

## **Current MarsPapers Editing Workflow – January, 2017**

Work Flow 1.9.17 as we currently use the new MarsPapers site for access to MarsPapers

### Step 1

Create Abstracts for Papers/presentations submitted for archiving. These will be exported as html files into MarsPapers so that folks using MarsPapers can examine the abstract before they choose to download the entire presentation.

Created separate Word documents from submitted abstracts in the Convention Schedule PDF.

### Step 2

Create word copy of submitted paper and name it by first-author\_year\_paper number (if more than one for the year). Create abstracts if not available in the Convention Schedule. This includes all plenary talks submitted, since they have no abstracts in the Schedule. All papers are edited to have a common Format for Title, Authors, Abstract. The rest of the paper is left in the original submitted format. Embed tables and graphics into papers submitted by several authors who did not embed the graphics in the paper. Name all papers with author\_year\_number (if more than one paper per year from same author)

Example of naming convention:

Brandenburg\_2002\_1.doc

### Step 3

Establish a common format/font/size for each abstract. I use Times New Roman 12 for all but paper title. That appears in upper case Times New Roman 14 bold. Author names are bolded. Add the Permission to publish statement at top of abstract. Then save the Word doc for each abstract as html with the Save as webpage command in MS Word and naming them with the same naming convention of the papers. Reformatting the abstracts to a common font/size is tedious but necessary because the MarsPapers user will likely look at several abstracts in a session to decide what pdf to view/download.

Example:

Brandenburg\_2002\_1abstr.htm

Step 4

Add Permission to publish statement to papers and Print/Save as pdf to obtain the pdf to be added to MarsPapers.

Convert all ppt presentations to pdfs and add Permission to publish statement at the top of the first page of the pdf using Mac OS Preview app.

Name all pdfs with name\_year\_no.

Example:

Brandenburg\_2002\_1.pdf

But,

1. If a paper was contributed by author independent of the Mars Soc. Convention then the paper has a \_contrib.pdf as suffix.
2. If presentation was contributed by author independent of the Mars Soc. Convention then it has \_pres\_contrib.pdf as a suffix.
3. If presentation at the Mars Soc. Convention then it has pres.pdf as a suffix.

Step 5

Update the master spreadsheet list of all papers with title, author, year, category, abstract doc name, pdf doc name. This informal master list allows me to fill in the individual paper db fields in MarsPapers Update by copy and paste with no transcription errors.

Step 6

Log onto MarsPapers.org server with Cyberduck at ftp://marspapers.org

Type in the keyword given to you by James.

Upload the abstr and paper files singly or all at one time. Check to see that all the abstr files have htm or html as suffix. Check to see

that all paper files have pdf as suffix.

### Step 7

Logon to MarsPapers Update (<http://upload.marspapers.org/#/> ) with your MarsSoc email address and password (provided by Josh and not listed here). In the Home/Upload Papers fields, enter Authors, Paper Title, Paper File Name, Abstract File Name, Year, Category, Source, Publication (if any) and click Upload Paper. A message saying Upload was successful should appear almost immediately below. If not, verify file names, and if that looks OK email Josh.

### Step 8

Check that paper is uploaded by clicking the Papers button. Type in the author, and see if the paper is in the MarsPapers db. Then click the Home button and the Upload Papers fields will appear cleared so you can enter a new paper. Continue 7 and 8 until all papers are entered.

### Step Delete/Edit db

If you have entered the paper into the db with an error, you can correct it by deleting the previous entry and retyping the correct entry.

### Logon to MarsPapers Update

In Delete a Paper, type in the exact paper file name. If in doubt go to Marspapers site and click to download the paper. The name will be evident in the download. Copy and paste that into the Delete a Paper field. The paper should show and ask if you want to delete. Say yes. A clean SQL entry will show. Then re-enter the paper with the corrected information. If you have a problem with this step, contact Josh.

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## **Original Workflow as described to James Burk 21 Feb 2016**

I was very happy to see your email this morning describing the fact that you had an eager volunteer who wants to help redesign the MarsPapers site. I have also been asking myself how to prepare for my eventual retirement from MarsPapers editing and data base maintenance, so I'm more than willing to consider this.

To get started I want to provide you with information on how we do the MarsPapers site now, Lessons learned from the history of MarsPapers, and Thoughts on Redesign of the site.

### **Part 1 – How MarsPapers archive is currently updated (on my Mac)**

2016 editing task involved adding to MarsPapers the following:

2013 –20 papers

2014 –38 papers

2015 –22 papers

Total –80 papers

#### **Step 1**

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Created separate Word documents from submitted abstracts in the Convention Schedule PDF.

~ 8 hr

#### **Step 2**

Create word copy of submitted paper and name it by first-author\_year\_paper number (if more than one for the year). Create abstracts if not available in the Convention Schedule. This includes all plenary talks submitted, since they have no abstracts in the

Schedule. All papers are edited to have a common Format for Title, Authors, Abstract. The rest of the paper is left in the original submitted format. Embed tables and graphics into papers submitted by several authors who did not embed the graphics in the paper. Name all papers with author\_year\_number (if more than one paper per year from same author)

Example of naming convention:  
Brandenburg\_2002\_1.doc

~ 8 hr

### Step 3

Establish a common format/font/size for each abstract. Add the Permission to publish statement at top of abstract. Then save the Word doc for each abstract as html with the Save as webpage command in MS Word and naming them with the same naming convention of the papers. Reformatting the abstracts to a common font/size is tedious but necessary because the MarsPapers user will likely look at several abstracts in a session to decide what pdf to view/download

Example:  
Brandenburg\_2002\_1abstr.htm

~ 9 hr

### Step 4:

Add Permission to publish statement to papers and Print/Save as pdf to obtain the pdf to be added to MarsPapers. Convert all ppt presentations to pdfs and add Permission to publish statement at the top of the first page of the pdf using Preview app. Name all pdfs with name\_year\_no.

Example:  
Brandenburg\_2002\_1.pdf

~10 hr

#### Step 5:

Update the master spreadsheet list of all papers with title, author, year, category, link to abstract, link to pdf. The hyperlinks are manually edited to link to the abstr or papers directory where the abstract and paper pdf files are placed on my computer. If I were to create a link by clicking on the abstract or paper from excel, I will embed a specific link to a file on my computer that cannot be used once I upload the files. This is the most tedious part of the process since each hyperlink requires about 25 specific mouse/key strokes.

#### Example of links

link to: [abstr/Brandenburg\\_2002\\_1abstr.htm](#)

or

link to: [papers/Brandenburg\\_2002\\_1.pdf](#)

~9 hr

#### Step 6:

Quality control testing , sorting, uploading.

I test each new link on the master list to be sure that all links are functional. I extend the alternating green and white rows on the sorted pages in the excel spreadsheet and copy the master list to each Sort page.

I have created three sorts of the spreadsheet sorting by Author, Year, or Category first. I call these sorts AYC, CYA, YCA indicating the order in which the sort is conducted. After copying in to new master list to each sort page, I resort all rows so that the new entries are sorted into the old ones. I then randomly test the links on the master list to be sure that all links are functional. I convert the Excel sorts to html using the Save as Web Page command in Excel. Finally I FTP all files to the MarsPapers website, and check a few links to see that all is well.

~8 hrs

**Total time spent over about 6 weeks was 52 hrs for 80 papers or about 40 minutes per paper.**

Steps 1–4 are what I'll call paper editing and formatting and represent 67% of the total effort.

Steps 5–6 are what I'll call database management and represent 33% of the total effort.

## **Part 2 – Lessons to be Learned from the History of MarsPapers**

I created MarsPapers in 2002 establishing the format for MarsPapers just as listed in Part I above.

In 2006 Jean Lagarde approached me and described that he had permission to create a modern website for the Mars Society that would be based on some python code that he had developed. He asked if I would be willing to rehost MarsPapers on the new site as a means of showing others in the Mars Society how the new site could handle a substantial set of files with a relational data base that had to be populated with the attributes of the MarsPapers files. Some of the attributes were author (all names of all authors), year of submittal, category (or even multiple categories).

Jean also added attribute fields for phone number and email address if that information was available. He asked me to populate the records for each paper/abstract.

I started to do that, but I gave up after 8 hours and very little progress because the latency between clicking return on a field entry and its update on the server was way too slow compared to the same update on my computer using the Part I approach above.

Eventually Jean wrote some code to extract the record data from the paper pdf and he created the MarsPapers database that could be google searched by paper record. For me the Achilles Heal was the

poor response time in updating information on the server, but the new MarsPapers was established.

All went fine until 2011 when I heard the news that the Mars Society website had been hacked and most files had been lost (to be reconstructed by those who kept backup files on their own computers or servers. I was one those. I had backed up all MarsPapers papers and abstracts on my computer, and I offered to reconstitute MarsPapers on the new Mars Society Website hosted by Google.

At the time James Burk and I talked about the difficulties of linking file names to papers and abstracts on the google server. Google and Dropbox attach special file names to files, and links would have to have those names to connect with them. For example I have a file named RoadTripBook\_2015\_r.pdf on Dropbox but if I want to share its link with you I have to send you the link [https://www.dropbox.com/s/c8vy3vn1ydqdkml/RoadTripBook\\_2015\\_r.pdf?dl=0](https://www.dropbox.com/s/c8vy3vn1ydqdkml/RoadTripBook_2015_r.pdf?dl=0)

Maybe there is a way to handle this, but at the time I said to James that I was willing to reestablish the website the way I knew would work and I was not willing to trust in some other SQL db approach. I had been burned badly... :-)

James Burk really came through for me and got me some space on a server where I could FTP the entire papers/ and abstr/ directories with their pdf and html files in those directories. That's how we are still operating MarsPapers.

The lessons learned were:

1. Be sure the update process on servers is about as fast as it is on your own computer. I had Comcast Cable at the time with 56Mbps guaranteed bandwidth. The problem was at the server end, and most probably in the python (interpreted or compiled?) code.
2. Never upload content to a server without making a backup on

your computer.

3. Be sure to verify that regular backups are made on the server that hosts your content (e.g. MarsPapers).

### **Part 3 – Thoughts on Redesign of the MarsPapers Site**

Coincidentally, about a month ago I took over the maintenance of the WordPress website for Sons in Retirement, Branch 35.

<http://www.sirinc2.org/branch35/>

The appearance of this site is clearly an improvement over that of MarsPapers. I recognize that improving to a more modern appearance would be highly desired.

As interim webmaster I had to learn the WordPress website development environment. I read the manual. I also had to make some major enhancements to the site that included adding WordPress plugins for site Search, site Backup, site Login/out for purposes of access to sensitive pages that the public would not be able to see or search for. I also developed an appreciation for how often WordPress sites are protected from malicious login attempts with the Jetpack plugin. For example our site only has had 39 blocked attempts this year! Others have thousands. Wordpress sites are directly attacked at the DomainName/wp-admin page where all admins login to edit their site. Site backup is a must as is a really tough password to login with.

Wordpress is handy for page redesign to modern standards. It seems to have some issues as well. The WordPress supported search engine is limited to the pages/posts that you create. The Media files (jpg, AVI, pdf, etc) are not indexed with WordPress's search engine. I am still investigating whether google site search can be used to do that. It is installed on other SIR WordPress websites, but I'm finding that the google site search still doesn't index their media files.

While the abstract information could be added directly from a Word

doc to the Paper field in WordPress using cut and paste or even drag, that's the way to go with the abstract files; but the MarsPapers papers will always be in pdf format, and we would need to assess whether they can be google-site-searched as they are in the existing MarsPapers site.

I also don't know whether there are any good WordPress plugins for database management. If your volunteer knows WordPress and can investigate into this, that might be a good starting point.

Please feel free to share some or all of this with the volunteer. Perhaps we should establish a 3 way email dialogue on where to go on this.

Thank you, James!

Frank Crossman

\*\*\*\*\* Development Emails \*\*\*\*\*

Email from Josh

Dec. 22

file names

Isenberg\_2016abstr.htm

Isenberg\_2016\_pres.pdf

2016

MissionEngring

Mars Soc. Convention 2016 Presentation

Old approach – To upload a new paper:

- Put the pdf and abstract on the server in the correct directories.
- Fill out the information for the paper on the site.
- You cannot hit to submit button until all required fields are filled out (only Source and Publication are NOT required).
- You cannot insert a new paper without entering the correct pass phrase which is DELETED PSW (we can change that if you want).
- You will see success, failure, title already exists, and invalid pass phrase as validation messages. I have attached a document that

contains some screen shots of the validation messages.

– You do not need to put the link to the pdf or abstract. Just the name of the file and .pdf will be added if it is not there. The abstract will automatically put "abstr.htm" at the end of the file name. This is written on the site too if you click the information icon by File Name.

Oct 28 to Josh:

Learning by doing reveals things that could be improved.

I found that I had made an error in registering Isenberg's paper. I should have entitled the paper Isenberg\_2016pres.pdf since the paper was a presentation and not a manuscript. I can easily correct the paper title using FTP on the [marspapers.org](http://marspapers.org) site, but that leaves a bad link in the data base entry.

Secondly, I left out the Source which should be Mars Soc. Convention 2016.

In the current entry screen I can't input Isenberg\_2016pres as the paper name because your abstract name will assume Isenberg\_2016presabstr.htm as the name of the abstract.

Only presentations get the extra "pres", the manuscripts don't have that added.

I think the best solution is for you to give me a block to type in the full paper title and another block to type in the full abstract title.

Also, I realize that I'm going to make errors such as these if I add papers a few at a time over days or weeks – a capability that I really appreciate being able to do with your data base entry– but I don't think you should be expected to fix all of my errors.

Right now I can make the necessary corrections to paper and abstract titles on the files when I'm in FTP mode, but I'm locked out of making any corrections to the existing data base entry for the item.

Rather than bug you each time, would it be possible for you to

establish a way for me to delete a paper entry from the data base, so that I could generate a newcorrected one? I'm not needing full database control, just the ability to delete an entry and start over.

Is that possible?

Frank Crossman

Email from Josh Dec. 20

Hi Frank,

The deletion functionality is now live and [upload.marspapers.org](http://upload.marspapers.org). After logging in, I suggest familiarizing yourself with the site by doing the following:

- Under "Delete a Paper" search for, say, "frankcrossman".
- You will see an error that it cannot find that paper.
- Under "Insert a Paper" key in "frankcrossman" for all fields except year and category. Select anything for those two fields.
- Click "Upload New Paper" to upload it.
- It should say the insert was successful.
- Try searching under "Delete a Paper" again (you might have to hit enter and not the submit button). You should see the entry now in a table.
- Go to [marspapers.org](http://marspapers.org), click Papers, and search for "frankcrossman" to see that it is indeed there.
- Back on the upload site, click "Yes Delete" down at the bottom for "Are you sure...?"
- You should see a message about the deletion being successful and the table should be empty.

Now you should be good to go for inserting real papers! Let me know if you encounter any issues.

If you want the ability to upload the physical files to the server from this site, let me know. Otherwise, what I have next on my list is to increase the security by hashing your password (think strong

encryption) and there is a way to de-index the website from any search engines that I have to figure out. Google searching papers is still not working for some reason. Going to look more into siting mapping as well.

-Josh