

# hummingBird

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## About

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**hummingBird**  
the poets' workbench  
© IMPpress 2020  
designed & engineered  
by Jay Arr

Candidate 8  
Version 0.2.1  
Released 11-Jun-20

Built using  
Python 3.7.6  
Django 2.2.9 & Suit 2.0a

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## Introduction

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These help pages should assist you in understanding and operating the hummingBird application.

Help is contextualised.



This means that when you request help from the application by using the help icon you will be directed to an appropriate page.  
There is a high degree of consistency throughout the application. If an activity/task works one way with one set of data it will work the same way with another set of data e.g. [filtering & sorting](#)

With a few exceptions there is no prescribed order in which you need to use the application.

E.g. exceptionally you will need to register a poem before you can manage its competition entries.  
You'll need to register a group before its events and events before you can log readings.

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## Welcome



hummingBird is **the** poets' workbench

With hummingBird you can manage your poems:

- organising,

- referencing,
- tagging,
- selecting,
- filtering
- sorting,
- logging your
  - readings,
  - entries to competitions,
  - submissions to magazines
  - published work.

**Important** hummingBird is **free to use**.

If you find it useful and productive we would welcome a donation to our supported charity

[Medicins Sans Frontieirs](#)

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## Licence

Free to use licence

hummingBird is a free to use web application.

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## What's new

Date	Version
11-Jun-20	0.2.1 δ

## Version numbering V.n.m

where v = major version upgrade, additional significant functionality  
 n = consolidated bug fix and/or multiple [rfis](#) implemented  
 m = minor bug fixes, single rfi

## Candidate tags

- |   |               |
|---|---------------|
| δ | development   |
| α | alpha testing |

$\beta$	user testing
$\phi$	pre-release
$\chi$	release
$\zeta$	reversion
$\varphi$	emergency patch

## Release info.

0.2.1  $\delta$  enhanced functionality & colour theme

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## IMPress



**IMPress** is the design agency, publisher and owner of **hummingBird**.

We are a small poetry pamphlet, web & software publishing house located in Broadtown, Wiltshire, England.

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## Donation

If you find **hummingBird** useful and productive please make a donation to



Click on the icon to have your browser directed to the website.

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## Getting Started

All that you require to get started with the application is an invitation and a web browser.

You can request an invitation by sending an email

To: [admin@hummingbird.co.uk](mailto:admin@hummingbird.co.uk)

Ensure the subject is: **Request for an invitation to use hummingbird**

And the text includes your:

- name
- country
- brief poetic biography

You will receive an email with a URL which links to a registration page for a **hummingbird** account. After an exchange of verification emails you will have an account and access to the demo facility to explore and experiment.

## System requirements

The only mandatory requirement to use the application is a **web browser**.

It has been tested using:



Safari



Firefox



Edge

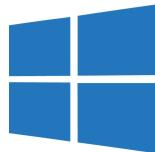


Chrome

hummingbird has been used with:



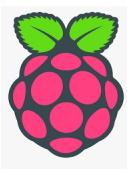
OSX



Windows



Debian



raspberry pi

## FYI

**Important** you will be required to acknowledge and accept the [use of cookies](#) before you can use the application.

## Optional

**Utility** hummingBird has a small [utility](#) which can be used to extract poem titles locally for fast [upload](#) and batch database updating.

**Dropbox** to access the complete workbench functionality a [Dropbox account](#) is necessary so as to have the text of your poems accessible. However if this is not mandatory; +95% of the functionality will still be available without an account.

**WORD** if you wish to use the application template to create your poems then you need a recent version of MS-WORD that can work with .docx templates.

## Getting help



Your first recourse to help are these web pages most of which have hyperlinks on related pages.

You'll find a contents list of topics on the left there's also a searchable keyword index.

All the application menu items have chapter/topic pages

The contents include a major [How to](#) and [Terminology](#) chapters.

The topics pages include YouTube videos demonstrating the use of each major function.

Should these pages not provide the information you require you should make use of the

[Contact Us](#) link at the bottom of every page.

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## Application startup

This chapter explains:

- how to logon
- the home page
- housekeeping

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## logging on

hummingBird Home Login/Registration ▾

You have logged out.



Log In

E-mail:

Password:

Remember Me:

[Log In](#)

[Forgot Password ?](#)

Access to the application is straightforward.

You will recognise the screen from the registration process

You will need your email address, which is used as your identification, and your password.

The logon process has the facility to change your password and deal with a lost password.

After three failed attempts your account will be locked.

You will have to repeat the verification process to unlock the account.

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## housekeeping

Behind the scenes the application performs a number of housekeeping tasks between logging on and presenting you with your home page.

- First a check will be made to see if it is necessary to display any system wide message. Typically this will be when the system has been taken offline for emergency maintenance. If this is the case your access will be terminated at this point.
- If this is the first time today you have logged on these specific *once a day* tasks will be undertaken:
  - generate an alert for any competitions that are closing within a preset window - the default is 10 days
  - notify you of any poems that were entries to competitions whose commitment has expired
  - exceptionally notify you if there are updates to download
- If the appropriate user parameter has been set the current WIP poem will be opened ready for editing.

Then you will be presented with your home page - the listing form for your poems.

Other housekeeping tasks that happen autonomously are the maintenance of:

- competitions
- magazines
- publishers

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## Poems

Poems are **the** data for the application.

Every other piece of data is either related to or supports poems.

The key identifying field of a poem is its title - which must be unique.

How to use and manage poem information is covered in the following sub-topics.

### Sub-topics

- The [video](#) will take you on a brief tour of the features and functions that support the applications use of poems.
- [registration](#) takes you through the simple, manual, steps of registering an existing poem

- [create](#) shows you how to create a new poem using the application's template
- [tabs](#) shows you what kind of tabbed information you can expect for your poems
- [Actions](#) illustrates the various actions you can perform on a selected list of poems
- [journals](#) shows how to use journals with poems
- [uploads](#) shows you how to use the upload file facility to process a batch load of file titles from an upload file [using the hb\\_gpt\\_upload utility](#)
- [links](#) illustrates how you can link referencing & support material to your poems
- [lists](#) shows you how to make, update and sort lists of poems

**Important** *information about users poems is strictly private*

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## Video

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## registration

If entering data manually then poems must be registered using the individual poem form.

Alternatively you can accomplish fast batch registration of poems using the utility software with the [upload](#) process

You can navigate to the individual form from the [home](#) page by clicking on the **+ Add poem** button. The empty create poem form looks like this:

The screenshot shows the 'Add poem' form with the following details:

- Title:** \* (Mandatory field)
- Last used:** - (Automatically maintained)
- Form:** (Can be left blank)
- WIP:** \* (No) (Work in progress. If set to Yes will exclude the poem from the choices)
- Multiple use:** (Unknown) (UNset for single use, SET for multiple use. Left as Unknown it will default to the user parameter setting)
- Create:** \* (No) (Set to Yes to create & register a new poem using the template)
- Tags:** (A comma delimited list of words or phrases)
- Source document URL:** (Must be a dropbox link)

Buttons on the right side of the form are:

- Save
- Save and add another

Note there are several [red star fields](#)

**with the exception of the [title](#) they can all be left to take a default value.**

- **Important** You should follow the hyperlinks for more information on each field

- **Title** you should follow the hyperlink above understand how to use this field effectively.

- **Last used** is a read only field, automatically maintained whenever the poem is used, currently blank
- **Form** not a mandatory field - the drop down menu hides some +50 forms
- **WIP** see help text underneath field and the hyperlink
- **Multiple use** see help text underneath field and the hyperlink
- **Create** leave this at the default 'No' unless you want to [make use of the template to create your poem](#)
- **Tags** enter any contextual [tags](#) that will help identify & classify the poem
- **Source URL** see help text underneath field and the [Dropbox](#) link

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## create a new poem with the template

Using hummingBird to create a new poem with the application's template is straightforward.

**Important** You will require a recent version of MS-WORD that can handle .docx files.

First use the [registration process](#).

- Enter a title
- **Important** ensure that the **WIP** field & the **Create** field are set to **Yes**
- Complete any other fields - you can leave them all untouched if you wish
- **Save** the registration - this will initiate the template

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## tabs

Related [tabbed](#) information is displayed along with the individual poem data; see the links for details.

The information on the tabs will all be related to the specific poem e.g. competitions entered, readings etc.

**Important** All the tabbed information is **read-only** i.e. you cannot create/edit/change/delete it directly.

This means if you wish to for example record the poem's submission to a magazine you must do so from the submissions form and not from the submissions tab.

If there is no specific related data on the poem there will be no tab  
e.g. if the poem has had no registered readings there will be no readings tab

## actions

are specific limited functions applied to selected poems.

You can sort, filter and select poems *before* an action is applied in order to get a specific sub-set

At least one poem must be selected for an action, you can select all the poems, or a sub-set.

**Important** Some actions are reversible, some are not.

Select the action required from the drop down menu.

## Specific actions

- **Reverse the WIP settings**
- **Re-assign the form \***
- **Re-assign the use \***
- **Re-fix the titles\***
- **Remove the default tag**
- **Add the default tag**
- **Listing report**
- **Detailed report \***

\* the parameter for the selected poems will be re-assigned to the user's parameter default

\* can only be used on one poem at a time

## journals

are partly maintained by the application

e.g. whenever a poem is submitted to a magazine a journal entry is automatically created,  
Journals can be created by a user for whatever purpose

All journals are automatically date-time stamped at creation and if ever they are updated

## uploads

These files are used to hold poem titles recovered the files in your local directories into the application.  
This recovery is accomplished with the aid of the hummingbird utility,

[hb\\_gpt\\_upload](#)

which you must download and execute on your local PC to produce an upload file.

It is these upload files that are required by the upload facility which transports the files to the website.

The screenshot shows a web-based form titled 'Add upload'. It includes fields for 'Titles document:' (with a red asterisk) and 'Description:', both containing placeholder text. A 'Choose File' button is present, with the path 'hb\_upload\_20...4131422.txt' displayed. On the right side, there are two blue buttons: 'Save' and 'Save and add another'.

Once the file has been uploaded it can be processed

with the action shown below when the poem titles will be extracted and registered

The screenshot shows a list of uploaded files. At the top, a green message box states 'The upload 'Test upload for help documentation' has been successfully changed/saved.' Below this, a table lists the uploaded file 'poet\_9/hb\_upload\_200614131422.txt'. The table has columns for 'Titles document' (checkbox checked), 'Description' (text: 'Test upload for help documentation'), and other details. Action buttons include 'Process upload', 'Go', and 'Run the selected action'.

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## links

is a facility to link poems with URLs to:

- Documents
- Recordings
- Images
- Videos
- References
- Notes
- Critiques

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## lists

are no more or less than ... lists of poems.

The designer found he had an almost constant need to keep lists of poems.

So this simple facility was integrated into the application.

Lists have two characteristics: a name and an extensible set of items - poems. Poems can be dragged and dropped into any desired order by clicking in and dragging the empty grey square in the Sort column next to the poem title.

The screenshot shows a user interface for managing lists. At the top, there's a navigation bar with 'Home > Collection > Lists > 1st Pamphlet'. Below this, there are two input fields: 'Name: \*' containing '1st Pamphlet' and 'Notes:' containing 'An illustration of useful list.' A note below the notes field says: 'Items can be dragged and dropped into any order by picking up the blank square in the Sort column'. Below these fields is a section titled 'Items' with a table. The table has columns 'Sort' and 'Poem'. It contains four rows of data:

Sort	Poem	Delete?
	having taken a sounding	<input type="checkbox"/>
	These morning hills	<input type="checkbox"/>
	Knossos	<input type="checkbox"/>
	prediction, a	<input type="checkbox"/>

At the bottom of this section is a link 'Add another item'.

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## Competitions & Entries

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Subject to the competition rules - which are outside control of this application and subject to the restrictions of [allowable/available poems](#)

- You may make many different poem entries to the same competition
- you may submit the same poem to many different competitions

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## Competitions

Competitions are publicly accessible. Their maintenance and updating (typically every 30 days) is a behind the scenes [housekeeping](#) task.

You are not permitted to change the public competition information. You can obviously reference them to register your competition entries.

In addition to the public competitions you can register private competitions that can only be referenced by you. You are not allowed to make public private competitions.

Competitions carry a country identifier - currently we have UK & USA competitions. If a reliable internet source of other country poetry competitions can be identified they can easily be incorporated into the application.

Counts of competition entries are public.

*FYI:* housekeeping will automatically remove a competition if the closing date has expired *and* it has no entries.

**Important** competitions with entries have a [background highlight](#) in the listing form

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## Entries

Making the management of entries to competitions was one of the goals of the application.

Entries commit [available poems](#) for a commitment period defined by the submission date (start) and the closing date + the wait period (end).

NB only [multiple use](#) poems can be entered into multiple competitions which have overlapping commitment periods.

An entry will automatically create a journal for the poem and increment the poem's current entry count. Counts of historical entries are maintained.

Entries can be withdrawn or deleted at any time. The difference between a withdrawal and deletion is that the latter removes all related records permanently.

Entries are automatically expired at the end of their commitment period and become available again. Users are informed of expired entries when they logon for the first time each day.

It is permitted to pre-expire an entry after the closure date and before the commitment end date. (pre-) Expiry automatically creates a journal entry

If successful entries can be tagged with a placement.

**Important** *information about a users poem entries is strictly private*

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## Magazines & Submissions

Subject to the magazine submission rules  
which are outside control of this application  
and subject to the restrictions of [allowable/available poems](#):

- you may submit as many different poems to the same magazine as you wish
- can make repeated submissions of the same poem to the same magazine
- you may submit the same poem to many different magazines

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## Magazines

Magazines are publicly accessible. Their maintenance and updating (typically every 60 days) is a behind the scenes housekeeping task that happens autonomously.

You are not permitted to change the public magazine information. You can obviously reference them to register your submissions.

In addition to the public magazines you can register private magazines that can only be referenced by

you. You are not allowed to make public private magazines.

Counts of magazine submissions are public.

Magazines carry a country identifier - currently we have only have UK poetry magazines . If a reliable internet source of other country poetry magazines can be identified they can easily be incorporated into the application.

**Important** magazines with submissions have their [backgrounds highlighted](#) in the listing form

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## Submissions

Making the management of submissions to magazines was one of the goals of the application.

Submissions commit [available poems](#) for a commitment period defined by the submission date (start) and the closing date + the wait period (end).

NB only [multiple use](#) poems can be submitted into multiple magazines which have overlapping commitment periods.

An submission will automatically create a journal for the poem and increment the poem's current submission count. Counts of historical submissions are maintained.

Submission scan be withdrawn or deleted at any time. The difference between a withdrawal and deletion is that the latter removes all related records permanently. A withdrawal automatically creates a journal entry

Submissions are automatically expired at the end of their commitment period and become available again. Users are informed of expired submissions when they logon for the first time each day.

If successful submission can be tagged with a publication date.

**Important** *information about a users submissions is strictly private*

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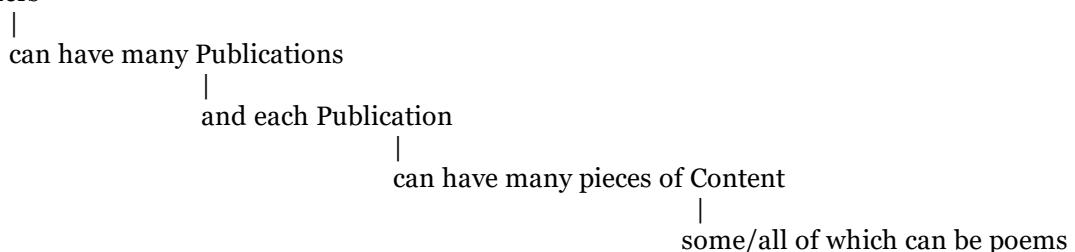
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## Publishers, Publications & Context

There is a [hierarchical](#) relationship between Publishers, Publications and Content ( poems).

Publishers



E.g. The *publisher Bloodaxe* is responsible for the anthology *publication Staying Alive* which has as *content* Alice Oswald's poem **Marriage**.

**Important** it is the convention that poems which are put into the public domain i.e. published an a publicly available publication, are no longer eligible for competitions or submissions to magazines

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## Publishers

Information on poetry Publishers is publicly accessible. The maintenance and updating (typically every 100 days) is a behind the scenes housekeeping task that happens autonomously.

You are not permitted to change the public publisher information. You can obviously reference them to register your poetry content.

In addition to the public publishers you can register private publishers that can only be referenced by you. You are not allowed to make public private publishers.

Publishers carry a country identifier - currently we only have UK publishers. If a reliable internet source of other country poetry publishers can be identified they can easily be incorporated into the application.

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## Publications

It is up to you to register specific poetry publications for a publisher. These include:

- Anthologies
- Books
- Chapbooks
- Pamphlets
- Websites
- Projects

**Important** You must first register a publication before you can add the content (your poems).

**Important** Publications are strictly private to each user.

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## Content

You may record your poem as the context of a publication subject to the restrictions of [allowable poems](#).

**Important** Making a poem the content of a publication effectively commits the poem for ever\* - unless it is a [multiple use](#) poem

Making a poem content will automatically create a journal for the poem and increment the poem's content count.

Content can be withdrawn or deleted at any time. The difference between a withdrawal and deletion is that the latter removes all related records permanently. A withdrawal automatically creates a journal entry

**Important** *information about a users publication content is strictly private*

\* This is the accepted convention - a published poem cannot be used again for a competition entry or submission to a magazine.

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## Groups, Events & Readings

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Groups are your private information as are events and readings.

There is a **hierarchical** relationship between groups, events and readings. A group can have one or more events which in turn can have one or more poems read at a reading. E.g. a poetry group might have a monthly open mic session at which a users poems are read.

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### Groups

Group is an portmanteau term to cover any organisation/place where a poetry reading would be appropriate

E.g. Hotel, )for a wedding reception), church (for a eulogy), pub (for an open mic night), writers group (for a read around session

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### Events

Event is an portmanteau term to cover any occasion where a poetry reading would be appropriate  
E.g. wedding reception), funeral, open mic night, read around session

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### Readings

The ability to register a poem at a reading is **not affected by or affects** the [allowability/availability](#) of the poem.

Conventionally a poem does not have to be published (or even finished) to be given at a reading

The number of readings at an event might vary considerably.  
E.g. 1 for a eulogy, to 12-20 at a poetry reading of your work.

A count is kept of each poem's readings.

**Important** reading data is strictly private to the poet

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### Maintenance

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is about being able to change your user parameters to customise the operation of the application to your requirements.

The changes you make can be permanent or temporary. All are reversible though their effects may not be.

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### User Parameters

These are a number of switches and settings that can be changed to customise the behaviour of the application to your requirements

**Important** many of the user parameters *do not have* to be changed, all are initially set up with sensible defaults. Some of them cannot be changed by you and are controlled by the application.

However several of them work in concert with [actions](#) and or [housekeeping](#) functions and may need changing to achieve the effect you desire.

E.g. you can change the default alert window for competitions closing, from the default 10 days, to a longer or shorter period to fit in with how you respond to closing dates.

Parameter	Default	Notes on changing
The first time flag	True	Read only - controlled by the application - used to issue welcome message
Wait period for competitions entries	31	Number of days which are added to the closing date to compute committed period end date
Wait period for magazine submissions	101	Number of days which are added to the current date to compute committed period end date
Wait period for publishers response	271	Number of days which are added to the current date to compute committed period end date
Advanced days warning of competition closure	10	Size of the alert window in days before competitions the closing date
Default multiple use	False	consider carefully before changing this setting - used for uploads
Last housekeeping run on	date-time	Read only - controlled by the application
Default tag(s)	_Latest_	Used for uploads
Default poetic form	blank	Must be selected from drop down menu +50 alternatives
Last upload details	empty	Read only - controlled by the application
Present the current WIP poem at startup	False	If true current WIP will be opened for editing
Current WIP poem	empty	Select from WIP poems
WIP DropBox API access token	blank	See XXXXXX for details
Copyright text	blank	Used by the template
country preference	UK	Used to pre-select competition, magazines & publishers

cookie consent required	True	Used to trigger first time question
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## Resources

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are external links to useful sites for poets.

- **Downloads**                         hummingBird downloads will typically be updated utility software, release notes, bug fix details
- **Dictionary**                         wikitionary
- **Compare**                             diffchecker
- **Online**                                 Poetry foundation resources
- **Big gig**                                 Writeoutloud events
- **Google**                                 lookup info., references, sources

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## How to

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these how-to topics provide instructions for common tasks.

They are processes are applicable across all records

e.g. you delete a record in exactly the same way irrespective of the record type.

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### Access the demo user account

The web address is:

[http://www.hummingBird\\_tpw.co.uk//accounts/login/](http://www.hummingBird_tpw.co.uk//accounts/login/)

Username:

**demo**

Password:

**demoMarmalade**

The demo data is read-only.

You are not allowed to create, edit or delete anything but within these confines you can explore and experiment with the application.

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## Add a new record

you must use the green **+ Add record** button on the appropriate [listing form](#)

Mandatory fields are indicated with a red star \*

You should complete the record by using the **Save** or **Save and add another** button.

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## Change a record

you must navigate to the appropriate [individual form](#), edit the data field(s) and **Save** the record.

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## change password



To change your password click on this icon and follow the instructions

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## Delete a record

you can only delete a record from a listing form.

Deletions cannot be done directly; they are undertaken as an action.

Deletions can be made to an individual or a selected group of records.

N.B. most, but not all, records are deleteable. The exceptions include [poetic forms](#), public competitions and magazines.

Deletions re-direct to a **Do you want to do this?** form. Deletions automatically cascade to include related data e.g. deleting a poem will automatically delete all entries to competitions made by the poem. All the related cascading deletions will appear on this form.

**Importantly** you will always be given the opportunity to retract or confirm the deletion(s) before they are carried out.

**Deletions are not reversible.**

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## execute the utility

This hummingBird utility harvests poem titles from their document files.

**Important** In order for the utility to work your poems must be in individual files and each file must have the title as the first line. The utility can read the following document file types:

- .txt

- .doc
- .docx
- .odt
- .rtf
- .rtfd
- .pdf
- .ipage

The utility is executed in a terminal window with a number of optional controls; It was built for speed (it is very fast typically scanning 1000's of files in a few seconds) and ubiquity. The same code executes across all platforms. The utility creates a tamper proof text upload file of titles.

**Important** don't attempt to alter the upload file - if you do it won't work!

## How to use

1. Download the correct executable for your operating system. There are different versions of the utility for Windows, OSX & Linux.
2. Move the file to the top level directory that contains your poem documents (strictly this is not necessary - you can locate the file where ever you wish - it just makes specifying the directory and sub-dirs to scan easier)
3. Open a terminal window
4. Navigate to the directory in 2
5. type in the command **hb\_gpt\_upload**
6. You are going to be met with a series of prompts for input - if you respond with [RET] to each one the utility will take a sensible default
7. If you execute the utility like this: **hb\_gpt\_upload -h** you'll get a verbose list of the options all the options can be abbreviated to a single letter or extended to a descriptive word.

## Examples

jr@Orac poetry % **hb\_gpt\_upload -h**

```
usage: hb_gpt_upload_2 [-h] [-u] [-v] [-s] [-t] [-d D] [-i] [-e E] [-p P]
[-r R] [-b B] [-l L] [-f]
```

This hummingBird utility extracts poem titles from the filenames that reside in the document (sub-)directory and builds an upload file of the titles for the main web application.

optional arguments:

-h, --help	show this help message and exit
-u, --usage	provide details and instruction on usage, then exit
-v, --version	provide details and exit
-s, --scan	provide initial counts and exit
-t, --terse	suppress all unnecessary info. - the default is verbose
-d D, --dir D	the path to the document (sub-)directory - the current working (sub-)dir
-i, --include	all the sub-dirs of the document (sub-)dir - N to exclude subdirs
-e E, --extn E	filter files by a single extn E - ALL extns , choices are: .txt .doc .docx .odt .rtf .rtfd .pdf .ipage
-p P, --previous P	select files by date last modified in the period P, ALL files, choices are: [1-10]d   [1-4]w   [1-12]m where d=days, w=weeks & m=months
-r R, --reject1st R	reject the first R files - 0, choices 1-1000

-b B, --block B	list blocks of B titles at a time - choices for B are: 10 20 50 100
-l L, --limit L	limit the selection to L titles - 2000 choices for L are: 100 200 500 1000 2000
-f, --filter	will be prompted for a filter which must be a regular expression - see usage for examples

<<< Output <<< The upload file of titles will be given a unique date-time suffix before being placed on the desktop.

jr@Orac poetry % **hb\_gpt\_upload**

You are about to be prompted for a series of optional inputs.  
If you wish to make use of the option's **default** simply hit the [RETURN] key.  
Otherwise select one of the [ option choices ] shown before the ? prompt.  
The utility can be terminated at any prompt by responding with 'X' (to eXit).

A documents (sub-)dir - the default is the current working (sub-)dir  
- /Users/jr/poetry |  
choices [ (sub-)dir ] ?

Include sub-dirs - the default is N to exclude subdirs  
choices [ Y|y|n|N ] ? n

Filter file by extn - the default is ALL  
choices [ .txt|.doc|.docx|.odt|.rtf|.rtfd|.pdf|.iimage ] ?

Filter by previous period - the default is ALL  
choices [ [1-10]d | [1-4]w | [1-12]m ] ?

Reject the first N files - the default is 0  
choices [ 1-10000 ] ?

Block size - the default is 20  
choices [ 10|20|50|100 ] ?

Selection limit - the default is 2000  
choices [ 100|200|500|1000|2000 ] ? 100

**Filter - the default is None**  
choices [ A regular expression ] ?

Scanning... |

1321 files have been scanned - 744 unique titles have been found.

The 744 titles have been truncated to the 100 maximum

To remove any titles in the list 1-20 of 100 enter their numbers in a comma delimited list. A consecutive range of removals may be entered as a hyphenated pair e.g. start\_no-end\_no. If there are no removals in the list respond with Zero. To bypass all removals type '-' and to terminate the utility type 'X'.

1. A Haunting
2. A language waiting to be translated
3. a sounding
4. all this
5. apple equinox
6. bathing
7. because they had been eating stargazy pie
8. becoming
9. BizyBees
10. black
11. close as marrow
12. close; close as marrow
13. conversation in the laundromat
14. could be anything or nothing
15. ekphrastic poetry | Martyn Crucefix
16. even before
17. exit the car
18. false light
19. fat men dancing
20. fat men dancing\_v5\_BIG

**Remove title nos.**

? 9,12,15,20

List 21-40 of 100

21. first signs
22. folio Letter
23. for a few moments
24. For Mervyn Peak
25. gargoyles
26. I'm so worried
27. If the stars could talk
28. In the fifth gallery
29. Instructions from the forgetting room
30. Instructions from the forgetting room No.2
31. Interim report
32. Journey of the Magi
33. Learning to write\_Version 6
34. letter to Michelle Wright
35. line drawing
36. Lycanthropy
37. Mark Doty

- 38. May in April
- 39. Momento mori
- 40. Night talk

**Remove title nos.**

? 34,37

List 41-60 of 100

- 41. Now I am old
- 42. Number seven of sixteen
- 43. On arriving at the monastery of Agia Triada
- 44. On hearing that a good friend
- 45. On talking to the artist
- 46. One of our cities is missing
- 47. painting
- 48. PoemA5page
- 49. poems
- 50. Putting away
- 51. Recorders ages hence
- 52. Responding to the questionnaire
- 53. Samerkand
- 54. Say 'beach and there s an expectation of ocean
- 55. Scandanavian Myths
- 56. September mornings
- 57. Signalling\_revised
- 58. so many different lengths of time
- 59. soft as snows fallingREADINGSIZE
- 60. Sometimes I dream

**Remove title nos.**

? 48

List 61-80 of 100

- 61. song-line
- 62. Special fx
- 63. Summer in the sixties
- 64. synchronicity
- 65. Tailor made
- 66. the act of disappearing
- 67. The Ancients are busking on the High Street
- 68. the are earthen doors
- 69. The arm
- 70. the art of flying
- 71. The busker's concern
- 72. The Chinese master calligrapher
- 73. The colour of grief
- 74. the country
- 75. the direction of last things\_ rev4
- 76. the first city
- 77. The Mirage
- 78. the Q&A
- 79. The same
- 80. the shy ladies of shimla

**Remove title nos.**

?

## List 81-100 of 100

- 81. the source
- 82. the uncertainty principle
- 83. the uncertainty principle\_v01 copy
- 84. The uncorker of ocean bottles
- 85. The Underworld with John's comments
- 86. There are eight blue minarets of distant Samarkand
- 87. there are places that speak of us and them
- 88. these morning hills
- 89. they were searching the house
- 90. this other reality
- 91. Towards a good poem \_EDITING CRITERIA
- 92. twins like a tea tray
- 93. Untitled
- 94. We clean
- 95. we think we see so much
- 96. whale road
- 97. who I am
- 98. writer's cafe info
- 99. Yesterday my father became a leaf
- 100. ~\$iting - a definition

**Remove title nos.**

? 83-85,91,93,100

Finished - in the newly created upload file:

/Users/jr/Desktop/hb\_upload\_200614131422.txt

there are 87 titles (13 were removed from the initial selection).

jr@Orac poetry %

If you go to the [uploads](#) topic you can see how this file is processed by the application.

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## exit



to exit the application click on this icon

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## Filter

you can only filter records on a [listing form](#).

The screenshot shows a listing form for poems. At the top, there are dropdown menus for filtering by date (All dates, February 2020, April 2020, May 2020) and a 'Tags' dropdown menu. The main table lists nine poems with columns for Title, Last used, Entries, Submissions, Publications, and Re. The poem 'Special Fx' is highlighted in yellow. To the right of the table is a 'Tag list' box containing a list of words: ancient history, blue mountains, childhood, Crete, dawn, day, grief, landscape, local, love, memories, Nature, night, observation, relationships, spirituality, surreal, travel, USA, winter. Below the table are buttons for Action, Go, and a status message: 0 of 9 selected.

Title	Last used	Entries	Submissions	Publications	Re
Knossos	2020-Feb-05	0	0	0	1
Special Fx	2020-May-20	1	2	2	1
These morning hills	2020-Feb-05	0	0	0	1
all this	2020-Apr-08	1	0	0	1
colour of grief, the	2020-Feb-09	0	0	0	2
consequence of glass, the	2020-Apr-09	0	1	0	3
having taken a sounding	2020-May-15	1	0	0	0
on arriving at the monastery of Agia Triada	2020-Apr-09	0	0	1	2
prediction, a	2020-Apr-08	1	0	0	2

In the example above the poem Special FX would be selected by the filter

The names of columns on a listing form that can be filtered appear in drop down menu boxes above the banner column headers. Each drop down menu has values that can be selected as a filters. You may use one or more filters at a time; multiple filters are ANDed together. They are applied by using the **Search** button.

Alongside the drop down menus there maybe an empty white select box. This can be used to filter the first text column of the records by entering suitable text/(part of) words/phrases.

There may, in addition to these two type of filer, be a date filter if there is a date field in the records on display. You can filter by year, month and day by.

Filters can be changed and used repeatedly.

Pre or Post-filtered records can be [actioned](#).

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## generate a report

Reports are generated from an [action](#) on a listing [form](#).

Optionally you can [sort](#), [filter](#), use other actions and pre-selection to get the sub-set of data for your report.

With the exception of the detailed poem report which includes all the relevant [tabbed](#) information, listing reports are always about multiple records; unless the sub-set only has one record.

Listing reports are produced as A4 landscaped tabular pdf files which means they can be printed directly from the web application. The detailed poem report is A4 portrait.

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## Initiate an action

[Actions](#) are only available on a [listing form](#).

They appear at the bottom (and sometimes at the top) of the form in a [drop down menu](#).

Performing an action is a four step process:

1. *Optional:* filter and sort the records
2. select the record(s) by clicking on the white square box to the left of the first column. At least one

record must be selected. All records can be selected by clicking in the white square box in the banner header. N.B. you may first have to do a [Show all](#) if the records are paginated. Selections are reversible, de-select with a second click in the white box.

3. From the drop down menu select the action required,
4. click **Go** to have the action performed.

There is often summary [banner message](#) after an action has been performed.

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## Obtain a report

A [report](#) is obtained from an [action](#).

You can get listing reports on:

- poems
- entries
- submissions
- contexts
- readings

You can get detailed reports on individual

- poems

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## Select an individual record

navigate to a listing form,  
click the white box to the left of the first column of the required record.  
It will be selected.

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## Sort

you can only sort records on a [listing form](#).

<input type="checkbox"/>	Magazine	▲ 1 × Poem	▲ 2 × Submitted on	▲ 3 × Committed until	▲ 4 × Status	In
<input type="checkbox"/>	Acumen	consequence of glass, the	2020-Apr-09	2020-Oct-07	Submitted	-
<input type="checkbox"/>	Brittle Star	Special Fx	2020-Apr-09	2020-Oct-07	Submitted	-

Sorting is done on record fields i.e. on a column. Where there is more than one column of sorting options then sorting is done the numbered precedence order shown in the column headings. Sort direction is indicated by an arrow head, up for ascending, down for descending.

Strict ASCII sort order is observed for text fields i.e. A-Z followed by a-z. Sorting can be changed, turned off or on, by repeated clicking it the fieldcolumn header. Sorting can be performed at any time before, during a sequence or after filtering.

Sorting is a temporary re-arrangement of records - it does not affect the database ordering of records. When first viewed each listing form has a default sort order; usually by the first field in ascending order

or exceptionally if this is a date field in descending order.

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## Update a record

- navigate to the listing form of the required records.
- click in the first column of the required record - the contents will be blue
- the individual record form will open
- change the fields
- save the record

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## Use Dropbox

Dropbox is not a mandatory requirement for the application.

However it is a *very useful to have* accessory facility.

hummingbird has been designed to work with Dropbox in a number of ways:

- the application's create poem WORD template is held in a public read only Dropbox
- with your own account you can place your poem document files in an application accessible folder which means you can edit your poems from within hummingbird ♦

If you don't already have a [Dropbox account](#) you should seriously consider acquiring one.

If already have an account you are strongly advised to set up a hummingBird folder within your account for your poem document files. You can then copy and paste their URL links into their [poem registrations](#).

♦ This is because internet security protocols forbid web applications interacting with the contents of user's files and directories

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## Use tags

[Tags](#) are typically used to categorize the content and subject of a poem.

You should endeavour to use tags consistently e.g. have sub-categories within major categories

It does not matter what order you specify multiple tags. You can use multiple tags and different categories. E.g. for **Daffodils** you could have the tags: *Nature, flowers, Wandering*

They can also be used to identify poems for other purposes e.g. as candidates for a pamphlet, inspired by,

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## Use the template to create a new poem

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### use URLs

URLs are used throughout the application to:

- ensure a direct reference to information,
- maintain currency
- obviate the need for entering information (and getting it wrong)
- for compactness.

**Important** URLs are best created or changed by copying and pasting the links. This will minimise the likelihood of mistakes which would render the link useless.

The actual clickable URLs (conventionally in blue and underlined) are displayed above their data boxes which are used for editing. URLs should always be entered in full.

**Important** strict security processes ensure that any attempt to enter bogus information or hacking attempts will be thwarted. All attempts at the latter are automatically logged and reported and will result in the user being banned from the site and their data deleted.

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## Terminology

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### action

means an activity or function carried out on a record or group of records from the ***listing form***.

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### active functions

are:

- entry to a competition
- submission to a magazine
- context for a publication

Once one of these active functions is undertaken by an allowable poem it is deemed committed and will not available for any other active function until the commitment expires.

The application automatically takes note of all commitments and expiry dates. When a poem's commitment expires it is automatically 'released' and becomes allowable

There is an additional active function you can do to a poem, making it a

- [WIP](#)

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## allowable/available poems

are those poems that are **not** currently

- a competition entry
  - a submission to a magazine
  - a context of a publication
- OR
- are [multiple use](#)

FYI: [WIP](#) poems are not available/allowable poems

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## application menu

is the way you navigate the applications data and functions.

You do this by making a selection from the menu.

All the main menu items have sub-menus.

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## background highlight

is used to differentiate listing records in the following circumstances:

- a poem which has its multiple use setting *different* to the user parameter default setting
  - default setting *False* - poem setting *True*
  - default setting *True* - poem setting *False*
- a competition that has one or more entries
- a magazine that has one or more submissions

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## banner messages

appear above the column headers as messages on listing forms and will disappear once you change the form.

Messages are type and colour coded:

- |           |   |
|-----------|---|
| ○ info    | Informational messages for the user                         |
| ○ success | An action was successful                                    |
| ○ warning | A failure did not occur but may be imminent                 |
| ○ error   | An action was not successful or some other failure occurred |

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## contact us



is the way you can contact the hummingbird administrator.  
Clicking on this icon will redirect to an email send page

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## Dropbox

Is [a very useful free internet utility](#).

You need a Dropbox account if you wish to:

- have access to the source text of your poems
- edit your current WIP poem
- create new poems using the application template<sup>◊</sup>

If you already have or decide to have an account you are strongly advised to create separate directories for each of the above activities. It will make things much easier to manage.

<sup>◊</sup> in addition requires an [API access token](#)

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## cookies

are used by the application.

Cookies are small data files placed on your system by the hummingBird application.

hummingBird cannot work effectively or securely without cookies

There is a 2018 European directive [GDPR](#) which requires all web services to announce and seek consent for the use of cookies.

On your very first use of the application you will see the following text at the bottom of your browser page:

***The General Data Protection Regulation (GDPR) requires websites and applications disclose the use of cookies. We use cookies so that hummingBird works for you. By using the website, you agree to our use of cookies.***

If you have any concerns you should stop using the application.

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## data security

is taken very seriously by hummingBird.

hummingBird is built using [Django](#) which has a number of internal processes , tools and techniques to ensure data security.

Your data is private and access is protected by your username and password.  
The security of these two key items is shared equally between hummingbird and it's users

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## form

has two types of meaning:

**A poetic form** refers to a distinct poetic construct of a poem e.g. the sonnet poetic form typically has 14 lines. The application has +50 poetic forms that can be used to classify a poem.



**The application form** refers to the type types of window used to present and manipulate data.

The presentation **listing form** is distinguished by having column headings across the top of the form. You can access the appropriate listing form from the appropriate application menu. Data is presented as a series of records in rows, with each row having a series of fields in columns. Only data on a listing form can be sorted, [filtered](#) or actioned. Data on the listing form cannot be *directly* created, edited, changed or deleted. if there are more than 20 records data is initially presented as a series of pages. It can optionally all be seen on one page using the show all option. You can select individual records on a listing form (or all of them) for collective action. Every listing form has, in the top right hand corner, a green **+ Add record** button

which will switch to an empty **individual form** to create a new record. In addition you can switch from the listing form to the individual form by clicking on the first, leftmost, field of a row - it will be **blue text** to view, edit and [change data](#). An individual form presents all the data of a record in two columns. The leftmost column has the identification titles for individual fields. The rightmost column has the corresponding data presented in white boxes; it is this data that can be entered and/or edited. There maybe data presented without a white box - this cannot be edited. Some white boxes, rather than allow data to be typed in directly, present data options as [drop down menus](#). To effect a permanent data entry, or change, you must use either the **Save** or **Save and add another** entry button. The form also has a [History](#) button which links to a **history form** detailing the history of this record.

A **Do you want to do this?** form appears after you have actioned a deletion. Importantly you are given the opportunity to retract or confirm the deletion(s) before they are carried out.

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## home

This is the application's home page - it is your poem listing form.

You will be re-directed here after logon.

## housekeeping

refers to the autonomous tasks that are carried out behind the scenes which undertake the necessary services to keep the application up to date and functioning.

E.g.

- keeping the competition and magazines listing current
- informing the users about which competitions are about to close
- database backup

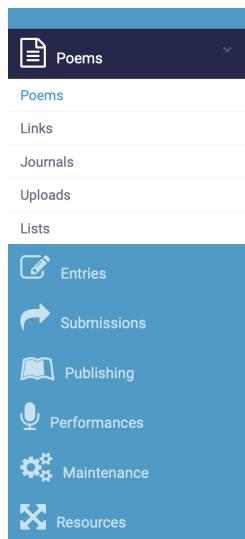
## history

means the changes made to a record. which you can view by using the **History** button on the **individual form**

## menu

there are two types of menu.

The **application menu** is always visible on the left hand side of the application window and looks like this:



You'll see that each menu item is prefixed with an identifying icon.

Hovering your cursor over these items will bring up a sub-menu.

Clicking on an entry in the sub-menu will open an [application list form](#) for the item.

**Drop down menus** are visible on both the application and individual forms and can be recognised as a white box with up and own arrow heads, one above the other, at the right hand side of the box. Clicking on the arrow heads will make visible appropriate values that can be selected.

## multiple use

is a term applied to a poem.

It means that the poem is permitted to be used for **multiple active functions** simultaneously

N.B. The default for every poem is single use.

However the default can be changed and **all** poems can be switched to multiple use at any time.

The prevailing default is always applied to newly registered poems automatically, but it can be overridden- see user parameters.

In addition individual poems can be switched from the default to the opposite at any time.

Multiple use poems are not constrained by commitment dates and consequently don't have any; they are free from the limitations and controls of single use poems and are available for any active function at anytime.

**Important** single use is the accepted and expected norm with competition setters, magazine editors and publishers. They become understandably and seriously hacked off if you withdraw your poem in favour of another competition, magazine or publication; particularly so if they have invested time and effort in choosing your poem.

**Important** Best advice is for multiple use: **DON'T DO IT!**  
**and leave the default setting at single use.**

**Important** because it is difficult to identify poems that conflict with the prevailing default use and they are likely to be rarities they will appear with a [highlighted background](#) in the listing of poems

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## normalised title

Normalising a title moves the leading definite & indefinite articles to the end of the title

e.g. *A kind of wonder* becomes *kind of wonder, A*

and *The song of songs* becomes *songs of songs, The*.

This ensures you don't have a great many poems sorted together under *A....* and *The ....*

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## passive function

is:

- giving a reading

if this passive function is undertaken the poem is not committed in any way and is available for use with an [active function](#).

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## red star fields

fields that have a red star \* are mandatory.

Note this does **not** mean that they have to have data manually entered or entered via an automated batch process.

Most, *though not all*, can be left blank and will take on a suitable default value (which might be blank or null).

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## reports

There are two kinds of reports: *listing* and the one off *detail*, both are generated by [actions](#).

Each type of report is produced as a .pdf file which can be easily printed or saved.

Listing reports are generated for the current sub set of selected records.

They may often contain more information for the records than is visible on the [application form](#).

The detail report for a poem has all the information you would see on an [individual form](#).

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## rfi

**request for improvement**, can be anything from:

- |        |   |
|--------|---|
| low    | - fix spelling & explanatory/information text |
| medium | - get existing functionality to work better   |
| high   | - supply much needed missing functionality    |

---

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## single use

is a term applied to a poem.

It means that the poem will only be permitted to be used for **one active function** at a time.

The default for every poem is single use.

However the default can be changed and **all** poems can be switched to multiple use at any time.

The prevailing default is always applied to newly registered poems automatically, but it can be overridden- see user parameters.

In addition individual poems can be switched from the default to the opposite at any time.

**Important** single use is the accepted and expected norm with competition setters, magazine editors and publishers. They become understandably and seriously hacked off if you withdraw your poem in favour of another competition, magazine or publication; particularly so if they have invested time and effort in choosing your poem.

**Important** Best advice is:     **DON'T DO IT!**  
**and leave the default setting to single use.**

**Important** because it is difficult to identify poems that conflict with the prevailing default use and they are likely to be rarities they will appear with a [highlighted background](#) in the listing of poems

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## tabs

are used to display related information about a single record.

E.g. a poem can have tabs on:

- competitions entries
- submissions to magazines

- contexts for publications
- readings at performances
- links
- journals
- lists

### **Importantly**

- if there's no related information on a subject there will be no tab
- information on a tab cannot be created/ edited/changed/deleted
- tab titles have a particular format
  - current-number name (expired number)
  - e.g. 2 entries (4) - reads two current entries and four expired entries
  - clicking on a tab will make the related data visible

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## **tag**

is a term applied to a poem as a means of classifying the content.

A tag must be composed from letters and/or numbers, it will usually be a word or phrase.

A poem can have multiple tags separated by commas. These are tags:

- Nature
- Transport, no.7 bus
- Travel, country, Crete
- History, Crete, labyrinth at Knossos

These are **not** tags

- \*
- [ ]
- .....?

You can filter poems by tags

**Important** Be careful to ensure you use the correct, consistent spelling and formatting at all times with tags. Nature and natur will be taken as *two different* tags.

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## **titles**

mean, in the context of hummingbird, exclusively *poem* titles.

### **Important**

- A poem can't exist without a title
- A poem can exist with *only* its title - all the other necessary data can take the defaults
- Your titles must be unique  and not longer than 100 characters
- If you must manage similar versions of the same poem it is suggested you append a numerical sequence number to the title or a date-time stamp e.g. Daffodils 200612\_20:48 so that sorting will automatically maintain a chronological sequence
- You are likely to be sorting titles, sorting uses ASCII sequencing A-Z followed by a-z. It is strongly suggested you use a consistent format for titles. Either capitalise the first word & lowercase all

other words, lower case all words or use [normalised titles](#). The application has poem [actions](#) to postfix all of these.

✖ In this context 'unique' means unique to you.

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## **WIP**

is a **Work In Progress** poem

WIPping a poem automatically makes it unavailable for any other [active function](#), so you can safely work on it. Use the poem's [individual form](#) to change its WIP status

WIPped poems do not have a commitment date and remain unavailable until unWIPped.

You can WIP a poem that is currently in use and committed. If the commitment date expires it will remain unavailable.

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