

Inscribe Training Outline

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Overview

InScribe is an editor that enables users to create, edit, and delete metadata over the Internet. It also provides the ability to link metadata with media content.

Some of InScribe's key features are:

- Clients and servers can be located anywhere on the Internet. InScribe can be used to update a source relational database and/or update Insight internal indices.
- InScribe provides for XML import and export of data content.
- Insight's media viewing tools are available within InScribe, and the editor can be used for linking and unlinking data and media. However, associated media is not required and InScribe may be used for text-only applications.
- A system of editorial levels manages content change. Additions, edits, and deletions are logged into a user's Outbox and appear in the Inbox of higher-level editors. Rejected changes are placed in the originator's Inbox. An editorial level may be assigned the right to commit changes to the database. Editorial levels and policies are set by you, the administrator.
- Each entity record type offers multiple views for searching, selection, and for record and table displays. Preferences may be set for display labels and sort orders. Setting for attachment of controlled vocabulary, value type and range checks are applied at the field level within entity records.
- A goal of InScribe is to make cataloging as efficient as possible. InScribe includes features for quality and access control of catalog information. At the field level, values are checked for proper type, form, and range (if numeric). At

the tracking level, InScribe includes administrative information about the user or cataloger and a time stamp for data creation and modification.

Inscribe Navigation

- Inscribe's data editor contains five major tabs: Search, Selection, Editor, Table, Record Preferences
- Inscribe opens new windows to perform certain tasks. Use the **cascade** option to stack windows. Use the **tile** option to view windows side by side. The "**full window dim**" option enables the active window to be highlighted and all other windows to be dimmed or greyed out. Only one window can be the "active" window at any given time. All other windows remain dim until you click your cursor in a window to make it active (highlighted). The full window dim option can be enabled/disabled under the "Window" menu.

Retrieve and View Records

1. Retrieve Records

Search View enables you to create a query for searching a record(s) by selecting either **Simple Search by Keyword** (for example, *bronze*), or you can search by entering data in InScribe's **Advanced Search** by form. Simple Search saves your last ten searches in its pull-down list.

Advanced Search Options

InScribe enables you to search a text field by defining the following parameters:

- Contains - To have as component parts; include or comprise: Example: The Work Type (contains) sculpture. Search on all mediums and display only (work type) sculptures.
- Begins with - Commence, start, initiate, or inaugurate. Example: Author Last Name (begins with) "Smi." Search on all authors whose last name begins with the three alpha characters, "Smi."
- Ends with - The point in time when an action, an event, or a phenomenon ceases or is completed; the conclusion. Only validates alphabetic characters not numeric. Example: Author First Name: (ends with) "son." Search on all authors whose first name ends with the three alpha characters, "son."
- Equals - Being the same or identical in value. Example: If a title translation equals "badge of honor," then a search will commence on that exact title and InScribe will try to find a match.
- Does Not Equal - Not the same or not identical in value. Example: Measurement does not equal 40.5 centimeters. Search all object measurements that does not equal 40.5 cm. and display them.

- Does Not Contain - Do not have component parts, does not include or comprise. An exception to the rule. Example: Location (does not contain) Germany. Search on all objects that do not come from Germany and display them. The search excludes Germany as a valid location for the search.

InScribe enables you to search on a numeric field by defining the following parameters:

- Equals - Being the same or identical to in value. Example: $3+3 = 6$.
- Does not equal - Not the same or identical to in value. Example: $2+5 \neq 12$ or the year 1914 does not equal 1650.
- Greater than - Being more in value. Example: 20 is greater ($>$) than 10.
- Greater than or equal to - More than or being the same, or identical to in value. Example: If X is greater than or equal to 20 then X has to be either 20 or more.
- Less than - Being less in value. Example 06/04 is less ($<$) than 07/04.
- Less than or equal to - Less than or being the same, or identical to in value. Example: If Y is less than or equal to the year 1812, then Y has to be either 1812 or earlier.

Speed Search allows you to browse all values for a given field. Click on the square icon to the right of the text box and double click on a value to select it for searching.

Once you have defined your Advanced Search criteria, you can provide a name for your specific searched object (for example, kingtut) and save it for later retrieval by using the **Save Search** button. Use the **Load Search** button to retrieve a previously saved search.

Show All retrieves all records in a given collection.

Clear resets the Advanced search for a new search.

New Record opens a blank metadata record under the Editor tab.

2. View Records

Selection View enables you to view or display the results (all records found) from the Search View. If you get a blank, black image that states *No Media Available*, that means the media is not linked yet with that record.

To select an image or images from the *Selection View*:

- Click on a single object or objects. If multiple objects are selected, the objects are presented (as a default) in the order that they appear in the catalog for both the Editor and Table View.
- *Select Visible* - Selects **all visible** media.
- *Select All* - **Selects all media**, even media with *No Media Available* in the entire results set.
- *Select None* - **Deselects all** media, both visible and non-visible in the entire results set.

Once an object is selected, you can right click on the object to:

- **Export a selected record** from InScribe to another directory of your choice.
- **Print this record.**
- Select **Media Playback** to open up your selected object for viewing. Clicking on Media Playback is the same as if you are double-clicking on an object or multimedia.

Edit Records

Records can be edited under the **Editor** or **Table** tabs.

1. Editor View

The Editor View enables InScribe to display a thumbnail image of each record that you selected from the Selection View.

To advance a record forward or backward, use the right (>) and left (<) arrow keys. After viewing each record, you can use the buttons below to do the following:

- **New** - Creates a new record. Only one new record can be created for each record view until it is saved. You cannot create a new record if the current record contains no data.
- **Delete** - Deletes the entire record.
- **Save** - Saves the record. Saved data occurs whenever the data is from the last instance saved.
- **Restore** - Resorts back to the last save. Restore does not restore deleted records. The Restore button is greyed-out unless there has been an edit on a record.

2. Table View

Use the Table View to review, compare, and contrast records. You can also check for consistencies and values for various records at the same time. Table View enables you to view multiple records at one time as opposed to viewing one record at a time from the Editor View. The default behavior of Table View is to show all records.

Click on any column header to alphabetize that entire column.

To advance a page forward or backward, use the right (>) and left (<) arrow keys. After viewing each record or page, you can use the buttons below to do the following:

- New - Creates a new record or catalog.
- Delete - Deletes the entire record. You can delete multiple records at one time by holding down the Shift key and selecting the records you want to delete and then clicking on the *Delete* button. Also, when multiple rows are selected, only the Delete button is enabled, the other buttons are disabled.
- Save - Saves the record. Saved data occurs whenever the data is from the last instance saved.
- Restore - Resorts back to the last save. Restore does not restore deleted records. The Restore button is greyed-out unless there has been an edit on a record.

Search and Replace Field Values

This option enables you to globally change values contained in fields. You may search all fields or specified fields for target values. The range of the search can be the entire data set or selected records. The replacement values can be applied individually or globally. Replacement values must conform to type requirements, vocabulary controls and other constraints defined for a field.

1. Select a record type and target field.
2. Enter what you want to find and replace. For example, *Find what:* Greek and *Replace with:* Grecian, will find the word Greek and replace it with the word Grecian.
3. The *Found values* and *Replacing with* values display the current value or structure that is found and the new value that will replace the existing one.

Find Next - Provides sequential, one-by-one viewing.

Replace - Each time this option is selected, it only replaces one variable at a time.

Replace All - When this option is selected, InScribe automatically replaces everything in the que without one-by-one viewing.

Cancel - Abandons or nulls a transaction.

Close - Quits out of the *Search and Replace* menu.

Preferences and Shortcuts

Record Preferences is used to sort fields and set thumbnail labels.

After you have made a change in *Record Preferences - Thumbnail Fields* and *Sort Fields* (and click on *apply*), you should go back to view your thumbnail(s) and sort field changes in *Selection View* to make sure that the fields are in the order that you want.

Use the **apply** button after you have edited your record preferences. The apply button reshuffles, resorts, and displays the edited fields in the thumbnails. You can view your modified results in the Selection, Editor, and Table views.

The **cancel** button cancels your changes and defaults back to your original sort fields and thumbnail field settings for that specific record.

The following keys can be used as short-cuts to accomplish a task.

Description	Hot-Keys
Record-to-media linking	Ctrl E
Search and Replace	Ctrl R
Open Inbox/Outbox	Ctrl B
Cascade Windows	Ctrl C
Tile Windows	Ctrl T

Record to Media Mapping

InScribe enables you to view, search, and link media to “unlinked” metadata records. This option also allows you to see records and media that are mapped, to ensure that they are mapped correctly.

All records appear in the left pane and all media thumbnails appear in the right pane. A record indicated in red means it is active. Media in blue indicates it is already mapped and clicking on this media can sever the link to a record. Click on the blue media if you need to re-map to another record. If you want to cancel your mapping, click **Undo**. Click **Save** once you have mapped a record to an image.

The blank input area (next to **Find** key) enable you to input a specific criteria to narrow the results set when InScribe is searching for a specific field within a record or a specific medium ID. The **Find** key can locate a specific field within a record or a specific medium by a stated criteria given by you.