

GenScriber Coordinator Help

This help file is intended to provide coordinators with extra information that will allow them to get the most out of GenScriber.

The instructions that follow are really just a collection of hints and tips, with a few explanations thrown in.

GenScriber was originally written for our own use, and I gave the user full control over all column settings and templates. The in-house version was used for about a year before we decided to release it to the public.

In the versions we have released to the public, the user still has full control over worksheets and templates created by themselves, but I have added predefined templates, and protection for those templates.

One of the strongest features of GenScriber is the template system. The template system was designed to allow coordinators to provide transcribers with predefined templates in a non-volatile way. That is to say, templates that cannot be accidentally altered or removed.

This is extremely useful to coordinators. It means that default templates can be created by a coordinator, added to GenScriber, and then distributed to the transcribers as a complete working application. When a transcriber returns their transcription, it will be in csv format, ready to be processed by any application you use.

This avoids accidental changes to the field structure by the user. Hopefully this will help to make the coordination of transcription projects a little easier.

There are no secret switches in GenScriber, you cannot stop anyone from changing settings. After all, it is their software, on their PC, and anyone may change any of the options.

The idea is to help the transcriber produce a transcription that is of the structure required for easy processing by the coordinator.

GenScriber by default protects the column names (titles) and positions in predefined templates. The user may change most other settings, including hiding columns that get in the way.

GenScriber has several other features designed to assist the coordinator.

The following hints and instructions will help anyone wanting to get the most out of GenScriber.

Just a note about the license. GenScriber is Copyright of Les Hardy 2010, and is free for private and non-commercial use only.

You may give a copy to anyone, provided you do not charge a fee. This means that if you are a coordinator, **it is perfectly ok for you to distribute GenScriber to all your transcribers, but it must be free.**

Setting up GenScriber for distribution with your templates .

First of all, download the latest version of GenScriber.
<http://www.genscriber.com>

Using Admin Mode

Admin mode is not always necessary, but it will make things easier when creating templates and adding predefined lists.

To enter 'Admin Mode', open up the genscriber.ini file with a **text editor**
Not a wordprocessor.

The genscriber.ini file is in the include folder).
Change the line ADMINMODE=0 to ADMINMODE=1 , and save the file.

Do this BEFORE you start GenScriber.

Be warned! With the above option set, GenScriber will allow you to make any changes and overwrite any templates.

When you next exit GenScriber, the admin mode will be reset for you.

Adding your own templates

1. Delete The existing templates .

If you dont want them, delete the existing templates.

You will find them in the 'templates' folder. These are the files with a .tpl extent. Also, if GenScriber has been run previously, delete the tmp folder.

2. Start GenScriber.

3. Create your templates.

To create a template, a worksheet has to be opened. Either open an existing csv file, or create a new document. The worksheet content is of no importance. The column titles are all that matters.

4. From the Tools menu, select 'Advanced Options'.

This will activate all advanced options for the worksheet.

5. Make any changes to the worksheet.

The following options can be set and will be saved in the template:

- * Column Title and position.
- * Visibility
- * Width
- * Picklist
- * AutoInc
- * AutoFill
- * AutoRepeat
- * AutoCase
- * Hint
- * Predefined Lists

6. From the 'Tools' menu click 'Save Master Template'

The template id is the internal name of the template. this will be used as a reference to the template.

The filename, which must have a .tpl extent is of course, the name the template file will be saved by. Remember, it will be displayed in the template menu later, so use a name that describes the template.

7. Repeat from 3. until all your templates are created.

8 Quit GenScriber

If you set admin mode, GenScriber will ask if you want to reset the ini file. Click 'Yes'

9. Delete genscriber.cfg.

This file is created/updated each time you exit genscriber. it stores your own personal settings for genscriber.

Be sure to delete it before you distribute.

10. Delete the templates/tmp folder.

The tmp folder can be found inside the templates folder.

NOTE: Each time you run GenScriber, the tmp folder will be created. The structure of any files you create, open or save will be stored here.

Be sure to delete it before you distribute.

Now zip up the GenScriber folder, and you're all done.

Changing an existing master template.

1. Create a 'New Document(from template)', or load a worksheet that uses the associated template.
2. In 'Worksheet Options', Change any options you need changing.
3. Save the worksheet as a master template ('Save Master Template')

If you want to overwrite the original template, the worksheet must the EXACT SAME NAME as the original template.

For example: If the template is 'Census1841.tpl', then save as 'Census1841' (you don't need to put '.csv', GenScriber will add it for you. (The exact name of the template is shown on the bottom status bar.)

If you do not get the overwrite warning, you may have saved with the wrong name to the original template.

Warning! If you change the column titles or positions in a template. it is no longer the same template. Therefore, if you overwrite an existing template, **any files created previously from that template, will NOT be associated with the new version.**

What are the implications of the above?

Well, for example:

You distribute a template as 'yourcensus1841.tpl', and your transcribers use that template to transcribe a few documents.

Later you add a column, and redistribute it with the same name ('yourcensus1841.tpl').

When your transcribers open a worksheet create from the original 'yourcensus1841.tpl' template, it will not be recognised by GenScriber. GenScriber will treat it as any other unknown csv file. the user will be able to change the column titles, position etc. They could even save the template they changed over the template you sent them.

Predefined PickLists.

The predefined picklists are just text files, containing a list, one item per line. They are stored in the '**GenScriber/include/picklists folder**'.

Picklists must have a '.txt' extent, and must be pure ascii text. (Use a text editor i.e. notepad (not word) to create them)

Give the lists meaningful names. They will be used in a dropdown selection later.

Note: Whenever the picklist files are changed, GenScriber must be restarted to show the changes in the dropdown lists.

Adding predefined picklists

1. Copy your predefined picklist files into the folder '**GenScriber/include/picklists**'

2. Start GenScriber (if it was already running, restart it)

3. All picklists will now be available in the '**Worksheet Options**' as a dropdown list in the '**FixedList**' column.

The 'FixedList' column will be shown to the user, even when a worksheet has an associated master template.

If you want to use different predefined lists in another template, using the same column layout, you need to make the template unique.

You can do this, and still show the same column titles to transcribers. See **Using a unique Id.**

Using a unique Id.

Sometimes it is helpful to be able to identify a template from other templates, even though the templates have apparently identical columns.

This can be done by adding an 'ID' column

Add a column with a title that starts with **ID:** , and then add your unique id for that template.

example: **ID:ourtemplate 123**

This will make the template unique, and tell genscriber that this is an 'ID' column. When genscriber finds an ID: column, it is not be shown in the worksheet.

Also, some useful information can be stored in this column, and processed when the transcription is returned to the coordinator.

There is one caveat. The software used to process returned transcriptions will have to be capable of handling the extra column(s)

Adding you own help files

Your own help files and instructions for the transcribers can be added to GenScriber very easily.

Any file placed in the '**help**' folder will be displayed under the 'Help Menu'.

When one of the help menu entries is selected, GenScriber will attempt to display the selected file using the system default application for that filetype.

The 'help' folder is inside the 'include' folder.

Usual file types are: PDF, TXT or HTML, but files such as JPG, GIF, PNG may work too.