ePost User Guide

ePost is a multimedia platform for schools to create unique web-based publications. Students and teachers can write, edit and publish articles in simple steps.

This user guide will introduce the powerful functions of the ePost platform, from creating requests for articles, screening requested articles to embedding articles into an “ePost” and publishing it.
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1.1 ePost Workflow

**Requesting Entries**

Teachers create requests to call for entries.

Teachers & students submit their entries.

Entries screening

Screened entries stored on “Article Shelf”.

Teachers create issues.

Editors create contents on ePost

Publish ePost

Editors embedded suitable entries.
1.2 ePost Overview

Only “Teachers” and “Student Editors” can access “Editor’s page”.

- Teacher Editors
  - create and manage request(s) and issue(s)
  - publish pending issue(s)

- Student Editors
  - manage request(s) and issue(s) assigned to them
2.1 User Rights

There are 4 user-types for the ePost platform:

<table>
<thead>
<tr>
<th>Users</th>
<th>Submitting Entries</th>
<th>Requests Management</th>
<th>Issues Management</th>
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<tr>
<td>Teacher (Editor)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Teacher (Normal)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student (Editor)</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Student (Normal)</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

(assigned requests only)
(assigned issues only)

2.2 Assigning Teacher Editors & Student Editors

An ePost editorial team can be formed by assigning teachers as “Teacher Managers” and students as “Student Editors”.

![Assigning Editors Diagram]

![Teacher Editors and Student Editors Table]
3.1 Creating Requests to Call for Articles

Click to “Create” a new request.

Decide the topic of the request.

Decide the attachment type (either with an image or an flv video).

Set the deadline of the request.

Provide task description, guidance and requirements for potential contributors.

Assign specific student editor(s) for this particular request from the editorial team.

Submit the request.
3.2 Managing Requests

Active “request(s)” are highlighted in grey.

“Edit” or “Delete” the request.
4.1 Contributing Entries

Start writing on the active requests.

View the instruction.

Enter the title of your article.

Type in the contents.

Attach relevant image or video (according to the request type). Provide a caption if necessary.

Save your work for further follow-ups.

Saved works can be accessed in “My Submitted Record(s)”.

Submit your work if you think it is ready.
4.2 Viewing Submitted Records

View the status of all your submissions. The editors may want you to rewrite your article(s) before publishing!
5.1 Screening Entries from Requests

Click on the requests to start screening.

Click on the "name" of the entry to preview.

Click “Screen” to start screening this entry.
Every year around Mid-Autumn Festival, a vibrant and lively dragon dance would take place on Hong Kong Island.

Made up of thousands of incense sticks, the "Fire Dragon" would swirl its way throughout Tai Hang, bringing spectators awe and excitement under the glowing moon.

A traditional yet timeless ritual first began in 1880, it adds to the already rich luster of Hong Kong for being a culturally-diversified city.

Choose a comment for the contributor on the article or type in your comments.

*The comments will appear along the article on ePost.*

Check "Yes" to request the contributor to rewrite.

Check "Article Shelf" if the article is appropriate to be posted.

Submit your screening.

Articles displayed in “Article Shelf” are ready to be posted in different ePost issues.
6.1 Creating ePost Issues (Issue Information)

Click to “Create” ePost issues.

- Decide which folder to archive your issue.
- Decide the title of the issue.
- Decide the issue name, number etc.
- Decide the date from which the issue is published and opened to others.
- Decide if the issue is open for public to view (via the open link).
- Assign specific student editor(s) for this particular issue from the editorial team.

Submit and go to “Skin” setting.
6.2 Creating ePost Issues (Skin)

Submit the school’s badge and banner for the issue.

If the banner is designed with title and other information, check “Hide ePost Title” and “Hide Issue Name”.

Submit and go to “Create Page(s)”.
6.3 Creating ePost Issues (Pages)

- Decide the number of articles to be embedded/created.
- Edit the “Information” and the “Skin” of the issue.
- Edit the “Status” of the issue.
- Edit the layout of this page.
- Add a new page.
- Drag the pages to order them.
- Update.
6.4 Creating ePost Issues (Selecting Entries)

Screened entries are archived according to “Courseware” and “Non-Courseware”, followed by “requests”.

Click the title to preview the article. Click “Select” to embed this article.

Decide image’s position and size. Decide entry’s theme.

Submit this entry to the issue.
6.5 Creating ePost Issues (Creating Content)

“Create”.

Enter the title and contents for this entry.

Optional: Choose the attachment type and attach the file.

Submit this article on issue.
7.1 Managing Issues

All ePost issues by default will be archived in a folder, which can be set in the issue’s information page.

Click to view issues in a folder. “Public Folder” exists by default and cannot be deleted.

Create new folder(s) to archive issues.

“Edit” or “Delete” existing folder(s).

Click to view issues.

“Edit” or “Delete” existing issue(s).
8.1 Publishing an Issue (Only by Teacher Editors)

Only “Teacher Editors” can publish an issue. The “Publish Status” can be accessed either in the folder view or in the page set-up view of each issue.

“Draft”: “Student and Teacher Editors” can edit the pages and contents.
“Waiting Approval”: No editing is allowed.
“Published”: Only “Teacher Editors” can publish an issue. No editing is allowed.
9.1 Displaying ePost Issues via Public Link

A link is available for schools to display selected ePost issues to the public. (Please check “Yes” under “Open to Public” in the information page of the issue.)

http://XXXXXX.home/ePost/newspaper_list.php
(school’s ePost address + ePost/newspaper_list.php)
10.1 Browser Setting for Best Printing Effect (A4)

**Internet Explorer**
Click “File” > Page Setup > Activate the settings as those in the red boxes

**Firefox**
Click “File” > Page Setup > Activate the settings as those in the red boxes

Printing the issue page (Please enable suitable browser settings for best printing effects).