

eLaborate 4 Manual

The manual for the eLaborate work environment is intended both for the project leader and the user, though different rights are assigned to them. In this Manual, the rights of the project leader will be marked as **(Project Leader)**. A separate manual for the project website will be also be prepared and added at the end of this document.

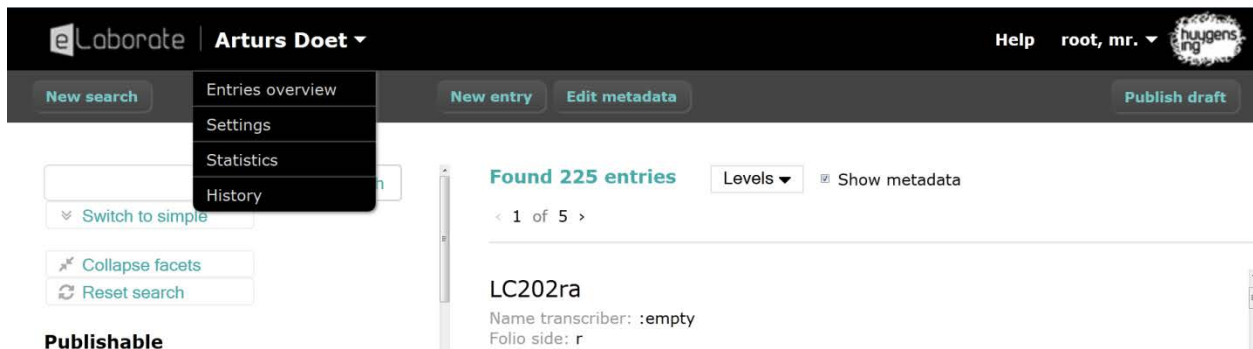
1. Project home page

After logging in via <http://elaborate.huygens.knaw.nl/>, you are taken to the Home Page of the general website of eLaborate 4. Via the 'Login' button to the right, you can enter the work environment of your project.

2. Taskbars



In the topmost taskbar, you will find the name of the project you are working on (left), the 'Help' button that takes you to this Manual, and your own name (right). This taskbar always remains visible.



If you move the mouse over the name of the project, you will see the following options:

- 1) **Entries overview**: an overview of the entries that have been created; this can only be used when various entries have been added, which will not be the case when you initially begin working on the project. N.B. In some cases, you will also 'Letters' or 'Columns', instead of 'Entries'; in which case, here you will see 'Columns overview' or 'Letters overview', instead of 'Entries overview'.
- 2) **(Project Leader) Settings**: this will be discussed further in the section on creating entries, see page 3.
- 3) **Statistics**: provides an overview of the number of entries, annotations and annotation types.
- 4) **History**: a log where you can see which users have been active and what they are working on.

Under your name, you find the following options:

The screenshot shows the eLaborate interface for the project 'Correspondance d'Isabelle de Charrière'. At the top, there is a navigation bar with 'New search', 'New entry', and 'Edit metadata' buttons. On the right, a user menu for 'Spruit, Alice' is visible, containing 'My projects (2)', 'Logout', and 'Publish draft' options. The main content area displays search results for 'Found 2605 entries'. On the left, there are filters for 'Publishable' (True/False) and 'Location'. The search results list four entries: 0001 Suzan van Dijk BPUN Ms, 0002 Maria Schouten BPUN Ms, 0002X01, and 0003 Maria Schouten BPUN Ms.

1) **My projects:** here you will see the projects you are working on. You can switch between projects if you are working on multiple projects, though most people will have 1 or 2 projects.

2) **Logout:** you can use this option to log out.

The **second taskbar** can be used for the following tasks (from left to right):

The screenshot shows a horizontal taskbar with three buttons: 'New search', 'New entry', and 'Publish draft'.

1) **New search:** perform a new search. The search functionality is explained on page 14.

2) **New entry:** create a new entry, column or page.

3) **Edit metadata:** change the metadata for all entries. If you only want to change one or a few entries, check the appropriate entries. And if you are already working on an entry (see page 10), it is also possible to change the metadata per entry.

The screenshot shows the 'Edit metadata of multiple letters' form. It is divided into two columns of input fields, each with a checkbox. The left column contains: Afzender(s), Ontvanger(s), Plaats, Datum, Annotatie, Taal, Bijlage(n), Bewaarplaats, Collectie, and Signatuur. The right column contains: Scan(s), Herkomst transcriptie, Naam eindredacteur, Datum voltooiing eindredactie, Datum voltooiing transcriptie, Datum voltooiing controle, Naam transcribent, Naam controleur, Status Brief, and Publishable. At the bottom right, there are 'Cancel' and 'Save metadata' buttons.

4) **(Project Leader) Publish draft:** publish the project.

3. **(Project Leader) Settings**

Under the 'Settings' button, you will find five tabs.

Under **General**, you can modify the project features.

The screenshot shows the 'Settings' page with five tabs: General, Users, Entries, Text layers, and Annotations. The 'General' tab is active. It is divided into two sections: 'General' and 'Publication'. The 'General' section includes fields for Type (Collection), Project title (Correspondance d'Isabelle de Charrière), Project name (correspondance_d_isabelle_de_charri_re), Project leader (Van Dijk, Suzan (suzan_van_dijk)), Start date, Release date, and Version. The 'Publication' section includes fields for Title and Font. A 'Save settings' button is located at the bottom left of the form.

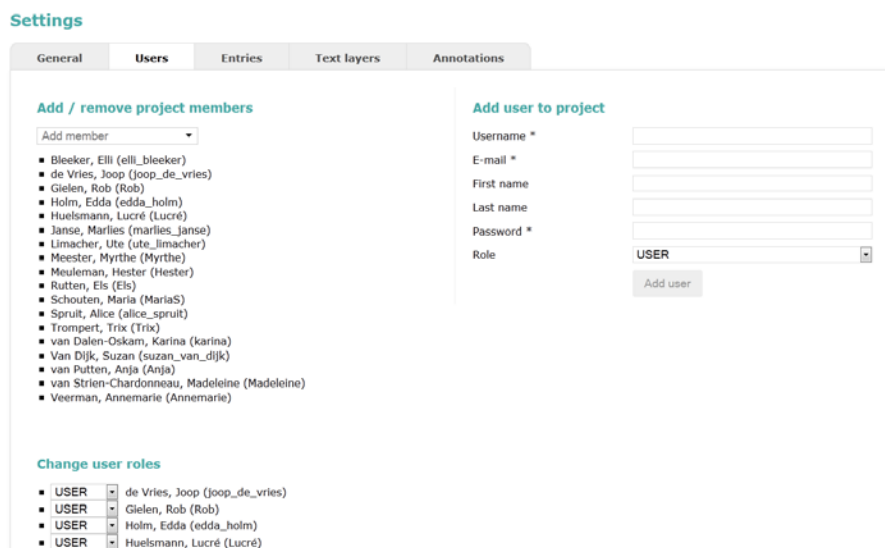
Here you can specify:

- What kind of project it will be: **Work = if it concerns a text (e.g. The Beatrijs Codex); Collection = if it concerns letters (Charrière Correspondences)**
- Working title of the project
- URL of the project
- Name of the project leader
- Start date and the date on which the project will be published
- Title of the project when it is published
- Font in which it will be published, which is set to the default font and may be modified after consultation between the project leader and the Help Desk.

On the right-hand side, a draft of the project can be created under 'Publication'. However, this can only be done if a WordPress site (a project website) has been created for you. This is done at the start of the project. Once this is created, the link to the draft publication interface of your project will appear; through which you can get an idea of what the user interface will look like.

Further details will be added***

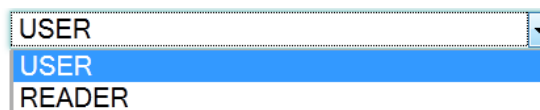
Under **Users**, you can add users:



Users, who have already been added to the project, can be added or removed as project members under 'Add/remove project members'. To add users, click 'Add member' and choose from the list of names. To remove users, move the mouse over the name of the already added user and click the trash can icon.

A new user, whose name is not found in the drop-down list, can be added to the system under 'Add user to project'. Under 'Role', you can specify the role of the user in question.

Role



You can also change the function of the users under 'Change user roles'.

Under **Entries**, you can:

Settings

General Users **Entries** Text layers Annotations

Add / remove entry metadata fields

Add field

- Location
- Name of author
- Toegewezen aan
- Briefnummer
- Date
- Bewaarplaats
- Datum voltooiing transcriptie
- Datum voltooiing controle
- Datum voltooiing eindredactie
- Recipient
- Signature

Set entry names

Singular: entry

Plural: entries

Save settings

Sort levels

Level 1

Level 2

Level 3

Save sort levels

- Organise the metadata field, add and remove facets. If you move the mouse over one of these facets, you will see a trash can icon, which you can click to remove this facet:

Add / remove entry metadata fields

Add field

- Location
- Shelf number
- Name of object
- Title of text
- Name of author
- Folio number
- Folio side
- Column on page
- Page number

- Under 'Set entry name', you can give the entry a different name such as 'Column' or 'Letter'.
- By using the 'Sort levels' option, you can create the order of the entries, as they will appear in the entries overview on the home page. This can be done with the help of the available metadata.

Under **Text layers**, you can add and remove text layers:

Settings

General Users Entries **Text layers** Annotations

Add / remove text layers

Add layer

- Diplomatic
- Critical
- Translation
- Comments

Under **Annotations**, you can add annotation types:

Settings

General Users Entries Text layers **Annotations**

Add / remove annotation types

Add annotation type

- Animals
- CHECK
- Classical antiquity
- Dutch literature or history
- Family
- Female activity
- Female authorship
- Geographical name
- Language
- Letter lost
- Medical affairs
- Note by OC editors
- Novel writing
- personname
- Quoting others
- Reading experience
- Relations BvZ-husband
- Religious affairs
- Traveling experience
- Uncategorized

Add annotation type to project

Name

Description

Set custom names for tags

The custom names are only applicable to the *diplomatic* layer!

Bold

Name

Description

Italic

Name

Description

Underline

Name

Description

Strikethrough

Name

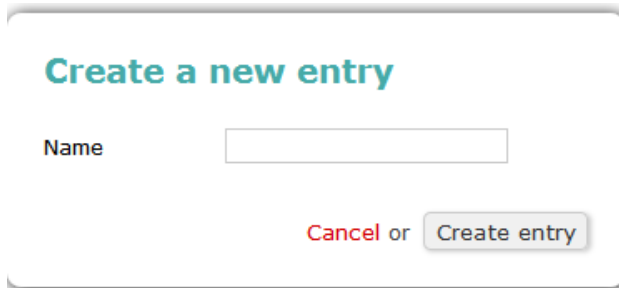
Description

You can add an existing annotation type by choosing from the drop-down menu, or create a new annotation type under 'Add annotation type to project'. The new annotation type will be automatically added to the project-specific list.

At the far right, you will see a heading that says 'Set custom names for tags'. Using this option, facets of words that occur frequently in a manuscript, e.g. abbreviations which you want displayed in italics in the diplomatic layer, can be automatically tagged without having to make a separate annotation for each abbreviation. [**Further description follows**]

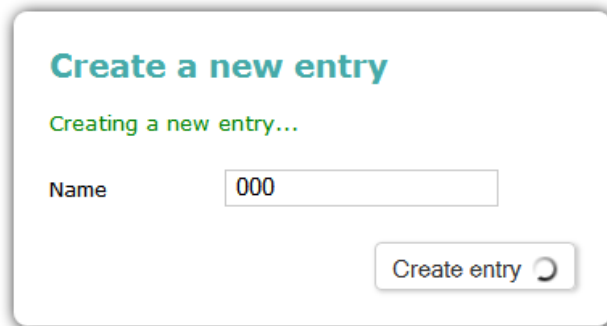
4. Create, fill in and modify an entry

A new entry is created using the 'New entry' button.



The screenshot shows a form titled "Create a new entry" in teal. Below the title is a label "Name" followed by an empty text input field. At the bottom right, there is a red "Cancel" link followed by the text "or" and a grey "Create entry" button.

Here, you can enter either the name or number of the entry.



The screenshot shows the same "Create a new entry" form, but with a green status message "Creating a new entry..." above the input field. The input field now contains the text "000". The "Create entry" button is now disabled and has a loading spinner icon.

This will take you to the following screen:

This field is still completely empty, since the entry has just been created. If you start working on an already filled-in entry, you will see this:

The **second taskbar** above has now changed. This taskbar can now be used to switch between text layers, add facsimiles and metadata or print the page.



In this screen, for each entry you can:

- Add text
- Add annotations
- Add facsimiles
- Add metadata (per entry and not simultaneously for all entries as on the home page)
- **(Project Leader)** remove entry

This screen is divided into three parts.

- 1) At the far left, there is space for a facsimile. You cannot edit this field. This field can be used to view the facsimile as well as examples of the layers as they will appear on the publication interface of eLaborate. To return to the facsimile, click again on the name of the facsimile under 'Facsimiles'.
- 2) The grey field in the middle is the editable text field, where you can enter the diplomatic/critical text or translations of the text.
- 3) At the far right, you can add annotations to the text entered in the editable text field.

Add facsimile



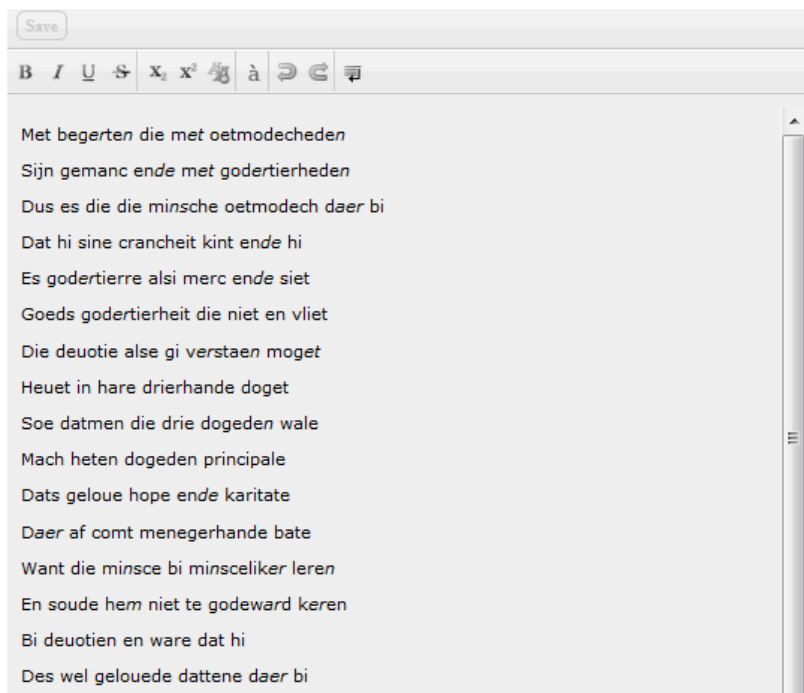
Add a facsimile using the 'Facsimile' button. If you move the mouse over this button, you will see the option for adding or removing facsimiles. If you click this option, the following will be displayed:



You will also be given the choice of removing any facsimile that has already been added via the trash can icon. To close this taskbar, click again on 'Add & remove'.

Add text

You can enter text in the editable text field, which is the field in the middle of the screen:



This can be done by either pasting in the text or typing it in. Do not forget to save the text using the 'Save' button, before switching from one text layer to another.

Switching between text layers in the editable text field and annotation field



To add the right text to each layer, switch from one layer to another using the button to the right of the 'Print' button. If you move the mouse over this button, you can view the text layers in your project and accordingly switch between text layers in the editable text field and annotation field.

Add metadata per entry

If you click the 'Metadata' icon in the grey taskbar, i.e. the second taskbar from the top, you will see the following:

Edit column metadata

Name

Name of author

Folio number

Shelf number

Column on page

Page number

Name of object

Folio side

Location

Title of text

Publishable

[Cancel](#) or

Here you can modify and specify the metadata per entry. If you change or edit the 'Name' field, the change will only be visible after you click the 'Reset search' button to the left in 'Entry overview'.

Add, remove and edit annotations

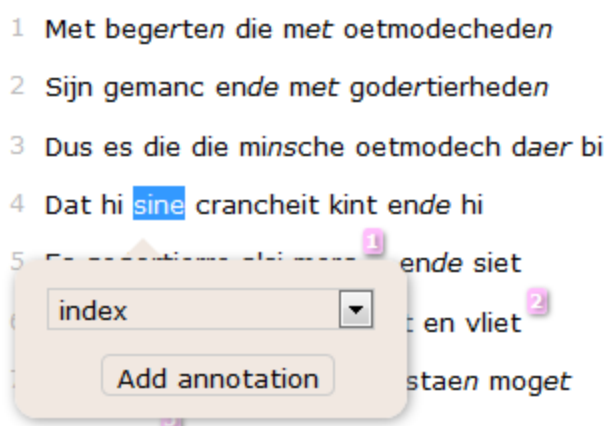
For working with annotations, you can use the annotation field, which is the **rightmost** field on your screen:

Diplomatic layer

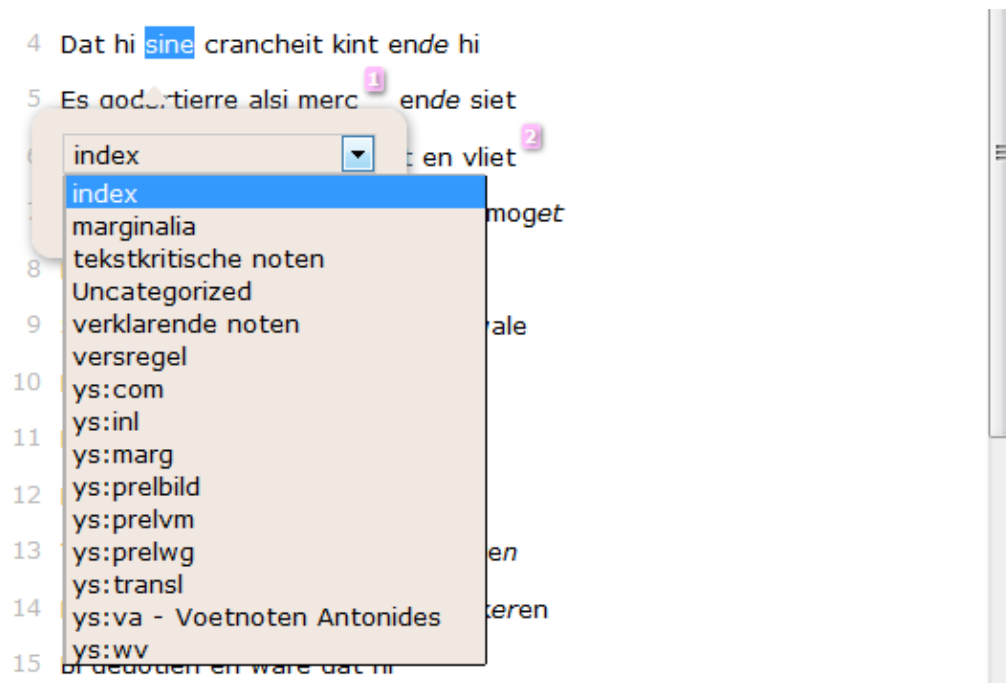
- 1 Met begerten die met oetmodecheden
- 2 Sijn gemanc ende met godertierheden
- 3 Dus es die die minsche oetmodech daer bi
- 4 Dat hi sine crancheit kint ende hi
- 5 Es godertierre als merc ¹ ende siet
- 6 Goeds godertierheit die niet en vliet ²
- 7 ³ Die deuotie ⁴ also gi verstaen moget
- 8 Heuet in ⁵ hare drierhande doget
- 9 Soe datmen ⁶ die drie dogeden wale
- 10 Mach heten ⁷ dogeden principale

To add an annotation, select the word to which the annotation belongs:

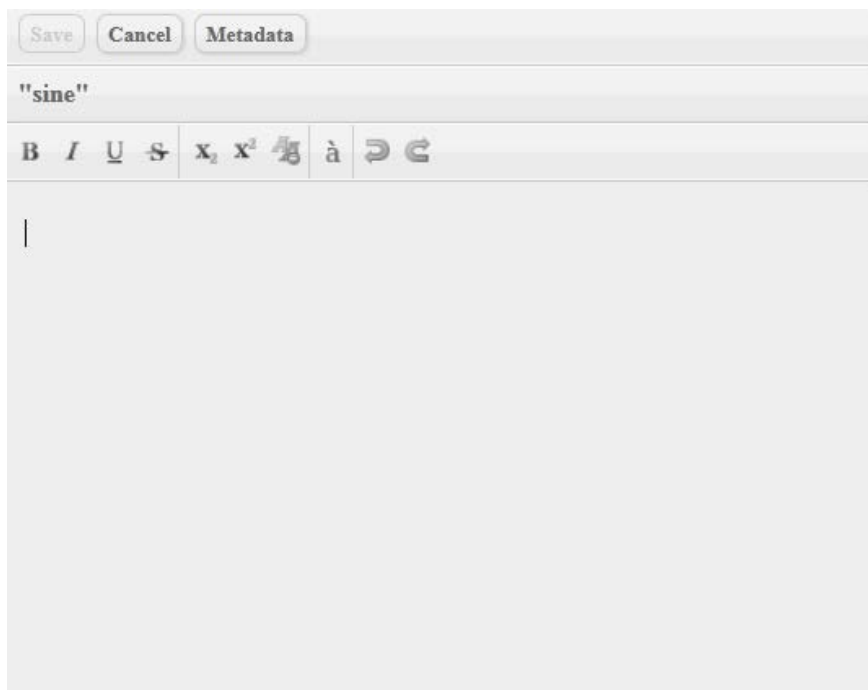
Diplomatic layer

- 1 Met begerten die met oetmodecheden
 - 2 Sijn gemanc ende met godertierheden
 - 3 Dus es die die minsche oetmodech daer bi
 - 4 Dat hi sine crancheit kint ende hi
 - 5 Ende siet
- index ▼ en vliet
- Add annotation staen moget
- 

Here, you can also choose the category in which you want to place the annotation; to expand the list of categories, click on the arrow:



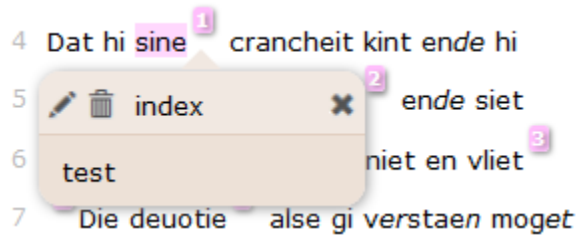
Then select 'Add annotation', which will allow you to enter the correct text, associated with the annotation, in the editable text field:



Do not forget to click the 'Save' button to save the annotation.

If you then click the 'Cancel' button, after having saved the annotation, your editable text field reverts to the text.

Should you wish to make any change to an annotation or remove it, click the relevant annotation number in the annotation field:



You can use the pen icon to edit the annotation and the trash can icon to remove the annotation.

View text layers as an example



The 'Text layers' button is located next to the 'Facsimiles' button. If you move the mouse over this button, you will see that there are various text layers, depending on how many layers have been added for your project. You can select these different text layers and the selected layer will appear in the same place where the facsimile was initially displayed. This allows you view a sample of the text layer, as it will look on the publication interface of eLaborate.

5. Search

There are two search methods:

1) Advanced search:

Publishable

<input type="checkbox"/> True	2605
<input type="checkbox"/> False	0

Location ▼ ↕ ≡

<input type="checkbox"/> (empty)	1292
<input type="checkbox"/> OC II	51
<input type="checkbox"/> lost	31
<input type="checkbox"/> V	24
<input type="checkbox"/> OC V	9
<input type="checkbox"/> OC VI	4
<input type="checkbox"/> letter lost	4
<input type="checkbox"/> none	4
<input type="checkbox"/> O.C.V.	3
<input type="checkbox"/> OC III, p. 782	3
<input type="checkbox"/> OC V p. 177	3
<input type="checkbox"/> VI	3
<input type="checkbox"/> O.C.I. 134	2

Name of author ▼ ↕ ≡

<input type="checkbox"/> (empty)	1369
<input type="checkbox"/> Charrière, Isabelle de	598
<input type="checkbox"/> Zuylen, Belle van	109

Under 'Advanced search', you can make use of the various facets to make your search more focused. For example, if you want to include only the works of a particular author within a project in your search, you can click 'Name of author' and then enter the search term.

To the right of the various sections, you will see 3 icons. If you move the mouse over the leftmost icon, i.e. the funnel, you will notice that you can further filter the options within a particular section:

Location ▼ ↕ ≡

758 of 1153

<input type="checkbox"/> V	24
<input type="checkbox"/> OC V	9
<input type="checkbox"/> OC VI	4
<input type="checkbox"/> O.C.V.	3
<input type="checkbox"/> OC V p. 177	3
<input type="checkbox"/> VI	3
<input type="checkbox"/> O.C.V	2
<input type="checkbox"/> OC IV p.301	2
<input type="checkbox"/> OC IV p.669	2

With the middle icon, you can sort each section in alphabetical or reverse alphabetical order:

Location

- volV
- vol. V
- vol V
- recently found
- p. 421
- p. 420-421
- p. 419-420
- p. 413-414
- oc v, P. 81
- none
- neuchâtel BV
- ms 1312
- last

1
2
2
1
1
1
1
1
1
4
1
21

Sort alphabetically

The rightmost icon allows you to sort each section numerically:

Location


1153 of 1153


Sort numerically

<input type="checkbox"/> (empty)	1292
<input type="checkbox"/> Cahier Charrière	1
6	
<input type="checkbox"/> III, p. 217	1
<input type="checkbox"/> IV, 596-598	1
<input type="checkbox"/> IV, 611	1
<input type="checkbox"/> IV, 630-631	1


2) Simple search:



 [Reset search](#)

 [Switch to advanced](#)

If you click in the search field, a few more options will be available:



Match case Fuzzy


Search in: **Textlayers:**


Transcriptions Diplomatic

Annotations Critical

Translation

Comments

 [Reset search](#)

 [Switch to advanced](#)

After performing a search, clicking 'Reset search' will take you back to the 'Entry overview'.