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How To Import Documents into Transkribus

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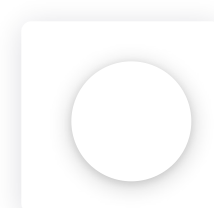


How To Import Documents into Transkribus

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Introduction

- There are different options for uploading your documents



Import function



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(<https://readcoop.eu>) To use the import function click on this symbol:

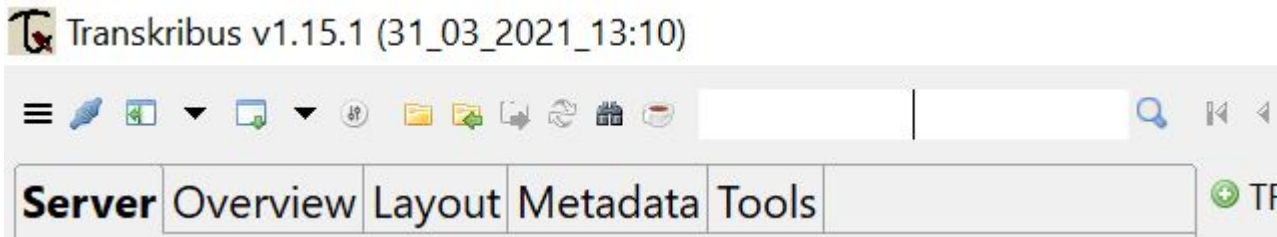


Figure 1 "Import document" button

- The following window will open up. You will see that you have five different options to upload your documents.

 A screenshot of the 'Document ingest / upload' window. The window has a title bar with a minus, maximize, and close button. Inside the window, there are five radio button options for document upload:

- ☐ Upload via private FTP (also PDF files)
- ☒ Upload single document
- ☐ Upload via URL of DFG Viewer METS
- ☐ Upload via URL of IIIF manifest
- ☐ Extract and upload images from pdf

 Below these options is a section titled 'Single document upload' which contains two text input fields: 'Local folder:' and 'Title on server:'. To the right of the 'Local folder:' field is a folder selection icon. At the bottom of the window, there is a section titled 'Add to collection:' with a dropdown menu showing '#readme2020 (63948, Editor)'. At the very bottom, there are two buttons: 'Upload' and 'Cancel'.

Figure 2 Upload window

Upload via private FTP (also PDF files)

- Make sure you have a FTP client installed.
- Choose the FTP-option within the upload-window

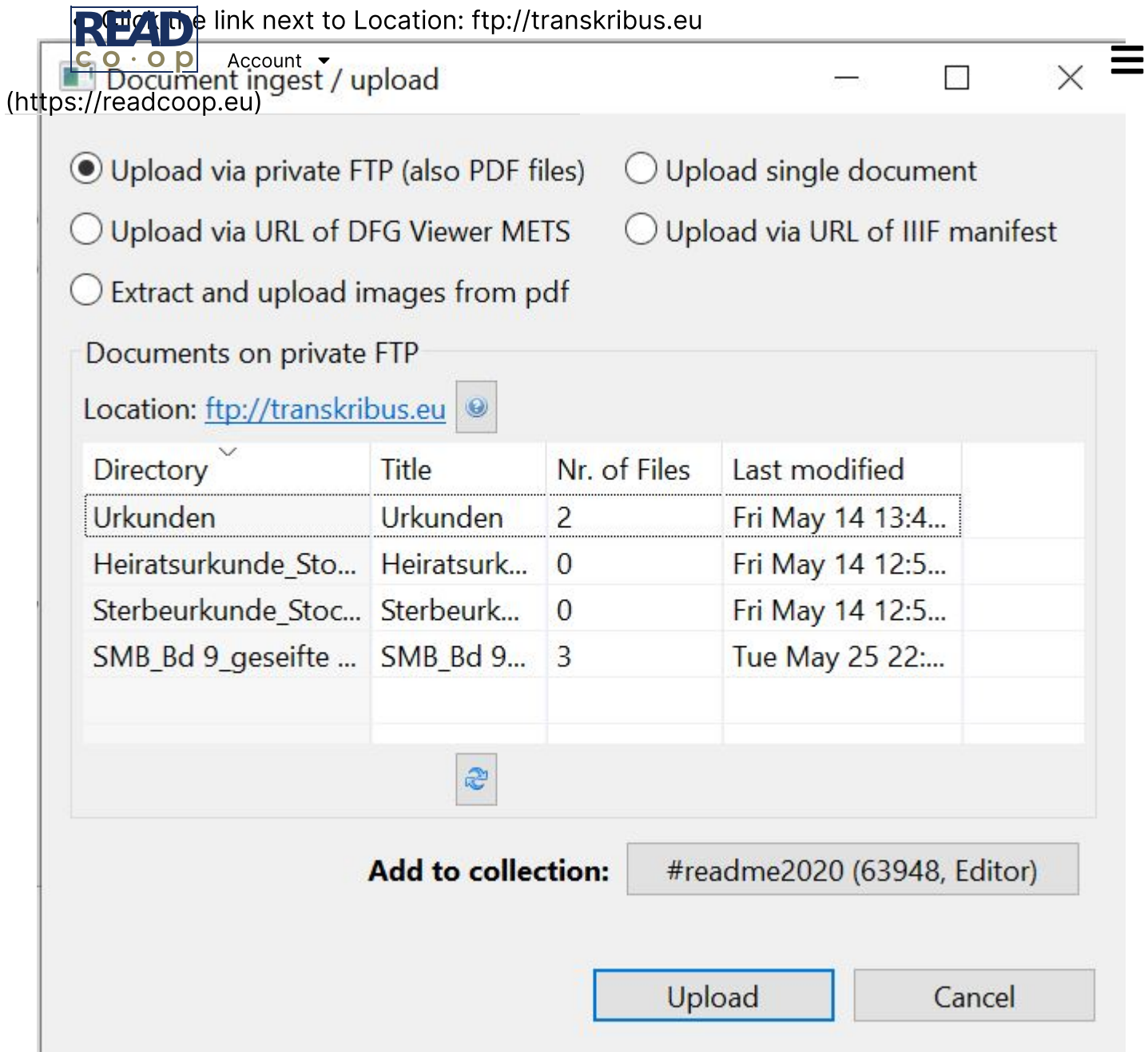


Figure 3 Connecting to FTP Server

- Your standard FTP Client (in this case WinSCP) pops up and asks for your password. Please use your login credentials you also use with Transkribus.

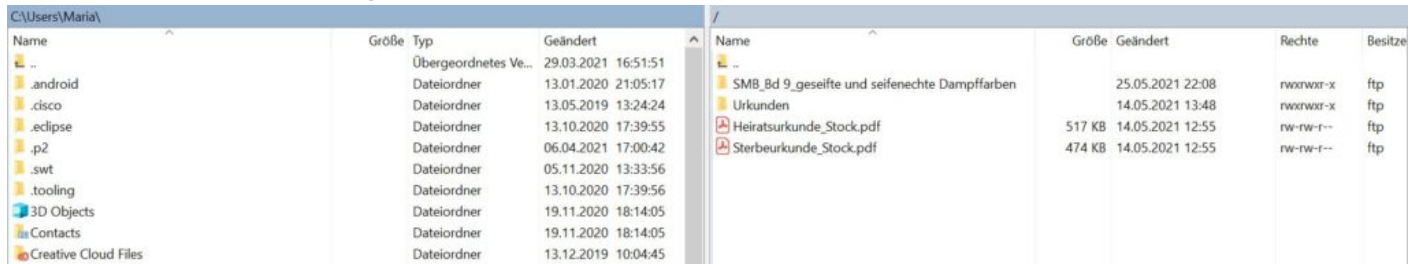


Figure 4 WinSCP Window

- After logging in, you will see this window.

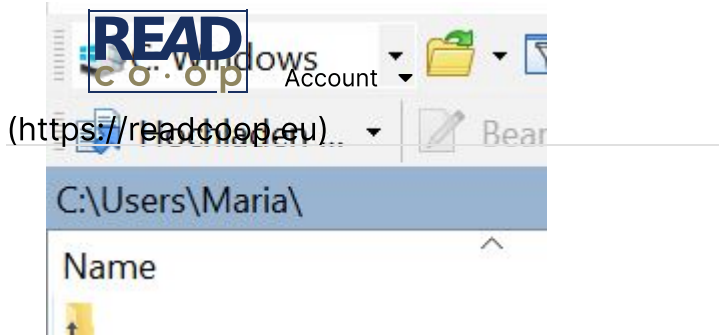


Figure 5 Choose the right partition

- Choose the partition where you saved your documents.
- You can either upload your whole directory with all files in it or you choose single files. Just drag and drop them from the left to the right window.
- After everything is uploaded correctly, you can close WinSCP.

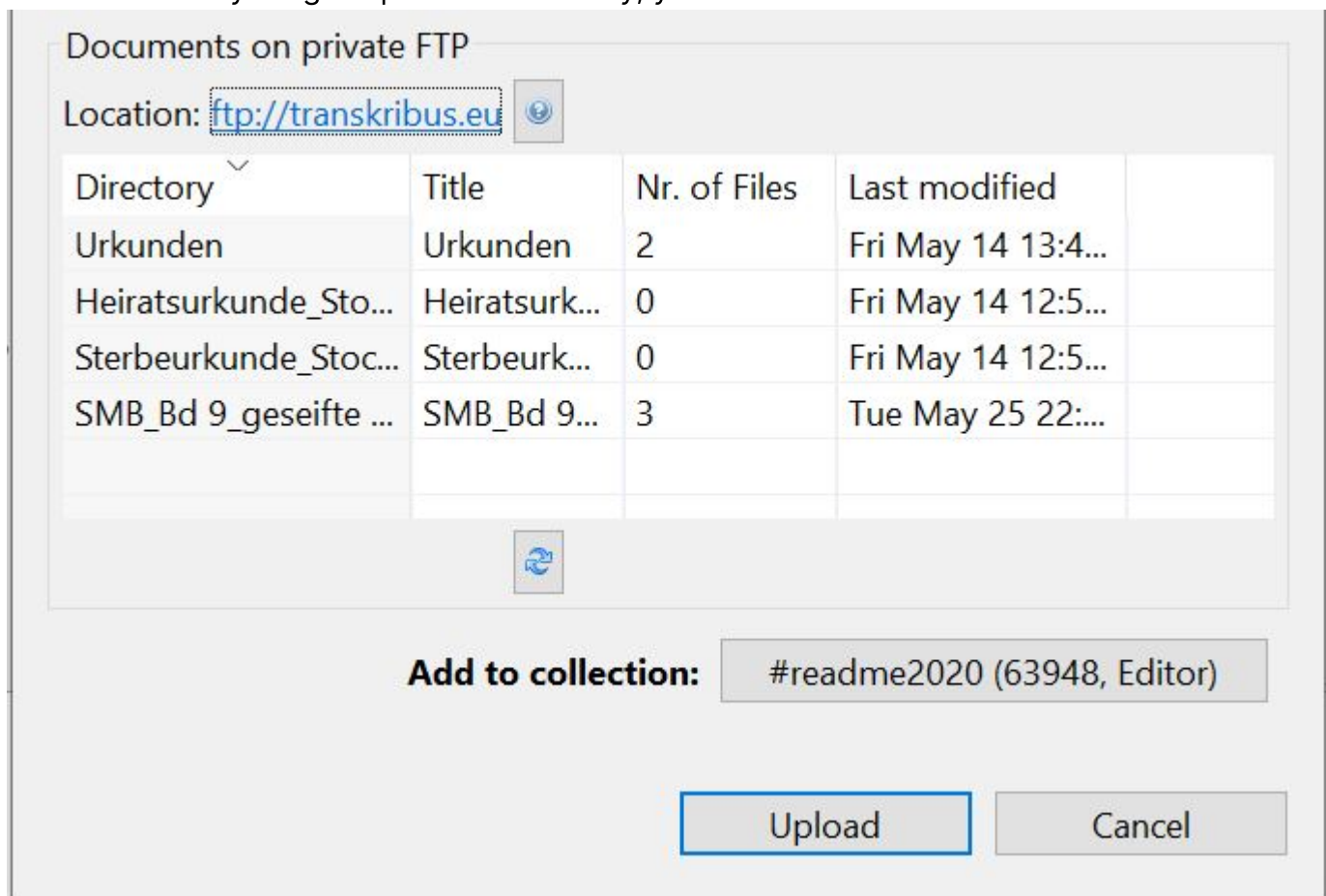


Figure 6 Refreshed Upload Window

- After refreshing the upload window with the blue circling arrows, you can see the files that you just have uploaded. Choose the files you need in your collection and press "Upload".
- You can see the upload in your jobs-page. It might take a while, depending on how many files you upload.
- Afterwards, you will see the files in your collection, ready to work with.

Upload via URL of DFG Viewer METS

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Document ingest / upload

☐ Upload via private FTP (also PDF files) ☐ Upload single document

☒ Upload via URL of DFG Viewer METS ☐ Upload via URL of IIIF manifest

☐ Extract and upload images from pdf

Document upload via METS

METS URL:

Add to collection: #readme2020 (63948, Editor)

Figure 7 Upload via URL of DFG Viewer METS

- Simply insert the URL of the DFG Viewer METS in the provided field and press "Upload".

Extract and upload images from pdf

- If you don't want to work via the private FTP, you can also choose PDF via this option.

Document ingest / upload

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☐ Upload via private FTP (also PDF files) ☐ Upload single document

☐ Upload via URL of DFG Viewer METS ☐ Upload via URL of IIIF manifest

☒ Extract and upload images from pdf

Extract images from pdf (locally) and upload

Local pdf file: 

Extracted images can be found at C:\Users\Maria\AppData\Local\Temp\Trp

Add to collection: #readme2020 (63948, Editor)

Figure 8 Extract and upload images from pdf

- Click the directory field right from the provided field, choose the pdf-file you want to upload and then click “Upload”.
- Note: You can only upload one pdf-file at a time with this option. If you have a couple of pdf-files you might want to use the first option with the FTP-client.

Upload single document

- In this option, you can only choose directories. Therefore, make sure that all your images (no pdfs) are in this directory you are choosing.
- When searching for the folder with the images in it on your computer it will seem as if the folder would be empty. That is just a matter of displaying and fine like this. Please



Place the folder one hierarchy above (not the images themselves) and confirm. To stop the upload process click on "Upload".



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Upload via URL of IIIF manifest

- Insert the URL of the IIIF manifest in the provided field and click "Upload".

Credits

We would like to thank the many users who have contributed their feedback to help improve the Transkribus software.

The COOP

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