IMDI Editor

version 3.2

This manual was last updated: 2007-06-19

The latest version of the manual can be downloaded from the following webpage: http://www.lat-mpi.eu/tools/imdi/editor/

Original Author: Birgit Hellwig, Updates: Dieter Van Uytvanck

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Introduction

The IMDI (ISLE Metadata Initiative) Editor was developed at the Max Planck Institute for Psycholinguistics, Nijmegen, The Netherlands. It is used to create metadata descriptions, both for sessions or resource bundles and for corpora. As such, it complements the other IMDI tools.

At the moment, the following IMDI tools exist (tools and manuals can be downloaded from http://www.lat-mpi.eu/tools/imdi/editor/):

- IMDI CV-Editor: a tool for creating lists of controlled vocabulary items;
- IMDI Browser: a tool for displaying and accessing data and metadata;
- IMDI Metadata Search Tool: a tool for searching through metadata information;
- IMDI Tree Builder: a tool for creating browsable trees based on IMDI metadata descriptions (beta version).

This manual helps you to understand the structure of the IMDI Editor. It consists of the following parts:

- 1. Navigating through the IMDI Editor (Chapter 1), describing the structure of the IMDI Editor.
- 2. The IMDI Session Editor (Chapter 2), illustrating the metadata categories used for describing sessions or resource bundles (i.e., audio/video and written resources).
- 3. The IMDI Lexicon Editor (Chapter 4), illustrating the metadata categories used for describing lexicon resource bundles.
- 4. The IMDI Corpus Editor (Chapter 5), giving step-by-step instructions on how to manage a corpus with the help of the IMDI Editor.
- 5. Appendices.



Note

The IMDI Editor has undergone a number of changes since it was first created, both in terms of its user interface and in terms of the metadata categories supported. If you have metadata files created with previous versions of the Editor, please consult the following sections: Section 1.6 (for a summary of changes to the user interface, introduced in version 2.0), and Section 2.7 (for a summary of changes to the metadata categories, introduced in version 3.0).

Note

This manual contains a number of references to corpora housed at the Max Planck Institute (MPI) for Psycholinguistics, Nijmegen. It uses these corpora as a means to illustrate the functionality of the IMDI Editor. Please 1 note that any remarks only pertain to these corpora. Corpora stored at other archives or institutes follow different rules.

1. Notation Conventions

The following notation conventions are used:

- · Menu items, icons and screen displays are written in the font sans-serif.
- (Shortcut) keys are written in SMALL CAPS.



Note

Information on troubleshooting is printed like this.

Chapter 1. Navigating through the IMDI Editor

This part of the manual describes the structure of the IMDI Editor.

1.1. The IMDI Editor window

Starting the IMDI Editor opens up the IMDI Metadata Editor (or IMDI Editor) window. Its initial display is as follows:



Figure 1.1. IMDI Metadata Editor

- 1. Menu items
- 2. Browse panel
- 3. Repository panel
- 4. Content panel

The IMDI Editor window has the following structure:

- a menu bar (see Section 1.2);
- a Browse panel allowing you to browse through one (or more) IMDI files (see Section 1.3);

- a Repository panel allowing you to work with recurring information (see Section 1.4);
- a Content panel displaying screens, schemata and fields for entering metadata information (see Section 1.5).

The size of any of the three panels (Browse, Repository, and Content) can be changed relative to the size of the other panels. To change its size, do one of the following:



Figure 1.2. Change panel size

- 1. Use the arrows: Click on an arrow to hide a panel (or to make it visible again).
- 2. Use the split-pane: Go with the mouse to any split-pane. The mouse will turn into a double-headed arrow. Click and move that arrow to decrease or increase the size of the panel.



Note

Note: The structure of the IMDI Editor window has changed considerably in version 2.0 (see Section 1.6 for a summary of the implemented changes). The structure of version 3.0 has only changed marginally, but there have been a number of changes to the metadata categories (see Section 2.7 for details).

1.2. The menu items

The menu items are displayed in the top left corner of the IMDI Editor window.

To access any item, do one of the following:

- 1. Click on the item.
- 2. Or use the shortcut key ALT plus the underlined letter(s) (e.g., to access the item File > New Session, press first the keys ALT+F and then N).
- 3. Or use the shortcut key that is displayed to the right of the corresponding menu item (e.g., to access the item New Session, press the keys CTRL+N). (This option is only available for some items.)

4. Or click on the corresponding icon displayed below the menu bar. The following four icons are available:



Figure 1.3. Menu icons

The menu icons from left to right:

- a. New Session
- b. Open ...
- c. Save
- d. Information ...

1.2.1. File menu

The File menu is used to create, open, close, save, print and exit IMDI file(s). It contains the following options:



Figure 1.4. File menu

1.2.1.1. New ...

New ... allows you to create new IMDI files, and to assign them to a type and a profile (see Section 1.2.3.1 for details).

Choose first a type (e.g., Resource Bundles (Sessions), Lexicon Resource Bundles, or Corpora) and then a profile (e.g., Standard (Session) Resource Bundle). Click on the profile, then click on OK. The new file will be assigned to this type and profile.

	🙆 New File	×
1	 Resource Bundles (Sessions) DBD Profile Standard (Session) Resource Bundle Sign-Language Profile CGN Profile Lexicon Resource Bundles Corpora 	2
	OK Cancel	

Figure 1.5. New File

- 1. Types
- 2. Profiles

1.2.1.2. New Session

Click on New Session to create a new IMDI Session file. It will be automatically assigned to the default profile for Resource Bundles (Sessions) (see Section 1.2.3.1; see Chapter 2).

1.2.1.3. New Lexicon Resource Bundle

Click on New Lexicon Resource Bundle to create a new IMDI Lexicon file. It will be automatically assigned to the default profile for Lexicon Resource Bundles (see Section 1.2.3.1; see Chapter 3).

1.2.1.4. New Corpus

Click on New Corpus to create a new IMDI Corpus file. It will be automatically assigned to the default profile for Corpus bundles (see Section 1.2.3.1; see Chapter 5).

1.2.1.5. New Catalogue

Please ignore this option for the moment.

1.2.1.6. New Profile

With this option you can setup a personalized profile, a template for new imdi sessions. See Chapter 3 for more information on this.

1.2.1.7. Open ...

Click on Open to open an IMDI file. Browse to the folder that contains the IMDI file and double-click on it to open it.

Opening non-imdi files

Of course, you can only open files of the IMDI Editor format. If you try to open a file of a different format, an error message will appear.

Opening files from which the original profile was deleted

If you open a file assigned to a profile that has been deleted, the default profile for that type will be used instead. E.g., you may have an IMDI Session file that was originally assigned to the Sign-Language Profile, but later on you deleted this profile. If you now open this IMDI Session file again, it will be assigned to the default profile for session files (e.g., to the Standard (Session) Resource Bundle Profile) (see Section 1.2.3.1 for details).

Opening old IMDI files

If you open a file created with an old IMDI standard, it will be converted to the IMDI 3.0 standard (see Section 2.7 for details).

Opening broken IMDI files

When the editor opens an IMDI file and there is an error with respect to validation to the IMDI XML Schema (the "rules" upon which each IMDI file is based), the editor will try to repair the file. First the old IMDI file is saved with the extension .old.imdi (e.g. myfile.old.imdi) and then the repairs are applied:

🖹 2 Warr	nings	×	🔓 2 Warr	nings	×
	Copied unconverted file to: K:\MyDocs\Archiving\Metadata\test.old.imdi		⚠	The file has been repaired as far as possible, but not saved. Old IMDI file was saved as test.old.imdi	
					_
	< Previous Next >			< Previous OK	

Figure 1.6. Repairing broken IMDI files

Note
The repaired file is not automatically saved.

The automatic repair will make it difficult to inadvertently save IMDI files that are not valid with repect to the IMDI XML Schema.

Sometimes the IMDI file is so severely damaged, e.g. it is not well formed XML or some basic elements are missing, that it can not be repaired. The editor will warn you when this is the case:



Figure 1.7. File error

1.2.1.8. Open URI ...

Click on Open URI to download an IMDI file from the Web. A dialog window pops up. Enter the corresponding URI into the window and click on OK (see also Section 1.2.1.6).

1.2.1.9. Open Recent

Go to Open Recent to view a list of the IMDI files that you have recently worked on. Click on any file from the list to open it (see also Section 1.2.1.6).

1.2.1.10. Close

Click on **Close** to close the currently active IMDI file (i.e., the file that is highlighted in the Browse panel; see Section 1.3). All other open IMDI files will remain open.

If the file to be closed has not been saved yet, a warning appears. Click on Yes to save the file before closing; click on No to not save the file; click on Cancel to return to the file.

1.2.1.11. Close All

Click on Close All to close all IMDI file (see also Section 1.2.1.10).

1.2.1.12. Save

Click on Save to save the currently active IMDI file (i.e., the file that is highlighted in the Browse panel; see Section 1.3).

If you save an IMDI file for the first time, the Save dialog window appears. Browse to the folder where you want to save the file, assign a name to it, and then click on Save.



Note

Note: When you save an IMDI file, the IMDI Editor will check if the folder contains a file named imdi.xsd. If not, it will automatically create this file.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: The name of the IMDI file should be the same as the name of the corresponding annotation and media files (see Section 2.5). The same name should also be entered in the field Session name (see Section 2.1.1). Furthermore, the file name has to be Unix compatible: do not use file names longer than 14 characters, do not use non-letter or non-number characters (except for the underscore: _), and do not use blank spaces.

1.2.1.13. Save As ...

Click on Save As to save the currently active IMDI file (i.e., the file that is highlighted in the Browse panel; see Section 1.3) under a different name (see also Section 1.2.1.12).

1.2.1.14. Save All

Click on Save All to save all open IMDI files (see also Section 1.2.1.12).

1.2.1.15. Page Setup ...

Click on Page Setup ... to specify the layout of the printed IMDI file (i.e., paper size, source, orientation, and margins).

1.2.1.16. Print ...

Click on Print ... to print the currently active IMDI file (i.e., the file that is highlighted in the Browse panel; see Section 1.3).

1.2.1.17. Exit

Click on Exit to exit the IMDI Metadata Editor window. All open IMDI files will be closed. If some files are not yet saved, a warning appears that contains the following kind of information:

🔓 Save	×
Save All Selected Documents	
 Game.imdi Chanting.imdi Conversation.imdi 	
Select All Deselect All	
Cancel OK	

Figure 1.8. Save on exit

The dialog window contains a list of all files that are not yet saved. Checkmarks indicate the selected files (by default, all files are selected). To remove a checkmark (i.e., to deselect a file), click in the box. Click Select All to select or Deselect All to deselect all files. Click OK to save all selected file. The deselected files will not be saved. Click on Cancel to return to the Editor window.

1.2.2. View menu

The View menu displays information about the currently active IMDI file (i.e., the file that is highlighted in the Browse panel; see Section 1.3). It contains the following options:

🖹 IMDI Metadata Editor							
<u>F</u> ile	<u>V</u> iew	Options <u>H</u> elp					
	1 Information Alt-I						
	<u>F</u> ile Prefixes						
	<u>V</u> alidate File						

Figure 1.9. View menu

1.2.2.1. Information ...

Click on Information ... to view information about the currently active IMDI file. The following kind of information is displayed in a panel to the right of the Content panel:

	Info Profile Batch Update				
	😴 teacher.imdi				
_	Path:				
	K:\MyDocs\Manuals\IMDI_editor\teacher.imdi				
	Information Prefixes Validation				
	File Size:				
	23 kB				
	Last Modified:				
=	Jun 26 02008 13:13				
	Creation Date:				
	Aug 21 02008				
	Originator				
	Sebastian				
	Format ID:				
	IMDI 3.0				
	Туре:				
	SESSION				
dd	Version:				
-	33				

Figure 1.10. Information

The Information tab shows properties of the IMDI file (such as location, size, last modified, IMDI standard etc.); The tab Prefixes shows the prefixes that are used in the IMDI file (see Section 1.2.3.4); The Validation tab shows information about whether the file is valid with respect to the XML schema;

1.2.2.2. File Prefixes ...

Click on File Prefixes ... to view the prefixes that are used in the IMDI file (see Section 1.2.3.4).

1.2.2.3. Validate File ...

Click on Validate File ... to view information about whether the file is valid with respect to the XML schema.

1.2.3. Options menu

The Options menu allows you to set a number of preferences. It contains the following options:

🖺 IMDI Metadata Editor						
<u>F</u> ile	View	<u>O</u> ptions	<u>H</u> elp			
8	8	P <u>r</u> ofile Manager <u>A</u> nonyms				
		Vocabularies Create Update StyleSheet				
		Preferences Alt-P				

Figure 1.11. Options menu

1.2.3.1. Profile Manager

Every IMDI file is assigned to a type and to a profile. These types and profiles are managed through the menu item **Profile Manager**.

By default, there are three different types of IMDI files:

- Resource Bundles or Sessions that are used to describe audio/video and written resources (see Chapter 2);
- Lexicon Resource Bundles that are used to describe lexicon resources (see Chapter 3);
- Corpora that are used to describe larger corpora (see Chapter 5).

Types are associated with one or more profiles. These profiles specify the available metadata categories together with their constraints. For example, members of the sign language research community have developed a Sign-Language Profile. IMDI files that are based on this profile contain some sign-language-specific metadata categories and constraints, e.g.:

IMDI Metadata Editor					_1
e <u>V</u> iew <u>O</u> ptions <u>H</u> elp					
8 3 8 8					
S Sign-Language Profile Project Content Actore Res Add Ref Remove Save Close	Actor > Actor >	Editor HTML HLInks	Name bial Family Role Date of BirthUnspecified AnonymizedUnspecified	Full Name Ethnic Group SexUNSPE	cified
		Actor Information	Co	ntact Information	_
		Keys	1		
		Key Name	Key Value	Ad	id CV
		Deathess.Status	bearing		
		Deamess Aid Type	hard-of-hearing		dd
		SignLanguageExperience.Exposure	deaf Unknown	Rei	move
S Local Repository			Unspecified	2	
- 0 Projects		Eamily Mother Desfores	Upspecified		
• 🔯 Languages		Family Mother Priman/Communication	Unspecified	- (cv)*	
⊶ 🖻 Access		Family Eather Desthese	Unenecified	- 69	
		Family Eather PrimaryCommunicatio	Unspecified	- (cv)*	
		Family Partner Deafness	Unspecified	- CV	
		Family Partner PrimaryCommunicati	Unspecified	▼ (cv)*	
		Education Age	Unspecified		
		Education SchoolType	Unspecified	(cv)	
	•	Education.ClassKind	Unspecified	- (cv)	
		Education EducationModel	Unspecified	- (cv)	
		Education.Location	Unspecified		
			Linearcifical		
		Clear Actor			

Figure 1.12. Sign-language-specific metadata categories

- 1. IMDI files based on the Sign-Language Profile contain the metadata category Speaker/Signer.
- 2. This Speaker/Signer category contains keywords that are of relevance to sign-language research (e.g., Deafness.Status etc.). For each keyword, there are constraints on its values. These constraints are visualized in the form of pull-down menus of controlled vocabulary items (e.g., hearing, hard-of-hearing etc.).

To manage types and profiles, click on Profile Manager. The following options are available:

• Add a new profile:

Click on the type where you want to add the profile. Then click on Add (to add a locally-stored file) or on Add URL (to add a file stored on the Web). A dialog window appears, allowing you to browse to the file or to enter its URL.



Figure 1.13. Profile Manager

• Delete a profile:

Click on the profile that you want to delete. Then click on Delete.

• Select the default profile for a type:

Click on the profile that you want to make the default profile for a type. Then click on Make Default. From now on, this profile will automatically be used whenever you create a new IMDI file based on this type, i.e., for new Session files (see Section 1.2.1.2), new Lexicon files (see Section 1.2.1.3) or new Corpus files (see Section 1.2.1.4). The non-defaults can still be accessed through the menu item File > New ... (see Section 1.2.1.1).

Click on OK to exit the Profile Manager window again.



Note

Profiles are stored in the folder <user-directory> $\$ IMDI-TOOLS $\$ Profiles $\$ local). For the moment, profiles have to be programmed by hand. In future versions of the IMDI tools, it will be possible to create profiles with the help of the IMDI Editor.

1.2.3.2. Anonyms ...

Anonyms ... is used whenever you have chosen to make the name of an actor anonymous, i.e., whenever you have chosen that the actor's real name should only be visible to you. If someone else opens the IMDI file, a code will be displayed in the name fields. This is the case for both the Name and Full Name field.

The option Anonyms ... allows you map a full name to such a code. This mapping will be stored in a file on your computer. You (and everybody whom you grant access to this file) will be able to see the full name, while everybody else will only see the code.

To create such a file, do the following:

- 1. Click on Options.
- 2. Click on Anonyms

The Anonyms overview dialog window appears. It allows you to create, modify and remove mappings, and it displays all available mappings, e.g.:

🖹 Anonyms	overview				×
Institute	Project	User	Code	Name	
MPI	Goemai	michul	Code_X	Birgit Hellwig	
MPI	Goemai	michul	Code_Y	T. Esting	
MPI	Goemai	michul	Code_Z	D. Ummy	
Ad	d	Edit	Rem	love Close	
Click on a column header to sort					

Figure 1.14. Anonyms overview dialog window

The following options are available:

- You can sort the available mappings. Click on any of the column headers to sort the corresponding column alphabetically.
- To add a mapping, click on Add The Anonyms input dialog window appears. Please fill in the institute (e.g., MPI), the project (e.g., Goemai), the code of the actor and his/her full name.

🗎 Anonyms input					
Institute	MPI				
Project	Goemai				
Code	Code_X				
Full name	Birgit Hellwig				
	Apply	Close			

Figure 1.15. Anonyms input

To save the mapping, click first on Apply and then on Close.

The new mapping will be displayed in the Anonyms overview dialog window.

Note

The column User (in the Anonyms overview dialog window) does not appear in the Anonyms input dialog window. This column is automatically filled in by the program.

• To edit a mapping, click on it to highlight it. Then click on Edit The Anonyms input dialog window appears and displays the highlighted mapping. Type in your changes.

🖹 Anonym	🛅 Anonyms input					
Institute	MPI					
Project	Goemai					
Code	Code_XY					
Full name	Birgit Hellwig					
	ок	Close				

Figure 1.16. Anonyms input: edit

Click on OK to save the changes.

- To remove a mapping, click on it to highlight it. Then click on **Remove**. The mapping is removed without further warning.
- 3. Click on Close to exit the Anonyms overview dialog window.

All mappings are saved in the file user-name.ano in the folder <user-directory> $\$ IMDI-TOOLS $\$ Anonyms, e.g.:



Figure 1.17. Anonyms mapping file

If you want other people to have access to these mappings, send them a copy of the file user-name.ano. They should then save this file in their folder <user-directory> \ IMDI-TOOLS \ Anonyms.

In order to use this anonymization feature, be sure to *enter the full name* into the Name and/or the Full Name field. The IMDI editor automatically will ensure that only you will have access to it. Others will see the code you provided.



Note

Don't enter the code name into the Name or Full Name fields in the actor screen. If you do so, the real name will not be connected to this code. However, for your own convenience you

might want to enter the code name into the actor's Code field. This way you can see directly the link between the Code and the Full Name without opening the anonymization window.

tesource Referenc	es Descriptions Languages Ke	eys	Resource References	Descriptions La	nguages Keys	
Acto	r Information	Contact Information	Actor I	nformation		Contact Information
Role	Collector	▼ (CV)*	Role	Collector		
Name	Birgit Hellwig		Name	@MPI:Goemai:michul:Co	ide_X@	
Full Name	Birgit Hellwig		Full Name	@MPI:Goemai:michul:Co	ide_X@	
Code	Code_X		Code	Code_X		

1.2.3.3. Vocabularies ...

The IMDI tools make use of so-called "controlled vocabularies" to ensure consistency across users (i.e., they provide lists of values for specific metadata categories or keys). These vocabularies are stored on the Web, and a copy of them is stored in the cache of your desktop computer (in the folder <user-directory> \ IMDI-TOOLS \ CVCACHE) (see the IMDI CV-Editor manual for details).

You can view these vocabularies through the menu item Vocabularies Click on it to access the Vocabs overview window, e.g.:

E YOURDS OVER YIEW						-
Jsed vocabularies unti	now:					
Name	Tag	CV URL / Local Path	Local	Description	Language	Т
Content-Subject		http://www.mpi.nl/IMDI/Schema/Content-Subject.xml				ŕ
Deafness.Status	Deafness.Status	http://www.let.kun.nl/sign-lang/IMDI/vocabs/Deafness.Status.xm	1	Actor's ability to hear.		-
ElicitationMethod	ElicitationMethod	http://www.let.kun.nl/sign-lang/IMDI/vocabs/ElicitationMethod.xm	1	Prompts used to elicit language production.	ISO639:eng	
DescriptionLanguages		http://www.mpi.nl/IMDI/Schema/DescriptionLanguages.xml		The languages for the description panel		
nterpreting.Visibility	Interpreting.Visibility	http://www.let.kun.nl/sign-lang/IMDl/vocabs/Interpreting.Visibility. ml	×	Visibility of the interpreter.	ISO639:eng	
Content-SocialContext		http://www.mpi.nl/IMDI/Schema/Content-SocialContext.xml		A list of values for CommunicationContext SocialContext		
	Add File	Add URL Read cache Refresh selected	Refres	h all Show entries	Close	
lick on a column beau	lor to port					

Figure 1.18. Vocabs overview

Columns:

- 1. Name: the name of the metadata category;
- 2. Tag: the tag of the metadata category (if it is in a language other than English);
- 3. CV URL/Local Path: the name and URL / local path of the controlled vocabulary file;
- 4. Local: an indication of whether or not the file is stored locally;
- 5. Description: descriptive information about the controlled vocabulary;
- 6. Language: the language of the metadata category and its vocabulary.

The Vocabs overview window offers you the following options:

- You can sort the available controlled vocabularies. Click on any of the column headers to sort the corresponding column alphabetically.
- Add File ...

Click on Add File ... to add a controlled vocabulary file that is stored locally. The Browse window appears, allowing you to browse to the folder and to select the file. The vocabulary will then be added to the Vocabs overview window.

• 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 vocabulary, click on Apply and then click on OK. The vocabulary will be added to the Vocabs overview window.

۵ 🛍	/ocab add			×				
URL	L http://www.mpi.nl/IMDI/Schema/Content-Genre-Interactional.xml							
		ок	Cancel	Apply				

Figure 1.19. Vocab add

Read cache

Click on Read cache to view all available controlled vocabularies (i.e., all vocabularies that are stored in the folder <user-directory> $\$ IMDI-TOOLS $\$ CVCACHE).

Refresh selected

Click on a vocabulary to select it, then click on **Refresh selected** to have the IMDI tools check for a newer version of that vocabulary on the Web, and to update the cache accordingly.

Refresh all

Click on **Refresh all** to have the IMDI tools check for newer versions of all vocabularies on the Web, and to update the cache accordingly.

• Show entries ...

Click on a controlled vocabulary to select it, then click on Show entries ... to view its content., e.g.:

sed vocabularies unt	il now:					
Name	Tag	CV UR	L / Local Path	Local	Description	Language
ountries	1	http://www.mpi.nl/IMDI/Schen	a/Countries.xml		A list of countries from the CIA fact book	
terpreting.Audience	Interpreting.Audience	http://www.let.kun.nl/sign-lang xml	g/IMDI/vocabs/Interpreting.Audience.		Presence and nature of an audience that the interpreter is	
🛅 Vocab entries				×		
Entries of: http://www	w.mpi.nl/IMDI/Schema	/Countries.xml		s	h all Show entries	Close
Valu	le	Tag	Definition		(2)	
Unknown	\sim			-	2	
Undefined					\sim	
Unspecified						
Afghanistan	\sim					
Albania				_		
Algeria						
American Samoa				_		
Andorra						
Angola						
Anguilla						
Antarctica						

Figure 1.20. Show entries

- 1. Click on a vocabulary to select it;
- 2. Click on "Show entries ...
- 3. Content is displayed
- Close

Click on Close to close the Vocabs overview window.

1.2.3.4. Create Update StyleSheet

A stylesheet offers the possibility to make changes to multiple imdi-files at once. It resembles a kind of powerful find-and-replace option. Using an update stylesheet requires 2 steps:

- creating the stylesheet, which can be done with the IMDI editor
- applying the prepared stylesheet on a set of imdi-files with the IMDI browser

For information about the latter process, see the IMDI browser manual, Chapter 4.

Please be aware that this is a powerful technique that should be used with care as it has the potential (if used in an inappropriate way) to damage a large set of IMDI files! Although a backup will be made of all files before they are alterered, it is a good practice to think twice before you apply a stylesheet.

To create an update stylesheet choose Options > Create Update StyleSheet. At the right side of the window an extra frame will appear:

	Info Profile Batch Update
	Session
	//DDC#1219322303202VMETATRANSCRIPT/Session
	,
	Condition
Con	<
	Modification
	Now Key Floment
	Description
	Reset Stylesheet
	Generate Stylesheet

Figure 1.21. Create Update Stylesheet

For every field in a session file, you can specify a conditon and/or a modification:

- If you enter both, then the stylesheet will act as a find-and-replace function.
- If only a modification is entered this value will replace the data of the chosen text field, without considering its previous content. The New Key Element option creates a new key-value pair (see Section 2.4.1.6)

- If the modification is omitted, the condition will act as a restriction on the set of files upon which the other modifications will be performed.
- If you specify multiple conditions, they all need to be fulfilled before the modifications are applied.

If you specify multiple conditions, they all need to be fulfilled before the modifications are applied.



Note

In version 3.2 you can modify 1 key at most for every style sheet.

An example

Let's say we want to change the content part of a set of metadata files. Every time we encounter both the genre 'Literature' and the subgenre 'Novel', we can assume the associated modality will be 'writing'. So in this case we will use 'Literature' and 'Novel' as conditions, while 'writing' acts as the modification.

P Editor	🔊 HTML 🗔 I	Links	Info Profile Batch Update
Conten	t y Content Info GenreLitera	ormation ature SubgenreUnspecified Task	Genre /[D0C#1219322303202]/METATRANSCRIPT/Session/ MDGroup/Content/Genre
Content	fodalities ChannelUnsp Type Des	Social ContextUnspecified Event StructureUnspecified lecified Subject scriptions Languages Keys	Condition 2
	Genre Subgenre	Literature 1 (cv) Unspecified (cv)*	Modification
	Task		New Key Element Literature
	Modalities Subject		-Description Condition: Session/MDGroup/Content/Genre = 1_tierature'

Figure 1.22. Example Update Stylesheet: 1

- 1. Click in the text field for which you want to specify acondition
- 2. Tick the condition check box and enter "Literature"

or use the < button to copy the text from the selected text field

🗅 Editor 🔯 HTML 🔒) Links	$\overline{\leftarrow} \rightarrow$			Info Profile Batch Update
Content Summary Content I GenreLite Modalities	nformation	Subge Social Con	aneUnspecified	Task Event StructureUnspecified	SubGenre /(D0C#1218322303202)/METATRANSCRIPT/Session/ MDGroup/Content/SubGenre
ChannelUn Content Type D	specified escriptions	Sub Languages	Keys		Vovel 3
Genr	Literature Novel			 ▼ (cv)* 	Modification
Tas Modalitie	s			(v) (v)*	
Subjec	t Context			▼ (v)*	Condition: Session/MDGroup/Content/Genre = 'Literature' Condition: Session/MDGroup/Content/SubGenre = 'Novel'

Figure 1.23. Example Update Stylesheet: 2

- 3. Now do the same for Subgenre and "Novel"
- 4. The description box shows the specified conditions



Note

to specify a condition for a field that is constrained by a closed controlled vocabulary, select a value from the dropdown box in the editor itself. This selection will appear as grey text in the stylesheet editor.

🗅 Editor 🔯 HTML 😝 L	nks 🖂 🔁	Info Profile Batch Update
Content -Summary Content Info GenreLiteral Modalitieswriting ChannelUnspe	rmation ure SubgenreUnspecified Task Social ContextUnspecified Event StructureUnspecified scified Subject	Modalities /[D0C#1219322303202]/METATRANSCRIPT/Session/ MDGroup/Content/Modalities
Content Type Desc	riptions Languages Keys	<
Genre	Literature	Modification 5
Taala		New Key Element
Modalities	writing 6	writing
Subject	v w*	Condition: Session/MDGroup/Content/Genre = 'Literature'
Communication (Context	Modification: Session/MDGroup/Content/Modalities = Writing
Interactivity	Unspecified 🗸 🗸	Condition: Session/MDGroup/Content/SubGenre = "Novel"
Planning Type	Unspecified CV	
Involvement	Unspecified CV	
Social Context	Unspecified CV	
Event Structure	Unspecified CV	
Channel	Unspecified CV	
Clear Content		Reset Stylesheet
		Generate Stylesheet

Figure 1.24. Example Update Stylesheet: 3

- 5. Now tick Modification
- 6. Enter "writing"
- 7. Click on Generate Stylesheet

🔓 Save Batch Updater	×
Name: Novel stylesheet 8 Description:	
Batch Update: Conditions Genre = 'Literature' SubGenre = 'Novel' Modifications Modalities = 'writing'	
[OK Cancel

Figure 1.25. Example Update Stylesheet: 4

- 8. Enter a name for this stylesheet
- 9. Click on OK

After you saved the newly created stylesheet, take a look at Chapter 4 of the IMDI browser manual for instructions about how to apply it to your files.

1.2.3.5. Preferences...

Click on Preferences ... to access the Preferences dialog window.

In the Preferences dialog window, the following four options are available:

- 1. Prefixes
- 2. Resources
- 3. Update Policy
- 4. Font
- 5. User interface

<u>8</u>	Preferences		×
	Prefixes	With this preference panel, a user or administrator can define the prefixes that should be used and also when they should be used. Prefixes can be defined in the IMDI file itself or in an external configuration file should be situated in the same folder as the IMDI file.	t that
	Resources	Use these prefixes only when none were defined in the original IMDI file Always use the prefixes defined in this panel.	
	Update Policy	 Use Prefixes defined in the IMDI file itself. Use Prefixes defined in an external configuration file. 	
	A)	Global:	
	Font	Session Files:	
		Corpus Files:	
	User Interface	Info Files:	
		Media Files:	
		Written Resources:	
		Anonymous Info:	
		OK Cano	:el

Figure 1.26. Preferences

Click on any of the headings in the left panel to activate the corresponding option.

Prefixes

This option allows you to specify the path to the different types of files (see Chapter 5 for details).

Resources

This option allows you to specify the browse options (see Chapter 5 for details).

Update Policy

The IMDI tools make use of so-called "controlled vocabularies" (see Section 1.2.3.3). These vocabularies are stored on the Web, and a copy of them is stored in the cache of your desktop computer (in the folder <user-directory> $\$ IMDI-TOOLS $\$ CVCACHE). The Web version is changed sometimes, but the IMDI tools will continue to use the locally-stored version until the cache is updated again. By default, the cache is updated whenever you run an IMDI tool. However, you can change this policy, and determine if and when the vocabularies should be updated.

Click on Update Policy to determine this policy. The following options are available:

🖹 Prefere	ences		×
Pre	fixes	The user cache containing used Controlled Vocabularies can be updated automatically following different policies.	
Reso	ources	 Check for an update once during use of the program Check for an update every time a Resource is requested 	
Updat	e Policy	 Check for an update once every: Day Week Month Year Check for any update when Starting the program 	
F User I	ont Interface	Update Now The schema cache containing other resources (the imdi schema, configuration files) will be updated once every session.	
1		OK Cancel	

Figure 1.27. Update policy

Font

This option allows you to display special character sets and fonts. To select a set and a font, do the following:

- 1. Under Unicode Block (in the left panel), select a unicode block by clicking on it. The available fonts are then displayed under Font (in the right panel).
- 2. Under Font, select a font by clicking on it.
- 3. Click on OK to implement the new font.

🖹 Preferences		×
Prefixes	Here you can specify which font is used in the editable text areas. Unicode Block Font Bopomofo Extended Arial Unicode MS	
Resources	Basic Latin Malayalam Cyrillic Armenian	
Update Policy	Hangul Jamo Georgian Example	
Font	Rem tene, verba sequentur.	
User Interface		
	3 ОК Сапсеі]

Figure 1.28. Font

User Interface

Remove the checkmark before Show ToolTip Boxes to disable the online floating help boxes when editing a text field.

🖹 IMDI Metadata Editor	
Eile View Options Help	
S 🕾 🚯	
 Standard (Session) Resource Bundle Project Content Actors Resources References 	Editor Image: HTML Links Actor Actor Summary Actor Information RoleCollector RoleCollector Name Full Name Ethnic Group AgeUnspecified Date of BrithUnspecified EducationUnspecified AnonymizedUnspecified Resource References Descriptions Languages Keys
	Actor Information Contact Information
 Local Repository Projects Actors Languages Access 	Role Unspecified Cov* Name Role METATRANSCRIPT/Session/MD Group/Actors/Actor/Role/ Full Name Encoding Valid entries for this vocabulary are: 'Unknown', 'Unspecified', 'Author', 'Collector', 'Consultant', 'Computer', 'Depositor', Editor', 'Editor', '
	Date of Birth Unspecified
	Age Unspecified Om
	Sex Unspecified
•	Education Unspecified
	Anonymized Unspecified
	I Clear Actor

Figure 1.29. Show Tooltip Boxes

1.2.4. Help menu

Click on Help > About IMDI MD Editor ... to view information about the IMDI Editor, e.g.:

About		×	
Java BCApp	System		
About		Application	
		TA MONTH	
🔼 ISLE			
		METADATA INITIATIVE	
METADAT		TOR	
00			
32			
Build: 58 - 2006/06/06 10:06			

Figure 1.30. About IMDI MD editor

1.3. The Browse panel

The Browse panel allows you to browse through one (or more) IMDI (Session, Lexicon or Corpus) files. It displays all currently open IMDI files, e.g.:



Figure 1.31. Browse panel

- 1. IMDI Session files (with the currently active node highlighted in blue)
- 2. Internal structure of an IMDI Session file
- 3. IMDI Corpus file and its internal structure

The Browse panel makes use of the following icons:

• S

session node (corresponding to an IMDI Session or Lexicon file, see Chapter 2 and Chapter 3)

• C corpus node (corresponding to an IMDI Corpus file, see Chapter 4)

•

metadata node

• m

media file node

• т

written resource (or "transcription") file node

·L

lexicon node

• Đ

corpus link node

Under each session or corpus node, the structure of the corresponding IMDI (Session, Lexicon or Corpus) file is displayed in the form of metadata nodes, media files nodes, written resource file nodes, lexicon file nodes and/or corpus link nodes.

The nodes of the Browse panel interact in the following ways with the screens of the Content panel (see Section 1.5):

1. Click on any node in the Browse panel to make the corresponding IMDI file the currently active IMDI file. It will be highlighted in blue color, and its metadata information will be displayed in the Content panel, e.g.:

🖺 IMDI Metadata Editor				
Eile View Options Help				
P S TreesSM	🛅 Editor 🔯 HTML 😝	inks 🗧 🔿		
Project				
Content	Project			
Resources	Name	Goemai		
References				
	Title	Documentation of Goemai		
	D			
	Contact Informat	ion		
	Name	Birgit Hellwig		
	Address	Postbus 310, 6500 AH Nijmegen, The Netherlands		
	E-mail	Birait Hellwia@mpi.nl		
	Organisation	Max-Planck-Institut für Psycholinguistik		
P S Local Repository				
Actors	M Actors Descriptions			
► 🖸 Languages		RFC1766:x-sil-eng		
- Alless	Language	RFC1766x-sil-eng		
	Text	The Goemai project is part of a PhD project (begun in		
		August 1998). There are two aims to this project: (1) To		
		investigate the semantics and pragmatics of locative works and derived elements. Most of the collected		
		experimental data is concerned with this topic. (2) To		
document the Goemai language in form		document the Goemai language in form of a reference		
•		grammar, a dictionary and an annotated text corpus.		
	Link	Remove		
	Clear Project			
	w clear Project			
I				

Figure 1.32. Open a node

- 1. Browse panel: Project node of the file TreesSM.imdi
- 2. Content panel: Project screen (of the file TreesSM.imdi)
- 2. Some nodes in the Browse panel allow you to add further sub-nodes, which are then displayed as screens in the Content panel. For example, the node Actors allows you to add a sub-node for each actor. To add a sub-node, do one of the following:

🛅 IMDI Metadata Editor		
Eile View Options Help		
S 🗃 🗄 🚯		
P-S Standard (Session) Resource Bundle	Editor 🔯 HTML 🛃 Links	
Content	Actors	
	Name Full Name Code Role	Add 2 Remove
 C Languages C Access 	Actors Description	

Figure 1.33. Add subnodes (1)

- 1. Click with the right-mouse button on a node. A pull-down menu appears. Select Add from the pulldown menu.
- 2. Alternatively, click on the Add button in the Content panel.

🗎 IMDI Metadata Editor		
Eile View Options Help		
S 🗗 🔁 🚺		
P Standard (Session) Resource Bundle Project Content Actors Resources References Projects Projects Actors <li< th=""><th>Editor HTML Links Actor Summary Actor Information RoleUnspecified AgeUnspecified AgeUnspecified Actor Information Resource References Descriptions Languages Key Actor Information Role Unspecified Name Inspecified Inspecified Name Inspecified Inspecified</th><th>Full Name d Ethnic Group d SexUnspecified d ys Contact Information</th></li<>	Editor HTML Links Actor Summary Actor Information RoleUnspecified AgeUnspecified AgeUnspecified Actor Information Resource References Descriptions Languages Key Actor Information Role Unspecified Name Inspecified Inspecified Name Inspecified Inspecified	Full Name d Ethnic Group d SexUnspecified d ys Contact Information

Figure 1.34. Add subnodes (2)

3. The added subnode is displayed in the Browse panel and metadata of the new subnode is displayed in the Content panel.



Figure 1.35. Add subnodes (3)

4. When a name is entered in the Name field, it is also displayed as the name of the new subnode in the Browse panel.

You can insert the new sub-node anywhere under an appropriate top node. To select its position, do one of the following:

• Add the sub-node (see above), and click on it in the Browse panel, keep the mouse button clicked and drag it to its new position. A line will appear at this position. Release the mouse button, and the sub-node will be inserted in its new position, e.g.:



Figure 1.36. Drag a subnode

• Alternatively, do the following:

🖺 IMDI Metadata Editor			
He View Options Help			
• S Standard (Session) Resource Bundle • ◆ Project • ◆ Content • ◆ Actors • ◆ Jan Smit • ◆ a1 • ◆ a2 • ◆ a3 • ◆ • ◆ • ◆	Editor PHTML Links Code Actors Name Full Name Code Jan Smit a1 a2 a3	Role Unspecified Unspecified Unspecified Unspecified	2 Add Edit
← ◆ Resources ← ◆ References	IMDI Metadata Editor _ [] ×] File View Options Help S If ()		
E		▼ CV	Unknown

Figure 1.37. Add a subnode in Content panel

- 1. In the Content panel, click on the subnode before which you want to insert the new subnode. It is highlighted in blue.
- 2. Click on Add.
- 3. The new subnode is added before the selected subnode.



Note

The IMDI Editor makes use of different Add buttons for different purposes, and not all of them add new sub-nodes. This function is only available for those nodes that allow for the three options Add ..., Edit ..., and Remove.

3. Added sub-nodes can be removed again. Do one of the following:

In the Browse panel, click on the sub-node that you want to remove. It will be highlighted in blue color. Then click with the right-mouse button on the highlighted node. A pull-down menu will appear. Select Remove from the pull-down menu.

Alternatively, in the Content panel, click on the sub-node that you want to remove. Then click on the **Remove** button.

Copying a node

The information of an existing node can be copied to a new node with drag and drop. Do the following:

- Click on a node in the Browse panel
- Hold down the left mouse button and drag the node a bit
- Now hold the CTRL key (make sure you already dragged the node a bit)
- Move the node to a parent node
• Release the left mouse button



Figure 1.38. Copying a node

1.4. The Repository panel

The Repository panel allows you to work with recurring metadata information. Such information is entered once into the Content panel (see Section 1.5), and is then stored in the Repository panel for future usage.

For example:

🖹 IMDI Metadata Editor	
<u>File View Options Help</u>	
Project	Editor 🔯 HTML 🔂 Links
Content	Language
► ♦ Actors	Goemai
 Resources References 	ID RFC1766x-sil-ANK
	pominant Langua Unspecified
	Source Language Unspecified
	Target Language Unspecified
Coal Repository Coal Projects	Resource References Descriptions
Actors Consultation	Descriptions
 Canb, Kannya Tzotzil, Zinacantán Goemai 	Language RFC1766:x-sil-eng
	Text Goemai is a Chadic language (West Chadic A,
	Angas-Goemai, Southern Branch) that is spoken by 150.000 to 200.000 speakers in Plateau State, Central
	Nigeria.
•	
	Add
	Link C Remove
	2 Clear Language

Figure 1.39. The repository panel

- 1. The information about the language GOEMAI is entered into the Content panel.
- 2. This information is then stored in the Repository panel.



Note

The repository is stored under the name local.repository.xml in the folder <userdirectory> \ IMDI-TOOLS \ SDRCache. The files that contain the actual metadata information are automatically assigned a name and are then stored in the same directory, e.g.:



The Repository panel displays a number of buttons and a pull-down menu (which is accessed by clicking on a node, first with the left mouse button to select it and then with the right mouse button to open the pull-down menu). The buttons and the pull-down menu are used for the following purposes:

- Storing metadata information in the repository (see Section 1.4.1).
- Deleting metadata information from the repository (see Section 1.4.2).
- Managing the structure of the repository (see Section 1.4.3).
- Exporting nodes from the repository (see Section 1.4.4).
- Importing nodes into the repository (see Section 1.4.5).
- Updating the information in the repository (see Section 1.4.6).
- Using metadata information from the repository (see Section 1.4.7).

1.4.1. Storing metadata information in the repository

To store metadata information in the repository, do one of the following:

• Drag and drop a node from the Browse panel to the appropriate node in the Repository panel. For example, to add the language GOEMAI to the repository, do the following:

🖹 IMDI Metadata Editor		
<u>File View Options H</u> elp		
s a B ()		
P-S TreesSM	🗅 Eator 🕼 HTML 😝 Links 😸 🐳	
Content	Language	^
Actors	Name Goemai	- (cv)
Goemai	ID RFC1766x-sil-ank	
Gollector: Birgit Hellwig	Mother Tongue Unspecified	- CV
Annotator: Eirgit Hellwig	Primary Language Unspecified	- CV
References 2	Descriptions	
P S Local Repository	Descriptions	
Projects	Language RFC1766:x-sil-eng CV RFC1766: ISO639:en	k-sil-eng Ig
Carib, Kixinya	Text Goemai is a Chadic language (West Chadic A,	
Goemai (3)	150.000 to 200.000 speakers in Plateau State, Central	_

Figure 1.41. Store in repository: drag and drop

- 1. Click on the node in Browse panel.
- 2. Keep the mouse button clicked and drag it to the appropriate node in the Repository panel.
- 3. Release the mouse button. The node is added to the repository.
- Alternatively, make use of the Get Data option in the Repository panel. For example, to add the actor J to the repository, do the following:

B IMDI Metadata Editor			_0>
File View Options Help			
P S TreesSM	Editor 💟 HTML 🔂 I	inks \leftarrow \rightarrow	
Content	Actor		<u> </u>
Actors	Summary Actor Inform	nation	
🗠 🔶 consultant J	RoleCONSI	ultant NameJ	Full NameJ
 Collector: Birgit Hellwig 	CodeJ	Social Family RoleUnspecified	Ethnic GroupG0emai
- 🔶 Annotator: Birgit Hellwig	Age24	Date of BirthUnspecified	SexMale
Resources	EducationSECU	Idary Scri Anonymizedirue	
C ← ◆ References	Resource Reference	s Descriptions Languages Keys	
	Actor	itormation	Contact Information
Projects	Role	consultant	▼ (cV)*
2 Actors		-	
	Name	J	
← 🖻 Acco	3 Eull Name	1	
Delete			
Rename	Code	J	
📑 New Group			
Rename Group	Social Family Role	Unspecified	▼ (cv)*
Show Content			
🖪 Export	Ethnic Group	Goemai	
🚭 Import	Date of Birth	Unspecified	
Update			· · · ·

Figure 1.42. Store in repository: Get Data

- 1. Click on the sub-node in Browse panel.
- 2. Click on the appropriate top node in the Repository panel.
- 3. Make use of the 'Get Data' option: (a) Either click on the Get Data button, or (b) right-click on the highlighted node, and then click on the Get Data item in the pull-down menu. In both cases, the node is added to the repository.



Note

You can only add a sub-node from the Browse panel to an appropriate corresponding top node in the Repository panel, e.g., a language can only be added to a language-type node, and an actor can only be added to an actor-type node. If the two nodes (of the Browse and Repository panels) do not match, the program will automatically disable the Drag and drop and the **Get Data** functions.

1.4.2. Deleting metadata information from the repository

To delete metadata information, do the following:

- In the Repository panel, click on the node that you want to delete. The node will be highlighted in blue color.
- Click with the right mouse button on the highlighted node. A pull-down menu appears.
- In the pull-down menu, click on Delete. After a warning, the highlighted node is deleted.

1.4.3. Managing the structure of the repository

The following two management options are available:

• Add a new repository group. Do the following:

🖹 IMDI Metadata Editor 📃	
<u>File View Options H</u> elp	
s 🗗 🖪 🚯	Repository Name
	Name: Indo-European
P S Local Repository	
Actors (1)	Type: 🖾 Languages 🗸 🗸
P I Languages ♦ Goemai ▶ Put Data	
🗢 🖸 Indo-Eu 🔶 Get Data	OK Cancel
Delete	
Rename	
3 🗖 New Group	
Rename Gro	up 'N
Show Conter	nt
🖪 Export	
🔁 Import	
Update	
J	

Figure 1.43. Add a repository group

- 1. Right-click on the node where you want to add the new group and select New Group.
- 2. Enter the name of the new group and click OK. The group will automatically be assigned to the right type/node.
- 3. The new group is added to the repository.

• Rename a repository group. Do the following:

🛅 IMDI Metadata Editor		
<u>File View Options H</u> elp		(2)
		🖹 Repository Name 🛛 🔀
		Name: Afro-Asiatic
👇 😫 Local Repository		
🔶 🔯 Projects		Type: 🖸 Languages 🗸 🗸
Actors		
Goemai		OK Cancel
- 🖸 Indo-European		
Access	Put Data	
	Delete	
	Rename	
	New Group	
	Rename Group	
9	Show Content	
E 1	Export	
<u>ସ</u> ା	mport	
	Jpdate	
J		

Figure 1.44. Rename a repository group

- 1. Right-click on the node that you want to rename and select Rename Group.
- 2. Enter the new name and click OK
- 3. The group is renamed.
- Rename an item:

🛅 IMDI Metadata Editor 📃 🗖	×
<u>File View Options H</u> elp	
S 🗃 🖪 🕖	Repository Name
 Projects Projects Projects Projects Padults Peter de Vries Peter de Vries 	Image: Name: Peter de Vries Type: Image: No Type OK
🗠 🖻 Access 🜗 Get Data	
Delete	
3 Rename	
New Group	
Rename Group	
Show Content	
🗒 Export	
🚭 Import	
Update	

Figure 1.45. Rename an item

- 1. Right-click on the node that you want to rename and select Rename.
- 2. Enter the new name and click OK.
- 3. The item is renamed.

1.4.4. Exporting nodes from the repository

You can export a node from the repository. Do the following:

- 1. Click on the node that you want to export. It will be highlighted in blue color.
- 2. Make use of the Export options:
 - a. Either click on the Export button, e.g.:

🖹 IN	1DI Me	tadata Eo	ditor		<u>- 🗆 ×</u>
<u>F</u> ile	⊻iew	Option:	s <u>H</u> el	р	
5	8	8	3		
<u>∧∞</u> <u>-</u> €	■ Loca ■ Coca <	il Reposi Projects Actors anguage Access	tory es		

Figure 1.46. Export button

b. Or right-click on the highlighted node, and then click on the Export item of the pull-down menu, e.g.:



Figure 1.47. Right click and Export

The Export Repository dialog window appears.

3. Give the name and location of the file that should contain the exported node. Then click on OK (or press the key ENTER).

🖹 Export Repos	itory	×
Name:	MyParticipant (1)	(2)
Location:	C:\Documents and Settings\michul	🔁 Browse
	3	OK Cancel

Figure 1.48. Repository name

- a. Enter a name.
- b. Browse to the location.
- c. Click on OK

The file is saved in the specified folder. Furthermore, the exported repository is displayed as an additional node in the Repository panel, e.g.:



Figure 1.49. Result of export

- a. The files are saved in the specified folder.
- b. The exported file is add to the Repository panel.

1.4.5. Importing nodes into the repository

You can import a node into the repository. In this case, the IMDI Editor creates a copy of the original file and stores this copy in the folder <user-directory> \ IMDI-TOOLS \ SDRCache.



Note

If you have old templates that were created with an earlier version of the IMDI Editor (i.e., earlier than version 2.0), you need to import them into the Repository panel.

To import a node, do the following:

- 1. Make use of the Import options:
 - a. Either click on the Import button, e.g.:



Figure 1.50. Import button

b. Or right-click somewhere in the Repository panel, and then click on the Import item of the pull-down menu, e.g.:



Figure 1.51. Right click and Import

The Import Repository dialog window appears.

2. Browse to the file that contains the repository, and click on OK.



Figure 1.52. Browse to repository file

The file is displayed as an additional node in the Repository panel, e.g.:



Figure 1.53. Imported repository

1.4.6. Updating the information in the repository

This option allows you to update an imported repository (i.e., the copy of the file, see Section 1.4.5) after the original file has been modified.

Do the following:

- 1. Click on the imported repository. It will be highlighted in blue color.
- 2. Right-click on that repository. A pull-down menu appears.
- 3. Click on Update. The information in the repository is updated.

1.4.7. Using metadata information from the repository

To use metadata information from the repository, do one of the following:

• Drag and drop a sub-node from the Repository panel to the appropriate top node in the Browse panel. For example:

) IMDI Metadata Editor jile View Options <u>H</u> elp							_0
5 4 0							
P-S TreesSM		🗈 Editor 🔯 HTML 🖨	Links $\leftarrow \rightarrow$				
Content 2		Actor					
Actors		Summary Actor Infor	mation				
🗢 🌩 carsultant: J		Rolecons	ultant	NameJ		Full NameJ	
 Collector: Birgit Hellwig 		CodeJ	Social Fan	nily RoleUnspec	ified	Ethnic GroupGoemai	
Arnotator: Birgit Hellwig		Age24	Date	e of BirthUnspec	ified	SexMale	
► ◆ Resources		EducationSeco	ndary scn Ano	nymizedtrue			
- 🔶 References		Resource Reference	es Descriptions	Languages	Keys		
•••••••••••••••••••••••••••••••••••••••		Actor I	Information	Ĺ	Conta	ct Information	
 Eccal Repository Projects Actors 		(3) Role	consultant				• (cv)*
Peter de Mine		Name	J				
C Languages		Full Name	J				
		Code	J				
		Social Family Role	Unspecified				▼ (cv)*
		Ethnic Group	Goemai				
	•	Date of Birth	Unspecified				Con
	•	Age	24				Con
		Sex	Male				- CV
		Education	secondary school				
		Anonymized	true				- CV
		Clear Actor					

Figure 1.54. Drag and drop from repository

- 1. Click on the sub-node in the Repository panel.
- 2. Drag the sub-node to the appropriate top node in the Browse panel, and drop it.
- 3. The information is entered into the Content panel.
- Make use of the Put Data option in the Repository panel. For example, to insert information about access rights, do the following:



Figure 1.55. Put Data from repository

- 1. Click on the subnode in the Repository panel.
- 2. Make use of the 'Put Data' option: (a) Either click on the Put Data button or (b) right-click on the highlighted node, and then click on the Put Data item in the pull-down menu.
- 3. The information is entered under the appropriate node.



Note

You can only insert information into the appropriate corresponding node of the Browse panel (and the corresponding screen of the Content panel), e.g., information about an actor can only be inserted in the Actors node of the Browse panel (and the screen Actors of the Content panel). If a non-matching node is active in the Browse panel, the program will automatically disable the Drag and drop and the Put Data functions.



Note

You can add a group of nodes to the Browse panel, e.g., a group of actors. In this case, you have to drag and drop or 'put' the higher node from the Repository panel into the Browse panel (e.g., the node Actors).



1.5. The Content panel

The Content panel displays the screens (see Section 1.5.1) and the schemata and fields (see Section 1.5.2), which are used for entering metadata information. And it allows you to specify links to media, written resources, lexicon, info and metadata files (see Section 1.5.3).

After you have entered metadata information, you can choose to view this information either in the IMDI Editor format (the default view) or as an HTML document. Click on the buttons at the top of the Content panel to switch between the two views.

IMDI Metadata Editor		🛅 IMDI Metadata Editor	
le View Options Help		Elle Yew Options Help	
1 a D ()		6 S 0	
D tator D 444 D unit	4		
Session	1	Session - TreesSM	
Session Name TreesSM		Name: Trees 5M Date: 2001-06-25	
Session Title The uses of trees (J)		Title: The uses of trees (J)	
Recording Date 2001-06-25	64		
Descriptions Location Keys		Location	
Descriptions		Country: Nigeria Continent: Atho Region: Qua'an Pan Local Government Area, Region: Wannis harmot the football field	а
Language RFC17663-sil-eng	RFC 1766cx-sil-ank RFC 1766cx-sil-eng	Address:	
Text Description of the uses of trees (by J). We looked at trees in four different sites, all in the witchity of Koande (beyond the foldball field). The four models lifes correspond to these four sites. The recording book place in early evening, Because of the twilght, the video recordings are not too clear.	ß	Description (Janguage RF077663-el/eng Description of the uses of threes (by J). We looked at threes in four different sites, all in the vicinity of Kwande (beyond the football field). The four media files correspond to three four sites. The recording took place in early versing, Because of the buildight, the vice recordings are not too clear. Description (Janguage RF077663-el/enk) J. Kwal a k's feng k'smix'em geope multip dyam toe Kus nobe Meek/wo.	
Link C	Add Ramove	Project Name: Goemai Md: Title: Documentation of Goemai Centact	

Figure 1.57. Editor View and HTML View IMDI Editor view (left) and HTML View (right)

1. Click here to switch between the two views.

1.5.1. Screens

The Content panel displays a number of screens. The following main screens are available:

IMDI Session Editor (see Chapter 2) and IMDI Lexicon Editor (see Chapter 3):

• Session

general information about the session (see Section 2.1);

• Project

information about the project within which the session data was collected (see Section 2.2);

• Content

information about the content of the session (see Section 2.3);

• Actors

information about the actors participating in the session (see Section 2.4);

Resources

information about written resource files, media files, and non-digital sources associated with the session (see Section 2.5), or about lexicon files (see Section 4.1);

• References

cross-references to any material that is relevant to the content of the session (see Section 2.6).

IMDI Corpus Editor (see Chapter 5):

Corpus

links to IMDI Session, IMDI Lexicon and IMDI Corpus files.

These main screens are accessed through clicking on the corresponding node in the Browse panel (see also Section 1.3).

🖺 IMDI Metadata Editor			
Eile View Options Help			
P-S TreesSM	Editor 🔯 HTML 😝 t		
Content	Project	(2)	
 Actors Resources 	Name	Goemai	
References	Title	Documentation of Goemai	
	ID		
	Contact Informat	ion	
	Name	Birgit Hellwig	
	Address	Postbus 310, 6500 AH Nijmegen, The Netherlands	
	E-mail	Birgit.Hellwig@mpi.nl	
AT	Organisation	Max-Planck-Institut für Psycholinguistik	
Contraction of the second	9 Descriptions		[
⊷ ⊠ Languages ∽ a Access	Language	RFC1766x-sil-eng	FC1766:x-sil-eng
	Text	The Goemai project is part of a PhD project (begun in August 1998). There are two aims to this project: (1) To investigate the semantics and pragmatics of locative verbs and derived elements. Most of the collected experimental data is concerned with this topic. (2) To document the Goemai language in form of a reference	
	1	grammar, a dictionary and an annotated text corpus.	Add
	Link	8	Remove
	Clear Project		

Figure 1.58. Opening corresponding screens

- 1. Browse panel: Project node of the file TreesSM.imdi
- 2. Content panel: Project screen (of the file TreesSM.imdi)

The IMDI Editor screens are structured in the following ways:

• All screens display schemata and fields into which the metadata information is entered (see Section 1.5.2).

🖹 IMDI Metadata Editor		
Eile View Options Help		
s s 🖱 😗		
9 S TreesSM	iks 🦝 🛶	
Project		
Actors		(2)
Session Name	eesSM	\sim
References	ne uses offrees ()	
36330011110	ie uses of nees (o)	
Recording Date 2	384 - <u>06-25</u>	©m
3 Descriptions Locat	ion Keys	
Contractions		
Contractions		C1766y eil ank
Canguages Language Language	RFC1766x-sil-eng	C1766:x-sil-eng
Text	Description of the uses of trees (by J.). We looked at trees in	
	four different sites, all in the vicinity of Kwande (beyond the	
	sites. The recording took place in early evening. Because of	
	the twilight, the video recordings are not too clear.	
	the twilight, the video recordings are not too clear.	

Figure 1.59. Screens structure

- 1. Schema
- 2. Fields
- 3. Subscreen headers
- Some screens contain sub-screens that are displayed like filing cards. These sub-screens give access to additional schemata and fields.
- Some screens have Add ... buttons (and corresponding Remove and Edit ... buttons) that allow you to enter multiple types of information of the same kind, e.g., one sub-screen added for each language spoken by an actor. These additional sub-screens are then displayed as separate sub-nodes in the Browse panel (see also Section 1.3), e.g.:

🛐 IMDI Metadata Editor		
<u>File View Options Help</u>		
s a 🛛 😗		
P-S TreesSM ◆ Project	Editor 🔯 HTML 🔂 Links 🥫 📑	4 H
P ◆ Content P ◆ Actors	Actor Summary Actor Information	
	Roleconsultant NameJ CodeJ Social Family RoleUnspecified	Full NameJ Ethnic GroupGoemai
Hausa	Age24 Date of BirthUnspecified Educationsecondary school Anonymizedtrue	SexMale
Collector: Birgit Hellwig Annotator: Birgit Hellwig	Resource References Descriptions Languages Keys	Contact Information
► ◆ Resources	Languages Descriptions	2
P 😫 Local Repository	Name II Goemai RFC1766:x-sil-ank	Add
Projects S Actors	English RFC1765X-sil-nua English RFC1766X-sil-eng	Edit
Access		Remove

Figure 1.60. Subscreens

- 1. 3 sub-screens displaying 3 languages
- 2. To add a new sub-screen, click on Add

To modify a subscreen, click on it to highlight it, and then double-click on it, or click on Edit

To remove a sub-screen, click on it to highlight it, and then click on Remove

There are two options for navigating through the Content panel:

- 1. You can use the mouse: click with the mouse into a field (to enter information), on a sub-screen header (to activate the corresponding sub-screen) or on a button (to execute the corresponding command).
- 2. Alternatively, you can use the following shortcut keys.
 - Press TAB to move to the next field or button.
 - Press SHIFT+TAB to move to the previous field or button.
 - When a button is highlighted, press SPACE to execute the corresponding command.
 - Press the left or right arrow key to move from sub-screen to sub-screen header.

1.5.2. Schemata and fields

Screens are made up of different units, so-called 'schemata'. Each schema contains a number of boxes into which the actual information is entered. These are called 'fields', e.g.:

🛐 IMDI Metadata Editor		_ 🗆 ×
<u>File View Options Help</u>		
s a 🖱 😗		
P S TreesSM		
- Content	Session	
	Session Name TreesSM	
- ♦ Goemai - ♦ Hausa	Session Title The uses of trees (J)	=
English Collector: Birgit Hellwig	Recording Date 2001-06-25	
Annotator: Birgit Hellwig	Descriptions Location Keys	_ - 8
References	Descriptions	
P 😫 Local Repository	Language RFC1766x-sil-ank RFC1766x-sil-ank RFC1766x-sil-ang	
Comparison C	Text J. kwal a k'a t'eng Kemk'em goepe mûep d'yam toe k'us ndoe Moek'wo.	
		•

Figure 1.61. Schemata and fields

- 1. Schemata
- 2. Fields

Most of the fields are more or less standardized¹. The following symbols and options are available:

CV	'closed controlled vocabulary'	You can enter only one value, and this value must be selected from the pull-down menu.
CV)*	'closed controlled vocabulary list'	You can enter more than one value (separated by commas), but all values must be selected from the pull-down menu.
(cv)	'open controlled vocabulary'	You can select one value. You can either select this value from the pull-down menu or type in an alternative value.

Please see the document IMDI Metadata Elements for Session Descriptions under http://www.mpi.nl/IMDI/ for updated lists of controlled vocabularies, their values and their definitions.

(cv)*	'open controlled vocabulary list'	You enter more than one value (separated by commas). You can either select these values from the pull-down menu or type in alternative values.
-------	-----------------------------------	--

In all four cases above, you can choose a value directly from the pull-down menu. Alternatively, you can start typing, in which case the pull-down menu will automatically open to display the available values.

Con	'constrained format'	The value must be entered in a certain format (e.g., a date must be entered in the format YYYY-MM-DD). As soon as you start typing, the format is displayed in the field (highlighted in blue color). Please type over this format.
-----	----------------------	---

For all fields, there are tool-tips available. Point with the mouse to the label of the metadata category and leave it there for one second. The tool-tip appears, giving you information about this category, e.g.:



Figure 1.62. Tooltip

- 1. Point with the mouse to the category label and leave it there for one second.
- 2. The tool-tip appears.

In addition to these standardized fields, the IMDI Editor allows for the possibility to enter project-specific information. Such information is entered into a Keys schema (see Section A.2 on instructions of how to fill in a Keys schema), e.g.:

File View Options Help Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: Stress SM Image: St	in the recorded carton	
	<u>View</u> Options <u>H</u> elp	
	a 🖱 😗	
Resource reterences Descriptions Languages Contact Information Contact Information Contact Information Key Name Key Value Add CV Add Key Name Key Value Add CV Add Key S Image: Contact Information Key Name Key Value Add CV Add Projects Image: Contact Information Key Name	TreesSM Project Content Actors Collector: Birgit Hellwig Annotator: Birgit Hellwig Resources References Local Repository References Local Repository Actors Actor Actors Actors Actors Actors Actors Ac	Name,J Social Family RoleUnspecified Date of BirthUnspecified Anonymizedtrue ptions Languages Keys Contact Information Key Value Add CV Add Basic Remove

Figure 1.63. Project specific data

Project-specific keywords for the actor J



Note

It is possible to use (project-specific) controlled vocabularies in a Keys schema, i.e., to have a Keys schema display a pull-down menu containing predefined values. See Section A.2 for details.

In addition to the standardized fields and the keyword fields, there are Descriptions schemata (see Section A.1 on instructions of how to fill in a Descriptions schema). Such a schema contains a prose description that could serve as a reminder (to you or others) of the circumstances of data collection.

1.5.3. Links

In addition to the information that you enter directly into an IMDI file, you can create links to other files, i.e., to media files (see Section 2.5.2), written resource files (see Section 2.5.3), lexicon files (see Section 4.1), info files (see Appendix A) and other IMDI files (see Chapter 5). Such links are specified in the IMDI file itself, and the corresponding files can then be accessed through the IMDI Browser, e.g.:



Figure 1.64. Links

- 1. Metadata information that is entered directly into an IMDI file is displayed in the "Info/Content" and "Description" panels of the IMDI Browser.
- 2. Links are displayed as additional nodes in the IMDI Browser (and can be accessed through doubleclicking on them).



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: Please specify only the name of such a file – do *not* make use of the open folder icon to the right of the Link field.

1.6. Changes to the user interface (version2.0)

The following changes to the user interface of the IMDI Editor were implemented in version 2.0:

Version 2.0	Functionality	corresponding item in Version 1.5 (and earlier)
Browse panel	displays all currently open files	Windows menu item
	displays the internal structure of an IMDI file	screen headers
Repository panel	stores recurring information	templates

Chapter 2. The IMDI Session Editor

This part of the manual guides you through the metadata categories of the IMDI Session Editor, as defined in the IMDI 3.0 standard. Note that the IMDI Editor also allows you to create project-specific profiles, containing additional categories. However, these additional categories are entered into Keys schemata, and they do not form part of the IMDI 3.0 standard (see Section 1.2.3.1 for details on profiles; and see Section A.2 for details on Keys schemata). They are thus not discussed in this section.

The IMDI Session Editor creates IMDI Session files (*.imdi) that describe audio/video and written resources. Each file describes a single unit, termed 'session' or 'resource bundle'¹. This unit usually corresponds to a meaningful unit of analysis, e.g., to a piece of data having the same overall content, the same set of actors, and the same location and time (e.g., one elicitation session on topic X, or one folktale, or one 'matching game', or one conversation between several speakers).

Every session or resource bundle consists of one metadata file (i.e., an IMDI Session file) plus an unlimited number of other resources (i.e., media files, annotation or written resource files, and/or info files). The metadata file contains all the information that is entered into the metadata categories – categories that are displayed in the form of screens, schemata and fields in the Content panel of the IMDI Editor (see also Section 1.5), e.g.:



Figure 2.1. Screens, schemata and fields

- 1. Screens displayed in the form of nodes in the "Browse" panel.
- 2. Schemata.
- 3. Subscreens.
- 4. Fields.

Throughout the manual, these two terms are used interchangeably, with 'session' being the preferred term for audio/video resources, and 'resource bundle' for written resources.

The following sections illustrate the purpose of the various screens, schemata and fields. It is organized on a screen-by-screen basis, following the structure as it is displayed in the Browse panel:

- Session (see Section 2.1);
- Project (see Section 2.2);
- Content (see Section 2.3);
- Actors (see Section 2.4);
- Resources (see Section 2.5);
- References (see Section 2.6).

When entering information into the IMDI Editor, please keep the following points in mind:

- 1. What kind of information would you want to search for? Make sure that such information is entered into standardized fields or Key schemata.
- 2. All information entered on a screen is only relevant to that screen. This point is especially important for recurring schemata such as Descriptions, Keys, Language, or Access. These schemata occur on a number of different screens, and although they always look the same, they ask for different information information that is relevant to the corresponding main screen.
- 3. Remember to make use of the Repository panel to store recurring information (see Section 1.4).



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: The metadata information entered into the IMDI Editor is meant to be visible to the outside world via the Web. This only concerns the metadata information – *not* the audio, video and annotation files. But please be aware that other people will have access to your metadata files. Keep this in mind when you enter metadata information into the Editor, and make sure to exclude all sensitive information.

2.1. Session

This screen contains general information about the session or resource bundle. All the information that is entered into the Session screen will be displayed in the IMDI Browser in the following way (see the IMDI Browser manual for details):

kmarks vrldmap (HTTP) global http ildmap (HTTP) global file il corpora global file il corpora global file i Corpora global file i Corpora global file v global http global http global http global http global http iddata Descriptions Tree MDLimdi MDL corpora MDL welcome MDL corpora MPL corpora M	Description Description four different football field) sites. There the kwiight, ti J. kwai a ka Moekwo. The sessi The fieldni the variout camera), an origina (about a n	on East of the uses of trees (by J). We looked at trees in ensistes, all in the vicinity of Kwande (beyond the hold). The four media files correspond to these four recording took place in early evening. Because of it, the video recordings are nottoo clear. Ka Teng kemkem goepe mûep d'yam toe kus ndoe
eldmap (HTTP) global http eldmap (HTTP) global file l corpora global file l corpora (HTTP) global http l corpora (HTTP) global http l corpora (HTTP) global file l corpora (HTTP) global file l corpora (HTTP) global file l corpora distribution distribut	Description four different football field) sites. The re the twilight U J. Kwal a Ka Moekwo. The sessi The fieldnu the variour camera). an origina (about a n	on of the uses of frees (by J). We looked at trees in ent sites, all in the vicinity of Kwande (beyond the h0). The four media files correspond to these four secording took place in early evening. Because of it, the video recordings are not too clear. Ka Teng KemK'em goepe müep dyam toe Kus ndoe
Acquisition Comprehension Comprehension Comprehension Comprehension Comprehension Compare and Compare	int Conte Session I - Name - Title: T - Date: : Recording	

Figure 2.2. Session displayed in the IMDI browser

- 1. Information under Session and Descriptions is displayed under the session node itself.
- 2. Information under Location and Keys is displayed under the nodes Location and Keys.

2.1.1. Session

The name, title and recording date of the session. For example:

8	IMDI Metadata Editor			×
Ēi	le <u>V</u> iew <u>O</u> ptions <u>H</u> el	p		
	s a 🛛 🜖			
	Editor 💽 HTML 😝	Links \leftarrow \rightarrow		₹ 1200
	Session			
	Session Name	TreesSM		and the second
	Session Title	The uses of trees (J)		
	Recording Date	2001-06-25	Con 🗸	

Figure 2.3. Session

Session Name

A short name or abbreviation that uniquely identifies the session.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: This name should be the same as the name of the IMDI file (see Section 1.2.1.12) and as the name of the corresponding annotation and media files (see Section 2.5). Furthermore, the file name has to be Unix compatible: do not use file names longer than 14 characters, do not use non-letter or non-number characters (except for the underscore: _), and do not use blank spaces.

Session Title

The complete title of the session. Usually, it is the spelled-out version of the abbreviated Session Name.

Recording Date

The date at which the session data was collected. The date has to be entered in the format YYYY-MM-DD. Once you start typing into this field, the IMDI Editor will automatically display the required format (highlighted in blue color). Type over it to enter the date.

2.1.2. Descriptions

A description of the circumstances under which the data was collected.

Whenever you access a session through the IMDI Browser, this description is the first piece of information that you will see. It should therefore contain all the information that is necessary to quickly remind you about this session. However, it should *not* contain an elaborate description of the content (reserve this information for the Content screen, see Section 2.3.2). E.g.:

🖹 IMDI Metadata Editor		
<u>File View Options H</u> elp		
S 🗃 🖪 🚯		
	7	
Editor 💟 HTML 😝 Links	$\leftarrow \rightarrow $	×
Session		
Canaian Nama	-04	
Session Name	35M	
Session Title The u	uses of trees (J)	
Recording Date 2001	-06-25	
Descriptions Location	Keys	
Descriptions		-
	RFC1766:x-sil-eng	
Language R	FC1766:x-sil-eng	
Text D	escription of the uses of trees (by J.). We looked at	
	evond the football field). The four media files	
(2)	prrespond to these four sites. The recording took	
	ace in early evening. Because of the twilight, the video cordinαs are not too clear.	
	-	
	I	
	Add	
Link	C Remove	

Figure 2.4. Descriptions

- 1. Language in which the description is written, e.g., English
- 2. Description in English

See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written – not to the language under investigation.

2.1.3. Location

The location at which the data was collected. For example:

ocation		
Continent	Africa (1)	CV
Country	Nigeria	- CV
Address	2	
Regions		
	Regions	
Qua'an Pan Local (Government Area	Add
Kwande		
bevond the football	field	Remove
,		

Figure 2.5. Location

Continent

The continent where the data was collected. Choose the continent from the pull-down menu, or type it in. It is a 'closed vocabulary', i.e., only values listed in the pull-down menu are accepted by the IMDI Editor.

Country

The country where the session data was collected. Choose the country from the pull-down menu, or type it in. It is a 'closed vocabulary', i.e., only values listed in the pull-down menu are accepted by the IMDI Editor.

Address

The address where the session data was collected (e.g., at school XY).

Region

The region (province, town, suburb, etc.) where the session data was collected. To add a region, click on the Add button; to remove a region, click on it to highlight it and then click on the **Remove** button.

2.1.4. Keys

Keywords that are relevant to (a) the collection of the data and (b) the creation of the IMDI file. For example:

Descriptions Location Keys		
Keys Key N	Key Value	
IMDI_file_create	birghe	Add CV
Missing_information (2)	annotation unit	Add
Check 2	TreesSM_3.mpg is lost	Remove
3		

Figure 2.6. Keys

- 1. The person who created the IMDI file
- 2. Screens of the IMDI file that are not yet filled in.
- 3. Things that need to be checked (e.g., a lost file).

See Section A.2 for instructions on how to fill in a Keys schema.

2.2. Project

This screen contains information about the project within which the session data was collected. All the information that is entered into the Project screen will be displayed in the IMDI Browser in the following way (see the IMDI Browser manual for details):

ookmarks		De	escripti	ion		a	
/orldmap (HTTP)	global http 🔺	Ī	he Goe	mai proiect	is part of a l	PhD project (begun in August	
/orldmap	global file	15	0005 T		along to Hal	a project (1) To investigate the	
1DI corpora	global file =	s	🖹 IMI	DI Metadata	a Editor		-
IDI corpora (HTTP)	global http global file	e	Eile 1	View Opti	ons <u>H</u> elp		
PI Corpora (HTTP)	global http	M					
GN Corpus (mpi local)	global file 💌	0	8	-	0		
		C	1	5.00 DD			
tadata Descriptions Tree				Ealtor V	11ML 😝 LI	nks 🗧 🗃	
۱ IMDI.imdi	^		(P	Project)			
MDI-corpora				\sim			
Welcome	-				Name G	Joemai	
MPI comora							
HTMLcorpusContent.html					Title D	locumentation of Goemai	
- 🔁 Acquisition		E					
- 🔁 Comprehension		/			ID		
👇 🜔 Language and Cognition							
🛉 🖸 africa		åг.		Contact	Informati	on	
9- C Goemai		1				[
Project odf					Name	Birgit Hellwig	
i language odf							
C Natural					Address	Postbus 310, 6500 AH Nijmegen, The Netherlands	
Conversation							
👇 🜔 descriptive					E-mail	Birgit.Hellwig@mpi.nl	
Y S TreesSM	. /	1					
- Metada	ita 🧹			Org	anisation	Max-Planck-Institut für Psycholinguistik	
Pro	inct						
	Ject						
🗠 🔶 Cor	ntent			Descript	ions		
🖛 🔶 Acto	ors						RFC1766:x-sil-eng
- Conscri	💌 🕈 Tha noitai				Language	RFC17bb3-sil-eng	
					Toxt	The Coornel preject is part of a DbD preject (how up in	1
of LIRI http://comus1.mpi.pl/MDi/metadat	a/IMDLimdi				Text	August 1998). There are two aims to this project (1) To	
			BL			investigate the semantics and programatics of locative verbs	
sket functions						and derived elements. Most of the collected experimental	
			8			dataris concerned with this topic. (2) To document the	
List Save Add Ren	nove Clear					Goefnai language in form of a reference grammar, a	
		L				dictionary and an annotated text corpus.	Add
		_					
					Link	3	Remove
			8				

Figure 2.7. Project displayed in the IMDI browser *Information under Project is displayed under the node Project.*

Enter the information into the IMDI Editor as follows:

🛅 IMDI Metadata Editor							
<u>File V</u> iew <u>O</u> ptions <u>H</u> elp							
S 🗃 🗒 🔞							
Editor PHTML Inks							
Project							
Name Goemai							
Title Documentation of Goemai (2)							
Contact Information							
Name Birgit Hellwig							
Address Rosthus 310, 6500 AH Niimagan The Natherlands							
Address Postada 310, 0000 Art Mintegen, the Methematics							
E-mail Birgit.Hellwig@mpi.nl							
Organisation Max-Planck-Institut für Psycholinguistik	Organisation Max-Planck-Institut für Psycholinguistik						
Descriptions							
	C1766:x-sil-eng						
Text The Goemai project is part of a PhD project (begun in August 1999) There are two aims to this project (1) To							
investigate the semantics and pragmatics of locative verbs							
and derived elements. Most of the collected experimental data is concerned with this tonic. (2) To document the							
Goemai language in form of a reference grammar, a							
dictionary and an annotated text corpus.	Add						
Link	Remove						
Clear Project							

Figure 2.8. Project

- 1. Short name for the project.
- 2. Full title of the project.
- 3. Project identifier (if any).
- 4. Person / institution responsible for the project.
- 5. Description of the project.

Name

A short name or abbreviation that uniquely identifies the project.

Title

The full title of the project.

ID

A unique identifier for the project (if any), e.g. 'IST-1999-10651'.

Contact Information

Contact information about the person or institution responsible for the project (the Name, the Address, the E-mail address and the Organisation he/she belongs to).

Descriptions

A description of the scope and goals of the project. See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.3. Content

This screen contains information about the content of the session. All the information that is entered into the Content screen will be displayed in the IMDI Browser in the following way (see the IMDI Browser manual for details):

lookmarks		Description	A		
Norldmap (HTTP) Norldmap MDI corpora MDI corpora (HTTP) MPI corpora (HTTP) GMI Corpus (MTTP) - GMI Corpus (mni locali)	global http global file global file global http global file global file global file	This file was generated from to IMDI 3.0. The substructure elements named "Genre" and of Genre substructure was: In <u>FIMDI Metadata Editor</u> <u>File View Options Help</u>	an IMDI 1.9 file and transformed of Genre is replaced by two "SubGenre". The original content teractional = ". Discursive = ".		_
etadata Descriptions Tree		5 4 2 0			
II HILcorpusContent.html Acquisition Comprehension Comprehension G Language and Cognition P I Inica P Inica	data tocation roject Venre Venre SubGenre Task Modalities Communication Co-	Dettor PHTML PLUE Content Summary Content Info Owner Disco Modalifiesspeet Content Type Desc Genre Subgenre Losk Modalifies Subject	Inks Subgente Description th: pointin Social ContextUnspecified setting Subject riptions Languages Keys Discourse Description Unspecified speech, pointing-gestures	Ta#Unspecifie Event StructureUnspecifie	d d (cv) (cv) (cv)*
	Languages Keys	Communication C	Context		
toot URL http://corpus1.mpi.nl/IMDI/metad	ata/IMDI.imdi	Interactivity	non-interactive	•	CV
asket functions		Planning Type	semi-spontaneous	-	CV
List Save Add R	emove Clear	Involvement	non-elicited	•	CV
		Social Context	Unspecified	•	CV
		Event Structure	Unspecified	•	CV
		Channel	Inspecified	-	CV

Figure 2.9. Content displayed in the IMDI browser

- 1. Information under Descriptions is displayed under the Content node itself.
- 2. Information under Content Type is displayed under the nodes of each category (e.g., Task, Modalities etc.).
- 3. Information under Languages and Keys is displayed under the nodes Languages and Keys.

2.3.1. Content Type

Information about the genre, the task, the modalities, the subject, and the communication context. For example:

🖹 IMDI Metadata Editor						
<u>File V</u> iew <u>O</u> ptions <u>H</u> elp)					
S 🗃 🖪 🟮						
Editor 💟 HTML 😝 I						
Content						
-Summary Content Info	ormation					
ModalitiesSpee	ch, pointin Social ContextUnspecified Event StructureUnspecified					
ChannelUns	pecified Subject					
Content Type Des	criptions Languages Keys					
Genre	Discourse					
Subgenre	Description 👻 🐼					
Task	Unspecified					
Modalities						
moutines	speech, pointing-gestures					
Subject	Subject					
Communication	Context					
communication						
Interactivity	non-interactive					
Planning Type	semi-spontaneous 🗸 🗸					
Involvement	non-elicited					
Social Context	Unspecified					
Event Structure	Unspecified					
0						
Channel						

Figure 2.10. Content type

Many of the fields under Content Type offer predefined values that are displayed in the form of pulldown menus²: some of them only accept values from the pull-down menu, while others allow you to enter alternative values (see below). Furthermore, it is sometimes possible to enter more than one value – in this case, please separate the values with a comma. See Section 1.5.2 for the different options and how they are symbolized in the IMDI Editor.

Genre and Subgenre

Information about the genre and the subgenre, whereby Subgenre is dependent on Genre. I.e., the value that you enter under Genre will determine the values that are available under Subgenre. Both Genre and

Please see the document IMDI Metadata Elements for Session Descriptions under http://www.mpi.nl/IMDI/ for updated lists of values and their definitions.

Subgenre are 'open vocabularies', i.e., you do not have to select a value from the pull-down menu, but can enter an alternative value instead. The following values have been suggested:

- Genre
 - Subgenre (Example)
- Discourse
 - Narrative (a folktale, a historical narrative, a personal experience narrative)
 - Oratory (a summing-up speech by a legal counsel, a political speech, a church sermon)
 - Procedural (a recipe, an instruction on how to build a house)
 - Formulaic (proverbs, greetings/leavetakings)
 - Language Play (riddles, humor)
 - Interview
 - Conversation
 - Description (a description of the layout of a compound)
 - Unintelligible speech
- Ritual/religious texts (a prayer, a healing ritual, a catechism)
- Fiction (a detective novel, a science fiction story)
- Newspaper article (a political essay, a scientific report)
- Radio/TV feature (a political discussion on the radio, a documentary on animal life on the TV)
- Drama
 - Film
 - Play
 - Opera
 - Musical
- Singing
 - Individual Song
 - Chant (a psalm, a slogan during a demonstration)
 - Chorus
- Instrumental music
- Poetry (a ballad, an oral epic)
- Literature (a short novel, a tragedy)
- · Secondary document
- Personal notes
- Stimuli (a picture book elicitation, a story retelling, a matching game)



Note

If there are several Subgenres, you can enter all of them into the Subgenre field. Separate them with a comma.

Task

The name of the experimental or stimuli-based task that was carried out (if any). Choose a value from the pull-down menu (e.g. info-kiosk, wizard-of-oz, travel-planning, room reservation, or frog story), or type in an alternative value.

Modalities

The modalities under investigation. Choose a value from the pull-down menu (e.g., speech, writing, gestures, pointing-gestures, signs, eye-gaze, facial-expressions, emotional-state, haptic), or type in an alternative value.

Subject

The subject(s) or topic(s) of the session. There are no constraints on this field.

Communication Context

Information about the communication context, i.e., levels of participant interaction, the degree of planning through the speaker(s), the involvement of the researcher(s), the social context, the event structure, and the channel. All six are 'closed vocabularies', i.e., a value from the pull-down menu must be chosen – other values will not be accepted. Enter the following information:

• Interactivity

The level of participant interaction, i.e.:

value	comments
interactive	an interaction between at least two participants. It may or may not include an investigator, e.g.:
	– conversation
	– many narratives
	 matching game
non-interactive	a monologue, produced without expecting extended verbal responses from the hearer(s), e.g.:
	 many oratory texts and songs
	– some narratives
semi-interactive	primarily a monologue, but punctuated by repeated interjections from the hearer(s), e.g.:
	– a child interrupting a narrative
	– hearer(s) repeatedly prompting a narrator

• Planning Type

The degree of planning through the consultant, i.e.:

value	comments	
spontaneous	an unprompted speech whose topic is not determined by the investigator or an observer, e.g.:	
	– conversation	
	– chatting	
	– joke-telling	
	 singing while harvesting 	
semi-spontaneous	a prompted speech whose topic is determined is some way by an investigator or a communit member, but whose participants speak freely within this context, e.g.:	
	– interview	
	 queries (e.g., 'Tell me about the history of your village.' 'Show me how to make tortillas.') 	
	 retellings (e.g., the speaker is asked to re-tell a story from a picture book, or to describe a task in his/her own words) 	
	 promptings (e.g., children answering a teacher's questions) 	
planned	the structure and content of the speech is planned in advance by the consultant/performer, e.g.:	
	 political or ritual speech 	
	 poem recitation 	
	Note	
	This entry does not (necessarily) refer to an elicitation session, where a consultant is given a framework but does not plan his/her answer.	

• Involvement

The involvement of the researcher, i.e.:

value	comments
elicited	the investigator asks the speaker(s) to produce isolated phonemes, words, utterances or grammatical structures, e.g.: – production of sounds in different phonological
	 responses to (morphological, lexical, etc.)
	questionnaires
value	comments
--------------	---
non-elicited	the investigator does not interfere verbally with the speech event (other than with his presence)
no-observer	no outside observer is present (only a tape recorder)

Social Context

The social context of the event, i.e.:

value	comments
family	
private	
public	
controlled environment	

• Event Structure

The event structure, i.e.:

value	comments
monologue	
dialogue	
conversation	
not natural format	

• Channel

The channel of communication, i.e.:

value	comments
face to face	
experimental setting	
broadcasting	
telephone	
human-machine dialogue	

2.3.2. Descriptions

A description of the content of the session. For example:

🖹 IM	IDI Met	adata Edi	tor						
<u>F</u> ile	View	<u>O</u> ptions	<u>H</u> elp						
	_	m A	1						
	-	• •							
	Editor	💽 HTML	🔂 Lir	iks	$\leftarrow \rightarrow$				
	-	IL <u> </u>							
	Conte	nt							
	Summ	ary Conte	ent intor	mation		Dee			T illum and find
		Genr Modalitie	eDiscou «sneerł	irse n nointin	Sub Social Cr	genreDes antextLinc	cription necified	Event Str	rasonspecified
		Channe	Unspe	cified	Su	ubject	peemea		
	Conte	nt Type	Desci	iptions	Languages	Keys			
			L						
	Des	cription	s						
		Lan	auaae	REC178	66:x-sil-eng				RFC1766:x-sil-eng
			3						ISO639:eng
			Text	J. descr	ibes the various	trees in	the vicinity. He	names the	
				trees, ex	each other. The	e topic wa	as prompted by	me.	
				Immedia	ately before the	session,	I had asked hi	m to show	
				went int	al trees and to (to the bush to lo	explain th lok for su	eir uses to me itable trees. Wł	. vve tnen ienever	
				such tre	es were found,	l prepare	d the equipme	nt. And	
				during the	his time, he had tions - My intere	a few mi et in this	nutes to prepa task was to pro	re his	
				use of d	emonstratives i	n a semi	-natural setting		
									Add
			Link						Remove
			Linix						
	4	Clear Co	ontent						

Figure 2.11. Description of Content

See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.3.3. Languages

Information about the language(s) *used* in the session, e.g.:

IMDI Metodoka Edikor File View Options Help Settor Options Help Content Summary Content Information GenerDisCourse Modalitiesspeech, pointin Social Contexd(Inspecified Event StockareU Content Type Descriptions Languages Keys	Inspecified Inspecified
IMDI Metadate Editor Ie View Options Help	Add
Editor @ HTML @ Links Content Summary Content Information GeneralDisCourse Source Provide Statement Performation GeneralDisCourse Content Statement Information GeneralDisCourse Content Type Descriptions Languages Descriptions Languages Descriptions 2	b Estor ID HTML Lunke Language Name Goernal ID RFC1766x:sil-ank Mother Tongue Unspecified Primary Language Descriptions Descriptions
Language RFC17663x-sil-eng C C RFC17663x-sil-eng	Language RFC1766x-sil-eng C RFC1766x-sil-eng S C S S S S S S S S S S S S S S S S S
Link Clear Content	Clear Language

Figure 2.12. Language used in the session

- 1. Language screen: information about the language (see Section 2.3.3.1).
- 2. Description of the how the language(s) are used in the session (see Section 2.3.3.2).

2.3.3.1. Language

Each language that is used in the session has to be listed on the Language screen. To add a language (see also Section 1.3), do the following:

🖹 IMDI	Metadata Edi	tor						
<u>File</u> <u>V</u> ie	ew <u>O</u> ptions	<u>H</u> elp						
8	-							
🚺 🛅 Eo	ditor 🙋 HTML	🖶 Links	\rightarrow					
Co	ntent							
Su	immary Conte	ent Information						
	Genre	≥Discourse	Subg	enreDesc	ription	Tas	*Unspecified	
	Modalitie: Channe	speech, pointin Unspecified	Social Cor Sut	ntextUnsp biect	ecified	Event Structur	eUnspecified	
	ontent Type	Descriptions	Languages	Kevs				
							$\left(2\right)$	
	Languages	Languages Desc	riptions					
H	lausa		RFC	1766:x-si	I-HUA		Add	
G	oemai Inglish	(1)	RFC	1766:x-si 1766:x-si	I-ANK I-ENG		Edit	
			1.1.0				Eun	
							Remove	
								=
	🥂 Clear Co	ontent						
	a cital ci							•

Figure 2.13. Add a language

- 1. The list of languages.
- 2. Click on Add to add another language to edit or remove a language, click on the language to highlight *it, then click on Edit or Remove.*

The Add and Edit buttons give you access to the Language screen that contains the following kind of information:

I	IMDI Metadata Editor				
	jile View Options Help				
	S 🗗 🖰 🕖				
5	P. Catro RD HTML CR Links				
	Language				
	Name Goemai 🔍 🔍				
	ID RFC1766::esil-ANK				
	Dominant Langua Unspecified				
	Source Language Unspecified				
	Target Language Unspecified				
	Resource References Descriptions				
Resource References Descriptions					
	Descriptions				
✓ N0x80564c0.0x80806a8 (Media File)	Language RFC1766:x-sil-eng				
N0x80564c0 0x808d0d8 (Media File)	Text Goemai is a Chadic language (West Chadic A,				
N0x80564c0.0x808d538 (Media File)	Angas-Goemai, Southern Branch) that is spoken by 150 000 to 200 000 speakers in Plateau State. Central				
N0x80564c0.0x808d998 (Media File)	Nigeria.				
N0x80564c0.0x808ddf8 (Media File)					
N0x80564c0.0x8091330 (Media File)					
N0x80564c0.0x8091790 (Media File)					
N0x80564c0.0x8091bf0 (Media File)					
▶ N0x80564c0.0x8092050 (Written Resource)	Add				
N0x80564c0.0x8092558 (Written Resource)	Link C Remove				
N0x80564c0.0x8093ec8 (Written Resource)					
N0x80564c0.0x8094398 (Written Resource)	/ Clear Language				

Figure 2.14. Add and edit a language

• Name

The name of the language. This name is standardized. Choose it from the pull-down menu, or type it in. (Please use capital letters.)

• ID

The identifier of the language (based on the Ethnologue identifiers, see http://www.ethnologue.com/ web.asp). The IMDI Editor automatically enters the correct identifier once you have filled in the Name field above.

• Mother Tongue

Please ignore this field. It has been disabled for Content . Language, and is only available for Actor . Language (see Section 2.4.1.5).

• Primary Language

Please ignore this field. It has been disabled for Content . Language, and is only available for Actor . Language (see Section 2.4.1.5).

• Dominant Language

Specifies whether or not this language is the language that is used most frequently in the session. From the pull-down menu, select either true (if it is the dominant language) or false (if it is not).

• Source Language

In a second language acquisition context, this field specifies whether or not this language is the source language. From the pull-down menu, select either true (if it is the source language) or false (if it is not).

• Target Language

In a second language acquisition context, this field specifies whether or not this language is the target language. From the pull-down menu, select either true (if it is the target language) or false (if it is not).

• Descriptions

A description that gives background information about the language in general. Note that the description is *not* about the role of the language in that particular session (reserve this information for the Languages Descriptions sub-screen, see Section 2.3.3.2). See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - not to the language under investigation.

Resource References

The IMDI Editor automatically assigns a unique resource identifier to each media file and written resource (see Section 2.5). The sub-screen Resource References lists all available resource identifiers: it displays the identifier together with the type of resource (e.g., 'N10155 (Media File)' in the screenshot above), and it displays an empty box to the left.

This sub-screen allows now you to link the language to a specific resource. E.g., a language may only be used in resource 'N10155 (Media File)', but not in resource 'N10198 (Media File)'. In this case, the language should only be linked to 'N10155 (Media File)'. To link a resource, click into the empty box to its left. A checkmark will appear there.

2.3.3.2. Languages Descriptions

Enter a description of the role of each language as it is used in the session (e.g., language of elicitation, main language, code-switching, etc.). Note that the description should *not* contain background information about the language in general (reserve this for the Language sub-screen, see Section 2.3.3.1). See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.3.4. Keys

This sub-screen contains keywords that are relevant to the content of the session. For example:

🛅 IMDI Metadata Editor	
<u>File View Options Help</u>	
Editor 🔯 HTML 😝 Links 😞	
Content	_
Summary Content Information	
GenreDiscourse SubgenreDescription TaskUns	specified
ModalitiesSpeech, pointin Social ContextUnspecified Event StructureUns	specified 📃
ChannelUnspecified Subject	
Content Type Descriptions Languages Keys	
Keys	
Key Name 1 Key Value	Add CV
goal demonstrative	
trees	Add
	Remove

Figure 2.15. Keywords relevant to the Content

Keywords that are relevant to the content, e.g.:

- 1. The linguistic interest in the session. The topic.
- 2. The topic.

See Section A.2 for instructions on how to fill in a Keys schema.

2.4. Actors

This screen contains information about the actors involved in the session. All the information that is entered into the Actors screen will be displayed in the IMDI Browser in the following way (see the IMDI Browser manual for details):

lookmarks			Description	
Norldmap (HTTP) Norldmap MDI corpora MDI corpora (HTTP) AIPI corpora AIPI Corpora (HTTP) - GNI Corpus, (mni Local)	global http global file global file global http global file global http global file		This file was generated from an IMDI 1.9 file and transformed	_10
tetadata Descriptions Tree HTMLcorpusContent.html Camprehension Camprehensin Camprehension Camprehen			Actors Description	d t
Netadata Contractioner Netadata Netadata Netadata Netadata Netadatatatatatatatatatatatatatatatatatat	n sultant. J FamilySocialRole Role Contact Languages Køys		3 Language RFC1766x-sil-eng C C RFC1766x-sil Text J. was the only participant in the session. The collector does not appear in the recording. And there were no other observers present.	-eng
		-11		_

Figure 2.16. Actors displayed in the IMDI browser

- 1. Information about each Actor is displayed under the node Actors (or Participants in the older version).
- 2. List of actors (see Section 2.4.1).
- 3. Actors Description (see Section 2.4.2).

2.4.1. Actor

Each actor involved in the session has to be listed on the Actors screen. If an actor occurs in two different Roles (e.g., once as collector and once as annotator) (s)he has to be listed twice. To add an actor (see also Section 1.3), do the following:

8	I۲	IDI Me	tadat	a Edit	or				>
Eil	е	View	Opt	ions	<u>H</u> elp	p			
	•	-	ത		1				
1	P	Editor	D	ытмі		Linke			
			5		⇔				
		Actor	s						
	[Nan	ne		Full Name	Code	Role	
		J				J	J	consultant	Add
		Birgit ⊢	lellwi	g		Birgit Hellwig	Unspecified	Collector	
		Birgit H	lellwi	g		Birgit Hellwig	Unspecified	Annotator	Edit
		$\left(\right)$		`					
			L)					Remove
		\sim							
		Acto	ors D)esci	ripti	on			
		Auto		/0301	- IP LI				
				Lang	juage	e RFC1766:x-sil-end	1	- (CV)	RFC1766:x-sil-eng
				-	_				
					Text	t J. was the only par	ticipant in the session.	The collector	
						does not appear in	the recording. And the	re were no other	
						opservers present.			
100									
1000									
100									
									Add
					Link	ĸ			Remove
								,	▼

Figure 2.17. Add an actor

- 1. The list of actors.
- 2. Click on Add to add another actor. To edit or remove an actor, click on the actor to highlight it, then click on Edit or Remove.

The Add and Edit buttons give you access to the Actor screen that contains the following kind of information:

🖹 I	MDI Me	tadata	a Edit	or		x
<u>F</u> ile	View	<u>O</u> pti	ons	Help		
	-	B	6			
			<u> </u>			
	b Editor	1	ITML	\leftrightarrow Links \leftarrow \rightarrow		
	-				_	and and
	Actor		- 4 1	h-formation		and an
	Sumn	nary A	CLOFI	Information		and the
			Cod	deJ Social Family RoleUnspecified Ethnic GroupGoemai		1000
100			Ag	pe24 Date of BirthUnspecified SexMale		ana an
		Ed	ucatio	onsecondary school Anonymizedtrue		and the
	Acto	r Infor	matio	on Contact Information Resource References Descriptions Languages	Keys	and the second
	(1	R	ale const 2 3 4 5	6	and the second
		1	$\int_{-\infty}^{\infty}$		0	annan.
1000		\sim	Nar	me J	\checkmark	annan.
		_				Annan a
		Fu	ll Nar	me J		and the
			Co	de J		annan a
				-		and the second
	Soci	al Fam	ily Ro	ole Unspecified	r (cv)*	Contractor.
1000		E Alexaño			-	Anna an
		Ethnie	c Gro	Goemai		annan a
		Date	of Bi	irth Unspecified	Con	ana ana
						annan a
			A	lge 24	Con	annan an
			e	ex Male		ana an
			3			and the second
		Ed	ucati	ion secondary school		anana.
						and and
1000		Anon	ymiz	zed true		and the second
					-	and the

Figure 2.18. Actor screens

- 1. Actor Information (see Section 2.4.1.1).
- 2. Contact Information (see Section 2.4.1.2).
- 3. Resource Reference (see Section 2.4.1.3).
- 4. Description (see Section 2.4.1.4).
- 5. Languages (see Section 2.4.1.5).
- 6. Keys (see Section 2.4.1.6).

2.4.1.1. Actor Information

Information about the individual actor. For example:

🖹 IMDI Metadata Editor		>
<u>F</u> ile <u>V</u> iew <u>O</u> ptions <u>H</u> el	p	
s _ 0 _		
🖥 🖪 Editor 🔞 HTML 📑		
		_
Actor		
Summary Actor Info	mation	
RoleCO	nsultant NameJ Fuli NameJ	
CodeJ	Social Family RoleUnspecified Ethnic GroupGoemai	
Age24	Date of BirthUnspecified SexMale	
EducationSe		
Actor Information	Contact Information Resource References Descriptions Languages	Keys
Role	consultant	▼ (cv)*
Name	J	
Full Name		
	Γ.	=
Lode	U	
Social Family Role	Unspecified	▼ (cv)*
Ethnic Group	Goemai	
		_
Date of Birth	Unspecified	Con
Age		
Sov	Male	
JEA		
Education	secondary school	
Anonymized	true	- CV

Figure 2.19. Actor information

Role

The function of the participant in the session. Choose a value from the pull-down menu, or type in an alternative value. For example:

value	comments
Annotator	
Author	
Collector	
Consultant	
Computer	
Depositor	
Editor	
Filmer	
Illustrator	

value	comments
Interviewer	
Photographer	
Publisher	
Recorder	
Referent	
Researcher	
Speaker/Signer	
Translator	

Name

The name of the actor, i.e., the name that other actors in the session use to identify him/her. It is usually not the same as his/her full name. (See also the field Anonymized below.)

Full Name

The full name of the actor. (See also the field Anonymized below.)

Code

Short unique code to identify the actor. It usually corresponds to the code that is used in transcriptions and annotations to identify parts that were uttered by him/her. (See also the field Anonymized below.)

Social Family Role

The social or family role of the actor, i.e., his/her relationship to other actors participating in the session. Choose a value from the pull-down menu, or type in an alternative value. For example:

value	comments
Father	
Mother	
Sibling	
Boss	
Partner	
Student	
Teacher	
Shaman/Priest	
Mayor	
Doctor	

Ethnic Group

The ethnic group of the actor.

Age

The age of the actor. Please enter the age in the following format: YY or YY;MM or YY;MM.DD.



Note

If the exact age is not known, it is nevertheless useful to enter an approximate age. This will allow you later to conduct searches on all actors who are in the age range between, e.g., 20 and 30 years of age.

Sex

The sex of the actor. It has to be chosen from the pull-down menu.

Education

Type in the education or literacy level of the actor. For example: primary school, secondary school, literate, illiterate, etc. There are no constraints on this field.

Anonymized

Specifies whether or not the actor's name was made anonymous.

Choose true if you have entered a code in the field Full Name.

Choose false if you have entered the full name in the field Full name.



Note

If you have chosen the option true, you can create a conversion file that maps the code onto the full name. Make use of the menu item Options > Anonyms ... (see Section 1.2.3.2). If you have created such a file, the actor information is entered, saved and displayed as follows:

1. Enter the same full name as in the conversion file into the field Name or Full Name.

1	8 0					
🖻 Editor	no html 🖽	Links Z				
Actor						
Summ	ary Actor Info	mation				
	RoleCO	nsultant	NameSimon Miller	Ful	I NameSimon Mi	iller
	CodeCO	ide_J Soci	al Family RoleUnspecified	Ethnic	GroupGoemai	
	Age24		Date of BirthUnspecified		SexMale	
	EducationSe	condary school	Anonymizedtrue			
Actor	Information	Contact Information	Resource References	Descriptions	Languages	Keys
	Role	consultant				▼ (cv)*
1	Name	Simon Miller				
	Full Name	Simon Miller				
	Code	Code_J				
Socia	L Family Role	Incherified				→ (cy)*



3. The IMDI Editor accesses the mappings that you have defined in the Anonyms overview dialog window (see Section 1.2.3.2), and displays the full name.

A	B Anonyms of Institute MPI G	verview Project User joemai michul	Code N Code_J Simon Miller		
ile View Options He	lp Links ← →				
Name Simon Miller Birgit Hellwig Birgit Hellwig	Full Name Simon Miller Birgit Hellwig Birgit Hellwig	Code_J Code_J Unspecified Unspecified	Role consultant Collector Annotator	Add	

Figure 2.22. Anonyms mapping

The IMDI Editor accesses the mappings between full names and codes, and displays the full names

All people who have access to the file that specifies these mappings will be able to see the full name, all others will see the code.



Note

Previous versions of the IMDI Editor supported a different method for rendering full names anonymous. If you have old IMDI files and if you have doubts about how the full names are displayed, please contact your corpus manager.

2.4.1.2. Contact Information

Contact information about the actor (the Name, the Address, the E-mail address and the Organisation he/she belongs to).

2.4.1.3. Resource References

The IMDI Editor automatically assigns a unique resource identifier to each media file and written resource (see Section 2.5). The sub-screen Resource References lists all available resource identifiers: it displays the identifier together with the type of resource (e.g., 'N0x80564c0.0x80806a8 (Media File)' in the screenshot below), and it displays an empty box to the left.



Figure 2.23. Resource References

The sub-screen Resource References now allows you to link the actor to a specific resource. E.g., an actor may only appear in the specified Role in resource 'N0x80564c0.0x80806a8 (Media File)', but not in resource 'N0x80564c0.0x80806a8 (Media File)'. In this case, the actor should only be linked to 'N0x80564c0.0x80806a8 (Media File)'. To link a resource, click into the empty box to its left. A checkmark will appear there.

2.4.1.4. Descriptions

A general description of the individual actor (independent of his/her Role in the session). For example:

🖹 IMD)I Mel	tadata Edito	r					
<u>F</u> ile <u>V</u>	<u>/</u> iew	Options I	<u>H</u> elp					
5	9	80						
	Editor	🕐 НТМL [🕂 Links 🦟	\rightarrow				
A	ctor							
S	Summ	nary Actor In	formation					
		Role	consultant		NameJ	Ful	l NameJ	
		Code	J	Socia	al Family RoleUnspecified	Ethnic	o GroupGoemai	
		Age	24		Date of BirthUnspecified		SexMale	
		Education	secondary school		Anonymizedtrue			
	Actor	Information	n Contact Inform	ation	Resource References	Descriptions	Languages M	(eys
	Des	criptions						
	Des	Langu	Jage RFC1766:x-3 J. is one of n 1998). He ac organize nev he also grew never left the	sil-eng ny mair ts as a v conta r up the area.	n collaborators in Kwande (consultant, but also helps cts. He was born in Kwand re. Both his parents are Go He is the older brother of L.	since winter to establish and le (ca. 1977), and remai. He has	RFC1766:x-sil	⊢eng

Figure 2.24. Actor descriptions

Description of the actor

See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.4.1.5. Languages

Information about all the languages that *the actor is familiar with* (independent of whether or not the actor uses them in the session).

	IMDI Metadata Editor ■□ × File View Options
	ID RFC17660+sil-ank
節 IMDI Metadata Editor Eile View Options Help	IMDI Metadata Editor Image: Second
	Det Canguage
Actor Summar Actor Information Roleconsultant CodeJ	Name Hausa
Age2 EducationSecondarys	the View Options Help
Goemai RFC1766×sil-ank Hausa RFC1766×sil-HU English RFC1766×sil-EN	Eddor @ HTML Links I Inks
🗿 IMDI Metadata Editor	ID RFC1766:x-sil-ENG
File View Options Help	
Editor W HTML H Links	RFC1766:x.sil.eng
Name Engl	ish Socially, it is the reducation. But
Mother Tongue	e not familiar with
Primary Language Unsp Descriptions	pecified CV
Descriptions	DEC 4765 cr - 11 cr
Language R Text E Ia e E	FC1766:x-sil-eng RFC1766:x-sil-eng ISO639:eng ISO63

Figure 2.25. Language screens

- 1. Language screens: general information about each language
- 2. Description of the actor's use of and familiarity with the languages

Languages

Each language that is spoken by the actor has to be listed on the Language screen. To add a language (see also Section 1.3), do the following:

8	IM	DI Mel	adat	a Edit	or					
<u>F</u> il	e	<u>V</u> iew	<u>O</u> pt	ions	<u>H</u> elp					
5	Ŷ	8	8	0]					
	D	Editor	٢	HTML	🖶 Links	\rightarrow				
	ŀ	Actor								
anna.	Γ	Sumn	nary i	Actor	Information					
a de la composición de la comp				Rol	leconsultant	_	NameJ	Ful	I NameJ	
to the second				Cod	leJ	Soci	al Family RoleUnspecified	Ethnic	GroupGoemai	
1000			-	Ag 	je24 - cocordoni ochool		Date of BirthUnspecified		SexMale	
1000	Ļ		E	Jucatio	nsecondary school		Anonymized[fue			
and a	Ĺ	Actor	Info	rmatio	on Contact Inform	nation	Resource References	Descriptions	Languages	
		Lan	guag	es	Languages Descrip	tions]		(2)	
ana an		Na	me			\sim	ID			
1000		Goen	nai	RFC	1766:x-sil-ank	1			Add	
and a		Engli	a ch	REC	1766:x-sil-HUA	T)		E altà	
ana a		Engi	011	10.0	THOUX SHENO	\smile			Eait	
ann an									Demous	
ana a									Remove	
1000										
1000										

Figure 2.26. Languages

- 1. The list of languages
- 2. Click on Add to add another language. To edit or to remove languages, click on the language to highlight it, then click on Edit or Remove

The Add and Edit buttons give you access to the Language screen that contains the following kind of information:

🖹 IMDI Metadata Editor		
<u>File View Options Help</u>		
5 🗃 🖪 🟮		
		•
🖡 🛅 Editor 💽 HTML 🕂 Li		
Language		
Name G	Goemai 🗸 🗸	
	RFC1766:X-SII-ANK	
Mother Tongue	Jnspecified 🗸 🗸	and a state of the
Primary Language		
Descriptions		
Descriptions		
Language	RFC1766:x-sil-eng	
Text	Goemai is a Chadir language Mest Chadir A Angas-Goemai	
	Southern Branch) that is spoken by 150.000 to 200.000	
	speakers in Plateau State, Central Nigeria.	
	Add	
Link	Remove	
		•
2 ·		

Figure 2.27. Languages spoken by the actor

• Name

The name of the language. This name is standardized. Choose it from the pull-down menu, or type it in. (Please use capital letters.)

• ID

The identifier of the language (based on the Ethnologue identifiers, see http://www.ethnologue.com/ web.asp). The IMDI Editor automatically enters the correct identifier once you have filled in the Name field above.

• Mother Tongue

Specifies whether or not this language is the mother tongue of the actor. From the pull-down menu, select either true (if it is the mother tongue) or false (if it is not).

• Primary Language

Specifies whether or not this language is the language that the speaker is most fluent in. From the pulldown menu, select either true (if it is the most fluent language) or false (if it is not). • Dominant Language

Please ignore this field. It has been disabled for Actor . Language, and is only available for Content . Language (see Section 2.3.3.1).

Source Language

Please ignore this field. It has been disabled for Actor . Language, and is only available for Content . Language (see Section 2.3.3.1).

• Target Language

Please ignore this field. It has been disabled for Actor . Language, and is only available for Content . Language (see Section 2.3.3.1).

• Descriptions

A description that gives background information about the language in general. Note that the description is independent of the actor's familiarity with it (reserve such information for the Languages Descriptions sub-screen below). See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

Resource References

Please ignore this sub-screen. It has been disabled for Actor . Language, and is only available for Content . Language (see Section 2.3.3.1).

Languages Descriptions

A description of the set of languages that the participant is familiar with. Note that the description does *not* contain background information about the language in general (reserve this for the Language . Descriptions schema above). See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.4.1.6. Keys

This sub-screen contains keywords that are relevant to the individual actor (independent of his/her Role in the session).

🖹 IN	1DI Met	adata Ed	itor							
<u>F</u> ile	View	<u>O</u> ptions	Hel	р						
5	8	8 0								
	Editor	🐚 нтмі	. 🕂	Links	$\leftarrow \rightarrow$					
	Actor									- FI
	Summ	nary Acto	r Info	mation						
		R	oleCO	nsultant		NameJ	Fu	ll NameJ		
		Co	deJ		Social	Family RoleUnspecified	Ethnic GroupGoemai			
		Ļ	ge24			Date of BirthUnspecified		Se×Male		
		Educat	ionSe	condary scho	ol	Anonymizedtrue				
	Actor	Informat	ion	Contact Info	ormation	Resource References	Descriptions	Languages	Keys	
	Kav	-								- 1 - 1
	Rey	s	K	w Name		Kow	/aluo			
	dialo	ct	- 10			I/wo	alue	Ad	d CV	
(ulaie					Revent				
K	Haus	sa				tiuent			dd	
	Engli	ish				basic				
								Ren	nove	

Figure 2.28. Actor keys

Example of keys that are relevant to the actor.

See Section A.2 for instructions on how to fill in a Keys schema.

2.4.2. Actors Descriptions

A description of the interactions and interrelations among different actors of the session. Note that this description concerns the set of actors as a whole – information about specific actors should be described by means of Actor . Descriptions (see Section 2.4.1.4).

Actors Description	n	
Language	RFC1766:x-sil-eng	RFC1766:x-sil-eng
Text	J. was the only participant in the session. The collector does not appear in the recording. And there were no other observers present.	

Figure 2.29. Actors descriptions

See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.5. Resources

This screen contains information about the resources belonging to the session. All the information that is entered into the Resources screen will be displayed in the IMDI Browser in the following way (see the IMDI Browser manual for details):

😰 IMDI-8CBrowser for MPI on M06403500		
File Options Search Tools Help		
Bookmarks	Description	
wonumap (in in) gioval intp		
Worldmap global file	<no description=""></no>	
IMDI corpora global file		
IMDI corpora (HTTP) global http =		
MPI corpora global file		
CGN Corpute (mpi local) global http		
giobai ne 🗨		
Metadata Descriptions Tree		
motadata Descriptions free		
e C descriptive		
P Ireessm		
transcription.pdf		
TreesSM_3.mp4	Info/Content S 2	
TreesSM_4.mp4	Reading The America for the discount and which the discounts	
TreesSM_2.mp4	Starting TreeCopier for: http://corpus1.mpi.nl/dts1/media-archiv	
🔶 📅 TreesSM_1.mp4		
	ata Editor	
- TreesSM_2.mpg	intione Help	
TreesSM_4.mpg	plions Help	
TreesSM_5.mpg	9 0	
Contraction of the solution of		
TreesSM_4.way		1
TreesSM_5.wav		
- D NeesSM_3.mpg		
Contractions and the second se	nous Media Files Written Resources Sources	
TreesSM_2.sht		
🗣 📅 TreesSM_4.sht	source Link	
TreesSM_5.sht	source Link	
TreesSM 3 sht		
Source: LBHGVD15Ju	SS	Edit —
Peferences		
Relefences		
Root URL pus1.mpi.nl/qfs1/media-archive/Corpusstruct		
Basket functions		
List Save Add Remove		-
		[5] [5]

Figure 2.30. Resources displayed in the IMDI browser

Information on the screen Resources is displayed under the resource nodes

- 1. Anonymous (see Section 2.5.1).
- 2. Media Files (see Section 2.5.2).
- 3. Written Resources (see Section 2.5.3).
- 4. Sources (see Section 2.5.4).

The IMDI Editor automatically assigns a unique resource identifier to each media file and written resource. The resource identifiers are then used on the sub-screen Resource References to link a source (see Section 2.5.4.3), an actor (see Section 2.4.1.3) or a language (see Section 2.3.3.1) to a specific resource. E.g., it may be the case that an actor only plays a role in one of the resources, but not in the others – in this case, you can use the resource identifiers to link the actor to this one resource, but not to the others.

Click on the button Links at the top of the Content panel to view all links, e.g.:

🖺 IMDI Metadata Editor			_ 🗆 ×
<u>File View Options H</u> elp			
	\rightarrow		
Source LBHGVD155xm01-2 2			3
Actor J (J)	m TreesSM_5.mpg (N0x80	00:00:00:0	00:00:83:0
	📕 🗹 TreesSM_1.mpg (N0x80	00:00:00:0	00:00:43:0
	TreesSM_2.mpg (N0x80	00:00:00:0	00:02:40:0
	m TreesSM_4.mpg (N0x80	00:00:00:0	00:05:41:0
Actor Birgit Hellwig (Birgit Hell Actor Birgit Hellwig (Birgit Hell Actor Birgit Hellwig (Birgit Hell	TreesSM_1.eaf (N0x80 TreesSM_1.sht (N0x80 TreesSM_2.sht (N0x80 TreesSM_4.sht (N0x80 TreesSM_5.sht (N0x80 TreesSM_3.sht (N0x80		
Language Goemai Language Hausa Language English			

Figure 2.31. Resource links

- 1. Click here to view all links
- 2. Sources, actors and languages, and the resources they are linked to
- 3. Resources: file name, resource identifier and time position (if applicable)

Within this Links window, you can click on any source, actor, language or resource to jump to the corresponding screen.



Note

If you remove a resource, the specified links are automatically removed as well.

2.5.1. Anonymous

If you have made the names of actors anonymous (on the screen Actors, see Section 2.4.1.1) and if you have created a file that maps these codes onto full names (by using the menu item Options > Anonyms ..., see Section 1.2.3.2), you can use the screen Anonymous to specify access rights to this mapping file. As illustrated in Section 1.2.3.2, the mapping file is stored under the name user-name. ano in the folder <user-directory> \ IMDI-TOOLS \ Anonyms on your desktop computer – i.e., it is only available to you. However, you might want to store a copy of it in the corpus itself (e.g., to protect it against data loss,

in case of a system error). In this case, store the file in your corpus (or ask your corpus manager to do it for you), specify the name and directory of the file, and the access rights to it. See Section A.3 for instructions on how to fill in an Access schema.

2.5.2. Media Files

Each digitized media file (e.g. audio, video or image file) associated with the session has to be listed on the Media Files screen. To add a media file (see also Section 1.3), do the following:



Figure 2.32. Media files

- 1. the list of media files
- 2. Click on Add to add another file. To edit or remove a file, click on the file to highlight it, then click on Edit or Remove

The Add and Edit buttons give you access to the Media File screen that contains the following kind of information:

🖺 IMDI Metadata Editor	X []_
<u>File View Options He</u>	lp
S 🕾 🖪 🔞	
	Links
Media File	
Resource ID	MF-2
Resource Link	file:/K:/MyDocs/Manuals/IMDI_editor/test.mp4
Size	50060
Туре	video 🔽 🗸
Format	video/mpeg4
Quality	Unspecified Com
2 g Condit	3 (4) (5)
Time Position A	ccess Keys Descriptions
Time Position	
Star	t 00:00:00:0 @m End 00:00:00:43 @m

Figure 2.33. Media file screen

- 1. Media File screen (see Section 2.5.2.1)
- 2. Time position (see Section 2.5.2.2)
- 3. Access (see Section 2.5.2.3)
- 4. Keys (see Section 2.5.2.4)
- 5. Description (see Section 2.5.2.5)

2.5.2.1. Media File

This screen contains general information about the media file, i.e.:

Resource ID

The IMDI Editor automatically assigns a unique resource identifier to each media file. This assignment is automatic, and cannot be influenced by the user (see Section 2.5).

Resource Link

The link to the corresponding media file, i.e., its name and location.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: Please specify only the name of the file – do *not* make use of the open folder icon to the right of the Link field. The name of the media file should be the same as the name of the IMDI file (see Section 1.2.1.12), and as the name entered in the field Session Name (see Section 2.1.1). Furthermore, the file name has to be Unix compatible: do not use file names longer than 14

characters, do not use non-letter or non-number characters (except for the underscore: _), and do not use blank spaces.

• Size

The (approximate) size of the media file in bytes. Note that this field is not standardized: it is meant to be read by humans (to give them an indication of the size before they, e.g., download it), not to be processed through the computer.

• Type

The type of the media file. Choose a value from the pull-down menu, or type in an alternative value.

value	comments
audio	
video	
image	
document	
drawing	
text	

• Format

The format of the media file. Choose a value from the pull-down menu, or type in an alternative value.

value	comments
video/mpeg1	
video/mpeg2	
video/mpeg4	
video/quicktime	
audio/wav	
audio/aiff	
image/jpeg	
text/pdf	
text/html	

• Quality

The quality of the recording. Choose an option from the pull-down menu (1 stands for low and 5 for high quality).

• Recording Conditions

The technical conditions under which the media file was recorded, e.g., the equipment used in the recording (e.g., microphone type, amplifier type, mono/stereo recording, etc.). There are no constraints on this field.

2.5.2.2. Time Position

The start/end position of the session on the media file. Please enter the start/end position in the following format: hh:mm:ss:f (i.e., hours:minutes:seconds:frames).

2.5.2.3. Access

Information about the access rights to the *media file*. See Section A.3 for instructions on how to fill in an Access schema.

2.5.2.4. Keys

Keywords that are relevant to the media file. See Section A.2 for instructions on how to fill in a Keys schema.

2.5.2.5. Descriptions

A description of the media file. See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.5.3. Written Resources

Each written resource associated with the session has to be listed on the Written Resources screen. To add a written resource (see also Section 1.3), do the following:



Figure 2.34. Add written resource

- 1. the list of written resources
- 2. Click on Add to add another written resource. To edit or remove a written resource, click on the written resource to highlight it, then click on Edit or Remove

The Add and Edit buttons give you access to the Written Resource screen that contains the following kind of information:

😫 IMDI Metadata Editor		<u>- </u>
<u>File View Options Hel</u>	p	
S 🕾 🙂 🔞		
Editor C HTML		
Written Resource		
Resource ID	WR-8	
Date	2001-01-26	
Resource Link	file:/K:/MyDocs/Manuals/IMDI_editor/TreesSM.eaf	
Media Resource	file:/K:/MyDocs/Manuals/IMDI_editor/test.wav	
2 nonymod	3 (4)(5) (6)	0
Information Valid	lation Access Keys Descriptions	
Туре	Annotation	
Subtype	Unspecified)*
Format		
Size		
Derivation	Unspecified)
Content Encoding		

Figure 2.35. Add and edit a written resource

- 1. Written Resource screen (see Section 2.5.3.1)
- 2. Information (see Section 2.5.3.2)
- 3. Validation (see Section 2.5.3.3)
- 4. Access (see Section 2.5.3.4)
- 5. Keys (see Section 2.5.3.5)
- 6. Descriptions (see Section 2.5.3.6)

2.5.3.1. Written Resource

This screen contains general information about the written resource, i.e.:c

Resource ID

The IMDI Editor automatically assigns a unique resource identifier to each written resource. This assignment is automatic, and cannot be influenced by the user (see Section 2.5).

• Date

The date when the written resource was created. Please enter the date in the following format: YYYY-MM-DD, e.g. 2000-12-30.

Resource Link

The link to the file containing the written resource, i.e., its name and location.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: Please specify only the name of the file – do *not* make use of the open folder icon to the right of the Link field. The name of the written resource should be the same as the name of the IMDI file (see Section 1.2.1.12), and as the name entered in the field Session Name (see Section 2.1.1). Furthermore, the file name has to be Unix compatible: do not use file names longer than 14 characters, do not use non-letter or non-number characters (except for the underscore: _), and do not use blank spaces.

• Media Resource

The link to the media file from which the written resource originated (if applicable).

• Anonymous

Specify whether or not you have made actors' names anonymous in the written resource.

Choose true if you have used a code.

Choose false if you have used the real name.

2.5.3.2. Information

• Type and Subtype

The type and subtype of the written resource, whereby Subtype is dependent on Type. I.e., the value that you enter under Type will determine the values that are available under Subtype. Both Type and Subtype are 'open vocabularies', i.e., you do not have to select a value from the pull-down menu, but can enter an alternative value instead. The following values have been suggested³:

- Type
 - —Subtype (Example)
- Primary Text (any material that is the object of study)
 - -Documentary
 - —Fiction

- Annotation (an annotation (e.g., transcription or grammatical analysis) of the material under study)

- -gesture
- -orthography
- -phonetic
- ---phonology
- -morphology
- -morphosyntax
- —syntax
- -semantics

- -pragmatics
- -typology
- Lexical analysis (a lexical analysis of the material under study)
 - -dictionary
 - -terminology
 - -wordlist
 - -lexicon
- Ethnography (an ethnographic analysis of the material under study)
- Study (the written resource is used for a specific subfield of linguistic science)



Note

If there are several Subtypes, you can enter all of them into the Subtype field. Separate them with a comma (e.g., "orthography, morphology").

• Format

The file format of the file that contains the written resource. Choose a value from the pull-down menu, or type in an alternative value.

value	comments
СНАТ	
Shoebox	
RDBMS	
TRS	
EAF	
AIF	
BAS	
text/plain	
text/pdf	
text/html	

• Size

The (approximate) size of the written resource in words.

• Derivation

The relation of the written resource to other documents. It is a 'closed vocabulary', i.e., the value has to be chosen from the pull-down menu, i.e.:

value		comments		
Analysis				
– 1 <i>4</i>				
Iranslation	102			

value	comments
Commentary	
Criticism	
Annotation	

• Content Encoding

The name of the encoding scheme used for creating the written resource (if applicable). For example: Eurotype (i.e., following the Eurotype guidelines)

• Character Encoding

The name of the character encoding used for creating the written resource, e.g., UTF-8.

• Language ID

The identifier of the language that is used in the written resource, e.g. 'English' for an English translation. It has to be entered in a standard format. Please enter either the ISO identifier (i.e., enter 'ISO639:eng' for English), or the Ethnologue identifier (i.e., enter 'RFC1766:x-sil-eng' for English) – please look up the ISO identifiers under http://lcweb.loc.gov/standards/iso639-2/langhome.html, and the Ethnologue identifiers under http://www.ethnologue.com/web.asp.

2.5.3.3. Validation

Gives information about the validation state of the written resource.

• Type

The type of validation. It is a 'closed vocabulary', i.e., you have to choose a value from the pull-down menu, i.e.:

value	comments
formal	
content	

• Methodology

The methodology of validation. It is a 'closed vocabulary', i.e., you have to choose a value from the pull-down menu, i.e.:

value	comments
hand	
automatic	
semi-automatic	

• Level

Gives an estimation of how much of the resource was validated (enter a value between 0 and 100%).

• Description

A description of the validation. See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.5.3.4. Access

Information about the access rights to the *file containing the written resource*. See Section A.3 for instructions on how to fill in an Access schema.

2.5.3.5. Keys

Keywords that are relevant to the written resource. See Section A.2 for instructions on how to fill in a Keys schema.

2.5.3.6. Descriptions

A description of the written resource. See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.5.4. Sources

Each source (e.g., video or audio tapes, or books) associated with the session has to be listed on the Sources screen. To add a source (see also Section 1.3), do the following:

🖹 I	MDI Mel	tadata Ed	litor					_ 🗆 ×
<u>F</u> ile	View	<u>O</u> ptions	<u>H</u> elp					
5	9	8						
	🗅 Editor	💽 нтм	L 😝 Link:					
	Reso	urces lymous	Media Fi	les Written Res	ources Sources	1		2
	LBHG	Source VD15Jun(D)1-2	DV 1	00:00:30	rt 00:12:24	End	Add Edit Remove

Figure 2.36. Add a source

- 1. The list of sources
- 2. Click on Add to add another source. To edit or remove a source, click on the source to highlight it, then click on Edit or Remove

The Add and Edit buttons give you access to the Source screen that contains the following kind of information:

🛅 IMDI Metadata Editor	
<u>File View Options H</u> elp	
Editor 😰 HTML 😝 Links 🧹 🔿	
Source (1)	_
Source ID LBHGVD15Jun01-2	
Format DV	- (cv)
$\left(2\right)$ $\left(3\right)$ $\left(4\right)$ $\left(5\right)$ $\left(6\right)$	
Position Resource References Access Keys Descriptions	
Time Position	
Use Time Position	
Start 00:00:30 [99] End 00:12:24	Con
Counter Position	
O Use Counter Position	
Start End	

Figure 2.37. Add and edit a source

- 1. Source screen (see Section 2.5.4.1)
- 2. Position (see Section 2.5.4.2)
- 3. Resource Reference (see Section 2.5.4.3)
- 4. Access (see Section 2.5.4.4)
- 5. Keys (see Section 2.5.4.5)
- 6. Descriptions (see Section 2.5.4.6)

2.5.4.1. Source

This screen contains general information about the source, i.e.:

Source ID

A short code to identify the source.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: Please consult the tape labeling conventions.

• Format

The physical storage format of the source. Choose a value from the pull-down menu, or type in an alternative value.

value	comments
CC	Compact Cassette (i.e., normal audio cassette)
CD	Compact Disc
CDROM	Compact Disc - Read-Only Memory
DAT	Digital Audio Tape
MD	Mini Disc
Reel	Reel-to-reel tape
DVD	Digital Video Disc
DVDROM	Digital Video Disc - Read-Only Memory
Hi8	Hi8 Video Tape
VHS	VHS Video Tape
DV	Digital Video
U-matic	U-matic Tape
Book	A publication on paper
Microfiche	A film card

• Quality

The quality of the tape. Choose an option from the pull-down menu (1 stands for low and 5 for high quality).

2.5.4.2. Position

The start/end position of the session in the corresponding source. Please enter this position in the following formats:

- In the case of digital audio tapes use the field Time Position: enter hh:mm:ss (i.e., hours:minutes:seconds).
- In the case of digital video tapes use the field Time Position: enter hh:mm:ss:f (i.e., hours:minutes:seconds:frames).
- In the case of non-digital tapes and books, use the field Counter Position: enter a sequence of digits to represent the counter position (of a tape) or the page numbers (of a book).



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: If you have asked the digitization team to digitize your tape, the team will create a digital master file (DMF) from it. You then need to go through this DMF (using either Windows Media Player or ELAN) to identify the relevant session: enter the start and end position of this session (as it appears on this DMF) under Position. The digitization team will then segment the DMF further according to these specifications, and create the appropriate media file.

2.5.4.3. Resource References

The IMDI Editor automatically assigns a unique resource identifier to each media file and written resource (see Section 2.5). The sub-screen Resource References lists all available resource identifiers: it displays the identifier together with the type of resource (e.g., 'N10155 (Media File)' in the screenshot below), and it displays an empty box to the left.

🖹 IMDI Me	tadata Editor				
<u>F</u> ile <u>V</u> iew	<u>O</u> ptions <u>H</u> e	lp			
5 3	8 0				
Editor	r 🔯 HTML 🖨	Links \leftarrow \rightarrow			
Source					
	Source ID LBHGVD15Jun01-2				
	Format		B		
	Quality	3) – 8		
Posi	tion Resour	ce References Access Keys Descriptions			
 ✓ MF-2 (Media File) ✓ MF-3 (Media File) ✓ WR-8 (Written Resource) 					

Figure 2.38. Resource reference

The sub-screen Resource References now allows you to link the source to a specific media file or written resource. E.g., a source may only be connected to the media files (e.g., 'N10155 (Media File)' and 'N10198 (Media File)'), but not to a written resource. To link a resource, click into the empty box to its left. A checkmark will appear there.

2.5.4.4. Access

Information about the access rights to the *source*. See Section A.3 for instructions on how to fill in an Access schema.

2.5.4.5. Keys

Keywords that are relevant to the source. See Section A.2 for instructions on how to fill in a Keys schema.

2.5.4.6. Descriptions

A description of the source. See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

2.6. References

This schema contains cross-references to other sessions, fieldnotes, or publications that are relevant to the content of the session. All the information that is entered into the References screen will be displayed in the IMDI Browser in the following way (see the IMDI Browser manual for details):

IMDI-BCBrowser for MPI on M06403500		
File Options Search Tools Help		
Metadata Descriptions Tree	🛐 IMDI Metadata Editor	
Metadata Descriptions Tree Image: Street S	INDI Metadata Editor File View Options Help Fele View Options Help Fetor The Editor HTML Intel Links References Descriptions Language RFC1766:x-sil-eng Text The sessions TreesLL and TreesAS have a similar The leaded on an original idea by David Wilkins who collected video material (about a grub species and the trees it affects) for the analysis of demonstratives. Immai Clear	

Figure 2.39. References displayed in the IMDI browser

2.7. Changes to the metadata categories (IMDI 3.0 standard)

The most important change implemented in the IMDI Editor version 3.0 concerns the supported metadata categories: the Editor now supports the IMDI 3.0 standard, and all IMDI files created with this version of the Editor will automatically conform to this new standard. IMDI files created with an older version of the Editor need to be converted to the new standard.

This section first summarizes the implemented changes (see Section 2.7.1), and then describes the conversion of old IMDI files (see Section 2.7.2) and old repositories (see Section 2.7.3) to the 3.0 standard.

2.7.1. Changes to the metadata categories

IMDI 2.0 (and earlier) Standard	IMDI 3.0 Standard
Collector	this screen is now subsumed under Actor, with collector being one possible value for the field Role (see Section 2.4.1.1).
Content . Genre . Interactional Content . Genre . Discursive Content . Genre . Performance	the three subtypes of genre are replaced by one Genre and one Subgenre, whereby the possible values of Subgenre are dependent on the value of Genre (see Section 2.3.1).
Language	an additional panel allows you to specify resource references (see Section 2.3.3.1).

The following changes in metadata categories were implemented in the IMDI 3.0 standard:
IMDI 2.0 (and earlier) Standard	IMDI 3.0 Standard		
Participant	this screen is replaced by Actor;		
	Actor now includes Contact information;		
	an additional panel allows you to specify resource references (see Section 2.4.1.3)		
AnotationUnit	this screen is replaced by Written Resource (see Section 2.5.3)		
Resources	a Keys schema is added;		
	Media File and Written Resource are assigned Resource Ids;		
	an additional panel under Source allows you to specify resource references		
	(see Section 2.5)		
Lexicon Resource	this screen is added to create lexicon resource bundles (see Chapter 3).		

2.7.2. Conversion of old IMDI files to the 3.0 standard

The IMDI Editor version 3.0 supports the IMDI 3.0 standard. Files that were created with an older version of the Editor can still be opened, but they need to be converted to the new standard. The conversion process is as follows:

1. Open the old file in the IMDI Editor 3.0 (see Section 1.2.1.6 for how to open a file). The following warning will appear:

🖹 Warnii	ng	×	
	Some (CV/constraints) errors were found. reparation will be attempted"	XSL Tr	The document has an old format. Would you like to transform the document to the new format? From: IMDI 1.9 To: IMDI 3.0 OK Cancel
	< Previous		

Figure 2.40. XSL transformer

2. Click on OK in both windows to convert the file. (Otherwise click on Cancel to not convert it.) The file will be converted to the 3.0 standard, using the default profile for that type of file (see Section 1.2.3.1 for details on profiles). A backup copy of the file in its old standard will be saved with the extension *.old.imdi.

A window appears, informing you about this process, e.g.:



Figure 2.41. Conversion warning

The file in the old standard has been saved with the extension *.old.imdi

Furthermore, the converter informs you about any errors that took place during the conversion process. Click on **Next** to read this information.

The following two types of errors can occur:

a. Errors concerning the Genre element: In earlier versions, Genre consisted of three separate subtypes. These were removed and were mapped onto one Genre and one Subgenre instead (see Section 2.7.1). While some of these mappings are known to the converter, others are not. If the mapping is not known, the converter will generate an error message, informing you that the old Genre has been mapped onto the Keys schema of the Content screen instead (see Section 2.3.4), e.g.:

3 Warnings × Image: State of the state of	
Recording Date 2000-11-12 Descriptions Location Keys Keys Key Name conversion.IMDI.1.9to3.0.warning Unknown mag	Key Value Add CV ping of Genre: narrative Add

Figure 2.42. Conversion warning: Genre to Keys

- i. Generated warning
- ii. The old Genre has been mapped onto the Keys schema of the Content screen

Please remove this keyword manually, and fill in the Genre and Subgenre fields by hand.

b. Errors concerning the usage of wrong values, e.g., the usage of a wrong format (such as a wrong format for a date or an age) or the usage of a value that is not specified in a closed controlled vocabulary (see Section 1.2.3.3 for controlled vocabularies). In all these cases, you will receive the following message, informing you that such errors were detected:

🔒 3 Warı	nings	×
⚠	Some (CV/constraints) errors were found. reparation will be attempted''	
	< Previous Next >	_

Figure 2.43. Conversion warning: wrong values

In the IMDI file itself, such errors are highlighted in orange color, and a description of the error is added to the tool-tip (which is activated by pointing with the mouse to the category label). You can navigate to these errors by using the two arrow buttons at the top of the Content panel, e.g.:

🛅 IMDI Metadata Editor		
<u>File View Options H</u> elp		
S		
Editor 💽 HTML 🖶 Links 🌘	₹ ₹	
Session		
Session Name test		
Session Title		
Recording Date 2000-11	-12	Con I
Descriptions Location	Keys	
Location 2		
Continent		ev.
4 Country	METATRANSCRIPT/Session/MDGroup/Location/Continent/	∞
Address	Error Description The value "" is not a valid entry for the closed controlled vocabulary	
Berjane	Continents at "http://www.mpi.nl/IMDI/Schema/Continents.xml".	 _
Regions	A list of linguistic continents	
	Encoding	
	Valid entries for this vocabulary are: 'Unknown', 'Unspecified', 'Africa', 'Asia', 'Europe', 'Australia', 'Oceania', 'North-America', 'Middle-America', (10 entries in total).	

Figure 2.44. Navigate to errors

- *i.* Use these buttons to move to the previous / next error
- ii. Point here to activate the tool-tip
- iii. A description of the error is added to the tool-tip
- iv. The error is highlighted in orange color

Please fill in the correct values by hand.



Note

Unless you manually change the items that do not conform to the IMDI 3.0 standard, the error messages will continue to appear (in the case of the Genre errors), and the offending items will continue to be highlighted in orange (in the case of the value errors).



Note

If the converter was able to map the old Genre onto the new Genre, it will inform you of this fact: it will add a description (under Content . Description) and it will additionally display the old Genre as keywords (under Content . Keys), e.g.:



i. A description informing you of the successful conversion

ii. The old Genre is additionally displayed in the form keywords

2.7.3. Conversion of old repositories to the 3.0 standard

When you start the IMDI Editor version 3.0 for the first time, it will automatically convert all old repositories to the new IMDI 3.0 standard (see Section 1.4 for details on repositories). The converted repository is *not* added to the node Local Repository, but to the node Local (Old IMDI Version). The old repositories are not deleted – if you need to revert back to an older version of the IMDI Editor, the unconverted repositories will be used again.

🛅 IMDI Metadata Editor		
<u>F</u> ile <u>V</u> iew <u>O</u> ptions <u>H</u> elp		
পৃ− S Standard (Session) Resource Bundle	🖺 Editor 🔯 HTML 😝 Links 🧼 🛶	
	Session	
Actore		
Resources	Session Name Standard (Session) Reso	urce Bundle
References	Session Title	
• Se Local Repository	Recording Date Unspecified	
► S Projects	Descriptions Location Keys	
► I Anguages		
Access	Keys	=
Cocal (Old IMDI version)		
P I Actors		
► 🖾 Languages		
Goemai		
		_



Chapter 3. The IMDI Profile Editor

If you have special requirements with regards to metadata files, like a fixed set of user-defined keys, it might be a good idea to set up a special profile for this cause. Such a profile is a kind of a template for the creation of new IMDI files. You can enter extra constraints for the fixed fields and set up predefined key fields.

3.1. Creating a new profile

From the File pulldown menu, select New Profile...

First select an existing profile as a starting point for your own modified profile. Generally this will be the default profile, the Standard (Session) Resource Bundle. Now click on OK to confirm your choice.

😫 Select Base Profile	×
Resource Bundles (Sessions) DBD Profile Standard (Session) Resource Bundle Sign-Language Profile CGN Profile	
Control and C	
 Corpora Standard Corpus Section 4 	
OK Cancel	

Figure 3.1. Select Base Profile

After saving (as usual, File > Save as...) you can choose the newly created profile from the list when creating a new file using File > New....



Note

make sure the profile ends in <code>.Profile.xml</code>, otherwise it will not show up in the list of available profiles.

Note

In version 3.2 of the IMDI editor, the Multiplicity fields are not yet working. For the time being, please ignore them.

🗿 IMDI Metadata Edito 1 Eile View Options Help - - 0 5 Info Profile Batch Update S custom-template 🛅 Editor 🔯 HTML 📑 Links $\leftarrow \rightarrow$ 🔶 Project ld Project ← ♦ Content ← ♦ Actors Name Resources References Title Type **Cxe** ID 111 Intege • ٠ None Contact Information 2 String Boole Name Integer Perc Local Repository Address Date C Property
 Actors
 C Languages
 Access Date Range Age -E-mail 3 Organisation Multiplicity Descriptions 🔲 Tag: - CV Language Multiple . Text Help Infor 4 🕑 Help Text Please enter the Pro iect ID (a number 4 Add -Link Remove 🖹 IMDI Metadata Editor File View Options Help 5 - - 0 2 Info Profile Batch Update S custom-template 🖹 Editor 💽 HTML 📑 Links $\leftarrow \quad \rightarrow \quad$ Project ş Project Content Actors Name ◆ Resources ◆ References Path: Title 2 S custom-template Project ID 111 **C18** Information Prefixes Validation Content
 Actors Contact Inform File Size: Resources - References **Content Description** Local Repository Last Modified 8 ct ID (a Constraint Description -E-m Cont . ers. 'Unki Creation Date: and 'Ui entries include: -32, 4, and 12443 Sep 17 02008 Organisati Encoding Originator: "Unspecified[Unknown](/+[-)?[0-9]+ Descriptions Editor - Profile:local/test.Profile.xr Unkn - CV La Format ID: ÷ IMDI 3.0 Text 4 Type: SESSION Add Version 0 Link 8 Remove

For an example of a profile, where the Project ID is restricted to a number and the predefined value 111 is filled in by default, see the screenshots below.

Figure 3.2. Creating and using a profile

- 1. Creating a profile
- 2. The only content that will be accepted in this field is an integer; its content will be automatically appear
- 3. These fields are not yet functional
- 4. Enter a custom help text, this will appear in the help baloon for this field.
- 5. Using a profile

Chapter 4. The IMDI Lexicon Editor

The IMDI Lexicon Editor creates IMDI Lexicon files (* . imdi) that describe lexicon resources. Its structure is almost identical to the IMDI Session Editor, i.e., it displays the screens Session (see Section 2.1), Project (see Section 2.2), Content (see Section 2.3), Actors (see Section 2.4), and References (see Section 2.6). The only difference concerns the screen Resources: the IMDI Lexicon Editor does not display Anonymous, Media Files, Written Resources and Sources – instead it displays Lexicon Resource. This section of the manual describes only the screen Lexicon Resource. For the other screens, please consult Chapter 2.

4.1. Lexicon Resource

The lexicon resource associated with the session is listed under Lexicon Resource, which allows you to give general information about the resource, about its lexical entries, about the metalanguage used, and about access rights and restrictions to the resource. You can furthermore give a prose description and add keywords.

🖹 IMDI Metadata Editor			_ 🗆 🗵
<u>File View Options Help</u>			
5 🗗 🖪 🚷			
P-S Standard Lexicon Resour	🖹 Editor 🔯 HTML 😝	Links 🗧 🐳	
Content	Lexicon Resourc	e	-
Actors	Resource ID	LR-1	
References	Date	Unspecified	Con
	Resource Link		8
	Media Resource		
	Information Lexi	cal Entries Metalanguages Access Descriptions Keys	2
Cocal Repository	Туре		(cv)
 m Actors m Inspector m Inspecto	Format		. (cv)
► E Access	Number Head Ent	Unspecified	Con
	Number Subentri	Unspecified	CON
	Size		
	Schema Referen		8
	CharacterEncodi		
			

Figure 4.1. Lexicon Resource

- 1. The lexicon resource
- 2. Metadata information about the lexicon resource



Note

This part of the IMDI Editor is still under development, and the controlled vocabularies for the metadata categories have not yet been specified. Please consult the web page http://www.mpi.nl/IMDI/ for further information.

Chapter 5. The IMDI Corpus Editor

This part of the manual guides you through using the IMDI Corpus Editor to create a corpus hierarchy. All sessions or resource bundles (see Chapter 2) and lexicon resource bundles (see Chapter 3) belong to a corpus, e.g., to the corpus of the language XY, which, in turn, is subdivided according to various criteria (e.g., it may be subdivided on the basis of genre, or on the basis of the age of the participants, etc.).



Note

In many cases, the corpus manager takes care of structuring your corpus, i.e., you will *not* need the IMDI Corpus Editor. You only need the Corpus Editor in case you manage your own corpus.



Note

Note for researcher working at the MPI for Psycholinguistics, Nijmegen: If you plan on using the IMDI Corpus Editor, please contact corpus.manager@mpi.nl [mailto:corpus.manager@mpi.nl] first.

The IMDI Corpus Editor creates an IMDI Corpus file (*.imdi).

The following steps are necessary to create, structure and manage a corpus:

- 1. Specify the directory information of all info, media, written resource and lexicon files that belong to a session, and of all IMDI files that belong to a corpus (see Section 5.1).
- 2. Select the sessions that belong to a subcorpus. Select the subcorpora that belong to a corpus (see Section 5.2).
- 3. Create a corpus node (see Section 5.3).

These steps are explained in the following three sections.

5.1. Specify the directory information of files

The IMDI Editor creates links to different types of files. These links are entered into fields that are labeled Link (see also Section 1.5.3):

- In the IMDI Session Editor, Link fields exist for info files (see Section A.1), media files (see Section 2.5.2), and written resource files (see Section 2.5.3).
- In the IMDI Lexicon Editor, Link fields additionally exist for lexicon files (see Section 4.1).
- In the IMDI Corpus Editor, Link fields exist for IMDI Session, IMDI Lexicon and IMDI Corpus files, i.e., files created with the IMDI Session, Lexicon or Corpus Editor (see Section 5.2).

In order to link files, you need to provide information about (a) their names and (b) their directory location.

Usually, if your corpus is managed by a corpus manager, you only need to enter the file name. In this case, type the file name directly into the Link field of the IMDI Session, Lexicon or Corpus Editor. Do *not* make use of the browsing option (i.e., the open folder icon to the right of the Link field). Please make sure that *no* prefixes are defined in the View > Preferences ... > Prefixes menu (see Section 5.1.2).

However, if you manage your own corpus, you need to enter both the file name and the directory location. You can enter this information either directly into the Link field (see Section 5.1.1) or you can make use of prefixes (see Section 5.1.2).

5.1.1. Link fields

You can enter the directory information directly into the Link field. Do the following:

- 1. Make sure that the browsing option is set correctly. Do the following:
 - a. In the IMDI Editor, click on Options menu.
 - b. Click on Preferences
 - c. In the Preferences dialog window, click on Resources.
 - d. In the Resources dialog window, make sure that there is no checkmark in the box next to Retain only the filename when browsing.



Note

If there is a checkmark in this box, the directory information will not be saved, e.g.:



- 2. Make sure that the preferences are set correctly. Do the following:
 - a. In the IMDI Editor, click on Options menu.
 - b. Click on Preferences

c. In the Preferences dialog window, click on Prefixes.

- d. In the Prefixes dialog window, make sure that there is a checkmark in the box next to Use these prefixes only when none were defined in the original IMDI file (see Section 5.1.2).
- 3. In the IMDI Editor, click on the open folder icon to the right of the Link field. The Open dialog window appears.

Corpus Link			
			2
🔓 Open	(3)		× ~ ~
Look In: IMDI_editor		• A C C 22	
📑 tmp	🗋 template2.imdi		
MDI_3.0.xsd	🗋 test.imdi		
🗋 prefix.xml	🗋 test.old.imdi		
Session1.imdi	🗋 test.old.old.imdi		
Session2.imdi	🗋 test.Profile.xml		
standard-session.cfg	🗋 test.Profile.xml.backup		
🗋 template.imdi	🗋 TreesSM.imdi		
File Name:			
Files of Lype: All Files		`	
		Open Cancel	

Figure 5.2. Link: open folder

- a. Link field
- b. Open folder icon
- c. Open dialog window
- 4. In the Open dialog window, navigate to the folder that contains the file.
- 5. Double-click on the file to insert its name and directory location into the Link field.

5.1.2. Prefixes

You can enter the directory information by means of prefixes. Do the following:

- 1. In the IMDI Editor, click on Options menu.
- 2. Click on Preferences
- 3. In the Preferences dialog window, click on Prefixes. The Prefixes dialog window opens.
- 4. In the Prefixes dialog window, specify when the prefixes should be used. Choose one of the following two options (by clicking in the box next to this option):
 - a. Use these prefixes only when none were defined in the original IMDI file.

I.e., if the directory in formation is already specified in the original IMDI file, the prefixes defined in the Prefixes dialog window will not be used.

b. Always use the prefixes defined in this panel.

I.e., the prefixes are always used – even if a different directory is specified in the original IMDI file.

- 5. In the Prefixes dialog window, specify where you have defined the prefixes. Choose one of the following two options (by clicking in the box next to it):
 - a. Use Prefixes defined in the IMDI file itself.

Choose this option if the prefixes are defined in the Prefixes dialog window. These prefixes will then be saved within the IMDI file itself. To define prefixes, enter the directory information for each type of file, e.g.:

- Global: the directory that is shared by all files, e.g., the path D:\WINNT\Personal\IMDI\ in the illustration below.
- Session Files: the location of your IMDI Session files (relative to Global), e.g., the folder Metadata_files\ in the illustration below.
- Corpus Files: the location of your IMDI Corpus files (relative to Global).
- Info Files: the location of your info files (relative to Global).
- Media Files: the location of your media files (relative to Global).
- Written Resources: the location of your written resource files (relative to Global).
- Anonymous Info: the location of your file that specifies the mapping of codes onto full names (relative to Global).



Note

Please add a backslash after each folder.



Note

This option is especially useful whenever files of the same type are stored in the same directory – because then you only need to specify the directory information once in the Prefixes dialog window.



b. Use Prefixes defined in an external configuration file.

Choose this option if the prefixes are defined in an external configuration file.

This option is more flexible than option (1) above because the prefixes are not saved in the IMDI file itself. I.e., if you decide to move files to a different directory at a later stage, you need to change the prefixes only once in the external configuration file – not in each IMDI file. It is therefore recommended that you make use of this option whenever you manage a large corpus.

If you choose this option, you are prompted to enter the name and directory of the configuration file. It should be in the same folder as your IMDI Session files.

B Preferences		x
Prefixes	With this preference panel, a user or administrator can define the prefixes that should be used and also when they should be used. Prefixes can be defined in the IMDI file itself or in an external configuration file that should be situated in the same folder as the IMDI file.	
Resources	Use these prefixes only when none were defined in the original IMDI file. Always use the prefixes defined in this panel.	
Update Policy	Use Prefixes defined in the IMDI file itself. Use Prefixes defined in an external configuration file. Name: imdi-sessions	
Font		efix.sml - Notepad
User Interface	File xm</td enco [E</td EN</td EN</td EN</td EN</td EN</td EN</td EN</td EN</td EN</td	Edit Format View Help 1) version="1.0" indig="ISO-8859-1"?> METATRANSCRIPT<br ENTITY annotationunitPrefix "Annotation_files\"> TITY corpusprefix "Metadata_files\"> TITY corpusprefix "Info_files\"> TITY globalPrefix "Info_files\"> TITY globalPrefix "D:\WINNI\Personal\IMDI\"> TITY globalPrefix "Anonymous_files\"> TITY mediafilePrefix "Media_files\"> TITY mediafilePrefix "Media_files\"> TITY sessionPrefix "Metadata_files\">]>
	OK Cancel	

Figure 5.4. Enter the name of the configuration file

- i. Enter name and directory of the configuration file
- ii. Example of a configuration file



Note

All preferences that have been set in the Options > Preferences ... menu are automatically used for each new IMDI file – unless you change them manually. Whenever you create a new IMDI file, please make sure that the preferences are set correctly, so that you do not accidentally insert wrong prefixes.

There is a tool-tip available that reminds you of the defined prefixes. To access it, point with the mouse into the Link field. A blue box appears informing you about the prefixes.

5.2. Select the sessions and subcorpora that belong to a corpus

A corpus consists of subcorpora and sessions. For example, the following illustration shows a corpus labeled 'Goemai corpus (preliminary version)', together with its two subcorpora 'Natural data' and 'Elicited data'. The subcorpus 'Elicited data' contains further subcorpora (labeled 'Matching games' and 'Picture books'). Each subcorpus consists of sessions (labeled 'Session1' to 'Session6') that contain the actual session data (i.e., IMDI Session files with metadata information and links to info, media, written resource, and lexicon files).

Goemai corpus (preliminary version):
Natural data
Session1
Session2
Session3
Elicited data

Matching games		
Session4		
Session5		
Picture books		
Session6		

To specify such a hierarchical corpus structure, you need to create an IMDI Corpus file for each corpus and subcorpus. You are asked to provide the following information:

1. Corpus Name:

A short name or abbreviation that uniquely identifies the corpus or subcorpus.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: The Corpus Name should be the same as the name of the corresponding IMDI Corpus file. Furthermore, the file name has to be Unix compatible: do not use file names longer than 14 characters, do not use non-letter or non-number characters (except for the underscore: _), and do not use blank spaces.

2. Corpus Title:

The complete title of the corpus or subcorpus. Usually, it is the spelled out version of the abbreviated Name.

3. Descriptions:

Descriptive information about the corpus or subcorpus. See Section A.1 for instructions on how to fill in a Descriptions schema. Remember: The field Language refers to the language in which the description is written - *not* to the language under investigation.

4. Corpus Links:

Specify links to (a) all IMDI Session files or (b) all IMDI Corpus files that belong to the subcorpus or corpus.

a. Specify the IMDI Session files that belong to the subcorpus. E.g., in the IMDI Corpus file Natural.imdi (i.e., 'Natural data'), specify that it contains the IMDI Session files Session1.imdi, Session2.imdi and Session3.imdi.

File Edit View Favorites Tools Help Address 🔂 K:(My,Docs)(IMDI)Metadata_files	
Address K:/MyDocs/IMDI/Metadata_files	
	💌 🔁 Go
Folders X Name ~ Size Type Date	Modified
Elicited.indi 4 KB IMDI File 22/09	//2008 12:43 9/2008 12:43
B → Info_files Session2.ind 8 KB INDI File 19/0 B → Info_files Session2.ind 8 KB INDI File 19/0	5/2008 11:32 5/2008 11:33
E Medadita fies Session3.imd 8 KB IMDI File 19/00	/2008 11:33
Written_resources Sister4.indi 8 KB IMDI File 19/04	y/2008 11:32 9/2008 12:43
2.42 KB Local int	ranet //.
Editor P HTML L Links	
Corpus	
Name Natural	
Title Natural data	
Corpus Links Descriptions Services	
Name Comus Link	
Session1 ^globalPrefix*corpusfilePrefix\$ession1.imdi Add	
Session2 AglobalPrefix_%corpusfilePrefix_Session2.imid	
Persons "globalFrenk, cupusmertenk, cessions.intru-	
Remove	

Figure 5.5. Specify the IMDI session files

Specify the links to the IMDI Session files

b. Specify the IMDI Corpus files that belong to the corpus or subcorpus. E.g., in the IMDI Corpus file Goemai.imdi (i.e., 'Goemai corpus (preliminary version)'), specify that it contains the IMDI Corpus files Natural.imdi (i.e., 'Natural data') and Elicited.imdi (i.e., 'Elicited data').

	Ar K:\MyDocs\IMDI\Metadata_files							
	File Edit View Favorites Tools Help							
	Add	iress 🗀 K:\MyDocs\IMDI\Metadata_files						💌 🔁 Go
	Fol	ders	×	Name		Size	Туре	Date Modified 👻
		e 🗀 imdi	-	🔤 Natural.imdi		4 KB	IMDI File	22/09/2008 12:43
		🖭 🚞 Anonymous_files	T	IMDI_3.0.xsd		60 KB	XSD File	22/09/2008 12:43
		🗉 🧰 Info_files		Elicited.imdi		4 KB	IMDI File	22/09/2008 12:43
		🗉 🚞 Media_files		Session3.imdi		8 KB	IMDI File	19/06/2008 11:33
		표 🗀 Metadata_files		Session2.imdi		8 KB	IMDI File	19/06/2008 11:33
		Written_resources		Session4.imdi		8 KB	IMDI File	19/06/2008 11:32
		🗄 🚞 Java		Session1.imdi		8 KB	IMDI File	19/06/2008 11:32
🚳 IMDI Metadata I	ditor	-						
File Menu Ontion		-	/					
File view Option	s <u>H</u> ei	þ					3.42 KB	S Local intranet
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Corpus								
	lame	Goemai						
					=			
	Title	Goemai corpus (preliminary version)						
Corpus Links	Do	scriptions Sonicos						
Corpus Links	De	scriptions Services	*					
Na	me	Corp	us Link					
Elicited		^globalPrefix;^corpusfilePrefix;E	licited.imdi	Add				
Natural		^globalPrefix;^corpusfilePrefix;1	latural.imdi					
				Edit				
				Remov				
					,			

Figure 5.6. Specify the IMDI corpus files

Specify the links to the IMDI Corpus files

To specify a link, do the following:

a. Click on the Add button. The CorpusLink dialog window appears.

🚊 IMDI Metadata Editor	
<u>File View Options H</u> elp	
Name	
Corpus Link	

Figure 5.7. Add Corpus Link

- b. Enter the name of the session or corpus in the field Name.
- c. Specify the directory location of the corresponding IMDI Session/Corpus file in the field Corpus Link.

5.3. Create a corpus node

As the last step, you need to create a corpus node in the IMDI Browser. To create such a node, do the following:

- 1. Open the IMDI Browser.
- 2. At the bottom of the Metadata Descriptions Tree panel, enter the location of the IMDI Corpus file into the field labeled Root URL. Press ENTER.

The corpus node, together with its subcorpus nodes and sessions, is displayed in the Metadata Descriptions Tree panel, e.g.:



Figure 5.8. Metadata Descriptions Tree panel in the IMDI browser

- a. Enter the directory of the IMDI Corpus file and press ENTER
- b. The new corpus is displayed here
- 3. To save the new corpus node permanently, do the following:
 - a. In the Metadata Descriptions Tree panel, click on the corpus node to select it.
 - b. Right-click on the selected corpus node.

A pull-down menu appears.

Metadataons Tree				
📶 Natural				
👇 🖸 Natural		1		
	MetaData Search			
	Create MD Search DB			
	Show Services			
	Corpus Download			
	Session Count			
	List Sessions	\bigcirc		
	Add to Bookmarks	(2)		
	Remove from basket	\smile		
	Add to basket			
	IMDI-BCEditor			
De et UDI	Clone Node	a file of block web inserti		
Show File Content		a_mes/Natural.imdi		
Basket functio	Show URL			
List	Save Add	Remove Clear		

Figure 5.9. Add to Bookmarks

- i. Right-click on the selected corpus node
- ii. Choose Add to Bookmarks from the pull-down menu
- c. Choose Add to Bookmarks from the pull-down menu.

The Input dialog window appears.

Input		×
?	Name for Bookmark	_
	OK Cancel	

Figure 5.10. Name for Bookmark

Enter a name for the bookmark

d. Enter a name for the bookmark and click $\mathsf{OK}.$

The new corpus node is saved as a bookmark in the Bookmarks panel. Every time you restart the IMDI Browser, you can access your corpus via the Bookmarks panel (see the separate manual 'IMDI Browser' for details).

ſ	Bookmarks			
I	IMDI corpora	global	file	
l	IMDI corpora (HTTP)	global	http	
I	MPI corpora	global	file	
l	MPI Corpora (HTTP)	global	http	
I	CGN Corpus (mpi local)	global	file	=
l	Search Results	global	file	
Ľ	Natural	personal	file	-
ľ				

Figure 5.11. An added Bookmark The bookmark is added to the Bookmarks panel

Appendix A. Recurring schemata

This appendix gives information about the recurring schemata Descriptions, Keys and Access.

A.1. Descriptions

A Descriptions schema contains a prose description that could serve as a reminder (to you or others) of the circumstances of data collection. Descriptions schemata are not searchable.

The Descriptions schema is structured as follows:

Descriptions Locat	ion Keys	
Descriptions		
Language	RFC1766:x-sil-eng	RFC1766:x-sil-ank RFC1766:x-sil-eng
Text	Description of the uses of trees (by J.). We looked at trees in four different sites, all in the vicinity of Kwande (beyond the football field). The four media files correspond to these four sites. The recording took place in early evening. Because of the twilight, the video recordings are not too clear.	2
Link	protocol.pdf 4	Add Remove

Figure A.1. Description schema

- 1. The language in which the description is written (e.g., in English)
- 2. The available descriptions (e.g., there are 2 descriptions available, one in English, one in Goemai)
- 3. A prose description
- 4. A link to another file (e.g., to a * .pdf file containing the session protocol)
- 5. Click here to add another Descriptions schema, or to remove the highlighted schema
- Language

The language in which the *description is written*.

Either type in the language, or select the language from the pull-down menu.



Note

In earlier versions of the IMDI Editor, a code was entered into this field. Whenever you open an IMDI file created with such an earlier version, this code is displayed (e.g., 'RFC1766:xsil-eng' instead of English). In newer versions of the Editor, the code is still stored in the file itself (e.g., 'RFC1766:x-sil-eng') – but the user interface will display the code as a name (e.g., as 'English'). • Text

A prose description.

Link

A link to an info file that contains further relevant information, e.g., a session protocol.



Note

Note for researchers working at the MPI for Psycholinguistics, Nijmegen: Please specify only the name of the file – do *not* make use of the open folder icon to the right of the Link field. And please save the info file as either a *.txt file, a *.pdf file or an *.html file.

You can create descriptions in different languages, e.g., one description in English (for the research community) and one in the language under investigation (for the language community). In this case, you have to add another Descriptions schema. Do the following:

- Click on the Add button to add a new schema.
- All schemata are displayed at the right of the Descriptions schema. They are listed under the language name (as defined in the Language field).
 - To access a schema, highlight it by clicking on it. It appears in blue color, and its content is displayed. The content of all other schemata is hidden.
 - To delete a schema, highlight it by clicking on it. Then click on the **Remove** button to delete it.

A.2. Keys

Keys contain user-defined information that is (a) project-specific, (b) not taken care of in the standardized fields, and (c) meant to be searched. For example:

🖺 IMDI Metadata Editor		<u>- 0 ×</u>
Eile View Options Help		
s = B ()		
P-S TreesSM	Editor W HTML H Links	-
P- ◆ Actors	Actor Summary Actor Information	
Collector: Birgit Helbuir	Roleconsultant NameJ Full NameJ	
Annotator: Birgit Hellwi	Age24 Date of BirthUnspecified SexMale Educationsecondary school Anonymiced the	_
References	Actor Information Contact Information Resource References Descriptions Languages Keys	
	Keys	
	Key Name Key Value Add CV	
	Hausa fluent Add	
P S Local Repository → 0 Projects	English basic	
 ► I Actors ► I Actors	Remove	
🌣 🛅 Access		

Figure A.2. Project-specific keys

Project-specific keywords for the actor J

To add a key, do the following:

- 1. Click on the Add button. A new key will be added.
- 2. Specify a Key name. The name has to be a single word (e.g., "MetaDescriptionCreator"). Do not use blank spaces.
- 3. Specify a Key value. Multiple words are allowed (e.g., "Student Assistant XY").

To delete a key again, highlight it by clicking on it. Then click Remove.

It is furthermore possible to add (project-specific) controlled vocabularies to a Keys schema, i.e., to have a Keys schema display a pull-down menu containing predefined values (see also Section 1.2.3.3; and see the IMDI CV-Editor manual for instructions on how to create controlled vocabularies).

To add a controlled vocabulary to a Keys schema, do the following:

<u>B</u> 1	MDI Metadat	a Editor			
Eile	<u>V</u> iew <u>O</u> pti	ions <u>H</u> elp			
S	-	0			
3 r					
	Bditor	HTML 😝 Links 🛛 🤘	\rightarrow		
	Session				
	Sessio	n Name Standard (Sea	sion) Resource Bundle		
	Food	ion Title			
	3622				
	Recordi	ing Date Unspecified		Cm	
	Descriptio	ns Location Keys			
	Kevs			(1)	
		Key Name	Key Value		
	Countries				
			Netherlands Antilles New Caledonia	Add	
			New Zealand Nicaragua	Remove	
			Niger		
			Nigeria Nige		
			Norfolk Island		
🔓 Vocabs overview		-(2)		×	
Used vocabularies un	til now:	(2)			
Name	Tag	CV	URL / Local Path	Local Description Langu	
Countries	`	http://www.mpi.nl/IMDI/S	chema/Countries.xml	A list of countries	
(3))			from the CIA fact	
Content-EventStr		http://www.mpi.nl/IMDI/S	chema/Content-EventStructure.xml	A list of values for	
			Add File Add URL	OK Cancel	
Click on a column has	dor to port				
Llick on a column neader to sort					
🖹 Specify Vocabulary	/ Туре	×			
Please select the typ	e of controlled	d			
vocabulary to be use pair.	d for the key-v	/alue			
Closed Controlle Open Controlled	ed Vocabulary	, ()			
Closed Controlled Vocabulary List					
Open Controlled	Vocabulary L	_ist			
. Click on Add	cv				
The Vocabs on	erview wit	ndow opens and di	splays all available vocabu	laries. If the needed vocabulary	

- **Figure A.3.** Adding a controlled vocabulary to a Keys schema is not displayed, add it by clicking on Add File ... (for a locally-stored vocabulary) or Add URL ... (for a social social structure of complete web). down menu are accepted) vs. 'open' (alternative values can be
- Cladded)a vocabulary to select it.
 Cladded a vocabulary to select it.
 Vocabulary (only one value can be entered) vs. 'vocabulary list' (more than one value can be entered);
 Click on OK to add the selected vocabulary to the Keys schema.
- 5. A dialog window appears, asking you to choose the type of vocabulary (see also Section 1.5.2):
- 6. Click on OK.
- 7. The controlled vocabulary is added to the Keys schema.

A.3. Access

Access schemata group information about access rights to a resource.



Note

The different archives handle access rights differently. For example, many of the corpora housed at the MPI for Psycholinguistics, Nijmegen, automatically deny access to media files, written resource files, lexicon files and media tapes. But other archives may follow a different policy.

Specify the access rights as follows:

Dubl Metadata Editor	Lines
Elle View Options Help 4	Elle View Options Help
Eator D HTML - Links 📰 📰	Editor D HTML - Links 🔤 🔤
Access Access Information Access Contact Access Description	Access Access Information Access Contact Access Description
Contact Information	Descriptions
Name Birgit Hellwig	Language English
Address Postbus 310, 6500 AH Nijmegen, The Netherlands	Text The media is not available to the public
E-mail Birgit.Hellwig@mpi.nl	
Organisation Max-Planck-Institut für Psycholinguistik	
1 I	

Figure A.4. Specify access rights

- 1. Specification of the access rights
- 2. Owner and publisher of the resource
- 3. Date at which the access rights were set
- 4. Information about whom to contact in order to gain access
- 5. Description of the access restrictions
- Information

General information about access rights to the resource.

- Availability

Information about the availability of the resource. This field is not standardized yet – for the moment, please enter a prose text (e.g., not available, available in 5 years, available to person XY).

– Date

Date at which the access rights were set. Please enter the date in the following format: YYYY-MM-DD, e.g. 2000-12-30.

- Owner

Name of the person/institution that owns the resource.

– Publisher

Name of the publisher who is responsible for the distribution of the resource.

• Contact

Information about whom to contact in order to gain access to the resource: Name, Address, E-mail address, and Organisation.

• Descriptions

Prose description of the access restrictions.

Appendix B. Release notes

Version 3.1

Now MAC users can use their standard editing functions for copy, cut and paste. We found however a bug in WebStart 1.2.0 (the default version available under MacOS 10.2) that prevents the downloading of the latest Xerces XML libraries. Users are advised either to use a more recent version of MacOS e.g 10.3 or to use the 3.0 version of the IMDI-Editor.