

# **GenScriber 1.2.1**

## **Introduction.**

GenScriber is a desktop application for the transcription of census records, church records, birth, marriage ,baptisms, burials, index records etc.

It requires no installation. Versions for Linux and Windows are currently available.

GenScriber is designed to be intuitive and easy to use. The interface is comprised of several resizable windows within a single main window. A register image can be viewed in the top window while data is input in the bottom window.

The data input area uses a spreadsheet style grid. Most people are familiar with spreadsheets, so this style of input was the obvious way to go.

Do not be deceived by the style. **GenScriber is not a spreadsheet.**

GenScriber is a stable, none volatile data input application, designed for a specific purpose. The problems associated with using spreadsheets for genealogical data input do not apply here. All cell inputs are alphanumeric. No assumptions are made about the data type. Dates and values are not automatically modified to some alien value you didn't want.

Unless you specify a special action on a column, all data input remains exactly as you entered it.

Data (worksheet) files are always **csv**.

GenScriber will read csv files with field separators of **comma, semicolon, or tab**.

Images files may be **jpg, png, bmp, tif** or **gif**.

Images may be zoomed and rotated.

## **A note about options and user templates**

User templates are automatically created and saved for each different new layout found when you save your worksheet.

## **Worksheet Options**

**Any changes to the worksheet options are applied to the template not the file.**

The settings will be used for all worksheets which use that template.

When a file with an identical field structure as a saved template is loaded, the last worksheet settings saved for that template is automatically applied to the loaded file. This is all done without any user interaction.

**General Options** are global, and are applied to all worksheets.

## License

GenScriber is © Copyright of Les Hardy 2010, and is free for private and non-commercial use.

**If you are a commercial enterprise, you cannot use or distribute genscriber in any form.**

It is quite acceptable for non profit making societies, clubs, groups etc. to repackage genscriber with their own templates, and then distribute it to their members.

You may give a copy to anyone, provided you do not charge a fee.

If you provide GenScriber on CD or other media, you cannot charge a fee for Genscriber or the media.

If you offer GenScriber for download, you cannot charge a fee for downloading.

If someone charged you a fee for GenScriber, please email the details to [admin@genscriber.com](mailto:admin@genscriber.com)

The latest version and updates are always available at <http://genscriber.com>

## **Getting Started.**

GenScriber requires no installation. Just unzip it and run it.

The folder structure that GenScriber came with must be maintained. Files in the include folder and sub folders should not be changed, unless you know what your doing.

### **Start GenScriber.**

The main window is split into several sections.

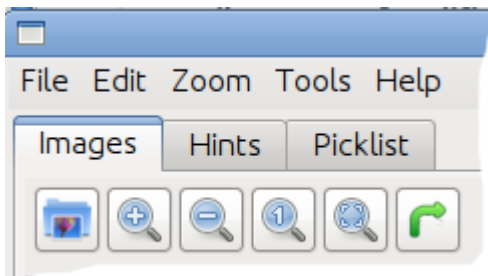
You can adjust the layout to your liking by dragging the separator bars between the sections.

The main window is split horizontally to separate the image area and the worksheet.

The topleft section has tabs for the **images list, hints and picklists.**

*(Some of these are not displayed until required.)*

The 'Images' tab has its own set of buttons.



### **Select the image folder.**

Click on the Image Folder button in the Images tag (top left) and select the folder where your register images are stored.

All usable images in the folder will be display in the image file list. click on any listed image to display it.

Image are always minimized to fit the top window when first opened.

use the zoom buttons to adjust the image size. Drag the image around using the left mouse button.

### **Image buttons from left to right.**

<b>Image Folder.</b>	Choose the image folder where your register images are stored.
<b>Zoom In</b>	Increases the image size.
<b>Zoom Out</b>	Decreases the image size.
<b>Zoom 1:1</b>	Original size.
<b>Zoom Fit</b>	Fit to the window.
<b>Rotate Image</b>	Rotates image clockwise.

The lower area displays tabs for '**Worksheet**' and '**Options**'.  
The 'Worksheet' has its own set of buttons on the left.



### Open a data file.

In the 'Worksheet' tab click the file load button, and select the csv file to load.

### Buttons listed left to right, top to bottom.

Open File	Opens a csv file
Save File	Saves the current file
Jump to top row	
jump to first column	
Jump to last column	
jump to last row	
Add a new row	Add a new row at the end of the file.
Fill column	Fill column with value of cell above.
Insert a row	Insert a new row at current position
Increment	Increment column from cell above.
Delete row	Delete the current row.

Note: **When incrementing**, if not overwrite, then the increment will stop at the first cell containing data.

**When filling**, if not overwrite, then only empty cells will be filled.

### Data Files (documents)

Data files are always csv. GenScriber will read csv files with field separators of comma, semicolon, or tab.

When saving files, fields are always comma separated.

Quotes and commas within fields are not a problem. Even files with badly formatted fields can still be opened.

The first row of the file must always be the column headings, and the names used must be unique.

The reason for this, is that Genscriber uses the column name as a reference, rather than the column position.

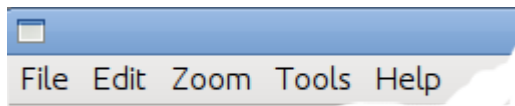
### Example:-

In a spreadsheet, a column may be referenced as **A** or **AK**.

In GenScriber the same columns may be referenced as **Month** or **Surname**.

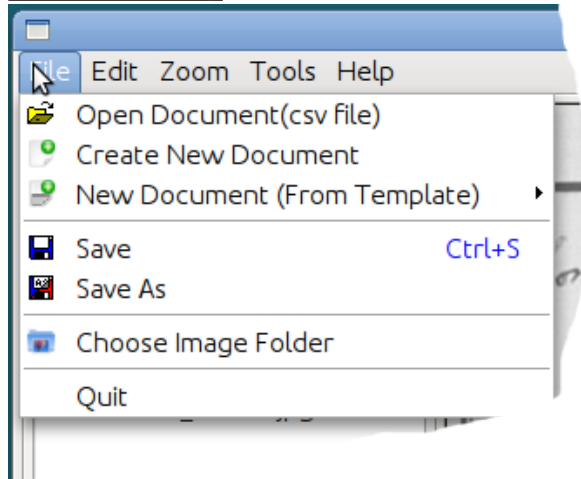
GenScriber will always do its best to stop you from using duplicate column names. If it detects a duplicate, it will append a number to the duplicate name.

## **The Main Menu.**



The main top bar menu has the following selections.

## **File Menu.**



### **Open Document**

Open an existing csv document.

### **Create New Document**

Create a new document by specifying the column titles.

### **New Document From Template**

Create a new document from a predefined (master) template.

### **Save**

Save the current document, using the current filename.

### **Save As**

Save the current document, will ask for a filename.

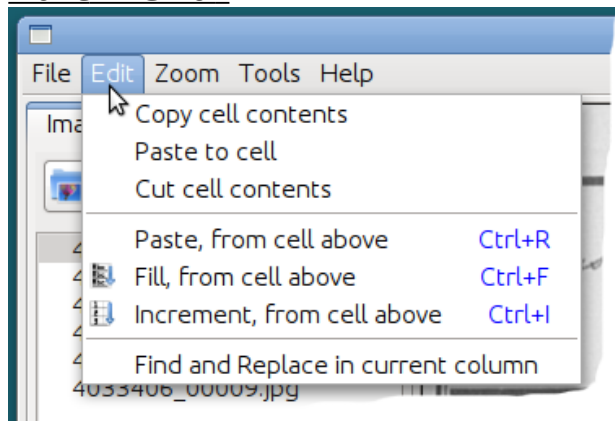
### **Choose Image folder**

Choose the folder containing the images for transcribing

### **Quit**

Quit the application

## Edit Menu.



This menu is only available when in edit mode.

### Copy cell contents

Copy the contents of the current cell to the clipboard.

### Paste to cell

Paste the contents of the clipboard into the current cell.

### Cut cell contents

Delete the contents of the current cell.

### Paste, from cell above

Copy the contents of the cell above, and paste into the current cell

### Fill, from cell above

Copy the contents of the cell above, and paste into all cells of the current column.

### Increment, from cell above

increment the value of the cell above into all cells of the current column.

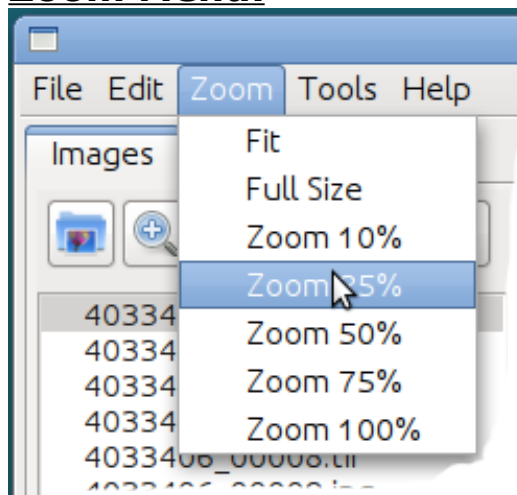
### Find and Replace in current column

Search the cells of the current column for the 'Find' text and replace with the 'Replace' text.

This only replaces complete cell contents. partial content is not replaced.

Example: If Find = Brown, then Browne would not be replaced.

## Zoom Menu.



### This menu refers to the image only

To change worksheet font sizes see 'Options'.

**Fit** Fits image into view area

**Full Size** Shows image as original size

**Zoom 10%** Sets the image zoom level

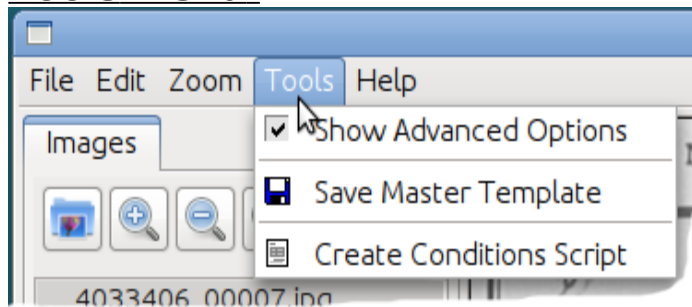
**Zoom 25%** Sets the image zoom level

**Zoom 50%** Sets the image zoom level

**Zoom 75%** Sets the image zoom level

**Zoom 100%** Sets the image zoom level  
(Shows image as original size)

## **Tools Menu.**



### **Show Advanced Options**

When selected, shows advanced options (AutoInc, AutoFill, AutoCase, Hints).

If the current document does not have a master template, you will also be able to edit the column names and positions.

### **Save Master Template**

Only available if a master template does not already exist for the current document.

### **Create Conditions Script**

Only available if a conditions file does not already exist for the current document.

## **Help Menu.**

The help menu is dynamic, and content will vary, depending on which help files are available.

### **About**

About GenScriber

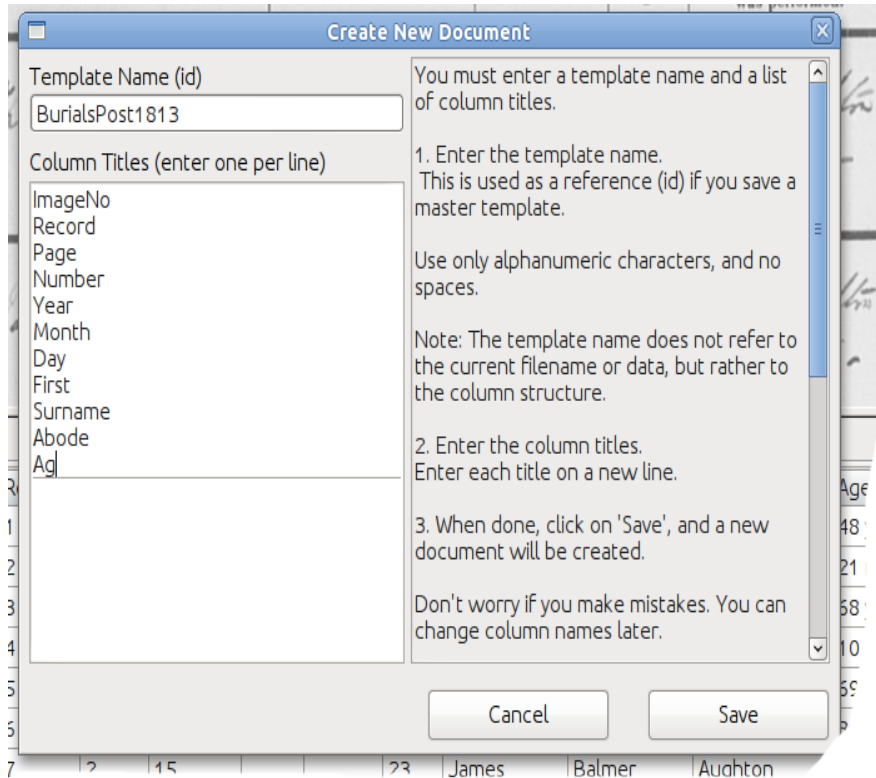
## **Creating a New Document.**

A new document can be created in two ways.

### **Create a new document by specifying the column names.**

From the File menu choose '**Create New Document**'.

A new window will open. Enter the name(id), and then enter the names (titles) of the columns. Each name(title) must be entered on a separate line  
Use only alphanumeric characters. Do not use spaces.



If you make mistakes in the column names, don't worry, you can change them later, in the '**Options**' tab.

When done, click '**Save**', and an empty document will be created.

When you create a document this way, options will allow you to change the column names and positions. you can also add or delete columns at any time.

GenScriber will remember what you changed, and, when you next load the document, it will be the way you left it.

GenScriber does this by automatically saving a temporary user template **when you save your document file**.

**Important note:** Column names(titles) **must** be unique, and they **must not** contain special characters. They are used as a reference by some functions. They are case sensitive, 'Surname' is not the same as 'surname'

Spaces in titles are allowed, but I suggest you do not use them.

'**Father Surname**' and '**Father Surname**' may look the same to the eye, but the computer will see the first (2 spaces) as a different title to the second (1 space).

Errors like this can be extremely difficult to debug, so best avoid it.

The best way to format a title is to use 'medial capitals' in compound words, also known as camel-case. ie. **FatherSurname**.

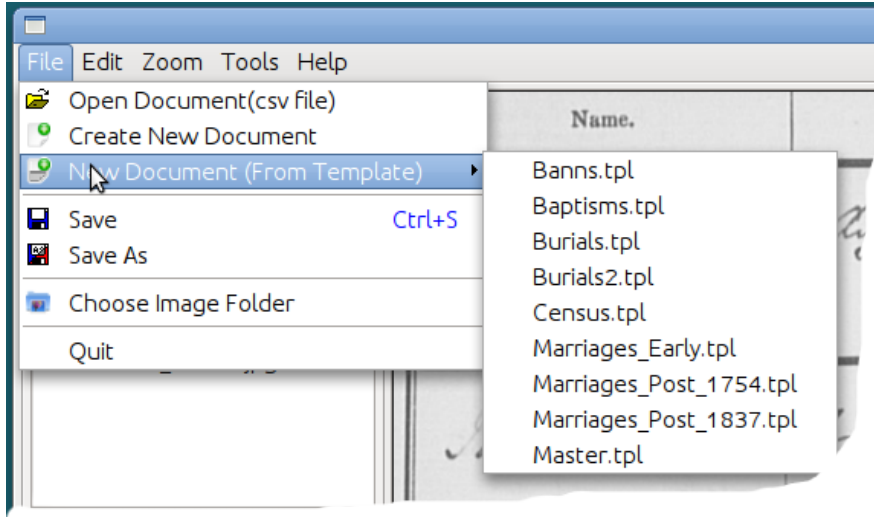
You could multihyphenate ie. **This-Is-A-Long-Title** or **This\_Uses\_Underscore**



## Create a new document by choosing a predefined template.

### New Document (From Template)

From the File menu choose '**New Document (From Template)**'.  
Then select the template to use.



An empty document will be created from a predefined template.

When you create a document this way, **you cannot change the column names and positions. You cannot add or delete columns.**

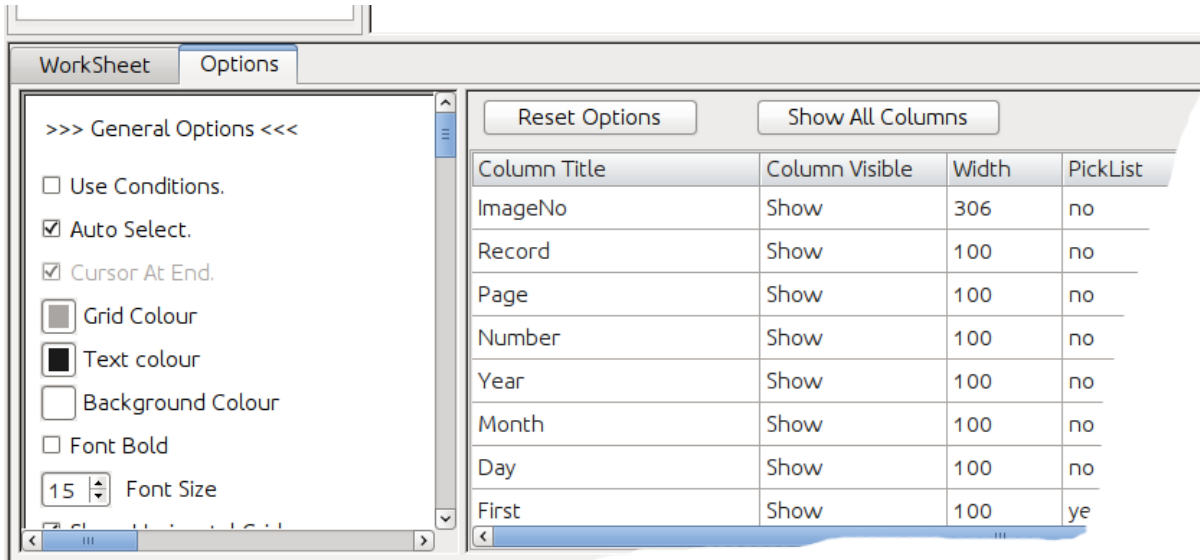
You can change many other settings, and GenScriber will remember what you did.  
When you next load the document, it will be restored the way you left it.

GenScriber does this by automatically saving a temporary user template when you save your document file. The user template will over-ride the predefined template.

Note: The 'tmp' folder is in the 'genscriber/templates/' folder

## **Options.**

To set general options and worksheet options, click on the '**Options**' tab.



### **General Options.**

#### **Use Conditions**

This will turn off a conditions script, if one exists.

#### **Auto Select**

Automatically select contents of a cell when the cursor first enters the cell. Default is on.

#### **Cursor At End**

This only applies when '**Auto Select**' is **off**.

#### **Grid Colour**

Sets colour of the worksheet grid lines

#### **Text Colour**

Sets the worksheet text colour

#### **Background Colour**

Sets the worksheet background colour

#### **Font Bold**

Sets worksheet text to bold

#### **Font Size**

Sets worksheet text size

#### **Show Horizontal Grid**

Show the worksheet horizontal grid lines.

#### **Show Vertical Grid**

Show the worksheet vertical grid lines.

**Cursor Keys Navigate**

When selected, the left/right cursor keys will navigate around the worksheet even when in edit mode.

If not selected the cursor will remain in the cell being edited.

**Ask Before Overwrite**

Warn when using Fill and Inc, and ask to overwrite existing data.  
default is on.

**Predict in Picklist**

Attempt to find the contents of current cell in the picklist.

This will slow down older computers.

**Auto Complete**

When selected, this will auto complete text in the cell as you type.

The predictions are taken from the current picklist.

**Note:** Space or Backspace will cancel the currently predicted text.

**Single Click Edit**

When selected, 'edit mode' will start every time a cell is entered.

If not selected, 'edit mode' only start when a cell is clicked twice, or '**Enter/Return**' is pressed while in a cell.

This is not a double-click, but simply a second click in the current cell.

Pressing '**Esc**' will exit edit mode.

**Row Height**

Set the height of the worksheet rows.

Requires a file reload for setting to take effect.

**Tooltip Delay**

sets the delay before tooltips are displayed.

0 will disable tooltips.

## **Worksheet Options.**

These options are available for all documents.

To set worksheet options '**double-click**' the option cell or '**left-click**' **once** and press '**Enter**'.

This will put the option line into edit mode.

**Worksheet options** are applied to the template not the file.

The settings will be used for all worksheets which use that template.

**General options** are global, and are applied to all worksheets.

### **Hiding Columns**

Columns may be hidden from view when not needed. Data in hidden columns is not affected, and all columns are included when saving files.

Columns settings are saved with the options, when and applied when the file is next loaded. User column settings will over-ride those of a predefined template.

### **Column Width**

The width of any column may be changed.

Column widths are saved with the user template options, and applied when the file is next loaded.

User setting for column widths will over-ride those of a predefined template.

### **PickLists**

Any column may have a picklist associated with it. These are lists of previously entered data for a column.

The picklist is capable of predictive selection, but does not force anything into the data cell. It just sits there and waits for you to use it.

I personally believe predictive text should not be used when transcribing. It can sometimes be useful, but most of the time it just gets in the way, and quite often can be anti-productive.

The picklist is my compromise for predictive text.

Double-Click a picklist item to paste it into the current cell.

You can also use Ctrl+K to do the above.

Predefined picklist may be added. The lists need to be added manually.

This feature is intended for use by the coordinator.

## Worksheet Advanced Options.

### Column Title

If the current document does not have a master template, Advanced options will allow you to change the column names and positions. you can also add or delete columns at any time.

**To edit the Column title, double-click** the title and edit mode will start.

**To Append, Delete or Move a column**, right click on the title when **NOT** in edit mode.

### Column Visible

**yes:** Column is visible

**no:** Column is hidden.

### Width

The column width.

### Picklist

**no:** Do not use picklist.

**yes:** Create and use picklist.

### AutoInc

**no:** No autoincrement.

**FromCurrent:** From current cell value, increment to bottom row.

**FromTop:** Increment from top row to bottom row (use top row value as start)

### AutoFill

**no:** Do not autofill.

**yes:** Fill column with value of **current cell**. Do not overwrite existing data.

**yes(overwrite):** Fill column with value of current cell and overwrite existing data.

Important note: This does not have the same action as the other fill options.

Autofill takes the value of the **current cell** (not the cell above)

### AutoRepeat

**no:** No autorepeat.

**yes:** Repeat the value of the cell above. Do not overwrite existing data.

**yes(overwrite):** Repeat the value of the cell above and overwrite existing data.

### AutoCase

**no:** No autocase.

**SentenceCase(strict):** First character is uppercase. All other characters are forced to lowercase.

**SentenceCase:** First character is uppercase. All other characters are left as entered.

**TitleCase:** First character of each word is uppercase. All other characters are forced to lowercase.

**UpperCase:** Force all uppercase.

**LowerCase:** Force all lowercase.

### **Important note about AutoInc, AutoFill and AutoRepeat.**

These settings are parsed in the following order.

**AutoInc > AutoFill > AutoRepeat**

It would not make sense use more than one at once. Therefore, the first one set will be used, the rest will be ignored.

Example: If you set both **AutoInc** and **AutoFill**, the AutoFill setting will be ignored.

### **Hint**

The hint for this column. Leave blank for no hint.

Hints are there to give basic instructions about the data input for a particular column. Hints may be part of a predefined master template, or notes entered by the user. Any changes made by the user will over-ride those in a predefined template.

## Special Key Combinations.

**CursorLeft** Move left 1 cell

**CursorRight** Move right 1 cell

### **Note:-**

*The above keys change with the navigate option.*

*If in edit mode, and the left/right cursor keys are **not** set to navigate, the cursor will move inside the cell being edited.*

**CursorUp** Move up 1 cell

**CursorDown** Move down 1 cell

**Ctrl+CursorLeft** Jump to first column, current row.

**Ctrl+CursorRight** Jump to last column, current row.

**Ctrl+CursorUp** Jump to top row, current column.

**Ctrl+CursorDown** Jump to bottom row, current column.

**Home** Jump to first column, current row.

**End** Jump to last column, current row.

**Ctrl+Home** Jump to first column, first row.

**Ctrl+End** Jump to last column, last row.

**PageUp** Jump up visible page (if 10 rows visible, jumps 10 rows)

**PageDown** Jump down visible page

**Ctrl+PageUp** Jump to top row, current column.

**Ctrl+PageDown** Jump to bottom row, current column.

**Ctrl+H** Hide current column.

**Ctrl+F** Find and replace in current column.

**Ctrl+G** Fill column with contents of cell above.

**Ctrl+I** Increment column from value of cell above.

**Ctrl+R** Repeat value of cell above, paste into current cell.

**Ctrl++** Add new row.

**Ctrl+C** Copy selected text to clipboard.

**Ctrl+V** Paste clipboard to current cell.

**Ctrl+X** Cut selected text and copy to clipboard.

**Ctrl+Z** Undo last action in current cell.

**Ctrl+S** Save current data file.

When Picklist is active, and an item is selected:-

**Ctrl+K** Add picklist item to current cell.

**Ctrl+D** Delete selected picklist item.

**Ctrl+Shift+Enter** Toggle immediate filter

**Esc** Cancels edit mode

When in the immediate filter, it will cancel the filter.

## **Templates.**

For the user, there is no need to know about templates. Everything is done automatically.

The following is for administrators, and anyone else wanting to create predefined(master) templates.

There are two kinds of templates. Predefined and temporary.

**Predefined templates** are stored in the templates folder. They are normally created by a group coordinator/administrator for the purpose of insuring data is collected in an organised way.

These templates may contain hints for each column, and can be used by the end user to start a "new document from template".

**Temporary templates** are created and saved to the tmp folder automatically when the user exits the application, and contain any personal options set for that template. When loading files, these templates will over-ride some of the options in matching predefined templates. Field titles cannot be changed by the user.

For admin use, a predefined (master) template may be saved from the current file, or may be created manually.

### **Creating templates the easy way.**

First you need to save a worksheet you wish to make a template from. It does not matter if the worksheet contains data. We only care about the columns structure and options.

If the worksheet is not already open, then open it.

Click on the Tools menu, and select '**Show Advanced Options**'

Go into the '**Options**' tab, and set any column options you want as default in the template.

Save the worksheet, and then open it again, this will ensure the options are saved.

Click on the '**Tools**' menu, and select '**Show Advanced Options**'

Click on the '**Tools**' menu once more, and select '**Save Master Template**'

The template name will now appear under the '**New Document(from template)**' menu. Any worksheets created using this template will inherit the default options

Note: The '**Save Master Template**' menu only appears if a master template does not already exist.

### **Removing existing templates.**

In the GenScriber folder go into **include/templates**.

Locate the template and delete it.

To delete a user template, delete it from the tmp folder (GenScriber must not be running)



## GenScriber Security Check.

How can you be sure the software you are using is the original version?  
It may have been tampered with, had a virus placed in it, or was corrupted during download?

Some people don't worry about such things. I am not one of those people.  
I am always aware of the fact that there are many nasties around that will get into applications one way or the other.

To help you be confident that you are using an original clean version of my software, I have given GenScriber the capability of running a security check on itself.

Probably the most common and best way to be sure that any application has not been interfered with, is to compare a hash value of the current application against a hash value created by the developer of the application itself.

GenScriber checks its own integrity by using a SHA-1 hash code, which was created before the application was released.

The hash code is provided with the original download, and is also available from [genscriber.com](http://genscriber.com).

I have made it as easy as possible for you to carry out a security check.

### All you have to do is...

**1.** Click on '**Security Check**' in the '**Tools**' menu

The hash code is entered for you.

**2.** Click the '**Validate**' button.

GenScriber will carry out several checks and then validate itself against the original hash code.

When the hash codes match, GenScriber will verify this, with the message '**Code Validates**'.

If the code does not validate, first, check you have the correct security file for your version of GenScriber. If you updated GenScriber, you will need to also download a new security file.

The security file is encrypted. GenScriber validates the security file before using it.  
Any attempt to alter GenScriber or the security file will simply cause a validation failure.

The security file is stored in the include folder.  
It can be downloaded from <http://www.genscriber.com>.

## How The Validation Works.

The security file contains an identity code and a SHA1 hash code.  
The security file is also encrypted to increase security.

When you run the 'Security Check', GenScriber decrypts the security file and checks that the id matches your version of genscriber.

If the security file, and id validate, the hash code is entered automatically into the form ready to validate.

*Otherwise, you will get a message to say the security file is missing.  
(See 'Security File Is Missing')*

GenScriber then creates a SHA1 hash code from its own executable file, and compares the two hash codes.

When you click the validate button, You should get a message that says '**GenScriber Validates**'.

GenScriber will not validate if it is corrupted, has been tampered with, or is infected by a virus or malware.

In this case, you will get the message '**GenScriber Does NOT Validate**'

**If GenScriber does not validate, then your copy of GenScriber or the security file may be damaged, or infected by a virus.**

### Try doing the following.

1. Go into the genscriber/include folder, and delete the '\*.gsh' file.
2. Go to [www.genscriber.com](http://www.genscriber.com), and download the file '\*.gsh ' again.
3. Copy the file into the 'genscriber/include folder'
4. Restart genscriber and try again.

If GenScriber still does not validate, and you are sure the security file is the correct one, then stop using GenScriber, delete the executable file, and download a new copy of GenScriber directly from [genscriber.com](http://genscriber.com).

All you will need is the GenScriber executable from the new zip file.

## **If you get the message 'Security file is missing'**

It may be that you upgraded GenScriber, but did not upgrade the security file. The correct security file is required before genscriber can validate itself.

### **You have two options...**

**Option 1:** Download the security file (recommended).

1. Go to [www.genscriber.com](http://www.genscriber.com), and download the file 'LIN32GS121.gsh '.
2. Copy the file into the 'genscriber/include folder'
3. Restart genscriber and try again.

*Note: Security files are different for each version, and operating system .  
Be sure to use the correct file.*

**Option 2:** Enter your own SHA1 hash code manually.

1. Go to [www.genscriber.com](http://www.genscriber.com), and copy the hash code for your version.
2. Paste it into the 'SHA1 Hash Code' box above.
3. Click the 'Validate' button.

GenScriber will validate and then create a new security file.

*Note: The hash codes are different for each version, and operating system.  
Be sure to use the correct hash.*