Series C: Guides

Scratchpad Manual

Darwyn P. Sumner
Organiser of the UK Stilt & Stalk Fly Recording Scheme (Micropezids & Tanypezids)
Series C, Issue 3, Version 3 (August 2019)

Contents

1.1 Introduction

Personal notes for clarification of methods. This isn't intended for general circulation. It might prove to be helpful for a handful of Recording Scheme organisers who wish to set up their own Scratchpad.
Part A provides the preliminaries and may be considered complete barring a few small observations that others may make
Part B is a list of techniques and commands that I have found useful to note down and is by no means exhaustive. To complete this would require the involvement of many others, including the developers of the system.

Dipterists Forum
Technical Report
open access www.dipteristsforum.org.uk

A. Preliminaries

In order to make progress with a new Scratchpad site a degree of organisation of your material is required.
The material should comprise:

- A collection of papers and books
- A clear idea of the taxa
- Some images
- Keys

The following is a guide to the format in which the above should be stored and managed.

1.1 Literature

Your Scratchpad site becomes extremely useful to other researchers almost straight away if you have an excellent list of published papers. It may be the question you are most frequently asked by fellow workers.
Whatever format you have them in, the target is to build a digitised list of them as citations + tags. The software you choose to manage them must be able to export the citations in BibTex format. This doesn't leave you with many options, the only free one is Mendeley which does the job excellently. Other citation managers will cost money and there are many negative online reviews of these, some users having ditched their paid-for software in favour of Mendeley.

1.1.1 Using Mendeley

1. Obtain the free software from https://www.mendeley.com/
2. Ensure you have a well organised Library structure on your hard disk - a place where you keep any pdfs of your papers. Named subfolders within a Library folder are useful but one per author is a bit too detailed, try something like "F:\Library\Articles\Diptera A to E" etc.
3. Add a topic structure in Mendeley's tree
4. Import citations either by selecting a pdf file or adding an entry manually
5. In the Tags field (Show Document Details first) add the full binomial names of the taxa. (tip: prepare a .txt file containing all the names separated by a semicolon in a simple text editor first then edit a copy of that before pasting the list into the Tags field)

For large popular group this would be an enormous task. For my 80 unpopular species I have around 200 papers. You do end up with a useful desktop application that lets you select all papers containing a particular taxon which you can then use to view and search each individual pdf paper.

1.1.2 Direct entry

Adding papers one by one to the Scratchpad is an option. I had getting on for 200 papers so I used the above, but if you have only 20 or so then it's not such a slog. Worth having that text file (in 5 above) handy though.

1.1.3 Relational databases

If you have a reasonable level of expertise with Microsoft Access or similar and can set up one-to-many relationships then devising a system to output the BibTex html format for the references stored in your system should be straightforward.
If you have tables stored in MSAccess then there are some useful references in your Scratchpad site which can be added as fields to those tables, such as the urls to taxa and literature items.

1.2 Taxa

1.2.1 Scope

Title: Consider the scope of the site. For example, if one were constructing one for Sciomyzidae then the site title might be the formal family "Sciomyzidae". Use the term "Sciomyzids" however and you've encompassed other small families that sit alongside the Sciomyzidae. Much better, the anglicised title is a bit more friendly and families which might otherwise be neglected have a home.

Dare you prefix that title with "European" or "Palaearctic" or "World". If you know there are only a handful of extra species in Europe then it might be worth adding "European", making sure the site's subtitle clearly indicates that it's just the UK recording scheme and add any additional European taxa later.

Text: Home page text should clearly indicate the topic. I'm happy with the first word being Diptera, followed by an explanation about which taxon groups the site is covering. I suppose after that it's an explanation of the recording scheme then an indication of planned expansion into Europe.

1.2.2 Choosing a name for the Taxonomy tab

Choose a name. If you clearly indicate on the Home page what the subject matter of the site is then the word **Species** is sufficient, **Checklist** seems incorrect, **Taxonomy** could be confusing as that's a Scratchpad term. **Conopidae** would be redundant as you've already said that in the title. I used **European Species**.

1.2.3 Preparing a taxonomy spreadsheet

No need to start at the top (Diptera), you've already told your readers whereabouts on the tree your site starts so the first item on your Scratchpad Taxonomy tree (**Species**) should be **Conopidae**. Users are not going to want to click their way through loads of other stuff to find the subject of the site.

It is possible to have more than one starting point on the **Species** tree. I've done it on mine with one for Nerioidea and another for Diopsoidea. This would be the way to do it on a Sciomyzids site.

1.2.4 Preparing the spreadsheet

Safest to use your own material rather than relying on some download from a website somewhere. I am assuming you have a spreadsheet of all your species names. The import system in Scratchpads requires you to turn that into a different structure, this just involves a bit of Excel manipulation.

This is how it looked:

Term name	Parent Term Name	GUID	Parent GUID	Vernacular name	Authors
Nerioidea		1		Micropezids	
Pseudopomyzidae	Nerioidea	10	1		
Pseudopomyza	Pseudopomyzidae	15	10		Henning, 1971
Pseudopomyza atrimana	Pseudopomyza	20	15	Scarlet-eyed Compost	(Meigen, 1830)
Micropezidae	Nerioidea	25	5	Stilt-legged fly	
Calobatinae	Micropezidae	30	25	Striders	
Calobata	Calobatinae	35	30		etc.
Calobata petronella	Calobata	40	35	Brown-shouldered Strider	etc.
Cnodacophora	Calobatinae	45	30		etc.
Cnodacophora sellata	Cnodacophora	50	45	Dusty Ruddered Strider	etc.
Cnodacophora stylifera	Cnodacophora	55	45	Montane Ruddered Strider	etc.
Neria	Calobatinae	60	30		etc.
Neria cibaria	Neria	65	60	Common Strider	etc.

The first term, Nerioidea, is the first to appear on your Species list. Note that it has a GUID but it doesn't have a Parent GUID. Further down the list the same is true of Diopsoidea, it doesn't have a Parent GUID either so it appears separately on your Species list too.

From your basic spreadsheet list of terms, the steps (in your own Excel spreadsheet, don't mess with the Scratchpad sheet until you are ready to paste the data) would be as follows:

1. Split apart the binomials from their Authors into separate columns, add vernacular names if you have them.
2. Insert a row above these binomials at each change in Genus. Put that Genus in the Term name, find and add the Genus author
3. Repeat step 2 for subtribes, tribes, subfamilies, families etc. (in correct sequence) until you reach your top term (mine's a superfamily so I do have families as subordinate terms)
4. Assign your own GUIDs. I did mine in multiples of 5 in case I made a mistake and had to squeeze another species in somewhere. Assign to every taxon term sequentially right to the bottom of your list of terms.
5. Add Parent Term Name, they've all got one (see steps 2 & 3) except for your top term(s)
6. Determine and add Parent GUIDs. The coloured fields in the above diagram shows how they are assigned. It's helpful to use coloured fills in your own spreadsheet to keep track of what you are doing.

Sleep on it. It's surprisingly easy to slip up. I made two errors which I was later able to fix on the site but it was annoying.

1.3 Images

For the opening screen of your Scratchpad site a mere 4 images are required (and a logo). Images that you upload to the Scratchpad site can be tagged with the instruction to appear on the home page. Start with your best image, then add two which give some context (map, book cover, schematic of structure) but don't allocate the fourth one so that a different image from the rest of your image collection appears there randomly each time your site is opened.

1.3.1 Copyright

A contentious subject. My approach was to treat all images extracted from Open Access papers as legitimately available for use - as that was clearly the author's intention. For images in galleries, again it's plain that their authors wish their images to be used for education and research but the galleries host may have a stricter policy, in which case write to the author (messaging system within Diptera.info or in Researchgate) after using the image, but before you officially launch your site. In my experience they have all been pleased to see their work in such a scientific context, or they don't reply. Flickr sites have many useful images, owners can be contacted through Flickr sometimes, again I've had no problems even with professional photographers. Others, like Steve Falk and Malcolm Storey are eager to see their work used in this way.

In all cases try to contact the author. Permissions so granted will be of value if ever you contemplate a book - where copyright permissions will be much more stringent.

Set all images as CC-BY-NC (i.e. non-commercial) or higher on your site. The default Scratchpad of CC-BY means they can be downloaded by anyone for any purpose and that may not be in the spirit of the permissions you obtained from their authors. If in doubt use "All rights reserved"

Always credit the author of each image and always add the url of the images source.

1.3.2 Managing images

As you search for images you'll be wanting to download each one. Managing all the downloads can be a complex business. I use iMatch (several accounts of this in the Bulletin) which permits me to apply species names to everything via a user-created hierarchical tree which matches the taxonomy. It additionally supports the addition of the author's name and the url source to each images metadata. Once you've made your collection, when it comes to selecting the most appropriate image to use on your Scratchpad site, all the necessary information is there.

1.4 Keys

The Comments field to each taxon in the Species tab should provide a clear set of features which enable the user to check the identification.

Not the entire list of features (that goes into the formal Description field) but just those which distinguish the taxon from others.

This becomes particularly important when expanding your range beyond one country. Country keys have the disadvantage that they merely compare the species found in that one country. As a result some significant features may be omitted from keys, for example the yellow spot half way up the occiput of *Micropeza lateralis* is not mentioned in any key but it serves well as a character to distinguish it from *Micropeza grallatrix* - there's no key from a country which has both species, so it's a character that has been missed by previous workers.

Worth while readdressing the key then. To do this, collect together all the keys and descriptions you can, study any information you can glean from photographs and build an FSC Identikit. This is a multiple-character key that you can develop on your own desktop. No need to work on an entire Family, one Identikit per Genus will suffice. Once you've got it to work then you've got your list of characters that can be added to the Scratchpad Comments field. It's also a good way to discover precisely which characters need illustrations and images.

This is worth doing even if you do not contemplate extending outside the UK. There will undoubtedly be useful papers in German and Russian in your subject area that provide vital clues. It's one way you are going to discover new UK species (see *Loxocera maculata* - maybe)

B. Starting a Scratchpad

1.1 Getting Started

Based upon the training videos at https://github.com/NaturalHistoryMuseum/scratchpads2/wiki

1.1.1 Get and set up a Scratchpad

1.1.2 Introduction to the admin menu

The prac

1.2 Add a media gallery

1. Content | Media gallery
2. Select "+ Media gallery" button
3. Enter a TITLE and a short description of the gallery in the BODY field
4. In the Media box click on Select media and either upload a new image or, if you already uploaded images, click on the Library tab and select the image(s) you want to link to this media gallery
5. Click Submit
6. To change the creative commons license (the default licence is the one you chose during the set up workflow) or annotate your image in other ways (taxonomic name, imaging technique, keywords, etc.) click on Edit media next to the respective image. If you upload several images, it is faster to use the Grid editor to edit several images at once (see Edit content)
7. To add another image click the Add another item button and select another media file.
8. Click Save
9. After saving you will see your media gallery but the images will still be missing. Renew your browser page (Control+F5 on a PC) after a couple minutes to make the images appear.

Editing image:

1. Content | Files : Image - Add
   Drag & drop
   back
   edit
   save

1.3 Adding a page

1.3.1 Adding

1. Content | Page-Add
2. Give the page a short title
3. In the text, give it a header too (replace the tags of the first header line with <h2></h2> to make it stand out - see editing)
   No need to add all your text at first, finish it off later.

1.3.2 Rearranging the position of the page in your menu

1. Structure | Menus
2. Main menu - list links
3. Grab the cross symbol of the page you just created and drag it to where you want it on the menu

1.4 Create & manage Classifications (Taxonomies)

A good species list lies at the heart of your site. If you are working on a group you presumably already have some sort of list in a spreadsheet. To insert this properly into a Scratchpad a different kind of spreadsheet list needs to be developed from that.

The list you develop is of a form that's familiar to anyone who has tried to build a tree structure in software (e.g. MS Access, Visual Basic) Every level is listed in sequence and numbered (GUID) and then the parent level (Parent GUID) of each item is linked to its children to create a hierarchy. Thus, for example, if a genus is the sixth item in your list (GUID=6) and its species are items seven (GUID=7) and eight (GUID=8) then those species each have a Parent GUID of 6, linking them to the previous term in the list.

1.4.1 Step 1: Create a tab to contain the taxonomy.

Think of a name for it, this is the name which will appear on the tab. Using e.g. "Sepsids" is redundant if that's the subject of the entire site. "European species", "Species" or "Taxonomy" work, think of your readers and where they will expect to find such a list.

This method of page creation is the same as all others. See

1.4.2 Step 1: Create a vocabulary

The purpose of this is to set up a placeholder and definition of a set of terms.

This is done in the Taxonomy module.

1 Structure | Taxonomy

this contains controlled vocabularies

[image]

These don't have to be taxonomic terms, they could be countries (see below) or glossaries. Each of these terms would finish up being searchable via the Search facility.

2 Add vocabulary, enter a name ("European species") + "classification", choose the type (animals)

3 Save

4 Edit terms

[image]

It's still empty. a list of taxonomic names needs to be added

1.4.3 Step 2. Import taxon lists

Take a look at the place where you want to import your taxon lists:

1 Structure | Taxonomy | European species |

There are 3 ways of doing this, from an EOL import, from your own list, one by one

2 Close

A. EOL

1 Import | Select TCS (EOL taxonomy import provider)

2 Select your vocabulary ("European species" which you made in Step 1)

Select EOL

3 Enter root term e.g. calobata then choose the particular checklist which contains it, maybe pick a small list so that the search doesn't take forever
The taxonomic editor now shows the taxon in the left panel

4 Close overlay
Now the new tab can be seen on your website, titled "European species"
But you just acquired the full world list so you are going to have to edit that list to remove all the non-European taxa (see ???)

B. Your own list

In Europe the best source is Fauna Europaea, in the UK taxon lists are maintained by the Natural History Museum and used in recording applications and the NBN Atlas. For the latter you can obtain official GUIs, not for the former.

1 Structure | Taxonomy | European species |
2 Edit terms (back out) Close

3 Import
4 Taxonomy Excel file import
Vocabulary Micropezids & Tanypezids/European species - whatever
5 Download Open or Save the blank template file.
cannot do anything until the Excel file has been populated, do that then return here
6 Close and you should have a new Tab

1.4.4 Create an Excel file for a biological classification import

The data needs to be in ITIS format.
Import | Select Taxonomy - Excel file import
Select Vocabulary and your named ??? followed by the download link to open in Excel.
This file is empty except for the black header row. The filed names are on the ITIS website
Enter data in the rows bleow the headers
Term name is all terms regardless of level

Scratchpad spreadsheet fields:

1. **Term name**: A combination of the different unit names and indicators
2. **Parent term name**: The taxon that is the next higher level
3. **Term description**: Not used, but it's a useful column to work on any formulae, make sure it's blank before you finish work on your spreadsheet.
4. **GUID**: Global unique identifier for the Term name. You may find this from published lists (EOL, NHM) or you may devise your own. Bear in mind that it does mean "global" within your site, so though you may start with "1", change this to something unique such as "MT-1" before finalising the spreadsheet.
5. **Parent GUID**: The global unique identifier for the parent term name. Seems this is not essential but it certainly helps keep track when developing the spreadsheet.

Other fields:

6. **Authors:** To at least species and genera
7. **Vernacular names: Vernacular name**: Stick to the one language, the Dutch are very keen on this and might appreciate their terms being added to the text once you begin to edit individual taxa descriptions. Vernacular names are mandatory for conservation work.
8. **Associated accepted_name**: Use this and **Associated accepted name (GUID)** to reduce confusion. If I read the explanation correctly then the following example explains these two fields:

Synonymy: I've two named taxa in my list, *Chamaepsila buccata* and *Chamaepsila gracilis*, turns out that *C. gracilis* is actually *C.buccata*. All sorts of things were written about *C. gracilis* before this error was discovered so you'd want to keep this in your list and attach all those stories (maps, records, keys, publications) to it but at the same time create a link back to what it should be called. Implement this by putting the correct name in the **Associated accepted_name** field of the synonym (I think the **Associated accepted name (GUID)** field is optional but using it will help you track everything in your spreadsheet.) Don't get too carried away with this, if the synonym is an old one then little will have been written about it and it's not worth bothering.

9. **All other fields**: Tagged on to the spreadsheet from the ITIS standard (Smithsonian), probably not essential, read about them at https://www.itis.gov/standard.html if you've the inclination.

Where to find the best taxonomy lists.

If you are working solely in one country and the list is very well established then that list is probably fine. Until someone finds a new species from an adjacent country. Then you have the problem of squeezing another item onto your list at a later date. One strategy might therefore be to develop a full European list (deleting non-UK items afterwards), another might be to assign GUIDs that increment in multiples of, say, 5. Ideally real published GUIDs would be best.

For European lists, Fauna Europaea's taxonomy is the most up-to-date (beware of the unreliable maps) but it doesn't include GUIDs. GBIF doesn't list GUIDs either, EOL should have them ...

For the UK, GUIDs can be found at e.g. http://www.nhm.ac.uk/our-science/data/uk-species/species/micropeza_corrigiolata.html and they can be obtained from NBN Atlas.

1.4.5 Edit a biological classification

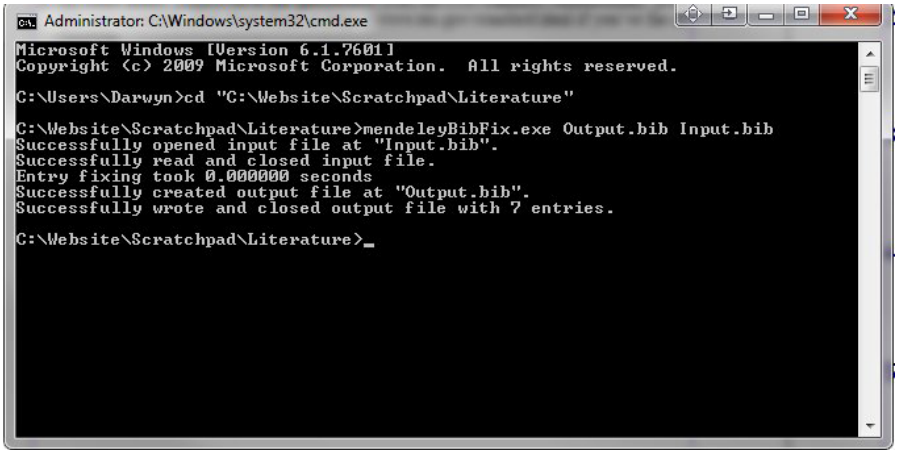
1.5 Literature

The Literature Tab is added to the Scratchpad by default.
In order to add items to the list it is necessary to convert your list of literature to a standard file. One most commonly used is the BibTex format. This file is commonly achieved within a citation manager, the most popular (and free) application is Elsevier's Mendeley.

1. Download Mendeley and add all your literature.
2. For each paper add the full species binomials (and higher taxonomic levels) to the My Tags field
3. Test the BibTex file creation system by right clicking on one single paper in Mendeley and selecting Export. This will produce a file in your chosen folder named [filename].bib.
4. Open this file in a text editor such as Adobe's Brackets to take a look at it. It will be wrong in certain regards, for example the "title" line will enclose the paper's title name in double curly brackets. This is a known issue, a fault in Mendeley that has remained unfixed since 2010. Your fix is either to hand edit those double curly brackets to single ones or run the fix detailed below.

1.5.1 Fixing the Mendeley BibTex file

1. Obtain the Windows executable file "mendeleyBibFix.exe" from https://ramblingacademic.com/2016/06/19/fixing-bibtex-files-mendeley/ The download link is at the bottom of the page. Move it to the same folder as the one where you store your .bib files.
2. It won't run in the normal way, it requires to be run using the Command Prompt. Access this in Windows 7 by typing "cmd" in the bottom left box of your Start icon (other Windows versions use different methods).
   You'll get the scary black box with the cursor at some default folder (e.g. C:\Users\Darwyn>)
3. Change this folder to the one where your .bib files are kept (and the mendeleyBibFix.exe file is located) by typing:
   cd "C:\Website\Scratchpad\Literature"
   The cursor should now be at the end of a line:
   C:\Website\Scratchpad\Literature>
4. Type
   mendeleyBibFix.exe Output.bib Input.bib
   then Return
   A number of messages will then be shown indicating that the processing has been successful.



5 Take a look at the folder again in Windows Explorer, the file "Output.bib" will have been created there. Open it again in a text editor to note that the fixes have been made.

1.5.2 Working with Mendeley & Scratchpads

Building up a library of literature is a lengthy and laborious process, though well worth the effort as it supports searches across your entire library (if you have them as readable pdfs), can filter on many terms, particularly the species binomials that you have added to the My Tags section and is a useful pdf reader.

When adding literature items to Scratchpads it is safer to work on small batches.

Use the "Star" column to tag the items that you have already exported to Scratchpads, it's not much use for anything else and there are very few fields in Mendeley that you can use for this purpose.

1.5.3 Adding Literature items to Scratchpad

1 Content | Biblio-Import
2 Browse to your Output.bib file and select it
3 Choose the file type from the dropdown list
4 Import
Wait until messages indicate the import has been processed:
The file Output.bib was successfully uploaded.
9 of 9 nodes imported.
5 Close the panel
Depending upon the speed of the server and the size of the import file, it may take some time for the Scratchpads site to show a successful import. They first appear as "recent additions" on your Home page then later on the list on your Literature tab.
6 Once successful, return to Mendeley and change the "Favourite" symbols for each of the successful imports. You could also implement Mendeley's field "Code" and add your site's url for each paper to that field. At least it's a permanent record in Mendeley that you've dealt with that paper.

1.5.4 Adding bib files to Scratchpad

1 Content Biblio Import
Select the .bib file you created and the file type BibTex, press Import

1.6 Adding images

It is more convenient to create a media gallery first, topics such as Phenology, map images (UK & Europe), Photographs, Diagrams/Schematics

1.6.1 1. Media gallery

Media Galleries are used to organise Images or other media types in groups. You may use media galleries to organise your media thematically according to the your needs.

1. Content Media Gallery
2. + media gallery
3. Add title & a short description
4. In the Media box click on Select media and either upload a new image or, if you already uploaded images, click on the Library tab and select the image(s) you want to link to this media gallery
5. Scroll down to find the Submit (don't use Apply or the multiple selection no longer works)
6. To change the creative commons license (the default licence is the one you chose during the set up workflow) or annotate your image in other ways (taxonomic name, imaging technique, keywords, etc.) click on Edit media next to the respective image. If you upload several images, it is faster to use the Grid editor to edit several images at once (see Edit content)
7. To add another image click the Add another item button and select another media file.
8. Click Save
   After saving you will see your media gallery but the images will still be missing. Renew your browser page (Control+F5 on a PC) after a couple minutes to make the images appear.

1.6.2 2. Adding images to the site

1. Content Image Add
2. Add files (select them)
3. Start upload
4. Submit
5. Edit to make attribute changes
6. Enter a name in the Taxonomic name field
7. Save

Grid editor

1. Content Media Image Grid

1.7 Adding Taxon descriptions

1.7.1 Add a new Taxon description

1 Content Taxon description
2 + Taxon Description
3 Provide the taxon name
Note there are several tabs to the left:

Overview

Description

4 For the General Description box you will have found it useful to have worked on an FSC Identikit for the species and thus have a list of salient features ready to copy in. It won't always be the case that species are identifiable from photographs but if they are then that's a priority here.
1. In your FSC Identikit folder "resources\text" are the html files for that project.
2. Click on one to open it up in your browser
3. Copy the text from your browser and paste into the Scratchpad's General Description box.

Ecology & Distribution

Ignore all the Distribution stuff if you have it elsewhere (those rough polygon maps are no substitute for actually doing the research & GIS) and add what you know about Habitat and the other panels such as Life cycle.
Save

1.7.2 Editing Taxon descriptions

Though it is possible to use a method similar to 1.7 to search for the name of a taxon then proceed to edit it, a far simpler method is to locate the taxon in the Species tree then edit that.
Not quite so obvious how to set about that. The symbol you should use is the STAR symbol. Not the ones on the species' home page but the one on the Descriptions tab

1.8 Adding downloadable files

No need for Dropboxes and the like if you wish to make files available to your readers. Files such as pdfs and powerpoints can be stored on the Scratchpad site and user-accessed via a link.

1. Locate the file you wish to upload and keep it firmly in your sights in Windows Explorer
2. Content Other Add
3. Drag the file across to Scratchpad's Media browser
4. Start Upload
5. Submit
6. Close

The file should now be on your site

Obtain the link as follows:

7. Content Other View
8. Place the cursor over the item in the displayed list
9. Right click
10. Copy link location

Temporarily paste this somewhere such as a simple text editor for later use

11. Write or locate the piece of text on your site where you wish to make this link
12. In editing mode highlight that text and press the Insert link button
13. Paste the url
14. Save your edit

1.9 Managing menus

Add two pages.

Structure Menus List Links

On the screen grab one of those pages using the symbol to the left and drag it so that it sits below and indented from the other. One has become the parent and the other the child.

Save configuration

Only the parent now shows as a tab on your main menu.

Clicking that reveals that you now have a link to the child on the left side. Click that and the child text appears. The parent can only be accessed via the Go back arrow so if text on that page is important put it on another page and add that as a further child. Text on the parent should just be a simple message as it cannot be accessed via a link.

3 Editing

1.1 Text editing

When editing a page or other section you are presented with a simple set of commands. These appear to be rather limited but there are other methods available to change the appearance of your text.
By default the text appears in Filtered HTML format which appears as plain text in the work area.
Change this to Plain text and it appears in HTML code (doesn't that seem the wrong way around - no matter)
In this plain text mode some standard HTML coding is available (not the complete set) Find out about all the possibilites at (???)
The most useful one to try initially is to apply a header format to your title line, for example changing a page headline from

Fundamentals of Biogeography
to
<h2>
Fundamentals of Biogeography</h2>
will apply a header format.
You have no control over the appearance of each of the header formats, they are stored internally within the site but each of the headers <h1> to <h5> may be used to effect.
Don't forget to change the format back to Filtered HTML before saving.
Try:
<h1 class="avtext">
Austria</h1>

1.1.1 Other useful HTML codes:

Line break: exchange ... for <br /> to omit the spacing which occurs after every paragraph, useful for making accounts take up less space on a page.
Keyboard shortcut (when working in Filtered HTML mode) is Shift+Enter

1.2 Images on pages

example http://www.diptera.myspecies.info/carnidae/content/introduction-carnidae

Method 1 (Scratchpad)

The Scratchpad instructions are as follows:

1 In page edit mode, position the cursor on a new line in the editing box
2 Select Add media
3 Library Type-other Image Apply
4 Submit - then wait -

it hangs ...

Notes provided in response to an enquiry*: It is possible to add images to text fields with the "Add media" button, selecting an image from your Library, hitting "Submit" and then double-clicking the image to change the image properties so that it fits in the space. You can adjust the size and whether it justifies left or right. It is not possible, however, to set "padding" so that the image is not crowded by text. PLEASE ADD A PADDING SETTING TO THE IMAGE PROPERTIES-IMAGE INFO DIALOGUE.*

Method 2 (HTML editing)

1.2.1 Locate the image

1 Content | Image | View
2 Right click on either the image or the title and select Copy Link Location
3 Paste this to a simple text editor:
http://micropezids.myspecies.info/sites/micropezids.myspecies.info/files/Country%20presence%20March%202019b.jpeg#overlay-context=node/319

You only require a portion of this string:
/files/Country%20presence%20March%202019b.jpeg

4 Trim away the excess in your text editor (keep the %20 text, it indicates a blank space in your filename)

1.2.2 Decide upon dimensions

This will have to be proportional to the original image. A useful height is 254, to obtain the width you will have to use an image editor to temporarily scale your image and read off the resultant width once you have changed the height to 254.
In the above case the image is square so both Width and Height of the scaled image are 254.

1.2.3 Decide upon alignment

Left or right

1.2.4 Decide upon text

This is the text that displays when the image is clicked/highlighted

1.2.5 Construct the string

<p>

1.2.6 Paste the string into the page text

5 Edit | Plain text
6 Locate the position where you want the image (e.g. just below your header) and paste the line above.
7 Correct the quote marks. The html editor doesn't like your 66 & 99s so you finish up with quotes of two styles that are double nested (you may have to alternate between the Plain text and Filtered HTML display for these extra quote marks to appear.) Remove the inside pairs of quotes.
8 Change the display to Filtered HTML
It should display correctly.
9 Save