

# Tutorial on Creation of a Table of Links to Uploaded Files

## Getting Started - Creating a User page

After you have an account\* (\*see page 2-3 for obtaining an account) log in with Username and password. Before you start the Tutorial, I suggest that you create a User page in Marspedia. You can type a short biography on this page, and you can also use it as scratch space to practice some of the editing operations of the Virtual Editor. After you practice, you can delete those practice lines.

To get started, Click Help from left menu  
Notice the help links in the Editing category to the right of the page.  
Read the help file about "User page."

Create a User page.  
Type User<Yourname> into the top right Search Marspedia box.  
A page will display indicating that you may create this page.  
Click **create this page**  
Type in your name or other text into the box.  
Click Save Page.  
Your User:<Yourname> page will be saved and can be edited in the future by searching for User:<YourName> in the Search Marspedia box.

## The Virtual Editor

Now that you have some scratch space to practice in, it's time to learn a few things about the Visual Editor.

Click Help in the left menu, then Visual Editor under the Editing list.

Note that you are no longer in Marspedia. You are in the Mediawiki help pages and you are not logged in to Mediawiki. Don't worry. The browser back arrow will take you back to Marspedia and you will still be logged in. But for now skim through the help file describing the operations of the Virtual Editor.

As you scroll down you will learn details on the Visual Editor tool bar and the drop-down menus under each icon in the toolbar. Many of these icons/options will be familiar to you as common features of the editors in WordPress, MS Word, Mac/OS & iOS Pages, etc.

Read especially the sections on (1) Inserting Table, (2) Editing Links to internal pages, and (3) Uploading Images/files.

All uploaded images and files are preceded by the Prefix "File:" After they are uploaded, they must be referred to by the name preceded by that prefix as in "File:FileName.extension" where extension suffix can be one of the following: 'png', 'gif', 'jpg', 'jpeg', 'pdf', 'map', 'svg', 'xls', 'xlsx', 'mp3'. I will be illustrating uploading of these in the tutorial that begins on the next page.

**Namespace: = <YourNamespace>**

After reading the tutorial, email the sysop and ask for a Namespace with your chosen name. Then you will be ready to upload your own files to Marspedia and link them in a table of your design.

## Tutorial on Creation of a Table of Links to Uploaded Files

### Tutorial Example: Namespace: = MarsPapers:

**Background.** I want to create a few workspace files that support my MarsPapers website updating and management. The site (marspapers.org) allows the public to view the abstract or download the full paper/presentation from a list of over 650 items stored in a “back office” SQL database established to allow searching by Key Word or Author and then listing the results in chronological or reverse chronological order. The rows of the SQL database are linked to two flat files containing the abstracts in html and to the papers/presentation in pdf. The update process requires the careful transcribing of the flat file links to the SQL fields for abstract and paper and the consistent entry for title/author(s)/source/year. To do this consistently I first create a row in an excel table that contains the proper information for each paper/presentation and then I copy and paste the row entries of the excel table into the corresponding MarsPapers SQL db via a PHP forms entry page.

**The Plan.** I’m going to create a table on my MarsPapers:Start page with links to my most recent working documents. While copies of all my files are backed up on my computer and backed up regularly, I would like to upload a copy of my master excel file on Marspapers so that others could download, sort, or recreate the table in the future. I’ll also upload and store the latest set of instructions for authors and a separate current copyright license both in pdf form. From the MarsPapers home page, I’ll load the Mars Society icon in png format to show how an image link can be added to a table. And I’ll add a pdf file with the history of the workflows used to update and manage access to the files in MarsPapers since 2002.

If you haven’t done so already, link to Marspedia and request an account by clicking guest and selecting Guest. Actions will be denoted by red circles or boxes in the accompanying figures.

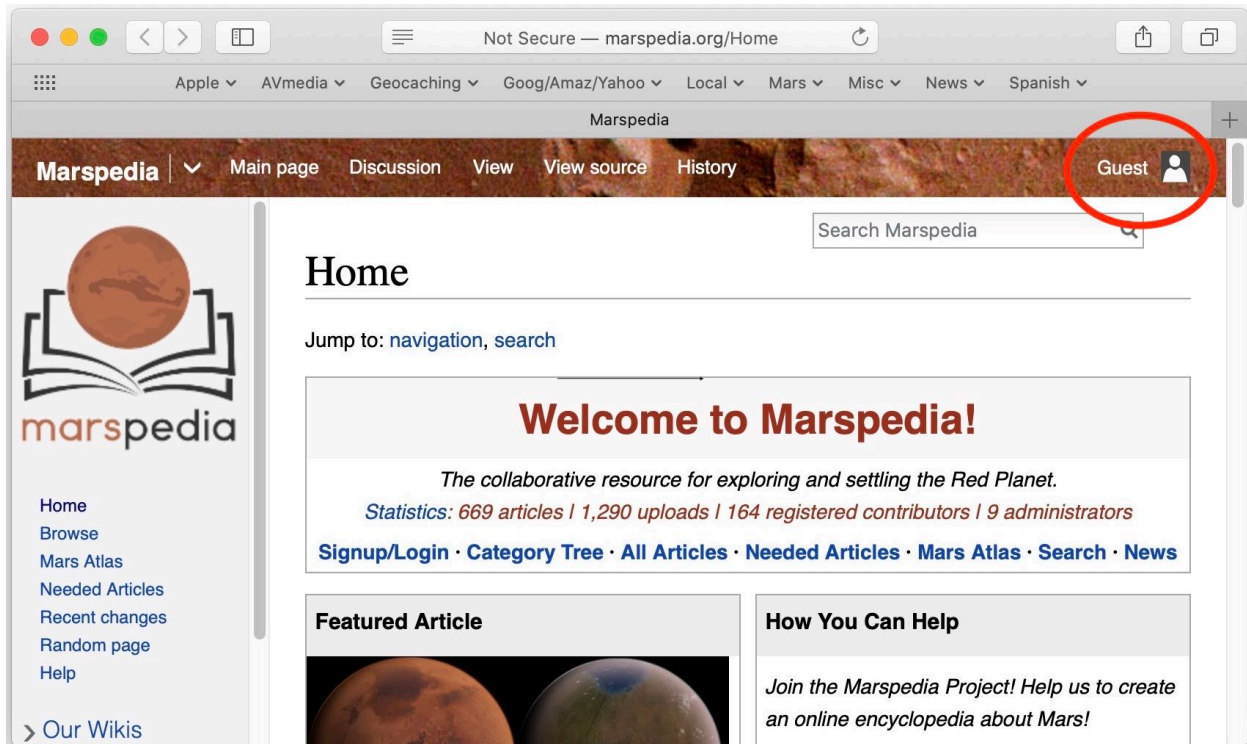


Fig. 1 Open Marspedia as Guest

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When you select Guest you'll see a drop-down menu that lets you select Request Account or Log in. Click Request Account if you don't have one already. Once you have one, click Log in.

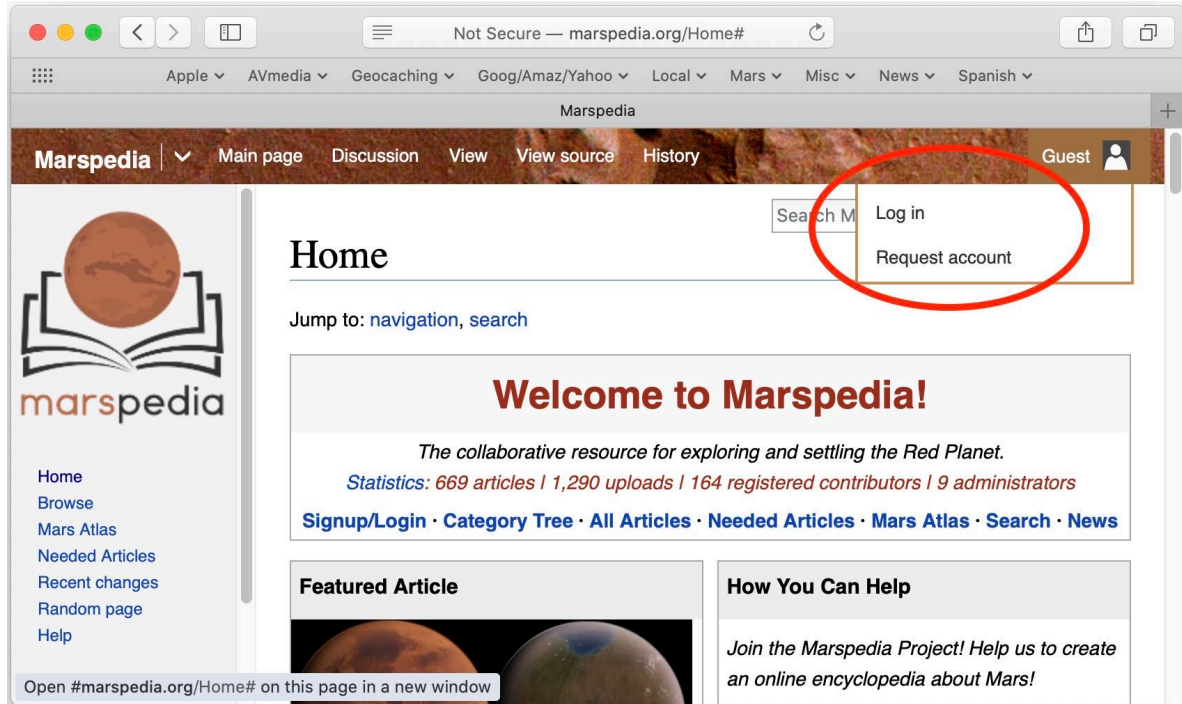


Fig. 2 Log in at Guest drop-down menu

I have already sent an email to the Sysop asking for a NameSpace: = MarsPapers: and I've received an email from Sysop that a page MarsPapers:Test has been created in Marspedia. I will be creating the "start here" page in this Namespace that I will call MarsPapers:Start. To create the page I Search for "MarsPapers:Start in the Search Marspedia box.

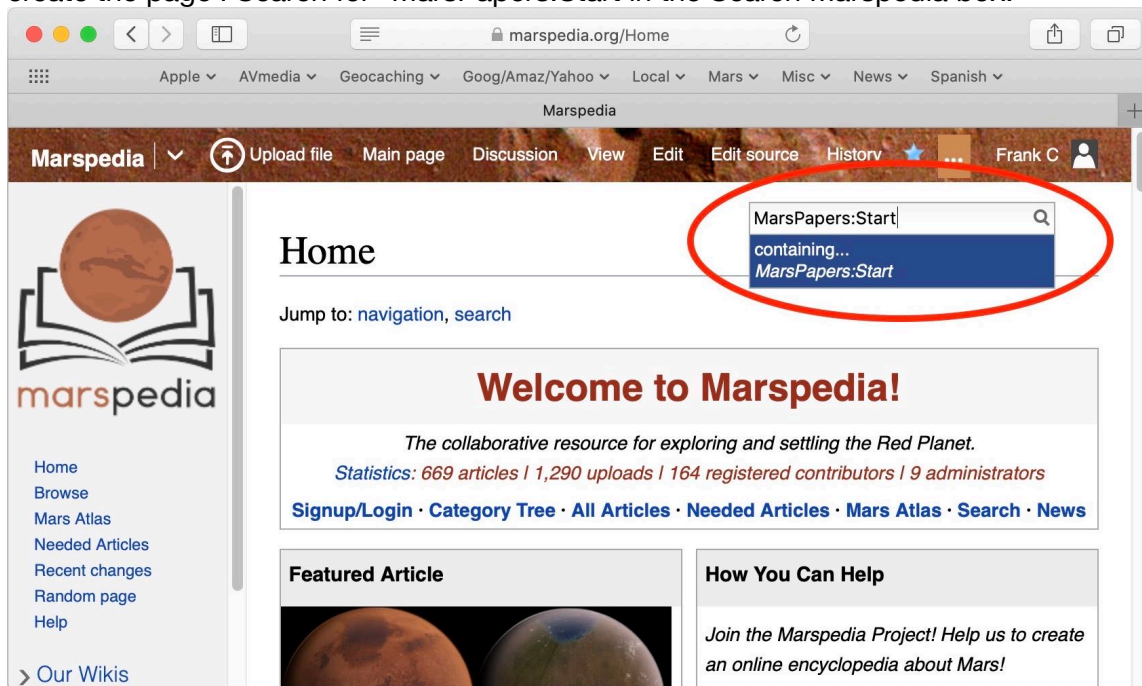


Fig. 3 Search for MarsPapers:Start

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After clicking Return in the Search box, this page below will open, indicating that there are no results matching the query and that I can Create the page with that name on this wiki. Click on Create the page.

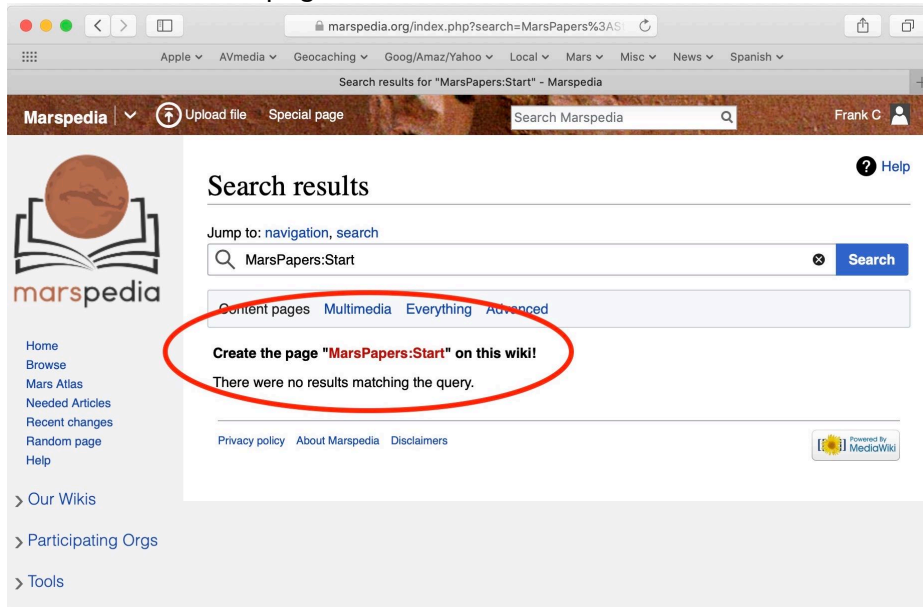


Fig. 4 Create MarsPapers:Start

This page appears. Type in some placeholder text and click Save page.

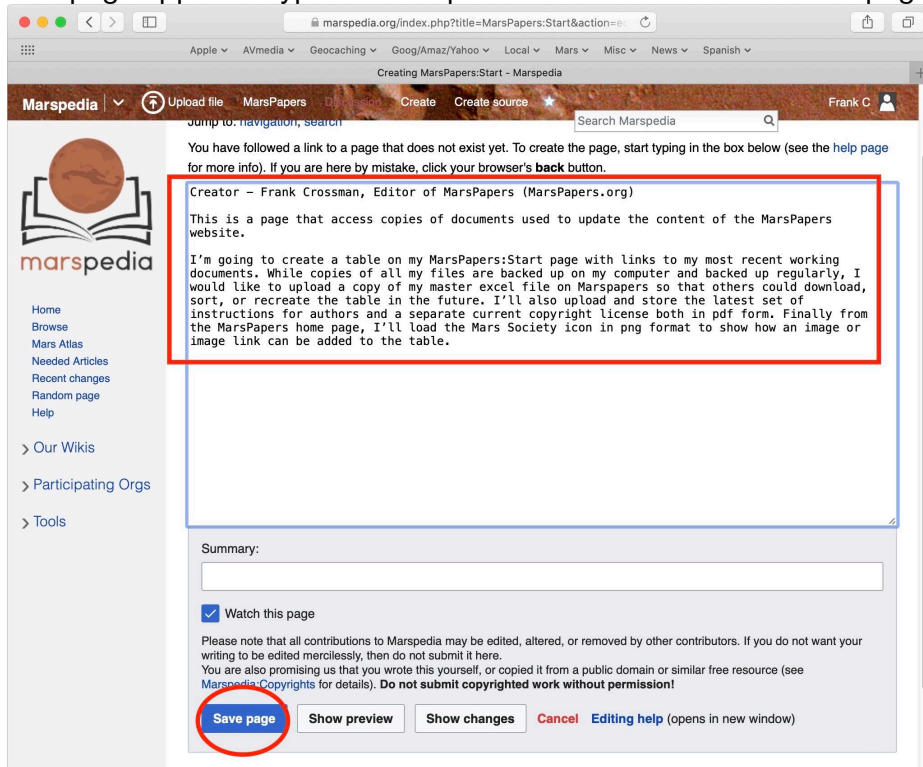


Fig. 5 Type in some placeholder text and Save page

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After clicking Save Page, you will see that this page has been created in Marspedia. Click Edit to enter the Virtual Editor.

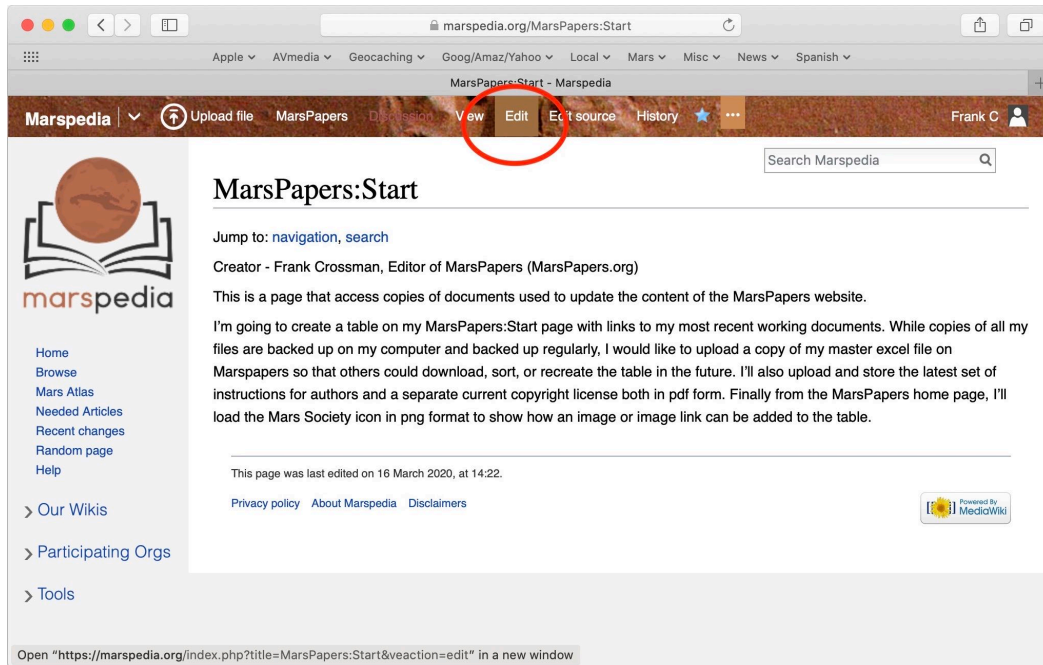


Fig. 6 Select Edit in the Top Menu

The Virtual Editor menu is similar to those menus you find in Word Press, MS Word, etc. Skim the Help: file on the Virtual Editor. but don't worry about the details. You'll learn enough in this tutorial to get started.

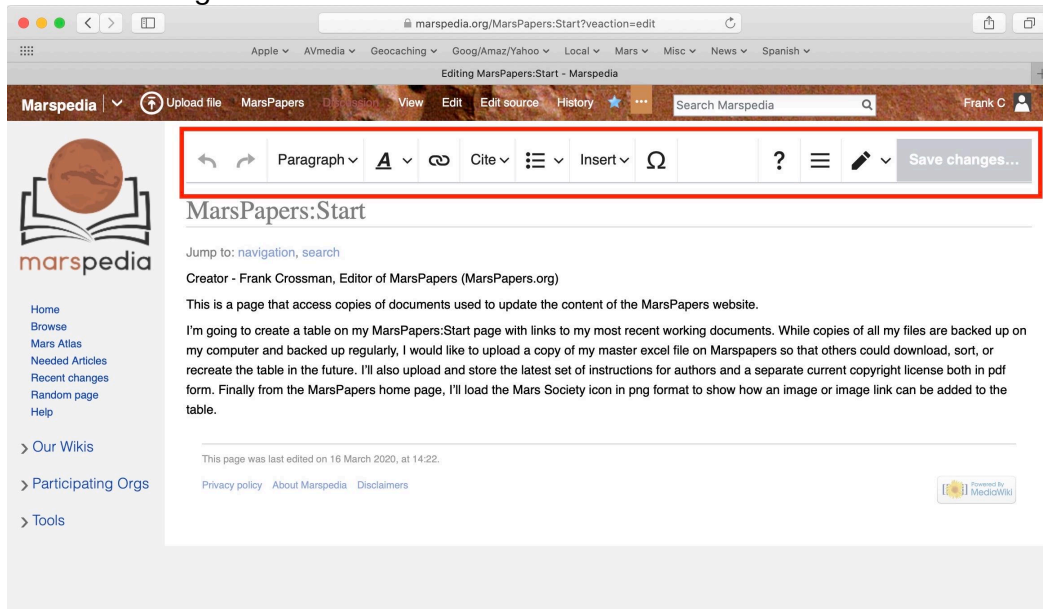


Fig. 7 Note the Virtual Editor Menu highlighted in the red box



## Tutorial on Creation of a Table of Links to Uploaded Files

Click Insert in the Editor menu and Table in the drop-down menu.

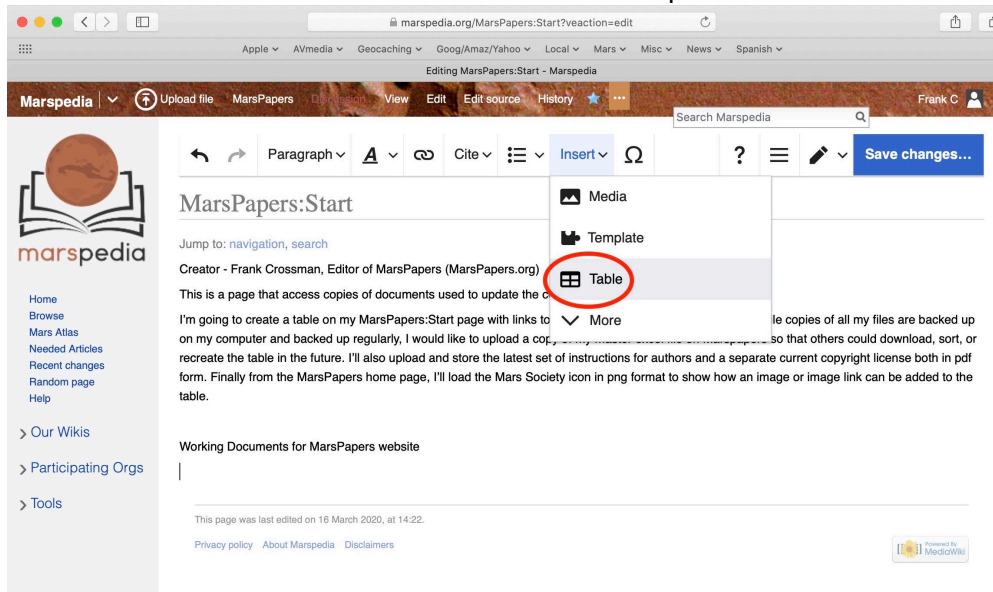


Fig. 8 Insert a Table into document at the cursor

You can change the number of rows and columns by clicking the carrots.

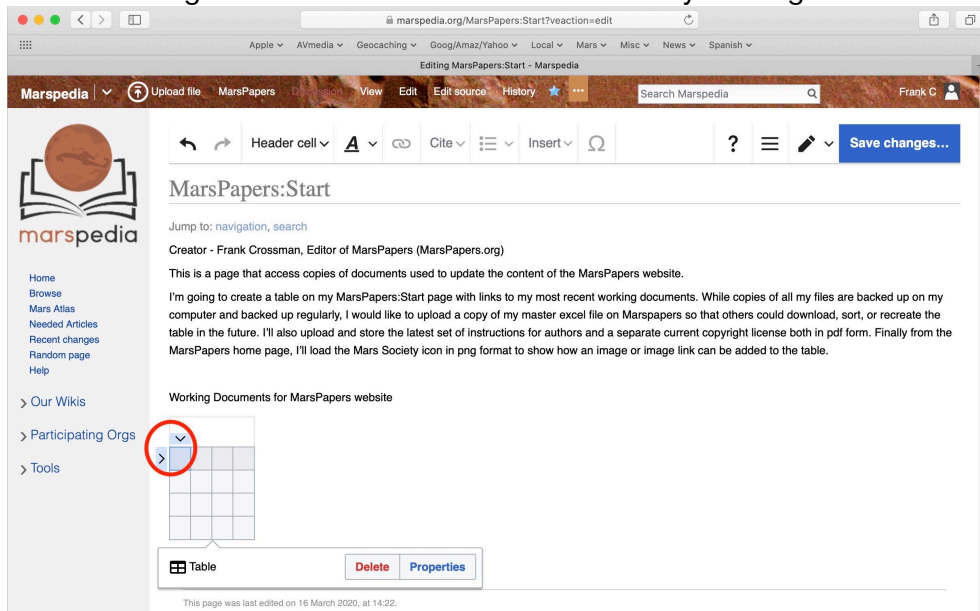


Fig. 9 You can alter the number of Rows/Columns

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Double click a row/column element and type in the description. Click Save changes often as you edit. Marspedia give you only a minute or two of idle time before it prevents changes from being made.

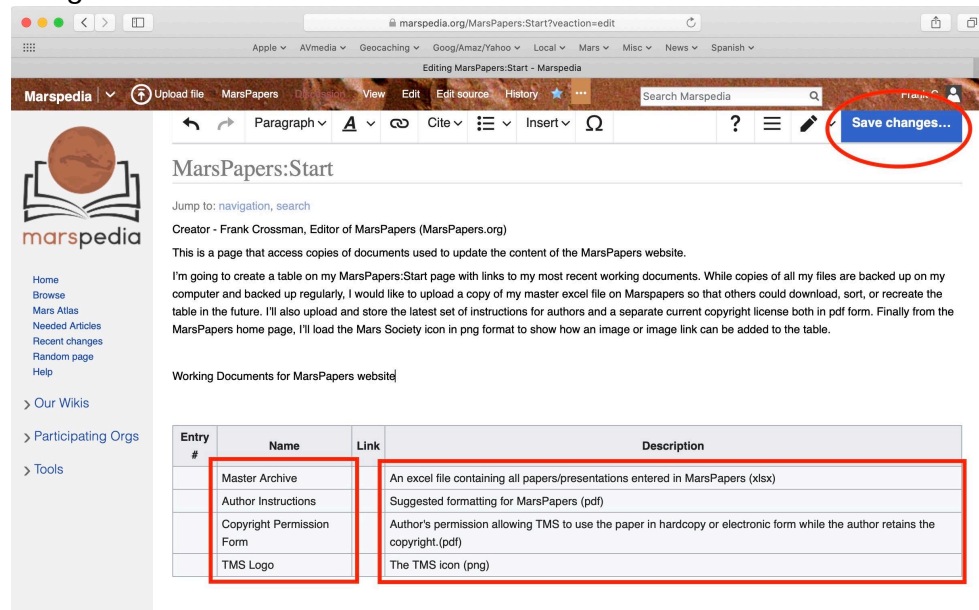


Fig. 10 Type in the description of files to be uploaded and Save Often

After your table description columns are complete, its time to upload your files. While in the Virtual Editor, click Insert and Media from the drop-down menu.

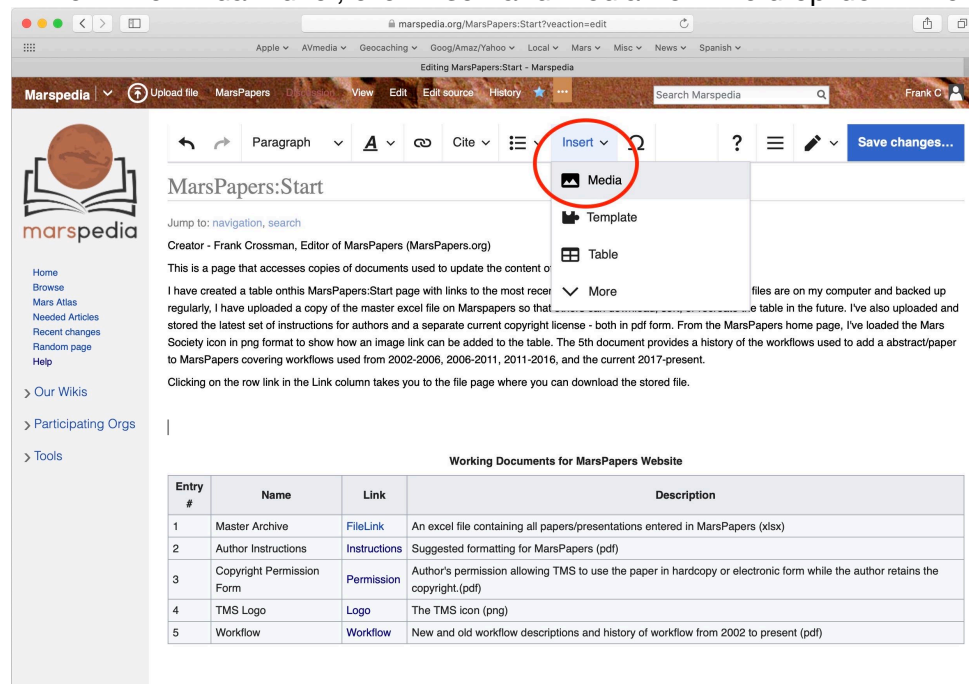


Fig. 11 To upload files Select Insert then Media

## Tutorial on Creation of a Table of Links to Uploaded Files

Click Upload to upload a file.

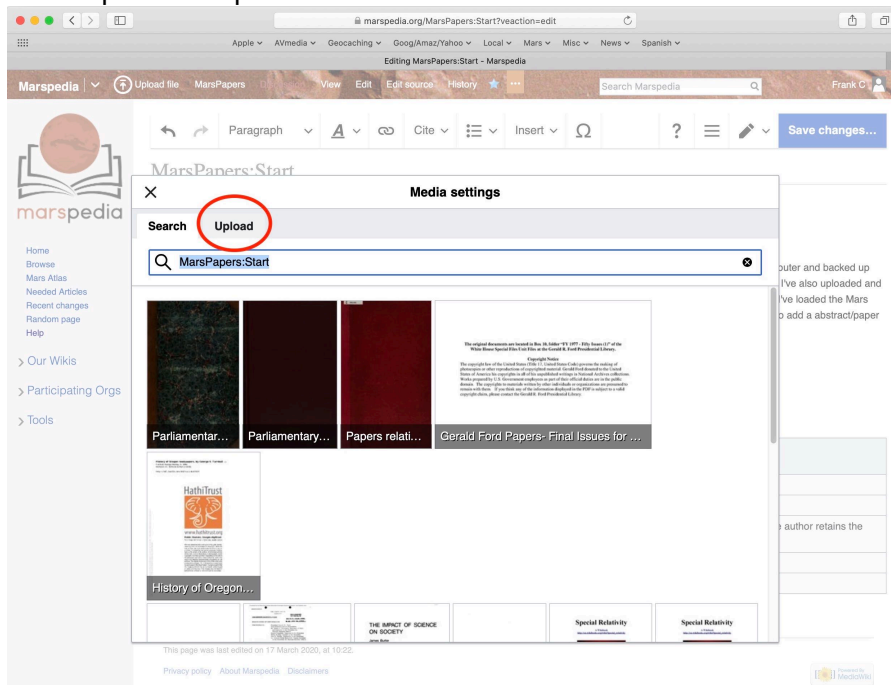


Fig. 12 Select Upload to get dialog Box

This box will appear. Drag the file from your desktop to the Select File box.

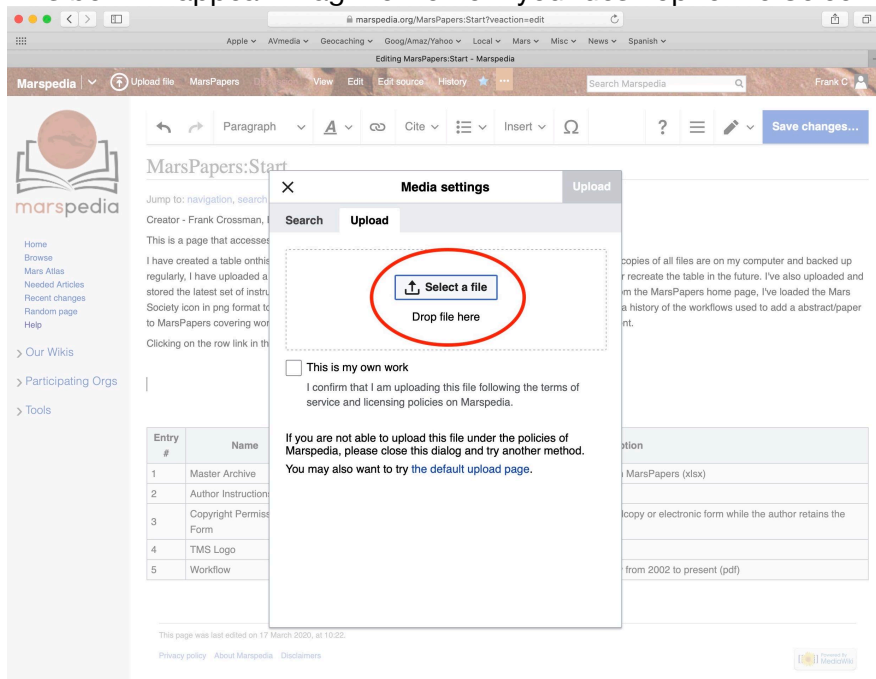


Fig. 13 Dialog box to upload file



## Tutorial on Creation of a Table of Links to Uploaded Files

After dragging the file in, this box will appear. Click that this is your work and not under someone else's copyright. Verify the file uploaded. Then clic Upload.

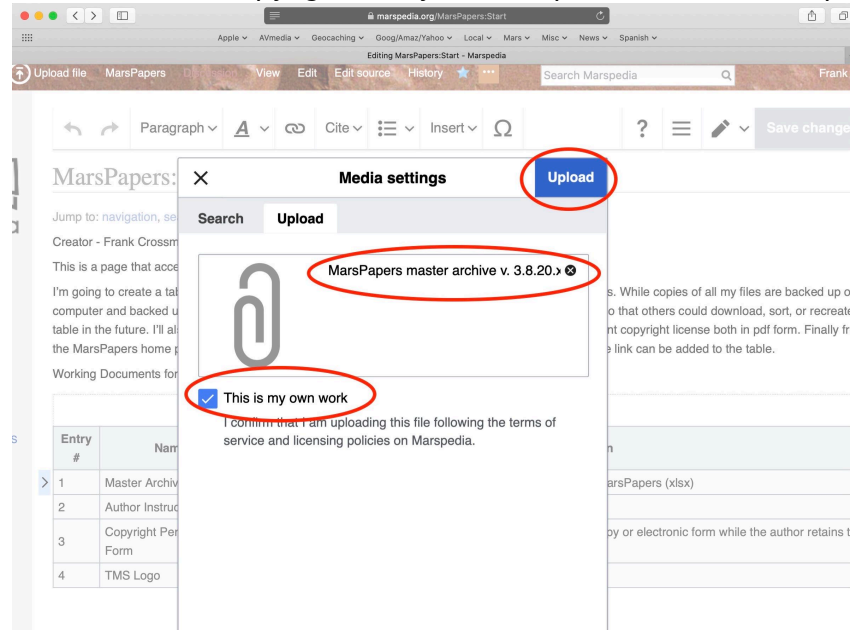


Fig. 14 Upload File

After uploading This box will come up. Add a description of the file. This will appear on the File:<filename> page in Marspedia, so be complete in your description. Then click Save.

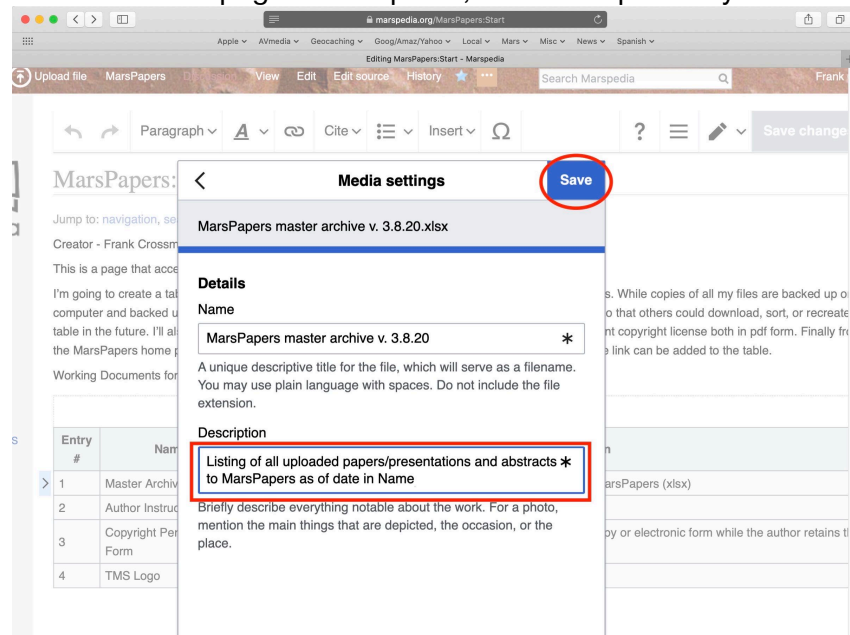


Fig.15 Add Description Note full name and Save

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After clicking Save during each of the file uploads, a Media settings box will open like the one below. Click the back arrow. **Do not** click on Use this image.

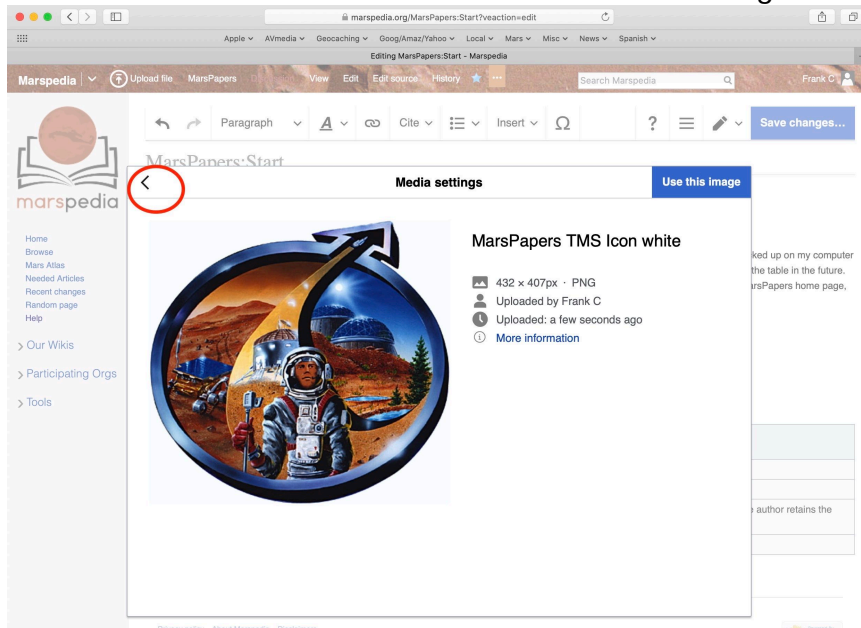
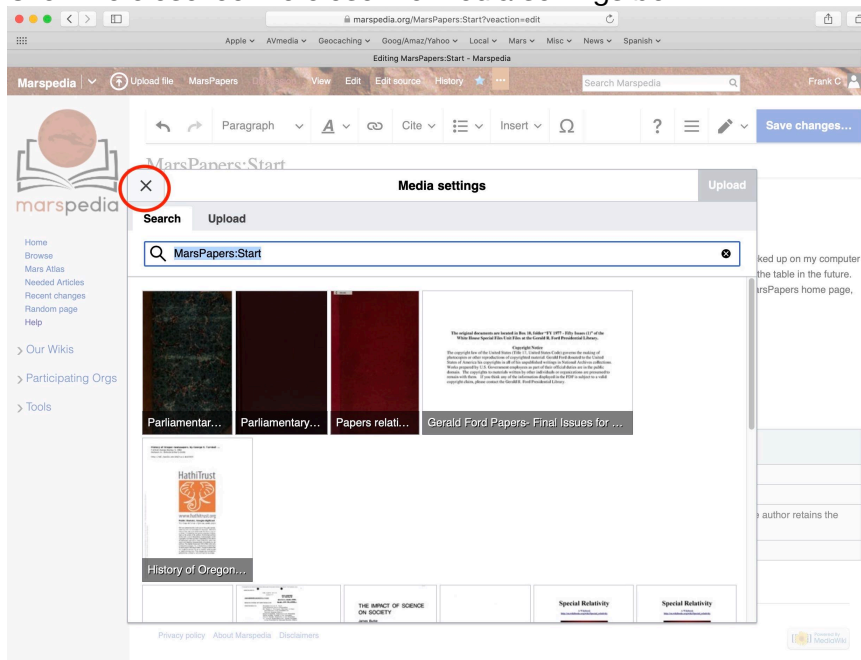


Fig. 16 Click Go Back Arrow

Click the close icon to close the Media settings box.



17 Close Media Settings Page

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To add a link to a file in the table. Prepare to type in a link name into the appropriate row/column box in the table by double clicking first in that box.

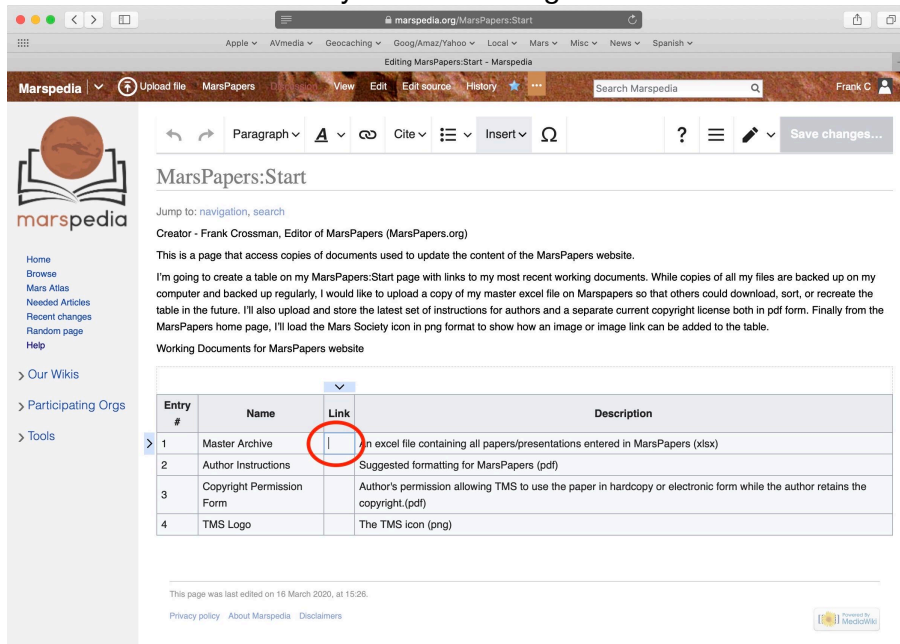


Fig. 18 Prepare to type Link by double clicking row in Link column

Type in a short name and select the whole name.

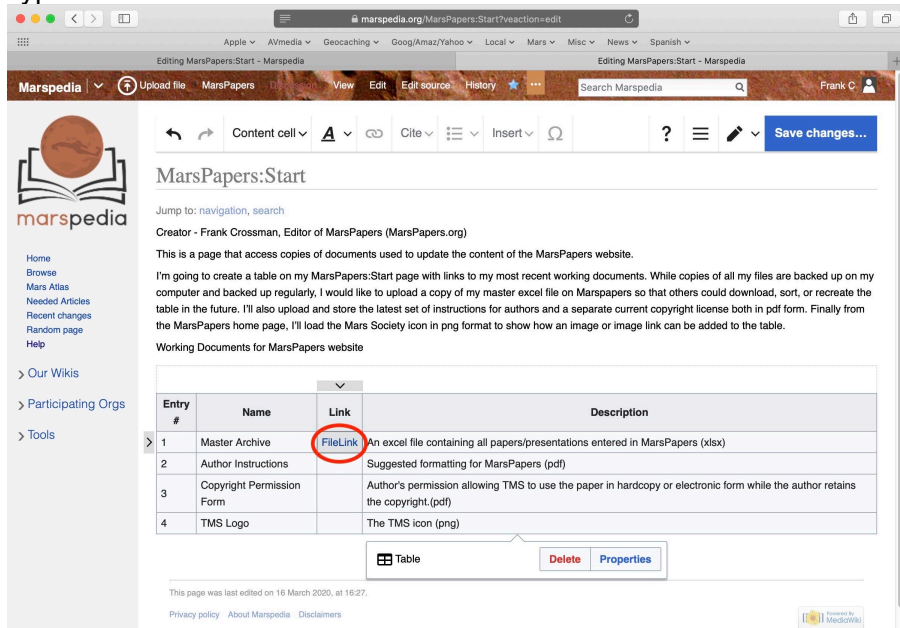


Fig. 19 Type in a LinkName in the Table

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With the link name selected, click the Link icon in the Virtual Editor menu.

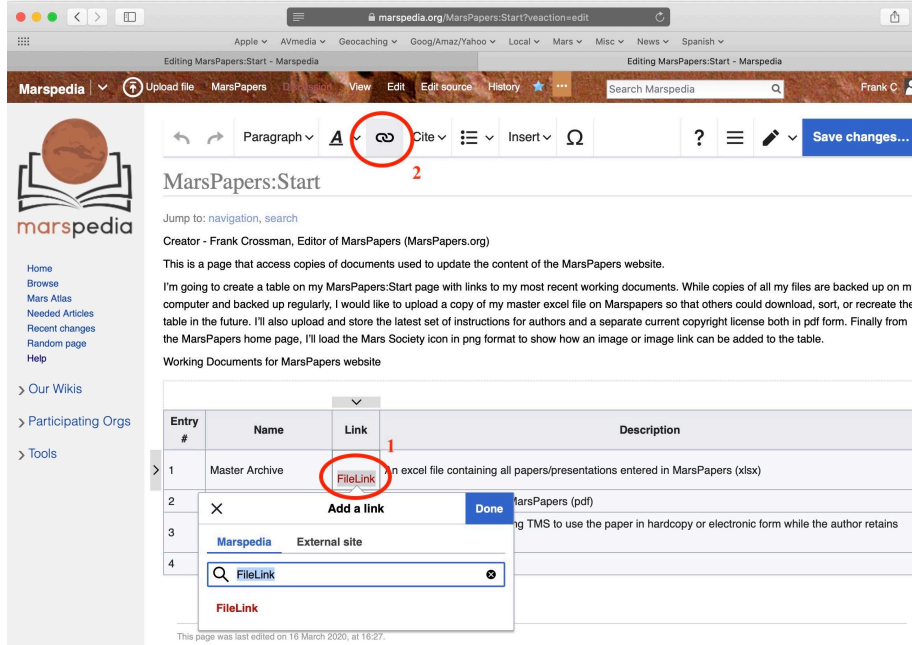


Fig. 20 Select (highlight) link and Then Click Link icon

Type in the full file name starting with File;; verify name; click Done.

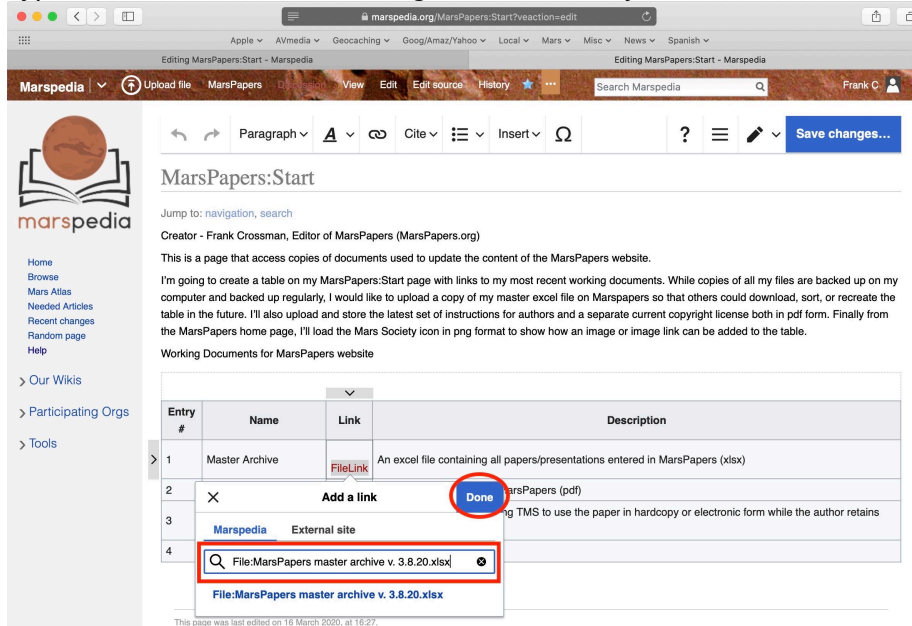
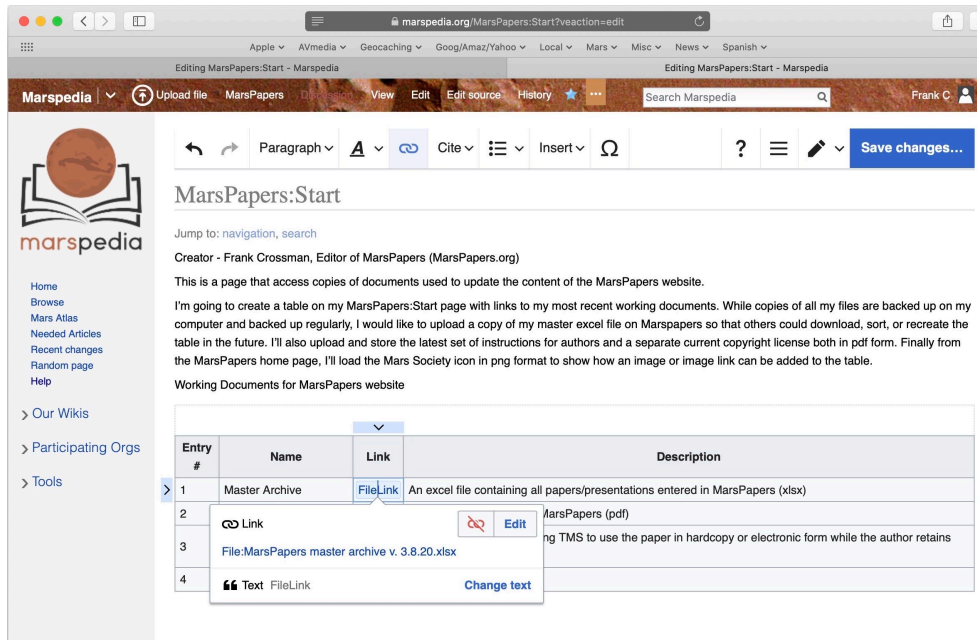


Fig. 21 add full file name and Click Done

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This box shows the linked file name. If OK then click outside the table.



MarsPapers:Start

Jump to: [navigation](#), [search](#)

Creator - Frank Crossman, Editor of MarsPapers (MarsPapers.org)

This is a page that access copies of documents used to update the content of the MarsPapers website.

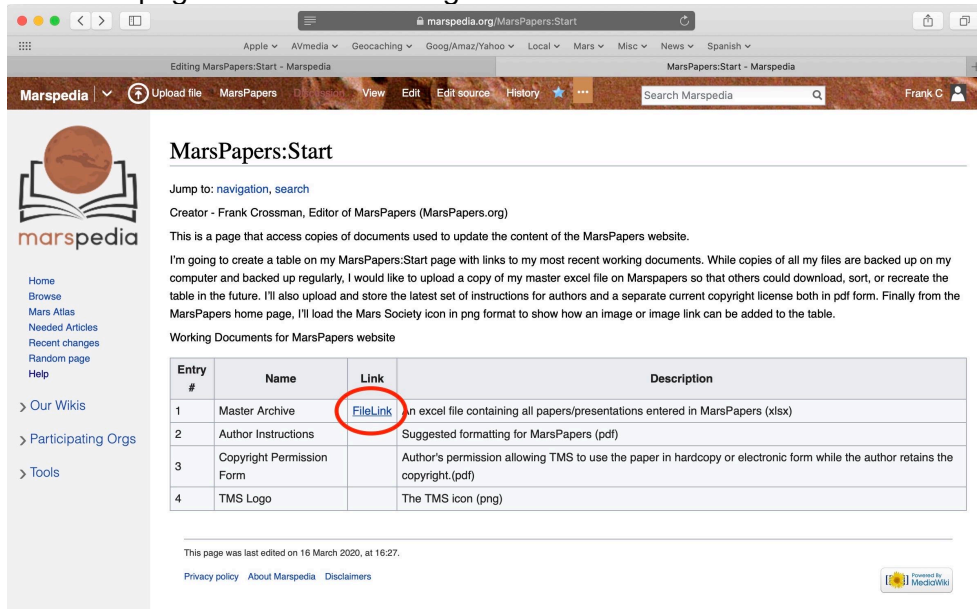
I'm going to create a table on my MarsPapers:Start page with links to my most recent working documents. While copies of all my files are backed up on my computer and backed up regularly, I would like to upload a copy of my master excel file on Marspapers so that others could download, sort, or recreate the table in the future. I'll also upload and store the latest set of instructions for authors and a separate current copyright license both in pdf form. Finally from the MarsPapers home page, I'll load the Mars Society icon in png format to show how an image or image link can be added to the table.

Working Documents for MarsPapers website

Entry #	Name	Link	Description
1	Master Archive	<a href="#">FileLink</a>	An excel file containing all papers/presentations entered in MarsPapers (xlsx)
2		<a href="#">FileLink</a>	MarsPapers (pdf)
3		<a href="#">FileLink</a>	ing TMS to use the paper in hardcopy or electronic form while the author retains
4		<a href="#">FileLink</a>	

Fig. 22 Click Done and Verify file name

The linkname will be underlined to denote a link is in place. Clicking the link will take you to the linked file page seen in the next figure.



MarsPapers:Start

Jump to: [navigation](#), [search](#)

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I'm going to create a table on my MarsPapers:Start page with links to my most recent working documents. While copies of all my files are backed up on my computer and backed up regularly, I would like to upload a copy of my master excel file on Marspapers so that others could download, sort, or recreate the table in the future. I'll also upload and store the latest set of instructions for authors and a separate current copyright license both in pdf form. Finally from the MarsPapers home page, I'll load the Mars Society icon in png format to show how an image or image link can be added to the table.

Working Documents for MarsPapers website

Entry #	Name	Link	Description
1	Master Archive	<a href="#">FileLink</a>	An excel file containing all papers/presentations entered in MarsPapers (xlsx)
2	Author Instructions		Suggested formatting for MarsPapers (pdf)
3	Copyright Permission Form		Author's permission allowing TMS to use the paper in hardcopy or electronic form while the author retains the copyright.(pdf)
4	TMS Logo		The TMS icon (png)

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Fig. 23 Click outside edit box and Note file link is underlined as active link



## Tutorial on Creation of a Table of Links to Uploaded Files

The file page allows you to click the underlined link and download the file to your computer. Marspedia does not display excel and pdf files in Marspedia. Note that the file description also appears on this page.

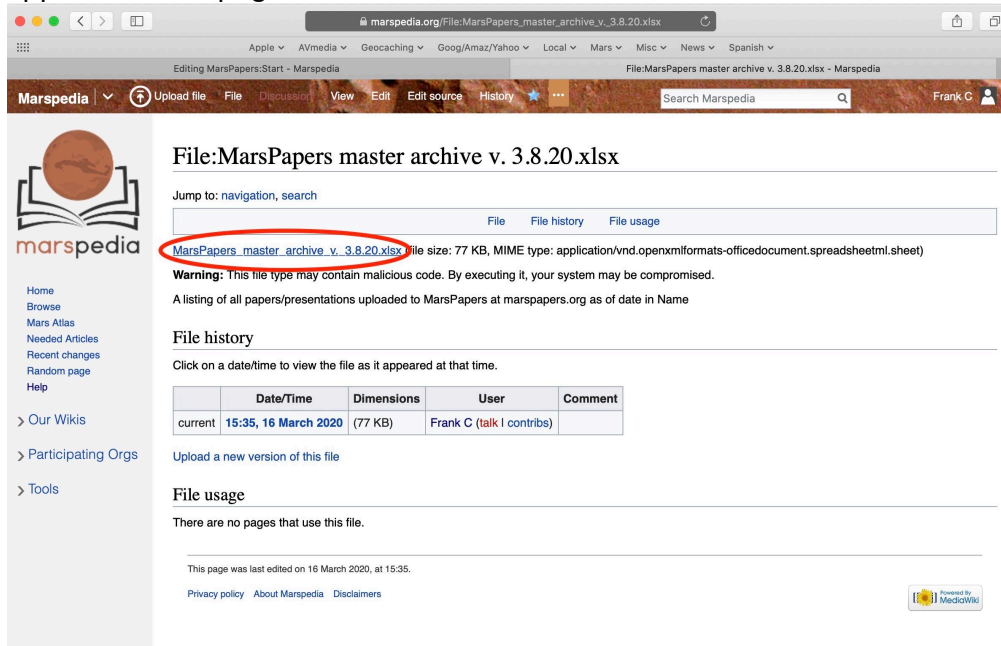


Fig. 24 On Clicking link - File page displays and file can be downloaded

This upload process is identical for the png and pdf files of this example. After upload of all files and linking to the table, I edited the text from future tense to past tense and added a few more words of description. The page and linked files are now stored in Marspedia. They remain unlinked to any of the Marspedia “encyclopedia” pages.

### MarsPapers:Start

Jump to: [navigation](#), [search](#)

Creator - Frank Crossman, Editor of MarsPapers (MarsPapers.org)

This is a page that accesses copies of documents used to update the content of the MarsPapers website.

I have created a table on this MarsPapers:Start page with links to the most recent working documents. While copies of all files are on my computer and backed up regularly, I have uploaded a copy of the master excel file on Marspapers so that others can download, sort, or recreate the table in the future. I've also uploaded and stored the latest set of instructions for authors and a separate current copyright license - both in pdf form. From the MarsPapers home page, I've loaded the Mars Society icon in png format to show how an image link can be added to the table. The 5th document provides a history of the workflows used to add a abstract/paper to MarsPapers covering workflows used from 2002-2006, 2006-2011, 2011-2016, and the current 2017-present.

Clicking on the row link in the Link column takes you to the file page where you can download the stored file.

Working Documents for MarsPapers Website

Entry #	Name	Link	Description
1	Master Archive	<a href="#">FileLink</a>	An excel file containing all papers/presentations entered in MarsPapers (xlsx)
2	Author Instructions	<a href="#">Instructions</a>	Suggested formatting for MarsPapers (pdf)
3	Copyright Permission Form	<a href="#">Permission</a>	Author's permission allowing TMS to use the paper in hardcopy or electronic form while the author retains the copyright.(pdf)
4	TMS Logo	<a href="#">Logo</a>	The TMS icon (png)
5	Workflow	<a href="#">Workflow</a>	New and old workflow descriptions and history of workflow from 2002 to present (pdf)

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Fig 25 Completed MarsPapers.Start page and linked table