

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.lampmpi.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 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:

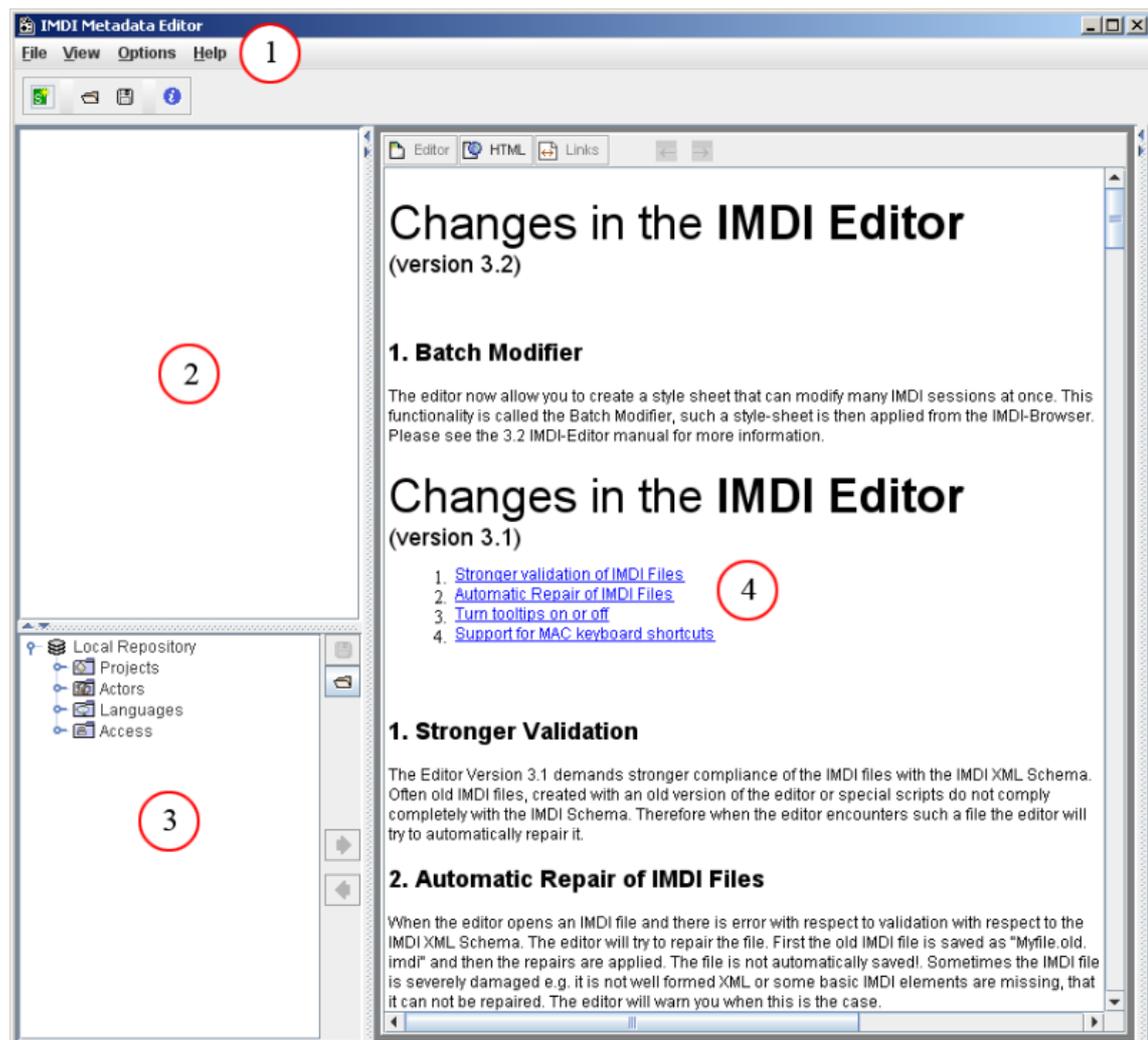


Figure 1.1. IMDI Metadata Editor

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:

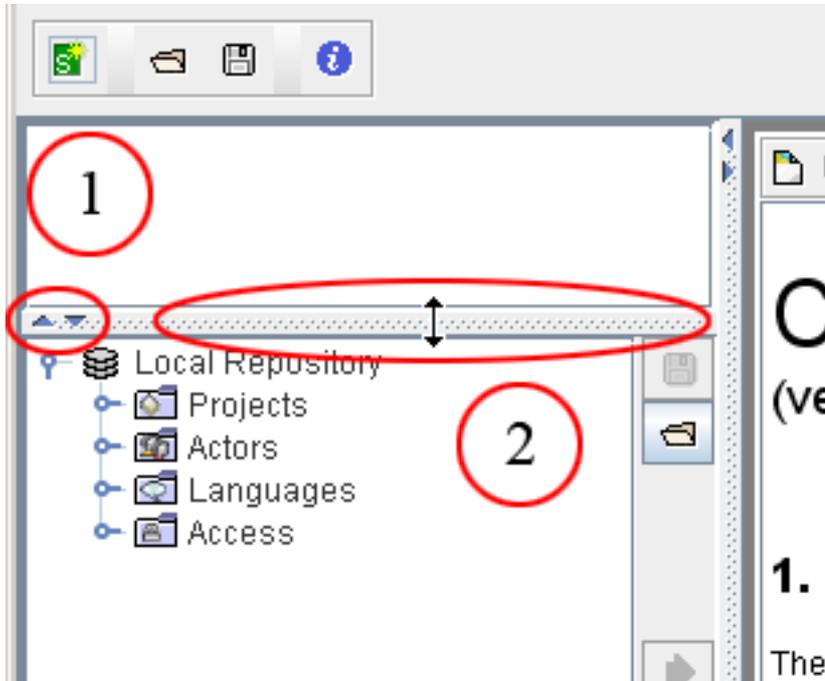


Figure 1.2. Change panel size

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:

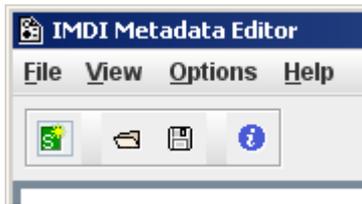


Figure 1.3. Menu icons

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:

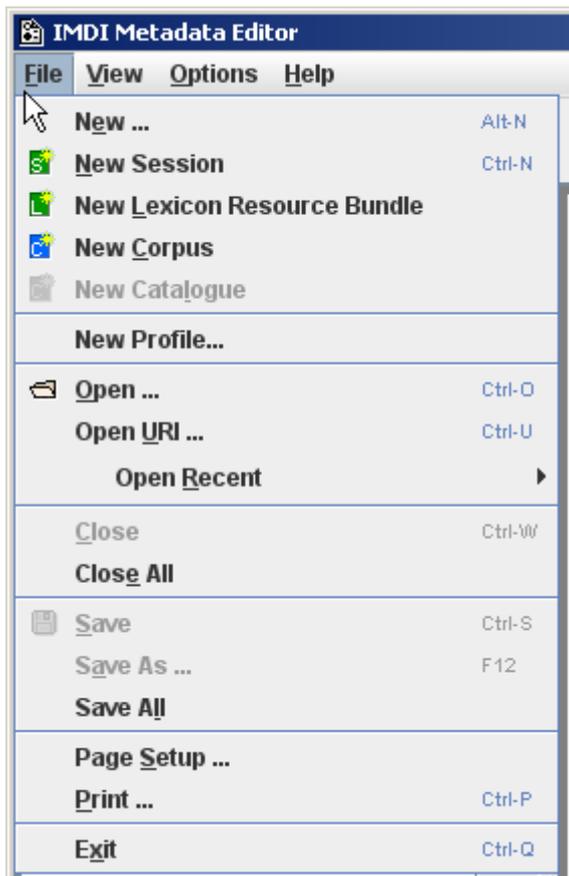


Figure 1.4. File menu

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.

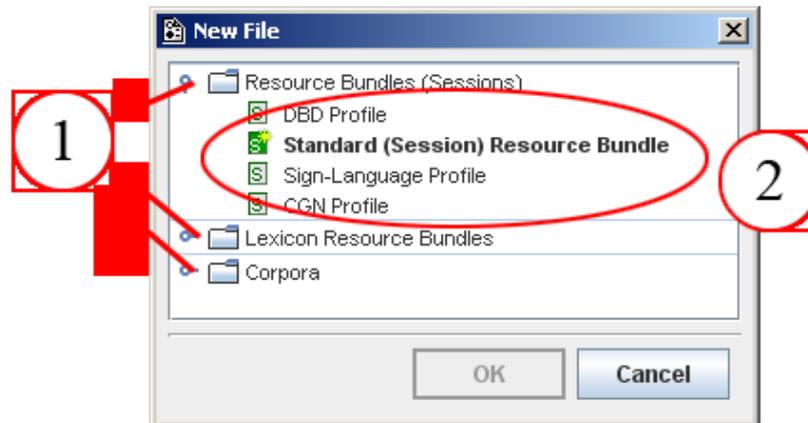


Figure 1.5. New File

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:



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 respect 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:

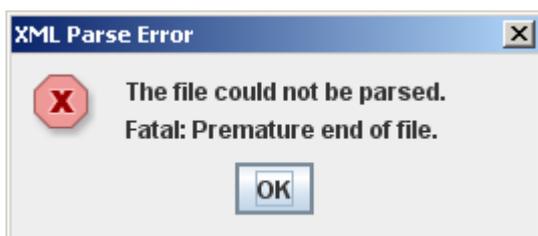


Figure 1.7. File error

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:

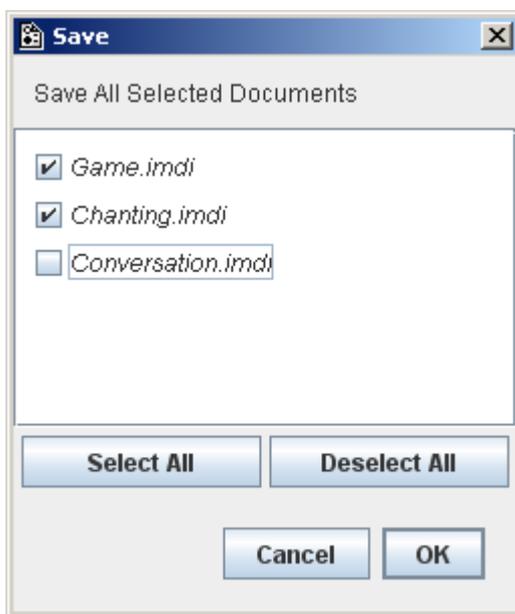


Figure 1.8. Save on exit

*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:

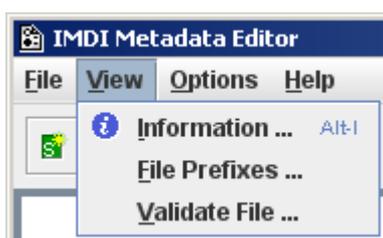


Figure 1.9. View menu

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:

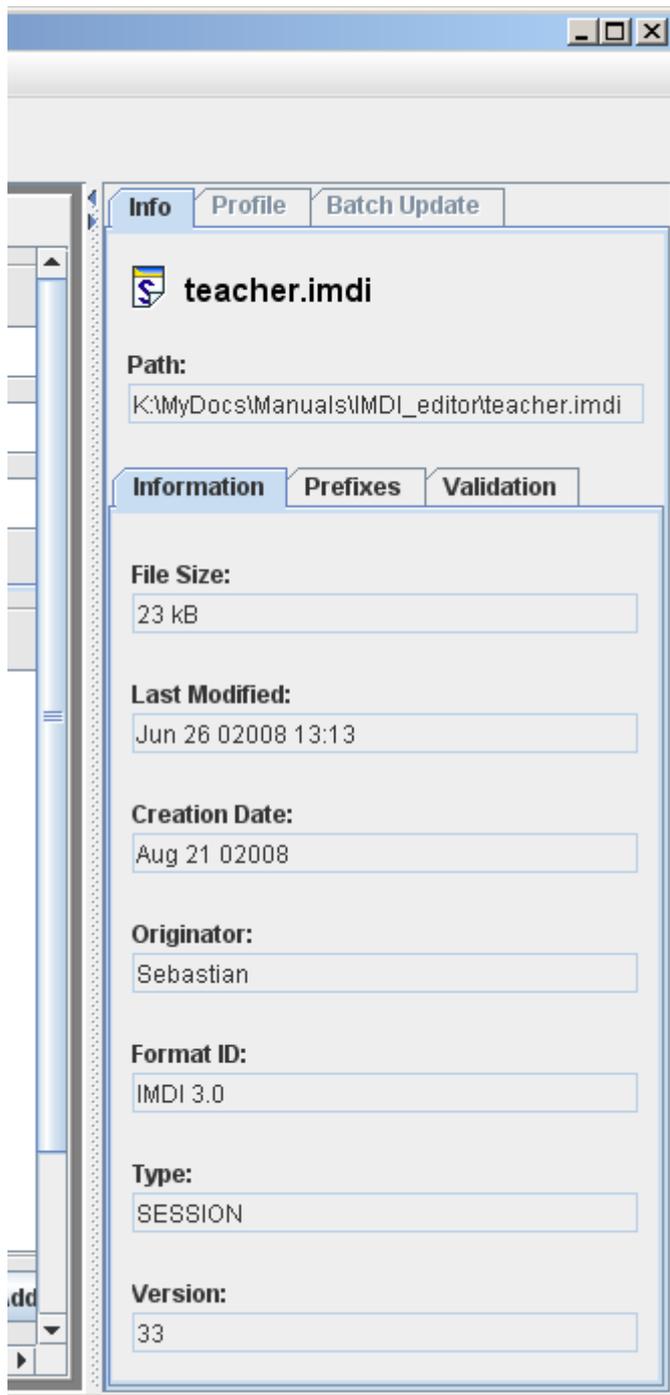


Figure 1.10. Information

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:

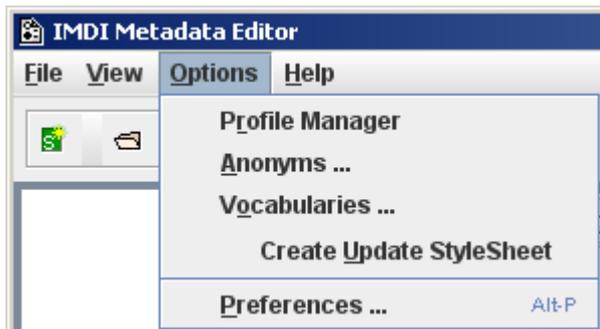


Figure 1.11. Options menu

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.:

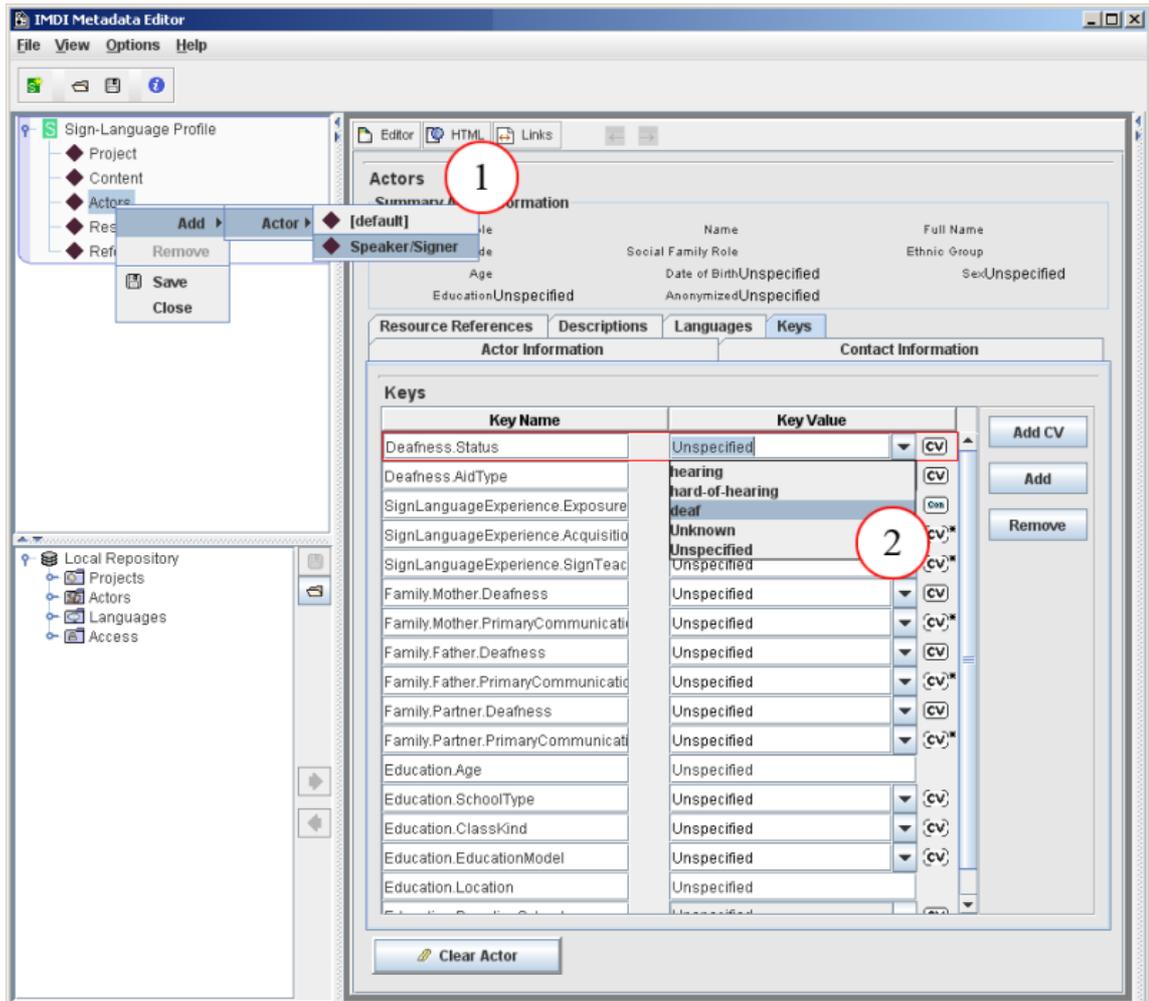


Figure 1.12. Sign-language-specific metadata categories

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.

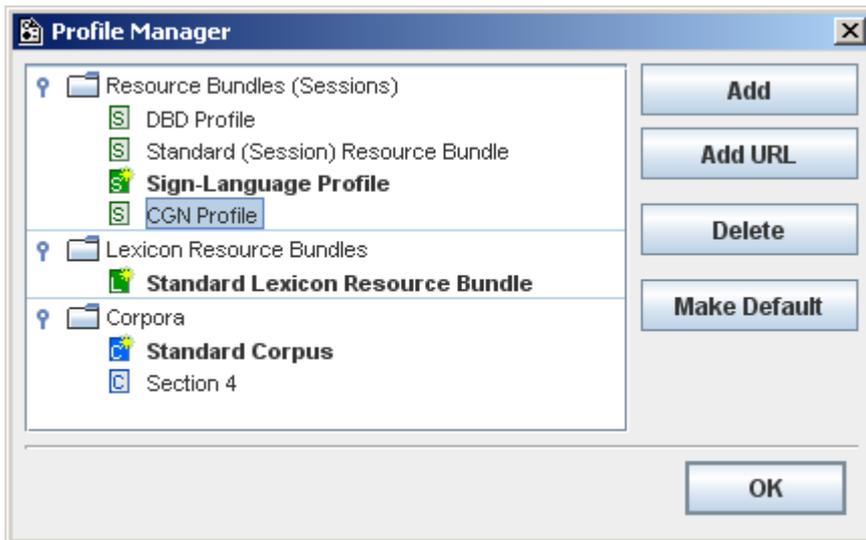


Figure 1.13. Profile Manager

- 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.:

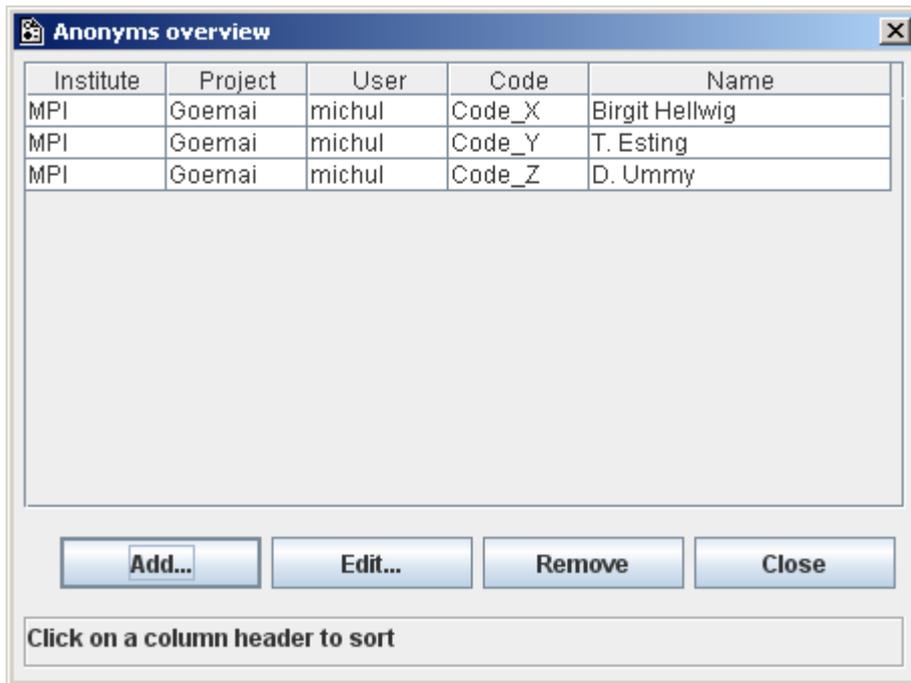


Figure 1.14. Anonyms overview dialog window

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.

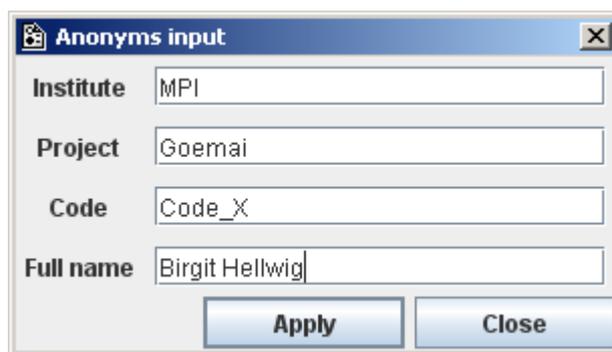


Figure 1.15. Anonyms input

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.

The image shows a dialog box titled "Anonyms input". It contains four text input fields: "Institute" with the value "MPI", "Project" with "Goemai", "Code" with "Code_XY", and "Full name" with "Birgit Hellwig". At the bottom of the dialog are two buttons: "OK" and "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.:

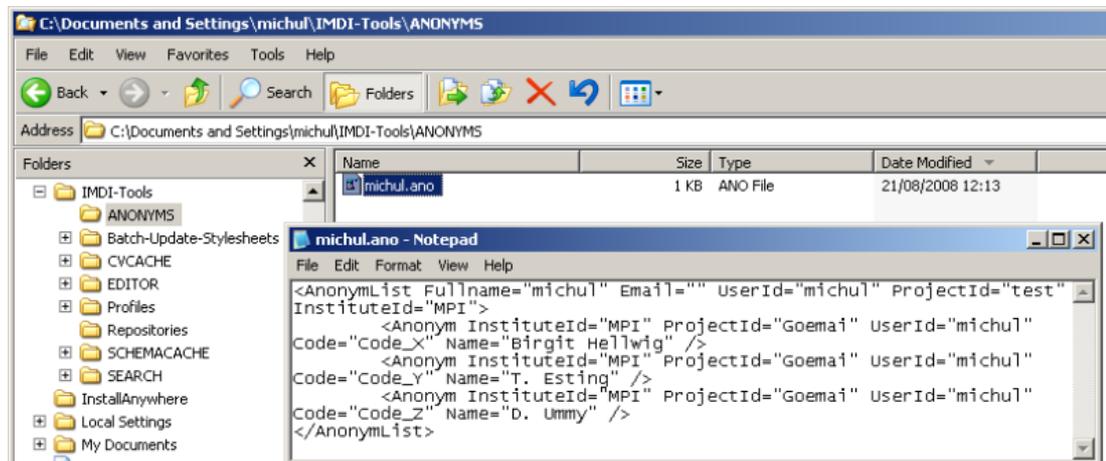


Figure 1.17. Anonyms mapping file

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`.

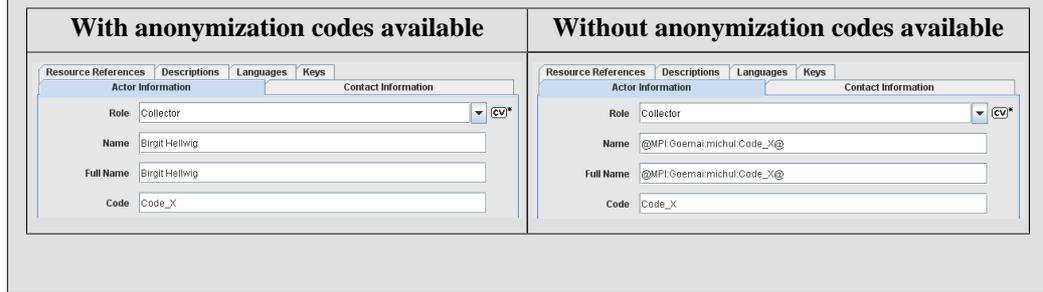
In order to use this anonymization feature, be sure to *enter the full name* into the Name and/or the Full Name field. The IMDI editor automatically will ensure that only you will have access to it. Others will see the code you provided.



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.



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.:

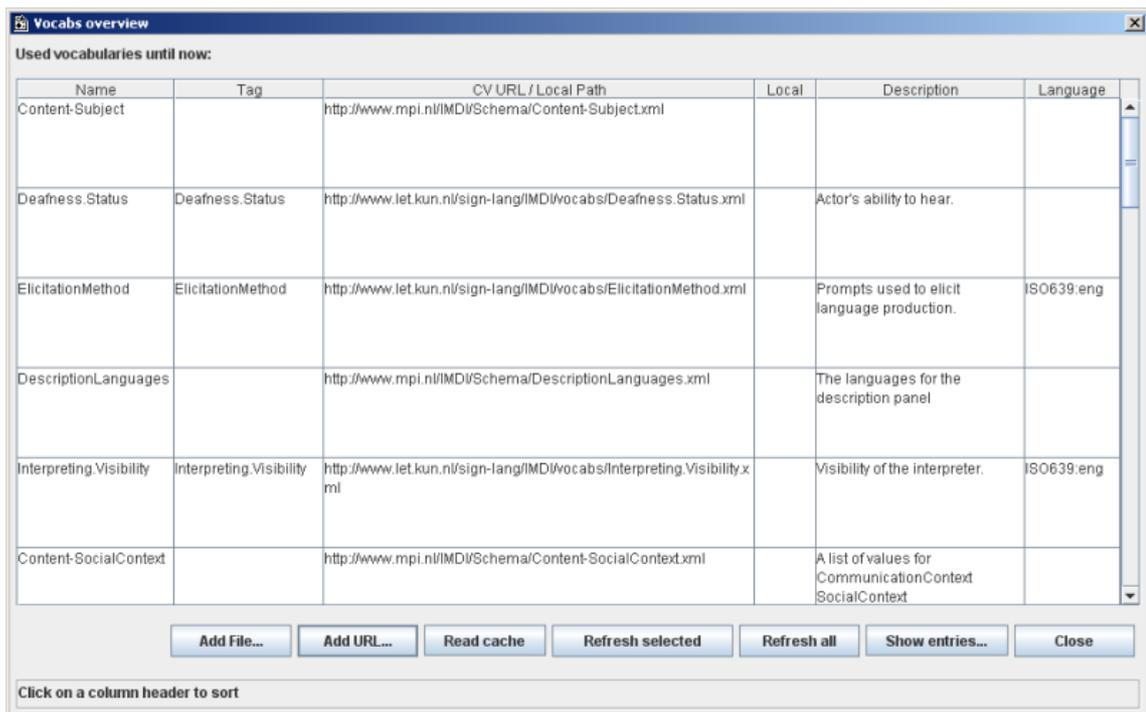


Figure 1.18. Vocabs overview

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**.



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.:

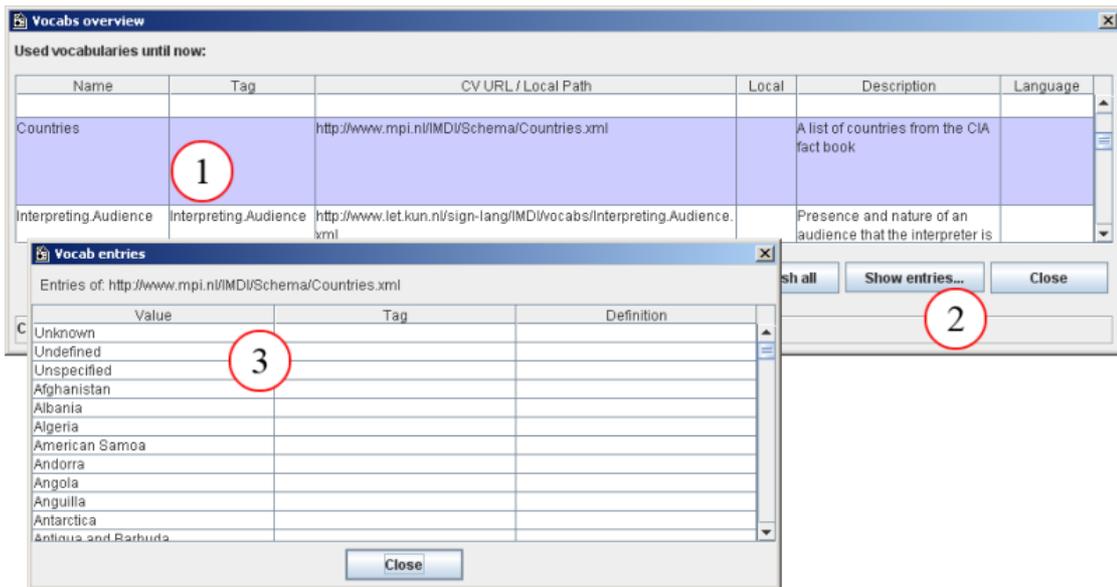


Figure 1.20. Show entries

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 altered, 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:

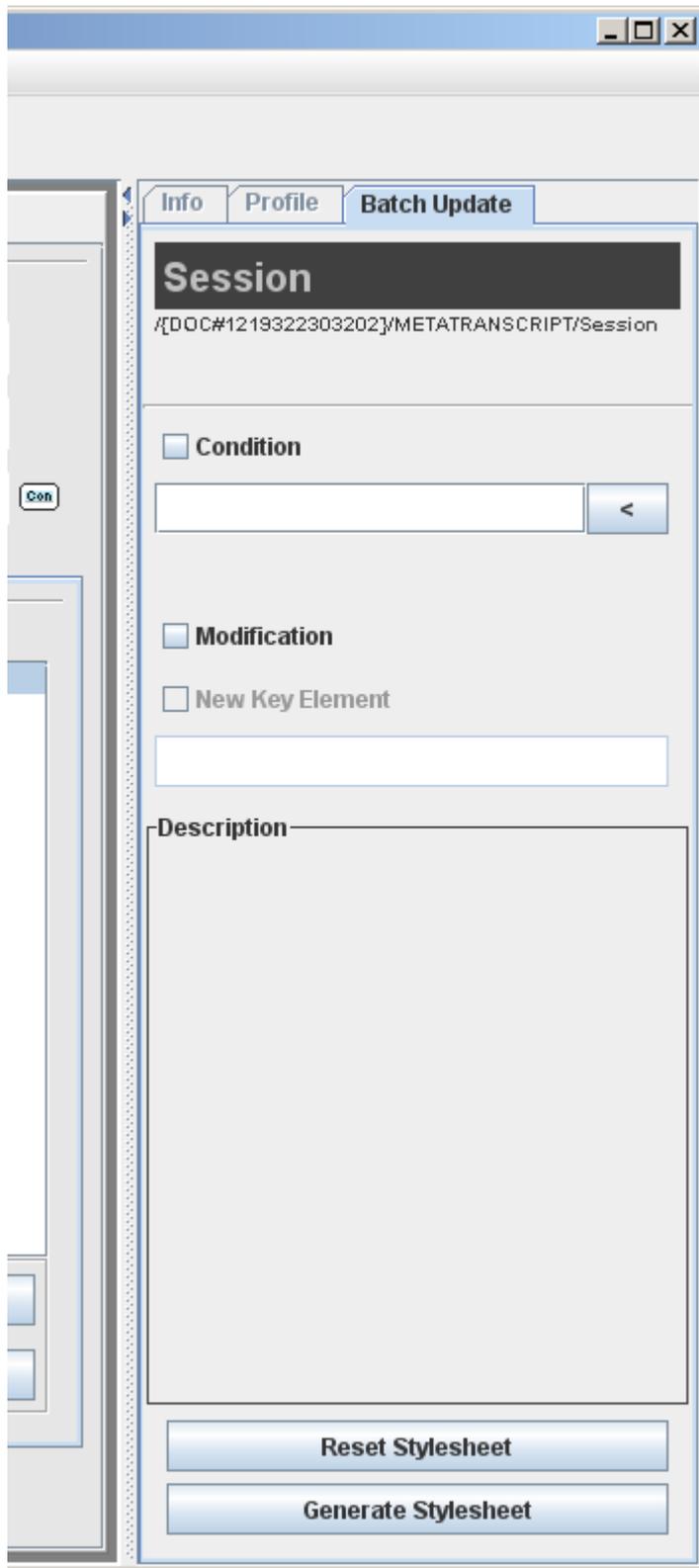


Figure 1.21. Create Update Stylesheet

For every field in a session file, you can specify a condition 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.

Figure 1.22. Example Update Stylesheet: 1

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

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

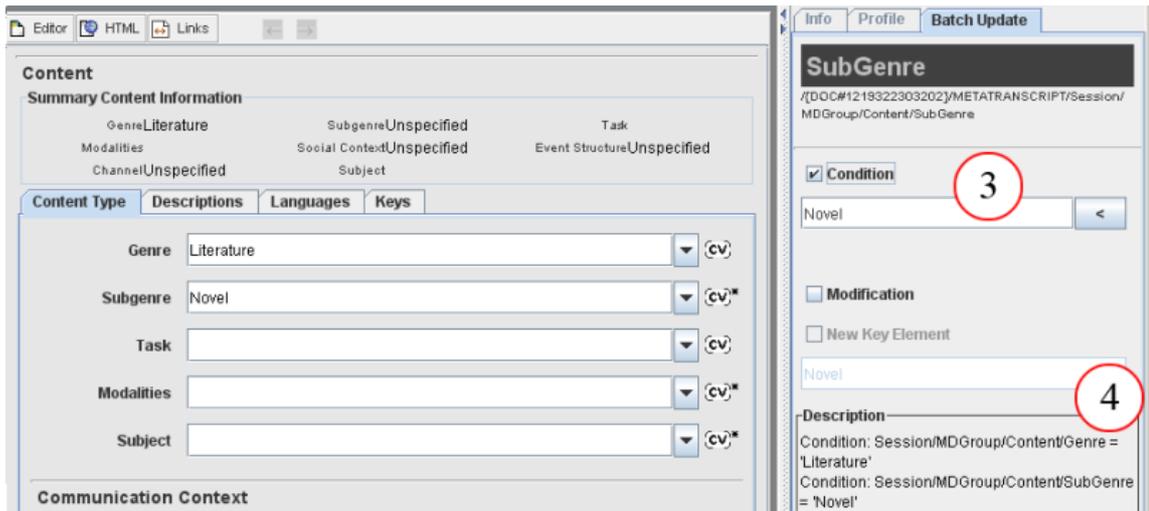


Figure 1.23. Example Update Stylesheet: 2

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.

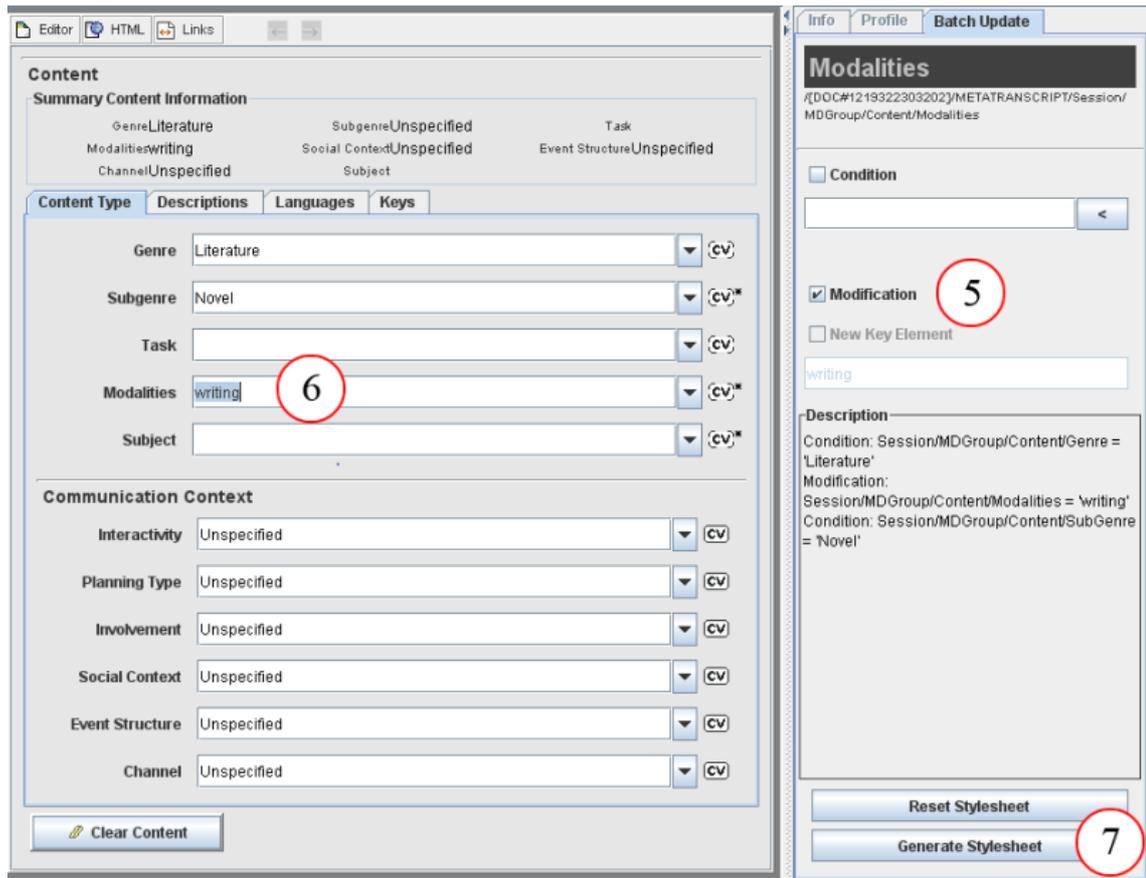


Figure 1.24. Example Update Stylesheet: 3

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

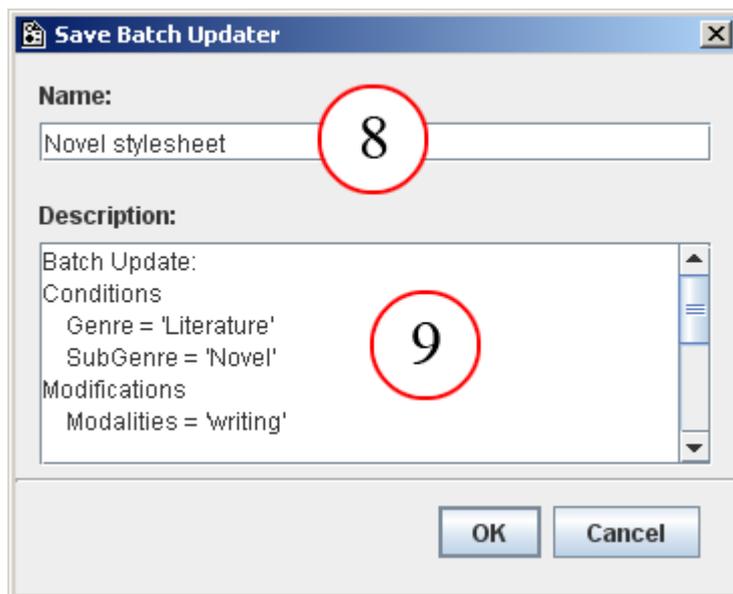


Figure 1.25. Example Update Stylesheet: 4

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

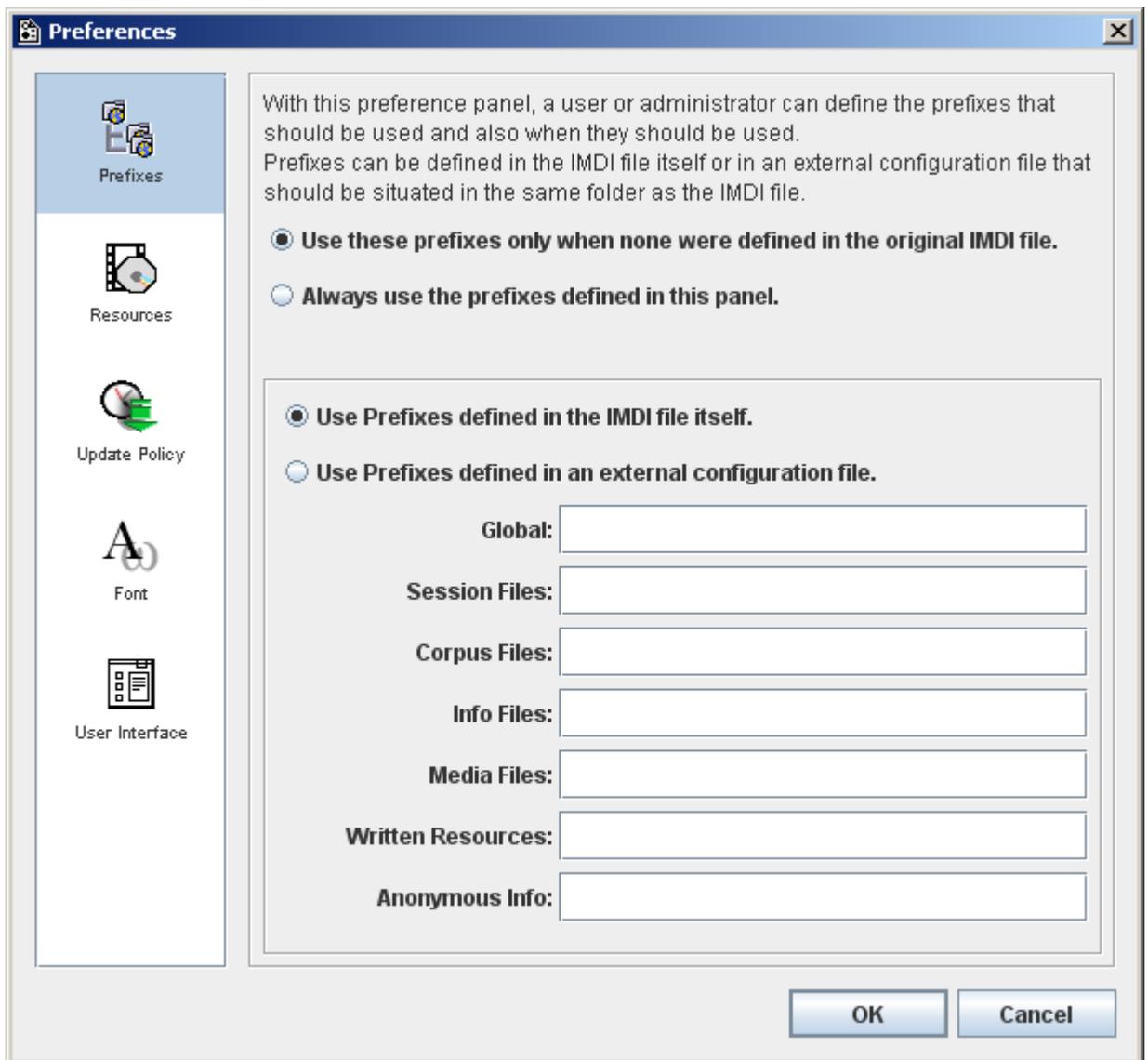


Figure 1.26. Preferences

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:

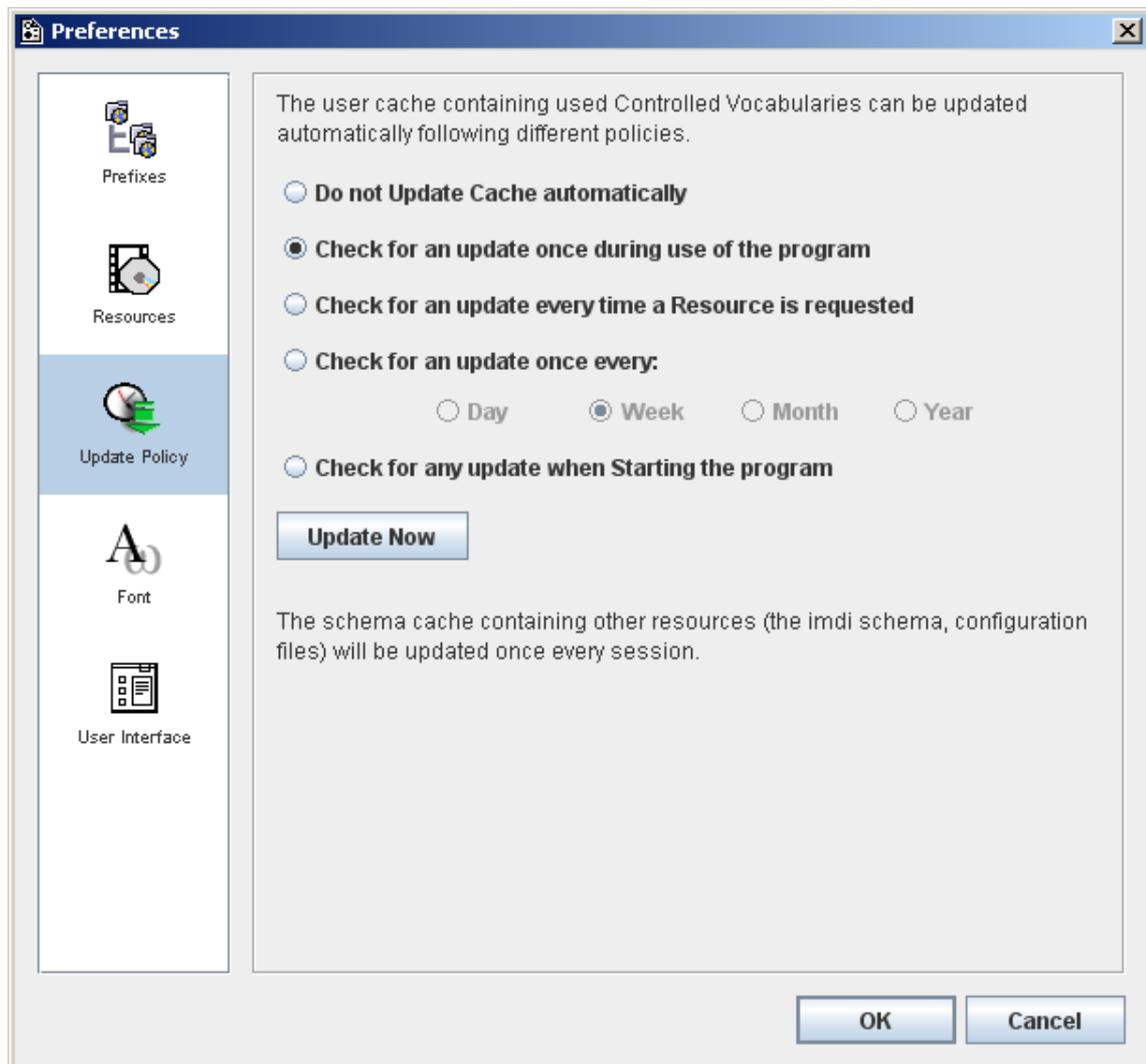


Figure 1.27. Update policy

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.

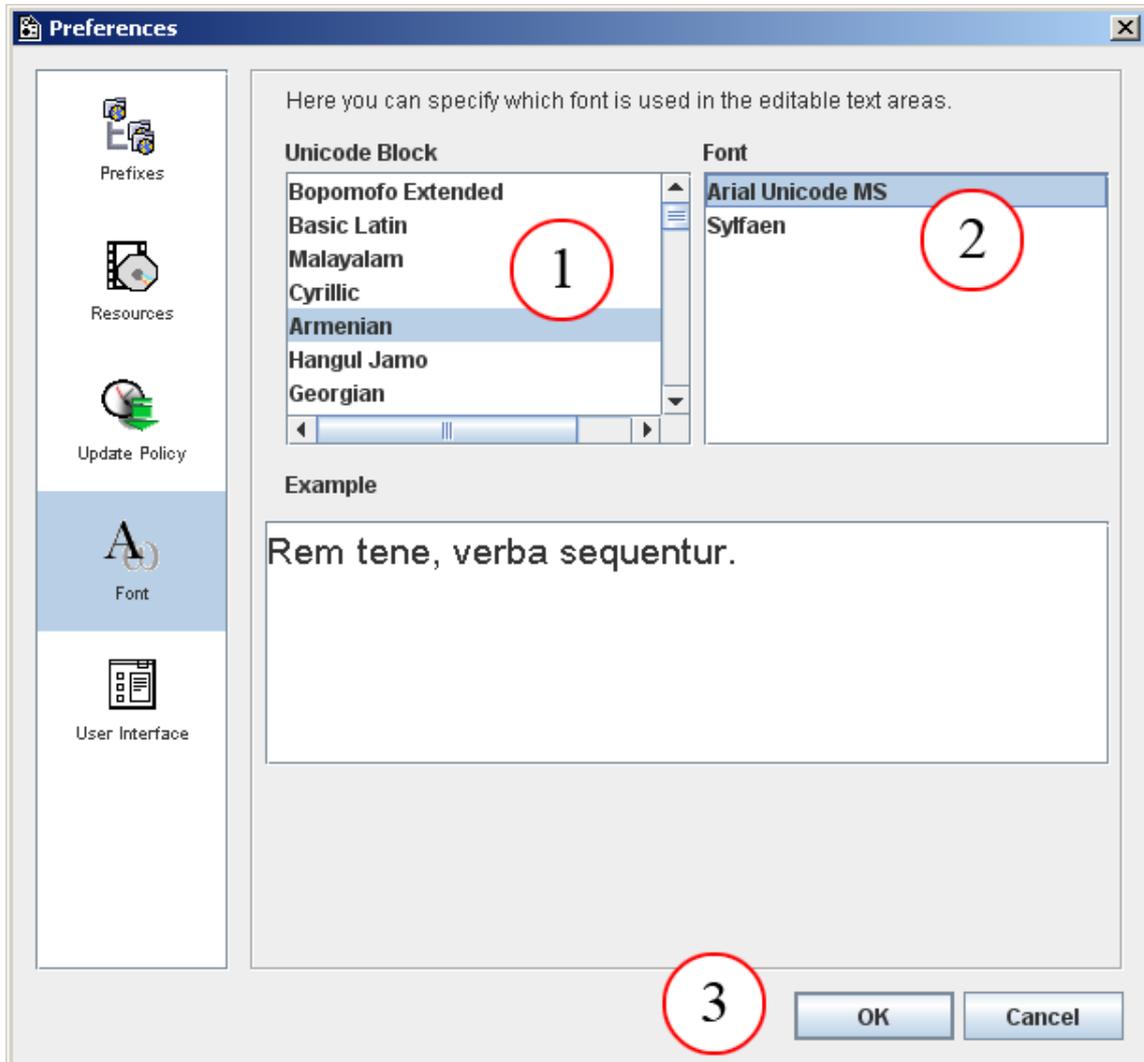


Figure 1.28. Font

User Interface

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

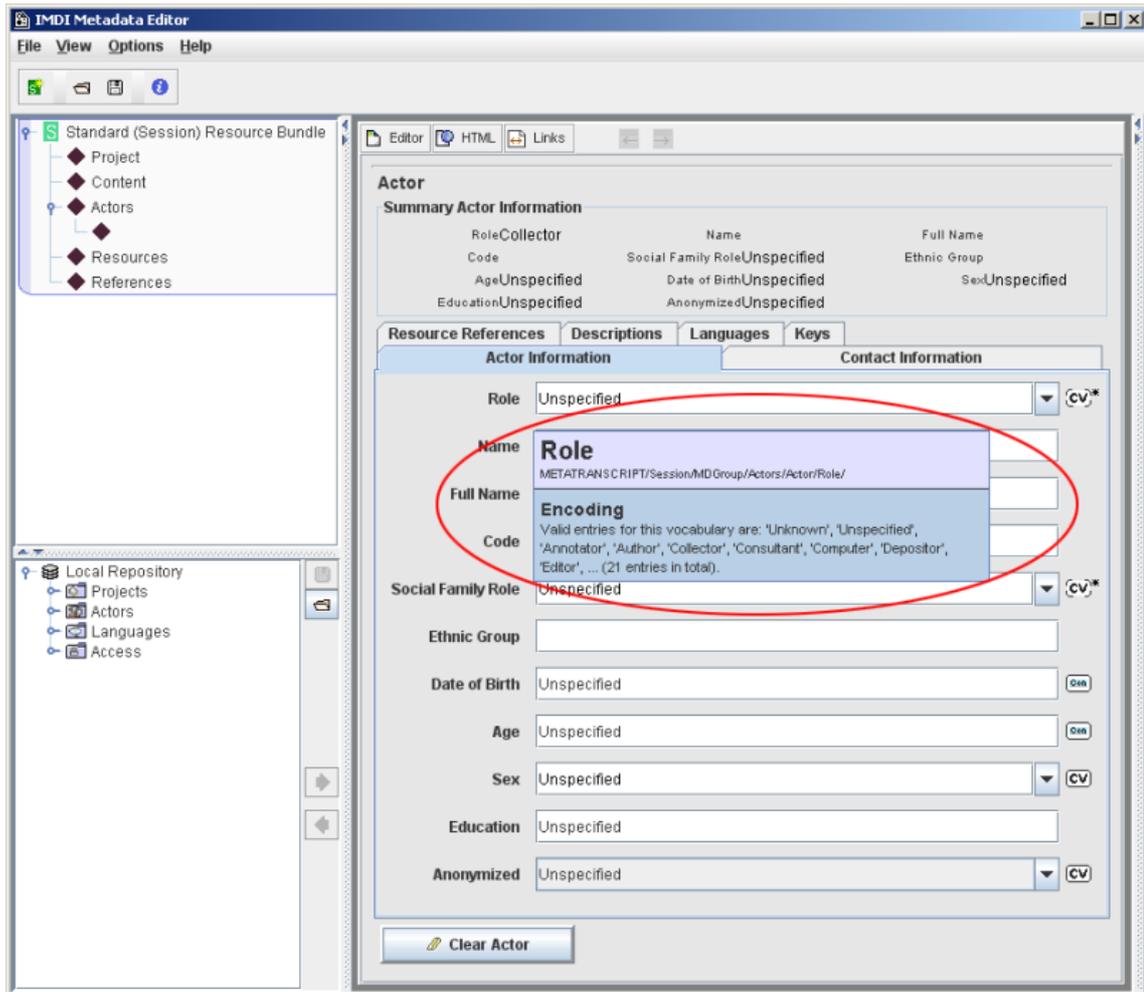


Figure 1.29. Show Tooltip Boxes

1.2.4. Help menu

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

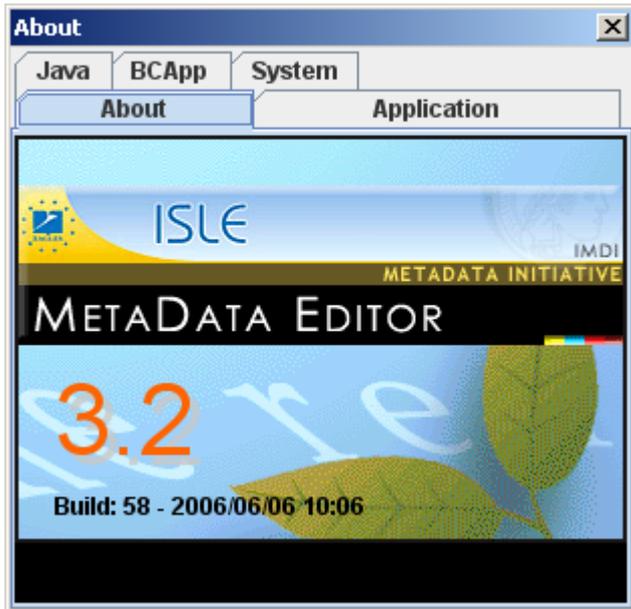


Figure 1.30. About IMDI MD editor

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.:

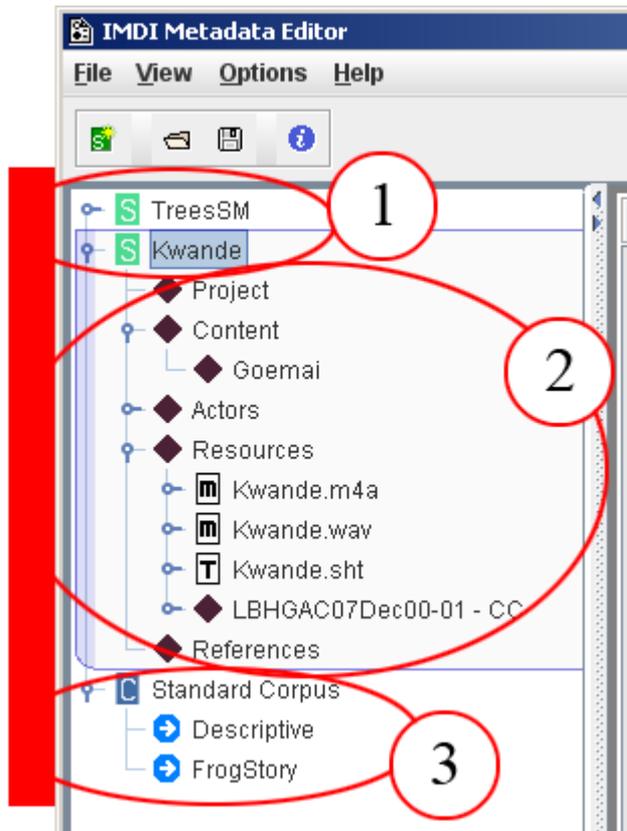


Figure 1.31. Browse panel

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:

- session node (corresponding to an IMDI Session or Lexicon file, see Chapter 2 and Chapter 3)
- corpus node (corresponding to an IMDI Corpus file, see Chapter 4)
- metadata node
- media file node
- written resource (or "transcription") file node
- lexicon node
- 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.:

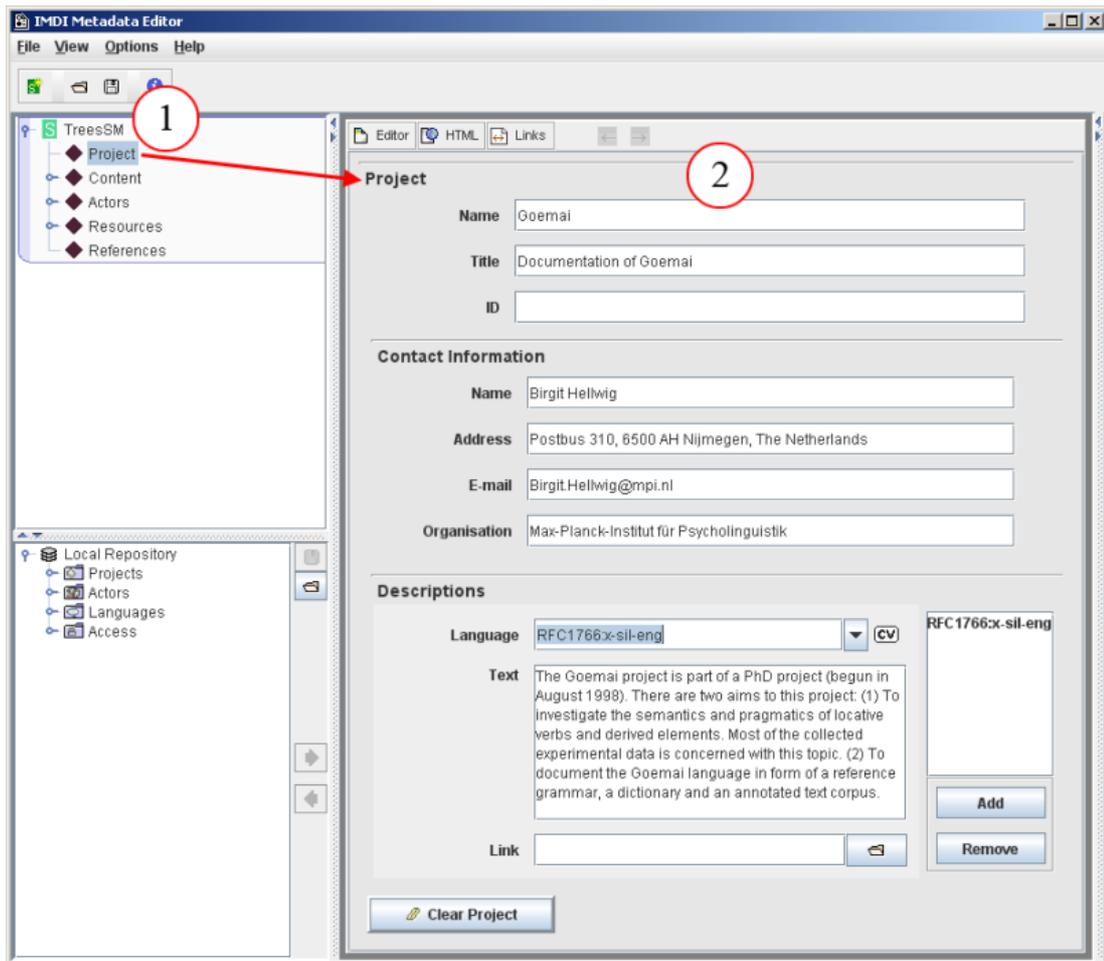


Figure 1.32. Open a node

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:

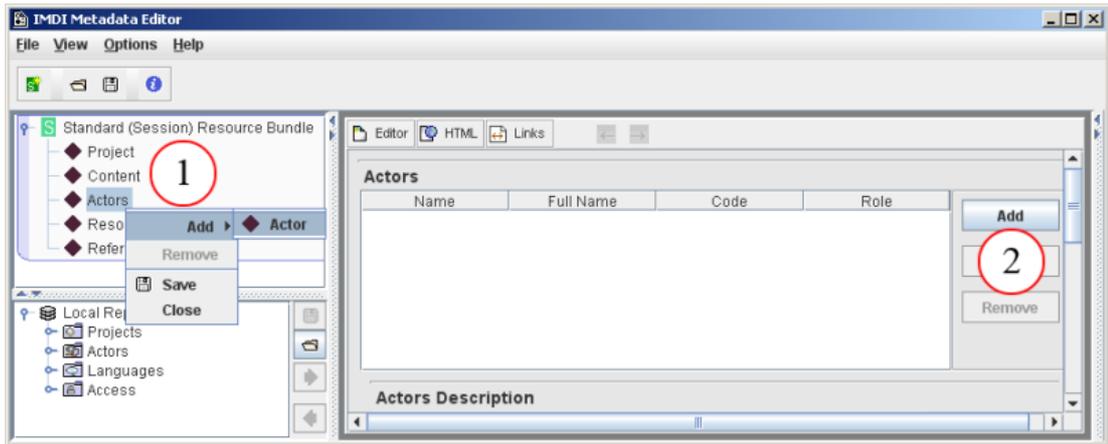


Figure 1.33. Add subnodes (1)

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

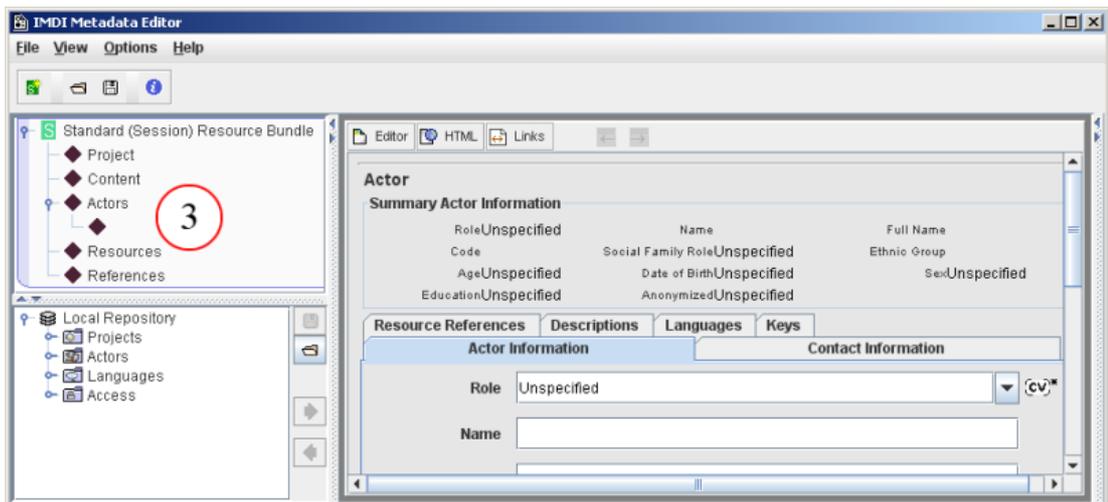


Figure 1.34. Add subnodes (2)

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

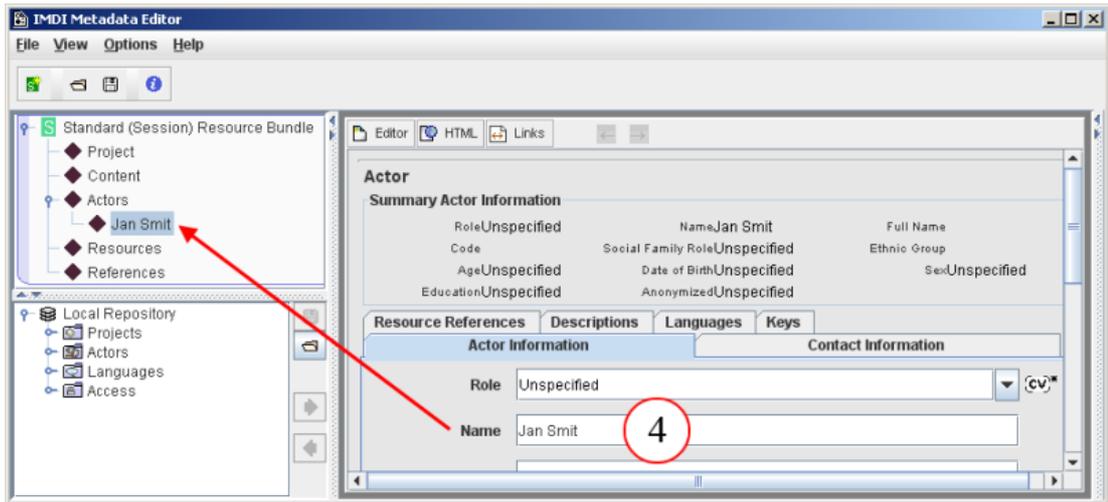


Figure 1.35. Add subnodes (3)

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.:

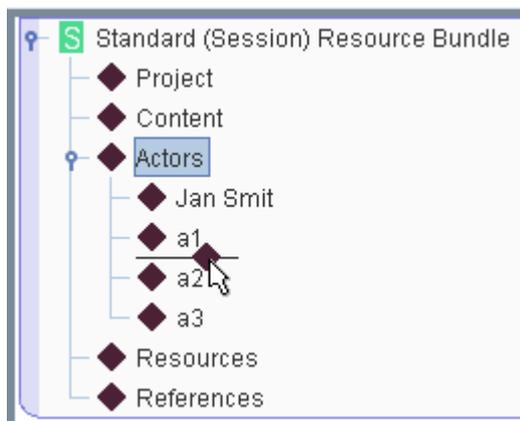


Figure 1.36. Drag a subnode

- Alternatively, do the following:

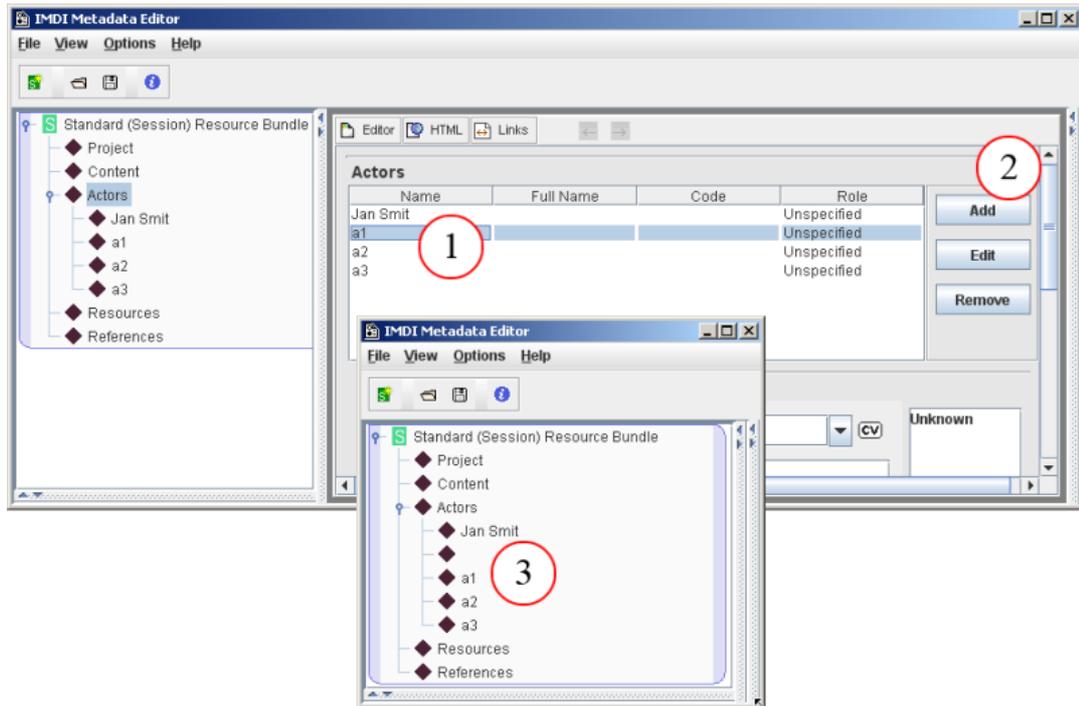


Figure 1.37. Add a subnode in Content panel

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

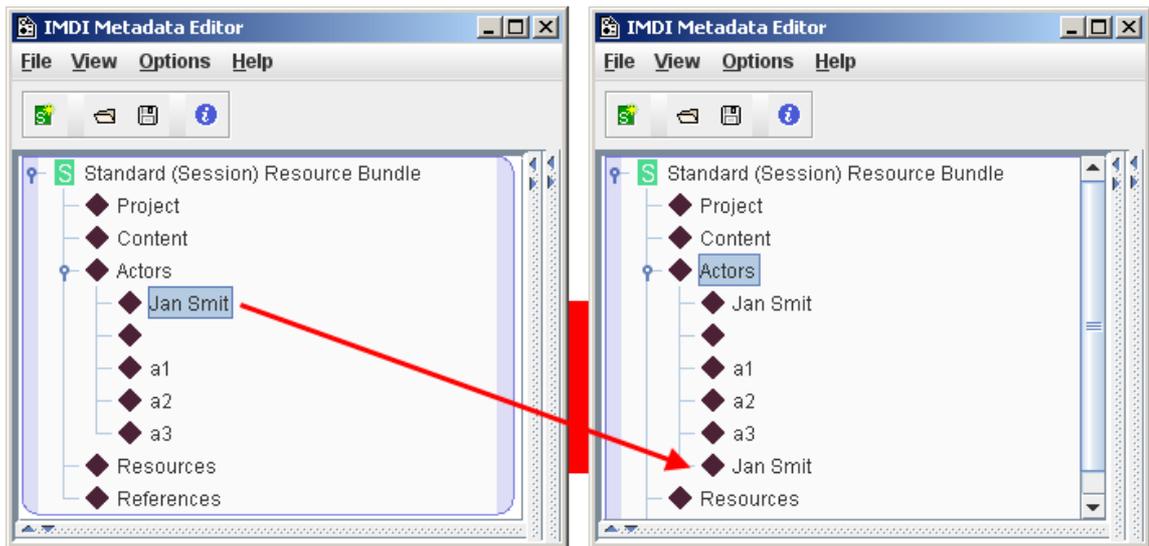


Figure 1.38. Copying a node

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:

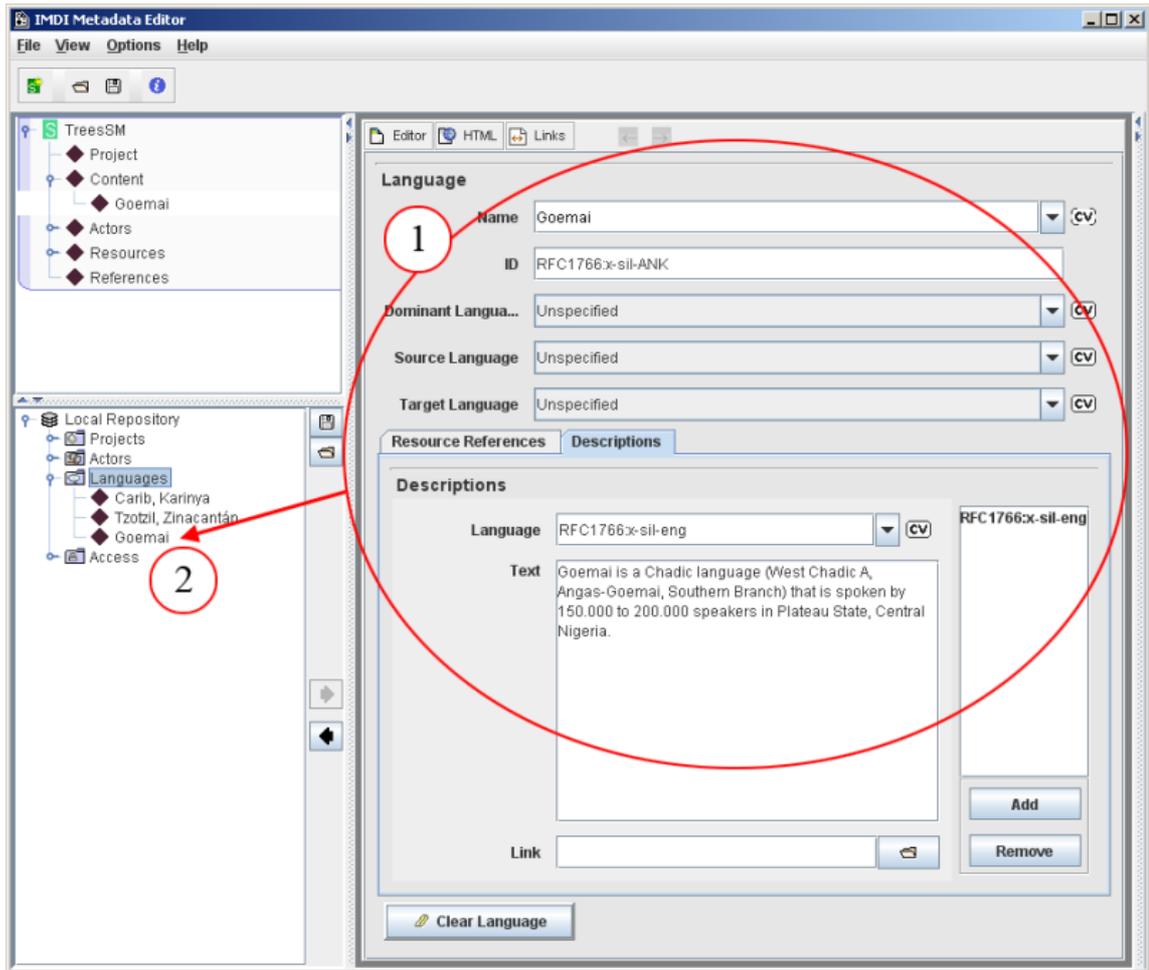


Figure 1.39. The repository panel

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 `<user-directory> \ 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.:

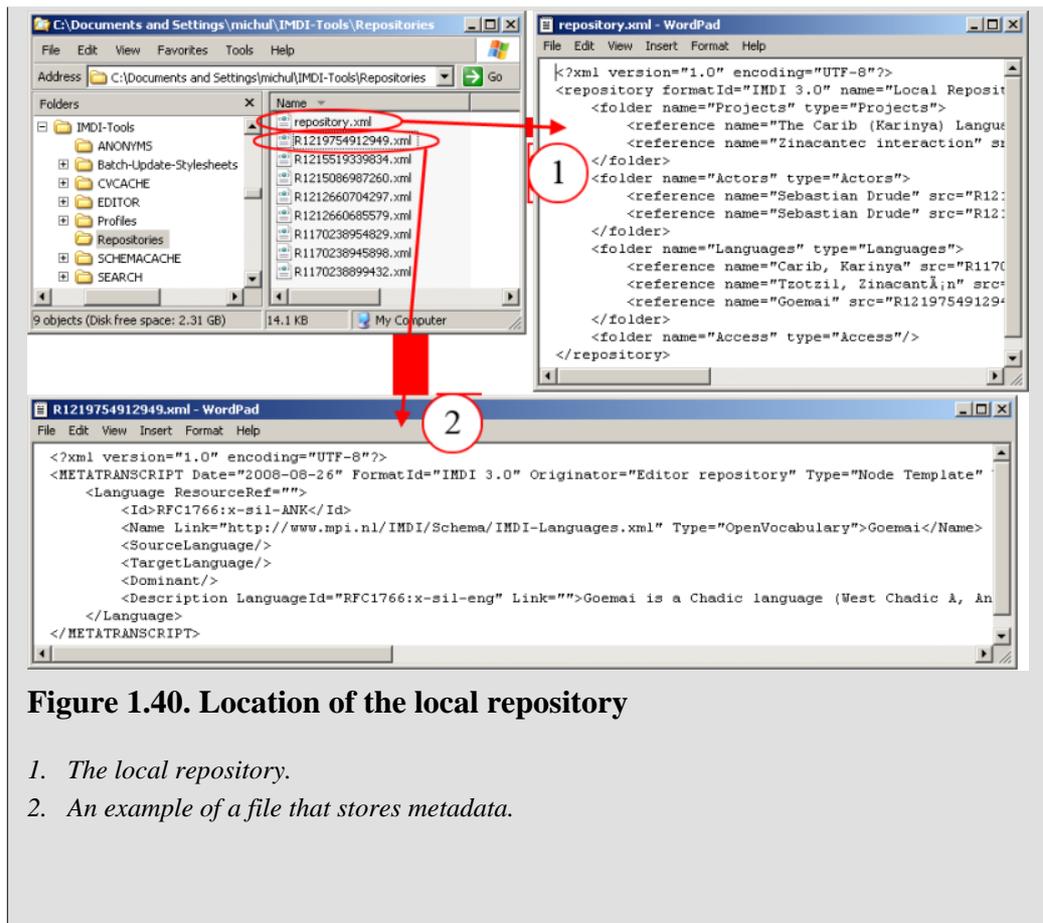


Figure 1.40. Location of the local repository

1. *The local repository.*
2. *An example of a file that stores metadata.*

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:

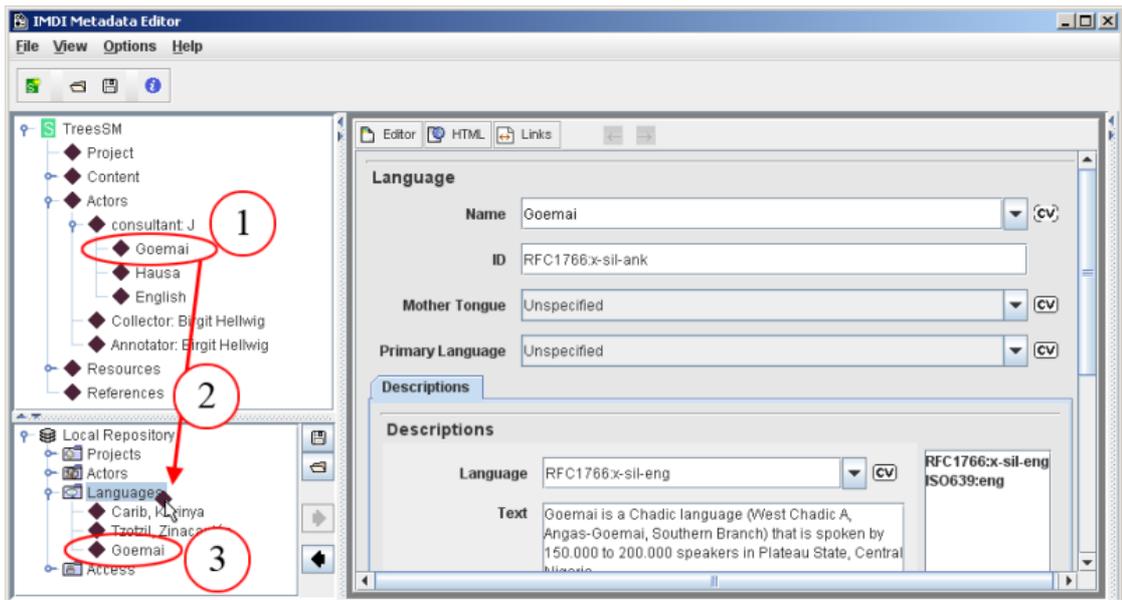


Figure 1.41. Store in repository: drag and drop

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:

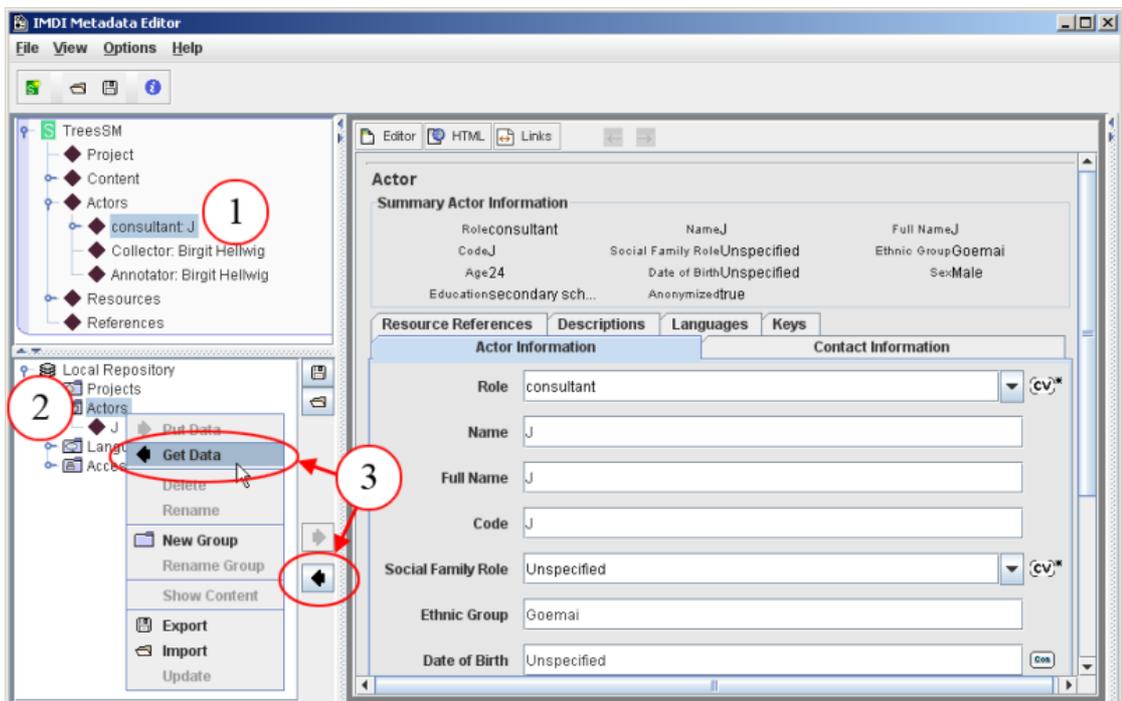


Figure 1.42. Store in repository: Get Data

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:

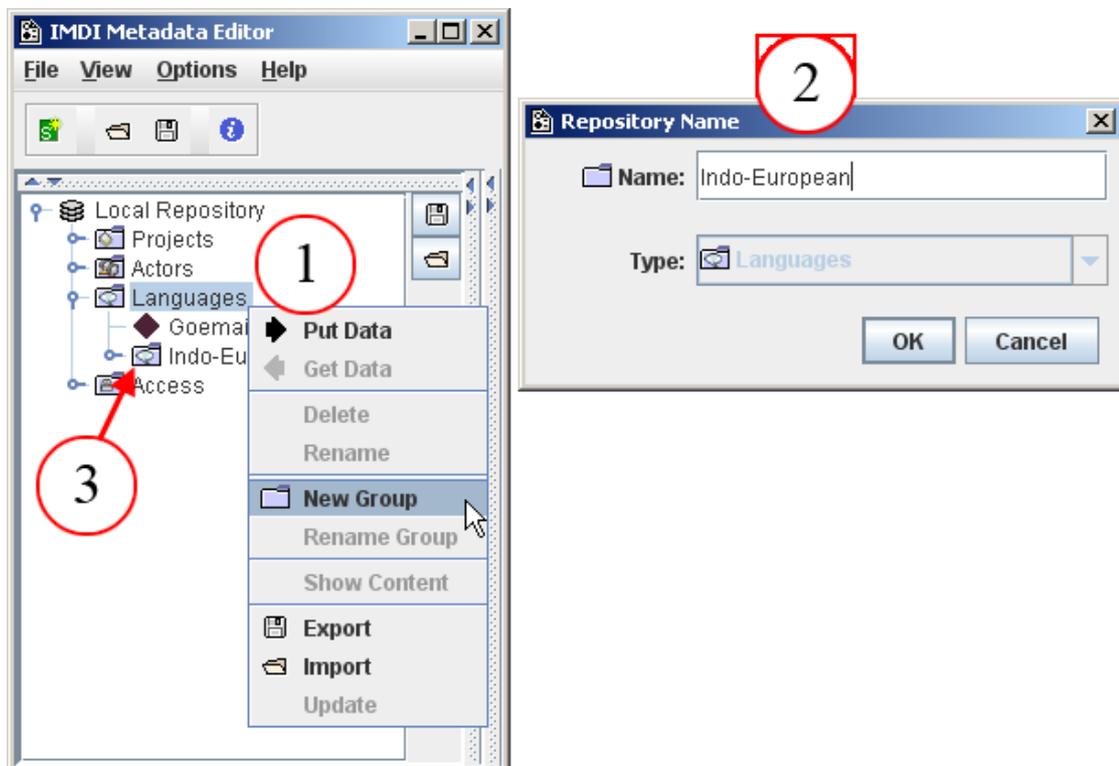


Figure 1.43. Add a repository group

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:

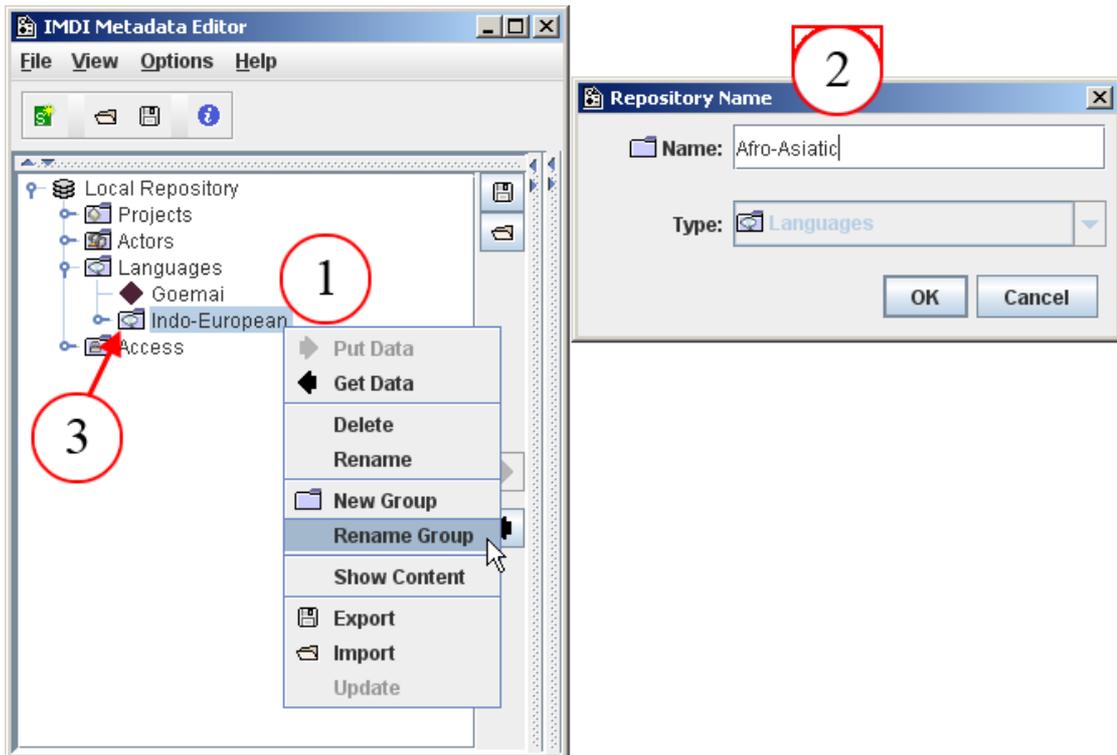


Figure 1.44. Rename a repository group

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:

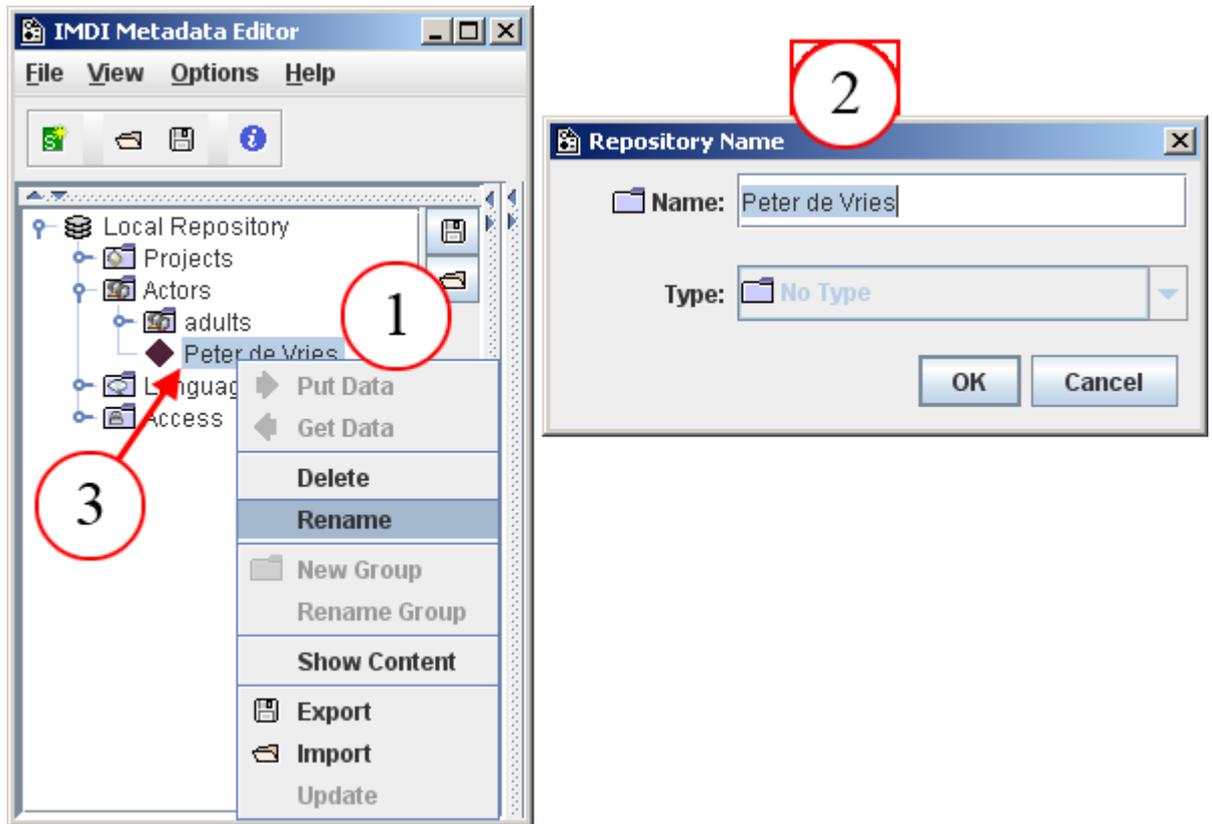


Figure 1.45. Rename an item

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.:

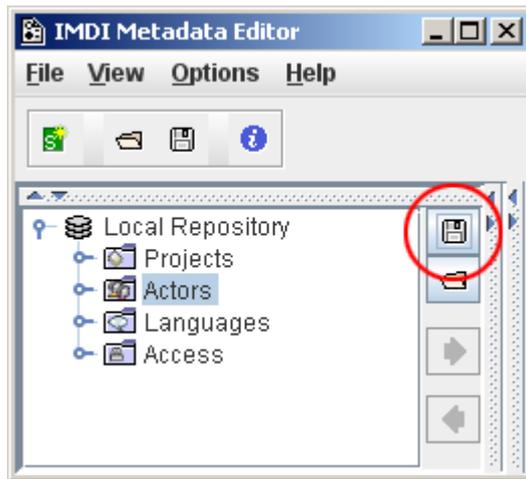


Figure 1.46. Export button

- 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).



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.:

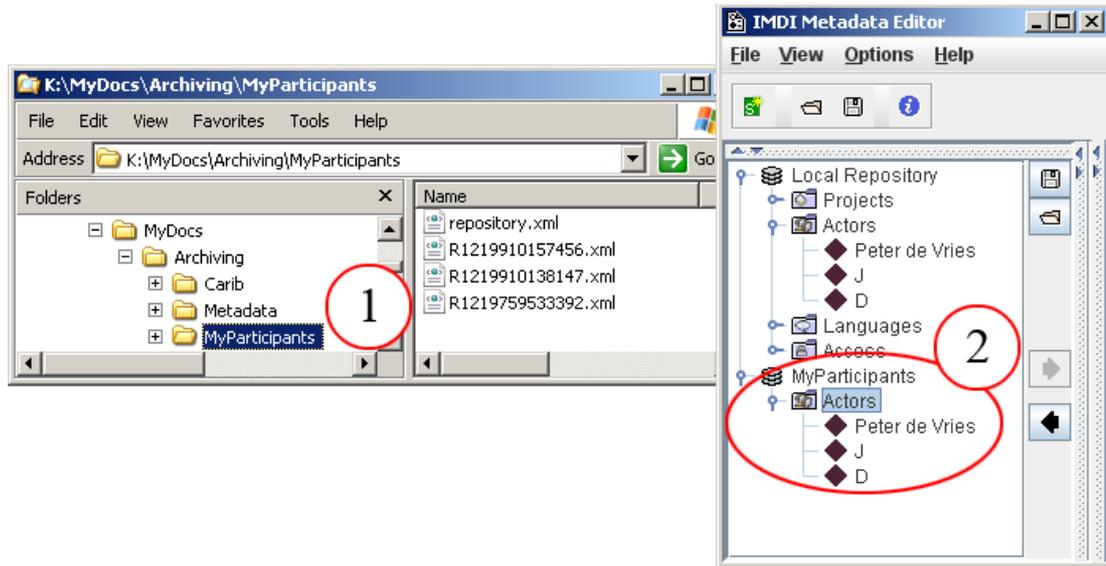


Figure 1.49. Result of export

- 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.:

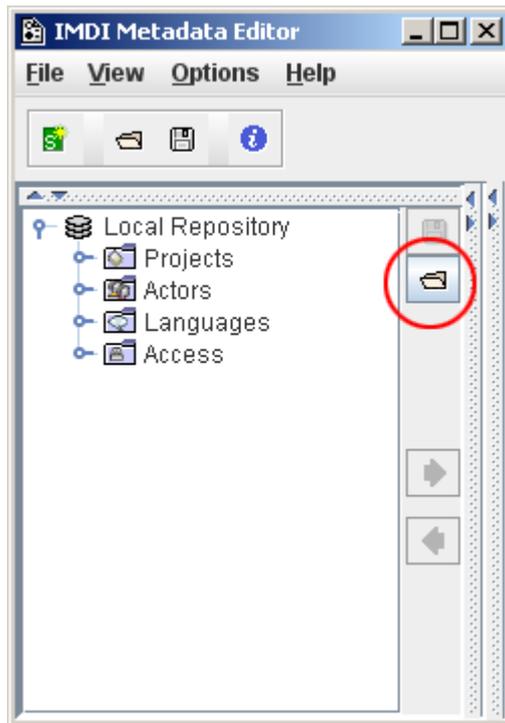


Figure 1.50. Import button

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

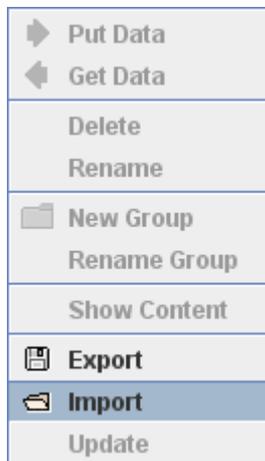


Figure 1.51. Right click and Import

The Import Repository dialog window appears.

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

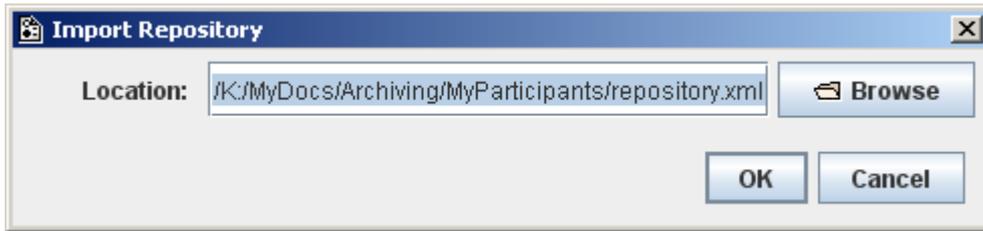


Figure 1.52. Browse to repository file

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

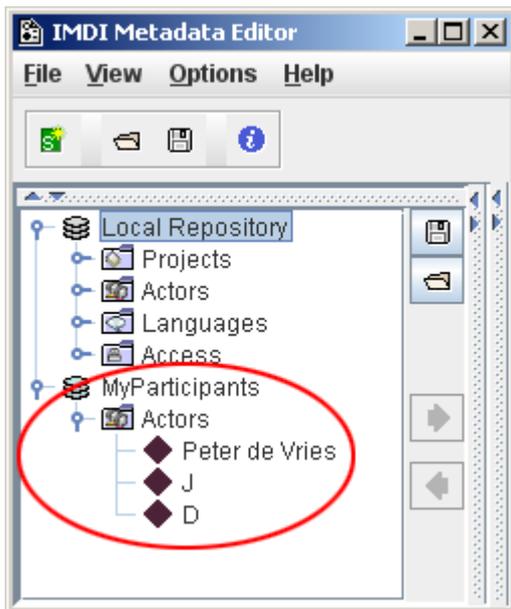


Figure 1.53. Imported repository

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:

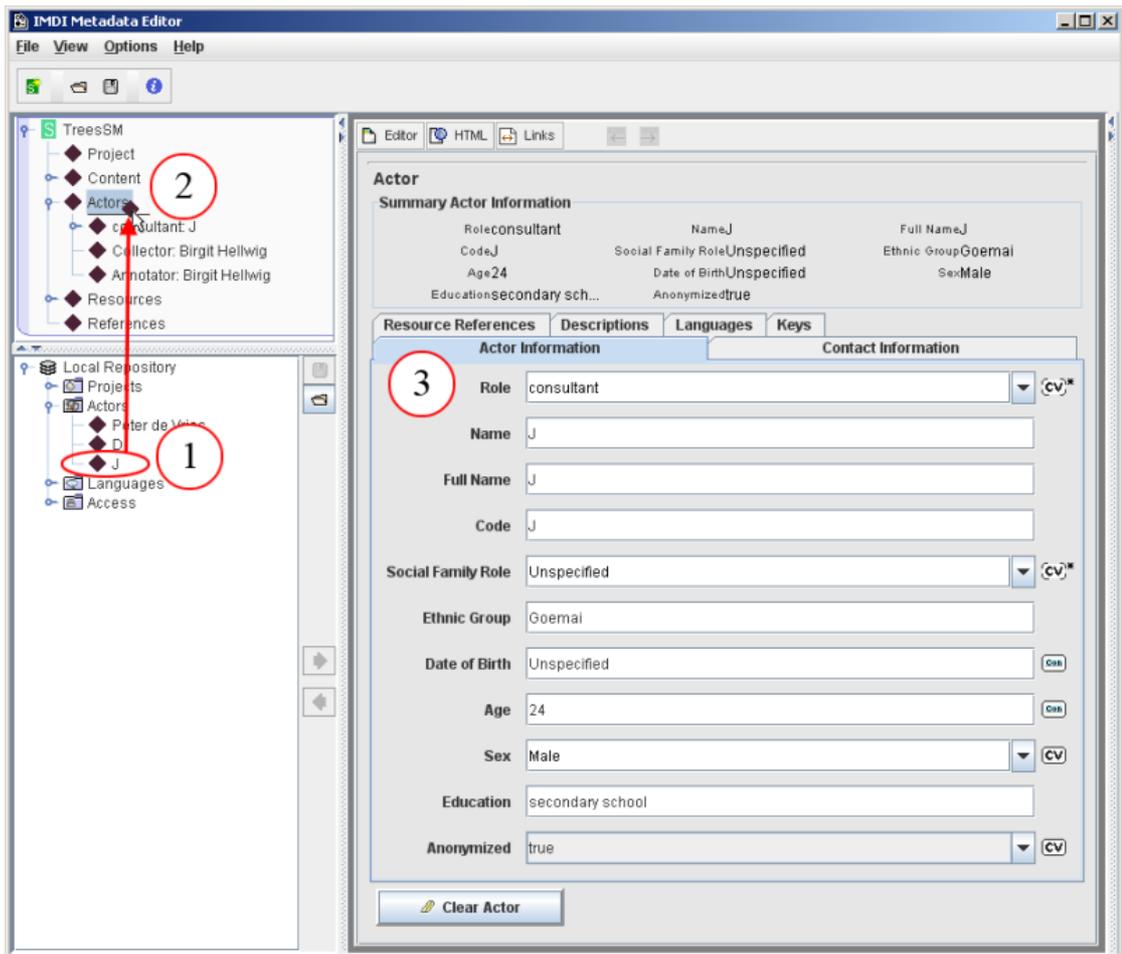


Figure 1.54. Drag and drop from repository

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:

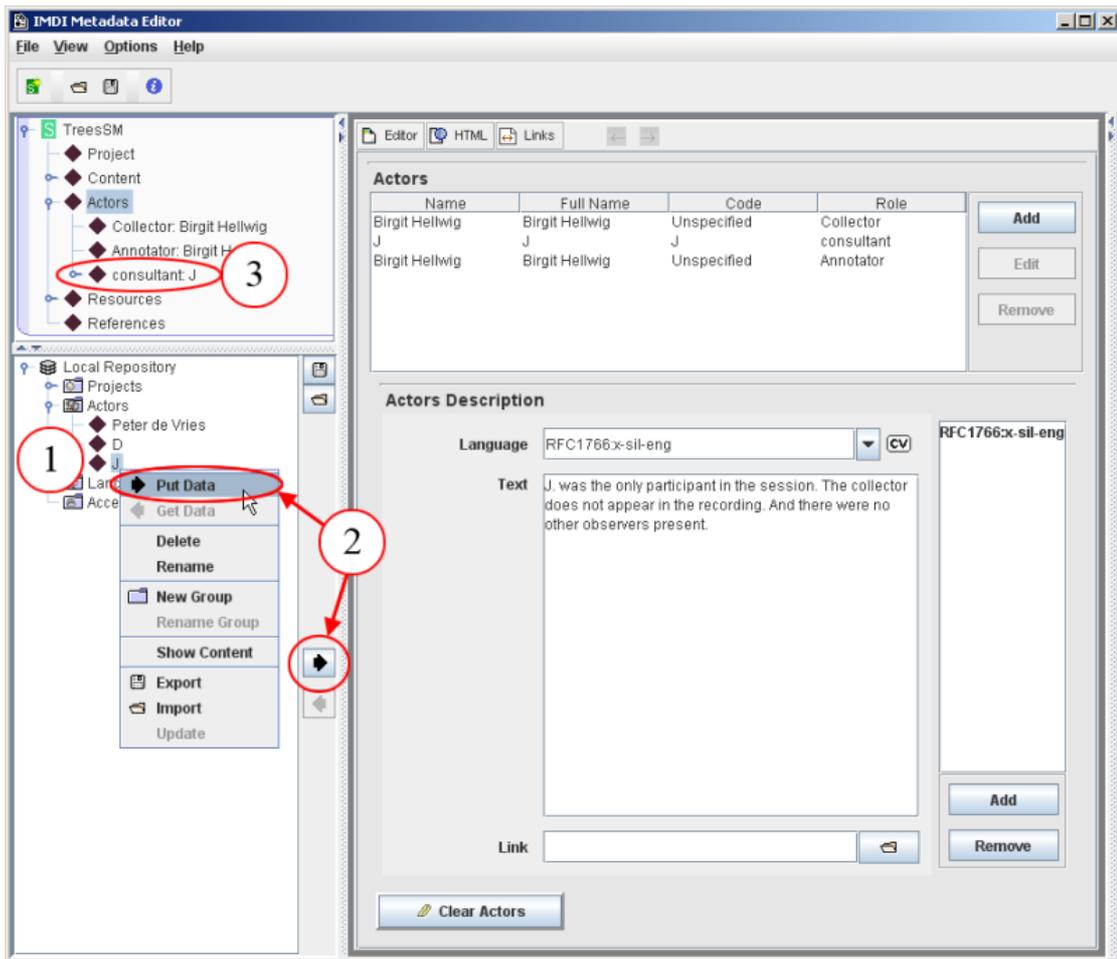


Figure 1.55. Put Data from repository

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).



Note

You can overwrite an existing node by dragging a node from the Repository panel onto a node of the Browse panel (e.g., by dragging actor X onto the node actor Y). In this case, the following warning will appear:

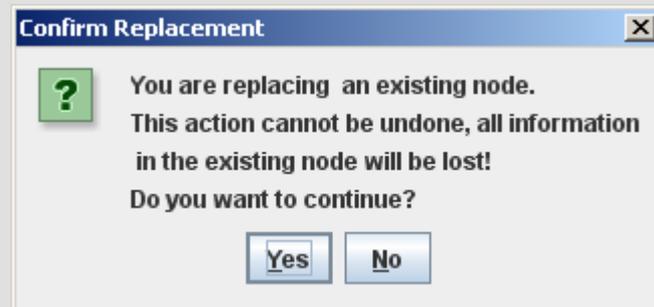


Figure 1.56. Confirm Replacement

Click Yes if you want to replace the node, otherwise click No.

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.

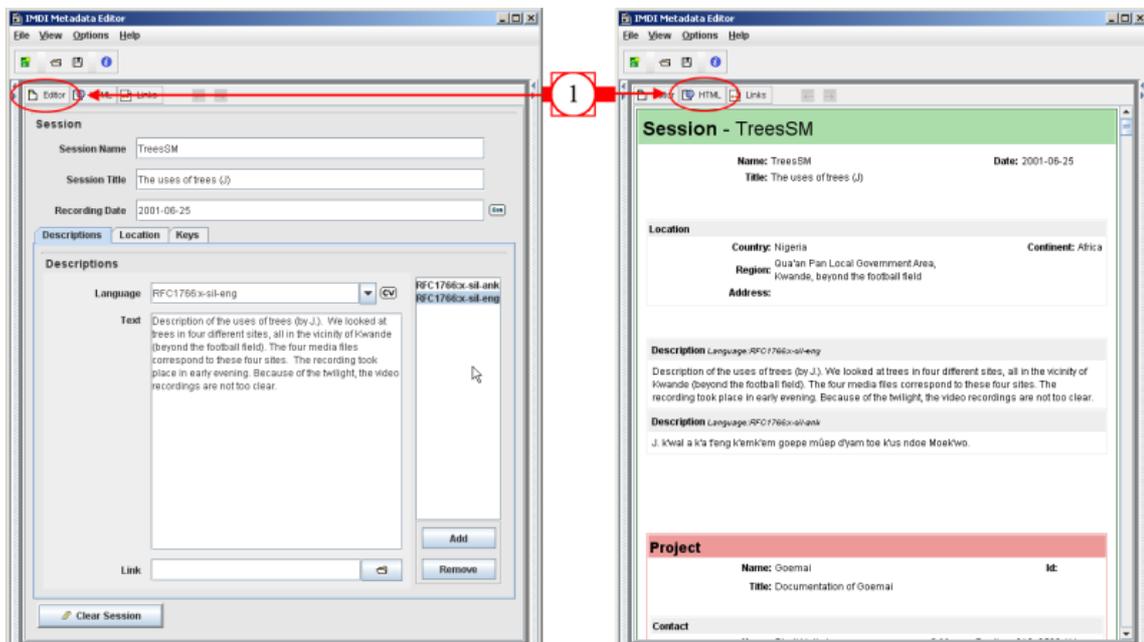


Figure 1.57. Editor View and HTML View
IMDI Editor view (left) and HTML View (right)

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).

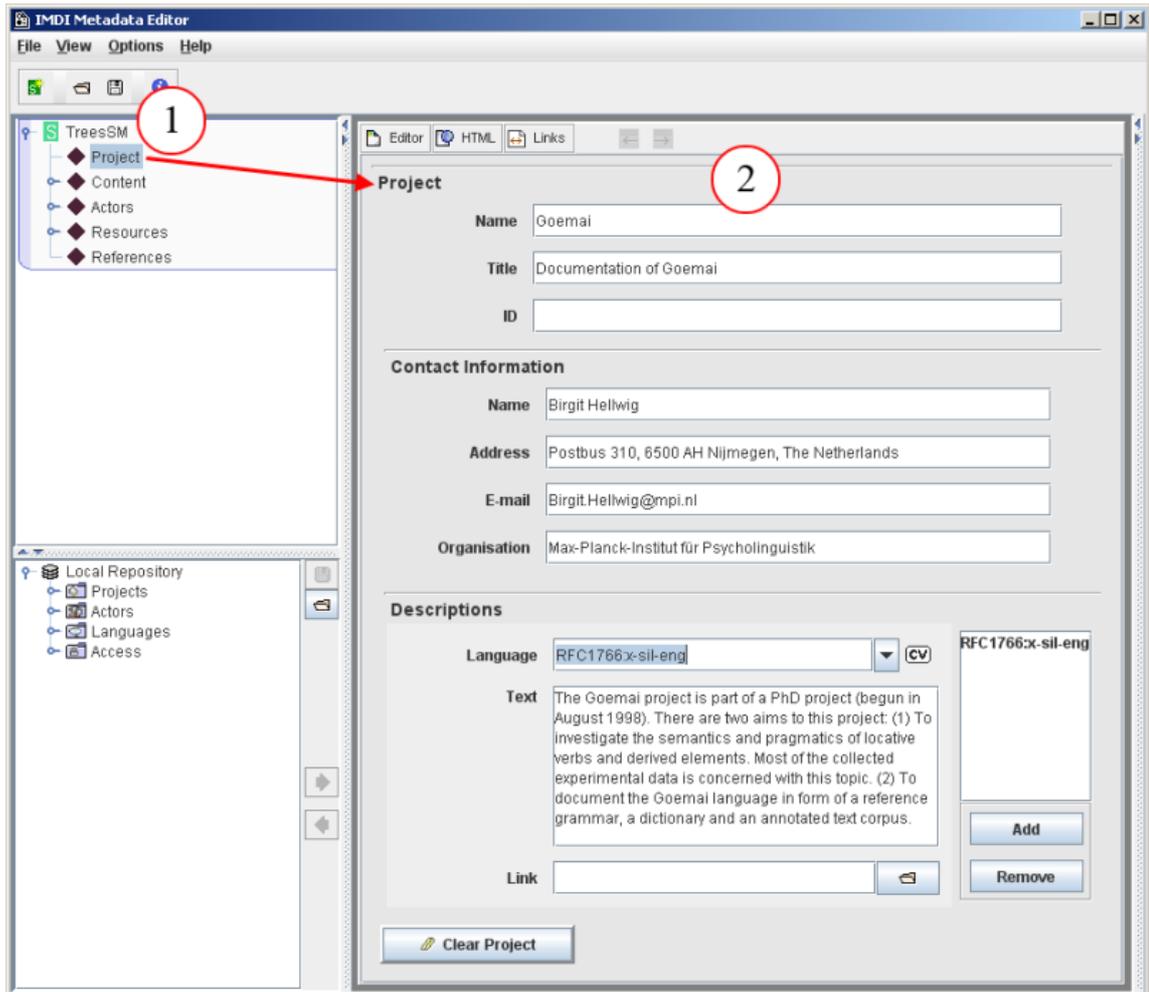


Figure 1.58. Opening corresponding screens

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).

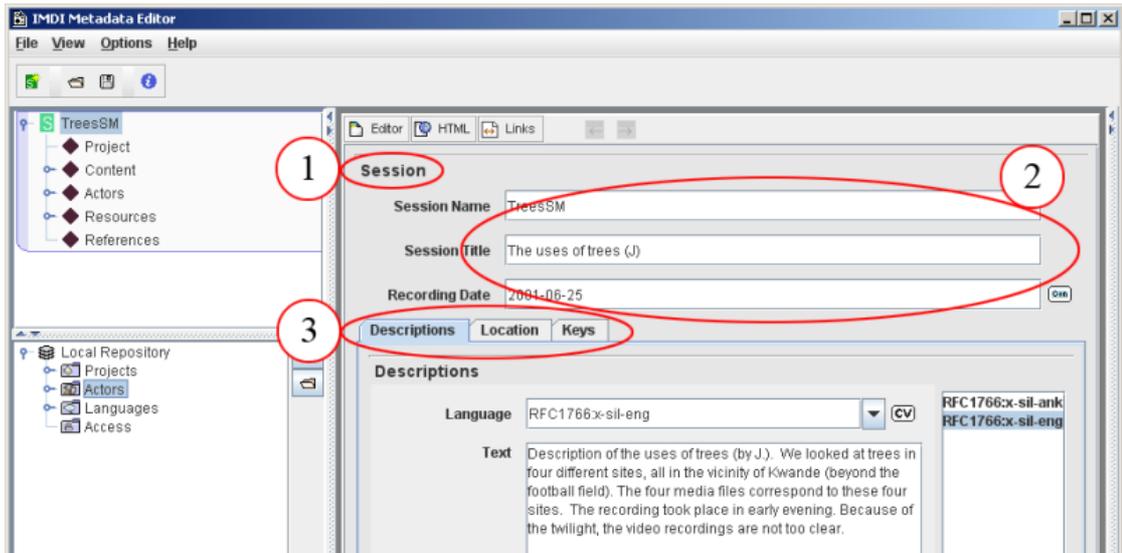


Figure 1.59. Screens structure

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.:

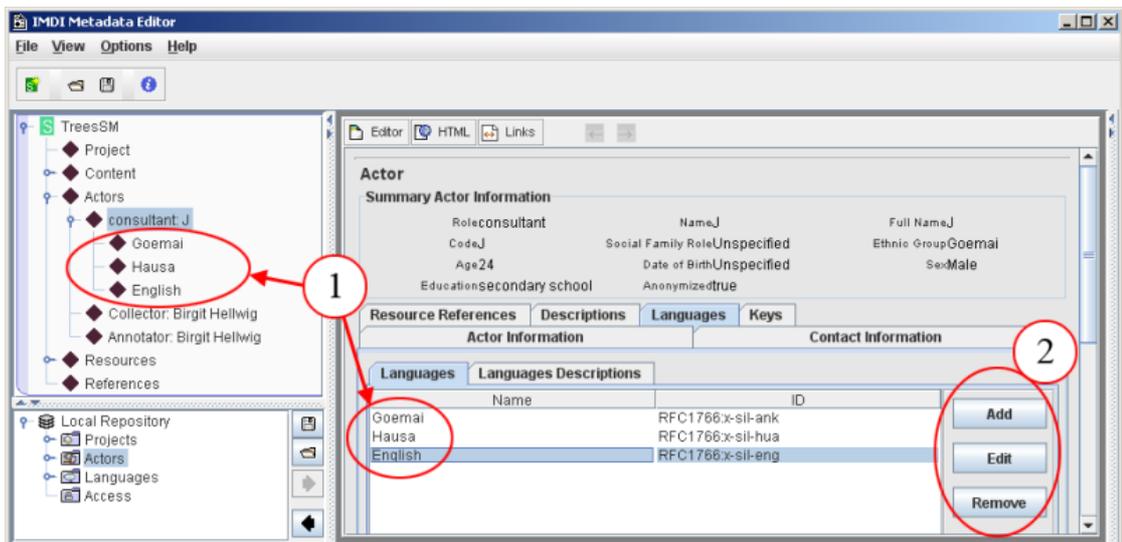


Figure 1.60. Subscreens

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.:

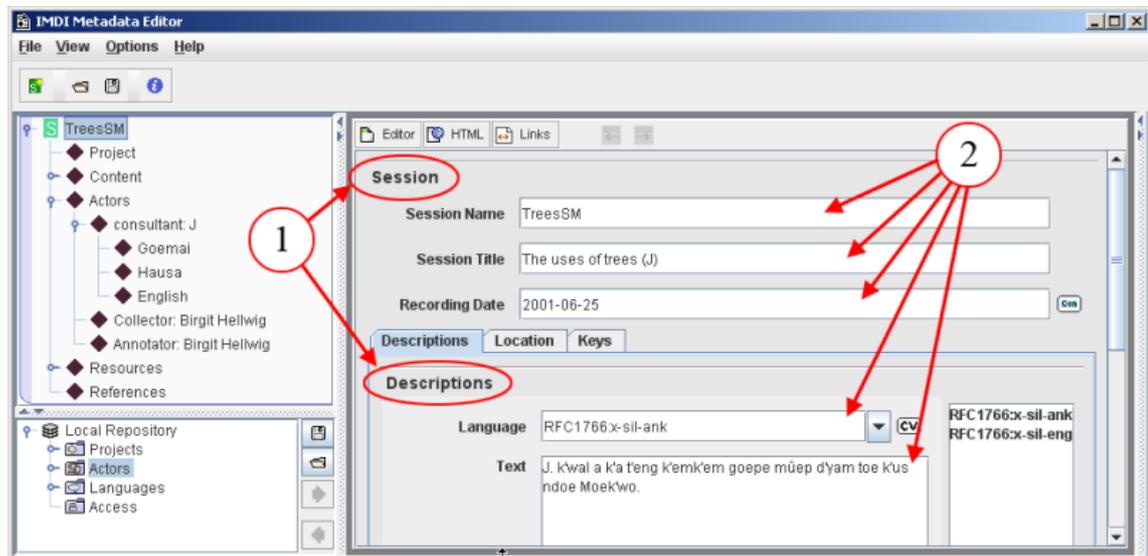


Figure 1.61. Schemata and fields

1. Schemata
2. Fields

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

	'closed controlled vocabulary'	You can enter only one value, and this value must be selected from the pull-down menu.
	'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.
	'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.

	'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.

	'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.:

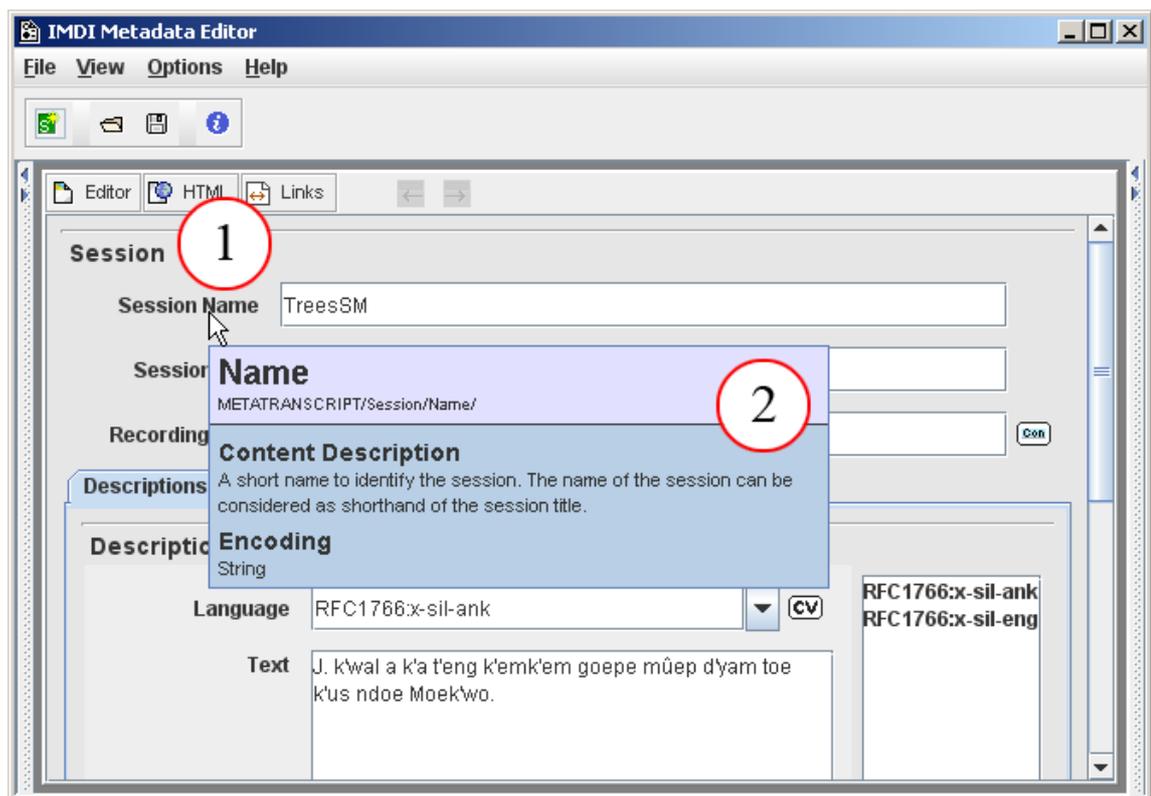


Figure 1.62. Tooltip

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.:

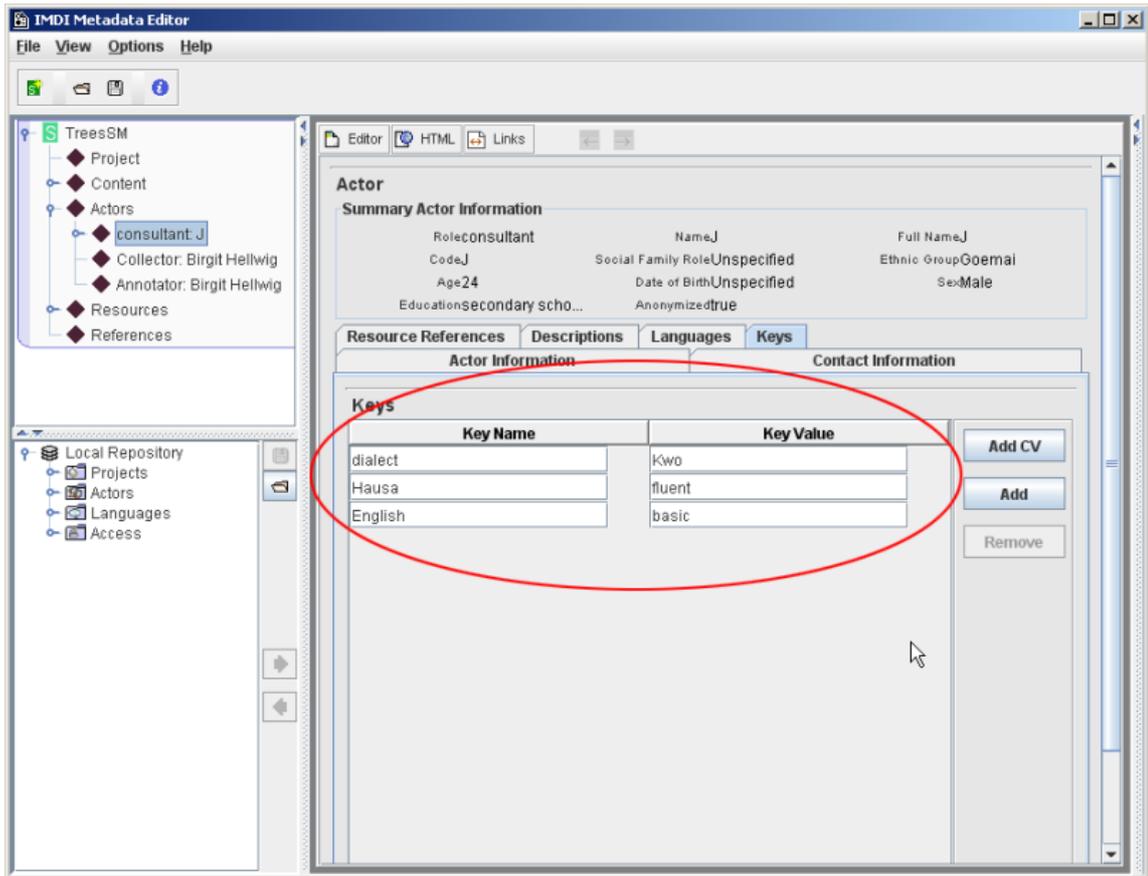


Figure 1.63. Project specific data

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.:

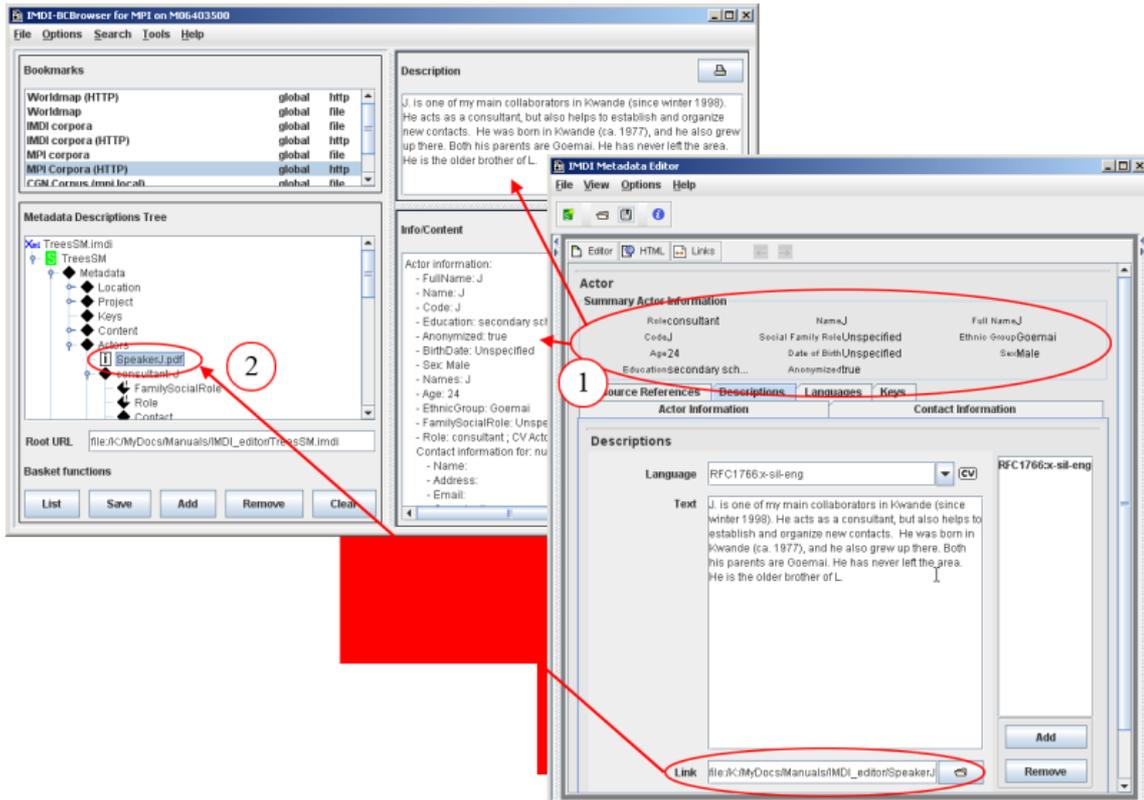


Figure 1.64. Links

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 double-clicking 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 (version 2.0)

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.:

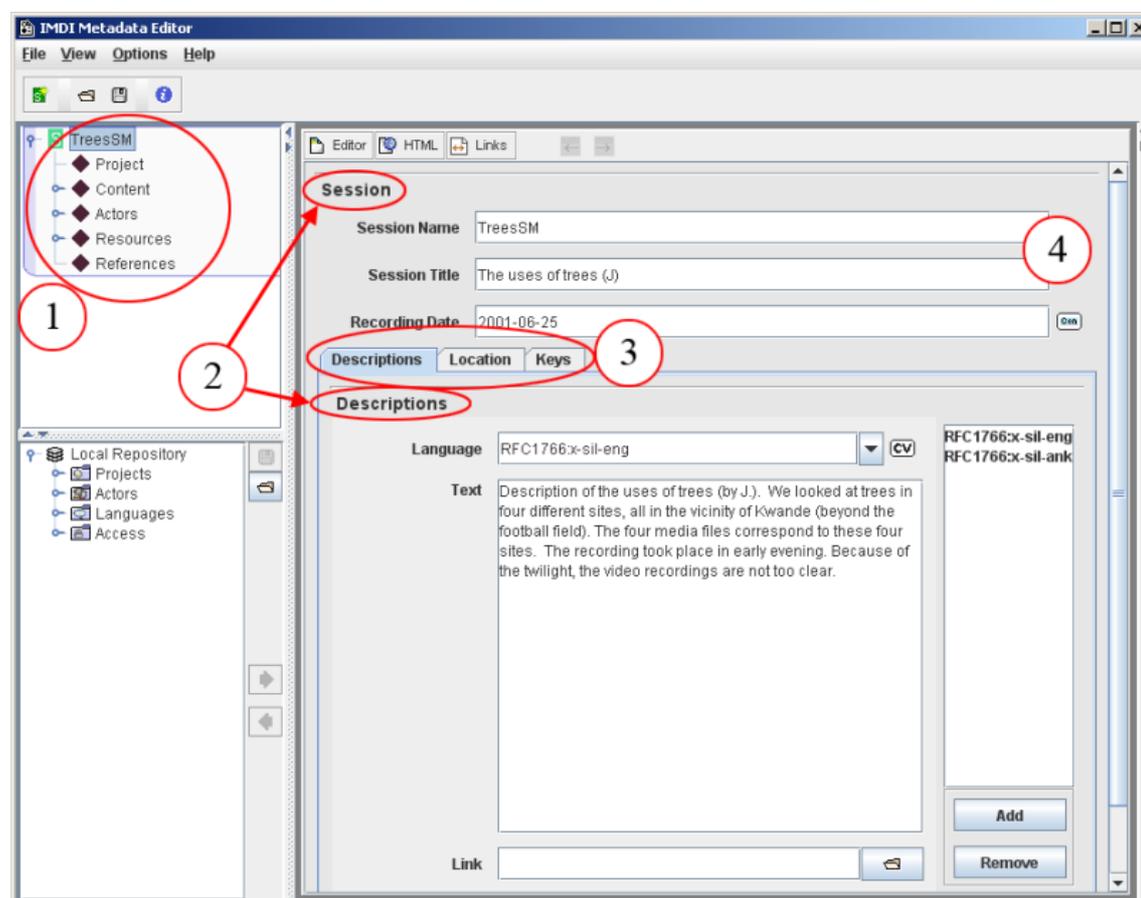


Figure 2.1. Screens, schemata and fields

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):

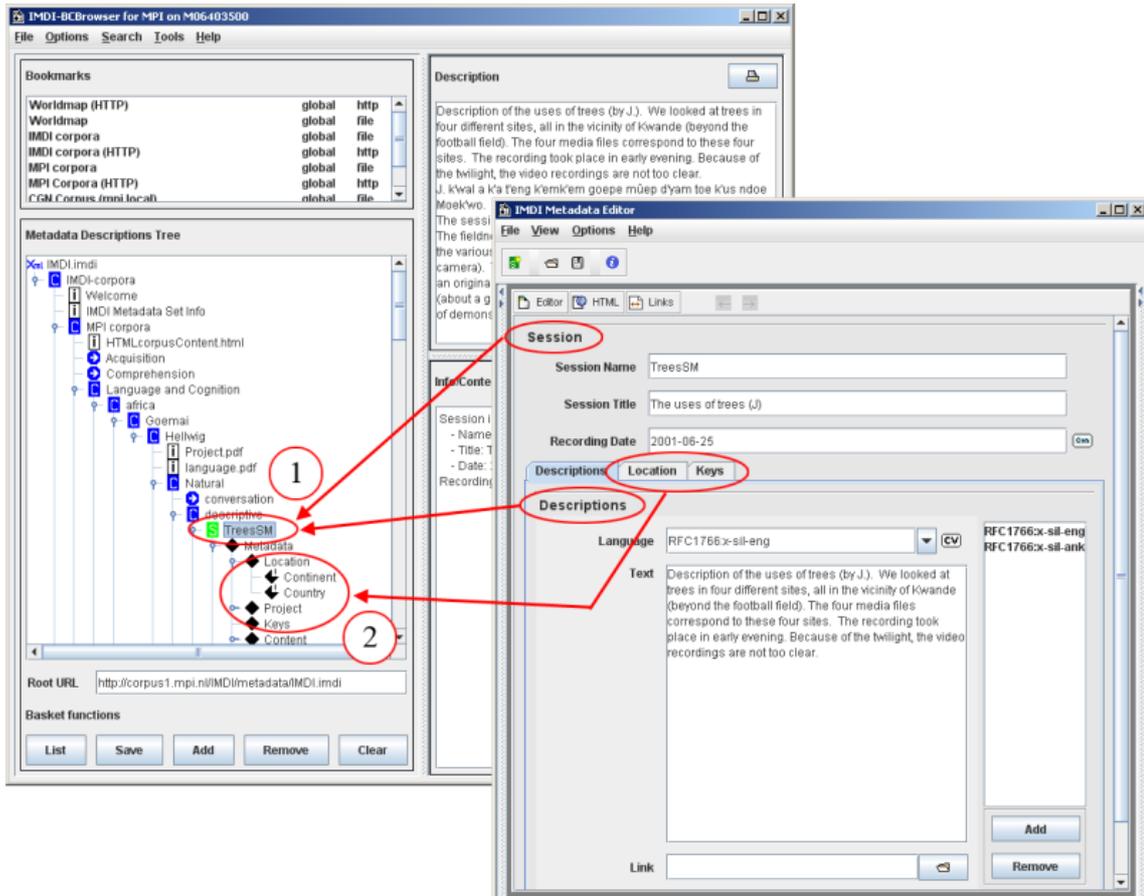


Figure 2.2. Session displayed in the IMDI browser

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:

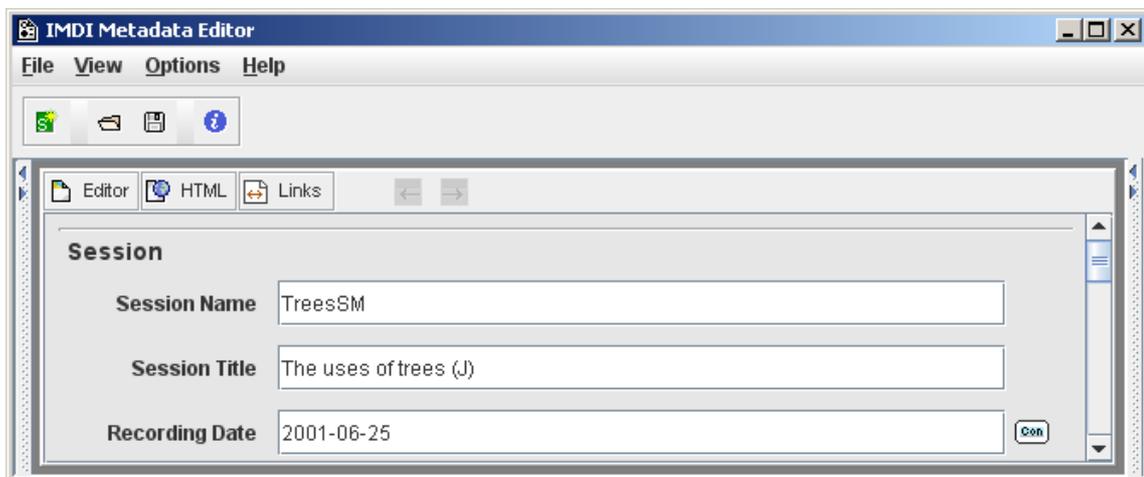


Figure 2.3. Session

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.:

The screenshot shows the IMDI Metadata Editor window. At the top, there is a menu bar with 'File', 'View', 'Options', and 'Help'. Below the menu bar is a toolbar with icons for 'Editor', 'HTML', and 'Links'. The main content area is divided into sections. The 'Session' section contains three text input fields: 'Session Name' with the value 'TreesSM', 'Session Title' with 'The uses of trees (J)', and 'Recording Date' with '2001-06-25'. Below this is a tabbed interface with 'Descriptions', 'Location', and 'Keys' tabs. The 'Descriptions' tab is active and contains a 'Language' dropdown menu set to 'RFC1766:x-sil-eng' (marked with a red circle and the number 1). To the right of the dropdown are two checkboxes, 'CV' and 'CV'. Below the dropdown is a large text area labeled 'Text' (marked with a red circle and the number 2) containing the following 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.' To the right of the text area is a list of two entries: 'RFC1766:x-sil-eng' and 'RFC1766:x-sil-ank'. At the bottom right of the 'Descriptions' section are two buttons: 'Add' and 'Remove'. At the bottom left, there is a 'Link' field with an empty input box and a folder icon button.

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:

The screenshot shows the 'Location' tab in the IMDI Session Editor. It features three input fields: 'Continent' (set to 'Africa'), 'Country' (set to 'Nigeria'), and 'Address'. Below these is a 'Regions' table with three rows: 'Qua'an Pan Local Government Area', 'Kwande', and 'beyond the football field'. To the right of the table are 'Add' and 'Remove' buttons. Red circles are drawn around the number '1' in the 'Continent' field, the number '2' in the 'Address' field, and the number '3' in the 'Kwande' row of the 'Regions' table.

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:

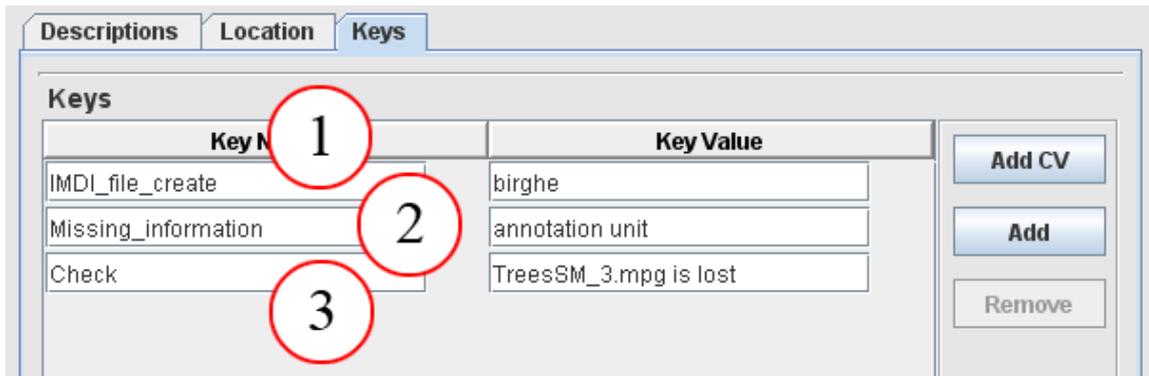


Figure 2.6. Keys

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):

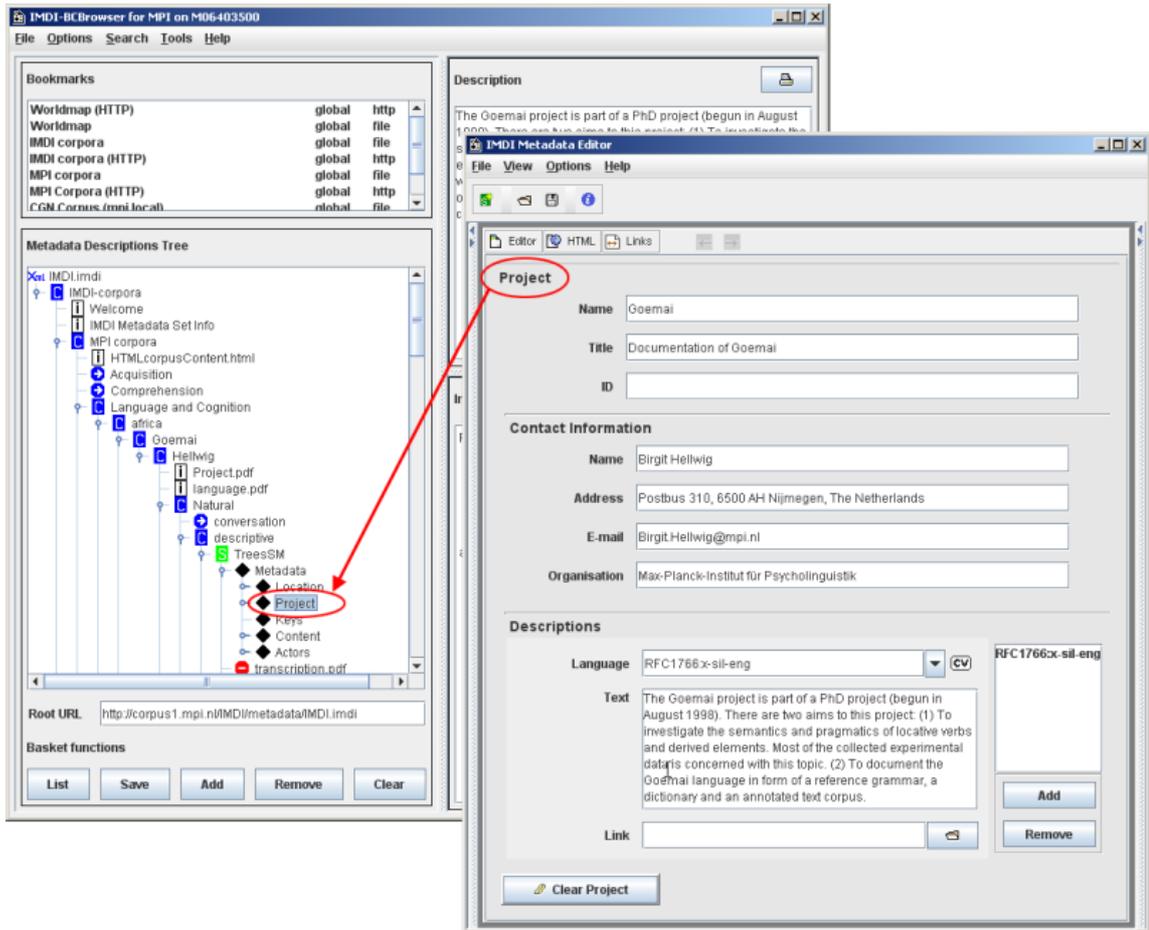


Figure 2.7. Project displayed in the IMDI browser

Information under Project is displayed under the node Project.

Enter the information into the IMDI Editor as follows:

The screenshot shows the IMDI Metadata Editor interface. It features a menu bar with 'File', 'View', 'Options', and 'Help'. Below the menu is a toolbar with icons for saving, opening, and help. The main workspace is divided into three sections:

- Project:** Contains three text input fields: 'Name' (Goemai), 'Title' (Documentation of Goemai), and 'ID'.
- Contact Information:** Contains four text input fields: 'Name' (Birgit Hellwig), 'Address' (Postbus 310, 6500 AH Nijmegen, The Netherlands), 'E-mail' (Birgit.Hellwig@mpi.nl), and 'Organisation' (Max-Planck-Institut für Psycholinguistik).
- Descriptions:** Contains a 'Language' dropdown menu (RFC1766:x-sil-eng), a 'Text' area with a detailed description of the Goemai project, and a 'Link' field. To the right of the text area are 'Add' and 'Remove' buttons. At the bottom of the section is a 'Clear Project' button.

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):

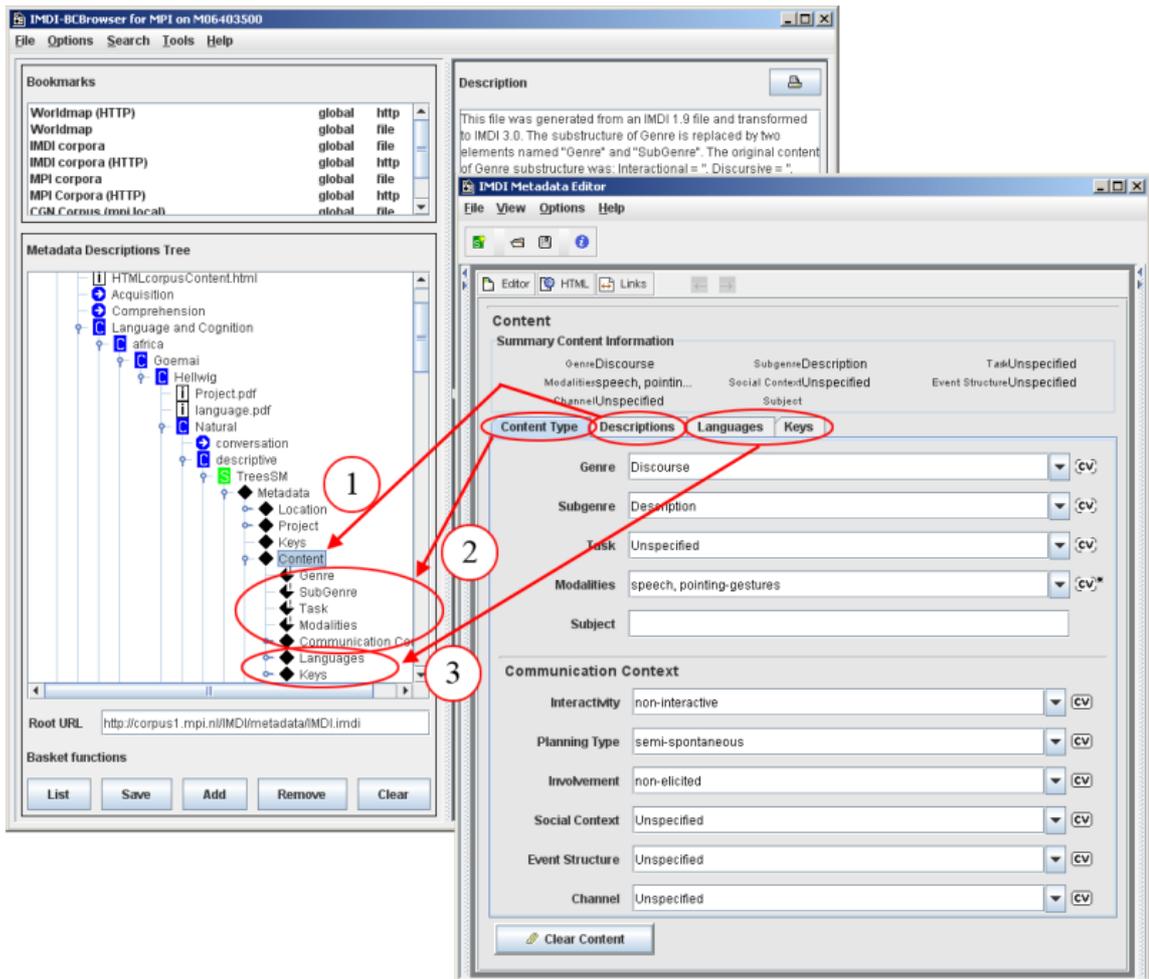


Figure 2.9. Content displayed in the IMDI browser

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

File View Options Help

Editor HTML Links

Content

Summary Content Information

GenreDiscourse SubgenreDescription TaskUnspecified
 Modalitiesspeech, pointin... Social ContextUnspecified Event StructureUnspecified
 ChannelUnspecified Subject

Content Type Descriptions Languages Keys

Genre Discourse (CV)
 Subgenre Description (CV)
 Task Unspecified (CV)
 Modalities speech, pointing-gestures (CV)*
 Subject

Communication Context

Interactivity non-interactive (CV)
 Planning Type semi-spontaneous (CV)
 Involvement non-elicited (CV)
 Social Context Unspecified (CV)
 Event Structure Unspecified (CV)
 Channel Unspecified (CV)

Clear Content

Figure 2.10. Content type

Many of the fields under Content Type offer predefined values that are displayed in the form of pull-down 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

²Please 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.: <ul style="list-style-type: none"> – conversation – many narratives – matching game
non-interactive	a monologue, produced without expecting extended verbal responses from the hearer(s), e.g.: <ul style="list-style-type: none"> – many oratory texts and songs – some narratives
semi-interactive	primarily a monologue, but punctuated by repeated interjections from the hearer(s), e.g.: <ul style="list-style-type: none"> – 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	<p>an unprompted speech whose topic is not determined by the investigator or an observer, e.g.:</p> <ul style="list-style-type: none"> – conversation – chatting – joke-telling – singing while harvesting
semi-spontaneous	<p>a prompted speech whose topic is determined in some way by an investigator or a community member, but whose participants speak freely within this context, e.g.:</p> <ul style="list-style-type: none"> – 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	<p>the structure and content of the speech is planned in advance by the consultant/performer, e.g.:</p> <ul style="list-style-type: none"> – political or ritual speech – poem recitation <div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px;"> <p>Note</p> <p>This entry does not (necessarily) refer to an elicitation session, where a consultant is given a framework but does not plan his/her answer.</p> </div> </div>

• Involvement

The involvement of the researcher, i.e.:

value	comments
elicited	<p>the investigator asks the speaker(s) to produce isolated phonemes, words, utterances or grammatical structures, e.g.:</p> <ul style="list-style-type: none"> – production of sounds in different phonological environments – 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:

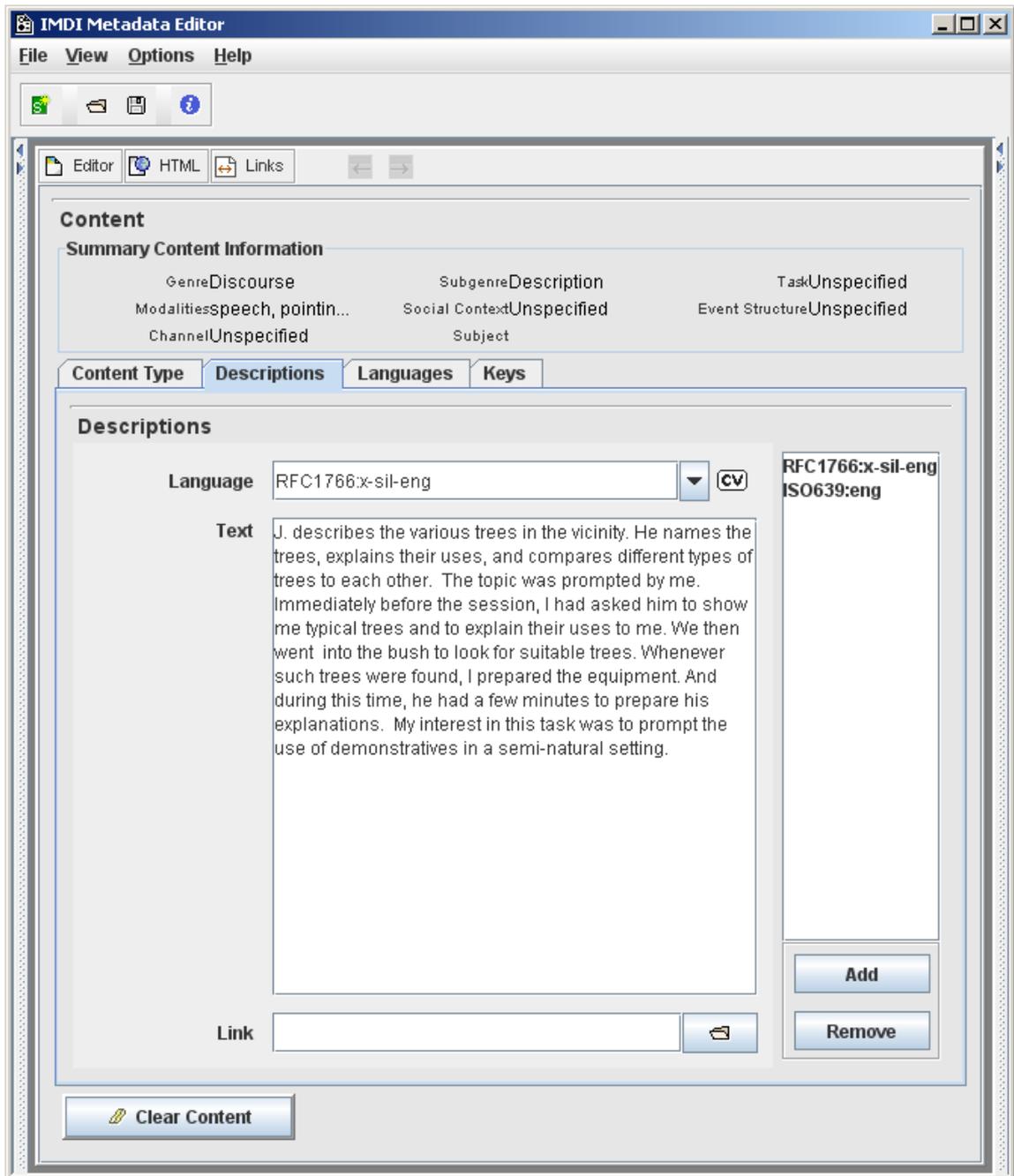


Figure 2.11. Description of Content

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.:

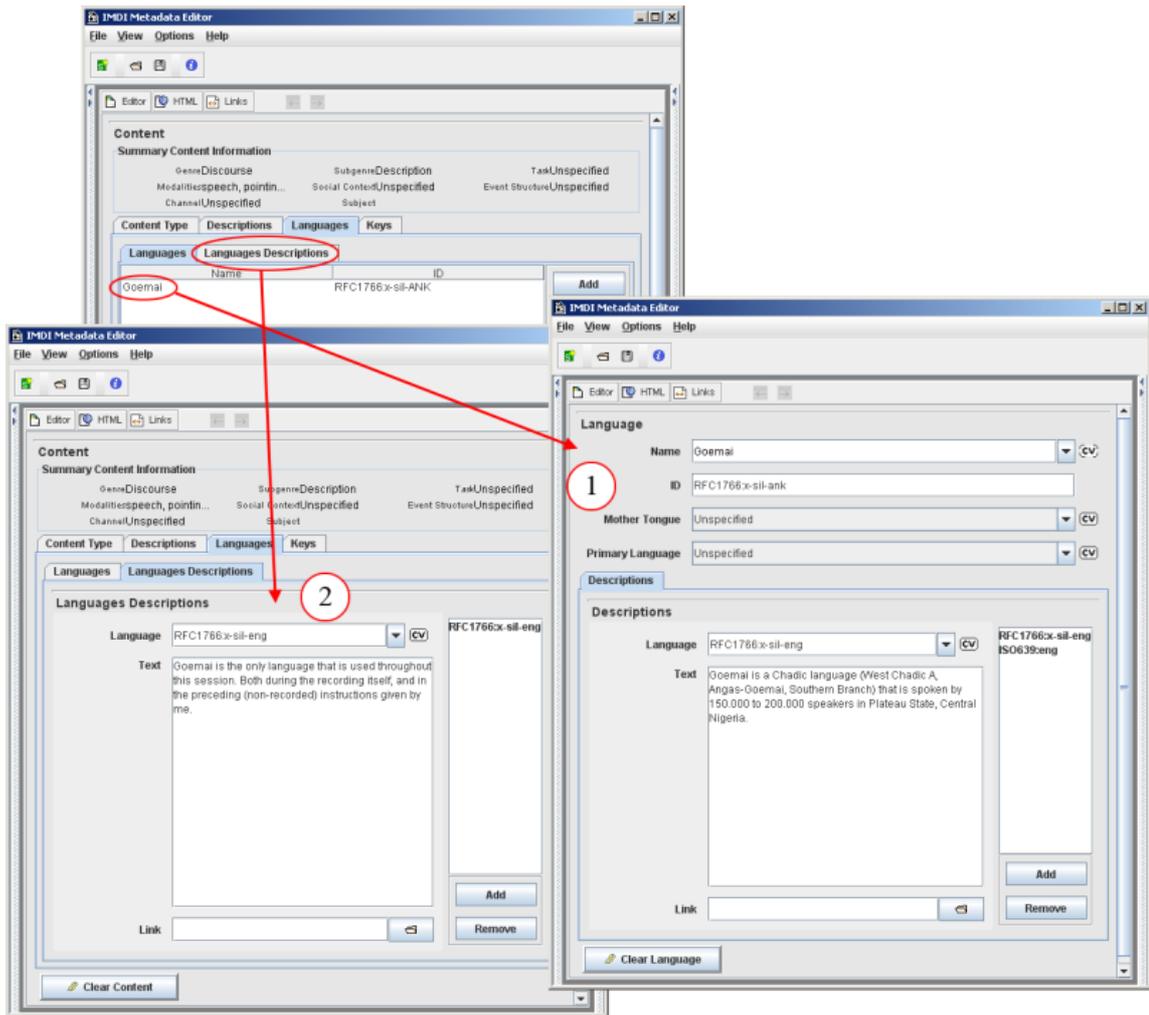


Figure 2.12. Language used in the session

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:

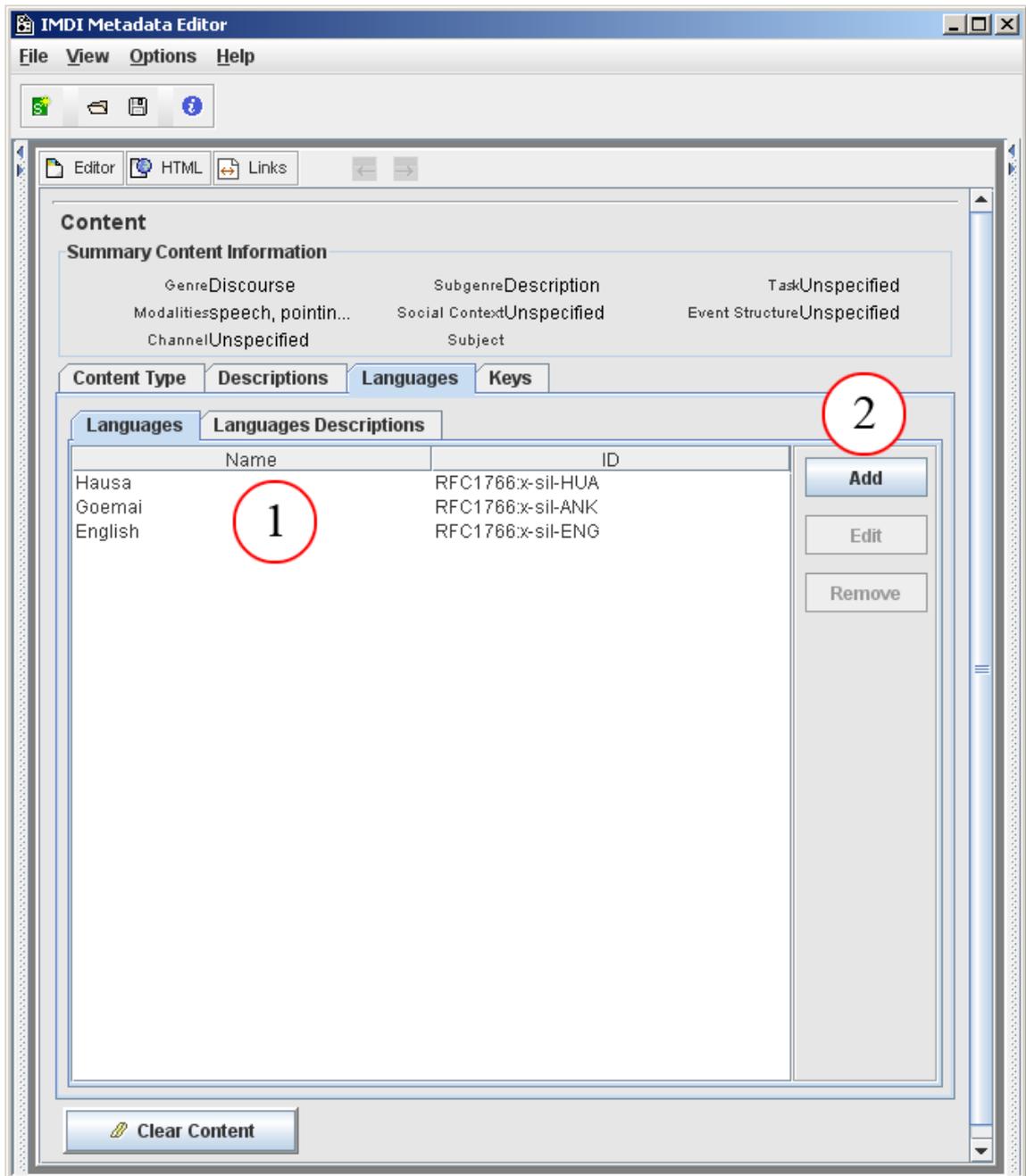


Figure 2.13. Add a language

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:

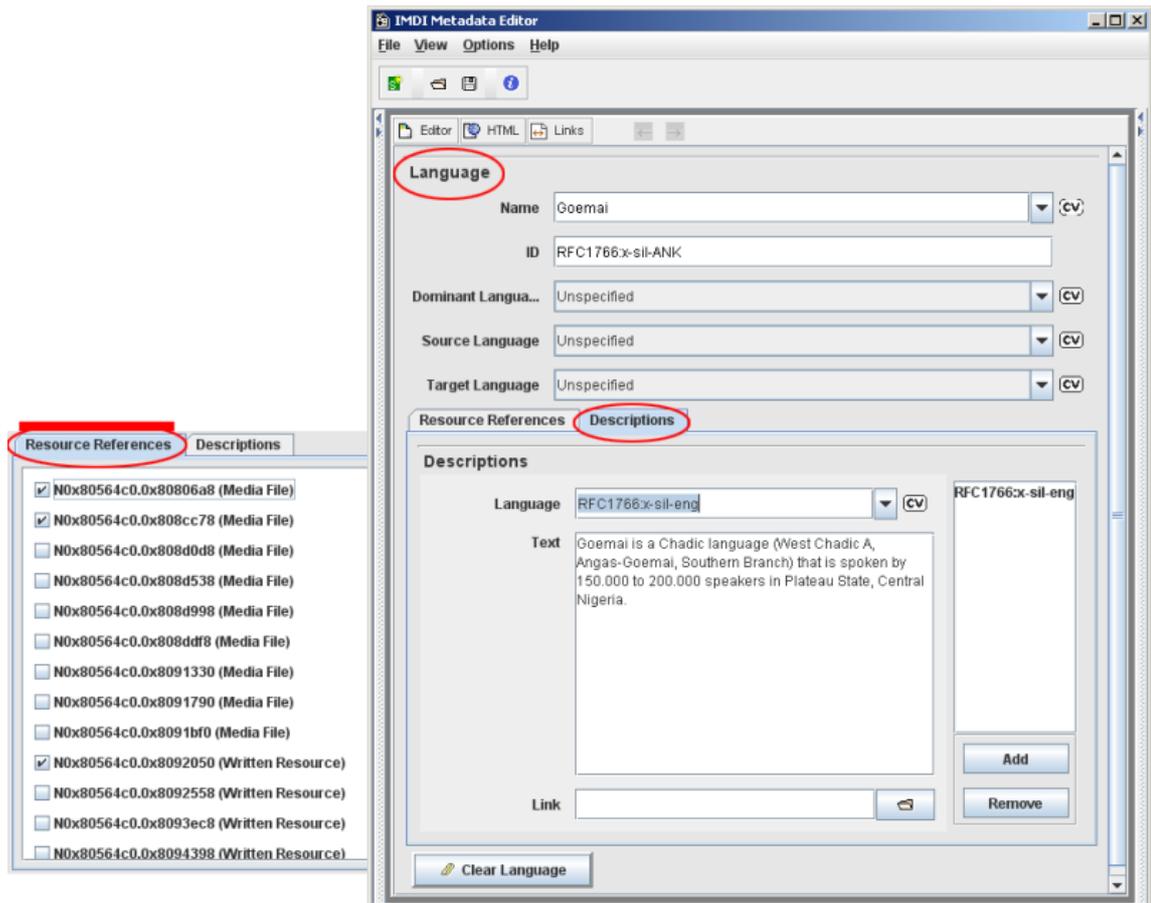


Figure 2.14. Add and edit a language

- 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:

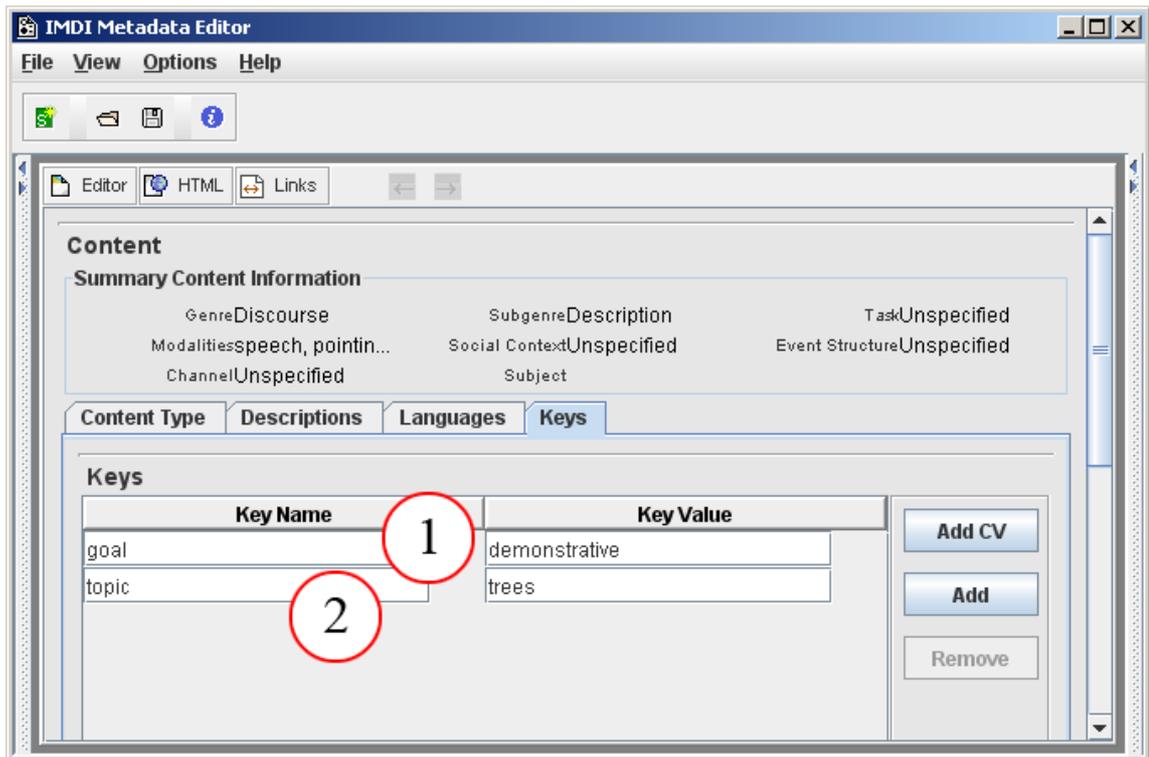


Figure 2.15. Keywords relevant to the Content

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):

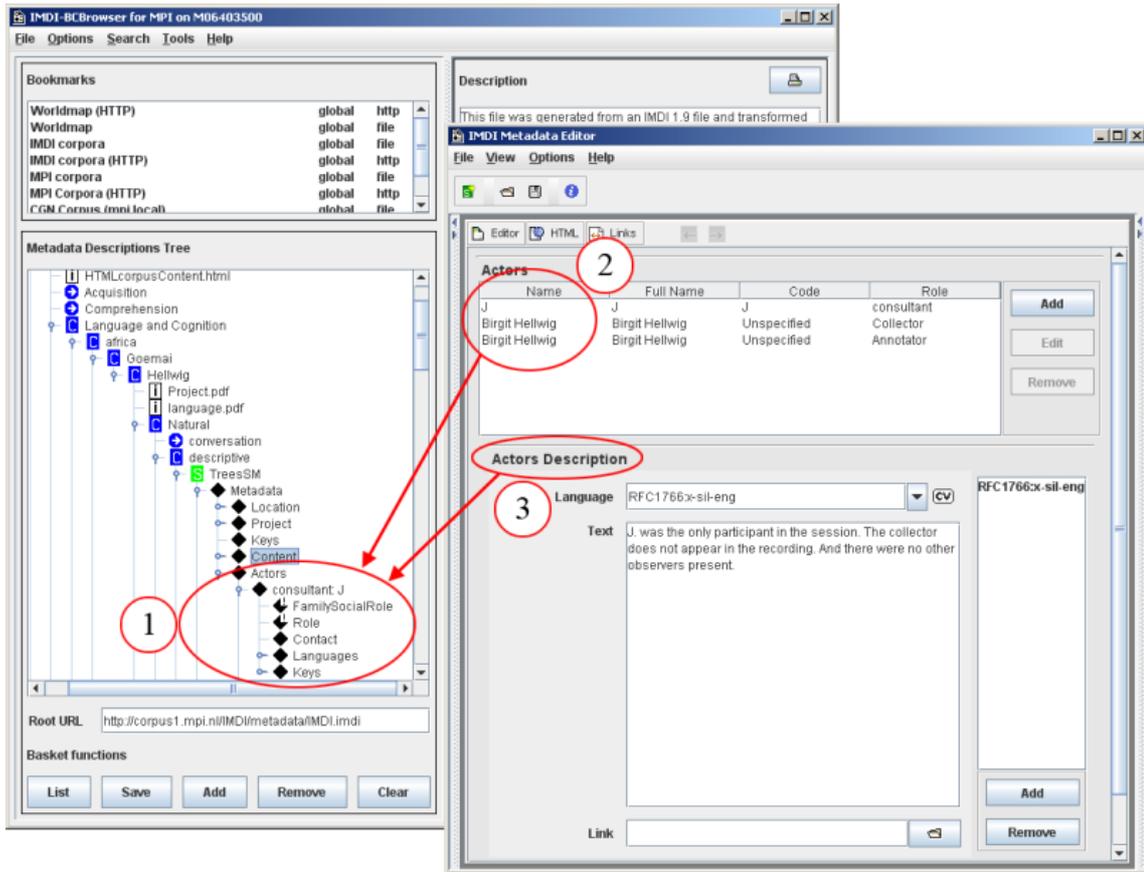


Figure 2.16. Actors displayed in the IMDI browser

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:

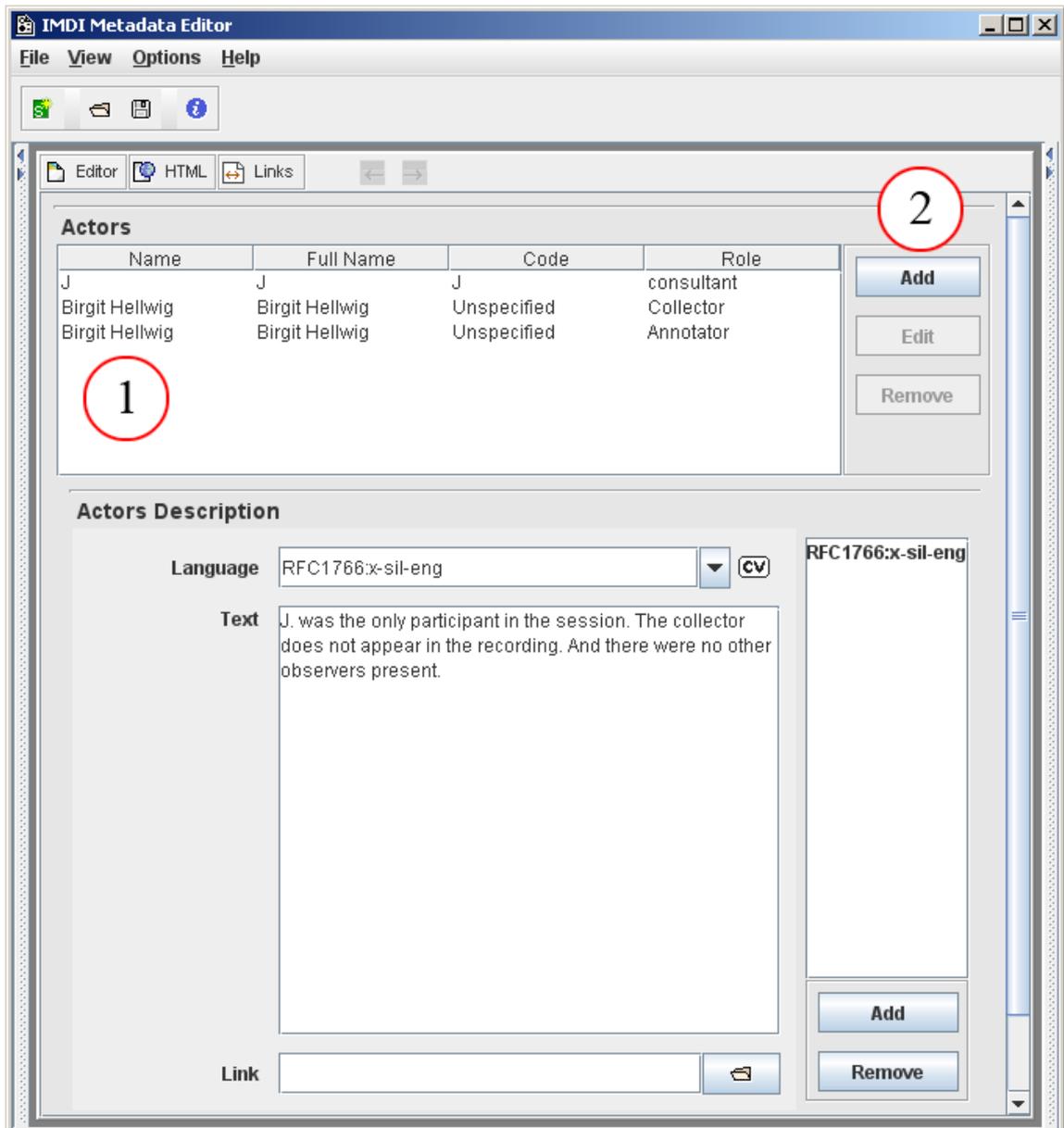


Figure 2.17. Add an actor

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:

IMDI Metadata Editor

File View Options Help

Editor HTML Links

Actor

Summary Actor Information

Role	consultant	Name	J	Full Name	J
Code	J	Social Family Role	Unspecified	Ethnic Group	Goemai
Age	24	Date of Birth	Unspecified	Sex	Male
Education	secondary school	Anonymized	true		

Actor Information **Contact Information** **Resource References** **Descriptions** **Languages** **Keys**

1 Role consultant 2 3 4 5 6

Name J

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)

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:

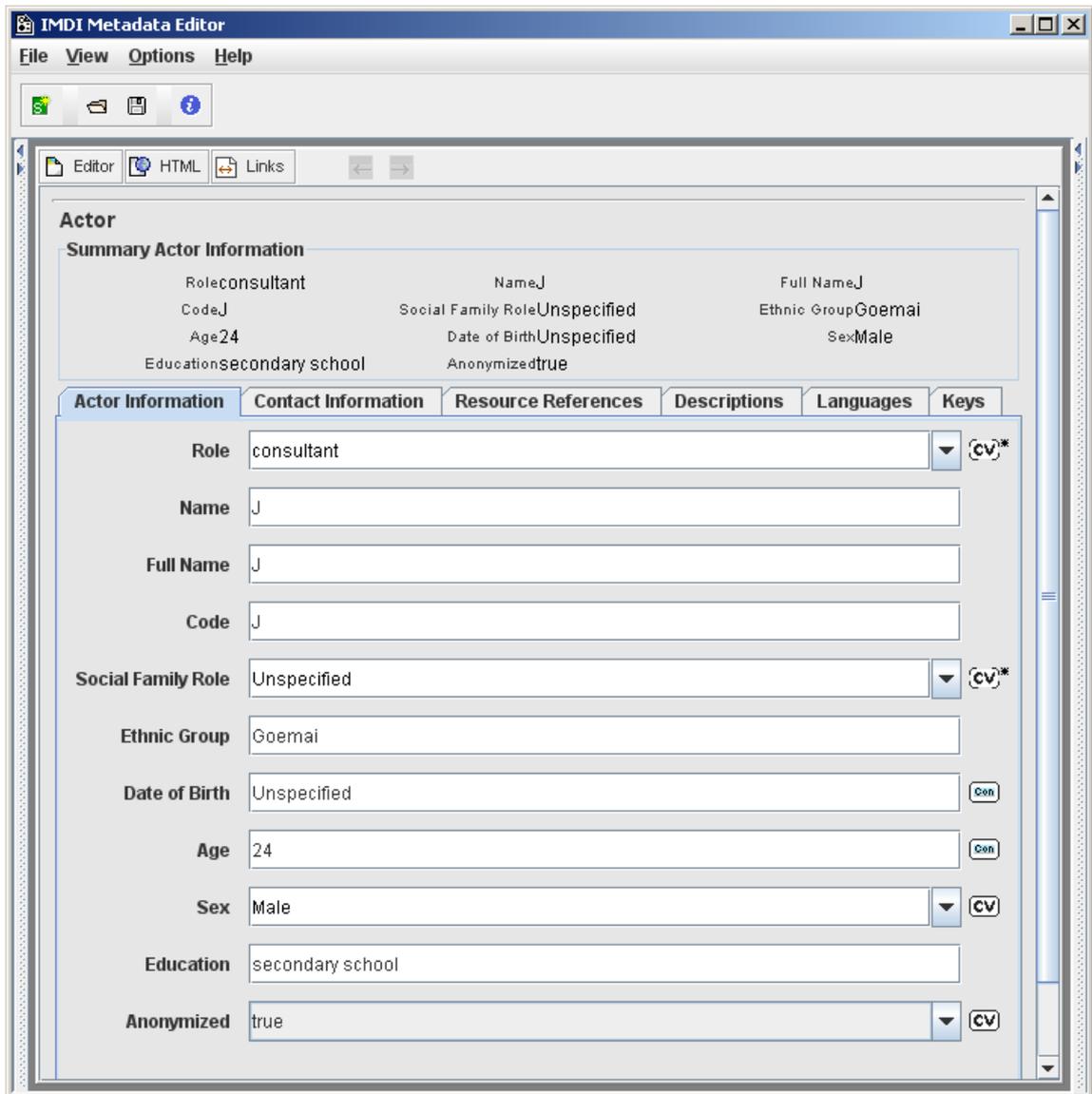


Figure 2.19. Actor information

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.

Figure 2.20. Participants full name

Enter the full name



Note

The code entered into the field Full Name should *not* be the same as the code entered into the field Code.

- The name that you have entered into the field Name or Full Name is saved in the IMDI file as follows:

@Institute: Project: User: Code@



Figure 2.21. Saved code

The code is saved in the IMDI file

- 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.

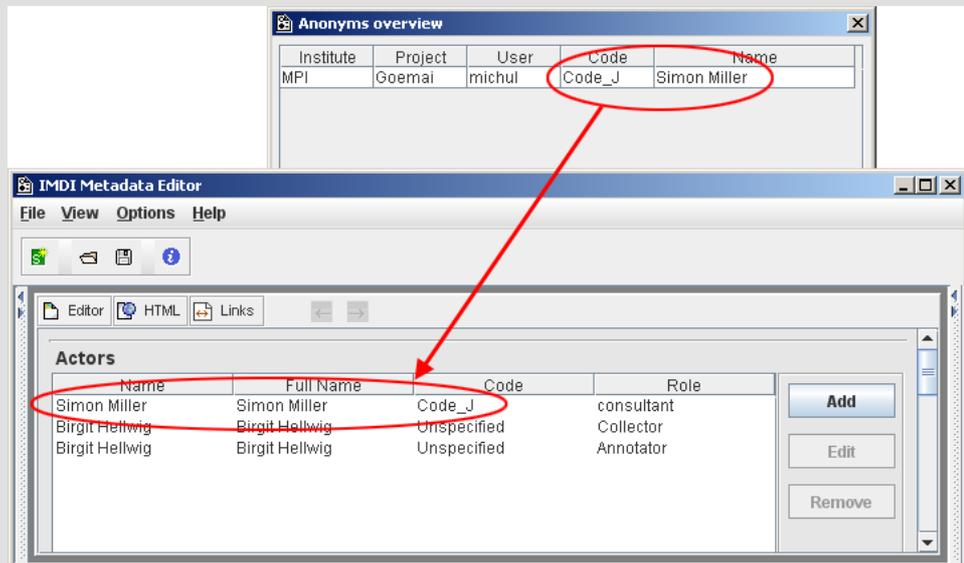


Figure 2.22. Anonyms mapping

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.

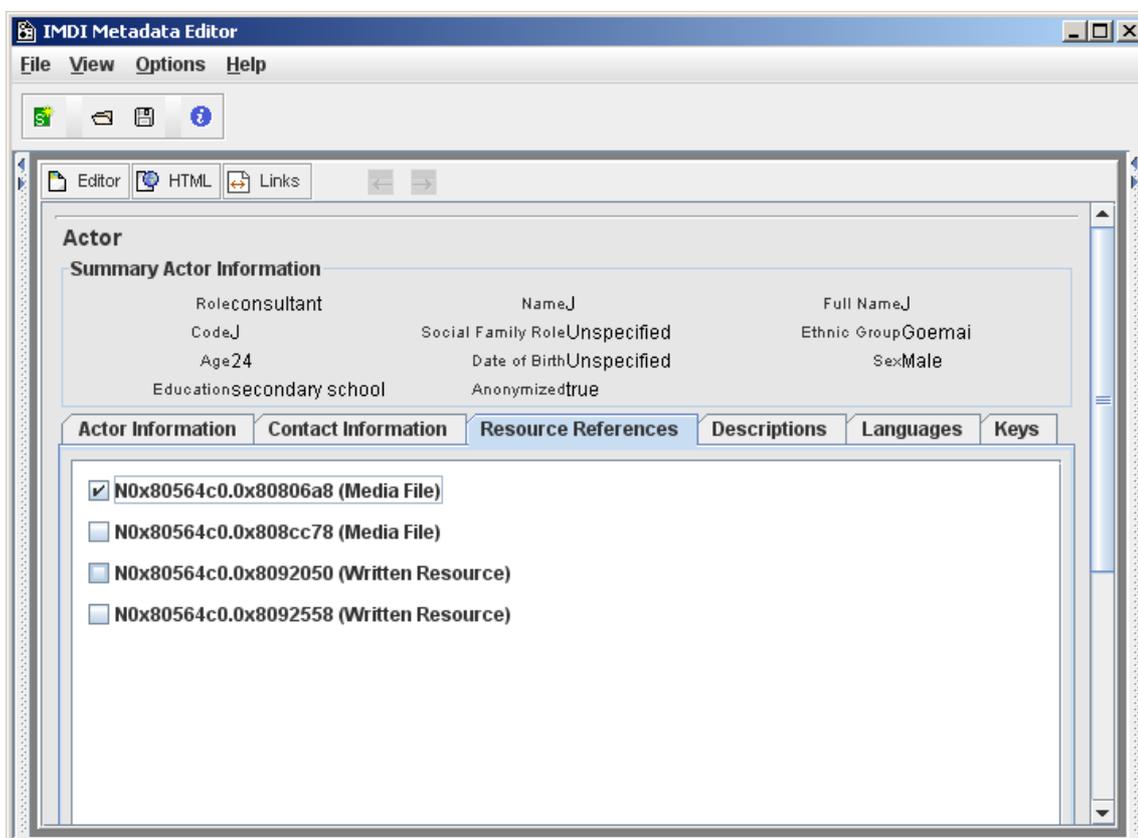


Figure 2.23. Resource References

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 'N0x80564c0.0x808cc78 (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:

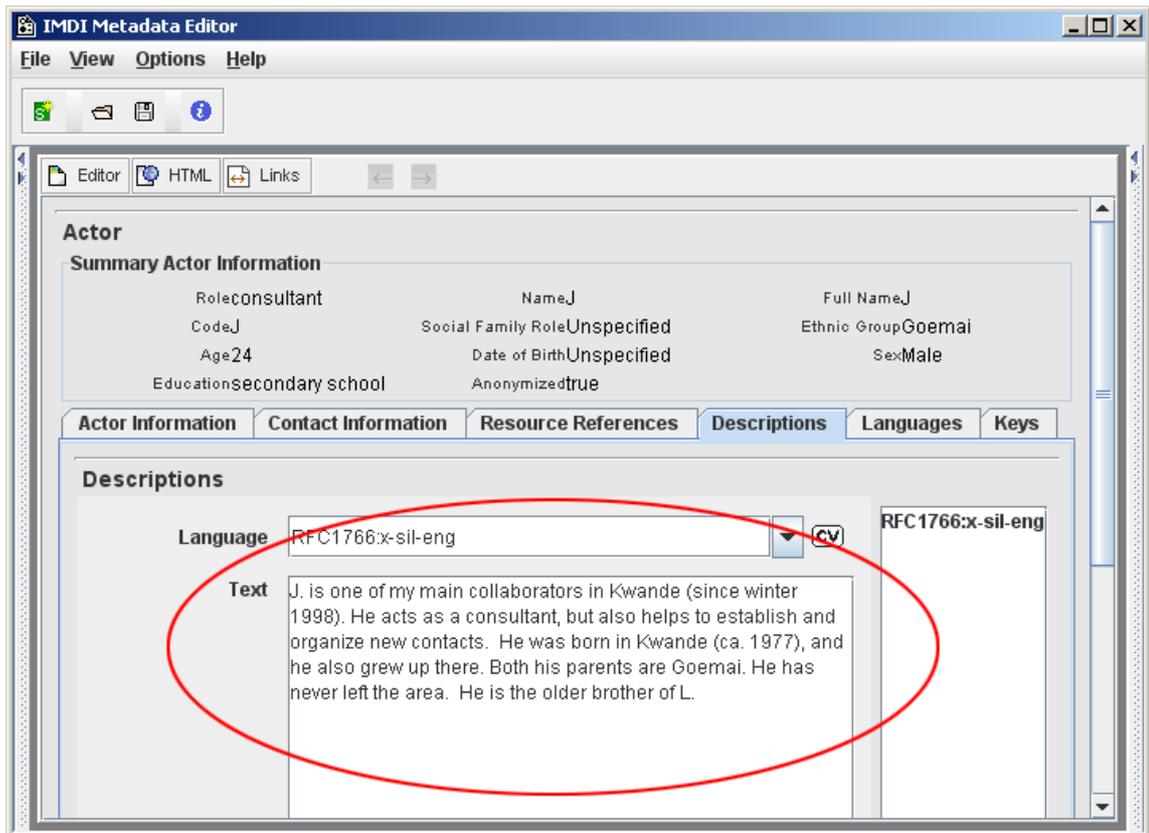


Figure 2.24. Actor descriptions

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).

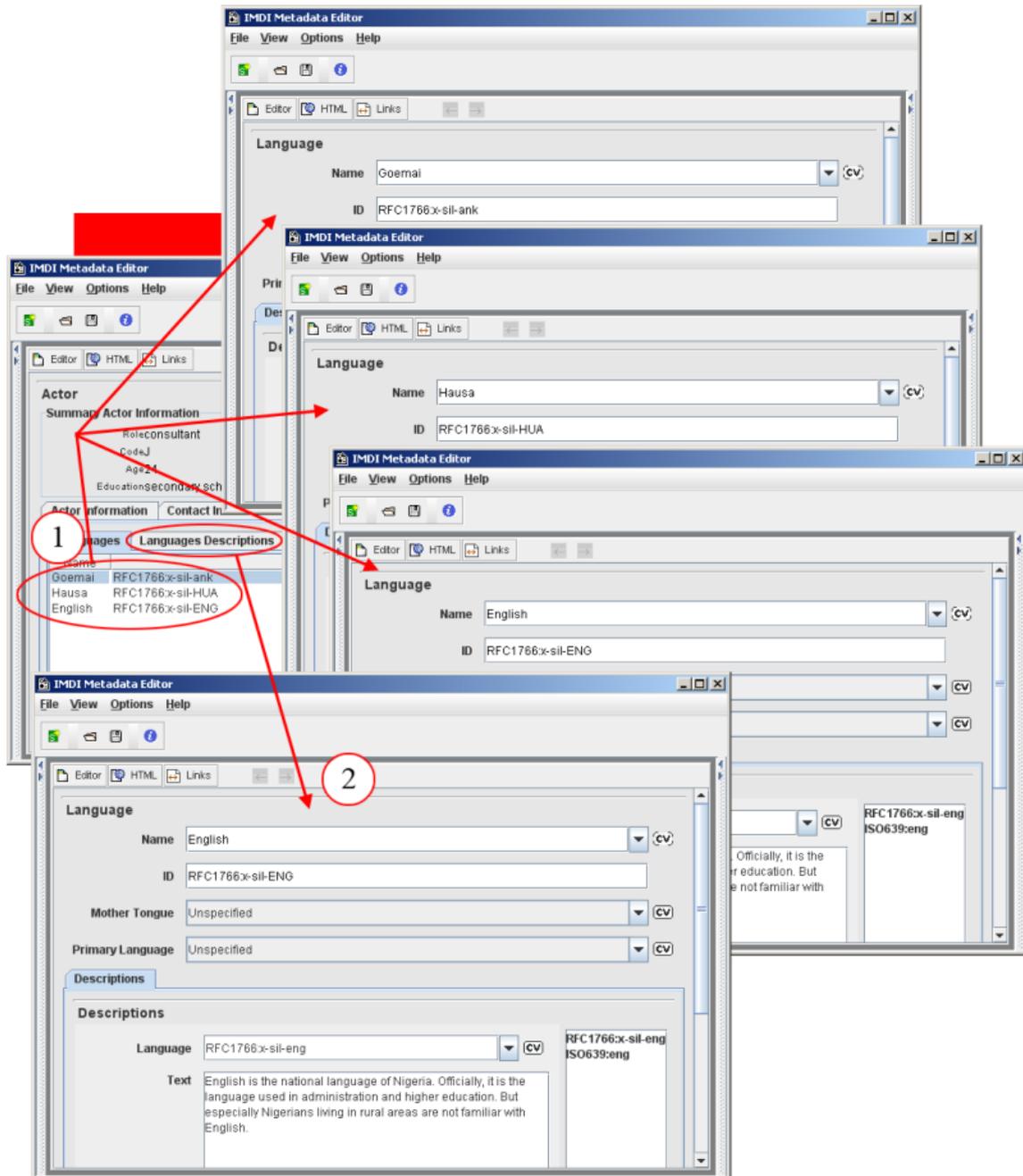


Figure 2.25. Language screens

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:

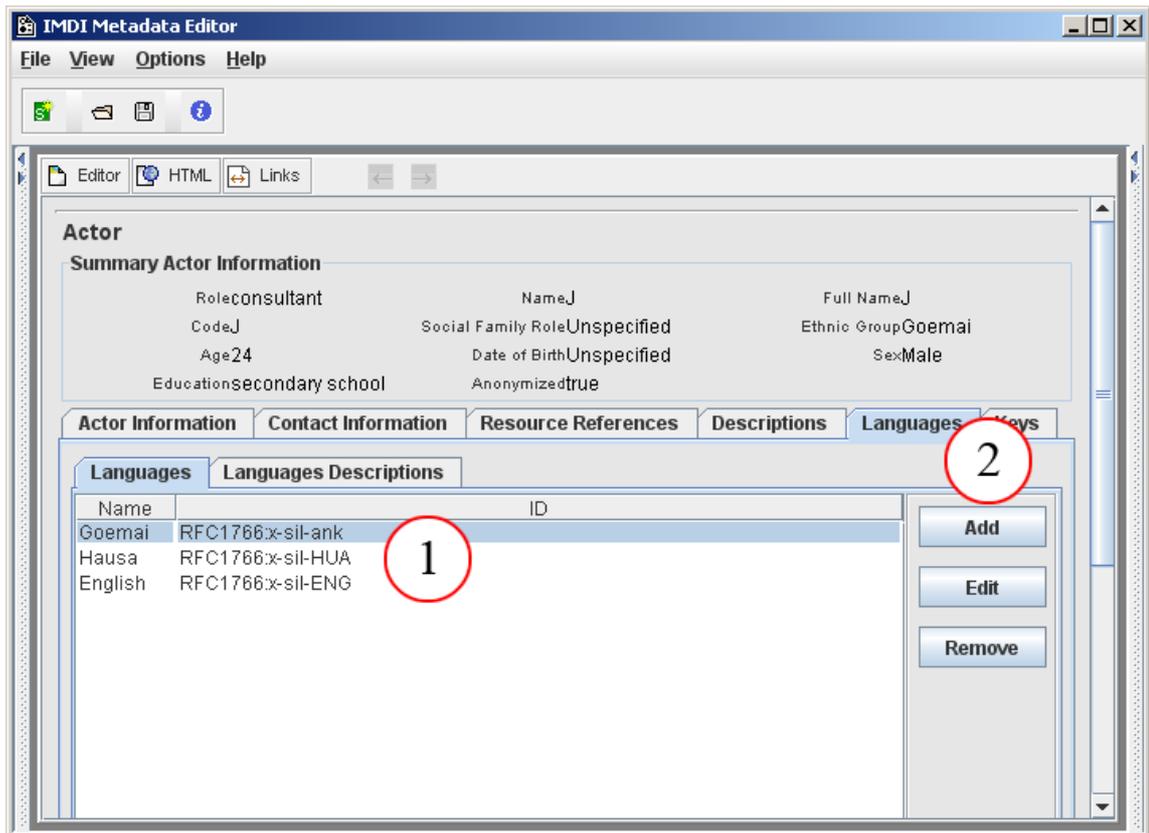


Figure 2.26. Languages

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:

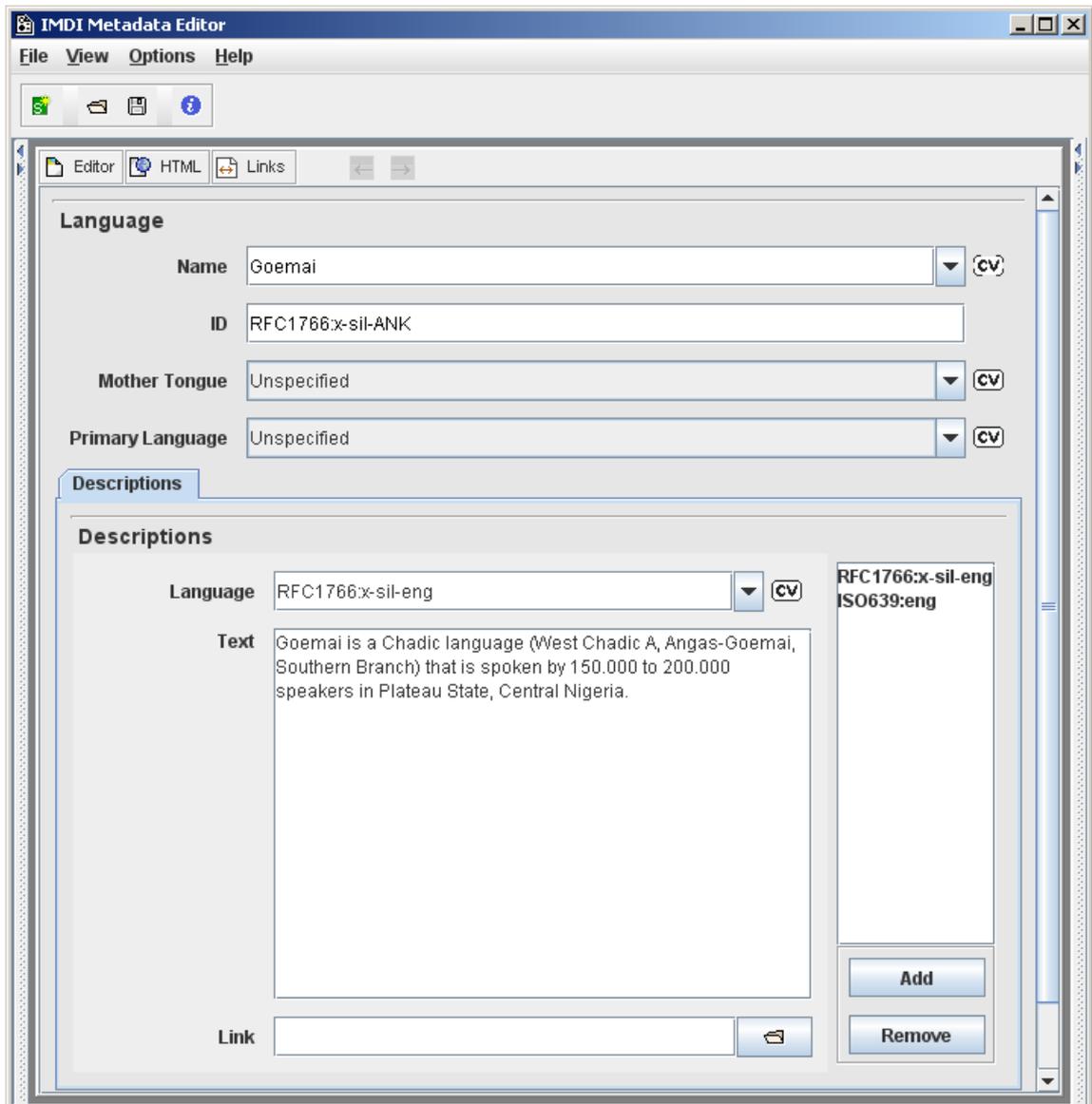


Figure 2.27. Languages spoken by the actor

- 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 pull-down 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).

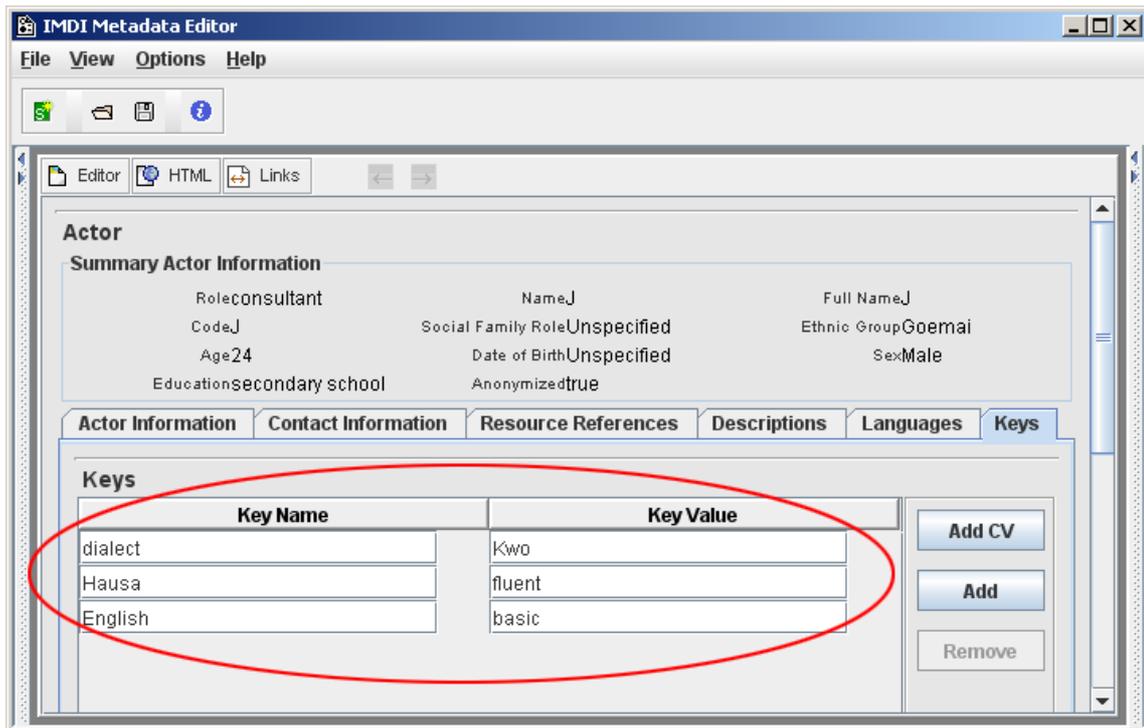


Figure 2.28. Actor keys
Example of keys that are relevant to the actor.

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).

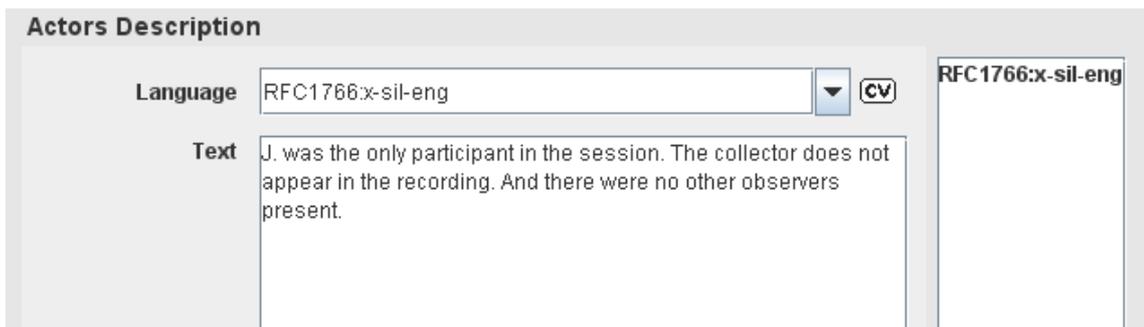


Figure 2.29. Actors descriptions

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):

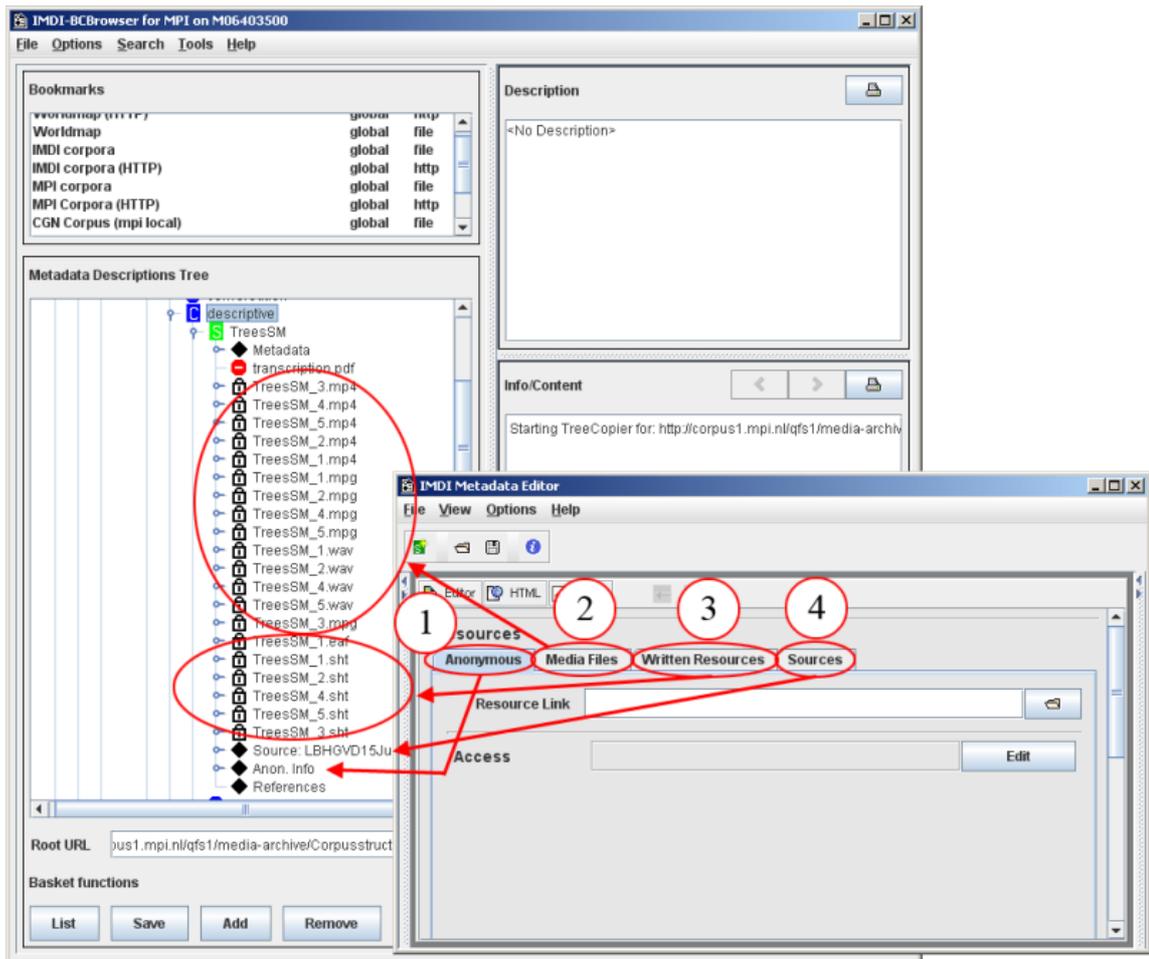


Figure 2.30. Resources displayed in the IMDI browser

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.:

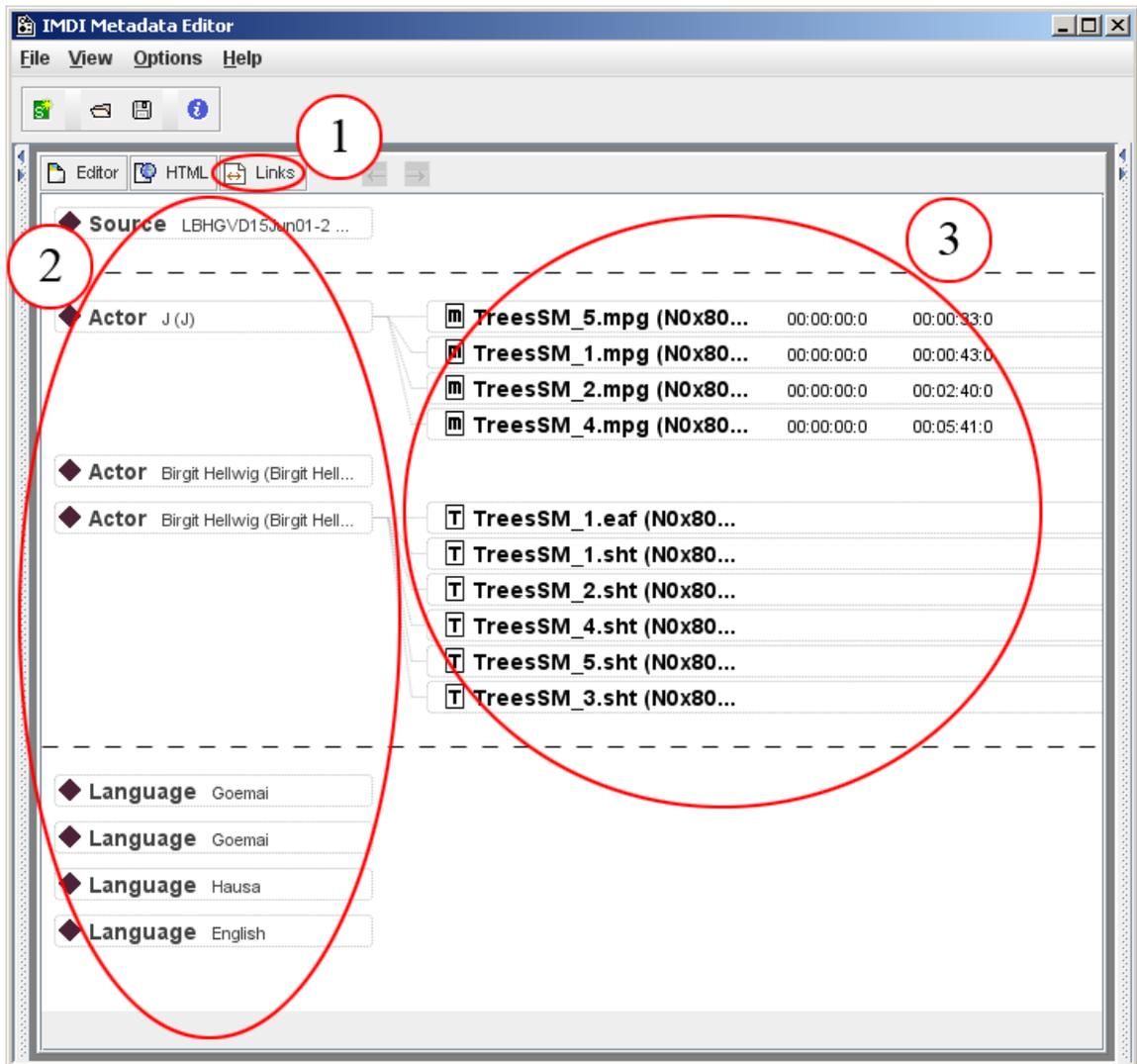


Figure 2.31. Resource links

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:

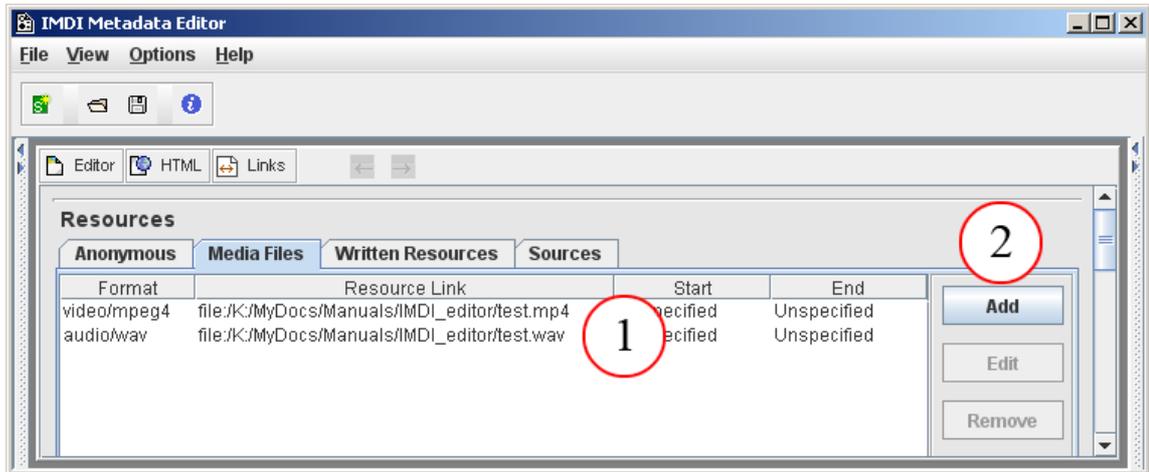


Figure 2.32. Media files

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:

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:

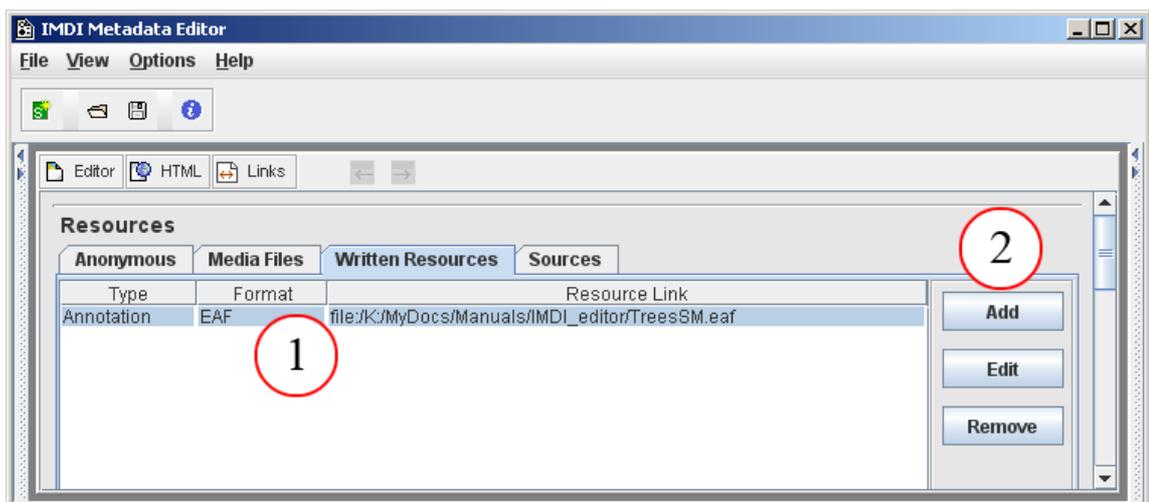


Figure 2.34. Add written resource

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:

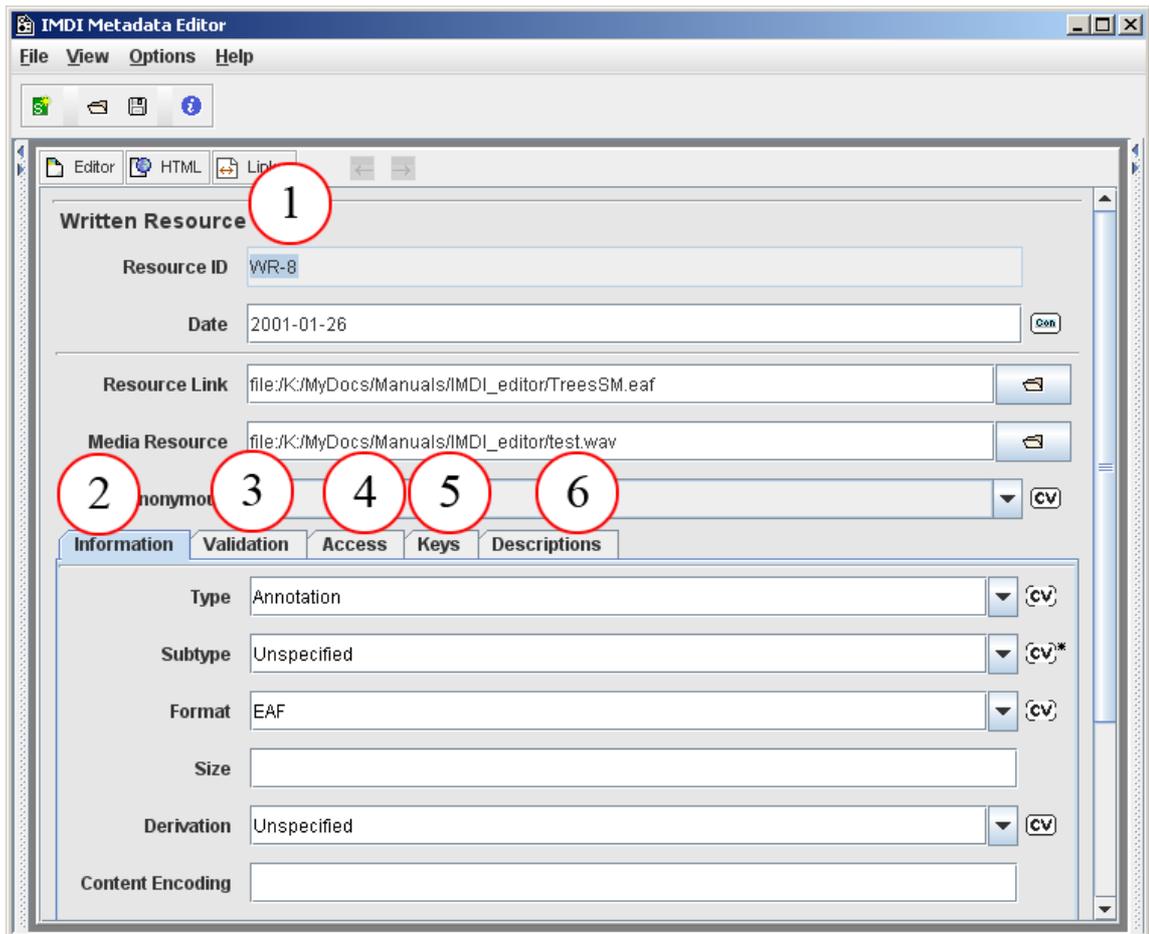


Figure 2.35. Add and edit a written resource

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.:

- 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
CHAT	
Shoobox	
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	
Translation	

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:

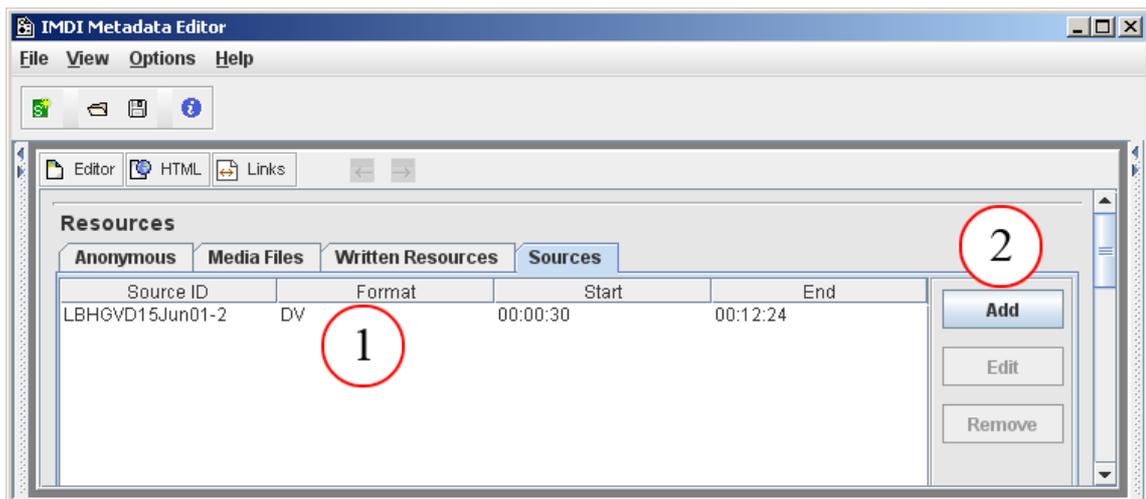


Figure 2.36. Add a source

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:

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
DVDRAM	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.

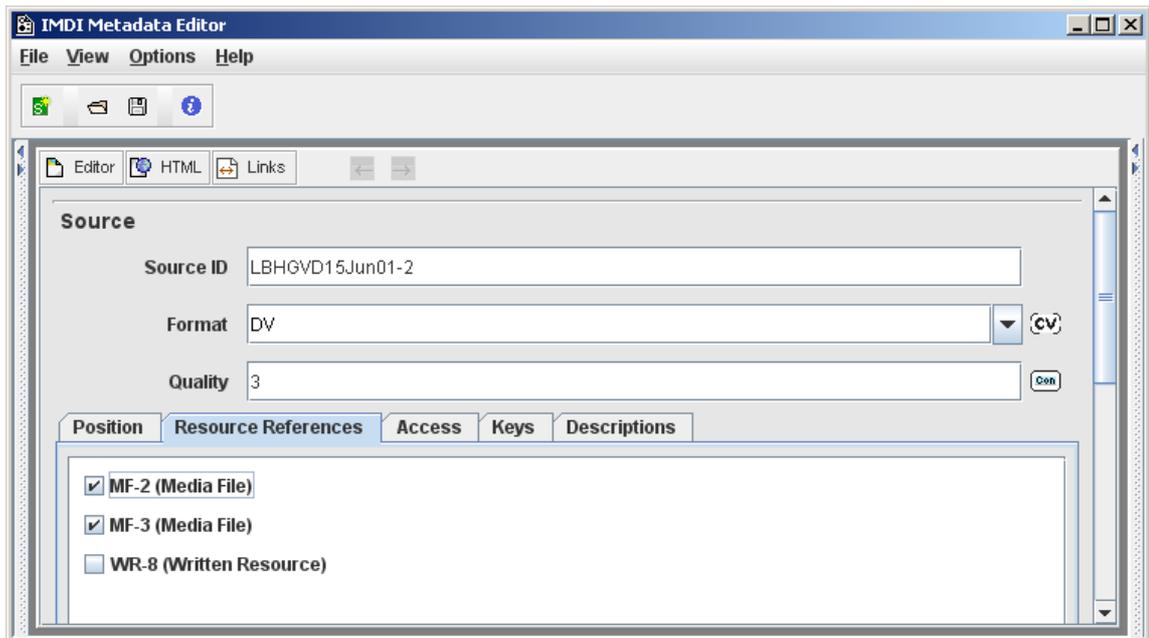


Figure 2.38. Resource reference

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):

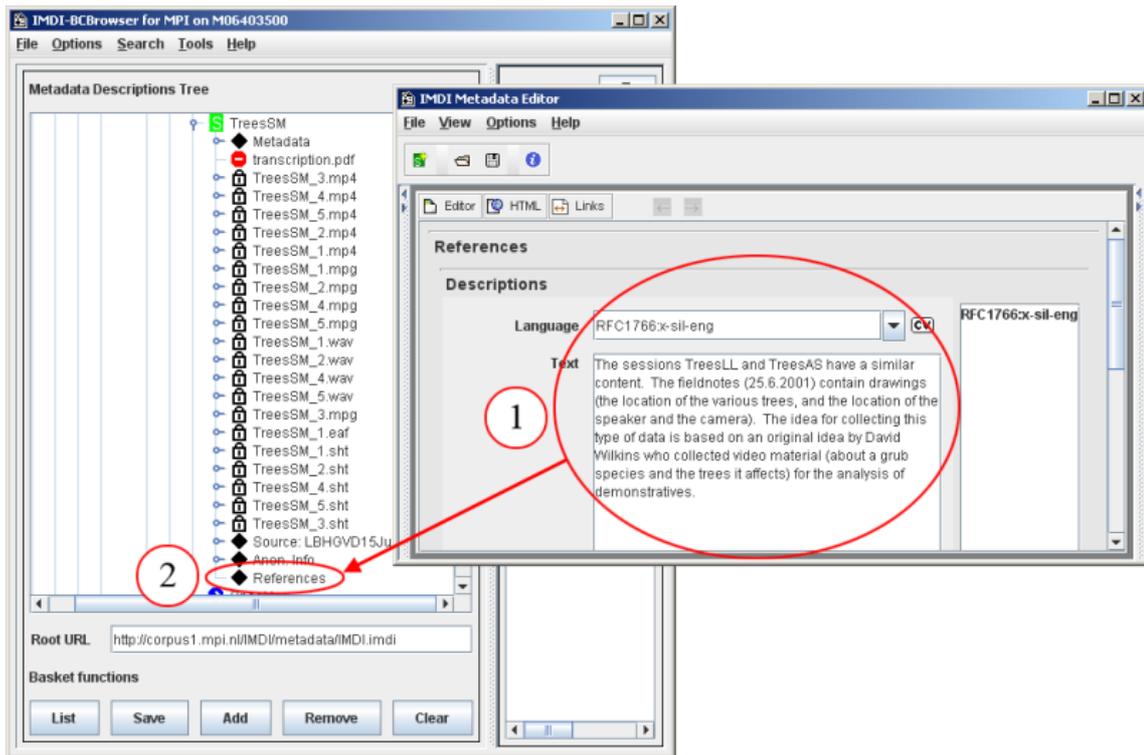


Figure 2.39. References displayed in the IMDI browser

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

The following changes in metadata categories were implemented in the IMDI 3.0 standard:

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).

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:

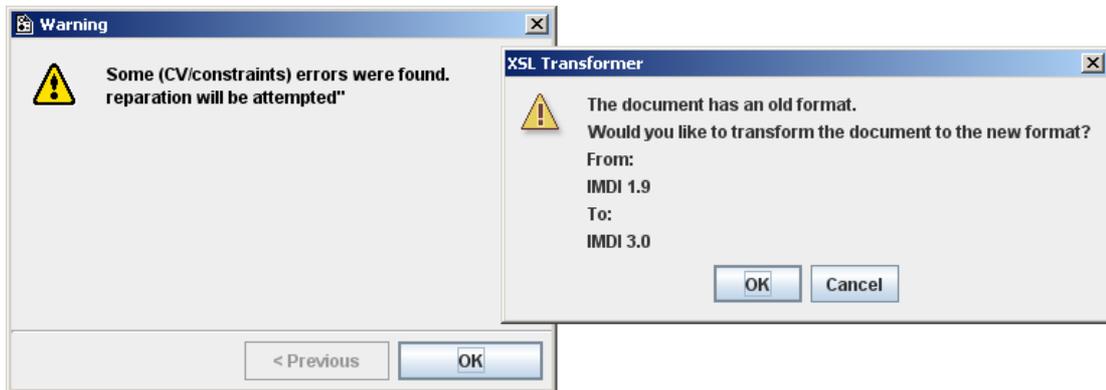


Figure 2.40. XSL transformer

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.:

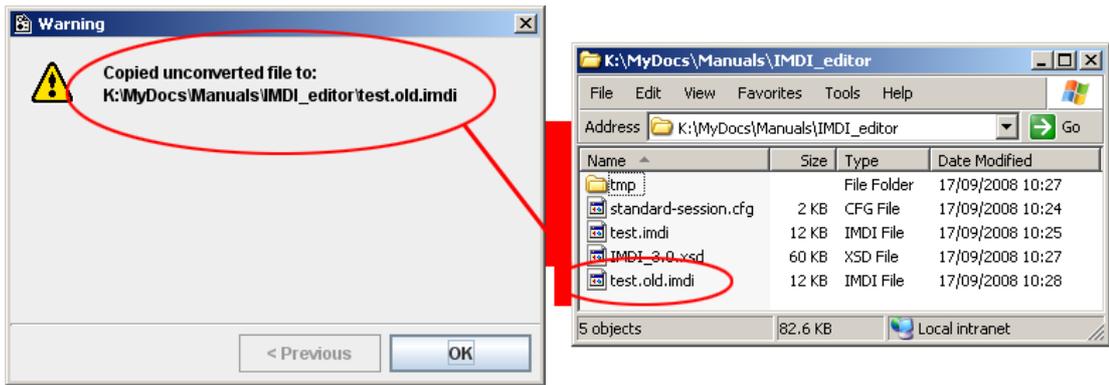


Figure 2.41. Conversion warning

*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.:

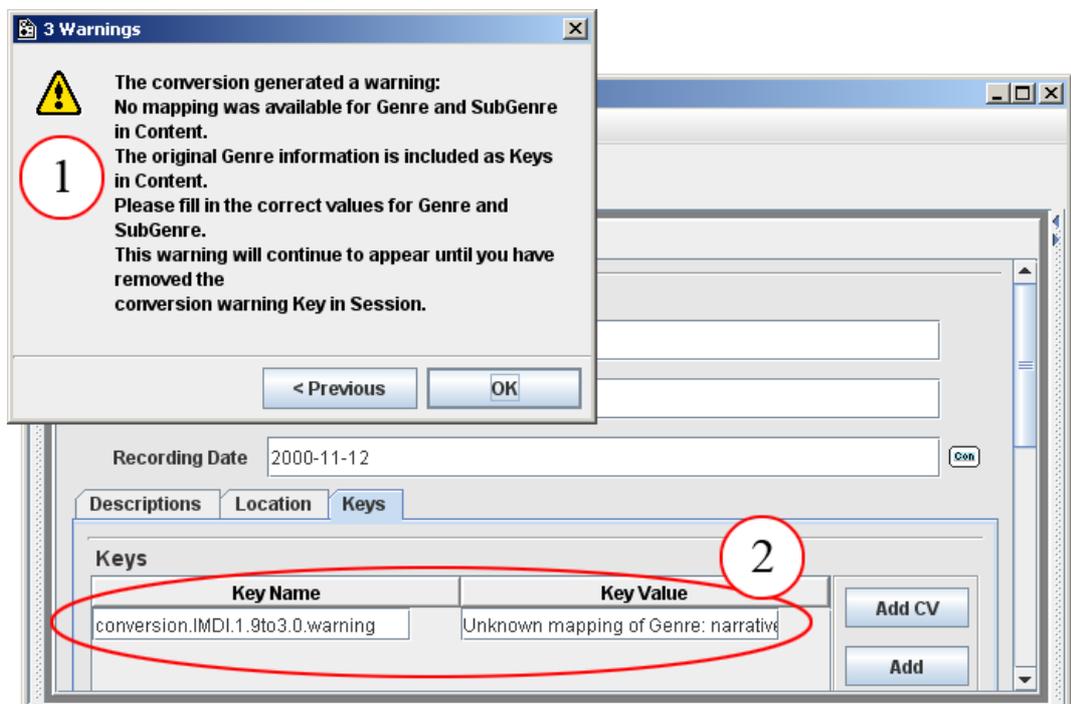


Figure 2.42. Conversion warning: Genre to Keys

- 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:

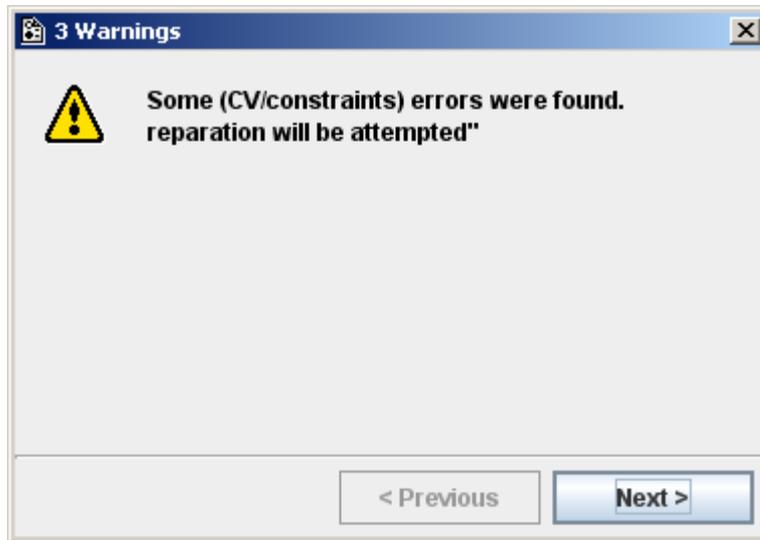


Figure 2.43. Conversion warning: wrong values

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.:

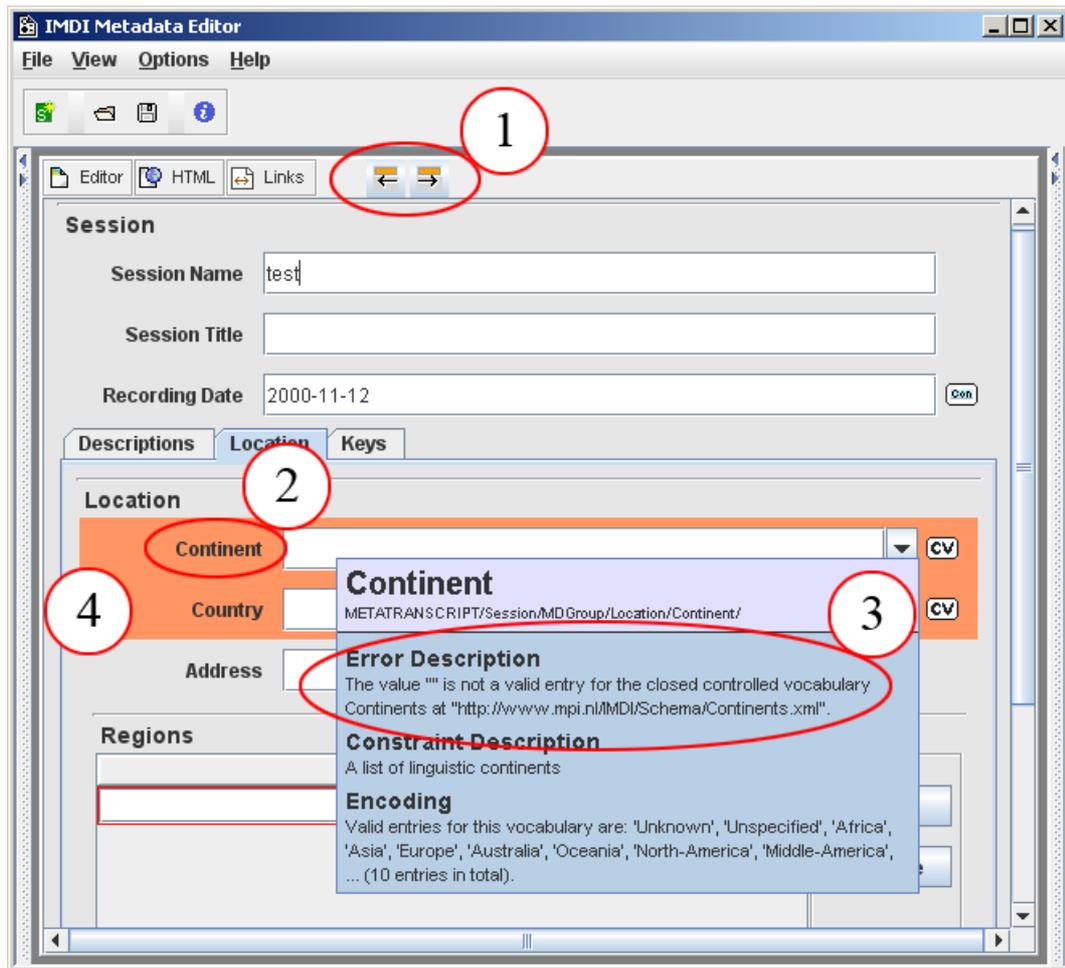


Figure 2.44. Navigate to errors

- 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.:

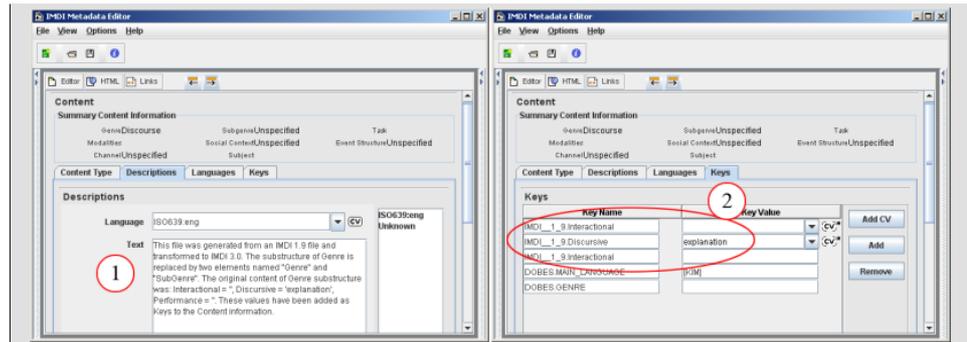


Figure 2.45. Description and resulting keywords of genre mapping

- 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.

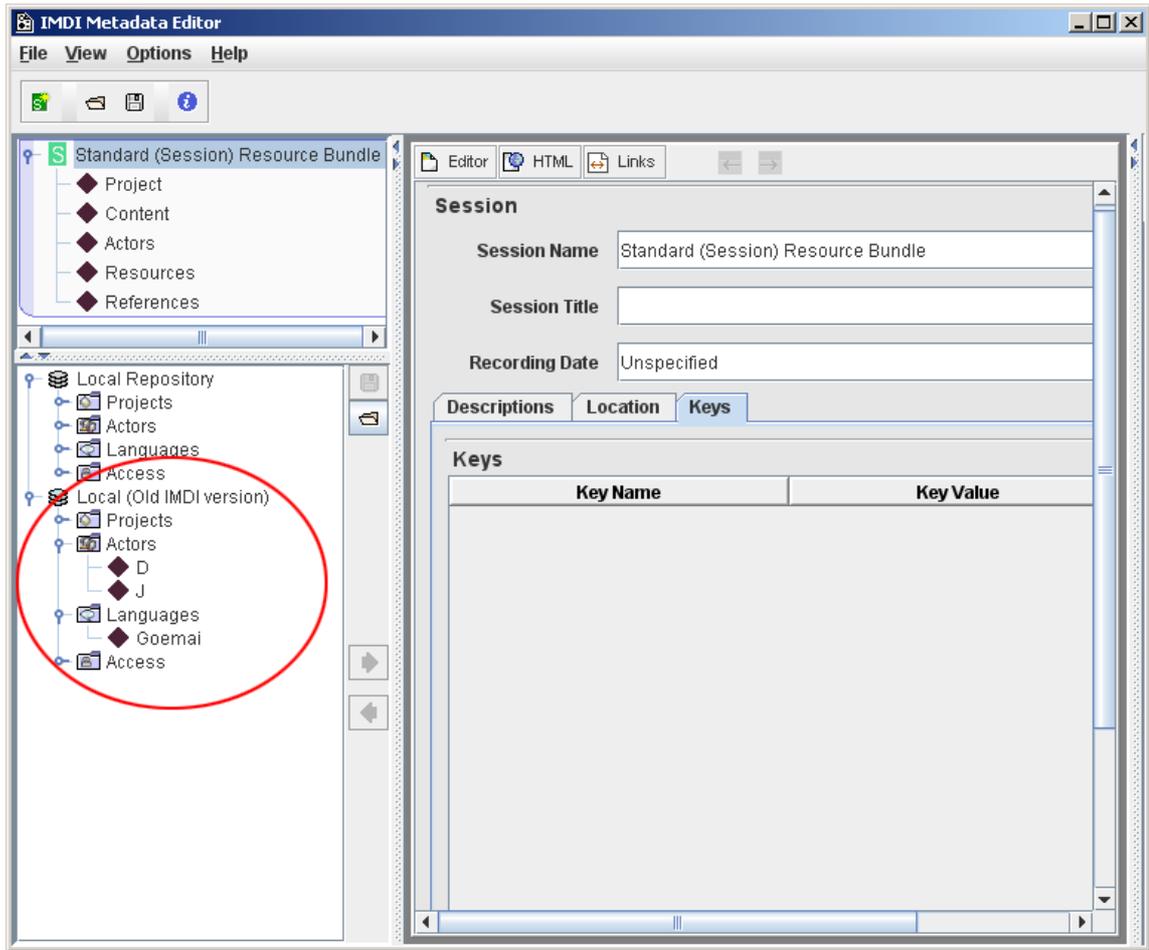


Figure 2.46. The old repository is converted

The old repository is automatically converted and added to the node Local (Old IMDI Version)

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.

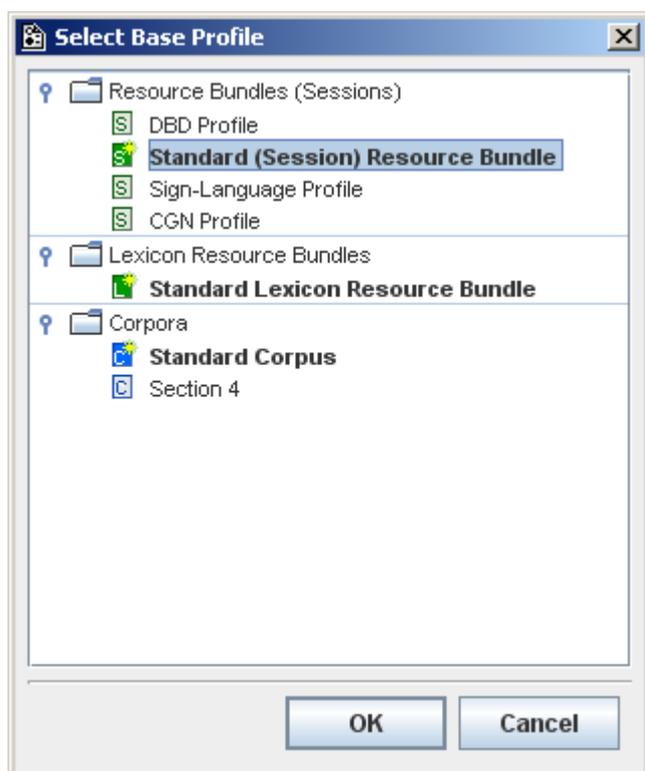


Figure 3.1. Select Base Profile

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 `.Profile.xml`, 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.

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.

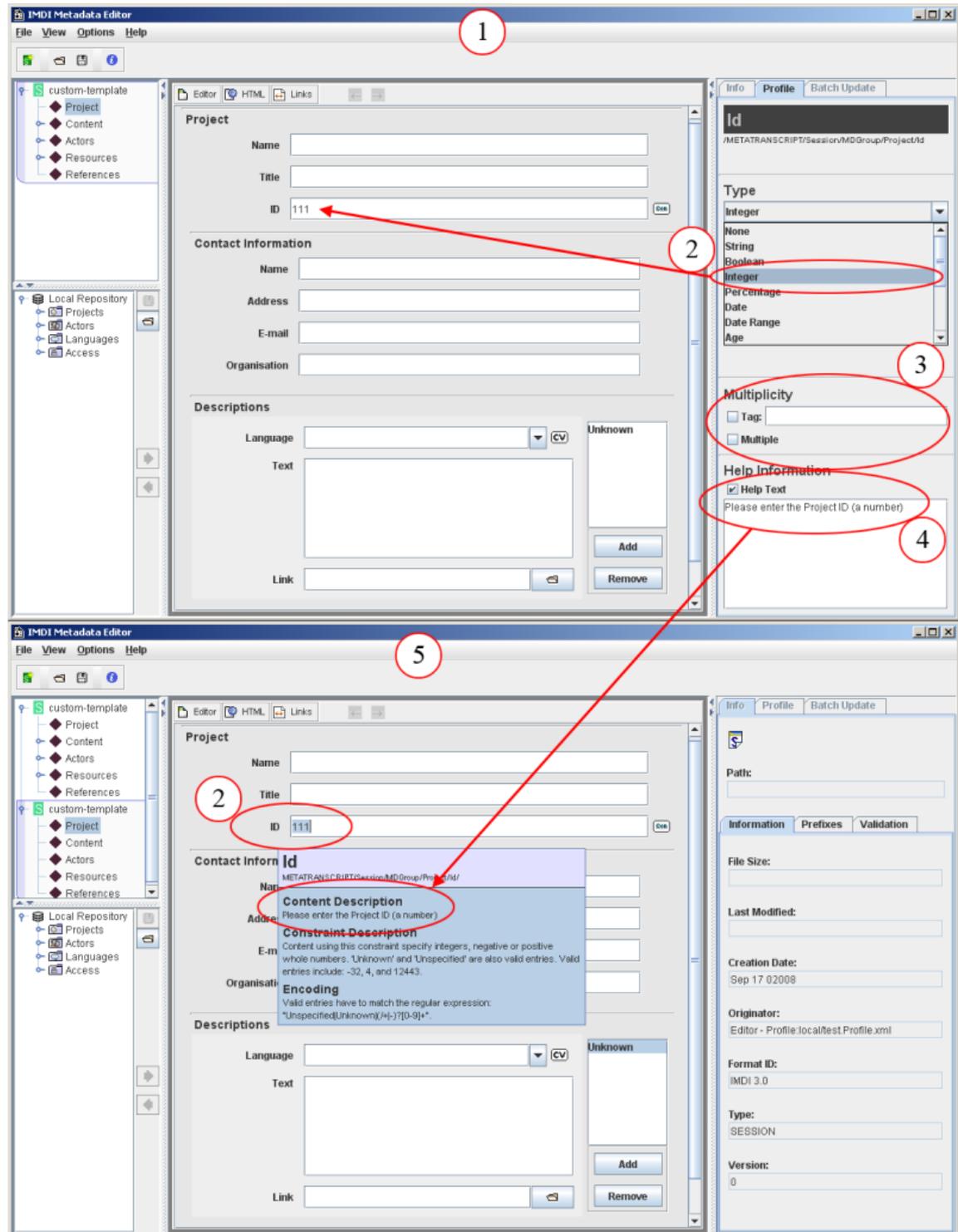


Figure 3.2. Creating and using a profile

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.

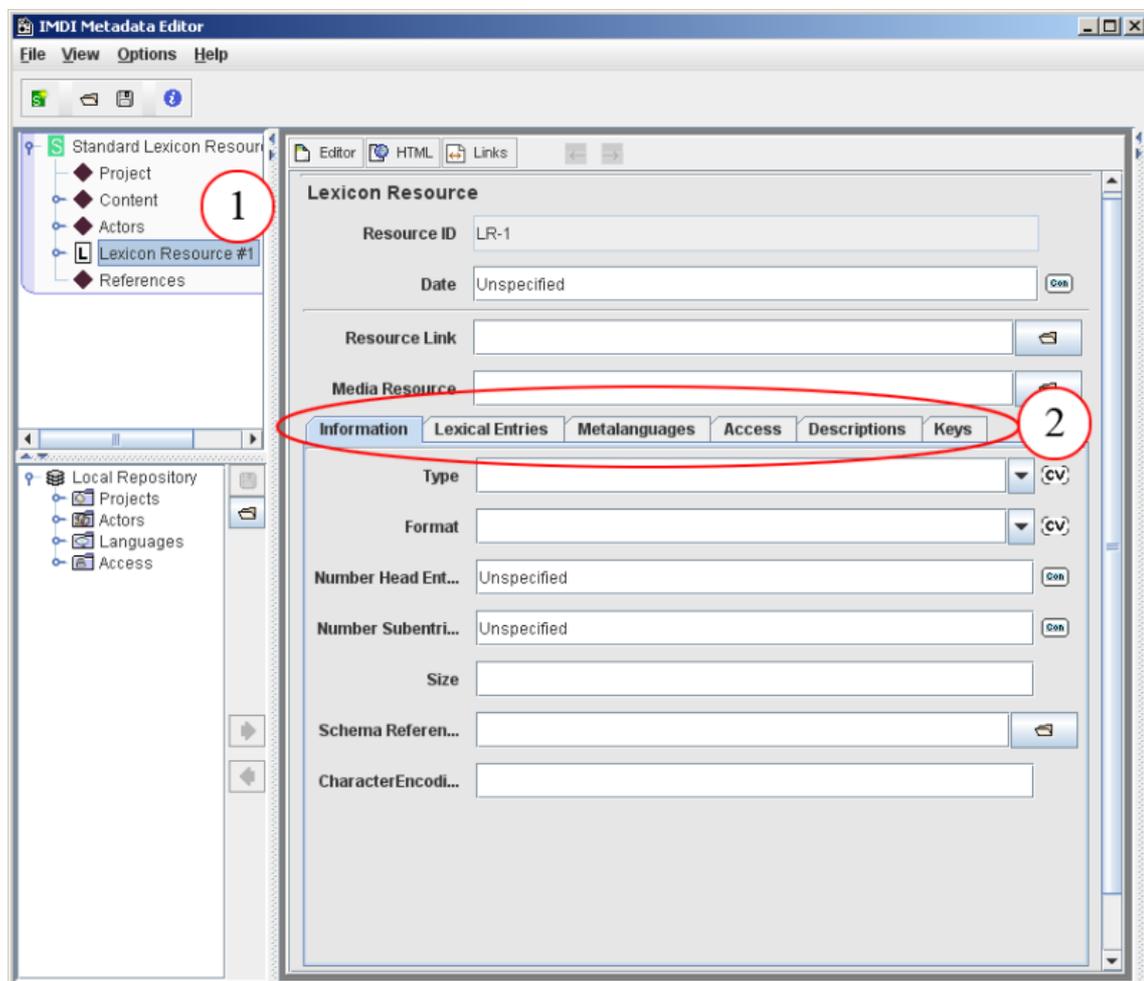


Figure 4.1. Lexicon Resource

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.:

Figure 5.1. Retain only the filename when browsing

- i. File name and directory information is retained
- ii. Only file name is retained

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.

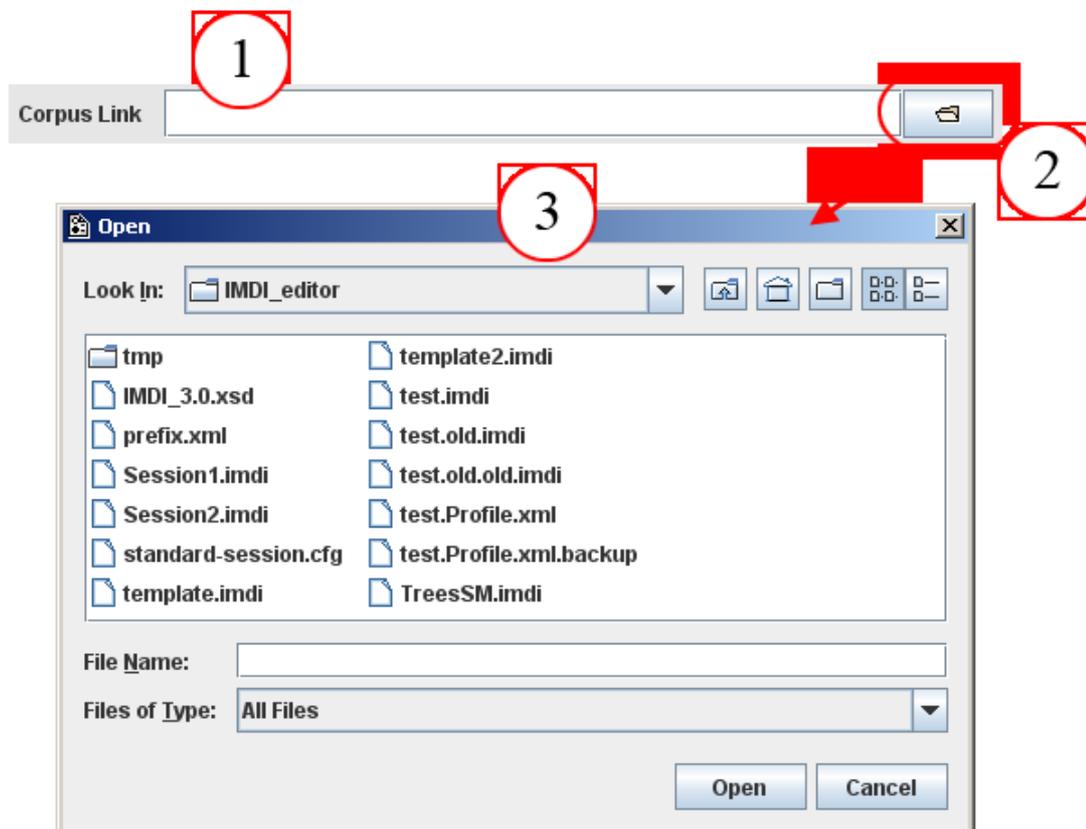


Figure 5.2. Link: open folder

- 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 information 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.

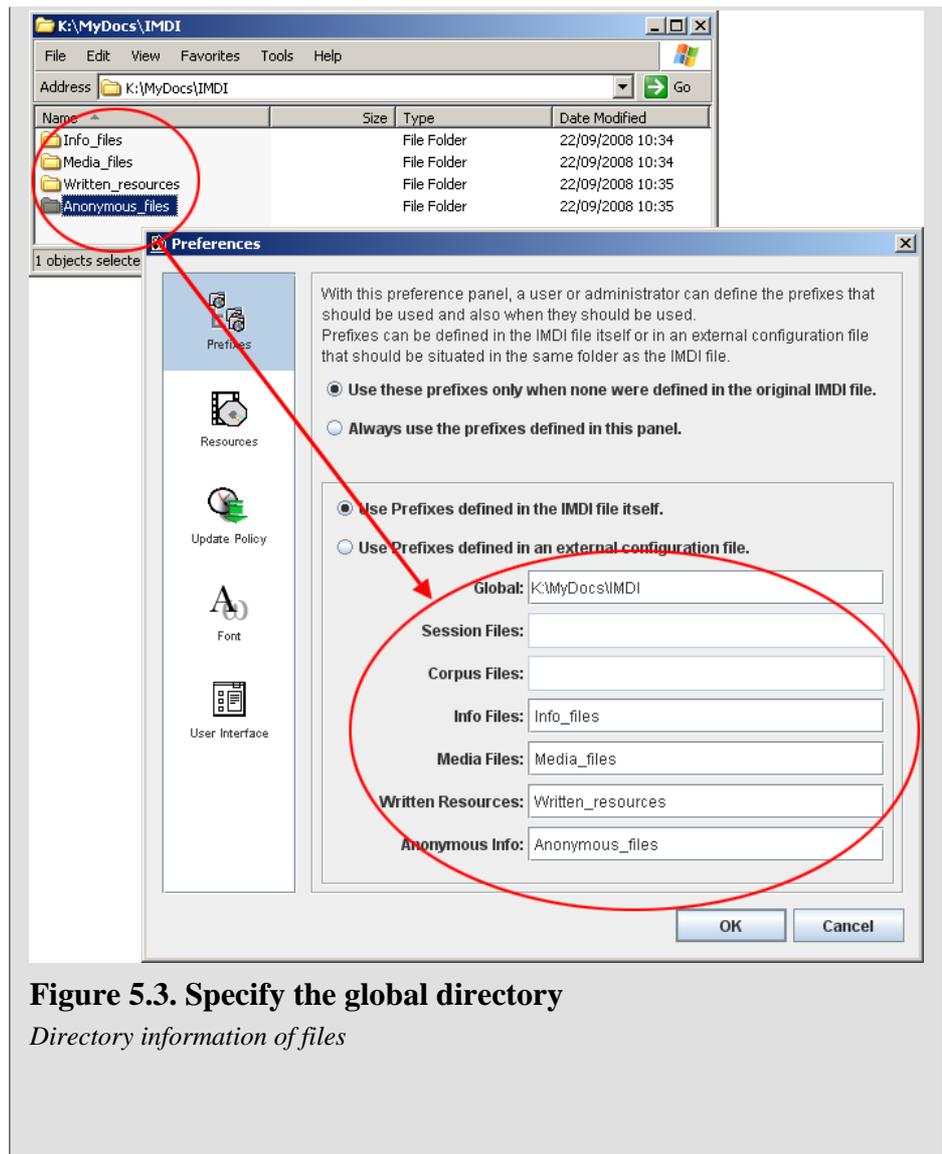


Figure 5.3. Specify the global directory
Directory information of files

- 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.

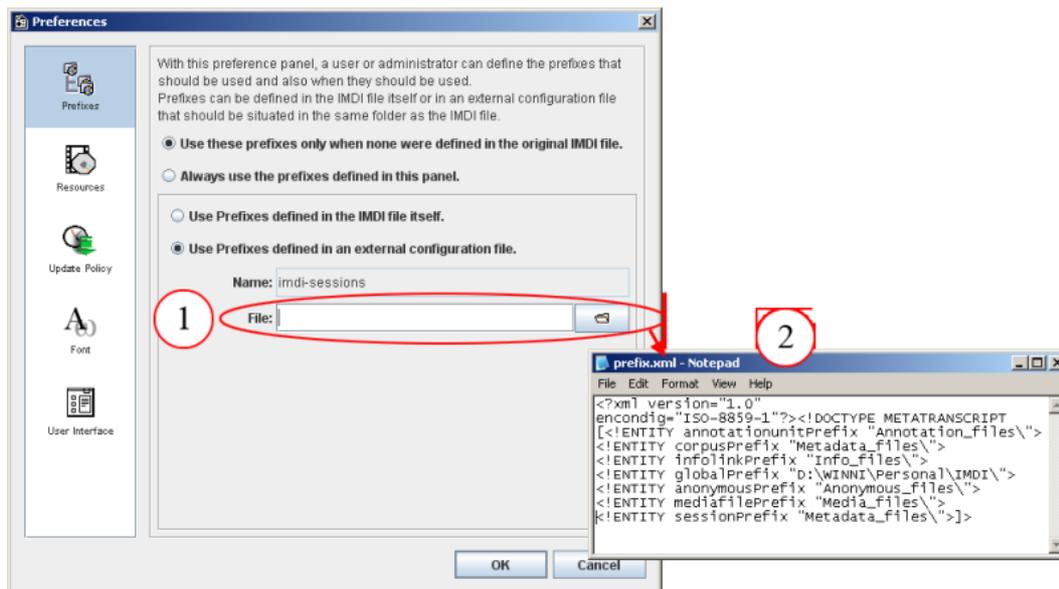


Figure 5.4. Enter the name of the configuration file

- 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`.

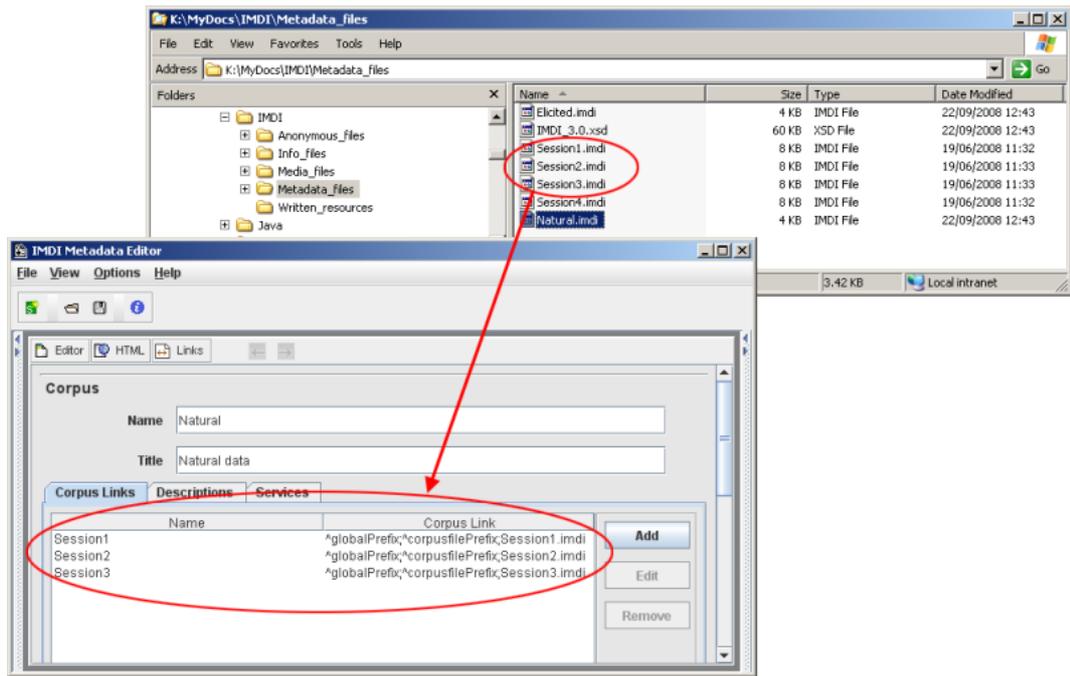


Figure 5.5. Specify the IMDI session files

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').

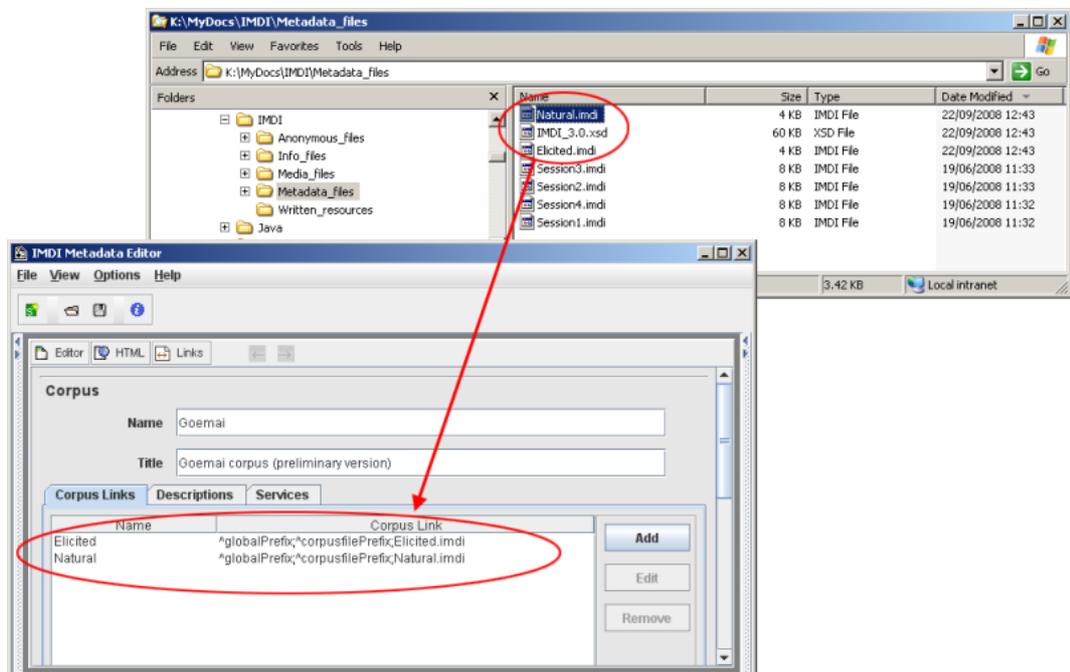


Figure 5.6. Specify the IMDI corpus files

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.

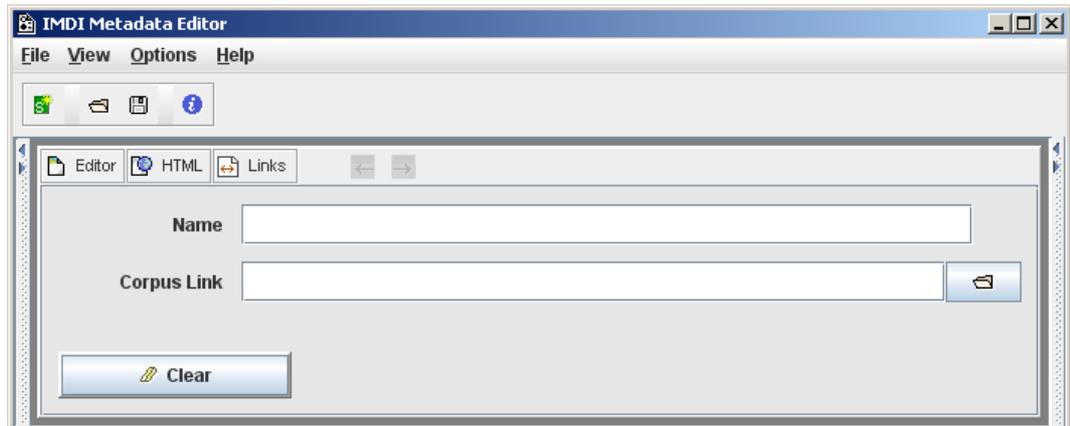


Figure 5.7. Add Corpus Link

- 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.:

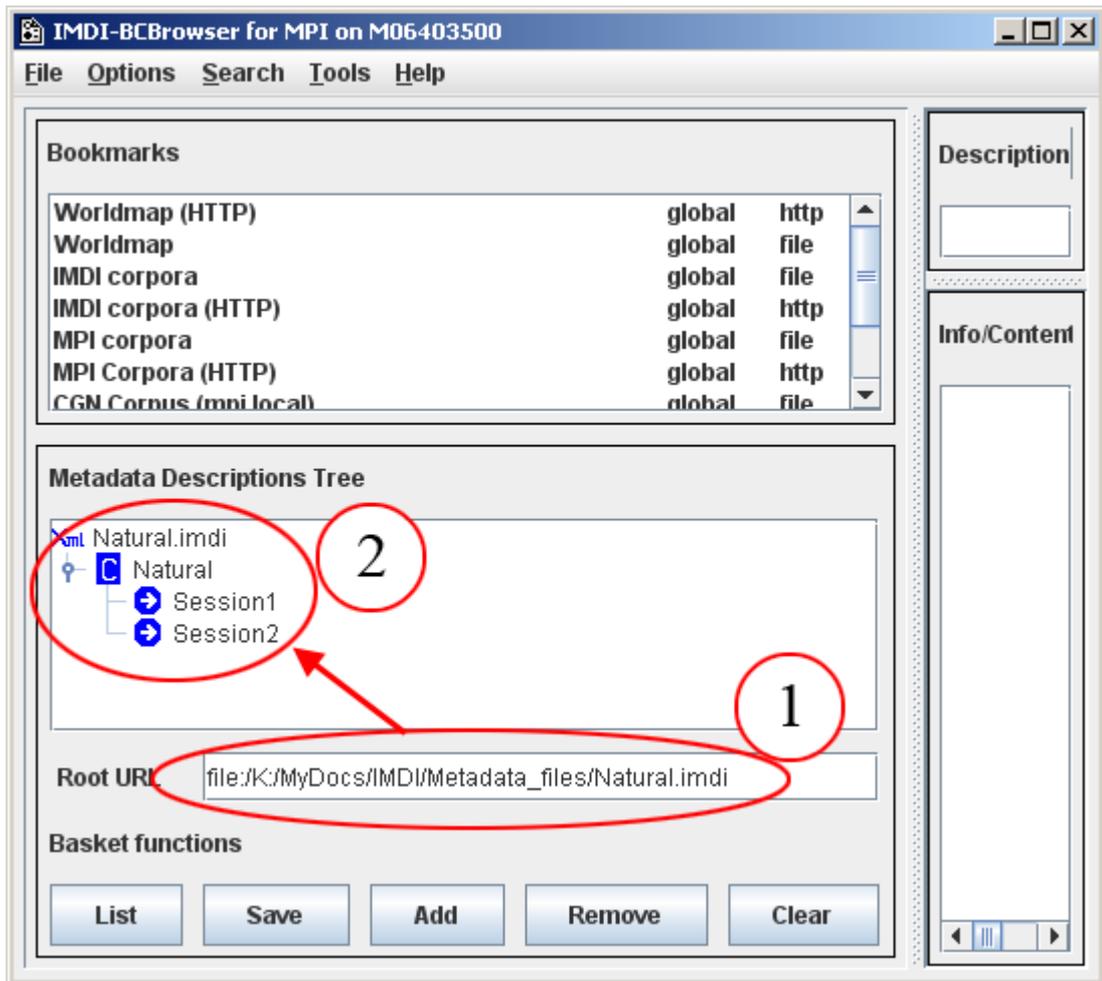


Figure 5.8. Metadata Descriptions Tree panel in the IMDI browser

- 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.

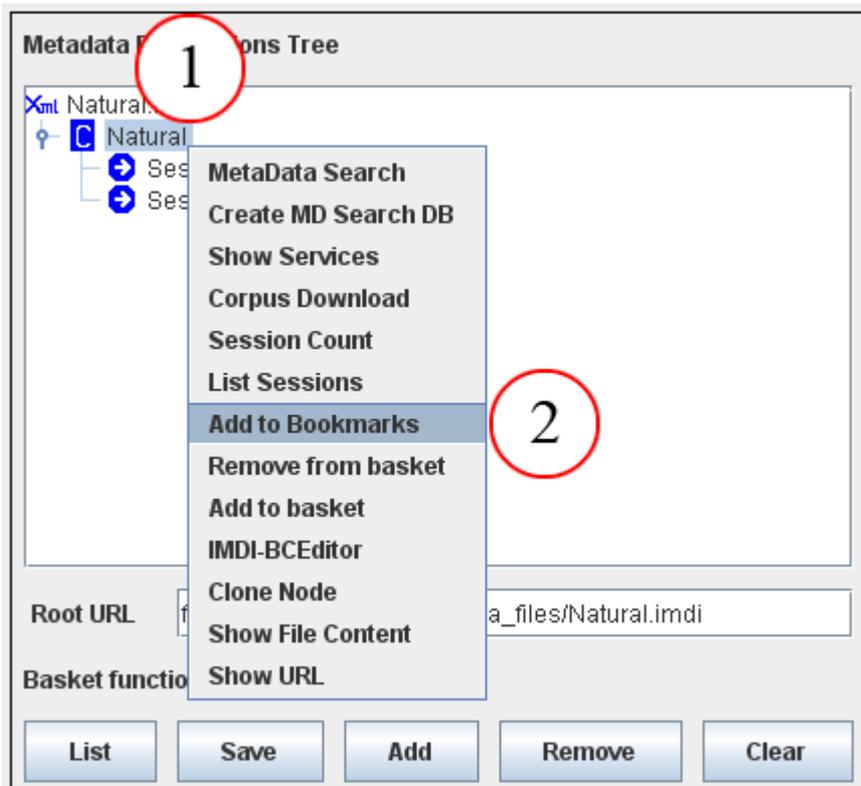


Figure 5.9. Add to Bookmarks

- 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.

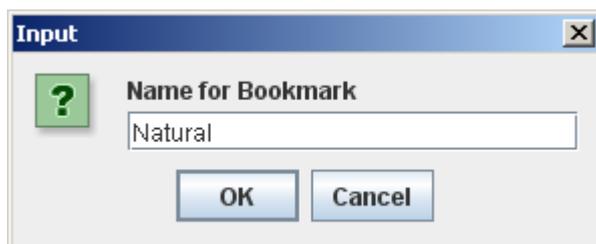


Figure 5.10. Name for Bookmark

Enter a name for the bookmark

- d. Enter a name for the bookmark and click 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).

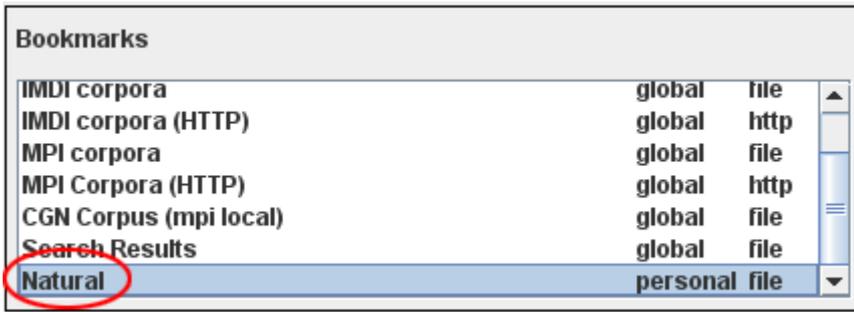


Figure 5.11. An added Bookmark

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:

The screenshot shows a software interface for editing a 'Descriptions' schema. At the top, there are three tabs: 'Descriptions', 'Location', and 'Keys', with 'Descriptions' selected. The main area is titled 'Descriptions' and contains several fields and controls:

- 1**: A dropdown menu for 'Language' with the value 'RFC1766:x-sil-eng'.
- 2**: A list of available descriptions on the right side, showing two entries: 'RFC1766:x-sil-ank' and 'RFC1766:x-sil-eng'.
- 3**: A large text area containing a prose description: '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.'
- 4**: A text field for 'Link' containing the value 'protocol.pdf'.
- 5**: Two buttons, 'Add' and 'Remove', located at the bottom right of the interface.

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:x-sil-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:

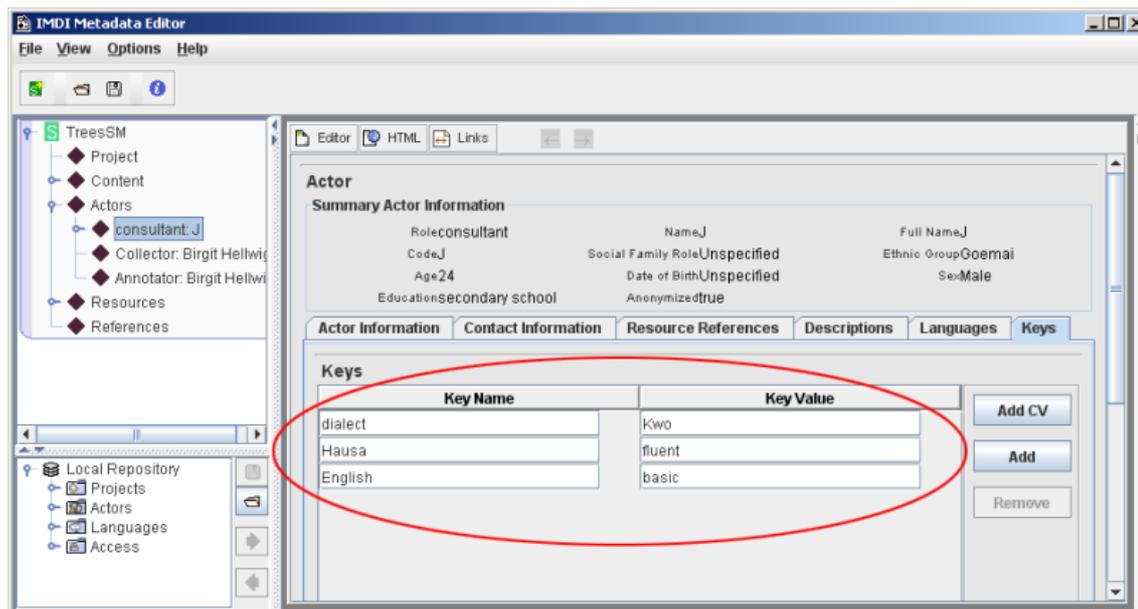


Figure A.2. Project-specific keys

Project-specific keywords for the actor J

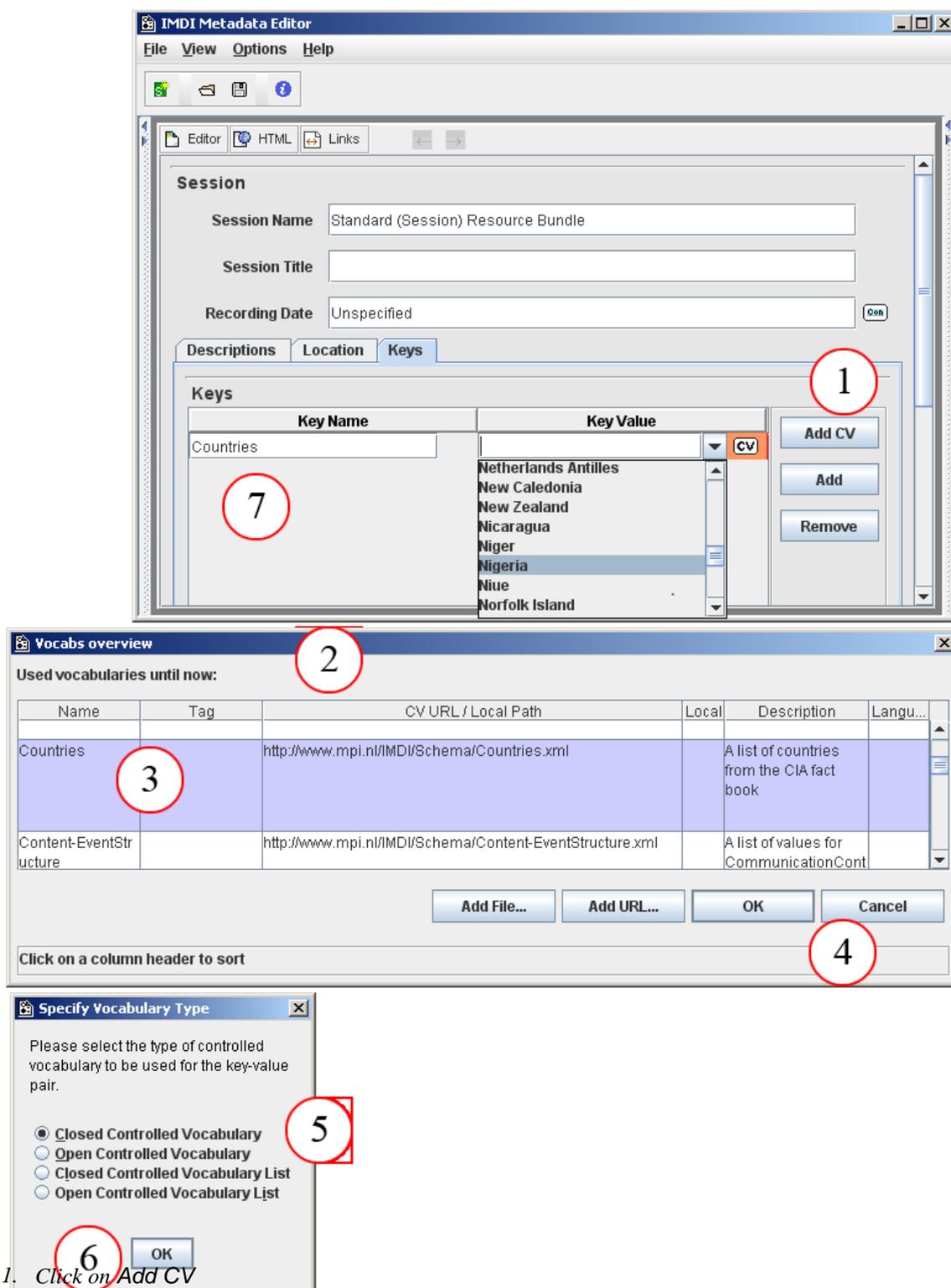
To add a key, do the following:

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:



1. Click on **Add CV**
2. The **Vocabs overview** window opens and displays all available vocabularies. If the needed vocabulary is not displayed, add it by clicking on **Add File ...** (for a locally-stored vocabulary) or **Add URL ...** (for a vocabulary stored on the web).
3. Click on a vocabulary to select it.
4. 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:

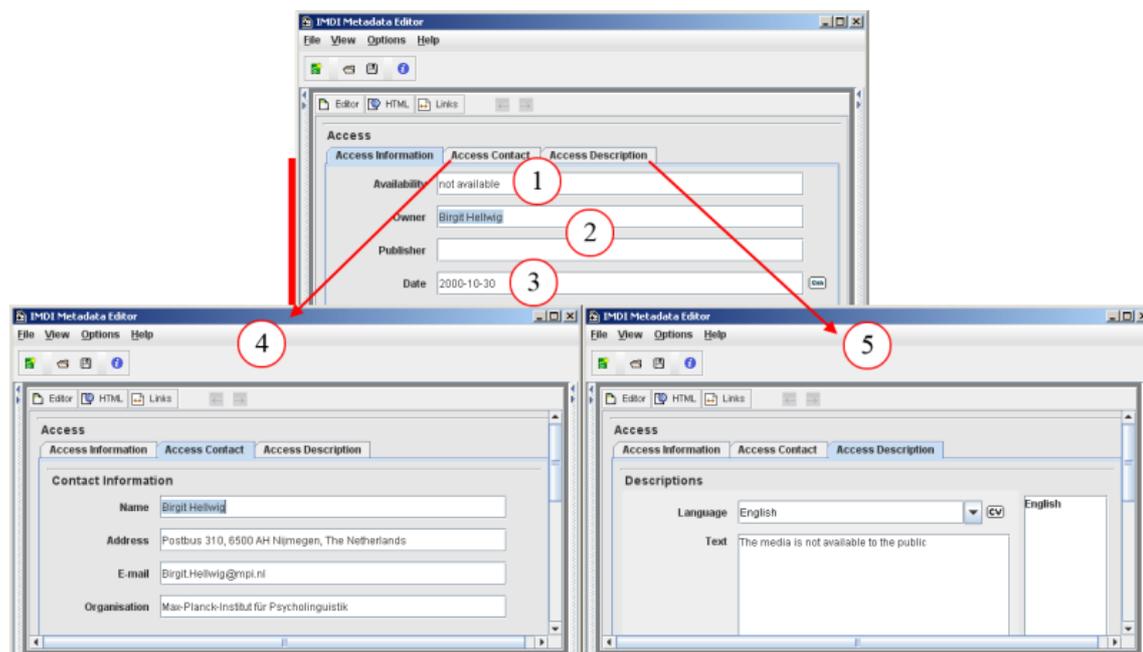


Figure A.4. Specify access rights

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.