



1 - Introduction

Quick introduction to the interface video (1 min 07) (<https://www.youtube.com/watch?v=SfQezwSCklc>)

2 - Practical part (25 minutes)

2.1 - Create new account

Each participant creates his/her account <https://www.authorea.com/signup> (<https://www.authorea.com/signup>), using the following informations:

- name,
- email (use your @epfl.ch address),
- new password.

It is necessary to activate the account by opening the link sent per email by Authorea.

2.2 - Create a new document

Each participant creates a new document. Use the "New Document" button (see below), and choose the "public" option. A free account allows to create as many public documents as desired but only one private document. The EPFL Institutional subscription enables to work on an unlimited number of private documents.



The screenshot shows the Authorea user interface for Jan Krause. The top navigation bar includes the Authorea logo, the user's name 'JK JAN KRAUSE', and a menu icon. Below the navigation bar, there are two buttons: 'Import' and 'New Article', with the latter circled in red. The main content area is divided into three sections: 'Documents', 'Profile', and 'Statistics'. The 'Documents' section is active and shows a list of documents. The first document is 'Documents interactifs : les Jupyter Notebooks' by Jan Krause, created on June 23, 2016, and last updated about 16 hours ago. The second document is 'Projet DLCM: les données de la recherche en Suisse' by Jan Krause and 1 coauthor, created on May 24, 2016, and last updated about 21 hours ago. On the right side, there is a 'Connections' section with a search bar containing 'colleague@institution.edu' and a list of contacts. A 'GMAIL CONNECT' button is also visible at the bottom right.

Double click on the text to edit it. By default the text-formatting in WYSIWYG (what you see is what you get) mode may be done using the toolbar.

Markdowns is another efficient available formatting option. This lightweight language can be learned in 10 minutes. To do so, you may use the formatting toolbar and:

- add a level 1 title (select the title and click on "h1"),
- define bold and italic text,
- create a bullet point list,
- cite documents.

Note: Authorea also supports $LATEX$ and HTML formatting.

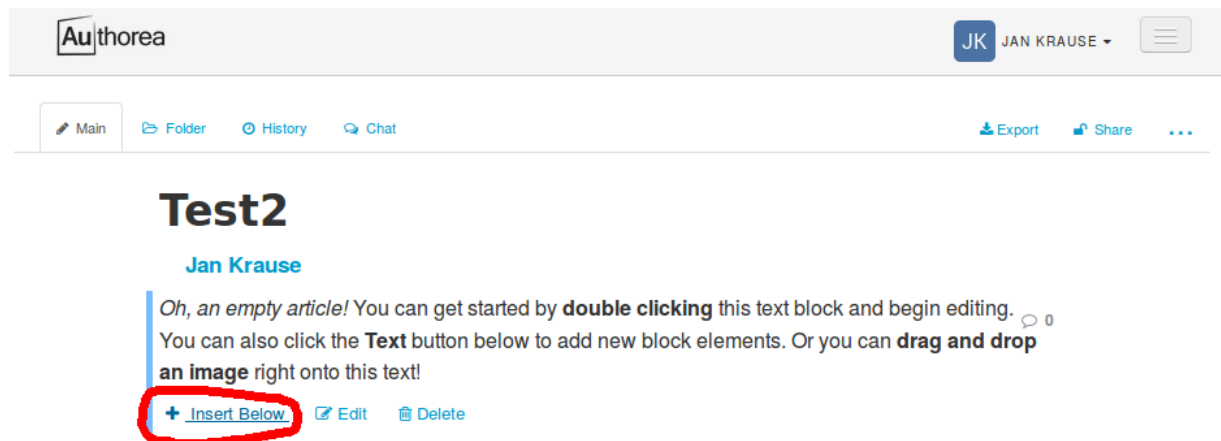
2.3 - Insert new cells

Cells allow to better structure documents. They may contain:

- text
- images
- interactive figures (Jupyter or IPython Notebooks)
- or data.

In addition, cells are locked when a user is working on them. Thus they constitute the base unit for collaborative work in Authorea. It is a good practice to divide documents in a reasonable number of cells.

Create a new cell by clicking on "Insert below" as illustrated below and chose the option "Text".



The screenshot shows the Authorea web interface. At the top, the Authorea logo is on the left, and the user's name 'JK JAN KRAUSE' is on the right. Below the header, there are navigation tabs for 'Main', 'Folder', 'History', and 'Chat'. On the right side of the navigation bar, there are buttons for 'Export', 'Share', and a menu icon. The main content area displays a document titled 'Test2' by 'Jan Krause'. The document text reads: 'Oh, an empty article! You can get started by **double clicking** this text block and begin editing. You can also click the **Text** button below to add new block elements. Or you can **drag and drop an image** right onto this text!'. Below the text, there is a toolbar with three buttons: '+ Insert Below' (highlighted with a red circle), 'Edit', and 'Delete'.

Edit this cell.

There are other way to create new cells. For example you may drag an drop an image file from your file browser to do so. Test this and notice you may add a caption.

2.4 - Exporter the document

Click on the export icon (see below). Choose the format an style that suits you best.



Test2

Jan Krause

Oh, an empty article! You can get started by **double clicking** this text block and begin editing. You can also click the **Text** button below to add new block elements. Or you can **drag and drop an image** right onto this text!

2.5 - Collaborate

Invite the other participants to collaborate on your document.



Test2

Jan Krause

Oh, an empty article! You can get started by **double clicking** this text block and begin editing. You can also click the **Text** button below to add new block elements. Or you can **drag and drop an image** right onto this text!

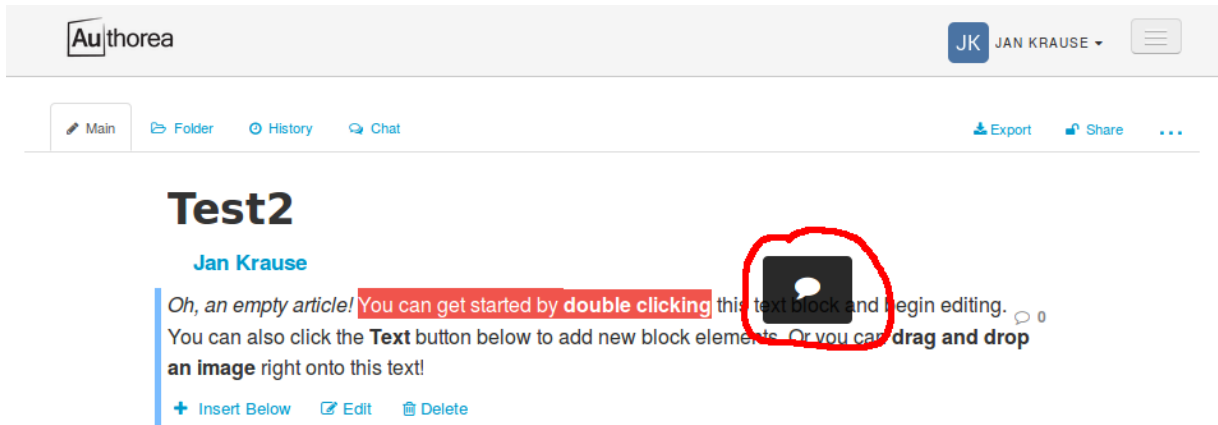
Choose "share with others", et and add all workshop participants by finding them using their name or email address.

Test the collaborative work (each cell may be edited by only one person at a time).

2.6 - Add comments

Feedback is often essential to write good document. If the document is public, anybody can comment it. They may access it using its URL; the same that is displayed in your browser's location bar.

In practice to comment a text region, select it and click on the comment button as illustrated below:



3 - Group feedback (5 minutes)

Prepare your feedback for all workshop participants.

For example, what did you think about the following features / operations:

- create your account,
- create a document,
- insert a figure,
- cite publications,
- export in various:
 - document styles
 - bibliographic formats
 - file formats
- invite collaborators,
- work collaboratively.

4 - Go deeper

Authorea (longer) introduction: video (2 min 30) (https://www.youtube.com/watch?v=TzIBh6JR_wA).

Learn Markdown: this document (<https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>).