Arbil User Guide

An introduction to editing and managing IMDI metadata

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Chapter 1. Introduction

Arbil (Archive Builder) is an IMDI editor. It allows editing of imported IMDI corpora and creation of new corpora or sessions. An internet connection is only required when you want to download metadata from a remote corpus, or when you want to upload your data to the Remote Corpus via LAMUS.

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

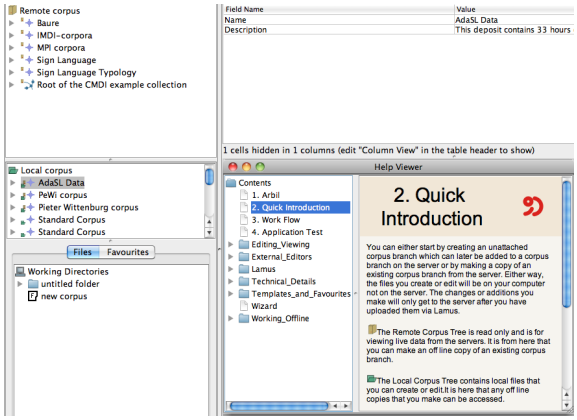


Figure 1.1. Overview

1.1. Workflow

In Arbil all work on corpora and sessions takes place in the **Local Corpus** tree. The various *import*, *export*, and *edit* operations displayed in Figure 1.2 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.

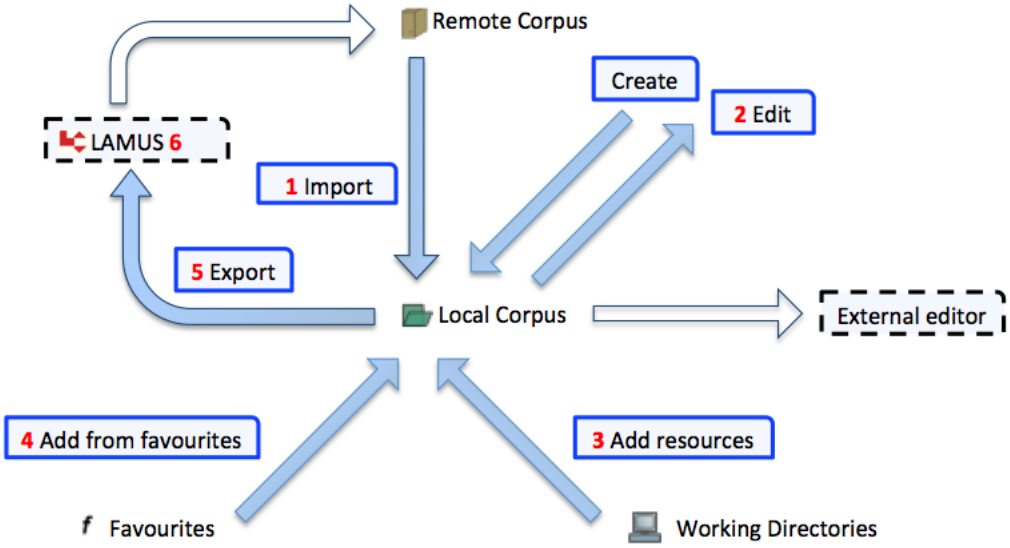


Figure 1.2. Workflow

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, or to upload it to a remote corpus via Lamus [http://tla.mpi.nl/tools/tla-tools/lamus].

When you launch Arbil for the first time some default corpora will already be displayed in the **Remote Corpus** tree. These corpara probably contain sub-corpora or session. To expand a tree in Arbil either double-click it, or click on the Symbol in the tree line to expand it (, or). To work with one of these copora either right-click it and select *Import to Local Corpus* or “drag and drop” it to the desired position in your Local Corpus tree.

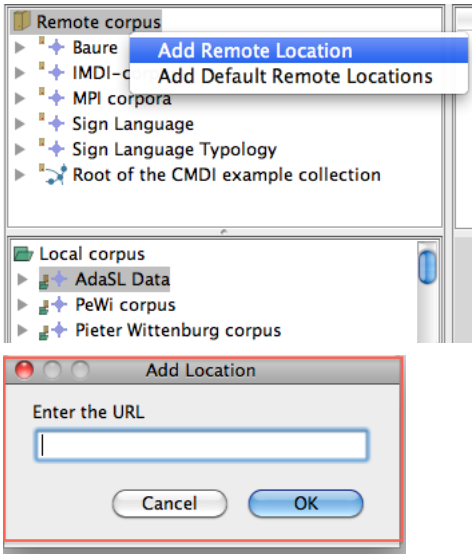


Figure 2.1. Adding a Remote Location to the Remote Corpus tree

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 corpus trees in your *Remote Corpus* that you never need, you can **remove** them by choosing *Remove Remote Location* from the right-click menu.

In the same manner you can **add** and **remove** some of your computer's directories (folders) as **Working Directories** to later import resources (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.

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

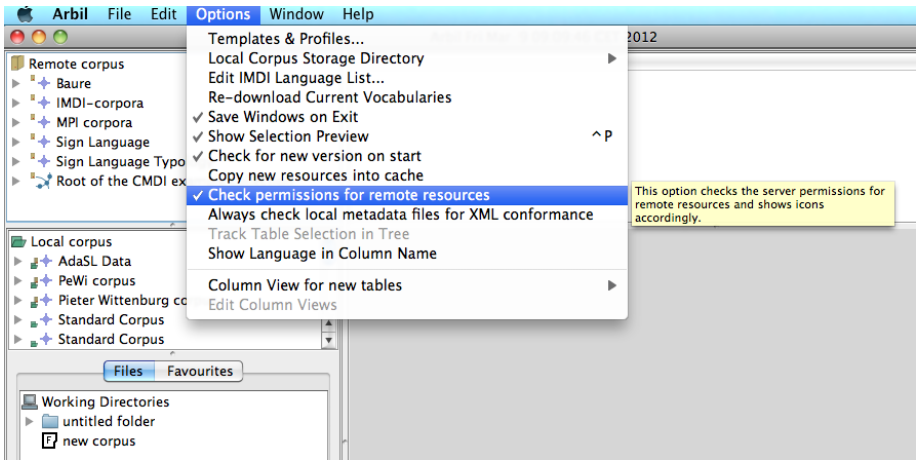


Figure 2.2. Options menu with tooltip

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).

Chapter 3. Local Corpus

3.1. Import to Local Corpus

Working at the local corpus you can either edit an existing corpus or create a new one (see 3.2). To edit a corpus you must import it at the Local Corpus. To do so, either drag and drop the selected corpus or import by right clicking on the corpus 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 corpus 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 corpus 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 mport resource files to your computer. Press *Start* to copy the branch to your Local Corpus tree.

3.2. Create corpus and session nodes

Instead of copying an existing corpus or corpus nodes from the Remote Corpus, you can also create your own corpus or add session nodes in the local corpus. Moreover, you can also add a catalogue in which the general information about your corpus will be stored.

To do this, select the top node of the Local Corpus (corpus node), right click it and select the option *Add > Catalogue, Add > Corpus* or *Add > Session.*

Chapter 4. Editing Sessions

The Workflow briefly described how corpora and sessions can be created in or imported into Arbil's **Local Corpus** tree. Once you have a *session* (can also be a *sign-language session* or any other type) in your *Local Corpus*, you can modify it and (if compatible) add resources from your *Working Directories* to it.

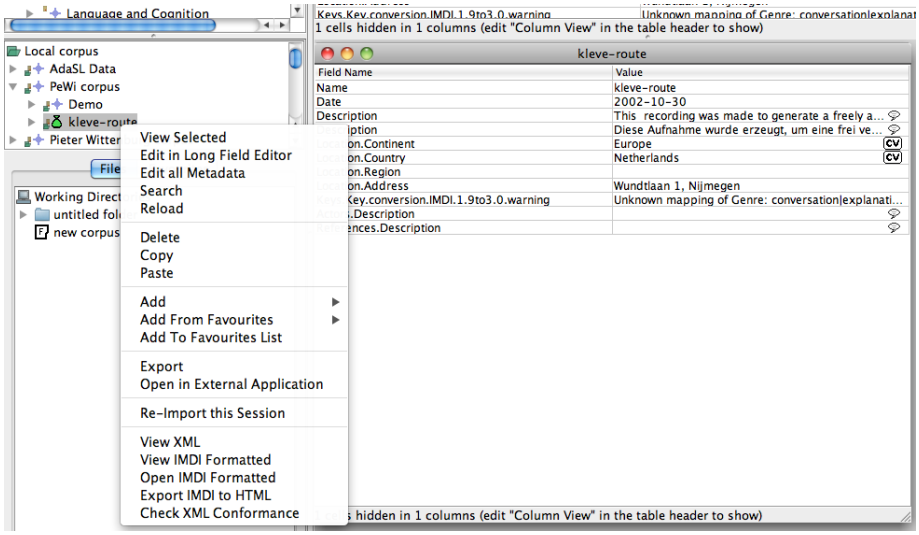


Figure 4.1. A session's right-click menu

To edit, just right-click the session (see Figure 4.1), or "drag and drop" the session node to the *working area*, or edit some fields directly in the *Selection Preview*. In the *working area* session and node data 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 session node in your *Local Corpus*. Arbil will automatically create subnodes called *MediaFiles* (for pictures and video data) and *WrittenResources* (for text files) where you can find your resources and edit their metadata just as you would do it with the session itself.

Depending on the node type, you can add different additional sub-nodes (like *Actors* for *Sessions*) via the right-click menu. In most cases additional *Description* lines can be added this way.

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. An example for this is a media file's type (which Arbil tries to determine automatically for you): Arbil allows you to select from *unknown*, *unspecified*, *audio*, *video*, *image*, *document*, *drawing*, and *text*.

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*.

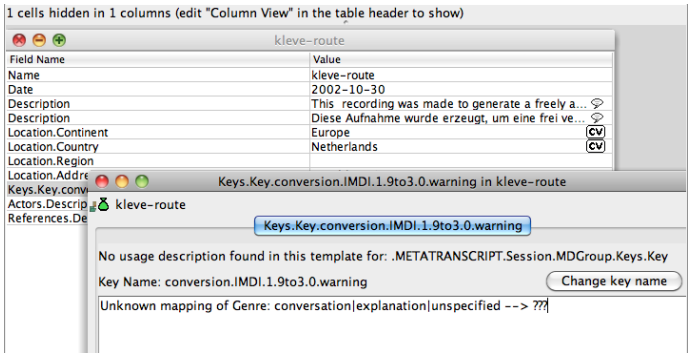


Figure 4.2. Editing descriptions in the Long Field Editor

4.2. Editing multiple cells

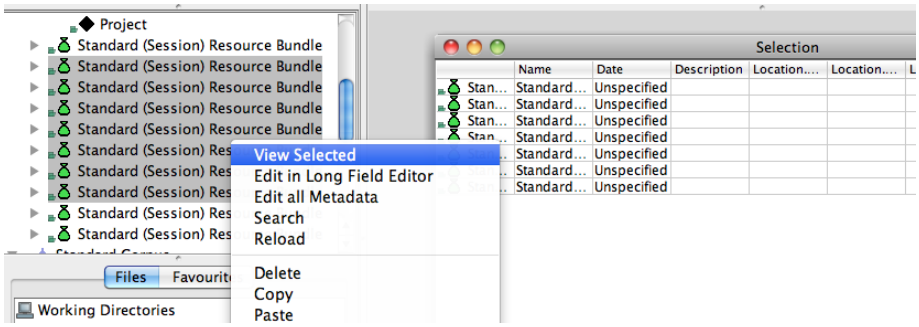


Figure 4.3. Editing cells from five individual nodes

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's 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*.

Chapter 5. Adding nodes

5.1. Add a new corpus node

Once you have created/imported a corpus, you can add new corpus branches to any corpus node of the Local Corpus. To do this, right click on a corpus node ✦, scroll down to *Add* and choose *Corpus*. A new corpus (*Standard Corpus*) will be created in the tree structure directly under the node you clicked on. Notice that at the same time a window pops up, in which you can edit the metadata of the new corpus node (such as corpus name etc.).

5.2. Adding other components

Apart from adding session nodes and catalogues to corpus nodes you can also add additional elements to session nodes and catalogues. If you right click on any node > add, you will see a list of items available in the context menu. 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 (discussed below).

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 sessions. 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 session via the right-click menu (using *Add From Favourites*).