a certain language, which another expert started editing within the last 24 hours.
- Experts get regular e-mail notifications, informing them of what happens in the groupware, such as new discussion items, new FAQs, new translations, etc.

This document is a user instruction for using KOM2002 with the special document format to be used in the KOM2002 EU project for producing medical informational FAQs. This document is not a general instruction for using the groupware for other sets of FAQs, and it is not a managerial instruction for setting up and managing a data base using KOM2002.

# 2 Account

To use KOM2002, you need an account. You get an account by connecting to <http://cmc.dsv.su.se/eu/kom/>. You will then see the following page:



Push the **Register** button. You will then get to the following page:

### Register in EU-KOM

Fill in the form and click on the "Submit" button below.  
TIP: Use the TAB button to jump between the fields.

**Your name:**  ← Type your name, for example Mary Middleton

**Choose a short, unique login id:**  ← Choose a login id, for example marym

**Your email address:**

**Choose a password:**

**Repeat the password:**

Male  Female (not required)

I want a newsletter by e-mail  ← How often do you want to be reminded when there is news for you in KOM. Once a day is recommended.

**Default for text input:** Plain Text  Smart  HTML

**Command Language:**  ← all languages are not fully supported

**Preferred Languages:**  ← Give the languages in the format: sv,en,de

**Personal homepage (not required):**  ← Not important or required

**Short presentation of yourself (not required):** Plain Text  Smart  HTML

Language codes:  
de = German  
en = English  
el = Greek  
it = Italian  
nl = Dutch  
sv = Swedish

← Push the Submit button

After you have registered, write an e-mail to [cmc-comment@dsv.su.se](mailto:cmc-comment@dsv.su.se) and ask us to give you privileges as an expert in our project. We will then admit you to the internal pages for our project.

## 3 Entering as a Registered Expert

Once you have been admitted as a registered expert, go again to the login page at <http://cmc.dsv.su.se/eu/kom/> and log in with the shortname and password you registered in the registration page.

When you log in, you will either get to the **News** or the **All forums** pages:

## 4 Important Pages

### 4.1 The News Page

You click on The **News** command in the top left corner of the screen to go to the News page. It looks something like this:

The screenshot shows a web interface with a navigation bar at the top containing 'News', 'Private', 'All forums', 'Help', and 'Logout'. On the left is a sidebar with options like 'Go to: All forums', 'Users', 'Jacob Palme', 'Show History', 'Subtract link', 'Who are present', 'Create open forum', and 'Create closed forum'. The main content area is titled 'You have the following unread messages' and contains a table with two columns: 'Forum' and 'Messages'. The 'Forum' column lists 'What is my ideal weight' and 'FAQ production'. The 'Messages' column lists 'Comment on this FAQ...' and several links related to eating disorders. Annotations with arrows point to 'FAQ production' (noting it's a special forum), 'What is my ideal weight' (noting it's a list of modified FAQs in yellow), and a message link (noting it's a discussion item on the 'What is my ideal weight' FAQ).

Forum	Messages
<a href="#">What is my ideal weight</a>	<a href="#">Comment on this FAQ...</a>
<a href="#">FAQ production</a> List of modified FAQs in yellow colour.	<a href="#">Causes of Compulsive Eating</a>
	<a href="#">Genetic Factors causing Eating Disorders</a>
	<a href="#">Eating Disorders and Personality Traits</a>
	<a href="#">Diagnosing Eating Disorders</a>
	<a href="#">Separating Hunger from Other Sensations</a>
	<a href="#">Slimming Diets</a>

You are logged in as Jacob Palme  
 Today's date: Sun, 6 Oct 2002 09:22:18 +0200

List of forums, in which you have new, unseen messages. Each FAQ has its own forum.

Discussion items on the "What is my ideal weight" FAQ.

This page uses the following different colours on the new items as follows:

- |             |  |
|-------------|--|
| Colour      | Usage  |
| Blue        | Ordinary news like new comments in forums                          |
| Green       | You have become a member of a new forum                            |
| Red         | Moderated entries, which the moderator should check for acceptance |
| Yellow text | Not so important changes or translations to existing entries.      |

## 4.2 The Private Page

You go to the **Private** page by clicking on Private in the top of the screen. It looks something like this:

News Private All forums Help Logout

Go to:  
All forums  
Users  
Jacob Palme

Show History

Translation or personal profile for Jacob Palme

Subtract link

Who are present

Create open forum

Create closed forum

Create open category

Create closed category

Index this forum

Create Meta object

**Jacob Palme** info

Login id: jpalme  
Belongs to: [Users](#)  
Modified by: [KOM Administrator](#), Thu 03 Oct 15:04 2002

**Organiser Forum:**

5. [Web4Health FAQs, KOM Administrator](#), Mon 30 Sep 15:21 2002  
FAQs (answers to frequently asked questions) are produced here.

8. [Jacob Palme](#), Tue 01 Oct 11:21 2002  
Professor of computer science at Stockholm University and KTH Technical University in Sweden.

**Member Forum:**

9. [FAQ production, KOM Administrator](#), Wed 02 Oct 11:50 2002 (141)  
FAQs are produced here

2. [Users](#), Mon 30 Sep 15:08 2002  
This is where all users are based.

1. [All forums](#), Mon 30 Sep 15:07 2002  
This is the root of this KOM 2002 system.

Here is a list of forums, where you are a member.

The number in brackets after the forum name is the number of contributions in this forum.

Here is a list of forums, where you are organizer.

### 4.3 The All Forums Page

The **All forums** command, in the middle of the top row, will take you to the All Forums page. From this page, you can directly and indirectly find all forums, which are accessible to you. Also forums, in which you are not a member, can be found from this page.

The screenshot shows the 'All forums' page with a navigation bar at the top containing 'News', 'Private', 'All forums', 'Help', and 'Logout'. On the left is a blue sidebar with various actions like 'Go to: All forums', 'Show History', 'Subtract link', 'Who are present', 'Show members', 'Create open forum', 'Create closed forum', 'Unsubscribe from All forums', 'Create group', 'Create open course', 'Create closed course', 'Create genealogy', and 'Create dictionary'. The main content area is titled 'All forums' and includes an 'info' icon. Below the title, it says 'Short name: allforums' and 'This page contains a list of the main forum categories.' There are two highlighted sections: 'Open for Forum:' with a list item '2. Users, Mon 30 Sep 15:08 2002' and 'Closed for Forum:' with a list item '5. Web4Health FAQs, KOM Administrator, Mon 30 Sep 15:21 2002'. Two arrows point from explanatory text at the bottom to these sections. The explanatory text states: 'Open for Forums are forums, open for everyone.' and 'Closed for Forums are forums open only for some users.'

## 4.4 The FAQ Production Page

You can go to the FAQ production category page either directly, by using its web address, <http://cmc.dsv.su.se/eu/kom/faqprod1:login>, or indirectly from other pages, which have links to it.

The FAQ production page can look something like this:

The screenshot shows a forum interface for 'FAQ production'. At the top, there is a navigation bar with buttons for 'News', 'Private', 'All forums', 'Help', and 'Logout'. Below this, the forum title 'FAQ production' is displayed with a 'Short name: faqprod1' and 'Open for: Web4Health FAQ\_s'. A list of discussions is shown, each with a title, author, and date. A search bar and a 'Create FAQ type 1' button are also visible.

The red flags indicate that you have some unseen information on this page.

Important commands in this page are:

Word:  Search

Here you can search for a particular FAQ, using a word in its title or body as search criterion. If this command is not visible, use the **Index this forum** command. You can also search for a particular FAQ using the search facility at <http://web4health.info/en/answers/>, but that search facility only works for FAQs which have been classified into the FAQ system.

**Index this forum**

Use this command if the **Word:  Search** is not visible.

**Create FAQ type 1**

Command to add a completely new FAQ.

### 4.5 Page for Viewing a Single FAQ

If you click on the name of a single FAQ, you go to the page for this single FAQ. Here is an example of how the top of this page can look like:

The screenshot shows a forum page with a navigation bar (News, Private, All forums, Help, Logout) and a left sidebar with options like 'Go to: All forums', 'Web4Health', 'FAQs', 'FAQ production', 'Exercise and Diet', 'Show History', 'Translate or modify Exercise and Diet', 'Subtract link', 'Who are present', and 'Show members'.

The main content area displays the following information:

- Title:** Exercise and Diet (with an info icon)
- Short name:** life-food-and-exercise
- To:** [FAQ production](#)
- Modified by:** [Jacob Palme](#), Thu 03 Oct 13:51 2002
- Question:** (with an info icon)
- Group:** (with an info icon) Select a value
- Identifier:** (with an info icon) life-food-and-exercise
- Date-created:** (with an info icon) 5 Jul 2002
- Body:** (with an info icon) To some extent it is correct to eat a little more when one exercises. However, for most people the body's basic use of energy makes the greatest demands and the difference between this and the amount needed for exercise is small. Example for a person weighing 73 kg:
 

Normal consumption of energy while sleeping or resting	1900 kcal/day
One hour of walking	340 kcal
One hour of intensive gymnastics	750 kcal
- Sources:** (with an info icon) [More about exercise.](#)  
[More about exercise and energy consumption.](#)

Annotations with arrows point to these elements:

- Title of the FAQ:** Choose the title carefully to help people decide if this is the answer they are looking for.
- Short name of the FAQ:** This name should never be changed after an answer has first been created. Choose the name as specified in the FAQ naming guide.
- Click the (i) to get more information.** (pointing to the info icon in the Body field)
- The main text of the FAQ.** (pointing to the body text)
- The source and author of the FAQ. EU requires that all pages have some source indication.** (pointing to the Sources field)

The most important command above is:

**Translate or modify Exercise and Diet**

This command is used if you want to modify any of the attributes of this FAQ, or if you want to enter a translation into another language.

The bottom of a page showing a single FAQ looks like this:

Export this page to:

- Web area for answers (English) (\*)
- Export to FAQ database (\*)
- Printable answers (\*)
- Web directory for sources (\*)

Export area for exporting this answer to the user data base.

**To Discussions:**

- 1356. [Re: Illegal content, Jacob Palme](#), Wed 18 Sep 19:48 2002
- 1355. [Illegal content, Jacob Palme](#), Wed 18 Sep 19:47 2002

---

### Write Message

Subject:

English  Enter the text... Plain Text  Smart  HTML

Attachment:

**Information - Rules for Web4Health Users**

Language: [Swedish](#) ( [o](#) [o](#) [o](#) ) , [English](#) ( [o](#) [o](#) )

You are logged in as Jacob Palme  
Today's date: Sun, 6 Oct 2002 12:16:53 +0200

KOM 2002

List of comments on this page (only for project partners) written by project partners. There is a red flag on comments you have not yet read.

Area for writing a comment (discussion item) for the other project partners on this FAQ. Not shown to users, only to project partners.

This FAQ is available in Swedish and English. You are just now looking at an English version. ( [o](#) [o](#) [o](#) ) indicates that there are three Swedish versions, clicking on the last [o](#) will show the latest of them. Click on a language name to see the latest version in that language.

## 4.6 Discussing an FAQ

If you want to make a comment on an FAQ, you can do it as follows:

1. Go to the web page <http://cmc.dsv.su.se/eu/kom/faqprod1:login>.<sup>1</sup>
2. Locate the FAQ to discuss in the groupware showing the FAQ. Use, for example the **Word:**   to locate the FAQ.  
If the command above is not visible, click on **Index this forum** and wait a minute until **Word:**   appears.
3. Below the text of the FAQ there may be an area which looks like this:

**To Discussions:**

**641. [Addictive excersise, Jacob Palme](#), Wed 13 Nov 03:13 2002**

This area lists already existing comments on this FAQ.

4. If you want to comment on an existing discussing item, click on its name above ([Addictive excersise](#) in the example above), and then click on **Reply to all**.
5. If you want start a new discussion thread on this FAQ, Scroll to the bottom of the window, where you will find a **Write message** area to write a new comment on this FAQ.

<sup>1</sup> To easily get to pages you often need to get to, you can make bookmarks for them in your web browser. This is explained in chapter 8 on page 21.

## 5 Creating a New FAQ

### 5.1 Use of Dreamweaver or Direct Entry of HTML Code?

This is not an either/or, you might choose to learn to use both methods. But then the issue is which to learn first.

	Advantage of using Dreamweaver	Advantage of writing direct code
Ease to learn	You have to learn Dreamweaver.	You need not learn Dreamweaver, but will have to learn some HTML.
Editing	You can easily use more advanced HTML facilities like pictures, tables, enumerations.	You may have to ask someone else for help when your answer needs such advanced formatting.
See result 1	You can see the layout of the future text while you edit the HTML using Dreamweaver.	You have to submit a change and export it to the web site before seeing how it looks like.
See result 2	If you submit Dreamweaver text to KTH for batch processing, it may take a week or two before it gets into the test/demo data base.	You can immediately test how your changed text will work when viewed by users, and when searched for using the FAQ system.

For an example of an FAQ with tables and pictures, see <http://web4health.info/en/answers/ed-psy-versus-normal.htm>

Another example of an FAQ with tables and some coloured text, too, see <http://web4health.info/en/answers/ed-dia-classification.htm>

For an example of an FAQ with enumerations, see <http://web4health.info/en/answers/ed-causes-addictive.htm>

### 5.2 Using Dreamweaver

1. Use the **File->New from Template...** command in Dreamweaver to open a new FAQ file. See [D 5.1 B] for more information.
2. Save the file with a suitable name, see [D 5.1C] on naming of FAQs.
3. Edit the text with Dreamweaver.
4. Either send the text to KTH (suitable if you have a large number of FAQs to enter at the same time) or go to the FAQ production page in KOM (see page 8), and create the new FAQ using the **Create FAQ type 1** command. Paste the content (hold the shift key down when copying from Dreamweaver) and Submit the new FAQ.

### 5.3 Using direct entry of HTML Code

1. Go to <http://cmc.dsv.su.se/eu/kom/faqprod1;login>.
2. Use the command **Create FAQ type 1** to start writing a new FAQ.
3. Fill in your HTML-formatted answer in the textbox for the body.

## 5.4 HTML to use

If you choose choice 5.3, you need knowledge of some HTML commands. Most of them are simple, for the more complex examples at the end of this chapter, you may need to use Dreamweaver or get help from someone who knows more about HTML.

### 5.4.1 Special Character Encodings

Note: KTH plans to modify our software so that you can use the ordinary characters in input to our program, and we will convert them to the encoding described below. You may thus not very often have to see these ugly encodings.

A few characters must be replaced with special encodings in HTML. The most common of them are:

Character	Encoding	Example as seen by user	Example as coded in HTML
"	 	"Something Fishy"	 Something Fishy 
<	&lt;	If your age is < 65 years	If your age is &lt; 65 years
>	&gt;	If your age is > 15	If your age is &gt; 15
&	&amp;	Johnson & Co	Johnson &amp; Co
ü Ü	&uuml; &Uuml;	Übersetzung	&Uuml;zetsung
å Å	&aring; &Aring;	Åkerblom	&Aring;kerblom
ä Ä	&auml; &Auml;	Länder	L&auml;nder
ö Ö	&ouml; &Ouml;	Veröffentlichungen	Ver&ouml;ffentlichungen
é, É	&eacute; &Eacute;	Actualité	Actualit&eacute;

A larger table of these special encodings can be found at <http://www.ramsch.org/martin/uni/fmi-hp/iso8859-1.html>.

## 5.4.2 Ordinary Plain Text with no Special Formatting

*Text looks like this to users:*

Go to:  
New Question  
Answers  
Facts



# How to Help Children not to Develop Eating Disorders

[Top](#) [Discuss this](#) [Ask an expert](#) [Print](#)

Parents can help children achieve healthy hunger and feelings of satisfaction by encouraging them to respect their own body signals. They should not impose upon them their own opinions concerning when eating should take place. The children themselves, of course, have to feel whether they are hungry or satisfied. Parents should avoid giving children food as a consolation or reward. The child's own hunger signals must be the basis of a decision. Food should not be associated with anything other than physical hunger. Parents should make sure that there is always wholesome food at home and try to avoid having tempting junk food within reach. Children may think that junk food is tastier and chose to satisfy their hunger with it. By so doing, they deprive their growing bodies of the nutrition they urgently need.

It is difficult for all parents to satisfy children's needs, especially if they themselves are emotionally disturbed or pre-occupied with their own problems. They can then find it extra hard to interpret a child's expression of its needs.

*The HTML you write looks like this:*

```
Parents can help children achieve healthy hunger and feelings of satisfaction by encouraging them to respect their own body signals. They should not impose upon them their own opinions concerning when eating should take place. The children themselves, of course, have to feel whether they are hungry or satisfied. Parents should avoid giving children food as a consolation or reward. The child's own hunger signals must be the basis of a decision. Food should not be associated with anything other than physical hunger. Parents should make sure that there is always wholesome food at home and try to avoid having tempting junk food within reach. Children may think that junk food is tastier and chose to satisfy their hunger with it. By so doing, they deprive their growing bodies of the nutrition they urgently need.
```

```
<p>
```

```
It is difficult for all parents to satisfy children's needs, especially if they themselves are emotionally disturbed or pre-occupied with their own problems. They can then find it extra hard to interpret a child's expression of its needs.
```

That is, the only special coding you will have to think of is to put a "<p>" between paragraphs.

### 5.4.3 Adding a Link to Another of our FAQs into your FAQ

*Text looks like this to users:*



## Also Parents who Only Mean Well Can Give their Children Eating Disorders

[Top](#)
[Discuss this](#)
[Ask an expert](#)
[Print](#)

**Question:** Is it neglected children who get eating disorders?

**Answer:** Investigations of the childhood of people with eating disorders does not indicate that they have been seriously neglected. Ordinary terms like "lack of love" do not help us to understand their problems. Those details which can be found are often very subtle.

The determining factor is whether the reaction to the child's needs was suitable or was only what the parents wrongly thought was the case. Something has gone wrong in those processes of experience and behaviour which surrounded the handling of food and other bodily needs. Initial faulty and confusing experiences have interfered with their ability to recognize hunger and satisfaction and to separate hunger (the desire to eat) from other unpleasant signals which did not have anything to do with lack of food, and from emotional stress caused by many different conflicts and problems.

[More about child upbringing and how to prevent eating disorders.](#)

#### **The HTML you write looks like this:**

In the Question input area:

```
Is it neglected children who get eating disorders?
```

In the Body Input area:

Note: Colour in the HTML examples are just for readability, you need not use these colours.

```
Investigations of the childhood of people with eating disorders does not indicate that they have been seriously neglected. Ordinary terms like "lack of love" do not help us to understand their problems. Those details which can be found are often very subtle.
```

```
<p>
```

```
The determining factor is whether the reaction to the child's needs was suitable or was only what the parents wrongly thought was the case. Something has gone wrong in those processes of experience and behaviour which surrounded the handling of food and other bodily needs. Initial faulty and confusing experiences have interfered with their ability to recognize hunger and satisfaction and to separate hunger (the desire to eat) from other unpleasant signals which did not have anything to do with lack of food, and from emotional stress caused by many different conflicts and problems.
```

```
<p>
```

```
<a class=mini href="ed-child-raise-infant.htm">
```

```
More about child upbringing and how to prevent eating disorders.</a>
```

Where "ed-child-reaise-infant.htm" is the identifier of the other FAQ you want to refer to, and "More about child upbringing and how to prevent eating disorders" is the text which the user clicks on to get to this other FAQ.

If you want to put more than one such reference to another FAQ at the bottom, write like this example:

```
<a class=mini href="ed-child.htm">
More about child upbringing and how to prevent eating disorders.</a>
<br>
<a class=mini href="ed-treat-child.htm">
Is slimming needed for fat children?</a>
```

If you want a reference to a an external web site, you have to include the full web address of the site. Example:

```
<a class=mini href="http://www.something-fishy.org/isf/genetics.php">
More about genetic predispositions for eating disorders.</a>
```

#### 5.4.4 Adding a Picture in your FAQ

**Text looks like this to users:**

Sugar raises the amount of sugar in your blood. Your body then produces insulin in order to reduce the amount of sugar. This may cause you to feel low, and want to take another dose of sugar. If you have this problem, switch to food which is taken up slower by the body.



Unfortunately, a lot of foods contain unnecessary sugar. For example, bread and salad sauces often contain sugar which need not be there. Most candies also contain sugar. And bananas consist mostly of sugar. It is possible to make good salad sauces, bread and other food without using sugar.

**The HTML you write looks like this:**

If you want to include a picture in a page, write like follows for a link to a picture with the filename `salad-sauce.jpg` for the picture file:

```
<p>Sugar raises the amount of sugar in your blood. Your body then produces insulin in
order to reduce the amount of sugar. This may cause you to feel low, and want to take
another dose of sugar. If you have this problem, switch to food which is taken up slower
by the body.
<p>

Unfortunately, a lot of foods contain unnecessary sugar. For example, bread and salad
sauces often contain sugar which need not be there. Most candies also contain sugar. And
bananas consist mostly of sugar. It is possible to make good salad sauces, bread and other
food without using sugar.
```

You must also send the picture to KTH for inclusion in our web site. The above example is for a language-independent picture, as for example on the page <http://web4health.info/en/answers/life-food-sugar.htm>. “align=left” causes text to flow around the picture as on page <http://web4health.info/en/answers/life-food-sugar.htm>. If you exclude “align=left” and have <p> before and after the picture, then the picture will be placed between paragraphs.

If you need to include a reference to a language-dependent picture (picture with text in the picture, as in <http://web4health.info/en/answers/ed-psy-versus-normal.htm>), then

instead of `src="/images/salad-sauce.jpg"` write `src="images/picture-file.gif"` where `picture-file-gif` is the name of the file with the language-dependent picture.

### 5.4.5 Bulleted Lists

**Text looks like this to users:**

- Alcoholism and drug disorders
- Eating disorders
- Compulsive sex dependence
- Compulsive gambling
- Self-injury and anorexia nervosa (even body injury can stimulate the reward centre in order to protect the body from pain).

**The HTML behind this might be:**

```
<ul>
<li>Alcoholism and drug disorders
<li>Eating disorders
<li>Compulsive sex dependence>
<li>Compulsive gambling
<li>Self-injury and anorexia nervosa (even body injury can stimulate the
reward centre in order to protect the body from pain).
</ul>
```

### 5.4.6 Numbered Lists

Numbered lists are often used in the “sources” field.

**Text looks like this to users:**

1. Fabio Piccini, doctor and Jungian psychotherapist, in charge of the "Centre for Eating Disorders Therapy" at "Malatesta Novello" nursing home in Cesena. Works privately in Rimini and Chiavari. E-mail: [fabio.piccini@iol.it](mailto:fabio.piccini@iol.it)
2. Daniela Bavestrello, psychologist and psychotherapist with psychodynamic training. Contract professor of Groups' Dynamics in the University of Bologna. Is jointly responsible for the Clinical Psychology and Psychotherapy Services at "Malatesta Novello" nursing home in Cesena. She works privately in Rimini and Chiavari. Writes for "Donna Moderna" and "Starbene" magazines. E-mail: [daniela.bavestrello@iol.it](mailto:daniela.bavestrello@iol.it)

**The HTML behind this might be:**

```

<ol>
<ol>Fabio Piccini, doctor and Jungian psychotherapist, in charge of
<br>the Centre for Eating Disorders Therapy<br> at <br>Malatesta
Novello<br> nursing home in Cesena. Works privately in Rimini and Chiavari.
E-mail: <a href="mailto:fabio.piccini@iol.it">fabio.piccini@iol.it</a>
<ol>Daniela Bavestrello, psychologist and psychotherapist. Professor
in Group dynamics at Bologna university. Responsible for clinical psychology
and psychotherapy at <br>Malatesta Novello<br> nursing home.
She works privately in Rimini and Chiavar. She writes for
<br>Donna Moderna<br> and <br>Starbene<br> magazines.<br>
E-post: <a href="mailto:daniela.bavestrello@iol.it">daniela.bavestrello@iol.it</a>
</ol>

<ol>
<ol>Fabio Piccini, doctor and Jungian psychotherapist, in charge of the
<br>Centre for Eating Disorders Therapy<br> at <br>Malatesta Novello<br>
nursing home in Cesena. Works privately in Rimini and Chiavari. E-mail:
<a href="mailto:fabio.piccini@iol.it">fabio.piccini@iol.it</a>
<ol>Daniela Bavestrello, psychologist and psychotherapist with psychodynamic
training. Contract professor of Group Dynamics in the University
of Bologna. Is jointly responsible for the Clinical Psychology and Psychotherapy
Services at <br>Malatesta Novello<br> nursing home in Cesena. She
works privately in Rimini and Chiavari. Writes for "Donna Moderna"
and "Starbene" magazines.<br>
E-mail: <a href="mailto:daniela.bavestrello@iol.it">daniela.bavestrello@iol.it</a>
</ol>

```

**5.4.7 Link List Pages**

Link list pages are more difficult to produce without Dreaweaver or help from an HTML expert. They are even somewhat tricky to produce with Dreamweaver.

**Text looks like this to users:**

**Causes †**

[Child care](#) • [Slim ideals](#) • [Cultural causes](#) • [Fast food](#) • [Preventing eating disorders](#) • [Food addiction](#) • [Sexual abuse](#) • [Lack of self-esteem](#) ...

**Diagnosis and Treatment †**

[Drugs](#) • [Surgery](#) • [Step by step](#) • [Plan for getting well](#) • [Self-monitoring diaries!](#) • [Self-help](#) • [Self-feeding](#) • [Psychotherapy](#) † • [Exercise](#) • [Your ideal weight](#) • [Changing your life style](#) • [Changing your eating habits](#) • [Family and friends](#) • [Do something else instead of eating](#) • [Where can I get help?](#) ...

**The HTML behind this page is rather complex. It looks like this:**

```

<table width="100%" border="0" cellspacing="0" cellpadding="9">
<tr>
<td class=body width="50%" valign="top">
<p><b><a href="/FAQ-entries/ed-causes-links.htm">
Causes
&nbspnbsp  </a></b><br>
<a href="/FAQ-entries/ed-child-links.htm"><font size="2">
Child care
</font></a><font size="2">

```

```

<a href="/FAQ-entries/ed-causes-slim-ideal.htm">
Slim ideals
</a>
 <a href="/FAQ-entries/ed-causes-
culture.htm">
Cultural causes
</a> 
<a href="/FAQ-entries/life-food-fast.htm">
Fast food
</a> 
<a href="/FAQ-entries/ed-treat-prevent.htm">
Preventing eating disorders
</a> 
<a href="/FAQ-entries/ed-causes-addictive.htm">
Food addiction
</a> 
<a href="/FAQ-entries/ed-dia-sexual-abuse.htm">
Sexual abuse
</a> 
<a href="/FAQ-entries/ed-psy-self-esteem.html">
Lack of self-esteem
</a>
...
</font></p>
</td>
<td width="50%" valign="top">
<p><b><a href="/FAQ-entries/ed-treat-links.htm">
Diagnosis and Treatment
<br>
</a></b><a href="/FAQ-entries/ed-treat-drugs.htm"><font size="2">
Drugs
</font></a><font size="2">
<a href="/FAQ-entries/ed-treat-plastic-op.htm">
Surgery
</a> 
<a href="/FAQ-entries/ed-treat-psy-behave-change.htm">
Step by step
</a> 
<a href="/FAQ-entries/ed-treat-general.htm">
Plan for getting well
</a> 
<a href="/FAQ-entries/ed-treat-self-monitoring.htm">
Self-monitoring, diaries
</a><a href="/FAQ-entries/ed-treat-general.htm">1</a>

<a href="/FAQ-entries/ed-treat-self-help.html">
Self-help
</a> 
<a href="/FAQ-entries/ed-treat-self-feeding.htm">
Self-feeding
</a>
<a href="/FAQ-entries/ed-treat-psychotherapy.htm">
Psychotherapy
</a> 

<a href="/FAQ-entries/ed-other-exercise-general.htm">
Exercise
</a>
<a href="/FAQ-entries/ed-dia-weight-ideal.htm">Your

```

```

ideal weight</a> 
<a href="/FAQ-entries/ed-treat-change-life.htm">
Changing your life style
</a>

<a href="/FAQ-entries/ed-treat-behavior.htm">
Changing
your eating habits
</a> 
<a href="/FAQ-entries/ed-treat-links.htm">
Family and friends
</a> 
<a href="/FAQ-entries/ed-treat-do-instead.htm">
Do something else instead of eating
</a>

<a href="/FAQ-entries/ed-treat-get-help.htm">
Where can I get help?
</a></font> ...
</td>
</tr>
</table>

```

## 6 Modifying an FAQ

To modify an already entered FAQ, or to translate it to another language, go to the page for viewing a single FAQ, and click on the **Translate or modify** command.

You will then get to a new version of the page, which has a modification area at the bottom. The top of this modification area looks like this:

The screenshot shows the 'Translate or modify' form for an FAQ. The form is titled 'Translate or modify' and is located on the 'All forums' page. The form includes the following fields and annotations:

- Language:** A dropdown menu set to 'English'. An annotation points to it with the text: 'First select the language in which you are entering new or changed text.'
- Title:** A text input field containing 'Rules for Web4Health Users'.
- Question:** A large text area for the question.
- Group:** A dropdown menu set to 'Select a value'. An annotation points to it with the text: 'Then select a group, which should agree with the beginning of the short name.'
- Identifier:** A text input field containing 'project-this-site-rules'. An annotation points to it with the text: 'Never modify the short name (identifier) of the FAQ.'
- Date-created:** A text input field containing '5 Jul 2002'.
- Body:** A large text area containing HTML code for the body text. An annotation points to it with the text: 'If you want to modify the text of the body of the FAQ, move down to the body area.'

If you only want to make small changes in the wording, you can edit the HTML text in the body text box. For example, select the word serious as below:

**Body:** ⓘ

```
<p>
Web4Health is intended for serious exchange of information and
experience
on eating disorders. If you want to discuss your own or your
friends' or
relatives' problems, you can participate
<a href="project-this-site-privacy.htm"> pseudonymously</a>
(your real name is secret), but you still have to adhere to
these rules.
<ul>
<li>
You may not use Web4Health to say illegal things, such as racial
```

and type a replacement text, such as such as "sincere":

**Body:** ⓘ

```
<p>
Web4Health is intended for sincere exchange of information and
experience
on eating disorders. If you want to discuss your own or your
friends' or
relatives' problems, you can participate
<a href="project-this-site-privacy.htm"> pseudonymously</a>
(your real name is secret), but you still have to adhere to
these rules.
<ul>
<li>
You may not use Web4Health to say illegal things, such as racial
```

When you are ready, scroll down to the bottom of the page, and push the **Submit** button.

If you want to make larger changes, click in the text box, whose content is to be changed, for example the “**Body**” text box, and give the command **Select all** to your web browser. Then give the command **Copy** to your web browser, move to the Dreamweaver program, and open a new or existing FAQ based on the template for our project (see ID 5.1 B]).

Then, in Dreamweaver, move to the Body area, click anywhere inside it, click on `mm.editable` at the bottom of the main window, and give the **Paste** command to Dreamweaver, *holding the **Shift** button down while pasting.*

Then make the modifications in Dreamweaver, click `mm.editable` again, give the **Copy** command to Dreamweaver, *holding the **Shift** button down while copying.* Then move to your web browser, give the **Paste** command to your web browser, move down to the bottom of the page and push the **Submit** button.

## 7 Internal Repository of Documents

Note: This chapter describes how to add files, such as Word documents or Acrobat documents. It does *not* describe how to add FAQs.

There is in the groupware an area for interntal storage of documents. You can find this area at the webb address: <http://cmc.dsv.su.se/eu/kom/kom2002-documents;login><sup>1</sup>

<sup>1</sup> To easily get to pages you often need to get to, you can make bookmarks for them in your web browser. This is explained in chapter 8 on page 21.

## 7.1 To Find a Document

1. Go to <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
2. (You will be asked to log in if you are not already logged in.)
3. Click on the name of the document you want to find.
4. After the word **Attachment** (in red colour) is a link to download the document.
5. If there is more than one **Attachment** with the same name, the last one is the latest version.

## 7.2 Finding an Earlier Version of a Revised Document

If you want to download an earlier, not the latest version, perform step 1-3 in section 7.1. You may also see the text

**Language:** [English](#) ( [o](#) [o](#) [o](#) [o](#) )

Each [o](#) represents a previous version. The last [o](#) is the latest version.

You might also see several entries, the entry lowest down on the page is the latest.

If there are more than one **Attachment** with the same name, they represent different older and newer versions of this attachment.

## 7.3 Adding a New Document

1. Go to <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
2. (You will be asked to log in if you are not already logged in.)
3. Scroll down to the bottom of the screen.
4. Write the title of the document in the Subject line.
5. Write an abstract of the document in the large text box.
6. Click on the **Browse...** button.
7. Locate the file you want to upload.
8. Note: If you want to attach more than one attachment, click on **Preview/Save** between each attachment. Each **Preview/Save** may take some time.
9. Click on the **Submit** button.
10. Wait... submission of a large document may take some time.

## 7.4 Adding a Revised Version of an Existing Document

1. Go to <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
2. (You will be asked to log in if you are not already logged in.)
3. Click on the name of the document you want to revise.
4. Click on the **Translate or modify message** command.
5. Continue from step 4 in section 7.3.

Note: If you are told that you are not allowed to perform the **Translate or modify message** command, then instead use the **Reply to all** command.

## 8 Making Bookmarks in Your Web Browser

If you often need to go to a particular web page, you can make a bookmark to it in your web browser. Pages, which you may want to bookmark for our project are:

1. The forum and chat system, <http://cmc.dsv.su.se/eu/kom/>
2. The project-internal area, <http://cmc.dsv.su.se/eu/kom/faqs/:login>

3. The FAQ production area, <http://cmc.dsv.su.se/eu/kom/faqprod1:login>
4. The area for storage of internal documents, <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
5. The main static user web page, <http://web4health.info/>

How to add bookmarks for this is below explained using the Microsoft Internet Explorer web browser version 6.0 on a Windows 98 computer.

**Preparations first (done only once)**

- (a) Pull down the **Favorites** menu to **Organize Favorites**
- (b) Click on the button **Create Folder**
- (c) Type a suitable name for the new folder, such as Web4health
- (d) Click on the new folder, and pull it upwards to somewhere at the top of the list of folders.
- (e) Click on the **Close** button.

You have now create a folder, in which to put the Web4Health bookmarks.

**Adding a bookmark (repeat for each bookmark to add)**

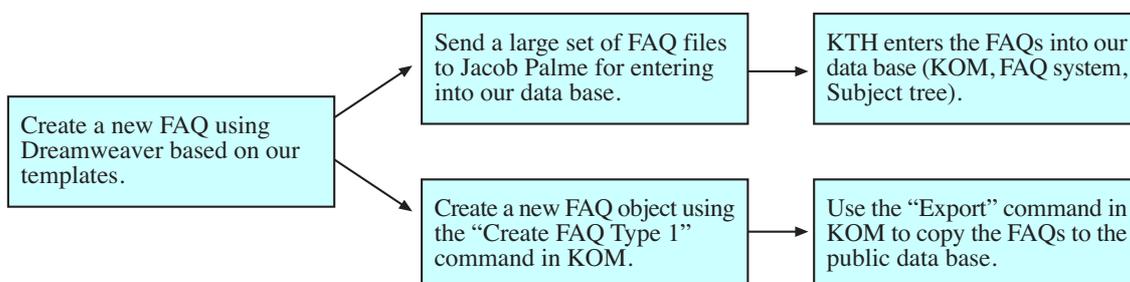
- (a) Go to the page you want to bookmark.
- (b) Pull down the **favorites** menu to **Add to Favorites**.
- (c) Click on  Web4health.
- (d) Click on **Create in >>**

Repeat these steps for all pages you want to bookmark.

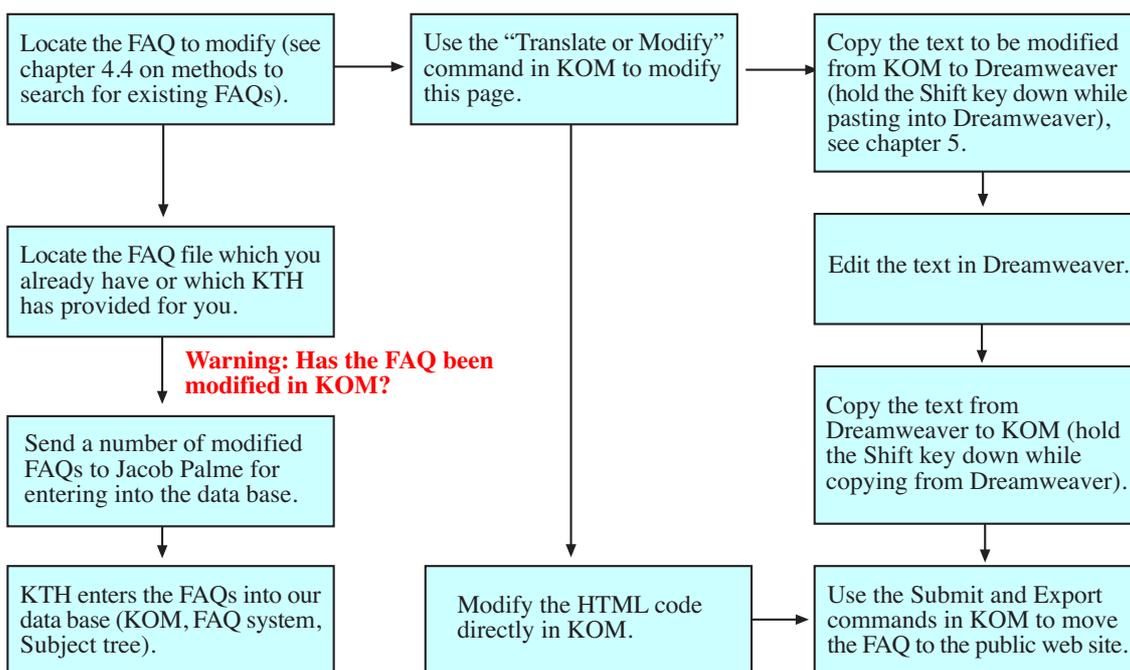
## 9 The FAQ Production Process

Note: If you send a large set of FAQ files to Jacob Palme for entering, you can use the Word template instead of the Dreamweaver template. For more information about the Word template, see [D5.1 B].

### Creating a new FAQ



### Modifying or translating an existing FAQ



### Discussing/commenting on an existing FAQ text



## 10 References

- D5.1B Dreamweaver templates for Web4Health web site design, by Jacob Palme. KOM2002 deliverable D 5.1B.
- D 5.1C Naming of Web4Health Informational Pages, by Jacob Palme, KOM 2002 deliverable D 5.1C.

# Web4Health

22071Y2C2DMAL2

## Attachment to REPORT D5.1 version 1.0

Dreamweaver and Word Templates  
for Web4Health Web Design  
Report D5.1B

**Written by:**  
Jacob Palme, KTH

**Contractual Date of Delivery:** 1 Jan 2003

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**Nature of the Deliverable:** Report

**Deliverable Type:** Public

**Workpackage** WP2

**Responsible Partner:** FH NON

---

**\*Type: PU-public, LI-limited, RP-restricted**

**\*\*Nature: PR-Prototype, RE-Report, SP-Specification, TO-Tool, OT-Other**

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## 2 Executive Summary

This document describes a format for producing answers to the Web4Health collection of answers to questions in the mental health area. The format described in this document is the format, which has been used by the Swedish partners in developing information before the start of the Web4Health project.

This document assumes that you are using Dreamweaver MX under Windows 2000. Some of the examples may not work exactly like shown here if you are using another version of Dreamweaver. It might be possible to use another program for editing the pages, but then the instruction here may not apply.

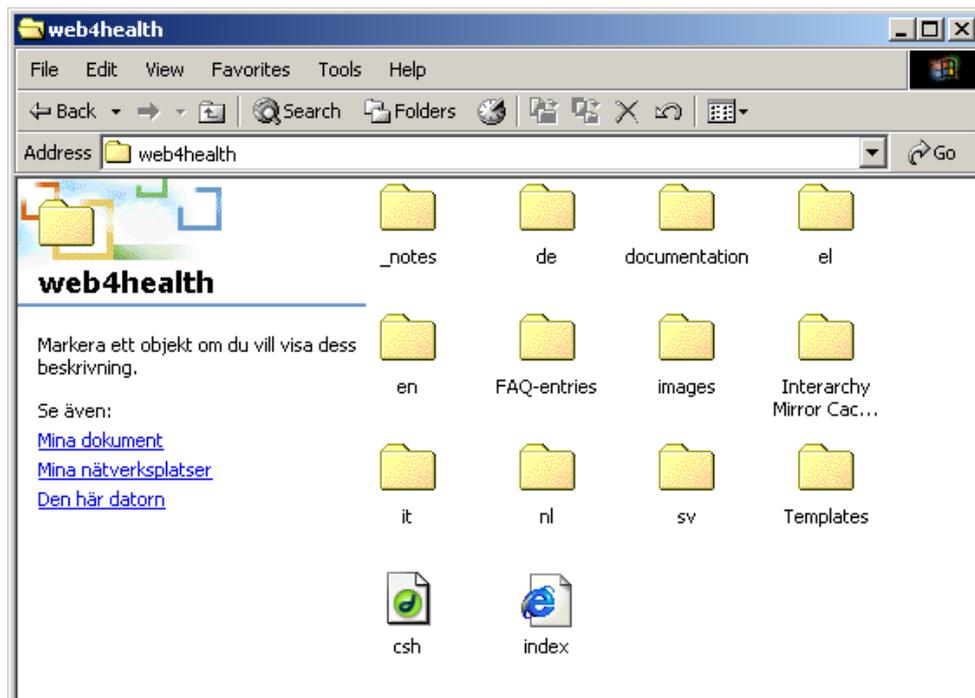
## 3 Installation

This is something you need do only once, so if you have problems with this, ask an expert for help.

After installing Dreamweaver, download the file <http://cmc.dsv.su.se/KOM2002/web4health.zip> and unpack this file.

After unpacking, you will get a directory structure as shown in Appendix A on page 8.

The web4health folder will look something like this if you are using Windows 2000:

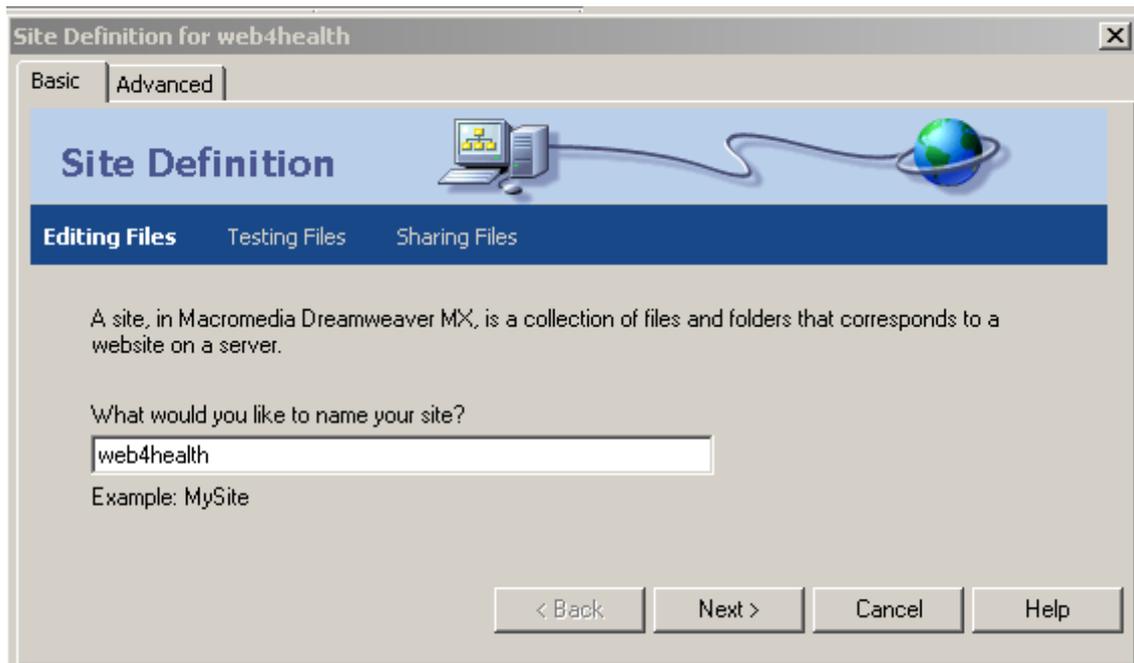


This text is in Swedish but will for you be in some other language.

Start Dreamweaver, use the command **Site -> New Site...** and define a new site as follows:

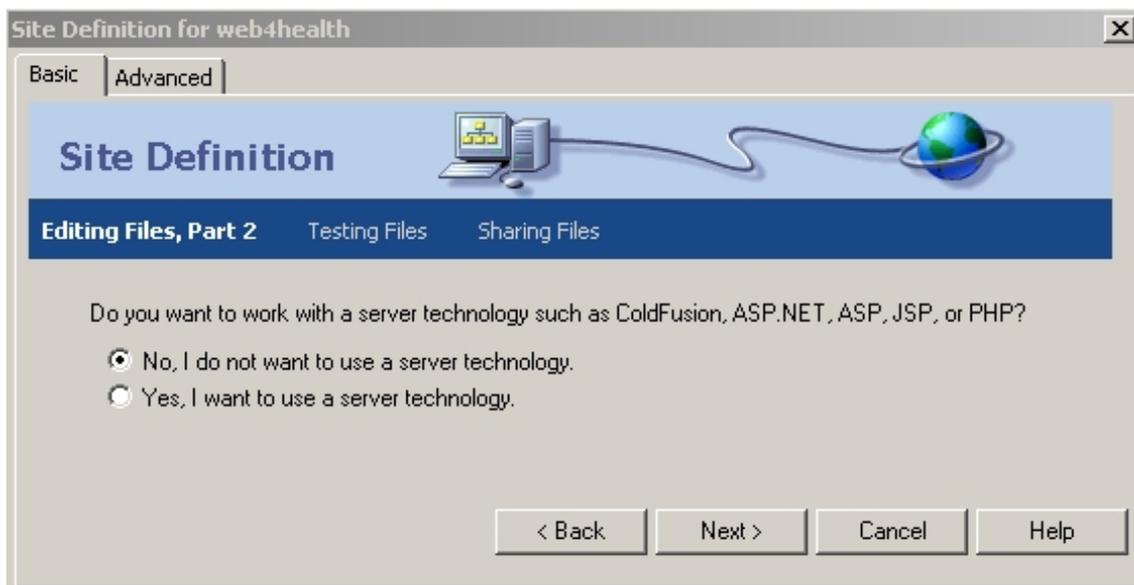
### 3.1 Site Name

When you give the command **Site -> New Site...** to Dreamweaver, you will get the following window first:



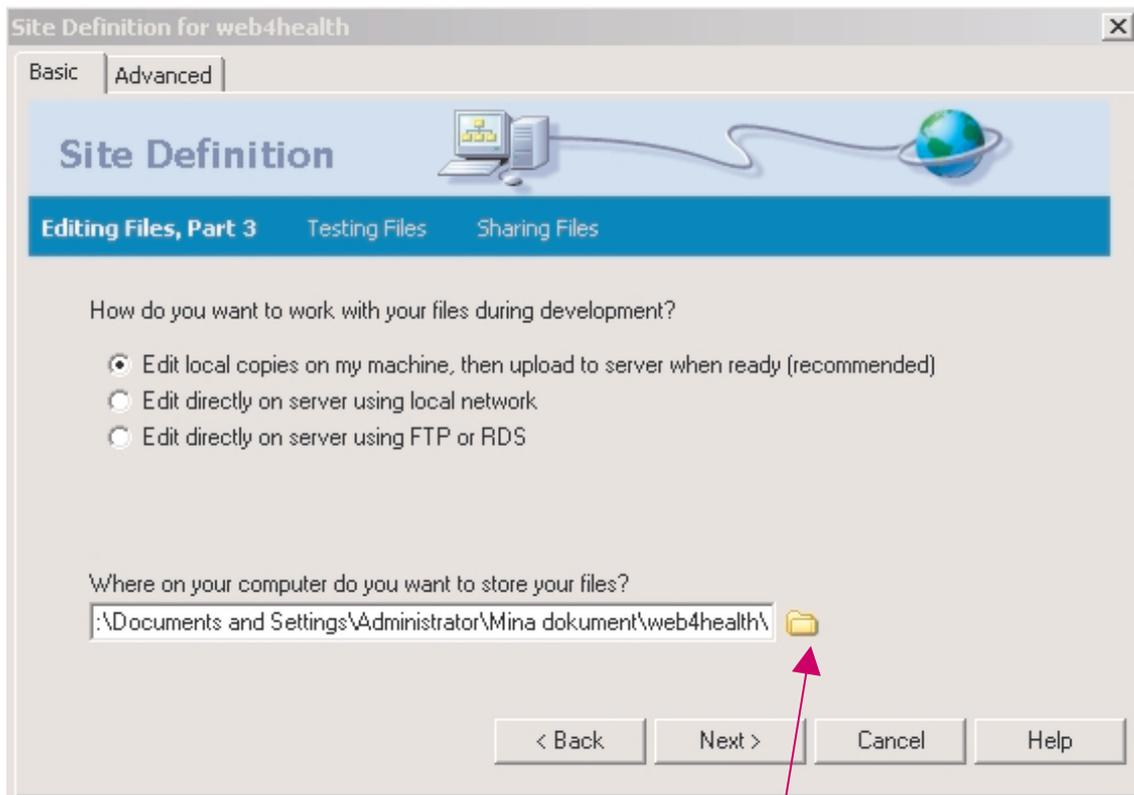
Type "web4health" as the site name, and push the **Next>** button.

You will then get the following window:



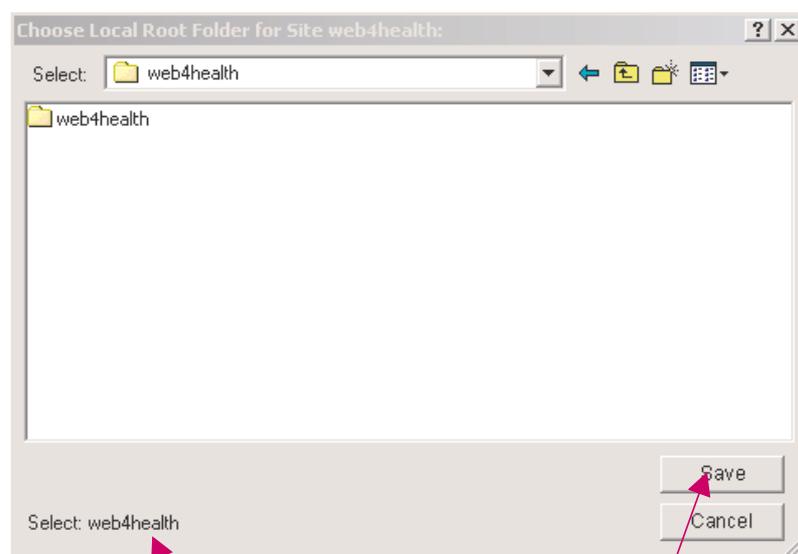
Just push the **Next>** button again.

### 3.2 Selecting the Web4Health Folder



Click on this folder symbol to select the web4health folder you have just unzipped.

When you click on the folder symbol in the window above, you will get into a file selection window, where you can locate the web4health folder, which you have just unzipped:

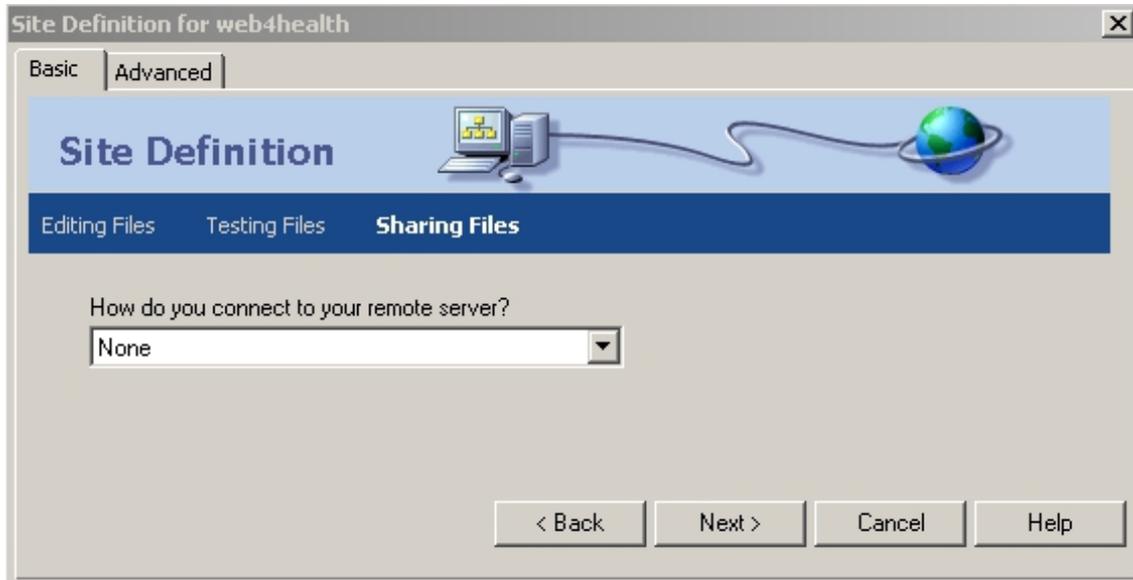


When this text says "web4health"

Push this button to select this folder

### 3.3 Remote Server

When you push **Next:** you get to this window.

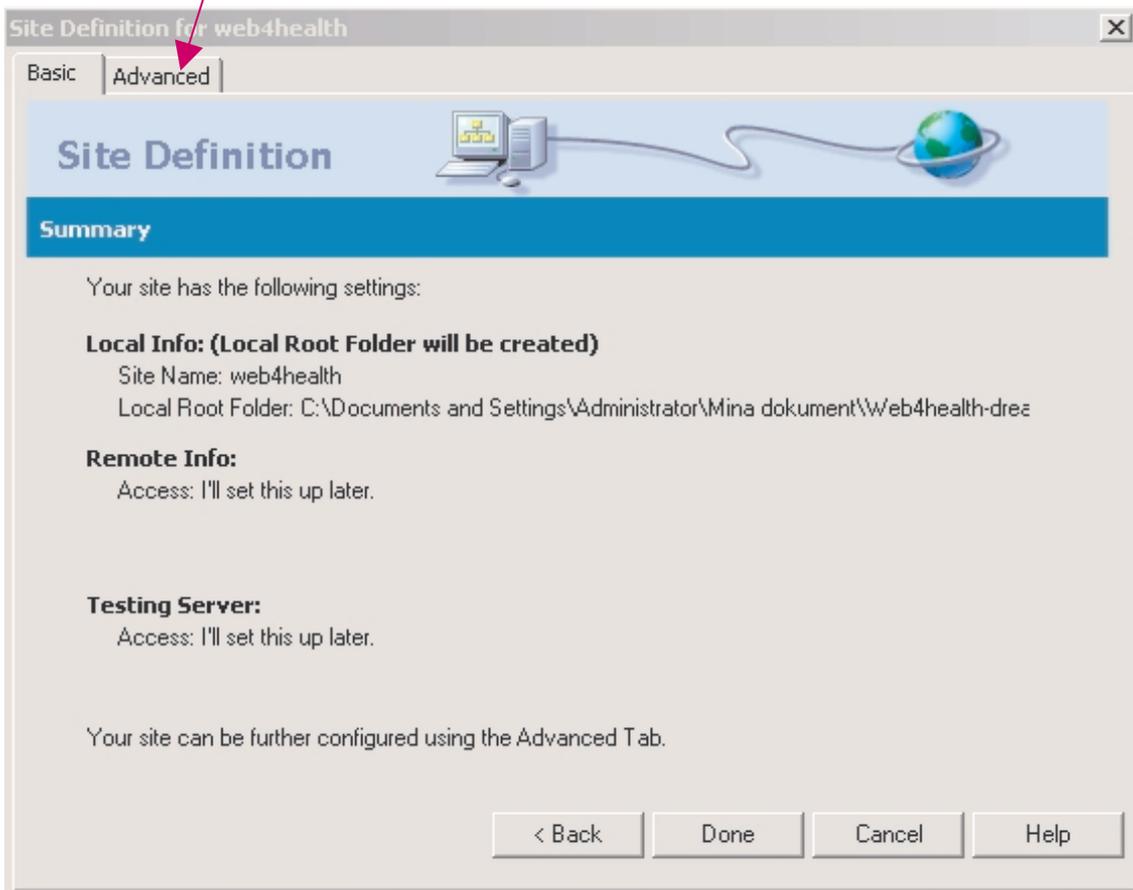


Just push **Next:** again, we will probably not use any of the built-in methods for submitting files.

### 3.4 Advanced Settings

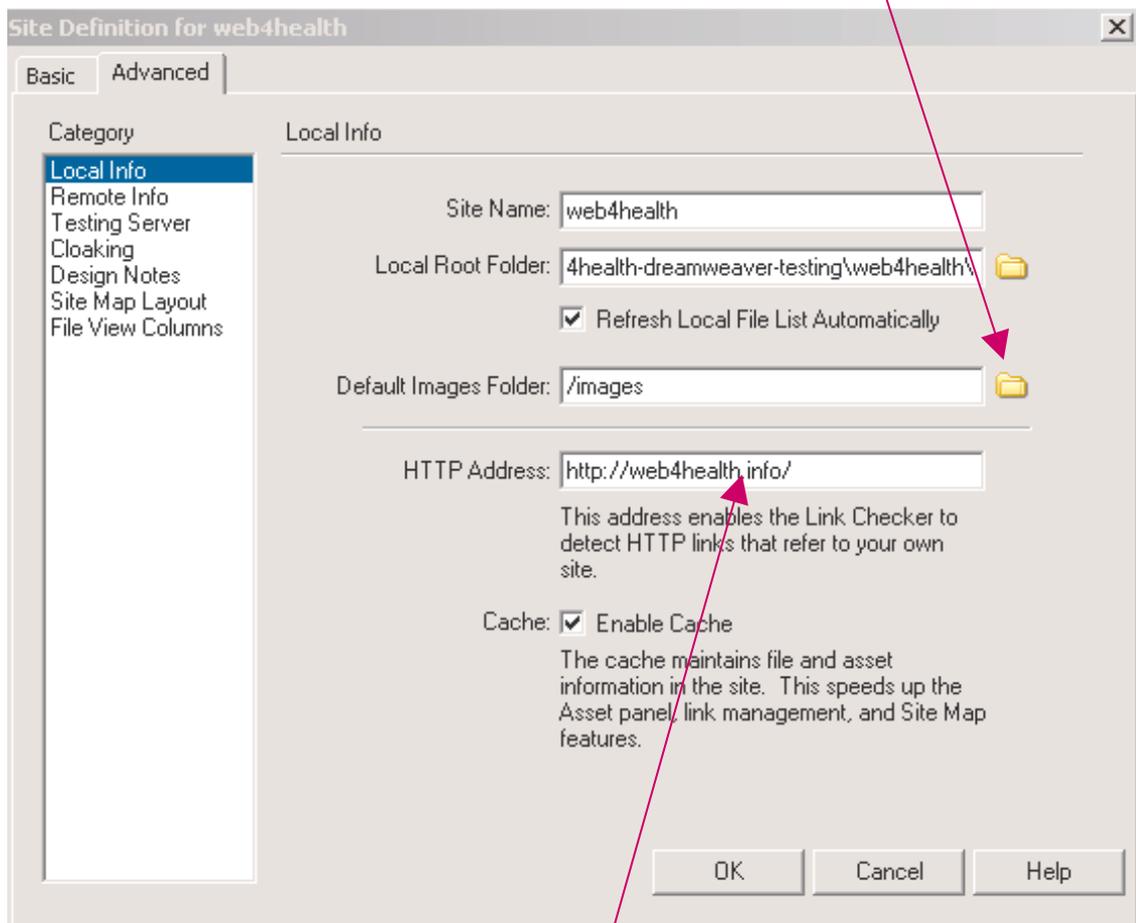
When you pushed **Next:** again, you got to the following window, where you click on the **Advanced:** tab.

Advanced tab



You then get to the following window, where you need to make two more settings:

Click here and select the “images” folder within the “web4health” folder which you have just unzipped. Note that this “images” is only for language-independent pictures. If you need to use language-dependent pictures (such as pictures with text, see for example <http://web4health.info/en/answers/ed-psy-versus-normal.htm>) then you have to put them in the separate “images” folders within each language subfolder.



In this field, type the text `http://web4health.info/`.

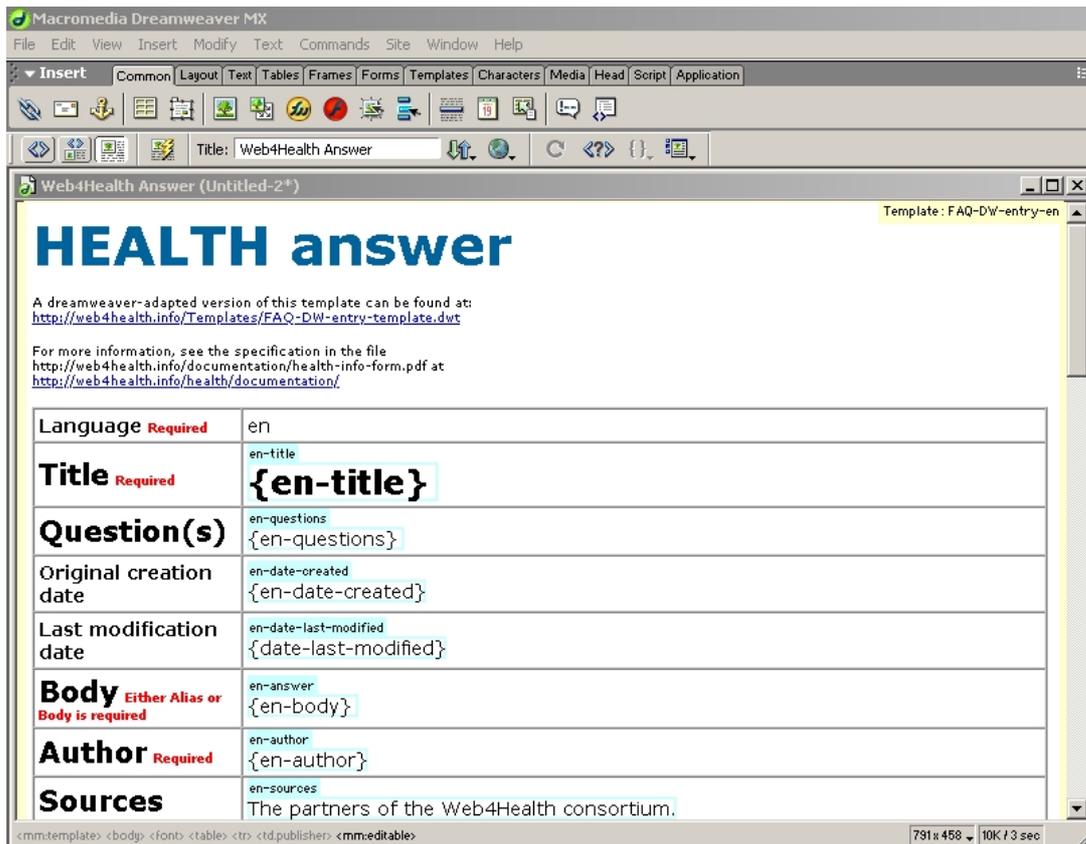
## 4 Starting to Write

To start writing a new health informational answer, use the Dreamweaver command `File -> New from Template` and select one of the following four templates:

Template file name	Description
FAQ-DW-entry-all.dwt	Template for entering a page in all languages
FAQ-DW-entry-de.dwt	Template for entering a page in German
FAQ-DW-entry-el.dwt	Template for entering a page in Greek
FAQ-DW-entry-it.dwt	Template for entering a file in Italian
FAQ-DW-entry-nl.dwt	Template for entering a file in Dutch
FAQ-DW-entry-sv.dwt	Template for entering a file in Swedish

FAQ-DW-entry-en-Sweden.dwt    Template for entering a file in English with Swedish default author and source (Shown as an example, partners can make similar modifications to their templates to enter their default author and source).

When you have opened a template, you will see the following window:

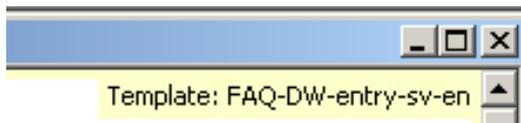


If the file contains the entry in more than one language, each language is separated by a language-row. Attributes common to all languages can in such a case be placed before the first language row. Apart from this, the order of the rows is not significant.

**Important:** Immediately after opening the template, use the **File->Save As** command and save it, in the folder “web4health/??/FAQ-entries” where “??” is the language of the entry you are writing, giving it a name according to the specification in [D 5.1C]. This **must** be done before you specify any links or pictures in your web page, otherwise the links will not work correctly.

Save each answer as a separate file, choosing the file name as specified in [D5.1C] which can be found at <http://cmc.dsv.su.se/web4health/documentation/KOM2002-page-naming.doc>. Add “.htm” at the end of the file name when saving it. Save them in the folder `web4health/??/FAQ-entries/` where “??” is the language of the entry you are writing.

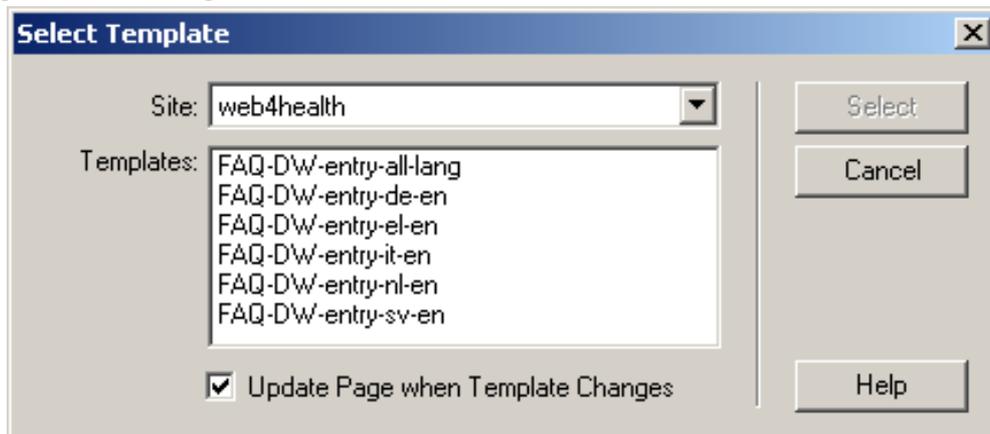
If you have downloaded a web page from another computer, it may not be attached to a template. If you are attached to a template, then the template name is shown in the upper right corner of the text window, something like this:



If you do not see this, you have to attach to a template. How to do this is described in section 4.1 below.

### 4.1 Attaching to a Template

Use the Dreamweaver command [Modify -> Templates -> Apply Template to file]. You will then get the following window:



In this window, select the Template to use, depending on which language you are entering the page in (for example, FAQ-DW-entry-de means an FAQ in the German).

## 5 Notes when writing answers

### 5.1 Fields to Fill In

When you fill in the template, you need initially only fill in the following items:

Field name	Contents	Example
Question	Typical question or questions which users might ask to get to this answer. Not too long.	Which drugs against obesity are good? Is there any good medicine against overweight?
Title	Title to be shown on top of the answer page	Drugs for treatment of obesity
Body	Full text of the answer.	<p>Xenical is a medicine which reduces the colon's ability to absorb fat. The usual side effect is diarrhoea.</p> <p>A medicine called Previa or Naltrexone, which was originally used for heroin addiction, can also reduce the problems of alcoholism and eating disorders. Some studies indicate that large doses are required for this effect. The cost is at present very high. More.</p> <p>Phenylpropanolamine has been sold in USA as a medicine for overeating. However, it is not very effective and is believed to increase the risk of heart disease.</p> <p>Medicines like Prozac, Fontex and Seroscand (Fluoxetine) which raise the level of Serotonin can be a useful component in the treatment of compulsive eating. They reduce hunger initially. This effect, however, disappears if you take them regularly for several weeks. They normalise emotions. This effect will not show until after several weeks.</p> <p>Reductil (Sibutramine, Meridia) is a similar medicine, where reduction of hunger is greater at the beginning of treatment. Also here, the effect diminishes with time. A disadvantage is that Reductil is far more expensive than Fluoxetine.</p>

Sources	Indicate the sources for the information given. If you have no other sources, put yourself as the source. Use the numbered list facility of HTML ( <code>&lt;OL&gt;&lt;LI&gt;...&lt;/LI&gt;...&lt;/OL&gt;</code> )	<ol style="list-style-type: none"> <li>1. Addiction and the Eating Disorders, by Caroline Davis, Ph.D., Psychiatric Times, February 2001.</li> <li>2. Eating Disorders and Addiction, by Barton J. Blinder, M.D., Ph.D.; Mary C. Blinder, M.D.; and Visant A. Sanathara, Psychiatric Times, December 1998.</li> <li>3. Personality Characteristics of Females Seeking Treatment for Obesity, Bulimia Nervosa and Alcoholic Disorders, by G. Palme and J. Palme, Personality and individual differences 26(1999), Pergamon Press.</li> <li>4. Eating Disorders, Obesity, Anorexia Nervosa and the Person Within, by Hilde Bruch, 1973., Basic Books, New York.</li> <li>5. Anorexia Nervosa and Bulimia Nervosa, Diagnosis, Treatment and the Role of Impulsivity for Long-Term Outcome, by S- Spjöberg. 1987. Acta Universitatis Upsaliensis, Uppsala.</li> <li>6. Treatment of severe Obesity, by H. Björvell, 1985. Gustav V-s forskningsinstitut, Karolinska Institutet, Stockholm.</li> <li>7. An explorative study of bulimia and other excessive Behaviours, by C. Bergh, 1988. Thesis, Karolinska Institutet.</li> </ol>
---------	---	---

Note: en-body is the body in English, de-body is the body in German, etc.  
The rest of the fields can be filled in later or automatically.

## 5.2 Simple HTML

Avoid advanced and fancy HTML facilities, if not absolutely necessary.

## 5.3 Links between Answers

It is possible to include links between answers. Here is an example of an existing answer with links in it:

**Question:** Why is it mostly women who develop eating disorders?

**Answer:**

Over 90 % of those who develop eating disorders are young women. A contributory cause is that young women try to be beautiful and slim by means of a course of slimming diets and these often cause eating disorders to begin.

Their ideal of slimness doesn't correspond with the body's natural needs and therefore they must suppress the nutritional supply in order to achieve it. When they have once begun to suppress their nutritional needs, an eating disorder arises which later becomes permanent, whether or not they have achieved their ideal. That's how a diet can be the start of an eating disorder.

For example: Eve reads a fashion magazine containing photographs of super slim models and think she is too fat. She tries to follow the magazine's diet advice and lose about 15 kg in a few months. She receives lots of compliments and is encouraged to continue. However, Eve finds that one day she can't resist her intense hunger any longer and eats compulsively. When she has satisfied her hunger she continues to eat to avoid the intense anxiety which her failure to stay with the diet means. [More](#). In her despair

she tries to vomit to get rid of the food. Eve has got stuck in a pattern of starving, compulsive eating and vomiting, which she is unable to break. She is continuously terrified of going up in weight.

[More about unnaturally slim ideals.](#)

[Source](#)

In the example above, “[More.](#)”, “[More about unnaturally slim ideals.](#)” and “[Source](#)” are links to other pages. The link “[More.](#)” is intentionally in a light grey colour, so as not to disturb ordinary reading too much. Compare the following two text examples:

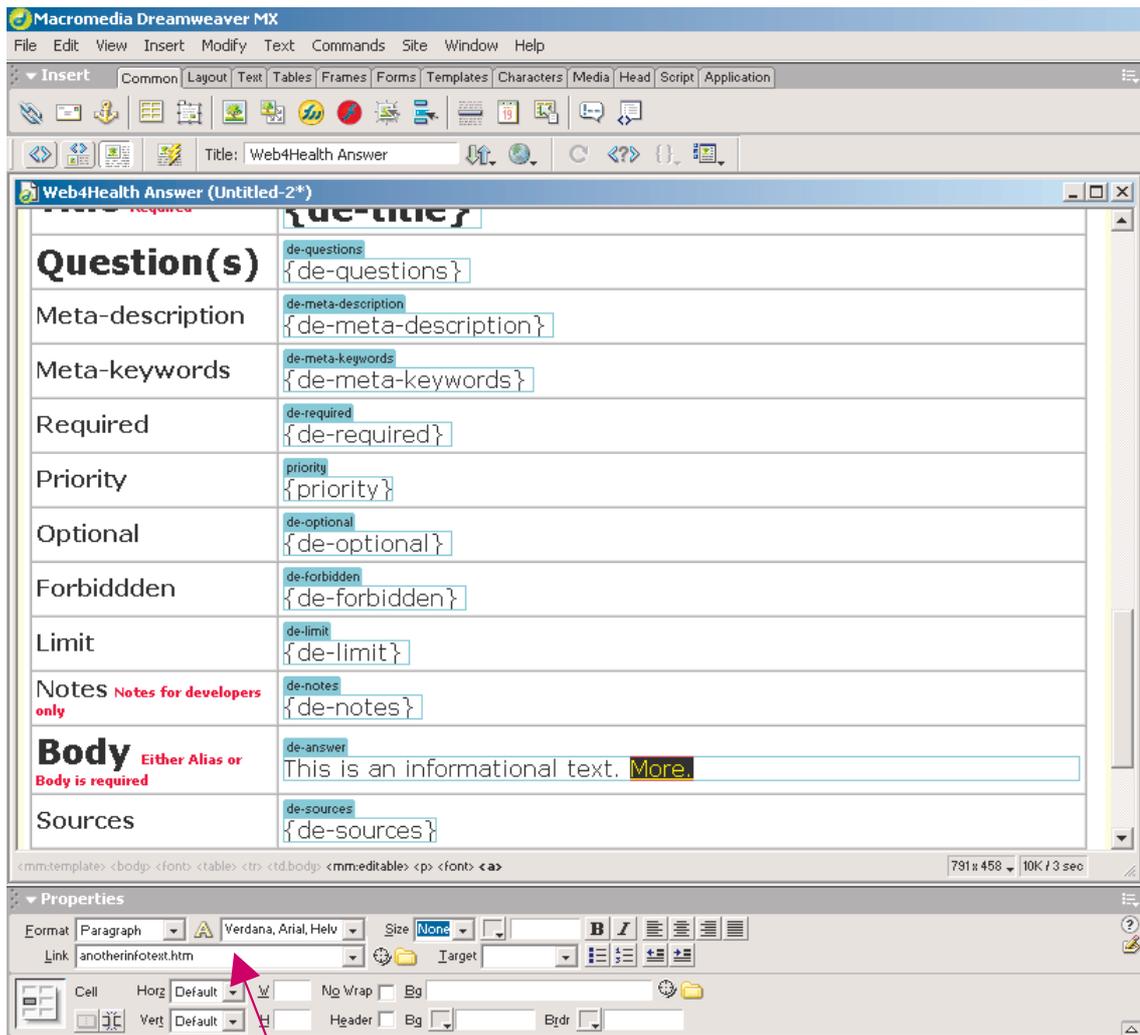
<p>For example: Eve reads a fashion magazine containing photographs of super slim models and think she is to fat. She tries to follow the magazine's diet advice and lose about 15 kg in a few month. She receives lots of compliments and is encouraged to continue. However, Eve finds that one day she can't resist her intense hunger any longer and eats compulsively. When she has satisfied her hunger she continues to eat to avoid the intense anxiety which her failure to stay with the diet means. <a href="#">More.</a> In her despair she tries to vomit to get rid of the food. Eve has got stuck in a pattern of starving, compulsive eating and vomiting, which she is unable to break. She is continuously terrified of going up in weight.</p>	<p>For example: Eve reads a fashion magazine containing photographs of super slim models and think she is to fat. She tries to follow the magazine's diet advice and lose about 15 kg in a few month. She receives lots of compliments and is encouraged to continue. However, Eve finds that one day she can't resist her intense hunger any longer and eats compulsively. When she has satisfied her hunger she continues to eat to avoid the <a href="#">intense anxiety which her failure to stay with the diet means.</a> In her despair she tries to vomit to get rid of the food. Eve has got stuck in a pattern of starving, compulsive eating and vomiting, which she is unable to break. She is continuously terrified of going up in weight.</p>
---	---

The example to the right above is more difficult to read, because the highlighting of the link disturbs reading. The example to the left above is much easier to read, because the link is smaller, shorter and in a light grey colour.

To insert links with Dreamweaver:

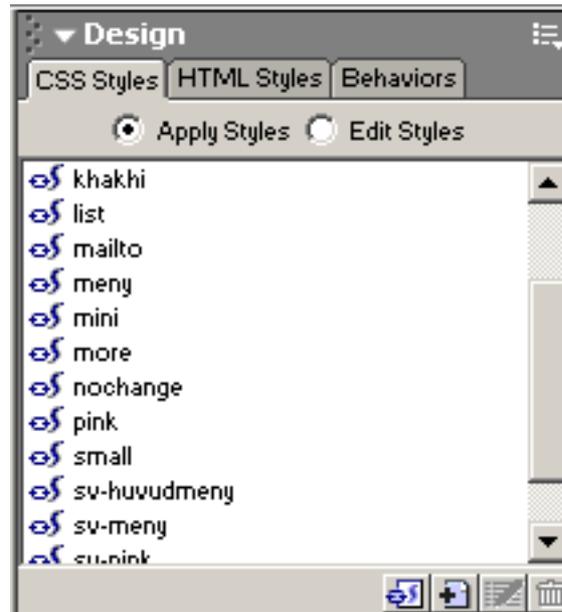
1. Write the word to contain the link, for example [More.](#)
2. Select the whole word which is to contain the link, for example **More.**
3. Open the window [Windows -> Properties](#) (unless it is already open).

Here is an editing window with a properties window at the bottom:



Type the web address of the page you are linking to here. If you are linking to another answer in the Web4Health set of answers, just type the file name of the answer in this field. For example, if you want to link to the page <http://web4health.info/en/answers/ed-psy-versus-normal.htm>, you need only type [ed-psy-versus-normal.htm](http://web4health.info/en/answers/ed-psy-versus-normal.htm) in the **Link** field above.

- Alternatively, you can push the  in **Link**    and locate the file with the answer you want to create a link to.
- If you open the Dreamweaver window **Window -> CSS Styles** you will see the following:



Note: If `Window -> CSS Styles` does not show a list of styles as shown above, you need to attach to a template. How to do this is described in section Attaching to a Template on page 10.

6. Select the word with the link (by clicking in the word in Dreamweaver, and then clicking on the `<a>` in the bottom bar of the main Dreamweaver window). Then click on either `more` or `mini` in the `CSS Styles` window. Click on `more` for links within the text (will be light grey), and on `mini` for links below the text (will be blue).

## 5.4 Links to other Web Sites

Links to other web sites are produced in a similar way to links to other pages of our own (as described in section 5.3 on page 11), but you have to fill in the whole absolute URL of the linked site in the link field as in this example:

Link .

## 5.5 Subject Trees

A special kind of pages are subject trees. These pages help users to find the right answer by selecting categories, just as in Yahoo. Here is an example how such a page can look like:



# Eating Disorders; Links Page 1

[Top](#)
[Discuss this](#)
[Ask an expert](#)
[Print](#)

### Eating disorders

[Overview](#) • [Bulimia](#) • [Anorexia](#) • [Binge eating](#) • [Difference between people with eating disorders and other people](#) • [Self-induced vomiting](#) • [Complications](#) ...

### Causes

[Child care](#) • [Slim ideals](#) • [Cultural causes](#) • [Fast food](#) • [Preventing eating disorders](#) • [Food addiction](#) • [Sexual abuse](#) • [Lack of self-esteem](#) ...

### Feelings and experience, hunger

[True and distorted hunger](#) • [To experience Hunger and Satisfaction](#) ...

### Difference between People with Eating Disorders and Other People

[Recognition of hunger](#) • [Different Function for Different People](#) • [Eating disorders and tidiness](#) • [Self-hatred](#) • [Definition of eating disorders](#) • [Not showing up at an event](#) • [Disappearing menstruation](#) • [Binges](#) ...

### Children and Child Care

[Forcing children to eat?](#) ...

### Diagnosis and Treatment

[Drugs](#) • [Surgery](#) • [Step by step](#) • [Plan for getting well](#) • [Self-monitoring, diaries](#) • [Self-help](#) • [Self-feeding](#) • [Psychotherapy](#) • [Exercise](#) • [Your ideal weight](#) • [Changing your life style](#) • [Changing your eating habits](#) • [Family and friends](#) • [Do something else instead of eating](#) • [Where can I get help?](#) ...

### Food, Diet, Slimming, Obesity

[Good slimming methods](#) • [Should I get slimmer?](#) • [Choosing a diet](#) • [Obesity/overweight](#) ...

### Eating Disorders and Obesity Page 2

[About people with eating disorders](#) • [Eating disorders and addiction](#) • [Difference between people with Eating disorders and other people](#) • [How common are eating disorders](#) • [Research on eating disorders](#) • [Complications from eating disorders](#) ...

To produce such a page, it is easiest to start with an existing such page and modify it. The page above can for example be found at

<http://web4health.info/FAQ-entries/ed-links-1.htm>

1. Download this page in HTML format,
2. open it with Dreamweaver,
3. locate the cell containing the Body in English (en-answer),
4. click in that cell,
5. click on mm.editable in the bottom bar of the main Dreamweaver window,
6. give the **Copy** command to Dreamweaver,
7. open a new answer with the **New from Template** command,
8. locate the Body you want to modify,
9. click on mm.editable again,
10. and **Paste** the text you have copied.
11. Then modify this so as to become your new subject tree page.

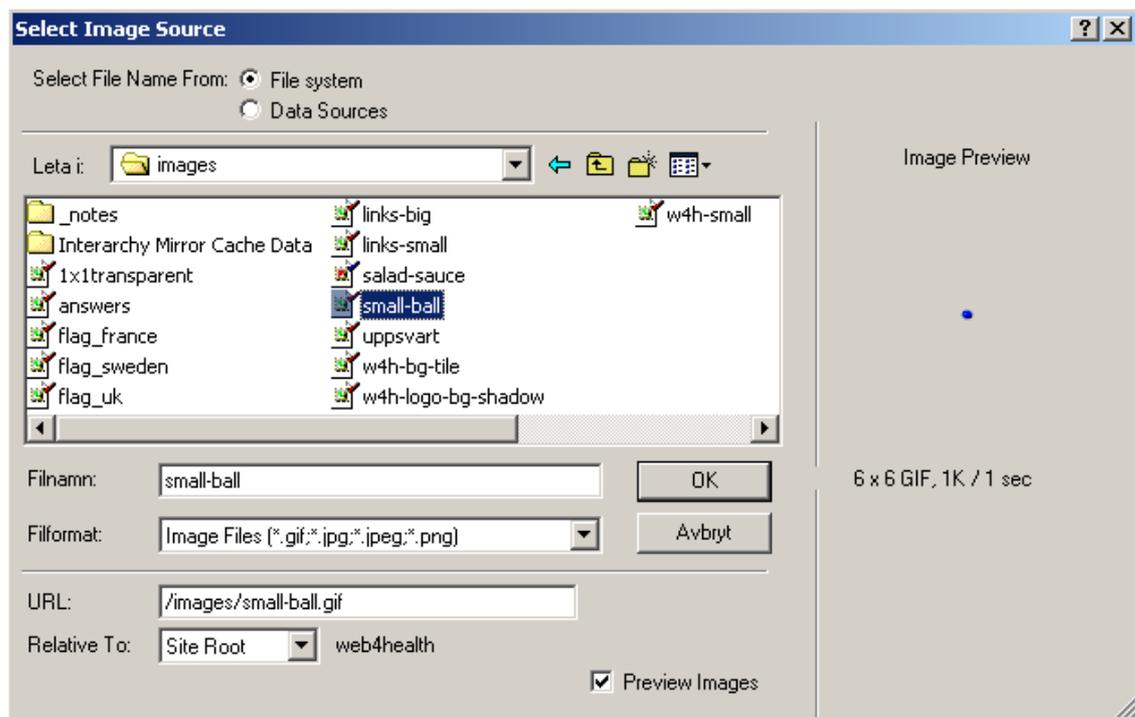
The small round object between the items in the subject tree (  ) is an image which you can find in <http://web4health/images/small-ball.gif>.

The (  ) symbol marks those menu items, which refer to new link pages. It is available in two sizes, <http://web4health/images/links-big.gif> and <http://web4health/images/links-small.gif>. The larger size is used in headings, the smaller below headings, as shown in the figure on page 15.

## 6 Inserting Pictures in Answers

If your answer needs a picture (such as in the existing answers <http://web4health.info/sv/answers/ed-difference.htm> and <http://web4health.info/sv/answers/food-sugar.htm>) then put the picture in the folder `web4health/images` for language-independent images (such as the picture in <http://web4health.info/sv/answers/food-sugar.htm>) and put the picture in the folder “`web4health/xx/images`” where “`xx`” is the language, for example “`en`” for English.

Insert the picture in Dreamweaver using the `Insert->Image` command which gives the following window:



Select the file containing the image.

**Relative To:** should indicate:



and *not*



## 7 Alternative: Word Template

An alternative Word Template is also available as <http://web4health.info/Templates/w4h-word-template.doc> or <http://web4health.info/Templates/w4h-word-template.dot>. (Only one of these two may work for you, depending on reasons I do not know why.)

This template can be used for bulk entry of new FAQs, but may not be possible to use for minor changes to existing FAQs.

This template looks like this:

File name	health-info-form.doc
Title	
Questions	
Author	
Body	

Note 1: Only write in the table cells in the right column. Do not change anything else.

Note 2: Please save in "Rich Text Format" (RTF format) not in Word format.

### 7.1 Installation of this Template

<http://web4health.info/Templates/w4h-word-template.doc> or <http://web4health.info/Templates/w4h-word-template.dot>. (Only one of them may work) and put it into a suitable templates folder. On my Windows 98 computer, the folder to use was named C:\WINDOWS\Application Data\Microsoft\Templates but all versions of Word may not use the same folder for storing user-defined templates.

### 7.2 Writing a new FAQ

To write a new FAQ, proceed as follows:

- (1) Start Microsoft Word.
- (2) Use the **Archive->New** command.
- (3) Click on wb4h-word-template.dot.
- (4) Click on OK.
- (5) Fill in the empty table cells Title, Questions, Author, Body, Sources.
- (6) Use the **Archive->Save As** command.
- (7) Locate the folder where you want to store the new text, for example C:\web4health\en\FAQ-entries\.
- (8) **Important:** Pull down the "File Format" menu to RTF format.
- (9) Chose a suitable file name according to the principles specified in <http://web4health.info/documentation/KOM2002-page-naming.pdf>.
- (10) **Important:** The file name should not be longer than 27 characters (excluding the ".rtf" at the end).
- (11) Click on the Save button.
- (12) Close the file.

### 7.3 Default Values

If you want default values in the Author and Sources file, you can get this by editing the w4h-word-template.dot/.doc file. You can still change these fields if you want, this is just so that you do not have to write the same text for every new FAQ you write.

### 7.4 Inserting WWW links

If you want to insert WWW links into your FAQ, then select the text to get a link, and use the **Insert->Hyperlink** Word command.

If the link is to another Web4health FAQ, just type the name of the FAQ, ended with ".htm" into the "File or web site" field. If the link is to a web page outside of Web4health, type the full web address into the "Field or web site" field.

### 7.5 Getting FAQs Inserted into the Data Base

If you use this procedure to produce FAQs, KTH can easily convert them to HTML using a program called RTFtoHTML, and then further convert them to our input format.

To reduce the work load for me, do not send me single files, send me a number of files which I can process at the same time. The method described above cannot be used to add single new FAQs directly to the groupware, only for bulk production of many FAQs which you send to me for processing. Each FAQ should be in a separate file, you can send the whole folder with new FAQs to me, compressed in ZIP format.

### 7.6 Comparison to Using Dreamweaver

This is an alternative to Dreamweaver, you can also use Dreamweaver if you so prefer. Dreamweaver gives you somewhat more detailed control of the text layout than you get with Word. But if the only formatting you use is occasional bold or italic text, occasional line and paragraph breaks, occasional numbered or bulleted lists, occasional embedded WWW links, then the Word method should work as good as using Dreamweaver. Pictures should also work, if you produce the picture in bitmapped format before inserting them into the text. Also send the pictures as separate files to me so that I ensure that they get inserted correctly into the web page we are producing.

Note: If you use the procedure described above, you might *not* be able to use the same procedure to modify FAQs which already are in the groupware data base. You will have to use the groupware to modify such files, as described in the chapter "Modifying an FAQ" in D5.1A (<http://web4health.info/documentation/KOM2002-groupware.pdf>).

## 8 References

- D 5.1A KOM2002 Groupware Use in Web4Health, by Jacob Palme.  
KOM2002 deliverable D 5.1A.  
<http://web4health.info/documentation/KOM2002-groupware.pdf>
- D 5.1C Naming of Web4Health Informational Pages, by Jacob Palme, KOM  
2002 deliverable D 5.1C.  
<http://web4health.info/documentation/KOM2002-page-naming.pdf>.

## Appendix A: Directory Structure of Web Site

### web4health main directory

File name	Description
web4health	Main directory
index.html	Home page for the whole directory, refers to the English home page
de	German subdirectory
el	Greek subdirectory
en	English subdirectory
images	Non-language dependent images
it	Italian subdirectory
nl	Dutch subdirectory
sv	Swedish subdirectory
Templates	Templates

### Language subdirectories (de, el, en, it, nl, sv)

Each of the language subdirectories has the following structure :

File name	Description
FAQ-entries	Folder into which you put your new answers. I have put a few answers here as examples in English only.
index.html	Home page for this language
answers	Area with answers, such as <a href="http://web4health.info/en/answers/">http://web4health.info/en/answers/</a>
index.html	Directory page of this area, such as <a href="http://web4health.info/en/answers/index.html">http://web4health.info/en/answers/index.html</a>
images	Area with language-dependent images
after.gif	Two language-dependent images used in the answer
before.gif	<a href="http://web4health.info/answers/ed-difference.htm">http://web4health.info/answers/ed-difference.htm</a>
w4h-title.gif	Image used in the web page <a href="http://web4health.info/en/index.html">http://web4health.info/en/index.html</a>
sfaq	

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File name	Description
groups-list.txt	List used to produce a structured listing of web pages, such as <a href="http://salut.dsv.su.se/salut-faq-sv/faq.exe?">http://salut.dsv.su.se/salut-faq-sv/faq.exe?</a>
stoplist.txt	List of common words which are allowed to occur in questions even if they are not specified in the question template.
substitutes.doc	List of common synonyms used in natural-language question-answering, in Word format.
substitutes.txt	The same list in plain text format.

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The files at present have dummy English versions. They need to be translated, but this is not the most urgent priority in our work just now.

### Templates subdirectory

The Templates subdirectory contains the following files:

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File name	Description
faq-db-template-en.faq	Template for moving a page into the FAQ system in English
faq-db-template-sv.faq	Same template in Swedish
FAQ-DW-entry-all-lang.dwt	Template for entering a page in all languages
FAQ-DW-entry-de.dwt	Template for entering a page in German
FAQ-DW-entry-el.dwt	Template for entering a page in Greek
FAQ-DW-entry-en.dwt	Template for entering a page in English
FAQ-DW-entry-en-Swedish.dwt	The same template, but with defaults added suitable for the Swedish medical partner, in order to show how you can add your own defaults
FAQ-DW-entry-it.dwt	Template for entering a file in Italian
FAQ-DW-entry-nl.dwt	Template for entering a file in Dutch
FAQ-DW-entry-sv.dwt	Template for entering a file in Swedish

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