GAIA WEB SITE

WORKSHOP USER'S GUIDE

CONTENTS

ACCOUNTS AND USER PROFILES

To be part of the GAIA community and participate in all the GAIA activities, you must have a GAIA account.

GETTING YOUR ACCOUNT

Pre-registered conference participants will have accounts created by the GAIA team. If you are pre-registered or are a moderator or speaker, please contact the GAIA team at gaia@jhuapl.edu for login information.

If you do not have an account, go to the GAIA home page at http://gaia.jhuapl.edu and click on "log in."

Then click to "create new account."

Fill out at least the blanks marked with a red asterisk (*) and click to create a new account. Please be sure to use your Firstname.Lastname for your username. You will be able to edit the details in your profile later.

User account

| Create new account | Log in | Request new password |

Creating a GAIA login account is your entrée into the GAIA electronic collaboration environment. You will then be able to upload documents and presentations in advance of GAIA conferences, participate in online discussions, and maintain continued connections with the community.

Username should be Firstname.Lastname

Account information

Username: *

[   ]

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

[   ]

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password: *

[   ]

Confirm password: *

[   ]

Provide a password for the new account in both fields.

Personal information

Affiliations: *

[   ]

Relevant organizations, such as Universities, Centers, Government agencies, and nonprofits that the user belongs to or has a role in

Affiliation type:

[–   v]

Primary affiliation type- academic, government, etc. This helps the project understand the needs of different affiliates.

Web page for person profile:

[   ]

Individual home pages or institutional profile pages associated with a user

Twitter name:

[   ]

Add your Twitter name if you want to make it available to other conference attendees

[Create new account]

ADDING INFORMATION TO YOUR USER PROFILE

As a registered participant, you should already have a user account created for you. (Contact the GAIA team at gaia@jhuapl.edu if this is not the case.) Your account was created with a minimum of information- a login, password, institutional affiliation, and the role of 'conference participant' which enables you to content and functions not available to other users.

You can login at http://gaia.jhuapl.edu
Access your profile under via the My Account link.

WHY UPDATE YOUR PROFILE?

By adding additional information into your profile, it will be easier for potential collaboration partners and sponsors to locate you. It will also help workshop participants place your comments in the context of your expertise.

Start by clicking on My Account under the User Functions on the left hand side of the screen
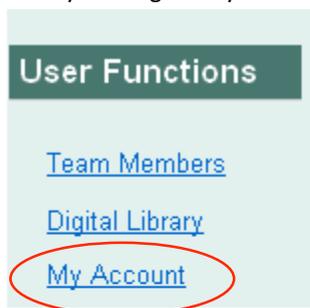
This takes you to view your profile page. Click on the edit tab.

From your profile please add the following information:
- A short bio
- Twitter handle, URL of additional information
- Upload a photo
- Connect your profile to articles in the database you have authored (see Digital Library, below)

Use the Personal information tab to access most fields in your profile

Make sure your username is Firstname.Lastname. It's ok to use a nickname or short form for your first name (e.g., Tony instead of Anthony).

Scroll down. This is where you can add a picture that will serve as your avatar.

UPLOADING A PHOTO

Click on browse to select a picture off of your computer. You may want to crop an existing picture first so that it fits nicely into the web page.

Do you have publications that you would like to share with GAIA? Have other members of GAIA added some of your articles to our Digital Library? See the section titled "Contributing references and links to the Digital library".

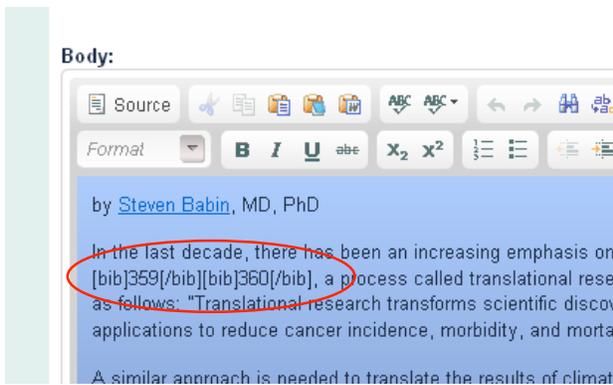 Click on save when you're done. Then you can use the View tab to see the results. Also check out the publications tab.

PERSONAL BLOGS

If you would like to write short essays to share with the GAIA community to react to information in the workshops or posted on the site or to place new information in context, consider starting a personal blog. There are two ways to add new blog posts. First, under User Functions on the left hand side, you'll see "Create Content." Then you'll have the option to "Create Blog entry". A second way is to go to your blog (from the link at the bottom of your profile page) and there will be a link at the top of your blog to post new entries.

Add a title, the body, and then click on save. Optionally, you can attach files or images. You can also cite items from the Digital Library. Do this by noting the node number of the article. Go to the Digital Library, click on the title of the item of interest and look at the url. For example, http://gaia.jhuapl.edu/node/355 has the node number 355. Then, within your blog post, cite that article using <bib>355</bib> .

This:

Is formatted to this:

*Note: FindIt! Links are provided using a browser plugin. Check with your institution's research library to see if they support the LibX toolbar or other browser plugin that recognizes coins markup.

CONTRIBUTING DATA FILES AND REFERENCES

Please consider uploading presentations, datasets, visualizations, etc. to the GAIA website. These will be available at the conference and can also be archived afterwards, depending on your distribution preferences and copyright limitations. *Web access at the conference is limited*, so pre-uploading and files you may want to have access to is strongly recommended. Before the conference you can contribute:

1. Data files for use at the conference
2. Academic references and links can be added to the Digital Library (Bibliography)

UPLOADING DATA FILES FOR USE AT THE CONFERENCE

There are two places on the GAIA website to upload files: a general area and a topic specific area. During the GAIA workshop, there are parallel sessions or "tracks" dedicated to specific topics. If you feel that the file you want to upload is related to one of the track topics, you should navigate to that page from the conference agenda page and attach that file to a comment you make at the bottom of the web page. If you don't feel that the file you are uploading is directly applicable to a particular track topic, there is a page to upload files of a more general nature. Again, uploading is done by attaching a file to a comment (that explains the relevance of this file).

Files must be attached to comments (even if the comment is blank.)

Add a file by choosing the "Add new comment" link.

Add new comment   352 reads

Reply to comment

Blue Track (C-18): Heat Stress and Air Quality

Comments should have a subject.

Reply

Your name:
ConfOrgTest

Subject:
GAIA sample visualization

Enter a description of the file being uploaded.

Comment: *

Did you know GAIA is developing the capability to visualize data to aid collabortaion? These tools are currently being prototyped and GAIA is soliciting feedback from particiapants on the form and functionality of those tools. GAIA envisions being able to visualize IPCC data, and even perform analysis (e.g. a sample Dengue fever model). See the attached plot.

body p

Comments allow for files to be attached (described in the next section).

— ▸ File attachments

Attaching files is a two-step process that is described here. Files are uploaded by first adding a new comment (described above). Text is required in the comment description box – this is to explain what relevance the uploaded file has to the topic at hand. At the bottom of the page is the "File attachments" link. Click on that link to open the file attachment interface.

Clicking on the File Attachments link opens the file attachment interface. Under the Attach new file heading, either enter the file location, or click on the browse tab to locate the file to be uploaded. Once the file is selected, click the "Attach" button.

▾ File attachments

Changes made to the attachments are not permanent until you save this post.

Attach new file:

[   ] [Browse...]

The maximum upload size is *100 MB*. Only files with the following extensions may be uploaded: *jpg jp ods odp.*

[Attach]

[Save] [Preview]

Then must choose an option regarding the legal rights to distribute the file – whether the author has full rights to share, or that only limited distribution is permitted. This menu is on the far right and might not be easily visible on a narrow window (scroll right).

Copyright

Your legal authority to upload this file:

[Can be distributed to GAIA conference attendees and affiliates only.]

You must select an option in order to save your comment.

The comment with attached file can then be saved and uploaded by clicking the "Save" button

[Save] [Preview]

(To select a second file to uploade, you could use the 'Attach' button instead of choosing Save at this point.)

The comment and the attachment are then saved to the GAIA system and will be available at the conference, and will also be available to conference participants afterwards, depending on the legal permissions.

CONTRIBUTING REFERENCES AND LINKS TO THE DIGITAL LIBRARY

You can share interesting articles, websites, papers, or reports with the GAIA community by adding them to the Digital Library.

Be sure that you are logged in. Under User Functions in the left hand sidebar, click on Create Content. Select "Biblio" which is probably the first item on the list for you.

Add a reference with PubMed Lookup

If you are adding an item from the public health, medicine, veterinary, or environmental health literature, the easiest way is to perform a PubMed Lookup. Open a separate window and go to PubMed, search for your item, and get the PMID. Then enter the PMID in GAIA and choose 'Populate using PubMed'
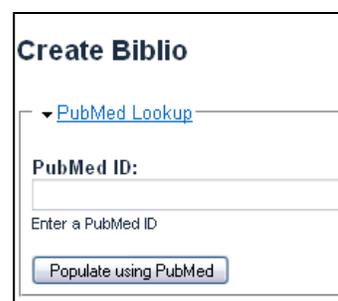
Entering articles manually

If you cannot locate the article in PubMed, then you can enter it manually. Once you select Publication Type (e.g., Journal Article, Conference Paper, Web Page), the necessary fields will appear. The author names will autocomplete if you start typing a name that is similar to one in the database.

If you have permission to upload the full text; that is, if you own the copyright, the document is in the public domain because it was published by a U.S. government entity, or there is a Creative Commons license that permits sharing, you may do so by using the file attachments.

Uploading many references at once

If you have more than one or two items to add, contact one of the workshop facilitators who can do a bulk import for you. If you personal bibliographic management software such as Endnote, RefWorks, Mendeley, Zotero, or another bibliographic you can export a list of references in one of several formats (RIS, BibTeX, RTF) that can then be imported.

Linking documents to your profile

If you are an author or coauthor of any documents (published or unpublished) that are listed in the GAIA Digital Library, please link your personal profile to the 'Biblio' author list so that your publications will be linked to your profile, and vice-versa.

For assistance, contact GAIA staff at **gaia@jhuapl.edu**   11

If you don't have any publications in the Digital Library yet, then just add your last name so the system will search for you. If we have some of your publications already, use the dropdown to pick your name off of the list of authors. We might have already done this for you. We recommend you display the citations in the system default style.

ACCESSING THE DIGITAL LIBRARY

As a registered user you have full access to the GAIA Digital Library (Direct link here: http://gaia.jhuapl.edu/biblio)

Note: The 'Find It' button may not appear for you if you are coming from another institution and/or do not have a browser plugin to link to library resources (at JHU, FindIt). This is not needed in order to contribute references.

The references are shown sorted in date order with the newest items listed first. Click on Author, Keyword, Title, or Type to sort by one of these. Search is a general keyword search over the entire record (generally not including the full text). The filter tab provides some more advance searching. Clicking on the item title shown in bold will take you to the full record page where you can find the abstract and a link if one is provided.

The links under the citation help you search for the article in Google Scholar - useful to determine if the article is freely available online. The following links allow you to export the citation in a format appropriate for import into your personal citation manager. In some cases, we've uploaded the full text.

Note: You will only see these links if you are logged in with appropriate permissions.