

# e-codices Annotation Tool

December 12, 2014

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# 1 Preliminary informations

To run the e-codices annotation tool you have to accept JavaScript code in your browser. For a better experience of this tool, we recommend using the web browsers [Firefox](#) or [Chrome](#).

## 2 Context: Overview Page

On the e-codices website, each manuscript has an “**overview page**” where basic information (details) such as shelfmark, title, material, summary, as well as links to all available descriptions is displayed.

This overview page can be accessed from any other page (facsimile view, search view, list view) via the **button “Overview”** (“Übersicht” in German, “Aperçu” in French and “Visione d’insieme” in Italian).

### 2.1 Three features on the Overview Page

On the Overview Page each individual manuscript shows three tabs:

1. One tab with the **Document Details**, i.e. the overview itself
2. One tab for **Annotations**
3. One tab for **Additional Bibliography**

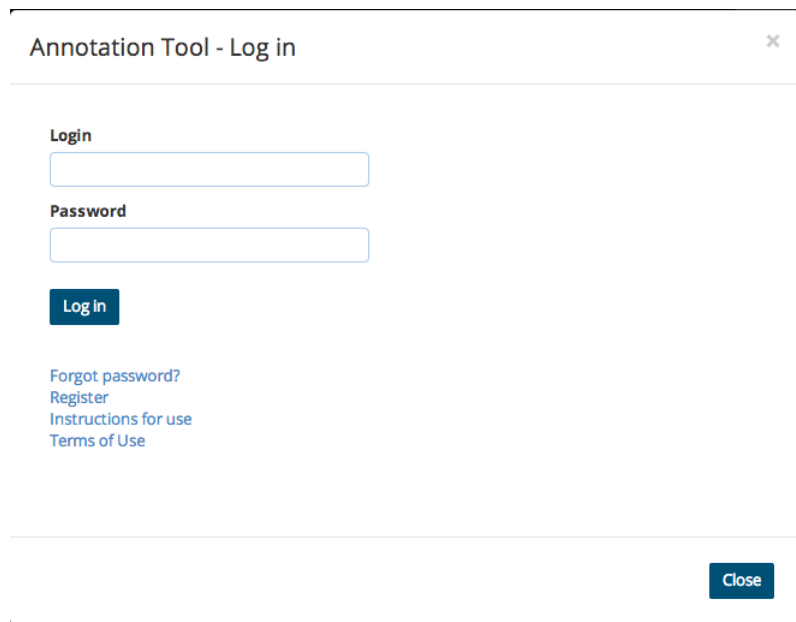
Moreover, in the tabs for Annotations and Additional Bibliography there is a Login interface.

The screenshot displays the e-codices website interface. At the top, there is a navigation bar with the e-codices logo, a search bar, and language options (de, en, fr, it). Below the navigation bar, a breadcrumb trail shows the current manuscript: "Select manuscript from this collection: Cod. Sang. 51 34/537". The main content area is divided into two sections. On the left, there is a facsimile image of a manuscript page with a large, ornate initial letter 'M' and the text "SIC ERAT". On the right, there is a metadata panel with three tabs: "Document Details", "Annotations (1)", and "Additional Bibliography (1)". The "Annotations (1)" tab is active, showing a list of annotations. The first annotation is by "hughhoughton" dated "10/10/2013, 21:27:50". It includes the text "Pages 209 - 265 : Full transcription of the Latin text of John available at: http://www.iohannes.com/XML/transcriptions/latin/VL48.xml" and a link to "See also www.iohannes.com/vetuslatina". There is a "Comment" section and an "Add an annotation" button. A red circle highlights the "Annotation Tool - Log in" button in the top right corner of the metadata panel.

## 2.2 Login interface

By clicking on the button “Log In,” the login interface will be displayed. Via this interface you can do three different things:

- in case you already have an account, **log in** with your username or email address and your password
- in case you already have an account and **forgot your password**, link to a form for asking for a new password
- link to the **registration form** for creating a new account



Annotation Tool - Log in

Login

Password

Log in

[Forgot password?](#)  
[Register](#)  
[Instructions for use](#)  
[Terms of Use](#)

Close

To start using the e-codices annotation tool you need to **register an account**.

The image shows a registration form titled "Register" with a close button (X) in the top right corner. The form is divided into three main sections:

- Personal Information:** This section contains six input fields: "First name \*" (required), "Last name \*" (required), "Title", "Institution", "Country", and "Website".
- Login Information:** This section contains four input fields: "E-mail address \*" (required), "Username \*" (required), "Password \*" (required), and "Confirm password".
- Important information:** This section contains a text block stating: "By clicking 'Submit', you agree to our [Terms of Use](#) and that you have read our [Privacy Policy](#)." Below this text is a blue "Submit" button.

At the bottom right of the form, there is a legend: "\* Required fields" and a blue "Close" button.

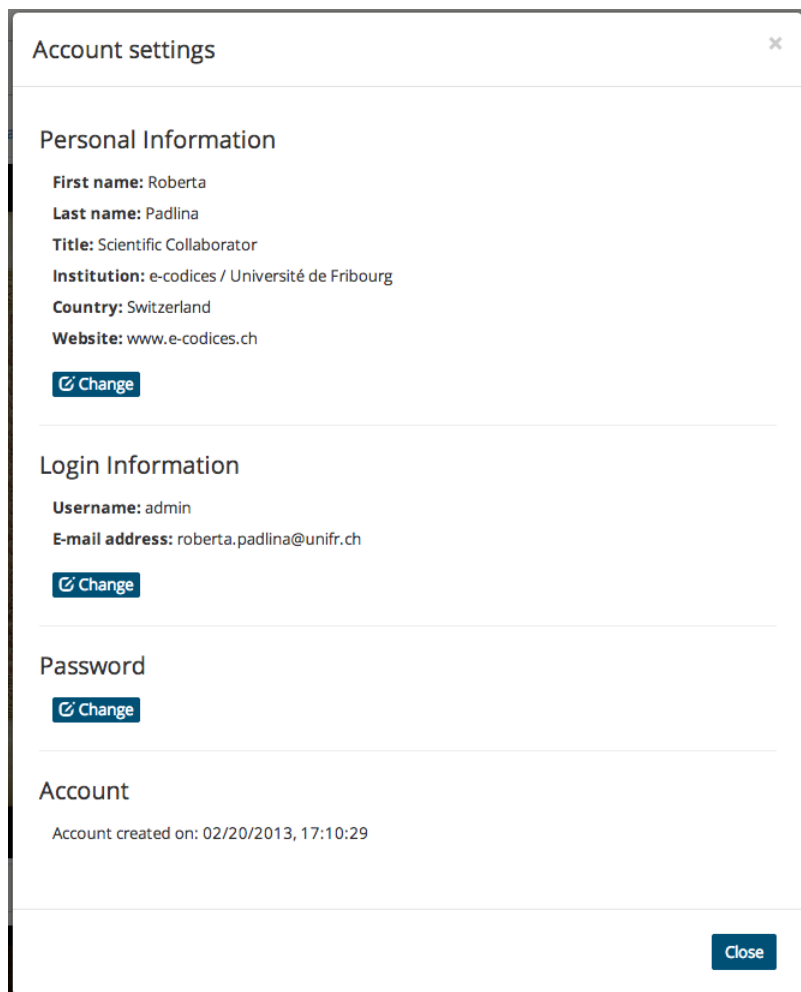
On the registration form, the only mandatory fields are: first name, last name, email address, username and password. Even if the other fields (title, institution, country, website) aren't mandatory, we would like to encourage people to complete the whole form, to have a better understanding of our users.

Please note that the only information about you that will be visible for other users will be your **username**. As we conceive the e-codices Annotation Tool as a scientific tool, we suggest you to use your real name, but feel free to choose what is most convenient to you.

After submitting the form, you will receive an email with all necessary information to activate your new account on e-codices. Once your account is activated, you can directly log in on any overview page.

## 2.3 Account interface

As soon as you are logged in, you can access the account interface by clicking on your username on the left of the Log Out button.



The screenshot shows a modal window titled "Account settings" with a close button (x) in the top right corner. The window is divided into four sections: "Personal Information", "Login Information", "Password", and "Account". Each section contains specific user data and a "Change" button with a pencil icon. The "Account" section shows the creation date and time.

**Account settings** [x]

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**Personal Information**

**First name:** Roberta  
**Last name:** Padlina  
**Title:** Scientific Collaborator  
**Institution:** e-codices / Université de Fribourg  
**Country:** Switzerland  
**Website:** www.e-codices.ch

[Change]

---

**Login Information**

**Username:** admin  
**E-mail address:** roberta.padlina@unifr.ch

[Change]

---

**Password**

[Change]

---

**Account**

Account created on: 02/20/2013, 17:10:29

[Close]

From this interface, you can:

- change your **personal information**
- change your **email address**
- change your **password**
- delete your **account**

To complete the process of changing your email address and your password, you will receive an email with instructions for completing your changes.

## 2.4 Tab “Additional Bibliography”

In the tab “Additional Bibliography,” all submitted bibliographical references for that particular manuscript will be displayed.

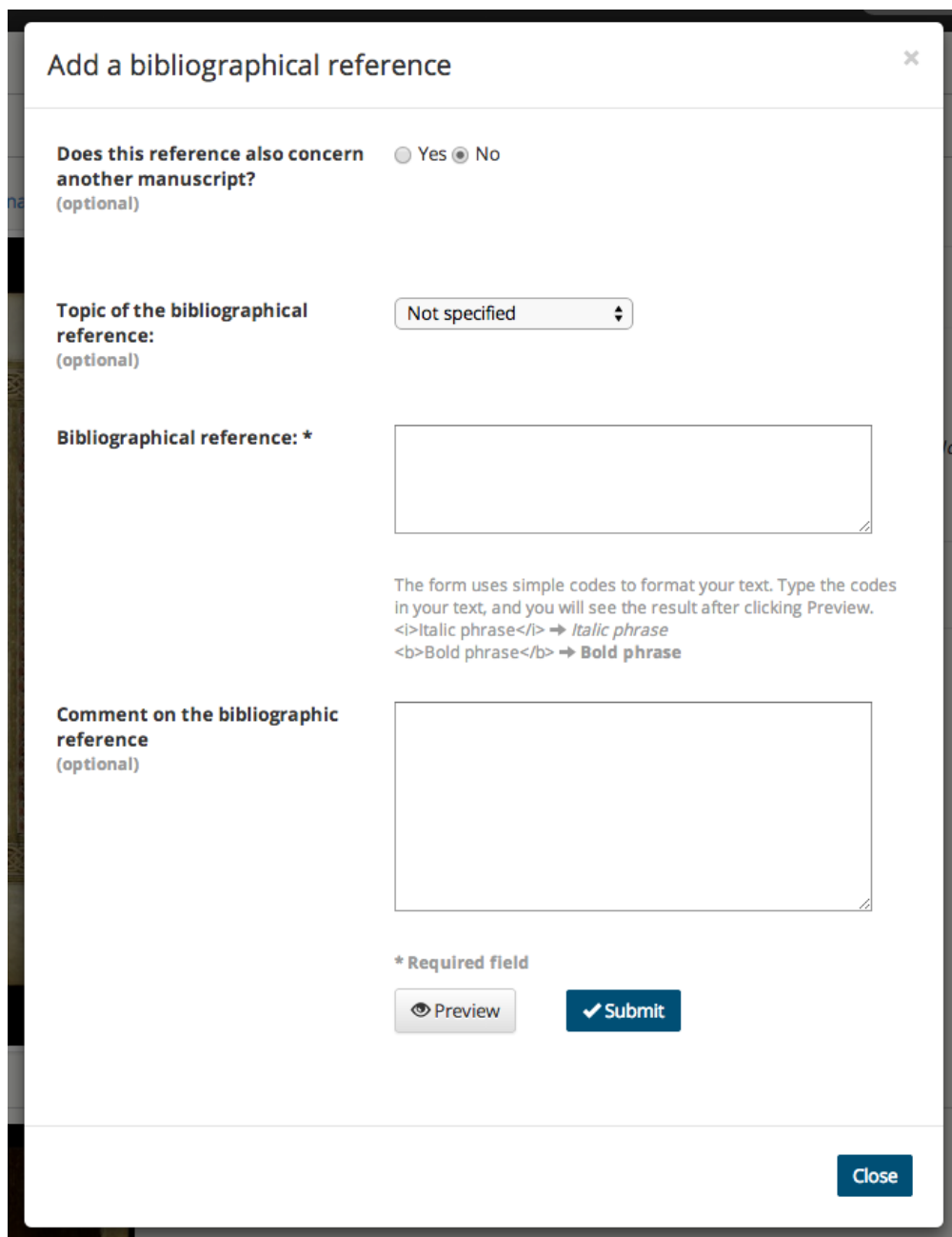
If you click on “**Add a bibliographical reference**,” you can, obviously, add a new bibliographical reference; if you click on “**Comment**,” you are invited to add a comment to this bibliographical reference.



The screenshot shows a web interface with three tabs: "Document Details", "Annotations (1)", and "Additional Bibliography (1)". The "Additional Bibliography" tab is active. At the top left, it says "Welcome [Roberta Padlina](#)". At the top right, there is a button labeled "Annotation Tool - Logout" with a right-pointing arrow. Below this, the text reads "Manuscript cited in apparatus of *Vetus Latina Iohannes* (witness siglum VL 48).". Underneath, a citation is provided: "P.H. Burton, H.A.G.Houghton, R.F. MacLachlan, D.C. Parker (edd.) *Vetus Latina 19. Iohannes*. Freiburg im Breisgau: Herder, 2011-.". There are two red circles highlighting interactive elements: one around the word "Comment" and another around a button labeled "+ Add a bibliographical reference".

### 2.4.1 How to add a bibliographical reference

If you choose to add a new bibliographical reference, you will be prompted to the following interface:



The screenshot shows a web form titled "Add a bibliographical reference" with a close button (X) in the top right corner. The form contains the following elements:

- A question: "Does this reference also concern another manuscript?" with radio buttons for "Yes" and "No" (selected). It is marked as optional.
- A dropdown menu for "Topic of the bibliographical reference:" with the current selection "Not specified". It is marked as optional.
- A text input field for "Bibliographical reference: \*", which is a required field.
- A text area for "Comment on the bibliographic reference" marked as optional.
- A "Preview" button with an eye icon and a "Submit" button with a checkmark icon.
- A "Close" button in the bottom right corner.

Below the text input field, there is a help text: "The form uses simple codes to format your text. Type the codes in your text, and you will see the result after clicking Preview." followed by examples: "<i>Italic phrase</i> → *Italic phrase*" and "<b>Bold phrase</b> → **Bold phrase**".

The only mandatory field of this form is the bibliographical reference. Optionally, you can add some extra information:

- if your reference also concerns others manuscripts, you can add them from the list of all manuscripts available on e-codices
- you can specify the topic of the bibliographical reference
- you can add a comment to the reference

Before submitting your new reference, you have to **preview** it first.



## 2.5 Tab “Annotations”

The tab “Annotations” has the same structure as the tab “Additional Bibliography”:



The screenshot displays the 'Annotations' tab interface. At the top, there are three tabs: 'Document Details', 'Annotations (1)', and 'Additional Bibliography (1)'. Below the tabs, a welcome message reads 'Welcome Roberta Padlina' with a 'Logout' button. A user comment from 'hughhoughton' dated '10/10/2013, 21:27:50' is shown, mentioning 'Pages 209 - 265' and providing a URL for a Latin text transcription. Below the comment, there is a 'Comment' link and a '+ Add an annotation' button, both of which are circled in red in the image.

As for “Additional Bibliography,” you have the possibility to add new annotations and comment on them.

### 2.5.1 How to add an annotation

The “add an annotation” interface is similar to the one for adding a new bibliographical reference:

The screenshot shows a web interface titled "Add an annotation" with a close button (X) in the top right corner. The form is organized into several sections:

- This annotation relates to: (optional)**: Contains four radio button options: "Entire manuscript" (selected), "Binding", "Page" (with a dropdown menu showing "1"), and "Pages from" (with a dropdown menu showing "1") followed by "to" and another dropdown menu showing "1".
- Does this annotation also concern another manuscript? (optional)**: Contains two radio button options: "Yes" and "No" (selected).
- Topic of the annotation: (optional)**: Contains a dropdown menu with the text "Not specified".
- Your annotation: \***: A large, empty text area for entering the annotation.

Below the text area, there is a help section: "The form uses simple codes to format your text. Type the codes in your text, and you will see the result after clicking Preview." followed by two examples: "<i>Italic phrase</i> → *Italic phrase*" and "<b>Bold phrase</b> → **Bold phrase**".

At the bottom of the form, there is a section labeled "\* Required field" containing two buttons: "Preview" (with an eye icon) and "Submit" (with a checkmark icon). A "Close" button is located at the bottom right of the entire interface.

As for “add a bibliographical reference,” the only mandatory field is your annotation, but you can also specify other manuscripts to which this annotation refers and specify a topic for this annotation. Moreover, you can specify an **extent (range)** for the annotation as entire manuscript, binding, a particular page or a range of pages. Please note that if you choose a particular page or a range of pages, you will no longer be able to select another manuscript to which the annotation could refer.

Before you submit, you have to preview your annotation.