



**A Network of Excellence forging the
Multilingual Europe Technology Alliance**

META-SHARE V 1 User Manual

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1 Executive Summary

This document is a guide for the users of META-SHARE. As such, it describes the functionalities implemented in V1 of META-SHARE and provides the users with step-by-step explanations of how to exploit them.

2 Introduction

META-SHARE (<http://www.meta-share.eu/> and <http://www.meta-share.org/>) is a network of repositories of language resource (LRs), including both language data and language tools, described through a set of metadata (see T4ME Deliverable 7.2.1 for a detailed description of the minimal schema of the metadata), aggregated in central inventories allowing for uniform search and access to resources. LRs can be both open and with restricted access rights, either for free or for-a-fee.

More specifically, META-SHARE V1 offers to the user the possibility to:

- search and browse the catalogue;
- view details about a LR;
- download a LR;
- view general statistics;
- have access as a registered user;
- upload a LR.

3 User-oriented documentation

3.1 Search and browse the catalogue

When looking for a LR, the user can perform both keyword-based search and browsing of the catalogue.

3.1.1 Search the catalogue

Both a simple search and an advanced search mechanism are available to search through META-SHARE.



Figure 1: META-SHARE homepage

3.1.1.1 Simple search

The user can have access to the entire META-SHARE catalogue through a simple keyword-based search:

1. Enter any word(s) or part(s) of a word into the text box at the top of the home page (see Figure 1).
2. Click on the “Search” button below the text box or press “Enter” on the keyboard to begin the search. The search is performed over a subset of the metadata used to

describe LR; this subset is composed of: `resourceName`, `resourceShortName`, `resourceType`, `mediaType`, `languageName` and `annotationType`. Results contain the search term in any of the searched metadata¹, either as a whole word or as part of a word². If the user enters more than one word, search results contain at least one of the words³.

The results page lists all the LR matching the query (if the user doesn't type any word, the result consists of the entire catalogue). For each LR, the following metadata information is provided: `Identifier`, `resourceName`, `resourceShortName` (if available), `mediaType` (if available), and `resourceType` (if available).

The results page also presents all LR filtered by language, so that the user can select a language to obtain the list of all LR for that specific language.

3.1.1.2 Advanced search

The advanced search form allows the user to perform a more refined search, by associating the search term(s) to specific metadata information.

1. Click the “Search Catalogue” icon at the top left of the homepage (the second icon from the left) representing a magnifier (see Figure 1).
2. Type one or more terms related to the LR(s) searched for in one or more of the proposed text fields (represented by metadata): `resourceName`, `resourceShortName`, `resourceType`, `mediaType`, `languageName`, and `annotationType` (see Figure 2).
3. Click on the “Search” button or press “Enter” on the keyboard to begin the search. Within one field, the search is performed according to the same rules described for the simple search (results contain the search term either as a whole word or as part of a word³, and if the user enters more than one word search results contain at least one of the words⁴). If the user fills more than one field, search results match all non-empty fields.

¹ The match of a search word is performed over the union of the selected metadata (`metadata 1 OR metadata 2 OR ... metadata n`).

² The match of a search word “word” is performed as “*word*” (where “*” stands for any character).

³ In the case of two or more search words, the matching is performed as a boolean search: “*word1* OR *word2* OR... *word n*”.

Figure 2: Advanced search page

As with the simple search, the results page lists all the LRs matching the query. For each LR, the following metadata information is provided: Identifier, resourceName, resourceShortName (if available), mediaType (if available), and resourceType (if available).

3.1.2 Browse the catalogue

The user can browse the catalogue:

1. Click on the "Browse" button at the top of the home page;
2. The user can now browse the whole META-SHARE catalogue in two ways:
 - page through all LRs sorted by Identifier using the "Next" link which is provided both at the top and at the bottom of the LR list for that page.
 - browse the catalogue by language using the classification provided at the top of the page where all LRs are filtered by language (click on the name of a language link to see the list of all LRs available for that language).


3.2 View details about a LR

The user can click on the name of a LR from the results page obtained by any type of search (see previous Section) to open the page with the details for that LR. Information about a LR includes all the metadata information available for that resource (e.g. a textual description, the licensing conditions under which it is distributed, etc.).

Some statistics about a single LR are also provided:

- the icon representing an eye indicates how many times users have viewed the detailed information for that LR;
- the icon representing a magnifier indicates how many times the LR has been shown as the result of a query (in case the list of the results of a query is longer than a page, the count is incremented only for the LRs in the page proposed to the user);
- the icon representing a down arrow indicates how many times it has been downloaded.

Each icon is shown at the top right of the page if the count associated with it is at least 1.



The screenshot shows the META-SHARE web interface. At the top is an orange navigation bar with a home icon, a search icon, the 'META-SHARE' logo, and 'Register' and 'Login' buttons. Below the navigation bar, the page title is 'PAROLE-SIMPLE-CLIPS Pisa Italian Lexicon - Semantic Layer'. A breadcrumb trail shows '« Back'. The main content area is divided into several sections, each with a tabbed header: 'Metadata Info', 'Content Info', 'Person Info', 'Identification Info', 'Language Info', 'Size Info', and 'Distribution Info'. The 'Metadata Info' section includes 'Source' (META) and 'Metadata Creation Date' (2011-09-16). The 'Content Info' section includes 'Resource Type' (LexicalConceptualResource), 'Media Type' (Text), and a 'Description' (This lexicon is subdivided into five different subsets: L0072-01 Full lexicon L0072-02 Phonetic layer L0072-03 Morphological layer L0072-04 Syntactic layer L0072-05 Semantic layer PAROLE-SIMPLE-CLIPS is a four-level, general purpose lexicon that has been elaborated over three different projects. ... [Read More](#)). The 'Person Info' section includes 'Surname' (Fjurland) and 'Given Name' (Ragnhild). The 'Identification Info' section includes 'Resource Name' (PAROLE-SIMPLE-CLIPS Pisa Italian Lexicon - Semantic Layer) and 'Identifier' (4d23014980a74ad8b5af4e09276eec1e). The 'Language Info' section includes 'Language Name' (Italian). The 'Size Info' section includes 'Size' (28346 unit semanticUnits). The 'Distribution Info' section includes 'Availability' (Available-restrictedUse). At the bottom of the page, there is a footer with funding information: 'Co-funded by the 7th Framework Programme and the ICT Policy Support Programme of the European Commission through the contracts T4ME (grant agreement no.: 249119), CESAR (grant agreement no.: 271022), METANET4U (grant agreement no.: 270893) and META-NORD (grant agreement no.: 270899). [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](#)'.

Figure 3: Page with detailed information for a single LR

3.3 Download a LR

If a LR is directly provided through META-SHARE, the user can download it from the page with the details for that LR (Figure 3):

1. Click on the “Download” button at the top left of the page.
2. Accept the license terms under which the LR is distributed by ticking the corresponding box.
3. Click on the “Download Resource” button at the bottom of the page.

3.4 View general statistics

Various types of general statistical information about the use of META-SHARE are available to the user:

1. Click the “Top 10” button at the top of the home page to see the statistics.

Four different lists are available:

- the 10 most viewed LRs;
- the 10 most downloaded LRs;
- the 10 most recently updated/added LRs;
- the 10 most recent queries.

By default, the system shows the 10 most viewed LRs; the user can select the other lists from the select box on top of the Top 10 page (see Figure 4).

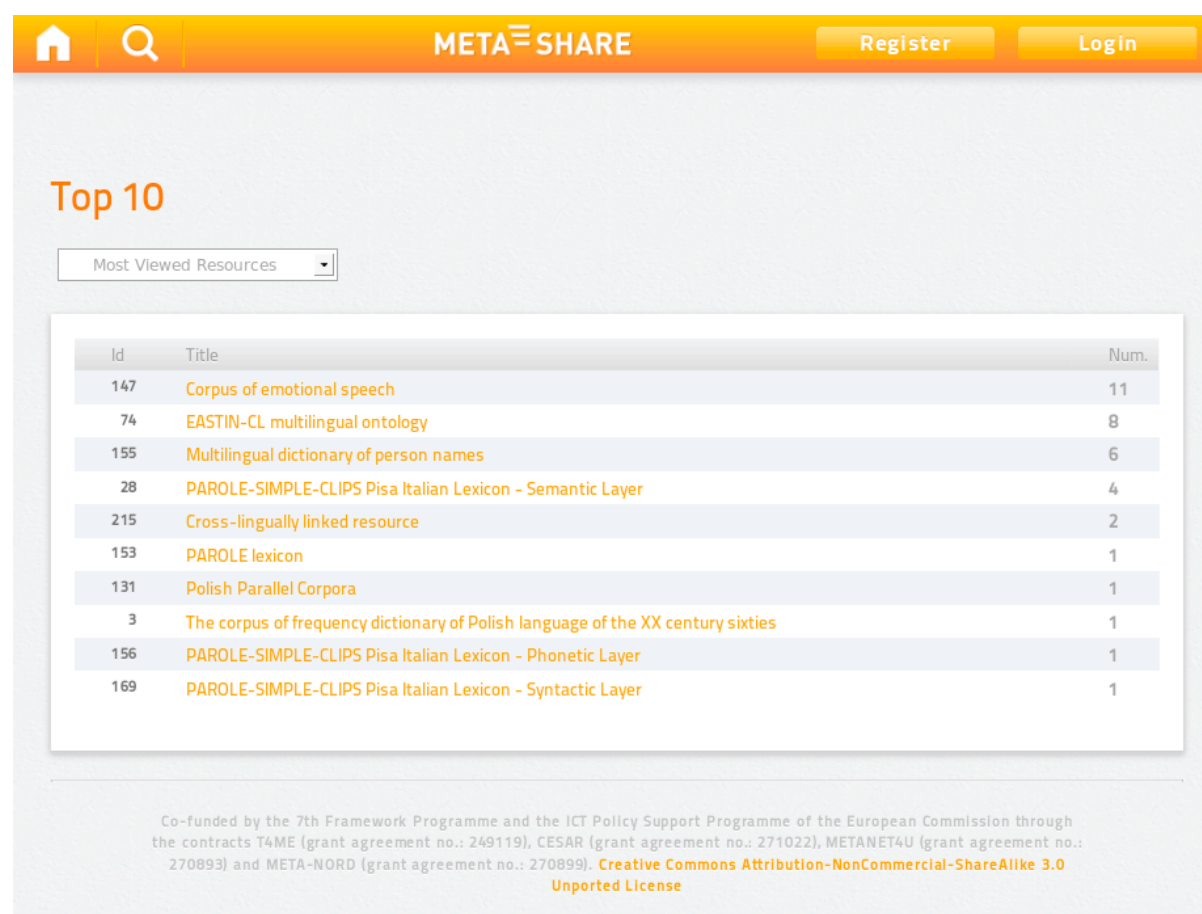


Figure 4: Statistics about the use of META-SHARE

3.5 Access as a registered user

Users can register to META-SHARE and log in to META-SHARE in order to have access to further functionalities of the portal, such as uploading a LR.

3.5.1 Register as a new user

In order to register to META-SHARE and get an account:

1. Click the “Register” button at the top right of the META-SHARE home page.
2. Fill in the “Create Account” form with a Username of your choice (“Shortname”), your First Name, Last Name and Email address.
3. Click the “Create Account” button.
4. The following message appears in the META-SHARE home page: “We have received your registration data and sent you an email with further activation instructions.”
5. The system generates a message asking for a confirmation of the registration and sends it to the address provided when registering.
6. Click on the link provided in the message to confirm the registration (this has also the effect of logging in the user for the first time).
7. A confirmation message appears in the META-SHARE home page as follows: “We have activated your user account and sent you an email with your personal password which allows you to log in to the website.”

3.5.2 Log in

Registered users can use their credentials to log in to META-SHARE:

1. Click the “Login” button at the top right of the home page (see Figure 1).
2. Fill in the “User Authentication” form with Username and Password.
3. Click the “Login” button.

At the end of the working session, the user can log out by clicking on the “Logout” button at the top right of the home page.

If the user forgets its password, the system offers the possibility to retrieve it:

1. Click the “Login” button at the top right of the home page.
2. Click on “Forgotten your password? Click here to reset your account”.
3. Fill in the “Reset Account” form with the Username and Email address used for the registration⁴.
4. Click the “Reset Account” button.
5. The system generates a message asking for a confirmation of the reset request and sends it to the user.
6. Click on the link provided in the message to confirm the request.

⁴ Both fields are compulsory

7. A confirmation message appears in the META-SHARE home page as follows: “We have re-activated your user account and sent you an email with your personal password which allows you to log in to the website.”

3.5.3 Create/Edit User Profile

The user can create his/her profile by providing some information:

1. Log in to META-SHARE (see Section 7.2).
2. Click the “Profile” button at the top right of the home page (this button is present only when the user is logged in).
3. Fill in the “Profile” form with the following information: Date of Birth, Affiliation(s), Position, and Homepage.
4. Click the “Edit Profile” button.

The screenshot shows the META-SHARE user profile form. At the top, there is a navigation bar with a home icon, a search icon, the META-SHARE logo, and buttons for 'Profile' and 'Logout'. The username 'manspera' is displayed in the top right corner. The form fields are as follows:

- First name:** Manuela
- Last name:** Speranza
- Email:** manspera@fbk.eu

Below these fields, a message states: "If you need to change any of the above settings, please contact the [META-SHARE Helpdesk](#)."

The following fields are empty:

- Date of birth:** [Empty text box]
- Affiliation(s):** [Empty text area]
- Position:** [Empty text box]
- Homepage:** [Empty text box]

At the bottom of the form is an orange button labeled "Edit Profile".

At the very bottom of the page, there is a footer with the following text: "Co-funded by the 7th Framework Programme and the ICT Policy Support Programme of the European Commission through the contracts T4ME (grant agreement no.: 249119), CESAR (grant agreement no.: 271022), METANET4U (grant agreement no.: 270893) and META-NORD (grant agreement no.: 270899). [Creative Commons Attribution-NonCommercial-ShareAlike 3.0](#)"

Figure 5: Profile form

The user can also edit his/her Profile:

1. Log in to META-SHARE (see Section 7.2).
2. Click the “Profile” button at the top right of the home page (this button is present only when the user is logged in).
3. Fill in the “Profile” form with a new Date of Birth, Affiliation(s), Position, or Homepage.
4. Click the “Edit Profile” button.

In order to change the First Name, Last Name, or Email, the user should contact the META-SHARE Helpdesk at helpdesk-technical@meta-share.eu