Getting Started in Fidus Writer

Introduction

Thank you for reading this guidance and for considering joining this collaborative, online exploratory writing project.

For this project, we shall be reading and writing together in a platform called Fidus Writer. Fidus Writer is a free-to-use, opensource programme developed specifically for academics and other researchers.

Whilst we may be used to writing with other people, using an online platform like Fidus Writer to do so is likely to be a new experience for many (if not all) of us. So, we’ve put this guide (using Fidus Writer!) to walk you through the key steps in how to get started.

In this guide you will find details of how to: set up a new writing project; create, manage and insert academic citations; export and share your writing projects with others in the network; and how to engage in dialogue in shared writing projects (using the comments function).

We hope you find this guidance helpful. Please do email nick.jenkins@uws.ac.uk if you have any suggestions for how to improve it.

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1. Creating an Account / Logging-in

You can access Fidus Writer by pasting the following address into your web browser: https://www.fiduswriter.org

We recommend using Google Chrome to access Fidus Writer, but other internet browsers (e.g. Firefox; Edge) also appear to work well.

In order to start writing in Fidus Writer, however, you will need to set up an account and ensure that you are logged-in.

To create an account you can EITHER:

- Select the SIGN UP option from the landing page (top right box) then create a unique username and password using the sign up sheet.

  OR

- If you have a Google account, you can log-in using your Google account details

Photo 1: You can log in to Fidus Writer by signing up or using your Google Account
2. Opening & Creating A Writing Project

Once you’ve logged-in, you’ll be directed to your Main Page. Any links to your individual or shared writing projects will be listed here in red.

Simply click on the title (in red) to open an existing project the Text Editor.

To create a new writing project, select ‘Create new document’, which is located towards the top left hand corner of the screen on your Main Page (see Photo 2). This will open up the text editor window for your new writing project.

To upload existing text (e.g. from a Word file) into the Text Editor, simply copy the text you wish to import to your computer’s clipboard and then paste into the document.

Closing your writing project - you can return to the main page at any by closing your writing project. To close your project, select the x button from the top right corner of the screen (next to the blue speech bubble) or choose File then Close from the drop down menu (see Photo 3).
Note: when you close your writing project, your work will be saved automatically.

3. Creating, Managing and Inserting References

Fidus Writer has its own in-built reference management software (similar to Endnote and Refworks). You can create, access and edit your own reference library in Fidus Writer, via the Main Page. To access your reference library, select BIBLIOGRAPHY from the toolbar on the Main Page (see Photo 4).
Photo 4: Select BIBLIOGRAPHY from the Main Page to edit your online reference library

**Note:** you can also access your reference library in the Text Editor window by selecting the *Cite* button from the toolbar (see Photo 5).

**Adding a citation to your reference library:**

Once in the library, you can enter citations manually, by selecting *Register new source*+, OR you can upload references as *BibTex* files.

If entering the citation manually, select the Source Type (top left) from the drop down menu and complete the required fields (see Photo 6).
Inserting A citation into your writing project:

Once you have created a new citation within your reference library, you can insert it into your writing project by using the *Cite* button in the Text Editor (see Photo 5).

To insert a reference, place your cursor at the point where you wish to insert the citation then select the Cite button from the toolbar. Select the reference you wish to use from your list of sources (nb: a tick should appear next to the author’s name when selected). Click the arrow in the middle of the two boxes to move the reference into the citation field. You can then adjust the citation format as well as add page numbers (see Photo 6).
Click **Insert** to place the in-text citation at the desired point in the text. The in-text citation should then appear, along with the full reference details in your Bibliography (located at the bottom of your writing project in a shaded box).

For example: (Barad, 2008)

*Note*: You can change the format of your citations by selecting **Settings** from the upper toolbar and then **Citation Style** from the drop-down menu (see Photo 8).
4. Sharing Your Writing With Others

When you are ready to share your work with others in the network, you can invite other authors to view, comment and contribute to your writing.

To share your writing with others - in the Text Editor window, select *File* from the upper menu and then *Share* from the drop-down menu (see Photo 9).

![Photo 9: Sharing access to your writing project](image)

This will open up a dialogue box where you can decide (a) which of your collaborators you wish to have access to your writing project (b) what access rights you wish each collaborator to have.
To add an *existing* collaborator, simply select their name from your list of contacts (left hand box) then click the arrow in the middle of the screen to add them to the project (see Photo 10).

To add a *new* collaborator, select *Add contact or invite new user* at the bottom of the dialogue box then enter either their email address or - if they already have an account - their Fidus Writer username (see Photo 11).
Once your collaborator/s have been added to your writing project, you can decide what access to give each collaborator by clicking on the Rights drop down menu and selecting the desired level of access (see Photo 12).

![My collaborators](image)

Photo 12: You can decide what access and editing rights you wish each collaborator to have

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5. Creating Revisions & Exporting Your Writing

Creating revisions

As you develop your writing, you may wish to save different versions as you go; for example, before-and-after receiving
comments from collaborators.

To create a revision, select *File* from the upper toolbar in the Text Editor window and then select *Save Revision* from the drop down menu (see Photo 13)

Once you have saved your revision, you will be able to view and select the different versions of writing project from the Main Page.

To view your list of revisions - from the Main Page, select the Revisions button (see Photo 14) for your writing project.
This will give you a list of revisions along with the key details. Click on the options to download, delete etc. these revisions (see Photo 15).

Exporting

You can export a copy of your writing project at any point and into a variety of formats (e.g. Word, EPub, HTML)

To export a copy of writing project, select Export from the upper menu on the Main Page and select the preferred export format from the drop-down menu (see Photo 16).
6. Communicating With Others Within Shared Writing Projects

Depending on the level of access you have been given to the writing of other authors, you may be able to leave comments, thoughts and reflections on their writing. You can also leave comments on your own writing for your collaborators to read, reflect upon and respond to.

To leave a comment, simply select the text you wish to comment on - a dark speech bubble should then appear on the right hand side (see Photo 17). Click on the speech bubble to enter your comment and then select Submit to post it.
To leave a comment, simply select the text you wish to comment on (a dark speech bubble should then appear on the right hand side). Click on the speech bubble to enter your comment and select ‘Submit’ when you are ready to post it (see Photo 17).

Photo 17: To insert a comment for others to read, simply highlight the text you wish to comment on and select the dark speech bubble, located above the anchor.

**Note:** If you are the owner of the writing project, you can *edit*, *assign*, *resolve* or *delete* comments by clicking on the three dots in the top right corner of the comment (see Photo 18).

Photo 18: You can Edit, Assign, Resolve & Delete comments as the writing progresses.

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**Finally …**

We hope you find this guidance helpful in getting started in Fidus Writer and we look forward to writing with you to explore multi-species approaches to dementia.

Please let us know if you have any suggestions for how to improve this document, by emailing nick.jenkins@uws.ac.uk

*Nick, Anna & Louise (Network Convenors)*

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**Bibliography**