Help for the interview portal ‘Oral-History.Digital’

Research in the interview portal

Instructions for the indexing platform

To the interview portal

- https://portal.oral-history.digital/en

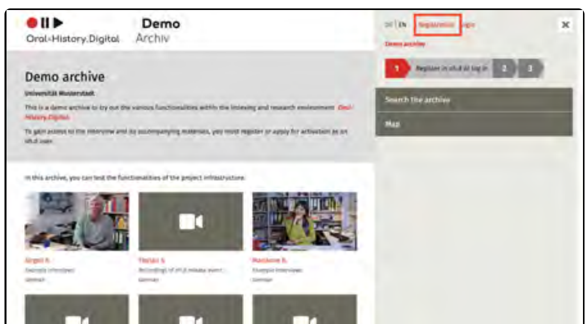
Research in the interview portal

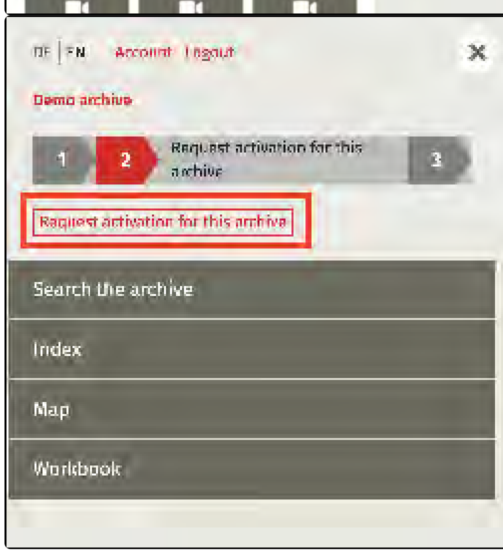
Overview

- The interview portal *Oral-History.Digital* (oh.d for short) comprises many individual interview archives.
- You can click on “Search” or “Catalog” in the menu bar on the right.
- Use the “**Search**” function to find individual interviews from various archives.
- The “**Catalog**” lists the institutions, archives and collections represented in *Oral-History.Digital*.
- Without registering, you can filter the interviews by metadata such as language, media type or topic and read the archive descriptions. For a text search and further viewing options, you must first register in oh.d.

Registration and activation

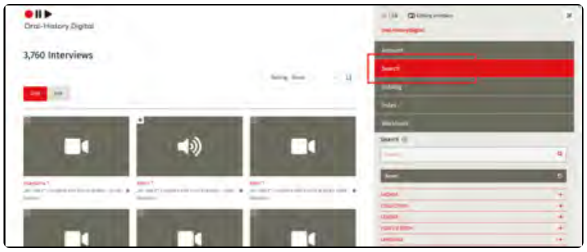
- Many archives only allow full access to the interviews after registration and activation.
- To do this, you must first **regist er** on the *Oral-History.Digital* portal and then **apply for access** to the individual archives.
- After activation, you will have access to the transcripts, the full text search, the subtitle view and your personal workbook. However, some archives only provide the metadata of their interviews.
- More...





Find Interviews

- In the **search** you will find individual interviews from various archives.
- The **filter facets** such as collection, gender or year of birth can be combined with each other. Within a filter facet, you can use the magnifying glass to search for a suitable term.
- The **full-text search** only includes the archives for which you have access and in which transcripts are available.
- Additional filter facets, a map or a register search are available in individual archives.
- More...

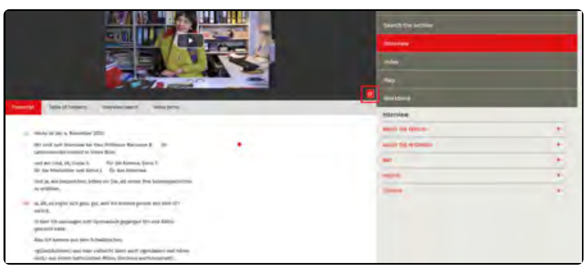


Find archives and collections

- In the **catalog** you will find all the institutions represented in *Oral-History.Digital*, the archives they manage and the collections belonging to these archives.
- Click on an entry to access the **descriptions** of the individual institutions, archives or collections.
- More...

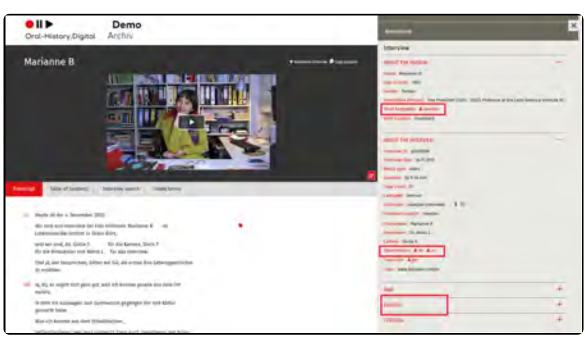
Listening to interviews and reading along

- In the **interview view**, you can listen to or watch the **audio or video recording** in different quality levels.
- **Transcripts** and translations (if available) run with the audio or video and can be displayed in full screen as subtitles.
- **Tables of contents** with linked headings (if available) make it easier to find your way through the several hours of stories.
- More...



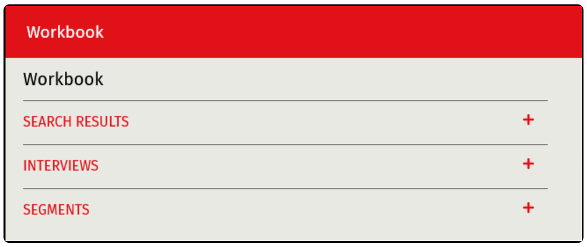
Further materials

- **On the right-hand side** you will find information about the person and the interview, often also transcripts, short biographies and protocols as PDF files or photographs of the interviewees.
- In many archives there are indexes of places, persons or subjects, and sometimes also editorial notes.



- The scope, quality and accessibility of these accompanying materials vary from collection to collection.

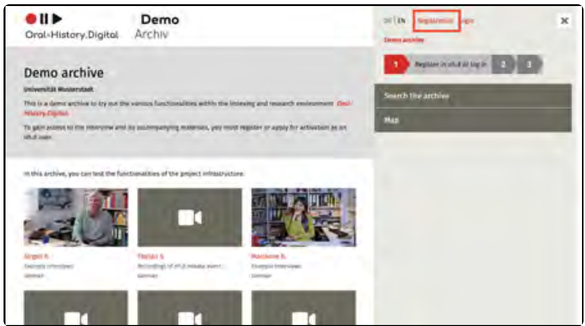
Workbook



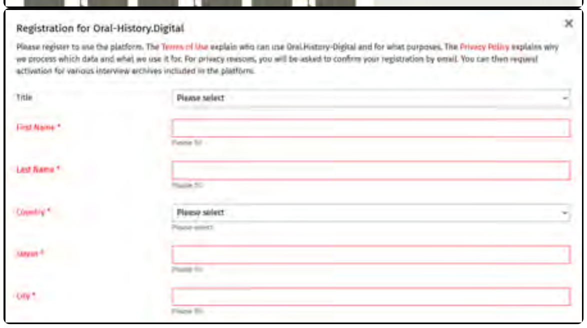
- With your **personal workbook** , you can save, annotate and cite your searches, interviews and segments.
- More...

Registration and activation

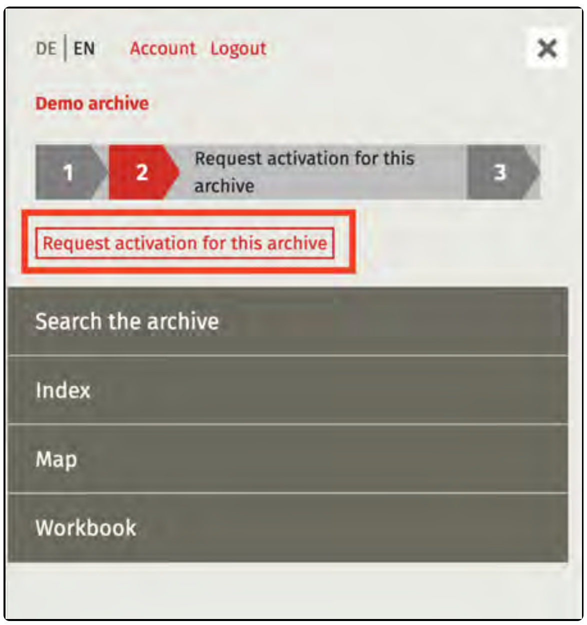
- You will find the **registration** button at the top right of the archive and portal view.



- To register in the interview portal, enter your **personal data** and accept the **terms of use** of Oral-History.Digital. You will then be sent an e-mail which you must confirm.



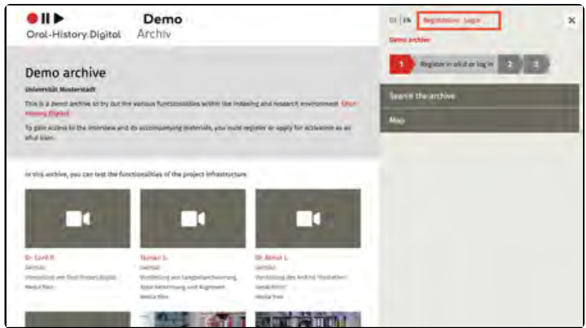
- To **activate** your account for an individual archive, click on the 'Request activation for this archive' button in the top right-hand corner of the archive view in the specific archive after registering for the higher-level portal. Fill out the Pop-Up form by accepting the **term s of use** of this archive and stating your **research request**.

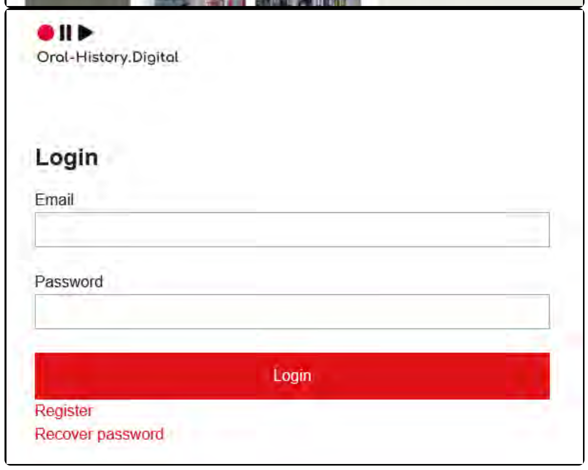


- The team of the respective archive will check your details and then **activate** you. This allows you to view the audio and video interviews and read their transcripts. You may also be granted further authorisations.

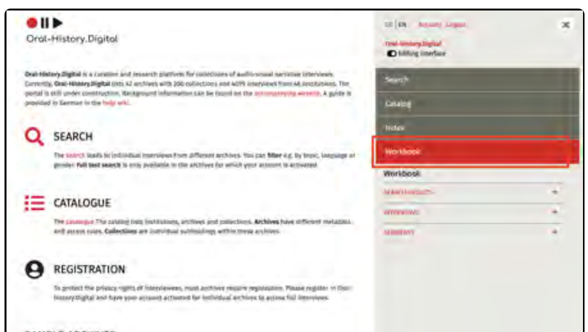
- You can then log into Oral-History.Digital and all individual archives via the central login window of Oral-History.Digital, which you will find in the top right-hand corner of the archive view under '**Login**'.

- You can also set a **new password** there if required.





- After logging in, you can save, annotate and cite your searches, interviews and segments in your personal **wor kbook**.



- **Without registration**, you can only view the descriptions of all archives and collections and the - mostly anonymised - metadata of the interviews from the archives in Oral-History.Digital.

−	**FernUniversität in Hagen**	**FeU**	**1047**
−	**Institut für Geschichte und Biographie der FernUniversität in Hagen**	**IGB**	**1047**
+	Archiv „Deutsches Gedächtnis"	adg	1047
−	**Flossenbürg Concentration Camp Memorial**	**KZGedenkFlo**	**118**
−	Archiv der KZ-Gedenkstätte Flossenbürg	agfl	118
	KZ-Gedenkstätte Flossenbürg/Geschichtsbüro Prag		7
	KZ-Gedenkstätte Flossenbürg/Medienwerkstatt Franken		96
	KZ-Gedenkstätte Flossenbürg/Živá paměť		15
−	**Foundation "Reis van de Razzia"**		**1**
	Friends in a Cold Climate (Town Twinning in the Cold War)	fiacc	1
−	**Freie Universität Berlin**	**FU**	**798**
+	**Center for Modern Greece**	**CeMoG**	**93**
−	**Forschungsverbund SED-Staat at Freie Universität Berlin**	**FSED**	**16**
	Interview archiv "Iron Curtain"	ev	16
+	**Friedrich-Meinecke-Institut der Freien Universität Berlin**	**FMI**	**0**
−	**Institute for Latin American Studies (LAI)**	**LAI**	**71**
+	Colonia Dignidad. A Chilean-German Oral History Archive	cd	71

Oral-History.Digital

Catalog / Archives / Colonia Dignidad. A Chilean-German Oral History Archive

Colonia Dignidad. A Chilean-German Oral History Archive

Go to archive

Institutions

- Institute for Latin American Studies (LAI)
- University Library of Freie Universität Berlin

Description

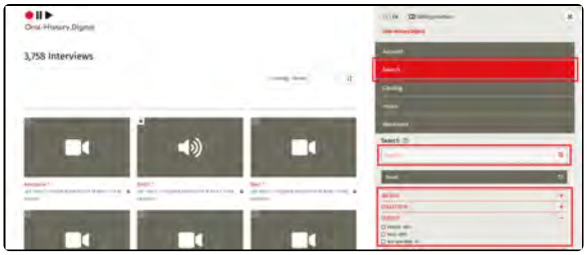
The online archive "Colonia Dignidad. A Chilean-German Oral History Archive" contains interviews with witnesses of a German sect settlement in southern Chile. Between 1961 and 2005, sect members, their own children and Chilean children were isolated, indoctrinated, exploited, tortured and sexually abused. During the Chilean dictatorship from 1973 to 1990, members of the opposition were tortured and murdered there.

Search in Oral-History.Digital: Interviews

Content

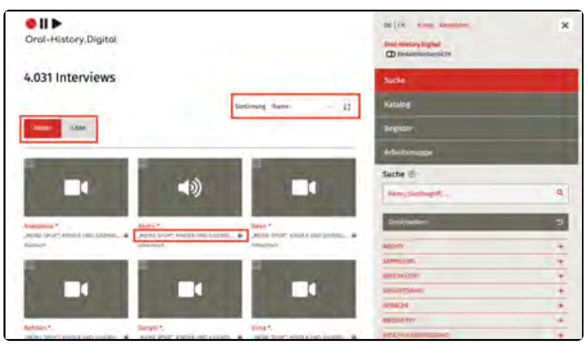
Search options

- In the **search** you will find individual interviews from various archives.
- The **filter facets** such as collection, gender or year of birth can be combined with each other. Within a filter facet, you can use the magnifying glass to search for a suitable term.
- You can only use the **full-text search** if you are registered in *Oral-History.Digital*. It only includes the archives for which you are registered and in which there are transcripts.
- Additional filter facets, a map or a register search are available in individual archives.



Display of search results

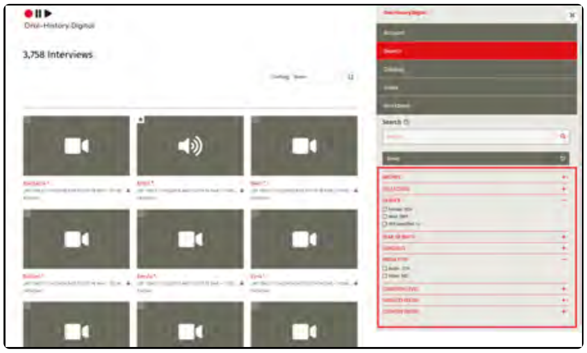
- The **grid view** shows the interviews found with preview images (if available).
- The **list view** shows further information on the interviews found in an overview.
- The **lock symbol** indicates that you must first be authorised to access the archive of this interview.
- Under "**Sorting**" you can sort the interviews found by name, interview ID, duration, collection, language, media type or random.



Filter facets

- The following **filter facets** can be combined with each other and with the full text search.
- If you click on **several entries in different filters**, e.g. media type: audio and gender: female, the filter will be

restricted, i.e. fewer results will be displayed.
- If you click on **several entries within a filter**, e.g. Language: German and Language: English, the filter is expanded and more results are displayed.



The individual filters

- **Archive**: All archives available in Oral-History.Digital. For the individual archives, you may have to apply for activation, which then applies to all collections in the respective archive.
- **Collection**: All collections or individual holdings belonging to the individual archives. Click on the arrow at the end of the line to go to the collection description in the Oral-History.Digital catalog. Within the long alphabetical list, you can use the magnifying glass to search for a suitable term. You can also use the filter “Subject (BETA)”.
- **Gender**: Gender of the interviewee. Click on one or more selection options.
- **Year of birth**: Year in which the interviewees were born. You can use the slider to select specific time periods.
- **Language**: Interviews in over 25 languages. Click on one or more options. Some interviews are multilingual. Translations are also available for some interviews.
- **Media type**: Audio or video. Click on one or more selection options.
- **Curation level**: Type of processing of the interviews in Oral-History.Digital. If only metadata is available, the interview can be viewed in the respective archive on site. Most of the interviews have media files and transcripts, some are missing one of the two. In some cases there are additional documents and photos as well as translations into German or other languages.
- **Subjects(BETA)**: Rough keywords for the thematic classification of the interview collections. The life history interviews always touch on numerous other topics that are often not covered here. In some archives there are more precise thematic filters and indexes. Within the long alphabetical list, you can use the magnifying glass to search for a suitable term. You can also use the “Collections” filter.
- **Country (BETA)**: Rough identification of the countries that the interviewees talk about. The life history interviews always touch on numerous places that are often not recorded here. A cross-archival place index with map view is in preparation. This already exists in some archives. Within the long alphabetical list, you can use the magnifying glass to search for a suitable term.

Full text search - General

- You can only use the full-text search if you are registered in *Oral-History.Digital*.
- It only includes the archives for which you have **access** and in which there are transcripts.
- If you want to start a new search, first click on the “**Reset** ” button directly below the search field.
- With “**Save search**” at the top left you can save your search entries in your personal workbook.
- The full-text search searches the transcripts, the translations, the tables of contents, the names of the interviewees and contributors, the short biographies, the captions of the photos, keywords and index entries as well as notes.

Full text search - Hints

- Capital letters and **special characters** do not have to be entered. Searching for “cafe” also finds “Café”, searching for “Rußland” also finds “Russland” (and vice versa).
- You can use **wildcards** to search for words with different spellings. However, this is only possible in the middle or at the end of a word, not at the beginning.
- The **asterisk *** replaces any number of characters. Example: use* finds user, used, use- value
- The **question mark ?** replaces a single character: Example: *use?* finds used, but not userfriendly
- The **phrase search with quotation marks** only finds words in exactly this order.
- The following **Boolean operators** must always be written in capital letters.
- **AND (also &)**:The search for Max *AND* Mustermann finds hits in which both search terms occur within a segment, a person, a photo caption, etc.
- **OR (also ||))**:When searching for Max *OR* Mustermann, one or both terms may occur. This is suitable for searching with synonyms or in different languages.
- **NOT (also !)**: When searching for Max *NOT* Mustermann, the second term is excluded.
- If no operators are used, the terms are automatically combined with *AND*.

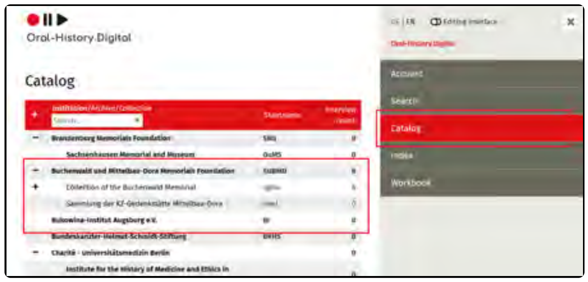
Full text search - get directly to the interviews segments

- The number of search results within a single interview is shown at the **top right of the photo** (grid view) or on the right in the list view.
- In the grid view, clicking on this number **displays the transcript passages found**, which can be scrolled through using the arrows.

- Click on a passage to go **direc tly to that sentence** in the interview.
- Clicking on the photo or name of the interviewee, on the other hand, takes you to the start of the interview.

Catalog: Institutions/Archives/Collections

- The catalog view gives you an **overview** of all institutions (bold), archives (normal) and collections (italics).
- Click on the **plus symbol** to expand the associated archives or collections in the view.
- On the right you can see how many interviews have been published in an archive or collection. In some archives, interviews have already been published but are not yet accessible.
- **Collections** are parts of an interview archive that originate from different projects but are indexed and accessible in a similar way.
- Some archives are provided jointly by several institutions.



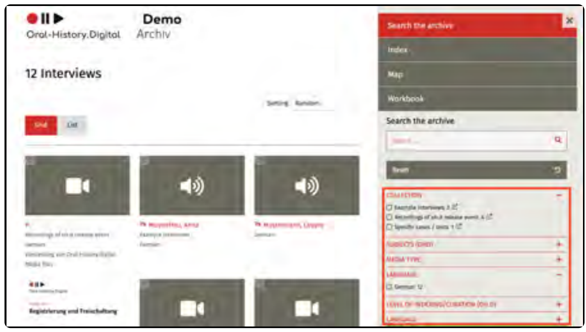
Description

- If you click on the name of an institution, an archive or a collection, you will be taken to a detailed page where you will find further information and contact persons for the individual projects.
- Click on “Go to archive” or “Go to collection” to access the interviews in the archive or collection.

Search in an interview archive

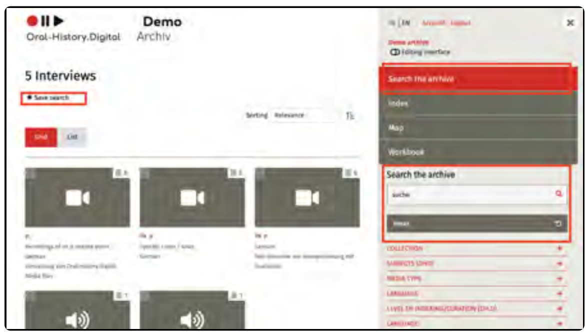
Filter facets

- The filter facets such as collection, gender or year of birth can be combined with each other.
- If you click on several entries in different filters, e.g. Media type: audio and Gender: female, the filter is restricted and fewer results are displayed.
- If you click on several entries within a filter, e.g. Language: German and Language: English, the filter is expanded and more results are displayed.



Full text search

- You can only use the full text search if you have been activated for this archive.
- The full-text search searches the transcripts, the translations, the tables of contents, the names of the interviewees and contributors, the short biographies, the captions of the photos, keywords and index entries as well as notes.
- With “Save search” at the top left you can save your search entries in your personal workbook.
- If you want to start a new search, first click on the “Reset” button directly below the search field.
- Additional filter facets, a map or a register search are available in individual archives.

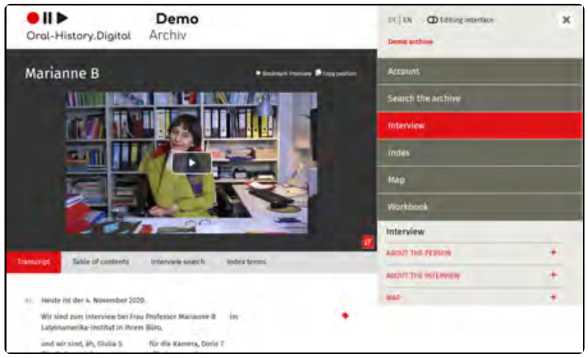


Details

- You can find explanations about the croos-archival search here: Search in Oral-History.Digital: Interviews

Interview view: media, transcripts, metadata

General information



The interview view consists of two parts:

- The left interview page
- The right-hand interview page

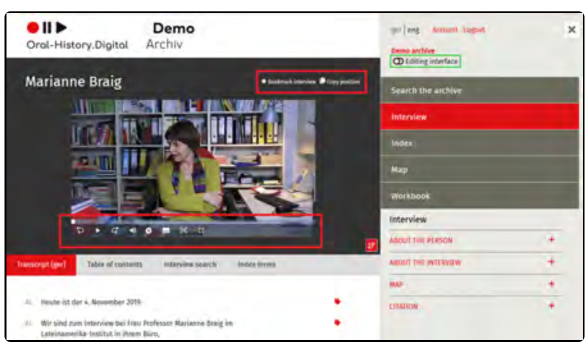
While the left-hand side is primarily used for playing the audio and video recordings as well as the transcript view and other text-based functions, the right-hand side of the interview view offers further data and information on the interviews.

It should be noted that not all interviews have a transcript, and some archives in OHD only provide metadata of interviews, i.e. no media files for listening to or viewing the videos.

Below you will find the following explanations of the interview view:

- General information
- Play audio or video recording
- Transcripts and Translations
- Download transcripts and translations
- Table of contents
- Interview search
- Index terms
- Further materials and information

Play audio or video recording



You can listen to or watch videos in various image sizes and quality levels.

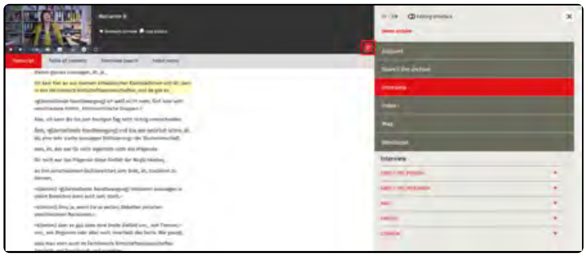
In the bottom bar of the media player, you can adjust the volume, for example. If you click on the wheel icon, you can set the playback speed and the image quality for videos. You can also activate subtitles here and switch to full screen mode. In full-screen mode, transcripts and translations can be displayed as subtitles.

In addition, this view offers the function to save the interview in your workbook under “Remember interview” and to create a link to a specific position in the interview under “Copy position”.

You can find out how to manage your saved interviews under the menu item "Personal workbook".

Transcripts and Translations

Transcripts and translations (if available) run below the audio or video if they have previously been time-coded by the archive owner.



The part of the interview that has just been spoken is highlighted in yellow. You can always switch between the “Transcript” tab and the “Translation” tab (if available).

For quick reading, the scrolling function can be switched off at the top right ( ).

On the far left, when the speaker changes, the current speaker is displayed.

The symbols to the right of the transcript refer to notes on individual interview passages (segments) (#) or to index entries linked to these passages, e.g. locations, keywords or glossary terms ( ).

When you mouse over an interview passage, a small asterisk (*) appears, which you can use to save this segment in your personal workbook and make a note of it. You can also quote this passage directly or copy the link to this segment to your clipboard. You can find out how to manage your personal workbook here.

Download transcripts and translations

Transcripts and translations can be **dow nloaded as PDF** files in the right-hand bar.

You will find this option on the right-hand side under “To the interview”. Here you can select under “Transcript” which version of the transcript you would like to download (if a translation is available).

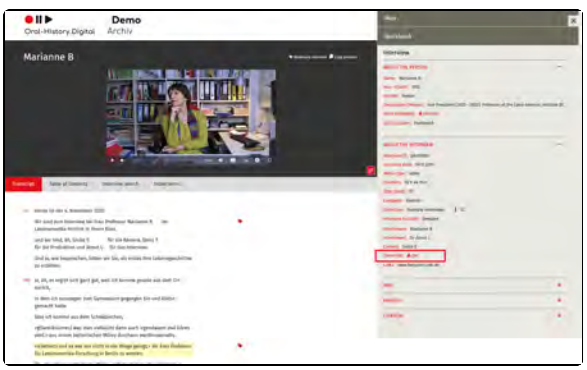
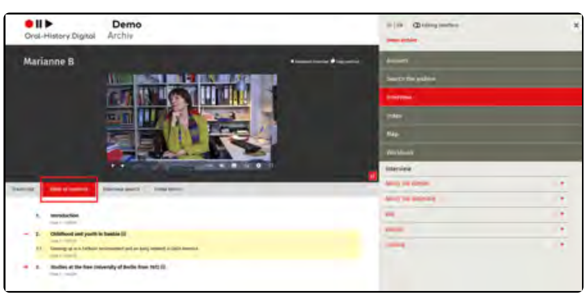
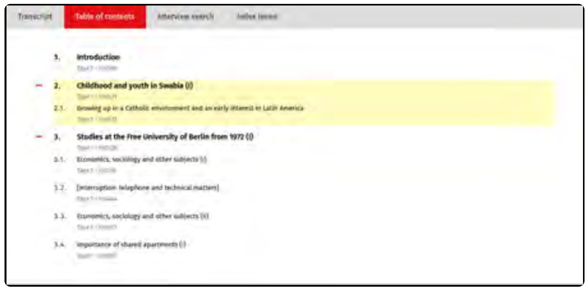


Table of contents

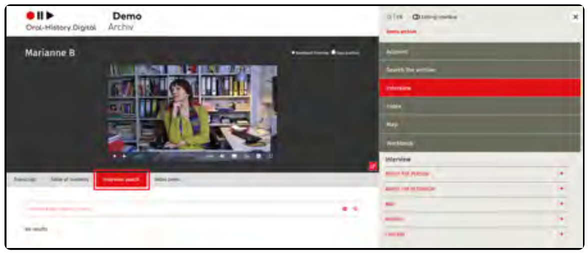
Tables of contents with linked headings (if available) make it easier to find your way through the several hours of stories. Click on the headline to jump to the relevant point in the interview.

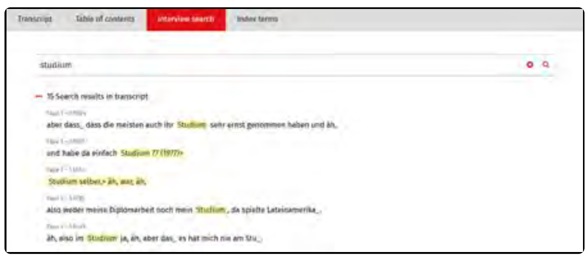




Interview search

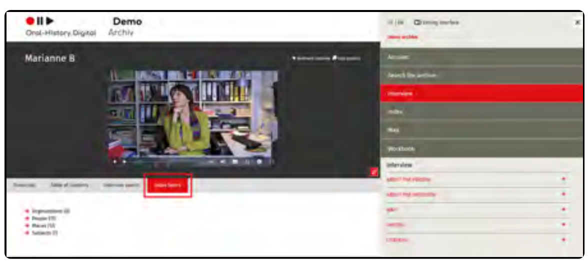
The “Interview search” function not only enables a full-text search in the transcript, but also finds headings from the table of contents, notes and linked index entries.





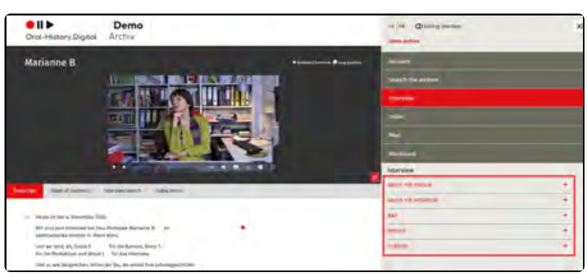
Index terms

Here you will find the tab entries associated with the transcript and where these entries can be found in the transcript. By selecting the relevant text passage, you can jump to this point in the interview.



Further materials and information

In addition, on the right-hand side of the interview view you will find further materials and information that make it easier to access and understand the interview:



- **Personal metadata** provides further information on the interviewee, while the interview metadata provides more detailed data on the interview situation.

- **Short biographies** (under on the person) help to categorize the interviewee's stories in terms of life history.
- **Protocols** (under on the interview) provide information on the interview situation.
- The **map** shows places from the interviewees' lives (such as place of birth, place of residence, etc.) as well as places mentioned in the transcript.
- Current and historical **photos and documents** supplement the reports.

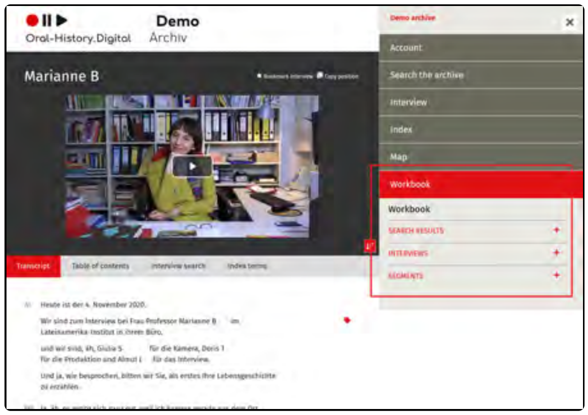
Personal workbook: Saving and citing

What is the workbook?

You can manage the search results, interviews and segments you have saved in your personal workbook.

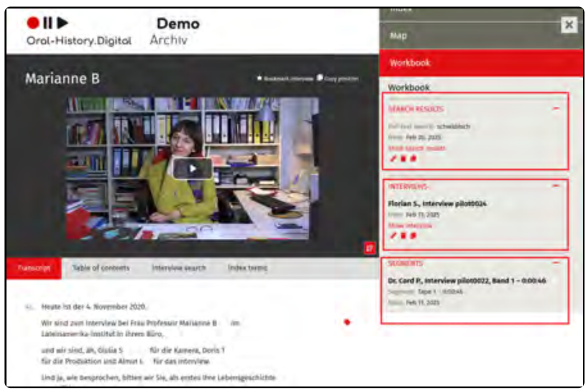
You will find this menu item on the right-hand side of the archive view.

In principle, your workbook is cross-archive, i.e. you can view all your saved interviews, search results (cross-archive and archive-specific) and saved segments from all archives for which you have access to via the portal start page. In your workbook for a specific archive, you will only see search results, interviews or segments from this archive.



Use workbook

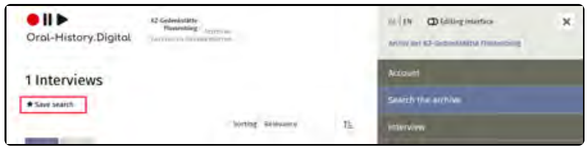
- Under “**Search results**” you will find your saved search queries.
- Under “**Interviews**” you will find your saved interviews.
- Under “**Segments**” you will find individual interview passages that you have marked with the gray asterisk in the transcript.

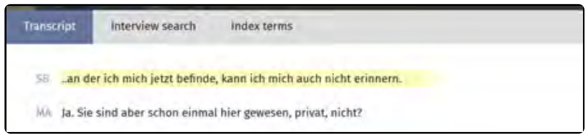


- Your storage date is displayed for all search results, interviews or segments.
- You can call up, edit or delete each entry or create a link.
- Under “Edit” (Pen icon) you can write notes and copy a citation to your clipboard.

Filing interviews in the workbook

- Save your search results in the archive specific and cross archive search with "Save search" at the top left under the number of search results.
- You can save an interview in the interview view at the top right next to the video or audio with "Save interview".
- You can note an individual passage in the interview view with " Bookmark segment" in the respective line of the transcript.





Instructions for the indexing platform (Editing interface for interview archives)

Here you will find instructions on individual working steps that are available to you as an archive owner, collection manager or interview developer in the editorial view of the oh.d software. You can also access the Wiki-pages directly through the question mark-icon on the individual pages in the editorial view of the platform.

Table of Contents

0. Possible work steps (overview)

Do you have an interview archive that you would like to develop with the help of Oral-History.Digital? Are you planning an interview project and want to work collaboratively with your recordings? Do you want to secure your audiovisual narrative research data in the long term?

With Oral-History.Digital, the work steps listed on the website in the “Join in” section (https://www.oral-history.digital/en/mitmachen/index.html) are possible, depending on your requirements.

This wiki guide explains each step in detail with screenshots. You can jump from any page in the software to this guide by clicking on the question mark.

EN: Mögliche FAQ Rechercheansicht (für Webseite)

Wie erstelle ich einen Account für Oral-History.Digital?

Sie können Ihren persönlichen Oral-History.Digital Account sowohl auf der übergeordneten Portalseite als auch schon in einem spezifischen Archiv erstellen. Dafür klicken Sie in beiden Fällen im rechten Bereich der Archivansicht auf "Registrieren", direkt unter dem Anmeldebutton. Im Anschluss erscheint ein Registrierungsformular, das Sie ausfüllen und absenden müssen. Sie erhalten daraufhin eine Bestätigungsmail. Falls Sie sich direkt in einem Archiv registriert haben, führt Sie der Bestätigungslink direkt zum Freischaltungsformular für dieses Archiv.

Weitere Informationen Zur Registrierung und Anmeldung im Archiv finden Sie hier.

Ich habe bereits einen Account, kann aber in einzelnen Archiven keine Interviews sehen.

Dies kann daran liegen, dass Sie zwar einen Account erstellt haben, jedoch noch nicht für das spezifische Archiv freigeschaltet worden sind. Dies erkennen Sie daran, dass Ihnen auf der rechten Seite der Archivansicht unter dem "Abmelden"-Button folgende Nachricht angezeigt wird: "Sie sind bereits in Oral-History.Digital registriert, aber noch nicht für dieses Archiv freigeschaltet. Bitte beantragen Sie die Freischaltung." Um sich für das Archiv zur registrieren klicken Sie auf "Freischaltung für dieses Archiv beantragen" und füllen anschließend das Formular aus. Sie werden daraufhin nach einer Überprüfung von einer*m Archivmanager*in frei gegeben.

Eine weitere Möglichkeit wäre, dass das Archiv gar keine Interviews zur Verfügung stellt, zum Beispiel weil es sich noch im Aufbau befindet oder die Interviews nicht für den öffentlichen Zugang bestimmt sind. Bei Fragen hierzu wenden sie sich an die zuständige Person, die Sie in der Katalogansicht des Portals finden.

Weitere Informationen Zur Registrierung und Anmeldung im Archiv finden Sie hier.

Wie registriere ich mich in einem Archiv?

Um sich für das Archiv zur registrieren klicken Sie auf "Freischaltung für dieses Archiv beantragen" auf der rechten Seite der Archivansicht, unter dem "Abmelden" Button. Füllen Sie anschließend das Formular aus. Sie werden daraufhin nach einer Überprüfung von einer*m Archivmanager*in frei gegeben.

Weitere Informationen Zur Registrierung und Anmeldung im Archiv finden Sie hier.

Wie kann ich nachschauen, in welchen Archiven ich bereits freigegeben wurde?

Dies können Sie über die Auswahlmöglichkeit "Konto" auf der rechten Seite der Archivansicht. Hier sehen Sie links eine Liste der Archive, für die Sie freigeschalten wurden bzw. eine Freischaltung beantragt haben.

Weitere Informationen zu der Kontoansicht finden Sie hier.

Wie kann ich meine Kontodaten ändern?

Dies können Sie über die Auswahlmöglichkeit "Konto" auf der rechten Seite der Archivansicht. Auf der linken Seite sehen Sie hier Ihre Daten (Vorname, Nachname, E-mail), die Sie bei der Erstellung Ihres Kontos hinterlegt haben. Durch einen klick auf das "Stift"-Symbol können Sie diese Daten in einem Pop-up-Fenster ändern.

Weitere Informationen zu der Kontoansicht finden Sie hier.

Wie finde ich eine Übersicht über alle in OHD abrufbaren Archive?

In der übergreifenden Portalansicht von Oral.History-Digital finden Sie auf der rechten Seite den Menüpunkt "Katalog". Dort finden Sie eine Auflistung über alle öffentlichen Archive und deren Institutionen, die in OHD abrufbar sind.

Durch einen Klick auf die einzelnen Archive kommen Sie zu einer Info-Seite, von der aus Sie direkt auf das Archiv zugreifen können.

Weitere informationen zur Katalogansicht finden Sie hier.

Wie finde ich Interviews in der archivübergreifenden Suche?

Die Archivübergreifende Suche im Archiv ermöglicht es Ihnen alle in OHD vorhandenen Archive nach bestimmten Interviews zu durchsuchen. Sie finden diese Suchmöglichkeit auf der übergeordneten Portalseite auf der rechten Seite.

Die Suche kann mit den Filterfacetten einschränkend kombiniert werden, d.h. die Ergebnisse werden durch die Auswahl verschiedener Facetten eingeengt. Grundsätzlich ist es möglich, Interviews anhand dieser Filterfacetten (die standardmäßig vorgegeben sind) sowie mithilfe der Volltextsuche nach einzelnen Transkriptstellen zu finden (falls die Interviews bereits erschlossen wurden). Nach den Namen der Interviewten bzw. Mitwirkenden zu suchen ist aufgrund des Datenschutzes nur möglich wenn Sie bereits für das entsprechende Archiv freigegeben wurden (sofern diese nicht im Transkript erwähnt werden). Weitere, mit dem Register verknüpfte Metadaten sind nicht in der archivübergreifenden Suche suchbar.

Zu beachten: Die Archivübergreifende Suche kan nur von Benutzer*innen genutzt werden, nachdem sie sich mit Ihrem Account in OHD registriert und angemeldet haben.

Zusätzliche Erläuterungen hierzu finden Sie hier.

Welche Suchmöglichkeiten habe ich innerhalb eines Archivs?

Archive bieten Ihnen drei verschiedene Möglichkeiten Interviews zu finden:

Die erste Möglichkeit finden Sie in der Archivansicht auf der rechten Seite über den Punkt "Suche". Dort könne Sie durch die Eingabe von Suchbegriffen, Personennamen, Orten etc. Interviews innerhalb des Archivs auffinden. Außerdem können Sie Ihre Suche durch das Nutzen von Suchfacetten noch spezifischer Ihren Anforderungen anpassen.

Außerdem können Sie das Register nutzen um Verknüpfungen im Transkript (der Verschriftlichung der Audiospur des interviews) der Interviews zu finden. Dafür gehen Sie auf der rechten Seite der Archivansicht auf "Register" und klicken auf einen der in rot markierten Registereinträge. Im Anschluss können Sie in dem sich öffnenden Pop-Up die Registerstellen sehen, in denen der Registereintrag verlinkt wurde (im Normalfall weil die markierte Stelle thematisch zu dem Registereintrag passt), und diese mitsamt des Interviews aufrufen.

Eine dritte Möglichkeit zur Suche nach Interviews bietet die Kartenansicht, die Sie auf der rechten Seite der Archivansicht unter "Karte" finden (falls diese Option in dem Archiv dass Sie durchsuchen zur Verfügung steht). Hier sehen Sie eine Karte mit Ortsmarkierungen, die auf Metadaten innerhalb der Interview verweisen. So können Sie durch einen Klick auf eine Ortsmarkierung ein Pop-Up Fenster aufrufen, in dem Sie sehen können, mit welchen Interviews dieser Ort verknüpft ist. Von hier aus können Sie die Interviews auch aufrufen.

Weitere informationen zu den Suchmöglichkeiten im Archiv finden Sie hi er.

Wo finde ich weitere Daten zu den einzelnen Interviews?

Nachdem Sie ein Interview gefunden und aufgerufen haben, finden Sie auf der rechten Seite der Interviewansicht weitere Materialien und Informationen, die die Erschließung und das Verständnis des Interviews vereinfachen, wie zum Beispiel Metadaten zur Person, Kurzbiografien und Protokolle.

Weitere Informationen zur Interviewansicht finden Sie hier.

Wo finde Ich die Transkripte (eine Verschriftlichung der Audiospur des Interviews) zu den einzelnen Interviews?

Transkripte und Übersetzungen (wenn vorhanden) laufen unterhalb der Audio oder des Videos mit, falls Sie zuvor vom*von der Archivinhaber*in mit Timecodes versehen wurden.

Die gerade gesprochene Interviewstelle ist gelb markiert. Sie können immer zwischen dem Reiter "Transkript" und dem Reiter "Übersetzung" (falls vorhanden) wechseln.

Weitere Informationen zur Interviewansicht finden Sie hier.

Gibt es die Möglichkeiten Daten zu den Interviews (wie zum Beispiel Transkripte) herunterzuladen?

Transkripte, Übersetzungen, Protokolle und Kurzbiographien können, falls der*die Archivinhaber*in das erlaubt, heruntergeladen werden. Dies e Option finden Sie auf der rechten Seite der Interviewansicht unter "zum Interview" (für Transkript, Übersetzung und Protokoll) bzw. "zur Person" (für die Kurzbiografie). Sie können immer auswählen, welche Sprachversion der Datei Sie herunterladen möchten (falls eine Übersetzung vorhanden ist).

Weitere Informationen zur Interviewansicht finden Sie hier.

Wie deaktiviere ich das mitlaufende Transkript in der Interviewansicht?

Das mitlaufende Transkript in der Interviewansicht deaktivieren Sie durch Klicken auf das rote Symbol, das sich rechts des Interviewvideos oder der Audio oberhalb des Transkripts befindet.

Weitere Informationen zur Interviewansicht finden Sie hier.

Wie zitiere ich eine Passage aus einem Interview?

xxx

Wie kann ich Interviews, Suchen und Transkriptpassagen für später speichern?

In der Suchansicht finden Sie, falls Sie bereits einen Suchbegriff eingegeben und eine Suche gestartet haben, oberhalb der Suchergebnisse die Option "Suche Speichern", die mit einem Stern markiert ist. Durch einen Klick auf dieses Symbol öffnet sich ein Pop-Up Fenster, in dem Sie einen Titel und eine Notiz zu Ihrer Suche festlegen und diese abspeichern können. Weitere Informationen hierzu finden Sie hier.

In der Interviewansicht haben Sie auf die gleiche Art und Weise die Möglichkeit, einerseits ein Interview abzuspeichern (über das "Interview merken"-Symbol rechts oberhalb des Interviewvideos oder der Audio), und sich andererseits auch einzelne Segmente des Transkripts zu merken (über den Stern, der beim Mouseover rechts neben dem Transkriptsegment erscheint). Weitere Informationen zur Interviewansicht finden Sie hier.

Die so abgespeicherten Interviews, Suchen und Transkriptsegmente finden Sie anschließend in der EN: Arbeitsmappe.

Wo finde ich meine gespeicherten Interviews/Suchen /Transkriptpassagen?

Ihre für später gespeicherten Interviews, Suchen und Transkriptsegmente finden Sie auf der rechten Seite der Archivansicht unter "Arbeitsmappe". Weitere Informationen dazu finden Sie hier.

EN: Mögliche FAQ Redaktionsansicht

Wie erstelle ich ein eigenes Interviewarchiv?

Auf der Webseite von Oral-History.Digital finden Sie unter "Mitmachen" das Kontaktdaten-Formular. Mit diesem senden Sie dem Team von *Oral-History.Digital* Informationen über Ihr Interviewarchiv zu. Des Weiteren können Sie Ihre Fragen mit dem Team in der regelmäßigen Sprechstunde (Mittwochs um 13:30) oder per Mail oder Telefon klären.

Das Team legt anschließend in der Erschließungsumgebung ihr Archiv an, inklusive der Bereiche, die danach von Ihnen verwaltet wird. Technische Konfigurationen wie Archivkürzel, Dateipfade oder die Verknüpfung mit Ihrer Domain übernimmt das Team von *Oral-History.Digital* in Absprache mit Ihnen, während Sie Informationen zu Ihrer Institution, Ihrem Archiv und ggf. deren einzelnen Sammlungen eingeben. Diese Angaben werden *in Oral-History.Digital* frei recherchierbar sein. Außerdem legen Sie fest, welche Inhalte und Metadaten zu Ihren Interviews in welcher Sprache erfasst werden und ob sie in Listen-, Raster- und/oder Einzelansicht angezeigt werden sollen, und mit welchen Farben und Logos Ihr Archiv angezeigt wird.

Kann ich (oder meine Institution) mehrere Archive anlegen?

Ja, Sie können mehrere Archive in OHD anlegen, die alle der selben Institution zugeordnet sind. Setzen Sie sich dafür am besten per Mail oder Telefon mit den Mitarbeitenden von OHD in Verbindung oder füllen Sie das Kontaktdaten-Formular auf der Webseite mit den entsprechenden Daten für ihr neues Archiv aus.

Welche Domain hat mein Archiv nachdem es erstellt wurde?

Grundsätzlich legen Sie beim Erstellen Ihres Archivs ein Archivkürzel mit mehreren Buchstaben fest, anhand dessen Ihr Archiv in der OHD-Infrastruktur auffindbar und erkennbar ist. Dieses Kürzel dient dann auch zur Generierung Ihrer Archivdomain. Diese wird nach dem Muster https://portal.oral-history.digital/**xxx**/de erstellt, wobei Sie xxx durch Ihr Archivkürzel ersetzen. Darüber hinaus ist es jedoch auch möglich, eine eigene Adresse als Archivdomain festzulegen (auch noch nachdem das Archiv erstellt wurde). Bitte nehmen Sie dazu per Mail oder Telefon kontakt mit einem*einer Mitarbeitenden von OHD auf.

Kann ich in meinem Archiv verschiedene Teilbereiche mit unterschiedlichen thematischen Schwerpunkten anlegen?

Wenn Sie Ihr Archiv in weitere einzelne Sammlungen unterteilen wollen (z.B. wenn das Archiv aus unterschiedlichen Interviewprojekten besteht oder sich einzelne Interviewgruppen thematisch unterscheiden) können Sie solche einzelnen Sammlungen über die Funktion "Edit collections" hinzufügen, bearbeiten und löschen.

Kann ich auch Audio-Dateien in OHD erschließen?

Ja, sie können in OHD sowohl Audio- als auch Video-Dateien erschließen. Außerdem ist es auch möglich, OHD als reines Daten-Repositorium zu Ihren Interviews zu nutzen, ohne die Interviews in das Portal hochzuladen.

Ist es möglich OHD als reines Daten-Repositorium zu nutzen, ohne Interviews hochzuladen?

Ja, es ist möglich, OHD als reines Daten-Repositorium zu Ihren Interviews zu nutzen, ohne die Interviews in das Portal hochzuladen. Dafür bietet OHD auch eine eigene Interviewansicht, die Sie unter Configure archive mit der Option "Nur Metadaten anzeigen" aktivieren.

Wie kann ich die Grundeinstellungen meines Archivs verändern, nachdem dieses erstellt wurde?

Nachdem Ihr Archiv erstellt wurde, haben Sie (wenn Sie die Redaktionsansicht aktiviert haben) unter dem Menüpunkt Archivkonfiguration auf der rechten Seite die Möglichkeit, verschiedene Einstellungen Ihres Archivs zu ändern:

- Unter Archivinformationen bearbeiten können Sie die grundlegenden Informationen zu Ihrem Archiv für alle im System verfügbaren Sprachversionen angeben.
- Unter Configure archive können Sie unterschiedliche Grundeinstellungen Ihres Archivs wie zum Beispiel die verfügbaren Sprachen, die Zugänglichkeit der Interviews oder eine Kontakt-E-Maildresse festlegen.
- Unter Configure activation details legen Sie fest welche Angaben neue Benutzer*innen machen können/müssen, wenn sie die Freischaltung für Ihr Archiv beantragen.
- Unter Edit display options können Sie das Erscheinungsbild Ihres Archivs (Farben, Logo etc.) ändern.
- Unter Edit metadata und Edit event types können Sie Datenkategorien für ihre Interviews ändern.

Falls Sie eine Einstellung Ihres Archivs ändern wollen, die sie hier nicht finden können, wenden Sie sich bitte per Mail oder Telefon an eine*n Mitarbeitende*n von OHD.

Kann ich die Farben und das Layout sowie das Logo meines Archivs ändern?

Ja, unter Edit display options können Sie das Erscheinungsbild Ihres Archivs ändern. Es ist hier möglich, die Farben Ihres Archivs zu ändern, sowie ein Logo und weitere Sponsorenlogos für Ihr Archiv hochzuladen. Das Layout hingegen ist in OHD vorgegeben und nicht veränderbar.

Wie können Benutzer*innen mein Archiv im übergreifenden OHD-Portal finden?

Zum einen gibt es in der übergreifenden Portalansicht von Oral.History-Digital auf der rechten Seite den Menüpunkt "Katalog". Dort finden die Benutzer*innen eine Auflistung über alle öffentlichen Archive und deren Institutionen, die in OHD abrufbar sind. Von dort können sie direkt auf alle Archive des Portals zugreifen (Die Benutzer*innen müssen sich zur Nutzung jedoch immer noch in jedem einzelnen Archiv freischalten lassen).

Außerdem können Benutzer*innen die Cross-archive search nutzen um einzelne Interviews zu finden, die thematisch zu ihrem Rechercheanliegen passen.

Hier sind Interviews Ihres Archivs auffindbar, falls Sie Ihr Archiv öffentlich zugänglich gemacht haben bzw. die einzelnen Interviews öffentlich geschaltet haben. Dies können Sie auch in der Interviewansicht auf der rechten Seite einstellen.

Die Suche kann mit den Filterfacetten einschränkend kombiniert werden, d.h. die Ergebnisse werden durch die Auswahl verschiedener Facetten eingeengt. Grundsätzlich ist es möglich, Ihre Interviews anhand dieser Filterfacetten (die standardmäßig vorgegeben sind) sowie mithilfe der Volltextsuche nach einzelnen Transkriptstellen zu finden (falls die Interviews bereits erschlossen wurden). Nach den Namen der Interviewten bzw. Mitwirkenden zu suchen ist aufgrund des Datenschutzes nur möglich wenn der*die Benutzer*in bereits für das entsprechende Archiv freigegeben wurden. Weitere, mit dem Register verknüpfte Metadaten sind nicht in der archivübergreifenden Suche suchbar.

Zusätzliche Erläuterungen hierzu finden Sie unter "Archivübergreifende Suche".

Zu beachten: Die Archivübergreifende Suche kan nur von Benutzer*innen genutzt werden, nachdem sie sich mit Ihrem Account in OHD registriert und angemeldet haben.

Welche Dateiformate kann ich in OHD nutzen und hochladen?

Das geschnittene und postproduzierte Interviewmaster sollte in der bestmöglichen (Video-/Audio-) Qualität und Auflösung hochgeladen werden. Bei Fragen zu Medienformaten, Codecs, Auflösungen, Datenraten usw. können Sie sich gerne vor dem Medien-Upload vom OHD-Team beraten lassen (per Mail oder Telefon). Die Auswahl des passenden Medienformats für die Langzeitarchivierung und Nachnutzung wird in Abhängigkeit zum Ausgangsmaterial sowie den technischen Rahmenbedingungen der Sammlung getroffen.

Nachfolgende Aspekte sollten berücksichtigt werden:

- *die Bildrate sollte die gleiche sein wie die der Originalaufzeichnung z.B. 24, 25 oder 30 fps (Frames per second)*
- *die Auflösung sollte die gleiche sein wie die der Originalaufzeichnung z.B. FullHD (1920 x 1080px), SD PAL (720 x 576 px), SD NTSC (720 x 480 px)*
- *das Bild- Seitenverhältnis sollte das gleiche sein wie die Originalaufzeichnung z.B. 4:3 od. 16:9*
- *der Ton sollte nach Möglichkeit in stereo exportiert werden - z. B. linker Kanal Interviewer - rechter Kanal Zeitzeuge*
- *Falls mehr als 2 Tonspuren vorliegen, sollte mit dem OHD Team vorab Kontakt aufgenommen werden.*

Mit folgenden Formaten haben wir bislang gute Erfahrungen gemacht:

- *für SD Video in PAL oder NTSC: DV, Quicktime ProRes HQ, Matroska FFV1, MP4 - H.264 oder H.265*
- *für HD Video: Quicktime ProRes HQ, Matroska FFV1, MP4 - H. 264 oder H.265*
- *für Audio: WAV/PCM, MP3 (mind. 192 Kbps), FLAC*

Siehe hierzu auch: https://memoriav.ch/de/empfehlungen/all/10-3-digitale-archivierung-von-bewegten-bildern/

Wie erstelle und lade ich ein Interview hoch?

Wenn Sie ein Interview in der Postproduktion für die weitere Nutzung durch Transkription, Erschließung und Präsentation aufbereitet haben, beziehungsweise schon eine bis zu diesem Punkt erschlossene Interviewsammlung besitzen, können Sie das Videomaterial mithilfe des **Media Management Tools (MMT)** in die oh.d-Infrastruktur hochladen. Dieser Vorgang wird detailliert unter Bearbeitung und Upload von Audio- und Video-Dateien erklärt.

Nachdem das so hochgeladene Interview von Mitarbeitenden der FU überprüft wurde, können Sie innerhalb Ihres Archivs ein neues Interview für die Interviewdatei anlegen, um diese Datei Ihren Benutzer*innen zugänglich zu machen. Dazu wählen Sie im Archiv die Option "Neues Interview anlegen" und geben dort die hinterlegten Interviewdaten sowie weitere Informationen zu dem Interview ein.

Kann ich mehrere Interviews auf einmal hochladen?

Ja, der Upload mit dem Media Management Tool ermöglicht es auch mehrere Dateien auf einmal auszuwählen und hochzuladen. Weitere Informationen hierzu finden Sie unter Bearbeitung und Upload von Audio- und Videodateien unter "6. Upload der Masterfiles und Vorschaubilder".

Sind die Interviews und deren Daten nach dem Upload für jede*n Benutzer*in frei zugänglich?

Nein, damit Benutzer*innen auf alle Daten Ihrer Interviews zugreifen können müssen Sie sich zuerst in Ihrem Archiv freischalten. Wie sich Benutzer*innen für OHD und ihr Archiv registrieren wird hier erklärt, wie Sie diese Benutzer*innen dann freischalten und deren Status ändern können finden Sie unter "Verwaltung"). Grundsätzlich können Sie jedoch entscheiden, ob einige oder alle Daten Ihrer Interviews auch ohne Registrierung zugänglich sind. Zum einen finden Sie eine Option unter " Configure archive", die es Ihnen erlaubt Ihr komplettes Archiv inklusive der Interviews ohne Freischaltung zugänglich zu machen, zum anderen können Sie bei einzelnen Metadaten unter "Metadaten bearbeiten" entscheiden ob diese ohne Freischaltung auf der Landingpage zugänglich sind. (Gibt es noch eine Option einzelne Interviews ohne Freischaltung zugänglich zu machen?)

Außerdem haben Sie als Sammlungsinhaber*in die Möglichkeit Interviews die bereits angelegt sind nicht öffentlich zu schalten und damit auch für freigeschaltete Benutzer*innen unzugänglich zu machen. Die können Sie sowohl in der Workflow- als auch in der Interviewansicht einstellen.

Wie können Benutzer*innen Interviews in meinem Archiv finden?

Einerseits können Benutzer*innen zur Suche von Interviews die Cross-archive search nutzen. Diese finden Sie auf der übergreifenden Portalseite. Falls diese Benutzer*innen jedoch noch nicht für ihr Archiv freigeschaltet wurden, können Sie nicht auf die Interviews, sondern nur auf einige Daten zugreifen, die für nicht registrierte Benutzer*innen zugänglich sind. Um Zugriff auf Ihre Interviews zu erhalten müssen sich die Benutzer*innen, nachdem Sie die Interviews in der Archivübergreifenden Suche gefunden haben, für Ihr Archiv freischalten lassen.

Eine weitere Möglichkeit Ihre Interviews zu finden bietet die "EN: Suche im Archiv". Hier können Benutzer*innen alle in Ihrem Archiv vorhandenen Videos mithilfe von Suchbegriffen und von Ihnen festgelegten Suchfacetten durchsuchen. Auch hier gilt, dass für unregistrierte Benutzer*innen nur wenige Daten frei zugänglich sind (es sei denn Sie legen das in Ihrem Archiv anders fest).

Wie kann ich die Suchfacetten meines Archivs konfigurieren?

Die Suchfacetten die standardmäßig in Ihrem Archiv festgelegt sind finden Sie unter "Suche im Archiv" auf der rechten Seite (lesen Sie hierzu "Archive actions").

Grundsätzlich haben Sie die Möglichkeit, bereits vorhandene Suchfacetten zu bearbeiten bzw. zu deaktivieren. Dies ist unter "Edit metadata" für jedes einzelne Metadatum möglich, indem Sie bei "als Suchfacette nutzen" einen Haken setzen, bzw. diesen Haken entfernen.

Eine eigene Metadatenkategorie, die anschließend auch als Suchfacette genutzt werden kann, können Sie mithilfe eines dreistufigen Prozesses erstellen. Zuerst müssen Sie unter Register einen Registereintrag bzw. -untereintrag anlegen, den Sie mit Ihrem neuen Metadatum verknüpfen wollen (bestenfalls trägt dieser Eintrag bereits den Namen des Metadatums bzw. der angedachten Suchfacette – also zum Beispiel "Beruf"). Daraufhin erstellen Sie unter "Edit index linking types" eine passende Verknüpfungsart, die auf den Registereintrag verweisen kann. Abschließend fügen Sie Ihrer Liste an Metadaten ein neues Metadatum hinzu (Add metadata), und wählen hier unter Datenquelle die Option "Register". Als nächstes suchen Sie in der Auswahloption darunter die eben erstellte Verknüpfungsart heraus und wählen darunter den passenden Registereintrag aus (also in unserem Beispiel den Eintrag "Beruf"). Um dieses Metadatum nun als Suchfacette zu nutzen müssen Sie nur noch den Haken bei "als Suchfacette benutzen" setzen.

Um Auswahlkategorien für Ihre Suchfacette zu erhalten (also zum Beispiel bei der Facette "Beruf" die Auswahlmöglichkeiten "Lehrer", "Architekt" etc.), müssen Sie diese Kategorien als Untereinträge des verknüpften Registereintrags erstellen.

Wie kann ich die Daten zu meinen Interviews bearbeiten?

Sie haben auf der rechten Seite der Interviewansicht die Möglichkeit, die spezifischen Metadaten zu Ihrem Interview zu bearbeiten. Dies bekommen Sie hier genauer erklärt.

Um neue Metadatenkategorien anzulegen, beziehungsweise bestehende Kategorien zu bearbeiten oder zu deaktivieren, müssen Sie die Menüoption "Edit metadata" wählen und dort ein bestehendes Metadatum bearbeiten bzw. ein neues hinzufügen.

Eine eigene Metadatenkategorie können Sie mithilfe eines dreistufigen Prozesses erstellen. Zuerst müssen Sie unter Register einen Registereintrag bzw. -untereintrag anlegen, den Sie mit Ihrem neuen Metadatum verknüpfen wollen (bestenfalls trägt dieser Eintrag bereits den Namen des Metadatums – also zum Beispiel "Beruf"). Daraufhin erstellen Sie unter "Edit index linking types" eine passende Verknüpfungsart, die auf den Registereintrag verweisen kann. Abschließend fügen Sie Ihrer Liste an Metadaten ein neues Metadatum hinzu (Add metadata), und wählen hier unter Datenquelle die Option "Register". Als nächstes suchen Sie in der Auswahloption darunter die eben erstellte Verknüpfungsart heraus und wählen darunter den passenden Registereintrag aus (also in unserem Beispiel den Eintrag "Beruf"). Um dieses Metadatum nun als Metadatenkategorie in der Interviewansicht anzeigen zu lassen, müssen Sie nur noch den Haken bei "in der Detailansicht zeigen" bzw. "auf der Landing-Page zeigen" setzen.

Gibt es eine Möglichkeit bereits vorhandene Metadaten zu den Interviews direkt zu importieren?

Ja, dies ist über die import-Option im Menü möglich. Weitere Einzelheiten bekommen Sie hier erklärt.

Falls Sie für Ihre Metadaten eigene Metadatenkategorien benötigen, müssen Sie diese unter "Edit metadata" erstellen, und den Haken bei "Im Metadatenimport benutzen" setzen.

Ich bin mit meinem Account angemeldet, kann aber keine Interviewdaten bearbeiten.

Dies kann daran liegen, dass Sie die Redaktionsansicht noch nicht aktiviert haben. Diese finden Sie im OHD-Interface immer in der rechten oberen Ecke der Seite. Weitere Informationen hierzu finden Sie unter "Login, registration and editing interface".

Außerdem könnten Ihnen die notwendigen Berechtigungen fehlen. Hierfür wenden Sie sich bitte an Ihre*n Archivinhaber*in, die*der Sie im Benutzer*innen-Menü für diese Archivfunktionen freischalten kann. Nähere informationen hierzu finden Sie unter "Manage users" und "Edit users".

Wie füge ich die an einem Interview beteiligten Personen zu den Metadaten dieses Interviews hinzu?

Auf der rechten Seite der Interviewansicht finden Sie unter "Metadaten bearbeiten – zum Interview" die Auflistung aller an dem Video beteiligten Personen (genauere Erläuterungen finden Sie unter "Add, edit, delete contributors"). Hier können Sie immer weitere beteiligte Personen eintragen. Grundsätzlich sind hier bereits einige Mitwirkungsarten vorangelegt, und Sie haben bereits beim Erstellen des Interviews unter "Create new interview" die Möglichkeit beteiligte Personen hinzuzufügen ("Add contributors"). Um eine bestimmte Person zum Interview hinzuzufügen muss jedoch zuerst der entsprechende Personeneintrag unter "Add persons" erstellt werde.

Falls Sie jedoch eine spezifische Mitwirkungsart brauchen, die noch nicht vorangelegt wurde, können Sie diese unter "Edit types of contribution" hinzufügen, Hier können Sie auch bestehende Mitwirkungsarten bearbeiten.

Ist es möglich private Interviewdaten wie Namen oder Orte für die Benutzer*innen unkenntlich zu machen?

Ja, dafür gibt es verschiedene Möglichkeiten. Einerseits können Sie mithilfe der Option Replace text / Anonymise auf der rechten Seite der Interviewansicht bestimmte Wörter und Passagen des Transkripts unkenntlich machen. Außerdem können Sie einzelne Metadaten auf "nicht öffentlich" stellen, um diese für die Benutzer*innen nicht zugänglich zu machen (weiteres dazu finden Sie hier). Zu guter letzt haben Sie noch die Möglichkeit, für Ihre Personeneinträge im Wiki Pseudonyme festzulegen, die dann anstatt der Klarnamen in der Interviewansicht angezeigt werden.

Wie lade ich die Transkripte zu meinen Interviews hoch?

Die Option zum hochladen ihrer Transkripte für spezifische Interviews finden Sie auf der rechten Seite der Interviewansicht. Nähere Erläuterungen zu der richtigen Formatierung bzw. den Formaten der Interviews finden Sie unter "Upload transcript".

Kann ich mehrere Transkripte auf einmal hochladen?

Nein, die Transkripte laden Sie zu jeder Mediendatei eines Interviews gesondert hoch. Ein Massenupload von Transkripten ist in Vorbereitung.

In welcher Form müssen die Transkripte vorliegen, um diese in OHD hochladen zu können?

Grundsätzlich sollten die Transkripte in den Formaten .srt, .ods,. odt, .vtt und .csv vorliegen. Weiteres dazu finden Sie hier.

Des weiteren ist es nicht unbedingt erforderlich, aber sinnvoll, satzweise vergebene Timecodes in den Transkripten zu hinterlegen. Diese erlauben die punktgenaue Suche, Verschlagwortung und Untertiteldarstellung in Oral-History.Digital. Genaueres zur Vobereitung der Transkripte dazu finden Sie (hier).

Wenn Ihre Transkripte noch keine Timecodes haben, können Sie das automatische Alignment des CLARIN-Zentrums BAS an der LMU München nutzen. Dazu bietet Oral-History.Digital derzeit eine Anleitung, in Zukunft eine Schnittstelle.

Gibt es eine Möglichkeit automatisiert Transkripte zu meinen Interviews zu generieren?

Wenn Sie keine Transkripte haben, können Sie die automatischen Spracherkennungs-Dienste am BAS nutzen. Dazu bietet *Oral-History. Digital* derzeit eine Anleitung, in Zukunft eine Schnittstelle.

Kann ich die Transkripte zu meinen Interviews im Nachhinein noch bearbeiten?

Ja, dazu gibt es zwei verschiedene Möglichkeiten:

Zum einen könne Sie direkt in der Transkriptansicht durch das Klicken auf das Stiftsymbol neben einer Transkriptpassage den Text dieser Passage ändern.

Zum anderen bietet Ihnen die Editing table eine detailliertere Ansicht des gesamten Transkripts inklusive der Timecodes. Sie finden die Erschließungstabelle ebenfalls in der Interviewansicht.

Wie kann ich die Übersetzung eines Interviewtranskripts hochladen bzw. anlegen?

Falls Ihr Interview in einer Sprache geführt wurde, die nicht der Sprache Ihrer Benutzeroberfläche entspricht, haben Sie die Möglichkeit, wichtige Daten Ihres Interviews (wie zum Beispiel das Transkript oder Inhaltsverzeichnis) in übersetzter Form anzubieten. In diesem Fall erscheint in der Interviewansicht auf der linken Seite des Interviews ein zusätzlicher Menüpunkt mit dem Namen "Translation".

Die Übersetzung des Transkripts erfolgt in der Regel extern anhand der exportierten und dann wieder importierten ods-Datei des Transkripts. Hier lesen Sie die Anleitung zum Transkriptimport und -export. Um eine Übersetzung Ihres Transkripts hochzuladen gehen Sie dabei wie beim normalen Transkriptimport vor, nur dass Sie hier die Übersetzungssprache als Transkriptsprache auswählen.

Die Transkriptübersetzung kann aber auch direkt in der Erschließungstabelle erfolgen.

Gibt es für Benutzer*innen die Möglichkeit einzelne Transkripte herunterzuladen?

Wenn Sie bereits ein Transkript zu Ihrem Interview hochgeladen haben, haben Sie unter Metadaten bearbeiten – zum Interview die Möglichkeit dieses auch zum Download für die Benutzer*innen Ihres Archivs bereitzustellen (als PDF-Datei).

Hierfür klicken sie auf das Stift-Symbol neben dem Eintrag "Transkript". Anschließend können Sie durch das Setzen oder Entfernen eines Hakens entscheiden, ob Ihr Transkript zum Download bereitsteht.

Als Bearbeiter*in oder als Archivmanager*in haben Sie außerdem die Möglichkeit das Transkript unter "Downloads - EN" in verschiedenen Formaten herunterzuladen. Diese Option bietet sich für die normalen Benutzer*innen des Archivs jedoch nicht.

Kann ich zusätzliche Dateien wie zum Beispiel Fotos zu meinen Interviews hinzufügen?

Ja. Zum einen haben Sie die Möglichkeit den Photo import zu nutzen. Die hochgeladenen Fotos werden dann in der Interviewansicht unter "Photos" auf der rechten Seite angezeigt.

Zum anderen bietet Ihnen der Import of textfiles die Möglichkeit Protokoll - oder Biografietextdateien automatisiert hochzuladen. Diese erscheinen daraufhin in der Interviewansicht auf der rechten Seite.

Wie verschlagworte ich mein Archiv?

Zur Verschlagwortung der eigenen Interviews bzw. der Interviewsegmente kann jedes Archiv ein eigenes Register bzw. Glossar anlegen und pflegen. Auf der rechten Seite des Menüs, unter der Rubrik "Register", können Sie die Registerstruktur des Archivs verwalten und neue Registereinträge hinzufügen.

Sie haben einerseits die Möglichkeit einzelne Transkriptpassagen mit Links zum Register zu versehen, und können andererseits auch ein eigenes Metadatum anlegen, das zum Register verknüpft und zur Verschlagwortung der Interviews dient. Dafür erstellen Sie unter "Edit index linking types" eine passende Verknüpfungsart (z.B. mit dem Namen "Schlagwort"). Anschließend fügen Sie Ihrer Liste an Metadaten ein neues Metadatum hinzu (Add metadata), und wählen hier unter Datenquelle die Option "Register". Als nächstes suchen Sie in der Auswahloption darunter die eben erstellte Verknüpfungsart heraus und wählen darunter den passenden Registereintrag aus. Um dieses Metadatum nun als Metadatenkategorie in der Interviewansicht anzeigen zu lassen, müssen Sie nur noch den Haken bei "in der Detailansicht zeigen" bzw. "auf der Landing-Page zeigen" setzen.

Wie lege ich ein eigenes Register für mein Archiv an?

Auf der rechten Seite des Menüs, unter der Rubrik "Register", können Sie die Registerstruktur des Archivs verwalten und neue Registereinträge hinzufügen. Grundsätzlich sind jedoch bereits einige Registereinträge angelegt, die Ihnen den ersten Ansatz einer Registerstruktur bieten können.

Wie lege ich eigene Metadatenkategorien an?

Eine eigene Metadatenkategorie können Sie mithilfe eines dreistufigen Prozesses erstellen. Zuerst müssen Sie unter Register einen Registereintrag bzw. -untereintrag anlegen, den Sie mit Ihrem neuen Metadatum verknüpfen wollen (bestenfalls trägt dieser Eintrag bereits den Namen des Metadatums – also zum Beispiel "Beruf"). Daraufhin erstellen Sie unter "Edit index linking types" eine passende Verknüpfungsart, die auf den Registereintrag verweisen kann. Abschließend fügen Sie Ihrer Liste an Metadaten ein neues Metadatum hinzu (Add metadata), und wählen hier unter Datenquelle die Option "Register". Als nächstes suchen Sie in der Auswahloption darunter die eben erstellte Verknüpfungsart heraus und wählen darunter den passenden Registereintrag aus (also in unserem Beispiel den Eintrag "Beruf"). Um dieses Metadatum nun als Metadatenkategorie in der Interviewansicht anzeigen zu lassen, müssen den Haken bei "in der Detailansicht zeigen" bzw. "auf der Landing-Page zeigen" setzen. Um das Metadatum auch als Suchfacette zu nutzen müssen Sie den Haken bei "als Suchfacette benutzen" setzen.

Gibt es eine Möglichkeit ein bereits vorhandenes Register direkt in Oral-History.Digital zu importieren?

Ja, die gibt es. Der Import von Registerbäumen bietet sich an, wenn Sie bereits Ortsdaten, Schlagwortkataloge, Themenübersichten, Personenlisten, etc. in einer strukturierten Form vorliegen haben oder wenn Sie einen bestehenden Registerbaum in OHD nachträglich mit Beschreibungstexten, Normdaten-IDs und/oder Geokoordinaten anreichern möchten. Sie finden den Registerimport unter dem Menüpunkt "Importieren auf der rechten Seite der Archivansicht, nachdem Sie zuvor auf "Erschließung geklickt haben. Weitere Erläuterungen hierzu finden Sie unter Importing index trees.

Kann ich die Einträge meines Registers mit einer Normdatenbank verknüpfen?

Ja, Sie können Ihren Registereintrag mit einem Normdatum verknüpfen. Hierfür wählen Sie beim Erstellen eines neuen beziehungsweise beim Bearbeiten eines bereits vorhandenen Registereintrags unter "Normdaten einen "Provider" aus. Sie haben hier die Möglichkeit zwischen OSM (OpenStreetMap https://www.openstreetmap.org) und der GND (Gemeinsame Normdatei der Deutschen Nationalbibliothek https://www.dnb.de/DE/Professionell/Standardisierung/GND/gnd_node.html) zu entscheiden. Bei Orten macht es Sinn, OSM als Normdatenprovider zu nehmen, da hier auch Geokoordinaten für diese Orte hinterlegt sind. Für alle restlichen Daten wählen Sie die GND.

Nun können Sie, falls Ihnen die ID ihres Normdateneintrags bekannt ist, diese direkt eintragen. Eine weitere Möglichkeit ist, nach Einträgen mithilfe der Normdaten-API zu suchen. Anschließend wählen Sie unter den Suchergebnissen einen Eintrag aus und bestätigen diese Auswahl.

Wie kann ich neue Benutzer*innen freigeben oder bereits freigegeben Benutzer*innen sperren?

Die Benutzer*innen-Verwaltung ermöglicht es Ihnen, die Registrierung neuer Benutzer*innen zu überprüfen und diese freizuschalten oder abzulehnen, sowie bereits registrierte Benutzer*innen zu sperren.

Dafür gehen Sie auf der rechten Seite der Archivansicht auf Verwaltung. Anschließend wird Ihnen standardmäßig eine Liste der ungeprüften Benutzer*innen angezeigt (um dies zu ändern müssen Sie die Auswahlmöglichkeit "Status" auf der linken oberen Seite der Archivansicht nutzen). Mithilfe des Stift-Symbols können Sie ein Popup aufrufen, das es Ihnen ermöglicht, zum einen die Benutzer*innen-Informationen einzusehen, und zum anderen die Benutzer*innen über ein Dropdownmenü freizugeben.

Um eine*n bereits freigegebene*n Benutzer*in zu sperren müssen Sie die Auswahlmöglichkeit "Status" auf der "Benutzer*innen verwalten" Seite auf "freigeschaltet" stellen. Anschließend sehen Sie alle freigeschalteten Benutzer*innen und können diese über das Popup-Menü, das nach dem Klick auf das Stift-Symbol erscheint, sperren. Weitere Informationen hierzu finden Sie unter "Edit users".

Wie erteile ich Mitarbeitenden meiner Institution Rechte zur Erschließung meiner Sammlung?

Hierfür gibt es zwei verschiedene Möglichkeiten:

Zum einen können Sie Ihren Mitarbeitenden in der Benutzer*innen-Verwaltung eine Rolle hinzufügen, die dieser Person anschließend Rechte zur Erschließung und Bearbeitung Ihres Archivs verleiht. Wenn Sie Ihre*n Mitarbeiter*in bereits für das Archiv freigeschaltet haben, gehen Sie auf der rechten Seite der Archivansicht auf Verwaltung und wählen den Status "freigeschaltet" aus. Anschließend suchen Sie in der Liste Ihre*n Mitarbeiter*in aus und fügen dem*der Mitarbeiter*in über das +-Symbol eine neue Rolle hinzu. Eine Erläuterung zu den verschiedenen Rollen finden Sie hier.

Zum Anderen haben Sie die Möglichkeit sogenannte Aufgaben zu vergeben, die dann nur zur Bearbeitung bestimmter Interviews berechtigen. Dafür muss der entsprechenden Person jedoch zuvor die Rolle Redaktion oder eine andere Rolle mit den entsprechenden Berechtigungen zugewiesen worden sein. Anschließend können Sie in der Workflowansicht das entsprechende Interview auswählen und einem*einer Bearbeiter*in die entsprechende Aufgabe für dieses interview zuweisen. Nähere informationen dazu finden Sie hier.

Weiteres zu dem Unterschied zwischen Rollen und Aufgaben wird auch hier erklärt.

Kann man Bearbeitungsrechte auch nur für einzelne Interviews vergeben?

Sie haben die Möglichkeit sogenannte Aufgaben zu vergeben, die dann nur zur Bearbeitung bestimmter Interviews berechtigen. Dafür muss der entsprechenden Person jedoch zuvor die Rolle Redaktion oder eine andere Rolle mit den entsprechenden Berechtigungen zugewiesen worden sein. Anschließend können Sie in der Workflowansicht das entsprechende Interview auswählen und einem*einer Bearbeiter*in die entsprechende Aufgabe für dieses interview zuweisen. Nähere informationen dazu finden Sie hier.

Wie kann ich nachschauen, über welche Berechtigungen zum Bearbeiten ich in einem bestimmten Archiv verfüge?

Unter Account auf der rechten Seite der Archivansicht sehen Sie eine Übersicht aller Archive, in denen Sie angemeldet sind. Sie finden hier zudem eine Übersicht über Ihre Rollen sowie die Ihnen zugewiesenen bzw. von Ihnen betreuten Aufgaben in den Archiven.

Sind die Daten der Interviews meines Archivs in der archivübergreifenden Suche von OHD auffindbar?

Die Archivübergreifende Suche im Archiv ermöglicht es Ihnen alle in OHD vorhandenen Archive nach bestimmten Interviews zu durchsuchen. Sie finden diese Suchmöglichkeit auf der übergeordneten Portalseite auf der rechten Seite.

Die Suche kann mit den Filterfacetten einschränkend kombiniert werden, d.h. die Ergebnisse werden durch die Auswahl verschiedener Facetten eingeengt. Grundsätzlich ist es möglich, Interviews anhand dieser Filterfacetten (die standardmäßig vorgegeben sind) sowie mithilfe der Volltextsuche nach einzelnen Transkriptstellen zu finden (falls die Interviews bereits erschlossen wurden). Nach den Namen der Interviewten bzw. Mitwirkenden zu suchen ist aufgrund des Datenschutzes nur möglich wenn Sie bereits für das entsprechende Archiv freigegeben wurden (sofern diese nicht im Transkript erwähnt werden). Weitere, mit dem Register verknüpfte Metadaten sind nicht in der archivübergreifenden Suche suchbar.

Zu beachten: Die Archivübergreifende Suche kan nur von Benutzer*innen genutzt werden, nachdem sie sich mit Ihrem Account in OHD registriert und angemeldet haben.

Zusätzliche Erläuterungen hierzu finden Sie hier.

Kann ich OHD auch projektbegleitend für ein laufendes Interviewprojekt nutzen?

Ja, Sie können *Oral-History.Digital* projektbegleitend für eines Ihrer laufenden Interviewprojekte nutzen. Bereits nach dem ersten geführten Interview können Sie dieses auf die Plattform hochladen, dort erschließen und direkt auch kollaborativ auswerten.

Welche Kosten fallen für die längerfristige Nutzung von Oral-History.Digital an?

Nach einer Testphase vereinbaren Sie mit der Freien Universität Berlin eine längerfristige Nutzung von *Oral-History.Digital.* In einem Vertrag werden Geschäfts-, Nutzungs- und Datenschutzbedingungen sowie eine angemessen gestaffelte Kostenbeteiligung geregelt. Details finden Sie hi er.

Wie funktioniert die Langzeitarchivierung meiner Daten in OHD?

Für die Langzeitarchivierung können Sie Ihre Interviews über *Oral-History.Digital* an das CLARIN-Zentrum BAS der LMU München übersenden. Hierfür schließen Sie eine gesonderte Vereinbarung ab. Das BAS erhebt dafür eine einmalige Gebühr. Details unter hier.

Kann ich die OHD-Infrastruktur auch lokal auf meinen Servern betreiben?

Die Software von Oral-History.Digital steht Open Source auf https://github.com/oral-history-digital als betriebsfähiger Prototyp bereit. Über eine Kontaktaufnahme freuen wir uns.

Haben Sie noch weitere Fragen?

Bei allen Arbeitsschritten können Sie die Anleitung im Hilfe-Wiki nutzen.

Beratung erfolgt in einer regelmäßigen Sprechstunde oder direkt oder per Mail oder Telefon.

Der Austausch mit anderen in Oral-History-Digital vertretenen Interviewarchiven wird durch gelegentliche Treffen und eine Mailingliste unterstützt.

1. Account, editing interface and footer

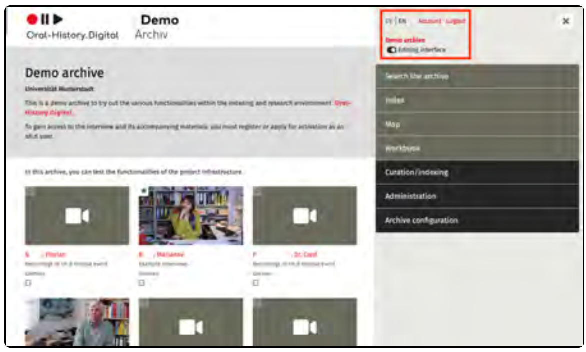
On the following pages you will find information on how to register and log in to the Archive, as well as how to view your account.

- Login, registration and editing interface
- Account
- Edit footer

General Information

As the Edit view and the Archive view are two parts of the same software, collection owners or editors must always activate the Edit view in the top right-hand corner of the Archival view in addition to logging in to the Archive.

The Account menu item also allows you to view your roles and tasks in the archive and manage your work progress. You can also edit your user details here.

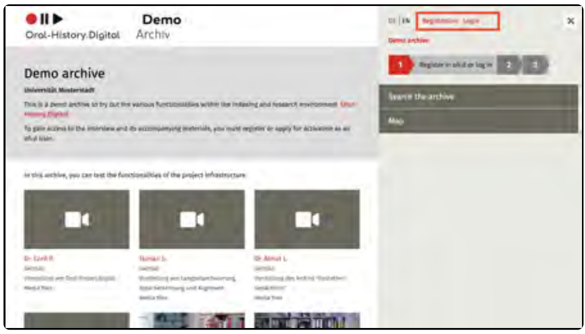


Related Pages

- To create new interviews and add people who contributed to the interview, go to "Curation /indexing".
- You can edit the interviews you have created in Interview view.
- To manage the users of your interview archive, go to "Administration".
- To set up your archive and make settings, go to Archive configuration.
- Information on uploading media files can be found under "Editing and uploading audio and video files"

Login, registration and editing interface

The editorial view and the archive view are two parts of one software. If you already have an account, .



The editorial view and the archive view are two parts of the same software. A separate login or registration in the archive is therefore not necessary for editing the archive. You can log into the archive software with your account details and then activate the editorial view. However, you may first need to be activated for the archive and assigned the "Editor" role.

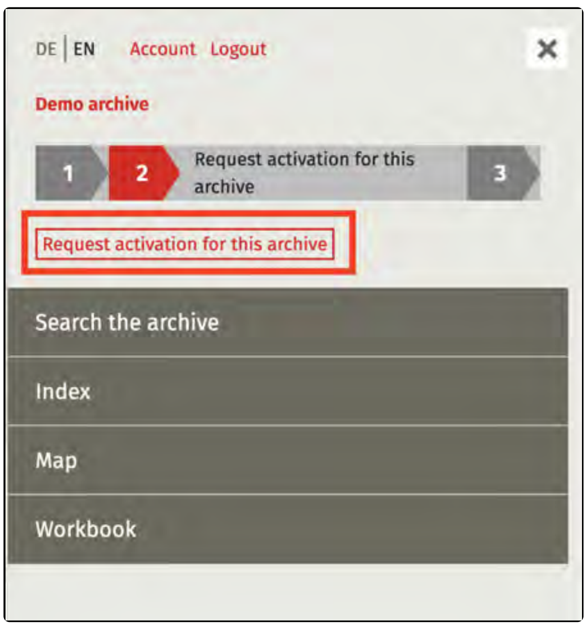
The registration and login section for the archive can be found on the right side of the start page of the archive.

This guide is divided into the following sections:

- Registration and Login
- Opening the Editorial View
- Additional Pages

Registration and Login

If you do not already have an OH.D account, click on 'Register' and complete the registration form.

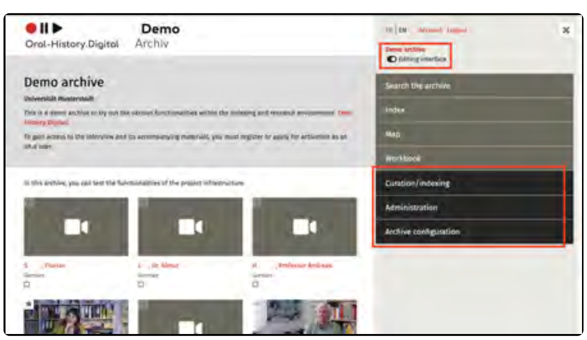


You will then receive an email with a confirmation link that will take you directly to the archive activation form.

If you are already registered with another archive in OH.D, log in, then click on "Request Activation for This Archive". Fill out the form and confirm your agreement with the archive's terms of use and privacy policy. After verification by an archive staff member, your authorisation will be granted if the information you provided meets the necessary requirements.

Opening the Editorial View

The 'Editing Interface' button is located at the top right of the Archive View (visible only if you have the necessary permissions). Click this button to switch to the Editorial View. If you do not see the button, please contact the archive manager to request the appropriate user rights.



After activating the Editing Interface, the 'Curating/Indexing', 'Administration' and 'Archive configuration' tabs appear in the menu on the right-hand side (depending on your authorisation).

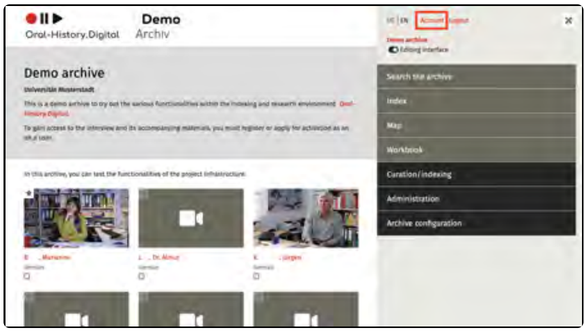
Additional Pages

Additional instructions for logging into your account and using the Editorial View can be found here:

- Account
- Edit footer

Account

You can access your OH.D account information through the ‘Account’ item located on the top of the sidebar menu on the right side of the webpage.



This guide is divided into the following sections:

- Archive Overview, Tasks, Permissions: Restricted Interviews and Roles
- Display and Edit Tasks
- Further pages

Archive Overview, Tasks, Permissions: Restricted Interviews and Roles

Here you can see which archives you are authorised for.

If you have further authorisations in individual archives, you can see your roles or tasks here.

Users are shown their permissions for restricted interviews.

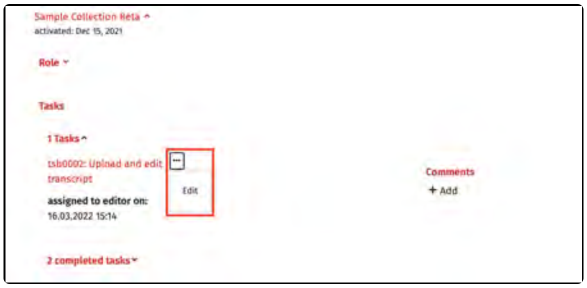
You can also change your e-mail address here.

Further, you can update the status of the tasks assigned to you or under your management here. You will be notified via email about any new tasks assigned to you. Clicking on the task will take you to the interview to be edited.

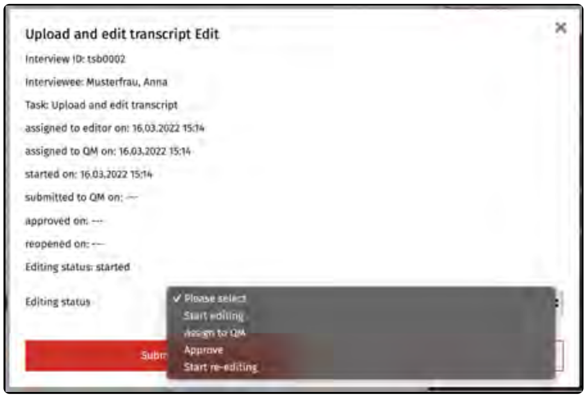
(An overview of the tasks and their processing statuses can also be found in the Workflow view and under 'Manage users', further explanations of the difference between roles and tasks can be found in 'Roles and tasks').

Display and Edit Tasks

To view details about an assigned task, click the three vertical dots ( ) and select 'Edit.' After completing each task, assign it to Quality Management using the dropdown menu.



Users with Collection Management or Quality Management roles can add comments to tasks by clicking the Add icon ( ).



Further pages

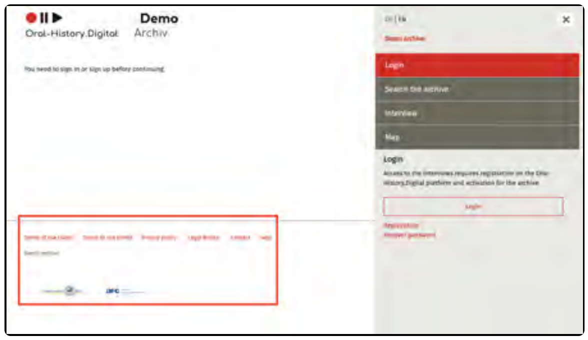
You can find further explanations on logging into your account and using the editorial view here:

- Login, registration and editing interface
- Edit footer

Edit footer

A fundamental part of your archive is the footer. It always includes the following components:

- Links to the specific terms of use for your archive, the general terms of use for OH.D, the OH.D privacy policy, the legal notice, and the contact information for your archive.
- The full name of your archive.
- Sponsor logos, which you can upload yourself under the "Edit logos of institutions and sponsors" menu item.



This wiki article explains how to configure and edit the links in the footer.

Editing Links

Both the general terms of use and the general privacy policy are provided by OH.D and link to the relevant entries. However, you can manually set up the specific terms of use for your archive, your imprint, and the contact information for your archive.

To do this, click the corresponding link in the footer. Then, you can enter your archive data or policies by clicking the "Edit" icon.

In addition to the standard links, you can also add additional links of your choice to the footer through the "Edit external links" option present in the "Edit Archive Information" page.

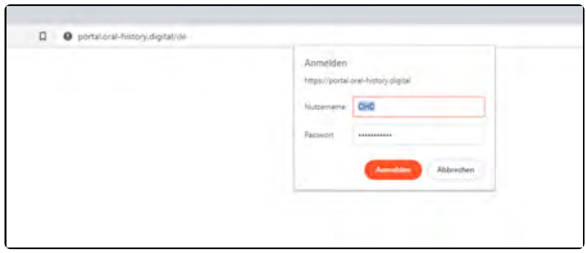
Further pages

Further explanations on logging into your account and using the editorial view can be found here:

- Login, registration and editing interface
- Account

EN: Eingabe des Webschutzpassworts

Bevor Sie sich in oh.d oder direkt in Ihrem Archiv anmelden können, müssen Sie beim Aufrufen der oh.d-Portalseite ein Webschutzpasswort eingeben. Dies dient dazu, während der Entwicklungszeit die Daten in den Archiven vor einem unberechtigten Zugriff zu schützen. Die Eingabe erfolgt über folgendes Popup-Fenster.



Der Nutzername für das Webschutzpasswort ist 'OHD'. Das Passwort erfahren Sie von eine*r Mitarbeiter*in von Oral-History.Digital.

Achtung: Es handelt sich hierbei nicht um Ihre eigenen Anmeldedaten, also nicht um den Nutzernamen (Ihre E-Mail-Adresse) und das Passwort, das Sie bei der Registrierung für Ihren eigenen Benutzeraccount vergeben haben.

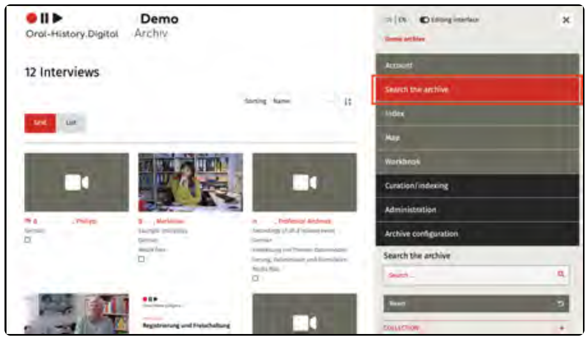
Weiterführende Seiten

Weitere Erläuterungen zu der Anmeldung in ihrem Konto und der Nutzung der Redaktionsansichts finden Sie hier:

- Login, registration and editing interface
- Account
- Edit footer

2. Search the archive

On the following pages you will find explanations on how to use the search function within your archive. The various views of the search interface as well as the options for downloading and filtering the search results are explained.



- Archive view and search
- Archive actions

General Information

The search function in the archive allows you and your users to search the entire archive for specific interviews. The search can be combined with filter options to narrow down and refine the results. You can search by the names of interviewees and other contributors, as well as by other metadata, and you can also find terms within the transcripts of (already processed) interviews.

The explanation for how to make interviews discoverable or are already discoverable in the cross-archive search can be found here.

Related pages

- To create new interviews and add people who contributed to the interview, go to "Curation /indexing".
- You can edit the interviews you have created in Interview view.
- To manage the users of your interview archive, go to "Administration".
- To set up your archive and make settings, go to Archive configuration.
- Information on uploading media files can be found under "Editing and uploading audio and video files"

Archive view and search

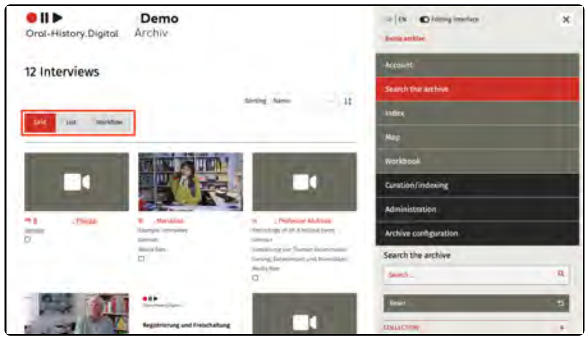
In the archive search, users can choose between three different types of views for their search results:

The **Grid view** provides a clear display of individual interviews, including a thumbnail image that serves as a preview for the interview. How to upload these thumbnail images to your interviews is explained here.

The **List view** arranges the individual metadata of the interviews in a list format and provides an overview of more interviews at once.

The **Workflow view** is primarily used for the cataloging of individual interviews, as tasks can be assigned to different editors, providing an overview of the cataloging progress of your archive. More information can be found in the chapter on Workflow Management.

Please note: The workflow view under "Search in the Archive" is currently disabled by default. If you would like to use this feature for cataloging individual interviews, please contact a staff member of Oral-History.Digital to have the feature activated.



Full-Text Search – General Information

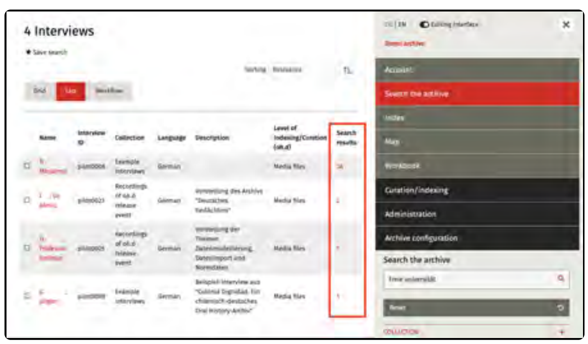
When performing a search across the entire archive, the total number of interviews matching the search query is displayed. For each interview, the number of results found within it is shown as a number on the right (in list view) or at the top right of the photo (in grid view).

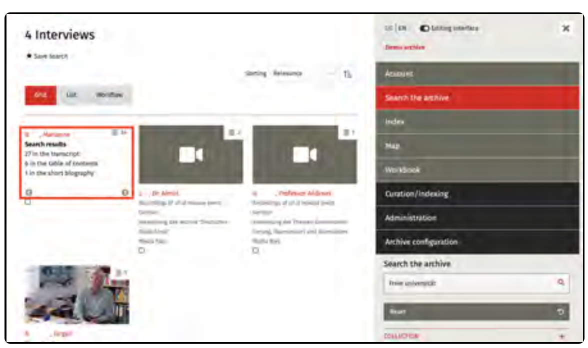
In the grid view, clicking on this number reveals the matching excerpts from the transcript, which can be navigated using the arrows. Clicking on the photo or the interviewee's name leads to the "Interview Search" page, which breaks down the search results by transcript, contributors, and descriptive metadata.

The metadata displayed in both the grid and list views can be selected and modified under the menu item "Edit metadata."

Depending on the transcription guidelines of your archive, it may also be possible to search for specific transcription markers, such as pauses, simultaneous speech, or foreign language or dialect expressions that have been annotated in the transcript.

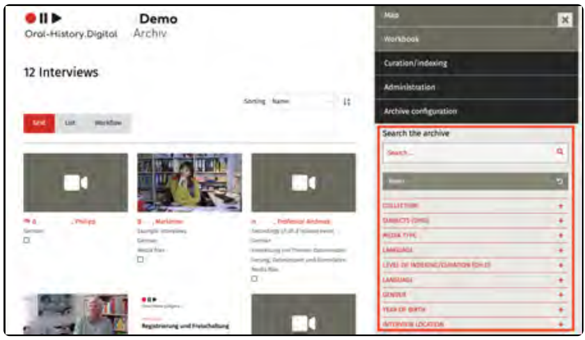
To start a New Search, the user must first click the "Reset" button located directly beneath the search field.





Note: Accents and special characters like "ß" or "é" are also found using similar characters such as "ss" and "e." For example, "nino" will match "niño," and "Spass" will match "Spaß."

Full-Text Search – Boolean Operators



The following Boolean operators can be used for full-text searches on the right-hand side of the archive view. These operators must always be written in uppercase. Below, the operators are explained using the name "Max Mustermann" as an example:

AND (also &):
A search for Max *AND* Mustermann returns results where both search terms appear within the same segment, person, photo caption, etc.

OR (also ||):
A search for Max *OR* Mustermann returns results where either or both terms appear. This is useful for searching with synonyms or in different languages.

NOT (also !):
A search for Max *NOT* Mustermann excludes results containing the second term.

If no operators are used, the terms are automatically connected with *AND*.

Additionally, a list of interviewees is integrated into the full-text search and displayed below the search field in quotation marks.

Full-Text Search – Phrase Search

By default, individual words are searched independently of their order. However, for fixed expressions or phrases consisting of multiple words, this may be counterproductive. In such cases, you can use the phrase search by enclosing the phrase or fixed term in double quotation marks.

For example, to find the exact name combination Max Mustermann, you would enter it as "Max Mustermann", ensuring that only this specific sequence of first and last name is returned in the search results.

Full-Text Search – Wildcards

Wildcards allow you to search for words with variable characters, for example, when words appear in different spellings such as "Delfin" and "Delphin." However, these wildcards can only be placed in the middle or at the end of a word, not at the beginning. In OHD, the following wildcards are available:

***** : Replaces any number of characters. Example: *Use** finds Use, used, useable; *Gr*y* finds Gray and Grey.

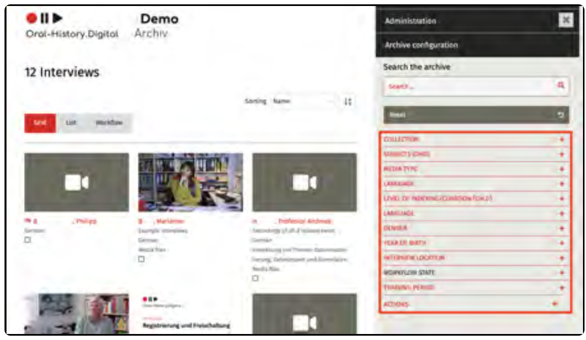
? : Replaces one character. Example: *Use?* finds used, but not useable or usefull.

Further Pages

Further information on the search options within the archive can be found under Archive actions.

Archive actions

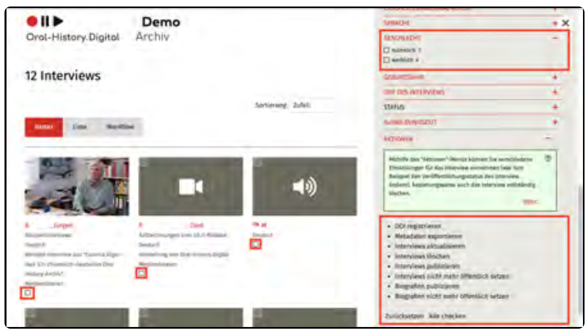
The search in the archive offers not only options to search and sort your interviews, but also additional actions that can be performed for multiple interviews at once. These interviews can be searched using the search function and selected through the various filter options.



Note: To perform actions for the filtered interviews, you must additionally check the box next to the interviews you want to select for these actions.

To perform actions for a single interview, you will also find a menu item on the right side of the interview view.

Filtering Interviews with Search Facets

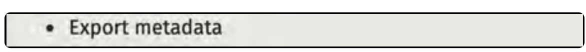


In addition to text search, various search facets allow you to search for interviews with specific characteristics. You will find the search facets on the right side, below the text search input field. Click the "+" symbol to expand each facet. To use a facet, check the box next to the properties you wish to filter by.

Since the filter categories are based on predefined or custom metadata, you can select them yourself under "Edit metadata"

In Addition, you have the possibility to select certain Interviews by checking the boxes right next to them. Under the point 'Actions', you now have the possibility to perform the following actions:

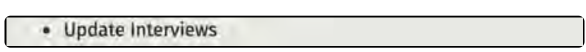
Export Metadata



You can export the metadata of the selected interviews as a .csv file. To do so, click on this action.

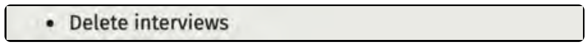
The resulting metadata table for your archive can then be edited locally and uploaded to your portal using the metadata import function. This enables an improved workflow, especially for larger archives.

Update interviews



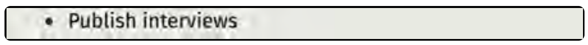
Under certain circumstances, after editing metadata, it is possible that the changes to the individual metadata are not applied directly in the archive. This can affect search facets, metadata categories on the right-hand side of the interview view or in the search view, the landing page as well as the detail page and map view. To update your archive and apply these changes, select this option.

Delete Interviews



The "delete" action removes the selected interview(s) from the database.

Publish Interviews



The action changes the status of the selected interview(s) to "public." They will then be visible to all authorized users in the archive view.

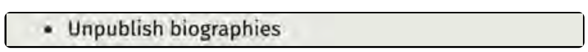
Unpublish Interviews

The action changes the status of the selected interview(s) to "not public." They will then only be visible in the editorial view.

Publish Biographies

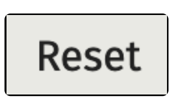
The action changes the status of the selected short biography(ies) to "public." They will then be visible to all authorized users in the archive view.

Unpublish Biographies



The action changes the status of the selected short biography(ies) to "not public." They will then only be visible in the editorial view.

Reset



The action removes the selection made using checkboxes. Afterward, no interview will be selected.

Check All

This action marks the checkboxes for all interviews. This can be useful if one of the above actions is to be applied to all interviews.

If an action should only be applied to specific interviews, for example, from a particular collection, the selection can be narrowed down beforehand using the "Collection" filter facet.

Further pages

For more information on the search options in the archive, please refer to **Archive view and search**.

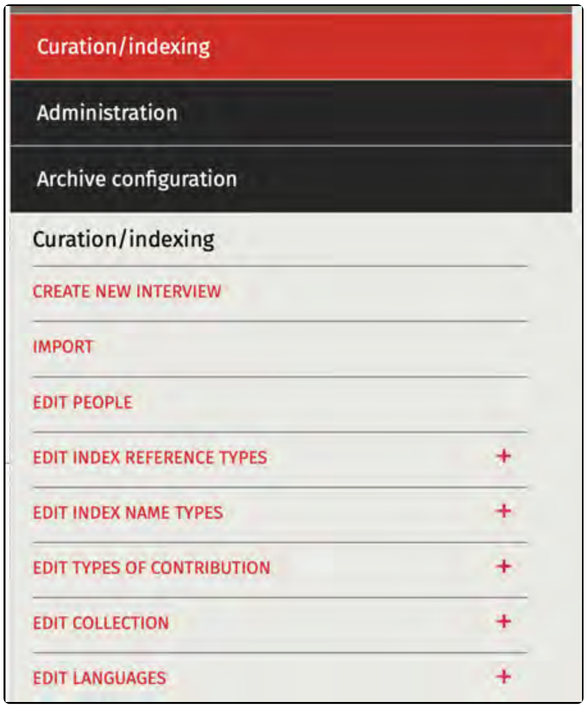
3. Curation/indexing

Once you have registered for the archive created in coordination with the oh.d team and have been granted access, you can start using the archive's features and adjust settings. To do this, you must activate the editorial view after logging into your account.

After doing so, three additional menu items will appear on the right side of the editorial interface: Curation/Indexing, Administration, and Archive Configuration.

Under the "Curation/Indexing" section, you will find the following functionalities for creating and editing your archive:

- Create new interview
- Import
- Edit persons
- Edit index linking types
- Index name types
- Edit types of contribution
- Edit collections
- Edit Languages (only Admins)



General Information

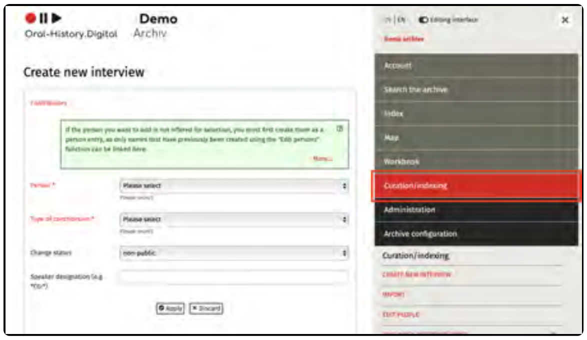
This menu allows you to publish your interviews and create or import various data related to these interviews. However, it is generally recommended to configure the archive settings beforehand.

Additional Pages

- You can find information about registration and login in the archive, as well as account view, under "Account and Editorial View".
- Edit the created interviews in the Interview view.
- To manage the users of your interview archive, go to "Administration".
- To set up your archive and configure settings, go to Archive Configuration.
- For information on uploading media files, visit "Audio and video files"

Create new interview

The "Create new interview" function is used to add individual interviews to an existing archive. You can find this option on the right side under "Curation /Indexing."



On the following pages, you will find detailed explanations on how to create a new interview.

- Add contributors
- Add interview

General Information

The "Create new interview" function is not intended for uploading media files to your archive. Instead, you can use it to link files already on the FU media server with their associated information, making them accessible to the users of your archive through the oh.d infrastructure. Explanations on how to upload media files to the FU media server and what to consider during the process can be found under "Editing and uploading audio and video files". Ad ditionally, you can also upload suitable preview images for your interviews here.

Some of the data entered here can be edited later in the Interview view.

Note: It is recommended to first create the people involved in the interview under "Edit people."

Further Pages

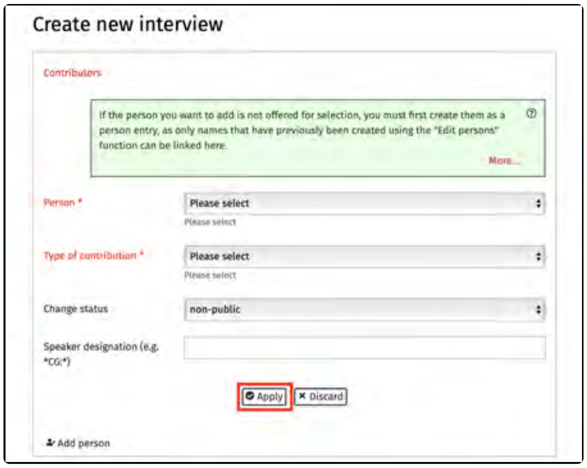
Under the "Curation/Indexing" section, you will also find the following functions for creating and editing your interview collection:

- Import
- Edit persons
- Edit reference types
- Edit index name types
- Edit types of contribution
- Edit collections

Add contributors

In the "Contributors" box, located directly below the heading, you can enter the key individuals involved in the interview, such as the interviewee, interviewer, camera operator, etc.

Note



Before creating a new interview, the involved persons should already be entered so they can be added as contributors (see "Edit persons").

If you don't assign any persons at this stage, you can do so later on the interview's details page. Until an interviewee is assigned to the interview, the search results page will display the message: "Interviewee might not be in DB, interview-archive_id = interview_id."

Please note: Don't forget to confirm the added persons by clicking the "checkmark" icon.

You can also create "couple" and "group interviews," where multiple people are interviewed simultaneously. To do this, first create a couple or group entry under "Edit persons" and add it as an "Interviewee." Then, add the individual persons as "Further Interviewees."

You should always add only one person as the "Interviewee." Additional participants should be added as "Further Interviewees." Please note that in this case, only the data from the couple or group entry is relevant for search in the archive.

The contributors added to the interview using the default roles "Interviewee," "Interviewer," "Camera," "Sound," "Production," "Further Interviewee," and "Other Attendees" (how to create further types of contribution can be found here) can be recognized as speakers with abbreviations during transcript import. These abbreviations will then appear in the transcript view before the corresponding segments.

For speaker abbreviations, you set a short code for the name of the involved person, which will later appear in the transcript of the interview.

Further Information

To learn how to add additional details to your interview and how to create the interview, please refer to: "Add interview".

Add interview

Once you have added the individuals involved in the interview, you can enter the additional interview data into the form.

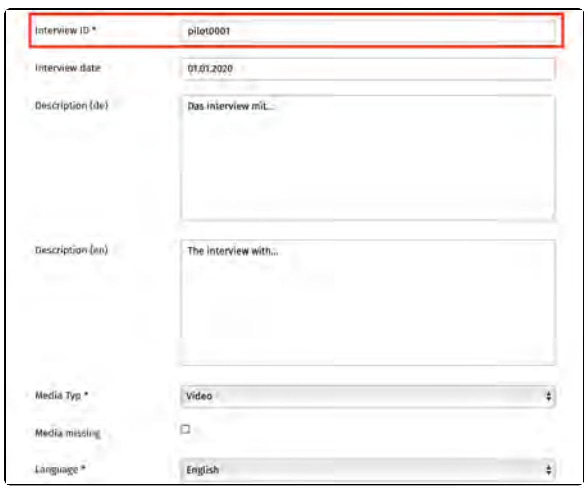
Note: Even after the interview has been added, it is not yet publicly accessible for users of your archive. To make your interview accessible for users, you must set the interview to “public” in the interview view.

This guide will explain the following input options in detail:

- Interview ID
- Interview Date
- Collection
- Description
- Media Type
- Missing Media File
- Primary Language/Secondary Language/Primary Translation Language
- Number of Tapes
- Notes
- Further Information

Interview ID

In this field, you need to enter the ID under which the interview was uploaded and stored in the FU's Media Management Tool. This ID consists of a lowercase letter sequence for the archive and a four-digit number for the interview.



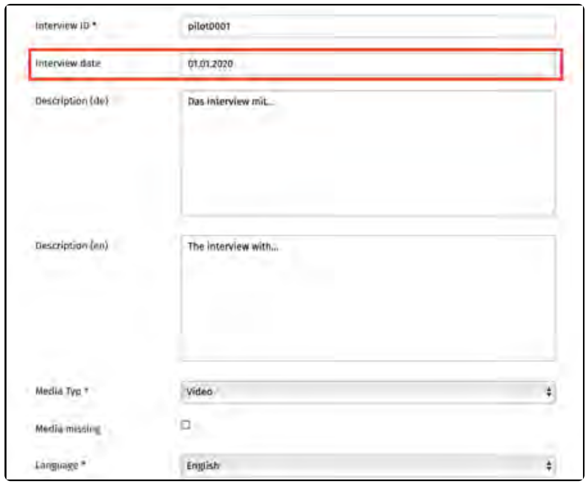
The letter sequence corresponds to the "Abbreviation" displayed under "Archive Configuration," which you established in consultation with the oh.d team. Your archive abbreviation is also always present in the address bar of your browser, for example: https://portal.oral-history.digital/pilot/de

The number of digits is always four, and they are assigned sequentially (e.g., starting with 0001, 0002, 0003, etc.).

For instance, if the archive abbreviation of the archive pilot archive is set to “pilot”, the interview ID of the first uploaded interview should be pilot0001. No additional letters, digits, or characters are allowed.

Interview Date

The interview date should be entered in the format DD.MM.YYYY. For multiple or uncertain dates, you can include additional details after DD.MM.YYYY, such as "01.01.2020 (approximate)" or "08.12.1990, 01.03.1991, and 02.03.1991".

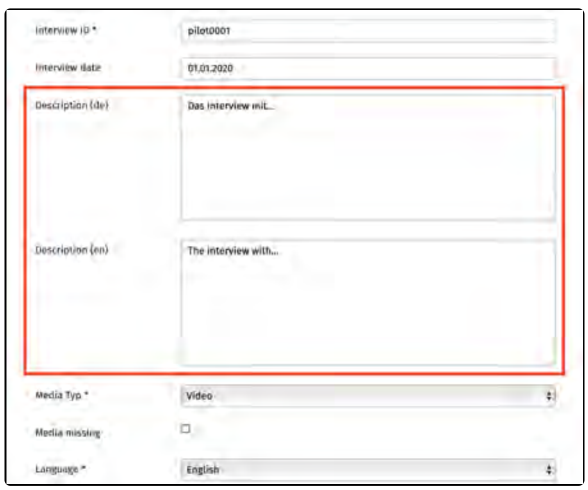


Collection

The collections must be created beforehand if they are to be assigned to the interview at this point. See "Edit Collections" for more information.

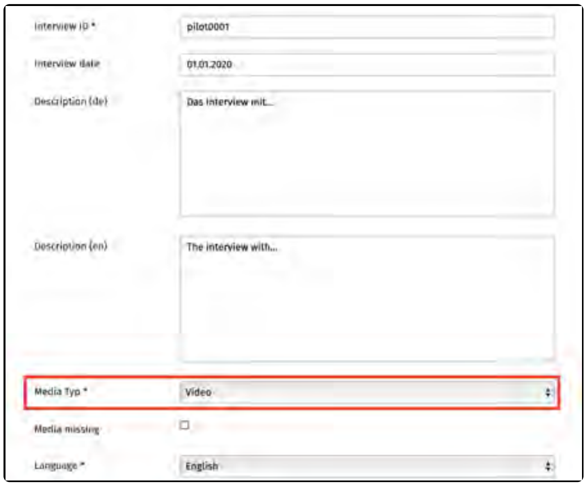
Description

Here you can enter a detailed description of the interview. This is a free text field where you can provide any relevant information.



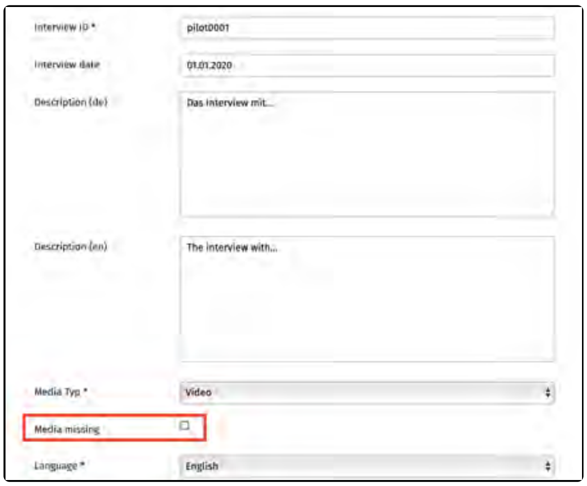
Media Type

Here, you can specify whether the interview is available as a video or audio file.



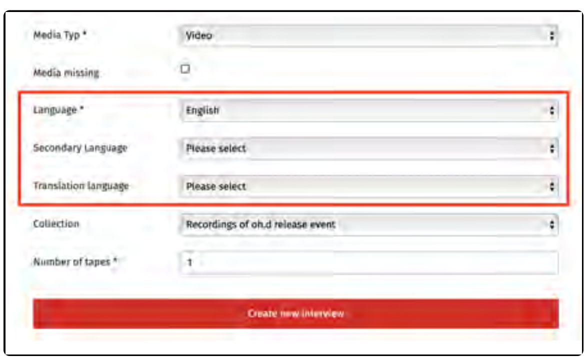
Missing Media File

When creating an interview for which media files have not yet been uploaded to the Media Management Tool (MMT)—for example, if the files are still being edited, rights are pending, or you just want to enter the interview data—you can check this option. This will display a specific text in place of the media player, which you can set under "Edit Archive Information."



Primary Language/Secondary Language/Primary Translation Language

Here you can specify the language of your interview. By default, you can also select a secondary language. If your archive does not contain any bilingual interviews, you can disable the display of this metadata in the detail view and on the landing page under "Edit Metadata." You can reactivate this option later if needed.
The same applies to the "Primary Translation Language" option.



Number of Tapes

Under "Number of Tapes," you must specify the number of video or audio files that make up the entire interview in the archive. If the interview consists of a single digital media file, you should still enter "1" in this field.

Notes

The fields "Interview-ID," "Media Type," "Original Language," and "Number of Tapes" are mandatory. If these fields are not filled out or if a pre-existing Interview-ID is entered, the "Create New Interview" button cannot be activated. Currently, feedback for incorrect or missing information is being developed. At present, an incomplete or incorrect required field will only be highlighted with a red border.

Please note: Input for protocol information is not currently possible at this stage, so please do not fill out this field.

Further Information

To learn how to add contributors to your interview, see "Add contributors." An overview of newly created interviews that have not yet been published can be found under "Search in Archive." Since the search index may take some time to integrate newly added interviews, you can also access a newly created interview directly by navigating to the homepage (by clicking on the collection logo) and appending `/interviews/interview-id` to the address bar.

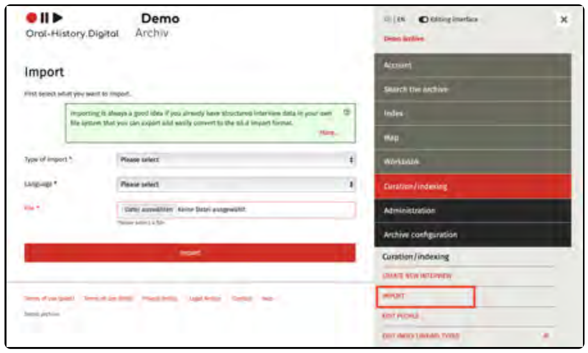
Import

Using the "Import" function, you can import structured data prepared in specific formats for multiple interviews or entire collections.

You can find this menu item on the right-hand side under "Curation /Indexing".

On the following pages, you will find detailed explanations for importing larger data packages:

- Importing index trees
- Import of meta data
- Import of textfiles
- Photo import



General Information

An import is particularly useful if you already have structured interview data in your own file system that can be exported and easily converted into the oh.d import format. The oh.d team is happy to assist you with mapping your data.

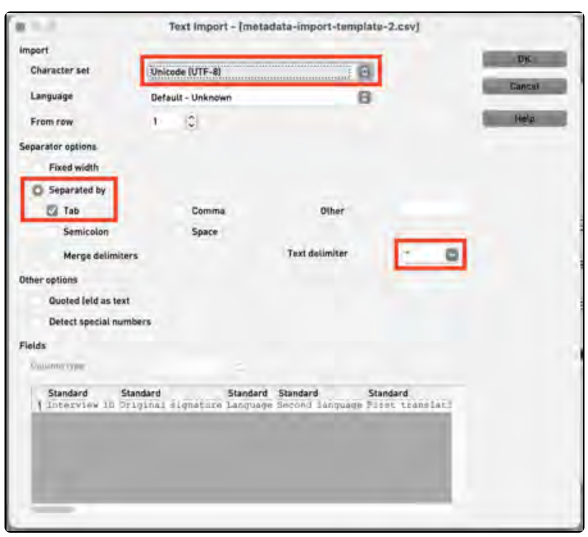
However, you can also manually fill out the import templates and create multiple interviews (including associated persons and, if applicable, index entries) at once, instead of creating each interview, person, and register entry individually.

Templates: csv files and Open Office/Excel

In general, your csv-files should be **UTF -8** compliant and the data separated by **tabs**. The text delimiter should be **"**.

They should always be edited in Libre Office or Open Office, an explanation can be found here.

However, if you want to or have to work with Microsoft Excel, you will find some tips on how to avoid conversion errors h ere.



Further Pages

Under the category "Curation/Indexing," you will also find the following functionalities for creating and editing your interview collection:

- Create new interview
- Edit persons
- Edit index linking types
- Index name types
- Edit types of contribution
- Edit collections

Importing index trees

The import of index trees is useful if you already have location data, keyword catalogs, subject overviews, lists of persons, etc. in a structured form or if you would like to subsequently enrich an existing index tree in oh.d with descriptive texts, standard data IDs and/or geocoordinates. The topic modeling service of the Fernuni Hagen can be used for the automatic generation of thematic registers and their linking with interviews. The oh.d team will be happy to support you in transforming an export from your database (csv or xml format) into the import format of oh.d (data mapping).

The registry entries import template

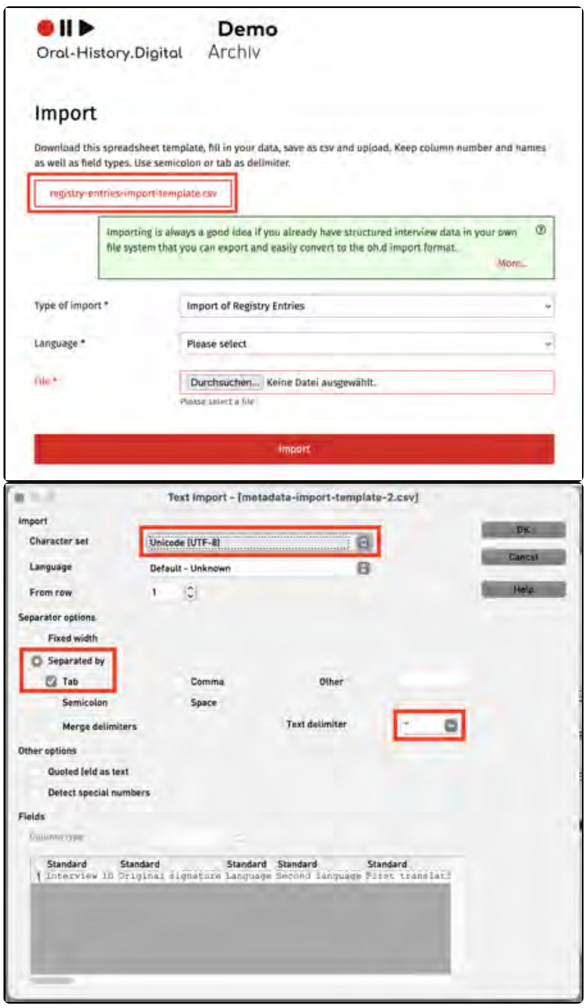
As soon as you have selected “Import of registry entries” for the type of import, the registry entries import template can be downloaded. The registry import also uses the .csv file format. Once you have downloaded the import template, structure your data according to this template. Make sure that the number and names of the columns and the field type are unchanged.

It is recommended to prepare the file in an openOffice program see Open and save CSV files in OpenOffice /LibreOffice.

However, if you want to or have to work with Microsoft Excel, you will find some tips on how to avoid conversion errors h ere.

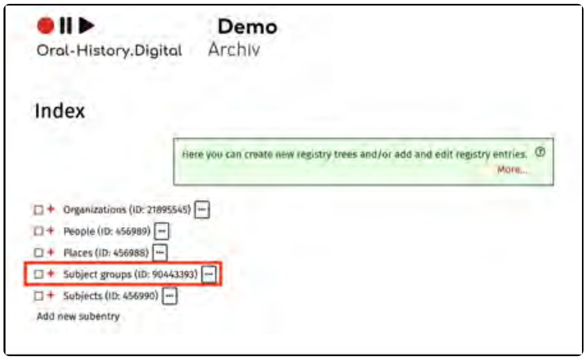
Please make sure that the file is **UTF-8** compliant and that the data is separated by **tabs**. The text delimiter should be **"**.

Then select the language of your registry import. Then click on 'Durchsuchen...' under 'File', upload your file and then select 'Import'.



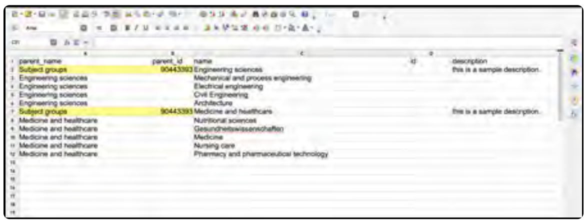
Please note that you should always import complete index trees and that the top level in the index tree hierarchy has to already be created (places, persons, subjects are already set up in every archive). If you want to import a new index tree (e.g. subject groups), the parent term “subject groups” must first be set up in your archive, see Edit index trees.

To import additional data into an existing index, please first export the complete index tree and then add your information to the template.

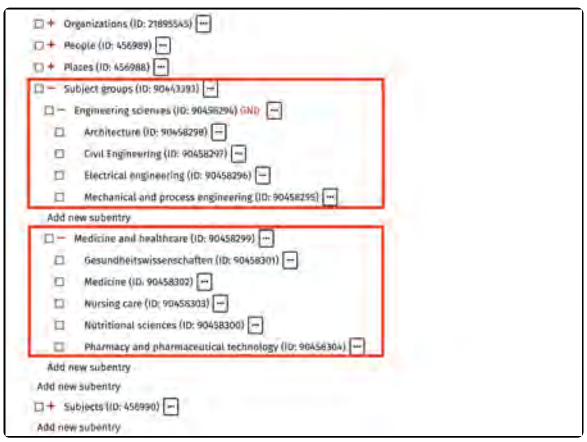


Notes on filling the register import template

The level structure in the register is implemented in the import template by specifying the respective parent term (parent_name). For those index entries that have already been created, you have to also enter the corresponding IDs.



The first column contains the name of the parent term, the 'top' parent term is the name of the register tree, e.g. places, persons, subject. This may not be changed. However, you can create further index trees in the archive, e.g. professions, organizations, etc. and then create new subentries using the index import or extend and correct an existing index tree.



Example: Adding further register entries to the 'Subject Groups' index tree:

You have the index tree “Subject Groups” in your register and downloaded the register import template.

Please remove all example entries from the template (please do not change the header) and first enter the register tree name (i.e. the 'top' parent term) “Subject Groups” in the first column (parent_name) and the corresponding ID “90443393” in the second column (parent_id).

You can then enter all new entries, including a structure, by always entering the corresponding parent term. In the example, “Engineering Sciences” is entered in the third column of the first row, which should appear as the first level under “Subject Groups”. The fourth column (id) remains empty, as this entry is only automatically assigned an ID during import. All other columns can be left blank or filled in, depending on how much research you have already done on the respective entries (longitude and latitude should only be filled in for locations). For all sub-entries for “Engineering Sciences”, make sure that “Engineering Sciences” has also been entered for parent_name.

Then another level “Medicine and healthcare” is created under “Subject groups” and therefore “Subject Groups” must also be entered in the first column (parent_name) for a second time and the corresponding ID “90443393” in the second column (parent_id).

In the screenshot on the right, you can see a correspondingly prepared register import template.

Further information can also be found under Exporting and editing registers.

Further pages

Further options for importing structured data can be found at:

- Photo import
- Import of meta data
- Import of textfiles

Import of meta data

Importing metadata is useful if you already have the data for several interviews in a structured form. The oh.d team will be happy to support you in transforming an export from your database (.csv or .xml format) into the oh.d metadata import format (data mapping).

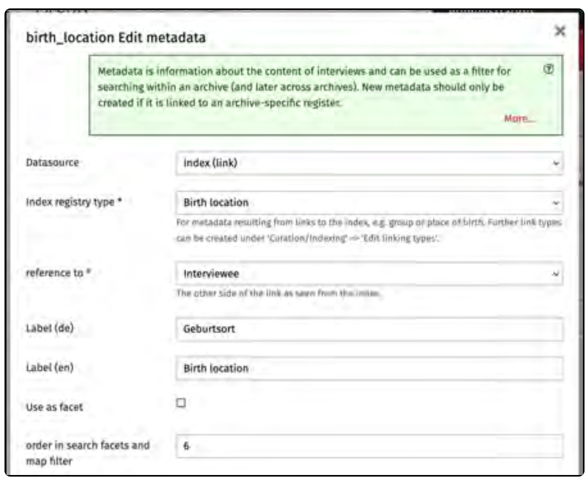
If there are metadata fields in your data that are not included in OHD by default (a list of all default metadata fields can be found here), you must first create the corresponding metadata manually and link it to the register. How to create a register entry is explained here.

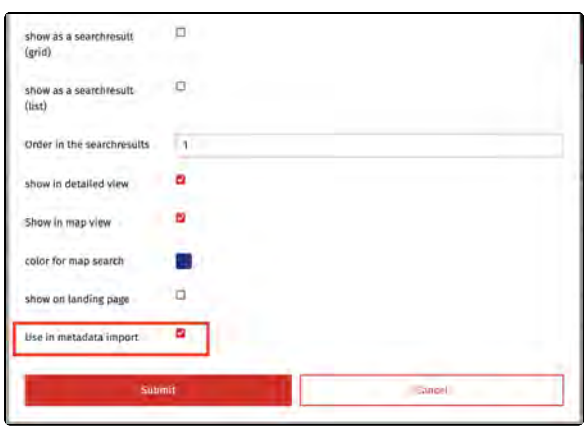
You also have the option of exporting existing metadata for your interviews via the “Search the archive”, then editing it locally and reimporting it via the metadata import. This may save you the time of manually enriching the template with all interview data. You can find more information on this here.

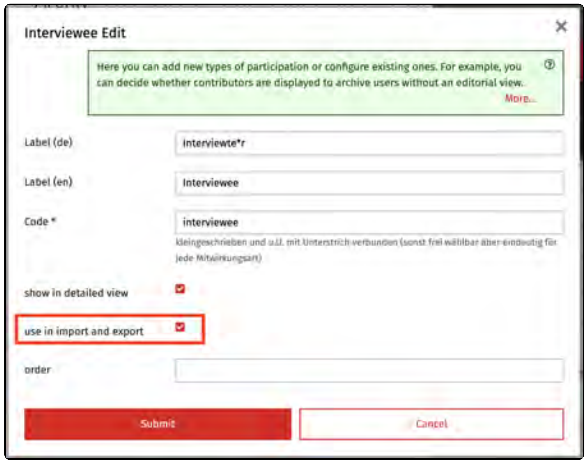
Configurable metadata import template

The spreadsheet for the metadata import (metadata import template) is configurable. To add your manually created metadata (links to register entries), the “Use in metadata import” option must be activated when creating the metadata. All previously created metadata (with the source “Interview” and “Interviewee”) are automatically part of the template, but not all of them are mandatory entries. To be able to import metadata, only the mandatory fields need to be filled in: Interview ID, language, media type, tape count, first and last name (of the interviewee).

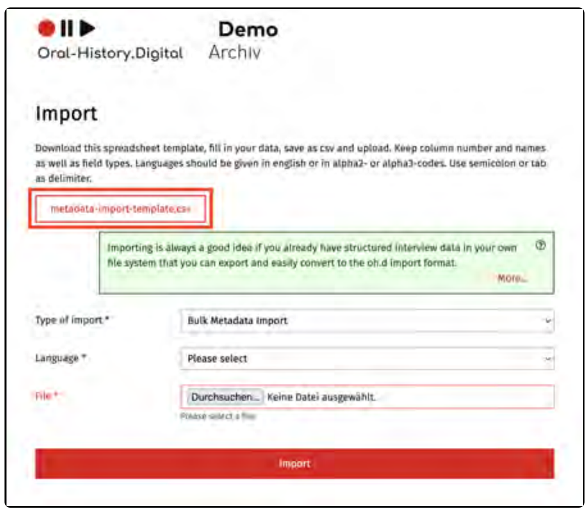
You can also decide which persons involved in the interview are to be imported. To do this, you must activate the option “Use in import and export” under Edit types of contribution. If you activate this option for the contribution type “Interviewee”, you have the option of importing additional interviewed persons. Please note, however, that only the main speaker with the detailed personal data will be displayed under “About the person”. All other interviewees will only appear with their name under “About the interview”.







Downloading and opening the metadata import template



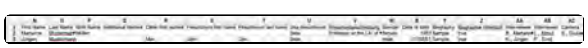
As soon as you have selected “Bulk Metadata Import” for the type of import, the configured metadata import template is created and can be downloaded.

We recommend preparing the file in an openOffice program. **Select UTF-8 as the character set and tabulator as the delimiter.**

However, if you want to or have to work with Microsoft Excel, you will find some tips on how to avoid conversion errors here.

It is also important that you save your file again in the UTF-8 character set and with the tabulator as field separator after you have edited it.

Filling in the metadata import template



When importing metadata, the data should be structured according to the pattern in the import template (.csv). The number and names of the columns and the field type should be retained.

Avoid line breaks and double or single quotation marks in the entries. Check longer texts such as biographies for this.

Interview ID: The interview ID is a mandatory entry and consists of the archive abbreviation and a four-digit consecutive number (see also in Add interview).

Language: The language should ideally be entered in ISO 639-2 Alpha3 code (e.g. deu, eng, etc.) if not available, the language can also be entered in English or in Alpha2 code. This is also a mandatory field.

Collection: The collection must already be created in your archive, see Edit collections.

For the interview date, several dates can be entered separated by commas in the following form: 23.04.2020, 04.05.2020

The media type is a mandatory field and can only contain "audio" or "video".

The duration should be entered in the format hh:mm:ss.

Protocol, description, biography: Please ensure that there are no line breaks in the text fields, as the import will then be aborted. You can enter line breaks manually in the software after the import.

Tape count is a mandatory field and indicates how many different parts (or tapes) the interview consists of.

Links: Links to external websites can be entered here, for example if the interview has also been uploaded elsewhere. Multiple websites must be separated by a comma.

The first name and surname of the interviewee (main speaker) are mandatory fields. Further personal details can be entered under Birth name, Other names, Other first names, Gender and Date of birth.

Other persons involved in the interview as interviewer or by providing the transcript, translation, etc.: Please note that the option "use in import and export" must be activated under Edit types of contribution so that these contribution types appear in the import template. Multiple entries can be entered for the contributors separated by hash marks in the following form: Mustermann, Anna#Müller, Max.

Additional metadata linked to the index of your archive (e.g. place of birth, location of the interview, subject etc.) can be added to the import template by activating the "Use in metadata import" option when creating the metadata.

Linking metadata to the index

	AF	AG	AH	AI
1	Birth location	Birth location (direkter Oberbegriff)	Interview location	Interview location (direkter Oberbegriff)
2	Singen	Baden-Württemberg	Dresden	Saxony
3	Freiburg	Baden-Württemberg	Vaduz	Liechtenstein

For metadata that is linked to the index, make sure that the parent term right above in the hierarchy of the register tree is also specified (for example, in the case of a place, the associated region or country that has already been created in the register). This ensures that the newly created register entries are automatically assigned to the correct parent term. If you do not define a parent term here, the selected "lowest possible" index entry from the corresponding index linking type is automatically defined as the generic term. If your parent term has not yet been created in the wiki, it will also be created and placed directly under this "lowest possible" tab entry from the index linking type.

Example: The hierarchical structure *Places -> Country -> Federal State -> City* has been created in the index. In the import template, "Freiburg" should be entered for *place of birth*, so "Baden-Württemberg" must be entered for *place of birth (direct parent term)*. If this is not done, "Freiburg" is created directly under *Places* in the index (in this example that would be level of the federal states).

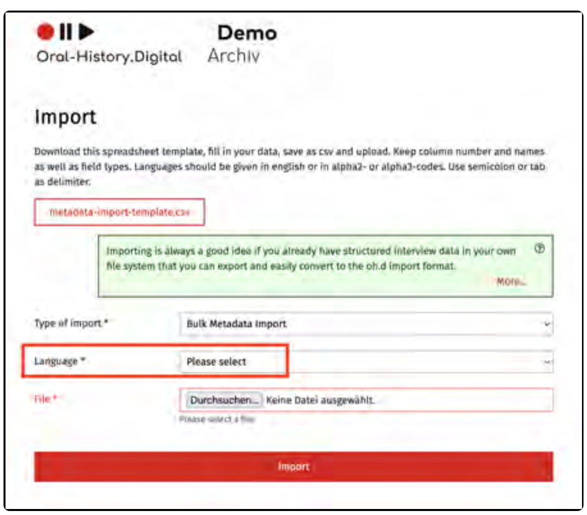
Multiple entries can also be entered at once if you seperate them by a hashtag. Please note that in this case only one parent term can be entered and all entries are created on one hierarchical level in the register. If, for example, you would like to enter several mentioned locations from different countries for one specific interview in the import template, these can be created directly under *Mentioned locations*, but the structure *country - federal state - city* cannot be adopted automatically.

An example of a completed import template can be found here: metadata-import-template.csv

Notes

To ensure that the imported data and texts are assigned to the correct language version, it is important that you select the appropriate language. You can also upload the translated metadata in another interface languages of your archive.

Please use either semicolon or tab as delimiter. The metadata is automatically assigned to the specified interview.



Further pages

Further options for importing structured data can be found at:

- Photo import
- Import of textfiles
- Importing index trees

Import of textfiles

Protocol or biography text files are imported by uploading a .zip file. This should consist of the jointly compressed files that you want to import.

Notes

When importing the text files, it is important that they are uploaded as a compressed .zip file. There must be no subfolders in the .zip file. The file names must follow the pattern InterviewID_type_language.ext, whereby the type for biographies is 'bg' and for protocols 'prot'.

Example: za123_prot_en.rtf or za007_bg_en.odt. In general, all common text formats are suitable for import. It is currently not possible to import a self-created .pdf file, but this is planned for the long term.

It should be noted that the formatting of the text file is not transferred to the OHD interface (e.g. tables of contents or headers and footers). Such formatting should therefore be avoided, as this can lead to problems during import.

Importing files into MacOS

When files are compressed to .zip files in the MacOS operating system (for 'Apple' products), a subfolder (which is not visible to the user) is automatically created. Therefore, .zip-fiels which are created on MacOS cannot be imported unprocessed.

One way to delete such subfolders is to use the 'Terminal' program that is installed on your Mac by default. Here you can enter the following command in the command line:

zip -d Name of the zip file __MACOSX /*

You can obtain the name of the .zip file (including the parent folder names) by clicking on the corresponding file and copying it using the short command 'Command + C' and inserting it at the appropriate place using 'Command + V'.

Further pages

Further options for importing structured data can be found at:

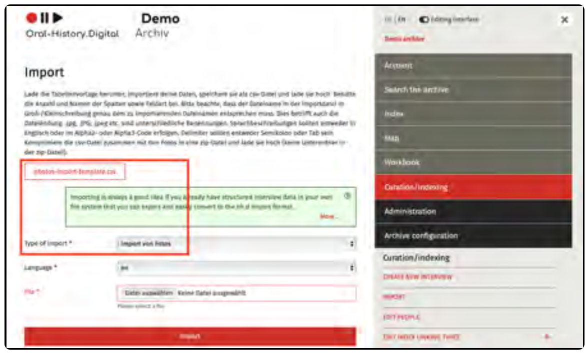
- Photo import
- Import of meta data
- Importing index trees

Photo import

The photo import is carried out using a table template that you can download under "Import" and fill in with the data related to the photos you wish to import. The number and names of the columns, as well as the field types, must remain unchanged, and the file names must be identical, including the exact spelling of the file extension, e.g., .JPG, .jpeg, etc.

Afterward, compress the .csv file together with the photos into a .zip file and upload it.

Please ensure that there are no subfolders in the .zip file.



Filling in the Template

Englischer Screenshot!

Each photo is assigned an image ID following the format Interview-ID-00x, e. g., pilot0009-001.

The column "filename" in the import csv file must exactly match the name of the file to be imported, including case sensitivity and file extension; for example, a file named .JPG in the .csv file will not be imported if the actual file is .jpg.

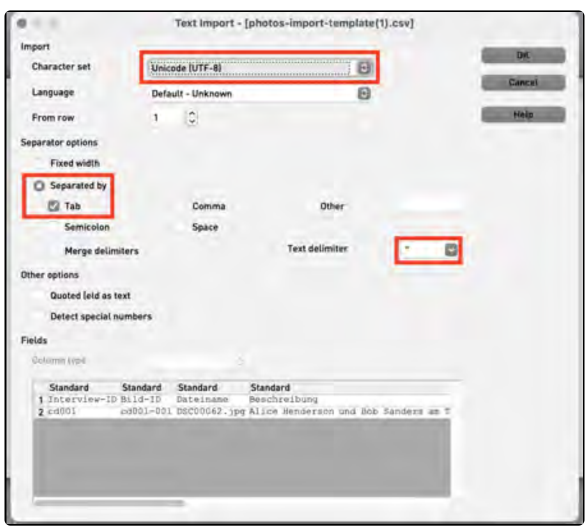
In the "Public" column, you should enter yes or no. Delimiters should be either semicolon (;) or Tab.

Templates: csv files and Excel

In general, please make sure that the file is **UTF-8** compliant and that the data is separated by **tabs**. The text delimiter should be **"**.

They should always be edited in Libre Office or Open Office.

However, if you want to or have to work with Microsoft Excel, you will find some tips on how to avoid conversion errors here.



Importing Files on macOS

When compressing files into .zip format on macOS (Apple products), a hidden subfolder (which is not visible to the user) is automatically created. These files cannot be imported without modification.

To remove such subfolders, you can use the 'Terminal' application, which is pre-installed on your Mac. Enter the following command in the command line:

zip -d Name of the zip-file __MACOSX /*

To obtain the name of the .zip-file (including the parent folder names), click on the respective file and use the shortcut 'Command + C' to copy its name, then paste it at the appropriate position in the command using 'Command + V'.

Further Pages

You can find additional options for importing prepared and structured data under:

- Import of meta data
- Import of textfiles
- Importing index trees

Edit persons

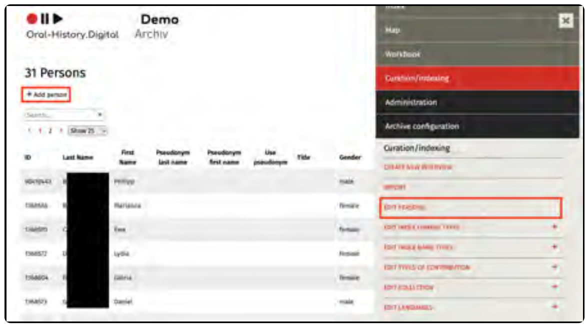
With the "Edit Persons" function, you can add and edit individuals involved in the interview and cataloging process, such as interviewees, interviewers, camera operators, and also transcribers, among others.

When creating an interview, you can select previously added individuals as contributors. During transcript import, these individuals will be matched with the speaker abbreviations used in the transcript.

You can find this menu option on the right side under "Cataloging."

To add a new people, use the "+ Add Person" function. For more details, including instructions on anonymizing person entries, refer here.

Please note: Entries created here cannot be used for tagging transcripts. For this purpose, you must create separate person entries in the tagging register.



View, Edit, or Delete a Person Entry

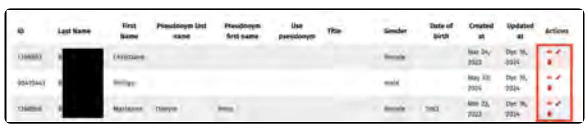
You can view, edit, or delete an existing person entry via the "Actions" option in the person table. Any changes made here will apply to all interviews in which this person participated.

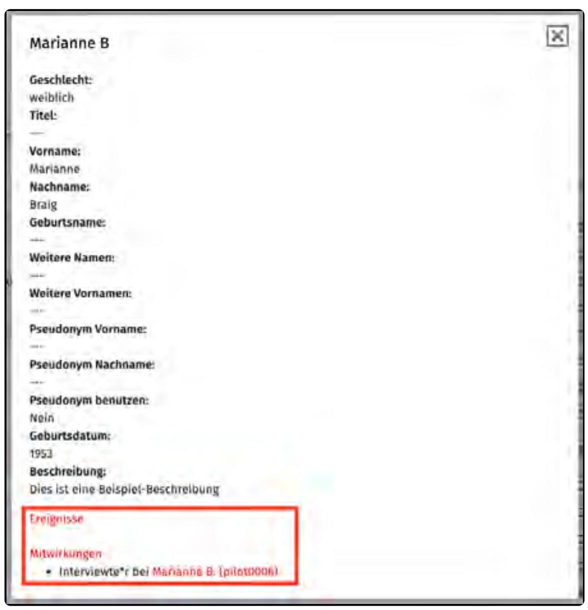
Note: Depending on the size of your screen, you might not see the editing options because they are covered by the menu on the right hand side. To see the editing options, you have to close the menu with the X-Symbol at the top of the right side.

Using the View function, you can view the data of the person entry and call up or trace the events and interviews linked to the person.

If you click on the pencil icon, the person form will open, which is explained under "EN: Add people." Here, you can change the name and other information about the added person.

With the Delete function, you permanently delete the person entry from the database – any associations, for example as a contributor, will be lost and need to be re-established.



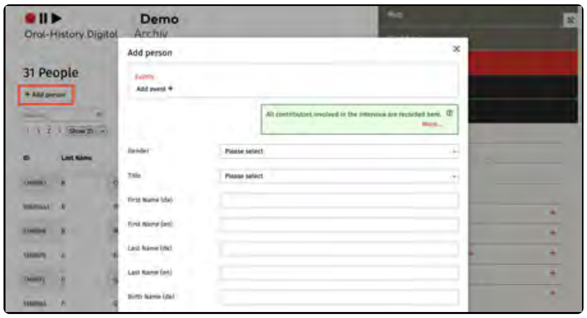


Further Pages

Under the "Cataloging" section, you will also find the following functionalities for creating and editing your interview collection:

- Create new interview
- Import
- Edit index linking types
- Index name types
- Edit types of contribution
- Edit collections

Add persons



After clicking on "+ New Person" or selecting the pencil icon for an existing person entry, the "New Person" form opens.
Here, you can enter details about the person, such as "First Name" and "Last Name," in all available language versions (this is only necessary if the names differ in various language versions; otherwise, one entry is sufficient).
You can also add additional information or configure settings for the person entry, which are explained under the following sections:

- Add Pseudonym / Anonymisation
- Add Date of Birth
- Add Description
- Add Event

Individual metadata fields, such as "Birth name" or "Additional names," will only appear in this form and in the interview view if you have previously created these as metadata entries (see "Add Metadata") and linked them to the data source "Interviewee."

To create "couple" or "group interviews" where multiple people are interviewed simultaneously, you can create a couple or group person entry here. It is recommended to also create individual person entries for each participant. Then, add the couple or group person entry as "Interviewee" and the individual person entries as "Further Interviewee" to the interview. This can be done both when creating the interviews and afterward.

Please note that only the data from the couple or group entry will be relevant for the archive search. For instance, if you enter multiple birth years for the individual interviewees (because the participants were born in different years), only the first birth year present in the "couple" entry will be recognized for the respective Year of Birth facet present under "Search The Archive".

Note: The places linked to an interviewee, such as "place of birth" or "place of residence", are not created here, but as an index entry and then put in as metadata for the corresponding interview (if you cannot find these data fields under “About the person” in the interview view, you must first create the corresponding metadata under “Edit metadata” or edit it so that it is displayed in the interview view).

Add Pseudonym / Anonymisation

You have the option to assign an alias to the interviewee using the "Pseudonym First Name" and "Pseudonym Last Name" fields. This is particularly useful for anonymising the interviewee. By checking the "Use pseudonym" field, you confirm the use of this alias. As a result, users will not be able to trace the true name of the person.

Additionally, it is possible to display both the pseudonym and the real name. For this, you need to enable the corresponding metadata "Pseudonym or Name" for the detail page in the interview view.

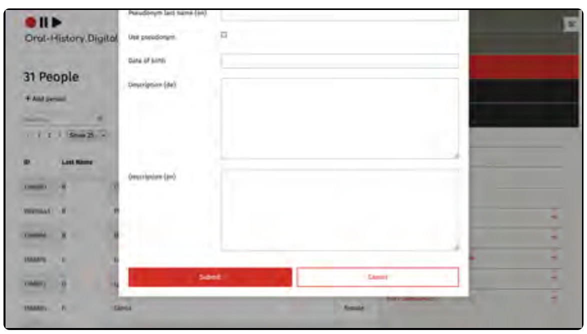
If you want to obscure a mentioned name in the transcript of an interview from users, you can do so using the "Replace text / Anonymize" option.

Add Date of Birth

The date of birth should be entered in the format dd.mm.yyyy, if the exact date is known.

Add Description

The free-text field "Description" can be used to add additional information about the person, which will be displayed under "About the Person" in the interview view.

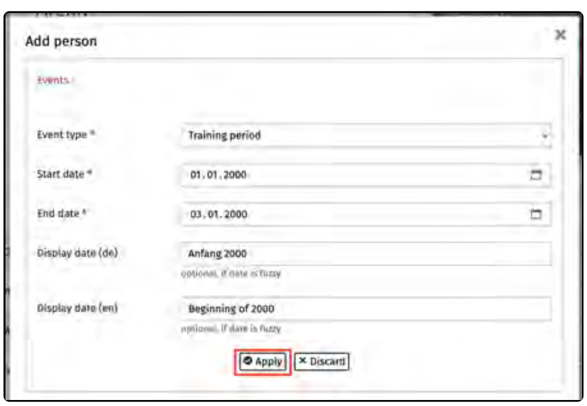


However, you must first create a corresponding metadata field with the data source "Description" under "Add Metadata."

Do not insert paragraphs or line breaks in the description.

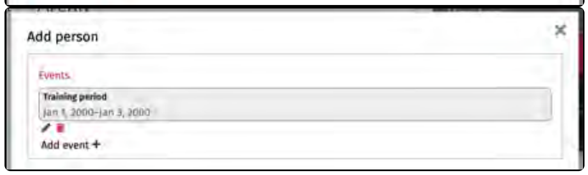
Add Event

To add biographical events, such as a person's birth or death date, to their entry, use the "Events" input field. This allows you to select an event type (which you can create beforehand here). Then, you can select a time period for the specified event (if it's a single date, enter the same date for both the start and end).



Note: The date entries are made using a date field where you can select the exact date. If you are using an older browser version (e.g., Safari 14 or earlier), you might not see a date field for selecting the date. In that case, you should manually enter the dates in the format YYYY-MM-DD.

If your time reference is only an approximate date or an imprecise period, you can additionally specify a display date. This is a textual representation that will be shown instead of the previously entered date or period (in this example "Beginning of 2000"). However, since the "Start Date" and "End Date" fields are used for archive search, they are still required.



This approach is useful for entries like "early September," as it does not specify an exact period. For such cases, you might enter the 1st of September as the start date and the 8th of September as the end date, allowing the interview to be found through the archive search using these dates.

Note: After entering your data, don't forget to confirm the information by clicking the checkmark symbol. You can now add more events to your person entry by using the "Add event" function.

Note: To delete an entry, you must click the "Delete" icon **twice**. After the first click, the icon will turn red, but the deletion must be confirmed with a second click.

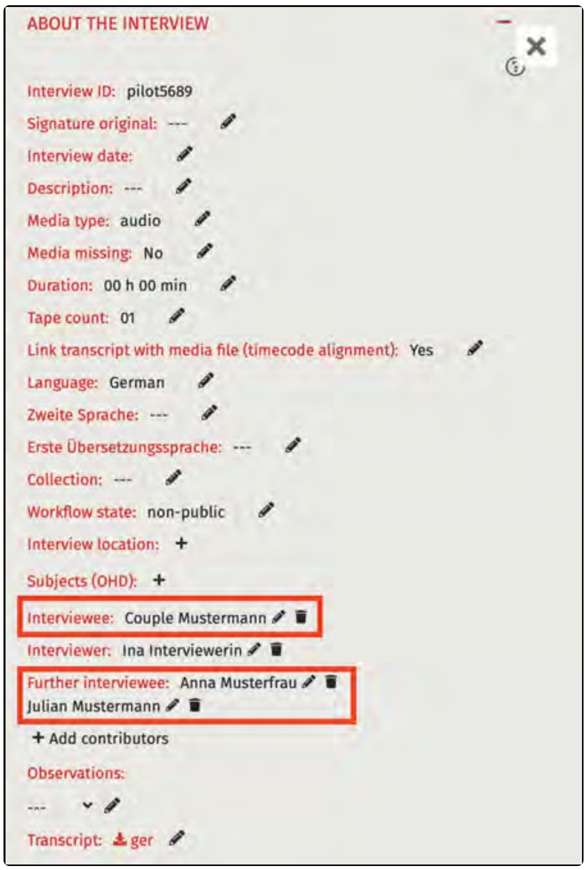
To have the individual event types appear on the right side of the interview view under "About the Person," you also need to create a corresponding metadata entry. Instructions for this can be found under "Edit Metadata."

Special case: couple and group interviews

To create so-called "couple" or "group interviews," where multiple people are interviewed at the same time, you can create a couple or group entry under "A dd people."

It is also recommended to create individual person entries for each participant. You can then add the couple or group entry as the "Interviewee" and the individual person entries as "Further Interviewees" to the interview. This can be done both when creating the interviews and later.

Please note that in this case, only the data from the pair or group entry will be relevant for the archive search. For example, if you provide multiple birth years (when participants were born in different years), only the first year will be recognized for the corresponding search filter.



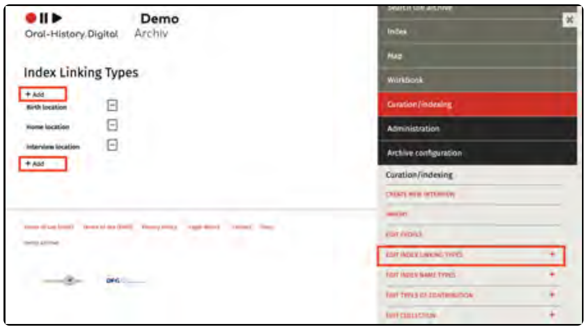
Edit index linking types

Linking types are used to classify mentions. Mentions are always connections between an index entry and, for example, a segment or a metadata field. By defining different types of links, the same index entry (e.g., Berlin) can be linked in several different ways as a mention (e.g., as a place of birth or as the location of the interview).

Important: To link metadata or a transcript segment to an index entry, a linking type must first be created. Instructions on how to create an index entry can be found under Index. How to subsequently create and link the corresponding metadata can be found here.

This menu option can be found on the right-hand side under "Curation /Indexing".

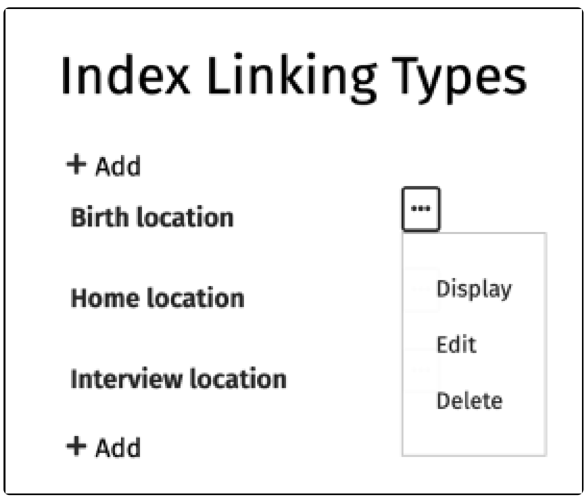
To create a new entry, use the "+ Add" function. More information about this process can be found here.



Edit Linking Type

You can open and edit an existing linking type using the "Edit" function, accessible via the three horizontal dots. With the "Delete" function, you can permanently remove the linking type from the database.

Metadata that was linked to an index entry using this linking type will remain intact but will no longer be displayed in the interview or search view.



Further Pages

Under the "Curation/Indexing" section, you will also find the following functionalities for creating and editing your interview collection:

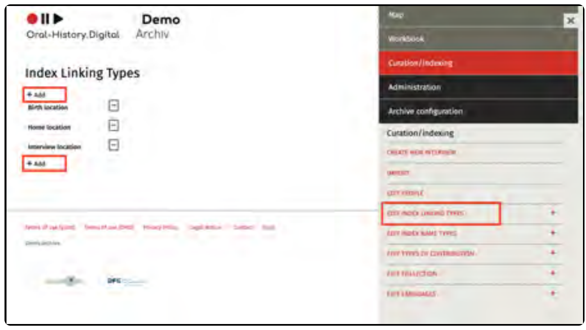
- Create new interview
- Import
- Edit persons
- Index name types
- Edit types of contribution
- Edit collections

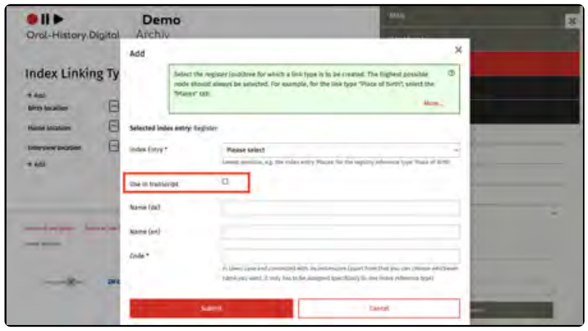
Add index linking types

Select the index (sub)tree for which a linking type is to be created. The highest possible node should always be selected. For example, select the “Places” tab entry for the “Place of birth” linking type. You can find out more about register trees here.

You can check the option “Use in transcript” to specify whether the linking type should also be specified when assigning keywords in a transcript. In the archive “Forced labor 1939-1945”, for example, there are the linking types “Relationship” and “Acquaintance” for persons, where this is the case. When assigning keywords to persons, it can be determined whether the persons are acquaintances or relatives.

You can enter the names of the linking types in all language versions of the respective archive.



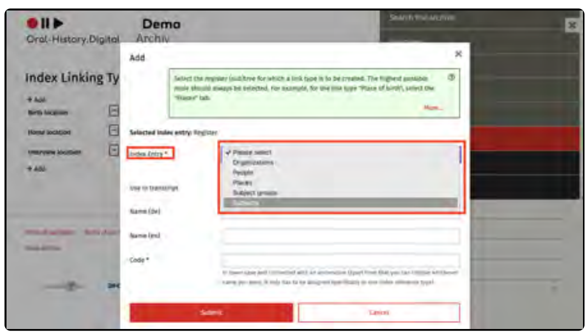


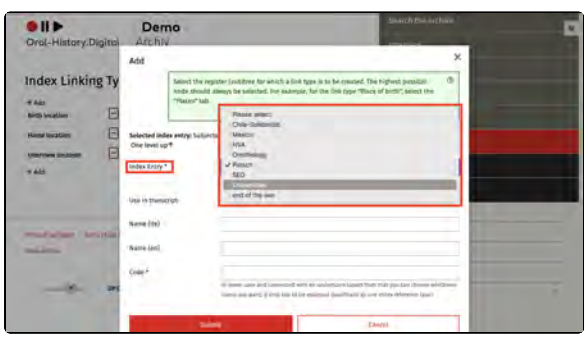
Example

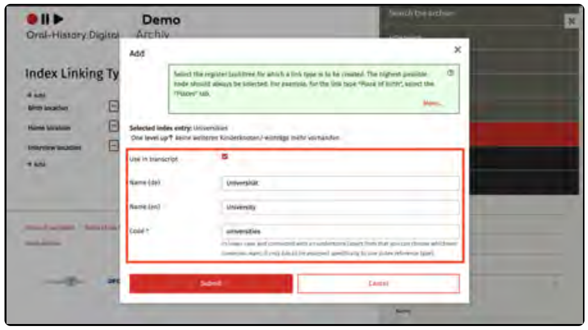
In this archive, the existing “Universities” index tree is to be linked to the “Universitiy” metadata. To do this, the link type “Universities” must first be added under “Edit link types”.

The “Universities” register tree that has already been created can be selected in the drop-down menu under Register entry. To do this, first select the parent node “Subjects” and then the sub-entry “Universities”.

Because in this sample archive, not only the complete interviews are to be keyworded, but also individual segments in the transcript can be assigned to a topic, “Use in transcript” must be selected. Please do not use special characters or spaces in the code; “universities” was selected in the example.

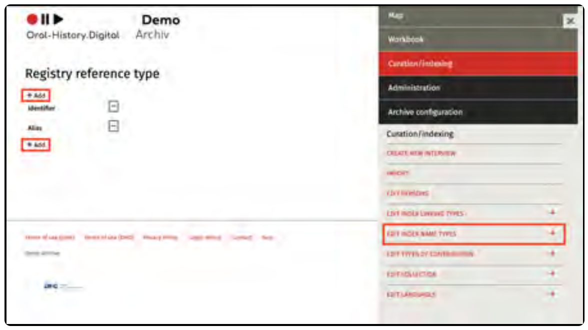





Demo
Oral-History.Digital
Archiv
Index Linking Ty
Add
Selected index entry: Universities
Use in transcript
Name (de)
Universität
Name (en)
University
Code *
universities
Submit
Cancel

Index name types

In some cases, it may be useful to divide a register entry into multiple components. This is typically the case for personal name registers, where each person can, for example, have a first name, a last name, and a birth name individually assigned within the same register entry. These so-called Index name types can be defined here.



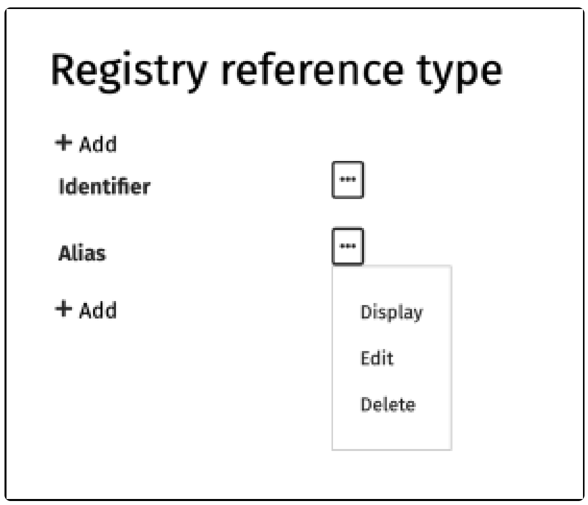
Each register entry must be assigned a register name type. For any entry not assigned multiple different register name types, the register name type "Identifier" will be used. This type is preconfigured by default.

You can find this menu option on the right-hand side under "Curation /Indexing."

To create a new entry, use the "+ Add" function. You can find more details here.

Edit Index Name Type

An existing register name type can be opened and edited using the "Edit" function available via the three vertical dots (⁝). Using the "Delete" function will permanently remove the register name type from the database. Any register entries associated with the deleted name type will remain intact, but the name entry will automatically revert to the default register name type "Identifier"



Further Pages

Under the category "Curation/Indexing," you will also find the following functionalities for creating and editing your interview collection:

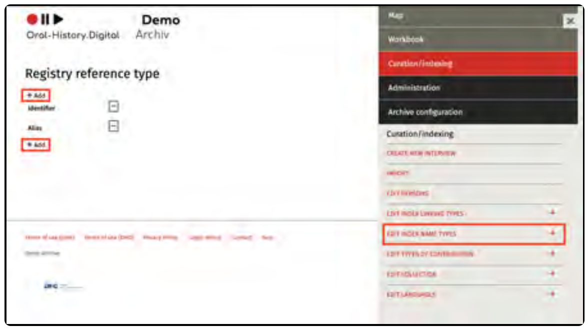
- Create new interview
- Import
- Edit persons
- Edit index linking types
- Edit types of contribution
- Edit collections

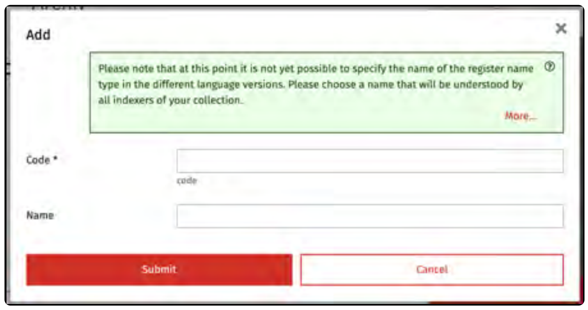
Edit registry reference types

If you require additional register name types (for example “First name”, “Surname” for your "Persons" indexing tree) please click on the “+-Add” button and enter a code and a name for the register name type (e.g. code = first name, surname = first name).

The index reference types “Identifier” and "Alias" are already set up here by default.

You can find out how to add index entries with several index name types explained here.





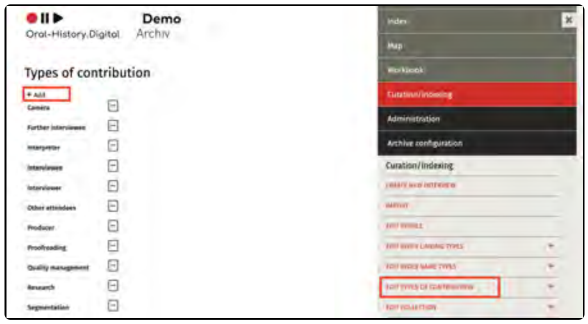
Edit types of contribution

For each person involved in an interview, created under "Edit People", the nature of their participation can be specified. By default, some participation types are already predefined. Additional project-specific participation types can be added here.

You can learn how to add participants to an interview under "Edit Metadata – About the Interview."

This menu option can be found on the right side under "Indexing."

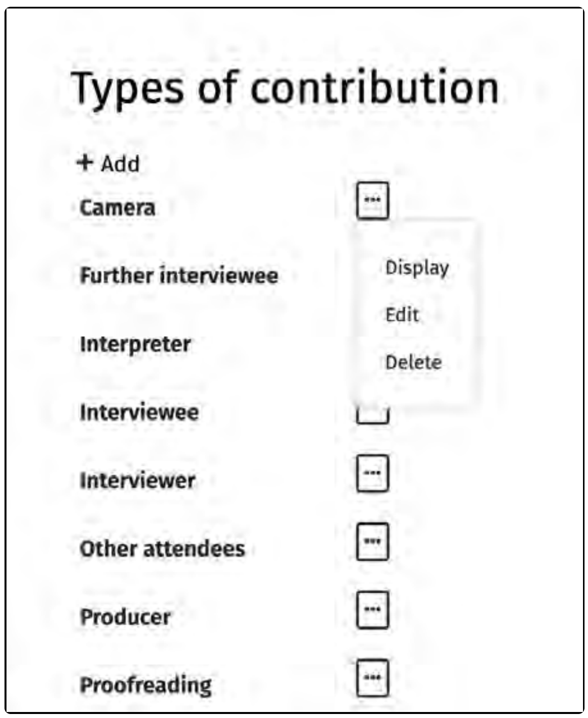
A new entry can be created using the "+-add" function. Learn more about this here.



Edit Participation Type

An existing participation type can be opened and edited using the "Edit" function via the three horizontal dots. Any name change made here will apply to all interviews where a person is listed with this participation type.

Using the "Delete" function, the participation type can be permanently removed from the database—any links in interviews will be lost and will need to be reassigned.



Further Pages

Under the category "Curation/Indexing," you will also find the following functionalities for creating and editing your interview collection:

- Create new interview
- Import
- Edit persons
- Edit index linking types
- Index name types
- Edit collections

Add type of contribution

Under “Label”, select the name with which the contribution type appears in your archive (e.g. under “about the interview”). This name may differ in the various language versions. The “Code” is important for the internal processing of the metadata in OHD and should be a unique designation in your archive and in lower case.

You can choose whether the contributor should also be displayed in the detailed view for logged-in users (without editorial view) under the metadata “about the interview”. If “Show in detail view” is not activated, the contributor is hidden as soon as the editorial view is deactivated. Under “Order”, you can specify where the contributor is displayed in the metadata of the interview view.

For example, if you put in the number 1 for the contribution type “Interviewee” and a 2 is entered under “Interviewer”, the interviewee will always be displayed above the interviewer in the metadata under “about the interview” (see screenshot on the right).

When determining the order of the participants in the metadata, please only use natural numbers.

You can also decide at this point whether a contribution type is part of the metadata import or export. To do this, activate the “Use in import and export” checkbox.

Edit collections

If you want to subdivide your archive into additional individual collections (e. g., if the archive consists of different interview projects or if individual interview groups differ thematically), you can add, edit, and delete such individual collections using the "Edit Collection" function.

You can find this menu option on the right side under "Curation/Indexing."

You can create a new entry using the function "+ Add Collection." More information can be found here.

Edit Collections

You can open and edit existing collections using the "Edit" function through the three horizontal dots. The "Delete" function permanently removes the collection from the database — any links, such as those under "About the Interview" in the interview view will be lost and need to be re-established.

Further Pages

Under the section "Curation/Indexing," you will also find the following functionalities for creating and editing your interview collection:

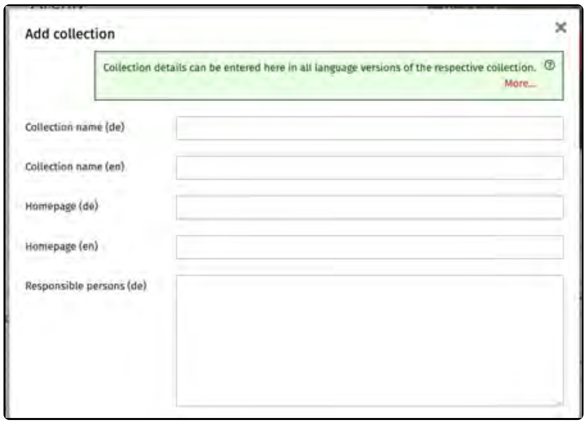
- Create new interview
- Import
- Edit persons
- Edit reference types
- Index name types
- Edit types of contribution

Add collection

The details for the collection can be entered here in all language versions of the respective collection.

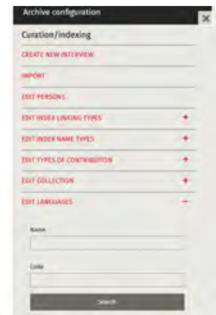
- Collection Name = Name of the collection.
- Homepage = URL to a webpage with more information about the collection.

  The link will then be accessible in the collection section under "About the Interview."
- Responsible persons = The person(s) responsible for the collection.
- Description = A brief text about the collection, which will appear as a mouseover text over the icon in the "Collection" section under "About the Interview."



Edit Languages (only Admins)

To add missing languages to the selection field for transcript languages, administrators can enter the respective language with the ISO 639-3 code here in any archive. This language will then be available in all archives..



4. Editing and uploading audio and video files

After recording an interview (see recommendations for film, image, and sound (in German)) the raw camera footage should be processed in post-production for further use in transcription, acquisition, and presentation. Once prepared, the material can be uploaded to the oh.d infrastructure using the Media Management Tool (MMT).

The link to the MMT is: https://mmt.oral-history.digital

For the media workflow with Oral-History.Digital, we recommend the following steps, which are explained in detail on the subsequent pages:

- Preparation for upload (editing /rendering)
- Upload media files with the Media Management Tool (MMT)
- Long-term archiving and media provision

Note: If your interviews are already prepared for upload (i.e., they have not been edited or otherwise processed), you can proceed directly with the upload in the MMT.

Attention

Please note that once the upload is complete to the oh.d media server, subsequent media editing is not possible. Therefore, you should upload only the final versions of your media files to the oh.d system.

General

In the media workflow, it is essential to differentiate between various media formats and their respective use cases:

- **Original Format** (uncut raw digitization, AV source) => used for local editing or post-production of the media file.
- **Master Format** (edited master /reference file) => used for uploading to the oh.d system, provides the highest media quality.
- **Usage Format** (transcoded, web-optimized media file) => used for playback in the oh.d system. It is lower in resolution compared to the master format, which enhances performance and user experience.
- **Archival Format** (often identical to the master format) => used for long-term archiving. It has significantly higher resolution and data rate compared to the usage format, ensuring the best possible quality.

Further Pages

- For information on logging in and registering in the archive, as well as accessing your account view, see "Account and Editorial View".
- To add uploaded interviews to your archive, go to "Curation/Indexing".
- To manage users of your interview archive, go to "Administration".
- To set up and configure your archive, go to "Archive Configuration".

Preparation for upload (editing/rendering)

Before uploading your interviews using the **Media Management Tool (MMT)**, you can prepare them for upload by following the steps explained below. These are recommendations that you can use as a guide for processing your files, but they are not a requirement for uploading to OHD.

Preparing the recordings in advance is particularly important because the oh.d workflow does not provide for subsequent editing of the media files.

Please note: If your interviews are already prepared for upload, you can start uploading the files directly.

Raw Cut

After the cameraman has saved and made the recorded takes of an interview available for review, the interviewer prepares a cut list showing which parts of the recording should be removed or muted.

ev007 - Cut

Interview:	File Name:	TC-Start:	TC-End:	Notes:	Editor:	Date:	Notes:
with S.W.	ev007_ORG_03_01_tc			File (00:00:02:09) can be deleted because it is an incorrect recording.	Cord Pagenstecher	22.11.2020	**Done**
	ev007_ORG_03_02_tc	00:00:22:11	01:22:53:17	At the end, the interviewee's phone rings and there is a pause in the recording. The last sequence (after 01:22:53:17) can therefore be deleted.	Cord Pagenstecher	22.11.2020	**Done**
	ev007_ORG_03_03_tc	00:00:46:02	00:48:09:01	Short talk between interviewer and camer man.	Cord Pagenstecher	22.11.2020	**Done**

These might include, for example, short pre- or post-interviews, interruptions, or legally and ethically problematic text passages and name mentions.

Based on this cut list, the editor creates a montage of the interview takes into a single media file, inserting 15 frames of black between each take/interruptions to clearly separate them. The cut list should include instructions and justifications that are understandable to third parties. At the beginning of the interview, 5 seconds of black film are inserted for a title sequence, and at the end of the interview, 10 seconds of black for the credits.

The unedited and raw original recordings (camera data, digitized files) should always be archived by the collection owner along with the cut list.

Fine Cut (Editing)

After the raw cut has been approved by the interviewer, each interview should be finalized with a standardized title and credit sequence.

In the fine cut, the following color and sound corrections can also be made:

Sound

- Adjusting the audio levels
- Removing noise and crackling

Image

- Correcting the color temperature (white balance)
- Adjusting brightness and contrast

Output / Rendering

The edited and post-produced interview master should be uploaded in the best possible (video/audio) quality and resolution. If you have any questions about media formats, codecs, resolutions, bitrates, etc., feel free to contact the OHD team for advice before uploading the media. The choice of the appropriate media format for long-term archiving and reuse depends on the source material and the technical requirements of the collection.

The following aspects should be considered:

- *The frame rate should be the same as the original recording, e.g., 24, 25, or 30 fps (frames per second)*
- *The resolution should be the same as the original recording, e.g., FullHD (1920 x 1080 px), SD PAL (720 x 576 px), SD NTSC (720 x 480 px)*
- *The aspect ratio should match the original recording, e.g., 4:3 or 16:9*
- *The sound should ideally be exported in stereo – e.g., left channel for interviewer, right channel for interviewee*
- *If there are more than two audio tracks, please contact the OHD team in advance.*

The following formats have proven effective for us so far:

- *For SD video in PAL or NTSC: DV, Quicktime ProRes HQ, Matroska FFV1, MP4 - H.264 or H.265*
- *For HD video: Quicktime ProRes HQ, Matroska FFV1, MP4 - H.264 or H.265*
- *For audio: WAV/PCM, MP3 (at least 192 Kbps), FLAC*

For more information, see: https://memoriav.ch/de/empfehlungen/all/10-3-digitale-archivierung-von-bewegten-bildern/

Further Pages

Further information on preparing and uploading your interviews can be found at:

- Upload media files with the Media Management Tool (MMT)
- Long-time archiving and media provision

Upload media files with the Media Management Tool (MMT)

Once you have fully prepared your upload files, you can then upload your interviews to OHD using the Media Management Tool (MMT).

Instructions for using the MMT can be found on the following subpages.

- Registration and login to MMT
- Naming the media files before uploading
- Upload of master files and preview images

If you also want to upload a transcript for your videos, do not do this via the MMT, but instead use the option "Upload Transcript".

The link to the MMT is: https://mmt.oral-history.digital

General Information

As a rule, the naming of individual files should be adjusted to the file naming convention of the oh.d platform before uploading. This convention applies to media files as well as transcripts, photos, and supplementary materials such as protocols and short biographies. The file naming convention enables automated processes within the oh.d system.

It is also recommended to review the data before uploading, ideally through spot checks, especially with large upload packages.

Please only upload complete interviews. If any tapes/parts of your interview are missing, it is advisable to wait before uploading.

The subsequent transcoding of the files happens automatically after the upload and does not require any additional action. Generally, the upload is done in the so-called **master format**, which is the highest possible media quality. For seamless playback in OHD, the format is then converted into a lower resolution usage format.

Further pages

Further information on preparing and providing your interviews can be found at:

- Preparation for upload (editing /rendering)
- Long-term archiving and media provision

Attention

Please note that once the upload to the oh.d media server is complete, further media editing is no longer possible. Therefore, you should only upload the final versions of your media files to the oh.d system.

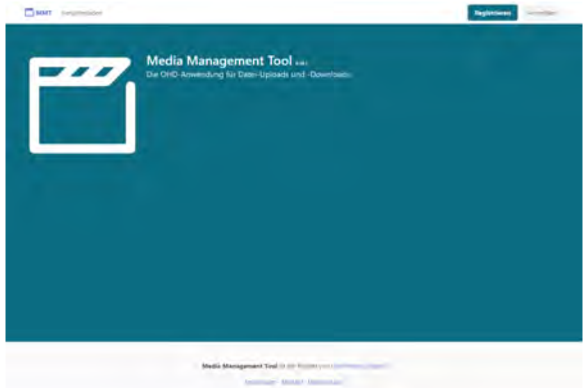
Additionally, you have the option to use the transcription pipeline ASR4Memory or the web service of the Bavarian Archive for Speech Signals (BAS) at LMU Munich to generate an automated transcript. For more information, please refer to the link provided here.

Registration and login to MMT

The link to the MMT is: https://mmt.oral-history.digital

In the MMT, you first need to register. Click on the "Sign up" button at the top right. This step is required even if you are already logged into the OHD system, as a separate account is created for MMT.

Unfortunately, the MMT is only available in german at the moment.



Username and Login

Please use a combination of the archive abbreviation and your last name for your username. For example:

- Archive abbreviation: zwar
- User’s last name: Mustermann
- Username**:** zwar_mustermann

This format allows the oh.d team to quickly and clearly identify your username.

Please use your institutional (rather than personal) email address for registration.

After registering, log in to MMT by clicking the "Login" button at the top right. By clicking on your username, which you can find in the top right corner, you can switch the MMT view between German and English.

If you forget your password, please contact the oh.d team to have a new one created for you: mail@oral-history.digital

Related pages

For more information about the upload process, see

- Naming the media files before uploading
- Upload of master files and preview images

Naming the media files before uploading

The master files must be adjusted to the file naming convention of the oh.d platform before uploading. Only if the file names correspond to the following pattern can they be processed automatically.

File Naming Convention for Master Files

The file naming convention for master files (audio/video) is as follows: **INTERVIEW-ID_TAPE-COUNT_TAPE-NUMBER_master.FILE-EXTENSION**

Example: bms0004_02_01_master.wav

- INTERVIEW_ID = bms0004 (fourth interview of the collection)
- TAPE_COUNT = 02 (there are a total of 2 tapes/parts for this interview) **Important**: must be specified even if there is only one tape in total.
- TAPE_NUMBER = 01 (this is tape/part 1 of the interview) **Important**: This must also be specified even if there is only one tape in total.
- master = This is the final edited version of an interview in the highest possible quality.
- FILE-EXTENSION = wav (the file type of the master file is WAV)

The **preview images/thumbnails** of an interview are named as follows:

- **INTERVIEW-ID.FILE-EXTENSION**
- Example: gga-mytrace0001.jpg

If required, you can enter the original file names in the “Signature original” field in oh.d.

Related pages

For more information about the upload process, see

- Registration and login to MMT
- Upload der Masterfiles und Vorschaubilder

Upload of master files and preview images

Once you have prepared your upload files and named them correctly, you can upload your interviews and the associated preview images to the OHD infrastructure using the following steps:

- Data Format
- Data Verification
- Uploading Master Files and Preview Images
- Transcoding of Media Files
- Further pages

To make your interviews accessible in OHD after uploading, you need to create the corresponding interview entry in the archive configuration.

Attention

Please note that once the upload to the oh.d media server is complete, further media editing is no longer possible. Therefore, you should only upload the final versions of your media files to the oh.d system.

Data Format

Currently, the upload of interview files is supported in the following formats:

- .wav
- .mp3
- .mka
- .flac
- .m4a
- .mp4
- .mkv
- .mov
- .mts
- .mxf

Additionally, the following formats are accepted for preview images:

- .jpg/.jpeg
- .png

Note: In the “Archive configuration” under “Configure archive”, the display of preview images in the archive can be (de)activated under the enu point: “Show preview on the landing page”.

Data Verification

Before uploading, the data should be spot-checked for the following:

- Completeness: Is the interview complete? Are all parts of the interview present? Are there any irrelevant sections in the media files? Are there any repeated sections in the interview?
- Technical Validity: Can the media files be played from start to finish without interruptions? Is the audio track/language clear and understandable?
- File Naming: Has the file naming convention been followed? Are all files present?

Uploading Master Files and Preview Images

Please upload only the final versions of your audio/video files to Oral-History. Digital. Post-upload editing is generally not possible. If segments need to be cut or if an introduction (e.g., names and date) and/or credits (e.g., contributors) are required, these should be completed before uploading the master files.

To upload audio/video files (master files) and preview images (thumbnails), use the **Media Management Tool (MMT)** on the OHD platform. MMT is accessible through your browser, and no additional software or plugins are required. It is recommended to use a common browser such as Mozilla Firefox, Google Chrome, or Apple Safari.

The link to the MMT is: https://mmt.oral-history.digital

Note: Before uploading, ensure that the files are named according to OHD's naming conventions.

After registering and logging into MMT, you will see the "Upload" and "Download" buttons at the top left. Click on "Upload" to begin uploading media files. Click "Select files" and choose the files you want to upload. You can also select and upload multiple files simultaneously.

During the upload process, MMT verifies the completeness of the file(s) transferred from your computer to the OHD server using checksums. If you see a green checkmark in the "Checksum" column, the file has been successfully uploaded.

By default, one preview image per interview is automatically created from an uploaded video file (as a JPG and PNG file). If several tapes of an interview are available, further preview image versions are created accordingly, which can be used in OHD on request. However, it is also possible to upload preview images manually via MMT and use them instead of the automatically generated preview images. This is also possible using the “Upload” button.

To remove a file from the OHD upload area, click the "Delete" button located next to the uploaded file. **Note that this action only affects the file in MMT and does not impact the files already uploaded to OHD after transcoding. Those files will remain in OHD even after deletion in MMT.**

Attention: This action cannot be undone!

Once your files are uploaded, you will see an overview of the uploaded files and their associated technical metadata in your upload area.

Alternative to media upload

You can also deliver your media files using an external hard drive (either by mail or personal handover).

After the upload is completed, both you and the MMT administrators will automatically receive an email notification confirming the upload of the respective file.

If you also require a transcription of the media files, please contact Tobias Kilgus via email to discuss the available options for automated transcription.

Transcoding of Media Files

After your media files have been uploaded, they are technically reviewed and automatically transcoded into different output formats before being made available in the oh.d system. In addition, a high-quality reference copy of the master files is stored on the OH.D storage (MP4 video with 1080p resolution and WAV audio with PCM coding).

The technical review and transcoding process may take several working days, depending on the size, complexity, and workload. You will receive an email notification once the media file is available in the oh.d system.

Generally, videos are provided as MP4 files in 4 different quality levels, and audio files as MP3s in 3 quality levels for web delivery ("Progressive Download").

Collection owners also have the option to use the HLS streaming method. The decision is made by collection owners based on the technical and legal conditions of their collection, and in consultation with oh.d staff, weighing the advantages and disadvantages of each method.

Additionally, WAV audio files are automatically generated from all AV media files if you wish to have an automated transcription of your media.

Further pages

Further information on the upload process can be found at

- Registration and login to MMT
- Naming the media files before uploading

Long-term archiving and media provision

After uploading your interview files using the MMT, OHD offers you the opportunity for long-term archiving and making your media available for download. This is explained below:

Long-term Archiving

In collaboration with the Bavarian Archive for Speech Signals (BAS) at LMU Munich, a digital long-term archiving service for your audiovisual media files and transcripts is available. This service from BAS is subject to a fee and must be discussed with BAS in advance.

Further information can be found here: https://www.oral-history.digital/dokumente/BAS_LZA_Anleitung_2022_05_22.pdf

Media Provision

The OHD team can make the AV usage files or transcripts created by ASR4Memory available for download to the collection owners via the MMT. To do this, log in to the MMT as usual. By clicking the "Download" button, you will see the corresponding files that the OHD team has made available for download. By clicking on the file, you can download it to your computer locally.

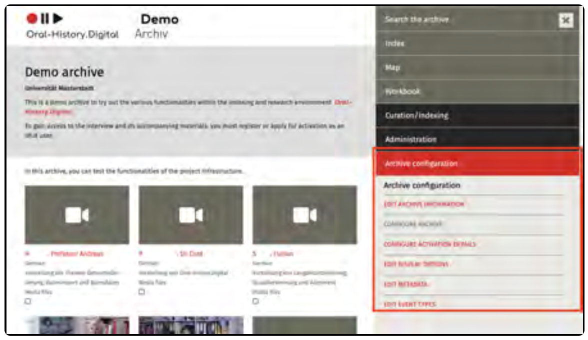
Further Pages

Further information on preparing and uploading your interviews can be found at:

- Preparation for upload (editing/rendering)
- Upload media files with the Media Management Tool (MMT)

5. Archive configuration

Once you have registered for the archive created in coordination with an FU staff member and have been granted access, you can use the archive's functionalities and adjust settings. To do this, you must activate the Editorial View after logging into your user account.



Three additional menu items will then appear in the editorial environment: Curation/Indexing, Administration, and Archive Configuration.

Under 'Archive Configuration,' collection owners with the basic role of 'Archive Management' (initially assigned by FU staff) will find the following sub-menu items, which are explained in detail below:

- Edit archive information
- Configure archive
- Configure activation details
- Edit display options
- Edit metadata
- Edit event types

General Information

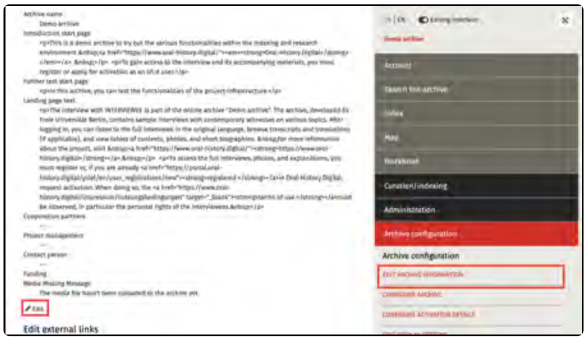
The Archive Configuration allows you to set the basic properties of your archive, including both its appearance (colors, logos, etc.) and its functionality (creating metadata or entering important information). It is advisable to make these settings at the very beginning.

Related Pages

- You can find information about registration and login in the archive, as well as account view, under "Account and Editorial View".
- Edit the created interviews in the Interview view.
- To manage the users of your interview archive, go to "Administration".
- For information on uploading media files, visit "Audio and video files"

Edit archive information

Here, you can provide the basic information about your archive for all available language versions in the system by clicking on the pencil icon.



Additionally, you can create various links and add institutions that will be displayed in the footer of the page.

Note: Currently, German, English, Greek, Russian, and Spanish versions are available. In coordination with an FU staff member, the relevant language versions for you have already been set up, so only these will be displayed.

You can find this menu item on the right side under "Archive Configuration."

On the following pages you will find detailed explanations on how to edit the archive information:

- Add and edit archive information
- Edit external links
- Edit institutions

Further pages

Under the drop-down menu 'Archive configuration' you will also find the following functions for creating and editing your interview collection:

- Configure archive
- Edit display options
- Configure activation details
- Edit metadata
- Edit event types

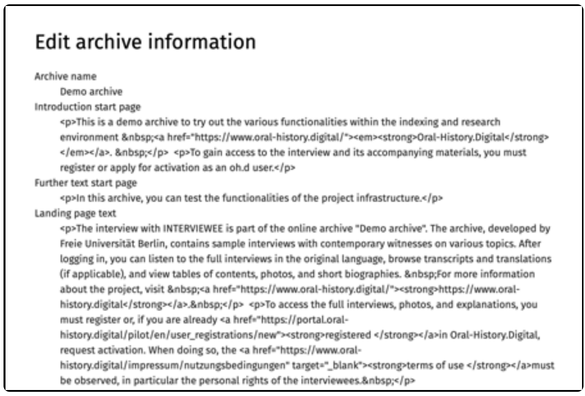
Add and edit archive information

By clicking on the pencil icon, you can set or edit the archive information.

The following sections explain the different input options:

- Name and Startpage Text
- Text for the Landing Page
- Landing page text for restricted interviews
- Additional Input Fields
- Further pages

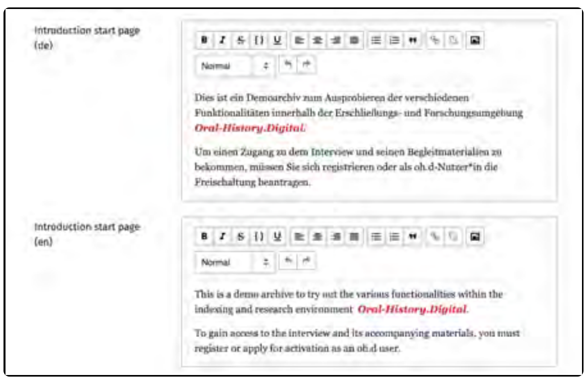
Please note the maximum character limit of 191 for the single-line input fields (Name, Cooperation Partner, Project Leader, Project Manager, Institution, Funding) and 4,194,304 characters for the text fields (Startpage Introduction text, Additional text, Landing page text).

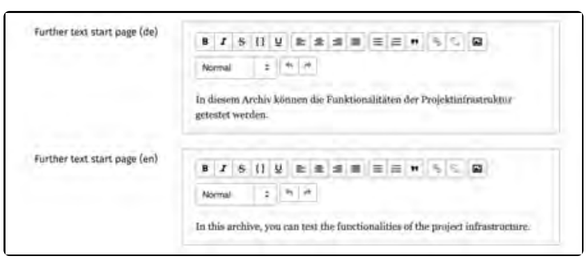


Name and Startpage Text

First, you can set the name of the archive and create an introduction text, as well as an additional text for the startpage. A text editor is available for formatting these texts, where you can also insert links into the text.

Please note that sentence alignment (left, right, centered, and justified) is currently not supported, and it is not possible to insert images.





Text for the Landing Page

You can create text for the landing page (the preview page of an interview before users log in). You can include a placeholder (INTERVIEWEE) for the interviewee's name, which will be replaced with their actual name. For example: "The interview with INTERVIEWEE is part of the Sample Archive." Usually, only the first name and the initial of the last name ("First Name L.") are shown before login, unless you enable the "Show full name on the landing page" option under "Configure Archive.

Landing page text for restricted interviews

Please adapt the provided text for interviews with restricted access.

The best way to do so is to insert the landing page text and add the suggested sentence. You may also add specific access conditions for these interviews. Include your contact email address as a mailto link.

Additional Input Fields

Here you can also enter information about your cooperation partners, project management, your institution, and the project's funders.

Additionally, you have the option to specify a text that will be displayed if the media file for an interview is missing (for example, if it has not yet been uploaded or has been deleted). To do this, however, you must check the "Media files missing" box on the right side of the interview page under "about the interview", or set this up when creating the interview.

Further pages

Further collection information that you can edit and create under this menu item are

- Edit external links
- Edit institutions

Edit external links

In addition to information about the project, you can enter external links such as imprint, contact, team, information on data protection, etc., which are always displayed in the footer of the website.

Adding External Links

Click on "+ Add External Link" and enter the text to be displayed in the box titled "Name (de/en)," and the URL in the box titled "URL," for all language versions of your archive. The "Internal Name" (Code) field can be left blank. However, for the external email communications (e.g. for the activation of an account for the archive) to link to the terms of use, you must enter "conditions" here.

Further pages

Further collection information that you can edit and create under this menu item are

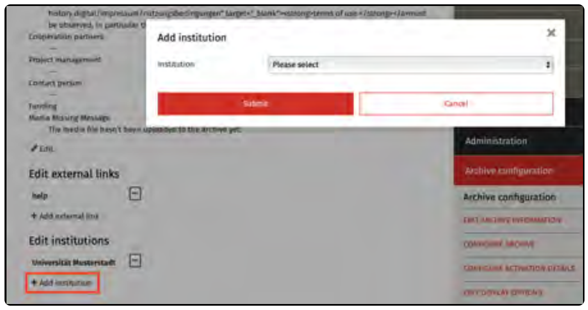
- Edit institutions
- Add and Edit Archive Information

Edit institutions

Here you can add your own or other participating institutions to your project.

Add institutions

To do this, select the institution name from the list in the pop-up window. The selection options are provided by us. If you cannot find the institution name you are looking for here, please contact the OH.D team.



Further pages

Further collection information that you can edit and create under this menu item are

- Add and edit archive information
- Edit external links

Configure archive

At this point, you can set up or modify the various functions and paths for your archive by clicking on the pencil icon. When the archive was created, FU staff already made a preliminary selection, which you can adjust at a later stage here.

You can find this menu item on the right side under "Archive Configuration."

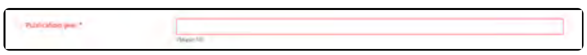
The following guide provides a step-by-step explanation of how to fill in all fields, including examples.

Project Website

Here you can specify your project website or the homepage of your institution.

Publication year

Please note that a publication year must be specified. The year in which your archive was created in oh.d is automatically entered here. This does not always have to be identical to the year of publication, as you may only make your archive visible in the oh.d catalog at a later date. In this case, please update the publication year.



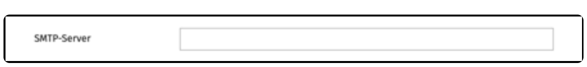
Email Contact Address

Please provide an email address that will be used for user management and other official functions of your archive. All registration requests will be forwarded to this email address.

Ideally, this should be a generic email address for your organization or archive, rather than a personal one. This is because confirmation or rejection emails during the registration process will use this contact email in the address line. More information about the registration process can be found here.

This field is mandatory.

SMTP-Server:



Please leave this field empty!

Newsletter

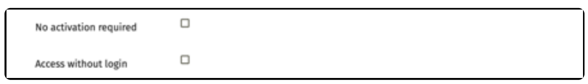
When enabled, the database records which users indicated during registration that they wish to subscribe to the newsletter. For future newsletter distribution, the relevant users can be filtered accordingly. Currently, this functionality is only available through FU staff. Please contact us if you plan to send a newsletter.

Only Show Metadata

Please enable this option if you want to display only the metadata of the interviews without including the media files in OHD, as this will change the view accordingly.

No Activation Required

Here you can decide whether the interviews in your archive are accessible without specific approval or login, meaning they can be viewed by individuals who are neither authorized for your archive nor registered with OHD.

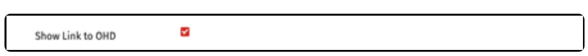


Select the option "No Activation Required" if your archive should have no access restrictions other than a general OHD login. This means you will not have control over who accesses which interviews. All interviews will be visible and accessible to all OHD users.

The option "Access Without Login" makes your archive and all interviews completely public. This allows access to the interviews without requiring individuals to register with their personal information in OHD.

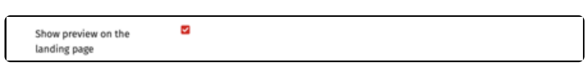
Show Link to OHD

This setting allows you to decide whether the OHD logo is displayed in the top left corner.



Show Preview on the Landing Page

This option lets you determine whether the preview images for your interviews are visible on the landing page for users who are not yet authorized.



Show Legend in the Transcript

Here you can decide whether the legend for transcription symbols used in your interviews is included in the downloaded PDF transcripts.

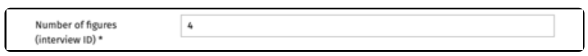
Currently, a predefined legend containing standard transcription symbols used in OHD is displayed.

In the future, it will be possible to manually configure this legend.

DOI

Please leave this field empty!

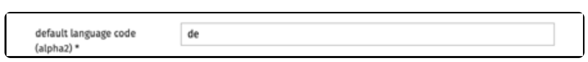
Number of figures (interview ID)



Here you can specify the possible number of digits in the interview ID of the individual interviews in your archive. Select the number of digits depending on how many interviews you want to upload to your archive.

The interview ID of the interview always consists of the abbreviation of your archive and a number. For an archive with the abbreviation 'test' and 4 digits, interview IDs from 'test0001' to 'test9999' would be possible. You can find out more about assigning interview IDs under 'Add interview'.

Default Language Code (Alpha-2)

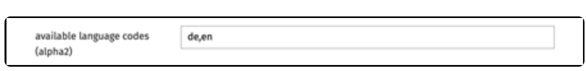


Here, you specify which language version is set as the default for the user interface. Please enter the language in the two-letter ISO code, such as "de" for German, "en" for English, etc.

Currently, the editorial view for archiving is only available in German.

This setting only determines the language version of the user interface. The languages of the interviews are selected elsewhere.

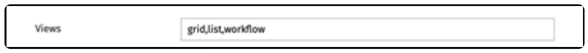
Available Language Codes (Alpha-2)



Here you can specify additional available language versions for the user interface, again using the two-letter ISO code. All labels and content, provided they have been translated into the corresponding languages, will then be displayed in those languages.

Please note: Do not insert spaces between commas and the next language code.

Views



Here you can define how your interviews will be displayed: Grid view, List view, and Workflow view. Please enter the following parameters: **grid, list, workflow**.

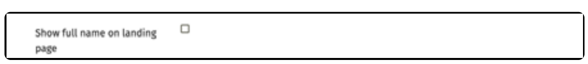
Please note: Do not insert spaces between commas and the next parameter.

grid = Grid view. In this view, either a thumbnail of the video/audio will be embedded, or a placeholder image (silhouette) will be shown. When configuring metadata, you can specify which information will be displayed below the image in the search results.

list = List view, where interviews are displayed one below the other. All displayed information can also be selected during metadata configuration.

workflow = In the workflow view, the interview will be displayed with a small thumbnail image, the name of the interviewee, interview ID, media type, duration, language, collection, processing status, and interview status. This view shows the tasks that were previously assigned, mostly to external annotators, and allows task assignments. A description of task assignment can be found in the "Workflow View" chapter.

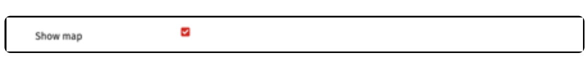
Show Full Name on Landing Page



Please enable this option only if the non-anonymized name of the interviewee is allowed to be displayed on the landing page before login. For privacy reasons, in most cases, the full name can only be shown after the user has accepted the terms of use and requested access.

If this checkbox is not activated, the surname of the interviewee will be abbreviated after the first letter, and the full name will be anonymized and displayed in the following form: First name N.

Show Map



By enabling this checkbox, a new "Map" tab will appear in the navigation on the right side, allowing the various locations from the location index to be searched via the map view.

Types of Import

Here you can specify which import functions should be available in your archive. Currently, the import/upload of metadata, text files (protocols and biographies), index entries, and photos are possible. The following parameters are preconfigured for you: **bulk_metadata, bulk_texts, bulk_registry_entries, bulk_photos**

bulk_metadata: Automatically create interviews with a predefined set of metadata using a CSV template, see the "Metadata Import" chapter.

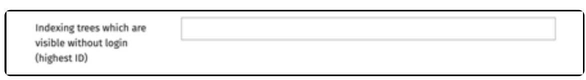
bulk_texts: Mass import of short biographies or interview transcripts.

bulk_registry_entries: If you have already created index trees in your own system, these can be imported directly, see the "Index Import" chapter.

bulk_photos: Enables automatic mass upload of photos.

Please note: There should be no spaces between commas and the next import type.

Indexing Trees which are Visible Without Login (highest IDs)



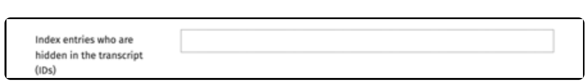
Here, you can mark the index entries or entire index trees that should be publicly accessible without login, such as thematic glossaries. On the other hand, index trees such as personal registers are typically not made accessible without login.

The IDs of all index entries can be found in your index, behind the names of the entries.

Indexing Trees which are only Visible for Archive Managers (highest IDs)

Here, you can mark the index entries or entire index trees that are intended as filter facets for the archive search or are linked in transcripts and used as metadata, but should not appear in the parent index (here) for regular users. This is especially useful if the selected index tree is still being worked on or would cause confusion in your index structure.

Index Entries who are Hidden in the Transcript (IDs)

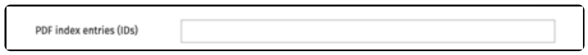


Index entries that should not be available for tagging individual transcript segments but are intended only for facet searching or as metadata for the interview can be hidden by specifying their ID, to avoid confusing the indexers.

Please note: This feature is currently in the testing phase and may not function correctly.

PDF Index Entries (IDs)

Index entries or subtrees that should be used in the PDF download of the index can be specified here by providing the ID.



Change status

Here, you can decide whether your archive should be searchable and accessible to users of the overarching research platform Oral-History.Digital. If the status of your archive is set to "public," your archive will be visible in the Catalog view, and your interviews will be discoverable in the cross-archive search.

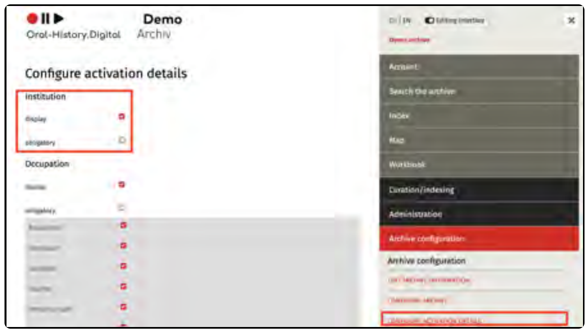
Configure activation details

With this menu option, you can configure which details new users must provide when applying for access to your archive.

You have the option to decide which fields will be displayed in the access request form for new users. You can choose between "Display" (as a non-mandatory field) and "Mandatory field." You select your choice by ticking the corresponding box. If you do not want a specific field to be displayed in the access request form, you can simply leave the box unchecked.

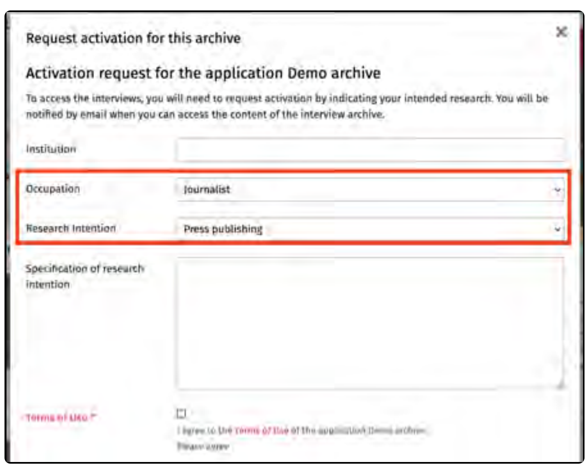
Please note: To confirm your selection, you need to click "Submit" at the bottom of the form.

You can find this option on the right side under "Archive Configuration."



Specify Activities/Research Requests

Apart from selecting the input fields, you can also determine which options are displayed in the access request form under "Research Requests" and "Activities." To do this, check or uncheck the boxes in the corresponding selection fields, which are highlighted in gray.



Further Pages

Under the section "Archive Configuration," you will also find the following functions for creating and editing your interview collection:

- Archivinformation bearbeiten
- Configure archive
- Anzeigeoptionen bearbeiten
- Metadaten bearbeiten
- Ereignistypen bearbeiten

Edit display options

This menu item can be used to change some of the design elements of the page. You will find this menu item on the right-hand side under 'Archive configuration'.
The various options for page design and setting up media paths are explained below:

- Change display options
- Edit logos
- Edit logos of institutions and sponsors
- EN: Medienpfade bearbeiten

Further pages

Under the heading Archive configuration you will also find the following functions for creating and editing your interview collection:

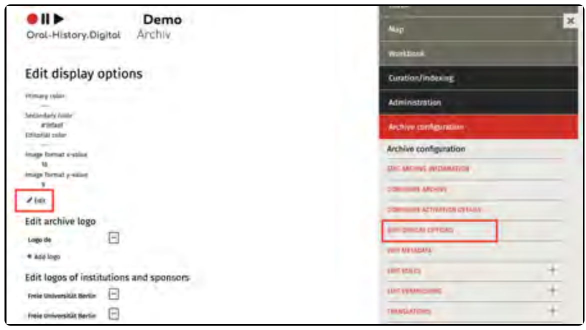
- Configure archive
- Edit archive information
- Configure activation details
- Edit metadata
- Edit event types

Change display options

By clicking on the "pencil" icon below the colour settings, a selection menu will appear that allows you to change the various colours of the collection.

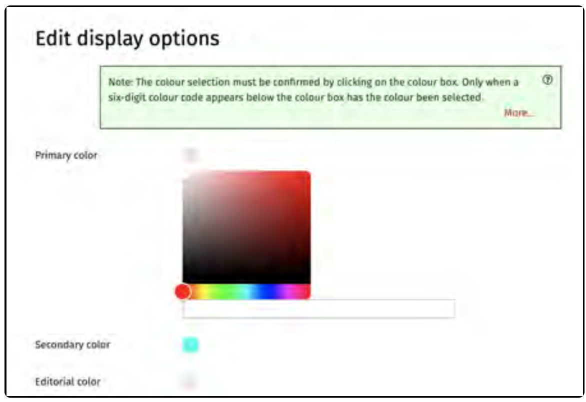
This can be done using the colour picker or by entering a colour code

Please note: The colour selection must be confirmed by clicking on the colour field. The colour has only been selected when a six-digit colour code appears below the colour field.



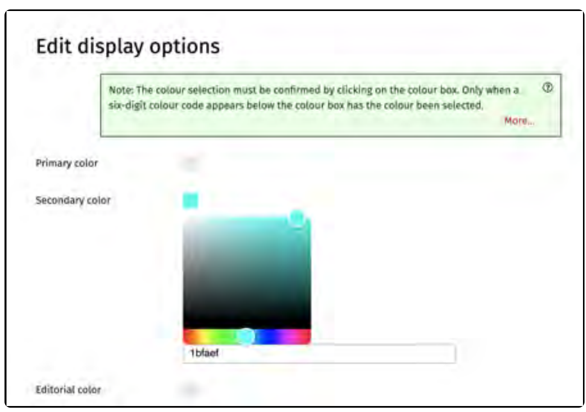
Setting the Primary Colour

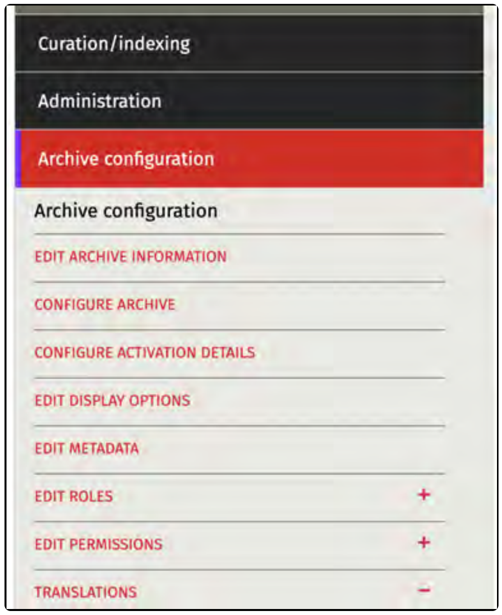
The primary colour determines, among other things, the colour of clickable text and the selected menu item, while the editorial colour affects the menu items "Curation/Indexing," "Administration," and "Archive Configuration," as well as the pencil icon (see images).

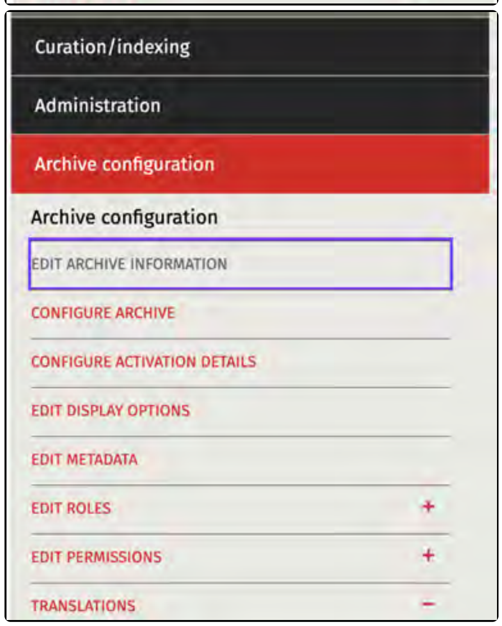


Setting the secondary colour

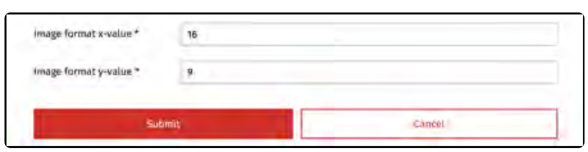
The secondary color allows you to define a second project color. Currently, it is only used for certain mouse-over effects and as the color for a selcted menu point (see example on the right in purple).







Setting the image format



You can adjust the aspect ratio of the placeholder images for media files (audio/video) by setting the x and y values. We recommend using a 4:3 ratio for audio files and older videos, and a 16:9 ratio for newer videos. If both formats are available in your archive, the preview images should be set to the more common format. The display of the videos themselves is not affected by this setting.

Note: Don't forget to click "Submit" after setting the colors and image format.

Further pages

Further options for page design and setting up media paths can be found here:

- Edit logos
- Edit logos of institutions and sponsors
- EN: Medienpfade bearbeiten

Edit logos

Here, you can add your archive's logo. It will then be displayed at the top left of the website, right next to the Oral-History.Digital logo.

Uploading a Logo

Clicking on "+ Add Logo" will open a popup window. You need to select the language version for which the logo should be uploaded. Use "Choose File" to upload your logo.

Note: If you want to display the same logo across all language versions, it's sufficient to upload the logo for the default language (usually German). Otherwise, you will need to upload different logos according to your configuration for each user interface language. Only one logo should be uploaded per language version of the archive.

Logo Formats

Logos should be uploaded as PNG or JPEG/JPG files, without any padding around the edges. The display height of the logo is 75 pixels, so the graphic should be created with a height of at least 150 pixels and no more than 300 pixels.

In addition, the file name of the logo should not contain any special characters and/or spaces.

If you want your logo to also appear in the transcript PDF, which you can make available for download in the interview view, you must upload it as a PNG file.

Further pages

Further options for page design and setting up media paths can be found here:

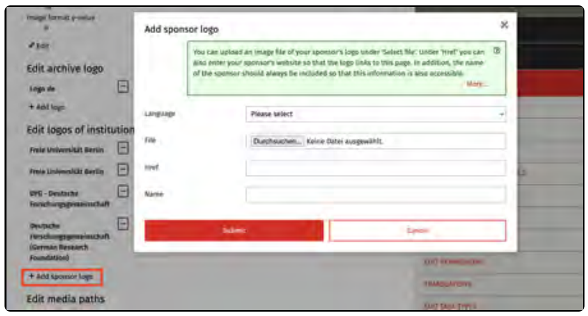
- Anzeigeoptionen ändern
- Edit logos of institutions and sponsors
- EN: Medienpfade bearbeiten

Edit logos of institutions and sponsors

You can also display logos of your institutions, sponsors, supporters, or partners. These will be shown at the very bottom of the application's footer.

Uploading Sponsor Logos

Clicking on "+ Add Sponsor Logo" will open a popup window. You can select the language version and use "Choose File" to upload an image file of your sponsor's logo. In the "Href" field, you can also enter the sponsor's website URL to link the logo to that page. Additionally, you should always enter the sponsor's name to ensure that this information is accessible to everyone.



Logo Formats

Logos should be uploaded as PNG or SVG files, without any extra space around the edges. The display height of the logo is 75 pixels, so for PNG files, the graphic should be created with a height of at least 150 pixels and no more than 300 pixels.

Further pages

Further options for page design and setting up media paths can be found here:

- Anzeigeoptionen ändern
- Edit logos
- EN: Medienpfade bearbeiten

EN: Medienpfade bearbeiten

Generell werden die in OHD hochgeladenen Videos als MP4s in 3 Qualitäten sowie die Audios als MP3s in 3 Qualitäten für das Web-Auslieferungsverfahren ("Progressive Download") bereitgestellt.

Nach dem Upload der Interviews müssen jedoch noch einmalig die Medienpfade festgelegt werden, die für das Abspielen der Videos/Audios erforderlich sind.

Im Normalfall **übernimmt die Konfiguration der Medienpfade das FU-Team.**

- EN: Medienpfade - Details (intern)

Nehmen Sie hier bitte keine eigenmächtigen Änderungen vor!

Nachdem die Medienpfade angelegt wurden, können Sie unter "Create new interview" die Interviewseite (inklusive Interview- und Metadaten) zum Abruf für die Nutzer*innen anlegen.

Benennung der Mediendateien

Die Dateinamenskonvention für die Masterfiles (Audios/Videos) lautet**:** **INTERVIEW-ID_TAPE-COUNT_TAPE-NUMBER_master.FILE-EXTENSION**

Beispiel: bms0004_02_01_master.wav

- INTERVIEW_ID = bms0004 (viertes Interview der Sammlung)
- TAPE_COUNT = 02 (es existieren insgesamt 2 Bänder/Teile zu diesem Interview) **Wichtig:** muss auch angegeben werden, wenn es insgesamt nur ein Band gibt.
- TAPE_NUMBER = 01 (dies ist Band/Teil Nummer 1 des Interviews) **Wichtig:** muss auch angegeben werden, wenn es insgesamt nur ein Band gibt.
- master = Es handelt sich um die finale Schnittfassung eines Interviews
- FILE-EXTENSION = wav (der Dateityp der Masterfile ist WAV)

Die **Vorschaubilder/Stills** eines Interviews werden wie folgt benannt:

- **INTERVIEW-ID.FILE-EXTENSION**
- Beispiel: gga-mytrace0001.jpg
- Wenn kein Still vorhanden ist, wird ein Audio- oder Video-Symbol gezeigt.

Ein nachträglicher Schnitt der Mediendateien innerhalb des oh.d-Workflows ist nicht vorgesehen. Falls bei den Mediendateien Passagen (bspw. zur Anonymisierung) herausgeschnitten werden sollen oder ein Vorspann (etwa mit Namen und Datum) und/oder ein Abspann (Mitwirkende etc.) vorgesehen ist, muss dies vor dem Medien-Upload erfolgen. Bei Bedarf kontaktieren Sie dazu vorab das oh.d-Team.

Weiterführende Seiten

Weitere Möglichkeiten Seitengestaltung sowie Einrichtung von Medienpfaden finden Sie hier:

- Change display options
- Edit logos
- Edit logos of institutions and sponsors

EN: Medienpfade - Details

Um in *Oral-History.Digital* angezeigt zu werden, müssen die Dateinamen Ihrer Medien einer bestimmten Konvention folgen.

- INTERVIEW_ID = Kürzel des Interviews, bestehend aus (a) dem Archiv-Kürzel (z.B. "pilot") sowie (b) der Nummer des Interviews innerhalb des Archivs (empfohlen werden vier Ziffern, bspw. 0001 für das erste Interview).
  Die ursprüngliche Kennzeichnung des Interviews kann im Metadatenfeld "Original-Signatur" innerhalb des oh.d-Systems eingetragen werden.
  Konventionen für das Archiv-Kürzel:
  - nur Kleinbuchstaben
  - keine Sonderzeichen
  - Minuszeichen erlaubt
  - Zeichen-Mindestanzahl: 2, - Maximalanzahl: 12
  - keine Ziffern am Ende des Archiv-Kürzels
- TAPE_COUNT = Gesamtanzahl Bänder/Teile des Interviews bitte hier stets zwei Ziffern verwenden, z.B. 02 für 2 Interviewbänder.
- TAPE_NUMBER = Nummer des Bandes des Interviews bitte hier stets zwei Ziffern verwenden, z.B. 01 für das erste Interviewband.
- master = Version-ID, Kennzeichnung der Datei als Masterfile
- FILE-EXTENSION = verwendete Dateiendung nach dem Punkt im Dateinamen, z. B. .wav oder .mkv

Beispiel: pilot0004_02_01_master.wav

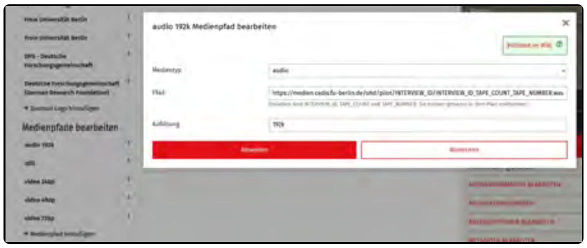
- INTERVIEW_ID = pilot0004 (viertes Interview des Archivs)
- TAPE_COUNT = 02 (es existieren 2 Bänder/Teile zu diesem Interview)
- TAPE_NUMBER = 01 (dies ist Band/Teil Nummer 1 des Interviews)
- FILE-EXTENSION = wav (der Dateityp der Masterfile ist WAV)

Ein nachträglicher Schnitt der Mediendateien innerhalb des oh.d-Workflows ist nicht vorgesehen. Falls bei den Mediendateien Passagen (bspw. zur Anonymisierung) herausgeschnitten werden sollen oder ein Vorspann (etwa mit Namen und Datum) und/oder ein Abspann (Mitwirkende etc.) vorgesehen ist, muss dies vor dem Medien-Upload erfolgen. Bei Bedarf kontaktieren Sie dazu vorab das oh.d-Team.

Die Konfiguration der Medienpfade übernimmt das FU-Team.

Die Medienpfade folgen diesem Muster:

https://medien.cedis.fu-berlin.de/ohd/ARCHIV-ID/INTERVIEW_ID/INTERVIEW_ID_TAPE-COUNT_TAPE-NUMBER_VERSION-ID.FILE-EXTENSION



Die Variablen sind:

- ARCHIV_ID = Initialen des Archivs unter "Sammlungskonfiguration"
- INTERVIEW_ID = Kürzel des Interviews (hierbei werden 4 Ziffern empfohlen!)
- TAPE_COUNT = Bänder-Anzahl
- TAPE_NUMBER = Band-Nummer
- VERSION_ID = das verwendete Auflösungs-Suffix, das ebenso in der Audio-/Videodateien auf dem Medienserver vorkommen muss (bspw. "_240p", "_720p"). Handelt es sich um die Master-Datei (welche nicht auf dem Medienserver, sondern auf dem OHD-Storage liegt), so wird das Suffix "_master" verwendet.
- FILE-EXTENSION = die verwendete Dateiendung nach dem Punkt im Dateinamen, z. B. .mp4 oder .mp3

Diese Variablen müssen genauso in dem Medienpfad vorkommen.

Die Variablen müssen durch Unterstriche _ , nicht durch Bindestriche - , getrennt werden.

Die Default-Auflösung bei Audios ist: 192k

Die Default-Auflösung bei Videos ist: 480p

Beispiele:

- https://medien.cedis.fu-berlin.de/ohd/pilot/INTERVIEW_ID/INTERVIEW_ID_TAPE_COUNT_TAPE_NUMBER_192k.mp3
(Audio, 192k im Pilotarchiv)
- https://medien.cedis.fu-berlin.de/ohd/pilot/INTERVIEW_ID/INTERVIEW_ID_TAPE_COUNT_TAPE_NUMBER.m3u8
(HLS-Video im Pilotarchiv)

Vorschaubild

Der Pfad für das Vorschaubild ist bis zur ID der Bilddatei identisch mit dem oben beschriebene Pfad für die Mediendateien. Die Bezeichnung der Bilddatei entspricht der Interview-ID, muss aber in einigen der älteren Archive "_2" enthalten (z.B. INTERVIEW_ID_2.jpg). Die Dateiendung ist "jpg".

Beispiel:

- https://medien.cedis.fu-berlin.de/ohd/pilot/INTERVIEW_ID/INTERVIEW_ID.jpg

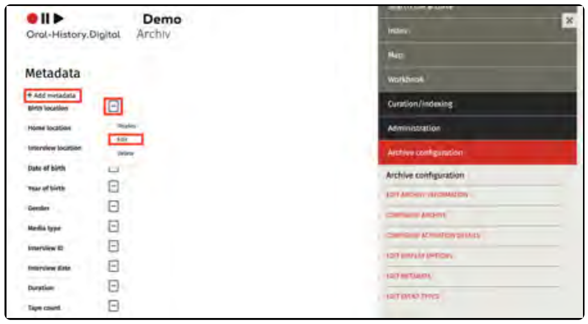
Weiterführende Seiten

Weitere Möglichkeiten Seitengestaltung sowie Einrichtung von Medienpfaden finden Sie hier:

- Anzeigeoptionen ändern
- Edit logos
- Edit logos of institutions and sponsors
- ALT: Verzeichnisstruktur/Medienpfade (intern)

Edit metadata

Metadata is content-related information about the interviews and can be used as a filter for searching within an archive (and to a lesser extent across archives). Under “Edit metadata”, metadata fields can be created and edited, to which this individual metadata can later be assigned to on an interview-specific basis.



The most important metadata is already created by default (see table below). The 'Metadata' menu is therefore primarily intended to define when and how this data is displayed as a search facet, in the grid, list and map view of the archive search, in the individual interview view (after and before logging into the archive).

You will find this menu item on the right-hand side under “Archive configuration”.

To create a new metadata field, click on “+-Add metadata”. To edit an existing metadata field (for example, to decide whether it can be used as a search facet or in which view the metadata should be visible to users), click on the 3-dot symbol next to the corresponding metadata and then on “Edit”.

More information on creating and later editing a new metadata field and a more detailed explanation of the individual input fields and properties can be found under “Add metadata”.

Please note: After editing metadata, it is possible that the changes to the individual metadata are not directly applied in the archive. This can affect search facets, metadata categories on the right-hand side of the interview view or in the search view, the landing page as well as the detail page and map view. To update your archive and apply these changes, you must select the “Update interviews” option under “Actions” in the archive search.

Properties of the metadata fields

The metadata that has already been created and its default properties can be found here in the table. However, in many cases you can freely change these properties (e.g. the label, use as a search facet, etc.).

Code	**Name (in the overview)**	**Functional metadata**	**Label (de)**	**Label (en)**	**Facet**	**Facet (order)**	**Search result (grid)**	**Search result (list)**	**Search result (order)**	**Detail page**	**Search in the map**	**Landing page**	**Use in metadata import**
tape_count	Tape count		Anzahl der Bänder	Tape count						X			X
description	Description (Interview)		Beschreibung (Interview)	Description (Interview)						X			X
description_interviewee	Description (Person)		Beschreibung (Person)	Description (Person)						X			X
duration	Duration		Dauer	Duration			X	x	3	X		X	X
date_of_birth	Date of birth		Geburtsdatum	Date of birth						X			X
year_of_birth	Year of birth		Geburtsjahr	Year of birth	X	5							
birth_location	Birth location		Geburtsort	Birth location	X	6				X	X		X

Some of this “metadata”, the so-called functional metadata, is not so much a source of information about the interviews, but rather enables a certain display option in relation to the video, such as the metadata “Link transcript to media file (timecode alignment)”, which enables you to make this setting an option in the interview view. This metadata is only displayed in the editorial view.

You can create new metadata manually via “+-Add metadata”, but this should only be done if the metadata is linked to your archive-specific index. You can find more detailed explanations here.

Note (for cross-archive indexing): There are metadata fields in the overview that are intended for cross-archive searches, identified by (oh.d) in the name. However, you can also include these in your archive and change the label accordingly (remove (oh.d) if necessary). However, these metadata fields are linked to the oh.d index (of the whole platform), which is only maintained by the oh.d team, so that you cannot create new entries or change existing ones yourself.

gender	Gender		Geschlecht	Gender	X	4	X	X	4	X		X	X
interview_date	Interview date		Interview-Datum	Interview date						X		X	X
archive_id	Interview ID		Interview-ID	Interview ID						X		X	X
media_missing	Media missing	X	Mediendateien fehlen	Media missing						X			
media_type	Media type		Medientyp	Media type	X	2	X	X	1	X		X	X
signature_original	Original signature		Originalsignatur	Original signature						X			X
interview_location	Interview location		Ort des Interviews	Interview location						X	X	X	X
observations	Observations		Protokoll	Observations						X			X
pseudonym_or_name	Pseudonym or name	X	Pseudonym oder Name	Pseudonym or name						X			
language_id	Language **Note:** only used as a language facet (to be able to assign a first and second interview language)		Sprache	Language	X	3							
primary_language_id	Language **Note:** If you have multilingual interviews in your collection, change the label to “First language” if necessary.		Sprache	Language			X	X	2	X		X	X
secondary_language_id	Second Language		Zweite Sprache	Second Language						X		X	X
primary_translation_language_id	First language of translation		Erste Übersetzungssprache	First language of translation						X		X	X
workflow_state	Workflow state	X	Status	Workflow state	X	8				X			
collection_id	Collection		Sammlung	Collection	X	1	X	X	5	X		X	X
transcript_coupled	Link transcript with media file (timecode alignment)	X	Transkript mit Mediendatei koppeln (Timecode-Alignment)	Link transcript with media file (timecode alignment)						X			
home_location	Home Location		Wohnort	Home Location	X	7				X	X		X
subjects	Subjects		Thema	Subjects						X			X
pseudo_links	Links		Links	Links						X		X	X
	Level of Development (oh.d)		Erschließungsgrad (oh.d)	Level of Development (oh.d)									X
	Subject (oh.d)		Thema (oh.d)	Subject (oh.d)									X

The “Language” metadata field

As you may have already noticed when reading the default metadata fields in the table, there are two different metadata with the label “language”. These are the fields “language_id” and “primary_language_id”. The “language_id” field is used in the OHD infrastructure as a search facet to search the whole archive, while the second field “primary_language_id” can be found both as a search result in the search and as a metadata on the detail and landing page. **In order to maintain this division, you should on the one hand not select the option “Use as facet” for the metadata “primary_language_id” under “Edit” and on the other hand only this option should be activated for the metadata “language_id”! It is best to keep the default settings.**

If you have multilingual interviews in your archive, you can also use the metadata “secondary_language_id” in addition to “primary_language_id”. This is displayed by default in the detailed view and on the landing page (if you do not have any bilingual interviews, simply uncheck the corresponding fields under “Edit”). This allows you to specify a second interview language under “Edit metadata - About the interview”. Both languages can also be selected in the search facet “Language” in the search for the whole archive.

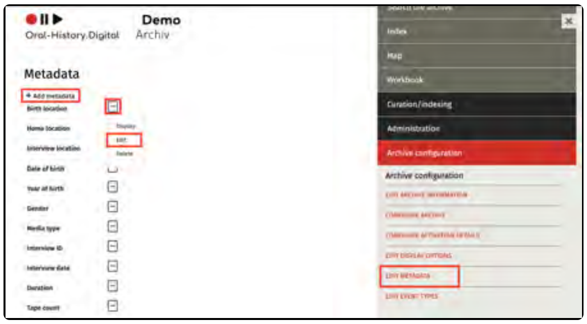
Further pages

Under the Archive configuration you will also find the following functions for creating and editing your interview collection:

- Edit archive information
- Configure archive
- Configure activation details
- Edit display options
- Edit event types

Add metadata

To create a new metadata field, click on “+Add metadata”. To edit an existing metadata field (for example, to decide whether it can be used as a search facet or where the metadata should be visible to users), click on the 3-dot symbol next to the corresponding metadata and then on “Edit”.

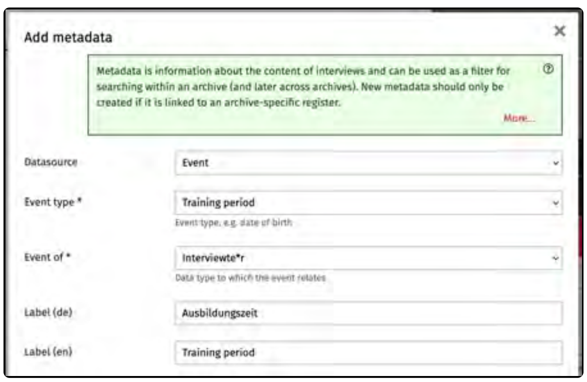


Generally, you should only create new metadata if it is linked to an index entry (explained under “Select data source”). However, this is only possible if you have already created a corresponding index entry and an index linking type.

Please note: After editing metadata, it is possible that the changes to the individual metadata are not directly applied in the archive. This can affect search facets, metadata categories on the right-hand side of the interview view or in the search view, the landing page as well as the detail page and map view. To update your archive and apply these changes, you must select the “Update interviews” option under “Actions” in the archive search.

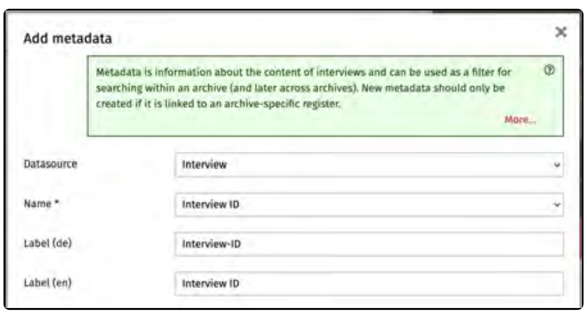
Select data source

Firstly, the source to which the information is to be linked can be selected. There are the options ‘Event’, ‘Interview’, ‘Interviewee’ and ‘Register’:

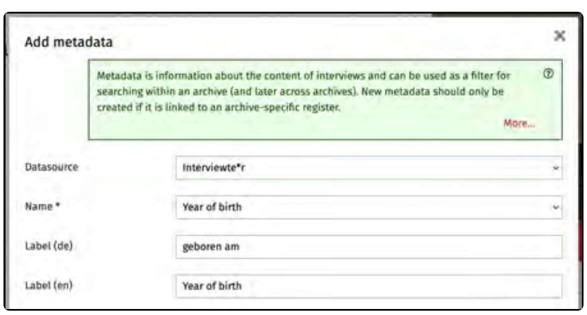


- Event: If you select ‘Event’ as the data source, you can create a metadata that describes a period of time or a point in time (for example, the interviewee's date of birth). To do this, first select an event type (which you can create here) and then select whether this event type is linked to the interview or the interviewee.

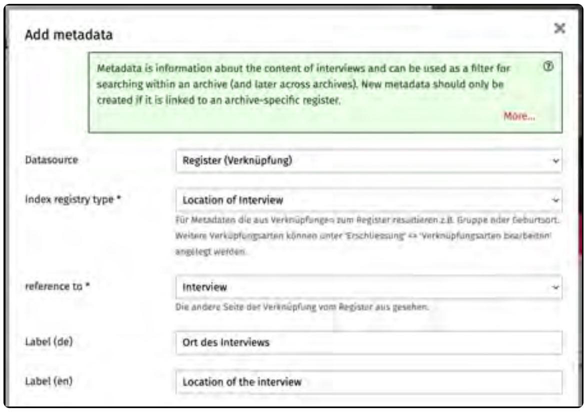
  Note: Currently, only links to interviewees can be created under ‘Event’. However, linking to the content of individual interviews is planned.



- Interview: All types of metadata containing information about the interview can be linked under ‘Interview’. The type of information can be selected under ‘Name’. Please note that all metadata relating to the interview has already been configured.



Note: At this point, you only need to decide which of this metadata should be displayed and which changes may still be necessary in the default configuration (facets, search results, display on the landing page, detail page, map).



- Interviewee: Information relating to the interviewee can be linked here. Under 'Name' there are eight options: 'Date of birth', 'Year of birth', 'Gender', 'Description', 'Birth name', 'Other first names', 'Other names' and 'Pseudonym or name'. Please note that this information is only displayed if it has been entered in the people module, see 'Add people'.

  If you select the name 'Pseudonym or name', the label is automatically called either 'Pseudonym' or 'Name', depending on what is to be displayed according to the person form (see also 'Add people'). This means that the label you enter here will be ignored.

  Note: In the person module (A dd persons), there is only the 'Date of birth' field to be filled. The 'Year of birth' metadata only takes the year information from this. It is therefore advisable to display the complete date of birth on the detail page (after login) and to use the year information for the filter facet and/or landing page. However, you can also display only the year of birth to logged-in users on the detail page and still save the date of birth in the person module for internal work. To do this, remove the tick next to 'Show on detail page' for the metadata 'Date of birth' or set the metadata directly for the individual interviews to 'non-public'.
- Index (link): This option offers the possibility of linking metadata with a self-created index entry. Three index trees ('Places', 'Persons' and 'Subject') without index entries are already provided in each archive for illustration purposes. You have the flexibility to decide whether you need these index trees, change the name or create additional index trees. You can find out how to create a register tree and associated subentries in the 'index' chapter. To be able to link a metadata to a register, a 'index linking type' must be selected. This link type must

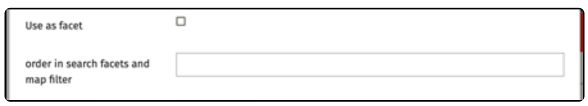
have been created beforehand. You must then select under ‘reference to’ whether the information from the register entry should be linked to the interview or the interviewee. Depending on what you select here, the new metadata type will be displayed in the interview view either under ‘about the person’ or under ‘about the interview’.

Label

Under ‘Label’ you can specify the label under which the metadata is displayed in the different language versions.

Use as a facet

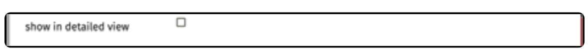
Collection owners can decide which metadata is used as a filter option for the search. To do this, ‘Use as facet’ must be selected and the position at which the facet is displayed in the search menu must be specified under ‘Order in search facets and map filter’.

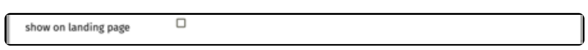


Show as searchresult

This is where you define which interview-specific information is visible as a search result directly under ‘Search the archive’. This can be defined separately for the grid view and the list view. You can also set the order in which the metadata is displayed in the search results.

Show in the detailed view / Show on the landing page





These two options determine which metadata can be accessed by which users. Only authorised users have access to data that is visible in the detailed view of the interviews, while the landing page is also accessible to non-authorised users. **Please make sure that no protected data is displayed on the landing page!**

Further information can be found here.

It should also be noted that this setting makes the interview findable in the cross-archive search using the metadata (e.g. via the filter facets, the list view, the archivedescription). So if you don't want your interview to be findable in the search based on the interviewee's year of birth, for example, you must **deactivate** ‘Show on landing page’!

Note: The name of the interviewee is only visible on the landing page in abbreviated form (first name N.) unless the ‘Show full name on landing page’ function is explicitly activated in the archive configuration.

Show in map view

If the metadata has been linked to a location (index entry), this can be displayed in the map view. You can also set the colour in which the location is displayed.

Use in metadata import

If you have created metadata manually, you can also use it for the metadata import. If this option is activated, the metadata is added to the corresponding template for the metadata import.

Once the overarching metadata categories have been created, the interview-specific metadata can be edited in the interview view.

Landing page (before login)

For each metadata field, you have the option to select the configuration "Show on the Landing Page." This means that these metadata fields will be visible on the so-called landing page even before logging in to oh.d. Please ensure that no protected data is displayed here.

Attention: Please note that the name of the interviewee will **always be shown in anonymized form** (First Name N.) on the landing page, as the interview title is generated from it (unless the "Show full name on the landing page" function is explicitly activated in the archive configuration). Please use a pseudonym if this anonymization is not sufficient before logging in to oh.d.

It should also be noted that this setting makes the interview discoverable in the cross-archive search through metadata (e.g., via filter facets, the list view, and the archive and collection descriptions). Therefore, if you do not want your interview to be searchable by, for example, the interviewee's birth year, you **must deactivate** "Show on the Landing Page!"

The default metadata configuration includes the following fields that are displayed on the landing page (please adjust these details as needed in the metadata configuration of your archive section):

About the Person:

- Year of Birth used for the cross-archive birth year facet
- Gender

About the Interview:

- Interview ID
- Interview Date
- Media Type
- Duration
- Language
- Possible Translation Language
- Collection
- Location of the Interview

You can adjust this list at any time for your archive section and choose to display fewer or more metadata fields on the landing page.

Edit event types

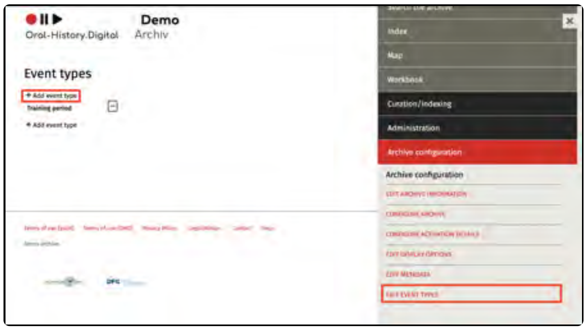
For each person involved in an interview (created under ‘Edit persons’) various biographical events such as the date of birth or death can be defined.

These different types of biographical events can be created under ‘Edit event types’.

The function also allows you to create event types that describe individual interviews in more detail. These are linked to metadata and can be edited ‘in place’ on the right-hand side of the interview view.

You will find this menu item on the right-hand side under ‘Archive configuration’.

You can create a new event type using the ‘+Add event type’ function. You can find out more here.



Weiterführende Seiten

- Edit archive information
- Configure archive
- Configure activation details
- Edit display options
- Edit metadata

Add event type

To add a new event type, click on the + symbol ‘Add event type’. To edit an entry that has already been created, click on the 3-dot symbol next to the entry and then on ‘Edit’.

To add the corresponding event type, first enter a code (in lower case and with underscores, e.g. training_period) and the name of your event type. After you have clicked on ‘Submit’, your new event type is created. It is possible to create both time periods and exact dates as event types.

To add an event of this type to one of your existing person entries or to create a new person entry, go to ‘Edit persons’.

EN: Rollen bearbeiten

Mithilfe von Rollen können innerhalb ihres Archivs Berechtigungen erteilt werden, verschiedene Aspekte des Archivs zu sehen oder zu bearbeiten, die für die normalen Benutzer*innen nicht vorgesehen sind.

Sie finden diesen Menüpunkt auf der rechten Seite unter "Archivkonfiguration".

Bitte beachten: Rollen werden im Normalfall nur von Mitarbeitenden des OHD-Teams erstellt und bearbeitet. Daher sollten Sie diese Funktion nicht nutzen.

Den Unterschied zwischen Aufgaben und Rollen finden Sie hier erklärt.

Wie Sie einer*m Benutzer*in eine bestimmte Rolle zuweisen, finden Sie hier.

Weiterführende Seiten

Unter der Rubrik Archivkonfiguration finden Sie außerdem die folgenden Funktionen zum Anlegen und Bearbeiten Ihrer Interview-Sammlung:

- Archivinformationen bearbeiten
- Configure archive
- Configure activation details
- Edit display options
- Edit metadata
- EN: Aufgabenarten bearbeiten
- Edit event types

EN: Aufgabenarten bearbeiten

Unter "Aufgabenarten bearbeiten" lassen sich bei Bedarf diese einzelnen Aufgabenarten konfigurieren und/oder noch fehlende Aufgabenarten hinzufügen.

Sie finden diesen Menüpunkt auf der rechten Seite unter "Archivkonfiguration".

In den untergeordneten Wiki-Artikeln werden die zwei Funktionen die für das Anlegen von Aufgabenarten notwendig sind erklärt:

- EN: Aufgabenart hinzufügen und bearbeiten
- EN: Berechtigungen hinzufügen

Allgemeines

Mithilfe der Aufgabenarten können Sammlungsinhaber*innen interviewspezifische Berechtigungen zuweisen. Dies bietet sich dann an, wenn externe Auftragnehmer*innen einzelne Arbeitsschritte übernehmen. Jedes neue Archiv verfügt zunächst über vorangelegte Basis-Aufgabenarten. Die Zuweisung der Aufgaben erfolgt über die Workflow-Ansicht.

Bitte beachten: Die Workflowansicht unter "Suche im Archiv" ist aktuell standardmäßig deaktiviert. Falls Sie diese Funktion zum Erschließen einzelner Interviews nutzen wollen, melden Sie sich bitte an eine*n Mitarbeiter*in von Oral-History.Digital, damit die Funktion freigeschaltet werden kann.

Den Unterschied zwischen Aufgaben und Rollen finden Sie hier erklärt.

Um einer*m Benutzer*in eine Aufgabenart zuzuweisen muss diese*r Benutzer*in zuerst die Rolle "Redaktion" zugewiesen bekommen. Wie Sie Rollen zuweisen bekommen Sie hier erklärt.

Weiterführende Seiten

Unter der Rubrik Archivkonfiguration finden Sie außerdem die folgenden Funktionen zum Anlegen und Bearbeiten Ihrer Interview-Sammlung:

- Archivinformationen bearbeiten
- Configure archive
- Configure activation details
- Edit display options
- Edit metadata
- EN: Rollen bearbeiten
- Edit event types

EN: Aufgabenart hinzufügen und bearbeiten

Aufgaben hinzufügen und bearbeiten

Über das +-Symbol "Aufgabenart hinzufügen" kann eine neue Aufgabe erstellt werden. Hier sollte ein Label sowie eine mindestens zweistellige Abkürzung für die Aufgabenart bestimmt werden. Um die Aufgabenart in der Auswahl wiederzufinden, wird die Checkbox "in der Übersicht zeigen" aktiviert.

Weiterführende Seiten

Wie Sie Ihrer neu angelegten Aufgabenart die notwendigen Berechtigungen zuweisen bekommen Sie hier erklärt.

EN: Berechtigungen hinzufügen

Berechtigungen hinzufügen

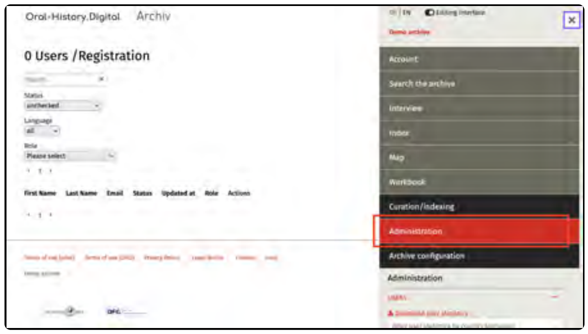
Die einzelnen Berechtigungen, für die der*die Benutzer*in durch die Aufgabenarten freigegeben werden kann, können jeweils über das +-Symbol "Berechtigung hinzufügen" ausgewählt werden. Unter "Zur Aufgabenart gehörende Berechtigungen" sind auch die Berechtigungen sichtbar, die bereits hinzugefügt wurden.

Weiterführende Seiten

Wie Sie eine neue Aufgabenart anlegen oder bearbeiten, bevor Sie die notwendigen Berechtigungen hinzufügen, bekommen Sie hier erklärt.

6. Administration

On the right side of the menu, under "Management," you will find functionalities for managing the users who have registered or wish to register for your archive.



Here, you can grant users access to your archive, give them access to interviews that have been published with restrictions and assign roles to them.

On this wiki page, you will find instructions for the following functions:

- Manage users
- Edit users
- Add, display and delete roles
- User statistics

General Information

The registration process on the OHD portal follows a GDPR-compliant double opt-in procedure. To ensure that users consent to the storage of their data, the registration occurs in two steps:

- After completing the registration form for the entire OHD portal, users receive an email prompting them to confirm their email address.
- Only after confirmation can users submit a request for activation in your archive. The access requests appear in the user management section and can be reviewed and approved by the editorial team.
- Unconfirmed registration requests from new users are automatically deleted after two weeks.

To manage users, you need the "Archive Management" role. For more information on roles and task types, please refer to "Roles and Tasks".

If you want to assign specific tasks to your users for particular interviews, use the workflow view.

Further pages

- For information on signing up and registering in the archive, as well as the account view, please refer to "Account and Editorial View."
- To create new interviews and people, go to "Curation /Indexing."
- You can edit the created interviews in the "Interview View".

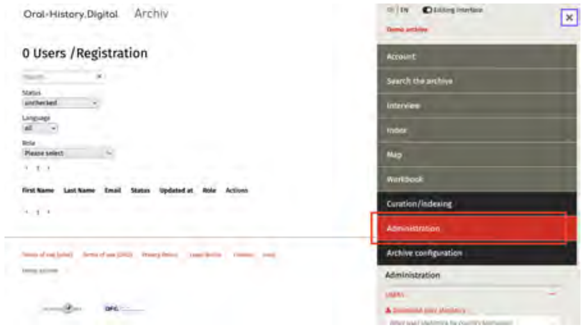
- To set up your archive and configure settings, go to "Archive Configuration".
- For information on uploading media files, refer to "Audio and Video Files."

Manage users

The user management feature allows you to review the registration of new users and approve or reject them, as well as block already registered users.

Additionally, you can view already registered users and manage their roles within your archive. For more information on this, refer to "Add, display and delete roles."

This guide shows you how to search for individual users in the user management system.



Searching for Users

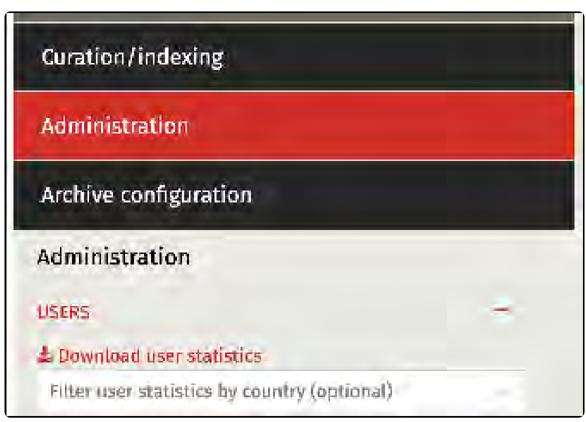
Using the search fields, you can search for individual users by their name and /or email address. You can also view all users who have registered in a particular language version. These users will be displayed in a table that shows their status and the assigned role.

With the "Status" filter, you can display users with a specific status (such as "unchecked," "activated," or "rejected").

Note: The "Status" filter is set to "unchecked" by default, meaning it will show only the users who have submitted a request for approval that has not yet been processed. To view all users in your archive, select the "All" option.

Download User Statistics

Additionally, you can download user statistics in CSV format. You can filter these statistics by countries, so that, for example, only the statistical data about users from Chile will be displayed. The button for this can be found at the bottom of the right side of the user view. You can find more information about this feature of OHD here.



Further Pages

For more details on managing your users, refer to:

- Edit users
- Add, display and delete roles

Edit users

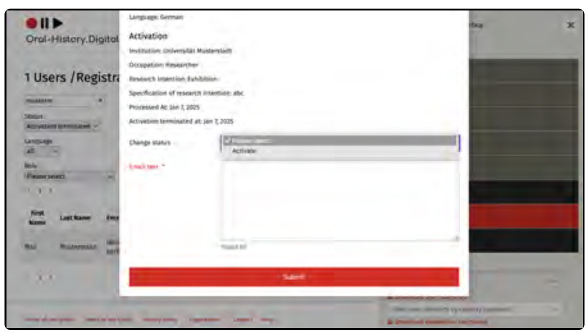
The filtered users will be displayed on the left side in the form of a table. Using the "Edit" function (pencil icon), you can access the information from the user registration.

Please always check that the details about the name, research inquiry, and clarification of the inquiry are complete and plausible.

Please note that when changing a user's status or role, an email will be automatically sent to the user from the contact address set under "Configure archive." The email will inform the user about the change.

Unlocking Users

Through the "Status" dropdown menu at the end of the form, you can unlock users, but you can also reject them if they have not provided valid information in the activation form or in their personal data. Additionally, you can edit the automated email text that is sent with the approval or rejection. This means, for example, you can specify more clearly what users need to change if they are rejected. The text is inserted with HTML coding. For example, additional paragraphs are provided within a paragraph tag like this: `<p>YOUR TEXT</p>`.
If rejected, users will receive a correction link to update their information according to the guidelines. Once users submit their corrected data, you, as the collection owner, will receive a notification email to approve the user again.



Note: Currently, it is not possible to create a pre-made message that automatically appears as a standard response for every new request. It is recommended to save such message templates locally so that they can be copied into the appropriate field here.

Unconfirmed registration requests for new users will be automatically deleted after two weeks.

Lock or End User Access

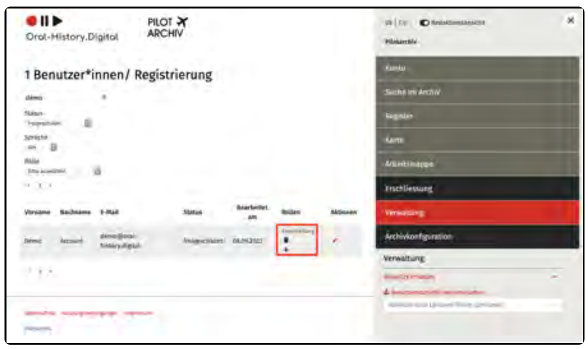
Users who were previously approved and have violated the terms of use can be blocked by changing their status to "block" under the "Status" section. These users will no longer have access to your archive area, but may still be authorized in other archives on oh.d. Therefore, we ask you to inform the oh.d team in case of blocking, so that we can potentially block these users completely from oh.d and inform other archives.

The "End Access" function allows you to terminate time-limited approvals, e.g., after the completion of a seminar. These users can later reapply for access.

For requests regarding deletions (GDPR), please inform the oh.d team, who can then fully remove the users from the system.

User Roles

In the user overview, you can also see the roles assigned to the activated users and the tasks assigned to them. You can add or remove roles here. However, task management is handled in the workflow view.



For more information on adding roles, please refer to "Add, display and delete roles."

Information on the different roles can be found under "Basic Roles".

Unlocking of restricted interviews

You can grant individual users access to your restricted interviews in the user administration. All interviews with the status “restricted” are listed under “Interview permissions” when you switch to edit mode. Individual or all interviews can be selected and released there.

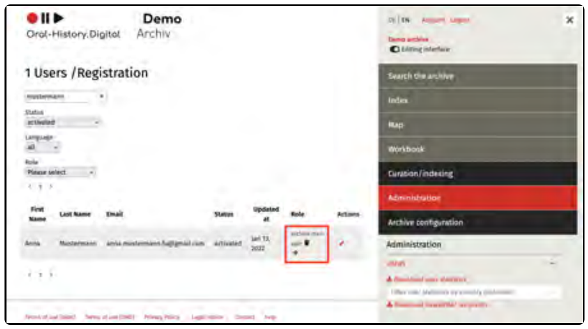
Further Pages

For more details on managing your users, refer to:

- Manage users
- Add, display and delete roles

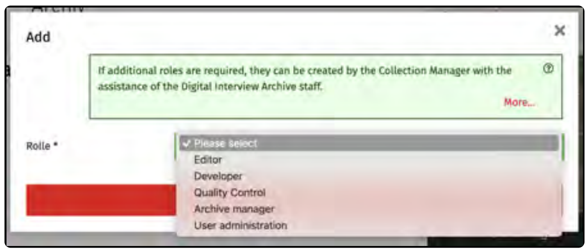
Add, display and delete roles

By clicking on the "Add" icon next to "Roles," you can assign specific roles to a user with the corresponding permissions.



Managing Roles

The roles available here can be individually defined for each archive. Each new archive initially comes with five predefined basic roles: "Editorial," "User Management," "Cataloging," "Quality Management," and "Collection Management." Each role is associated with different permissions. An overview and further explanations of each role can be found under "Basic Roles" and under "10. Roles and tasks."



If additional roles are required, they can be created with the support of OHD staff.

Once roles have been assigned, they will be displayed here and can be modified or deleted as needed.

Further Pages

For more details on managing your users, refer to:

- Manage users
- Edit users

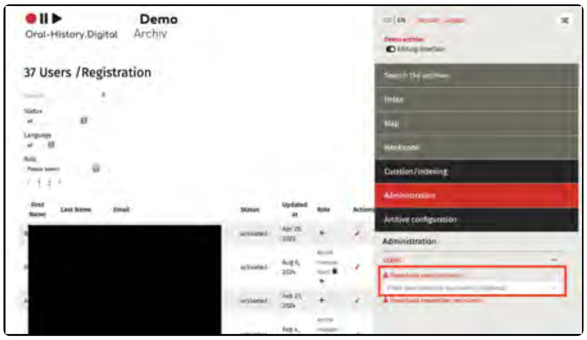
User statistics

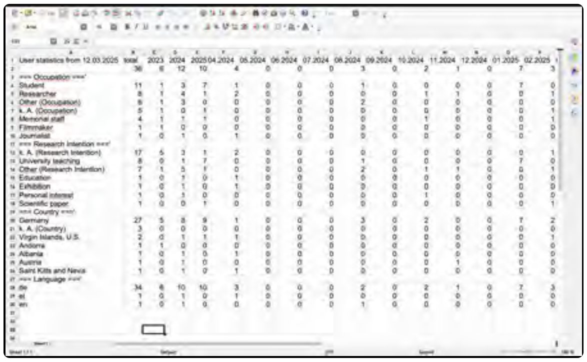
For the evaluation of the use of OHD by researchers, the statistics on user registration of your archive are collected and stored in compliance with data protection regulations.

Under ‘Administration’ you have the option of downloading this data as a . csv file. You will find the download button at the bottom of the menu on the right hand side. You can also filter the data output according to the country of origin of the users before downloading the file.

The downloaded file provides you with an overview of the number of users activated in your archive. The figures are collected per month and year and are structured according to the user's activity, research request, country of origin and interface language.

The monthly statistics collected always go back exactly one year (for user statistics generated in April 2025, the monthly statistics therefore go back to April 2024). All previous data is displayed per year.

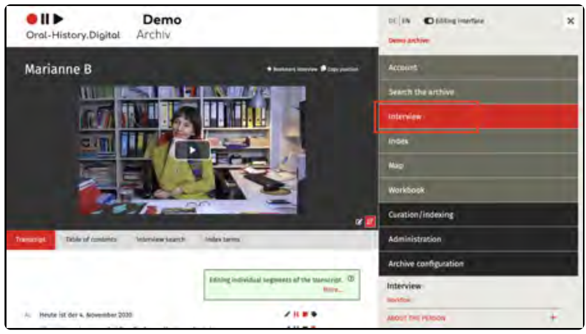




User statistics from 12.03.2025	total	2023	2024	2025	04.2024	05.2024	06.2024	07.2024	08.2024	09.2024	10.2024	11.2024	12.2024	01.2025	02.2025
	36	6	12	10	4	0	0	0	3	0	2	1	0	7	3
=== Occupation ==='															
Student	11	1	3	7	1	0	0	0	1	0	0	0	0	7	0
Researcher	8	1	4	1	2	0	0	0	0	0	1	1	0	0	1
Other (Occupation)	6	1	3	0	0	0	0	0	2	0	0	0	0	0	0
k. A. (Occupation)	5	1	0	1	0	0	0	0	0	0	0	0	0	0	1
Memorial staff	4	1	1	1	0	0	0	0	0	0	1	0	0	0	1
Filmmaker	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Journalist	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
=== Research Intention ==='															
k. A. (Research Intention)	17	5	3	1	2	0	0	0	0	0	0	0	0	0	1
University teaching	8	0	1	7	0	0	0	0	1	0	0	0	0	7	0
Other (Research Intention)	7	1	5	1	0	0	0	0	2	0	1	1	0	0	1
Education	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Exhibition	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Personal interest	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0
Scientific paper	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
=== Country ==='															
Germany	27	5	8	9	1	0	0	0	3	0	2	0	0	7	2
k. A. (Country)	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Virgin Islands, U.S.	2	0	1	1	1	0	0	0	0	0	0	0	0	0	1
Andorra	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Albania	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Austria	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0
Saint Kitts and Nevis	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
=== Language ==='															
de	34	6	10	10	3	0	0	0	2	0	2	1	0	7	3
el	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
en	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0

7. Interview view

All users can access the interview view, but with the activated editorial view, you have special permissions to edit individual interviews. The data related to these interviews, such as transcripts or metadata, can be edited "in-place" here.



General Information

The interview view consists of two parts:

- Interview view - Left side
- Interview view - Right side

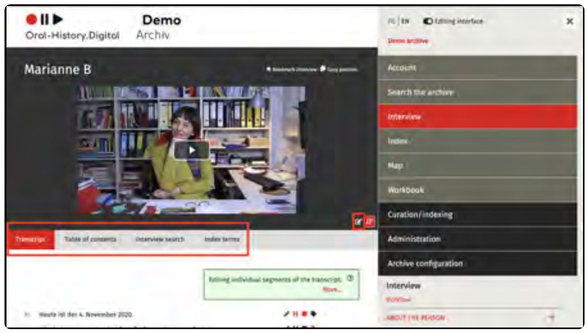
While the left side is primarily used for the transcript view and other text-based functions, the right side of the interview contains additional data about the interviews.

It is important to note that not all interviews necessarily include a transcript, and some archives in OHD may only provide metadata for interviews without offering media files to listen to or watch. More information on this can be found on the page "Configure Archive" under the section "Display Metadata Only."

Further Pages

- Information about signing in and registering in the archive, as well as the account view, can be found on the page "Account, editing interface and footer."
- To create new interviews and add people, go to "Curation/Indexing."
- To manage the users of your interview archive, go to "Administration."
- To set up and configure your archive, go to "Archive Configuration."
- Information on uploading media files can be found on the page "Editing and uploading Audio and Video files."

Interview view - left side



In the left panel under the video, you will find the transcript. Here, you can switch between the transcript view and the editing table.
In the synchronized transcript view, which is also visible to the users of the archive, you can edit the content segment by segment. The segments are created by the assigned timecodes and can be directly accessed through the search.

In the editing table, the transcript, translation, headings, keywords, and annotations are displayed side by side in a tabular format. This simplifies the translation work and allows for an overview and control.
Instructions on how to upload a transcript to your interview can be found here.
The following subpages explain these functions of the interview view:

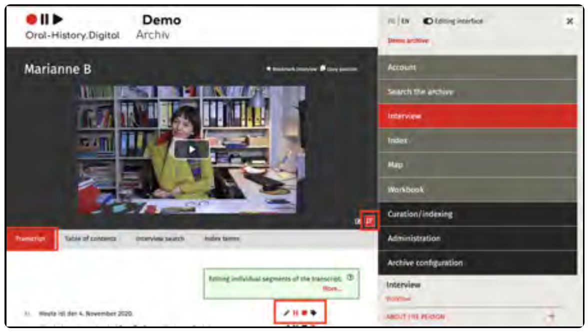
- Transcript view
- Translation
- Table of contents
- Interview search
- Index entries
- Editing table

Further Pages

The rest of the functions of the interview view can be found on the page Interview view - right side.

Transcript view

In the synchronized transcript view, which is also visible to the users of the archive, you can edit the content segment by segment. The segments are created based on the assigned timecodes and can be directly accessed through the search function.



By clicking on the -icon, you can decide whether the transcript should automatically sync with the video or if you want to navigate freely within the transcript during video playback.

You can find an explanation of how to upload your transcripts here. You also have the option of using ASR4Memory to generate a transcript for your video or audio file, which you can then upload. ASR4Memory uses data protection-compliant automatic speech recognition.

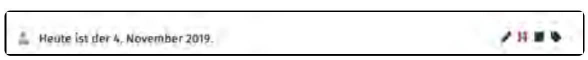
In the following subsections, you will find instructions for the following functions:

- Edit transcript
- Link index entries
- Add annotations

Note: If you have also uploaded a translation of your transcript, an additional tab titled "Translation" will appear to the right of the "Transcript" tab.

Editing Options

The color of the icons indicates whether content (transcript, translation, annotations, links) is already present in the respective segment (red in the example) or not (black in the example).



Edit transcript by segment. Here, you can modify the segment text and assign speakers.

Add a header to the segment or edit an existing header.

Add a note to the segment or edit an existing note.

Here you can link the segment to an entry in the index.

General Information

In the OHD portal, you have the option to upload transcripts of your interviews. These are written records of the content of your interview. If you have pre-annotated your transcripts with timecodes (for example, using transcription software like Inqscribe or F4), the transcript runs parallel to the interview, allowing you to search for specific passages within the interview. Additionally, you can annotate the transcript with markers and headings or link it with the archive’s own register.

The participants who have been added to the interview with the standard participation types "Interviewee," "Interviewer," "Camera," "Sound," "Production," "Additional Interviewee," and "Other Attendees" can be recognized as speakers with abbreviations during the transcript import. These abbreviations will then appear in the transcript view before the corresponding segments.

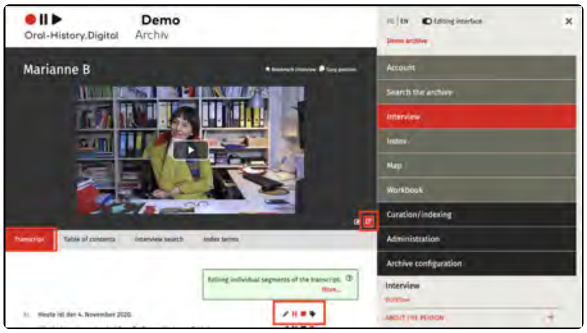
Further pages

On the left side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Translation
- Table of contents
- Interview search
- Index entries
- Editing table

Edit transcript

You can edit the transcript, translation, and table of contents (segment by segment) in the transcript view (activated by clicking on the -Icon). This function is suitable for correcting minor errors in the transcript and translation, as well as for adding or improving headings, notes, or keywords. To edit the transcript, your staff need the necessary permissions, which you can assign to them through the workflow management.



Edit Transcript Segment

By clicking on the pencil icon, you will access the editing menu for an individual interview segment.

Here, you can manually edit both the speaker and the text of the segment.

If you want to mask certain words (such as names, places, etc.) and thereby make them unrecognizable in the public version for users, you can replace or anonymise those passages in the transcript as explained under "Replace Text / Anonymise". This is useful for protecting the privacy of interviewed or mentioned individuals. Additionally, this option allows you to correct recurring spelling errors much more quickly.

As speakers, only those individuals can appear in the transcript who were added to the interview with one of the standard participant types: "Interviewee," "Interviewer," "Camera," "Sound," "Production," and "Other Attendees." If you select a different speaker, they will not be displayed in the transcript view.

Translation

If the first interview language of your interview does not match the language of your user interface, you can also upload a translated transcript or translate other data associated with the interview. This is explained here.

Further pages

In the transcript view you will also find these editing options:

- Link index entries
- Add annotations

Link index entries

Existing index entries can be linked to each segment of the interview transcript and can also be selected as specific metadata for the person and interview on the right side of the interview view (e.g., place of birth or topic).

This wiki entry explains how to link individual transcript segments with the index for tagging the transcript. This allows you to structure the transcript by topics and themes, making it easier for your users to search.

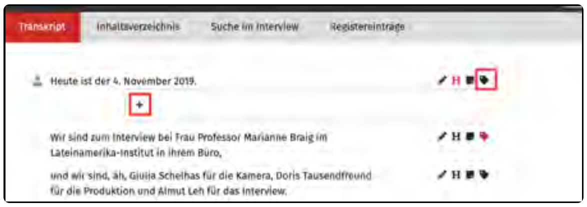
Here you can find out how to edit your index and create an index entry.

You can find instructions on how to link individual metadata on the right interview page with the index explained here.

Note: Keywords are linked from individual transcript segments. The segment in which a narrative begins that is thematically related to an index entry is always linked. This does not necessarily have to be the segment in which the term is specifically mentioned. It makes sense to assign the same keyword again if the interviewee stays with a topic for a longer period of time and, for example, new aspects are brought up. After about 20 segments on a topic, it should be reassigned.

Link an Index Entry to a Segment

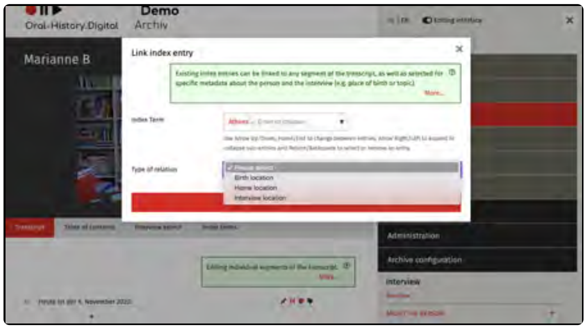
Click on the corresponding segment's and then in the field that opens click on the -icon to open the relevant pop-up.



There, select the appropriate index entry from the index tree. You can use the search function above the index tree to directly search for all index entries and select them for linking.

Choose Type of Relationship

Additionally, you can select a "Type of Relationship" there, provided that linking types have been defined to classify the index entries assigned in the transcript. In the example, this would be the relationship "Place of Birth" to the location Berlin. (You can find the instructions for linking types here)



Create New Index Entry

To create a new index entry (or modify an existing one), switch to the index, make the desired change, and then return to the interview to select this entry. This process is somewhat cumbersome, but it avoids duplicate entries and inconsistent spellings.

Editing the index entries affects other interviews as well (unlike linking existing index entries) and typically requires additional rights depending on the archive.

Further explanations can be found in the wiki article on the index.

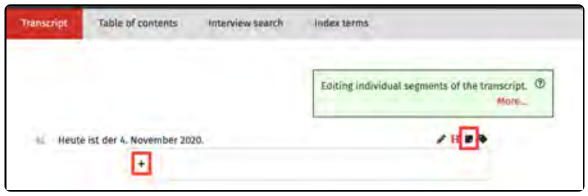
Related pages

In the transcript view you will also find these other editing options:

- Edit transcript
- Add Annotations

Add annotations

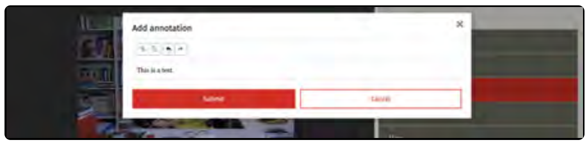
Annotations can be added to each segment by clicking on the -icon and opening a pop-up window via the -icon.



General Information

The annotations will be displayed to logged-in users as editorial notes. The inclusion of hyperlinks is possible, but long texts should be avoided.

If an annotation is intended solely for internal communication between editing /cataloging and quality management, it must be marked with @QM and deleted by the quality manager before the interview is published.



Related pages

In the transcript view you will also find these editing options:

- Edit transcript
- Link index entries

Translation

If your interview was conducted in a language that does not match the language of your user interface, you have the option to offer important data from your interview (such as the transcript or table of contents) in translated form. In this case, an additional menu item named "Translation" will appear on the left side of the interview in the interview view. Different parts of an interview are translated in different locations; this wiki page will explain where you can find the following translation options.

Transcript Translation

The translation of the transcript is usually done externally using the exported and then re-imported csv file of the transcript.
Here, you can find the guide for transcript import and export. To upload a translation of your transcript, proceed as you would for a normal transcript import, but select the translation language as the transcript language.
The transcript translation can also be done directly in the cataloging table.

Translation of the Table of Contents

The translation of the table of contents is done in the table of contents view. To avoid frequent switching between language versions, the template to be translated can be extracted from the downloaded transcript PDF in the source language.
The translation of the table of contents can also be done directly in the cataloging table.

Translation of Annotations

The translation of annotations is done in the cataloging table.

Translation of Short Biographies and Metadata

The translations of the short biography and the interview metadata are done in the target language user interface.

Translation of Index Entries

Translations of index entries (such as group or birthplace of the interviewees) are made in the index entry editing window. These also affect other interviews.

Translation of Captions

Translations of captions are made in the editing window of the image metadata.

Translation of Introductory Texts, Field Names, and Similar

Translations of overarching introductory texts, field names, etc., are done in the project configuration.

Translation of Form Buttons and Software Messages

Translations of form buttons and software messages are carried out by the software development team using a YAML file.

Further Pages

On the left side of the interview view, you will also find the following functions for creating and editing your interview collection:

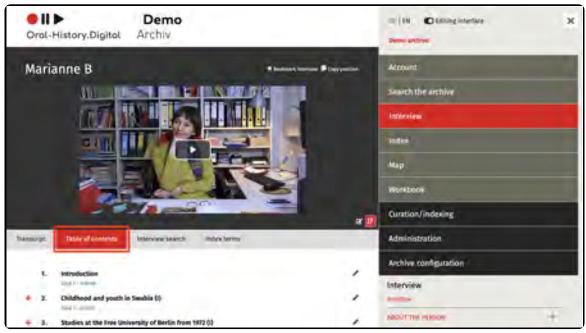
- Transcript view
- Table of contents
- Interview search
- Index entries
- Editing table

Table of contents

For each segment, you can assign main and subheadings, thus creating a table of contents.

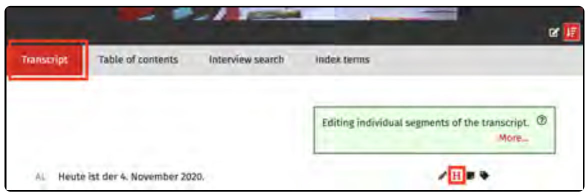
These will then appear as an outline of your interview under the "Table of Contents" menu.

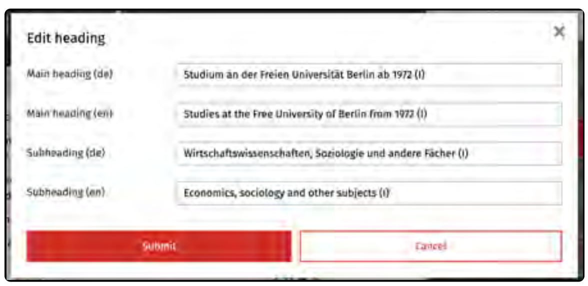
You can find this menu on the left side of the interview view.



Creating and Editing the Table of Contents

Click on the corresponding segment's H - icon in the transcript view and assign the headings in the pop-up window. Here, you can directly enter the relevant translations for all language versions of your archive.





Through the "Table of Contents" tab, you can access the table of contents you created and directly navigate to the linked sections in the interview.

Only subheadings that have a corresponding main heading will be displayed in the table of contents.

Newly added subheadings will automatically be assigned to the most recently entered main heading and numbered accordingly.

Existing, time-coded tables of contents can be uploaded as editorial tables.

The Topic Modeling service of the Fernuni Hagen can be used for the automatic generation of tables of contents.

Further Pages

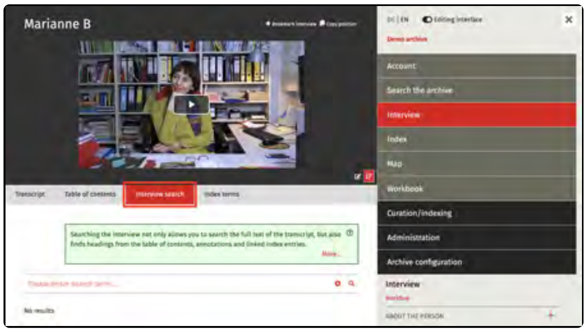
On the left side of the interview view, you will also find the following functions for creating and editing your interview collection:

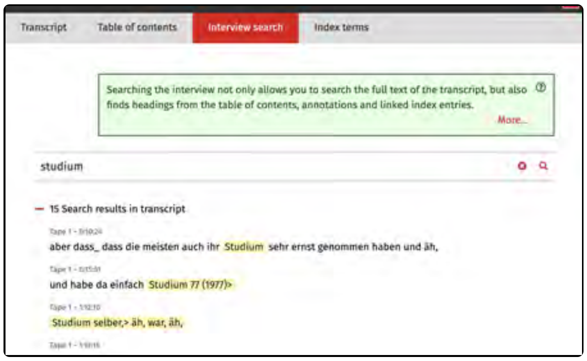
- Transcript view
- Translation
- Interview search
- Index entries
- Editing table

Interview search

The "Interview Search" feature not only allows a full-text search within the transcript but also finds headings from the table of contents, annotations, and linked index entries.

You can find this option in the interview view on the left side.





Further Pages

On the left side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Transcript view
- Translation
- Table of contents
- Index entries
- Editing table

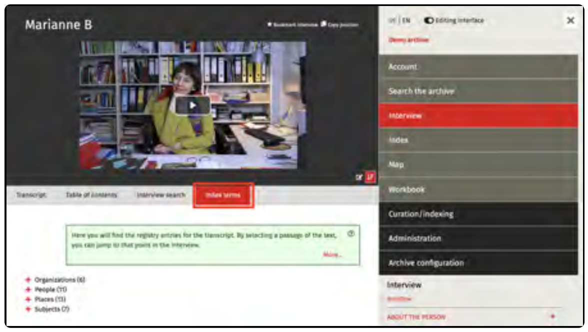
Index entries

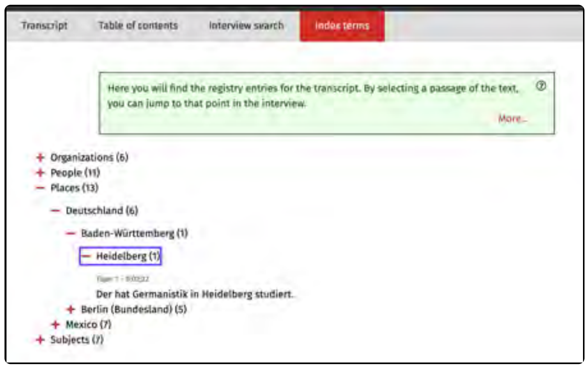
Here, you will find the index entries linked to the transcript, along with the locations in the transcript where these entries appear. By selecting the respective text, you can jump to that part of the interview.

You can create index entries in the "Index" menu.

You can find this option in the interview view on the left side.

Please note: These are only the index entries linked to the transcript, not the general information about the interview and the interviewees, such as the date of birth or interview location. You can find this information in the interview view on the right side.





Further Pages

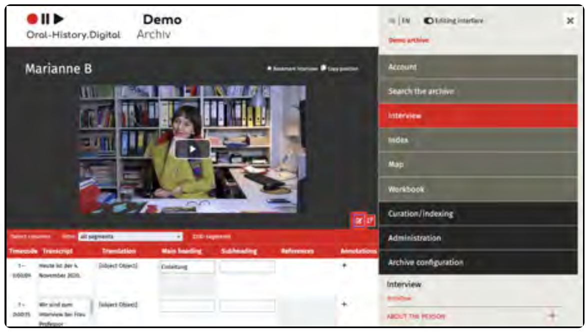
On the left side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Transcript view
- Translation
- Table of contents
- Interview search
- Editing table

Editing table

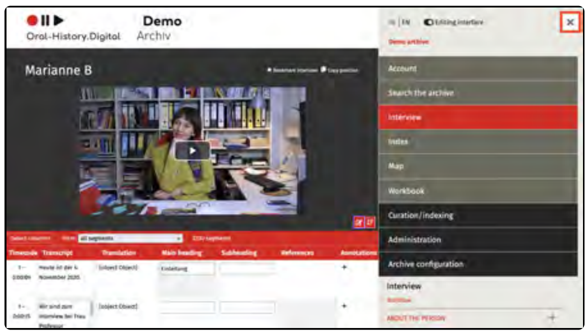
In the left panel below the video, you have the option to switch to the Editing View:

In the editing table, the transcript, translation, captions, keywords, and notes are displayed side by side in a tabular format. This simplifies the translation work and allows for an overview check.



Display in the Editing View

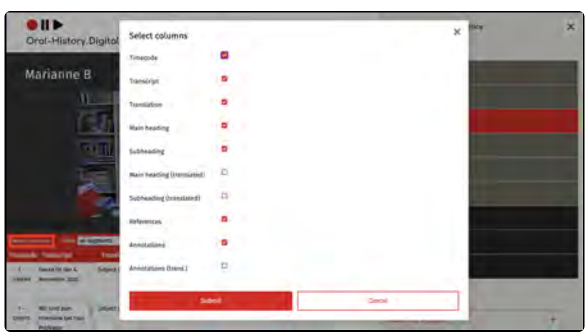
In this table, the interview to be processed/processed interview with all its contents (transcript, translation, table of contents, translation of the table of contents, register links, and annotations) can be displayed and edited at a glance. This parallel view is particularly suitable for quality management, as it provides a good overview of the work done by the indexers. For example, it allows the transcript and its translation to be displayed side by side, making it easier to review.



The menu bar can be hidden by clicking the ✕ - icon at the top right of the screen, creating more space for the table. Clicking the ☰ - icon again will bring the right column back into view.

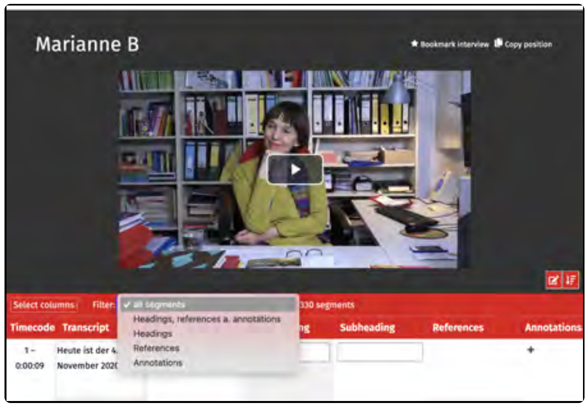
Select columns

The 'Select columns' function allows you to choose which columns to display in the table. This varies depending on the work step.



Select Filter

The filter allows you to choose whether all segments are displayed or only those that contain entries (annotations, headings, register links). This is particularly useful for comparing translated tables of contents and for reviewing annotations and register links.

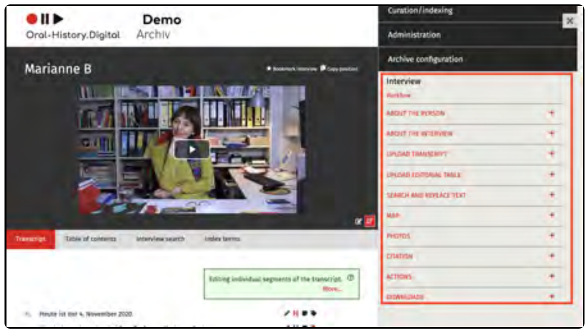


Further Pages

On the left side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Transcript view
- Translation
- Table of contents
- Interview search
- Index entries

Interview view - right side



In the right-hand side window, you will find various menu options that help you edit the data of your media file and upload or download additional information related to the media file.

Additionally, you can access the workflow view via the "Workflow" button, where you can assign specific tasks for this interview to collaborators.

Please note: The workflow view under "Search in the Archive" is currently disabled by default. If you wish to use this feature for processing individual interviews, please contact a staff member of Oral-History.Digital to have the function enabled.

On the following subpages, these functions of the interview view are explained:

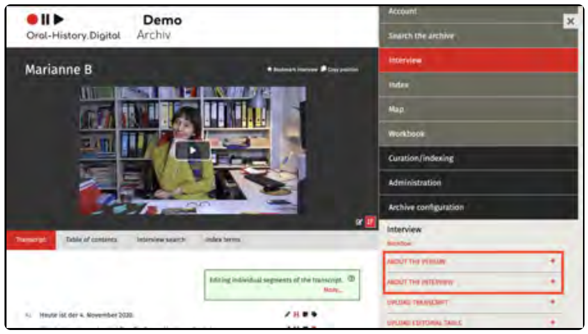
- Edit, delete, add metadata
- Upload transcript
- Upload editorial table
- EN: Sprecher*innen zuordnen
- Replace text / Anonymise
- Map
- Photos
- Actions
- Downloads - EN

Further Pages

The remaining functions of the interview view can be found under "Interview View - Left Side."

Edit, delete, add metadata

The metadata for each interview can be edited. You can find this in the interview view on the right-hand side by clicking on the + symbol under ‘About the person’ and ‘About the interview’ to expand it.



Here you will find the following instructions for editing the data corresponding to the interviewee and the interview:

- Edit metadata – about the person
- Edit Metadata - about the interview
- Linking to metadata from the index

General information

Here you can add accompanying information to your interview (the so-called metadata). These are predefined categories (e.g. date of birth of the interviewee or interview location) in which you can enter the interview-specific data. You can create or edit other metadata fields that you need for cataloguing your collection under ‘Edit metadata’.

It is also possible to import such information in larger quantities. Information on this can be found here.

In order to edit the metadata, your employees need the necessary authorisations, which you can assign to them via the role 'Developer' or in the form of tasks for individual interviews via the workflow management.

Further pages

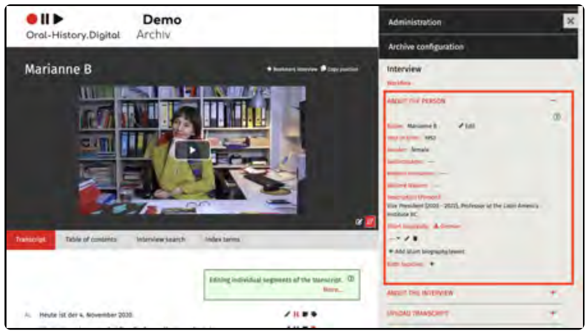
On the right-hand side of the interview view you will also find the following functions for creating and editing your interview collection:

- Upload transcript
- Replace text / Anonymise
- Map
- Photos
- Actions
- Downloads - EN

Edit metadata – about the person

Here you will find the instructions for editing the data about the interviewee.

- By clicking on the 'Show' icon you can display certain metadata.
- By clicking on the 'Edit' icon you can edit the individual metadata.
  By clicking on the 'Add' icon
- you can add individual new metadata.
- By clicking on the 'Delete' icon you can delete the individual metadata.
- For each data field, you can decide whether this field is displayed (if the interview is released) (default setting) or is only visible in the editorial view. This means that individual metadata fields can also be hidden from users for released interviews if, for example, the name of the wife present or the location of the interview should not be published. However, this does not yet apply to metadata linked to a index entry.

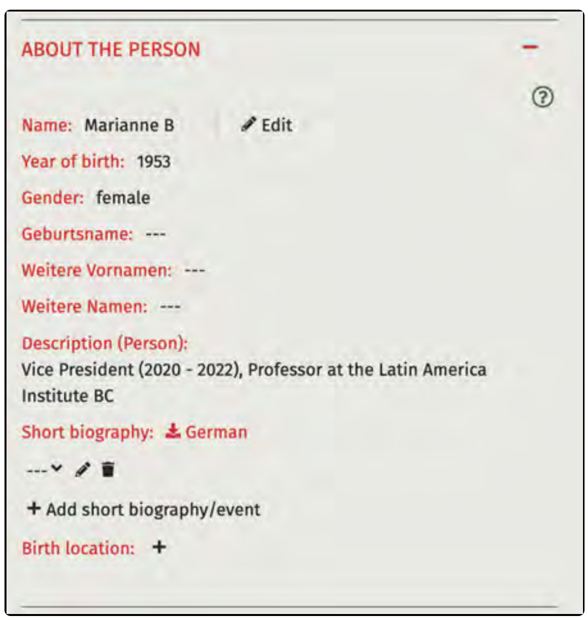


You can find out how to add a short biography or an event here.

Add interviewee

The metadata for the interviewee is only displayed if you have added a person as an 'Interviewee' under 'Add contributors' or in the metadata 'About the interview'.

To display additional metadata categories here, you can create new metadata under 'Edit metadata' and link it to the index or activate existing metadata for the detailed view.

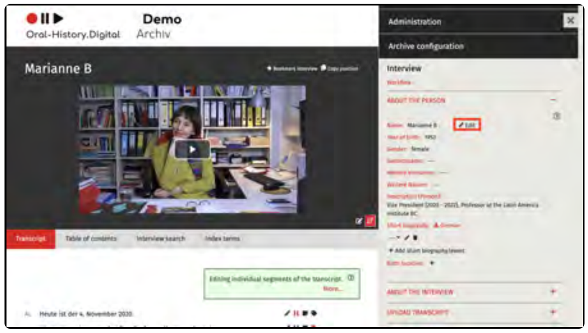


Edit information about the person

You can enter information such as the name, gender, date of birth etc. of the interviewee under ‘Edit’. This allows you to edit the person entry that has already been created, so information entered here will also appear in other interviews with the interviewee.

You can find more information on how to edit people here. You can also define a pseudonym for the person there so that your users cannot see the real name.

Under ‘Add metadata’, you can also decide which details from the individual person entries are displayed here and under which name they are displayed by creating or editing metadata with the data source ‘Interviewee’. You can also decide whether the data is only accessible in the research view or also on the landing page.



Further pages

Further information on editing the interview data ‘in place’ can be found under Edit Metadata - about the interview.

You also have the option of creating your own metadata types and linking them to the index.

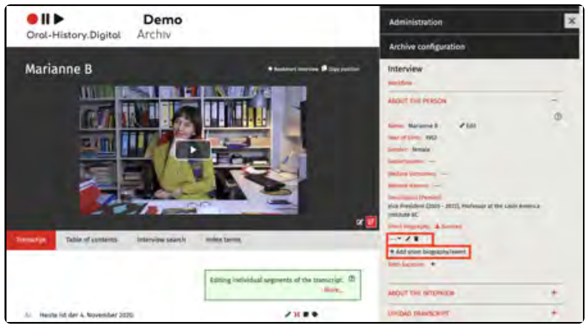
Add short biography / event

The short biography can be created as a simple continuous text or as a list structured from individual events.

You will find this function on the right-hand side of the interview view under the heading ‘About the person’. Here you can either edit existing biographies and events or create a new entry or a new biography.

For many interviews, you can import several short biographies at once. This is explained here.

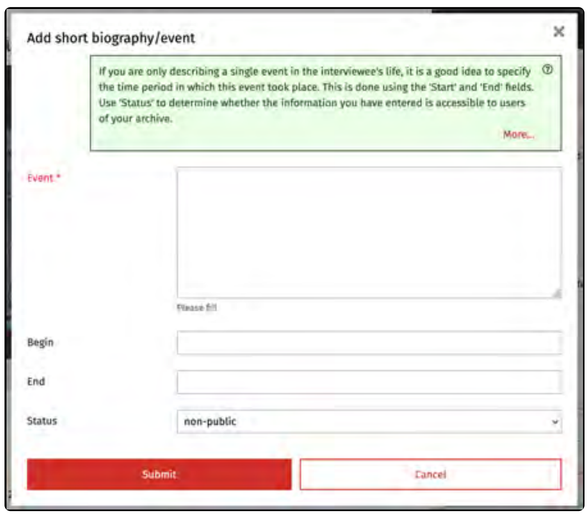
Users can download the short biography as a PDF file in all available language versions.



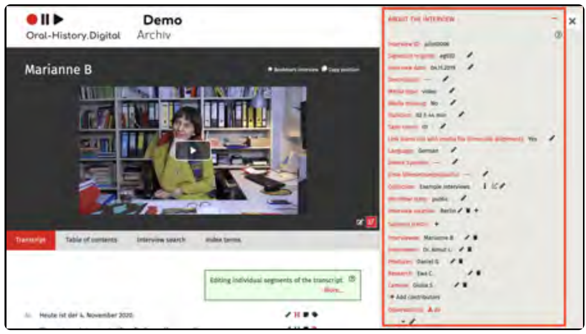
Creating or editing a short biography

In the pop-up window that appears after clicking on the + or the pencil symbol, you can either create a structured biography made up of individual events with start and end dates or write or copy and paste the entire continuous text of the short biography into the ‘Event’ field.

Use ‘Status’ to specify whether the information entered is accessible to users of your archive.



Edit Metadata - about the interview



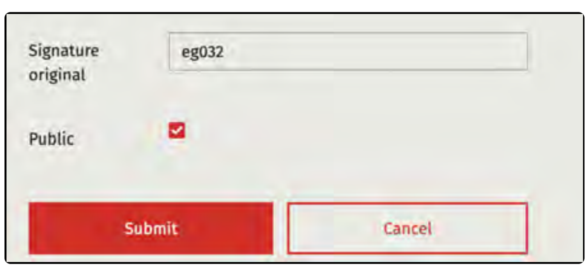
Here you will find the instructions for editing the data about the interview.

- By clicking on the ‘Show’ icon you can display certain metadata.
- By clicking on the ‘Edit’ icon you can edit the individual metadata.
- By clicking on the ‘Add’ icon you can add individual new metadata.
- By clicking on the ‘Delete’ icon you can delete the individual metadata.
- For each data field, you can decide whether this field is displayed (if the interview is released) (default setting) or is only visible in the editorial view. This means that individual metadata fields can also be hidden from users for released interviews if, for example, the name of the wife present or the location of the interview should not be published. However, this does not yet apply to metadata linked to a index entry.

In addition to the information on this page, you will also find instructions on the following sub-pages:

- Add, edit, delete contributors
- Create and edit a protocol / observations
- Interview status: public / restricted / non-public

Edit metadata



The metadata for the interview can be edited by clicking on the ‘Edit’ icon.

For each metadata item, you can use the ‘Public’ checkbox to select for whom the selected information is visible. If the ‘Public’ checkbox is selected, all registered users (i.e. researchers as well as collection owners and employees) can see this metadata. If you remove this selection, the information will only be visible to users with the appropriate authorisation (i.e. collection owners or editors who have been assigned special authorisations for the specific interview for both, however, the editorial view must be switched on). This allows you to make certain data about your interview invisible to researchers (e.g. for privacy reasons).

In principle, however, those data and the interview are only accessible to researchers once the interview has been published.

After entering or editing the metadata, select ‘Submit’. If you select ‘Cancel’, no changes will be made.

When creating and editing individual metadata types under ‘Edit metadata’, you also have the option of deciding which of these metadata are displayed under ‘About the interview’.

Media missing

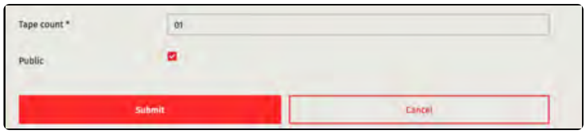
Here you can specify whether the associated media file for the interview has already been uploaded. This allows you to display a specific text instead of the media player if the files are still missing, which you can specify under ‘Edit archive information’.

Edit interview duration

Please note that the duration of an interview must be entered in the specified format hh:mm:ss.ff - even if it is displayed in the interface in the format hh h mm min.

Tape count

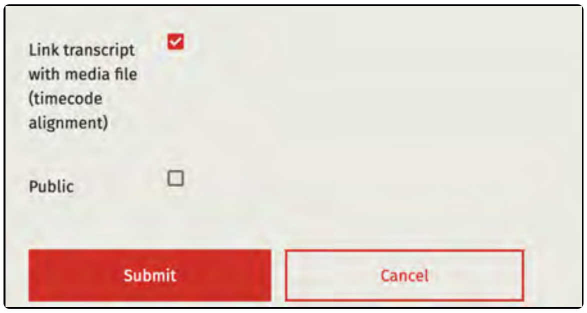
Depending on how many individual files your interview consists of, select the corresponding number here. This is relevant for the naming of the files on the media server.



The number of tapes in an interview determines the middle part of the file name on the media server. If ‘2’ is set as the type count for interview cd028, the video files must be named cd028_02_01 and cd028_02_**02**. If ‘1’ is set as the type count for interview cd028, the file must be named cd028_01_**01.**

Link transcript with media file

If you have uploaded a transcript with timecodes, you can choose whether this transcript should be linked to the media file of your interview and thus run parallel to the media file that it can be used as subtitles.



If you have not selected this option, no timecodes will be displayed to users for searchr esults in the transcript during the archive search.

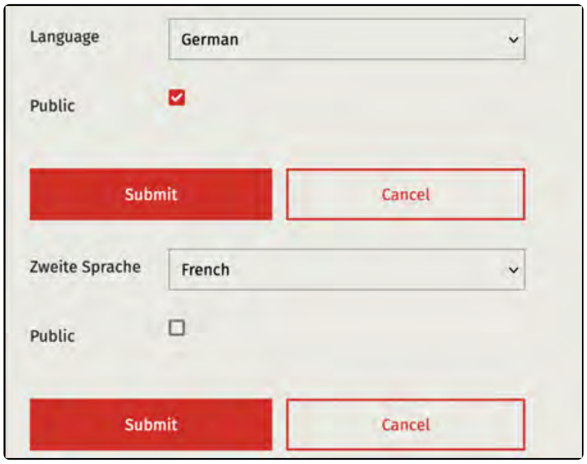
This option should normally only be deselected if your transcript contains no or only very imprecise timecodes or if there are problems processing the data in OHD.

Language / Second Language

You can specify the language of your interview here. If your language is not listed, please contact the oh.d team.

It is also possible to select a second language by default. If there are no bilingual interviews in your archive, you can deactivate the display of this metadata in the detailed view and on the landing page under ‘Edit metadata’. You can also reactivate this option there at a later date.

The same applies to the ‘First language of translation’ option.

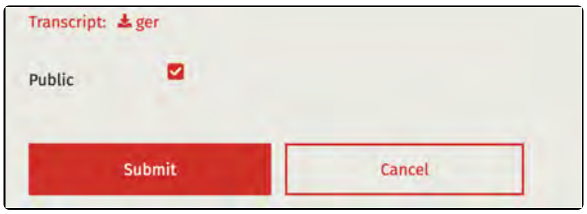


Make the transcript available for download

If you have already uploaded a transcript of your interview, you have the option of making it available to download for users of your archive (as a PDF file).

To do this, click on the pencil icon next to the ‘Transcript’ entry. You can then decide whether your transcript is available for download by ticking or unticking the 'public'-box. Confirm this by clicking on the ‘Send’ button.

As an archive manager, you also have the option of downloading the transcript in various text formats in addition to the PDF download. You can find information on this under ‘Downloads - EN’



Links

Here you have the option of adding further links to your interview, for example a link to the interview on another website.

If you want to enter several links, you must separate them with a comma.

To do this, enter the relevant link and click on “Submit”.

Further pages

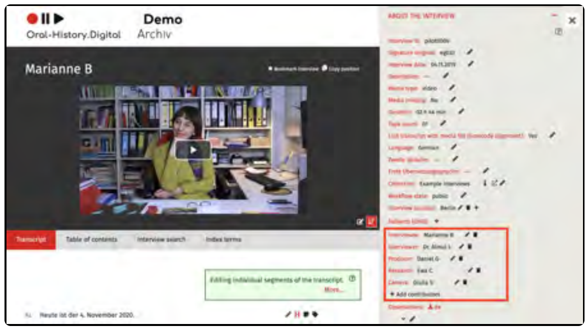
Further information on editing personal data ‘in place’ can be found under Edit metadata - about the person.

You also have the option of creating your own metadata types and linking them to the register.

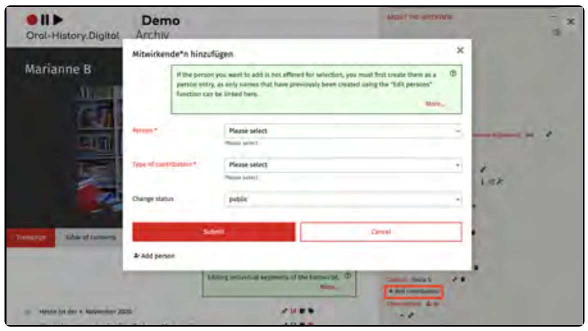
Add, edit, delete contributors

Here you can enter, edit or delete the various people who took part in the interview in different roles. You can also assign a abbreviation for the individual speakers.

The contributors who are added to the interview with the default contribution types ‘Interviewee’, ‘Interviewer’, ‘Camera’, ‘Sound’, ‘Producer’, ‘Further interviewee’ and ‘Other attendees’ can be recognised as speakers with abbreviations during the transcript import, which are then displayed in front of the corresponding segments in the transcript view.



Creating and deleting a person



If the person you want to enter can't be selected, you must first create them as a person as only names that were previously created using the ‘Edit persons’ function can be linked here.

If you delete one of the names contributing to the video, you only delete the link, the person entry itself remains.

To add further contribution types or work steps, use the ‘Edit types of contribution’ function.

It is also possible to create so-called ‘couple’ and ‘group’ interviews, in which several people are interviewed at the same time. To do this, you must first create a couple or group person entry under Edit persons, which you add as an ‘interviewee’. Then add the individual persons as ‘Further interviewee’. You can find more information here.

You should only ever add one person as an ‘Interviewee’, other participants should then be added, for example as a ‘Further interviewee’. Please note that in this case, only the data of the couple or group entry is relevant for the search in the archive.

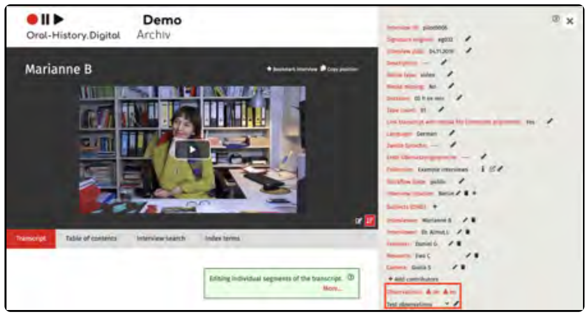
Further pages

Further information on editing the interview data ‘in place’ can be found at:

- Edit metadata – about the person
- Add short biography / event
- Linking to metadata from the index
- Edit Metadata - about the interview
- Interview status: public / restricted / non-public
- Create and edit a protocol / observations

Create and edit a protocol / observations

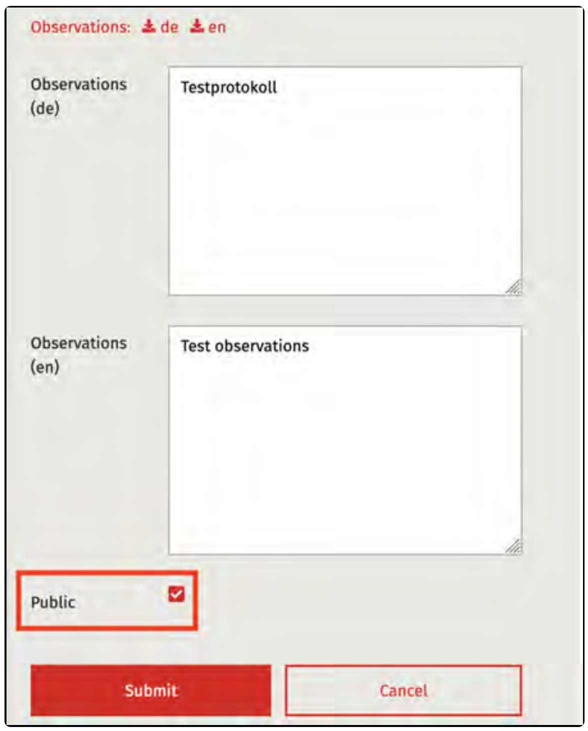
To provide users with more information about your interview, you can upload or create an interview protocol (the menu point is called 'Observations'; you can find out how to upload an interview protocol here):



- If a protocol has already been imported, it can be unfolded with the ‘Show’ icon and edited or deleted with the ‘Edit’ icon.
- If you want to create a new log, click on the ‘Edit’ icon. You will see text fields in all language versions of your archive.

After entering or editing the protocoll, select ‘Send’. If you select ‘Cancel’, no changes will be made.

If you have created or uploaded the protocol and ticked the ‘Public’ box, users will be able to download it in all available language versions.



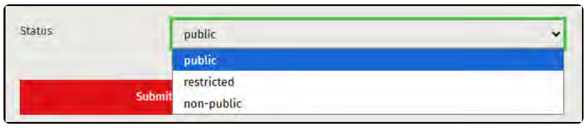
Further pages

Further information on editing the interview data ‘in place’ can be found at:

- Edit metadata – about the person
- Add short biography / event
- Linking to metadata from the index
- Edit Metadata - about the interview
- Interview status: public / restricted / non-public
- Add, edit, delete contributors

Interview status: public / restricted / non-public

In the "Status" dropdown menu, you can publish an interview in its entirety (status: **public**). If an interview is not released, it is only visible in the editing interface (status: **not public**).



You also have the option to restrict access to particularly sensitive interviews (status: **restricted**). After activation in the archive, users will see the landing page for restricted interviews. Restricted interviews are marked with a key symbol in the search results. To access these interviews, users must submit a request via email.

Note: As a general rule, an interview should only be released to all users once it has been sufficiently edited and personal rights have been clarified. The "restricted" status gives you, as the archive manager, additional control over which users have access to these interviews.

Further information

Further information on editing the interview data ‘in place’ can be found at:

- Edit metadata – about the person
- Add short biography / event
- Linking to metadata from the index
- Edit Metadata - about the interview
- Add, edit, delete contributors
- Create and edit a protocol / observations

Linking to metadata from the index

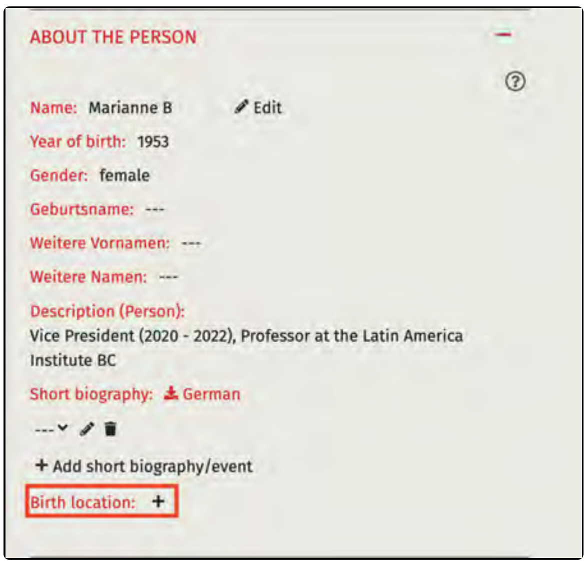
In oh.d, geographical and thematic metadata are organized in a structured index. This limits different spellings. These overarching metadata can then be linked to individual metadata in the interview view in order to make the archive easier to search.

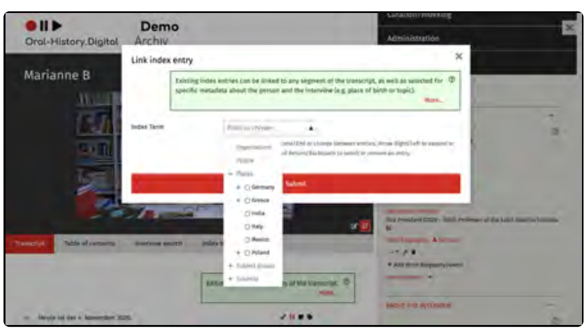
However, before you can transfer metadata from the index to the interview view, you must first create a new metadata type with the data source 'Register' under 'Edit metadata' and create a corresponding linking type. You can then add further information about the interviewee or the interview (e.g. place of birth) in the interview view. This data is then linked to a index entry and displayed in the interview view under 'About the person' or 'About the interview'.

Linking an index entry

You cannot enter just any terms in the corresponding metadata, but must select the corresponding index entry in the pop-up window 'Link index entry' to create an entry. First, click on the + symbol next to the metadata (in our example here under 'About the person' for the metadata 'Place of birth'). Then select a index entry in the corresponding index tree.

If you delete the displayed metadata (e. g. 'Berlin'), you do not remove the entire register entry, but only its mention here.

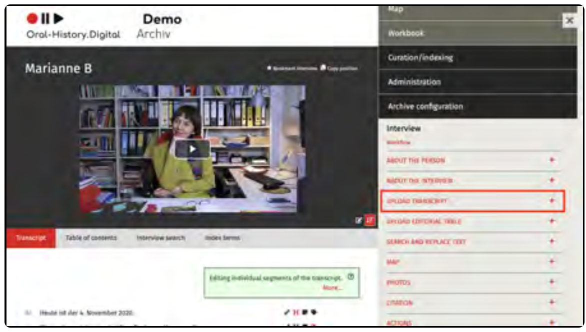




Further pages

Further information on editing the metadata 'in place' can be found under Edit metadata - about the person and Edit Metadata - about the interview.

Upload transcript



Here you can upload transcripts and translations in the formats .csv, .ods, .odt, .vtt, .srt. Please note the format information and orient yourself to the template provided for the import.

You can find this menu item in the interview view on the right.

The following subpages explain the preparation of the transcripts as well as the steps for importing transcripts in different formats:

- Transcription symbols
- Transcription software
- Upload transcript - .csv file
- Upload transcripts - .ods-files
- Upload transcript - .odt file
- Upload transcript - .vtt-file
- Upload Transcript - .srt-file

Important: In addition to transcripts in the interview language, translations of the transcripts can also be uploaded here. These will then appear alongside the transcript view on the left side of the interview view. The translation language (for example, German) must differ from the interview language(s) and must be selected under "Language of the transcript file." For more details, see here.

General information on transcript uploading

In the OHD portal, you have the opportunity to upload transcripts for your interviews. This involves a written record of the content of your interview. If you have added timecodes to your transcripts in advance (e.g., using transcription software like Inqscribe or F4, further explanations on creating transcripts can be found here: https://www.oral-history.digital/dokumente/index.html), the transcript runs parallel to the interview, allowing you to search for specific passages within the interview. Additionally, you can mark the transcript with annotations and headings or link it to the archive's own indexing system. **You also have the option of using ASR4Memory to generate a transcript for your video or audio file, which you can then upload. ASR4Memory uses data protection-compliant automatic speech recognition.**

You can find an explanation on how to make your transcript available for download to researchers in your archive under "Edit Metadata – for the Interview."

Once you have uploaded your transcript, you can view and edit it in the Transcript View under the respective interview. It will also be visible to users of your archive.

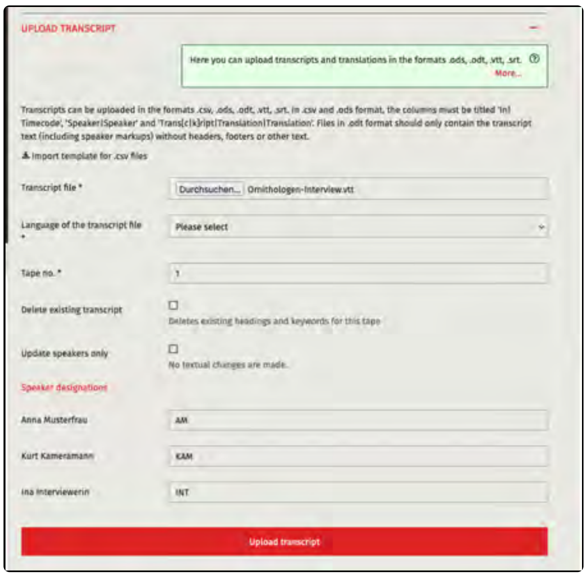
To obscure specific parts of your transcript in the user view (for example, names or locations to protect the privacy of the interviewees), you can use the menu option "Replace Text / Anonymise."

You also have the option to specify parts to be anonymized before uploading the transcript. This can be done using the transcription tags <res> and <an>. More information on how to use transcription tags and pre-process your transcript is available here.

Uploading the Transcript - Procedure

Please also pay attention to the notes regarding the individual file formats.

Then proceed as follows:



- Select the file to upload.
- Select the language in which the transcript/translation is available. If the desired language is not offered in the selection, please contact the oh.d team. **IMPORTANT:** For the original transcript, the selected "Language of the transcript file" must match the first language set under "About the Interview." For example, if "English" is selected as the Interview first language, "German" cannot be chosen for the transcript upload. Please note that the translation will only be displayed if the translation language also exists as a user interface language.
- If your video/audio file consists of multiple tapes/files, please indicate the tape number. If the interview is contained in a single file, enter the number "1" for the tape number.
- Define the speaker abbreviations used in the file you are uploading, if this has not already been done in the metadata "About the Interview." Each existing speaker abbreviation must be assigned to a contributing person. **IMPORTANT:** Even if your transcript does not contain speaker abbreviations, you must specify them during the upload. In general, only those contributing persons can be designated as speakers in the transcript who have been added to the interview with the

standard contribution types "Interviewee," "Interviewer," "Camera," "Sound," "Production," "Other Interviewee," and "Other Attendees."

- If you want to replace an existing transcript, select the corresponding checkbox. This only needs to be done if a timecode has been changed in a single segment, as otherwise segments will be displayed twice from that point onward. **ATTENTION:** If an existing transcript is replaced, any previously assigned headings or keywords will be deleted. This means that any work already done on indexing will be removed! If the new transcript is shorter than the old one, the later segments of the old transcript that are not overwritten will remain, and they must currently be deleted by the programmer.
- To delete a transcript, a new transcript file must be uploaded that contains only the header "Timecode-Speaker-Transcript" and no other segments. Additionally, click on "delete existing transcript." A template can be found here: transcript-import-template_DELETE.csv.
- If you only want to edit the speaker assignments of the individual transcripts and do not want any textual changes, you can select the “Update speakers only” option. This allows the individual segments to be reassigned, but no textual changes will be made to the uploaded transcript.
- It is currently not possible to change or add individual timecodes in the transcript in the software. However, this can be done by downloading, correcting and re-uploading the indexing table, see Correcting timecodes in the indexing table. **IMPORTANT**: It is not possible to delete individual segments; this can currently only be done by the programmer.
- If speakers are displayed correctly in the transcript on the page, this does not mean that the speaker abbreviations also appear in the download file. For this, the abbreviations must be entered under ‘About the interview’ for the contributors.

Further pages

On the right-hand side of the interview view you will also find the following functions for creating and editing your interview collection:

Transcription symbols

The Oral-History.Digital archival software is optimized for specific transcription symbols used in the Digital Interview Collections projects at Freie Universität Berlin. However, you can also use Oral-History.Digital with other, simpler, or no transcription symbols at all.

A few years ago, standardized, machine-readable symbols were developed as transcription guidelines for the newer Digital Interview Collections projects. These guidelines can serve as suggestions for other projects within Oral-History.Digital.

The following points are explained on this wiki page:

Advantages of Using the Suggested Transcription Symbols

Marking transcripts with the transcription symbols listed below is not required to upload transcripts to the archive software.

Using these symbols provides several benefits:

1. In general, marking significant elements in transcripts offers essential context for users, especially when the transcript is read without the accompanying video.
2. The transcription symbols listed below are typically hidden as subtitles when the transcript is displayed in the player.
3. Certain sections of text can be anonymised within transcripts without needing to be permanently removed from the original.
4. To facilitate future use of the TEI (Text Encoding Initiative) exchange format, the transcription symbols were selected for easy conversion to a TEI-compatible format.
5. Additionally, marking significant elements such as speaking styles, pauses, etc., makes it possible to search these elements across archives using standardised terms—for example, searching for extended pauses (see below).

The table below explains the meaning of each symbol and how they are shown or hidden in various display modes in *Oral-History.Digital*.

If symbols other than those listed below are used, it’s essential to ensure that they are not applied in other contexts. This precaution helps prevent unintended hiding of elements that should remain visible.

Transcription Symbols and Display Information for Subtitles, Platform, and PDF Download

Recommended transcription symbols					
Transcription symbols	**Explanations**	**Examples**	**Simple display in subtitles and VTT export**	**Full display on the platform**	**Full display in PDF export**
Timecode: hh:mm:ss.mmm	Before each speaker change, after each sentence, each unit of meaning, and at a maximum of every 120 characters, it is recommended to set a timecode. The recommended format is hh:mm:ss.mmm, where mmm represents milliseconds. The display format varies depending on the data format; see csv, vtt and srt.	Depending on the import format: **csv/ods**: In the "Timecode" column: 01:23:45.678 **vtt**: 00:00:00.130 --> 00:00:03.700 **srt**: 00:00:02,310 --> 00:00:12,888 **odt**: Timecodes from text files cannot be processed during upload!	Not displayed, signals a subtitle change. If a segment is shorter than 1 second, it should be combined with the following segment in one subtitle. Timecodes are included in the vtt export: 00:00:00.146 --> 00:00:05.777		Displayed only for headings and subheadings
Speaker labels (?)	Speaker labels can be freely chosen. They must consist of at least two letters and cannot contain spaces. For example, "INT" stands for the interviewer, and "KAM" for the camera operator. For the interviewee, it is recommended to use the first letters of their first and last names. The display depends on the data format, see csv, vtt und srt.	Depending on the import format: **csv/ods**: In the "Speaker" column, only the abbreviated names: INT, KAM, AM **vtt** and **srt**: Below the timecode in the same line as the transcript text, separated by a space: <v INT> Transcript text <v AM> Transcript text... **odt**: Preceding the transcript text, separated by a space and ideally framed with a unique symbol not used in the text, e.g.: #INT# Transcript text #AM# Transcript text		The speaker's initials are displayed (as set up in the person data in OHD), and when hovered over with the mouse, the full name appears.	Full name

<res>	Segments marked with <res> (restricted) indicate content that should not be published. If the omission spans multiple segments, <res> must be set for each segment individually. For users, the following text will appear in place of the marked text sequence: “This passage will not be published.”	<res here is the text that should not be published>	This passage will not be published.	This passage will not be published.	This passage will not be published.
<an>	With <an> (anonymous), anonymised personal data can be marked to be displayed to users as XXX.	I was at <an Maria Mustermann's>, when it happened.	I was at XXX, when it happened.	I was at XXX, when it happened.	I was at XXX, when it happened.
<n>	Notes and additions, such as the correction of obvious errors, can be marked with <n(Explanation)>.	He lived from ’77 <n(1977)> on the Kudamm <n (Kurfürstendamm)>	He lived from ’77 on the Kudamm.	He lived from ’77 (1977) on the Kudamm (Kurfürstendamm).	He lived from ’77 (1977) on the Kudamm (Kurfürsten damm).
<i>	An interruption of the interview or recording can be marked with <i>. If the reason for the interruption is known, it is recommended to include it in parentheses, for example, "<i(Battery change)>".	"Where were you during this time?" *(new timecode)* <i (Battery change)> *(new timecode)* "I was with Maria Mustermann."	Where were you during this time? I was with Maria Mustermann when that happened.	"Where were you during this time?" <i(Battery change)> "I was with Maria Mustermann when that happened."	"Where were you during this time?" <i(Battery change)> "I was with Maria Musterman n when that happened."
<p2>, <p3> .	Speech pauses can be marked with the length in seconds, such as <p2> for a pause of 2 seconds, <p3> for a pause of 3 seconds, and so on.	I was <p3> at Maria Mustermann's, when it happened.	I was at Maria Mustermann's, when it happened.	I was <p3> at Maria Mustermann's, when it happened.	I was <p3> at Maria Musterman n's, when it happened.
<? xyz>	An unclear or difficult-to-understand passage can be transcribed with <? here is the uncertain transcription>.	I was at Maria's <? Meier's>, when it happened.	I was at Maria's (Meier's?), when it. happened.	I was at Maria's <? Meier's>, when it happened.	I was at Maria's <? Meier's>, when it happened.
<?1>, <?2>, <?3> etc.	Unclear passages can be marked with <? and their duration in seconds, e.g., <?1> for 1 second, <?2> for 2 seconds, <?3> for 3 seconds, and so on.	I was at Maria's <? 1>, when it happened. I was <? 3>.	I was at Maria's (…?), when it happened. I was (…?).	I was at Maria's <? 1>, when it happened. I was <? 3>.	I was at Maria's <? 1>, when it happened. I was <? 3>.
_	An underscore can be used to indicate broken words or sentences.	I wanted to work, but_. Could you please give me something to drink?	I wanted to work, but_. Could you please give me something to drink?	I wanted to work, but_. Could you please give me something to drink?	I wanted to work, but_. Could you please give me something to drink?
<l(es) xyz>	Foreign language terms can be marked with "l" for lexical phenomena followed by the language code according to ISO 639-1, such as "l(de)" for German, "l(es)" for Spanish, or "l(en)" for English. An example would be: "There was the <l(de) Pisspott> in the corner." Loanwords (e.g., smartphone) are exempt from this rule.	Where were you <l (es) en este tiempo>	Where were you en este tiempo?	Where were you <l (es) en este tiempo>?	Where were you <l(es) en este tiempo>?

<v(Nonverbal utterance - Vocal)> • <v(Laughter)> • <v(Crying)> • <v(Sighing)> • <v(Clearing throat)> • <v(Coughing)> • <v(Yawning)>	Non-verbal but audible expressions such as laughter, crying, etc. (vocal) can be marked with <v(Type of utterance)>. For their specification, we suggest the labels listed on the left.	<v(Laughter)> Where were you during this time?	Where were you during this time?	<v(Laughter)> Where were you during this time?	<v(Laughter)> Where were you during this time?
<s(Speaking style) xyz> • <s(softly)> • <s(whispering)> • <s(loudly)> • <s(high-pitched)> • <s(low-pitched)> • <s(smiling)> • <s(haltingly)> • <s(emphatically)>	Significant changes in speech quality (*shift in vocal quality*) can be marked with <s(Speech manner) xyz>. This notation is used when there is a noticeable change, such as speaking loudly, quietly, etc. If a manner of speaking extends over multiple segments, both the start and end should be noted: <s(loud beginning)> xyz <s(loud end)>. For specifying these, we suggest the labels listed on the left.	Where were you <s(quietly) during this time?>	Where were you during this time?	Where were you <s(quietly) during this time?>	Where were you <s(quietly) during this time?>
<sim>	When speaking simultaneously, such as when the interviewer and interviewee speak at the same time, both can be marked with <sim> (*simultaneous*). If the simultaneous speech extends over multiple segments, both the beginning and the end should be noted: <sim(Beginning)> xyz <sim(End)>. **Note**: Timecodes must never be identical and must follow a chronological order. Otherwise, import issues may occur.	*TIMECODE A SPEAKER ABBREVIATION A* Where were you <sim during this time?> *TIMECODE B SPEAKER ABBREVIATION B* <sim I was at Maria Mustermann's place,> when it happened.	Where were you during this time? I was at Maria Mustermann's, when it happened.	*SPEAKER ABBREVIATION A* Where were you <sim during this time?> *SPEAKER ABBREVIATION B* <sim I was at Maria Mustermann's place,> when it happened.	*SPEAKER A*: Where were you <sim during this time?> *SPEAKER B*: <sim I was at Maria Mustermann's place,> when it happened.

<nl(Sound) xyz> • Disruptive indoor noises: phone ringing, doorbell • Actions of the interviewee, e.g.: <nl (shows individual photos)>, wipes their nose, etc. • Disruptive outdoor noises, e.g.: airplane noise, street noise • Change in the interview setting, e.g.: flipping through a photo album, continuing the interview while walking	Events or noises that affect the interview, such as a phone ringing or a person walking into the frame, can be marked with <nl> (*nonlinguistic incidents*). If an event spans multiple segments, both the beginning and the end should be noted: <nl(Phone ringing start)> ... <nl(Phone ringing end)>.	Where were <nl (Phone ringing) you during this> time?	Where were you during this time?	Where were <nl (Phone ringing) you during this> time?	Where were <nl (Phone ringing) you during this> time?
<g(Type of gesture) xyz> Types of Gesture: • <g(Head shaking)> • <g(Head nodding)> • <g (Shrugging shoulders)> • <g (Quotation mark gesture)>	Significant and meaningful gestures (gesture) can be marked with <g(Type of gesture)>. For their specification, we suggest using the labels provided on the left.	*TIMECODE A SPEAKER ABBREVIATION A*: Did you feel okay with that? *TIMECODE B SPEAKER ABBREVIATION B:* <g(Head shaking) Hm.>	Did you feel okay with that? Hm.	*SPEAKER ABBREVIATION A*: Did you feel okay with that? *SPEAKER ABBREVIATION B:* <g(Head shaking) Hm.>	*SPEAKER A*: Did you feel okay with that? *SPEAKER B:* <g (Head shaking) Hm.>
{abcde}	Any text within curly braces will be displayed on the platform and in the PDF transcript, but not in the subtitles. Sometimes, this is used to mark text that was transcribed after the microphone recording and is not audible in the video.	{abcde}		{abcde}	{abcde}

Further Pages

Information on importing transcripts in various file formats and their editing in different transcription software can be found at:

- Transcription symbols
- Transcription software
- Upload transcript - .srt-file
- Upload transcript - .ods-file
- Upload transcript - .odt-file
- Upload transcript - .vtt-file

EN: ZWAR und ADG Transkriptionszeichen

Transkriptionszeichen	**Erklärung**	**Beispiel**	**Einfach-Anzeige im Untertitel und VTT-Export**	**Vollanzeige auf der Plattform**	**Vollanzeige im PDF-Export**
! VORSICHT: DIE FOLGENDEN ZEILEN BEFINDEN SICH IN ÜBERARBEITUNG: Umgang mit anderen Transkriptionszeichen					
[Kommentare, Übersetzungen, Gesten, nonverbale Äußerungen, Unterbrechungen]	Alles in eckige Klammern gesetzte wird im Untertitel ausgeblendet, auf der Plattform und im PDF in eckigen Klammern angezeigt.	[kretischer Dialekt während des gesamten Interviews] Ich wurde '30 [1930] hier in Koxare geboren, ah, soll ich so [lacht leise]_ [gleichzeitige Rede]. [Telefonklingeln].	Ich wurde '30 hier in Koxare geboren, ah, soll ich so_	[kretischer Dialekt während des gesamten Interviews] Ich wurde '30 [1930] hier in Koxare geboren, ah, soll ich so [lacht leise]_ [gleichzeitige Rede]. [Telefonklingeln],.	[kretischer Dialekt während des gesamten Interviews] Ich wurde '30 [1930] hier in Koxare geboren, ah, soll ich so [lacht leise]_ [gleichzeitige Rede]. [Telefonklingeln].
[…] UMWANDLUNG ENTFERNEN (Verena und ADG fragen)	Mit […] werden anonymisierte personenbezogene Daten markiert, die den Nutzer*innen mit XXX oder geschwärzt angezeigt werden.	Ich war bei […], als das passierte.	Ich war bei XXX, als das passierte.	Ich war bei XXX, als das passierte.	Ich war bei XXX, als das passierte.
(-) UMWANDLUNG ENTFERNEN?(Verena und ADG fragen) (--) (---)	Für Sprechpausen wird je Sekunde ein Strich in Klammern gesetzt. Diese Auszeichnungen werden in der Untertiteldarstellung ausgeblendet.	Ich war (-) bei Maria Mustermann, als das passierte.	Ich war bei Maria Mustermann, als das passierte.	Ich war (-) bei Maria Mustermann, als das passierte.	Ich war (-) bei Maria Mustermann, als das passierte.
(4), (5), (6) usw. UMWANDLUNG ENTFERNEN? (Verena und ADG fragen)	Sprechpausen werden mit der Länge in Sekunden gekennzeichnet	Ich war (4) bei Maria Mustermann, als das passierte.	Ich war bei Maria Mustermann, als das passierte.	Ich war (4) bei Maria Mustermann, als das passierte.	Ich war (4) bei Maria Mustermann, als das passierte.
(unverständlich, 1 Wort) UMWANDLUNG ENTFERNEN? (Verena und ADG fragen)	Unverständliche Passagen werden mit „unverständlich“ und ihrer Dauer in Wörtern markiert	wir hatten damals Rinder (unverständlich, 1 Wort) und ich ging	wir hatten damals Rinder (…?) und ich ging	wir hatten damals Rinder (unverständlich, 1 Wort) und ich ging	wir hatten damals Rinder (unverständlich, 1 Wort) und ich ging
{abcde} UMWANDLUNG ENTFERNEN? (Verena und ADG fragen) 03.07.2024: Ausblendungen im Untertitel bleiben erhalten	Jeder Text in geschweiften Klammern wird in Plattform und PDF angezeigt, nicht aber im Untertitel. Manchmal wurde damit nach der MIkrophonaufzeichnung transkribierter Text ausgezeichnet, der nicht auf dem Video zu hören ist.	{abcde}		{abcde}	[abcd] geschweifte Klammern sollen bleiben
~en este tiempo~ UMWANDLUNG FUNKTIONIERT NICHT RICHTIG (WIRD NICHT KURSIV. ENTFERNEN? (Verena und ADG fragen)	Fremdsprachige Begriffe werden mit ~ davor und danach gekennzeichnet. Ein Beispiel ist „There was the ~Pisspott~ in the corner“.	Wo waren Sie ~en este tiempo~ ?	Wo waren Sie en este tiempo ?	Wo waren Sie en este tiempo ?	Wo waren Sie en este tiempo ?
[---] UMWANDLUNG ENTFERNEN? (Verena und ADG fragen)	langes Schweigen der Interviewpartnerin / des Interviewpartners (ohne Unterbrechung durch den Interviewer / die Interviewerin)	Ich war [---] bei Maria Mustermann, als das passierte.	Ich war bei Maria Mustermann, als das passierte.	Ich war <p> bei Maria Mustermann, als das passierte.	Ich war <p> bei Maria Mustermann, als das passierte.
(???) UMWANDLUNG ENTFERNEN? (Verena und ADG fragen)	unverständliche Aussage	Nice grandparents, we played football, (???) it’s	Nice grandparents, we played football, (…?) it’s	Nice grandparents, we played football, <?> it’s	Nice grandparents, we played football, <?> it’s

(Wort ?) UMWANDLUNG ENTFERNEN? (Verena und ADG fragen)	unsichere Transkription eines Wortes	(By now?) it's the next generation	(By now?) it's the next gene-ration	<? By now> it's the next gene-ration …	<? By now> it's the next generation
<***> UMWANDLUNG ENTFERNEN? (Verena und ADG fragen)	Bandende	<***>		<i(Bandende)>	<i(Bandende)>

Transcription software

With ASR4Memory, the automatic speech recognition system operated at the FU in compliance with data protection regulations, you can generate transcripts for your video or audio file. You can upload these directly to oh.d and edit them there or first edit them using external transcription software.

You can also use various transcription software directly. Some of these programmes and their special features - especially when exporting transcript files - are explained here.

You will find explanations of the following programmes/service providers on the subpages of this page:

- Aegisub – EN
- f4transkript – EN
- InqScribe – EN
- MAXQDA – EN

Further pages

Information on importing transcripts in various file formats and editing them can be found at:

- Transcription symbols
- Upload transcript - .csv file
- EN: Transkript hochladen - .ods-Dateien
- Upload transcript - .odt file
- Upload transcript - .vtt-file
- Upload Transcript - .srt-file

Aegisub – EN

Aegisub is a free programme for editing transcripts (especially for videos). The programme is available for both Windows and MacOS. Further information can be found here: https://aegisub.org.

Within Aegisub, you have the option of opening a video and a transcript simultaneously, allowing you to edit the transcript more precisely. You can also create a new transcript for your video.

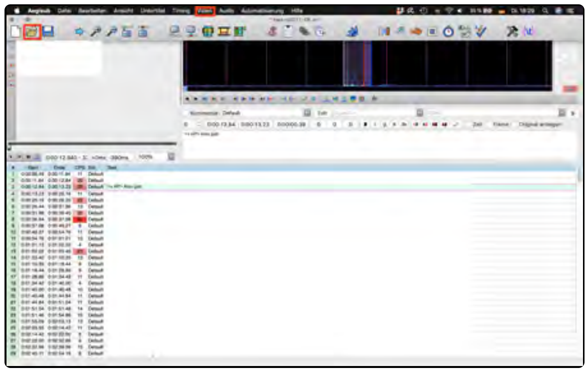
Aegisub supports the common transcript format .srt. This format is also supported by OHD, more information can be found here. If you already have your transcripts in .srt, you can open them directly in Aegisub. It is also a good idea to export the transcripts as a .srt-file after editing.

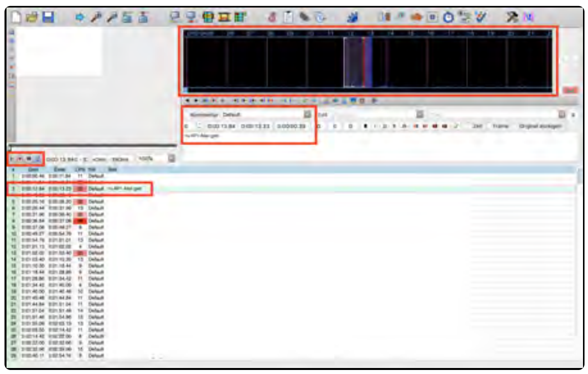
To open a transcript in Aegisub, you can click on the ‘Open’ symbol. To open a video at the same time, go to the ‘Video’ tab in the menu and select ‘Open video’.

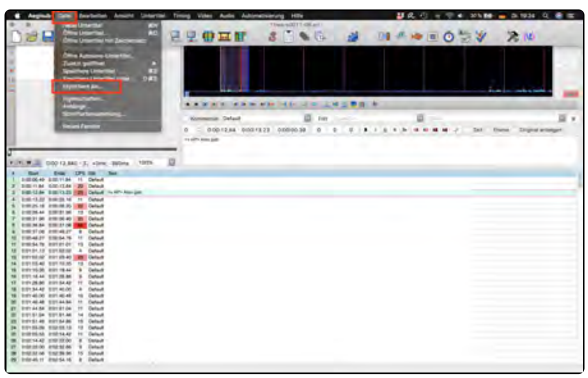
You then have the option of editing both the text of the individual transcript passages and their timecodes. At the same time, you can play the video or jump to the relevant parts of the video by clicking on the transcript sections. You can also define new timecodes for your transcripts within the audio track of the video.

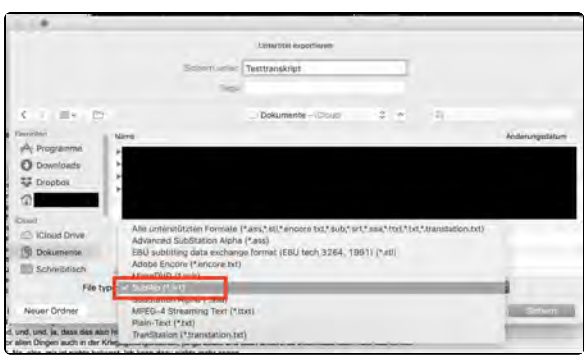
It is important that you note the speaker abbreviations in the pattern **<v XX>** at the beginning of the transcript text for each speaker change and leave a space after each of these abbreviations before the actual transcript text.

To export the transcript file as .srt after you have edited it, select the menu item ‘File’ and then the option ‘Export as...’. Then select the file type ‘.srt’ as the export format.









Further pages

Information on other transcription programmes can be found at:

- f4transkript – EN

- InqScribe – EN

f4transkript – EN

f4transkript is a paid transcription software that is available in two versions here: https://www.audiotranskription.de/f4transkript/

The main difference with the PRO version is that the subtitle format .srt can also be exported. You can find this out by selecting the .srt file-format under ‘Transcript’ / ‘Save as’.

In the following, we will describe for f4transkript and f4transkript-PRO what has to be taken into account so that the transcripts created in this way can be imported into oh.d.

f4transkript

As only the rtf, txt and xml formats can be exported from f4, a little ‘trickery’ is required. Below we describe the workflow for creating transcripts that can be easily copied into the ohd transcript import template. **Please note that a ‘tabulator’ is placed between timecode - speaker abbreviation - transcript text.**

Customising the default settings:

Speaker abbreviations:

Please change the speaker abbreviations to at least two-digit capital letters by double-clicking on the preset abbreviations in the top right-hand corner and adjusting them, e.g. to INT for Interviewer and AM for Anna Musterfrau.

Time codes/time stamps:

Change selection to ‘Start of paragraph’.

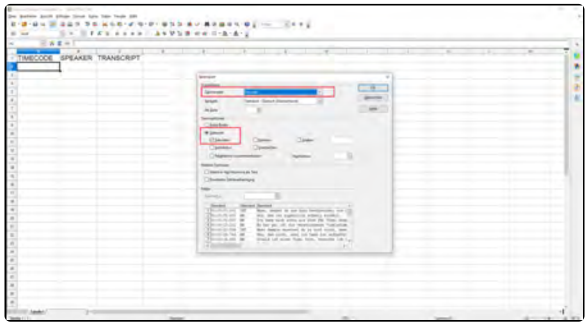
The default format for f4 is #HH:MM:SS-m#. Change this to HH:MM:SS.mmm by double-clicking on the preset format, deleting it and entering the new format.

Note: If you have already created a transcript with the default timestamp format of f4, you can adjust it automatically by opening the transcript and entering the new format. Please confirm ‘You have changed the format for timestamps. Would you like to convert all existing timestamps to the new format?’ with Yes.

Transcription:

- Set a timecode with Enter.
- Insert a tab.
- Use ‘Alt+A’ or ‘Alt+B’ to insert the appropriate speaker abbreviation.
- Insert a tab.
- Enter the transcript text.

Note: If possible, assign a timecode after each unit of meaning, as the indexing in oh.d is done segment by segment and you can index very granularly in this way. If it is also a video interview, the subtitles are displayed in the player. If the text units per segment (i.e. per timecode) are very large, the image is almost completely covered by the text in the subtitle view.



Export/copy from f4:

Copy the complete text directly from the window of f4 by selecting everything and copying with Ctrl+C.

Or save the transcript as a txt file and open it in an editor to copy the content there.

Import into ohd:

Open the transcript import template stored in ohd, which you can also download here: transcript-import-template.csv

Here you will find instructions on how to open and save our csv templates with openOffice in UTF-8 and with the correct field separator: Open and save csv files in OpenOffice/LibreOffice.

Delete the placeholder text, but do not change the header. Copy the cached transcript by clicking in the first cell below the header and paste the content with Ctrl+V.

Attention: Leave the default setting ‘Unicode’ as the set of characters and make sure that 'Tabulator' is selected for the separator option.

Please confirm ‘Keep current format’ when saving the csv file. The settings made when opening the csv file should always be retained; if necessary, change the character set to ‘Unicode (UTF-8)’ and select the field separator ‘Tabulator’.

The transcript created in this way in csv format can be uploaded directly to oh.d. When importing, please follow the instructions under Upload transcript - .csv file.

f4transkript-PRO

InqScribe – EN

InqScribe is a paid transcription software that you can find out more about here: https://www.inqscribe.com/

It is possible to install a trial version to try it out, but exports are not possible: https://www.inqscribe.com/download.html

InqScribe allows you to import into a variety of file formats. The following describes a workflow that supports export to vtt and therefore uses the speaker abbreviations which are required for this process.

Preparation of vtt files for import into InqScribe:

1. Delete the first line and any annotations up to the first timecode.
2. Search and replace with regular expressions: Replace end timecode with leading space with tab (--> **\d\d:\d\d:\d\d.\d\d\d\d\n** replace with **\t**)
3. Remove blank lines: Replace **\n\n** with **\n**
4. Save as .txt file, e.g. pilot0001_01_01_en_tr.txt

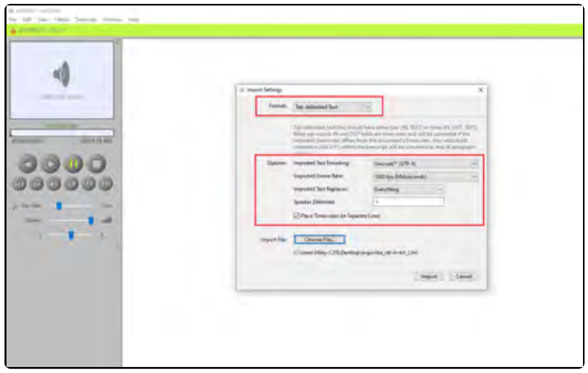
Preparation of csv files for import into InqScribe:

1. Select and copy the complete text of the three columns (IN / SPEAKER / TRANSCRIPT) without the header
2. Paste the content into an empty txt file (preferably in Notepad++)
3. Replace the speaker abbreviations and the subsequent tab with your own abbreviations with the character encoding required for vtt files including a subsequent space, e.g. **SPEAKER_01\t** with **<v INT>** and **SPEAKER_00\t** with **<v AM>**
4. Save as .txt file, e.g. pilot0001_01_01_en_tr.txt

Import into InqScribe:

1. Open InqScribe, do not copy in the text, but import it via File -> Import -> Tab-delimited Text:
    a. UTF-8
    b. Imported Frame Rate: 1000fps (Milliseconds)
    c. Speaker Delimiter: >

d. Activate “Place Timecodes on Separated Lines”



Transcribe in InqScribe:

Export from InqScribe:

Export the transcripts created/edited in this way as a vtt file.

Please ensure that the speaker abbreviations are in the same line as the transcript text and that there is a space between the speaker abbreviation and the transcript text.

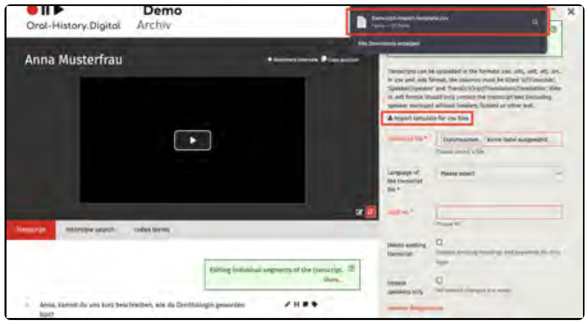
The speaker abbreviation must only be used if the speaker changes.

Export under File -> Export -> WebVTT

MAXQDA – EN

Converting a file from .vtt to .srt

Upload transcript - .csv file



To upload a .csv file, use the downloadable template.

Attention: Editing .csv files in Excel can be complicated and error-prone, so we recommend using a spreadsheet program like OpenOffice or LibreOffice. Instructions on how to open and save the template in OpenOffice can be found under "Opening and Saving CSV Files in OpenOffice/LibreOffice."

However, if you want or need to work with Microsoft Excel, you will find some tips on how to avoid conversion errors here.

Important: The naming and order of the columns in the template must be maintained. In the "Speaker" column, please enter the speaker designations that correspond to the 'speaking' individuals in the oh.d system.

Prepare the File

Important: The naming and order of the columns in the template must be maintained: TIMECODE / SPEAKER / TRANSCRIPT.

The Timecode must be in the format **hh:mm:ss.mmm**, meaning it should end with a period followed by three digits for milliseconds (e.g., ".000").

If you have existing transcripts with a different timecode format, such as frames instead of milliseconds (hh:mm:ss.ff) or just hh:mm:ss, please contact us.

Speaker abbreviations can be chosen freely. They must consist of at least two letters and cannot include spaces. For example, *INT* stands for the interviewer, and *KAM* for the camera operator. It is recommended to use the first letter of the first and last name for the interviewed person.

In projects with scripts other than the Latin alphabet, care must be taken to ensure that the speaker abbreviations do not accidentally use characters from different scripts. For example, the Cyrillic "" looks similar to the Latin "P," but they are different characters for the software.

When saving the file, be sure to select **UTF-8** as the character set and **tab as the delimiter**.

Upload Transcript

Upload the CSV file in the "Transcript file" field, as detailed in "Upload Transcript - Procedure."

Further Reading

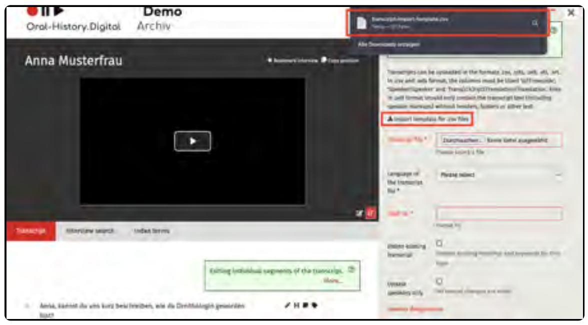
For information on importing transcripts in various file formats and editing them in different transcription software, please see:

- Transcription symbols
- Transcription software
- Upload transcript - .srt-file
- Upload transcript - .ods-file
- Upload transcript - .odt-file
- Upload transcript - .vtt-file

Open and save CSV files in OpenOffice/LibreOffice

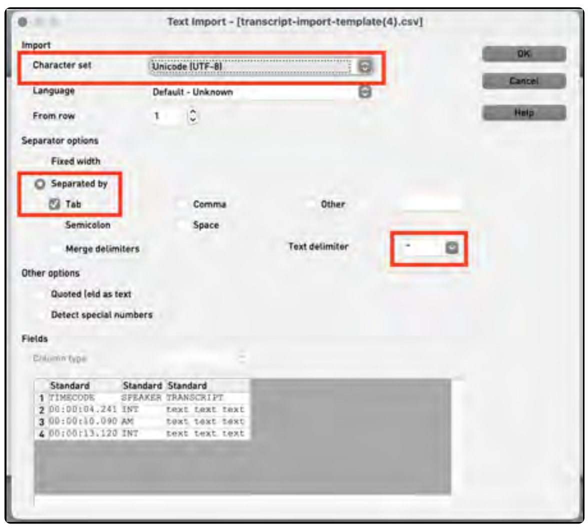
Using the spreadsheet program of the free office software *OpenOffice* or *Libre Office*, CSV files with different delimiters and UTF-8 compliance can be opened and saved. Both programs can also be installed as portable versions, meaning you don't need admin rights for installation.

Download the template "transcript-import-template.csv" from oh.d and navigate to your Downloads folder.



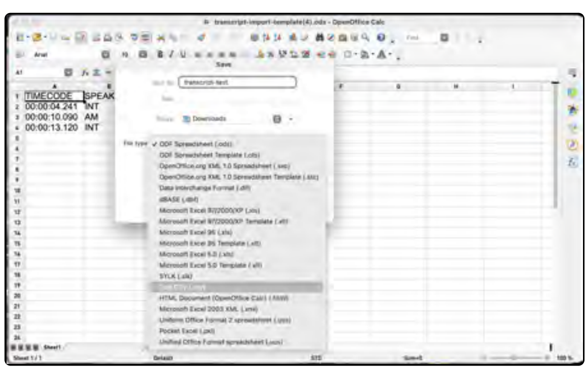
Open the downloaded template by right-clicking it and selecting "Open with." A list will appear where you can choose *OpenOffice Calc* or *LibreOffice*. If it isn't listed, select "Choose another app" to find it.

The spreadsheet program will open with a selection window where you can choose the character set "Unicode (UTF-8)" and the delimiter "Tab." Please select only the options shown in this screenshot!

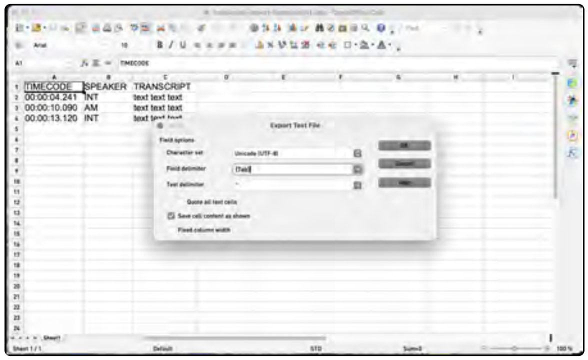


If you have your own transcript file in .xls, .xlsx, or .ods format, you can open it with OpenOffice and save it again as a UTF-8 compliant csv file with the delimiter set to "Tab." To do this, right-click on the file, as double-clicking usually opens spreadsheet files in Excel. Then save the file via the "File" menu / "Save As," making sure to select the csv file type.

Note: If you are asked if you want to safe the file in ODF-format, click the option "Keep Current Format"/"Use text CSV format" to save the file in the CSV format and not the ODF format.



Select "Unicode (UTF-8)" as the character set and "Tab" as the field separator in the subsequent dialog box.

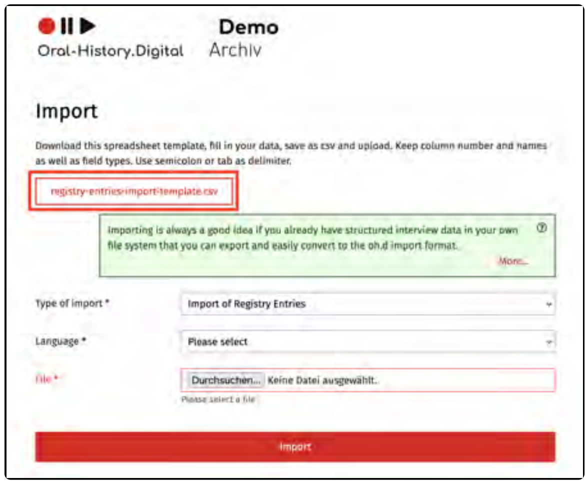


Considerations when editing csv-files in Excel

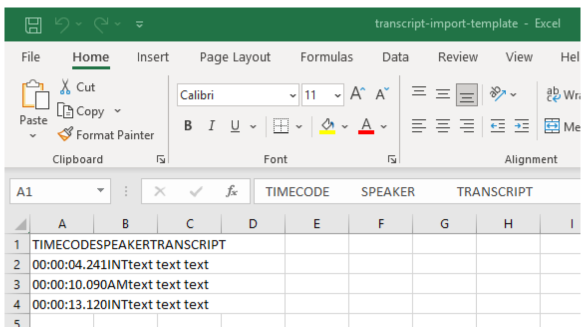
Corresponding templates are available for metadata import, photo import, index import and transcript upload.

Generally, the csv files should always be tab-separated and saved in UTF8 character encoding.

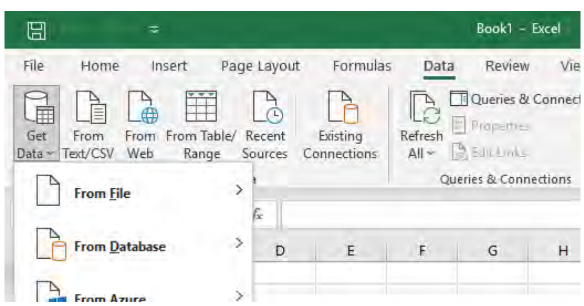
To avoid conversion errors, these csv files should be edited in Libre Office or Open Office. However, if you use Microsoft Excel to edit the files, please note the following:



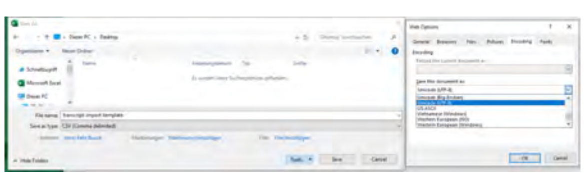
If you work with Microsoft Excel, the csv files should not simply be opened, as Excel often does not handle the field separators correctly.



Open an empty workbook in Excel, click on “Data”, then “From text/CSV” and in the next step select “Unicode UTF8” as the character encoding and “Tab stops” as the separator.



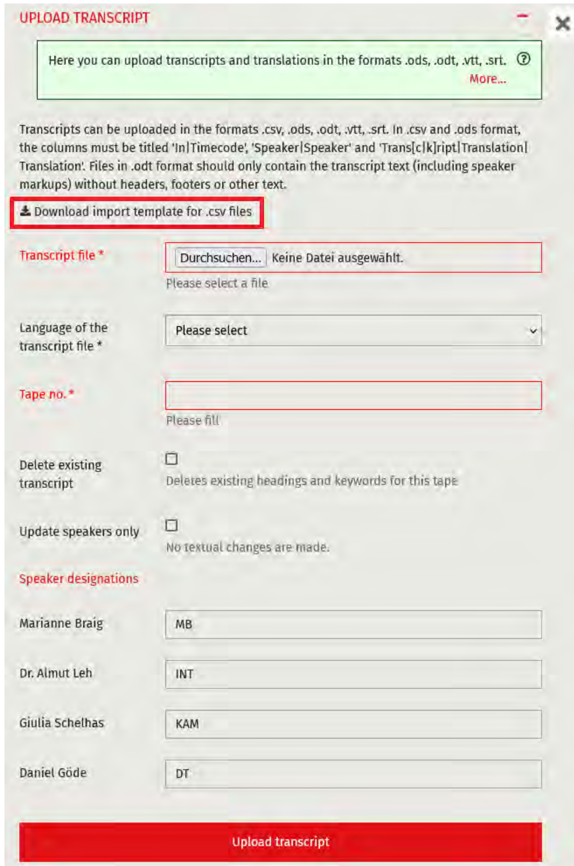
Before importing into Oral-History. Digital, you must save your Excel table again as a csv file in UTF encoding. To do this, select the “Unicode UTF8” encoding again in the “Save as” form under “Tools”.



Upload transcripts - .ods-files

You also have the option of uploading your file in the form of a table. To do this, you can upload files in .ods format, among others. To do this, you must download the .csv template and save or export it as .ods after editing. However, it is also possible to import it as a .csv file.

Then upload the corresponding file in the “Transcript file” field.



Prepare file

The column headings must NOT be changed! The timecode must have the form hh:mm:ss.ttt, i.e. a dot at the end and three digits for the milliseconds (thousandths of a second) (possibly “. 000”). However, it is also possible to specify the time code with frames instead of milliseconds (i.e. hh:mm:ss. ff).

It is recommended to prepare the file in an openOffice program. **Select UTF-8 as the character set and tabulator as the delimiter**. If you want or need to use Microsoft Excel, you will find some explanations on opening a csv file in Excel here.

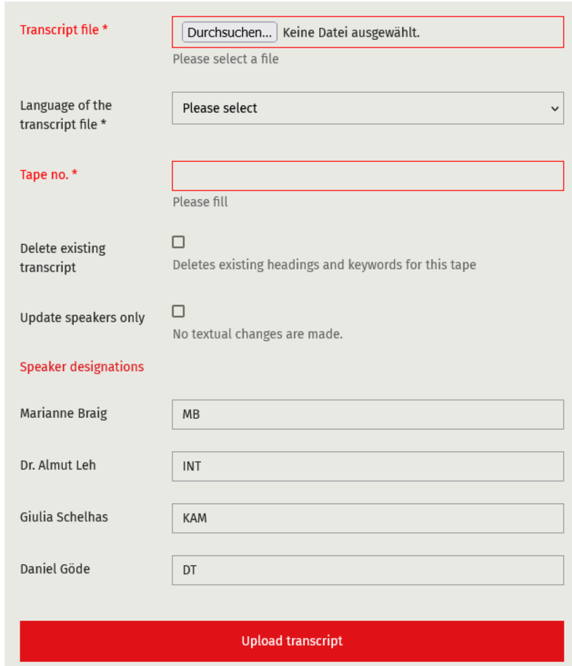
For projects with writing systems other than Latin, make sure that the speaker abbreviations do not accidentally use characters from different writing systems. For example, the Cyrillic “” initially looks like the Latin “P”, but for the software they are different characters.

Upload transcript

Then proceed as follows:

- Select the file to be uploaded
- Select the language in which the transcript/translation is available. If the desired language is not offered for selection, please contact a member of FU staff.

  Important: In the original transcript, the selected “Language of the transcript file” must be identical to the language set under “To the interview”. If, for example, the language “Russian/Ukrainian” is selected there, “Ukrainian” must not be selected for the language of the transcript upload.
- If your video/audio file consists of several tapes/files, please enter the tape number. If the interview is in a single file, enter the number “1” for Tape No.
- Define the speaker abbreviations used in the file to be uploaded if not already done in the metadata “for the interview”. Each existing speaker abbreviation must be assigned to a contributor. **Attention**: even if your transcript does not contain any speaker abbreviations, speaker abbreviations must be specified when uploading.
- If you want to replace an existing transcript, select the corresponding checkbox. This only needs to be done if a timecode has been changed in a single segment, otherwise segments will be displayed twice. IMPORTANT: If an existing transcript is replaced, any headings or keywords that have already been assigned are deleted. This means that the indexing work that has already been done is removed! If the new transcript is shorter than the old one, the later, non-overwritten segments of the old segment are retained and must currently be deleted by the programmer.
- To delete a transcript, a new transcript file must be uploaded containing only the header “In-Speaker-Transcript”, no other segments, plus click on “Delete existing transcript”.
- If you only want to edit the speaker assignments of the individual transcripts and do not want any textual changes, you can select the “Update speakers only” option. This allows the individual segments to be reassigned, but no textual changes will be made to the uploaded transcript.
- It is currently not possible to change individual timecodes in



the transcript. It is currently not possible to delete individual segments.
- If speakers are displayed correctly in the transcript on the page, this does not mean that the speaker abbreviations also appear in the download file. For this, the abbreviations must be entered under “To the interview” for the contributors.

Related pages

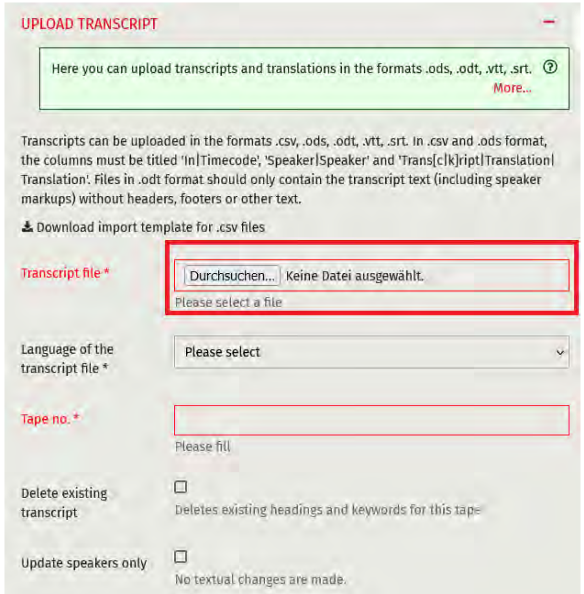
Information on importing transcripts in various file formats and editing them in various transcription software can be found at:

- Transcription symbols
- Transcription software
- Upload Transcript - .csv- files
- Upload Transcript - .srt- files
- Upload Transcript - .odt- files
- Upload Transcript- .vtt- files

Upload transcript - .odt file

If no time codes exist and cannot be generated externally in advance (further explanations on creating transcripts can be found here: https://www.oral-history.digital/en/dokumente/index.html), an Open/Libre Office text document with the file extension .odt can also be uploaded. The transcript is then displayed in a long segment and can be exported as a PDF. If speaker abbreviations are specified, the software generates approximately calculated time codes only for the speaker changes. However, this is very imprecise and is not suitable for subtitle display.

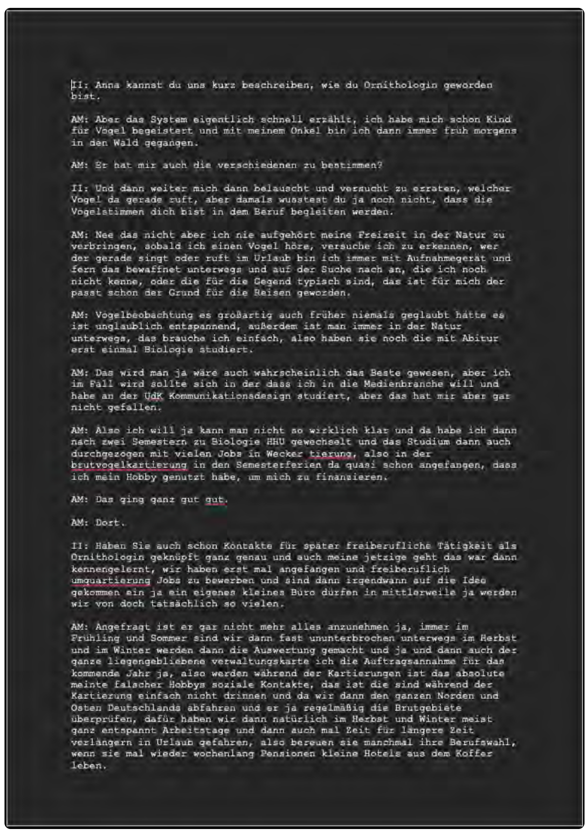
Upload the corresponding file in the "Transcript file" field.



Prepare the File

When uploading an .odt file, make sure that the file only contains the transcript text with speaker abbreviation without any further information (such as time codes).

In addition, it is important that you enter the complete and identical abbreviation under speaker abbreviation that you also use in your .odt file. This also includes spaces, colons and any brackets.



II: Anna kannst du uns kurz beschreiben, wie du Ornithologin geworden bist.

AM: Aber das System eigentlich schnell erzählt, ich habe mich schon Kind für Vögel begeistert und mit meinem Onkel bin ich dann immer früh morgens in den Wald gegangen.

AM: Er hat mir auch die verschiedenen zu bestimmen?

II: Und dann weiter mich dann belauscht und versucht zu erraten, welcher Vogel da gerade ruft, aber damals wusstest du ja noch nicht, dass die Vogelstimmen dich bist in dem Beruf begleiten werden.

AM: Nee das nicht aber ich nie aufgehört meine Freizeit in der Natur zu verbringen, sobald ich einen Vogel höre, versuche ich zu erkennen, wer der gerade singt oder ruft im Urlaub bin ich immer mit Aufnahmegerät und fern das bewaffnet unterwegs und auf der Suche nach an, die ich noch nicht kenne, oder die für die Gegend typisch sind, das ist für mich der passt schon der Grund für die Reisen geworden.

AM: Vogelbeobachtung es großartig auch früher niemals geglaubt hätte es ist unglaublich entspannend, außerdem ist man immer in der Natur unterwegs, das brauche ich einfach, also haben sie noch die mit Abitur erst einmal Biologie studiert.

AM: Das wird man ja wäre auch wahrscheinlich das Beste gewesen, aber ich im Fall wird sollte sich in der dass ich in die Medienbranche will und habe an der UdK Kommunikationsdesign studiert, aber das hat mir aber gar nicht gefallen.

AM: Also ich will ja kann man nicht so wirklich klar und da habe ich dann nach zwei Semestern zu Biologie HHU gewechselt und das Studium dann auch durchgezogen mit vielen Jobs in Wecker tierung, also in der brutvogelkartierung in den Semesterferien da quasi schon angefangen, dass ich mein Hobby genutzt habe, um mich zu finanzieren.

AM: Das ging ganz gut gut.

AM: Dort.

II: Haben Sie auch schon Kontakte für später freiberufliche Tätigkeit als Ornithologin geknüpft ganz genau und auch meine jetzige geht das war dann kennengelernt, wir haben erst mal angefangen und freiberuflich umguartierung Jobs zu bewerben und sind dann irgendwann auf die Idee gekommen ein ja ein eigenes kleines Büro dürfen in mittlerweile ja werden wir von doch tatsächlich so vielen.

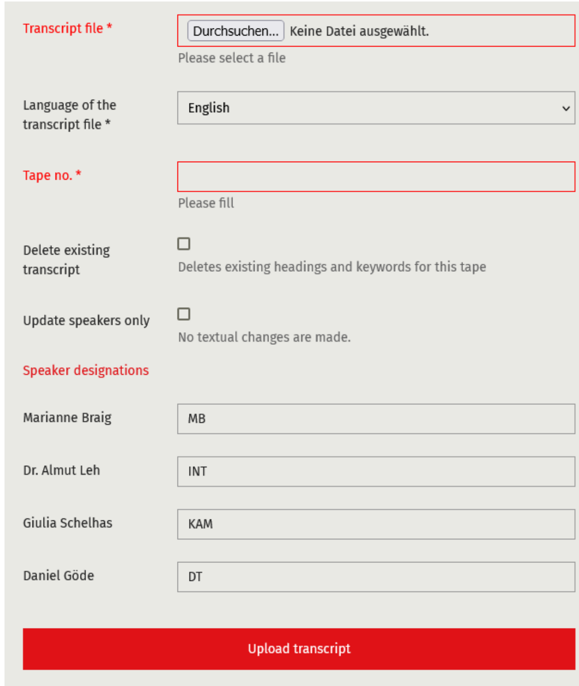
AM: Angefragt ist er gar nicht mehr alles anzunehmen ja, immer im Frühling und Sommer sind wir dann fast ununterbrochen unterwegs im Herbst und im Winter werden dann die Auswertung gemacht und ja und dann auch der ganze liegengebliebene verwaltungskarte ich die Auftragsannahme für das kommende Jahr ja, also werden während der Kartierungen ist das absolute meinte falscher Hobbys soziale Kontakte, das ist die sind während der Kartierung einfach nicht drinnen und da wir dann den ganzen Norden und Osten Deutschlands abfahren und er ja regelmäßig die Brutgebiete überprüfen, dafür haben wir dann natürlich im Herbst und Winter meist ganz entspannt Arbeitstage und dann auch mal Zeit für längere Zeit verlängern in Urlaub gefahren, also bereuen sie manchmal ihre Berufswahl, wenn sie mal wieder wochenlang Pensionen kleine Hotels aus dem Koffer leben.

Upload Transcript

- Select the file to be uploaded

- Select the language in which the transcript/translation is available. If the desired language is not offered for selection, please contact a member of FU staff.

  Important: In the original transcript, the selected “Language of the transcript file” must be identical to the language set under “To the interview”. If, for example, the language “Russian/Ukrainian” is selected there, “Ukrainian” must not be selected for the language of the transcript upload.
- If your video/audio file consists of several tapes/files, please enter the tape number. If the interview is in a single file, enter the number “1” for Tape No.
- Define the speaker abbreviations used in the file to be uploaded if not already done in the metadata “for the interview”. Each existing speaker abbreviation must be assigned to a contributor. **Attention**: even if your transcript does not contain any speaker abbreviations, speaker abbreviations must be specified when uploading.
- If you want to replace an existing transcript, select the corresponding checkbox. This only needs to be done if a timecode has been changed in a single segment, otherwise segments will be displayed twice. IMPORTANT: If an existing transcript is replaced, any headings or keywords that have already been assigned are deleted. This means that the indexing work that has already been done is removed! If the new transcript is shorter than the old one, the later, non-overwritten segments of the old segment are retained and must currently be deleted by the programmer.
- To delete a transcript, a new transcript file must be uploaded containing only the header “In-Speaker-Transcript”, no other segments, plus click on “Delete existing transcript”.
- If you only want to edit the speaker assignments of the individual transcripts and do not want any textual changes, you can select the “Update speakers only” option. This allows the individual segments to be reassigned, but no textual changes will be made to the uploaded transcript.
- It is currently not possible to change individual timecodes in the transcript. It is currently not possible to delete individual segments.



- If speakers are displayed correctly in the transcript on the page, this does not mean that the speaker abbreviations also appear in the download file. For this, the abbreviations must be entered under “To the interview” for the contributors.

Related pages

Information on importing transcripts in various file formats and editing them in various transcription software can be found at:

- Transcription symbols
- Transcription software
- Upload Transcript - .csv- files
- Upload Transcript - .srt- files
- Upload Transcript - .ods- files
- Upload Transcript- .vtt- files

Upload transcript - .vtt-file

If you have a transcript in .vtt format with timecodes, you can import it using this menu option.

To do this, upload the appropriate file in the "Transcript File" field.

For automatic speech recognition and timecode generation, OHD collaborates with the web services of the Bavarian Archive for Speech Signals (BAS) at LMU Munich. Through this process, you can generate a .vtt file that you can use for organizing your interview on your archive page. For additional explanations and instructions, visit the Oral-History.Digital website under "Documents" with the heading "Speech Recognition and Alignment."

Sample .vtt File Format

The timecode format must follow **`hh:mm:ss.mmm`**, ending with a dot and three digits for milliseconds (e.g., ".000" if necessary).

Important: Each timecode entry in a .vtt file consists of both a start and end timecode, as shown below:

00:00:00.130 --> 00:00:03.700

Speaker abbreviations can be chosen freely, but they must consist of at least two letters and contain no spaces. For example, *INT* could represent the interviewer, and *CAM* the camera operator. For the interviewee, it is recommended to use the initials of their first and last name.

For projects using scripts other than the Latin alphabet, it's important to ensure that speaker abbreviations do not inadvertently mix characters from different writing systems. For example, the Cyrillic "" may look similar to the Latin "P," but they are distinct characters in software interpretation.

Important: In the .vtt format, speaker abbreviations must be marked as follows: **<v XYZ>**. Place this abbreviation with a space before the transcript text. It is not necessary to label every segment; only add the speaker abbreviation when there is a change in speaker:

00:00:00.130 --> 00:00:03.700
<v INT> Anna, could you briefly describe how you became an ornithologist?

00:00:04.006 --> 00:00:15.317
<v AM> Oh, that's actually a quick story...

00:00:15.436 --> 00:00:18.536
He would often whistle different bird calls for me.

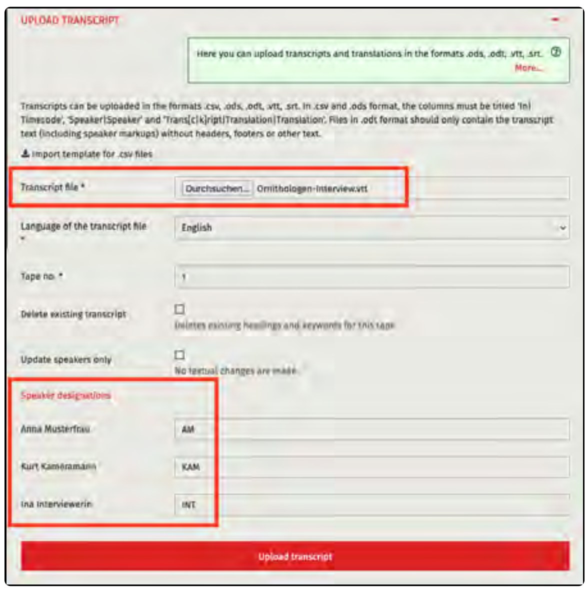
00:00:18.536 --> 00:00:23.626
And in the forest, I would then listen and try to guess which bird was calling.

00:00:23.626 --> 00:00:29.037
<v INT> But back then, you didn’t know that bird calls would accompany you into your career?

Here you’ll find a sample file: sample_vtt_with_speaker.vtt

Upload Transcript

Upload the .vtt file in the "Transcript File" field as described in "How to Upload a Transcript."



Note on Speaker Abbreviations:

Please enter the speaker abbreviations during the upload exactly as they appear in the .vtt file, but **WITHOUT** the <v> formatting. For example, if the interviewer abbreviation appears in the .vtt file as **<v INT>**, you only need to enter **INT** when uploading to oh.d.

Further Pages

You can find information on importing transcripts in various file formats and editing them in different transcription software here:

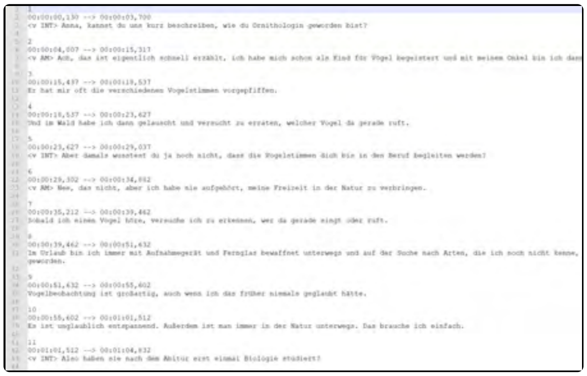
- Transcription symbols
- Transcription software
- Upload transcript - .srt-file
- Upload transcript - .ods-file
- Upload transcript - .odt-file
- Upload transcript - .vtt-file

Upload Transcript - .srt-file

If your transcript is available in .srt format with timecodes, you can use the "Upload Transcript" menu option to import it.

To do this, upload the respective file in the "Transcript File" field.

Sample .srt-File



```
1
00:00:00,130 --> 00:00:03,700
<v INT> Anna, kannst du uns kurz beschreiben, wie du Ornithologin geworden bist?

2
00:00:04,007 --> 00:00:15,317
<v AM> Ach, das ist eigentlich schnell erzählt, ich habe mich schon als Kind für Vögel begeistert und mit meinem Onkel bin ich dann

3
00:00:15,437 --> 00:00:18,537
Er hat mir oft die verschiedenen Vogelstimmen vorgepfiffen.

4
00:00:18,537 --> 00:00:23,627
Und im Wald habe ich dann gelauscht und versucht zu erraten, welcher Vogel da gerade ruft.

5
00:00:23,627 --> 00:00:29,037
<v INT> Aber damals wusstest du ja noch nicht, dass die Vogelstimmen dich bis in den Beruf begleiten werden?

6
00:00:29,302 --> 00:00:34,882
<v AM> Nee, das nicht, aber ich habe nie aufgehört, meine Freizeit in der Natur zu verbringen.

7
00:00:35,212 --> 00:00:39,462
Sobald ich einen Vogel höre, versuche ich zu erkennen, wer da gerade singt oder ruft.

8
00:00:39,462 --> 00:00:51,432
Im Urlaub bin ich immer mit Aufnahmegerät und Fernglas bewaffnet unterwegs und auf der Suche nach Arten, die ich noch nicht kenne,
geworden.

9
00:00:51,632 --> 00:00:55,602
Vogelbeobachtung ist großartig, auch wenn ich das früher niemals geglaubt hätte.

10
00:00:55,602 --> 00:01:01,512
Es ist unglaublich entspannend. Außerdem ist man immer in der Natur unterwegs. Das brauche ich einfach.

11
00:01:01,512 --> 00:01:04,832
<v INT> Also haben sie nach dem Abitur erst einmal Biologie studiert?
```

The <u>timecode</u> must be in the format **hh: mm:ss,mmm**, with a comma and three digits for the milliseconds (e.g., ",000").

Important: The timecode in an srt file consists of both a start and an end timecode:

00:00:00,130 --> 00:00:03,700

<u>Speaker abbreviations</u> can be chosen freely. They must consist of at least two letters and cannot include spaces. For example, *INT* stands for the interviewer, *KAM* for the camera person. It is recommended to use the first letter of the first and last name for the interviewed person.

In projects with writing systems other than the Latin alphabet, it is important to ensure that speaker abbreviations do not accidentally use characters from different writing systems. For example, the Cyrillic "" may look like the Latin "P" at first glance, but for the software, they are considered different characters.

Important: In the srt-format, speaker abbreviations must be marked as **<v XYZ>**. They are written with a space before the transcript text. You do not need to mark every segment; speaker abbreviations should only be entered when there is a change of speaker:

1
00:00:00,130 --> 00:00:03,700
<v INT> Anna, can you briefly describe how you became an ornithologist?

2
00:00:04,007 --> 00:00:15,317
<v AM> Oh, that's actually a quick story...

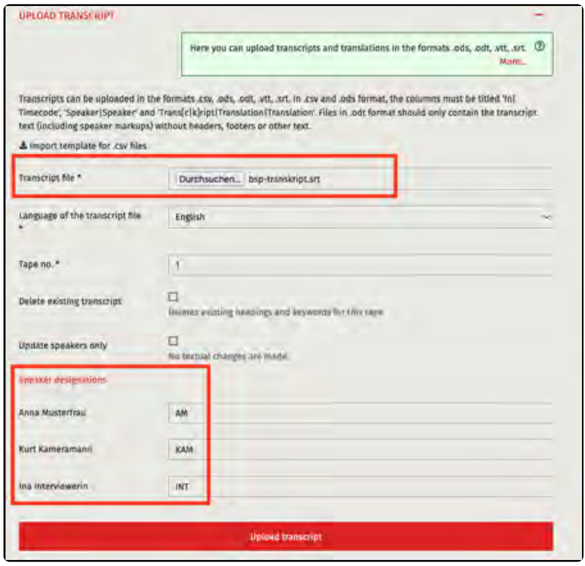
3
00:00:15,437 --> 00:00:18,537
He often whistled different bird calls for me.

4
00:00:18,537 --> 00:00:23,627
And in the forest, I would listen and try to guess which bird was calling.

5
00:00:23,627 --> 00:00:29,037
<v INT> But back then, you didn’t know that bird calls would follow you into your career?

Here is a sample file: beispiel_srt_mit_sprecher.srt

Upload Transcript



Then, upload the srt-file in the "Transcript File" field, see "Uploading a Transcript - Procedure."

Note on Speaker Labels:

When uploading, please enter the speaker labels exactly as they appear in the srt-file **WITHOUT** the masking in the form of <v >. If the speaker label for the interviewer in the srt-file appears as **<v INT>**, you should only enter **INT** during the upload in oh.d.

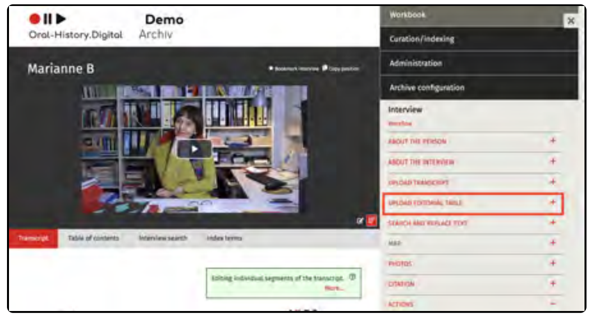
Further Pages

You can find information on importing transcripts in various file formats and editing them in different transcription software here:

- Transcription symbols
- Transcription software
- Upload transcript - .srt-file
- Upload transcript - .ods-file
- Upload transcript - .odt-file
- Upload transcript - .vtt-file

Upload editorial table

Unlike the transcript, the editorial table also contains columns for translations, headings, index references and annotations. Among other things, it enables the import of existing tables of contents or those created with the Topic Modeling service of the Fernuni Hagen. It also includes all tapes or files of an interview. This data can be imported in a bundle using the ‘Upload editorial table’ option.

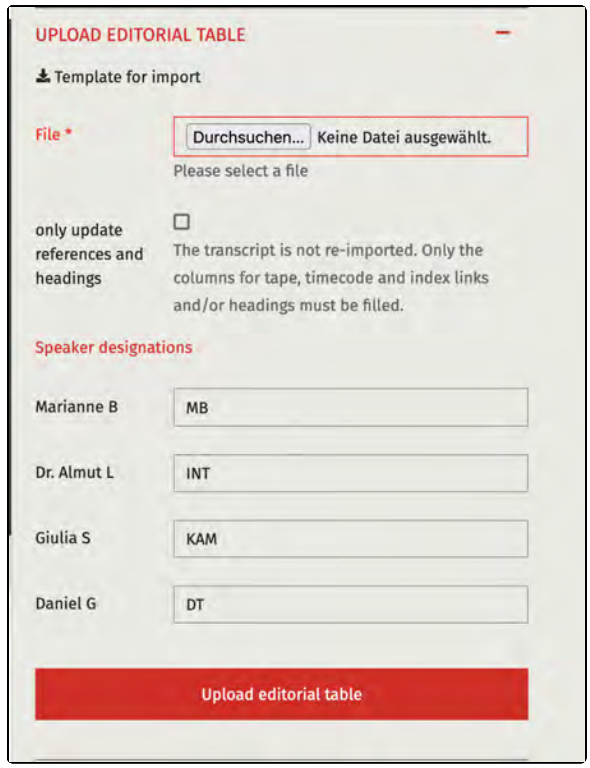


All existing data will be overwritten. If only the transcript is to be replaced while retaining all cataloguing data, please use the ‘Upload transcript’ function. The editorial table to be imported is in .csv format and can be downloaded as a template. The columns of the template must not be changed!

Before uploading the editorial table, the translation language(s) must be entered under ‘About the interview’. The translation languages of the transcript and annotations in the import template are based on this entry; the translation languages of the main headings and subheadings are based on the language versions set up for this archive.

IDs that are assigned to existing index entries must be entered in the ‘References’ column. If the ID does not exist, no index link will be created. If necessary, an index import should be carried out beforehand.

Before uploading, please check that the speaker abbreviations in the editing table match those in the oh.d platform.



Transcripts in csv or ods format can be uploaded for all the tapes of the interview via one editing table.

Please use the template stored in the portal (edit_table-import-template.csv) as described above, transfer the columns (timecode, speaker, transcript) from the transcript import template and add the tape numbers in the first column.

All other columns can remain blank, but **must not** be removed from the template.

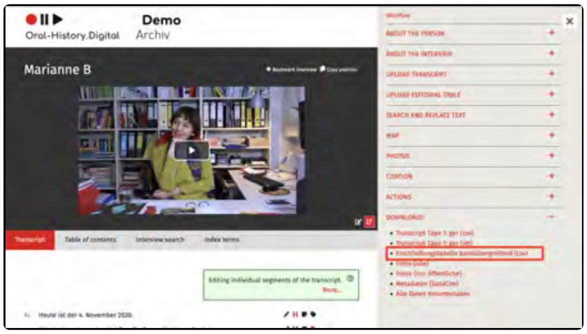
We recommend preparing the file in an openOffice programme. **Select UTF-8 as the character set and tabulator as the delimiter.**

Correcting timecodes in the editing table

If you notice incorrect timecodes in your transcript (e.g. because the content of the transcription view does not match the video), you cannot change them directly in the editing table.

To change the timecodes on a transcript that has already been uploaded, you must download the editing table and then edit it manually and locally with a programme of your choice. Then upload the edited table again.

Downloading and updating the editing table



To make changes to the editing table locally, you must first download the current editing table. This can be found under 'Downloads' on the right-hand side of the interview view.

The download is in .csv format. It is recommended that you edit the file in an openOffice programme. **Select UTF-8 as character set and tabulator as field separator.**

To upload the file again, follow the instructions under Upload editing table.

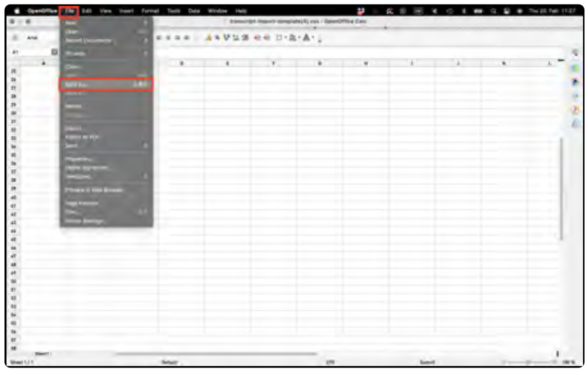
If you choose a different programme to edit your documents and this programme requires a special file format (e.g. .xls), you can also use openOffice to change the format of the file. You can find out more here.

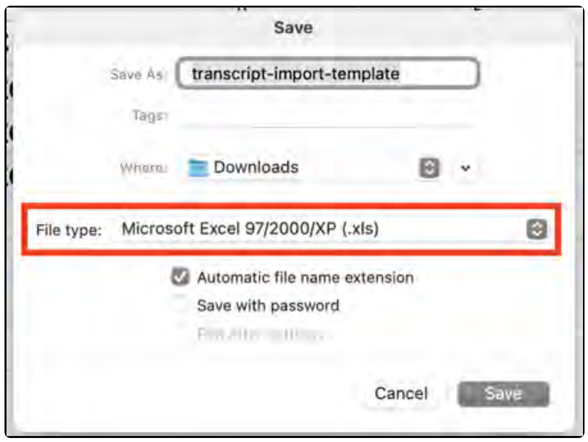
Format conversion in OpenOffice (from .csv to .xls)

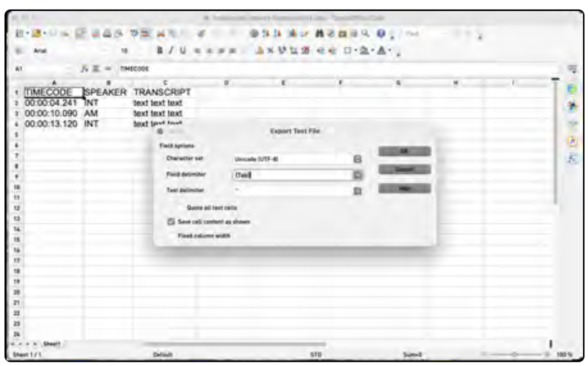
If you choose a different programme to edit your documents, you can also use openOffice to change the format of the file. For example, you can change the format of your file to .xls so that you can also edit the file in older Excel versions.

To do this, open the .csv file in openOffice and select the file extension .xls under ‘Save as’ in the subsequent menu. After you have edited the .xls file, you can then open it again in OpenOffice and save it as a .csv by clicking ‘Save as’. **Select UTF-8 as the character set and tab as the field separator.**

To upload this .csv file again, follow the instructions under Upload editorial table.



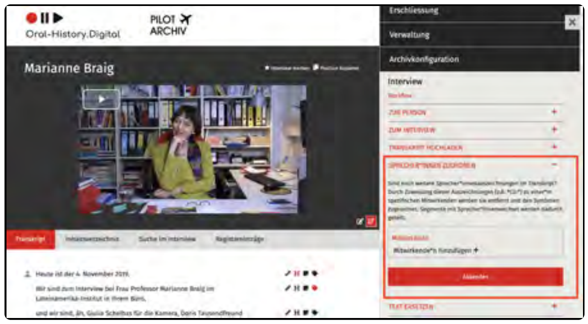




EN: Sprecher*innen zuordnen

Wenn Transkripte ohne eindeutige Sprecherzuordnungen hochgeladen wurden, sich aber im Transkripttext identifizierbare Sprecherkürzel finden, können mit dieser Funktion entsprechende Segmente automatisch den entsprechenden Mitwirkenden zugeordnet werden. Dadurch erscheinen die Namen als Mouse-Over über den (für den interviewten farbigen) Sprecher-Icons am linken Rand der Transkriptansicht. Zugleich werden die Sprecherkürzel, z. b. "*CG:*" aus dem Transkripttext entfernt. Dies erfolgt in Transkript und Übersetzung gleichzeitig.

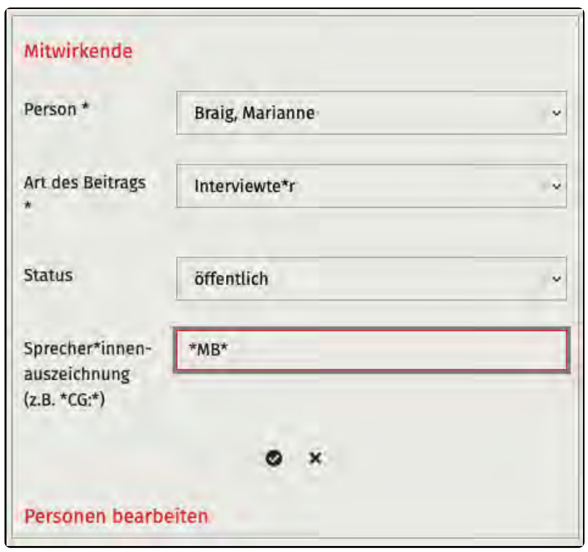
Sie finden diesen Menüpunkt in der Interviewansicht auf der rechten Seite.



Sprecher*innen zuordnen

Mithilfe dieser Funktion können Sie eine Person, die sie zuvor über "Personen bearbeiten" erstellt haben, einem Sprecherkürzel aus dem Transkript zuordnen. Sie wählen dafür zuerst die Person, dann die Art des Beitrages den diese Person erbringt (also z.B. Interviewer*in oder Interviewte*r). Diese ordnen Sie einem Sprecher*innenkürzel aus dem Transkript zu. Über "Status" regeln Sie, ob diese Information den Benutzer*innen zugänglich ist.

Wenn Sprecherkürzel innerhalb eines Segments stehen, etwa weil ein:e Sprecher:in den/die andere kurz unterbricht oder gleichzeitig gesprochen wird, wird das Segment an dieser Stelle automatisch getrennt, damit dem Standard entsprechend bei jedem Sprecherwechsel ein neues Segment beginnt. Der Timecode dafür wird aufgrund der Zeichenzahl und der Segmentdauer näherungsweise berechnet.



Beispiel

Aus

CT: How did you feel about it when you received it? *ALW:* Peculiar. I had a letter from the embassy.

wird also:

ICON1 How did you feel about it when you received it?

ICON2 Peculiar. I had a letter from the embassy.

Bilder?

Fehlermeldung

Wenn in dem Ersetzungsformular steht "Es wurden Segmente mit Sprecher*innenbezeichnungen aber ohne eindeutige Zuweisung gefunden", bedeutet das, dass in der ursprünglich einmal manuell gefüllten Tabellenspalte "speaker" der Datenbank in einem oder mehreren Segmente etwas steht, was nicht automatisch einem Sprecher zugeordnet werden kann. Sprecher aus der Tabelle "people" werden über die Spalte "speaker_id" mit Segmenten verknüpft. Damit die in der Spalte "speaker" enthaltene Information nicht verloren geht, soll in einem ersten Schritt eine richtige Zuordnung von Sprechern aufgrund der "speaker"-Spalte erzielt werden. Danach können die im Transkript sichtbaren Sprecherkürzel zugeordnet werden. Das kann auch in mehreren Durchgängen geschehen, so dass man nicht erstmal im Text u.U. unterschiedlich geschriebene Kürzel (z. B. kyrilisch) ersetzen muss.

Weiterführende Seiten

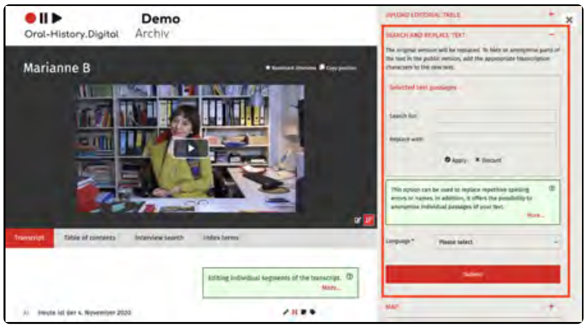
Auf der rechten Seite der Interviewansicht finden Sie außerdem di e folgenden Funktionen zum Anlegen und Bearbeiten Ihrer Interview-Sammlung:

- Metadaten editieren, löschen und bearbeiten
- Upload transcript
- Text ersetzen / Anonymisieren
- Map
- Photos
- Actions
- Downloads - EN

Replace text / Anonymise

You will find this option on the right side of the interview view of the interview whose transcript you want to edit.

It can be used to replace recurring spelling errors or names. Additionally, it offers the possibility to anonymize specific parts of your text.



Search and replace Text

Under 'Selected text passages' enter the text to be replaced as well as the text that should replace it. Then confirm the selection by clicking "Apply."

You can replace several text passages at the same time by adding further replacements using the ‘Add text’ button.

Afterward, you must select the language of the text to be replaced. By clicking "Submit" the change will take effect.

Anonymise

Using the input under "Replace Text," parts of the text can additionally be anonymised for the users (e.g., to protect the privacy of the interviewee).

Two tags can be used for this:

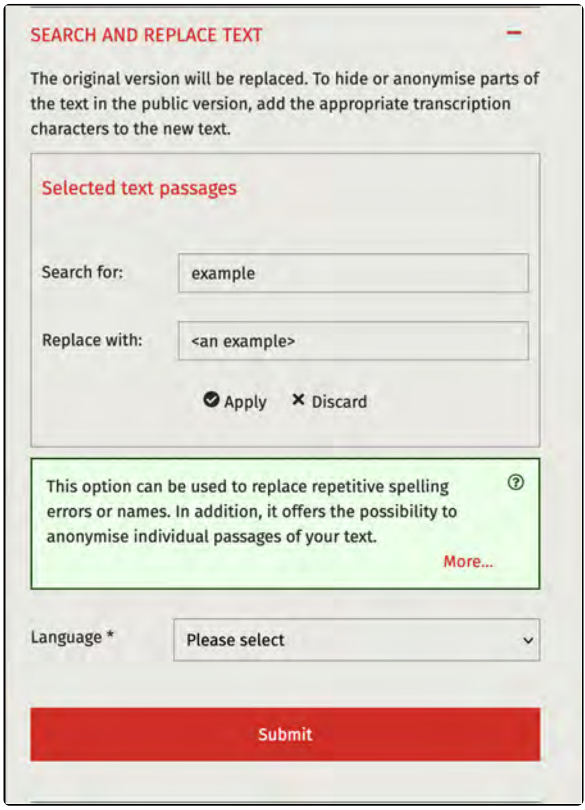
- The tag <res> for longer text passages/multiple segments. In the corresponding text sections, the following will appear in the public version: "At the request of the interviewee or for legal reasons, this sequence (xy minutes) is not published."

- The tag <an> for individual words. In the public version, "XXX" will appear instead of the corresponding word.

The corresponding tag is then entered under "replace with" around the word to be replaced. For the word "Birds", you would enter "<an Birds>" under "replace with."

You also have the option to predefine anonymized sections using these two transcription tags before uploading the transcript. Further information on using transcription tags and preprocessing your transcript can be found here.

Additionally, you can assign pseudonyms for the people listed in the interview metadata (e.g., interviewee, interviewer). This function is explained under Add persons.



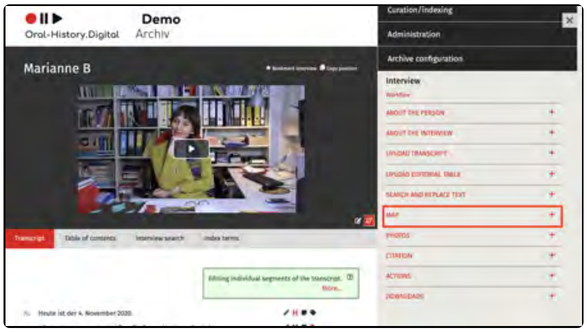
Further Pages

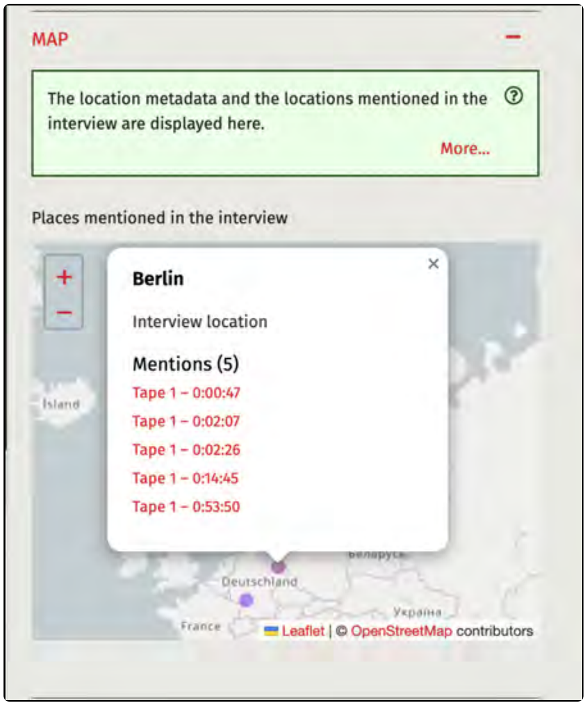
On the right side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Edit, delete, add metadata
- Upload transcript
- Map
- Photos
- Actions
- Downloads - EN

Map

On the so-called "Biographical Map," the location metadata of the selected interview is displayed. Additionally, the locations that are mentioned in the transcript view or in the editing table and assigned to specific segments are shown. By clicking on the points on the map, users can jump directly to the corresponding sections in the transcript.





Further pages

On the right side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Edit, delete, add metadata
- Upload transcript
- Replace text / Anonymise
- Photos
- Actions
- Downloads - EN

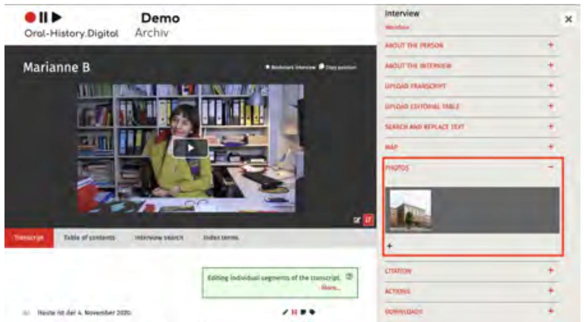
Photos

Here you can upload photos to the interview by clicking on the -icon.

You will find this option in the interview view on the right side.

The photos uploaded (or imported) under "Photos" will be displayed in the photo gallery on the right side.

Note: This section does not upload the thumbnail images for the interviews that appear in the archive search. You can upload these using the Media Management Tool, which is explained here.

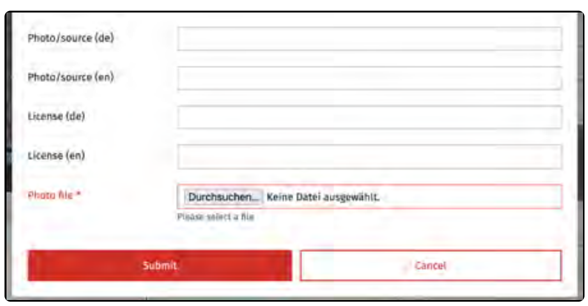


Upload Photos

First, choose a public ID for the photo. It is recommended to use a combination of the interview ID and a sequential number (e.g., pilot0006_001, pilot0006_002, etc.). Then, for each language variant, fill in the fields "Photo Description," "Location," "Date," "Photo /Source," and "License" as much as possible, and upload the corresponding image file (e.g., JPEG or PNG). Finally, click "Submit."

You can also perform a bulk upload of photos by using the import function.

Under "Photos," you cannot upload start images for the media player. To display a specific start image on the left side and in the grid view, you need to upload the corresponding image file along with the audio or video files. The image file should be named the same as the interview ID (e.g., pilot0006.jpg). The photos in the grid view are identical to the stills in the single view of an interview.



Further Pages

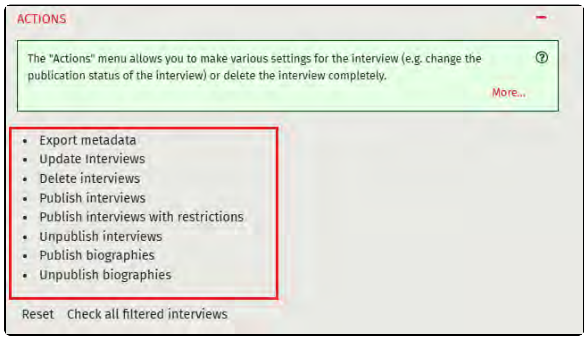
On the right side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Edit, delete, add metadata
- Upload transcript

- Replace text / Anonymise
- Map
- Actions
- Downloads - EN

Actions

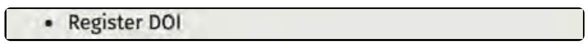
With the "Actions" menu, you can make various settings for the interview (such as changing the publication status of the interview) or even delete the interview entirely.
You can find this menu option on the right side of the interview view.



Currently, the following functions are available:

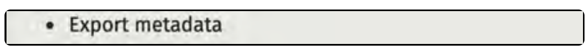
- Register DOI
- Export Metadata
- Delete Interview
- Publish Interviews
- Publish interviews with restrictions
- Unpublish interviews
- Publish Biographies
- Set Biographies to Private
- Reset
- Select All
- Further Pages

Register DOI



This option should in the future enable you to register a DOI for your interview via the provider Datacite. This feature is currently still under construction

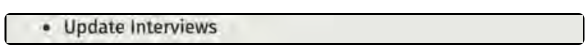
Export Metadata



You can export the metadata of the selected interview as a .csv file. Please check your downloads folder afterwards.

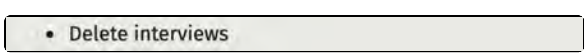
The exported file can be edited locally and then uploaded to your archive via the metadata import. This may enable a faster workflow.

Update interviews



Under certain circumstances, after editing metadata, it is possible that the changes to the individual metadata are not applied directly in the archive. This can affect search facets, metadata categories on the right-hand side of the interview view or in the search view, the landing page as well as the detail page and map view. To update your archive and apply these changes, select this option.

Delete Interview



The "Delete" action removes the selected interview(s) from the database.

Publish Interviews

The "Publish" action changes the status of the selected interview(s) to "public." They will then be visible to all authorized users in the archive view.

Publish interviews with restrictions

The "Publish interviews with restrictions" action changes the status of the selected interviews to "restricted." Even after activation for the archive, users cannot directly access these interviews marked with a key symbol. Users must submit a request via email to access them.

Unpublish interviews

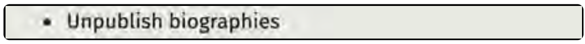
The "Unpublish " action changes the status of the selected interview(s) to "private." They will then only be visible in the editorial view.

Publish Biographies

The "Publish" action changes the status of the selected biography(s) to "public." They will then be visible to all authorized users in the archive view.

Set Biographies to Private

The "Set to Private" action changes the status of the selected biography(s) to "private." They will then only be visible in the editorial view.



Reset

The "Reset" action clears the selection made with checkboxes. Afterward, no interview is selected.

Select All

The "Select All" action checks the checkboxes for all interviews. This can be useful if one of the above actions should be applied to all interviews.

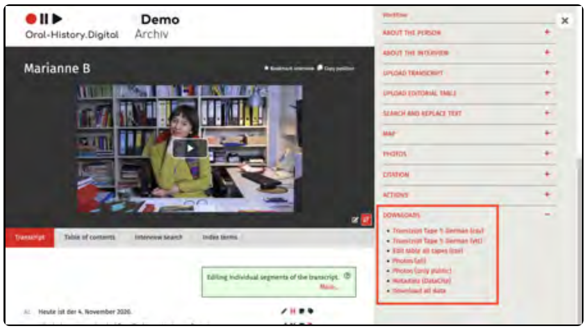
Further Pages

On the right side of the interview view, you will also find the following functions for creating and editing your interview collection:

- Edit, delete, add metadata
- Upload transcript
- Replace text / Anonymise
- Map
- Photos
- Downloads - EN

Downloads - EN

Under 'Downloads' you can download individual data for an interview, for example the transcript in various file formats or the attached photos. You can also download all the data for an interview at once.



You will find this menu item in the interview view on the right-hand side if you have the appropriate editing rights in the specific archive.

Please note: This menu item is only visible for editors and archive managers, not for normal users. They have the option of downloading the transcript as a PDF. This is explained here under 'Make the transcript available for download'.

Transcripts/translations

You can download transcripts and translations tape by tape as a tab-separated .csv file (table) or as a .vtt file (subtitle file). There are several transcript files for an interview with several tapes or files.

Before downloading .csv files, the speaker abbreviations must be entered for the participants, otherwise the speaker column in the download file will be empty.

The downloaded transcript files are named according to the following pattern:

[archive ID]_[total number of tapes]_[tape number of the downloaded transcript file]_[transcript/translation]_[language]_[date of download][file format].

Examples:

cd005_02_01_tr_en_2022_10_04.csv = Volume 1 of 2 of the German-language transcript of interview cd005 as a .csv file, downloaded on 04/10/2022

cd010_03_03_ue_en_2022_10_04.vtt = Volume 3 of 3 of the German translation of interview cd010 as .vtt file, downloaded on 04/10/2022

Here you can find more information about the transcript import.

Editing table

In contrast to the transcript download, one editing table can be downloaded for all tapes.

The editing table contains all transcript-related data such as main headings and subheadings, index links and annotations as well as the corresponding translations.

The IDs of the respective linked index entries are output for the index links. The file format of the indexing table is a tab-separated .csv file (table).

The downloaded editing table files are named according to the following pattern:

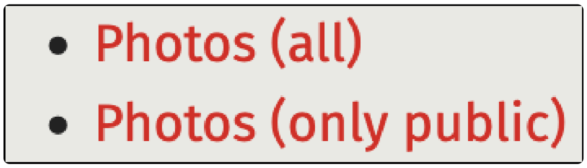
[archive ID]_[er]_[date of download].csv

Example:

ev001_er_2023_01_05.csv = editing table of interview ev001, downloaded on 05/01/2023

Further information on importing the editing table can be found here.

Photos



You can either download only the photos that are public to users or all photos for the corresponding interview. The photos are available for download as .zip files (you may need to download a programme to unzip the .zip files, such as 7zip or WinRAR, separately). In addition to the photos, the .zip file contains a tab-separated .csv file for each archive language with the corresponding metadata for the individual images. The metadata is also written into the photos themselves as IPTC data in multiple languages.

The .zip files are named according to the following pattern:

[archive ID]_photos_[date of download].zip when downloading all photos

or

[Archive-ID]_photos_public_[date of download].zip when downloading only the public photos

Example:

ev002_photos_2023_01_05.zip

or

ev002_photos_public_2023_01_05.zip

You can find more information on importing photos here.

Metadata (Datacite)

Here you can download the interview metadata in Datacite format. Alternatively, metadata for several or all interviews in the archive can be downloaded as a .csv file via 'Search the archive' and then 'Actions'.

Download all data

With ‘Download all data’ you can download all transcript files and photos as well as the indexing table and metadata for an interview in one .zip file (you may need to download a programme for unpacking the .zip files such as 7zip or WinRAR separately).

Caution: If you select ‘Download all data’, the non-public photos will also be downloaded.

The .zip files are named according to the following scheme:

[archive ID]_complete_[date of download].zip

Example:

za042_complete_2023_03_31.zip

Further pages

On the right-hand side of the interview view you will also find the following functions for creating and editing your interview collection:

- Edit, delete, add metadata
- Upload transcript
- Replace text / Anonymise
- Map
- Photos
- Actions

8. Index

In the right-hand menu under the "Index" tab, you can manage the archive's index structure, add new index entries, and export existing index trees.

Note: The checkboxes next to individual index entries are not for deleting or moving entries; they are solely for executing the function Merging index entries. For instructions on deleting or moving entries, see "Edit Index Entries."

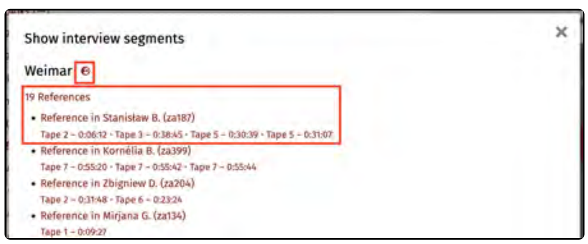
This wiki page provides instructions for the following functions:

- Edit index trees
- Add new index entries / Edit index entry
- Merging index entries
- Export and edit indexes

General Information

Each archive can create and maintain its own indices or glossaries. For cross-archive searches within Oral-History. Digital, only index entries with authority data and centrally created index subtrees are used.

The topic modeling service of the Fernuni Hagen can be used for the automatic generation of thematic registers and their linking with interviews.



Each index entry (term) includes an ID, one or more labels (e.g., first name, middle name, family name), an optional definition (currently called "Notes"), geocoordinates, and IDs from the Integrated Authority File (GND) and Open Street Map (OSM). Labels and definitions should be entered in all user interface languages.

The index supports multiple hierarchies. For instance, in the interview archive „Forced Labor 1939-1945“ the entry "Buchenwald Concentration Camp" is assigned to both the broader category "Concentration Camp" and the location "Weimar."

New index entries can be created as authority data; this is recommended for places. By entering definitions, the index can also be used as a glossary.

The connection between a term and an interview, interviewee, or interview segment is not defined within the index entry itself but rather within its link to the interview. For example, the index entry "Berlin" can serve as a birthplace for an interviewee, a location where an interview took place, or a place mentioned within an interview segment. The different linking options are explained under 'Types of Index Reference,' while individual interview segments can be tagged with index entries directly within the interview view (to categorize the interview content).

When you access an index entry, you will see an overview of all connections within transcripts, along with the option to view the location in OpenStreetMap by clicking the "globe" icon (provided the entry is linked to OSM as a standard data source).

Index entries can initially be created by individual catalogers and, following internal archival quality control, made public. Guidelines specific to each archive should cover the assignment of index entries and the handling of historical names or approximate locations.

Further Pages

- You can find information on registration and account setup in the archive under "Account and Editing View."
- To create new interviews and add individuals, navigate to "Curation/Indexing."
- You can edit the created interviews within the Interview View.
- To manage users of your interview archive, go to "Administration."
- To set up and configure your archive, go to "Archive Configuration."
- For information on uploading media files, visit "Audio and Video Files."

Edit index trees

Editing index entries affects not only the current interview but also impacts other interviews, which typically requires additional permissions. Collection managers hold all permissions and can grant these to other users by assigning tasks to specific interviews or by assigning roles such as “Indexing” and “Quality Management.” For instructions on assigning specific tasks to your users, see "Workflow View."

Note: The checkboxes next to the individual register entries are not used for deleting or moving the entries; they are solely for executing the function to merge index entries.

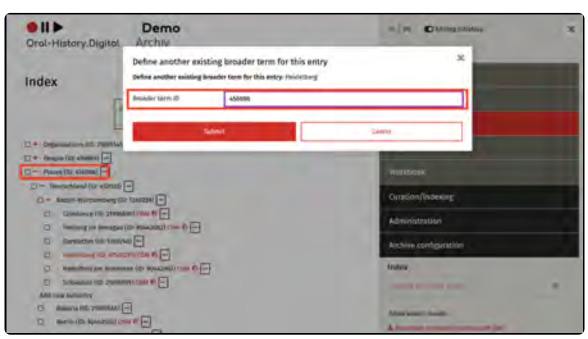
Editing Options

By clicking on the icon with the three horizontal points next to an index entry, a popup opens where you can edit, delete, move the register entry, or create a sub-term:

- Edit an existing index entry
- Delete an existing index entry
- Add a new sub-entry to the selected entry
- Define an additional parent term for an existing entry.

Broader Term

The broader term is the higher-level index entry to which the selected index entry is assigned. To add another broader term to your index entry, click on "Define another existing broader term for this entry" and enter the ID of the broader term, which is shown in parentheses behind each index entry. An index entry can also be assigned to multiple broader terms (multiple hierarchy).



Moving Index Entries

Index entries can be moved by first adding another broader term, and then removing the association with the old broader term. This can be done using the option "Remove attribution to this broader term".

If you accidentally remove the assignment to the broader term without having already defined another broader term, your index entry disappears from your index trees on the right-hand side of the view. However, this does not mean that the entry and its links have been deleted. You have the option of finding the index entry again using the “Search” function on the right-hand side of the view and defining a new broader term afterwards.

Further Pages:

Further instructions for editing your index can be found under:

- Add new index entries / Edit index entry
- Merging index entries
- Export and edit indexes

Add new index entries / Edit index entry

Click on the icon with the three horizontal points behind an index entry. Select "Edit index entry" to modify the index entry, or "Add new sub-entry" to create a new sub-entry for the selected index entry. A new pop-up window will open in each case.

The window provides you with the following input options:

- Index Names
- Type of Index Name
- Entering Geo-coordinates
- Further Pages

- How to create a index entry from norm data to avoid errors and duplication and to make your archive more accessible via the overarching portal is explained here. If you do not wish to link your index entry to a norm database, you can ignore this menu item in the form.

You have the option to hide an index entry and tree from regular users (for example, if it is still being edited) and to specify that an index entry cannot (yet) be linked within the transcript of an interview. You can find these options under "Configure Archive".

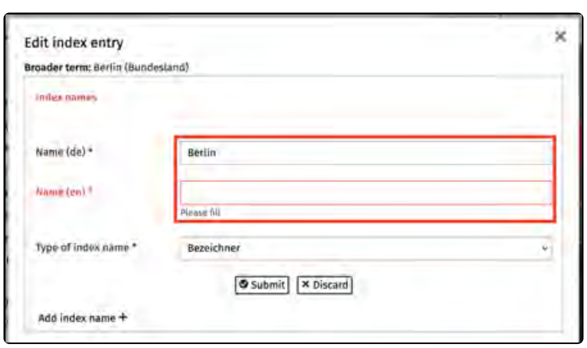
The index entries created in this way can be used both as metadata for interviews and interviewees (further explained here) and for tagging interview segments. For example, all place mentions in the transcript can be directly linked to the corresponding index entries.

To Be Noted: Person entries created here can only be used for tagging within the transcript. To add a person as, for example, an interviewee or interviewer to an interview, you must create a person entry by selecting "Edit persons" on the right side under Curation/Indexing.

Index Names

Enter the index name under "Name (de)" without using quotation marks. If your archive includes multiple language versions, you can assign a distinct name for each version—this is only necessary if the names differ.

It's also recommended to use the most widely accepted spelling for locations, names, etc., here, and list any alternative spellings in the notes section.



Note: To delete an entry, click the "Delete" icon **twice**. The icon will turn red after the first click, and a second click is needed to confirm the deletion.

Type of Index Name

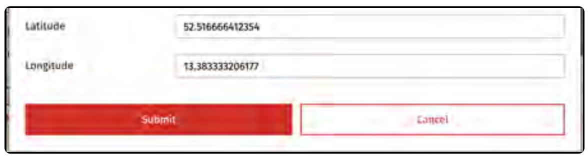
Select the index name type. This function exists because it may sometimes be useful to establish multiple distinct index names. For example, with persons, these might include "First Name" or "Last Name." This is useful when you want to ensure that a person can be found separately by first and last name in searches or if the person has multiple first or last names. For all other index entries, the index name type will generally be “Identifier”. Further information can be found under "Index name types."

By default, two index reference types are currently preset in all archives. In addition to “Identifier”, you can use the “Alias” index reference type to add further names for your index entry, for example an alternative or historical name for locations. In the index view, both names are then displayed as index names separated by a comma (see screenshot).

Note: Before submitting the index entry, click the checkmark at the bottom of the white box to confirm the data.

If you want to add a second index name, click "Add index name".

Entering Geo-coordinates



In the "Latitude" and "Longitude" fields, you should enter the geo-coordinates for locations in decimal format using a period. For example, for Berlin, you would enter 52.524268 for latitude and 13.40629 for longitude.

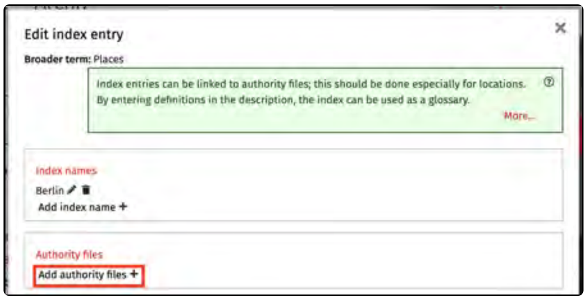
Further Pages

For more instructions on how to edit your index, please see:

- Edit index trees
- Merging index entries
- Export and edit indexes

Create Entry from Norm Data

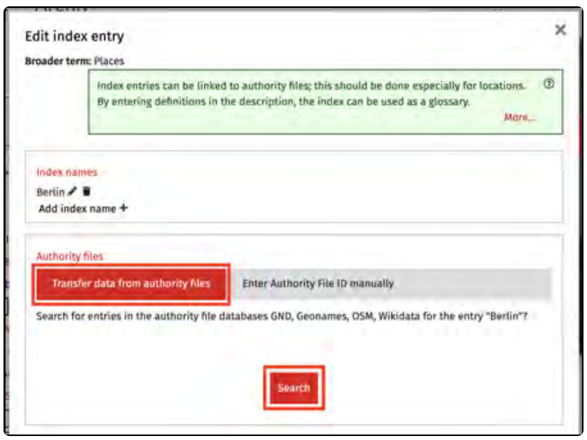
You can also link your index entry to a Authority files. This is particularly useful for locations in order to avoid errors and duplications. However, you can also link other index entries to various standardized data providers in order to ensure uniformity across archives and provide further information on the entries.



You can choose between OSM (OpenStreetMap https://www.openstreetmap.org), the GND (Gemeinsame Normdatei der Deutschen Nationalbibliothek https://www.dnb.de/DE/Professionell/Standardisierung/GND/gnd_node.html), the standardized data from wikidata https://www.wikidata.org/wiki/Wikidata:Main_Page and from geonames https://www.geonames.org.

Transfer data from authority files

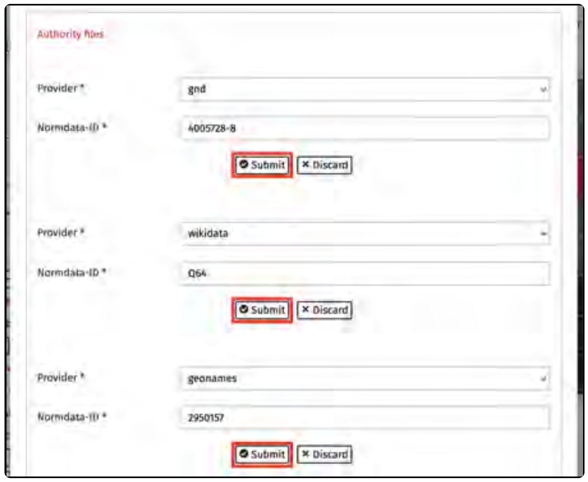
If you have already defined an index name in the index entry form under "Edit index entry", you can click on “Add authority files” in the box below. Then click on “Search” under “Transfer data from authority files”. An API will now search for matching entries in the above-mentioned databases. The individual entries displayed are grouped together by the API and represent matching data from the various databases. If you want to change your search entry again, you can also change the index name during the search process to search for other terms.



After you have selected an entry and confirmed the selection, the API overwrites the other data of your index entry (such as coordinates and description) with data from these databases. You will then see the corresponding links to the individual databases, which you must confirm individually by clicking “Submit”.

Note: The API may subsequently automatically create a second name for your index entry. This is created with the index reference type “Alias” and represents, for example, an alternative or historical name for the content of your index entry. Both names are then displayed as index names in the index view, separated by a comma (see screenshot).

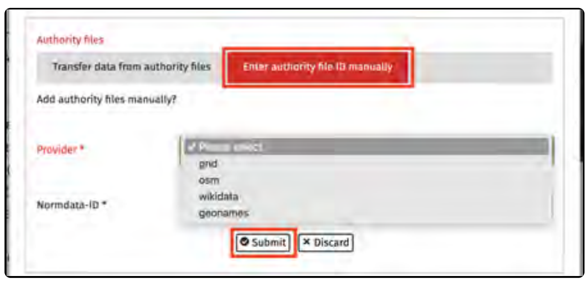
Important: To remove a link to an authority record, you must click the "Delete" icon **twice**. After the first selection, the icon will turn red, and deletion must be confirmed with a second click.



Enter Authority File ID manually

In addition, if you know the matching ID of an authority file in a standard database, you can also link it directly. To do so, select the "Enter authority file ID manually"-tab, select the relevant database and enter the ID. Confirm this selection by clicking on “Submit”.

However, neither geocoordinates nor foreign-language names or descriptions are transferred, so these must be entered manually if required.



Merging index entries

Sometimes, multiple index entries have been created and linked to interviews that actually refer to the same place or term. These can be merged while maintaining the existing links.

Note: The checkboxes next to the individual index entries are not used for deleting or moving the index entries, but only for merging them (which is explained below). To delete or move entries, please refer to "Edit index trees."

Merging Entries

To merge entries, first select the checkbox of the "correctly linked" term in the tree view, then select the other term that should be merged with the correct one. Once two checkboxes are selected, the "Merge index entries" button will appear above the index. After clicking the button, please confirm your selection by clicking "Submit."

The merged index entry will adopt the ID, the broader term and all other details of the first selected entry while maintaining links from both selected entries.

Further Pages

For additional instructions on editing your index, please refer to:

- Edit index trees
- Add new index entries/ Edit index entries
- Export and edit indexes

Export and edit indexes

Individual index entries can be created, edited, or moved (by assigning them to a new top-level category) in the editorial view. For many entries, it is more efficient to export the index as a CSV, edit it in Excel or LibreOffice, and then import it again. This is particularly useful for tasks such as translating an index or making extensive corrections. The index export is also suitable for backup and further processing in other platforms.

On this Wiki page, we explain the following processes relating to the Index Export:

How to import the revised .csv file back into the system is explained here.

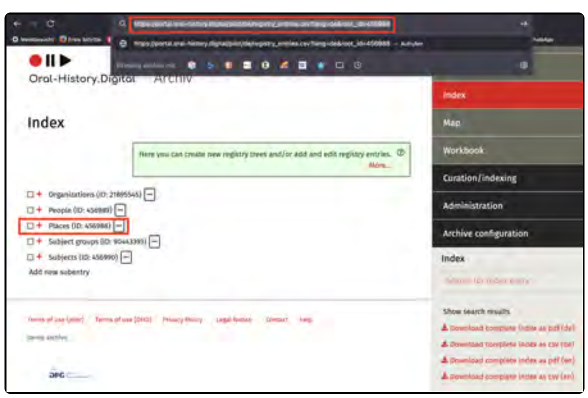
Index Export

The index export can be done via the button "Download entire index as CSV" (there are different language versions available depending on which languages your archive uses) located in the right sidebar on the index page. This file can be large, so the export may take a few minutes.

Additionally, the index can also be downloaded as a PDF.

Exporting Sub-Registers

Sub-registers, or smaller files, can be downloaded by entering `&root_id=[ID]`, where the ID of the corresponding parent term is provided. For example, you can enter the following link in your address bar: https://portal.oral-history.digital/pilot/de/registry_entries.csv?lang=de&root_id=5476675 (This is a sub-register of the pilot collection.)

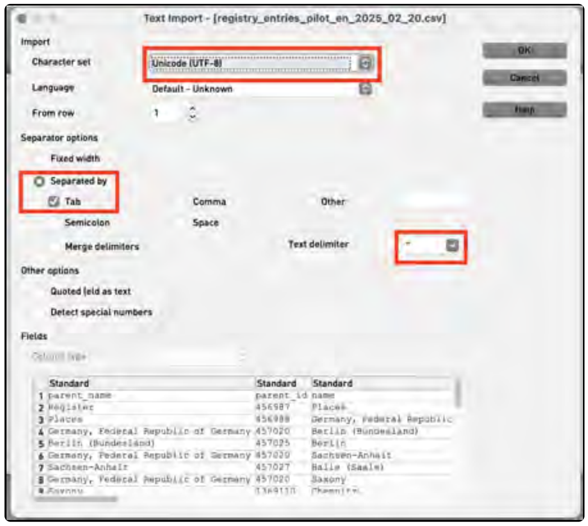


Editing the .csv File

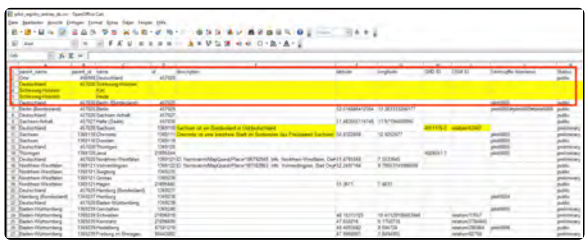
The exported .csv file "registry_entries_de.csv" should be saved and opened in Libre/OpenOffice with the correct field delimiter (see on the right hand side).

The first column contains the identifier of the parent term; changes here are ineffective. To assign entries to a different parent term, an already existing ID should be entered in the "parent_id" column. New parent terms must be created in the system, and the ID generated there can be entered into the .csv file. Placeholders for individual IDs can potentially be used in the .csv as well.

Note: If an index entry has several parent terms, it will appear several times in the exported .csv table, each time in a different position under a different parent term.



Example: “Add further index entries”:



The screenshot on the right shows an exported index table with the existing index tree “Places”, which is to be extended by the federal state “Schleswig-Holstein” and the two cities “Kiel” and “Heide” below it.

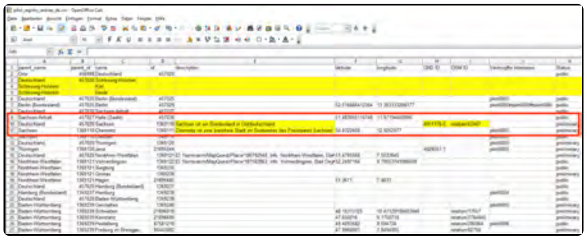
All entries remain unchanged, three additional rows are added.

“Schleswig-Holstein” is to be created as a federal state under the existing index entry ‘Germany’. Therefore, “Germany” is entered in the first column (parent_name) and the ID “457020” assigned to the city created is entered in the second column (parent_id). Make sure that you write the register names exactly as they were created. The 'new' federal state “Schleswig-Holstein” is now entered in the third column (name). The fourth column (id) remains empty, as this location is only automatically assigned an ID during import. All other columns can be left blank or filled, depending on how much research you have already done on the respective entries.

To create the locations “Kiel” and “Heide” under “Schleswig-Holstein”, you must enter “Schleswig-Holstein” in the first column (parent_name) in the next two 'new' lines and leave the second column (parent_id) blank, as the ID does not yet exist. “Kiel” or ‘Heide’ is then entered in the third column (name) and the fourth column (id) is left blank again, as the ID is only generated automatically during import.

Example: “Change existing index entries”:

Existing index names can be corrected via the import by correcting them in all places in the index form (if necessary, the entry is also a parent term for other entries below it), but not changing the ID. The same applies to adding descriptions (column 5, description), GND ID and OSM ID (please note that only the number is entered for the GND ID, but the node above it must also be specified for the OSM ID, e.g. relation or node).



In the example, a description is added to the existing index entries “Saxony” and “Chemnitz” and the GND ID and OSM ID are also added for “Saxony”.

Further Pages

You can find additional instructions for editing your index under:

- Edit index trees
- Add new index entries / Edit index entry
- Merging index entries

9. Workflow view (Search the archive)

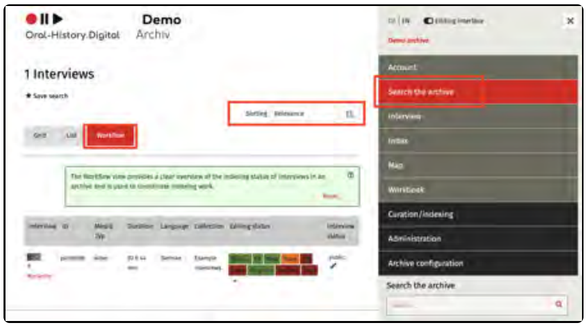
Please note: **The workflow view under "Search in Archive" is currently deactivated by default. If you would like to use this function for indexing individual interviews, please contact an employee of Oral-History.Digital so that the function can be enabled.**

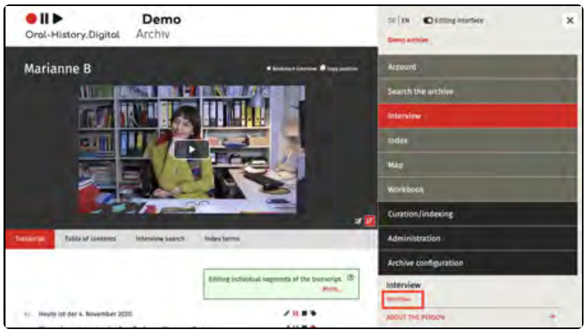
The workflow view provides a clear overview of the indexing status of interviews in an archive and is used for coordinating the indexing work.

Here, the quality management of a project can assign tasks for individual interviews to the indexers of the archive, review and comment on them, and publish interviews.

You can find the workflow view under "Search in Archive" with the "Workflow" display type or by clicking on "Workflow" on the right side of the interview view you want to edit.

Under "Sorting," you can also change the order of display.
Below this wiki page, you will find instructions for the following functions:

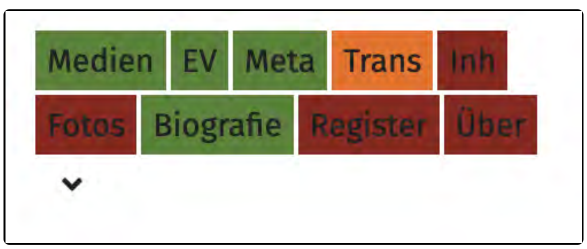




- Assign tasks
- Publish interview

General

Using so-called task types, collection owners can assign interview-specific permissions. This is useful when external contractors are supposed to take over certain tasks or when the indexers of your interviews should not have access to all editing options. Every new archive initially has the following pre-configured base task types (however, this may vary depending on the archive, based on the requirements you communicated to us before the archive was created):



- Check media import (A/V)
- Check consent
- Review and edit metadata
- Upload and edit transcript
- Create table of contents
- Upload photos and edit captions
- Enter and edit short biography
- Tagging (index entry links)
- Translation

Access to the workflow table, as well as the ability to assign and complete tasks, is tied to specific permissions within a role (usually the "Quality Management" role). Indexers with the "Indexing" role typically do not have such permissions—unless specified otherwise. They receive their tasks in their user account and are notified by email. They can update the task status both there and in the workflow view, and they can also leave comments.

To receive and use a task type, the user needs the "Editorial" role. Instructions on how to assign roles to your users can be found here.

For more information on roles and tasks, click here. If you need specific roles or task types for your archive, please contact an OHD staff member.

Tasks are displayed with corresponding abbreviations in colorful tiles (see screenshot). The color represents the current status of the task.

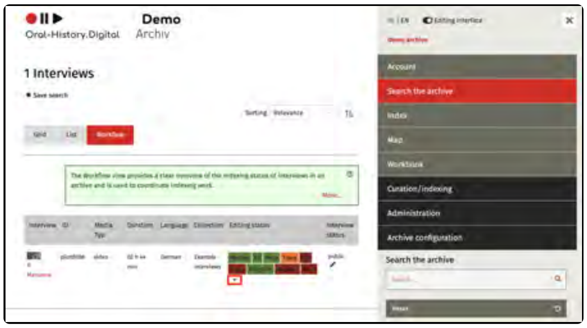
- **Red**: Task has not yet been assigned ("to be processed")
- **Orange**: Task has been assigned or reassigned to the indexer ("in progress" or "reassigned")
- **Yellow**: Task has been completed by the indexer and submitted to Quality Management ("processed / in QM")
- **Green**: Task has been approved by Quality Management ("approved")

Further Pages

- You can view the roles and tasks assigned to you in the account view.
- A more detailed explanation of roles and tasks can be found under section 10. Roles and Tasks.
- User management and role assignments can be found under section 6. Administration.

Assign tasks

A click on leads to the detailed view of the tasks. The individual tasks that can be assigned to an interview are listed one below the other. For each task, a specific person for the cataloging process can be assigned. This person must have the "Editor" role or another role with the corresponding permissions and will be notified by email. Additionally, a person responsible for the quality management (QM) of the task can be selected (this must be someone with the "Archive Management" or "Quality Management" role). This person will receive an email notification if the processing status changes, to review the results.



Furthermore, the processing status can be updated (e.g., when the task is completed), and comments can be written for the catalogers. The catalogers themselves can also write comments and change the processing status, both here in the workflow view and in their user account.

Further explanations on roles and tasks can be found here.

Necessary Permissions

The dropdown lists for QM (Quality Management) and the editor are linked to the following standard roles:

- **QM Dropdown** = Archive Management, Quality Management
- **Editor Dropdown** = Archive Management, Quality Management, Cataloging, Editorial

Important: Only clicking "Submit" confirms the assignment of a task.

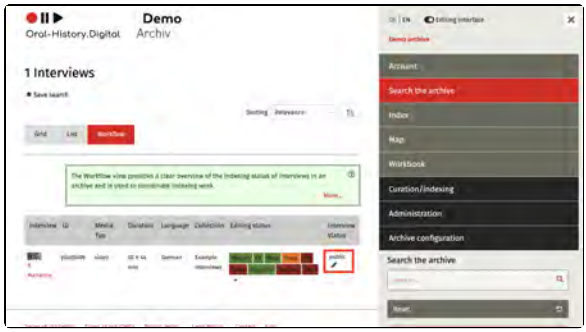
Further Pages

How to make an interview available to all users can be found under Publish interview.

Publish interview

After clicking on the pencil icon ( ) in the right column under "Interview Status" and then clicking "Submit," the interview can be published. Without publication, an interview is only visible in the editorial view. In general, an interview should only be made available to all users once it has been sufficiently processed and the personality rights have been clarified.

However, you need either the "Archive Management" or the "Quality Management" role to use this function.



Further Pages

How to assign an editor to the interview can be found under Assign tasks.

10. Roles and tasks

The authorisation to edit the archive and the individual interviews are linked to roles and task types. Without an assigned role or task, you cannot make any changes to your archive or an interview.

Roles apply archive-wide, tasks are interview-specific. With a role, you have certain rights for the entire archive, which may affect all interviews. With a task, you can only edit a single interview (or elements thereof) (However, in order to assign a task to an editor, this editor must first be assigned the ‘Editor’ role.)

You can find out how to assign a specific role to a user in the user administration. Tasks are assigned via the workflow view.

You can view the tasks and roles that have been assigned to you in the account view.

The individual roles and tasks and the associated authorisations are explained on the following pages:

- Basic Roles
- Basic task types

Use of roles and tasks

If a small number of project staff work on all the interviews in an archive, it is sufficient to assign roles. In contrast, it is advisable to assign tasks if external contractors are to take on individual work steps, e.g. the cataloguing of individual interviews, but are not to change any other interviews. The cataloguing of individual interviews sometimes involves cross-interview work steps, such as the addition of register entries or the person table, for which corresponding roles are required.

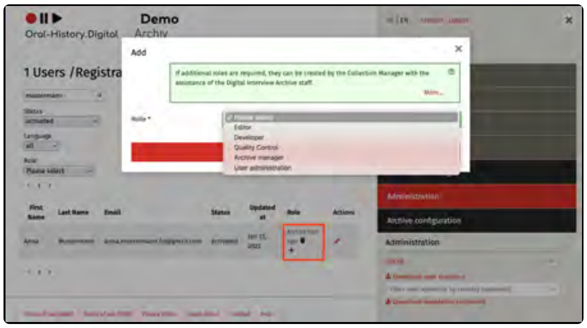
Further pages

- You can view the roles and tasks that have been assigned to you in the account view.
- You can find an explanation of the assignment of tasks under 9. Workflow view (Search the archive).
- The administration of users and the assignment of roles can be found under 6. Administration.

Basic Roles

Each new archive initially has five predefined basic roles: 'Editor', 'Developer', 'Quality Control', 'Archive manager' and 'User administration'. Different authorisations are linked to each role.

The roles can be assigned in the user administration. You can find an overview of your own roles in the account view.



General information

A total of 5 roles are predefined by default:

- Collection owners always receive the ‘Archive manager’ role in order to obtain all authorisations for setting up their archive. They can then independently assign roles to the users of their archive.
- The ‘Editor’ role is the basis for assigning (external) employees certain tasks for individual interviews.
- The ‘User administration’ role makes it possible to authorise or deny users or assign roles to these users.
- The ‘Developer’ role enables the indexing of all interviews in the archive, the creation of new interviews and the editing of the register.
- The ‘Quality management’ role also enables the indexing of interviews, but in addition, the workflow view and user administration can be accessed here and roles and tasks can be assigned.

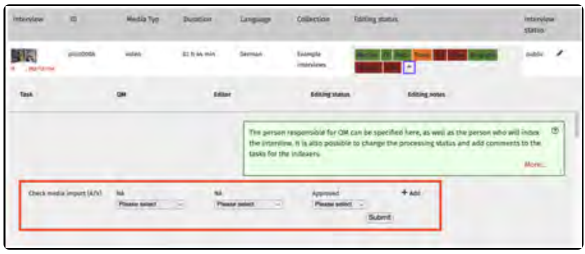
If further roles are required, these can be created after consultation with the oh.d staff.

Unlike roles, tasks only apply to a single interview. They can be assigned in the workflow view.

Further pages

- Basic task types

Basic task types



Collection owners can use the task types to assign interview-specific authorisations. This is useful when external contractors take on individual work steps. Each new archive initially has predefined basic task types.

To assign a task type to a user, this user must first be assigned the role of 'Editor'. How to assign roles is explained here.

The tasks can be assigned in the workflow view. You can find an overview of your own tasks in the account view.

Each new archive initially has the following predefined basic task types (however, this can vary depending on the archive, depending on which requirements you communicated with us before creating your archive):

- Check media import (A/V)
- Check agreement
- Check and edit metadata
- Upload and edit transcript
- Create table of contents
- Upload photos and edit captions
- Enter and edit short biography
- Translation

If further task types are required, these can be created after consultation with the FU staff.

Please note: No task can be assigned for the creation of index entries (existing index entries can be linked, however), as the indexes refer to the entire archive area. If there is a need to set up an extra role just for editing the index, the oh.d team can set this up for you.

Use of tasks in workflow management

The assignment of tasks supports workflow management. In order to maintain an overview of the processing status of the individual interviews as the collection owner, you can assign individual work steps, e.g. creating a short biography or checking the existence of a declaration of consent, as a task and mark this work step as completed or still pending. The best way to control this process is via the workflow view.

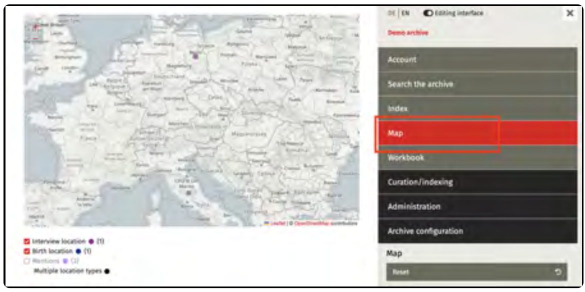
Please note: The workflow view under 'Search the archive' is currently deactivated by default. If you would like to use this function to access individual interviews, please contact an Oral-History.Digital employee so that the function can be activated.

Further pages

- EN: Basis-Rollen

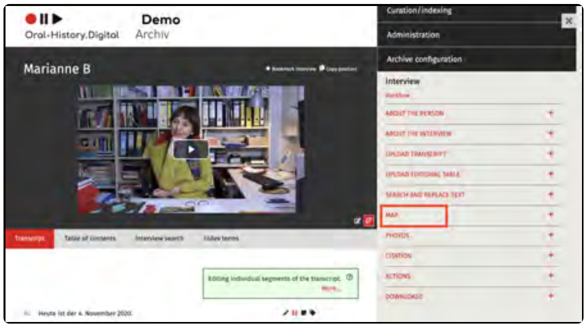
11. Map

The archive software includes a map tool that offers two different display options for location data at the archive and interview levels. The Complete Map can be found in the menu on the right, and the Biographical Map is available on the right side of the interview screen.



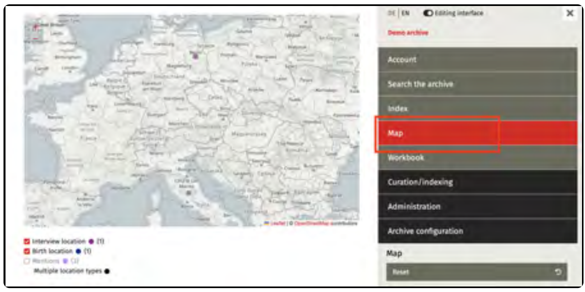
To activate the map tool, select the "Show Map" option under Configure Archive in the archive settings.

The locations displayed on the map are created in the registry. They can be assigned either as location mentions to individual transcript segments or as location metadata to entire interviews. To display location mentions and metadata as points on the map, geographic coordinates must be entered into the location registry entries. Information on entering geocoordinates can be found here..



Complete map

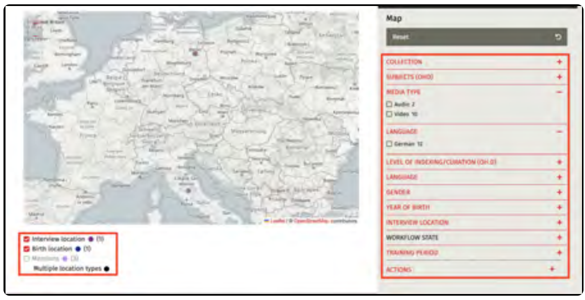
The *Complete map* displays the location metadata of all interviews within an archive. These locations are assigned to individual interviews under "About the Person" and are shown on the map if the option "Show map" is activated in the archive configuration accessible via the page Edit Metadata. The color of each point can also be specified there.



Using the Map Tool

The points on the map represent personal location metadata, such as birthplaces and residences. Interview-related location metadata, such as interview locations, are also displayed on the complete map. Additionally, mentions of locations within interview transcripts appear here as well.

Users can toggle the display of different location types on the map. The map search can also be combined with the faceted search available in the right-hand menu.



12. cross-archive functions

In addition to the functionalities for creating and configuring your own interview archive, the Oral.History-Digital platform also offers you cross-archive functions that you and other users can use for research in the field of oral history. The following cross-archive functions are currently included in Oral.History-Digital:

- Catalog view
- Cross-archive indexes
- Cross-archive search

By clicking on the logo in the top left-hand corner of the screen, you can access the overview page. Some of the archives contained in OHD are listed here. From here you have access to both the cross-collection search and the detailed catalogue view, in which all institutions registered in OHD and their public archives are listed.

General information

Generally, your archives and interviews can be found in the cross-collection search and the catalogue view if you have made them public. You can find out how to make your collection public under 'Configure archive'. Once you have uploaded your individual interviews, you can publish them via the interview view or the workflow view.

Further pages

Information on registering and logging in to individual archives and the account view can be found under 'Account and editorial view'

Catalog view

The catalog view gives you an overview of all institutions registered in Oral. History-Digital, their public archives and collections. By clicking on the + symbol next to the institutions, you can expand the view to see the individual archives. The same applies to the collections created within the archives. The + symbol in the header bar expands all entries in the catalog at once. You can also see how many interviews have been published within an archive or collection.

You can find the catalog on the oh.d homepage in the menu on the right-hand side: https://portal.oral-history.digital/en/catalog

Institutions/Archive/Collection

−	**Freie Universität Berlin**	**FU**	**798**
+	**Center for Modern Greece**	**CeMoG**	**93**
+	**Forschungsverbund SED-Staat at Freie Universität Berlin**	**FSED**	**16**
+	**Friedrich-Meinecke-Institut der Freien Universität Berlin**	**FMI**	**0**
+	**Institute for Latin American Studies (LAI)**	**LAI**	**71**
−	**University Library of Freie Universität Berlin**	**FU-UB**	**798**
+	Colonia Dignidad. A Chilean-German Oral History Archive	cd	71
	Erinnerungen an die Okkupation in Griechenland	mog	93
	Erlebte Geschichte - Freie Universität Berlin	eg	84
	Interview archiv "Iron Curtain"	ev	16
+	Interview Archive „Forced Labor 1939-1945"	za	519
−	Interview projects at Freie Universität Berlin	ifu	15
	40 Years of Church Asylum		15

Oral-History.Digital provides a three-level hierarchy for accessing your interview collections.

At the top is the institution that holds the rights to the interviews (e.g. the Freie Universität Berlin). This in turn can be divided into various sub-institutions (here for example the Institute for Latin American studies (LAI) and the University Library of Freie Universität Berlin).

One level below you will find the archives (here, for example, the archive "Interview projects at Freie Universität Berlin"). These are the entire holdings for a specific archive, project or topic held by the institution. The individual archive area is the central unit in oh.d, to which the user administration, metadata configuration, etc. is linked. Each individual archive represents a subpage of Oral-History.digital, which the archive owner (or owning institution) can edit and change using the "Archive configuration". There, under the menu item "Configure archive ", you can also decide when you want to make your archive public.

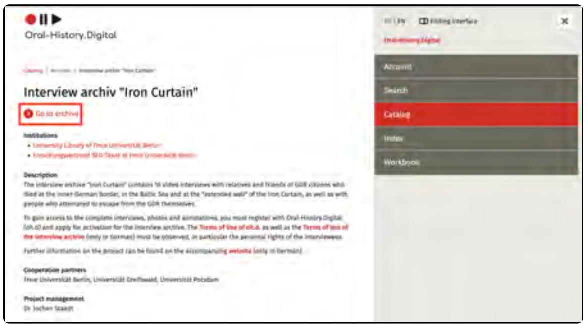
To make your archives more organized, you have the option of creating individual collections within your archive. This is useful, for example, if your interviews can be subdivided according to thematic or chronological aspects. If you have created collections, these will be displayed below your archive in the catalog view (here in the example the collection "40 years of asylum in the church"). A collection is visible in the catalog view if at least one interview within this collection has been set to public (you can find out how to create a collection within your archive here).

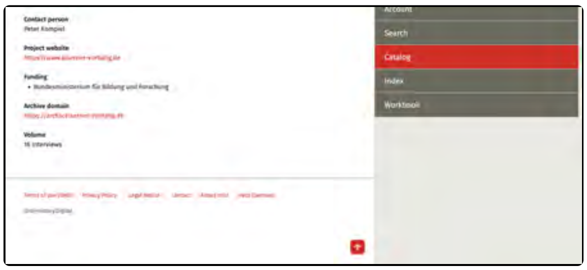
The individual institutions and archives are created by FU staff after your details have been checked, but you cannot change or add to the details of the institutions yourself afterwards. Please use the 'institution form' (in german) provided here and contact the oh.d team if you have any questions.

Detailed view

If you click on the name of an institution, an archive or a collection, you will be taken to a detail page where you will find further information and contact persons for the individual projects. You can find out more about adding this information to your own archive under “Add and edit archive information”.

Clicking on the “To archive” or “To collection” button will take you to the start page of the archive or directly to the interviews belonging to a collection.





Further pages

You can find out how to search for and find interviews from different archives under “Cross-archive search”.

Cross-archive indexes

Subjects (Beta)

Term	Index ID	Description	GND ID
Everyday life	21898684		4001307-8
Escapes	21898686		4017598-4
Aussiedler*innen und Russlanddeutsche	21898687		4003873-7
Emigration	21898688		4003920-1
Construction industry	21898689		4004811-1
Construction soldiers	21898690		4499305-5
Bergbau	21898691		4005614-4
Berufsplanung	21898692		4144791-8
Besatzungsregime	21898693	Griechenland etc.	4006020-2
Instructional systems	21898694		4006681-2
Bombing, Aerial	21898695		4074365-2
Displaced Persons	21898701		4140484-1
Iron Curtain	21898702	Berliner Mauer, Republikflucht	4249777-2
Economic assistance	21898703		4014948-1
Cultural memory	21898704		4200793-8
Family history	21898705		
Forced migration	21898706		4063299-4
Feminism	21898707		4071428-7
Friedensbewegung	21898708		4018520-5
Soziale Bewegungen	21898709		4055707-8
Healthcare, medicine and psychology	21898711		4020775-4
Gewerkschaften	21898712		4020872-2
Dockwork	21898714		4158717-0
Commerce	21898715		4023222-0
Industries	21898716		4026779-9
East Germany–West Germany relations	21898717		4027068-3
IT-Branche	21898719		4528977-3
Judenverfolgung und Holocaust	21898720		4028814-6
Justiz	21898721		4073136-4
Childhood and youth	21898722		
Concentration camp	21898723		4032352-3
Krieg	21898724		4033114-3
Art	21898725		4114333-4
Camps	21898726		4243879-2
Massaker	21898727	Griechenland etc.	4300999-2
Mehrheitsgesellschaft	21898728	HJ etc.	4273270-0
Migration	21898729		4120730-0
Armed Forces	21898730		4039305-7
Museum und Gedenkstätte	21898731		4040795-0
Musik	21898732		4040802-4
Nachkriegszeit	21898733		4421423-6
Nationalsozialismus	21898734		4041316-0
Politik	21898736		4046514-7

Polizei	21898737		4046595-0
Publizistik	21898738		4047770-8
Rassismus	21898739		4076527-1
Religion und Glaubensgemeinschaften	21898740		4049396-9
Sexuelle Gewalt	21898742		
Sinti und Roma	21898743		4050473-6
Sowjetische Besatzungszone	21898744		
Soziale Ungleichheit	21898746		4055736-4
Sport	21898747		4056366-2
Stalinismus	21898748		4056883-0
Studentenbewegung	21898749		4058171-8
Subkultur	21898750		4058326-0
Textilindustrie	21898751		4059618-7
Wissenschaft	21898753		4066562-8
Weimarer Republik	21898754		4065109-5
Widerstand und politische Verfolgung	21898755		4079262-6
Wiedervereinigung und Transformation	21898756		4235034-7
Arbeit	21898757		4002567-6
Forced labor	21898758		4139439-2
Zweiter Weltkrieg	21898759		4079167-1
Repression	21898761		4257314-2
Mobilität	21898762		
Natur und Umwelt	21898778		
Internally displaced persons	21901114		7645573-7
Economy	21901423		4066399-1
Iron and steel industry	87580057		4014005-2
Age	87580058		4001446-0
Conflict of generations	87580059		4071703-3
Geschlechterrolle	87580060		4071776-8

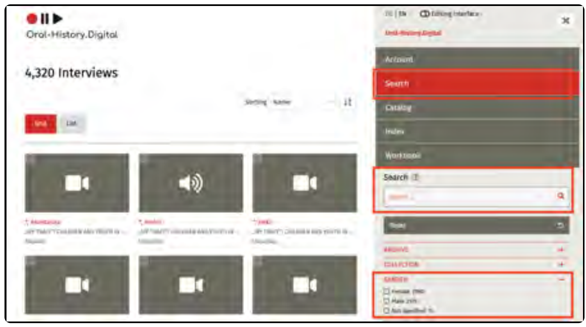
Countries (Beta)

Term	Index ID	Description	Latitude	Longitude	GND ID	OSM ID
Bulgarien	21898696		42.6073975	25.4856617	4008866-2	relation/186382
Bundesrepublik Deutschland (BRD)	21898697	Zeit: 23.05.1949-02.10.1990			4011889-7	
Deutsche Demokratische Republik (DDR)	21898764	Zeit: 07.10.1949-02.10.1990			4011890-3	
Chile	21898765		-31.7613365	-71.3187697	4009929-5	relation/167454
Deutschland ab 1990	21898779	Zeit: 03.10.1990-			4011882-4	
Griechenland	21898780		38.9953683	21.9877132	4022047-3	relation/192307
Israel	21898781		30.8124247	34.8594762	4027808-6	relation/1473946
Polen	21898783		52.215933	19.134422	4046496-9	relation/49715
Ukraine	21898784		49.4871968	31.2718321	4061496-7	relation/60199
Afghanistan	21898787		33.7680065	66.2385139	4000687-6	relation/303427
Jordanien	21898788		31.1667049	36.941628	4028750-6	relation/184818
Mosambik	21898789		-19.302233	34.9144977	4039786-5	relation/195273
Italien	87580036		42.6384261	12.674297	4027833-5	relation/365331
Argentinien	87580037		-34.9964963	-64.9672817	4002890-2	relation/286393

Frankreich	87580728		46.603354	1.8883335	4018145-5	relation/2202162
Belarus	90442711		53.4250605	27.6971358	4079143-9	relation/59065
Bosnien-Herzegowina	90442772		44.3053476	17.5961467	4088119-2	relation/2528142
Vereinigtes Königreich	90442773		54.7023545	-3.2765753	4022153-2	relation/62149
Kroatien	90442792		45.3658443	15.6575209	4073841-3	relation/214885
Lettland	90442793		56.8406494	24.7537645	4074187-4	relation/72594
Litauen	90442794		55.3500003	23.7499997	4074266-0	relation/72596
Moldau	90442795		47.2879608	28.5670941	4039967-9	relation/58974
Niederlande	90442796		52.2434979	5.6343227	4042203-3	relation/47796
Nordmazedonien	90442797		41.6171214	21.7168387	1181214262	relation/53293
Norwegen	90442798		64.5731537	11.52803643954819	4042640-3	relation/1059668
Rumänien	90442799		45.9852129	24.6859225	4050939-4	relation/90689
Serbien	90442800		44.1534121	20.55144	4054598-2	relation/1741311
Slowakei	90442801		48.7411522	19.4528646	4055297-4	relation/14296
Slowenien	90442802		46.1199444	14.8153333	4055302-4	relation/218657
Spanien	90442803		39.3260685	-4.8379791	4055964-6	relation/1311341
Südafrika	90442804		-28.8166236	24.991639	4078012-0	relation/87565
Tschechien	90442805		49.7439047	15.3381061	4303381-7	relation/51684
Vereinigte Staaten von Amerika (USA)	90442809		39.7837304	-100.445882	4078704-7	relation/148838
Ungarn	90442812		47.1817585	19.5060937	4078541-5	relation/21335
Russland	90442813		64.6863136	97.7453061	4076899-5	relation/60189
Deutsches Reich	90442862	Zeit: 1871-1945			2008993-4	
Österreich	90443164		47.59397	14.12456	4043271-3	relation/16239
Belgien	90443165		50.6402809	4.6667145	4005406-8	relation/52411
Schweiz	90443166		46.7985624	8.2319736	4053881-3	relation/51701
Kanada	90443167		61.0666922	-107.991707	4029456-0	relation/1428125
Brasilien	90443168		-10.3333333	-53.2	4008003-1	relation/59470
Schweden	90443169		59.6749712	14.5208584	4077258-5	relation/52822
Dänemark	90443170		55.670249	10.3333283	4010877-6	relation/50046
Kuba	90443493		23.0131338	-80.8328748	4033340-1	relation/307833

Cross-archive search

The cross-archive search in the archive enables researchers to search all archives available in OHD for specific interviews. You will find this search option on the main portal page on the right-hand side.



The interviews in your archive can be found here if you have made your archive publicly accessible or have made the individual interviews public. You can also configure this in the interview view on the right-hand side.

How users can find interviews within your archive is explained here.

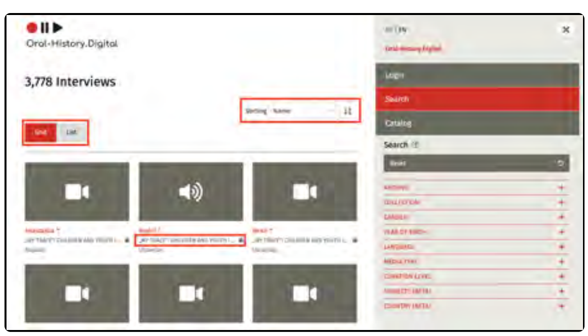
The search can be combined with the filter facets in a restrictive way, i.e. the results are narrowed down by selecting different facets. In general, it is possible to find your interviews using these filter facets (which are preset by default) as well as using the full text search for individual transcript passages (if the interviews have already been catalogued within your archive). Due to data protection, searching for the names of interviewees or contributors is only possible if the user has already been granted access to the corresponding archive (unless they are mentioned in the transcript). Metadata linked to the index cannot be searched in the cross-archive search. Additional explanations can be found below under “Full text search” and “Filter facets”.

Please note: The cross-archive search can only be used by users after they have registered and logged in with their account in OHD.

The following functions are explained on this page:

- Archive view
- Filter facets
- Full text search
- Further pages

Archive view



Under “Search”, users can choose between two different types of views for their search results:

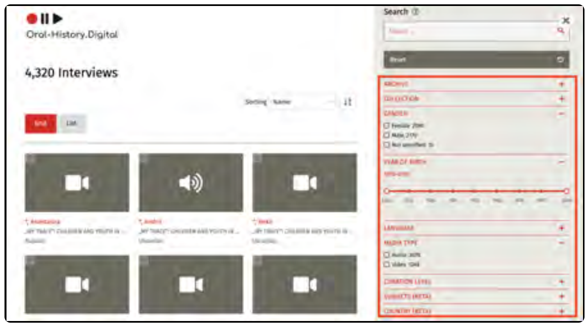
The **grid view** enables a structured presentation of the individual interviews including the display of a thumbnail image that acts as a preview of the interview. More information on uploading this thumbnail image can be found here.

The **list view** arranges the individual metadata for the interviews in a list and provides an overview of more interviews at once.

If you have not yet been granted access to the archive of an interview, you can see this by the lock symbol in the grid view.

You can use the “Sorting” menu item to set the order in which the interviews found are displayed.

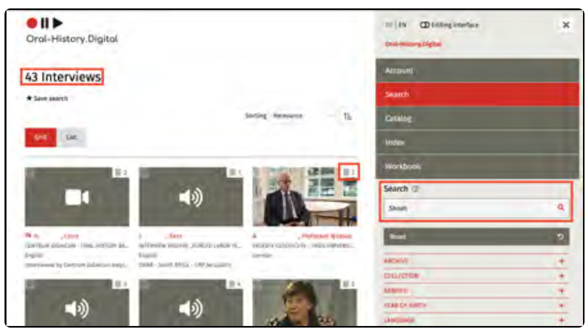
Filter facets



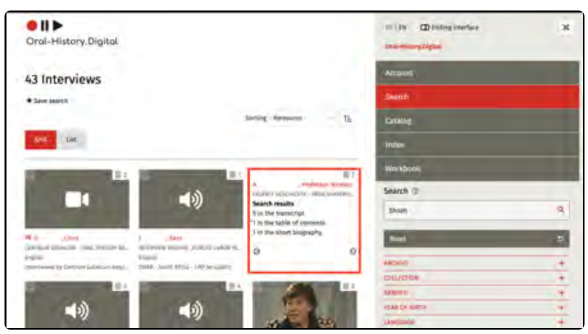
In the cross-archive search, various (predefined) filter facets such as archive, gender or year of birth make it possible to search for interviews with certain characteristics. To do this, a check mark must be placed next to the properties to be filtered in the corresponding filter category or another selection option must be made. Filter facets can be combined with each other, but also with the full text search.

To make your interview findable using these search facets, you must define the corresponding metadata about the interview an d the interviewee on the right-hand side of the interview view or when creating the interview or a person entry for the interviewee. However, you can also make this data public or non-public for specific interviews.

Full text search



Users can use the full-text search to search for text passages in the transcript of the interview. If you want to make individual interview passages unrecognizable and untraceable for users, you can use the anonymization tool for the transcript.



For data protection reasons, headings, notes, transcripts or short biographies and index links in the transcript will only be found in the cross-archive search if the users have already been granted access to your archive. You can also find photos attached to the interviews via their captions.

If they have already been released for an archive, users can view these search results and the transcript passages found via the symbol in the top right-hand corner of the preview image (grid view) or via the number at the right-hand end of the table (list view) and view the individual passages in the transcript or interview by clicking the arrow buttons.

The standard operator when searching for several words is AND (also &). Searching for 'Konstantin Adamez' is the same as 'Konstantin AND Adamez'. The AND search finds hits where both search terms occur within a segment, a photo caption etc. If you want the two words to be consecutive, you must put them in quotation marks. For example, ' “Konstantin Adamez” '. Other possible parameters are OR (also ||) e.g. 'Konstantin OR Adamez' and NOT (also !) e.g. 'Konstantin NOT Adamez'.

There are also the two wildcards * for one or more letters and ? for one letter. Regardless of the interface selected, you can search in all language versions and with characters from different alphabets.

Further pages

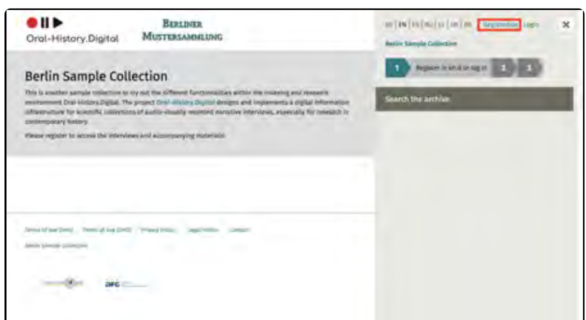
- How to get an overview of all public archives in OHD is explained under “Catalog view”.

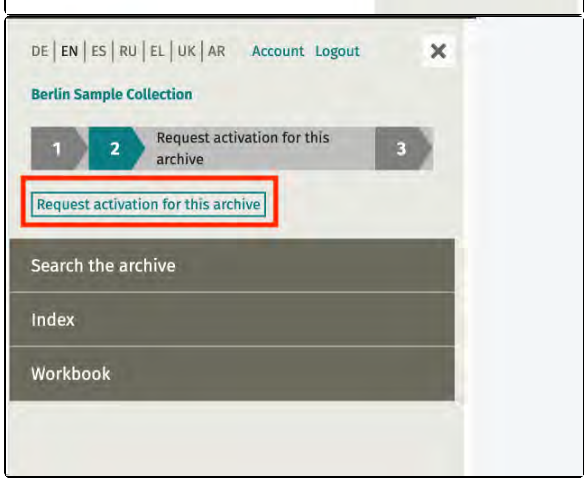
Research in the archive

Overview

- The archive includes various functions for working with scien tific eyewitness interviews oder biographical, narrative oder life story interviews? Die Begriffe sind mir persönlich geläufiger and their metadata.
- In the right-hand menu bar, you can select “Search in archive”, ‘Index’ or “Workbook”.
- You can find all published interviews in of? the archive via “**Search the archive**”.
- “**Index**” provides an overview of the various keywords and their structure, which are used within the archive to catalogue the interviews.
- You may also have access to other functions such as a **map view**.
- In order to be able to use all functions of the archive, such as **the full text search**, you must first activate and register for the archive.

Registration and activation



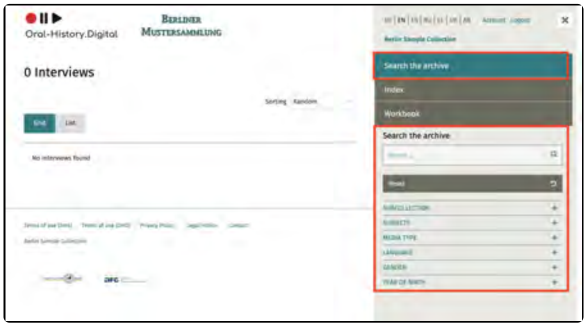


- Most archives only allow full access to the interviews after registration and activation.
- In order to do this, you must first **register** and create an account and then apply for **acti vation** in this archive.
- After activation, you will have access to the complete interviews and your personal workbook.
- More...

Find Interviews

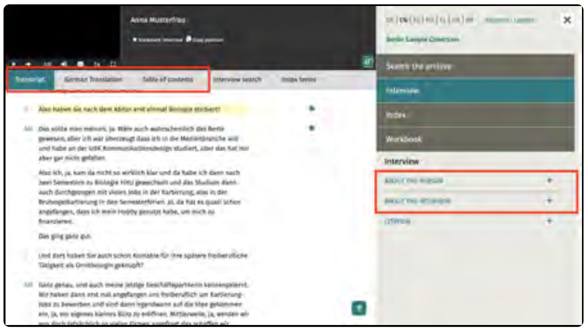
- After registering, you will find all interviews published in the archive up to that point ~~in time in the search~~ under **Search the archive**.

- **Filter facets** such as gender or year of birth of the interviewees can be combined with each other. The different facets may vary depending on the interview archive.
- You can only use the **full text search** if you have been activated for this archive. The full text search searches the transcripts, the translations, the tables of contents, the names of the interviewees and contributors, the short biographies, the captions of the photos, keywords or index entries and notes.
- More...



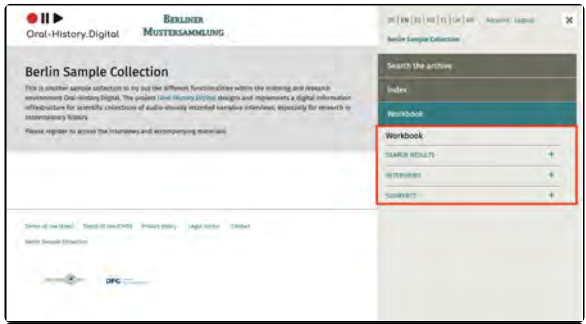
Listen to and read interviews

- In the **interview view**, you can listen to or watch the **audio or video recordings** (if available) in various quality levels.
- **Transcripts** and translations (if available) run alongside the audio or video and can be displayed in full screen as subtitles.
- **Tables of contents** with linked headings (if available) make it easier to find your way through the several hours of life stories.
- The **right-hand bar** contains information about the person and the interview, often including transcripts, short biographies and transcripts as PDF files or photographs of the interviewees.
- More...



Workbook

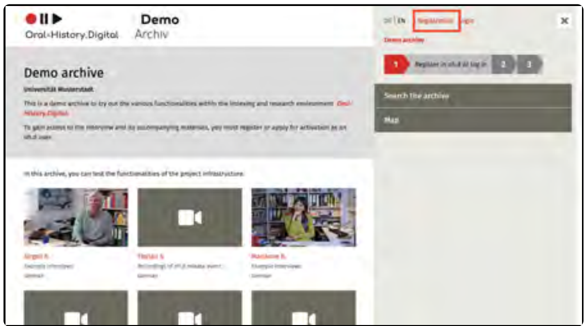
- You can use your **personal workbook** to save, annotate and cite your searches, interviews and segments.
- Under "**Search results**" you will find your saved search queries.
- Under "**Interviews**" you will find your saved interviews.
- Under "**Segments**" you will find individual interview passages that you have marked with the gray asterisk in the transcript.
- You can save search results in the workbook by clicking on the **"star" symbol** at various points in the archive, for example in the interview view.
- More...


Oral-History.Digital
Berliner Mustersammlung
Berlin Sample Collection
Search the archive
Index
Workbook
Workbook

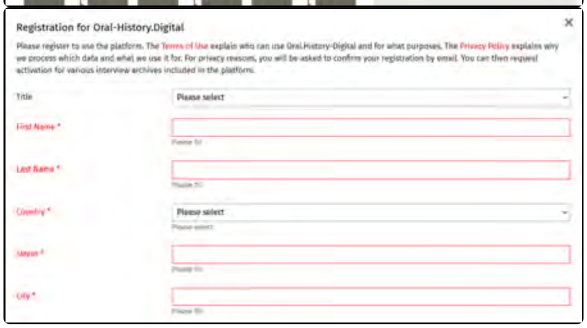

Oral-History.Digital
Berliner Mustersammlung
0 Interviews
Search the archive
Index
Workbook
Search the archive

Registration and activation in an archive

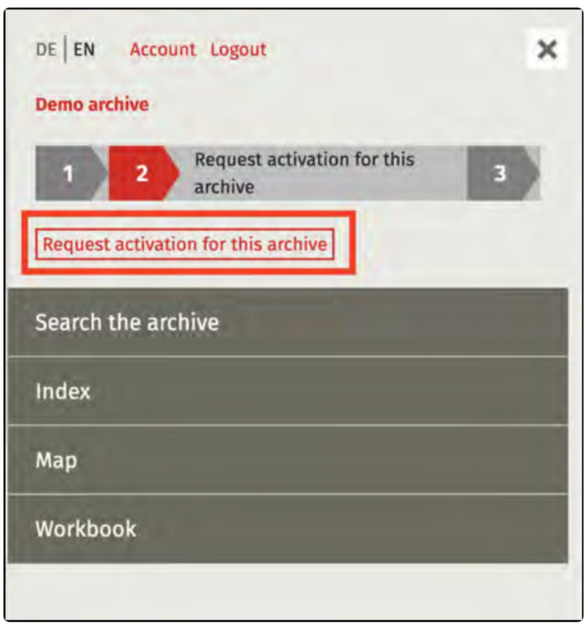
- You will find the **registration** button at the top right of the archive and portal view.



- To register in the interview portal, enter your **personal data** and accept the **terms of use** of Oral-History.Digital. You will then be sent an e-mail which you must confirm.



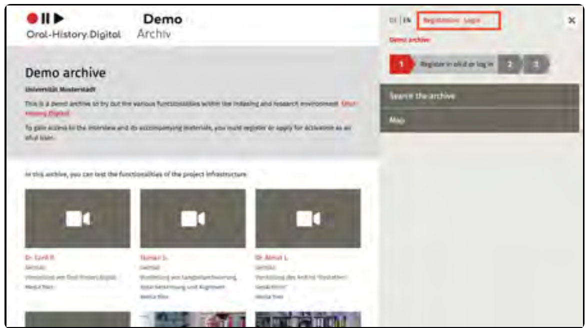
- To **activate** your account for an individual archive, click on the ‘Request activation for this archive’ button in the top right-hand corner of the archive view in the specific archive after registering for the higher-level portal. Fill out the Pop-Up form by accepting the **term s of use** of this archive and stating your **research request**.

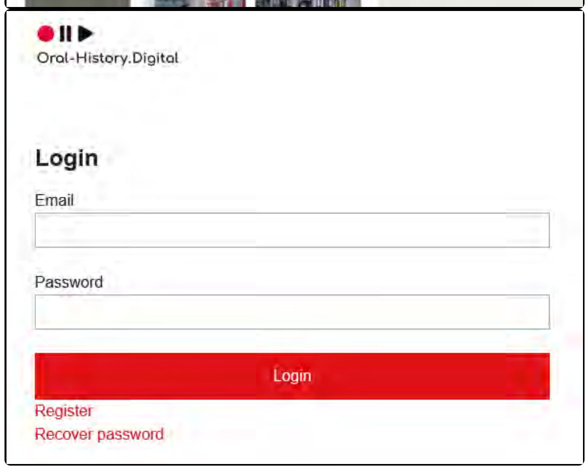


- The team of the respective archive will check your details and then **activate** you. This allows you to view the audio and video interviews and read their transcripts. You may also be granted further authorisations.

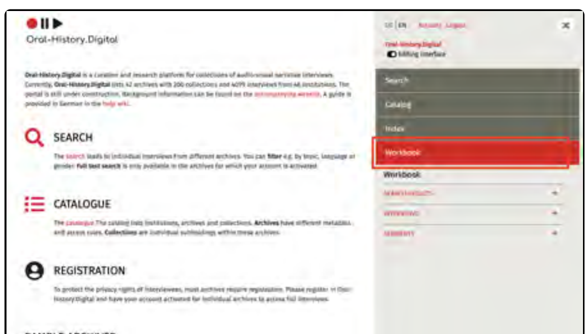
- You can then log into Oral-History.Digital and all individual archives via the central login window of Oral-History.Digital, which you will find in the top right-hand corner of the archive view under ‘**Login**’.

- You can also set a **new password** there if required.





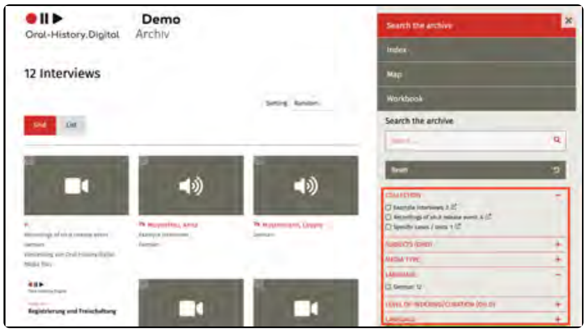
- After logging in, you can save, annotate and cite your searches, interviews and segments in your personal **wor kbook**.



Search in the archive

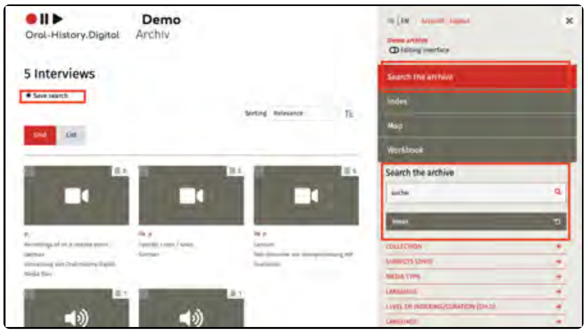
Filter facets

- The filter facets such as collection, gender or year of birth can be combined with each other.
- If you click on several entries in different filters, e.g. Media type: audio and Gender: female, the filter is restricted and fewer results are displayed.
- If you click on several entries within a filter, e.g. Language: German and Language: English, the filter is expanded and more results are displayed.



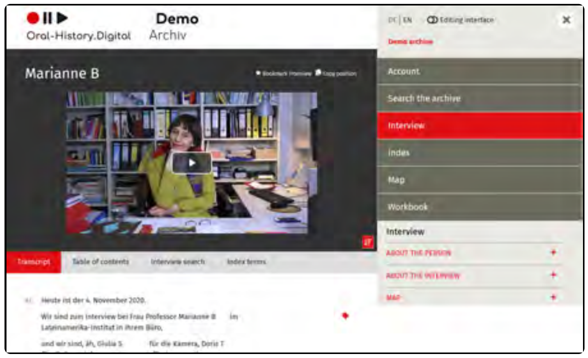
Full text search

- You can only use the full text search if you have been activated for this archive.
- The full-text search searches the transcripts, the translations, the tables of contents, the names of the interviewees and contributors, the short biographies, the captions of the photos, keywords and index entries as well as notes.
- With “Save search” at the top left you can save your search entries in your personal workbook.
- If you want to start a new search, first click on the “Reset” button directly below the search field.
- Additional filter facets, a map or a register search are available in individual archives.



Interview view in the archive: media, transcripts, metadata

General information



The interview view consists of two parts:

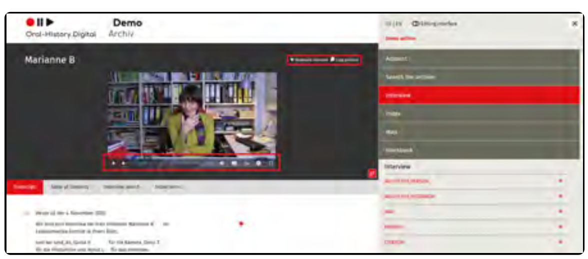
- The left interview page
- The right-hand interview page

While the left-hand side is primarily used for playing the audio and video recordings as well as the transcript view and other text-based functions, the right-hand side of the interview view offers further data and information on the interviews.

It should be noted that not all interviews have a transcript, and some archives in OHD only provide metadata of interviews, i.e. no media files for listening to or viewing the videos.

Below you will find the following explanations of the interview view:

Play audio or video recording



You can listen to or watch videos in various image sizes and quality levels.

You can also set the volume and playback speed here, as well as the image quality for videos. Subtitles and full-screen mode can also be activated here. In full-screen mode, transcripts and translations can be displayed as subtitles.

In addition, this view offers the function to save the interview in your workbook under “Remember interview” and to create a link to a specific position in the interview under “Copy position”.

You can find out how to manage your saved interviews under the menu item "Personal workbook".

Transcripts and Translations

Transcripts and translations (if available) run below the audio or video if they have previously been time-coded by the archive owner.

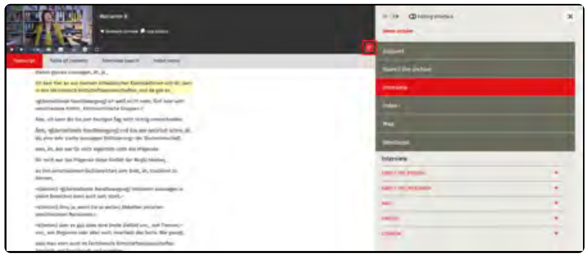
The part of the interview that has just been spoken is highlighted in yellow. You can always switch between the “Transcript” tab and the “Translation” tab (if available).

For quick reading, the scrolling function can be switched off at the top right ( ).

On the far left, when the speaker changes, the current speaker is displayed.

The symbols to the right of the transcript refer to notes on individual interview passages (segments) (#) or to index entries linked to these passages, e.g. locations, keywords or glossary terms ( ).

When you mouse over an interview passage, a small asterisk (*) appears, which you can use to save this segment in your personal workbook and make a note of it. You can also quote this passage directly or copy the link to this segment to your clipboard. You can find out how to manage your personal workbook here.



Download transcripts and translations

Transcripts and translations can be **dow nloaded as PDF** files in the right-hand bar.

You will find this option on the right-hand side under “To the interview”. Here you can select under “Transcript” which version of the transcript you would like to download (if a translation is available).

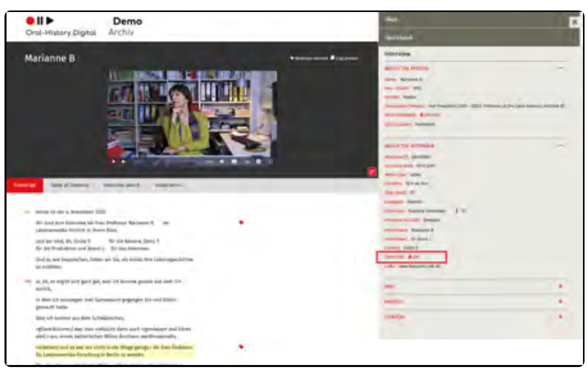
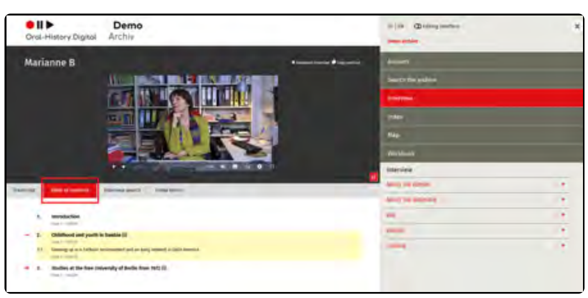
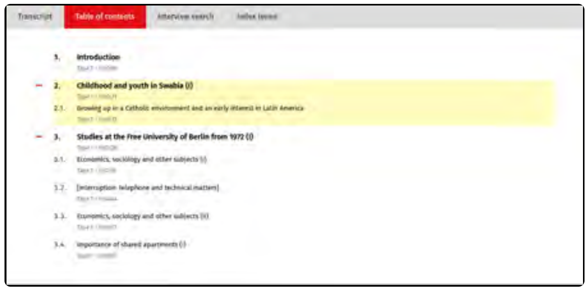


Table of contents

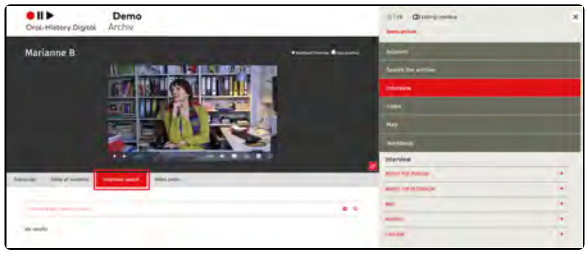
Tables of contents with linked headings (if available) make it easier to find your way through the several hours of stories. Click on the headline to jump to the relevant point in the interview.

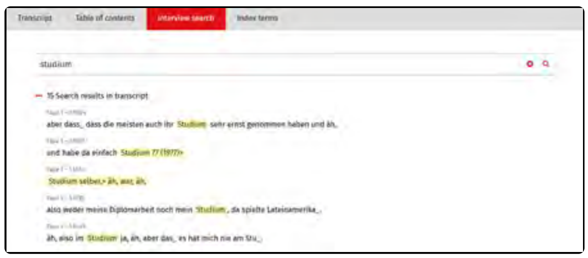




Interview search

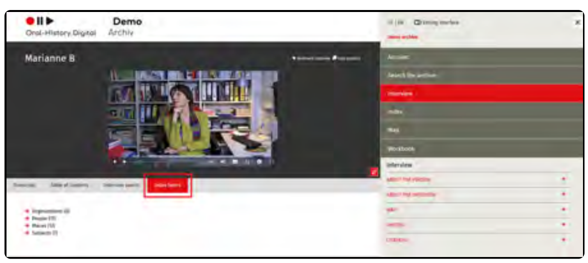
The “Interview search” function not only enables a full-text search in the transcript, but also finds headings from the table of contents, notes and linked index entries.





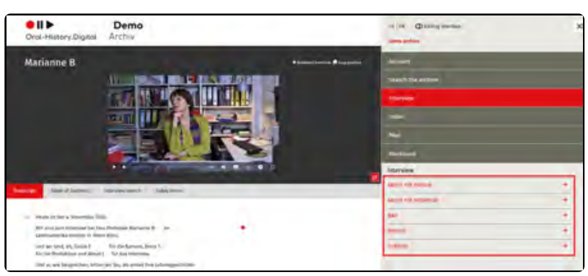
Index terms

Here you will find the tab entries associated with the transcript and where these entries can be found in the transcript. By selecting the relevant text passage, you can jump to this point in the interview.



Further materials and information

In addition, on the right-hand side of the interview view you will find further materials and information that make it easier to access and understand the interview (which informatiomn is available may depend on the specific archive and their configurations):



- **Personal metadata** provides further information on the interviewee, while the interview metadata provides more detailed data on the interview situation.

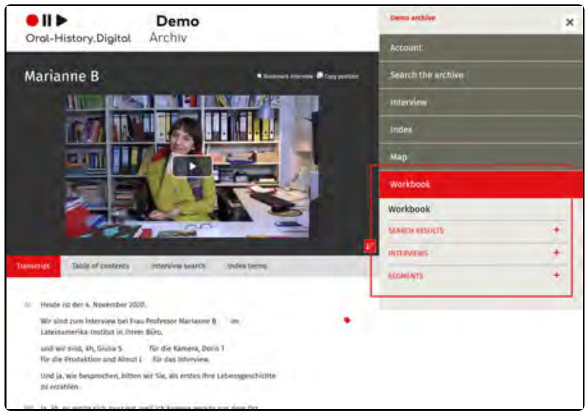
- **Short biographies** (under on the person) help to categorize the interviewee's stories in terms of life history.
- **Protocols** (under on the interview) provide information on the interview situation.
- The **map** shows places from the interviewees' lives (such as place of birth, place of residence, etc.) as well as places mentioned in the transcript.
- Current and historical **photos and documents** supplement the reports.

Personal workbook in the archive: Saving and citing

What is the workbook?

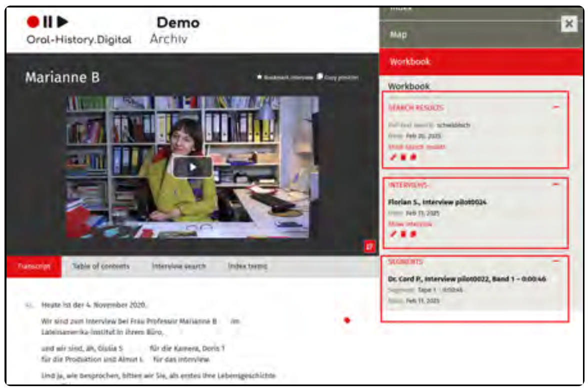
You can manage the search results, interviews and segments you have saved in your personal workbook.

You will find this menu item on the right-hand side of the archive view.



Use workbook

- Under “**Search results**” you will find your saved search queries.
- Under “**Interviews**” you will find your saved interviews.
- Under “**Segments**” you will find individual interview passages that you have marked with the gray asterisk in the transcript.



- Your storage date is displayed for all search results, interviews or segments.
- You can call up, edit or delete each entry or create a link.
- Under “Edit” (Pen icon) you can write notes and copy a citation to your clipboard.

Filing interviews in the workbook

- Save your search results in the search with "⭐ Save search" at the top left under the number of search results.
- You can save an interview in the interview view at the top right next to the video or audio with "⭐Save interview".
- You can note an individual passage in the interview view with "⭐ Bookmark segment" in the respective line of the transcript.