

# August Sedláček Card File

## User Guide

At the beginning of the project there was a simple interest in saving the unique card file of Czech historian August Sedláček (1843-1926), which was being stored with the Institute of History of the Academy of Sciences of the Czech Republic, and to make it available to a broader scholarly public. This fund is one of the most popular and most visited of its kind, exists only in its original version and there are no analogue or digital backup copies of it. However, the card file is unusable for most people who are interested in it without professional assistance, the searching is slow and unreliable, and the fund greatly suffers from frequent use. Over time, it became evident that it was going to be necessary to save and process these sources in a broader context. Therefore, the main objective of the project became the development of a general methodology of digitizing the files of historians, including the creation of tools for aggregation and checking and repairing of digital documents for making these data effectively accessible on the Internet. The Sedláček card file is an experimental field and touchstone for this project.

## Beginning of works with the system

Type the following address in your browser: <http://www.augustsedlacek.cz>, and in the top menu, click on the Digital Card File link.

## User accounts

Even users who are not registered may search and browse the cards.

A user account will be necessary in order to use the advanced system functions (e.g. creation of comments or saving favourite queries).

## Creating a user account, logging-in, forgotten passwords to existing accounts

- Click the Create New Account link in the Login section on the project homepage (in the right column) and fill-in the form.
- You can login to the account in the Login section, or directly from the Digital Card File user interface.
- If you forget your password, request a new one by clicking the Send New Password link.

## Searching

After entering the Digital Card File, you can search using the form in the upper part of the user interface.

- Enter the text of query and send it by clicking on the Search button.
- When entering the query, you can use \* and ? wildcard symbols.
- If you want to submit a more precise query, before choosing the query, select one of the items offered in the popup menu.
- Under the Search button, there are hidden options to perform a queries on the current list of found records.

### Using wildcard symbols when forming a query

- Use the \* character at the end, middle or beginning of words for searching for word alternatives.
- Use the? character within or at the end of a word to replace one or no character, e.g. Micha?l for Michal or Michael.

Note: During a fast search, words are automatically supplemented with an asterisk at the end. However, if the user uses any substitute symbol himself, the system will not add the asterisk at the end.

### Refining search results using a word query

If you want to search the current search results, you can enter a refining word query to narrow search results.

Example: narrowing search results

- Enter Rosenberg in the query row and click on Search. The search results will show all of the records in which the word Rosenberg is included.
- If you are only interested in William Rosenberg, enter William in the query row, click Different Search and select Search in Currently Found. The search results will show the records that include the words William and Rosenberg.

### Saving a favourite query for later use

This functionality will allow for simple and complex queries to be saved, which you can repeat later through one click.

- In the search results panel, click the Add to Favourite Queries button.
- In the dialogue window that opens, specify the name of your new query and click on Create.
- Wait for the confirmation of the successful save of the query, then click OK, or the Show Saved Query link.
- Queries can be brought up later from your own list of saved queries in the panel with your user content.

Note: You must be logged-in to use this function.

### Return to previous search results

A query structure is shown in the upper part of the search results panel. If you are not satisfied with the search results, you can cancel the relevant part of the query by clicking the item. That way, you can, for example, return one step back in your search.

## Working with search results

### Scrolling through the list of searched records

- Search results can be scrolled using the arrows above the list of found records.
- The toolbar under the arrows can be used for faster scrolling through the results: dragging the slider or clicking directly on the selected spot in the toolbar.
- When scrolling through the records, the system differentiates records that have already been viewed by colour.

## Filtering found records

- Do at least a simple query (e.g. clicking the Search button with an empty query will search all of the records).
- In the list above the searched cards, select the tab with funnel symbol.
- Select the filtering criteria, unpack the relevant section and carry out a more precise search by clicking the item (the search will be carried out in the current list of found cards).
- Filtering can be repeated by adding other refining criteria.

## Work with user content

In the card file, it is possible to

- mark “favourite” index cards (records),
- create virtual drawers (from the marked favourite cards).

All user content is available from the panel on the right side of the user interface.

## Favourite cards

Favourite cards are available under the tab with the star symbol.

- You can add the card to your favourites by clicking with the left mouse button the star in the list of found cards, or in the header of the detail of the record.
- You can change the colour category by repeatedly clicking the left mouse button the star.
- You can remove the card from your favourites by clicking the right mouse button the shown star.
- You can drag the favourite cards to change their order.
- Click the header of the card to show the details of the relevant card.

There are five colour categories available (stars). If you only want to work with your favourite items from one or more colour categories, you can change views by clicking the relevant star in the toggle toolbar – the system will turn the view on/off according to the colour you click on.

## Virtual drawers

You can save your favourite cards in the named virtual drawer. You can add an annotation to your virtual drawer and share it with other users.

- In the favourite item panel, click the Other button and select Create Virtual Drawer.
- In dialogue window that opens, enter the name of your new drawer and click Create.
- You can open the drawer later from your list of virtual drawers in the user content panel.
- New records can be added to virtual drawers by dragging from the Favourite Cards (drag them to the list in the Virtual Drawer Content tab).
- In the Virtual Drawer Content tab, you can change the order of items or remove items by clicking the cross symbol.

## Working with the annotation module

Virtual drawers and saved queries can be given their own annotations. These could be short comments or continuous structured text.

- There is an editor available for annotations that will be displayed as soon as you click into your text in the Virtual Drawer Annotations (query) panel.
- Changes to annotations must be confirmed by clicking the Save button.
- You can add annotations to individual cards in the virtual drawers.

If you desire more comfort when writing text, you can switch to the writing annotations edit mode by clicking the relevant button (in the right upper part).

### **Exporting to PDF**

The PDF button is located in the header of the virtual drawer and saved query. When you click on it, the system will export the entire content of your virtual drawer to PDF, including annotations of the drawer, annotations of cards and the relevant links to the on-line version.

The PDF will open directly in the browser window (from where you can save it in your computer).

### **Sharing your content**

You can share your content with other users. In the current version of the Digital Card File sharing can be done via a direct link.

- You can configure sharing in the Sharing panel by selecting Private (default settings) or Publicly Available.

The development of digital technologies for making accessible prosopographic and topographic card files of past scholars with particular reference to the August Sedláček Fund.

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