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# DELIVERABLE

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**Project Title:** Digitised Manuscripts to Europeana

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## D4.3 - Documentation Package

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Dissemination Level		
P	Public	<b>P</b>
C	Confidential, only for members of the consortium and the Commission Services	

## Revision history and statement of originality

Revision	Date	Author	Organisation	Description
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0.2	05.02.14	Violeta Trkulja	UBER	Some additions and revision
0.3	08.02.12	Sam Leon	OKFN	Further amendments
1.0	13.02.14	Violeta Trkulja	UBER	Final revision and approval of Final 1.0

### **Statement of originality:**

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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## 1 Introduction

Deliverable 4.3, the Documentation Package, aims to supply the full range of communities developed supported and catalysed by work package 4 with the necessary information to make use of the tools and work flows developed during the project. It also aims to enable other content providers, developers and metadata evangelists to learn from the experience and shared consensus of the DM2E project and the wider Best Practice Network.

WP1, the work package responsible for developing the content provider mappings and coordinating the group of content providers who make their digitised manuscripts available to the project, is documented in D4.3 through the specific section of the DM2E Wiki devoted to a detailed breakdown of the mappings and formats used by content providers. WP1 is also supported in D4.3 by a set of general project documentation materials that enable content providers to more easily become associate partners and understand the requirements for joining the project.

WP2, responsible for developing the workflows through which the content providers can convert their manuscript data to the DM2E model, is documented in D4.3 through a full set of technical and user documentation to make sure that the tools can be as widely used, deployed and built upon as possible. It is also supported by a video tutorial and technical specifications for the DM2E model. All materials are accessible through the DM2E Wiki as well as a dedicated WP2 page on the DM2E.eu website through which target audiences can get more context.

WP3, the work package responsible for Digital Humanities research and related software development, is also documented in D4.3 through a full set of technical and user documentation to make sure that the tools can be as widely used, deployed and built upon as possible. It is supplemented by a series of engaging introductory videos and tutorials so as to encourage uptake of the tools within the key communities.

WP4, dedicated to community building and dissemination of which this deliverable forms a core part, is itself documented in D4.3. Community documentation used to support and catalyse the community of open metadata evangelists is explained and expanded upon in what follows.

On the basis of recommendations made by the reviewers in the first year of DM2E and the specification of the Description of Work, all core technical and community documentation has been made available in an annotatable form in order to support and encourage community input. The primary mechanism for this is the DM2E Wiki (<http://wiki.dm2e.eu>) that is an open MediaWiki. In order to avoid fragmentation of community discussion, the Wiki is monolingual with translations being made available in non-annotatable form as PDFs, still linked from the Wiki. See for example the section for Pundit tutorials:

## 2 Overview table of documentation and user stories

The table below is an overview of the different components to the documentation package and the target audience and “user story” that they respond to. The table builds on work begun in Task 4.7 through the OKFN has identified the needs of the communities that DM2E seeks to engage and to find the best online route, through the web platforms set up in Task 4.1, for them to find the information that they require whether that be technical, community or general project documentation.

Target Audience	User story	Documentation
Content provider	... wants to join the DM2E project	Associate partner flowchart: <a href="http://dm2e.eu/files/DM2E_Associate-Partnership_en-1.pdf">http://dm2e.eu/files/DM2E_Associate-Partnership_en-1.pdf</a>
Content provider	... wants to learn about the formats and mappings being used by DM2E partners	Content provider Wiki: <a href="http://wiki.dm2e.eu - DM2E_Content_Provider_Mappings">http://wiki.dm2e.eu - DM2E_Content_Provider_Mappings</a>
Content provider	... wants to use work package 2 tool (OmNom) to convert their data	Video tutorial: <a href="https://vimeo.com/85716386">https://vimeo.com/85716386</a> Multi-lingual tutorials: <a href="http://wiki.dm2e.eu - OmNom_Documentation">http://wiki.dm2e.eu - OmNom_Documentation</a>
Content provider	... wants to learn how to begin opening up their metadata and content so that it can be aggregated by Europeana	Open metadata handbook/introduction to open cultural data (English, French, German) available on Wiki: <a href="http://wiki.dm2e.eu - OmNom_Documentation">http://wiki.dm2e.eu - OmNom_Documentation</a>
Content provider	... wants to know the requirements for content so can be used by work package 3 tools	Annotatable content specification: <a href="http://assets.dm2e.eu.s3.amazonaws.com/DM2E_annotatable_content_specification_v1.1_public.pdf">http://assets.dm2e.eu.s3.amazonaws.com/DM2E_annotatable_content_specification_v1.1_public.pdf</a>
Developer	... wants to reuse and build upon source code of work package 2 tool (OmNom)	Developer documentation: <a href="http://doc-worker.dm2e.hu-berlin.de/doc/dev-doc/apidocs/">http://doc-worker.dm2e.hu-berlin.de/doc/dev-doc/apidocs/</a> Source code: <a href="https://github.com/DM2E/dm2e-gui">https://github.com/DM2E/dm2e-gui</a>
Digital Humanities scholar	... wants to learn more about consuming Linked Data in the humanities and how DM2E can enable that	Introduction to Pundit video: <a href="https://vimeo.com/85261745">https://vimeo.com/85261745</a> * <i>* Also available on DM2E front page</i>
Digital Humanities scholar	... wants to learn how to use the functionality of work package 3 tools (Pundit)	Video introduction 1: <a href="https://vimeo.com/85261745">https://vimeo.com/85261745</a> Video introduction 2: <a href="https://vimeo.com/85517504">https://vimeo.com/85517504</a> Video screencast: <a href="https://vimeo.com/85732656">https://vimeo.com/85732656</a> Multi-lingual (English, French, German, Italian, Norwegian) written tutorial: <a href="http://wiki.dm2e.eu - Pundit_and_Ask_Documentation">http://wiki.dm2e.eu - Pundit_and_Ask_Documentation</a>
Open metadata evangelist	... wants to learn about the legal and technical aspect of open cultural metadata and content	Open metadata handbook/introduction to open cultural data (English, French, German) available on Wiki*: <a href="http://wiki.dm2e.eu - Introduction_to_Open_Cultural_Data">http://wiki.dm2e.eu - Introduction_to_Open_Cultural_Data</a> OpenGLAM principles: <a href="http://openglam.org/documentation">http://openglam.org/documentation</a> OpenGLAM collaborative slide deck: <a href="http://bit.ly/1cQIk2L">http://bit.ly/1cQIk2L</a>

Overview of documentation, user stories and target audience

### 3 Technical, user and project documentation of WP1

The following section details the documentation of the work done in work package 1. The target audience is content providers who seek to learn from the data mappings created in work package 1. It also provides information on to content providers seeking to join the project and technical requirements for their content if they seek to make it annotatable in the DM2E scholarly environment.

#### 3.1 Metadata formats and mappings

The mappings of each content provider that is a beneficiary in the project have been made available via the DM2E Wiki. The DM2E also supplies information on the metadata formats used by the content providers and the specific customisations of them.

On the basis of recommendations made at the first year review by the European Commission, this key information has been made available in an annotatable form on the project Wiki to allow other content providers and technologists to benefit from the mappings developed as part of DM2E and the information concerning the source formats. The content provider section of the Wiki can be accessed here: [http://wiki.dm2e.eu\\_-\\_DM2E\\_Content\\_Provider\\_Mappings](http://wiki.dm2e.eu_-_DM2E_Content_Provider_Mappings).

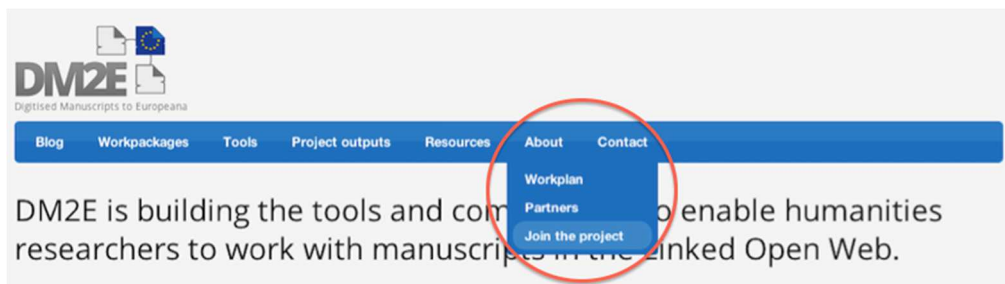
#### 3.2 Annotatable content specification document

Content made available must adhere to certain requirements in order for it to be reusable in the context of the Workpackage 3 tools (Pundit and Ask). These requirements have been precisely detailed and made available via DM2E.eu so that content providers and associate partners are aware of the requirement their content must meet:

[http://assets.dm2e.eu.s3.amazonaws.com/DM2E\\_annotatable\\_content\\_specification\\_v1.1\\_public.pdf](http://assets.dm2e.eu.s3.amazonaws.com/DM2E_annotatable_content_specification_v1.1_public.pdf).

#### 3.3 Associate partner flow chart

For content providers interested in joining the project as associate partners, work package 4 has endeavoured to make the information on how to join as accessible as possible. Interested partners can click on "About the project > Join the project" to access the associate partner flow chart hosted here: [http://dm2e.eu/files/DM2E\\_Associate-Partnership\\_en-1.pdf](http://dm2e.eu/files/DM2E_Associate-Partnership_en-1.pdf).



DM2E.eu navigation bar

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## 4 Technical and user documentation of tools and vocabularies in WP2

The following section outlines elements of the deliverable that document the technical work undertaken in work package 2. It addresses users (content providers) who seek to use the work flows provided as well as developers seeking to build on top of the conceptual and technical work undertaken in WP2.

### 4.1 User manual for OmNom

A user manual has been written in both English and German for those wanting to use the basic functionality of OmNom. It covers the key functionality for instance creating a user account, uploading files, creating and customising configurations, running configurations and viewing results. The manual is illustrated by a series of screenshots. It is available through the DM2E Wiki in an annotatable form:

[http://wiki.dm2e.eu/Main\\_Page#OmNom\\_Documentation](http://wiki.dm2e.eu/Main_Page#OmNom_Documentation).

### 4.2 Developer manual for OmNom

Tools developed as part of work package 2 are open source and therefore can be forked and built upon by other developers wanting to reuse the valuable research and technical work from DM2E. Developer documentation is contained in the source code as a Java doc. The source code is hosted on Github, to make use of the features available through that platform for collaborative coding. It is also linked to and is also downloadable from the DM2E Wiki:

[http://wiki.dm2e.eu/Main\\_Page#OmNom\\_Documentation](http://wiki.dm2e.eu/Main_Page#OmNom_Documentation).

### 4.3 Documentation of the DM2E model

One of the key outputs of the DM2E project has been the DM2E model, a customisation of the Europeana Data Model, specifically for digitised manuscripts. Documentation of the data model is available as a text based description, OWL ontology and a web representation through the DM2E Wiki and linked to from the DM2E website: <http://dm2e.eu/open-workflows/#DM2EDataModel>.

### 4.4 OmNom video tutorial

A 5-minute screencast has been created to help content providers use the tools developed in work package 2 (OmNom) convert their source metadata to the DM2E model. The screencast walks the user through the key steps creating a user account, uploading files, creating and customising configurations, running configurations and viewing results. The screencast has been made available via the DM2E website and is hosted on the DM2E. It is hosted on the DM2E Vimeo account to allow for community commentary and annotation:

<https://vimeo.com/85716386>.



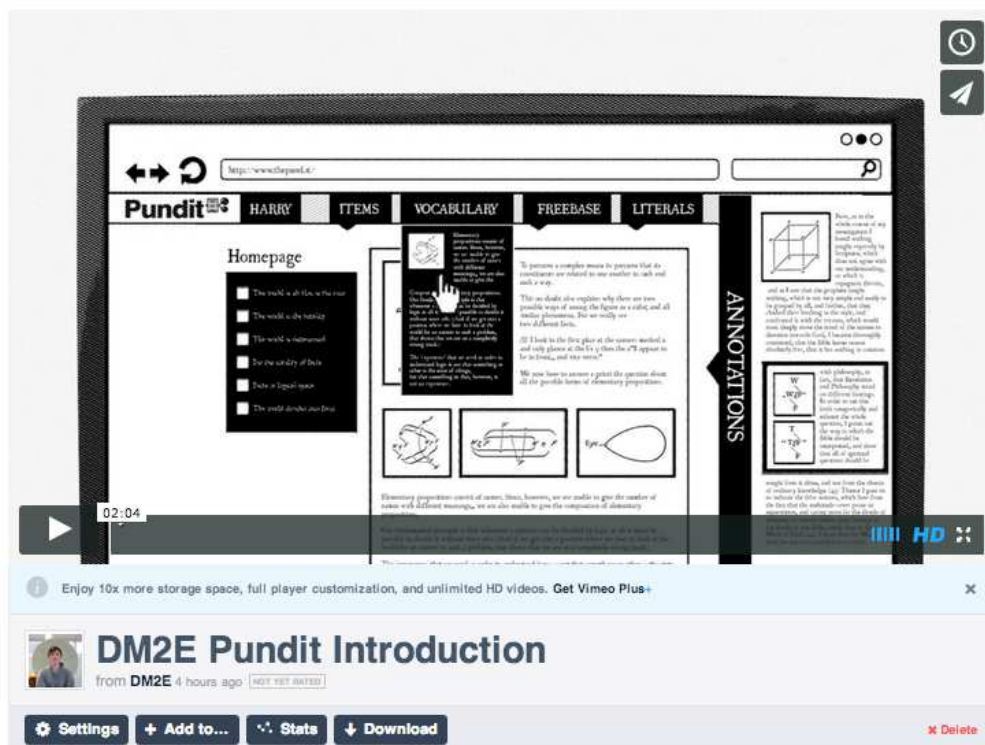
## 5 Technical and user documentation annotation environment (Pundit and Ask) in WP3

This section details the documentation of work package 3 tools, namely Pundit and Ask. The documentation explained here is targeted at general users, Digital Humanists and developers. This set of documentation has significant overlap with Task 3.3 to which the OKFN is also involved.

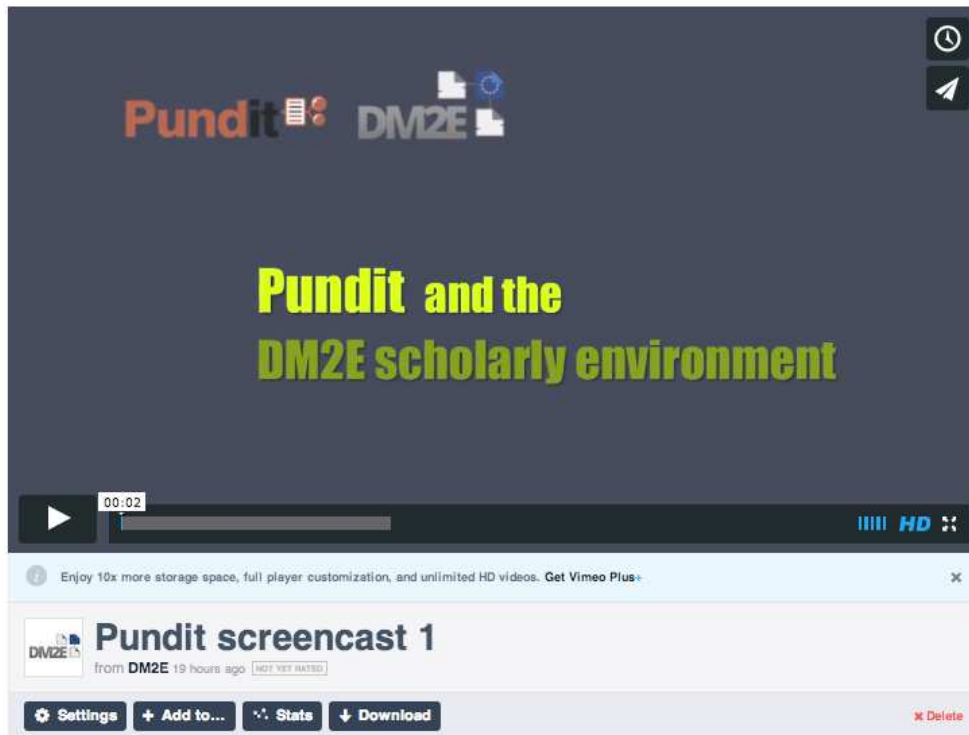
### 5.1 Introductory videos to Pundit and consuming Linked Data in the Humanities

Two videos have been published that promote Pundit to broad audience and to the Digital Humanities community. Both videos underline the importance of the tool for the Digital Humanities and scholarship in the 21<sup>st</sup> century. The first can be found on the DM2E home page and emphasizes the value of Pundit for traditional scholarly practices. The second video was produced for the LODLAM Challenge, which Pundit went on to win in 2013.

- Pundit Introduction 1 - <https://vimeo.com/85261745>
- Pundit Introduction 2 - <https://vimeo.com/85517504>



Pundit Introductory Video 1



Pundit Screencast 1

## 5.2 Video tutorial on how to use Pundit

One screencast has been produced to showcase the core functionality of Pundit. Aimed at Digital Humanities scholars they can be followed easily and used in conjunction with the written user documentation: <https://vimeo.com/85732656>.

## 5.3 Written Pundit tutorials

As part of Task 3.3 written Pundit tutorials have been produced. The tutorials cover creating annotations with Pundit, deploying the Pundit annotation environment, sharing/discovering/visualizing annotations in Ask.ThePund.it, timeline Demo: building an interactive timeline with annotations and Edgemaps visualization with Pundit annotations. The tutorials are supplemented with illustrative screen shots to assist users in mastering the basic functionality of Pundit. The English versions of these tutorials have been made available via the DM2E Wiki so as to support community annotation: [http://wiki.dm2e.eu/Main\\_Page#Pundit\\_and\\_Ask\\_Documentation](http://wiki.dm2e.eu/Main_Page#Pundit_and_Ask_Documentation). The German, Italian and Norwegian versions of these tutorials have been made available on the DM2E Wiki as PDFs: [http://wiki.dm2e.eu/Main\\_Page#Pundit\\_and\\_Ask\\_Documentation](http://wiki.dm2e.eu/Main_Page#Pundit_and_Ask_Documentation).

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## 6 Community documentation for the community of open metadata evangelists

### 6.1 Open metadata handbook / introduction to open cultural data

The open metadata handbook described in Task 4.3 of the Description of Work has been renamed as the open cultural data handbook so as to more clearly highlight the focus on cultural data rather than metadata more generally.

The open cultural data handbook serves as an introduction to the technical and legal issues around open metadata and content for those not familiar with the issues. It gives information on the following: what is open cultural data, legal openness, open licenses, technical openness, methods for making data technically open, reasons for opening up cultural data, steps to opening up, engaging your audience around your content and metadata, open cultural metadata portals and content repositories. It is based on the feedback from workshops with cultural institutions delivered in Task 4.2 as well as extensive community discussion on the OpenGLAM mailing list (set up as part of Task 4.1). The Handbook is available and open for community annotation through the DM2E Wiki: [http://wiki.dm2e.eu/Main\\_Page#Introduction\\_to\\_Open\\_Cultural\\_Data](http://wiki.dm2e.eu/Main_Page#Introduction_to_Open_Cultural_Data).

### 6.2 OpenGLAM principles

The OpenGLAM principles are a set of principles collaboratively drafted by the community of open metadata evangelists through the community blog and mailing lists set up as part of Task 4.1. The principles recommend best practices for cultural heritage institutions seeking to open up their content and data. The principles are a key evangelism tool for those trying to persuade cultural institutions to adopt open data policies. They have been made available and are open to comment on OpenGLAM.org: <http://openglam.org/principles>.

### 6.3 OpenGLAM evangelism presentation

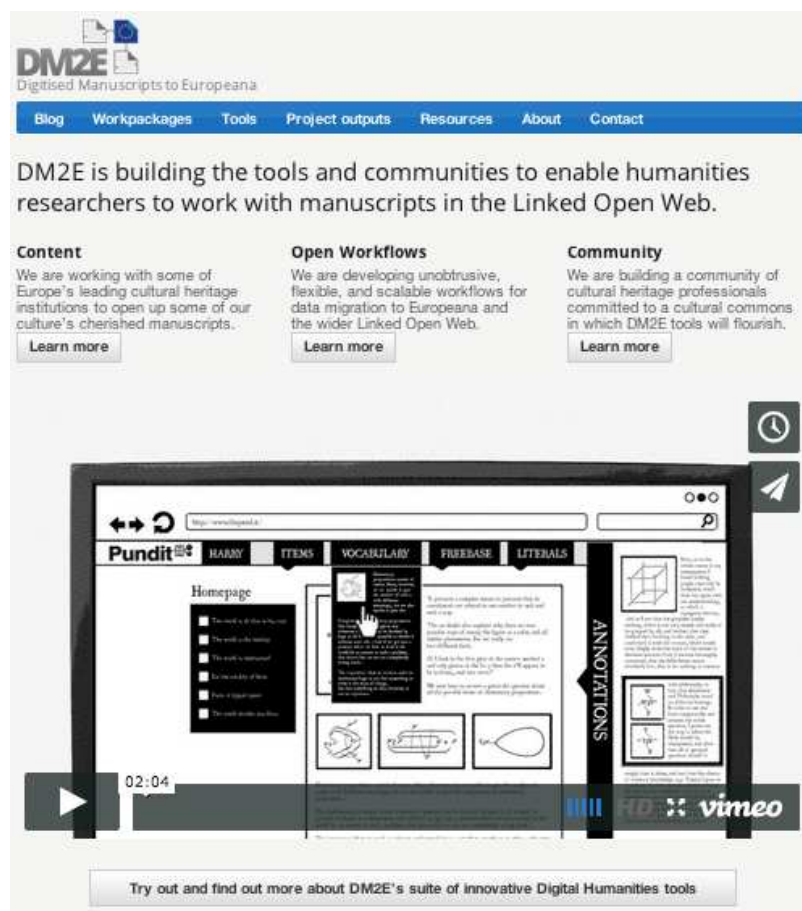
Work package 4 has produced a collaborative slide deck for open metadata evangelists seeking to convince cultural institutions of the value of open data. This slide deck has been developed through feedback from the workshops delivered in Task 4.2. The slide deck is publicly available and is open to community discussion via the OpenGLAM mailing list. It can be accessed and commented here: <https://docs.google.com/a/okfn.org/presentation/d/15EAt-jB3io5Silr9f4b8LGIwEzJmjRxmMB09K-Z0-3I/edit#slide=id.p6>.

## 7 Dissemination of documentation

As a general principle, all documentation mentioned in this document is easily available via DM2E.eu. In order to make the documentation annotatable (as specified by the Description of Work) all core English documentation is hosted on the DM2E Wiki. Static PDFs and other read only documents are hosted on the DM2E Bitbucket (see 7.3). In addition, where specific communities are targeted, mailing lists, social media and DM2E's high-profile blog for the community of open metadata evangelists (OpenGLAM.org) have been utilised to encourage awareness of specific aspects of the project.

### 7.1 DM2E.eu

DM2E.eu remains the central hub for information concerning the DM2E project. In January 2014 DM2E.eu underwent a significant re-design in order to incorporate the newly available documentation material. Dedicated webpages were set up for work packages 1, 2, 3 and 4 to enable users to discover documentation specific to those areas. The homepage was also re-designed so as to showcase some of the most eye catching and attractive aspects of the Deliverable 4.3 such as the introduction to Pundit. The navigation system for DM2E was also re-designed allowing users to access key project documentation and resources more easily.



A screenshot of the newly designed DM2E.eu front page, showcasing parts of Deliverable 4.3

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## 7.2 DM2E Wiki

The DM2E Wiki hosts all core English documentation in order to enable community input and annotation. It also links to all non-English DM2E documentation hosted on the DM2E Bitbucket (see 7.3). The Wiki has been designed by the OKFN so as to create separate areas for different kinds of DM2E documentation such as OmNom Documentation and Pundit Documentation. This makes the Wiki easier to use and maintain and allows such a large resource to remain approachable for a broad community of users.

## 7.3 DM2E Bitbucket

The OKFN has set up a DM2E Bitbucket to host static read only PDFs and other project documents such as non-English technical manuals. Bitbucket is a web based hosting service. All files are linked from the DM2E Wiki.

## 7.4 DM2E Vimeo account

The DM2E project makes full use of the functionality of the video hosting platform Vimeo. The DM2E Vimeo account can be found at <https://vimeo.com/user19973958>. All videos support community annotation.

## 7.5 DM2E Other Representations: OpenGLAM.org, OpenGLAM mailing list and OpenGLAM Twitter

The OpenGLAM website, mailing list and Twitter accounts were set up as part of Task 4.1 in order to target and build the community of open metadata evangelists defined in Task 4.4. OpenGLAM.org sees over 3,000 visits in a month and publishes articles, news and resources for those wanting to promote open cultural data. The OpenGLAM mailing list is community based discussion list for the community of metadata evangelists with over 400 members and a very active community which includes some of the leading voices on technical and legal issues around open cultural data in Europe and the US. The OpenGLAM Twitter account currently has over 2,000 followers. Documentation targeted at the community of open metadata evangelists such as the introduction to Pundit videos and the open cultural metadata handbook has been publicised through these popular channels.

## 7.6 Europeana Tech mailing list

The technical documentation supplied as part of Deliverable 4.3 is of particular interest to the Europeana technical community. One of the key online hubs for this material is the Europeana Tech mailing list. The documentation will be announced to the list in February 2014 via the DM2E newsletter.

## 7.7 Dissemination via events and workshops

As defined in the Description of Work, all DM2E technical documentation will be disseminated via the workshop in Task 4.2. The written and video tutorials will be used extensively in the delivery of the remaining workshops in the final year of the project specifically the training workshops for tools developed in work packages 2 and 3.