CONTENTE

Content Editor
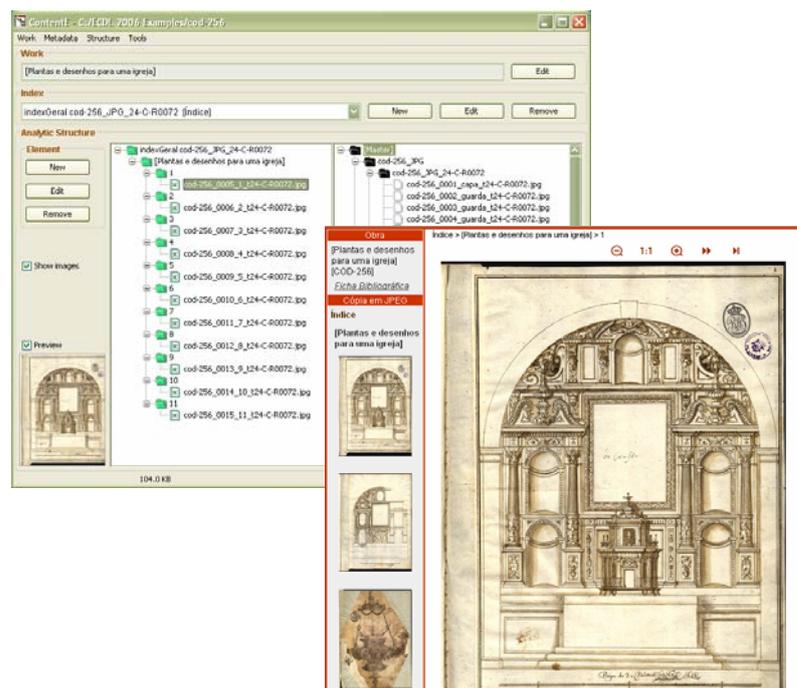
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National Library of Portugal

Index

1. Pre-requisites

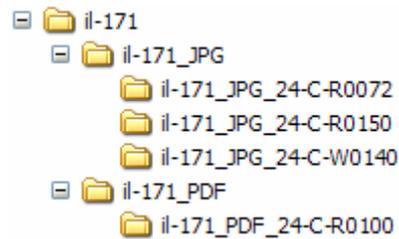You should have a similar structure of folders before you start a new work:

Figure 1 – Work Folder

In *Figure 1* we have a folder (il-171) that contains two MIME Types ("JPG" and "PDF"). JPG folder has two different resolutions (72 and 150 dpi) and one thumbnail folder with 140 pixels of width. PDF folder has only one resolution of 100 dpi.

National Library of Portugal structure for folder names:

<**Identifier**>_<**MIME Type**>_<**Properties**>

- ➢ **Identifier** – can be work call number (example: il-171);
- ➢ **MIME Type** – can be "JPG"; "GIF"; "PDF"; "TXT"; "TIF"...;
- ➢ **Properties** – field sequence of some characteristics that have the following structure (example: 24-C-R0072):

<**Color depth**>-<**Color type**>-<**Resolution or Size**>

- ➢ **Color depth** – term describing the number of bits used to represent the color of a single pixel (example: 24 – 24 bits of color);
- ➢ **Color type** – can be "C", "G" or "B", color, gray, binary respectively (example: C – color image);
- ➢ **Resolution or Size** – image resolution (example: R0072 – 72 dpi of resolution or W0140 – 140 pixels of width);

2. How to create a new work?
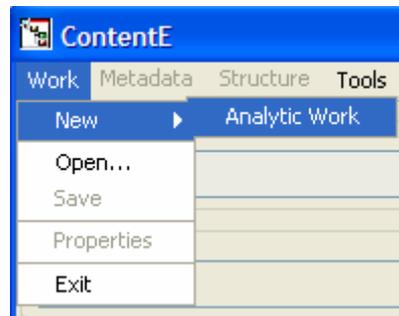
Step 1 – Menu Work -> New -> Analytic Work (*Figure 2*);

Figure 2 – Create analytic work
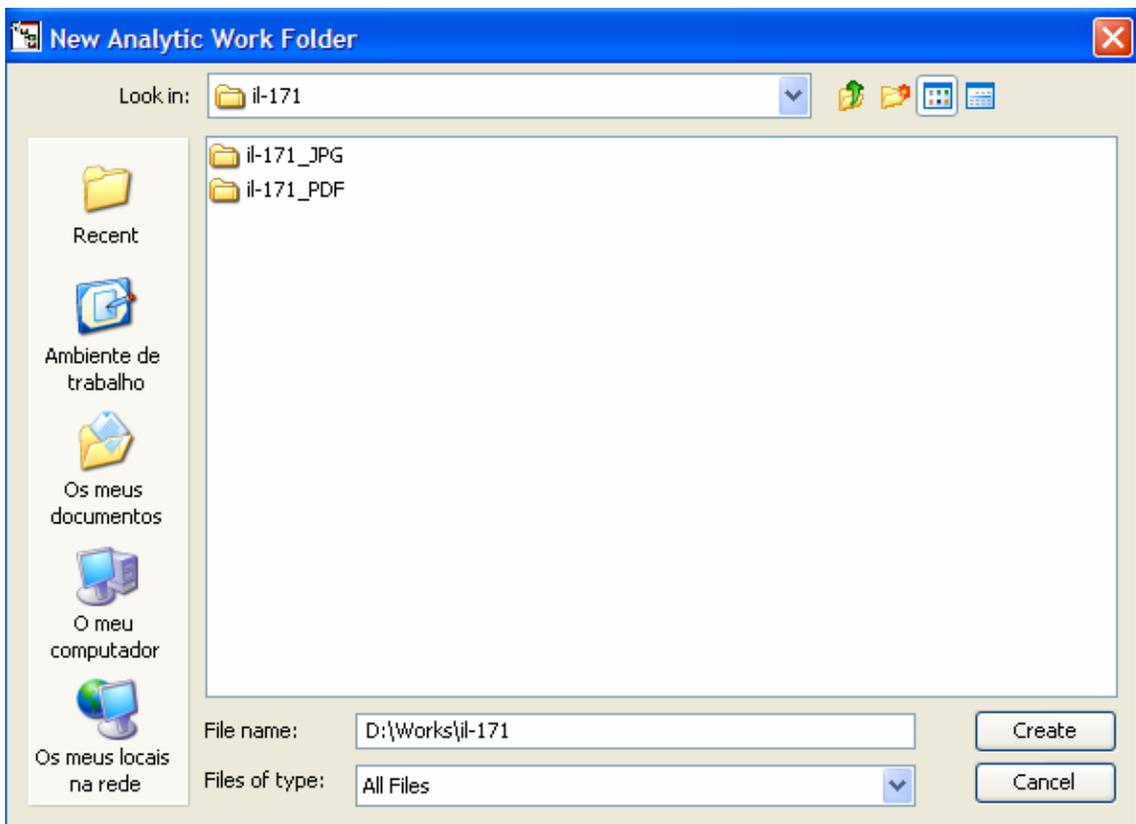
Step 2 – Select work folder (*Figure 3*);

Figure 3 – Select work folder
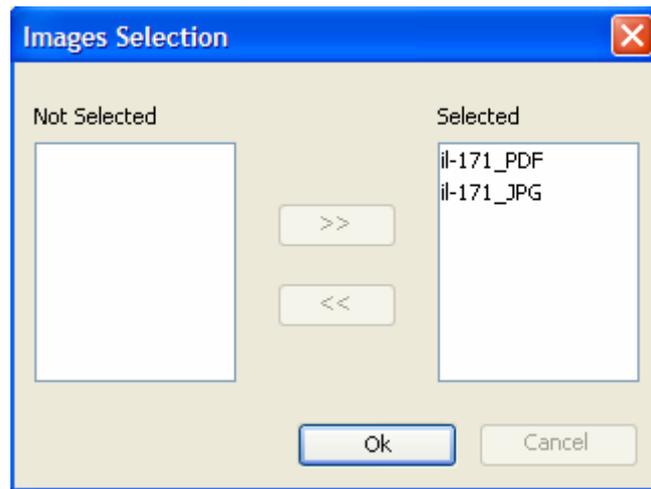
Step 3 – Select MIME types to include in work (*Figure 4*);

Figure 4 – Images selection

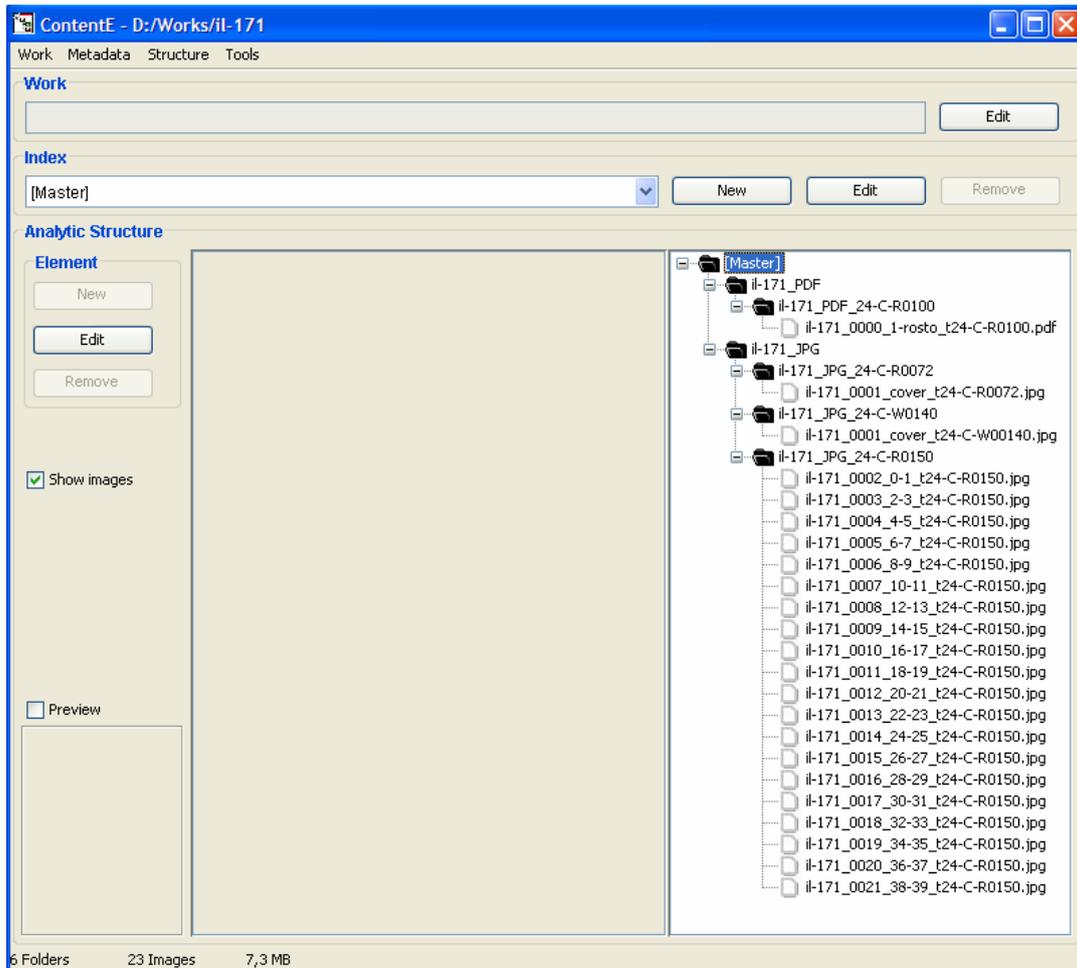In *Figure 5* we can see ContentE after those steps.

Figure 5 – ContentE project only with master index

3. How can associate bibliographic record to work?

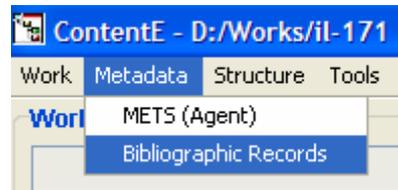Step 1 – Menu Metadata -> Bibliographic Records (*Figure 6*);

Figure 6 – Import record
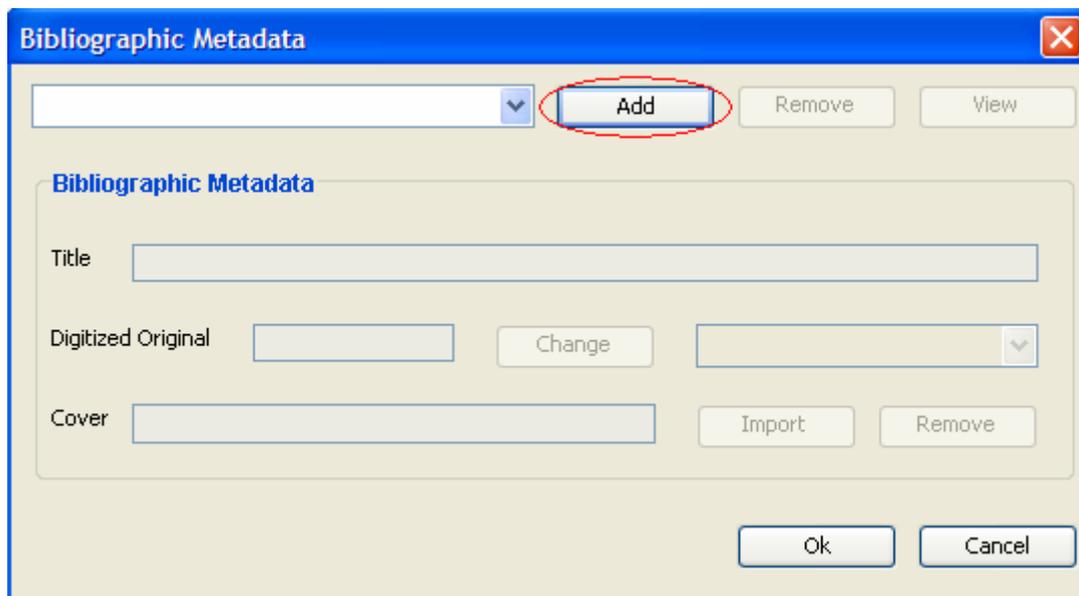
Step 2 – Add bibliographic record (*Figure 7*);

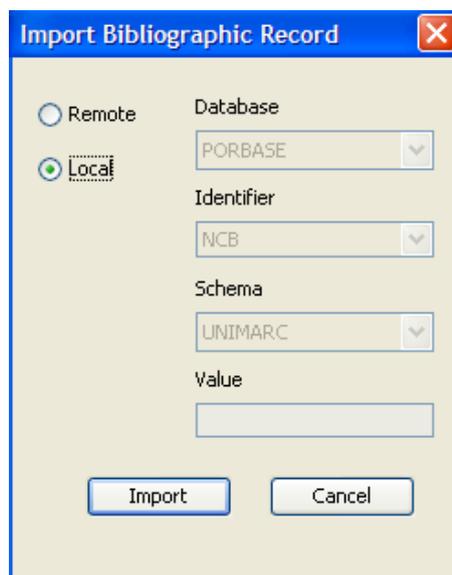*Figure 7 – Add record*

Step 3 – Import record from file (*Figure 8*);

Figure 8 – Import Local Record
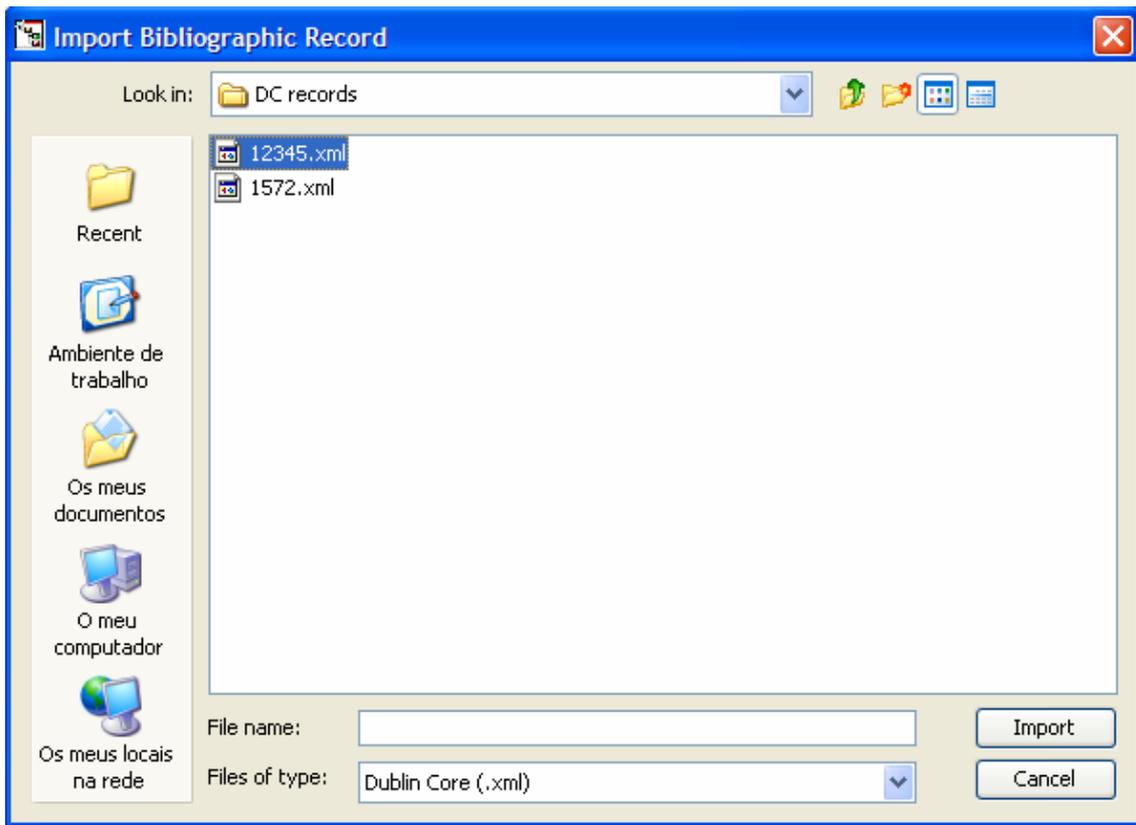
Step 4 – Select record file (*Figure 9*);

Figure 9 – Import Dublin Core record in XML

Cover association (optional)

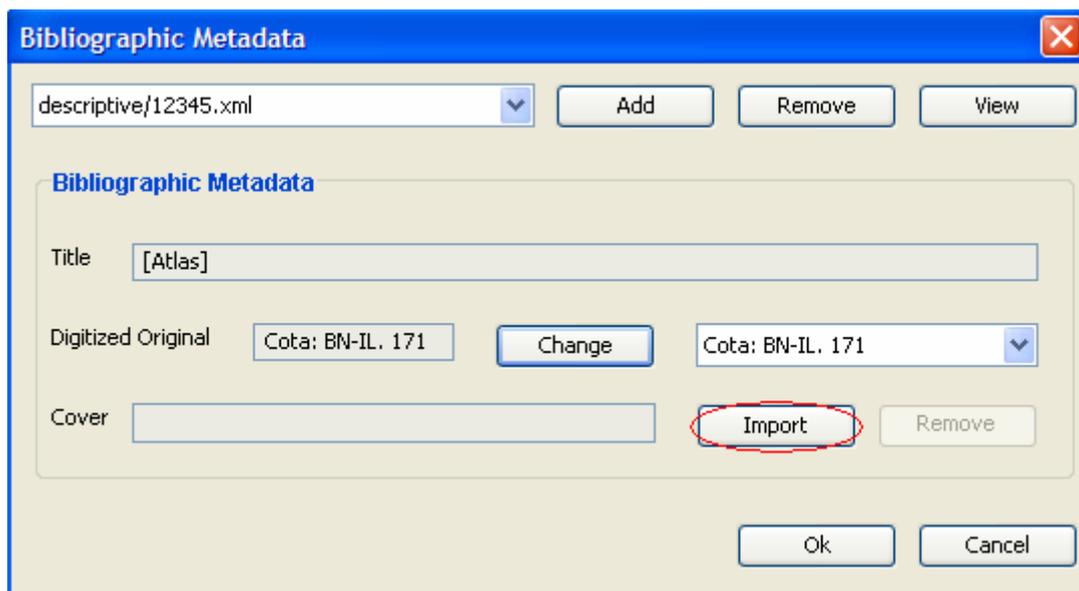Step 1 – Import cover for work (*Figure 10*);

Figure 10 – Import Cover
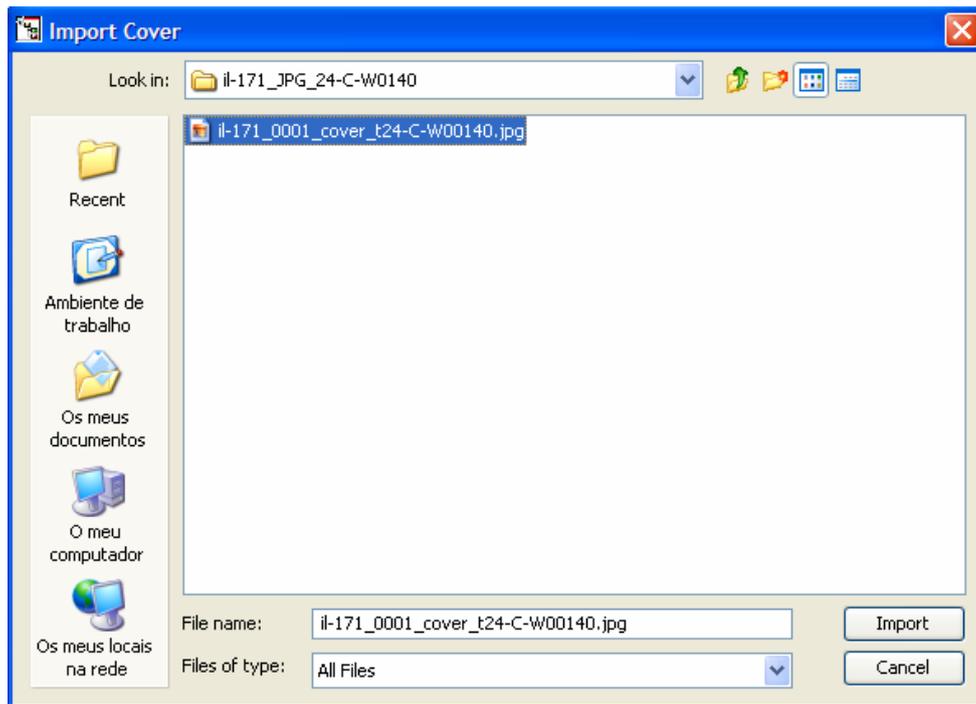
Step 2 – Select cover file (*Figure 11*);

Figure 11 – Select cover file

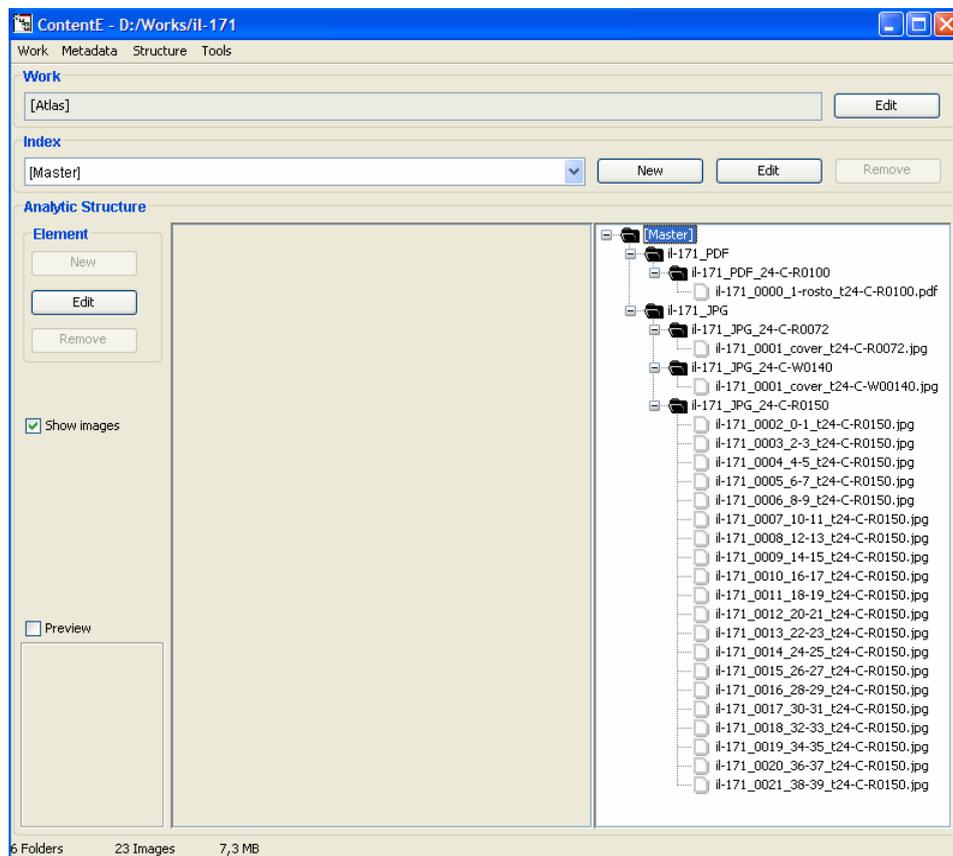In *Figure 12* we can see ContentE after those steps.

Figure 12 – ContentE project with bibliographic record and master index

4. How to create a new index?

Step 1 – Select New button in Index Panel (*Figure 13*);

Figure 13 – Add new index

Step 2 – Select empty index (*Figure 14*);

Figure 14 – Empty index

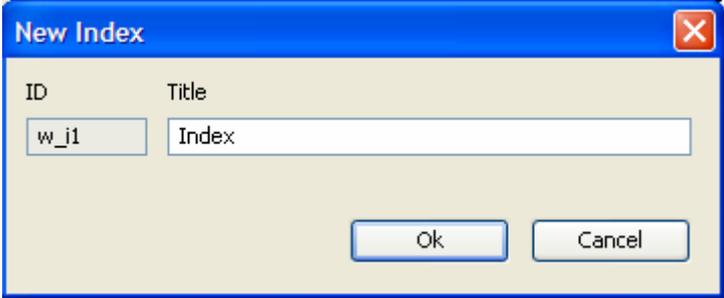Step 3 – Insert index name (*Figure 15*);

Figure 15 – Insert index name

5. How to create an index structure with chapters?

Step 1 – Select index (*Figure 16*);

Figure 16 – Select index

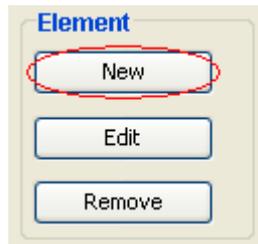Step 2 – Create chapters nodes (*Figure 17*);

Figure 17 – Insert new element

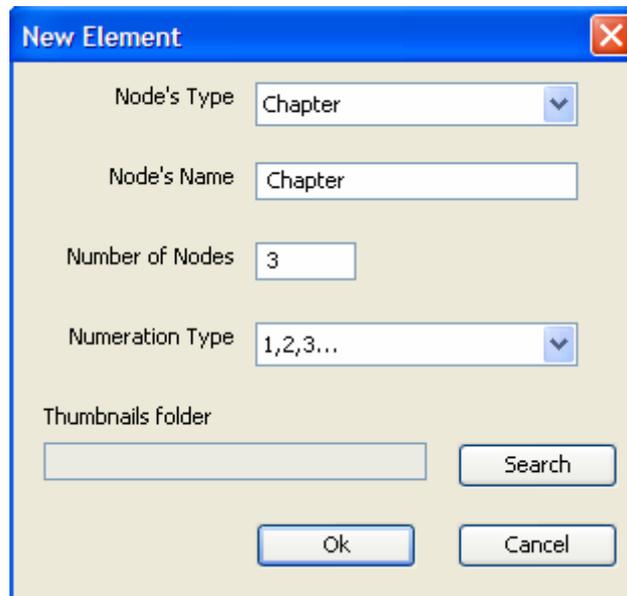Step 3 – Configure new elements (*Figure 18*);

Figure 18 – Configure new elements

Step 4 – Add images from Master index to chapters. You can drag and drop one image with left mouse button or several images with right mouse button (*Figure 19*);
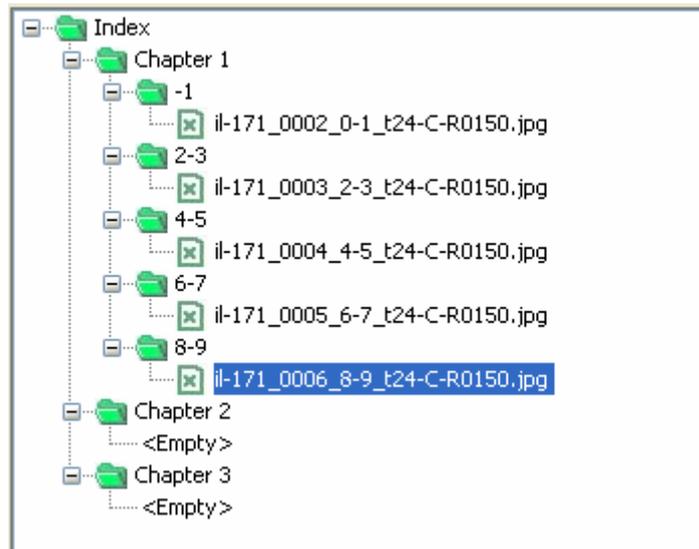

Figure 19 – Add images to chapters

6. How to associate thumbnail folder to the index?

Step 1 – Make sure that the folder containing thumbnails is in the Master tree. If this is not the case, the user should update the MIME types of the work: Structure Menu –> Image –> Image Management and select new MIME.

Step 2 – Select Edit button in Index Panel (*Figure 20*);

Figure 20 – Edit index

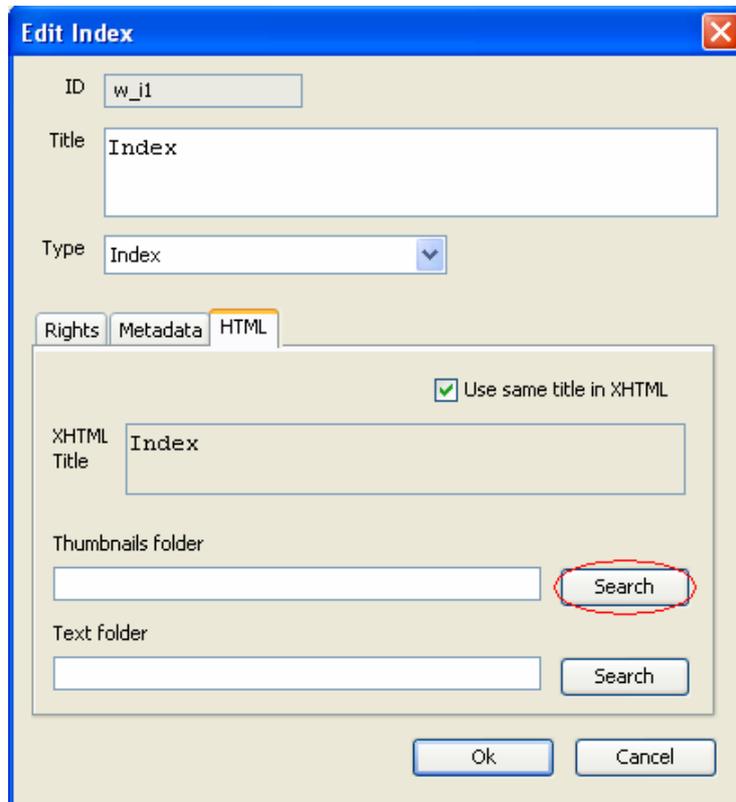Step 3 – Open HTML tab –> Search thumbnail folder (*Figure 21*);

Figure 21 – Search button

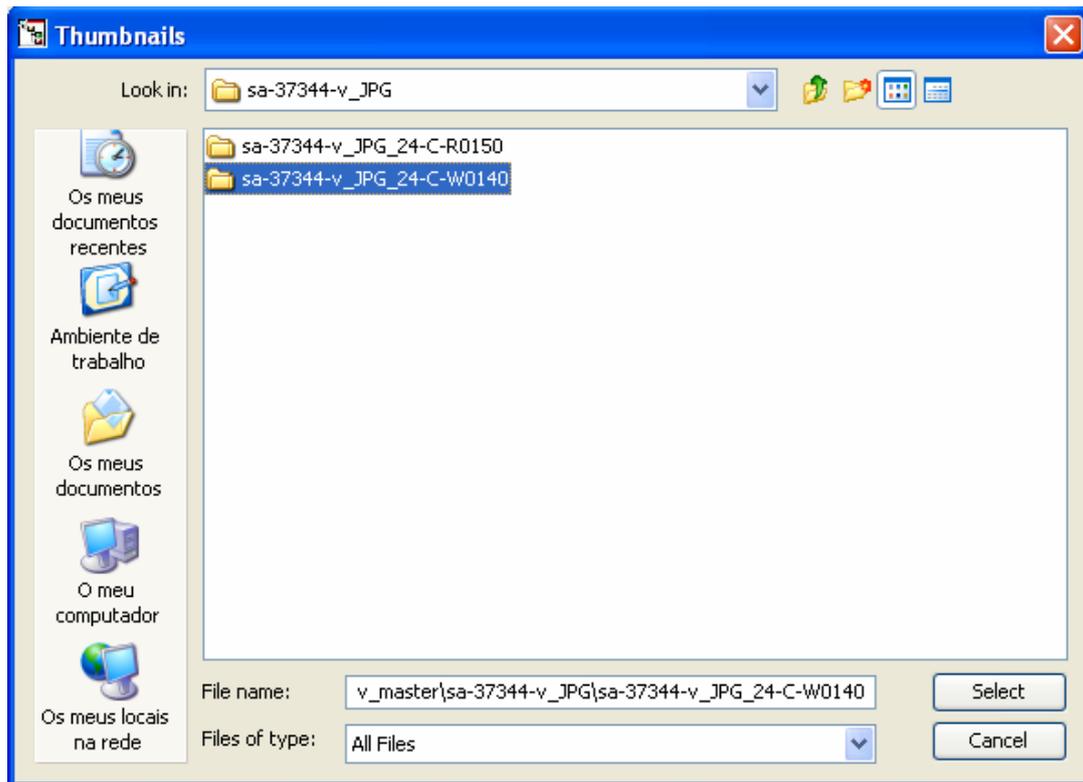Step 4 – Select thumbnail folder (*Figure 22*);

Figure 22 – Select thumbnail folder

7. How to associate an OCR text folder to an index?

Step 1 – Make sure that the folder containing thumbnails is in the Master tree. If this is not the case, the user should update the MIME types of the work: Structure Menu –> Image –> Image Management and select new MIME.

Step 2 – Select Edit button in Index Panel (*Figure 23*);

Figure 23 – Edit index

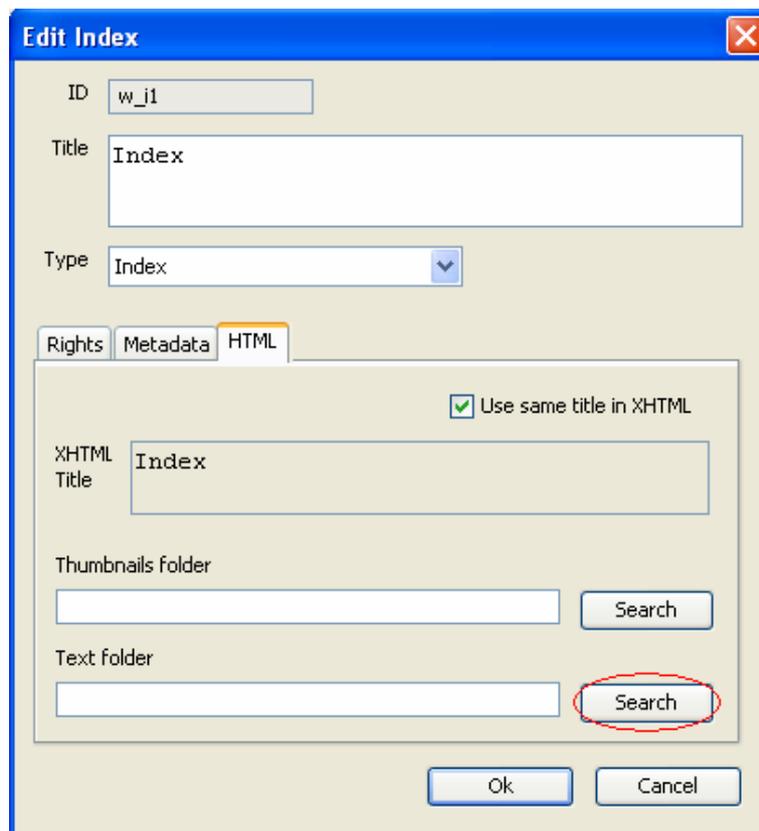Step 3 – Open HTML tab –> Search text (*Figure* 24);

Figure 24 – Search button
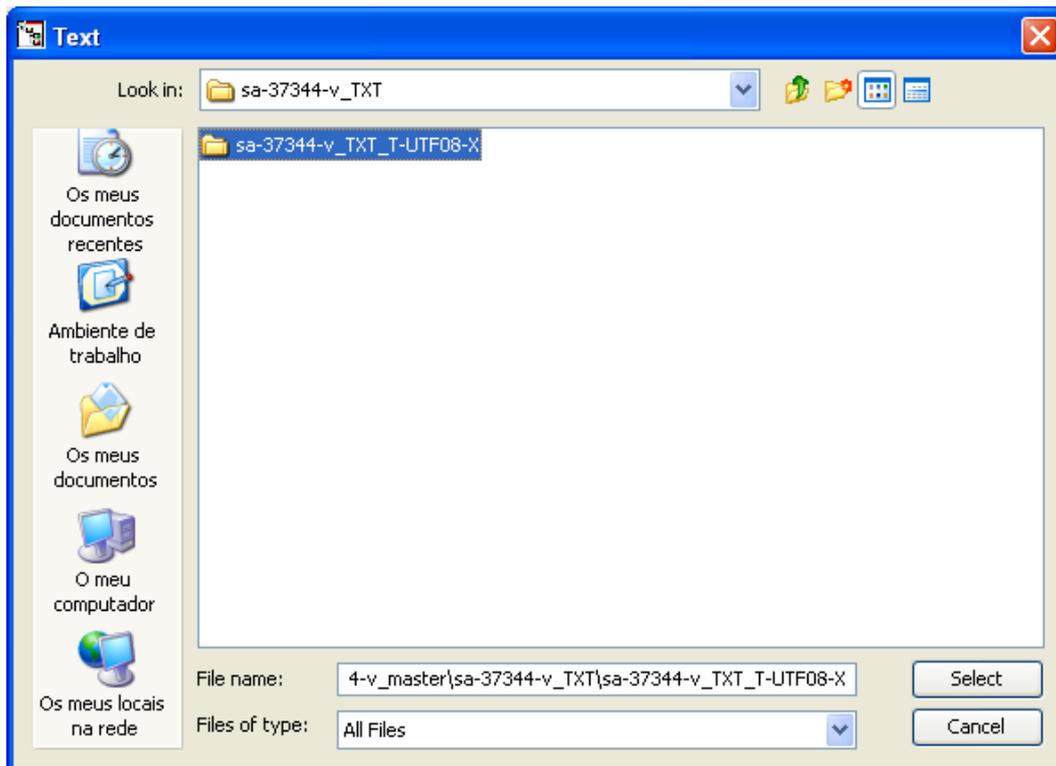
Step 3 – Select OCR folder (*Figure 25*);

Figure 25 – Select OCR folder

8. How to save a work?

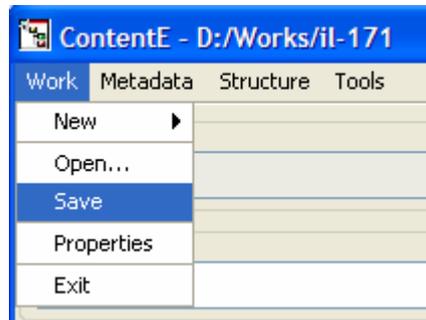Step 1 – Menu Work -> Save (*Figure 20*);

Figure 20 – Save work

9. How to open a work?
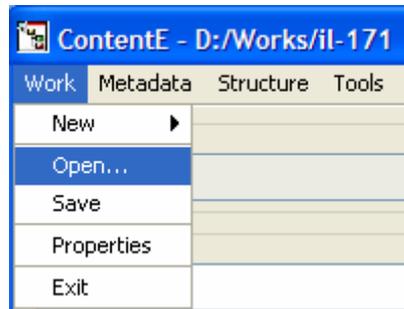
Step 1 – Menu Work -> Open (*Figure 21*);

Figure 21 – Open work

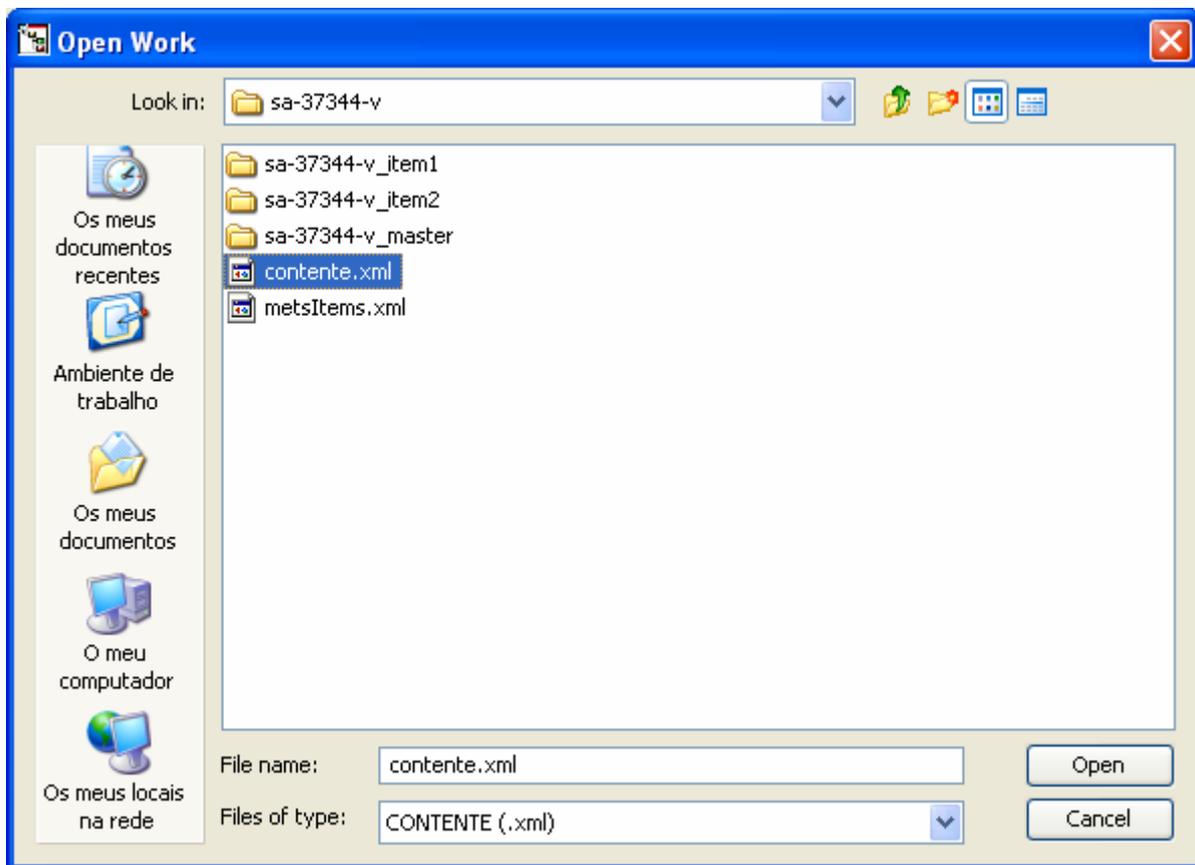Step 2 – Select "contente.xml" from work folder (*Figure 22*);

Figure 22 – Select project file from work folder

10. How to generate XHTML?

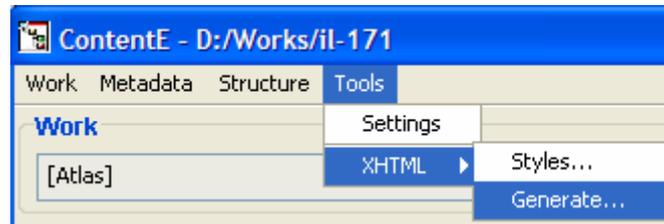Step 1 – Menu Tools -> XHTML -> Generate… (*Figure 23*);

Figure 23 – Generate XHTML

Step 2 – Select index list and style to generate XHTML (*Figure 24*);

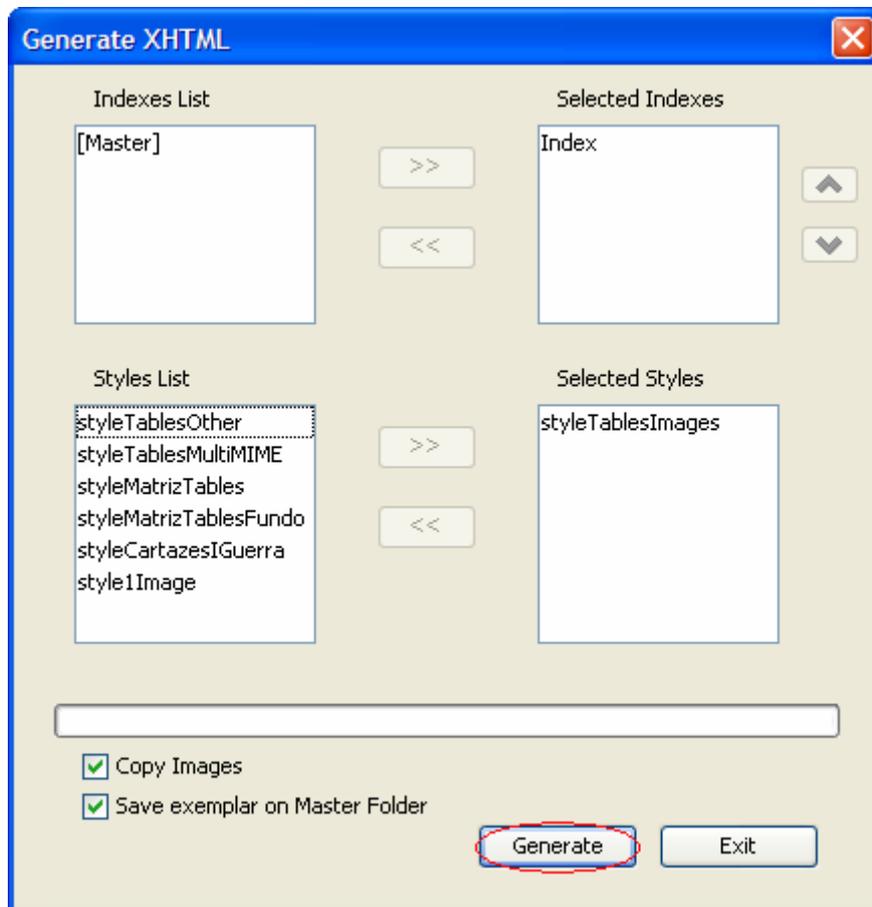*Figure 24 – Select index and style to generate*

Step 3 – Select destination folder for item (*Figure 25*);

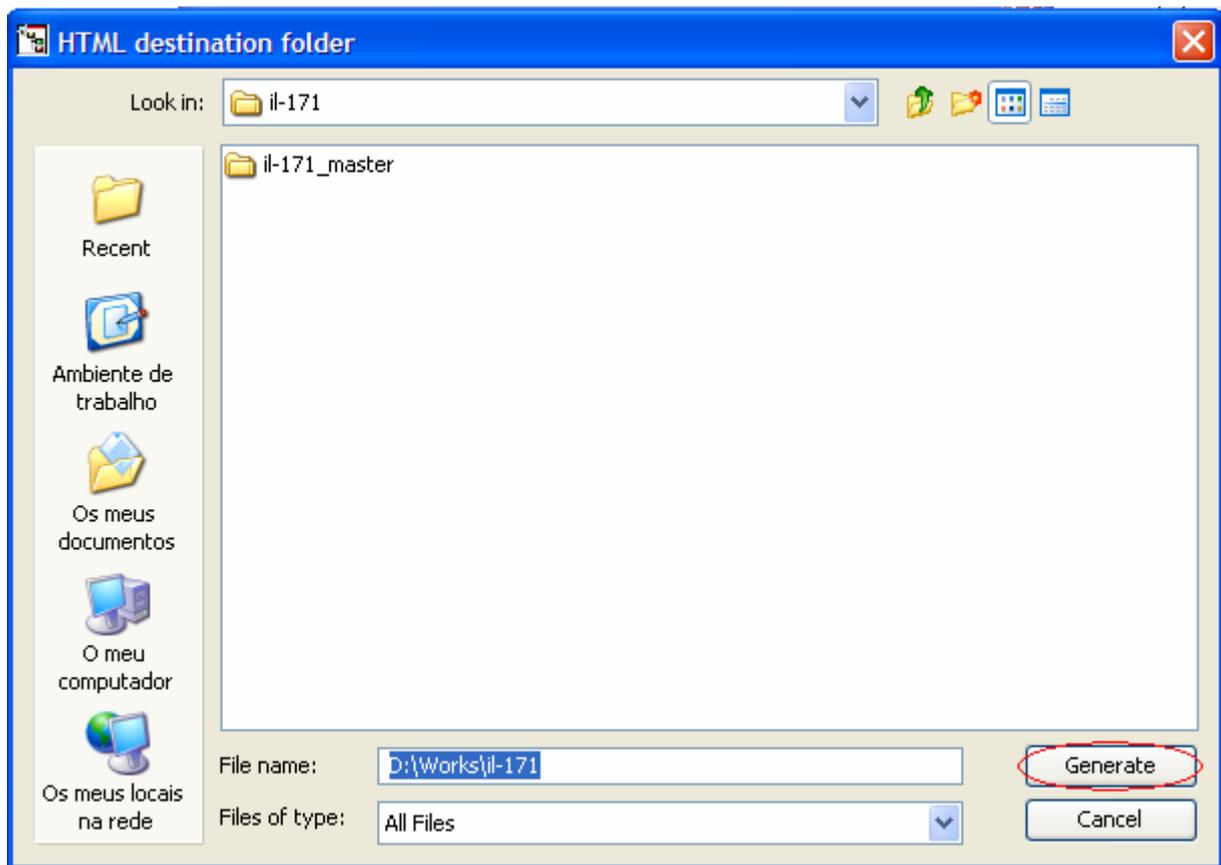*Figure 25 – Select folder to generate*

Style list:

styleTablesImages – used for works with images like "JPG", "GIF", "PNG"…;

styleTablesOther – used for "TXT" or "PDF";

styleMatrizTables – used for maps;

style1Image – used for works with only one image "JPG", "GIF", "PNG"…;

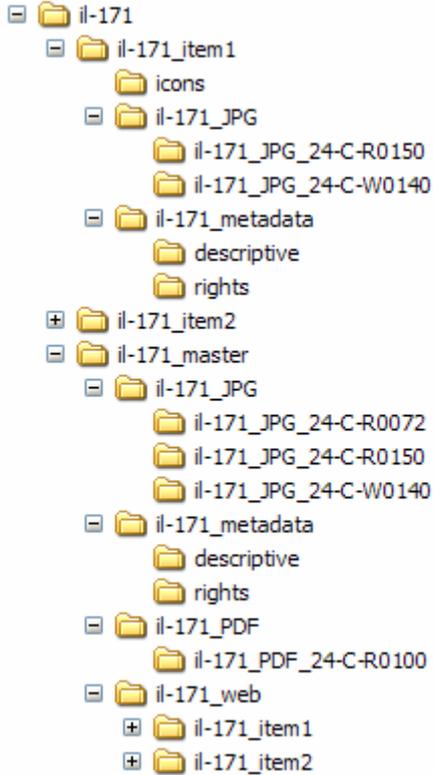Step 4 – Folder organization after XHTML generation (*Figure 26*);

Figure 26 – Work folder after ContentE

11. ContentE Settings

There are some features that you can change:

  ➢ Language

  ➢ Organization (this field is used in the HTML footer)

  ➢ Image filename properties and parsing configuration:

  - Separator character for image filename fields

  - Which filename field contains the image name (when you drag and drop a file into the tree, the software automatically creates the new node with the image name)

  - Which filename field contains the image resolution

  - Which direction you used to specify the previous options (fields are referenced by position, either from the beginning or from the end of the filename)

  ➢ Font and colour options (used when you are defining style options and click the default button)

  ➢ Finally you can select whether to include MD5 checksums in the METS files and whether XML files should be validated against the corresponding schemas (the actual XML schemas are still under development).

Figure 27 – ContentE Settings