

# IMDI CV-Editor, version 1.0

## Manual

This manual was last updated: 14 Jul 2003

The latest version of the manual can be downloaded from the following webpage: [www.mpi.nl/tools](http://www.mpi.nl/tools)

Author: Birgit Hellwig

## **Introduction**

---

The IMDI CV-Editor (ISLE Metadata Initiative – Controlled Vocabulary Editor) was developed at the Max Planck Institute for Psycholinguistics, Nijmegen, The Netherlands. The CV-Editor is used to create lists of controlled vocabulary items. As such, it complements the other IMDI tools, notably the IMDI Editor (also known as the IMDI Metadata Editor).

At the moment, the following IMDI tools exist (tools and manuals can be downloaded from [www.mpi.nl/IMDI/tools](http://www.mpi.nl/IMDI/tools)):

- IMDI (Metadata) Editor: a tool for creating metadata descriptions;
- IMDI Browser: a tool for displaying and accessing data and metadata;
- IMDI Metadata Search Tool: a tool for searching through metadata information.

This manual explains and exemplifies the features of the IMDI CV-Editor. It is organized around the following three chapters:

1. Basic information
2. Creating controlled vocabularies with the IMDI CV-Editor
3. Working with controlled vocabularies in the IMDI Metadata Editor

## **Notation Conventions**

---

The following notation conventions are used:

- Menu items, icons and screen displays are written in the font MS Sans Serif.
- (SHORTCUT) KEYS ARE WRITTEN IN SMALL CAPS.
- Information on troubleshooting starts as follows: !

## **Table of Contents**

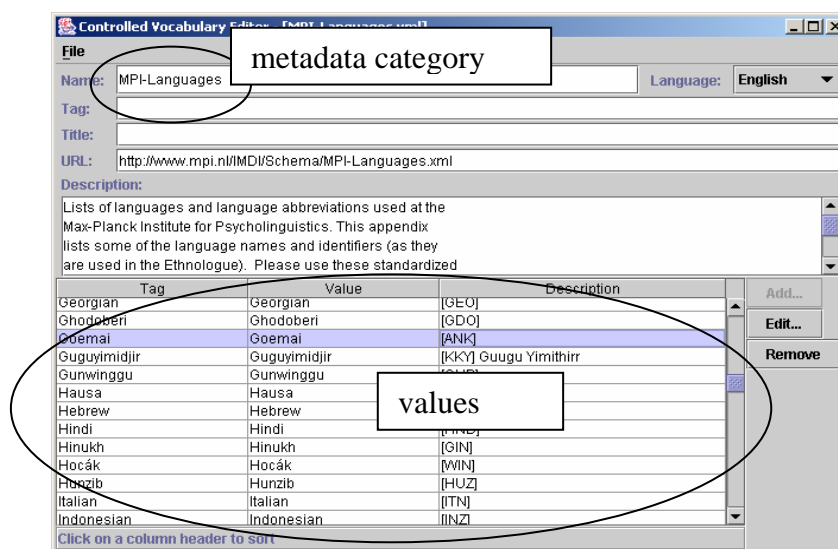
---

1	Basic information .....	3
2	Creating controlled vocabularies with the IMDI CV-Editor .....	4
2.1	Managing controlled vocabularies: the File menu .....	4
2.2	The metadata category .....	8
2.3	The values.....	11
3	Working with controlled vocabularies in the IMDI Metadata Editor .....	13
3.1	Viewing the available controlled vocabularies .....	13
3.2	Working with predefined controlled vocabularies.....	16
3.3	Working with user-defined controlled vocabularies.....	16

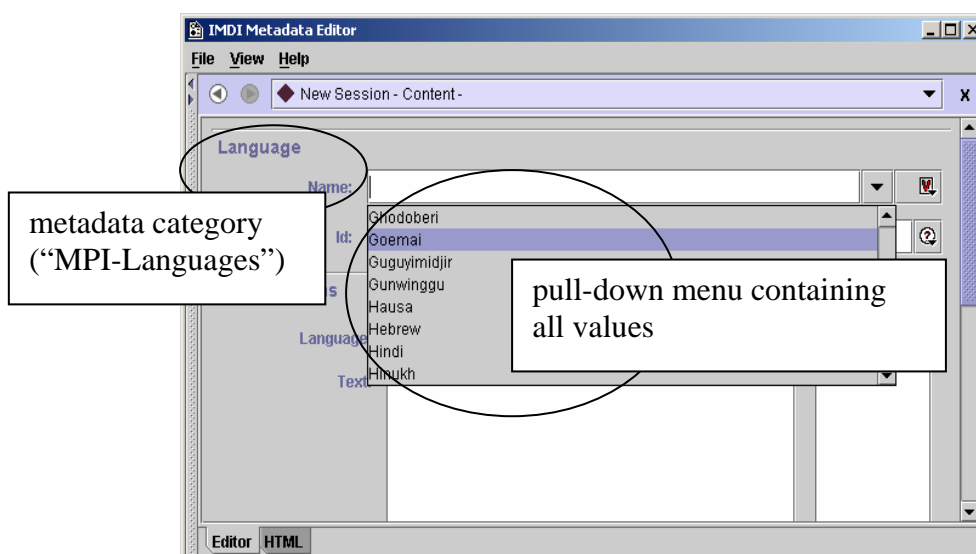
## 1 Basic information

All the IMDI tools are concerned with metadata information. As such, they make use of so-called “controlled vocabularies”. Each vocabulary consists of a metadata category (e.g., a category labeled “languages”) and of a list of predefined values to be entered into this category (e.g., all the names of the world’s languages).

The IMDI CV-Editor allows you to create such controlled vocabularies, i.e., to define a metadata category and its values. For example, in the illustration below, the category “MPI-Languages” is specified, and its values are defined as consisting of the names of all those languages that researchers at the MPI for Psycholinguistics in Nijmegen work on (i.e., a subset of the world’s languages).



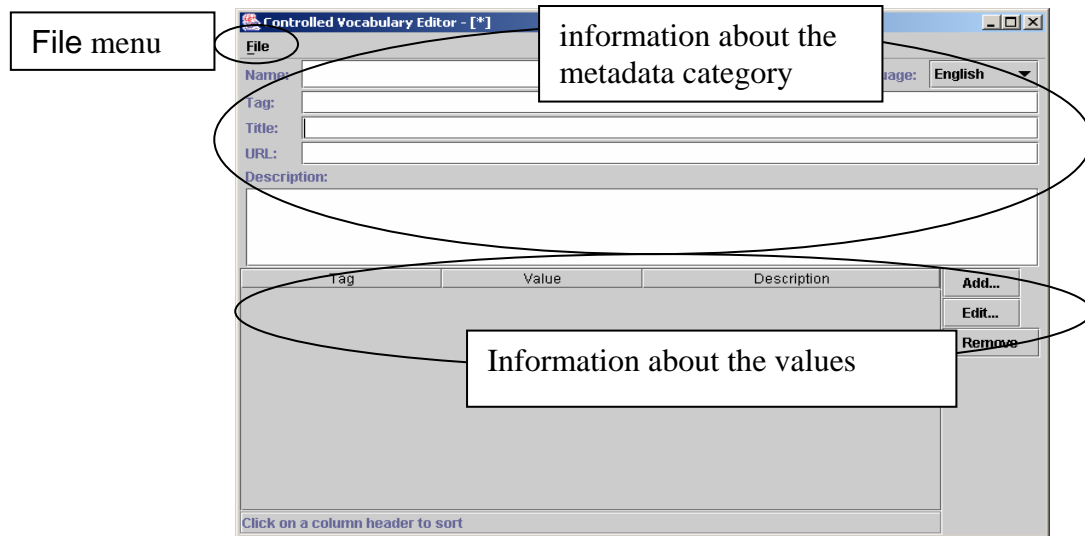
In other IMDI tools (e.g., in the IMDI Metadata Editor) such values are then displayed in form of pull-down menus. For example, in the illustration below, all values of the metadata category “MPI-Languages” are displayed.



Controlled vocabularies thereby (a) facilitate the entering of metadata information (as the values need not be typed, but are selected from a pull-down menu) and (b) ensure consistency (as the values are selected from a predefined list).

## 2 Creating controlled vocabularies with the IMDI CV-Editor

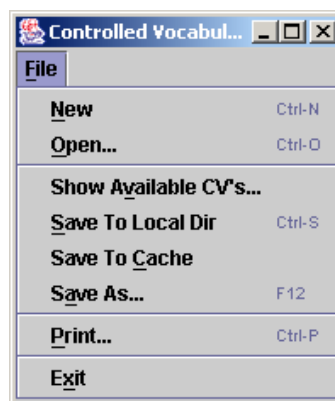
Starting the IMDI CV-Editor opens up the Controlled Vocabulary Editor window. This window is structured as follows:



The File menu of the Controlled Vocabulary Editor window allows you to create, open, save and print controlled vocabularies file (see section 2.1). Each file contains information about the metadata category (see section 2.2) and its values (see section 2.3).

### 2.1 Managing controlled vocabularies: the File menu

The File menu is used for managing the controlled vocabularies files. It contains the following menu items:



To access any menu item, do one of the following:

- (a) Click on that item.
- (b) Or use the shortcut key ALT plus the underlined letter(s) (e.g., to access the item **F**ile – **N**ew, press first the keys ALT+F and then N).
- (c) Or use the shortcut key that is displayed to the right of the corresponding menu item (e.g., to access the item **N**ew, press the keys CTRL+N) (only available for some items).

The following menu items are available:

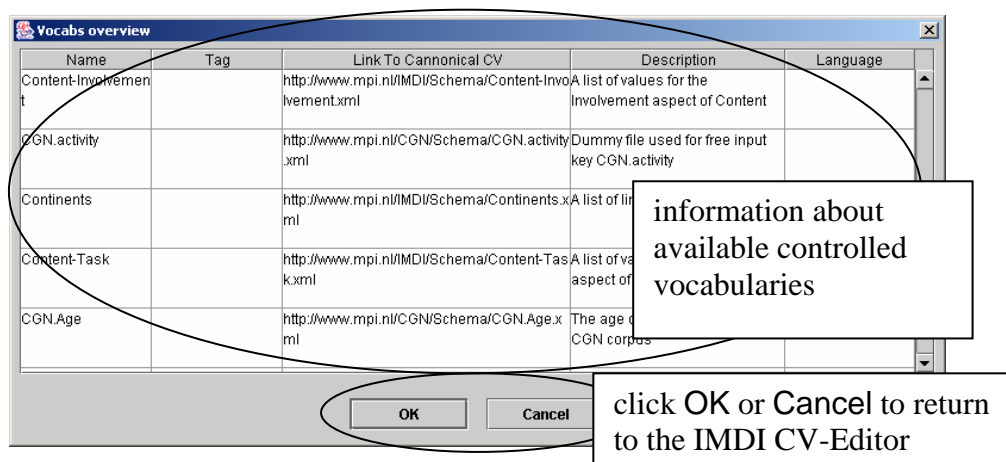
**New** Click on **New** to create a new controlled vocabulary.

**Open ...** Click on **Open ...** to open an existing controlled vocabulary.

**! Note:** The IMDI tools make use of a number of predefined controlled vocabularies. These vocabularies are stored on the Web, and the links to them are stored in the subfolders contained under “user-directory \ IMDI-TOOLS \ CVCACHE”. Any such vocabulary can be opened in the IMDI CV-Editor, and can then be taken as the basis for creating a new controlled vocabulary in a language other than English (see section 2.1). However, the predefined vocabularies themselves cannot be modified.

**Show Available CV's ...** Click on **Show Available CV's ...** to view a list of all controlled vocabularies that are stored in the subfolders contained under “user-directory \ IMDI-TOOLS \ CVCACHE”.

The **Vocabs overview** window opens and displays information on the **Name**, the **Tag**, the **Link To Canonical CV**, the **Description** and the **Language** of a controlled vocabulary (see section 2.1 for details), e.g.:



! Note: You can open any of the available controlled vocabularies from within the Vocabs overview window. Do the following:

1. In the window, click on the controlled vocabulary to be opened. It will be highlighted in blue color.

2. Click on OK.

3. The highlighted vocabulary will be displayed in the IMDI CV-Editor.

### Save To Local Dir

Click on Save To Local Dir to save the controlled vocabulary file to the local directory. The file is saved to the folder “user-directory \ IMDI-TOOLS \ CVCACHE \ local”.

### Save To Cache

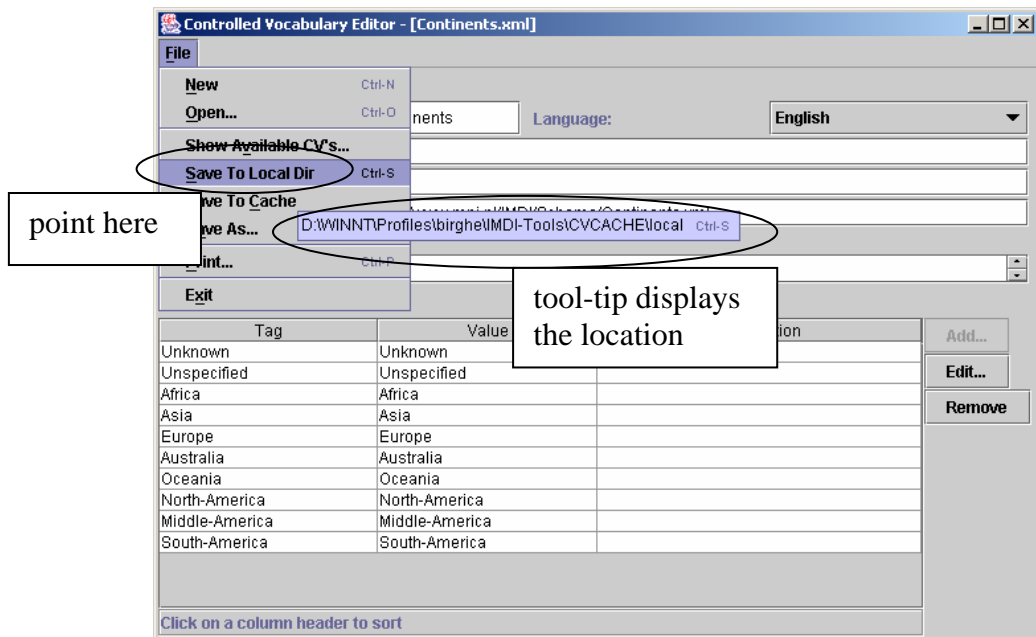
Click on Save To Cache to save the controlled vocabulary file to the cache. The file is saved to the folder “user-directory \ IMDI-TOOLS \ CVCACHE \ www.\*\*\*.\*\*\*”.

### Save As ...

Click on Save As ... to save the controlled vocabulary file anywhere on the computer.

! Note: The files will be saved as XML files.

! Note: If you are in doubt where the local directory or the cache is located on your computer, point with the mouse to **Save To Local Dir** or **Save To Cache**. The tool-tip is activated and displays the corresponding location, e.g.:



! Note: The IMDI tools can only make use of controlled vocabularies that are saved to one of the subfolders contained under “user-directory \ IMDI-TOOLS \ CVCACHE”. Files that are saved anywhere else on the computer cannot be accessed by the IMDI tools.

! Note: It is recommended that all controlled vocabularies are stored on the Web and are saved in one of the subfolders contained under “user-directory \ IMDI-TOOLS \ CVCACHE”. In this case, the IMDI tools will be able to check for newer versions of the corresponding controlled vocabularies and to update the cache accordingly.

**Print ...**

Click on **Print ...** to print the controlled vocabulary.

**Exit**

Click on **Exit** to exit the IMDI CV-Editor.

## 2.2 The metadata category

The IMDI CV-Editor asks you to specify the following kind of information about the metadata category:

The screenshot shows a window titled 'ml' with the following fields and annotations:

- Name:** Continents-ger (Annotation: name, tag and title of the category)
- Language:** German (Annotation: language of the category)
- Tag:** Kontinente (Annotation: URL of the file)
- Title:** Die Kontinente (Annotation: URL of the file)
- URL:** http://www.mpi.nl/IMDI/Schema/Continents.xml (Annotation: URL of the file)
- Description:** A list of linguistic continents (in German) (Annotation: descriptive information about the category)

### 1. Name, Tag and Title

Name contains the name of the underlying metadata category, Tag contains the form that is displayed in the user-interface of the IMDI tools, and Title contains the spelled-out version of the Tag.

- The **Name** is obligatory. It is automatically the same as the name of the controlled vocabulary file (plus a language abbreviation, if applicable) (see below).
- The **Title** is optional. It contains the information that is displayed in the IMDI tools whenever the tool-tip is activated. That is, if you point with the mouse to a metadata category, a blue box containing the Title will be displayed.
- The **Tag** is optional. It is only necessary if you have a single underlying controlled vocabulary (a so-called “canonical” vocabulary) that corresponds to vocabularies in different languages. For example, in the above illustration, the canonical vocabulary is “Continents”. The abbreviation “ger” in the Name informs us that this particular vocabulary is the German language version of the canonical “Continents”. The Tag is “Kontinente” (i.e., the German word for “Continents”). That is, the IMDI tools will display the canonical “Continents” as “Kontinente” in the user-interface.

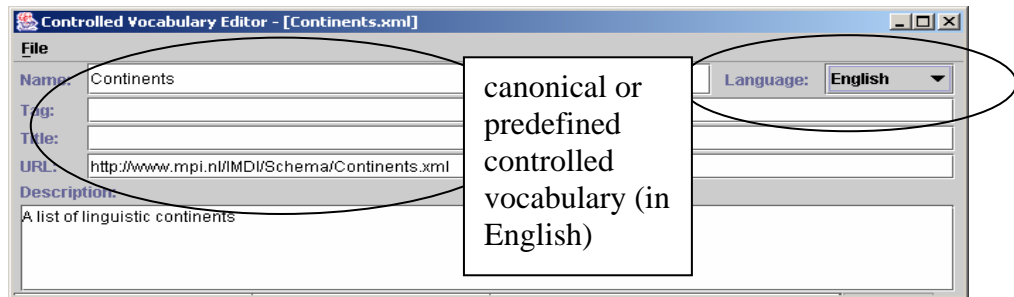
! Note: Currently, the IMDI tools display the English language version of all predefined controlled vocabularies. However, in a future version, it will be possible for the user to select a different language version, e.g., German. That is, all vocabularies will then be displayed in the appropriate language.

### 2. Language

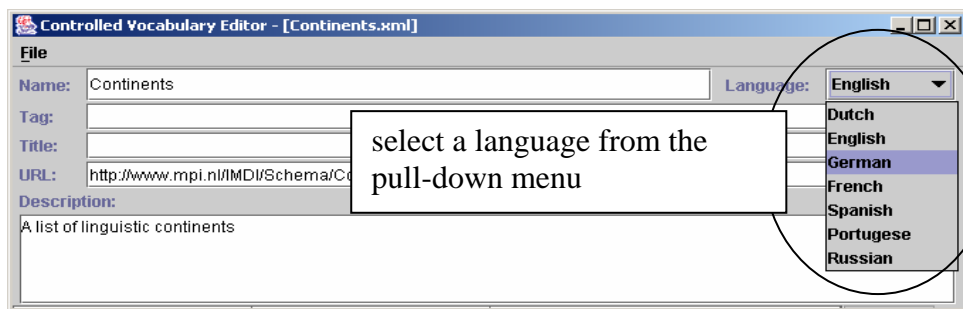
Select the language of the controlled vocabulary from the pull-down menu, e.g., “German” in the illustration above.

Note that you can open an already existing controlled vocabulary file and create a different language version of it (see above). Do the following:

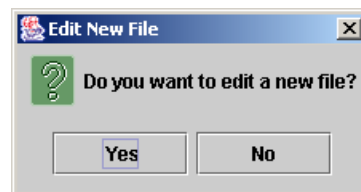
1. Open the file that contains the underlying controlled vocabulary (i.e., the so-called “canonical” vocabulary), e.g., the canonical “Continents” file:



2. Go to Language, and select the appropriate language from the pull-down menu, e.g., “German”:



3. The following window appears:

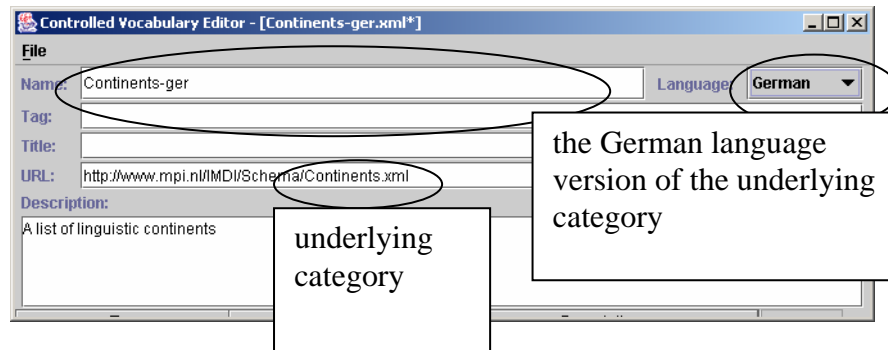


Click on **Yes** to create a new file for the new language.

Click on **No** to overwrite the existing file with the new language.

Click on the cross icon in the upper right corner to return to the IMDI CV-Editor without making any changes.

If you have selected either Yes or No the, IMDI CV-Editor will display the underlying category plus the new language, e.g.:

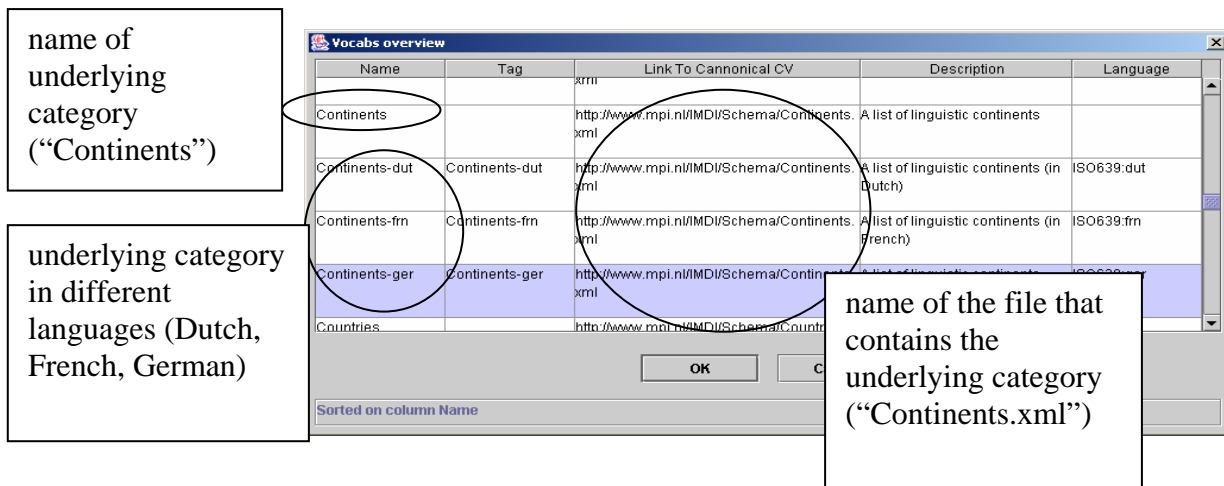


You can now edit the file, e.g., give it a German Tag, Title and Description (see above), and enter the appropriate German translation of the values (see section 2.3).

! Note: Please do not change the Name and the file name (as it appears in the URL):

- The Name contains the name of the underlying metadata category plus the appropriate language extension (e.g., “Continent-ger”)
- The file name (in the URL) only contains the underlying metadata category (e.g., “Continent”)
- The file will then automatically be saved under the name of the category plus the appropriate language extensions (e.g., “Continent-ger”)

This procedure is necessary for the IMDI tools to understand that the different language versions go back to the same canonical vocabulary. The relationships between different language versions and canonical vocabularies are visualized in the Vocab Overview window as follows (see section 2.1):



### 3. URL

Specify the URL of the controlled vocabulary file.

! Note: It is recommended to store all such files on the Web.

The controlled vocabulary file is an XML file, and the file name is identical to the name entered into the category **Name** (minus the language abbreviation) (see above).

### 4. Description

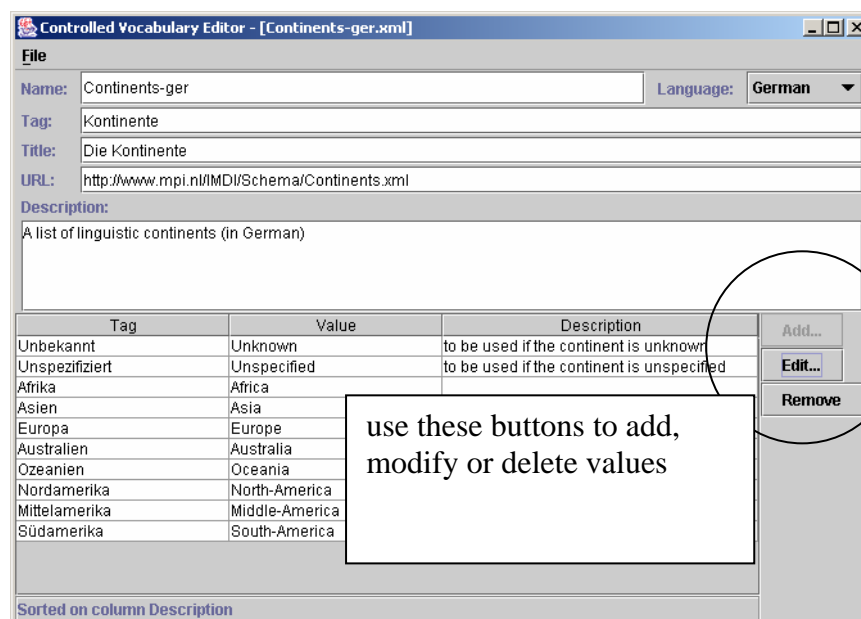
The **Description** is optional. It contains a prose description of the category.

## 2.3 The values

The IMDI CV-Editor asks you to specify the following kind of information about the values:

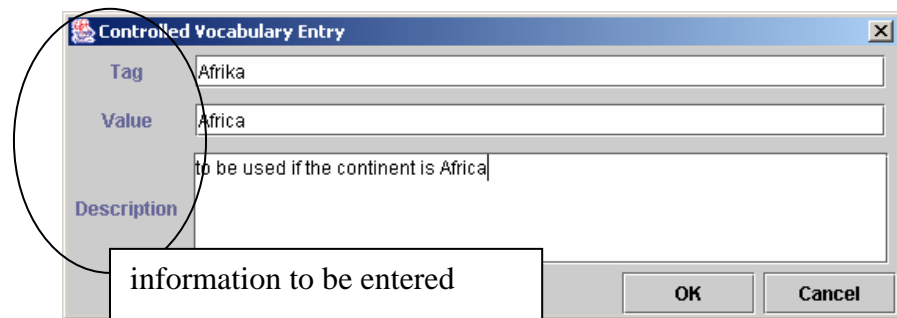
To add, modify or delete a value to or from the list, make use of the buttons **Add ...**, **Edit ...** and **Remove**:

- To add a value, click on **Add ...**. The **Controlled Vocabulary Entry** window will be displayed.
- To modify a value, click on it to select it, then click on **Edit ...** to modify it. The **Controlled Vocabulary Entry** window will be displayed.
- To delete a value, click on it to select it, then click on **Remove** to remove it. It will be removed without further warning.



! Note: If you work with a controlled vocabulary that is predefined by the IMDI tools, the buttons **Add ...** and **Remove ...** will be disabled. This is also true for different language versions of predefined controlled vocabularies. That is, in such cases, you are only allowed to modify existing entries.

When the **Controlled Vocabulary Entry** window opens up, you are asked to enter the following information:



The screenshot shows a dialog box titled "Controlled Vocabulary Entry". It contains three input fields: "Tag" (containing "Afrika"), "Value" (containing "Africa"), and "Description" (containing "to be used if the continent is Africa"). A callout box points to the input fields with the text "information to be entered". The dialog also has "OK" and "Cancel" buttons at the bottom right.

**Value** contains the underlying value, **Tag** contains the form that is displayed in the user-interface of the IMDI tools, and **Description** contains a prose description of the **Tag**.

- The **Value** is obligatory.
- The **Tag** is optional. It is only necessary if you have a single underlying controlled vocabulary (a so-called “canonical” vocabulary) that corresponds to vocabularies in different languages. For example, in the above illustration, the underlying value is “Africa” (= the **Value**), and the **Tag** is “Afrika” (i.e., the German word for “Africa”). That is, the IMDI tools will display the underlying value “Africa” as “Afrika” in the user-interface.
- The **Description** is optional. It contains descriptive information that is displayed in the IMDI tools whenever the tool-tip is activated. That is, if you point with the mouse to a value, a blue box containing the **Description** will be displayed.

### 3 Working with controlled vocabularies in the IMDI Metadata Editor

The IMDI Metadata Editor is a tool that allows you to create metadata information. As such, it makes frequent use of controlled vocabularies – both predefined vocabularies and user-defined vocabularies.

This section of the manual describes how the IMDI Metadata Editor uses the controlled vocabularies that were created in the IMDI CV-Editor. A more comprehensive manual of the IMDI Metadata Editor can be downloaded from [www.mpi.nl/IMDI/tools](http://www.mpi.nl/IMDI/tools).

#### 3.1 Viewing the available controlled vocabularies

The IMDI Metadata Editor can display a list of all available controlled vocabularies. To view this list, click on the menu item View, and then on Vocabularies .... The Vocab overview window opens and displays information on the Name, the Tag, the Link To Canonical CV, the Description and the Language of a controlled vocabulary (see section 2.2 for details). Furthermore, it informs you whether the file is stored locally (an “X” symbol is entered into the column Local Only) or on the Web (the column Local Only remains blank). For example:

The screenshot shows a window titled "Vocab overview" with a table of used vocabularies. The table has columns for Name, Tag, Link To Canonical CV, Description, Language, and Local Only. A callout box points to the table with the text "information about available controlled vocabularies". Below the table, a row of buttons is circled, with a callout box pointing to them with the text "options for managing controlled vocabularies".

Name	Tag	Link To Canonical CV	Description	Language	Local Only
SignSystemsUse.SigNSupportedSpeech	SignSystemsUse.SigNSupportedSpeech	<a href="http://www.let.kun.nl/sign-lang/IMDI/vocabs/SignSystemsUse.SigNSupportedSpeech.xml">http://www.let.kun.nl/sign-lang/IMDI/vocabs/SignSystemsUse.SigNSupportedSpeech.xml</a>	How often does the actor use sign supported speech in everyday communication?	ISO639-eng	X
Content-Genre-Discursive		<a href="http://www.mpi.nl/IMDI/Schema/Content-Genre-Discursive.xml">http://www.mpi.nl/IMDI/Schema/Content-Genre-Discursive.xml</a>	A list of values for the genre.discursive aspect		
Continents-ger	Continents-ger	<a href="http://www.mpi.nl/IMDI/Schema/Continents.xml">http://www.mpi.nl/IMDI/Schema/Continents.xml</a>	A list of linguistic c (in German)		
CGN.locName		<a href="http://www.mpi.nl/CGN/Schema/CGN.locName.xml">http://www.mpi.nl/CGN/Schema/CGN.locName.xml</a>	Dummy file used for key CGN.locName		
AnnotationUnit-Format		<a href="http://www.mpi.nl/IMDI/Schema/AnnotationUnit-Format.xml">http://www.mpi.nl/IMDI/Schema/AnnotationUnit-Format.xml</a>	A list of Annotation Unit formats		
Family.Partner	Family.Partner	<a href="http://www.let.kun.nl/sign-lang/IMDI/vocabs/Family.Partner.xml">http://www.let.kun.nl/sign-lang/IMDI/vocabs/Family.Partner.xml</a>	Hearing status of the actor's partner.	ISO639-eng	X
Participant-Type		<a href="http://www.mpi.nl/IMDI/Schema/Participant-Type.xml">http://www.mpi.nl/IMDI/Schema/Participant-Type.xml</a>	A list of values for the Type aspect of Participant		
CGN.byteCount		<a href="http://www.mpi.nl/CGN/Schema/CGN.byteCount.xml">http://www.mpi.nl/CGN/Schema/CGN.byteCount.xml</a>	The length of the transcription file in bytes		
CGN.wordCount		<a href="http://www.mpi.nl/CGN/Schema/CGN.wordCount.xml">http://www.mpi.nl/CGN/Schema/CGN.wordCount.xml</a>	Number of words in transcription		
LanguagesID		<a href="http://www.mpi.nl/IMDI/Schema/LanguagesID.xml">http://www.mpi.nl/IMDI/Schema/LanguagesID.xml</a>	The id's of languages		

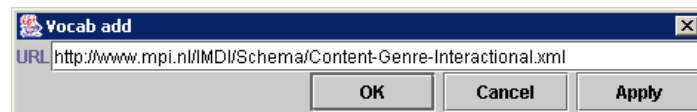
information about available controlled vocabularies

options for managing controlled vocabularies

The Vocabs overview window offers you the following options for managing the controlled vocabularies:

**Add File ...** Click on **Add File ...** to add a controlled vocabulary file that is stored locally. The **Open** dialog window appears, and asks you to navigate to the controlled vocabulary file.

**Add URL ...** Click on **Add URL ...** to add a controlled vocabulary file that is stored on the Web. The **Vocab add** window appears: enter the URL of the file, click on **Apply**, then click on **OK**.



**Remove** Click on a controlled vocabulary in the **Vocabs overview** window to select it. It will be highlighted in blue color. Then click on **Remove** to remove this vocabulary from the window. It will be removed without further warning.

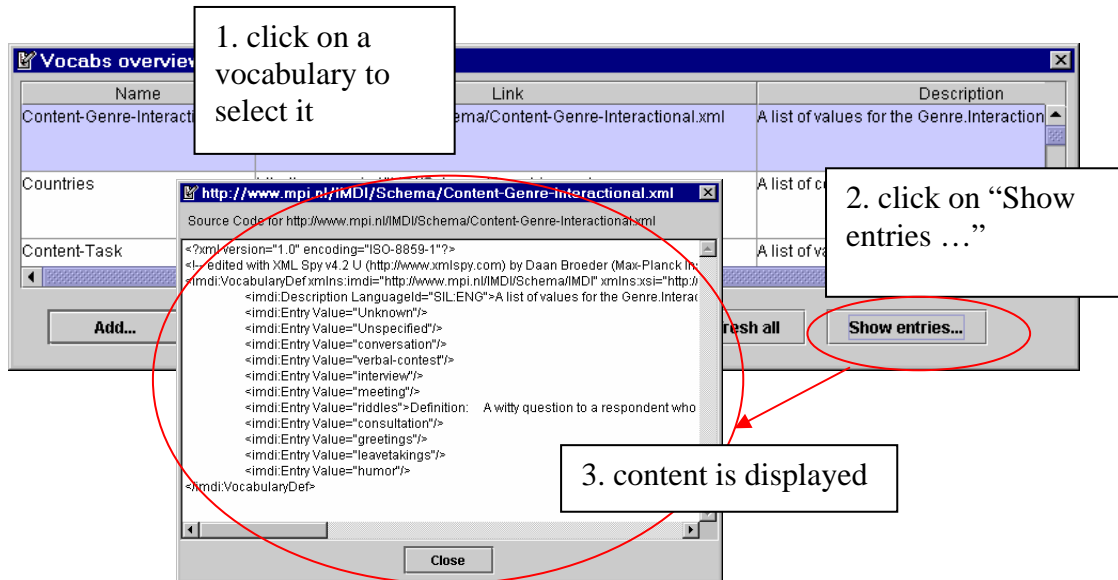
**Read all** Click on **Read all** to view all available controlled vocabularies that are stored in the cache (i.e., all links that are stored in the subfolders contained under “user-directory \IMDI-TOOLS \CVCACHE”).

**Refresh selected** Click on a controlled vocabulary in the **Vocabs overview** window to select it. It will be highlighted in blue color. Then click on **Refresh selected** to update the selected vocabulary. The **IMDI tools** will check the corresponding URL for newer versions of this vocabulary.

**Refresh all** Click on **Refresh all** to update all vocabularies. The **IMDI tools** will check the corresponding URLs for newer versions of the vocabularies.

## Show entries ...

Click on a controlled vocabulary in the Vocab overview window to select it. It will be highlighted in blue color. Then click on Show entries ... to view its content, e.g.:



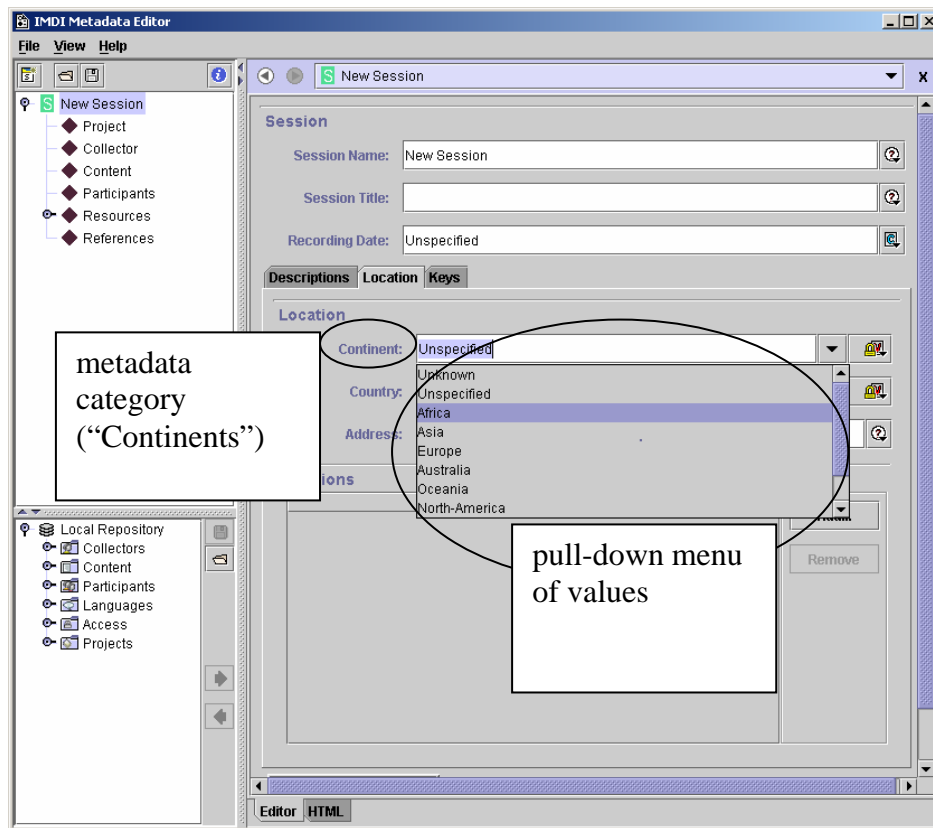
## Close

Click on Close to close the Vocab overview window.

### 3.2 Working with predefined controlled vocabularies

The IMDI Metadata Editor makes use of a number of predefined controlled vocabularies. These vocabularies are stored on the Web, and the links to them are stored in the subfolders contained under “user-directory \ IMDI-TOOLS \ CVCACHE”.

In the IMDI Metadata Editor, these predefined vocabularies are displayed in form of a metadata category and a pull-down menu of its values, e.g.:



! Note: Currently, the IMDI Metadata Editor display the English language version of all predefined metadata categories. However, in a future version, it will be possible for the user to select a different language version, e.g., German. That is, all metadata categories and controlled vocabularies will then be displayed in the appropriate language.

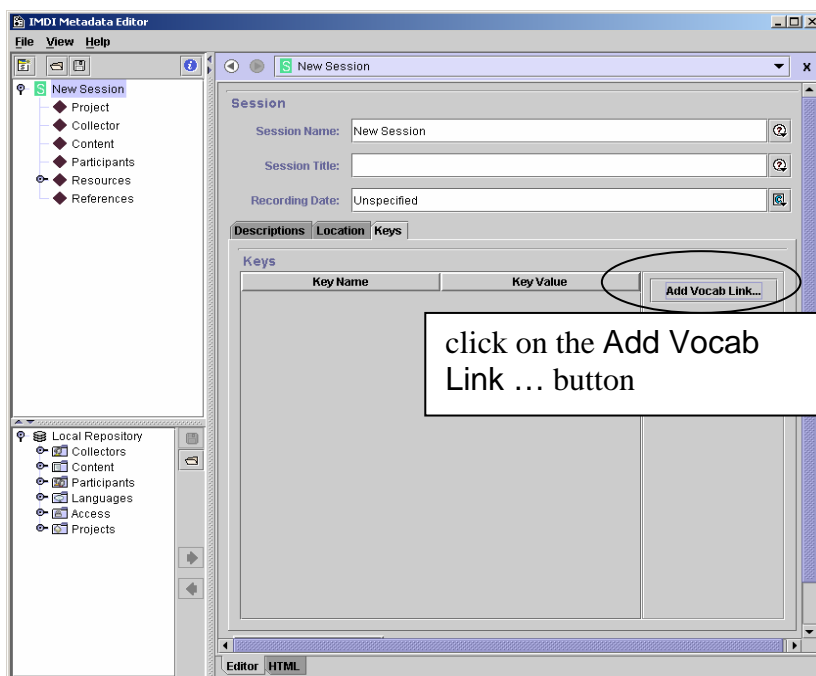
### 3.3 Working with user-defined controlled vocabularies

The IMDI Metadata Editor makes use of a number Keys fields. These Keys contain user-defined metadata information:

- you can either type in a metadata category and a value for that category;
- or you can use a user-defined controlled vocabulary.

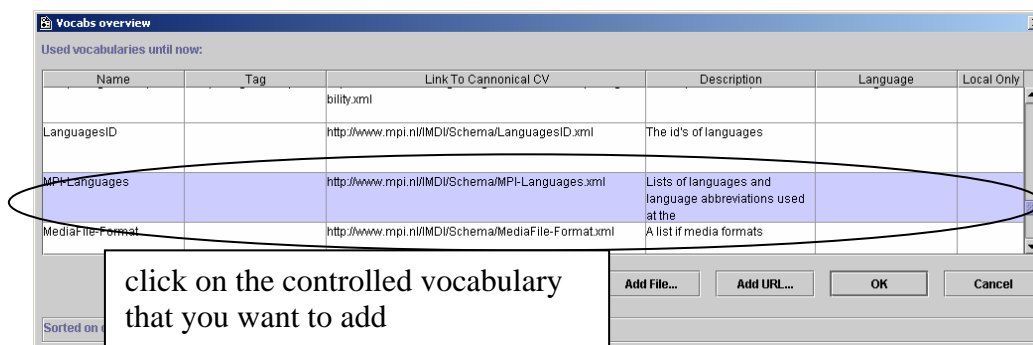
For this manual, only the second option is of interest. To add a user-defined controlled vocabulary, do the following:

1. Create a controlled vocabulary by means of the IMDI CV-Editor (see section 2).
2. Click on the Add Vocab Link ... button, e.g.:



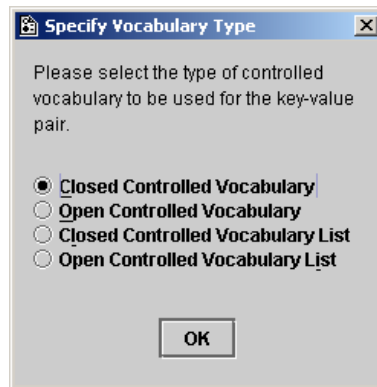
The Vocabs overview window appears and displays the available controlled vocabularies.

3. Click on the controlled vocabulary that you want to add. It will be highlighted in blue color, e.g.:



**! Note:** If the required controlled vocabulary is not displayed, click on Add File ... or Add URL ... to add it to the Vocabs overview window.

- Click on OK. The Specify Vocabulary Type window appears, e.g.:



- Select the vocabulary type by clicking in the box to its left:

Closed Controlled Vocabulary

only values defined in the controlled vocabulary will be accepted by the IMDI Metadata Editor

Open Controlled Vocabulary

values not defined in the controlled vocabulary can be typed in and will be accepted by the IMDI Metadata Editor

Closed Controlled Vocabulary List

Open Controlled Vocabulary List

- Click on OK. The metadata category and its list of values are added to the Keys schema, e.g.:

