

# RESEARCH CATALOGUE

## QUICK START GUIDE

### **REGISTRATION, PROFILE & ADDING RESEARCH**

1. The Research Catalogue is at: <http://www.researchcatalogue.net/>
2. Either **login** or **register** for an account. (Note: as part of the account registration process, a signed form and proof of identity have to be sent by mail to the Society for Artistic Research. See <http://www.researchcatalogue.net/portal/register>)
3. Click on **MY PROFILE** and **EDIT PROFILE** to enter or update your personal data.
4. Click on **ADD RESEARCH** at the bottom of the profile page to create a new research exposition. A popover form opens: enter the metadata for the new exposition, such as title, abstract etc.

### **WORKSPACE**

5. After having clicked **SUBMIT** the exposition workspace opens. You can always navigate back to your profile by selecting **MY PROFILE** in the top menu.

Key areas in the workspace are:

- *Page* (large, rastered area to the right of the window): the canvas onto which you can drop your work.
- *Toolbox* (left hand side): click on the  crosshair and drag onto the *page* to add a  text,  picture etc. *tool*
- *Repository* (left hand side, below toolbox): the storage space for your previously uploaded material divided into *works* and *simple media*.

### **TOOLS**

6. Enter a first piece of text to your page by dragging  text from the *toolbox* onto the *page*. A popover will appear that allows you to enter and edit text. Add some text and click **SUBMIT**. The text will now appear on the page at the place where you dragged the tool to. You can do the same with any other *tool*.
7. When adding media other than text to the page, you will need to press **+ ADD MEDIA** to select a media file on your computer for upload and display. (NOTE: media files are automatically transcoded by the RC and in the case of larger files this may mean a delay between adding media and being able to use it. You can request an email alert once your files have been transcoded, see point 23.)
8. Basic operations with a *tool* on a page:
  - *Move*: Click on and drag the *tool* to a different place on the *page*.
  - *Edit*: Double-click the *tool*. A Dialogue will appear where you can edit the content and the style.
  - *Scale*: Move over the corner of a *tool* until the pointer changes to an arrow; click and drag the border of the *tool* to the desired size.
  - *Delete*: Select a tool with a single click. By right clicking on it you can select **DELETE** from the Menu. Also it is possible to make a Double-click on it. In the appearing dialogue you can click on **DELETE TOOL** to remove the tool from the site.
  - *Lock*: Select a *tool* with a single click; the border will turn green indicating that the *tool* is selected. Click on the  lock icon to lock the *tool*; the border will turn red to indicate that the selected *tool* is locked. Click  to unlock a locked and selected *tool*.
9. Add as many *tools* as you like to the *page*. To see how the *page* looks when it is published, click **PREVIEW** in the upper right corner of your window. A new tab will open in your browser where you will be able to

see your *page* without any of the edit controls. Keeping this tab open, go back to your workspace and make some changes. Clicking **PREVIEW** again will refresh preview page to reflect the changes you made.

## **PAGES**

10. A *page* is infinitely large. You can make the page bigger, by simply moving tools beyond the right or bottom margin. Scrollbars will appear that allow navigating the now larger page.

11. The *page* you initially worked on is the *default page*. You can add further pages to your research exposition, by clicking the **+** sign to the right of the *default-page* tab. Add the name of the new *page* and clicked **SUBMIT** to add the new *page*. You can navigate between the *pages* by clicking on the *page* tabs. Delete a page by clicking the **x** on the *page* tab of the page you want to delete.

## **HYPERLINKING**

12. In the RC, *hyperlinks* allow you to make connections between one part of your research exposition and another, clicking on a hyperlinked piece of text for example, might lead you to a footnote or image on another part of the page, or on another page entirely. To create a *hyperlink*, scroll to the position on the *page* you want to navigate to (the *hyperlink* target) and click **SHOW CURRENT POSITION** in the upper menu on the left. A message will appear from which you should copy the URL – usually by right-click and selecting 'copy link location'. The URL should look something like this: <http://www.researchcatalogue.net/view/15372/15373/350/15> where '350' indicates the x and '15' indicates the y coordinates of the upper left corner of the window which clicking the *hyperlink* will lead to.

13. Creating the hyperlink: add a new text tool or double-click on an existing one to edit the text of this tool. Click on  in the upper right corner of the text editor to show the toolbars, in case they are hidden. Highlight a word or string of words in your text and click on  the chain symbol in your tool bar. Paste the previously copied URL into 'Link URL' and press **Insert**. Click **SUBMIT** to change the change to your text tool – voila, you created a hyperlink.

## **THE REPOSITORY**

14. Click on **SIMPLE MEDIA** in the *repository* on the left. The *repository* will refresh and will show all media files that you have uploaded to this research exposition. You can drag and drop *simple media* onto the *page*.

15. Click on **WORKS** in the repository on the right. Works are collections of media files that together represent an art work. To add a work click  the plus button on the bottom right corner in your *works repository*. A popover will open that allows you to enter metadata for the work. Click **SUBMIT** to save the work, which will appear now in your *works repository*.

16. In order to add media to your work, double-click the work in the *works repository*. A popover will open. Click on the **resources** tab to add media files to the work. Press **+ ADD MEDIA** to select and add a media file from your computer. You can add as many media files as you want to a work; they may also be of different file format. Press **+ SELECT MEDIA** to select a file from the *simple media repository* to be part of the work you just edit.

17. Works in the works repository are like folders that contain a number of simple media files. Click on  in front of the work to open it and see the simple media files; click on  to close the work folder.

## **SHARING, PUBLISHING, SUBMITTING**

18. When you are finished with editing your exposition, click **MY PROFILE** in the menu to return to your profile page. Your research exposition will be listed below **MY RESEARCH**

## 19. Actions:

- **Edit info:** edit the metadata of the research exposition, such as title etc. (same as point 4).  
The **table of content** tab allows you to create a navigation index (select page and x/y coordinates – point 12)  
The **collaboration** tab allows you to add **co-authors** or contributors to the exposition. By doing so you give them the rights to work on and edit your exposition. Co-authors will be listed as such when you come to publish the research, while contributors are not credited. To add a collaborator click + behind the name in the scrollable list. (Note: collaborators must be registered account holders.)
- **Edit layout:** enter the workspace (see point 5ff.)
- **Preview:** same as point 9
- **Delete:** delete the research exposition
- **Share:** relevant before publication during the design phase only. Private – only you and your collaborators can see the exposition; limited – only logged-in RC can see, but not edit your research; public – everybody can see your research
- **Publish:** You can choose to **self-publish** your research, adding it to the searchable database of published research on the RC, or to **submit** it to a portal (such as the Journal for Artistic Research etc.)  
Note: Publishing will **FIX** your research exposition. You will **NOT BE ABLE TO MAKE ANY FURTHER CHANGES**. Submission will lock the research for edit and alert the respective editor of the portal.

**RESEARCH CATALOGUE FUNCTIONS**

20. Enter a search term into the **SEARCH** box in the upper right corner or click **advanced search** to open the advanced search dialogue. You can search for name or key words.

21. When you find a user's name, you can click on this name to see their **profile**. Click on  **send message** to send a message to that user.

22. As you are logged in and in case you have unread messages, you will see a section **UNREAD MESSAGES** in the right column of the RC. You can also go to your messages by clicking on **MESSAGES** in the menu bar at the top. There, you can send a message to any user of the RC.

23. Click **SETTINGS** in the top menu to

- Select your default language
- Select/deselect email alerts when media files have been transcoded
- Change your password

24. Click **LOGOUT** to leave the RC.

Email [rc@researchcatalogue.net](mailto:rc@researchcatalogue.net) for RC User Support.