

Creating metadata

This A4 guide describes how to create metadata files using the IMDI editor.

Requirements:

- a recent Java runtime environment (at least JDK 1.4)
- A working internet connection (for the installation of the webstart version)





1. Starting the IMDI editor

- Go to the following address: <http://www.lat-mpi.eu/tools/imdi/editor/>
- Click on *Download the latest version* and choose IMDI editor (webstart version).

2. Entering the metadata

- Click on *File > New session*
- The session metadata (top node):
 - Session Name: A short and clear name, making it easy to identify a certain session
 - Session Title: A more elaborated identification of the session
 - Description: A description about what happens in this session
 - Language: In which language the description is written
- Project: Information about the project this particular session belongs to.
- Content:
 - Content Type: a classification of the data, the used modalities and the context
 - Descriptions: A general description of the experiment, the circumstances, ...
 - Languages: A list of all used languages during a session
- Actors: a list of all actors (including the researcher) involved in a session
- Resources:
 - Media Files, a list of the video and sound files that are associated with this session
 - Written Resources, references to annotations and transcriptions
 - Sources, information about the physical master (e.g. a video tape) from which the media files are derived
- References: textual references to related literature etc.

3. Meaning of the vocabulary icons

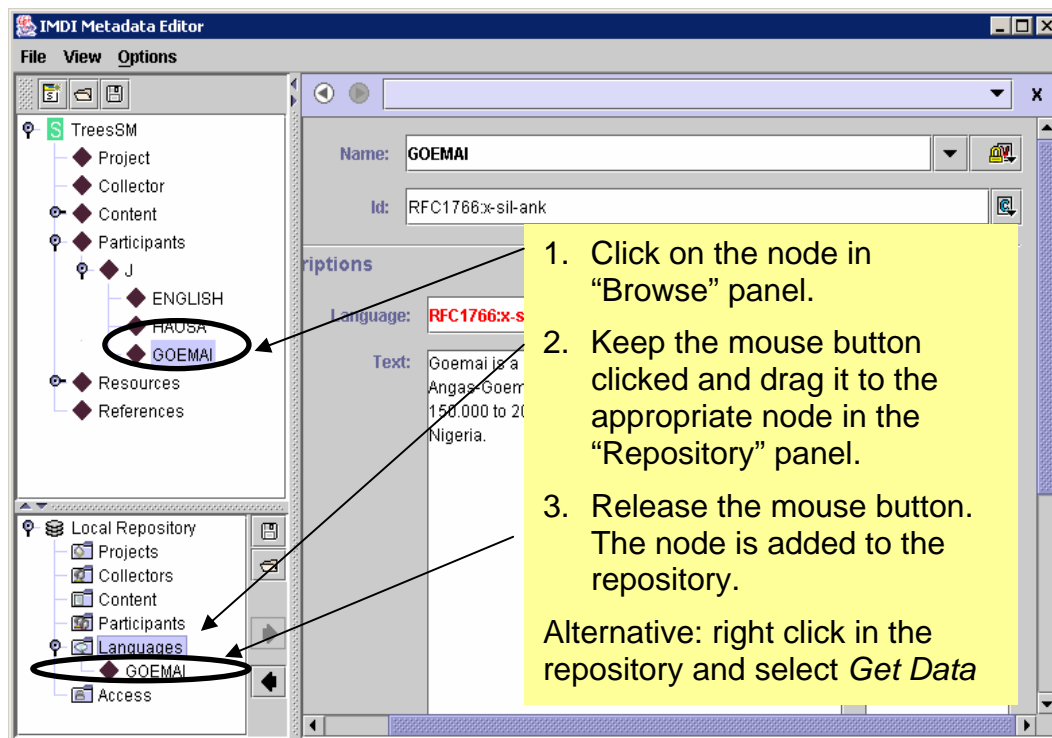
Icon	Meaning
	Closed controlled vocabulary, only 1 item from a fixed list allowed.
	Closed controlled vocabulary list, multiple items from a fixed list allowed (separated by a comma)
	Open controlled vocabulary, 1 item allowed, either from a list or user defined
	Open controlled vocabulary list, multiple items allowed, either from a list or user defined

4. Reusing information

A major part of the information that is stored in a metadata description can generally be reused during the creation of new metadata. Therefore the concept of the Local Repository was introduced, where you can store information that can be used again later on. Right-click on a node from the Local Repository and choose *Get Data* or *Put Data* to save entered data or to load earlier stored information. This can also be achieved by drag-and-drop from or to the Local Repository. (See the screenshot at the backside of this page)

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Storing into the Local Repository



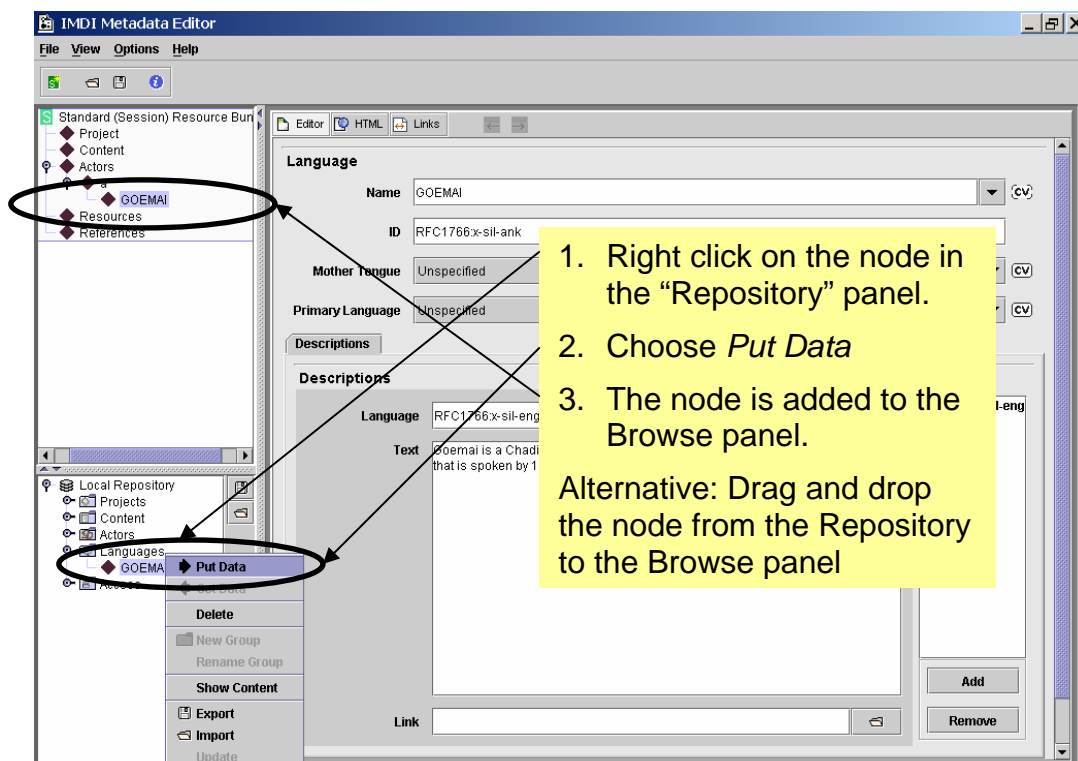
1. Click on the node in “Browse” panel.

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.

Alternative: right click in the repository and select *Get Data*

Loading from the Local Repository



1. Right click on the node in the “Repository” panel.

2. Choose *Put Data*

3. The node is added to the Browse panel.

Alternative: Drag and drop the node from the Repository to the Browse panel