



CultURize

Step by Step Tutorial



CULTURIZE

INTRODUCTION

Culturize is a **tool** for museum administrators **to gather and share information about their collection in a sustainable way**. With Culturize, museum administrators can identify each piece of their collection on the web. This way they can share information about objects with their community. This tool is useful for administrators of small or medium heritage collections.

STEP BY STEP TUTORIAL

With our desktop application you have control over the entire work-chain. Control does not mean you have to do everything yourself ! You can decide to outsource any step of the process if you prefer to delegate. Here is a step by step guide on how to use the 'culturize' tool and more information about each of the 4 steps component.

STEP 1:

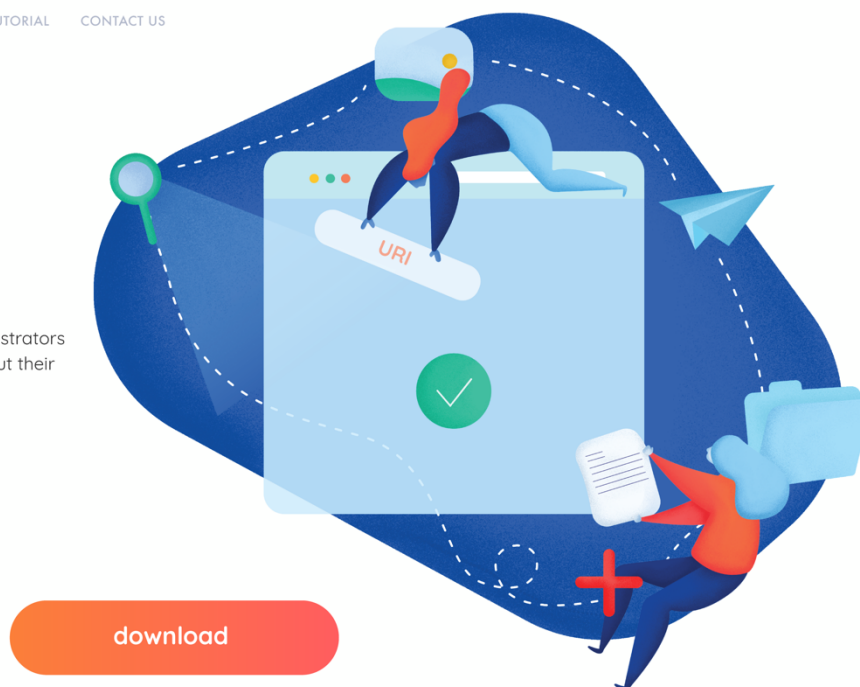
Install the program on your computer and open it. You should now see the login screen. If you already have a GitHub account, click on “Sign-in” to login and continue, else, click on “Create one!” to create one (this will open a link in your browser).

CULTURIZE

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The beauty of linked data

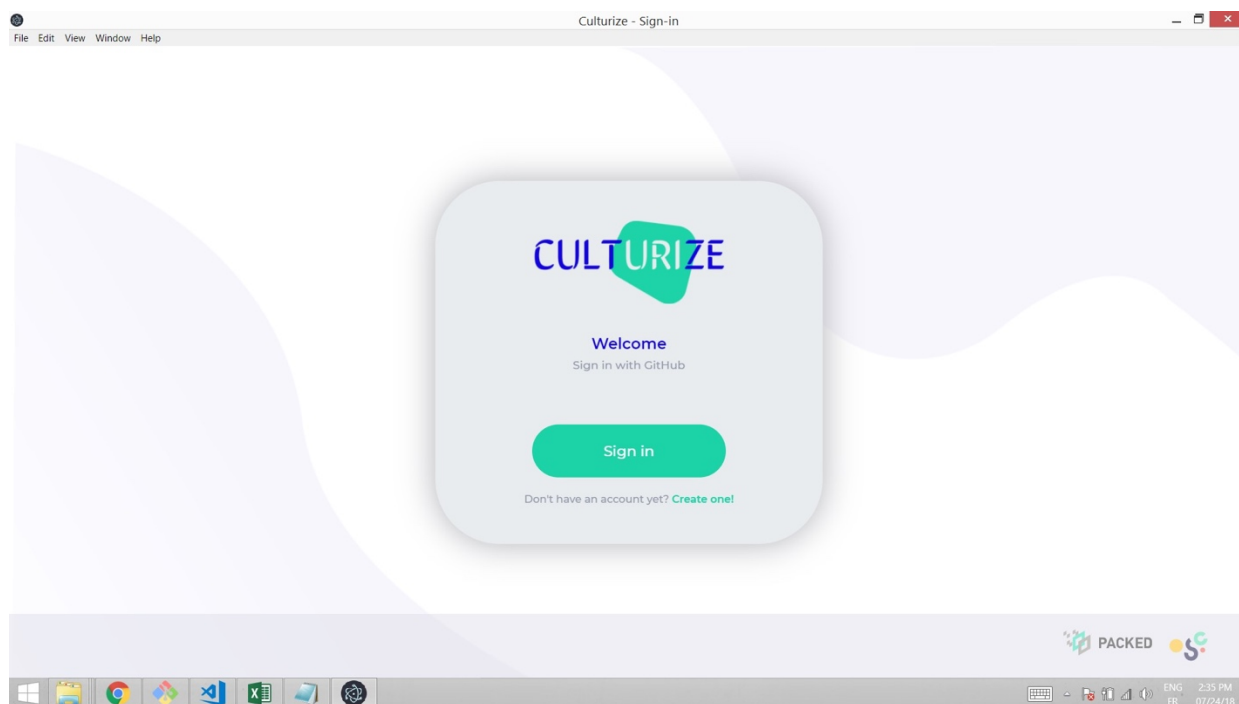
Culturize is a tool for museum administrators to gather and share information about their collection in a sustainable way.



download

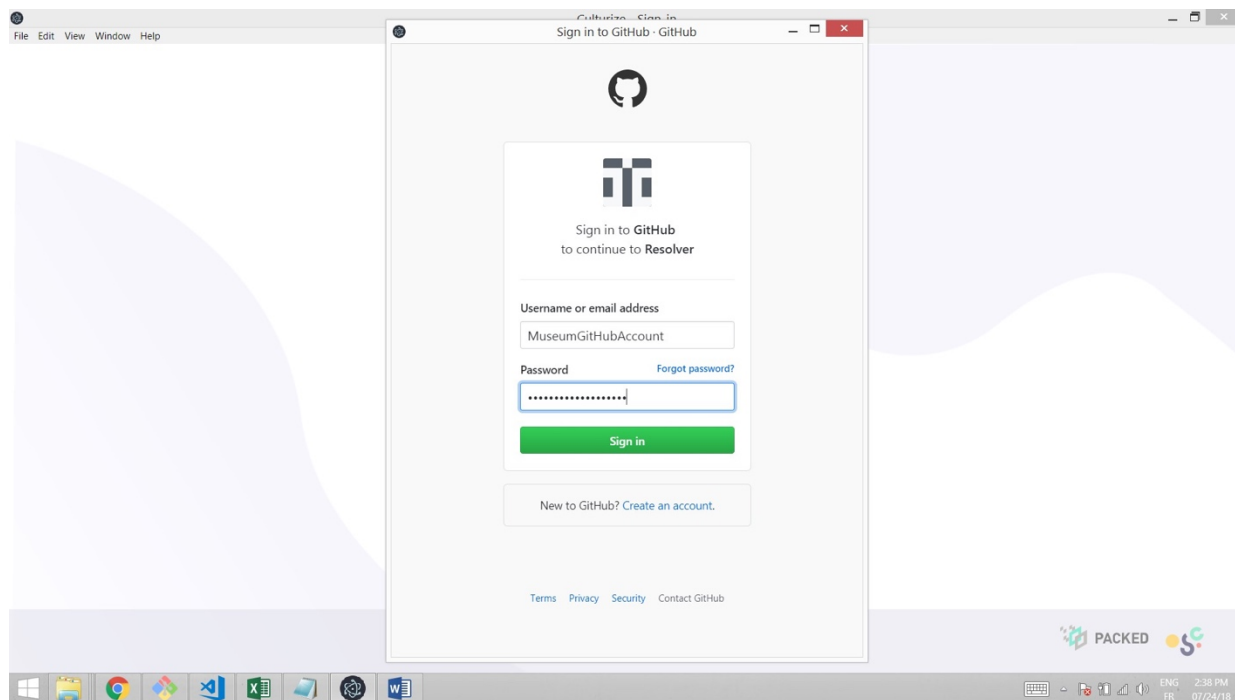
STEP 2:

Install the program on your computer, open it, fill in your credentials.



STEP 3:

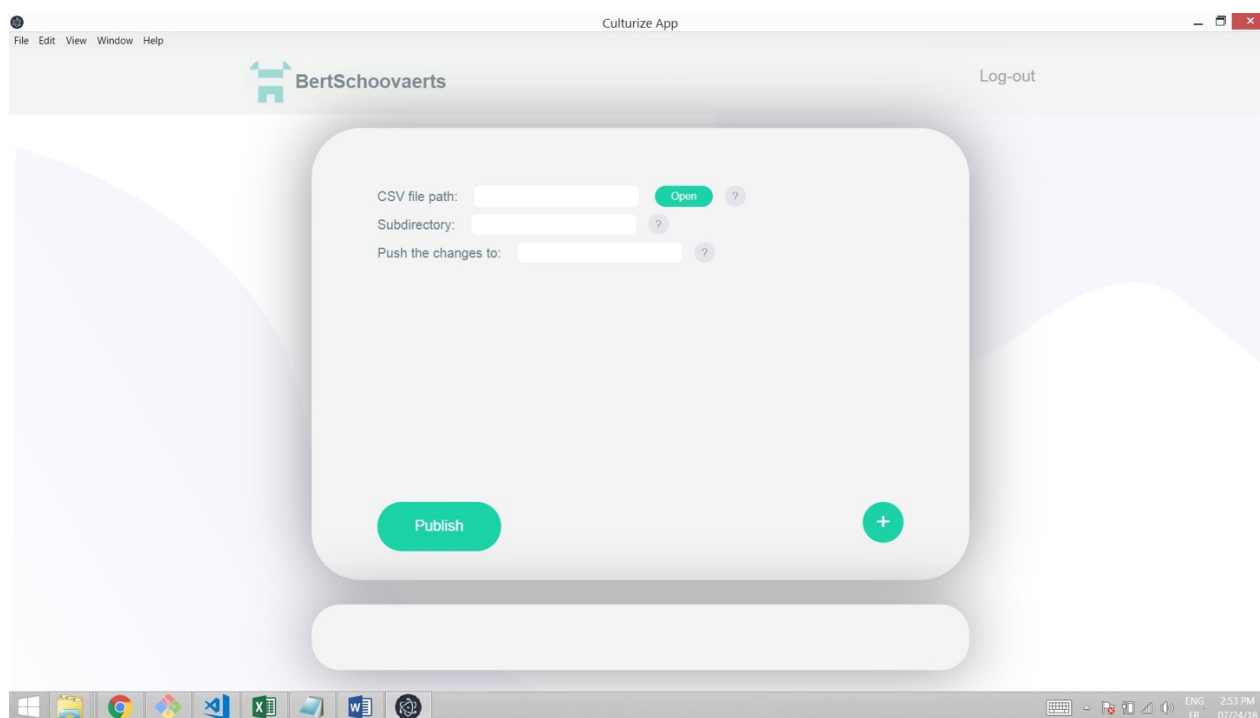
Create an account on GitHub or log in with your existing account. If you have to create an account, click on the button and follow the steps displayed on the GitHub page.

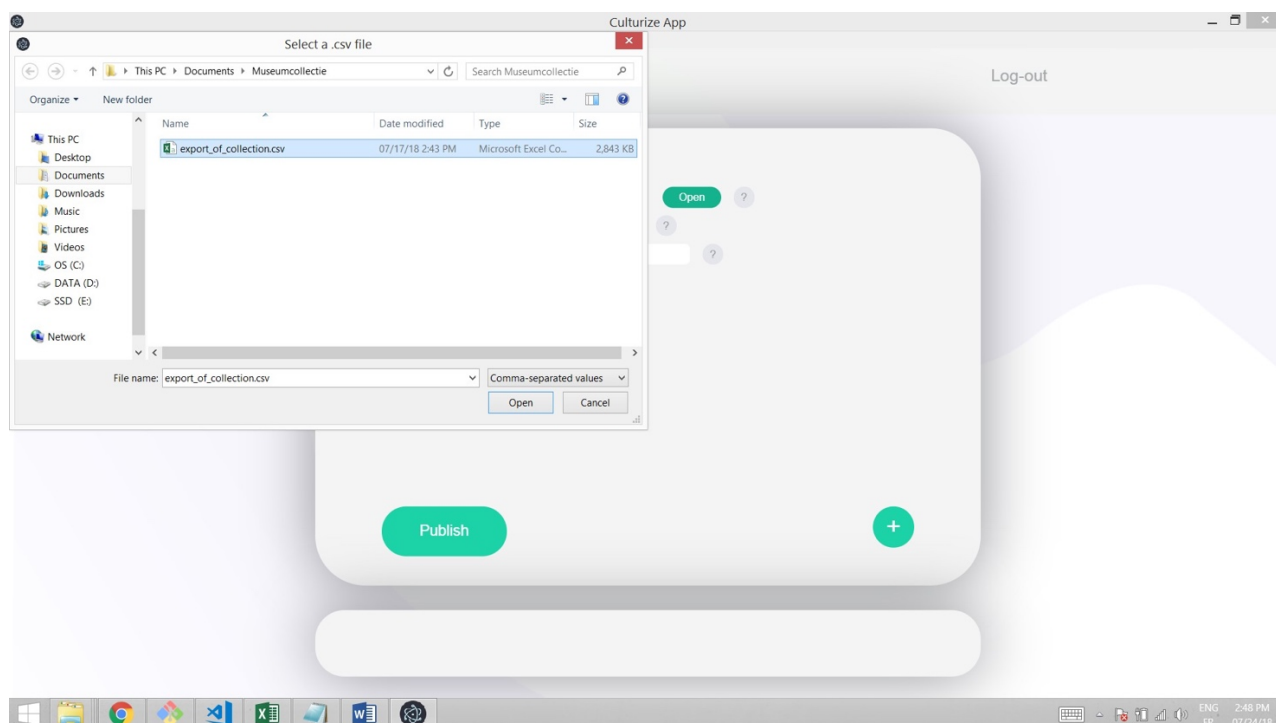


STEP 4:

Main menu

As the login succeeded You can now use the main menu. The purpose of this menu is uploading the CSV-files that will be converted to htaccess-files. In the main menu there are also other configurations that should be filled in, like the subdirectory and the repository to which the htaccess-files should be pushed.





Vocabulary:

- **CSV file path**

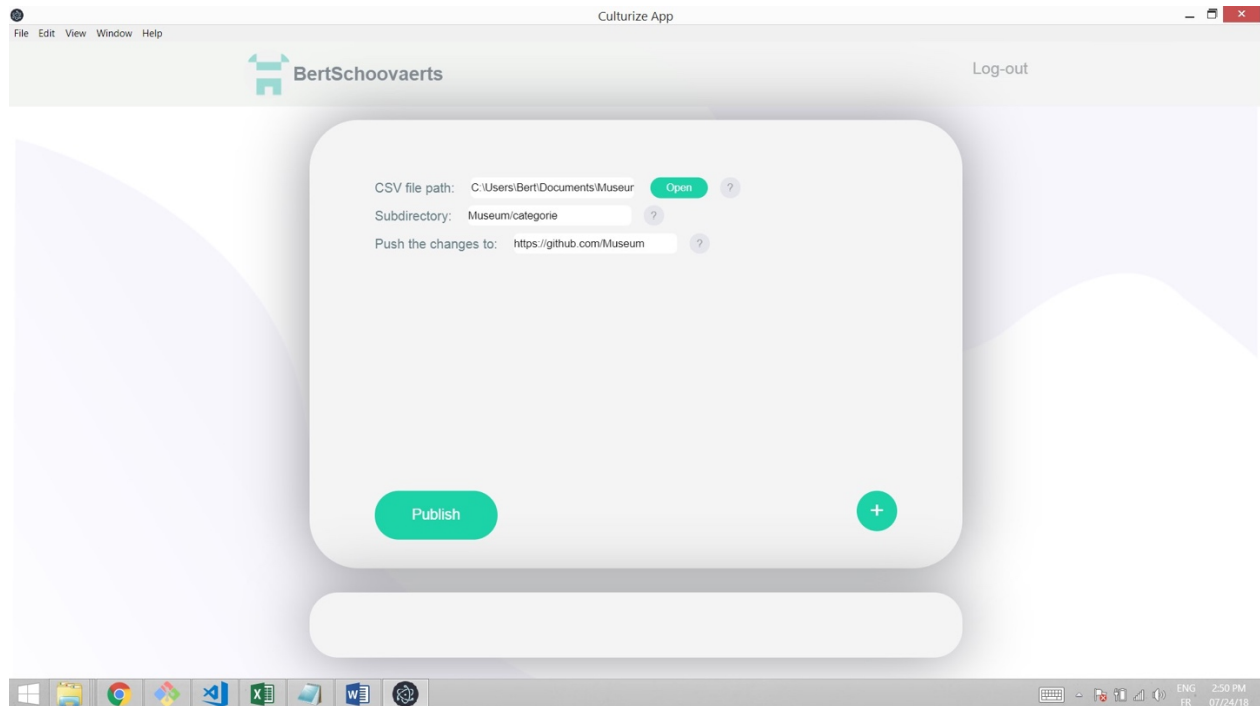
This is the path to the CSV file (= excel file) that should be converted.

- **Subdirectory**

This is the subdirectory on the GitHub repository to which the htaccess-files will be pushed. A default value for this subdirectory can be configured in the configuration file of the program. We highly recommend configuring a default path, at least to the level of each museum. Also, writing a new htaccess-file to a subdirectory will override an older htaccess-file if present. This means that selecting an appropriate subdirectory is very important.

- **Push the changes to**

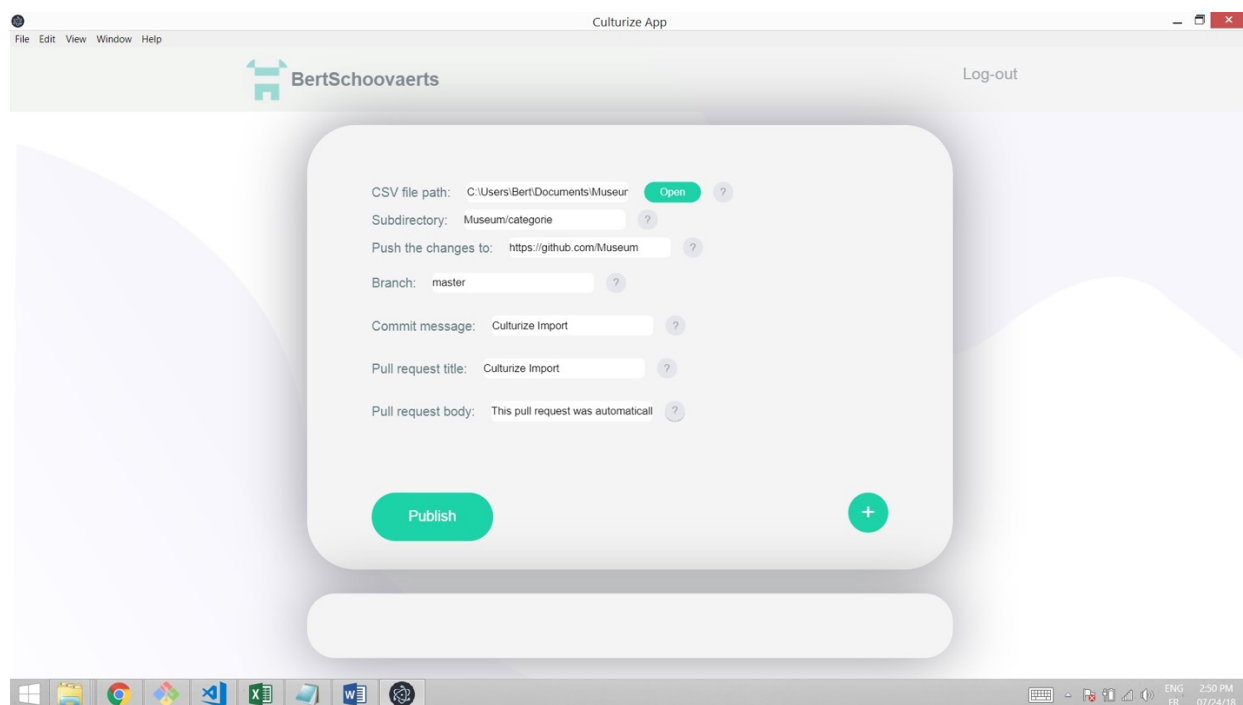
This is the URL of the GitHub repository to which the htaccess-files should be pushed.



STEP 5:

More advanced options

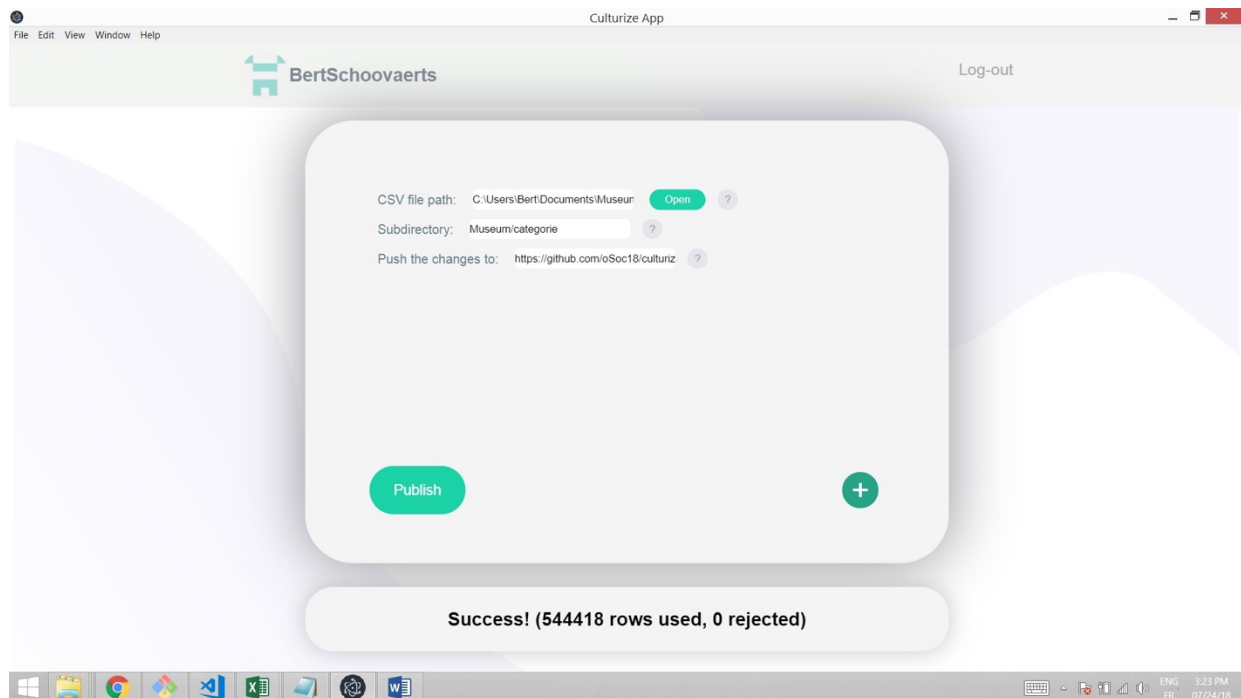
If you are familiar with GitHub you can use the '+' menu, which give you access to advanced options. You can use these options for testing purposes.



STEP 6:

Success rate

Once you click on publish, the process will start, and a box will appear at the bottom describing what's happening. If an error were to occur, the error message will be shown there.



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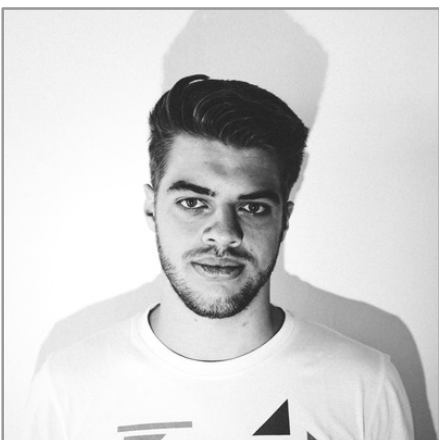


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