

INTRODUCTION TO SCALAR

In this workshop, we will introduce the use of Scalar, a web publishing platform for digital scholarship which supports individual and collaborative projects featuring tagging functionalities, analysis and annotation of images, maps, audio and video files, as well as visualizations.

Let's Get Started

Navigate to <https://scalar.me/anvc/>

This is ANVC hosted platform for Scalar, which we will be using for this workshop. ANVC stands for the Alliance for Networking Visual Culture. From the website introduction (<https://scalar.me/anvc/about/>), we learn that

“The Alliance for Networking Visual Culture seeks to enrich the intellectual potential of our fields to inform understandings of an expanding array of visual practices as they are reshaped within digital culture, while also creating scholarly contexts for the use of digital media in film, media and visual studies... for publishing interactive and rich media scholarship... Strategic partnerships with several archives (including the Shoah Foundation Institute, Critical Commons, the Hemispheric Institute’s Digital Video Library, and the Internet Archive), libraries, humanities centers, and university presses (including Michigan, MIT, California, OHP, NYU and Duke) provide the testing ground for the investigation of new publishing templates.”

First things first: we need to register so that we can login using our credentials.

1. Register. Please register a new account. You will need to insert your key here. After registering, you can login with your e-mail address and the password you chose for your Scalar account.

2. Click on: Sign in

3. You will see this message:

You are being redirected to the public Scalar install at <https://scalar.usc.edu/works/>.

4. Confirm by clicking OK

Exploring Scalar Projects

A number of projects are available at <https://scalar.usc.edu/works/>. Here you find some Scalar publications. By clicking on the project title, you can explore projects from a variety of academic disciplines. Modes of publication also differ: you can find articles, projects, or books.

I am also sharing one of my projects with you here, which I designed under the “Book” category:

<https://scalar.usc.edu/works/science-and-vision/index>

It is a sample of a research project connected to an article I have authored. For all Scalar publications, I’d like to remind you about copyright and fair use regulations; check Rutgers libraries’ information on copyright at

<https://www.libraries.rutgers.edu/copyright> and the US Copyright Office at <https://www.copyright.gov/fair-use/more-info.html>

Now, let’s see what Scalar has to offer by looking at one sample Scalar page featuring a cover image associated to the project, as well as video clips, and images.

Here is the link to the Scalar page:

<https://scalar.usc.edu/works/introduction-to-scalar-5/index>

It is a sample Scalar page that I created for us to browse. After entering the splash page, use the navigation buttons at the bottom of the screen and move on to the next page. This constitutes what Scalar calls a “path.” Through this workshop, we will learn how to make a similar Scalar page based on your own topic of research.

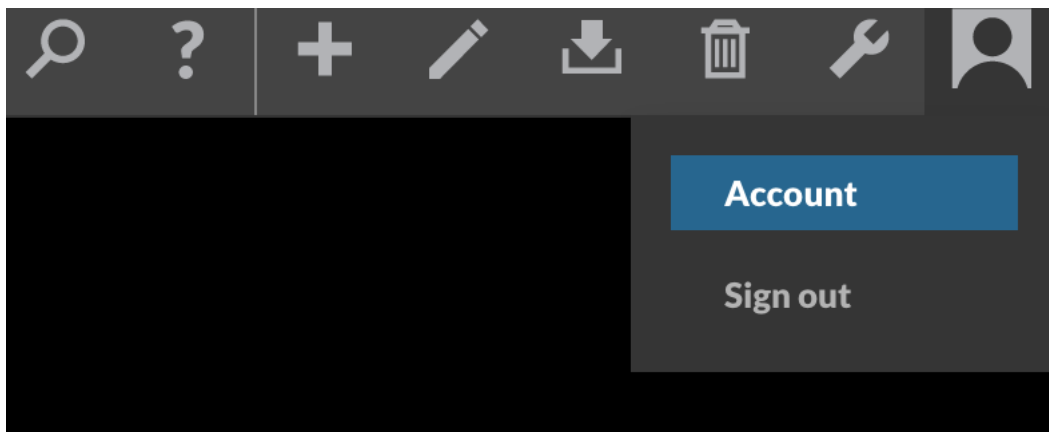
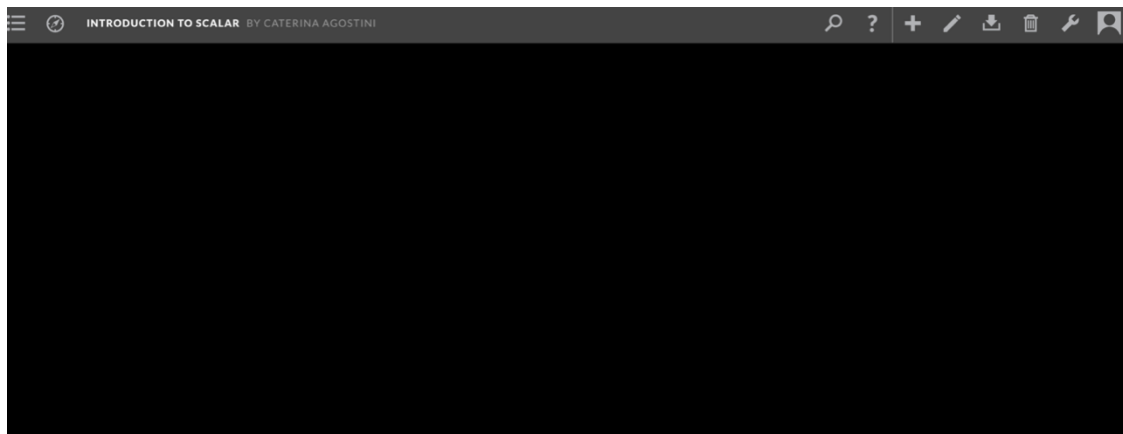
Starting Your Scalar Publication

We will now create a new item (book/article/project) after registering.

The purpose of this workshop is to show you how to navigate Scalar, plan your Scalar tasks, and become familiar with how to make a Scalar home page – just like the ones you just browsed.

While the research-based content is totally up to you, by the end of this workshop you will know how to upload videos, images, and PDF files, but also how to import and edit metadata, and finally how to create a page that incorporates different kinds of media.

1. Go to the Account tab.
2. Click Dashboard in the upper right corner.
3. Click the tab My account.
4. Enter the title of the new book in the Create new book field, and click Create.
5. Click the title of your book under Your books to go to its home page.



Introduction to Scalar **Dashboard**

Caterina Agostini [Sign out](#)
You have Author privileges
[Back to book](#)

My account | Book properties | Book users | Sharing | Pages | Media | Relationships | Categories | Import/Export

Email (login):

Full name:

Website:

Change password: Current: New: Retype new:

My books

Book Title	Role	Bio page
Italian Shadows_Rutgers	Reader	https://scalar.usc.edu/works/italian-shadows_rutgers/users/25944
Final Research Paper Project	Author	https://scalar.usc.edu/works/science-and-vision/users/25944
Final Research Paper Project, Draft	Author	https://scalar.usc.edu/works/final-research-paper-project/users/25944
Introduction to Scalar	Author	https://scalar.usc.edu/works/introduction-to-scalar-5/users/25944
People, Place, and Power in Eighteenth-Century Ghent	Author	https://scalar.usc.edu/works/charles-xi-visits-ghent/users/25944
Santorio	Author	https://scalar.usc.edu/works/santorio/users/25944
Santorio	Author	https://scalar.usc.edu/works/santorio-1/users/25944
Using Scalar for Italian Research Projects. NeMLA Convention 2019	Author	https://scalar.usc.edu/works/using-scalar-for-italian-research-projects-nemla-convention-2019/users/25944

Create new book: ☐ Duplicate of another book?

☐ I'm not a robot

Screenshots above might be useful as you navigate the Scalar website, moving from the opening screen to your account, and from your account to making a Book on Scalar.

Follow these steps to create a project and get everything ready to go. We will be using “Scalar 2.5” - the new version of Scalar.

How to Make Scalar Pages

It is now time to make your Scalar page! At the bottom of your Dashboard, enter a title in the field: Create new book.

You now have a Scalar Book. Let’s make pages by clicking on the plus (+) sign, on the upper right of the page. Give a title and, if you want, a description. For the Layout, check Basic. We will look at other formats later on, when we discuss visualizations.

How to Upload Scalar Media

We can start with a Creative Commons search:

<https://ccsearch.creativecommons.org/>

Another option is Google Advanced Image Search:

https://www.google.com/advanced_image_search

There are three ways to add media to Scalar: you can upload a file from your hard drive, you can import media from a website, or you can use one of the affiliated (or unaffiliated) archives. In this workshop, we will be trying all those options. We will upload a YouTube video to be featured in the website. Then we will upload a pdf file of an academic article that you have authored and several photos from the internet.

This page will show recommended practices for adding media, including appropriate bibliographic information and rich descriptions.

To import media, you will use the “Import button” from the project menu in the upper right corner of the Scalar screen. It looks like an arrow pointing down which, to me, looks more like a Download button. It is quite the opposite, though, because this is how you upload materials to Scalar.. Other important buttons on this menu include the “New page button” (“+”), the “edit” button (pencil), and the button that looks like a wrench, which will take you back to the dashboard.

UPLOAD A MUSIC VIDEO

Let’s import from YouTube. Since Scalar has a special relationship with YouTube, it is easy to import files this way. Other online archives, like Vimeo and Internet Archive, are also affiliated and have a special connection internal to the Scalar platform. You might also check out the affiliated Shoah Foundation.

Hover over the “import” drop down menu from the upper right-hand corner. Hover over “other archives” and choose “YouTube”.

Search for the song that you have chosen to feature in your project.

Select the video you want to import: check the box.

Click “import selected.” Make sure that you select “edit metadata before importing” at the bottom of the page.

After clicking “import selected” you should see a number of metadata options like “description,” “title,” and so on. One of the metadata options will be “description.” This is where you will write a rich description of the media file. To complete this section, keep in mind that you want a description meaningful for anyone using the Scalar page. What does a Scalar user need to know so that they understand the media object you are sharing and its importance to your project? Enter a short paragraph so that you clarify the meaning of your file.

UPLOAD AN ARTICLE

Let’s try to use one of your academic essays in your Scalar. We will learn how to download a pdf of an academic article from your repository, and then upload it into your Scalar project. If you want to upload an author’s article, remember to check about copyright laws (see the section “Exploring Scalar Projects” in this handout). In Scalar, hover over the “import” drop down menu from the upper right-hand corner. Choose “Local Media Files”

Enter the “Title” of the file (the name of the article) and the description of the file (“Academic article about [Person’s name]”)

Select “Choose File” to upload the file

Select “Upload”

Description: in this case, the description should be a brief abstract of the article, including key information about who wrote it, where it is from, and what it is about.

Create a Bibliographic Record: Metadata

Edit Metadata

Use the “edit button” from the project menu to open the file for editing

Select “metadata”

Select: Add additional metadata

Choose “Bibliographic Citation”

Type in the bibliographic citation.

Select “save and view”

IMPORT PICTURES

Find pictures through a Google search. I'd like us to choose one image for your Scalar title page (in Scalar vocabulary, it is a splash page). Make sure you pick a large image so that it does not look pixelated. If you search through Google, it is helpful to search and have a filter by license, checking rights and permissions to reuse.

Another search option is through Creative Commons.

Download one picture to your computer.

In Scalar, hover over the "import" drop down menu from the upper right-hand corner.

Choose "Internet Media Files"

Paste the URL for the image (not the URL for the website) into the "URL" slot

Import Internet Media Files

Source: Introduction to Scalar

Edit the Description:

Now, let's give a title and description matching the picture we chose.

If you forget to edit the description of the picture while uploading it, you can go back to it later using the "pencil" icon in the project menu.

Bibliographic Record

Review the metadata to make sure it is correct and accurate.

Choose the "Add Additional Metadata" section and select "Bibliographic Citation."

Enter a bibliographic entry for the media item.

Can't find your media file?

It will likely happen that you think you might have lost your file somewhere in Scalar. Rest assured: your file is searchable through the “dashboard” by clicking on the wrench icon in the upper right-hand corner of the screen. Once you are there on the Dashboard, open the “media” tab and you will find the file.

So, summing up, the “dashboard” is the home where you find materials and information for pages, media, and descriptors. By selecting the “wrench” icon from the project menu, you are able to select the “media” tab to view all of your imported (and uploaded) media files, for example.

Making Your Splash Page

Create a title page for your project using a key image that represents your project meaningfully. In other words, the Splash Page is the title page for a project or path. It displays a large image (like the musical textbook in my Scalar example) along with text.

1. Navigate to the home page using the drop-down menu in the upper left corner.
2. To begin, edit the home page.
3. Select the edit icon (pencil) from the upper right-hand corner to edit the home page.
4. Update the Title and Description.
5. Next, change the Layout to Splash. Use the drop-down menu at the bottom of the page.
6. Finally, select your key image.
7. Using the “styling” menu at the bottom of the page, select “key image.” Then choose the image you want to use.
8. Set Key Image.
9. Select “save and view” to see your splash page.

If you want to edit it again, use the “pencil” button to reopen the file. Otherwise, follow the path to create your Scalar page.

Create a path

Let's go to your Splash page. To find the page, navigate to the dashboard using the icon that looks like a wrench. Now, navigate to "pages" to view a list of the pages you have created. Select the "pencil" icon to edit.

Open the "relationships" drop-down menu at the bottom of the page, and click "path."

Click on the link "choose the item that it contains"

Click on "pages" and select your home page.

Save and View.

Create a Table of Contents. The table of contents is a list of the pages that shows up in the drop-down menu at the top of the screen.

Use the "wrench" button to navigate to the dashboard.

In "book properties" select "add table of contents item"
Add the two pages that you've created.

Click "save" at the bottom of the screen.

Annotating Media

On Scalar, you can annotate all kinds of media, including texts, images, and video. To annotate an image, for example, open an image file and select the "paperclip" icon from the project menu.

Next, drag a square over the image and type in the annotation.

To annotate a video, open the video and use the paperclip icon to open the annotation editor. Use the "+" button in the editor so that you can have an annotation.

Visualizations

There are several visualization options. Paths, networks, and connections can all be displayed from Layout, that you can access from your Dashboard.

You can customize visualizations to present contents, connections, grid, radial layouts, paths, media, tags, and global aspects of your Scalar article, project or book.

To sum up

1. OPEN SCALAR

LOG IN to scalar: <http://scalar.usc.edu/works/system/login>

NAVIGATE TO: dashboard (upper right corner)

2. CREATE A NEW PROJECT

Navigate to my account (first tab)

CREATE NEW BOOK: type the title of your new book and click “create”

3. SET UP YOUR PROJECT

NAVIGATE TO: book properties (second tab)

STYLE: use the drop-down menu to select “Scalar 2”

PUBLISHER: use the drop down menu to change the “scope” to “project”

4. OPEN YOUR PROJECT

Navigate to the project by selecting “Back to Project” in the upper right-hand corner

You have successfully built a home page including video, images, and a PDF file.
Congratulations!

Learn More About Scalar

Check out some projects that scholars have completed using Scalar on the Scalar website: <http://scalar.usc.edu/scalar/showcase/>

This is a good resource as you go through your own projects. It has detailed instructions on all the Scalar features: <https://scalar.usc.edu/works/guide2/index>
Through Reclaim Hosting, a professional web hosting company that specializes in the academic community, single-click installations of Scalar are available. If you need a custom domain (URL) for your Scalar project, find out more at <https://reclaimhosting.com/scalar-joins-the-reclaim-installer-party/>

Feedback form

Please complete this post-workshop survey. Your responses will help us to evaluate the effectiveness of the formats and themes http://bit.ly/s20_dh_feedback.
Thank you!

Contact Information

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