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## **META-SHARE V3.0 User Manual**

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**Date:** September 6, 2012



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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 V3.0 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 7.2.4 for a detailed description of the 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 V3.0 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;
- access the community forum.

## 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 a faceted 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) into the text box at the top of the home page (see Figure 1).
2. Click on the “Search” button on the right of 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 LRs; this subset is composed of: resource name, resource short name, description, resource type, media type, language name, language variety name, annotation type, licence, tool service type, tool service subtype, lexical conceptual resource type, language description type and use NLP specific.
3. Results contain the search term in any of the searched metadata<sup>1</sup>, in the following ways:
  - a whole word;
  - combination of words: combined search will return resources containing all of the search terms entered (AND operator)<sup>2</sup>;
  - phrases: the user can enter words included in double quotes (“). This kind of search will provide the user with an exact match of the quoted text.

<sup>1</sup> The match of a search word is performed over the union of the selected metadata (metadata\_1 OR metadata\_2 OR ... metadata\_n).

<sup>2</sup> In the case of two or more search words, the matching is performed as a boolean search: “\*word\_1\*

The results page (see Figure 2 next page) lists all the LRs 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: `resource name`, `resource short name` (if available), `resource type` (see Figure 3), `media type` (if available, see Figure 4) and `language` (if available). The number of downloads and the number of views are also given.

### **3.1.1.2 Faceted search**

On the left pane of the results page, there is a list of facets (or filters). The user can filter the search results by any of the following fields:

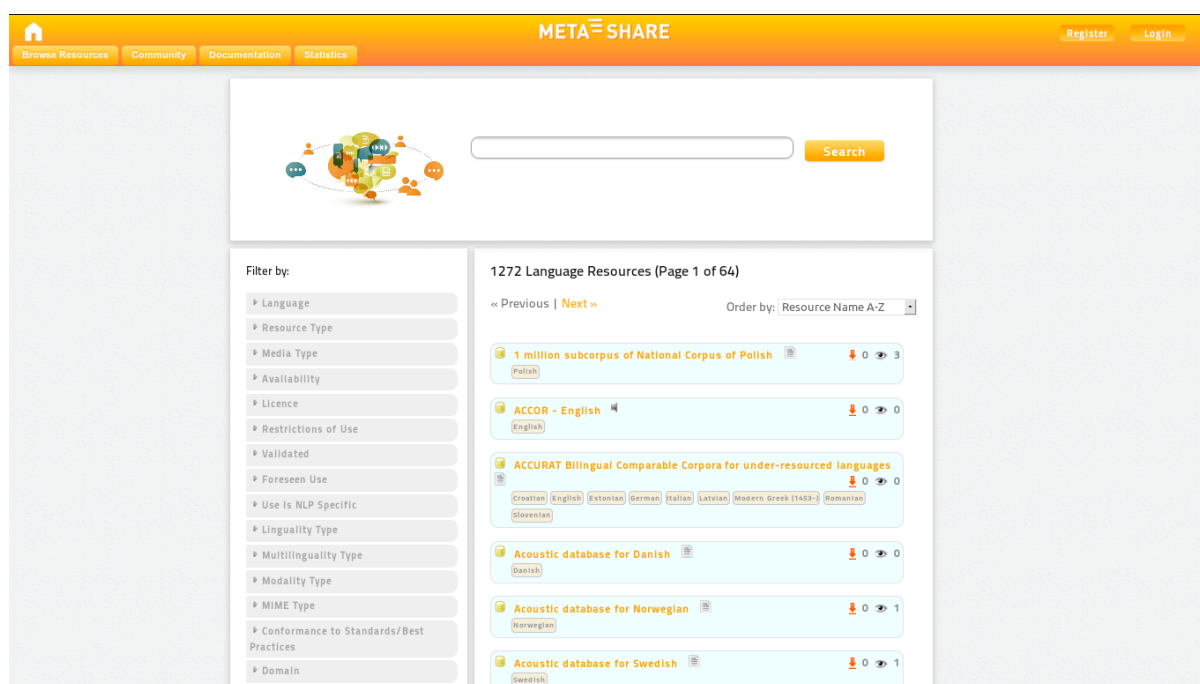
- Language
- Resource Type
- Media Type
- Availability
- Licence
- Restrictions of Use
- Validated
- Foreseen Use
- Use is NLP Specific
- Resource Creator
- Linguality Type
- Multilinguality Type
- Modality Type
- MIME Type
- Conformance to Standards / Best Practices
- Domain
- Geographic Coverage
- Time Coverage
- Subject
- Language Variety

Filters can be combined with search terms entered in the search box. The number of LRs available, if a specific filter is selected, are reported alongside each group of LRs. When the user selects a filter, its typeface changes to bold. Multiple filters can be applied. For instance, if a user requires a parallel corpus of English and French, he/she can select both “French” and “English” in the “Language” field of the filtering pane as well as “corpus” in the “Resource Type” field. Filters can be removed by clicking again on the selected field.

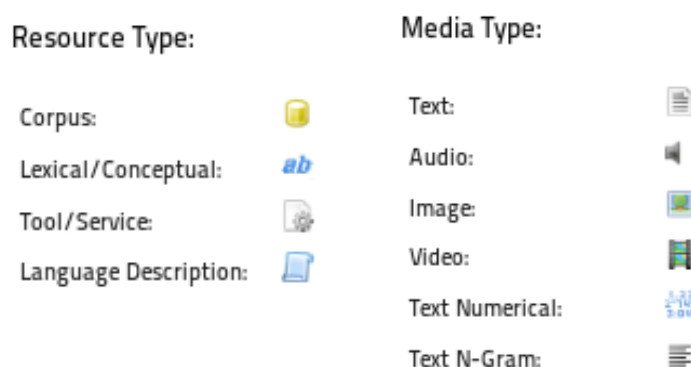
### 3.1.2 Browse the catalogue

The user can browse the catalogue as follows:

1. Click on the "Browse Resources" button in the top menu;
2. The user can now browse the whole META-SHARE catalogue in two ways:
  - page through all LRs 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 using the filters on the left pane of the results page (see Section 3.1.1.2 “Faceted Search”).



**Figure 2:** Results page



**Figure 3:** List of resource and media types

The LRs can be ordered by using the select box on top right of the results page by selecting one of the following item:

- Resource Name A-Z: order the results by resource name in alphabetical order;
- Resource Name Z-A: order the results by resource name in reverse alphabetical order;
- Resource Type A-Z: order the results by resource type in alphabetical order;
- Resource Type Z-A: order the results by resource type in reverse alphabetical order;
- Resource Name A-Z: order the results by media type in alphabetical order;
- Resource Name Z-A: order the results by media type in reverse alphabetical order;
- Resource Name A-Z: order the results by language in alphabetical order;
- Resource Name Z-A: order the results by language in reverse alphabetical order;
- Number of downloads: order the results by decreasing number of downloads;
- Number of views: order the results by decreasing number of views.

## 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 (see Figure 3). 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.) organized using 4 panes:

- The top pane provides the resource name and the resource description;
- The bottom left pane provides the legal information;
- The bottom middle pane provides the metadata information;
- The bottom right pane provides the metadata creation information.

Some of the metadata fields are highlighted in grey and can be clicked on to display further optional information.

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 down arrow indicates how many times it has been downloaded;
- the check mark indicates how many times the resource has been updated and the date of the last update (which appears by positioning the cursor on the check mark).

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





**Figure 4:** Page with detailed information for a single LR

At the end of the page, recommended LRs are given according to the LRs viewed by other users.

### 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). Steps to follow are:

1. Log in as described in Section 3.4.2.
2. Click on the “Download” button at the top left or bottom left of the page.
3. Accept the license terms under which the LR is distributed by ticking the corresponding box.
4. Click on the “Download Resource” button at the bottom of the page.

### 3.4 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 downloading a LR. Being a registered user is also prerequisite for becoming a LR provider (see the META-SHARE Provider Manual for more information).

#### 3.4.1 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 an Account Name of your choice, your First



Name, Last Name, your Email address and the password of your choice.

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.”

### **3.4.2 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 registration<sup>3</sup>.
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.
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.”

### **3.4.3 Edit User Profile**

The user can edit his/her Profile:

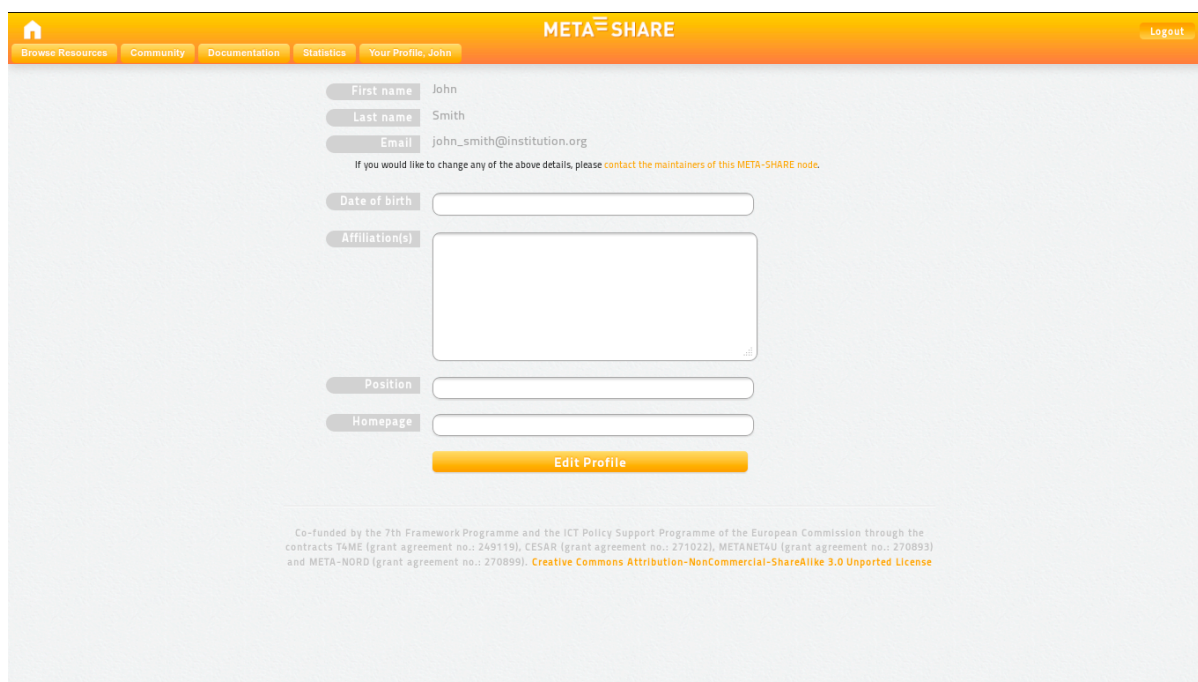
1. Log in to META-SHARE (see Section 3.5.2).

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<sup>3</sup> Both fields are compulsory

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2. Click the “Your Profile, <username>” button in the menu (this button is present only when the user is logged in), then “Edit your profile”.
3. Fill in the “Profile” form with a new Date of Birth, Affiliation(s), Position, or Homepage.
4. Click the “Edit Profile” button.


**Figure 7:** Profile form

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](mailto:helpdesk-technical@meta-share.eu)

**3.4.4 Apply for editor group membership**

The user can apply to an editor group membership:

1. Log in to META-SHARE (see Section 3.5.2).
2. Click the “Your Profile, <username>” button in the menu (this button is present only when the user is logged in), then “Apply for editor group membership”.
3. Select an editor group in the “Editor” select box.
4. Click the “Apply” button.
5. A confirmation message appears in the user profile page as follows: “You have successfully applied for editor group “<editor\_group>”.”

The application is moderated. When accepted by an editor group manager, the user receives a notification email (see the META-SHARE Provider Manual for more information, Section

2.3.1.2).

### **3.4.5 Apply for organization membership**

The user can apply to an organization membership:

1. Log in to META-SHARE (see Section 3.5.2).
2. Click the “Your Profile, <username>” button in the menu (this button is present only when the user is logged in), then “Apply for organization membership”.
3. Select an organization in the “Organization” select box.
4. Click the “Apply” button.
5. A confirmation message appears in the user profile page as follows: “You have successfully applied for organization "<organization>".”

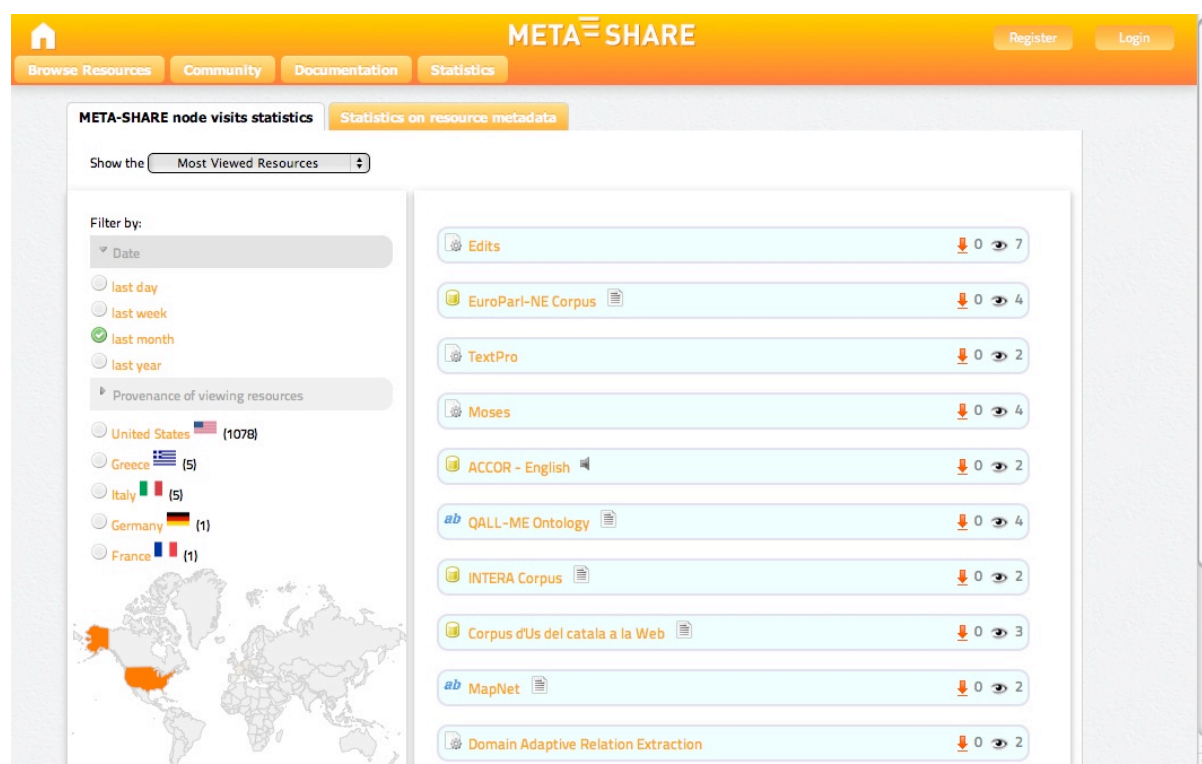
The application is moderated. When accepted by an organization manager, the user receives a notification email (see the META-SHARE Provider Manual for more information, Section 2.3.3.2).

## **3.5 Access the community forum**

Users can access a discussion forum where the META-SHARE community gives help regarding Legal, Technical and Metadata aspects. Click the “Community” button in the top menu to access the forum.

## 3.6 Statistics

### 3.6.1 META-SHARE node visits statistics



**Figure 8:** META-SHARE node visits Statistics Page

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

1. Click the “Statistics” button from the header tab to see the statistics.
2. By default you are in the “META-SHARE node visits statistics” tab.

Five different lists are available:

- the most viewed resources;
- the top queries;
- the latest queries;
- the top downloaded resources.
- the latest updated resources.

By default, the system shows “the most viewed resources”; the user can select the other lists from the select box on top of the statistics page (see Figure 8).

The user could filter the statistics results by choosing one of the lists above, combining it with other filters: Date filter and/or country of Provenance filter.

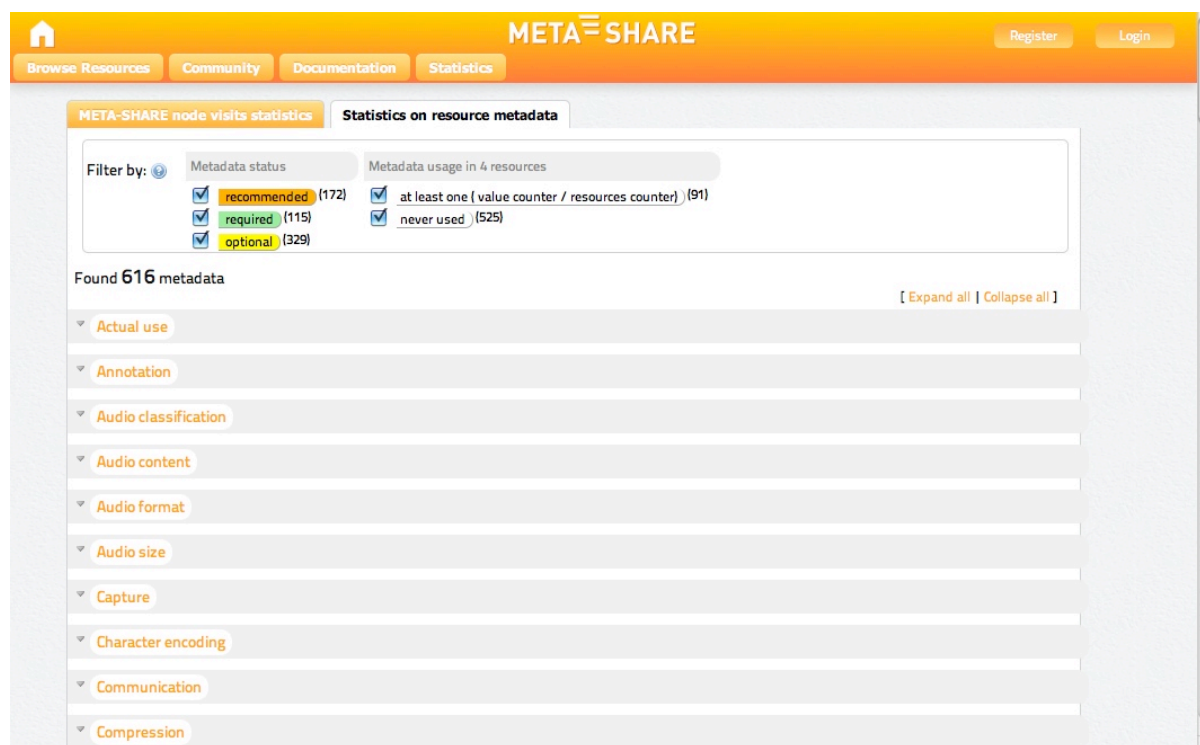
On the results tab, it is shown the resources results (see Figure 8).

The user could visit each resource page by clicking on the resource name.

In each resource row in the results page (see Figure 8), it is shown :

- 👁 : which presents the number of views for this resource.
- ↓ : which presents the number of downloads for this resource.

### 3.6.2 Statistics on resource metadata



**Figure 9:** Statistics on resource metadata page

All the resources metadata which is defined by the system is shown in this page.

To access this page the user should do the following (see Figure 9):

1. Click the “Statistics” button from the header tab to see the statistics.
2. By default you are in the “META-SHARE node visits Statistics” tab.
3. Click on “Statistics on resource metadata” tab.

Two different filters appear on the top of the statistics page see Figure 9):

- 1- Metadata status: is the list of the metadata status (as defined in <http://www.meta-share.org/portal/knowledgebase/home>). The number beside each component presents the sum of components defined by the system.
- 2- Metadata usage:
  - at least one : presents the sum of components which have been used in resources.
  - never used: presents the sum of components which have not been used in resources.

The user could select from the two filters to have more specified statistics.

Under those filters, you could find the metadata in rows. If a metadata is used then its line can be clicked showing a table with all filled in values.