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Web4Health

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Attachment to REPORT D5.1 version 1.0

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

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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.

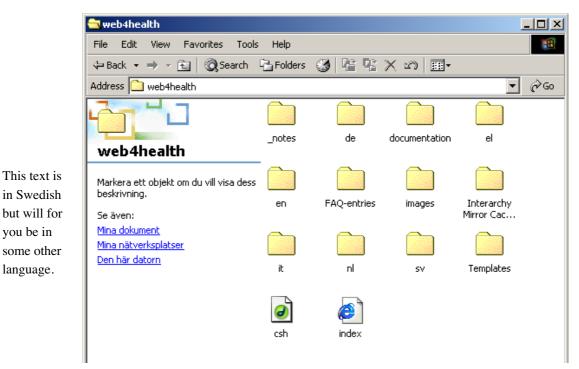
3 Installation

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 <u>http://cmc.dsv.su.se/KOM2002/web4health.zip</u> and unpack this file.

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

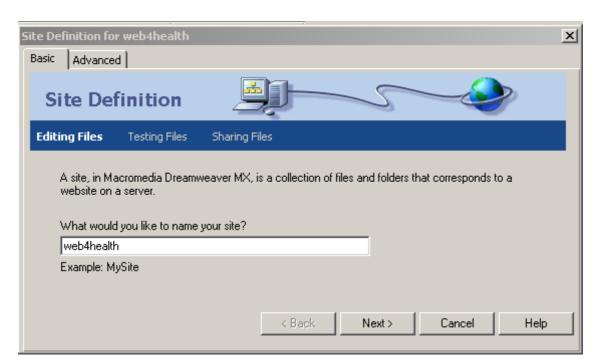
The web4health folder will look something like this if you are using Windows 2000:



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:



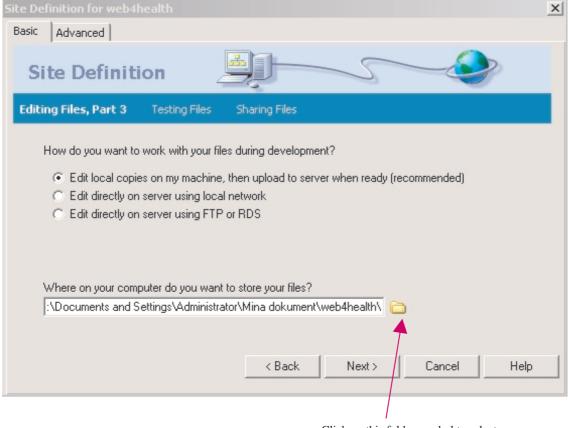
Type "web4health" as the site name, and push the Next> button.

You will then get the following window:

Site Def	inition for web4	health				×
Basic	Advanced					
Si	te Definit	ion 🛓	Į)—	5	-2	P
Editir	ng Files, Part 2	Testing Files	Sharing Files			
C	 No, I do not w 	k with a server techr vant to use a server te use a server technol	echnology. logy.			
			< Back	Next >	Cancel	Help

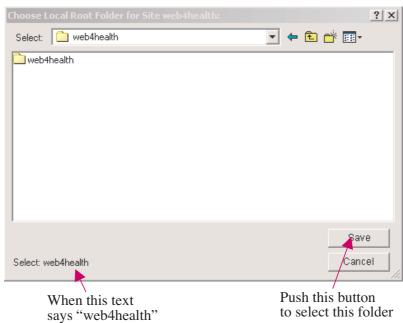
Just push the Next> button again.

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:



3.3 Remote Server

When you push Next: you get to this window.

Si	te Definition	for web4health		×
Γ	Basic Advan	ced		
	Site De	efinition		
	Editing Files	Testing Files	Sharing Files	
	How do y None	ou connect to you	ır remote server? ▼	
			< Back Next > Cancel Help	

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
Site Definition for web4health
Basic Advanced
Site Definition
Summary
Your site has the following settings:
Local Info: (Local Root Folder will be created) Site Name: web4health Local Root Folder: C:\Documents and Settings\Administrator\Mina dokument\Web4health-drea
Remote Info: Access: I'll set this up later.
Testing Server: Access: I'll set this up later.
Your site can be further configured using the Advanced Tab.
< Back Done Cancel Help

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 <u>http://web4health.info/en/answers/ed-psy-versus-normal.htm</u>) then you have to put them in the separate "images" folders within each language subfolder.

1

Site Definition for wel	94health	×
Basic Advanced		
Category	Local Info	
Local Info Remote Info Testing Server Cloaking Design Notes Site Map Layout File View Columns		web4health 4health-dreamweaver-testing\web4health Refresh Local File List Automatically
	Default Images Folder:	/images 🗀
	HTTP Address:	http://web4health.info/ This address enables the Link Checker to detect HTTP links that refer to your own site.
	Cache:	Enable Cache The cache maintains file and asset information in the site. This speeds up the Asset panel link management, and Site Map features. OK Cancel Help

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:

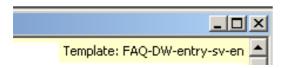
🥑 Macromedia Dreamweavei	r MX	
File Edit View Insert Modify	/ Text Commands Site Window Help	
v Insert Common Layout T	ext Tables Frames Forms Templates Characters Media Head Script Application	Е,
🗞 🖃 🦺 🗮 💆] 🔁 🧀 🏉 🚎 🛼 🇱 🗊 🗳 😄 📮	
🐼 🎲 🌉 🕺 Title:	Web4Health Answer 🕼 🕲 C {}, 💷	
👌 Web4Health Answer (Unti	itled-2*)	×
	Template : FAQ-DW-entry-en	-
HEALT	H answer	
A dreamweaver-adapted versi <u>http://web4health.info/Templa</u>	ion of this template can be found at: i <u>tes/FAQ-DW-entry-template.dwt</u>	
For more information, see the : http://web4health.info/docume <u>http://web4health.info/health/</u>	entation/health-info-form.pdf at	
Language Required	en	
Title Required	{en-title}	
Question(s)	en-questions {en-questions}	
Original creation date	en-date-oreated {en-date-created}	
Last modification date	en-date-last-modified {date-last-modified}	
Body Either Alias or Body is required	en-answer {en-body}	
Author Required	en-author {en-author}	
Sources	en-sources The partners of the Web4Health consortium.	•
<mm:template> <body> <</body></mm:template>	(t) (td.publisher) (mm:editable) 791 x 458 - 10K / 3 sec	1.

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 <u>must</u> 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 <u>http://cmc.dsv.su.se/web4health/documentation/KOM2002-page-naming.doc</u>. 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:

Select Templat	te	×
Site:	web4health	Select
Templates:	FAQ-DW-entry-all-lang FAQ-DW-entry-de-en FAQ-DW-entry-el-en FAQ-DW-entry-it-en FAQ-DW-entry-nl-en FAQ-DW-entry-sv-en	Cancel
l	Update Page when Template Changes	Help

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.	Xenical is a medicine which reduces the colon's ability to absorb fat. The usual side effect is diarrhoea. 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. 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. Medicines like Prozac, Fontex and Seroscand (Fluoxetin) 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. 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.

Sources	Indicate the sources for the information given. If you have no	1.	Addiction and the Eating Disorders, by Caroline Davis, Ph.D., Psychiatric Times, February 2001.
	other sources, put yourself as the source. Use the numbered list facility of HTML	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.
	(<0L> 	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.
		4.	Eating Disorders, Obesity, Anorexia Nervosa and the Person Within, by Hilde Bruch, 1973., Basic Books, New York.
		5.	Anorexia Nervosa and Bulimia Nervosa, Diagnosis, Treatment and the Role of Impulsivity for Long-Term Outcome, by S- Spjöberg. 1987. Acta Universitas Upsaliensis, Uppsala.
		6.	Treatment of severe Obesity, by H. Björvell, 1985. Gustav V-s forskningsinstitut, Karolinska Institutet, Stockholm.
		7.	An explorative study of bulimia and other excessive Behaviours, by C. Bergh, 1988. Thesis, Karolinska Institutet.

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 and eating disorder. 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. 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.

<u>Source</u>

In the example above, "<u>More.</u>", "<u>More about unnaturally slim ideals.</u>" and "<u>Source</u>" are links to other pages. The "<u>Source</u>" is automatically inserted when the FAQ is generated, and links to a page with the information in the Source area of the FAQ.

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:

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

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:

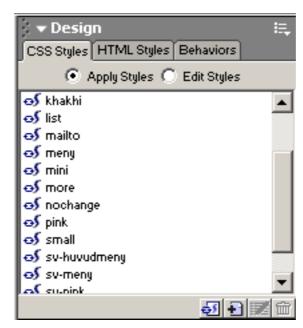
	Tables Frames Forms Templates Characters Media Head Script Application	
) 🗆 🤣 🗏 🗒 🖉 🦉	a 🥝 🏉 🗟 🔚 🗐 🗳 🖳 💭	
🐼 🔛 🎫 🥳 Title: We	b4Health Answer 🕼 🕲 C 💔 🗄	
Web4Health Answer (Untitled	1-2*) \uc-uuc}	
Question(s)	de-questions {de-questions}	
Meta-description	{de-meta-description }	
Meta-keywords	de-meta-keywords}	
Required	de-required {de-required}	
Priority	{priority }	
Optional	de-optional {de-optional}	
Forbiddden	de-forbidden} {de-forbidden}	
Limit	{de-limit }	
NOTES Notes for developers only	denotes {de-notes}	
Body Either Alias or Body is required	^{de-answer} This is an informational text. <mark>More.</mark>	
Sources	{de-sources}	
nm:template> <body> <</body>	td.body> <mm:editable> <a></mm:editable>	791 x 458 🗸 10K / 3 sec
r Properties cormat Paragraph 💌 🙈 Verdana Link anotherinfotext.htm	Arial, Helv V Size Nong V V B I 医意道量	
Cell Horz Default	No Wrap 🔲 Eg	

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 <u>http://web4health.info/en/answers/ed-psy-versus-normal.htm</u>, you need only type <u>ed-psy-versus-normal.htm</u> in the Link field above.

4. Alternatively, you can push the in
Link
Image: Constraint of the provided state of the provided state

answer you want to create a link to.

5. 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 for links within the text (will be light grey), and on 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 http://www.something-fishy.org/

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:



🕈 Top ≒ Discuss this ≒ Ask an expert 🛛 🚿 Print

Eating disorders

Overview • <u>Bulimia</u> • <u>Anorexia</u> • <u>Binge</u> eating • <u>Difference</u> between people with eating disorders and other people • <u>Self-</u> induced vomiting • <u>Complications</u> ...

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 distorded 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, diariesl • 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 • <u>Should I get</u> slimmer? • <u>Choosing a diet</u> • <u>Obesity/</u> 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.

5.6 Translating FAQs with Links in them

You may need to translate an FAQ written by another project partner from English to your own language, or translate your own FAQs to English. An FAQ which you translate may have links in it. Examples of FAQs with links in them are given in chapter 5.3 and 5.4 on pages 12-15.

Below is described a procedure to make it easier to translate such links. The procedure is described using the part of an FAQ below as example:

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. 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.

This answer has two links, labelled More. and More about unnaturally slim ideals.

To translate the link labelled labelled More., do as follows:

- (1) Open two Dreamweaver window, one on the text to be translated, and another on the translation.
- (2) Start in the window with the text to be translated. Click anywhere inside the word More.
- (3) The bottom of the Dreamweaver window may now look something like this:

	hunger, she continues to eat to avoid the failure to stay with the diet. More. In vomit to get rid of the food. Eve has gc starving, compulsive eating and vomitin break. She is continuously terrified of p	
<pre><mm:template> <body> <td.body> <mm:editable> <a.more></a.more></mm:editable></td.body></body></mm:template></pre>		

(4) Click on the tag <a.more> in the bottom line of the Dreamweaver window. The bottom of the screen may now look like this:*

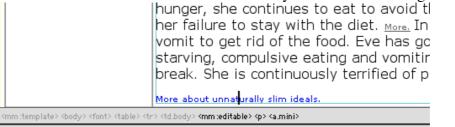
	hunger, she continues to eat to avoid t her failure to stay with the diet. More Ir vomit to get rid of the food. Eve has go starving, compulsive eating and vomitin break. She is continuously terrified of p
<mm:template> <body> <td.body> <mm:editable> <a.more></a.more></td.body></body></mm:template>	

Note that the whole word More. is now highlighted so that it looks like this: More. .

- (5) Give the Edit->Copy command (Ctrl-C on PCs).
- (6) Move to the Dreamweaver window for the translation and click where you want the linked word More. to be inserted.
- (7) Give the Edit->Paste command (Ctrl-V on PCs).
- (8) Click somewhere inside the pasted word <u>More.</u> and type the translated word. If you are translating from English to German, you will then see the following word: <u>MMehrore.</u>.
- (9) Remove the English parts of this word, you will then see: Mehr.

To translate the link labelled labelled <u>More about unnaturally slim ideals</u>, the procedure is very similar:

- (1) Open two Dreamweaver window, one on the text to be translated, and another on the translation.
- (2) Start in the window with the text to be translated. Click anywhere inside the phrase More about unnaturally slim ideals
- (3) The bottom of the Dreamweaver window may now look something like this:



(4) Click on the tag in the bottom line of the Dreamweaver window. The bottom of the screen may now look like this:*

	hunger, she continues to eat to avoid th her failure to stay with the diet. <u>More.</u> In vomit to get rid of the food. Eve has go starving, compulsive eating and vomitir
	break. She is continuously terrified of p More about unnaturally slim ideals.
mm (template) (hedu) (fent) (table) (tr	A the bady (more reditable) (a Correini)
mm :template> <body> <tr< td=""><td>> <td.body> <mm:editable> <a.mini></a.mini></mm:editable></td.body></td></tr<></body>	> <td.body> <mm:editable> <a.mini></a.mini></mm:editable></td.body>

Note that the whole phrase <u>More about unnaturally slim ideals</u> is now highlighted so that it looks like this: <u>More about unnaturally slim ideals</u>

- (5) Give the Edit->Copy command (Ctrl-C on PCs).
- (6) Move to the Dreamweaver window for the translation and click where you want the linked phrase <u>More about unnaturally slim ideals</u> to be inserted.
- (7) Give the Edit->Paste command (Ctrl-V on PCs).

(8) Click somewhere inside the pasted phrase <u>More about unnaturally slim ideals</u> and type the translation. If you are translating from English to German, you may then see the following word:

MMehr zur unnatürlicke schlank Ideale ore about unnaturally slim ideals

(9) Remove the English parts of this phrase, you will then see: Mehr zur unnatürlicke schlank Ideale

Note 1: Note the difference between translating <u>More</u>. and <u>More about unnaturally slim</u> ideals, that for <u>More</u>. you clicked on the tag <a.more> at the bottom of the Dreamweaver window, while for <u>More about unnaturally slim ideals</u>, you clicked on the tag at the bottom of the Dreamweaver window. The reason for this is that for <u>More about</u> <u>unnaturally slim ideals</u> you are copying a whole paragraph.

Note 2: If there are many links, you can copy the whole English text in one copy and paste operation to the target window, and then translate each link separately by typing the new text inside the link and then removing the surrounding text. This would be suitable, for example, to translate a link text like the text shown on 15 above.

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

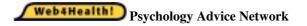
http://web4health.info/sv/answers/food-sugar.htm) then put the picture in the folder web4health/images for language-independent images (such as the picture in http://web4health.info/sv/answers/food-sugar.htm) and put the picture in the folder "web4health/xx/images" where "xx" is the language, for example "en" for English.

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

Select Image Source			
Select File Name From:			
Leta i: 🔄 images 🔽 🗢 🗈 💣 🏢 🗸 Image Preview			
Interarchy Mirror Cache Data Inks-small Interarchy Mirror Cache Data Inks-small <td></td>			
Manswers Manswers Manswers Manswers			
in ag_rtarco in approact			
📓 flag_uk 📓 w4h-logo-bg-shadow			
Filnamn: small-ball OK 6 x 6 GIF, 1K / 1 sec			
Filformat: Image Files (*.gif;*.jpg;*.jpeg;*.png)			
URL: /images/small-ball.gif			
Relative To: Site Root 💌 web4health			
Preview Images	/		

Select the file containing the image.

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hould indicate:

Relative To:	Site Root	▼ web4health ,
and <i>not</i>		
Relative To:	Document	

7 Alternative: Word Template

An alternative Word Template is also available as <u>http://web4health.info/Templates/w4h-word-template.doc</u> or <u>http://web4health.info/Templates/w4h-word-template.dot</u>. (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 (<u>http://web4health.info/documentation/KOM2002-groupware.pdf</u>).

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

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

web4health main directory

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 http://web4health.info/en/answers/	
index.html	Directory page of this area, such as http://web4health.info/en/answers/index.html	
images	Area with language-dependent images	
after.gif	Two language-dependent images used in the answer	
before.gif	http://web4health.info/answers/ed-difference.htm	
w4h-title.gif	Image used in the web page http://web4health.info/en/index.html	
afaa		

File name	Description
groups-list.txt	List used to produce a structured listing of web pages, such as http://salut.dsv.su.se/salut-faq-sv/faq.exe?
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.

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:		
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	