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ENRICH

Report on pilot implementation of tools for creation of virtual documents by researchers

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eContentplus

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¹ OJ L 79, 24.3.2005, p. 1.

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1 Executive Summary

Deliverable 4.3 reports the activity that has been carried out within Task 4.2 and Task 4.3 of WP4 (User personalization). In particular, it describes the functions and solutions of the new pilot tools realized within Enrich project and designed for the creation of Thematic Collections and Virtual Documents, in the new Personal Digital Library implemented in Manuscriptorium. This deliverable takes in account the results coming from the Task 4.1 (see D.4.1), which defined the requirements for the creation of personalized virtual digital libraries and from Task 4.4 (see D.4.2), which has analyzed the user search behaviour within the Manuscriptorium routine service.

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2 Introduction

As it was already described in the other Workpackages of the project, the aim of ENRICH is the creation of a base for the European digital library research environment for the study of specific historical cultural heritage consisting of manuscripts, incunabula, early printed books, historical archival materials, etc. The project objective is a practical validation of possibilities and definition of conditions for integration of existing but scattered electronic content under the existing Manuscriptorium digital library interface through the way of the metadata enrichment and coordination among heterogeneous metadata and data standards as well. The main innovation of ENRICH is a common easy-to-use interface which enables concentration of dispersed resources into a unique research environment and retrieval of data from distributed servers. An environment really user-centred, based on his/her needs, tasks and behaviours: a quality Digital Library user-centred, taking into account the user needs and experience.

This document was created in the frame of the ENRICH project in Work Package 4 (WP4) which is dedicated to “**user personalisation**” in digital libraries. WP4 is focused on implementing the possibility to subdivide the contents of Manuscriptorium into thematic collections. To satisfy the needs of all Manuscriptorium end-users, thematic collections can be created and maintained by authorised experts. Furthermore, end-users are able to construct their own individual collections and virtual documents by the means of newly developed tools – this gives the opportunity to build individual user virtual libraries according to their personal needs (such as study, teaching etc.). The pilot tool presented in this document allow to decompose the digitized documents into necessary chunks/analytical digital objects and recompose them in new virtual documents following special teaching or learning goals, e.g. showing all illuminations from one scriptorium in a virtual document in spite of the fact that they are from various originals owned by different institutions in different countries.

Both tasks 4.1 and 4.4 was focused to analyze the users needs to implement the new end-user features of individual collections (both static and dynamic) and the individual virtual documents. Therefore this report 4.3 describes the new functions of the pilot implemented, according to the analysis and the results coming from the conclusions made within WP4 and the ENRICH project's goal. It is important to remind some conclusions in order to describe the new functions realised, that corresponds to the user needs and preferences, shown by the survey carried out within WP4.

When analysing overall results for functions regarding individual collections it appeared that important functions for **thematic collections** are:

- a good search function;
- the possibility to have additional information attached to individual collection and possibility to give a copy of an individual collection to other users;
- possibility to share (not edit) individual collections with other users.

Overall results for individual **virtual documents** shown that the most important functions in this matter are:

- additional notes functionality connected with the document and the possibility to give a copy of an individual virtual document to other users;
- the possibility to share documents (but not edit) with other users.

According to T.4.1 survey results interpretation the **new user management system of MNS**, which will exist along with the regular Manuscriptorium system, has followed these **indications** to satisfy the end-users expectations.:

1. create/delete own user accounts
2. create/remove collections
3. manage the content of the collections
4. create/remove virtual documents
5. manage the content of the virtual documents
6. create new information for the collections/documents (in the form of notes)
7. enable/disable sharing of documents/collections with public users
8. set the scope of sharing for each shared collection/document
9. copy documents/collection

Under the auspices of the project the requirements of various types of end-users of services in the sphere of the dissemination of historic resources were analysed jointly with all the partners and subsequently on the basis of the findings the Personal Digital Library functions were implemented in the MNS. Here will be presented the new pilot and described the respective functions a user can utilize.

The **New TEI P5 based Pilot Clone of** Personal in Enrich- Manuscriptorium Digital Library is available at the address <http://enrichdata.manuscriptorium.com> and it was arranged as follows:

- **Thematic Collections**
 - **Static**
 - **Dynamic**
- **Virtual Documents**

2.1 Functions of the collections

The collection is a set of specific documents recorded in the MNS catalogue. Users can save in a collection documents which are a coherent set according to any given criterion and these collections can be further used to support study, teaching etc. or users can easily employ them to access frequently consulted documents.

A collection can be composed by individually selected documents (i.e. a static collection); alternatively a search query can be entered (i.e. a dynamic collection) – in this case the collection consists of a set of documents corresponding to a selection according to the given

query. The content of a dynamic collection is then adjusted simultaneously with database updates.

2.2 *Functions of Virtual Documents*

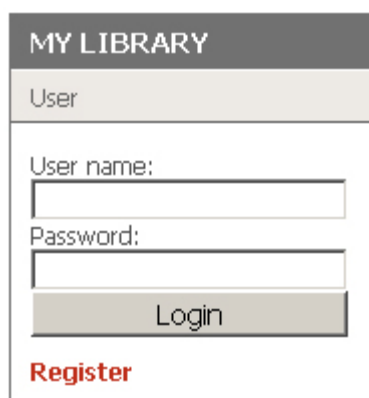
A virtual document can be composed by parts of individual physical documents. For example, interesting illuminations from manuscripts of a certain period can be selected and “bound” into a new virtual document. Such document can then be viewed using conventional MNS tools.

2.3 *Common Functions*

In accordance with the results of the analysis of users’ requirements, collections and documents can be associated with descriptive metadata and they can be shared with other users (or not shared, if the author wishes so) and their content can be managed under personal online accounts.

3 Personal Account

According to survey results the first users’ request was to have an **on-line account** that would enable them to create their profile and to manage the information collected/created during their work with the new individual features. Therefore in the page of access to the pilot the user has to set up a personal account in order to gain access to the functions of the Personal Digital Library. It is asked to click the Register link in the left-hand “My Library” dialogue box (fig.1). The user can enter with a username password and email in the specific form and his/her request will be verified by entering also a CAPTCHA “Completely Automated Public Turing test to tell Computers and Humans Apart” control code (see fig. 2)



The image shows a web interface titled "MY LIBRARY" in a dark header. Below the header is a light gray box containing the text "User". Underneath this is a white box with the following elements: a label "User name:" followed by a text input field, a label "Password:" followed by a text input field, a "Login" button, and a "Register" link in red text.

Fig.1

In case of problems with the verification of the control code is possible to generate a new one, or to read the help file – as it is shown in the buttons highlighted in the diagram (fig. 2)



User name:

User email:

Password:

Verify password:

instant **thank**

Type the two words:

reCAPTCHA™
stop spam.
read books.

Register

Fig. 2

Once user has successfully registered, he/she can log in. The “My Library” menu includes basic information on his/her Digital Library and it also enables him/her to navigate the contents. After the first access the menu will be obviously empty, but when the user begins to use the tool it will acquire information as shown in the screen shot (fig. 3)

MY LIBRARY
My content
Static Collections (1) Dynamic Collections (1) Virtual documents (1)
Instant Access
All graduats in MNS (DC)
User guest
Logout

Fig. 3

The content of “My Library” is summarised in the upper section, the values in brackets indicating the number of collections or virtual documents. The appropriate listings are viewed by clicking the respective items. The central section shows the list of documents or collections to which user will to have the most rapid access. The lower section shows items relating to user the account.

4 Thematic Collections

As illustrated before the thematic collections allow any end-user to create and maintain personal set of documents within his/her profile. Individual thematic collections are always easily available to the user for instant usage, to ease routine work of researchers and students, to enable them to prepare easy-to-use sets of frequently accessed documents (organised according to specific criteria). For each user it will be possible to prepare content of his/her individual virtual library, based on the selection from the documents aggregated in Manuscriptorium.

This core feature is not only limited to select digitised documents, because there can exist information in the Manuscriptorium system on documents not digitised yet. The basis of the Manuscriptorium is the catalogue with descriptive records connected with possible additional information (e.g. a digital copy, a full text edition etc). Therefore the content of the collections will consist of particular catalogue records, which lead the end-users to all the related information. The approach to implementation of individual collections differs for static and dynamic collections.

4.1 *Static collections*

The static collection is a simple and most natural way of how to create a smaller set of particular documents.

Pilot implementation of a *static collection* concerns:

- a new feature of “Add document into selection “enabled within the Manuscriptorium user interface. It is possible to use it within search results, when displaying detail of catalogue record and finally when browsing a digital document;
- the selection is available for review and update (e.g. user can remove selected documents from the list, etc.);
- it is possible to add the selection to a new or existing collection;
- the feature has the most natural appearance to the online users; therefore the creation of a static collection is as much close to on-line end-user traditional behaviour;
- basic tools to manage collections and documents within a particular collection are included.

4.1.1 Creating a new selection of a collection

The static collections are created by users by adding directly selected documents and established as a selection of specific documents. The first step of the application, therefore, is to *create* a document list. For each document in the MNS catalogue there is always a number of actions the user can take. The relevant links are to be found below each record heading. Clicking the link “**Add to Selection**” user can add the selected document to the list. The screen shot (fig. 4) illustrates the addition of a document to the list, showing the display of the search result. It is possible to see the new area on the right-hand side, where the list can be adjusted.

ENRICH » Catalogue » Search Results		SEARCH RESULTS	
Search results: 5838 records		Summary	
1 2 3 4 ... 292		Search performed in Entire Catalogue Records found: 5838	
<p>[Franciscus de Abbatibus: Sermones varii] [Sermones varii] <small>Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 36/73</small> Add to Selection Facsimile Document description</p> <p>[Prima pars postillae, quae vocatur Consolatio spiritus, de tempore.] [Prima pars postillae, quae vocatur Consolatio spiritus, de tempore] <small>Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 49/88</small> Add to Selection Facsimile Document description</p> <p>[Secunda pars postillae, quae vocatur Consolatio spiritus, de tempore et lectiones epistolarum dominicalium] [Secunda pars postillae, quae vocatur Consolatio spiritus, de tempore et lectiones epistolarum dominicalium] <small>Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 50/88</small> Add to Selection Facsimile Document description</p> <p>[Sermones varii, praecipue de tempore et de sanctis, cum aliis tractatibus et notis] [Sermones varii, praecipue de tempore et de sanctis, cum aliis tractatibus et notis] <small>Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 59/87, fond svatojakubská knihovna</small> Add to Selection Facsimile Document description</p> <p>[Sermones varii, praecipue de sanctis] [Sermones varii, praecipue de sanctis] <small>Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; fond svatojakubská knihovna, 53/109b</small> Add to Selection Facsimile Document description</p> <p>[Psalterium ad usum Fratrum Praedicatorum] [Psalterium ad usum Fratrum Praedicatorum] <small>Česká republika; Kroměříž; Arcibiskupský zámek a zahrady Kroměříž; K 172</small> Add to Selection Facsimile Document description</p>		<p>Action</p> <p>Search the results Save as collection New search</p>	
		<p>SELECTED DOCUMENTS</p> <p>browse list (1) save as collection discard list</p>	
		<p>SEARCH</p> <p><input type="text"/> <small>(advanced search)</small></p> <p>Search Index</p> <p>Fields to Search</p> <p><input checked="" type="radio"/> Words Anywhere <input type="radio"/> Shelf-mark <input type="radio"/> Title <input type="radio"/> Author</p>	

Fig. 4

4.1.2 Saving a selection as a Static Collection

One of the actions available to the user is saving the collection with the “**save as collection**” link. With this link he/she can save his/her current selection as a new collection.

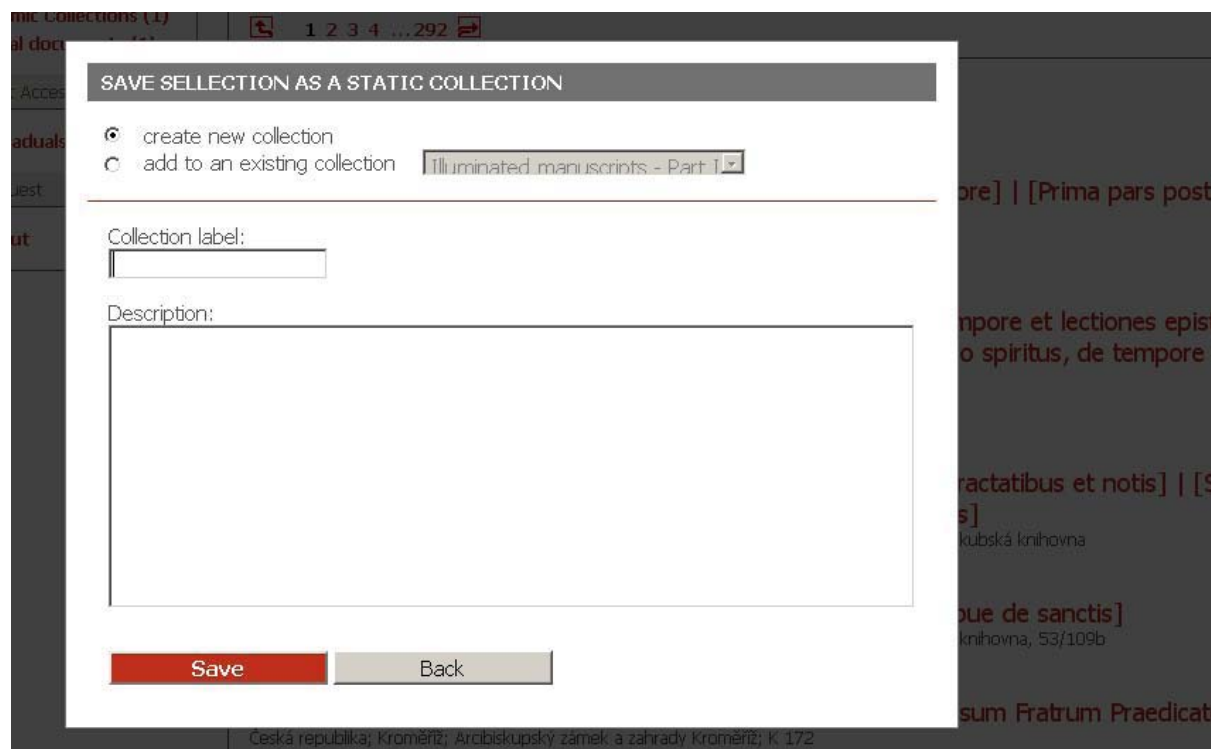


Fig. 5

There are two options for saving the selection (fig. 5):

- 1) establish the selection as a new collection using the link “**create new collection**”. In this case an appropriate field is available for entering its name and description (and both may also be determined at a later stage);
- 2) add the selection to an existing collection using the link “**add to an existing collection**”. The list of selected documents is inserted into an existing collection and any duplicates are automatically discarded so that each document (more accurately each catalogue record) is unique in the collection.

In addition to saving it to the collection, the list of selected documents can be further adjusted (clicking the “browse list” link (1) – the figure in brackets indicates the number of documents selected), or deleted (the “discard list” link).

The list is automatically deleted when the document is saved to a collection.

4.2 Dynamic Collections

Differently, the Dynamic Collections are created by users by specifying criteria for the collection membership. For example, a dynamic individual collection may be specified as “*all the documents created before 1450 and related to alchemy*”. As the content of the digital

library changes, the content of the dynamic collection may also change. The content of the dynamic collection matches with a query applied above the up-to-date content catalogue. The feature will allow to create specifically focused thematic collections, which content will be continuously updated according to the growing content of the source. Also larger thematic collections can be easily maintained.

Pilot implementation of a dynamic collection concerns:

- It is possible to create a collection according to either **one simple query** or even to a **sequence of more subsequent queries** (where next query takes previous search results into account); this is important in order to
 - enable to create more precisely focused collections
 - ease the end users work (such approach will prevent us from forcing the user to construct over-complicated single-step queries)
- It is possible to perform search (or a sequence of searches) as it is usual in Manuscriptorium and – if the user is satisfied with the search results – save the result as the collection via a “Save as a new dynamic collection” feature. This will be a very natural and simple way for the end-user and also it will enable him to check the content of the dynamic collection before saving it;
- Basic tools to manage collections and their content.

4.2.1 Entering a Thematic Collection query

A query can be entered in two ways. The simplest way is to use the **rapid search** form found on the right-hand side of the browser window. Here a query can be entered and certain basic choices are available. An index for each section is also provided.

A second option is to use the **advanced search** form, accessible by clicking the advanced search link. By means of this form the user can enter more complex queries and a greater number of options are available for customising the search results (fig. 6)

The screenshot displays the 'Advanced Search Form' within the ENRICH project interface. On the left, a sidebar contains a 'SEARCH' section with a text input field, a '(advanced search)' link, and buttons for 'Search' and 'Index'. Below this is a 'Fields to Search' section with radio buttons for 'Words Anywhere' (selected), 'Shelf-mark', 'Title', and 'Author'. The main content area is titled 'Advanced Search Form' and includes a breadcrumb 'ENRICH » Catalogue » Advanced Search Form'. It features a table with columns for 'Field to search:', 'Search for:', and 'Index'. The table has four rows for 'Words Anywhere', 'Country', 'Settlement', 'Repository', and 'Shelf-mark', each with a corresponding search input field and an 'Index' button. Below the table are 'Search' and 'Clear form' buttons. At the bottom, an 'Options' section contains checkboxes for '* auto-complete', 'tolerance', 'alternatives', and 'groups of words' (which is checked).

Field to search:	Search for:	Index
Words Anywhere	<input type="text"/>	Index
and <input type="text"/> Country	<input type="text"/>	Index
and <input type="text"/> Settlement	<input type="text"/>	Index
and <input type="text"/> Repository	<input type="text"/>	Index
and <input type="text"/> Shelf-mark	<input type="text"/>	Index

[Search](#) [Clear form](#)

Options

☐ * auto-complete ☐ tolerance ☐ alternatives ☒ groups of words

Fig. 6

Submission of a query results in the display of a set of search results. Additionally, on the right hand side of the screen a “Search Results” section is also available, containing a summary of the set of search results – here the user will see a “Search” the results link etc.

This link enables to continue searching the set of search results or to adjust the type of display when searching. This means it is possible to enter a sequence of queries, gradually narrowing the selection of documents searched in order to conform as closely to the user’s criteria.

The options, at the bottom of the form, in the “Search previous query results” section (fig 7) enable personalization of searches using the current results of the user.

The screenshot displays a search interface with the following components:

- Search Criteria Form:** A table-like structure with five rows. Each row contains a dropdown menu for logical operators (all set to "and"), a dropdown menu for search criteria (Words Anywhere, Country, Settlement, Repository, Shelf-mark), an empty text input field, and a button labeled "Index".
- Action Buttons:** A red "Search" button and a grey "Clear form" button.
- Section Header:** A grey bar labeled "Search previous query results (5838 records)".
- Refinement Options:** Four radio buttons: "New query", "Refine results (and)" (which is selected), "Expand results (or)", and "Exclude (-)".
- Options Section:** A grey bar labeled "Options" followed by four checkboxes: "* auto-complete", "tolerance", "alternatives", and "groups of words" (which is checked).

Fig. 7

Selecting the “**Refine results**” option launches a search of current results only; the “**Expand results**” option adds results corresponding to the new query, while the “**Exclude option**” removes from the current results those records corresponding to the new query.

4.2.2 Saving dynamic collections

On the right-hand side of the screen of “My Library” application tool appears **Search Results** section with also a “**Save as collection**” link, enabling the user to save his/her last search or the last sequence of searches (if any). Saving is very similar to saving a static collection. (fig 8)

ENRICH » Catalogue » Search Results

Search results: 5838 records

1 2 3 4 ... 292

[Franciscus de Abbatibus: Sermones varii] | [Sermones varii]
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 36/73
[Add to Selection](#) | [Facsimile](#) | [Document description](#)

[Prima pars postillae, quae vocatur Consolatio spiritus, de tempore] | [Prima pars postillae, quae vocatur Consolatio spiritus, de tempore]
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 49/88
[Add to Selection](#) | [Facsimile](#) | [Document description](#)

[Secunda pars postillae, quae vocatur Consolatio spiritus, de tempore et lectiones epistolarum dominicalium] | [Secunda pars postillae, quae vocatur Consolatio spiritus, de tempore et lectiones epistolarum dominicalium]
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 50/88
[Add to Selection](#) | [Facsimile](#) | [Document description](#)

[Sermones varii, praecipue de tempore et de sanctis, cum aliis tractatibus et notis] | [Sermones varii, praecipue de tempore et de sanctis, cum aliis tractatibus et notis]
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 59/87, fond svatojakubská knihovna
[Add to Selection](#) | [Facsimile](#) | [Document description](#)

[Sermones varii, praecipue de sanctis] | [Sermones varii, praecipue de sanctis]
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; fond svatojakubská knihovna, 53/109b
[Add to Selection](#) | [Facsimile](#) | [Document description](#)

[Psalterium ad usum Fratrum Praedicatorum] | [Psalterium ad usum Fratrum Praedicatorum]
Česká republika; Kroměříž; Arcibiskupský zámek a zahrady Kroměříž; K 172
[Add to Selection](#) | [Facsimile](#) | [Document description](#)

SEARCH RESULTS

Summary

Search performed in
Entire Catalogue
Records found: **5838**

Action

[Search the results](#)
[Save as collection](#)
[New search](#)

SEARCH

(advanced search)

[Search](#)
[Index](#)

Fields to Search

☒ Words Anywhere
☐ Shelf-mark
☐ Title
☐ Author

Fig. 8

Whenever a dynamic collection is accessed subsequently, the system repeats the saved search (or sequence of searches) exactly as its user entered it before the creation of the collection and displays the corresponding set of records.

A collection can be created closely tailored to a specific problem area or on simple criteria such as “*a collection of documents belonging to a given library*”.

A dynamic collection can be further searched diversely from a static collection.. In the Search Results section, in the Summary part, user can see indications of the search area (similarly also in breadcrumb navigation) – either the name of the collection or the “entire catalogue” text. For searching the entire catalogue is possible to use the “New search” link – when the search is complete the collection is exited.

As in rapid searching, a new option is available in the “Where to Search” area, defining the search area in collections – see the diagram (fig. 9)

The diagram shows a search interface with the following sections:

- SEARCH** (header)
- Search input field with placeholder text "(advanced search)"
- Search** button
- Index** button
- Where to Search** section:
 - ☒ active collection
 - ☐ entire catalogue
- Fields to Search** section:
 - ☒ Words Anywhere
 - ☐ Shelf-mark
 - ☐ Title
 - ☐ Author

Fig. 9

4.2.3 Properties of Collections

Properties of collections (static and dynamic) can be configured by clicking the “Properties” link beneath the heading of the relevant collection (fig. 10)

The screenshot shows the ENRICH application interface. The main content area displays the 'My collection (340 records)' page. The collection name 'My collection (340 records)' is highlighted with a red box. Below the name, there is a link 'Properties' (also highlighted with a red box) and a 'Remove' link. The collection details show three records:

- [Franciscus de Abbatibus: Sermones varii] | [Sermones varii]**
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 36/73
Add to Selection | Facsimile | Document description
- [Sermones varii, praecipue de tempore et de sanctis, cum aliis tractatibus et notis] | [Sermones varii, praecipue de tempore et de sanctis, cum aliis tractatibus et notis]**
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 59/87, fond svatojakubská knihovna
Add to Selection | Facsimile | Document description
- [Sermones varii, praecipue de sanctis] | [Sermones varii, praecipue de sanctis]**
Česká republika; Brno; Archiv města Brna, fond svatojakubská knihovna; 53/109b
Add to Selection | Facsimile | Document description

The sidebar on the right contains the 'SEARCH RESULTS' section, which shows the search performed in collection "My collection" and the number of records found (340). Below this is the 'SEARCH' section, which includes a search input field with the text 'sermones', a 'Search' button, and an 'Index' button. The 'Where to Search' section has radio buttons for 'active collection' (selected) and 'entire catalogue'. The 'Fields to Search' section has radio buttons for 'Words Anywhere' (selected), 'Shelf-mark', 'Title', and 'Author'.

Fig. 10

The name or description can then be changed and the visibility of the collection can also be adjusted to determine whether it should be accessible to the author in the Instant Access block of My Library.

The visibility of the collection can be configured on three levels (fig 11):

- not visible to other users – the collection is visible to the author only;
- collection is visible with the exception of the description – the collection is visible to everyone, and only the label is hidden (i.e. the name and content are visible);
- collection is fully visible – the collection is fully visible to everyone.

ENRICH » Catalogue » Dynamic Collections » Detail » Edit collection properties

Edit collection properties

Collection label
My collection

Description

Access of other users
Any collection can be shared with other users using the unique link below. You can decide whether this particular collection is accessible to other users or not:

☒ not visible to other users
☐ collection is visible with the exception of the description
☐ collection is fully visible

Collection URL
http://enrichdata.manuscriptorium.com/Manuscriptorium2/en/index.php?request=show_dynamic_collection_detail&collid=12513771571251977739

Instant access to the collection
Do you want to access your collection instantly from the left "My Library" menu?

☒ yes
☐ no

Update information

SEARCH
sermones
(advanced search)
Search
Index

Where to Search
☒ active collection
☐ entire catalogue

Fields to Search
☒ Words Anywhere
☐ Shelf-mark
☐ Title
☐ Author

LANGUAGE SERVICES
Quick multilingual search
Query:
Query language:
English
Try

Fig. 11

In Fig. 11 the **URL** of the given collection which can be used for **sharing** with other users is provided. If the collection is visible it can be shared in the MNS environment with all other users, but its content is anyway displayed as “read only” and only its author can modify the content of the collection or its properties. The option “fully visible” gives the collection visible also outside of the MNS Personal Account, thus any user can write the specific collection URL in the browser and open the related collection.

5 Virtual Documents

The individual virtual documents will enable the end-users (scholars, researchers, teachers, students) to work with the existing digital documentation in a new way: it will be possible to select parts (e.g. particular images) of different digital documents and to compose them in a virtual new document following special teaching or learning goals. So it will be possible to create new contents based on the already existing information and increase the usability of the digital data aggregated during the ENRICH project.

According to the end-user priorities we focused on textual and image data in the ENRICH pilot solution. Therefore we will enable the user to select particular document pages – does not matter whether images or full texts – and to store such a selection as an individual digital document.

5.1 *Creating a Virtual Document*

Virtual documents can be created in the **M-Tool application**, available at the address <http://enrichdata.manuscriptorium.com/m-tool/m-tool.php>, which is a component part of the services offered by Manuscriptorium Digital Library. This application enables the preparation of various types of documents, including virtual documents. It enables the creation of the metadata needed for inclusion of the documents in Manuscriptorium, working with images which already exist and are accessible online.

To create a document it is necessary to open M-Tool and via the menu options “Document – **New...**” establish a new virtual document, selecting the appropriate option in the dialogue box available for the creation of a new document (fig.12).

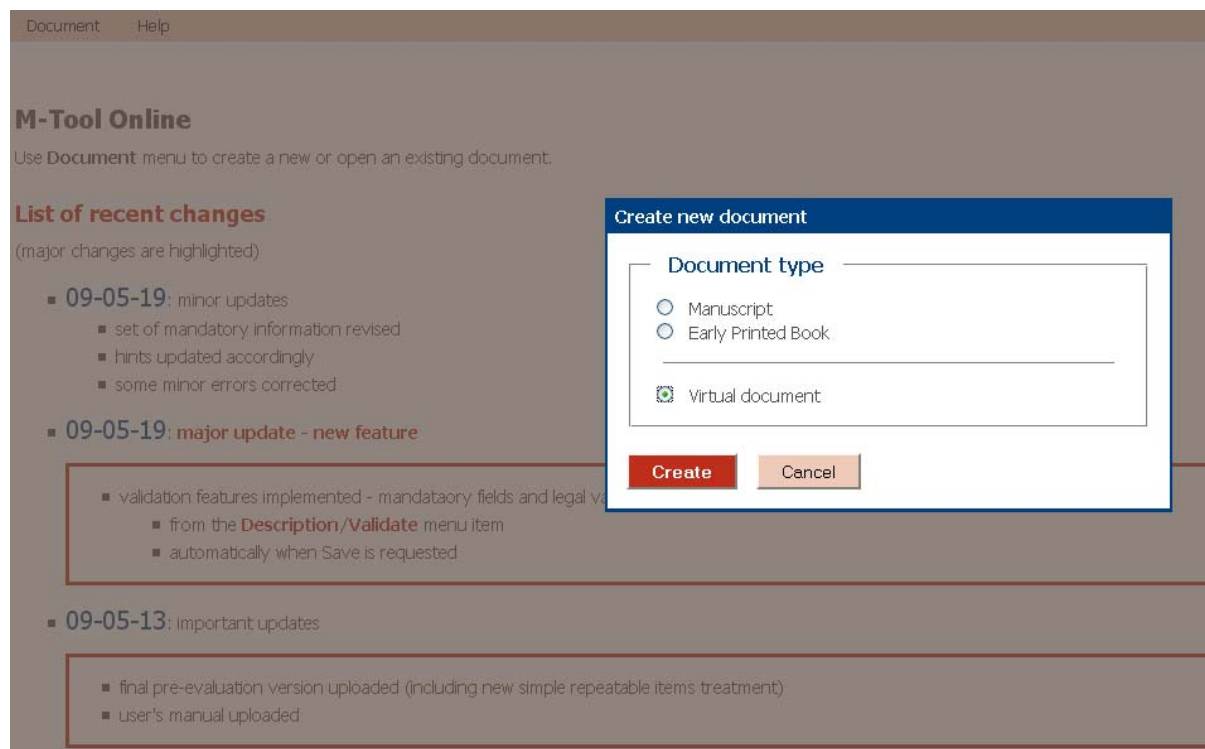


Fig. 12

Here the user can create a simple description of the document as such (the M-Tool procedure is available in the application help manual). Additionally, individual images can be searched for in Manuscriptorium Digital Library and assembled within a virtual document.

As it is shown in the following images the user has to fill some specific fields with hints related to the Virtual Document he is creating:

“Title and Publication Statement”

These fields concern information about the **title** of the virtual document, about the name of the person or agency for its **distribution** and about the **language** used to create it (fig 13).

Title and Publication Statement

<i>Title of Document</i>	<input type="text"/>	Hint
<i>Distributor of Record</i>	<input type="text"/>	enter a title of your virtual document.
<i>Main Record Language</i>	<input type="text"/>	

Title and Publication Statement

Title of Document	<input type="text"/>	
Distributor of Record	<input type="text"/>	Hint
Main Record Language	<input type="text"/>	

Title and Publication Statement

Title of Document	<input type="text"/>	
Distributor of Record	<input type="text"/>	
Main Record Language	<input type="text"/>	Hint enter language code of the language used to create the descriptive information. Codes for most common languages are: eng - English fre - French ger - German ita - Italian spa - Spanish lit - Lithuanian cze - Czech slo - Slovak hun - Hungarian pol - Polish ...

Fig 13

“Record Identification”

These fields concern information about the **ID** of the virtual document and about the specific **type of identifier** of a virtual document within Manuscriptorium (fig 14)

Record Identification

Specific Identifier	<input type="text" value="1252668251"/>	Hint
Type of Identifier	<input type="text" value="MNS_VIRT"/>	ID of your virtual document.
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>		

Record Identification

Specific Identifier	<input type="text" value="1252668251"/>	
Type of Identifier	<input type="text" value="MNS_VIRT"/>	Hint
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>		Indicate type of the identifier. 'MNS_VIRT' value is reserved for ID valid within Manuscriptorium.

Identifier	Type		
1252668251	MNS_VIRT	Edit	Remove

Add new

Fig 14

“Record Origin”

These fields concern information about the **date** of the creation and about the **name** of the **person** and **institution** responsible for the creation of the virtual document (fig. 15)

Record Origin

Date	<input type="text"/>	Hint enter date of origin of the virtual document (use the following form: YYYY-MM-DD, e.g. 1998-12-24)
Responsible Person Name	<input type="text"/>	
Responsible Institution	<input type="text"/>	

Record Origin

Date	<input type="text"/>	Hint enter name of the person responsible for the creation of the virtual document
Responsible Person Name	<input type="text"/>	
Responsible Institution	<input type="text"/>	

Fig 15

To select appropriate images the user has to adopt the following procedure:

- 1) In the M-Tool application environment open Manuscriptorium (“Manuscriptorium” menu option, or “Structure” – “Search for New Pages/Folia”) (fig. 16)

Document	Description	Structure	Preview	Help	Manuscriptorium
General	Contents Description	Search for New Pages/Folia			
Document summary: view		Modify Structure			

Title and Publication Statement

Title of Document
Distributor of Record
Main Record Language

Record Identification

Identifier	Type		
1251982708	MNS_VIRT	Edit	Remove

Add new

Record Origin

Date
Responsible Person Name
Responsible Institution

Fig. 16

- 2) Search appropriate documents in which he/she wants to **find an image** for Manuscriptorium – all MNS tools can be used (fig. 17).

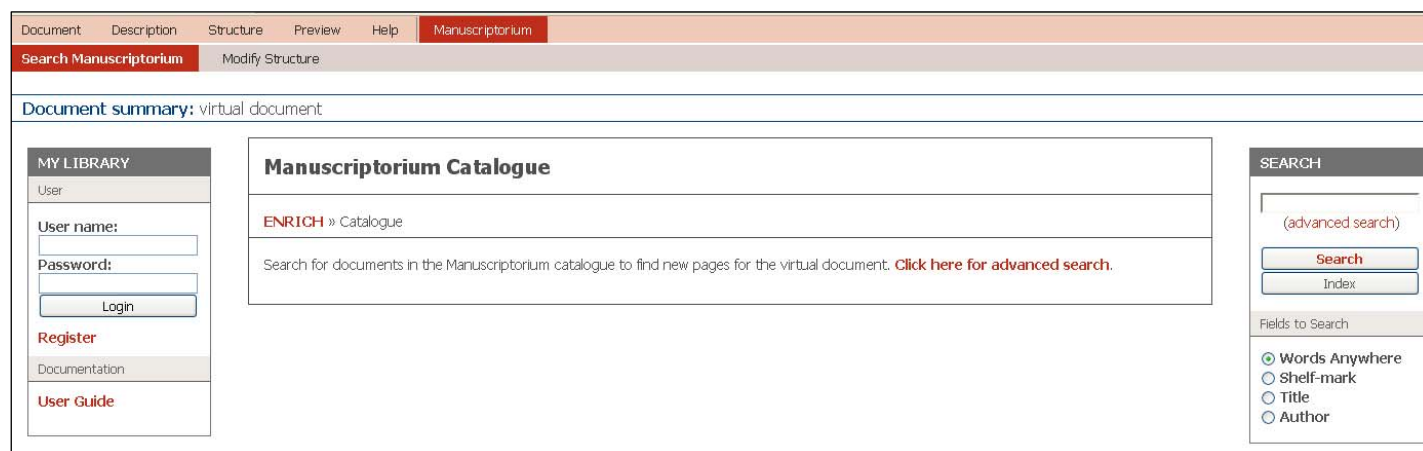


Fig. 17

- 3) When searching a digital document inside the interface for viewing digital document

the user can click this icon



which will transfer the current page to the M-Tool application (fig. 18).

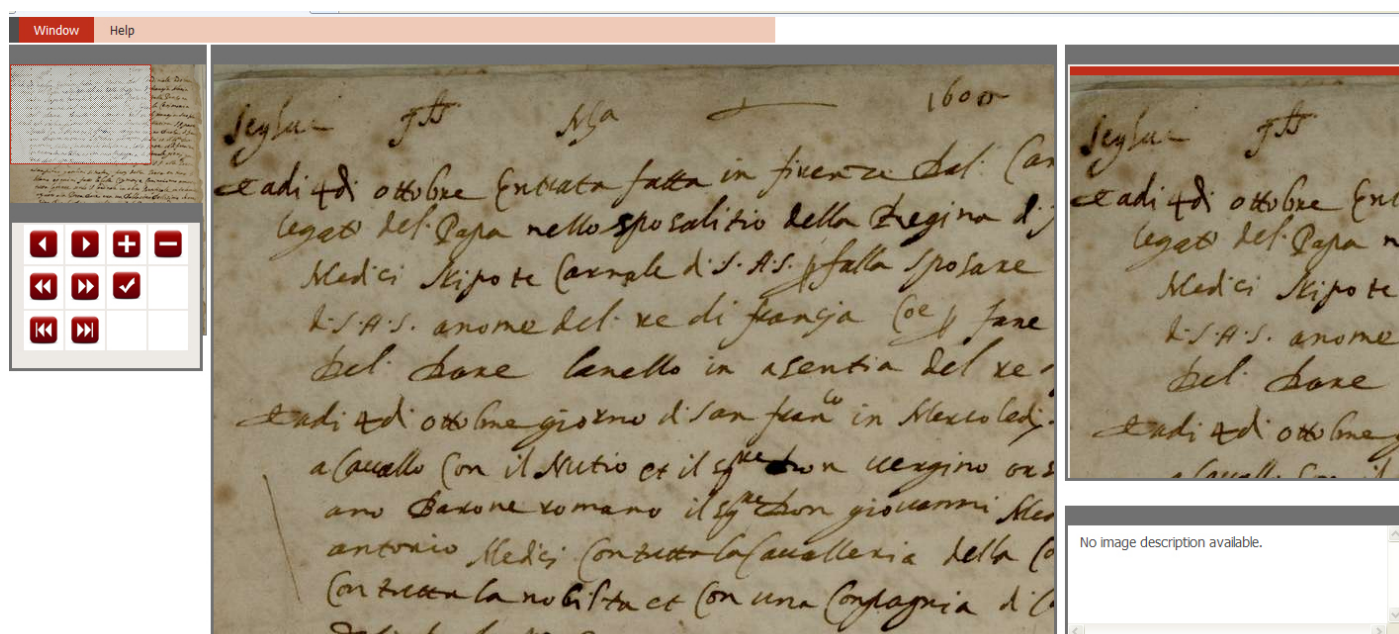


Fig. 18

- 4) Repeat the above procedure until user the has inserted all the required images in the virtual document.

By selecting the “Structure” – “**Modify Structure**” option in the M-Tool application the user can continue to further adjust the structure of the selected document. It can be noticed in the screen shot (fig. 19) that for each image transferred from MNS identifying data is provided and user can also create his/her own personal **notes**.


Document Description Structure Preview Help Manuscriptorium

Search Manuscriptorium **Modify Structure**


Document summary: virtual document file name: noname(3).xml

Virtual Document Structure (images: 5)

Add blank page/folio



Repository:
Shelf-mark:
Label:
My note:
Image URL:
Update **Remove** **Rearrange pages**



Repository:
Shelf-mark:
Label:
Another my note:

Fig. 19

As well as creating a virtual document from images available in Manuscriptorium, it is also possible in the pilot version to insert an image located at any other **URL**.

A document can also be created in Manuscriptorium from external image data. This is the function of the “**Add blank page/folio**” button (fig. 19), which adds a page or folio in the final position in a document.

The order of pages in a virtual document can be adjusted by clicking the “**Rearrange pages**” button. The image to be moved is highlighted. By using the mouse, it is possible to select the position where to insert the image. The current target position is highlighted as a coloured

link. A left mouse click transfers the original image to the selected position. To cancel the position change just press the ESC key.

5.2 Saving Virtual Document Metadata for Purposes of Further Changes

After the virtual document has been created, the metadata must be saved. The user has to save the metadata of his/her virtual document on the local hard drive for purposes of future editing. By selecting the “Document” – “**Save as...**”, the user can save an **XML** file of the virtual document created.

In the current pilot version, metadata can be incorporated in Manuscriptorium, but it is no longer possible to transfer the same metadata from Manuscriptorium to the M-Tool application. If user will to update own virtual document, he has to open it in the M-Tool application from his/her local disk and then re-send it to Manuscriptorium when it has been updated.

5.3 Transferring a Virtual Document to the MNS Environment

For this purpose it is necessary to log in to Manuscriptorium digital Library.

The user can log in directly from the M-Tool application (“Manuscriptorium” menu option).

Selecting “Document” – “**Send to My Personal Library**” and send the virtual document to his/her account, where he/she can manage its properties as described above for collections, i.e. one can adjust the visibility of the document for purposes of sharing with other users and his/her access to it via the Instant Access facility (fig. 20).

The screenshot shows the M-Tool application interface. At the top, there is a menu bar with the following items: Document, Description, Structure, Preview, Help, and Manuscriptorium. The 'Document' menu is open, displaying a list of options: New..., Open..., Save As..., Send to my Personal Digital Library (highlighted in red), and Logout. To the right of the menu, there is a section titled 'Additional' with a sub-section 'Document'. Below this, there is a large text area with the heading 'Statement'. At the bottom, there are three input fields labeled 'Title of Document', 'Distributor of Record', and 'Main Record Language'.

Fig.

20

This document can also be updated in the system at any time, again by means of the M-Tool application, from which the user will send the updated version. When updating, he/she will be asked to confirm the action, as shown on the diagram below (fig. 21).

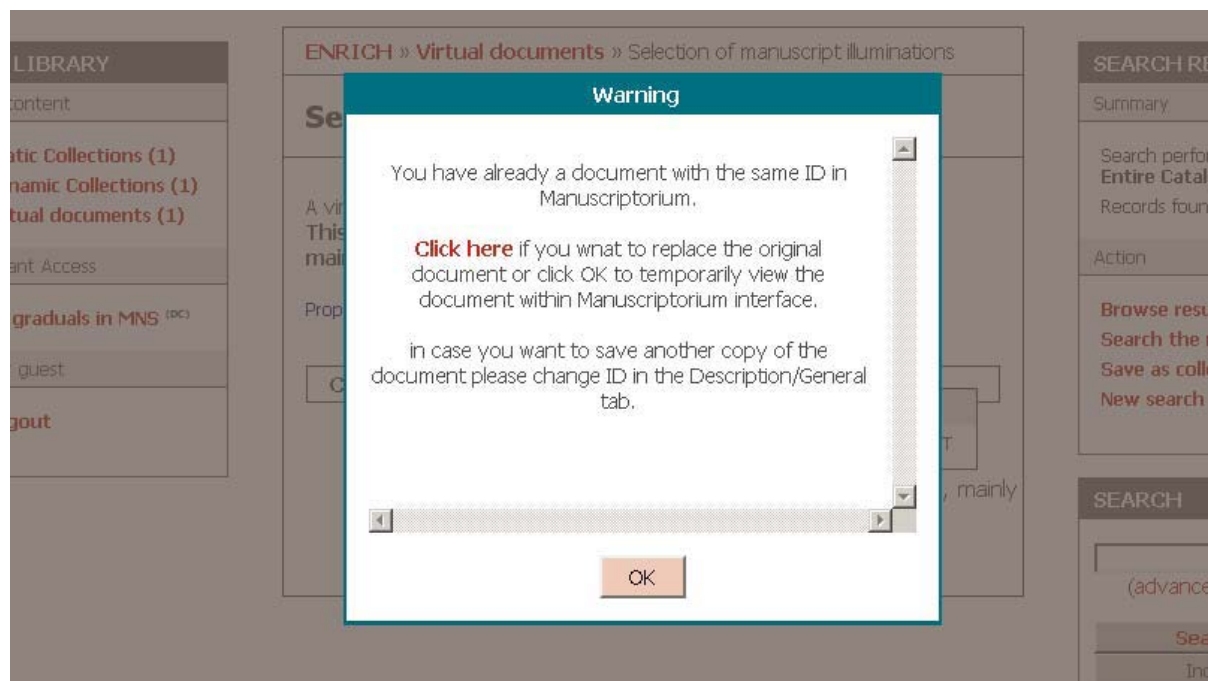


Fig. 21

Confirmation of the changes to the current document requires activation of the “Click here” link.

After updating, the document is recognised by an identifier which is adjustable in the General tab of the document description (“Description” – “General menu”). If the user alter the identifier here, where the type (TYPE) has the value MNS_VIRT, to a different value, the document will then be incorporated in the own MNS account as a new document.

5.4 Viewing Virtual Documents

Virtual documents can be viewed by means of the same tools as standard Manuscriptorium documents. In the case of virtual documents, additional information is always available in the **Description window**, where limited information is provided regarding the origin of the given image and sometimes a note added by the author of the document (fig. 22).



Fig. 22

This window also contains the Document in Manuscriptorium link, which opens the original document which was the source of the image.

In the pilot version, virtual documents cannot be searched in the Manuscriptorium Catalogue.

6 The new interface for viewing digital document

The new interface for viewing digital document in **Manuscriptorium version 2.0 - MNS viewer 2.01** - offers new features, as described in this documentation. Its design was informed by the strict criterion that users should not be required to install additional software (ensuring that the user-friendliness of the applications conformed to the requirements of today's sophisticated users).

According to the principles came from the study of the “user personalization” needs and in order to realize an environment oriented to improve the user experience with the Digital Library, novelties have introduced the following enhancements in the new version:

- Simplified, more intuitive interface;
- Comprehensive support for manipulation of interface features by clicking and dragging the mouse;
- Fully user-configurable interface;
- Facility to save the interface configuration;
- Improved handling of different document types;
- The modular system enables straightforward adjustment of functions according to document type.

Some limitations of the previous version are now removed. In particular, in the main window it was possible to work with image display at the highest quality level only. This limitation will be removed in later versions.

Moreover the user could not scroll fulltext documents in the same window. Fulltext documents, where they exist, were currently displayed via a direct link from the catalogue. The reason for this was that the method of working with full texts is undergoing revision. This limitation can be removed on introduction of a new version of the data management system, currently in preparation.

Finally, the bibliographical description is not incorporated in the digital copy; it is now displayed in the catalogue itself.

6.1 The Interface Windows

The initial interface layout is shown in the following diagram (fig. 23)

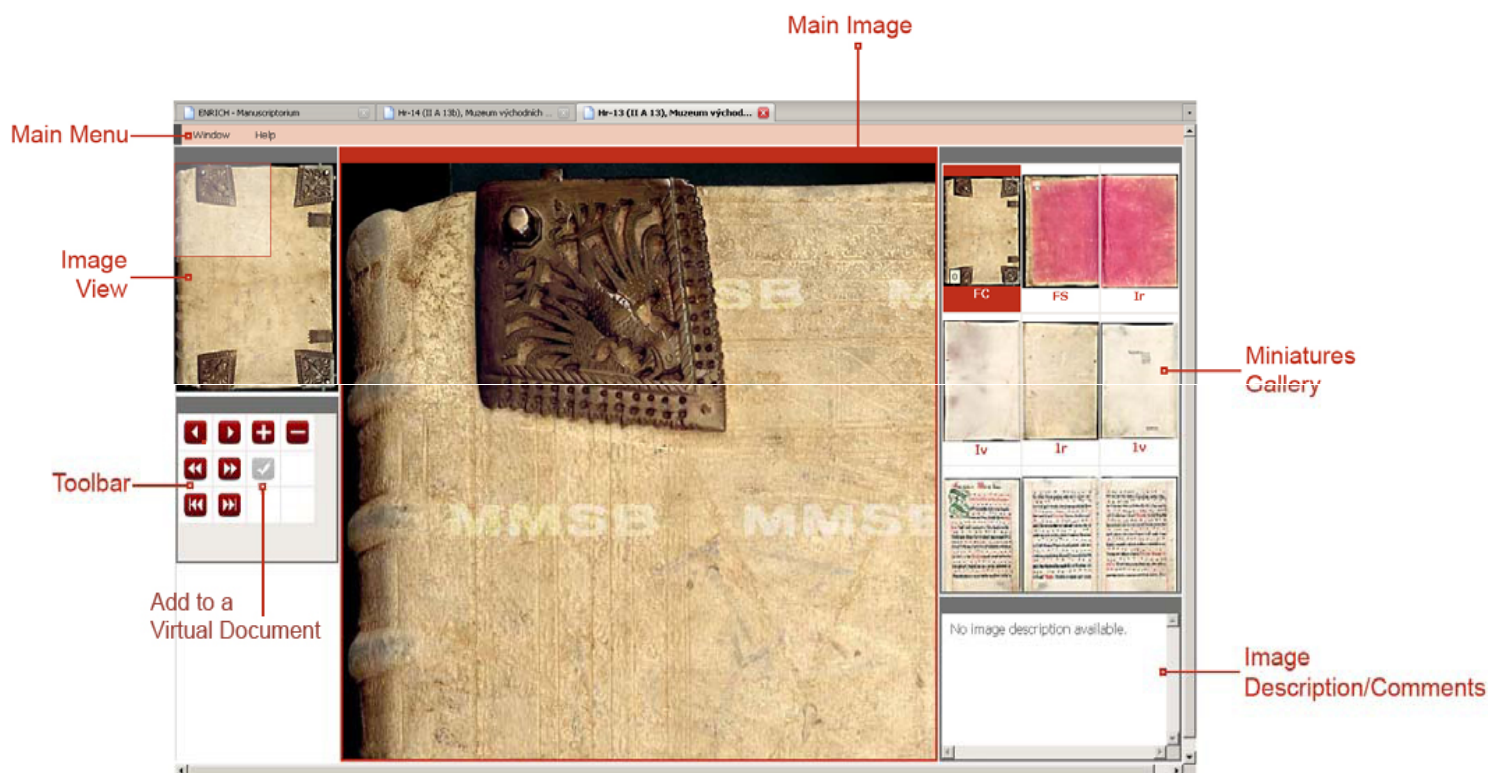


Fig. 23

This window layout can be restored at any time by selecting in the main menu: “Window” – “Arrange windows” . The interface occupies the entire desktop; alternatively, windows can be closed or opened as required via the menu choices: “Window – “Close/Open ...”.

Individual interface windows can be re-positioned at will by clicking and dragging in the browser window. Just click the header (upper wider frame section) of the relevant window and drag it to the required position.

Individual windows can also be re-sized (except the Current Page View window and the Toolbar window): click and drag in the lower right hand or lower left hand corner of the frame.

The interface window layout is saved and is restored when the next document is opened.

6.2 Scrolling a Document

A document can be scrolled using the arrows in the Toolbar window. When a document is scrolled the displayed image and the content of the Miniatures Gallery both always change. The respective arrows have the following functions:



- Scroll to previous / next page.
- Rapid scrolling forwards / backwards (the number of skipped images depends on the number of images in the Miniatures Gallery)
- Scroll to the first / last page of the document.

The required image can also be displayed by clicking its miniature icon in the Miniatures Gallery window.

6.3 *Handling an Image*

The viewing window (when displayed) always indicates the section displayed in the Main Image window. The displayed section can be moved by clicking and dragging the selected section in the Image View window, or directly by clicking and dragging the image in the Main Image window.

The scale in the Main Image window can also be adjusted by means of the relevant tool in the Toolbar window, using the following icons:



When scrolling opens a new image the scale reverts to the original value. To display the largest possible section of an image the entire desktop can be used; see the diagram below (fig. 24).

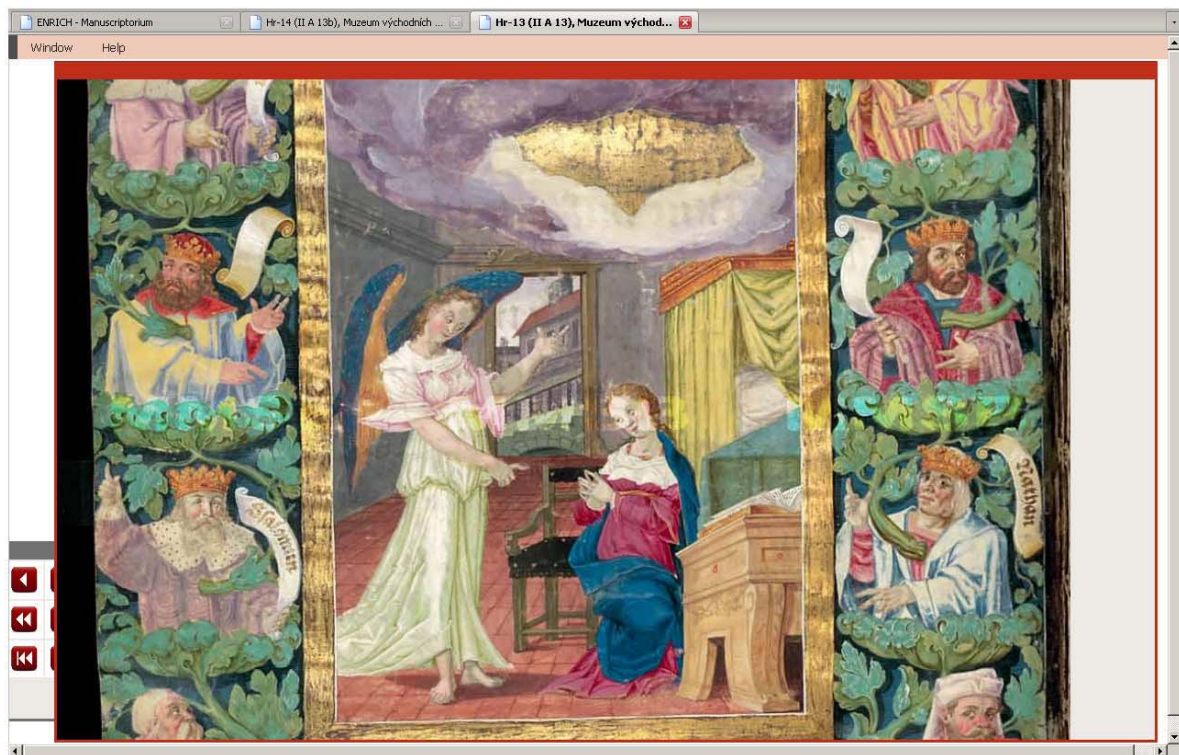


Fig. 24

6.4 Miniatures Gallery

In addition to the actual miniature, the Miniatures Gallery always shows its label. Most commonly (in the case of high quality digital documents) this shows information on the actual pagination or foliation.

When the Miniatures Gallery window is re-sized its content is automatically adjusted. To search for a particular folio (e.g. when searching for illumination etc.) the Gallery can be enlarged, making searching easier; see diagram below (fig.25).

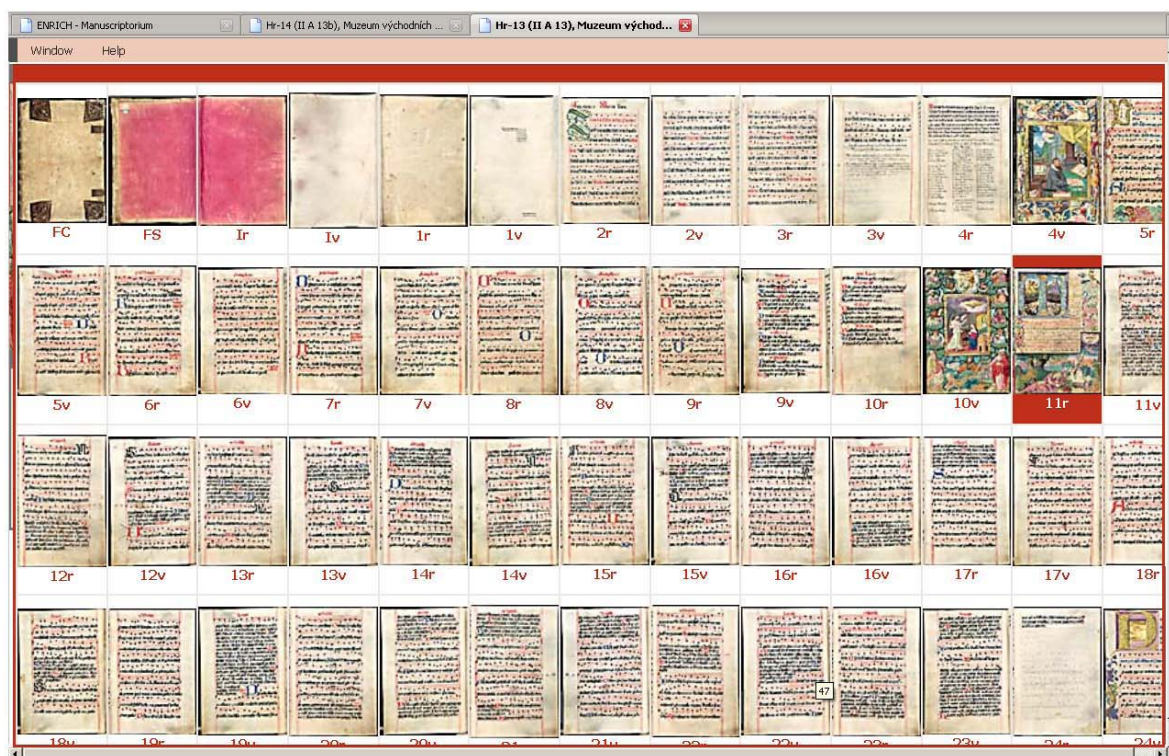


Fig. 25

Accompanying Image/Page Notes, if any, is displayed in the Image Description/Comments window. This interface described can also be used to handle virtual documents. The operational details are provided in a separate help file.