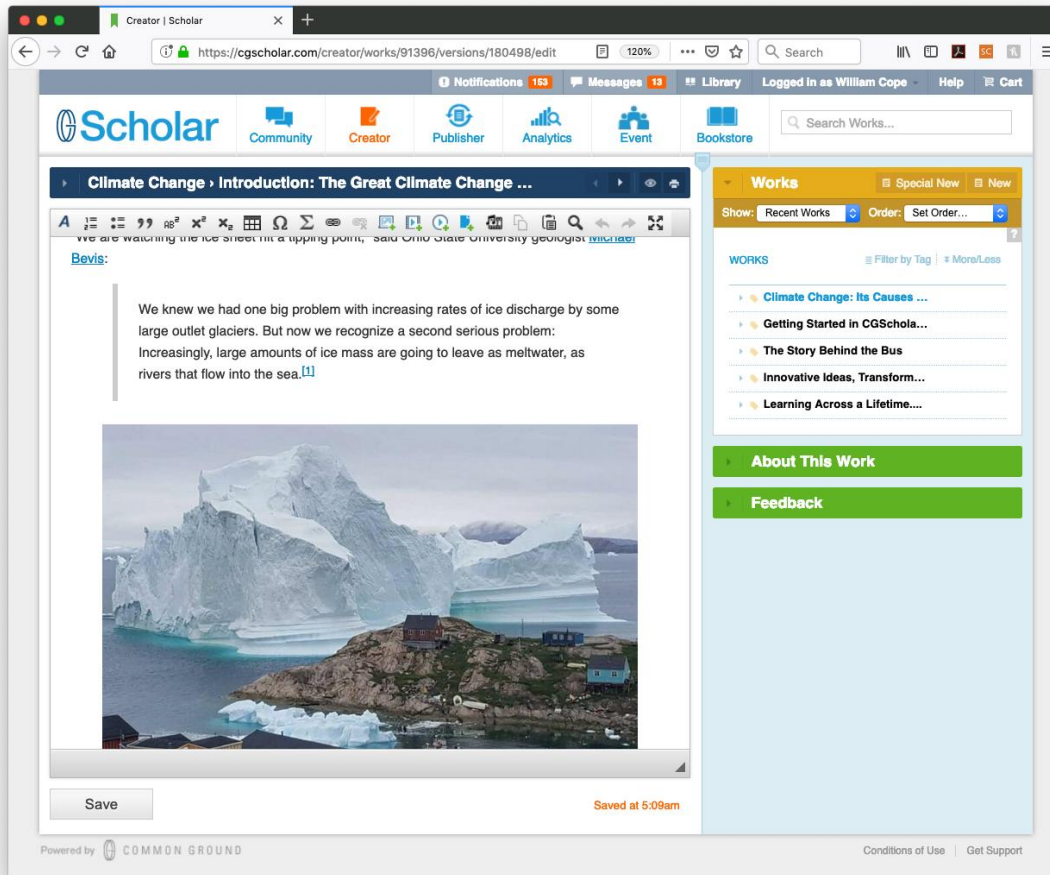# Tutorial 3.2: Using the Creator Workspace

3.2.1 The Ideas Behind Creator

The CGScholar development team has created a unique technology for writing to the web, technically called a "semantic editor." (You can read a long and technical version of this story by the designers of CGScholar in their book, _Towards a Semantic Web_.) The nice thing about this technology is that it has none of the clutter of a word processor—the hundreds of fonts and thousands of formatting options. Creator has just one simple toolbar. And it is much more powerful than a word processor—you can embed all kinds of media inline, including sound, video or dataset.

One of the innovative aspects of the Creator technology is that there are no documents or files. Instead, there are "works" which are constantly being composed and recomposed from a huge database. Moving away from documents and files produces some significant advantages. One is that Creator can reformat your work in a whole lot of ways—you'll see two already when you use the little print icon in the dark blue title bar: either a web page or a PDF. These are generated on-the-fly and at the time of use, capturing the latest version at the moment of access.

The other big advantage is that the software can scan and data mine your work. The "block quote" icon tells us that the piece of text that has been selected is not yours and therefore that it has not been plagiarized. The emphasis icon tells us which terms are important to you or different from the rest of the text. Students and teachers can also call up detailed assessment data, using CGScholar's powerful Analytics tool.

The screen is designed around a left/light division, with a curtain that can be pulled from side to side to expand or minimize one side or the other. Working in Creator is a recursive process where scholars go backwards and forwards between the left and right sides in a process with might be considered dialogical or dialectical:
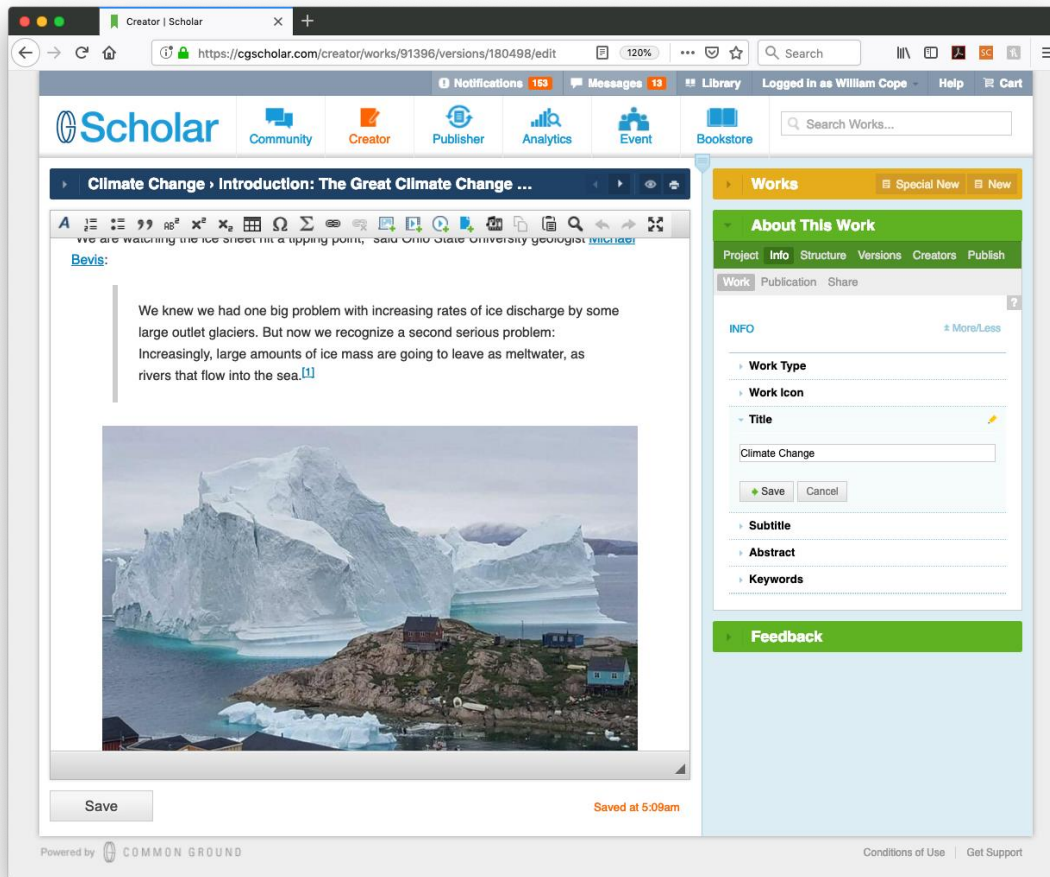
Left Side of the Screen	*Right Side of the Screen*
Data	Metadata
Work	Feedback
Individual Thinking	Collaborative Intelligence
Domain Knowledge	Disciplinary Practice
Content	Epistemological Reflection
Cognition	Metacognition
Activity	Self-regulation
Learning	Assessment

3.2.2 Information About Your Work

Enter information about your work (or metadata) at About This Work => Info => Work, hover over to select the edit pencil, and enter the following:

- *Work Type:* This has been selected by you when you create a new work, or by your publishing admin when the create a project. You can't change the Work Type at this stage. Options include: Paper, Learning Module, Journal Article.
- *Work Icon:* Upload an image here to represent your work.
- *Title:* Change from "Untitled." Use title case, capitalizing all main words.
- *Subtitle:* Use title case, capitalizing all main words.
- *Abstract:* A short summary of this work.
- *Keywords:* Words or phrases describing your work, separated by commas.

3.2.3 The Creator Toolbar

Mouseover each icon to see a description of what it is for. Add content by typing in text. You can also do the following (going through the icons in the toolbar from left to right):

- Emphasized text (Do not use this for headings or subheadings—use the Structure tool for this, as described Tutorial 3.3.)
- Numbered list
- Dot point list
- A quotation

- A footnote
- A superscript character or subscript character
- A special character
- Mathematical notation (using TeX), or use an app which converts handwritten math to TeX.
- Link and unlink
- Upload an image
- Upload video
- Upload audio
- Upload any other file (Word, PDF, dataset, etc.)
- Embed media (YouTube, Flickr, Qik, Vimeo, Hulu, Viddler, MyOpera, etc.)
- Copy/paste
- Find/replace
- Undo/Redo
- Expand to fill screen
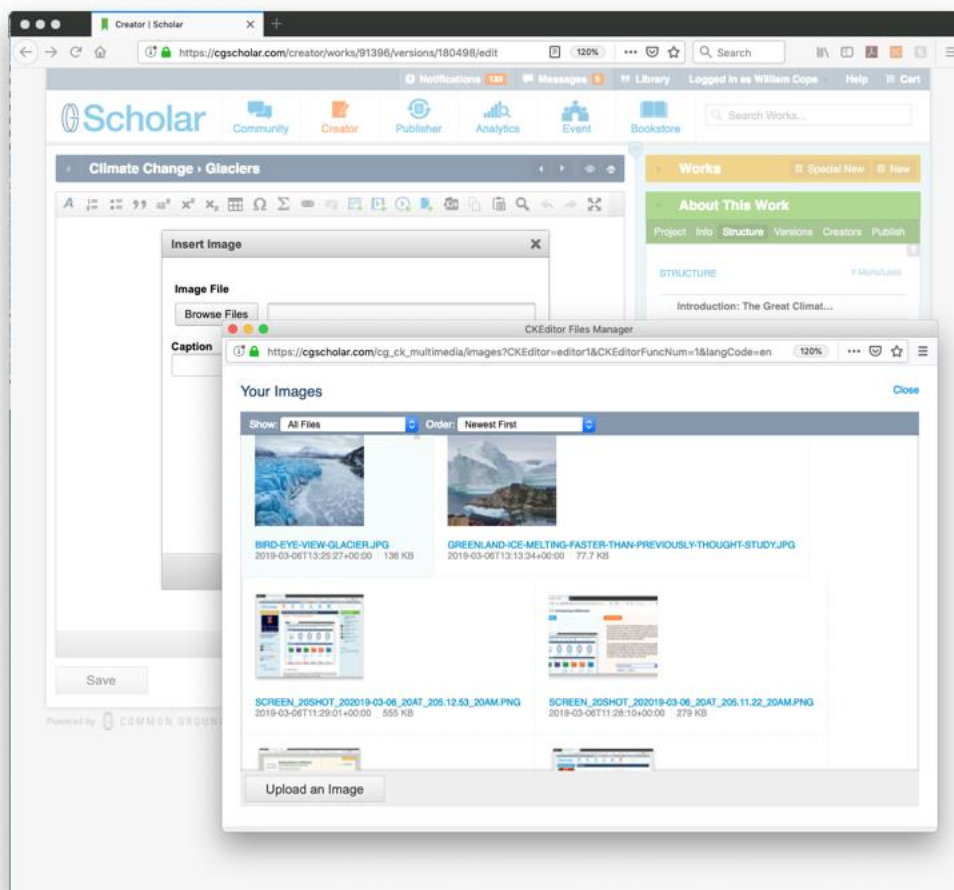
Some icons will open dialogue boxes to upload content. For practical reasons, CGScholar has to set limits on uploaded files. In the case of large video files, it is best to upload to YouTube or Vimeo, and use embedded media function in the Creator toolbar.

Here are two things about the Creator working space that you may find unusual at first:

- You cannot create more than one space at a time using the space bar. Being a semantic editor, one space means "new word." Two or more spaces would be meaningless. We want everything you do in CGScholar to be meaningful. Also, you cannot type more than one space because when CGScholar does the web and page design, and additional spaces would negatively affect its flexible design options.
- You cannot create line more than one line space using the carriage return. One carriage return in Creator means "new paragraph." You cannot enter two, because that would be meaningless. Nor can you indent paragraphs using spaces in the Creator text entry space—line space means paragraph. Some typesetting options will interpret this as an indent, whereas the web output will space paragraphs, without indents.

3.3.4 Working in a Publishing Project
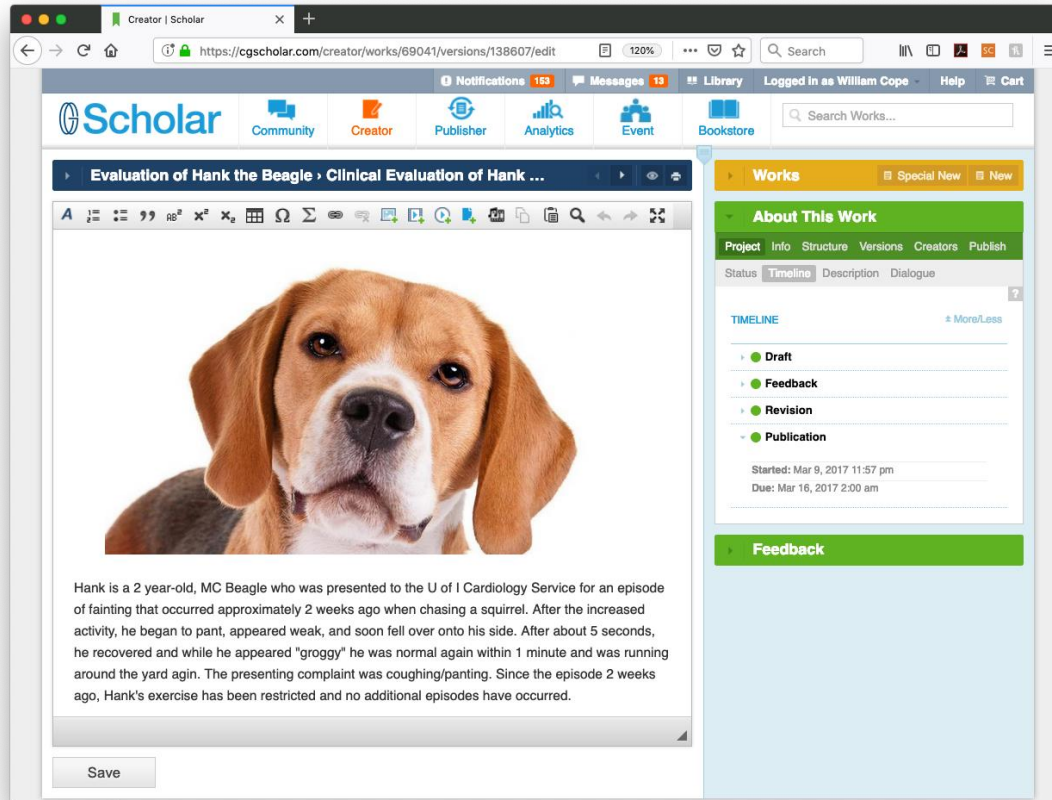
When you are involved in a publishing project, before you start your work you should look carefully at project information:

- *Status:* where your work is up to in the project, at About This Work => Project => Status.
- *Timeline:* at About This Work => Project => Timeline. This shows when things are due, from draft, to feedback, to revision, and finally to publication. All dates are advisory, which means you can still submit drafts,

feedback and revisions after the deadline. A red dot serves as a warning that you are late, and a record that you were late is kept in the timeline.

- *Description:* A prompt outlining what the members of the project have been asked to do, at About This Work => Project => Description.
- *Dialogue:* at About This Work => Project => Description, where you can communicate with your publishing admin at any time. This is a better place to connect with your publishing admin than the messages area in the top bar, because it is a special message about this work that is kept with this work.
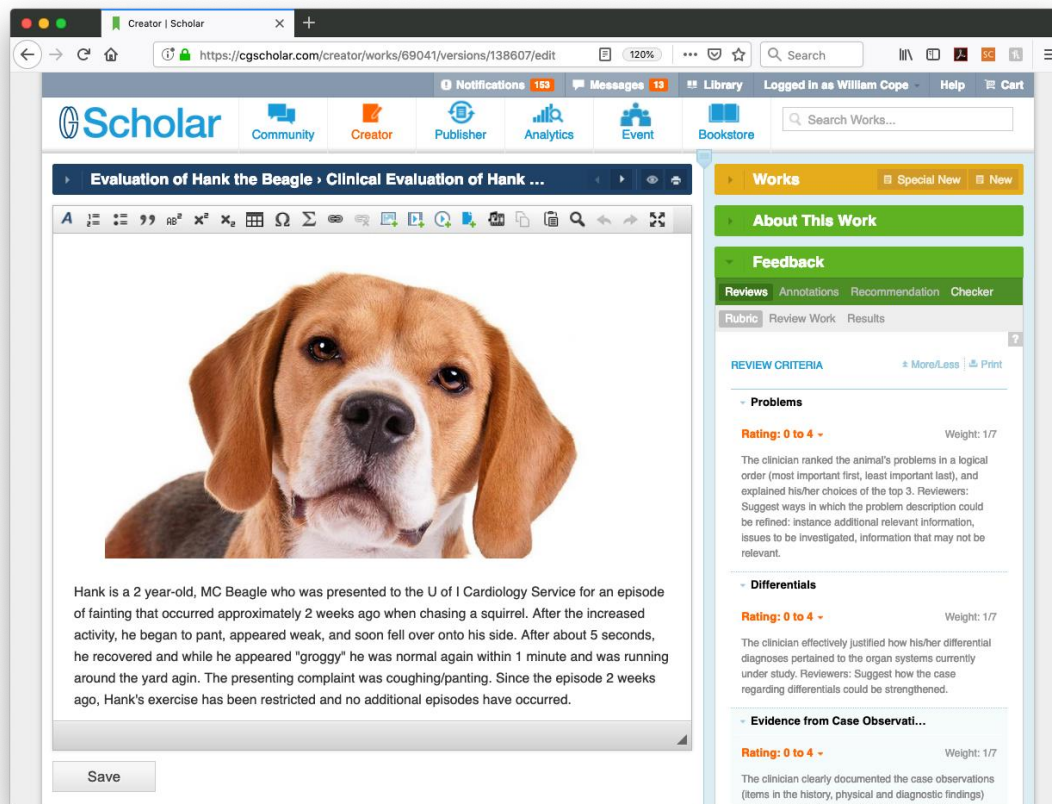
- The other very important thing to do before you start work in a project is to look at the peer review rubric at Feedback => Reviews => Rubric. This is how your work is going to be evaluated, by other members (peers), or your publishing admin, or by yourself in a self-review.

See Tutorial 3.1.5 for how to connect to a publishing project.

3.3.5 Saving and Versions
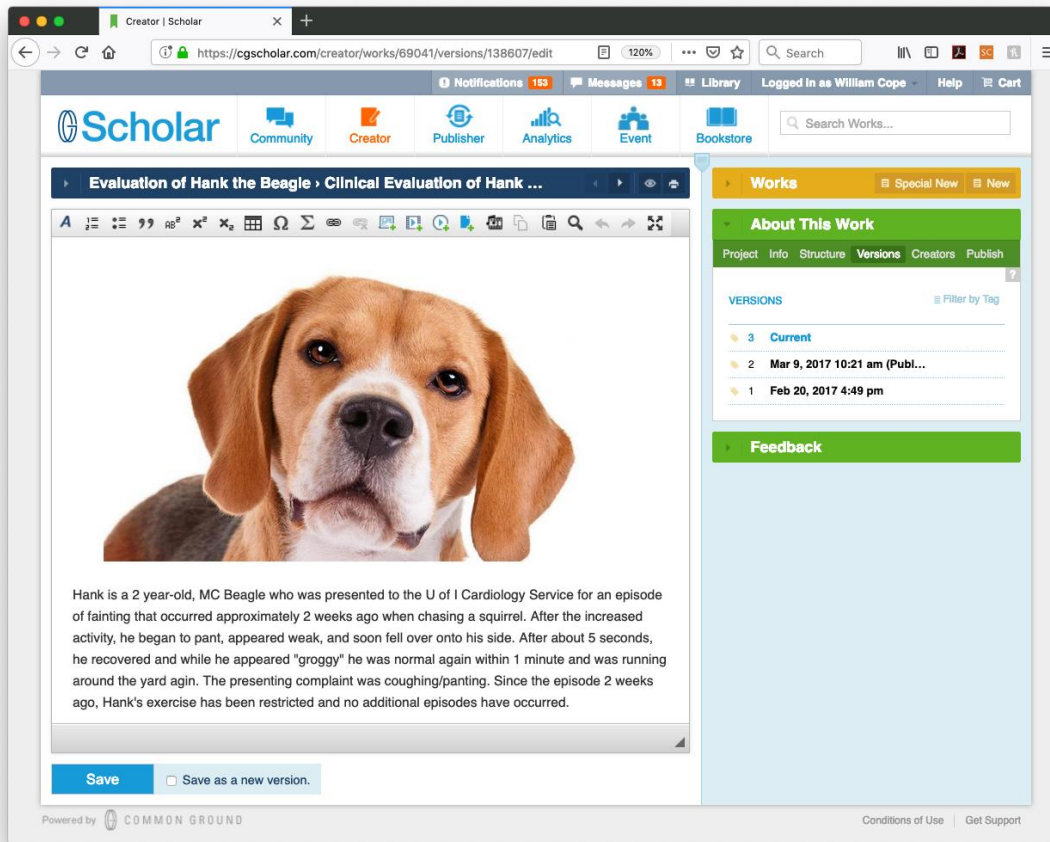
Creator autosaves continually, so there is no need ever to use the [Save] button.

- You can create a new version of a work at any time by hovering over the [Save] button. However, do not do this unless there is something you really want to keep in an older version.
- New versions are automatically created when a work is sent out for feedback, because we need to keep the version that was reviewed, before you make further changes and submit a revised version.
- When you hover over an old version of a work, you can choose to revert (make this older version the current version) or duplicate to create a new work. The new work will not be part of a publishing project unless you ask a publisher to connect with it (see Tutorial 3.1.5).