Arbil 2.4 User Guide

An introduction to editing and managing CMDI metadata

The latest version can be found at: http://tla.mpi.nl/tools/tla-tools/arbil/

This user guide was last updated on 2012-10-30

Original Author: Claudia Zabeo

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Chapter 1. Introduction

Arbil (Archive Builder) is a CMDI editor. It allows editing of imported CMDI metadata and creation of new instances or collections.

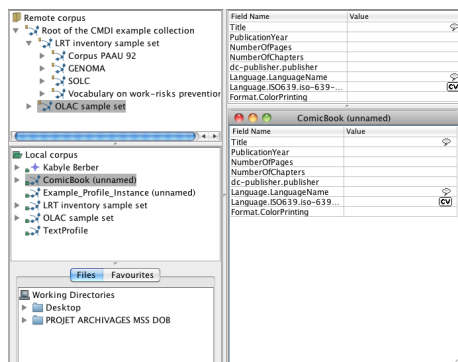This user guide concisely describes how to use Arbil. It is not a replacement for the *Full Manual*.

Figure 1.1. Overview

1.1. Workflow

In Arbil all work on metadata instances takes place in the **Local Corpus** tree. The various *import, export,* and *edit* operations displayed in Figure 1.1 can usually be triggered by right-clicking on elements in the Local Corpus, or via "drag and drop".

Media files (audio and video recordings) and written resources can also be added to sessions via "drag and drop" from the **Working Directories** tree in the **Files** tab. Only for importing previously exported sessions one has to access the **File** menu in Arbil's menu bar.

The area to the right of the corpus views is used for a **Selection Preview** (which can be disabled from the *Options* menu) and the **Working Area**, where all metadata editing windows will be opened.
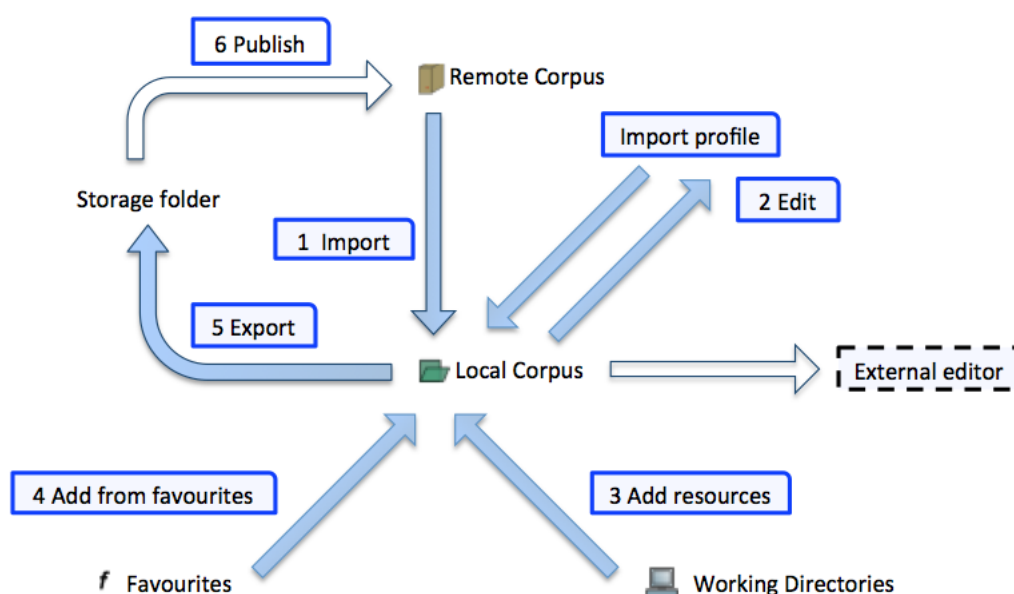

Figure 1.2. Workflow

Chapter 2. Setup

From the TLA website [http://tla.mpi.nl/tools/tla-tools/arbil/] Arbil can directly be launched via **Webstart**[1], or downloaded and **installed locally**. The only difference between webstart and installed version should be that the installed version starts faster and also without an Internet connection (but on *Microsoft Windows* you will not get image previews in the webstart version). In any case you cannot change remote corpora and your work will be saved locally on your computer only. Of course you can use Arbil's export function to transfer your data to other locations.

When you launch Arbil for the first time some default collections will already be displayed in the **Remote Corpus** tree. These collections probably contain nodes or sub-nodes. To expand a tree in Arbil either double-click it, or click on the symbol ✴ in the tree line. To work with one of these exports either right-click it and select *Import to Local Corpus* or "drag and drop" it to the desired position in your Local Corpus tree.
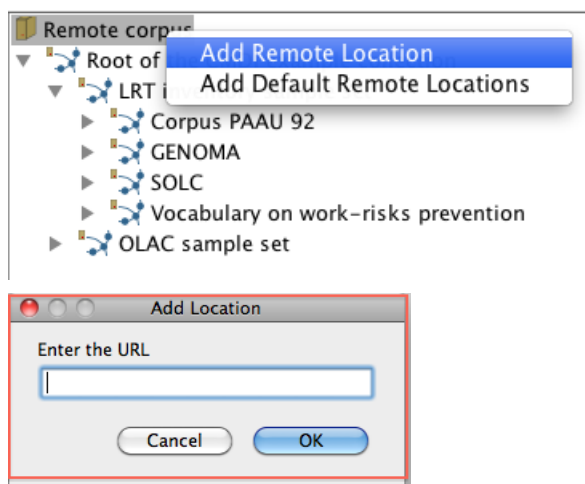

Figure 2.1. Adding a Remote Location to the Remote Corpus tree

Right-click on *Remote Corpus* to **add** new Remote Locations. You will have to enter their address (see Figure 2.1). In Arbil you can get a corpus' address by selecting *copy* from the right-click menu. You can use this address to add it again at the root of the *Remote Corpus* tree (to facilitaty access to it). If there are trees in your *Remote Corpus* that you never use, you can **remove** them by choosing *Remove Remote Location* from the right-click menu.

In the same way you can **add** and **remove** some of your computer's directories (folders) as **Working Directories** to later import resources (for instance media files and written resources) from them. If you add files to these directories while Arbil is running you will have to *reload* (right-click menu) the directories to see the new files in Arbil.
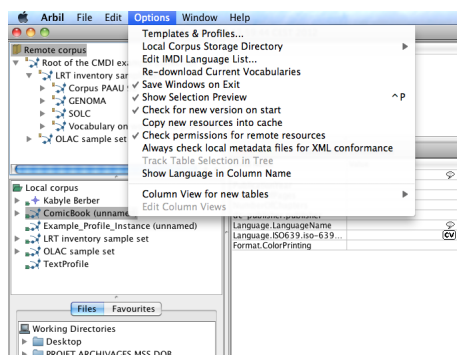

Figure 2.2. Options menu with tooltip

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[1] Webstart will not open for OpenJDK7, in this case download the installer version.

In Arbil's **Options** menu (see Figure 2.2) there are more (setup) options, some of which have further explanations in a tooltip (which you will see when keeping the mouse pointer still over them for a second).

Under the option *Templates and Profiles*, you will be able to see the available CMDI profiles. You can select from the list or add new ones, using the dialogue box *Add URL* and pasting into it the URL of the profile you want to import.

Chapter 3. Local Corpus

3.1. Import to Local Corpus

Working at the Local Corpus you can either edit an existing nodes or create a new one (see 3.2). To edit a node you must import it at the Local Corpus. To do so, either drag and drop the selected node or import by right clicking on the node and selecting *import*. In the dialogue box that pops up you can check the *Show Details and Options* box in order to *Overwrite Local Changes* and/or *Copy Resource Files*.

(1) *Overwrite Local Changes* : In the case that you want to reset the changes of a node you are already working on, you can reimport it from the Remote Corpus and check the *overwrite local changes* box. If you want to edit a node you have already uploaded to the Remote corpus via Lamus, you have to reimport it in the Local corpus, even if a copy is already there. In this case you have to select the *Overwrite Local Changes* option.

(2) *Copy Resource Files*: This option allows you to import resource files to your computer. Press *Start* to copy the branch to your Local Corpus tree.

3.2. Create nodes

Instead of copying existing nodes from the Remote Corpus, you can also create your own or add nodes in the Local Corpus. (See Chapter 5)

Chapter 4. Editing

The Workflow briefly described how nodes can be created or imported into Arbil's **Local Corpus** tree. Once you have an instance in your *Local Corpus*, you can modify it and (if compatible) add resources from your *Working Directories* to it.
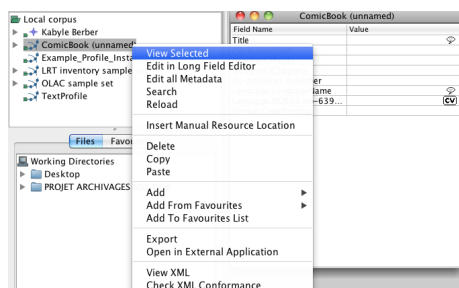

Figure 4.1. A session's right-click menu

To edit, just right-click the node (see Figure 4.1), or "drag and drop" it to the *working area*, or edit some fields directly in the *Selection Preview*. In the *working area* the node is presented in the form a spreadsheet tables, and can be edited in ways that should be familiar to users of office suites such as OpenOffice.org™ or Microsoft Office®.

To add resources just "drag and drop" them from your *Working Directories* to the appropriate node in your *Local Corpus*. Arbil will automatically create sub-nodes where you can find your resources and edit their metadata just as you would do it with the node itself.

4.1. Editing one cell

To edit single cells just select them (by clicking on them) and type in your new value.

Some fields have a *controlled vocabulary* and will ask you to select a value from a drop down list instead of allowing you to enter text freely.

The **Long Field Editor** (see Figure 4.2) makes it easier to enter longer texts, or texts that contain line breaks. To edit a field/ cell with the Long Field Editor either *double-click* it, or press *Ctrl+Enter*, or *right-click* and choose *Open in Long Field Editor*.
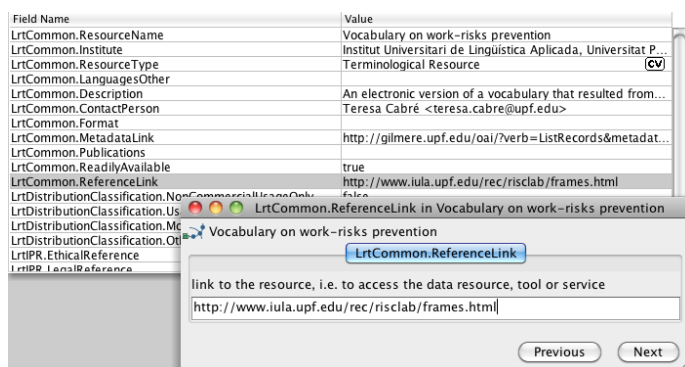

Figure 4.2. Editing descriptions in the Long Field Editor
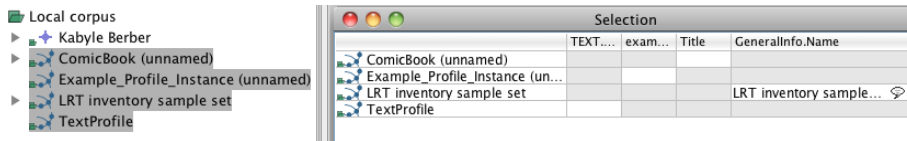
4.2. Editing multiple cells

Figure 4.3. Editing cells from five individual nodes

When you have several nodes of identical or similar types you may want to **display all of them together in one editable spreadsheet**. To do this, hold down *Ctrl* (or *Command* on a Mac) and click on the nodes you want to select. Now select *View/Edit Selected* from the right-click menu, or drag your selection to the working area (see Figure 4.3).

In such spreadsheets it can be helpful to **copy values from one field into multiple fields**. For example it is possible to copy one Actor's role, then select all the Actors' role fields at once by click-hold on the first and dragging the mouse down to the last, and then paste that copied role to all Actors at once. A more convenient way to perform this is to copy the value you want, then right click on a cell in another column and select *Copy Cell to Hole Column*.

4.3. Attributes

It is possible to fill in or modify fields which contain attributes. Once the node has been displayed, the attributes fields are ready to be edited. There is also the possibility of working on them through the *Long Field Editor*.
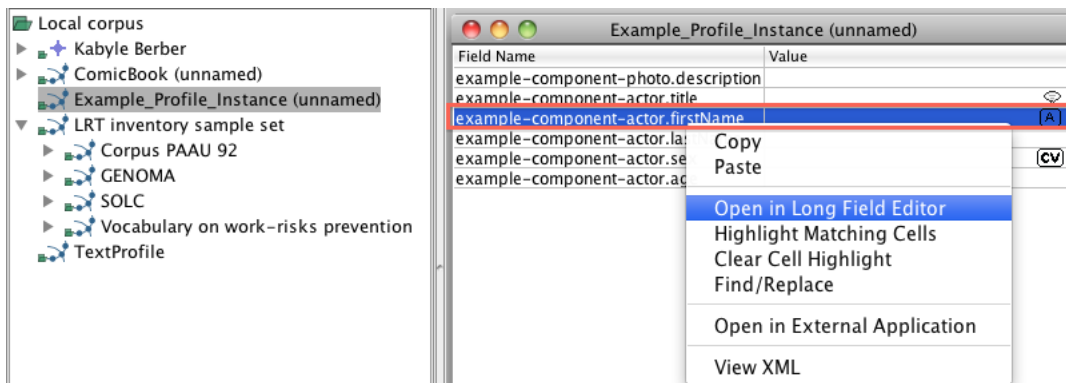

Figure 4.4. Attributes

Chapter 5. Adding nodes

5.1. Add a new node

Right clicking on the Local Corpus node open the Add menu. Here you will find the names or ID of the profiles that are selected in the list. Choose the one you need. It is now imported and it will appear in your Local Corpus.

5.2. Adding other components

Depending on the profile, you can add different additional components via the right-click menu. In most cases additional *Description* lines can be added this way. Notice how some elements have the ◆ icon, whereas others have a icon ⌣. The ◆ icon represents a component that will be displayed in the hierarchy whereas the ⌣ icon adds a new field.

Chapter 6. Using Favourites

The *Favourites* pane (next to *Files*) can be used to store nodes (e.g. an *Actor*) that you want to use again in several nodes. Just "drag-and-drop" nodes from the *Local Corpus* or the *Remote Corpus* to *Favourites* to store them there. From now on you can "drag-and-drop" them from *Favourites* to any fitting position in your *Local Corpus*, or add them to a node via the right-click menu (using *Add From Favourites*).