

**CREATION OF
DIGITAL ARCHIVES**

A SELF-INSTRUCTIONAL MANUAL

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FOREWORD

The precise purpose of this manual is to promote access to and management of information, consequent information empowerment and resultant development. Information technology facilitates the process of collection, storage, processing and dissemination of information and enables instant access to information leading to overall developments in any sphere of human endeavour.

Managers and users of information cannot ignore the different kinds of abundantly available digital information materials in data, audio, video or other formats. They have to organize, maintain and probably disseminate the information for pushing development forward. There are many free information technology tools that would help in the task. KILA is attempting to make a set of easily available and useful software with a self-instructional manual, for utilizing those technologies for management of data, information and knowledge in diverse development fields.

The manual, along with the cd-rom containing the set of software, will be made available to the institutions or individuals engaged in decentralisation and local development for building digital archives in their institutions, area of activities or personal computers. This publication is a significant attempt on the part of our institute to involve in promotion of information empowerment in our focus areas.

I congratulate the authors of this manual for their attempt to promote creation of prototype digital libraries for wider dissemination and use of information.

*KILA campus
26 August 2006*

*Dr. P. P. Balan
Director
Kerala Institute of Local Administration*

PREFACE

The purpose of this manual is to enable the information managers/information users to create the easiest possible prototype digital libraries with stable, free software.

Access to information is considered to be a vital determinant of development in any human endeavor including academic and research activities and hence digital management of information has wider ramifications in this world of abundant electronic documents. The technologies described in this manual will sharpen the information dissemination capabilities of information managers and enhance the access to information resulting in information empowerment of a wider constituency of information seekers.

This self-instructional manual describes the methods of creation of digital archives with Winisis, GenisisWeb and GenisisCD. The software needed are Apache webserver, Winisis, GenisisWeb and GenisisCD. If you have access to pdf converter like Adobe Acrobat, you can refine the documents in the collection into easily useable e-documents. Html editor will help you modify the homepage you create. Anyone with an average knowledge in computers can make use of the software dealt with in this manual, if she/he follows the instructions diligently.

Institutions can make use of the technologies mentioned in this manual to publish their research reports and other publications in internet and cd-roms very easily.

We express our gratitude to Mr. David Storti (Unesco), Mr. Chabert Pierre, the author of genisis, Mr. Celso Gonzales, Dr. Vimal Kumar Varun (NIC, New Delhi), and Mr. Stephen O'Brien for being helpful in answering our queries on this. We are thankful to Mr. Jean-Claude Dauphin (Unesco) for agreeing to put this document in the Unesco web site.

We are extremely grateful to Prof. A Neelameghan (Bangalore), a doyen in the field of librarianship, for his enthusiastic encouragement, proper motivation and invaluable guidance.

We have deep indebtedness to Dr P P Balan, Director, Kerala Institute of Local Administration, Mulagunnathukavu for providing a conducive environment for working on this project and bringing out this manual as a publication of the Institute.

*KILA Campus
26 August 2006*

*K. Rajasekharan
K. M. Nafala*

What this manual is all about

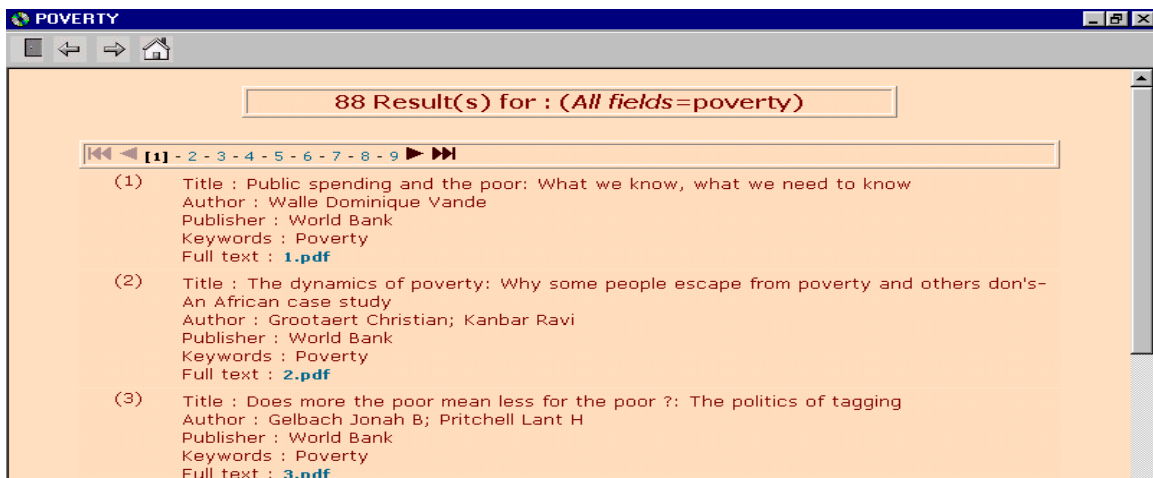
This manual deals with creation of a digital archive of documents, in different formats, that can be searched by any word appearing in any field of the database you create for the archive.

Fig 1 Demo Digital Archive- Homepage



The digital archive will enlist all the included documents sequentially when you make a search with the word **all**, if you had included the word in every record. The search result, if so, will appear as follows: -

Fig 2 Demo Digital Archive- Search Result Page



Any document in the archive can be retrieved, copied or opened easily from the archive and this feature makes the archive a digital library equivalent. If the contents of the archive are pdf documents with bookmarks, you can reach out to a chapter or a page in the document very easily.

The software needed for creation of this archive are included in the cd-rom tools attached with this document. The archive can be created in any low configuration computer, with minimum learning and efforts.

CHAPTER 1

Creation of Digital Archives with Winisis

Winisis, a software for creation of textual database, can be used for developing searchable digital archives of full text documents in doc, xls, ppt, html, pdf, audio, video or picture format.

A database created with Winisis can be modified as a digital archive by adding a command line in its *print format* so as to display a hyperlink in the database display screen that link up the record to an appropriate document in the digital document collection. The database can also be made web-based with associate software GenisisWeb/GenisisCD. The digital archives thus created can be published in intranet, internet or CD-ROM. This manual deals with the modalities of creating digital archives.

1.1 WINISIS: the windows version of CDS/ISIS

Winisis is a software developed by Unesco. It is a flexible, easy to use and menu-driven generalized information storage and retrieval software application. The software is designed specifically for creating and managing textual databases. Winisis has capability to create any number of databases with completely different data elements. Winisis application can be used by anyone having a little computer experience.

Components of Winisis database

Winisis database comprises of a set of records and each record contains a set of fields. A field in a record is a container of data elements. Winisis database has a *master file* containing all the records of the database. An

inverted file functions as an index to the *master file* for faster access to any record.

In order to create a Winisis database with any chosen fields, you need to define the following components.

- **Field Definition Table (FDT):** The FDT defines the fields such as Author, Title, Publisher etc. of the records in the database and their characteristics. FDT determines the nature of data entry worksheet.
- **Data Entry Worksheet(s):** The worksheet is the screen layout used to create and/or update the records of the database. Winisis provides a specially designed editor to create the worksheet.
- **Print Format (PFT):** The PFT is the format for display or printing of records.
- **Field Selection Table(s) (FST):** FST defines fields that can be searched in the database. Search is made possible by creating an inverted file of the terms in the search fields.

1.2 Installation of WINISIS

Double Click on the **Wisis1.5.exe**¹ to start its installation.

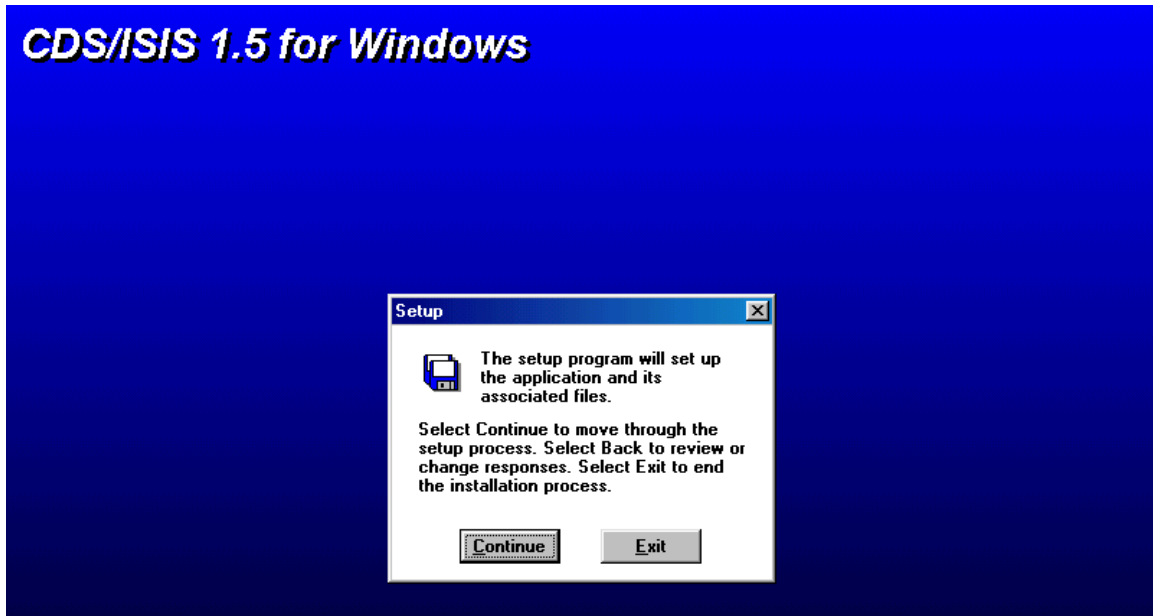
Figure 1



¹Winisis and associated software are obtainable from Unesco website www.unesco.org/isis. You can download Winisis directly from www.unesco.org/isis/files/Wisis15_3.exe

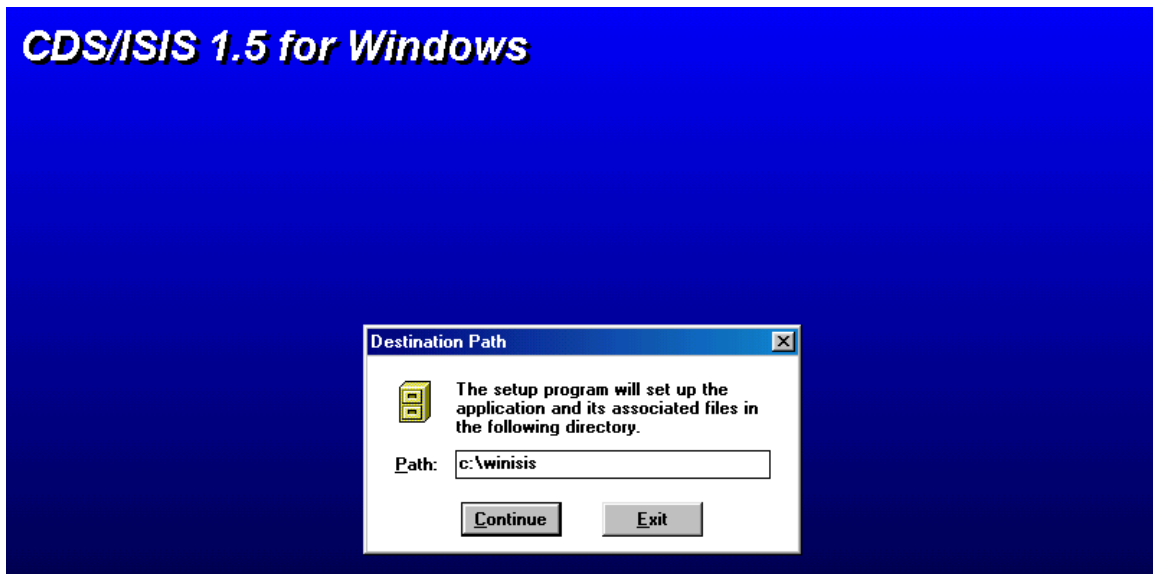
Then you will get the first screen in the installation process as follows: -

Figure 2



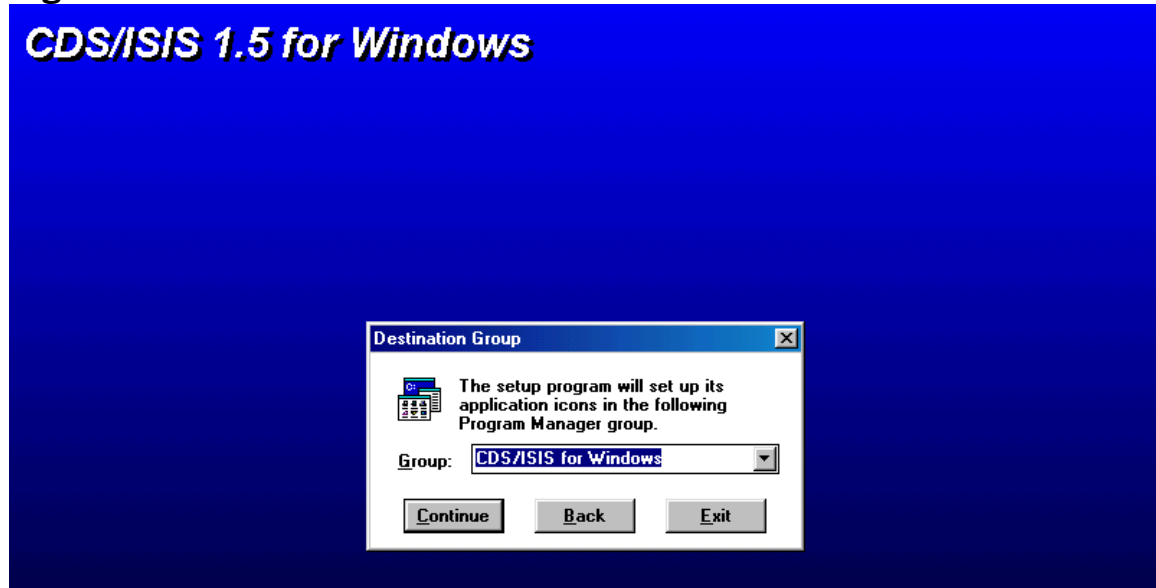
Click on the **Continue** button and you will get the following window

Figure 3



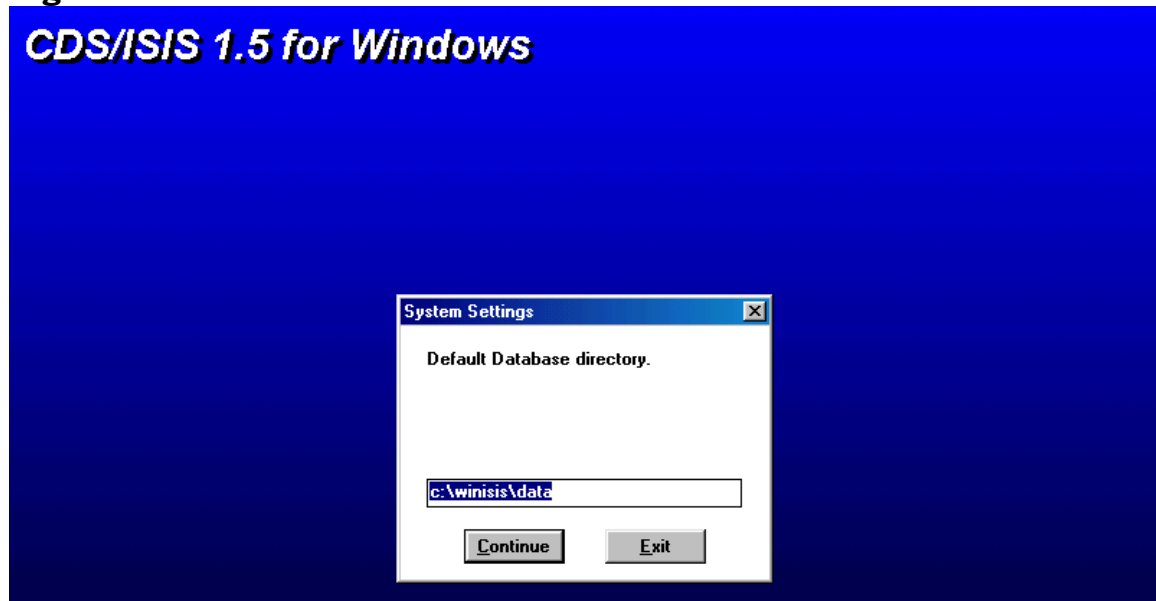
Click on the **Continue** button.

Figure 4



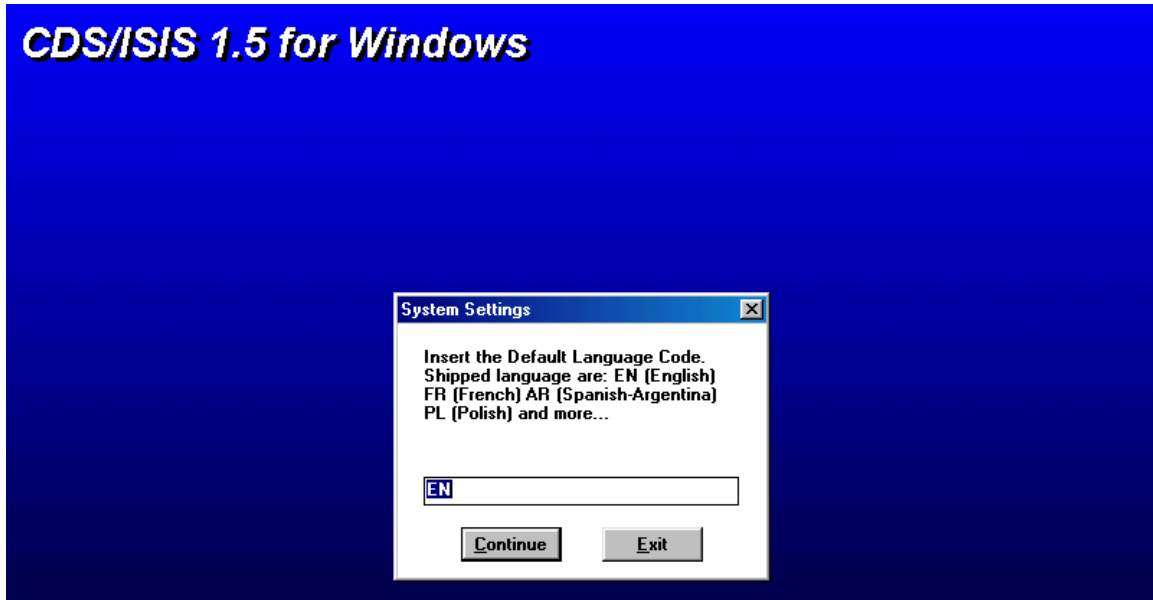
Click on the **Continue** button

Figure 5



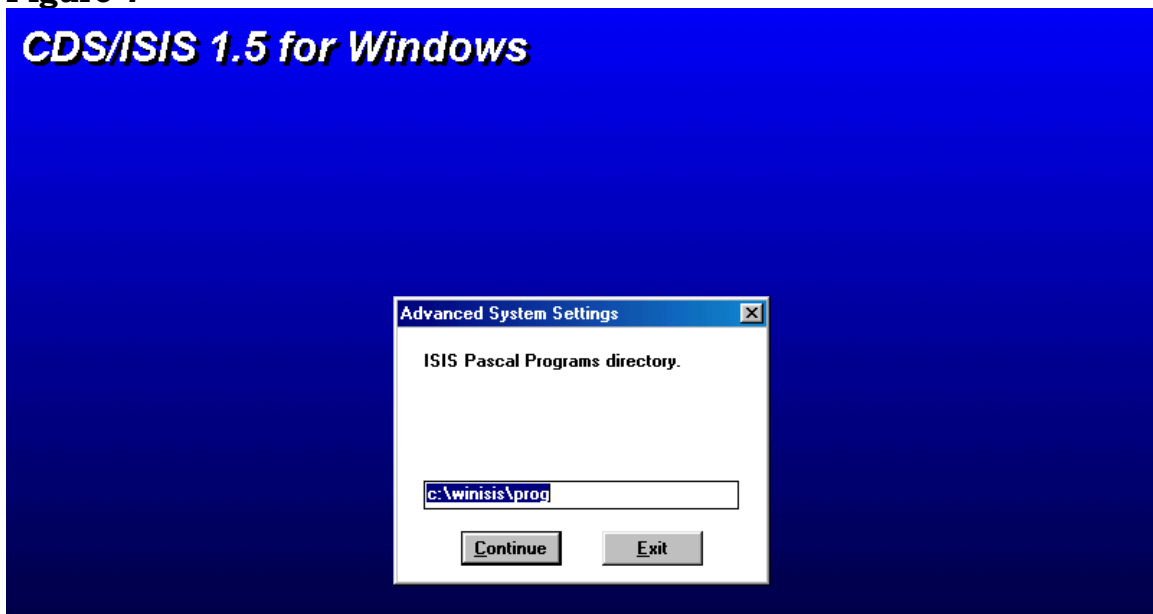
Click on the **Continue** button

Figure 6



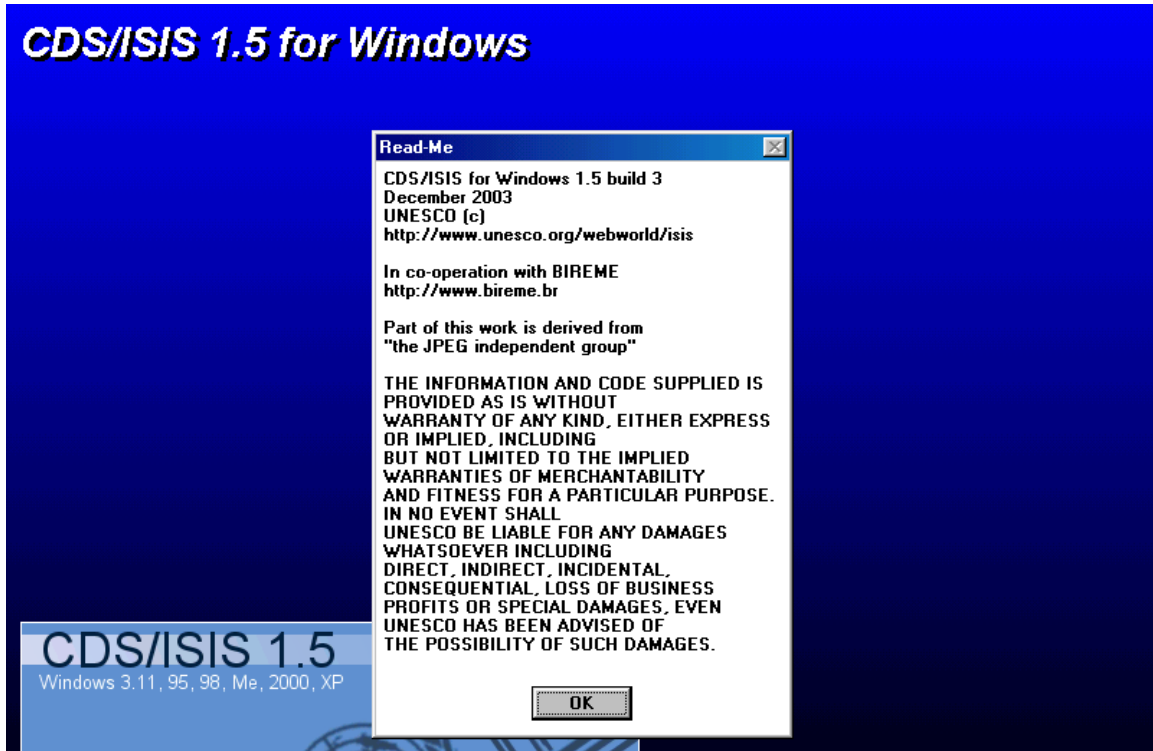
Click on the **Continue** button

Figure 7



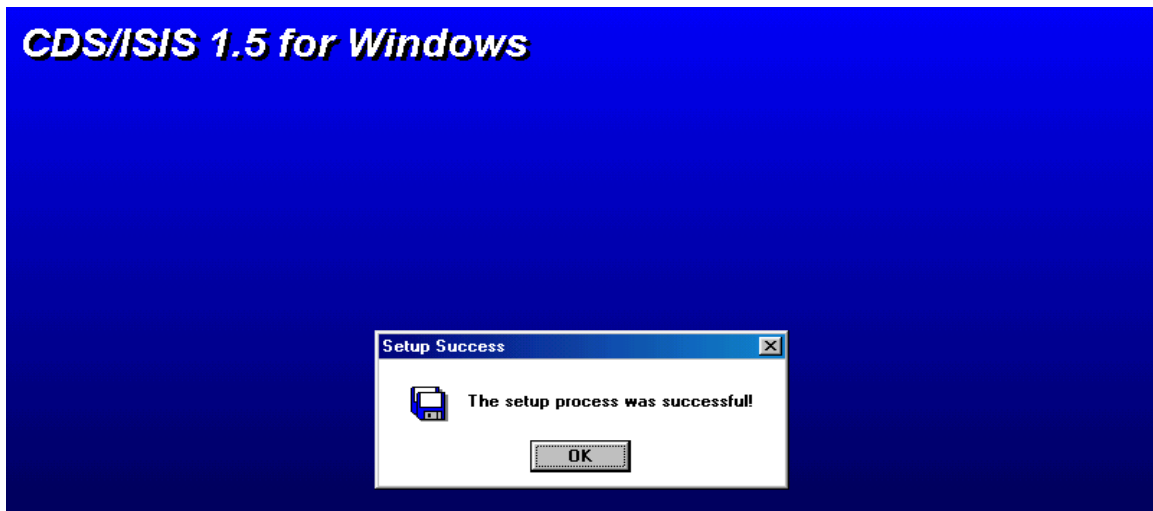
Click on the **Continue** button

Figure 8



Click the **OK** button and you will be notified the successful installation of the programme.

Figure 9



Click the **OK** button to finalise the installation.

The next step is the creation of database

1.3 Creating the database

A **database** is a set of records or pieces of information about entities such as books, journals, articles or conference proceedings. A record is made up of a number of *fields*. Each field contains data about particular facts like author, title, keyword etc.

How to create the database of digital collection of documents, using Winisis?

In order to create an archive of digital documents, you need to collect a few full text documents and place them in a folder in your computer. Create a database of the above digital documents in Winisis². The database can have any number of fields. But our sample database will have the following tags and fields for convenience.

10 Author
20 Title
30 Keywords
40 Fulltext

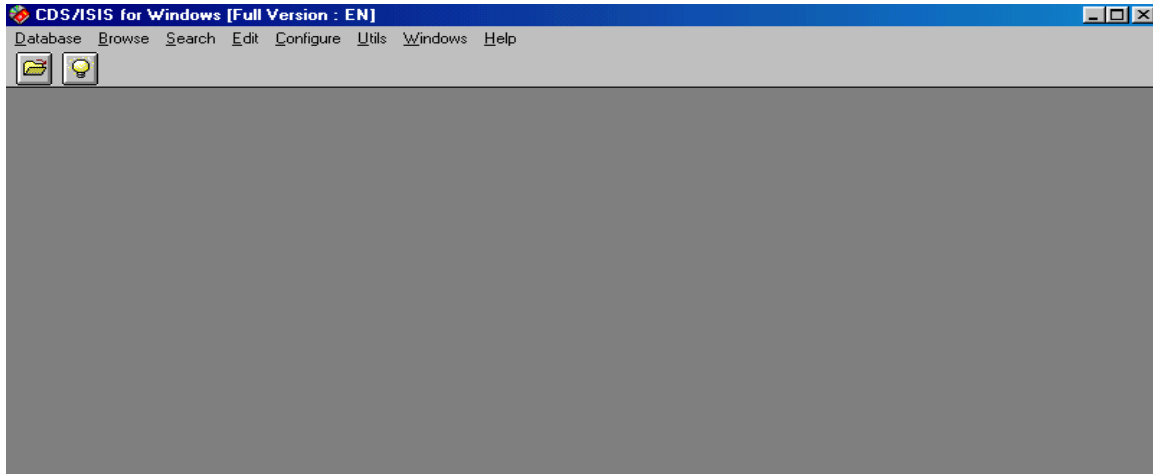
(It is advisable to use an international standard, such as MARC21 or Common Communication Format for Bibliographical Description (CCF/B) for the purpose)

Creation of database by using Winisis is very easy and automatic.

For creation of database, open the Winisis programme by clicking **CDS_for Windows** under **Start/Program**. Then you will get the following screen: -

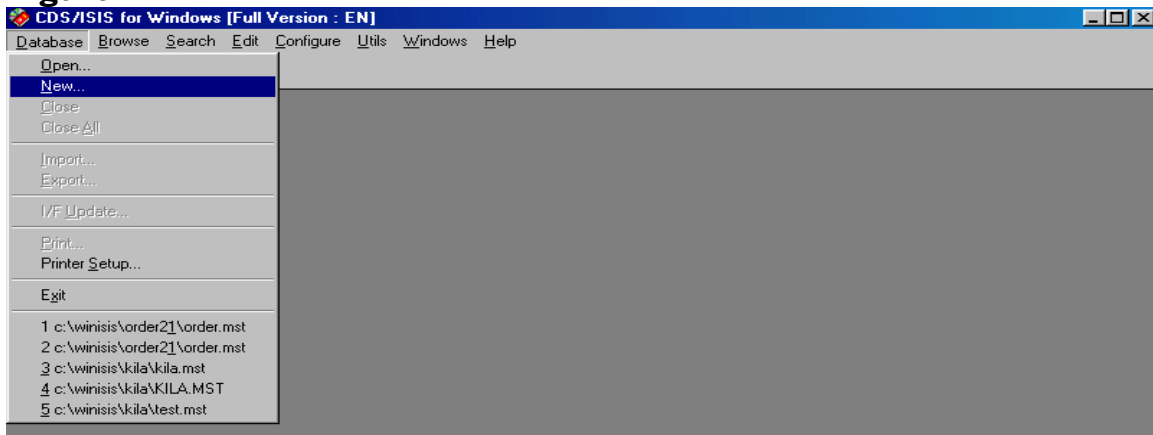
² Winisis is installed in C:\winisis folder. *Data* subfolder holds the Winisis data files. Each Winisis database consists of around 12 files. Files ending with *.mst*, *.fdt*, *.pft* and *.ifp* are important data files. *Syspar.par* is the parameter file that determines many things. Each file in the Winisis must have a *numeric tag* to identify it. You cannot change the tag number of a field name without resorting to import or export process.

Figure 10



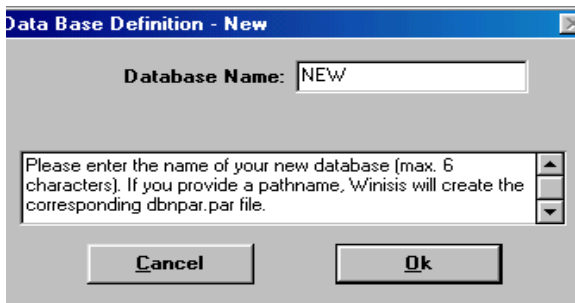
Click on the **Database** drop down menu and select **New** as follows: -

Figure 11



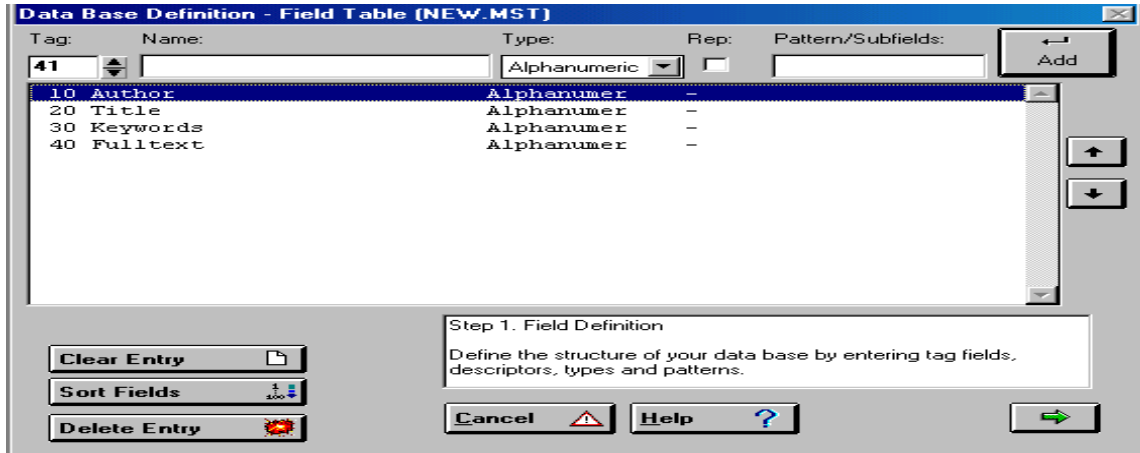
Now you will be lead to the following screen: -

Figure 12



Give a database name such as **NEW** and click on the **Ok** button. Then you will get the following screen: -

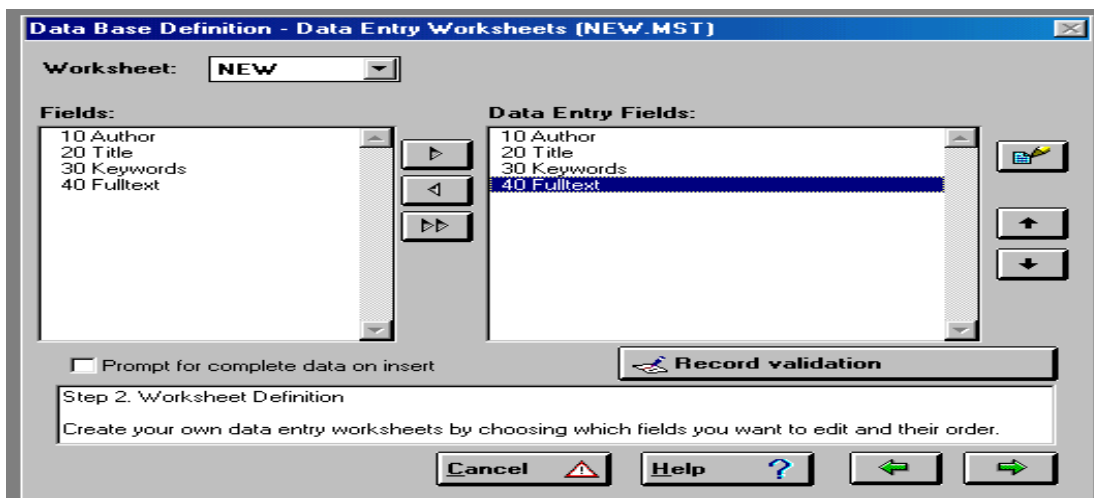
Figure 13 Field Definition Table



You need to provide the **Tag number** (10, 20, etc) and **Field name** (Author, Title etc) of your choice in the *Name box*. Beginners may choose Alphanumeric under *Type*. Click the check box under *Rep* for multiple occurrence of the field. *Pattern/Subfields* can be ignored, if you are not dividing the field into subfields. Click the **Add** button every time on completion of each entry.

On entering the tag numbers and the name of *fields*, click the **arrow button** at the right bottom corner to move on to the next screen.

Figure 14 Data Entry Worksheet



In the above screen, highlight the fields (in the left pane), which you want to include as the **Data Entry Field** and click on the **side arrow button** in the middle so as to get the field included as a **Data Entry Field**.

If you click on the double arrow button above, all fields will be selected as Data Entry Fields and will appear in the right pane as above. Then click on the **green arrow** button to move on to the following screen.

Figure 15



Click **Yes** to launch the wizard Print Format Assistant

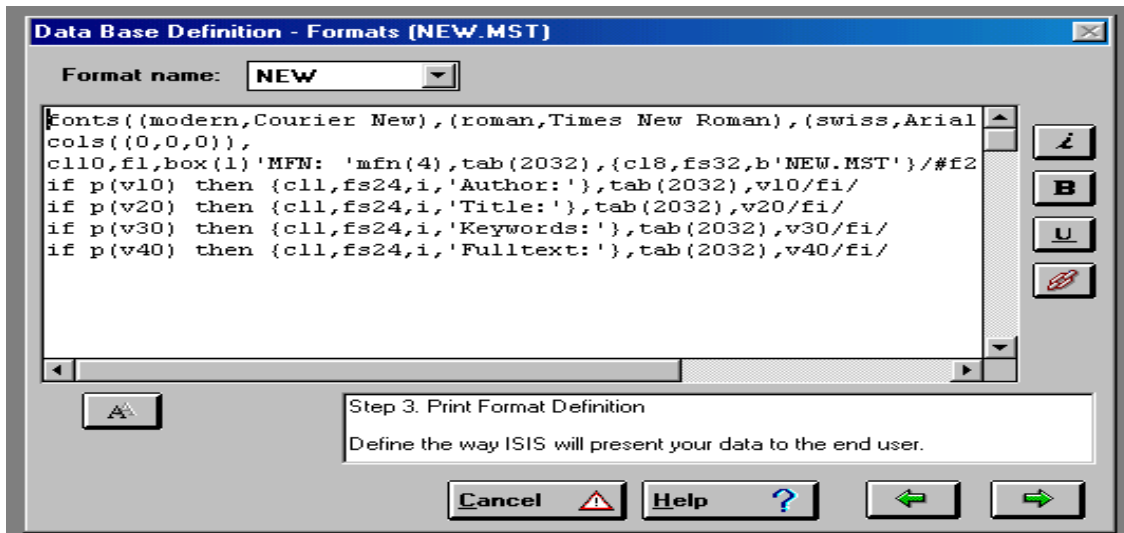
Figure 16 Choose a Print Format



Select the appropriate print format and click **Ok** button to get the print format screen as in Fig 17.

Decorated format is the preferable choice for the beginners.

Figure 17 Print Format



In the print format shown above, you need to add the following format line in order to appear a hypertext link with the words **Click here**. The hyperlink will be cross-linked to the full text document, the full path of which is provided in the **tag 40 Full text**

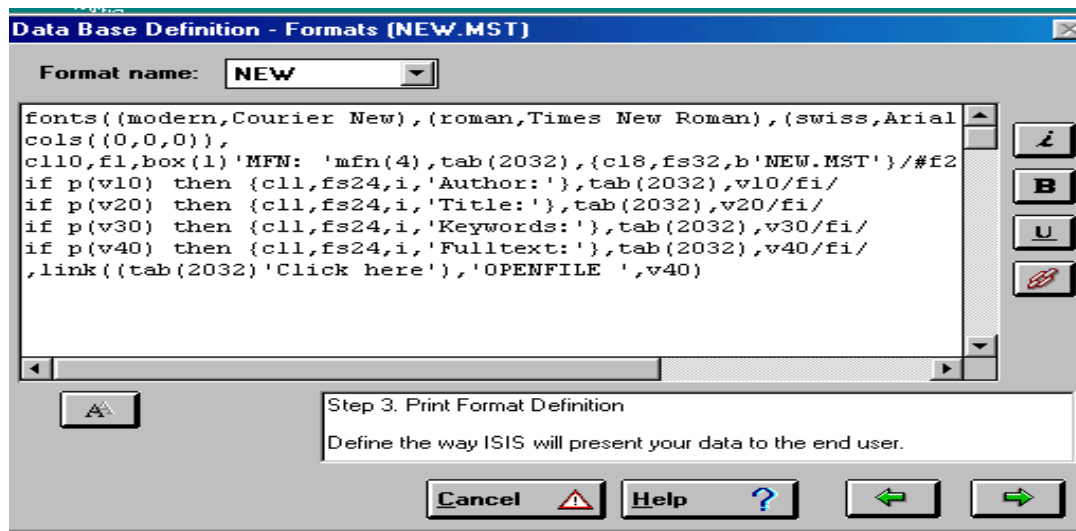
Link (('Click here'), 'OPENFILE ', v40)

Ensure to *provide a space between the OPENFILE command and the single quote*, and the command OPENFILE should be in upper case as shown above.

The meaning of the command is that, when you click on the **'Click here'** link, the click will automatically result in opening the digital document denoted in the field V40, in a new window.

The resultant print format would appear as in Figure 18.

Figure 18



Click the **Side arrow** button to move ahead and you will be asked whether to launch the Dictionary Assistant. Dictionary Assistant will help you to select the fields for indexing and the indexing technique for creation of *Inverted File Index*.

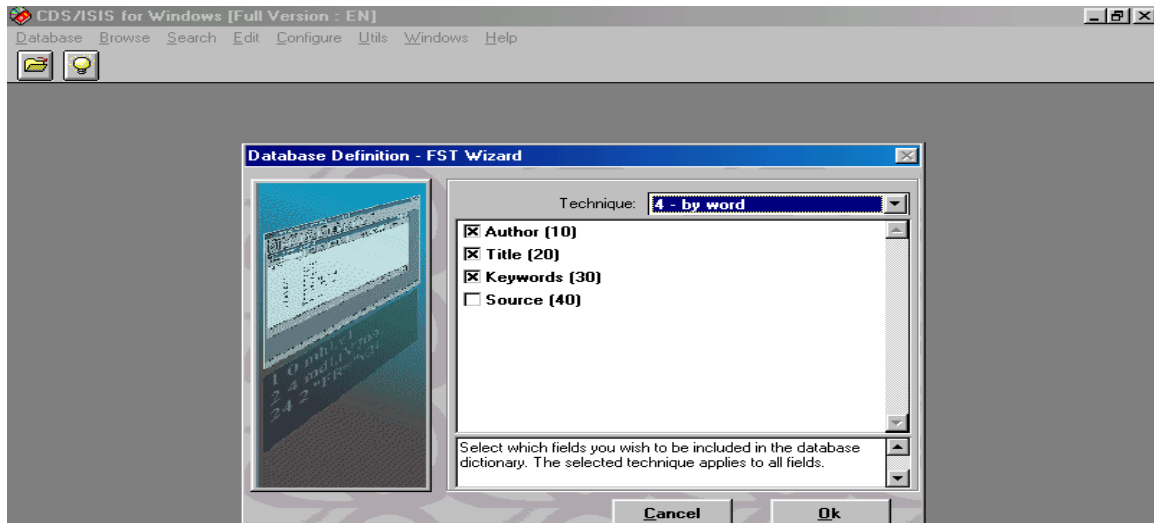
Figure 19



Click **Yes** to launch the Dictionary Assistant.

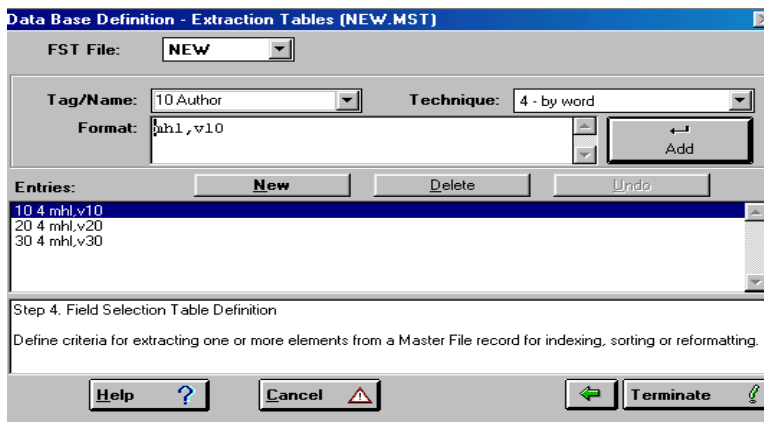
You will then get the following screen.

Figure 20 Field Selection Table



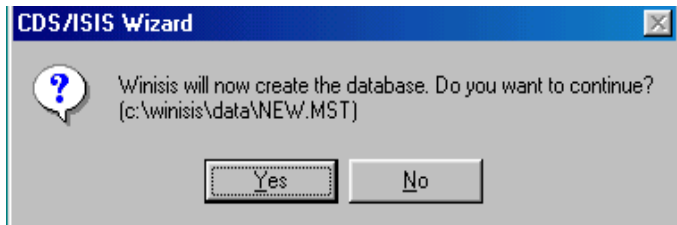
Put **x** mark in the **check boxes** on the left side of the field names and select the appropriate **Technique** for indexing from the dropdown menu at the right top. The most commonly used indexing techniques are *0-by line* and *4-by word*. Select **4 by word** indexing technique in the drop down menu. Then click **Ok** to move on to the next screen.

Figure 21 Field Selection Table-Definition



Here you can change the indexing technique. If you need to correct any entry, just click on the entry in the entry box and that will appear in the edit box shown above. You can edit the text, if needed. Then click the **Terminate** button and you will get the following message.

Figure 22



Then click the **Yes** button for confirmation and you will be notified that the database has been created.

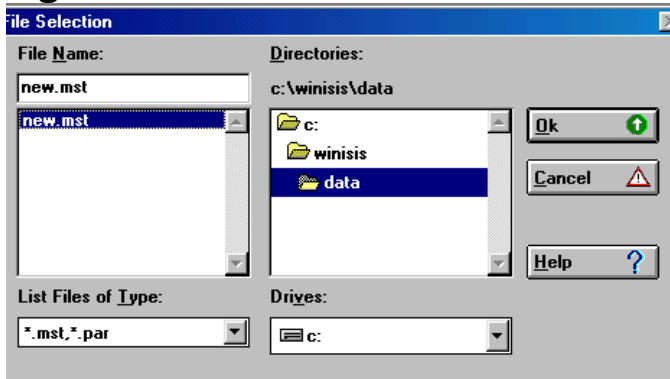
Figure 23



Click the **OK** button.

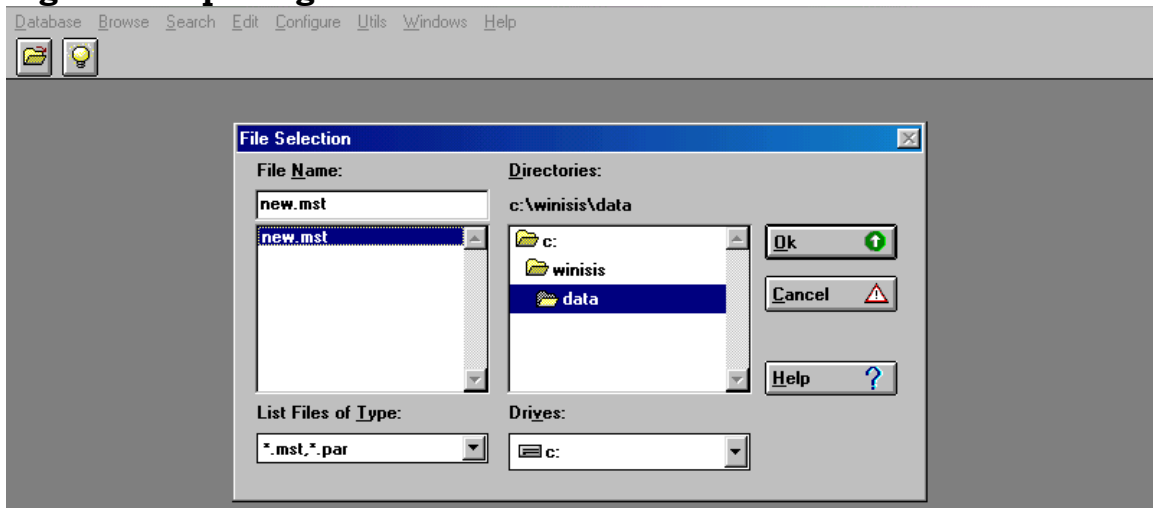
Now creation of the database is over.

Figure 24



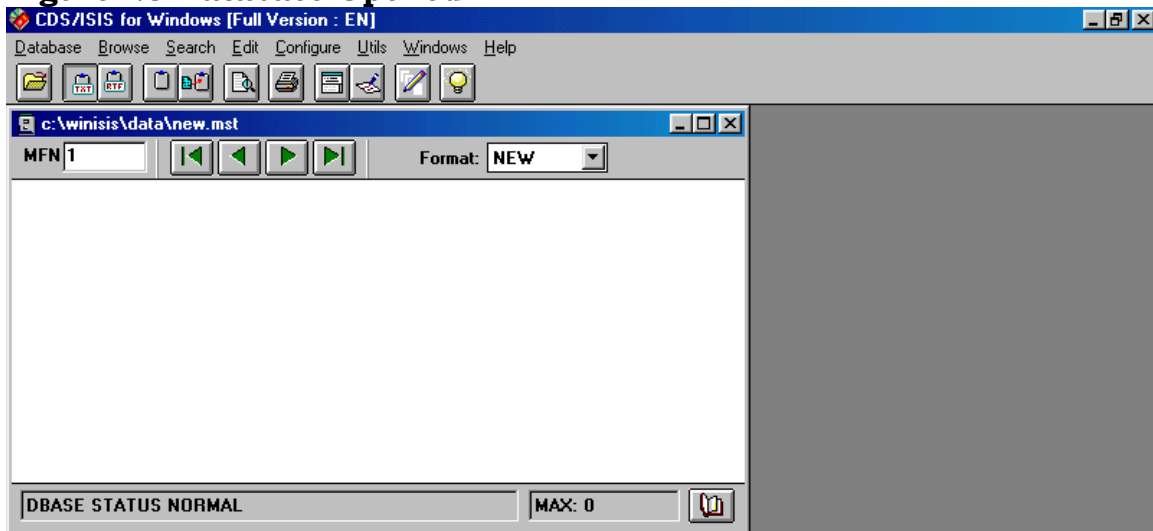
Then select **.mst** file of the new database (*new.mst* in this example)

Figure 25 Opening the Database



Click the **Ok** button to get the following screen.

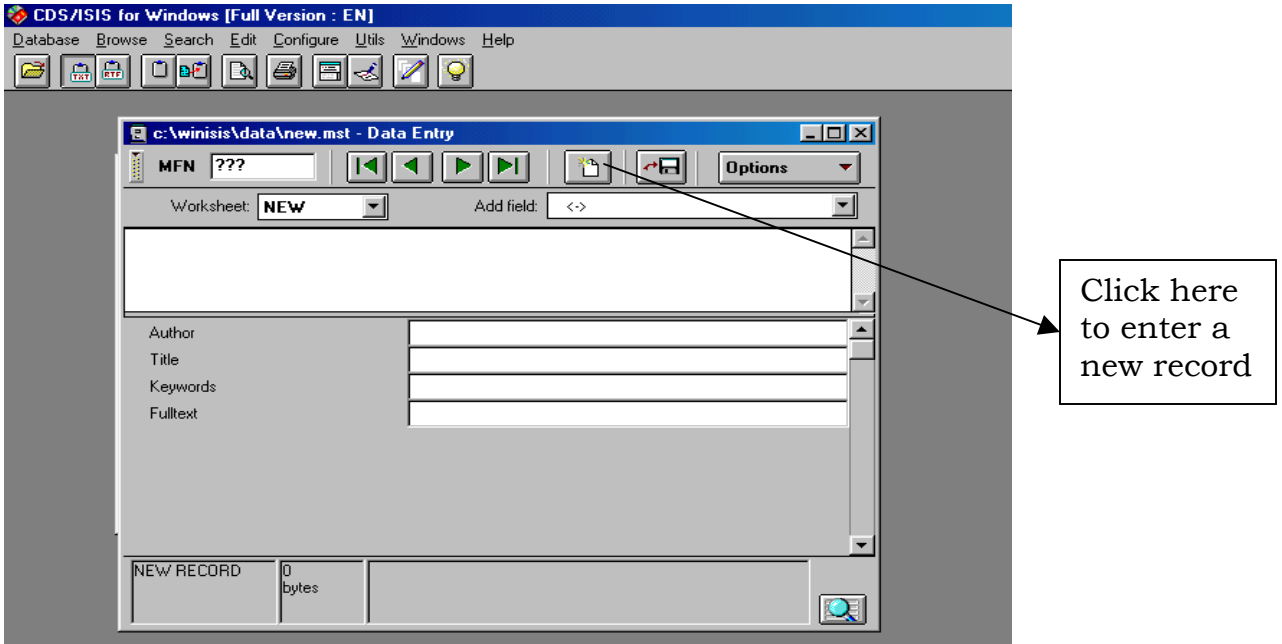
Figure 26 Database Opened



Database definition process is over and you need to enter the data by opening the Winisis as in Fig 26 by clicking the **Data entry** under **Edit** menu.

You will then get the following screen in Figure 27.

Figure 27 Data Entry Window



Entering Data in the Database

Enter the data of all documents of the digital collection. The full path of the fulltext documents including extension (.pdf, .doc etc.) should be entered in the **Fulltext** field.

Figure 28

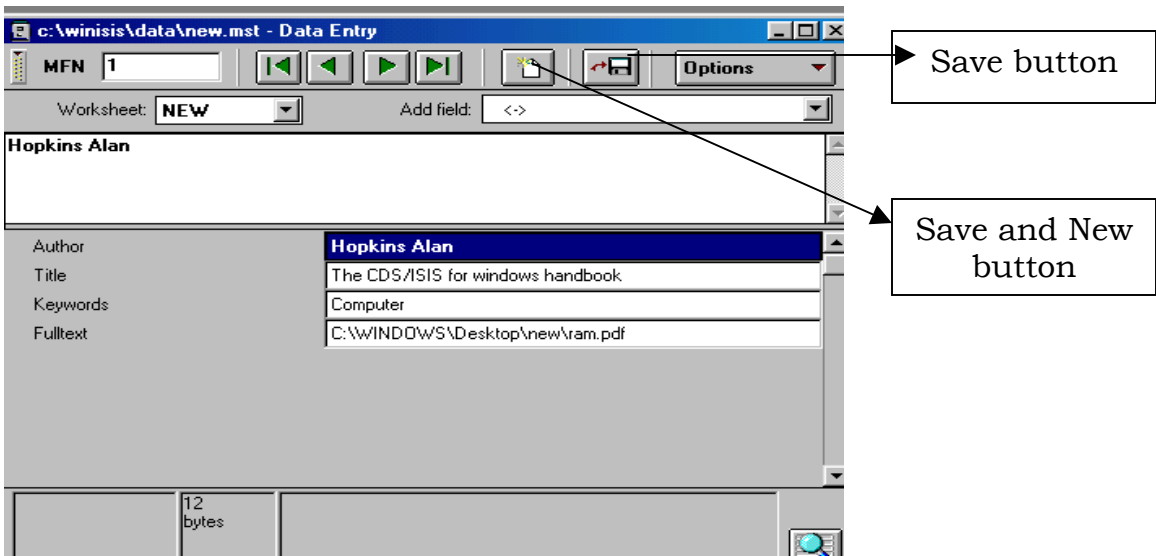
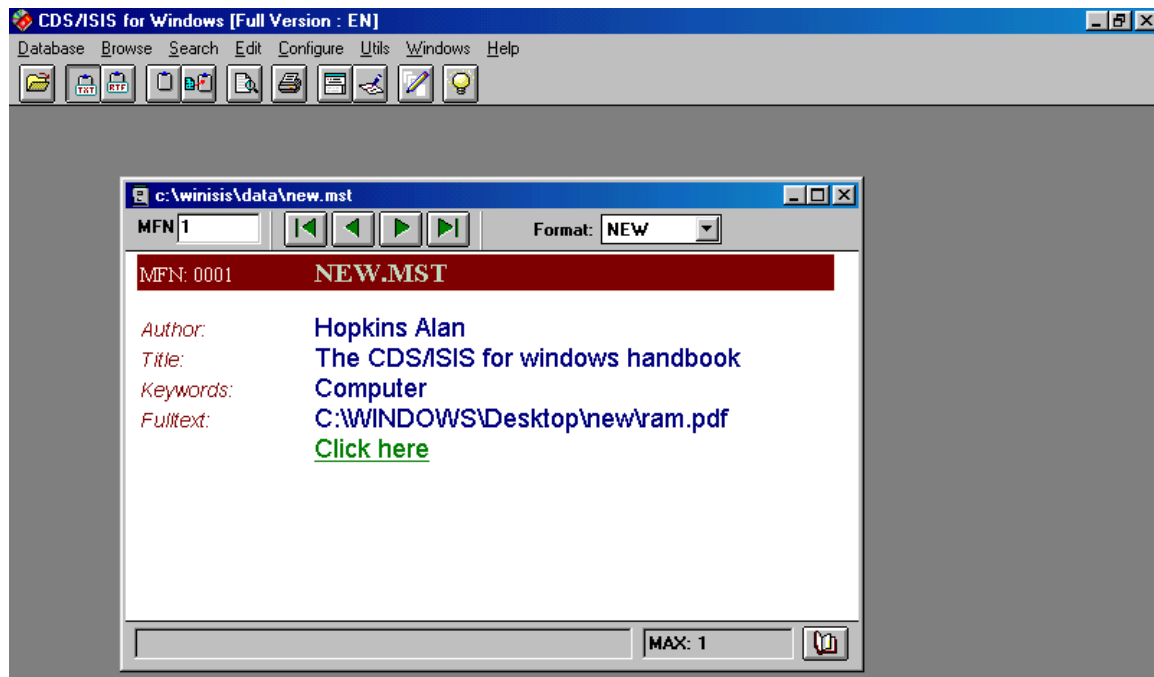


Figure 29



If you provide full path³ of the documents in the **Fulltext** field and place those documents in the location shown in the field, a click on the link will open the document automatically.

The database creation is over and you can pass on to the next chapter that deals with creation of web front end.

³ But remember that if you want to convert this database into a cd-rom library with GenisisCD as explained in chapter 3, you need to change the field data of the **fulltext field** with filename (ram.pdf) of the document alone, instead of full path of the document as provided above.

CHAPTER 2

Creation of Digital Archives with GenisisWeb

The Winisis database can be made accessible to remote users over a computer network with GenisisWeb front-end, using a webserver software.

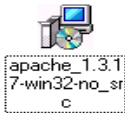
A webserver software **Apache**⁴ and **GenisisWeb** need to be installed, for the purpose. Apache is a free software used for making any computer a server in a client-server mode.

2.1 Installation of Apache Webserver

If you want the remote users in your network to access the database stored in your computer, you have to make your computer node a webserver, with Apache or similar software.

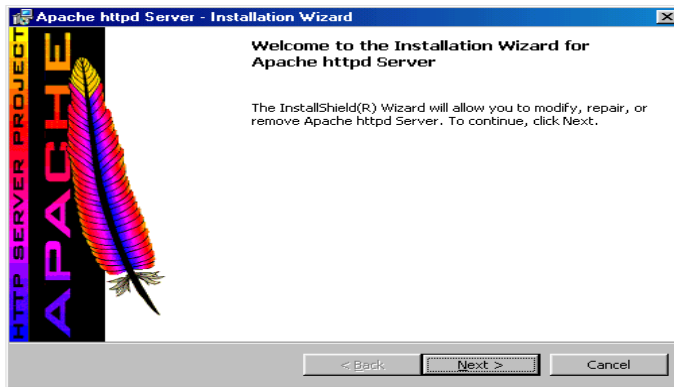
Installation process

Double click on the icon and installation of Apache will start



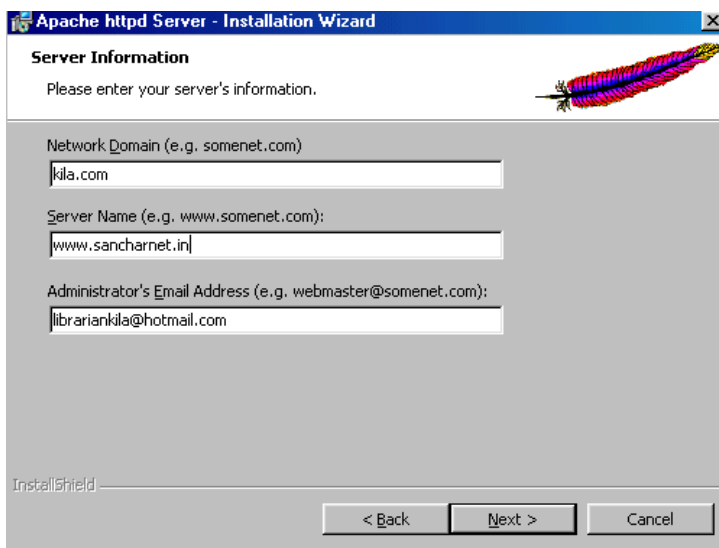
⁴ **Apache** software is used for making any computer a *file server* in the client-server mode. **Apache 1.3.17** is obtainable from the 2001 Unesco cd-rom entitled *Information processing Tools* that contained **CDS/ISIS 1.4**. Many versions of the software are available freely from internet site <http://www.apache.org/>. But ensure that Apache is installed in the folder C:/Program Files/Apache Group/Apache for our purpose.

Figure 1



Click on the **Next** button.

Figure 2



Here you have to type any domain name, server name and email address. These names need not be real.

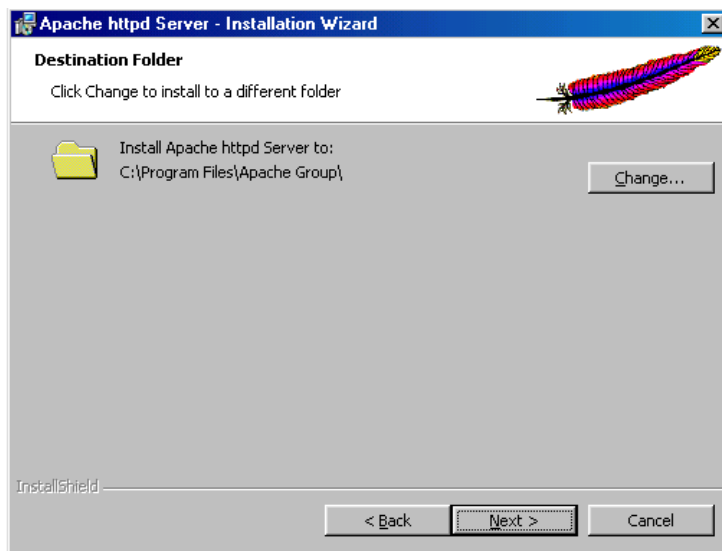
Click the **Next** button and the following screen will appear.

Figure 3



Select **Complete** (to install all program features) and click the **Next** button.

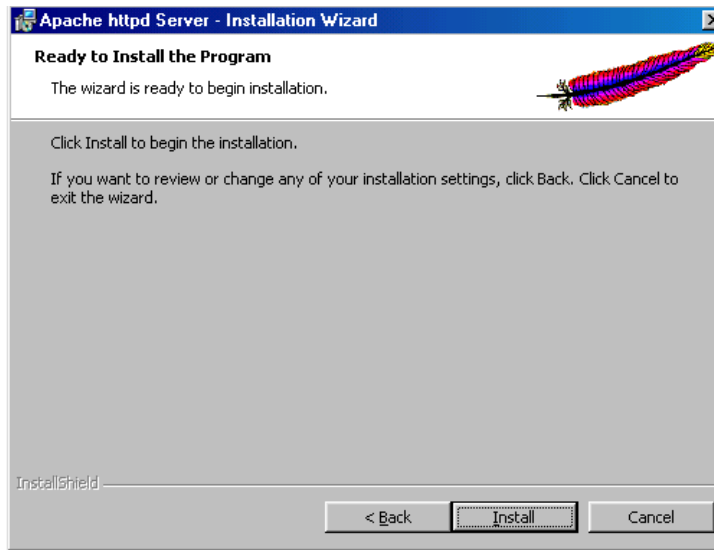
Figure 4



Click on the **Next** button confirming the suggested path for installation, if you are using the version 1.3.17.

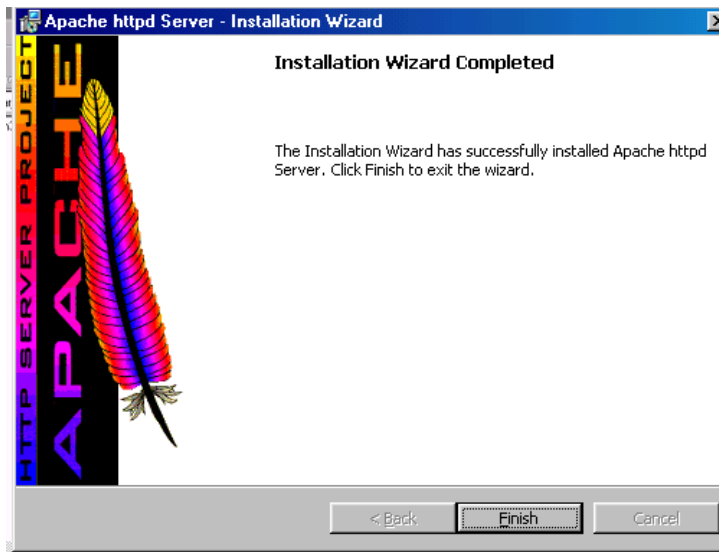
If you are using Apache 2.2.3 version, ensure to change the path to C:\Program Files\Apache Group\Apache

Figure 5



Click on the **Install** button and you will get the following screen.

Figure 6

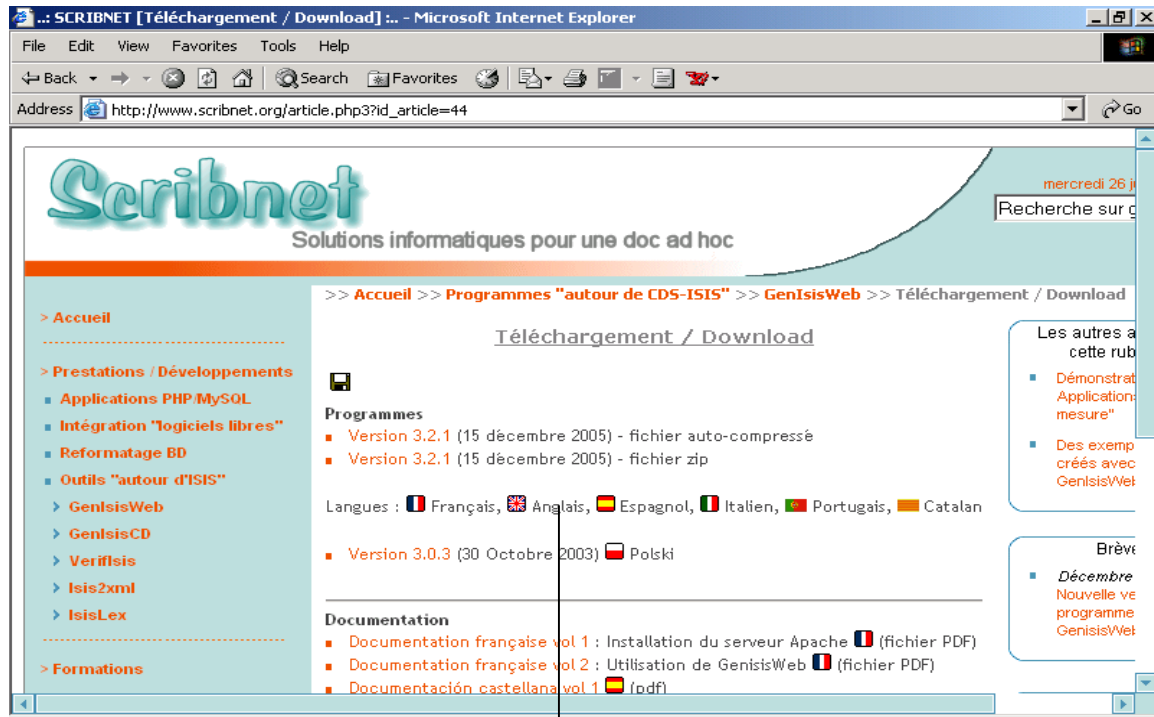


Click the **Finish** button, when the installation process is completed.

Once Apache is installed, you can start installing GenesisWeb.

2.2 Installation of GenisisWeb

Download the GenisisWeb⁵ program from www.scribnet.org website or Unesco website.



Click here to download
English version

Unzip the downloaded file.

⁵GenIsisWeb created by Pierre Chabert (pichabert@wanadoo.fr) allows you to publish your winisis database in a computer network or internet website. The software is available at <http://www.scribnet.org/download/genisisweb3-2-1.zip> or <http://www.unesco.org/isis/files/winisis/genisis/web/genisisweb.exe>

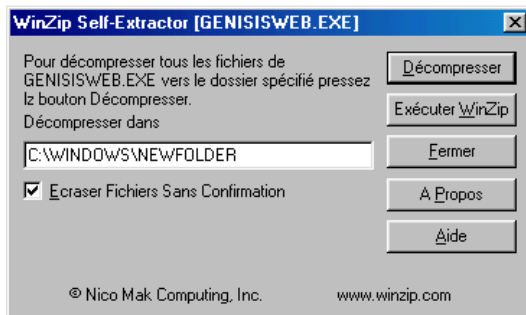
An English manual **Web Interface for CDS/ISIS GenIsisWeb Version 3.0.0** by Deepali Talagala, is available at <http://www.nsf.ac.lk/purna/genisisman-ver.3.pdf>

Figure 7 GenesisWeb zip file



Double click on it and it will show the following screen suggesting a path where you want to copy the files. Give the proper path and click on the **Decompressor** button (Fig.8)

Figure 8



When you decompresser the downloaded zipped file, you will get the following three files.

Figure 9



Double click on the **setup.exe** file shown above

Then you will get the first screen in the installation process as follows: -

Figure 10



Click on the **OK** button to get the following screen

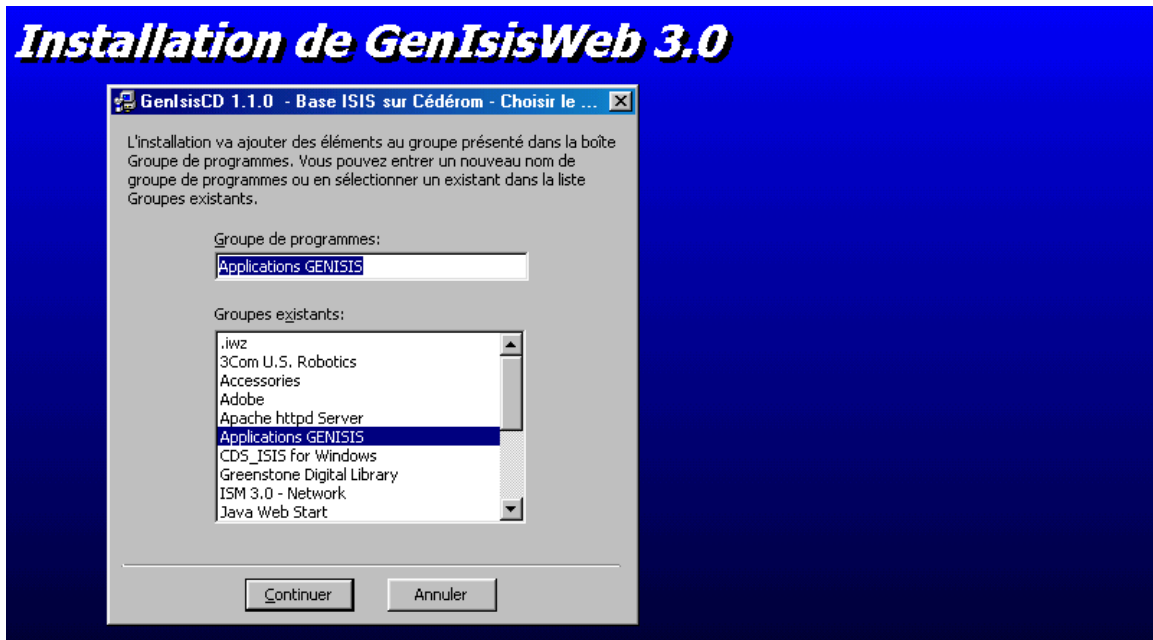
Figure 11



Click the icon to continue

Click on the **computer icon on the left side** in the above screen.

Figure 12



Click on the **Continue** button

Figure 13



Then click on the **OK** button to finalize the installation.

Copy two GenIsisWeb files to Apache - A Pre-requisite

Before you start the GenIsisWeb for the first time, copy the following files.

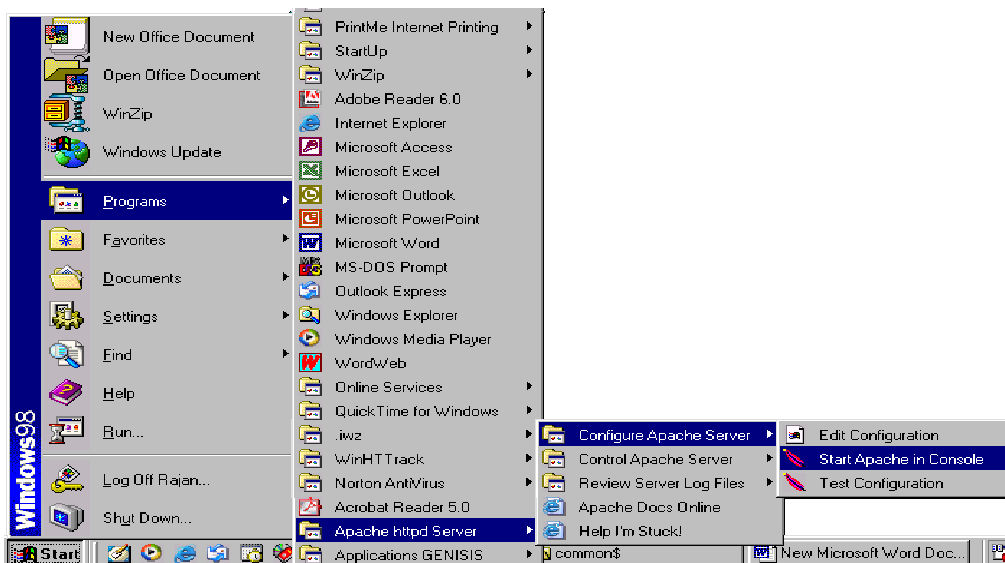
1. Copy the "**wwwisis**" folder in **GenIsisWeb** to "**htdocs**" folder in "**Apache**".
2. Copy the contents (all files) in the "**bireme**" folder in "**GenIsisWeb**" to the "**cgi-bin**" folder in "**Apache**"

Starting Apache Web Server

Before you start GenisisWeb, you have to run the Apache webserver. To start Apache, follow the steps as follows: -

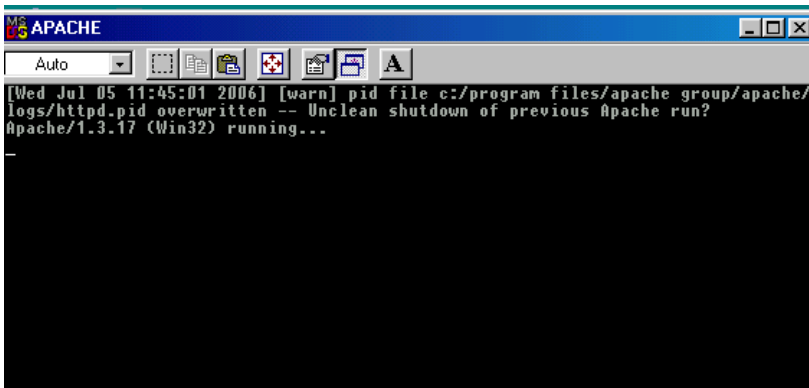
Click on **Start** ⇒ **Programs** ⇒ **Apache httpd Server** ⇒ **Configure Apache Server** ⇒ **Start Apache in Console**

Figure 14



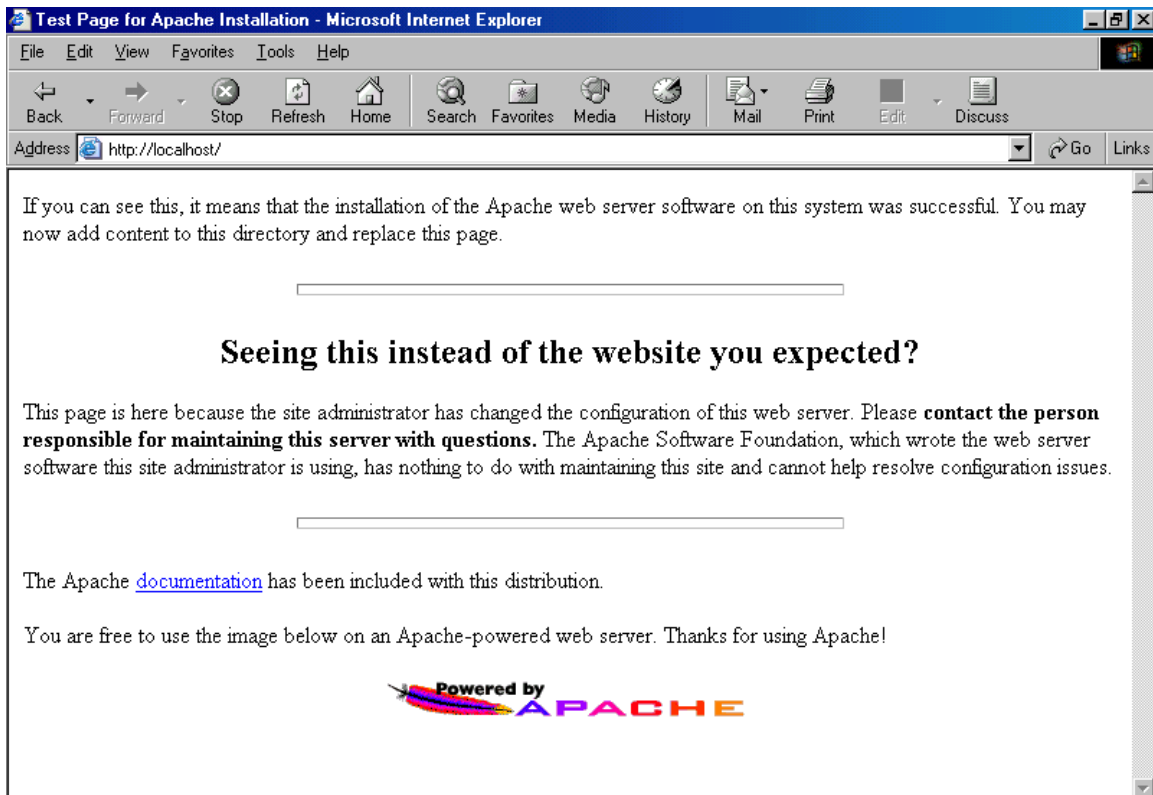
When Apache starts running, you will get the following window (Fig.15). Then click on the **Esc** key in the computer or **minimize** button on the screen.

Figure 15



You can now test to see if Apache is running properly by opening the web browser. Open the web browser and type the address "localhost" in the address bar and you should get the following screen. (Fig.16)

Figure 16



You can then design your web interface for Winisis with GenisisWeb

2.3 Creating the web front-end with GenisisWeb

Starting GenisisWeb

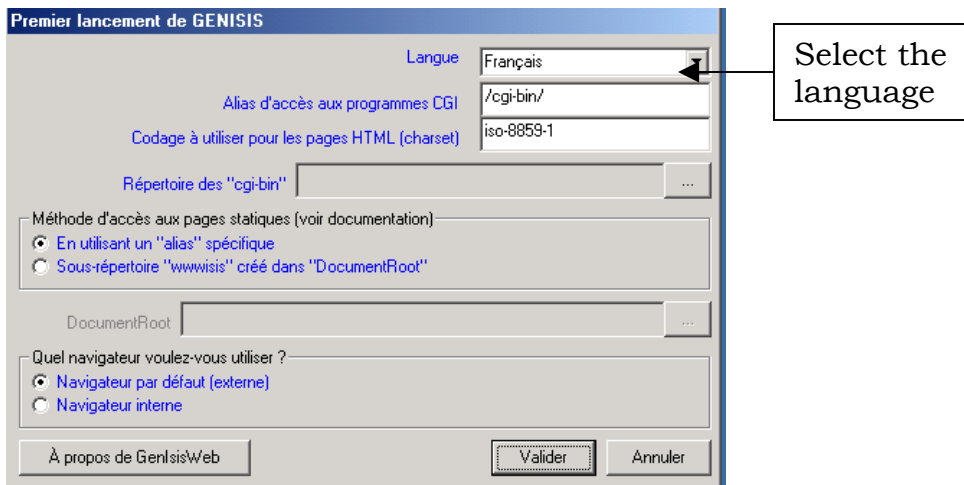
Convert the GenisisWeb in to English version, when you run it for the first time, by following the steps shown below (Fig.17)

Figure 17



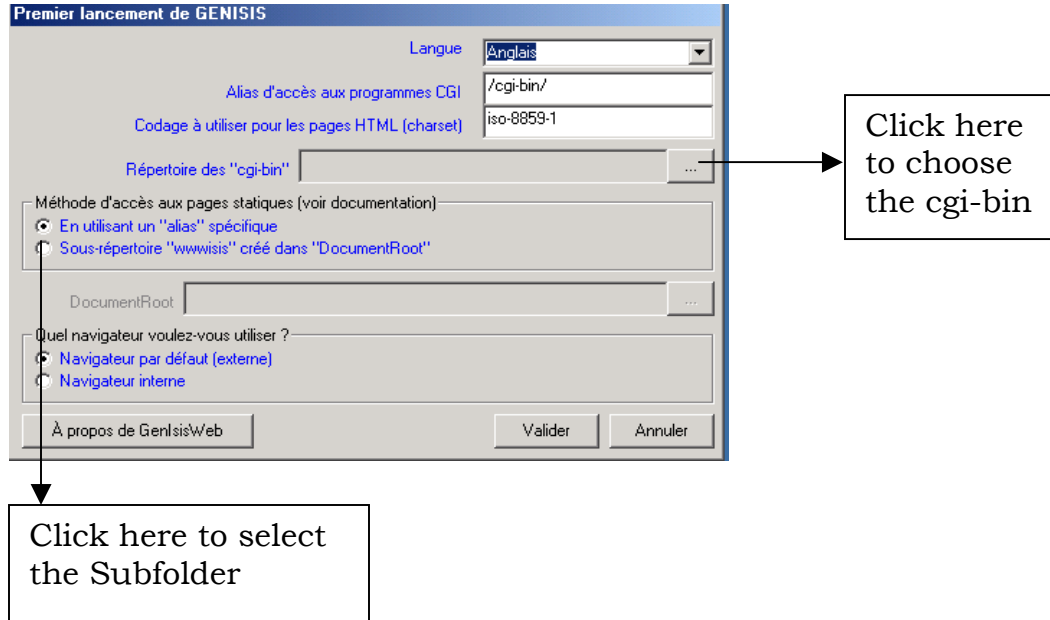
You will then get the following screen (Fig.18).

Figure 18



Select language as **English (Anglais)**

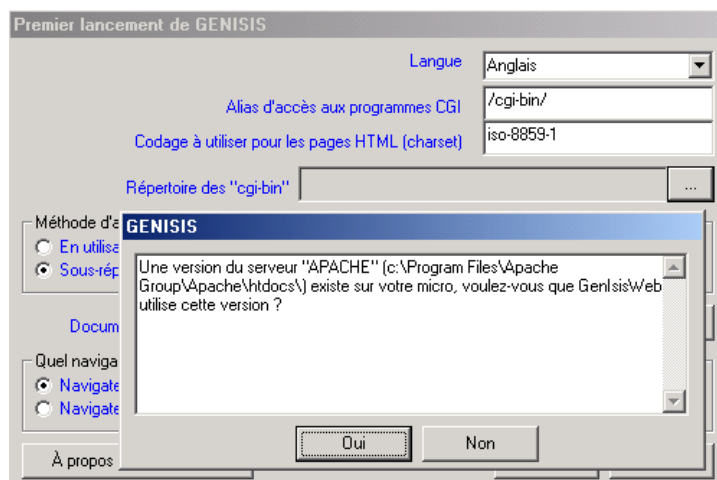
Figure 19



Select the **Sub-folder "wwwisis" in "Document root"** and click the side button.

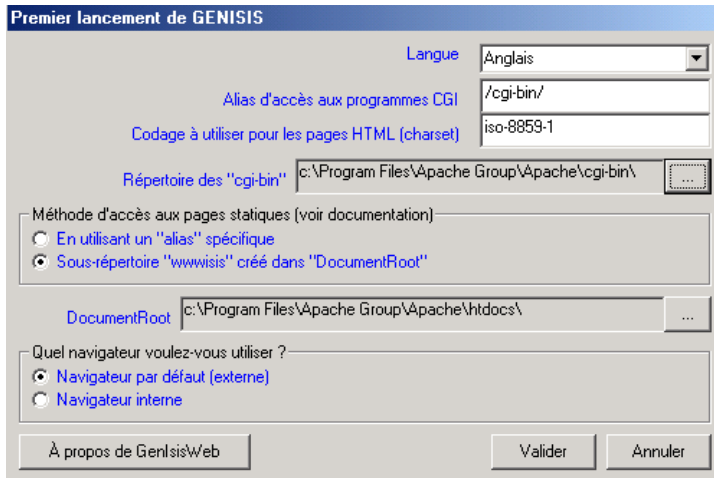
Then the following screen with a message in French, asking you whether to use the Apache, will appear.

Figure 20



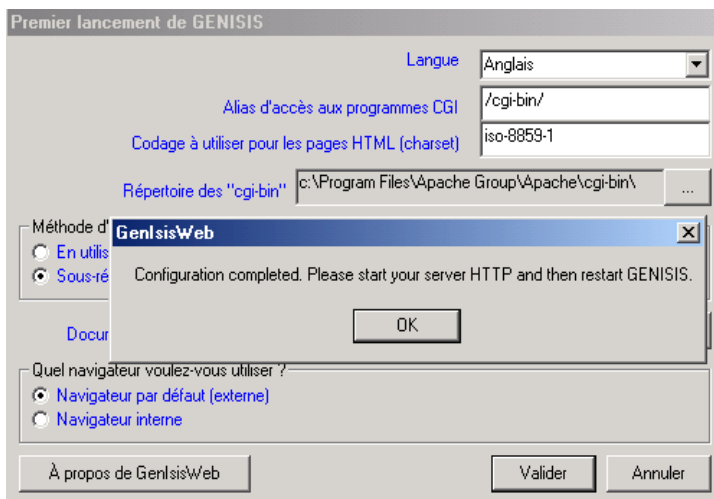
Click the **Qui** button

Figure 21



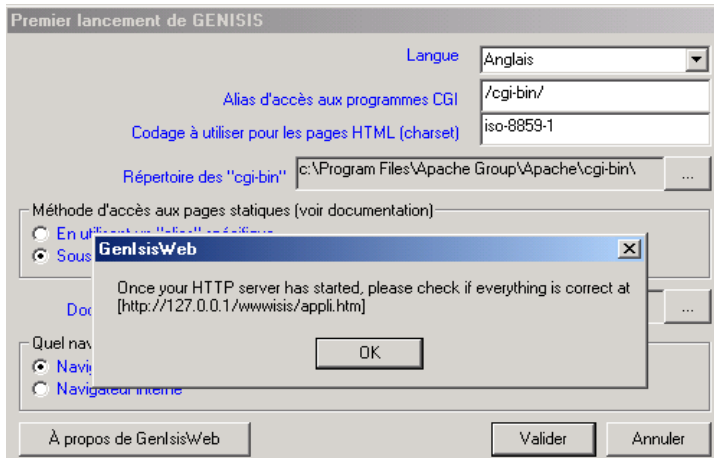
Click the **Valider** button

Figure 22



Click the **Ok** button

Figure 23



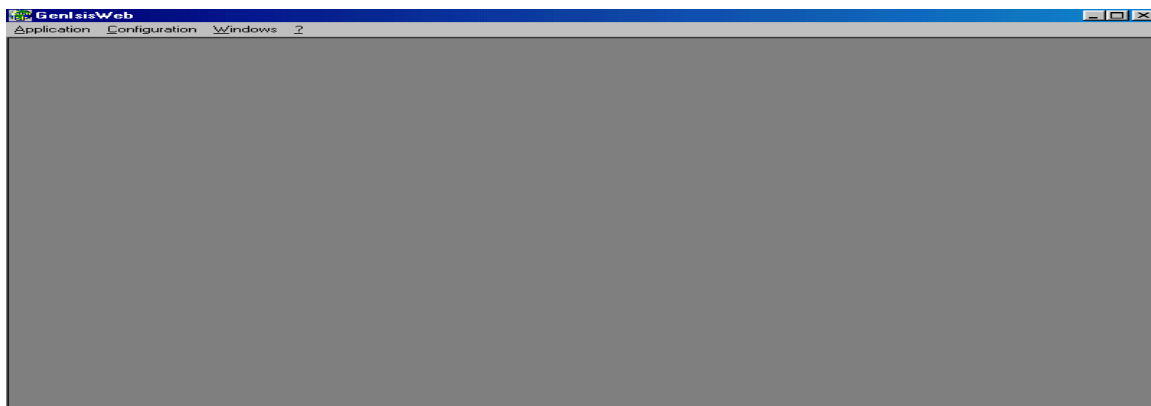
Click the **Ok** button.

Check whether everything is correct as instructed in the above screen. Now you have to restart GenisisWeb as detailed in the next section.

Creation of GenisisWeb front-end

Open GeinsisWeb by clicking on **Start** ⇒ **Programs** ⇒ **Application Genisis** ⇒ **GenisisWeb-Access base ISIS sur le web**. Then you will get the following screen (Fig.24)

Figure 24



Click on **Application** menu and select **New** (Fig. 25)

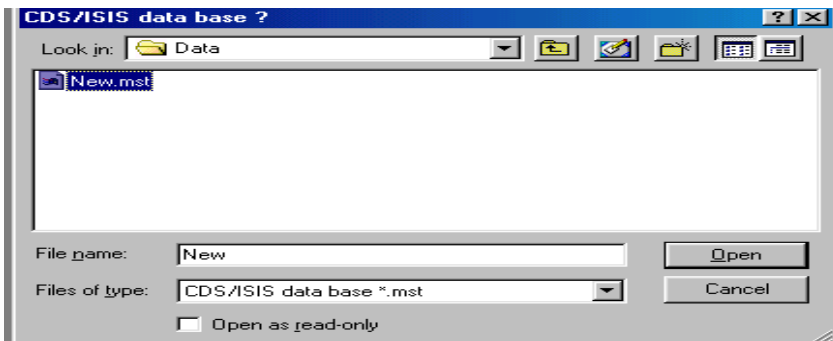
Figure 25



Then the following screen will appear showing the names of Winisis database available in the computer.

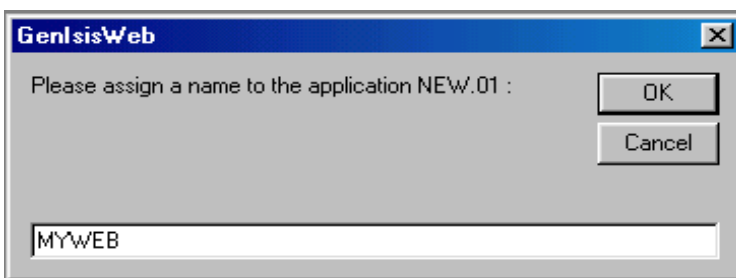
If your Winisis data is in any other folder other than in the default folder (C:\Winisis\Data), choose the .mst file from that folder.

Figure 26



When you select the database (.mst) and click the **Open** button in the above screen, you will get the following screen.

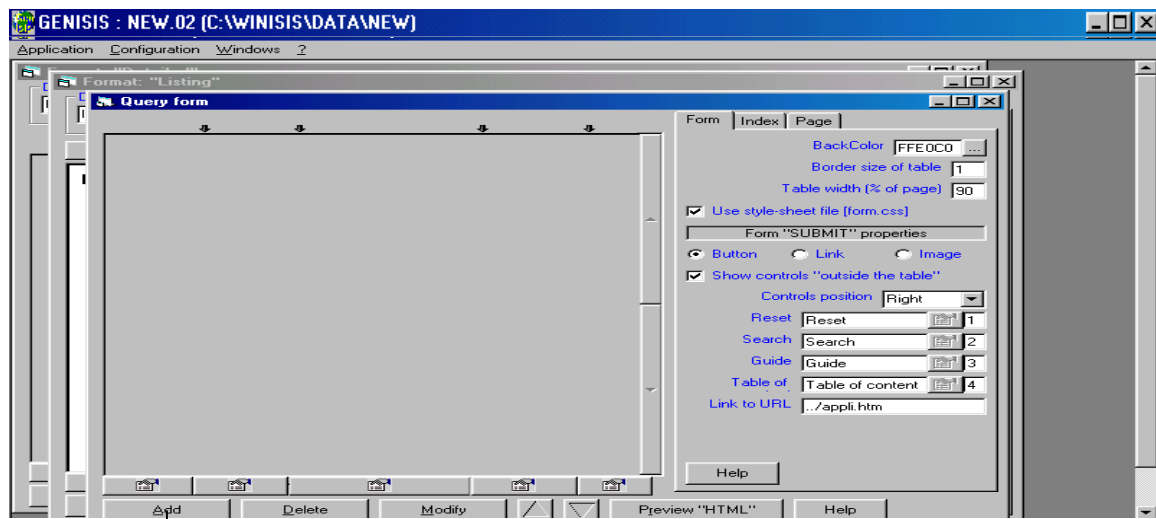
Figure 27



Give any name like MYWEB for your application and click **OK**

You will get three *form design formats* as in Fig.28

Figure 28 Form Design Formats



Click here to add fields

The form design formats are

- Query form
- Format 'listing'
- Format 'details'

Query form : allows you to design the web like *Query Form* - a front-end form for searching the Winisis database.

Format 'listing' : allows you to design an *initial display format*.

Format 'details': allows you to design a *detailed display format*.

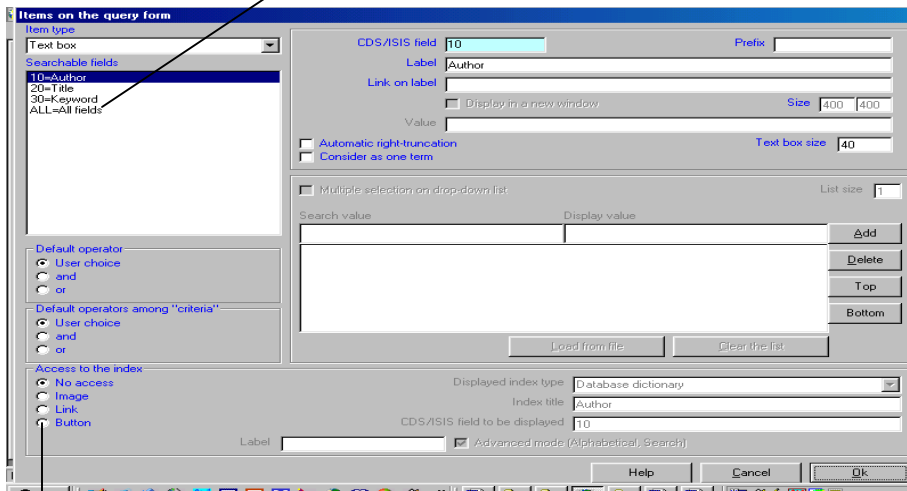
Since detailed display format is inessential for our purpose we haven't described the creation of Format 'details'.

Designing the query form

To design the query form, you have to click the **Add** button in order to add fields. Click the **Add** button at the bottom of the query form and you will get the following screen: -

Figure 29

Click on the Field to create a search box for the field on the query page



Select the button to create an index button on the query page

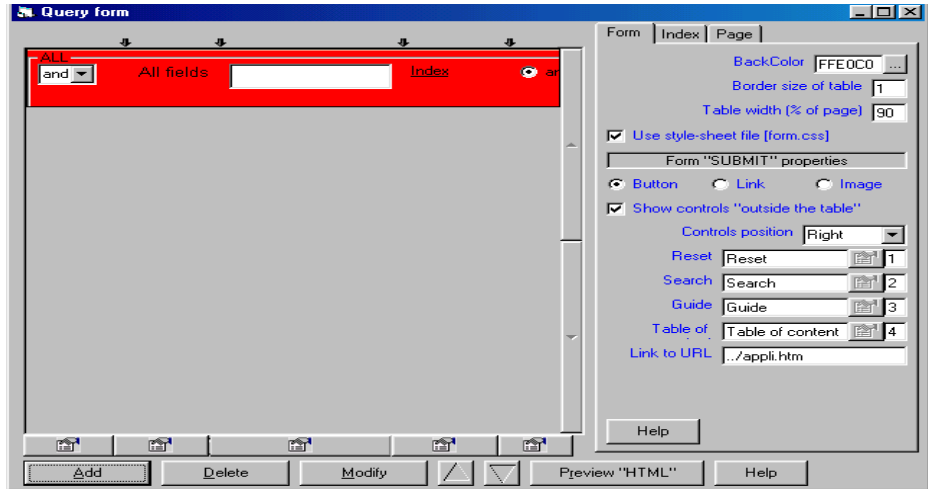
In the above screen, it is preferable to select **All fields** from the left panel (as it allows search by any term in the inverted file index of the database) and then click **Ok**. This will make the query form very simple.

The items appearing on the left panel are the *fields* you had included in your Winisis database. You may select only one field at a time so as to appear that search box in the Query form. If you want to select more fields, you have to click on **Add** button and select fields again and again until you put all those fields.

As well, you can select your option with regard to the search operators and the appearance of the *index button* by clicking the check boxes on the left side of the above screen.

Now you will get the following window. The screen below shows that **All fields** alone has been chosen.

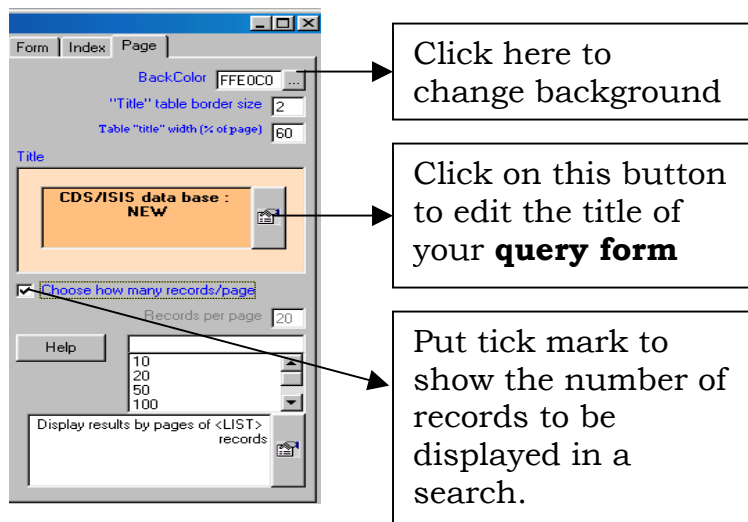
Figure 30



Select any or all the three tabs **Form**, **Index** and **Page** appearing on the right side of the above screen for appropriately modifying the 'look' of the *Search-box area*, *Index Page* and *Display Area of query form* respectively. You can play with the options in the screen and can choose anything you prefer to have a beautiful look for your web front end.

How to change the page display of the query form

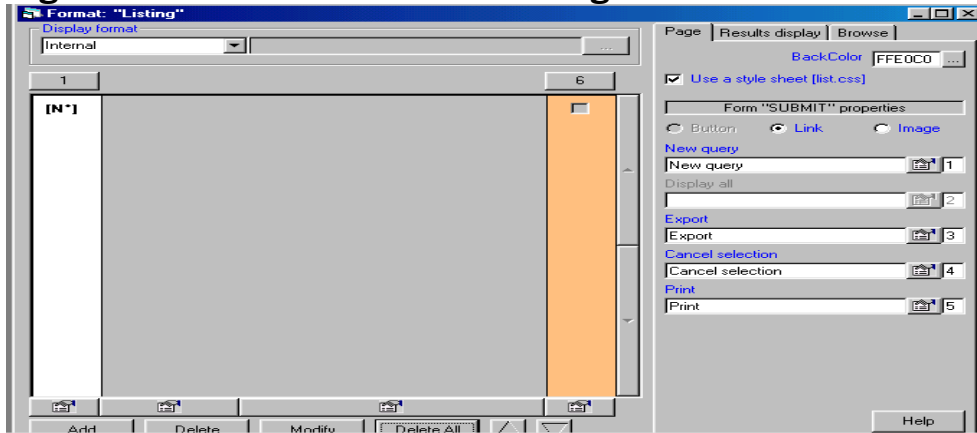
Figure 31



Designing format 'listing'

Then click on the 'Format-listing' window and you will get the following screen. It will create a default search-result page, which will display all fields contained in the database, if you do not do anything at all.

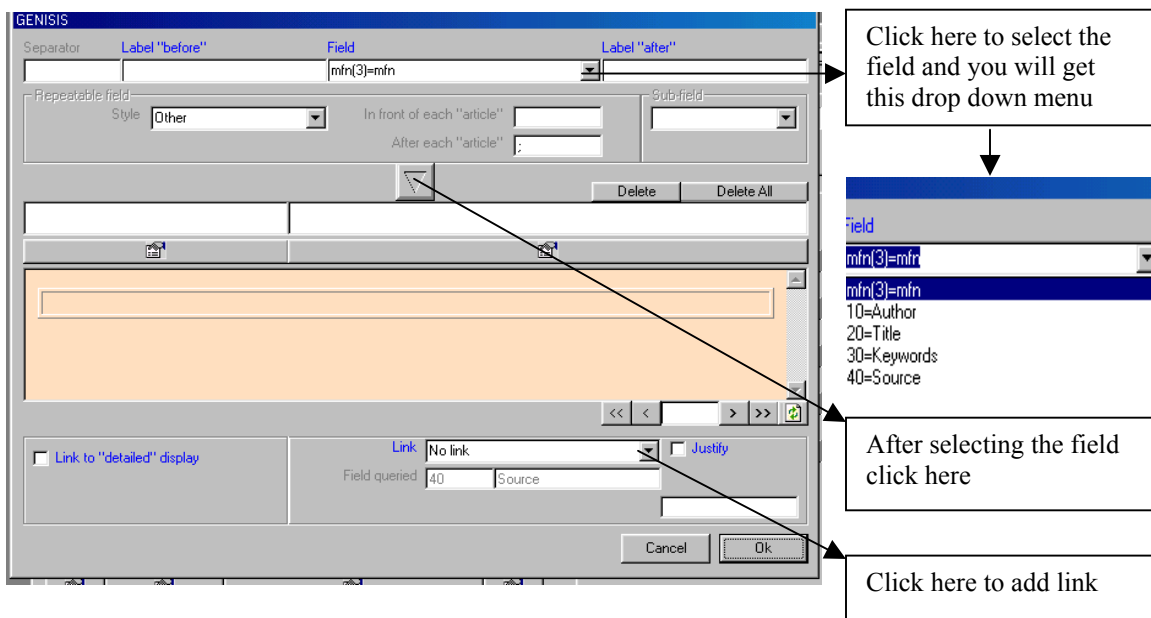
Figure 32 Default Search-Result Page Definition



Or else, you can design your own customised search-result page with **Add** button, as detailed below: -

Click the **Add** button at the bottom so as to get the following window

Figure 33 Create Customised Search-Result Page

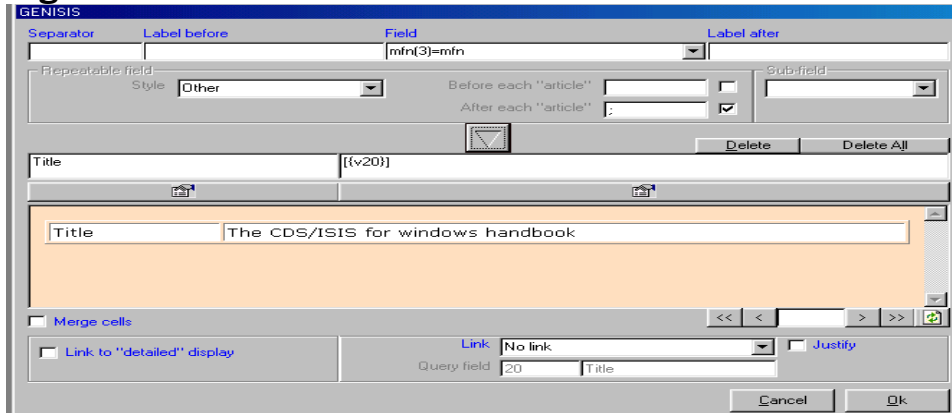


In the above screen, select the appropriate **Field** by clicking the drop down menu at the top.

Then click the **down arrow** button at the middle and finally click the **Ok** button.

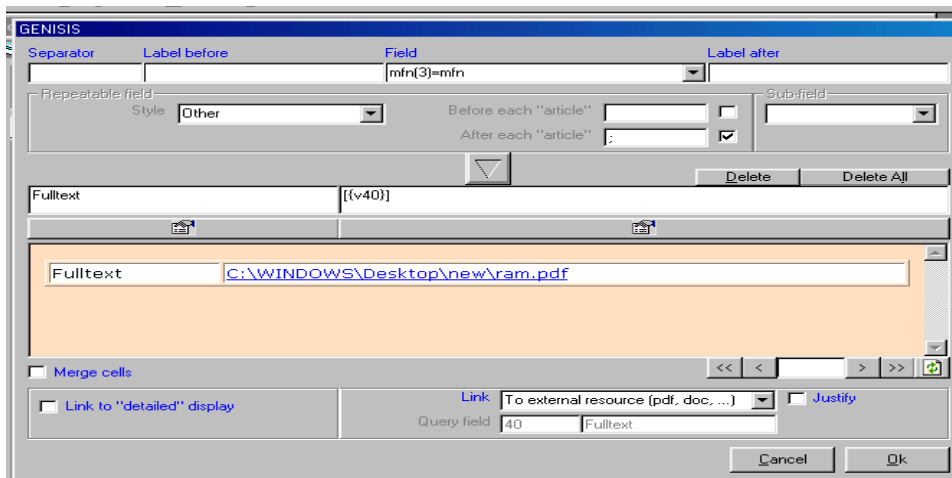
Now select the next *Field* by clicking **Add** button till all **Fields** except **Fulltext** are selected. *Fulltext* field needs to be provided with links, for opening the fulltext document.

Figure 34



Now add the **Fulltext** field. The **Fulltext** field need to have a link to the full text documents.

Figure 35 Providing Link to the Fulltext Documents

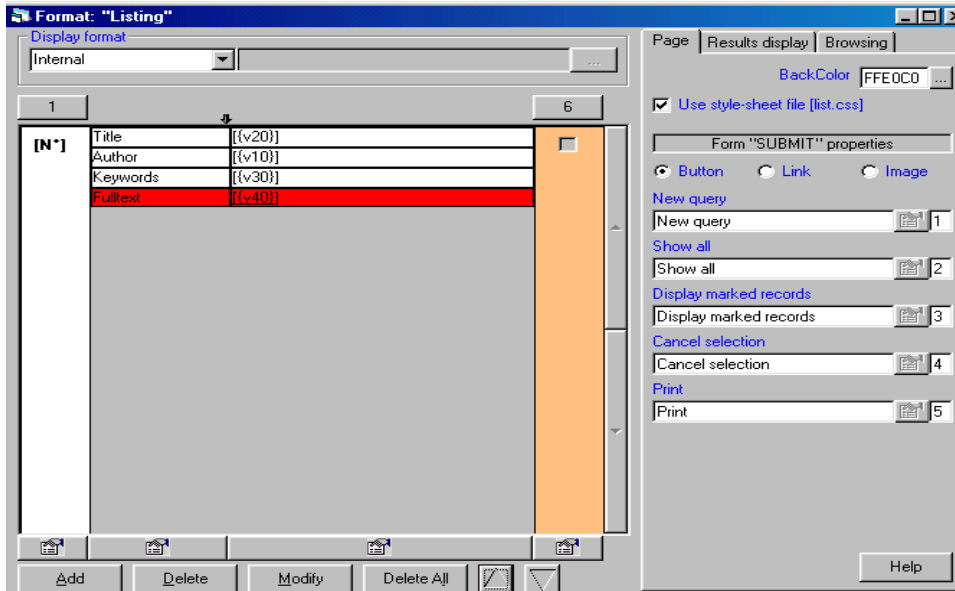


Click on the **down arrow** button at the middle as above, so as to display the **Fulltext** file *C:\Windows\Desktop\new\ram.pdf*.

Then select the drop down menu appearing against **link** and select **To external resource (pdf, doc...)**, if the full text documents are pdf, doc, html etc. Then you click **Ok** button to save it.

You may move on to the next screen in Fig 36

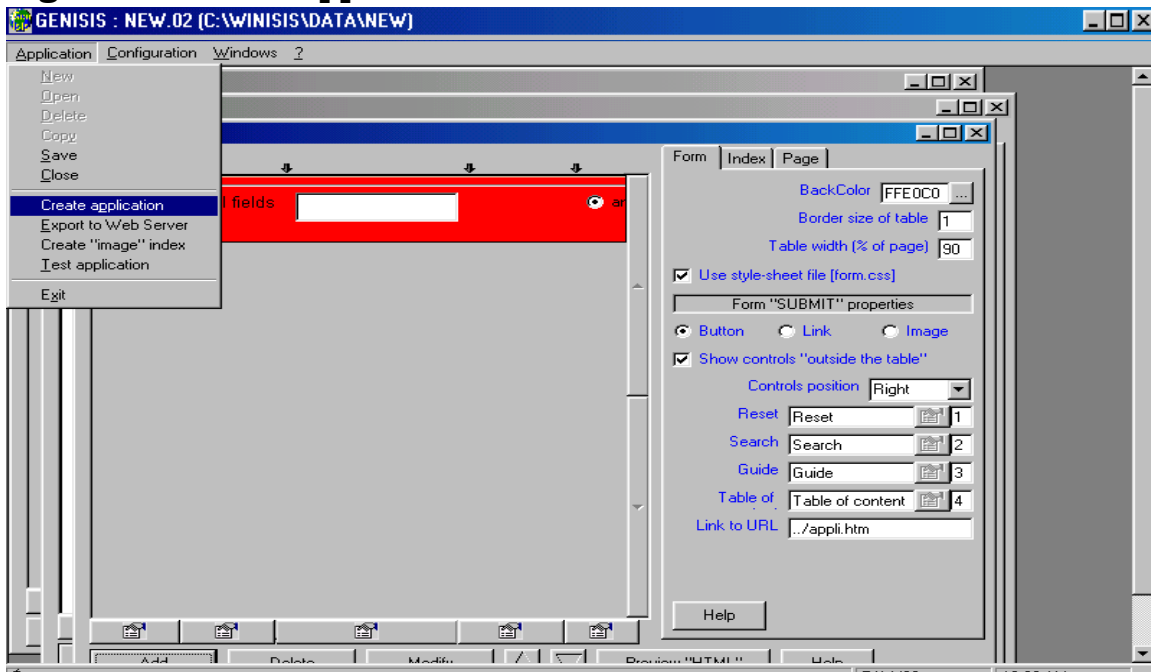
Figure 36



Designing of two forms (query form & format 'listing') as detailed above are over and you may ignore the **Format 'Details'**.

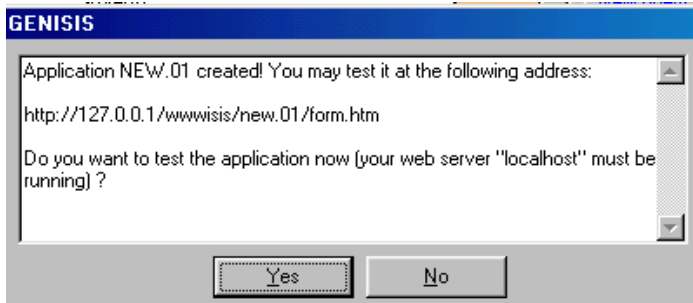
Then click on **Application** drop down menu and select **Create application** as in figure 37

Figure 37 Create Application



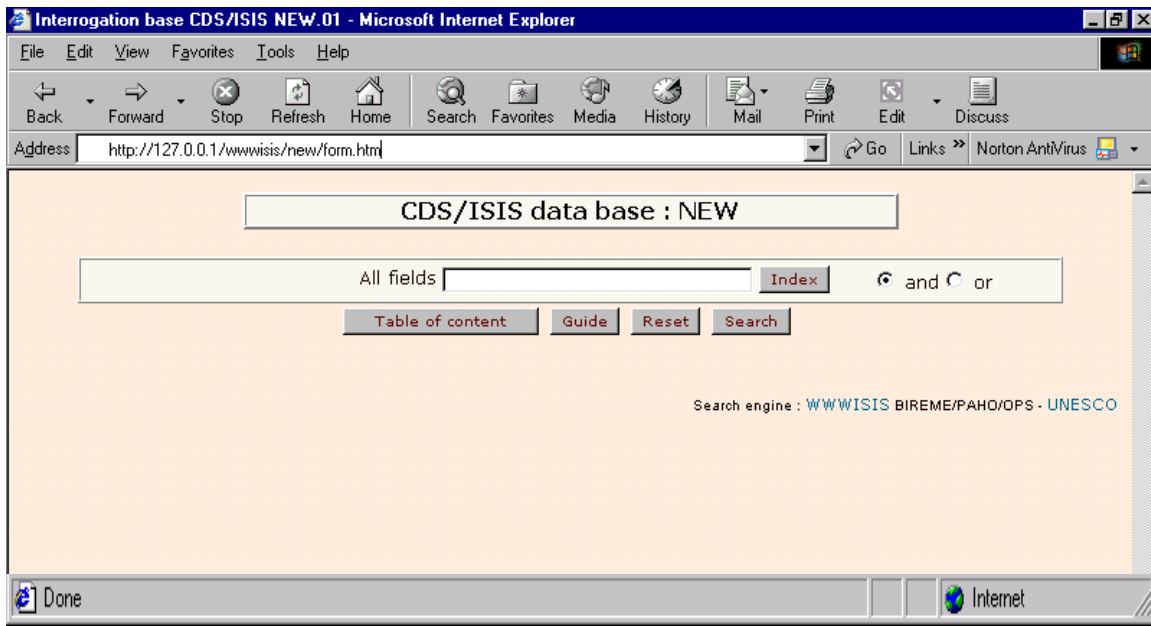
You will be lead to the following message. (Fig.38)

Figure 38 Test the Application



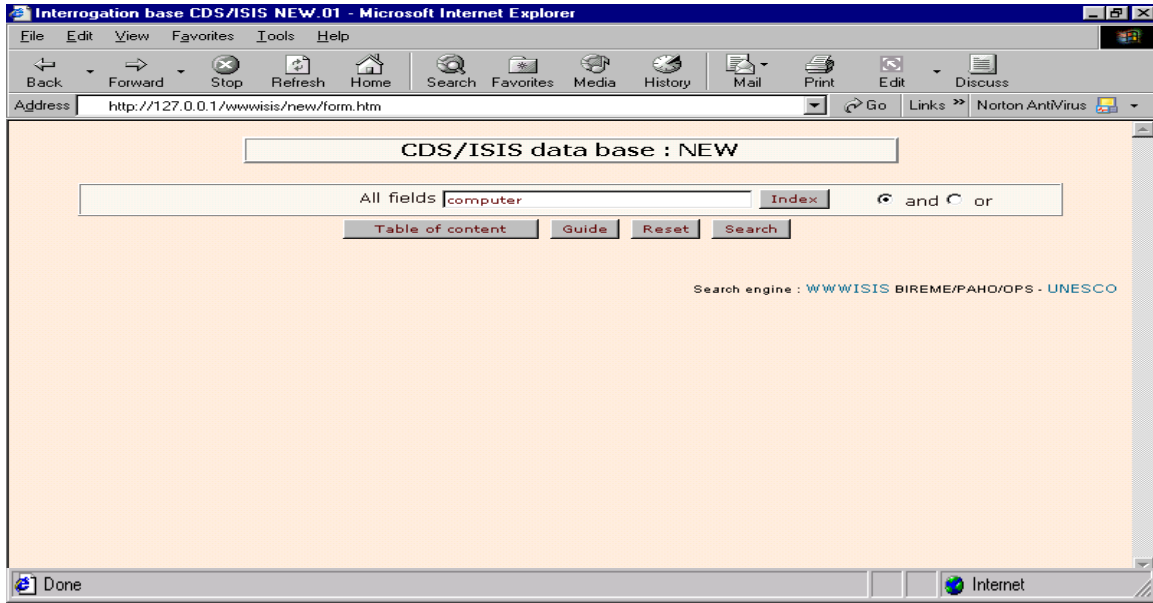
Click on the **Yes** button and the query form you had created will appear as follows as in Fig 39.

Figure 39 A Test Window -Query Page



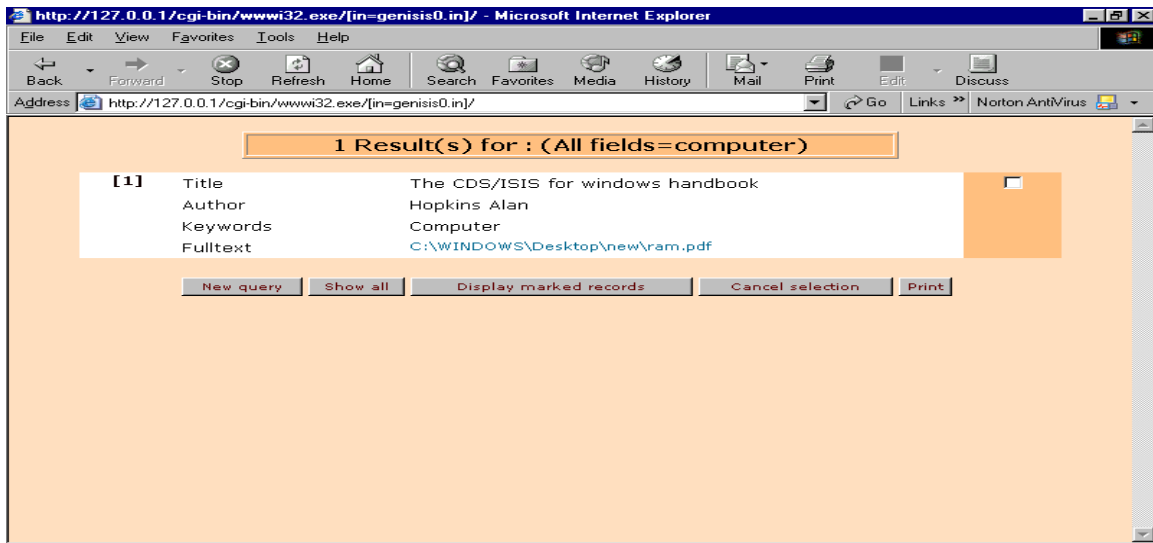
Type any search term in the **Search box** for all fields to make a search.

Figure 40 Search Window



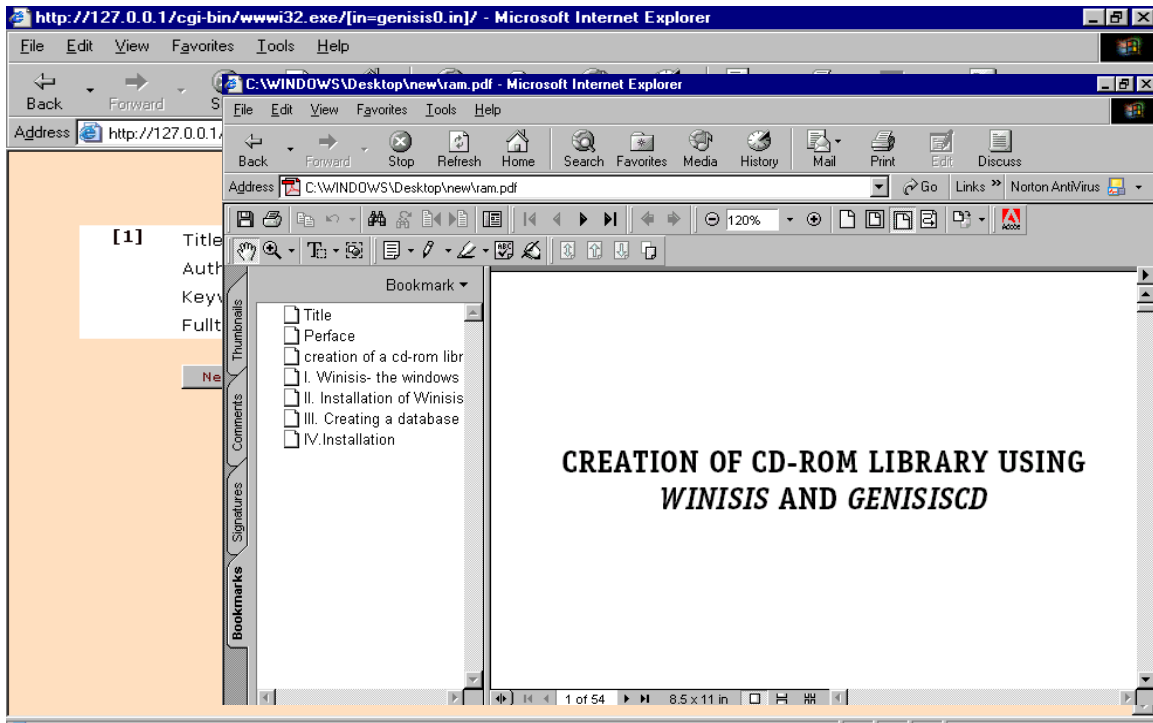
Then click the **Search** button to get the following screen containing the result.

Figure 41 Search Result Page



If you click on the **link** (*C:\Windows\Desktop\new\ram.pdf*) against the field **Fulltext** provided above, appropriate document would be opened, automatically as follows: -

Figure 42 An Opened Full-text Document



Close the test window and continue as in figure 43

Installing TCP/IP protocol

If your computer needs to work with *http* address, you need to install the protocol *TCP/IP*

- Click **Start** menu
- Then click **Settings**,
- And click **Control Panel**, and then double-click **Network** icon to open the network dialogue box. Then the **Network** dialog box will be opened.
- Then click **Add**.
- Click **Protocol**, and then click **Add**.
- Then click **Microsoft** under **Manufacturers**, and in **Network Protocols**, click **TCP/IP**

You must know the *name* or *number* of your computer to type the http address.

How to find out the name of your computer?

- Open the **Network** dialog box as described above.
- Click the **Identification** tab.
- The name of your computer name will appear there or type a new name if you want to re-name the computer.

How to find out the number of the computer?

- Open the **Network** dialogue box

Select **TCP/IP** under **Configuration** and Click on **Properties** button to see the IP address of the computer

Save the application

Finally *save the application* by clicking the **Save** under **Application** drop down menu as in figure 43.

Figure 43

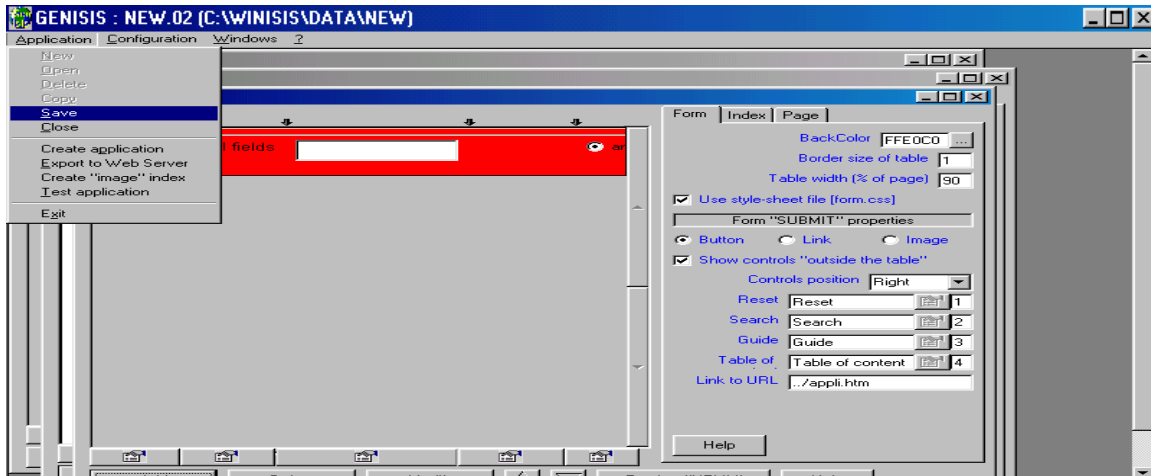


Figure 44



Click the **OK** button in the above window.

Now, you can open the GenisisWeb application by typing the http address *http://computername/wwwisis/databasename/ form.htm* in the *internet explorer* address bar.

(Eg. <http://127.0.0.1/wwwisis/new.01/form.htm> will be the address for the sample application created above. The computer will add.01 to the first databasename and .02 to second databasename and so on).

Ensure that the folder containing *fulltext document is shared* with read-only access.

You can allow others to search the database with the above http address.

2.4 Publishing the Database in a website

You can publish the Winisis database application created above in a website by export function of the GenisisWeb software.

Modify the Fulltext field of the Winisis database before exporting

In order to put the above database application in a website, you need to modify the field **40 Fulltext**. The path provided in the field **40 Fulltext** for full-text documents earlier is C:\Windows\Desktop\new\ram.pdf. That path does not work in the webserver, as the full path of the fulltext documents, when you put them in a webserver, will be different.

So modify the data elements of the field **40 Fulltext** in such a way that it should show the exact path (web address) of the relevant documents when we place them in the website. The web address of the documents should be *website address/folder name/document name with extension*. For example, if you decide to put your documents in a folder namely **pdf** in your webserver space and if the website name is *www.kilaonline.org*, the path of a document should be *www.kilaonline.org/wwwisis/pdf/ram.pdf*. You can place the fulltext documents anywhere in the webserver, but the path you provide against the fulltext field should be appropriate.

Modifying the database by using global replace

Modify the already created database as mentioned above with the help of **Global Replace**, as detailed in the annexure.

Create the modified GenisisWeb application

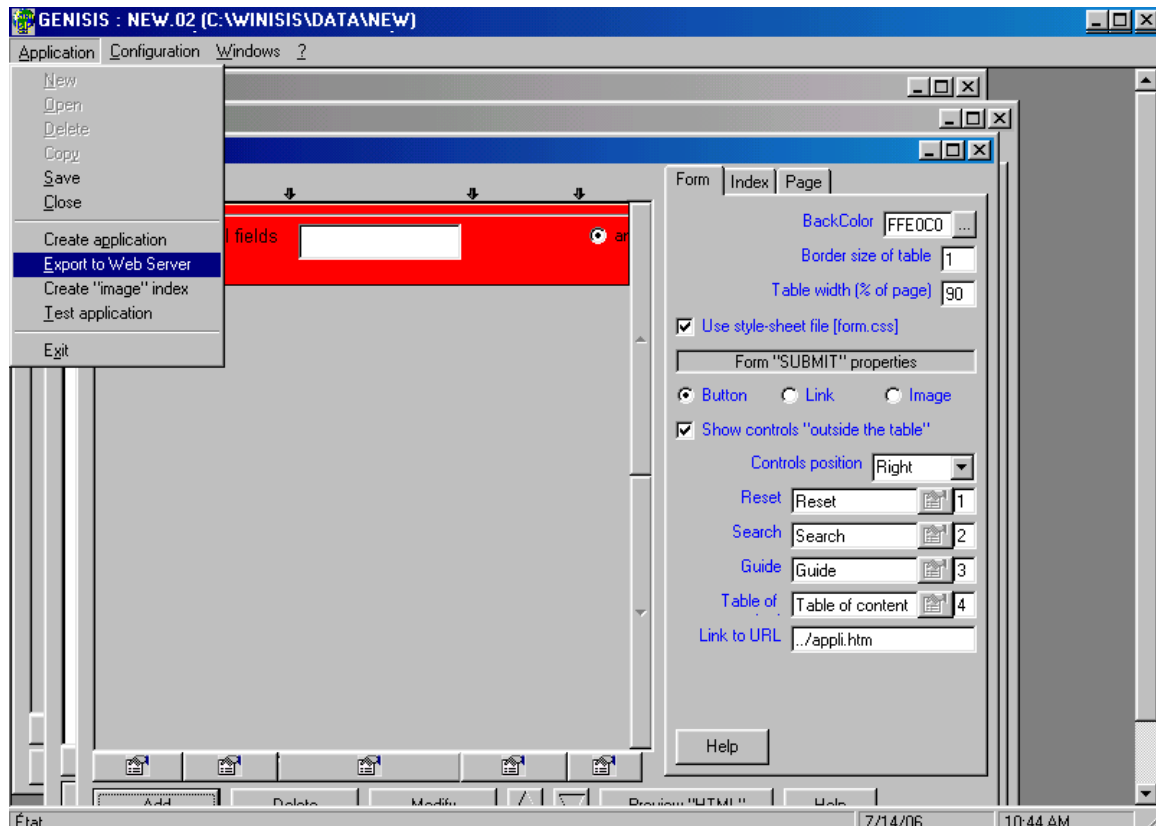
Create a GenisisWeb application with the modified Winisis database, as detailed early in this chapter. Then you may export the application and copy the folders to the webserver, following the steps detailed below.

Exporting the application to the web-server

Open the created GenisisWeb application.

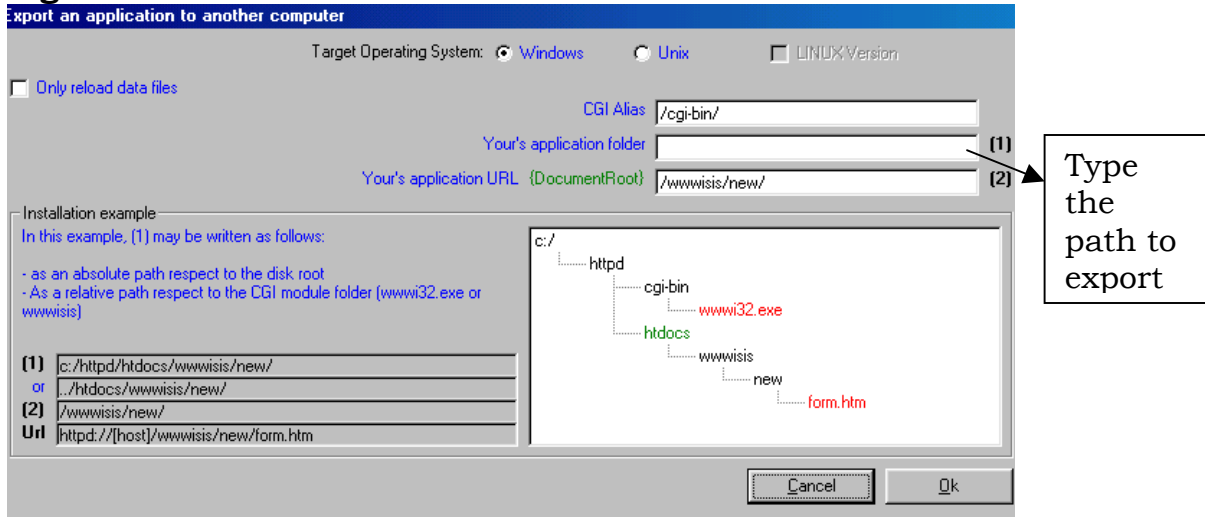
Click on **Export to web server** under the **Application** drop down menu as in figure 45

Figure 45 Exporting to Web-server



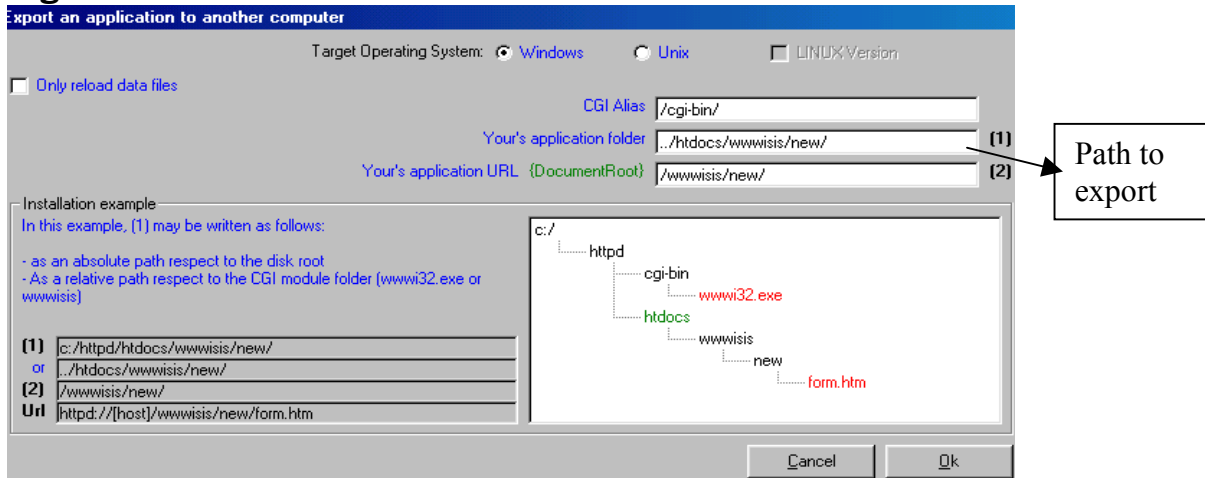
Then you will get a dialogue box in Fig.46

Figure 46



In the above screen you can choose the operating system **Windows** or **Unix**. Then type a path to export (as shown on left bottom of the screen eg. `.../htdocs/wwwisis/new/`) on the box for **Your's application folder** as above.

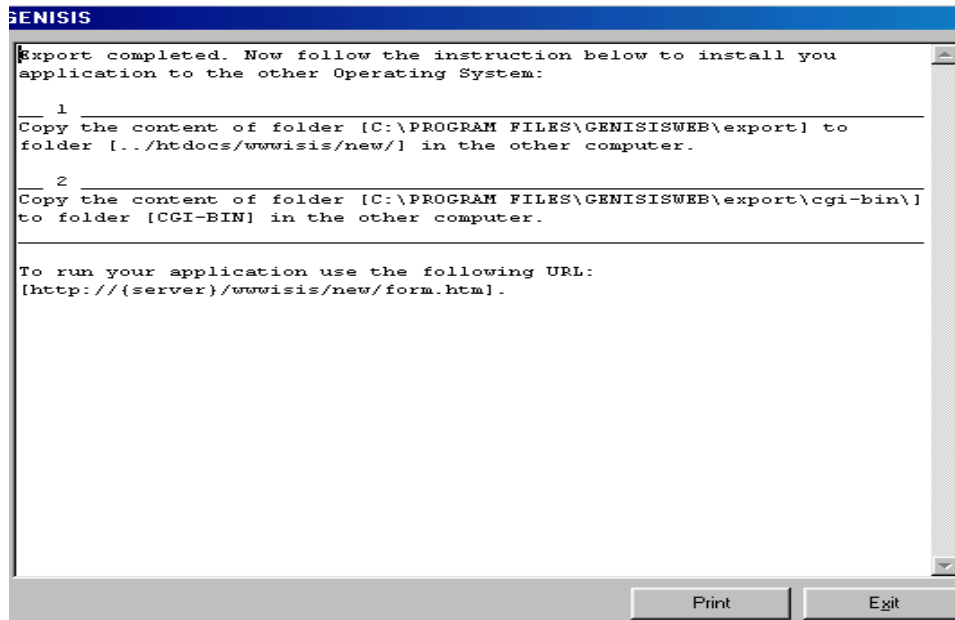
Figure 47



Then click the **Ok** button to start the export process.

On completion of export process, you will get a message. The message will give you instructions on what to do.

Figure 48 Instructions



Then follow these steps

1. Create a new folder **wwwisis** in the **htdocs** and then create another subfolder namely **new** in **wwwisis** folder of the server computer (../htdocs/wwwisis/new)
2. Copy the contents of the folder **export** (under GenisisWeb) from the first computer to the **new** folder (../htdocs/wwwisis) in the server computer
3. Copy the contents of the **cgi-bin** (of GenisisWeb) to the **cgi-bin** in the server computer (The contents of the *cgi-bin* will be identical files for any database)
4. Place the **fulltext** documents in the webserver in accordance with the document path you had provided in the field 40 *Fulltext* and
5. When you type **http://servername/wwwisis/new/form.htm**, the query form will appear. The query form allows you to search the document collection.

CHAPTER 3

Creation of CD-ROM Libraries with GenisisCD

GenisisCD⁶ software can be used for creation of cd-rom libraries. Earlier used database need to be slightly modified for creating a sample cd-rom library.

Modify the earlier used Winisis database

The Winisis database used for GenisisWeb application describe in chapter 1, needs to be modified slightly.

The only change to be made to the Winisis database is to substitute the document file name with extension (eg. ram.pdf) in the **Fulltext** field instead of the full path file name in the GenisisWeb application. Everything else can be retained as such in the database.

The filename of the full text documents in the field **Fulltext** can be altered by choosing **Global edit**⁷ feature of the Winisis.

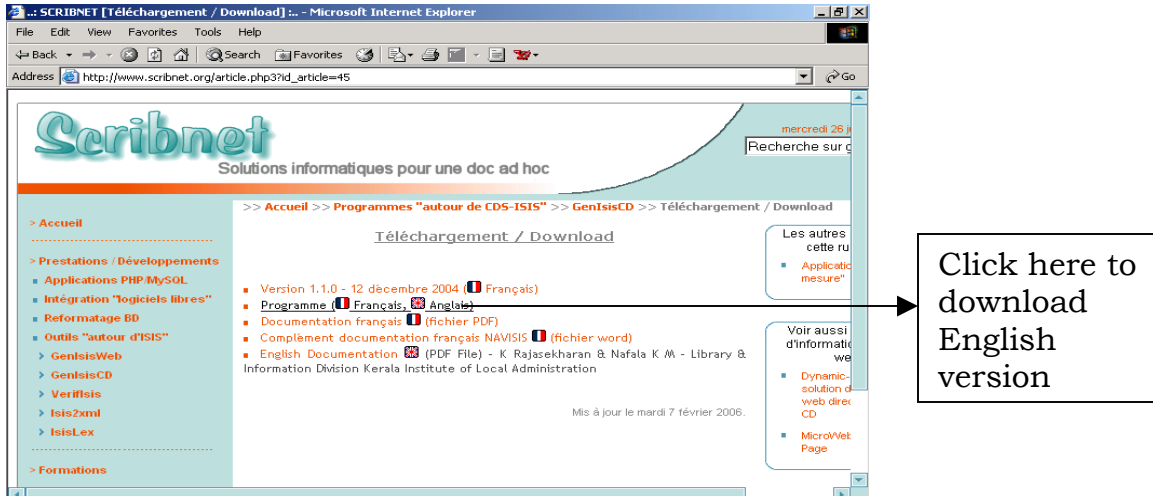
⁶ The GenisisCD software created by Pierre Chabert (pichabert@wanadoo.fr) is available at <http://www.scribnet.org/download/genisiscd.exe>. Download the English version.

⁷ For details, see the Annexure I

3.1 Installation of the GenesisCD

Download the GenesisCD program from *www.scribnet.org* website or Unesco website.

Figure 1



Unzip the downloaded zipped file and you will get the following three files

Figure 2



Double click the **setup.exe** file given above

Then you will get the first screen in the installation process as follows: -

Figure 3



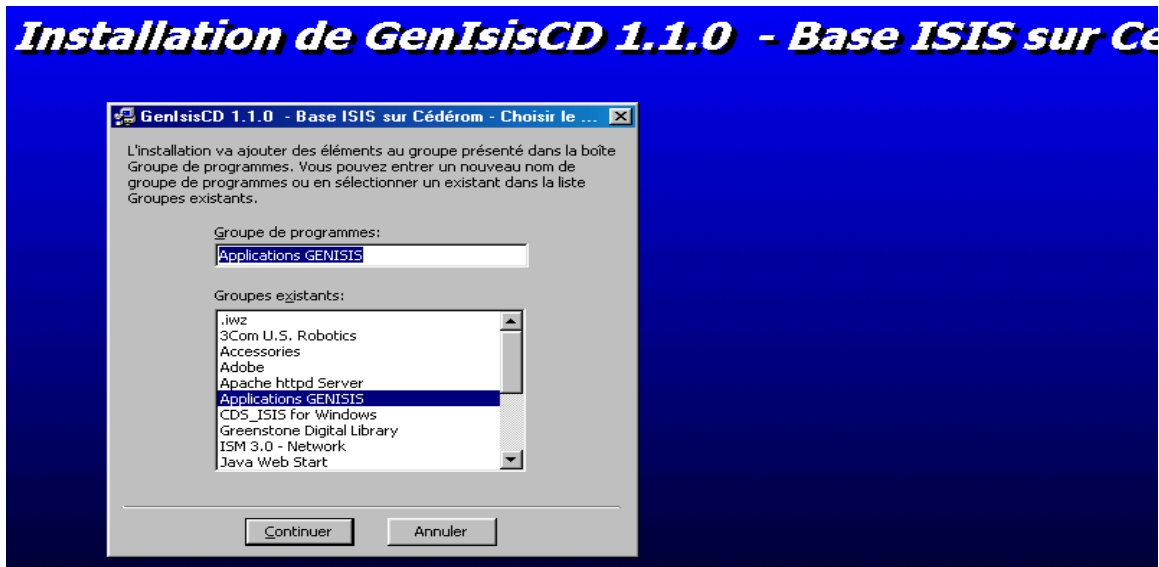
Click on the **OK** button and you will be lead to a screen as in Figure 3 as follows: -

Figure 4



Click on the **computer icon** on the left side and you will get the following screen: -

Figure 5



Click on the **Continuer** button and you will be notified the successful installation of the program.

Figure 6

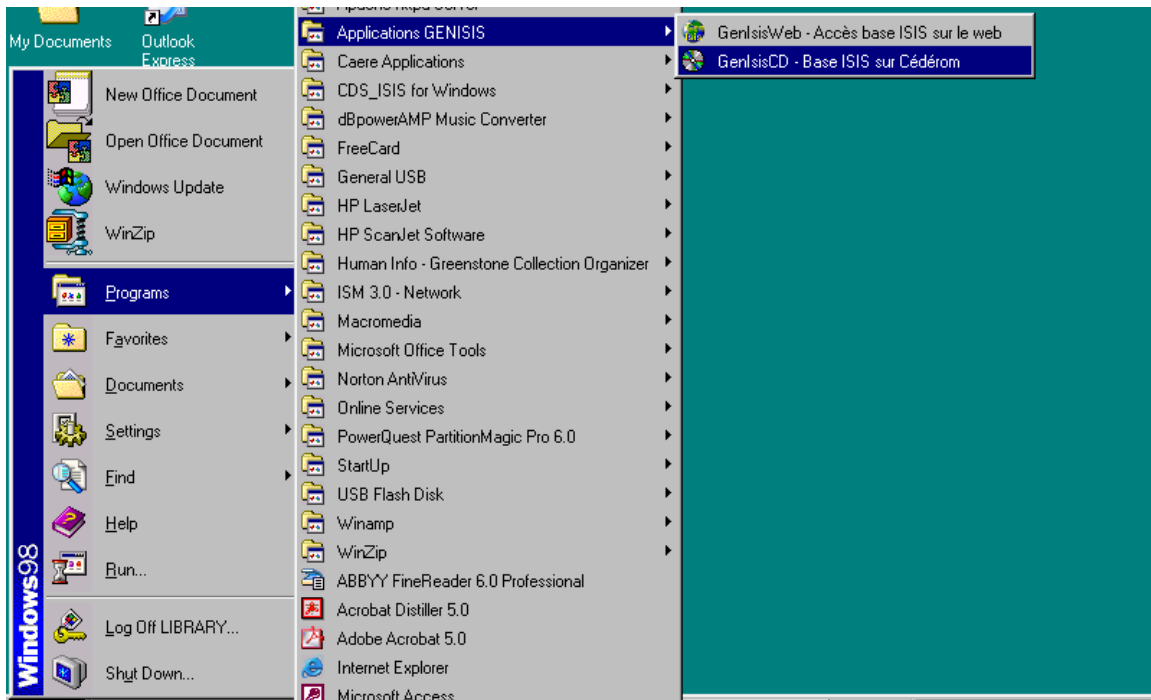


Click on the **OK** button to finalize the installation.

3.2 Creation of GenisisCD files for burning into a cd-rom

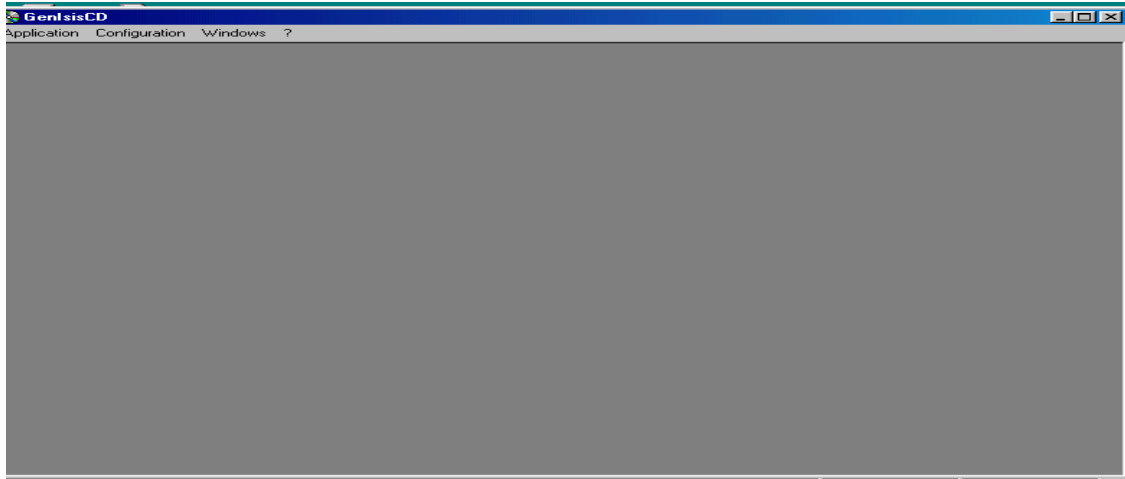
To start GenisisCD program, go to **Start\Programs\Applications Genisis\GenisisCD-BaseISIS** as follows: -

Figure7



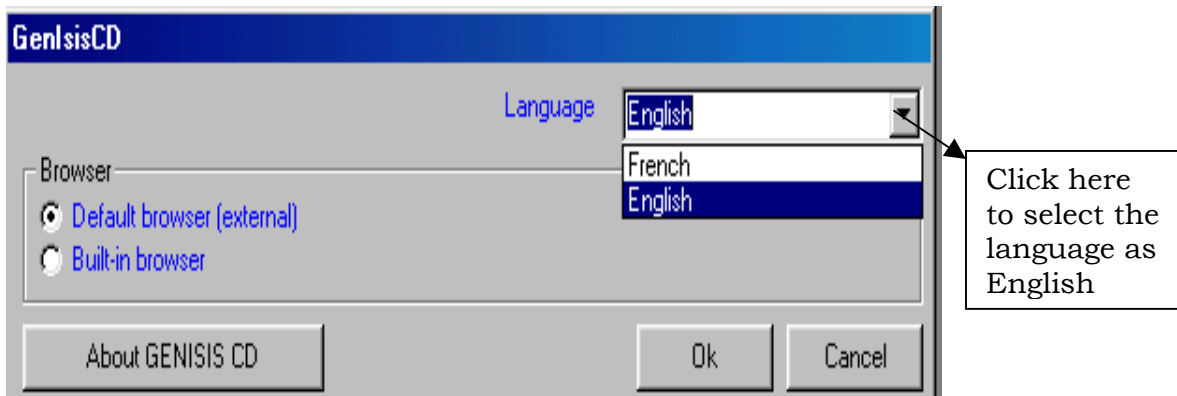
Then you will get the following screen in Figure 8

Figure 8



Click **Configuration** menu and select **Options** to get the following screen.

Figure 9



In the above screen, click on the language drop down arrow key to select the language **English** and click the **Ok** button.⁸

Click on the **Application** menu and select **New** as follows.

⁸ If your installation doesn't show English language, create a notepad file with the following contents.

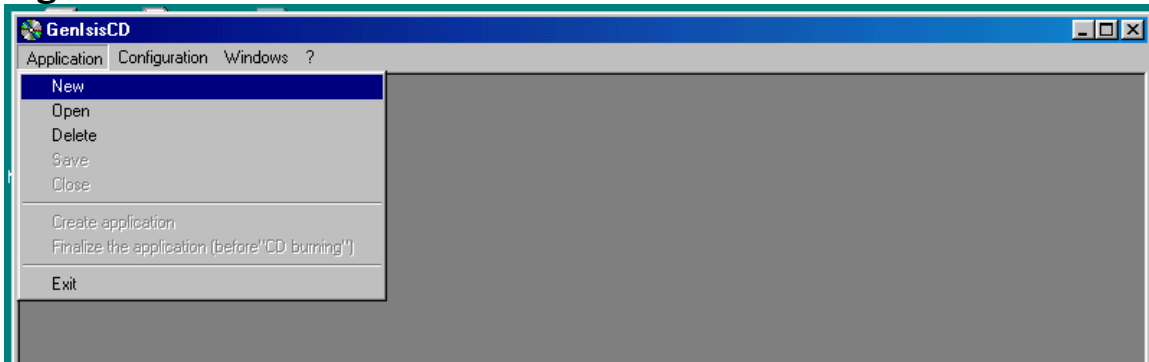
[OPTIONS]

LANG=en

Save it with the name **GenIsisCD** and put it in the folder C:\Program Files\GenIsisCD

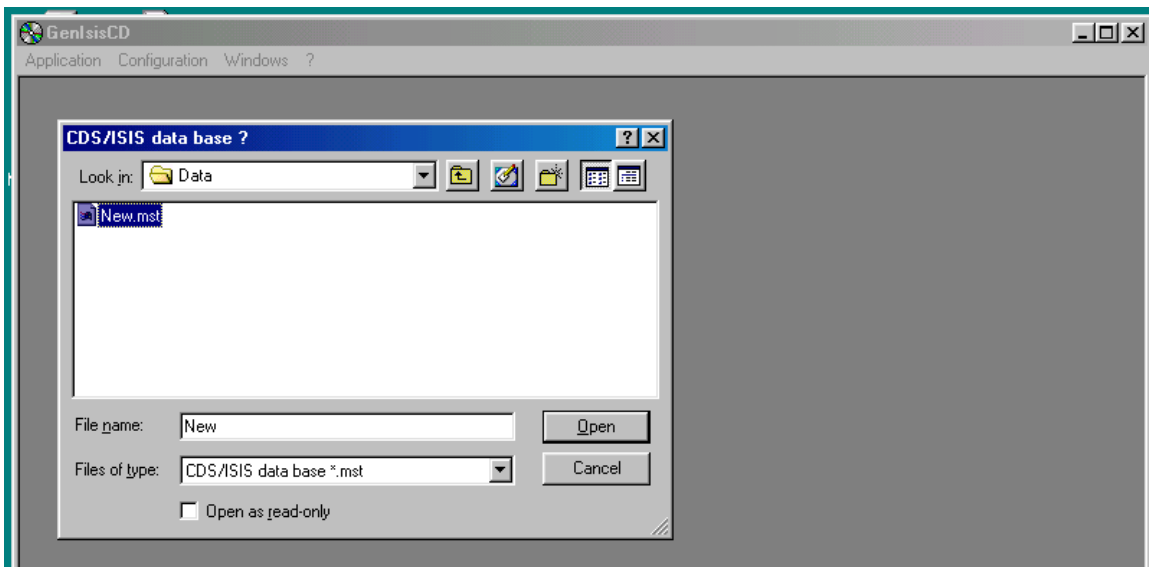
The application will be converted to English when you refresh it.

Figure 10



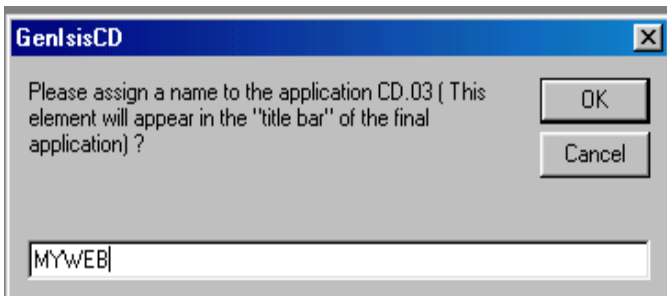
Then the following screen will appear.

Figure 11



Select the **.mst** file of the modified Winisis database and click the **Open** button in the above screen. Then you will get the following screen: -

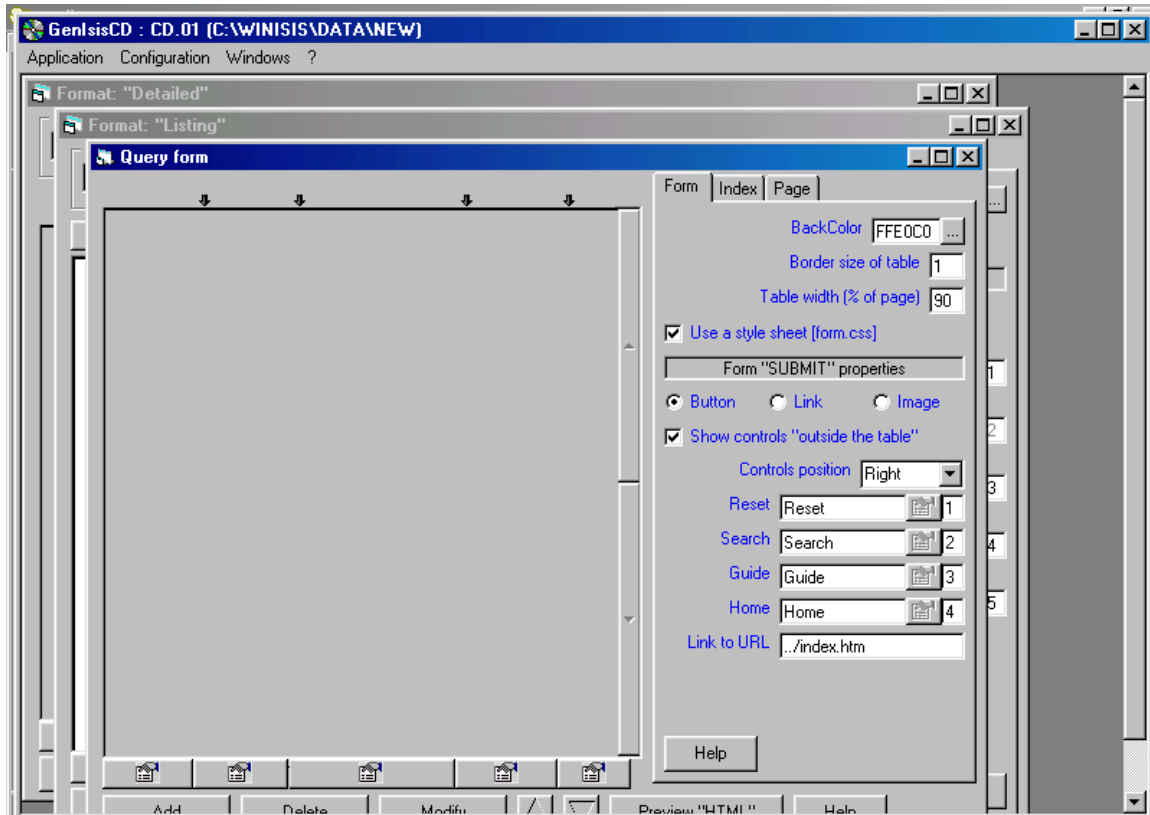
Figure 12



Give a name like **MYWEB** for your application and click **OK**.

Then you will get three form design formats.

Figure 13



The form formats are

- Query form
- Format 'listing'
- Format 'details'

Query form allows you to design the web like *Query Form* - a front end form for searching the database.

Format 'listing' allows you to design a *short display format*. If you don't design a format, the default format will appear automatically.

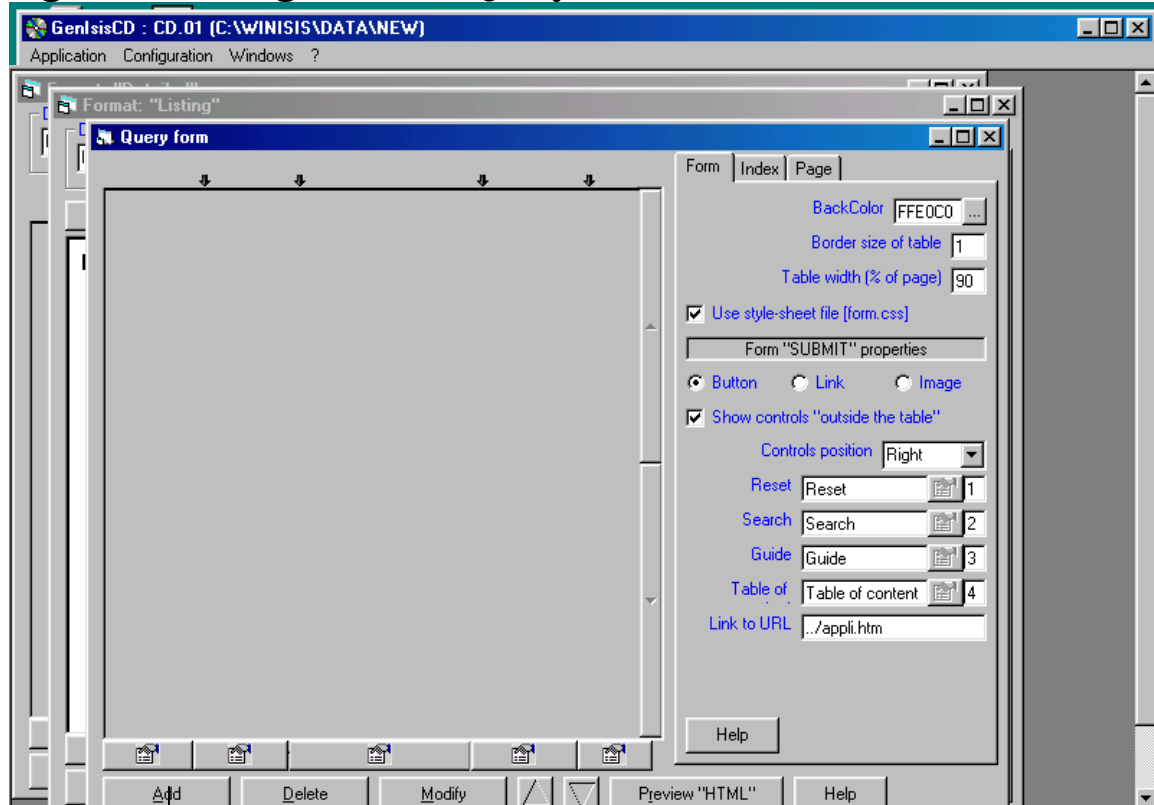
Format 'details' In GenisisCD, format 'details' is not organically linked with format 'listing' and hence it has not been used in this part of the manual. You can provide detailed display with *format 'listing'*.

How to design the query form?

Query Form is the front-end web form for search by users as if in a website. It has a search box, submit button and other buttons.

To design the query form, select the **Query form** by clicking on the top of it.

Figure 14 Adding field/s to Query Form

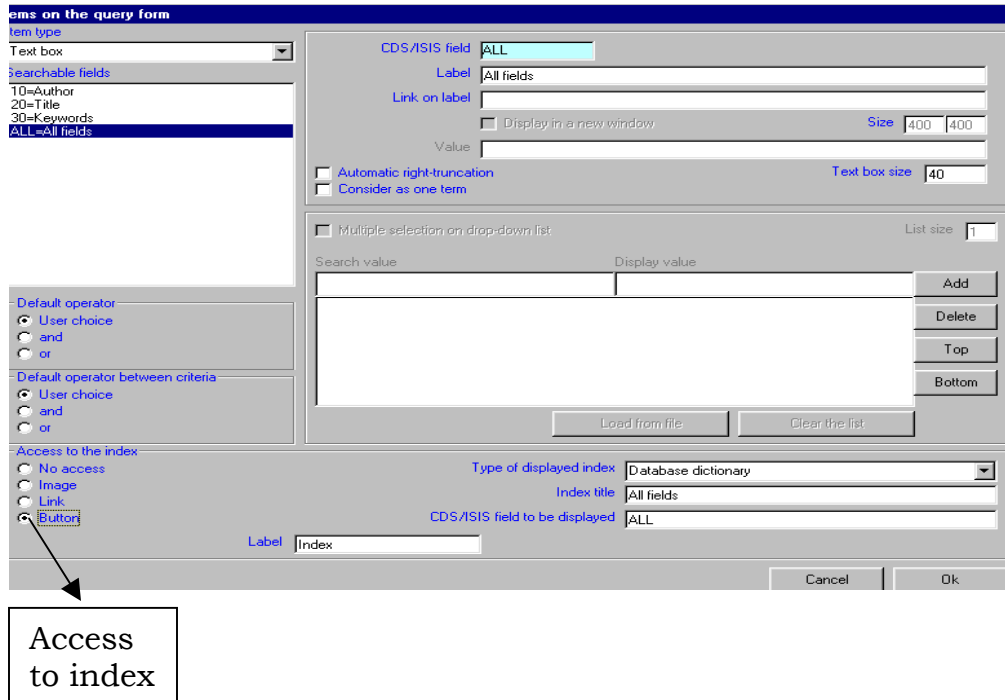


Click here to add fields

Then click on the **Add** button at the bottom of the query form in Fig 14

When you click on the **Add** button you will get the following window: -

Figure 15 Adding All fields



In the above screen, it is preferable to select '**All fields**' from the left panel (as it allows search by any term in the inverted file index of the database) and then click **Ok**

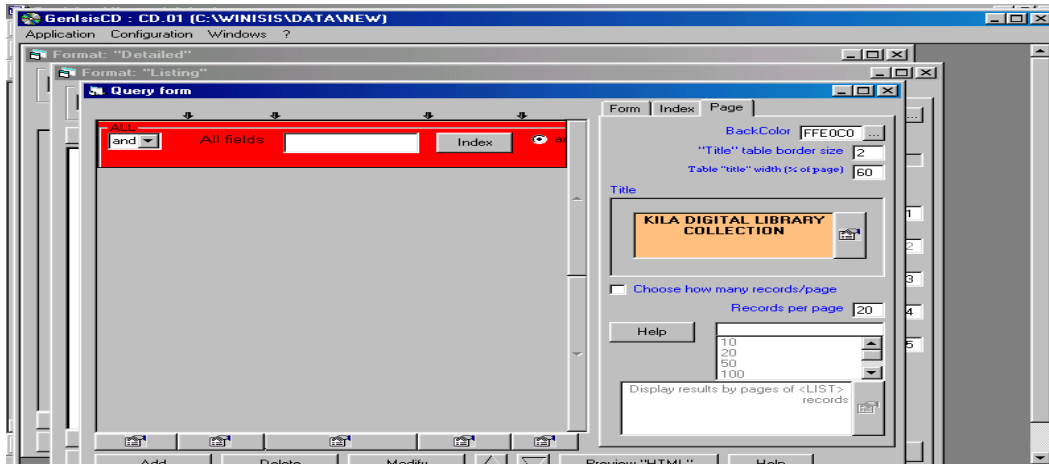
The items appearing on the left pane are the fields included in the Winisis database. Select one field each at a time so as to have search box for all those fields in the Query form.

More fields can be included in the search box by clicking on "**Add**" button and clicking on **Ok** button. You can continue with one by one, until you select all fields and create search boxes for all fields.

From this format, you can create **search operators** check box and **index button** by marking the appropriate check box.

Then you will be lead to the following window: -

Figure 16 Design Query Form



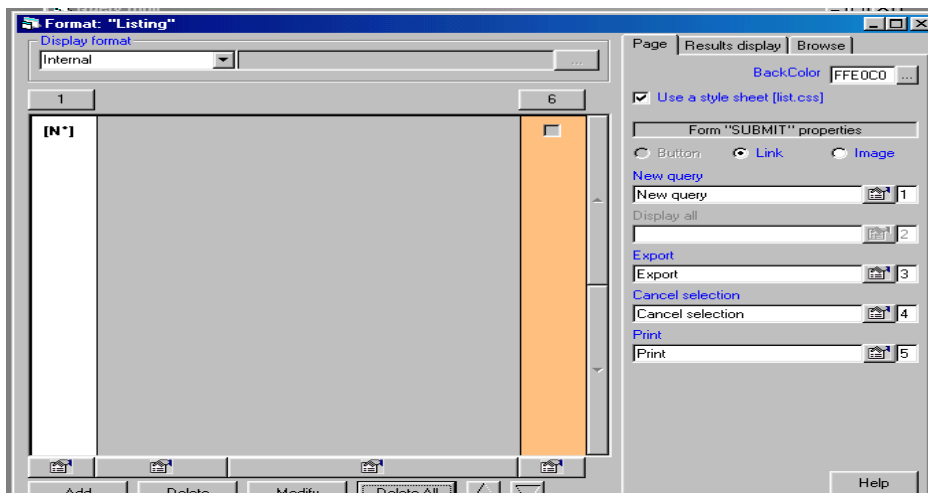
Select any or all the three tabs **Form**, **Index** and **Page** appearing on the right side of the above screen for appropriately choosing the 'look' of the *Query Form*, *Index Display Page* and *Search Display Page*.

You can play with these options and choose anything you prefer to have a beautiful look for your cd-rom library. (For instructions to design a query form **See** *chapter 2 figure.29*)

Designing format 'listing'

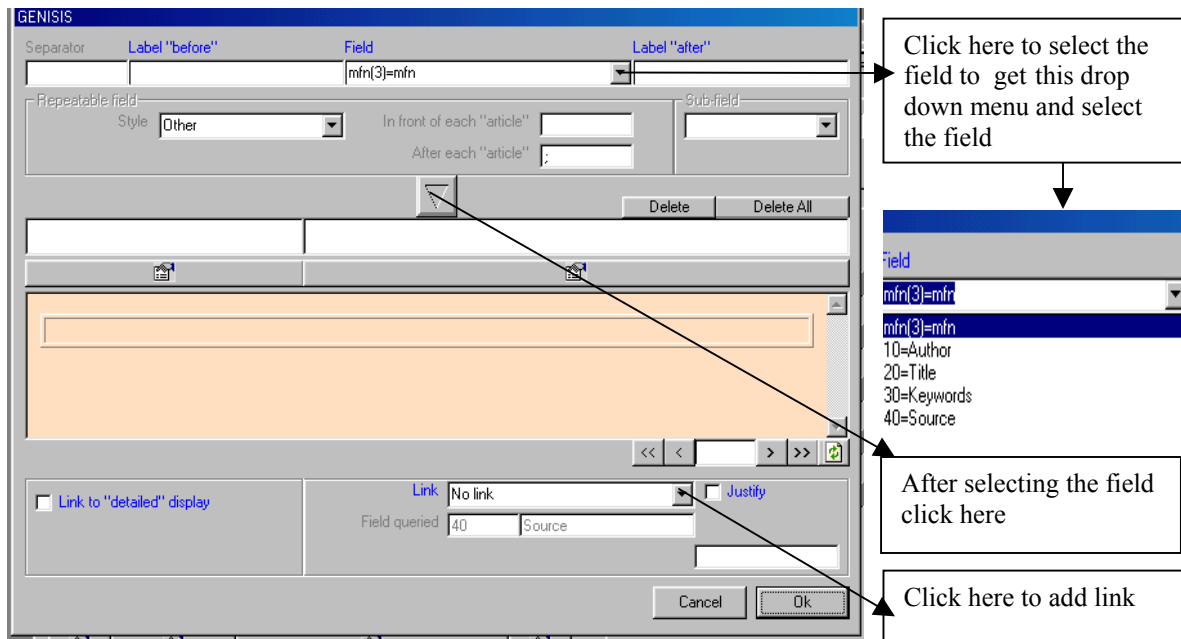
Click on the *'Format-listing'* window and you will get the following default form. If you don't **Add** any field, the default search page will appear.

Figure 17 Format 'listing' Window



Click the **Add** button at the bottom to create a customized search-result page and you will get the following window.

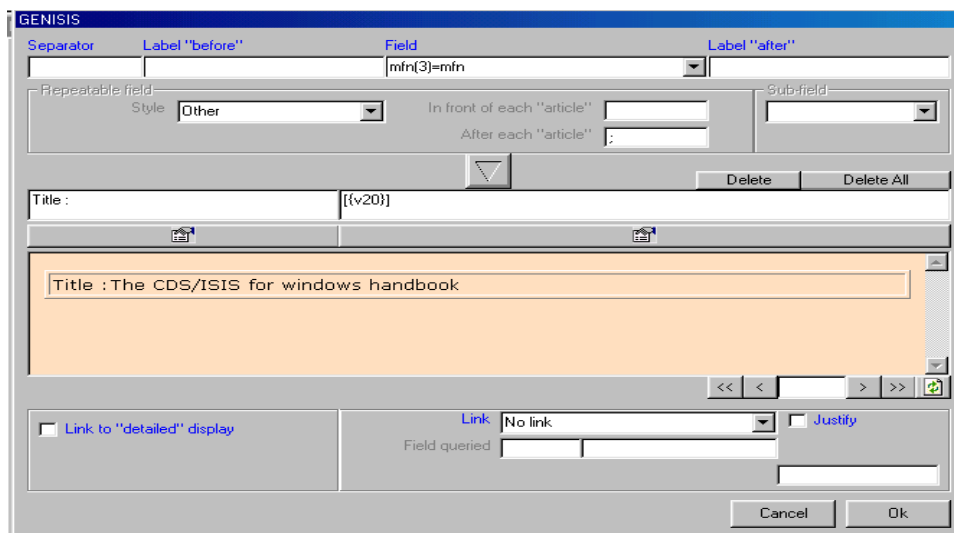
Figure 18



From the above screen, select the appropriate **Field** in the drop down menu and then click the **down arrow** button at the middle and then click the **Ok** button.

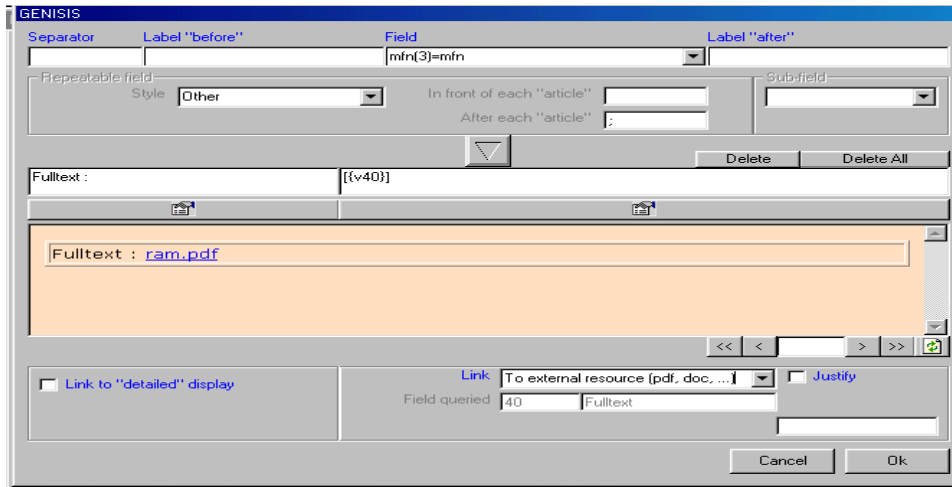
Then select the next *field* by clicking the **Add** button till all **Fields** except **Fulltext** are selected.

Figure 19



Select the **Fulltext** field as follows: -

Figure 20 Linking Fulltext Field to the Documents

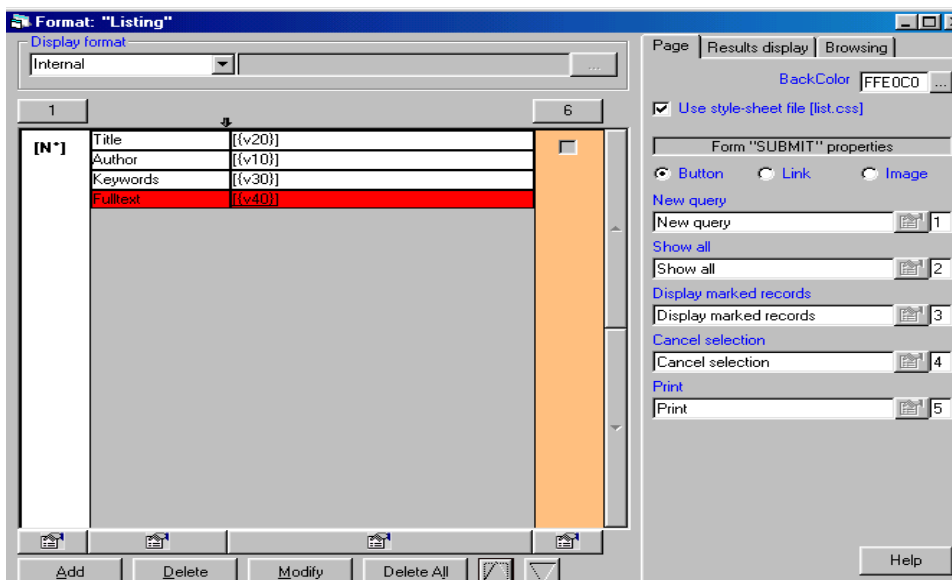


Then click on the **down arrow** button at the middle so as to display the **Fulltext** file name *ram.pdf*.

Now select the drop down menu appearing against **link** and select **To external resource (pdf, doc...)**, if the full text documents are pdf, doc, html etc. Then click the **Ok** button to save it.

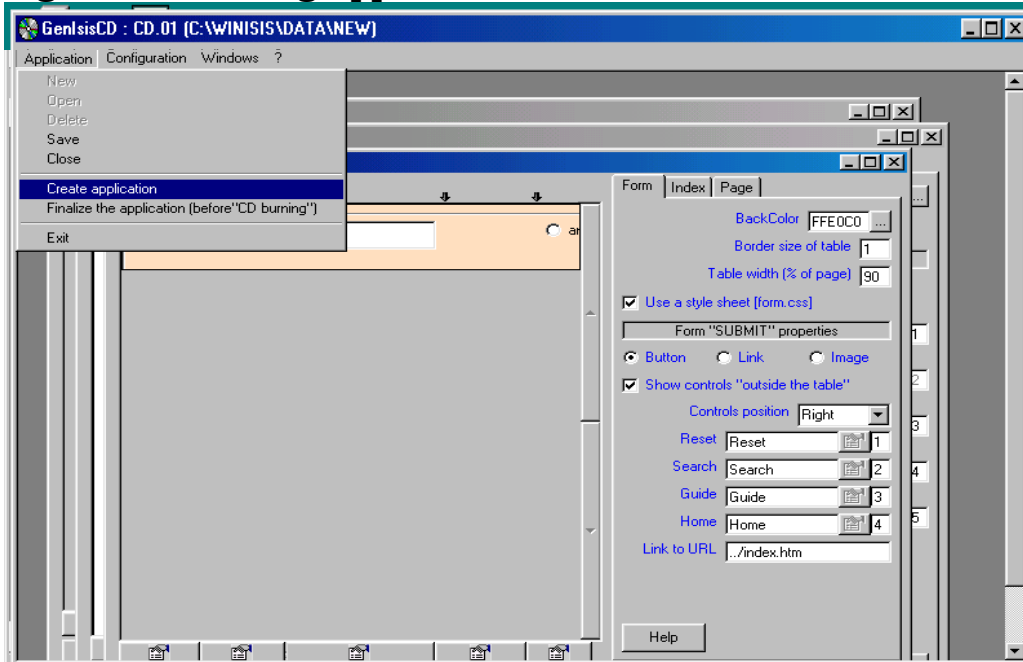
Then move on to the next screen in Fig 21

Figure 21



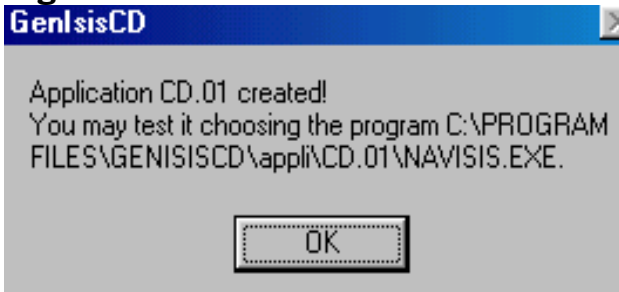
After designing two forms (Query form & format 'listing') as above, you may click on the **Application** drop down menu and select **Create application** in figure 22

Figure 22 Creating Application



On clicking the **Create application**, you will get the following screen as in Figure 23

Figure 23



Click the **OK** button.

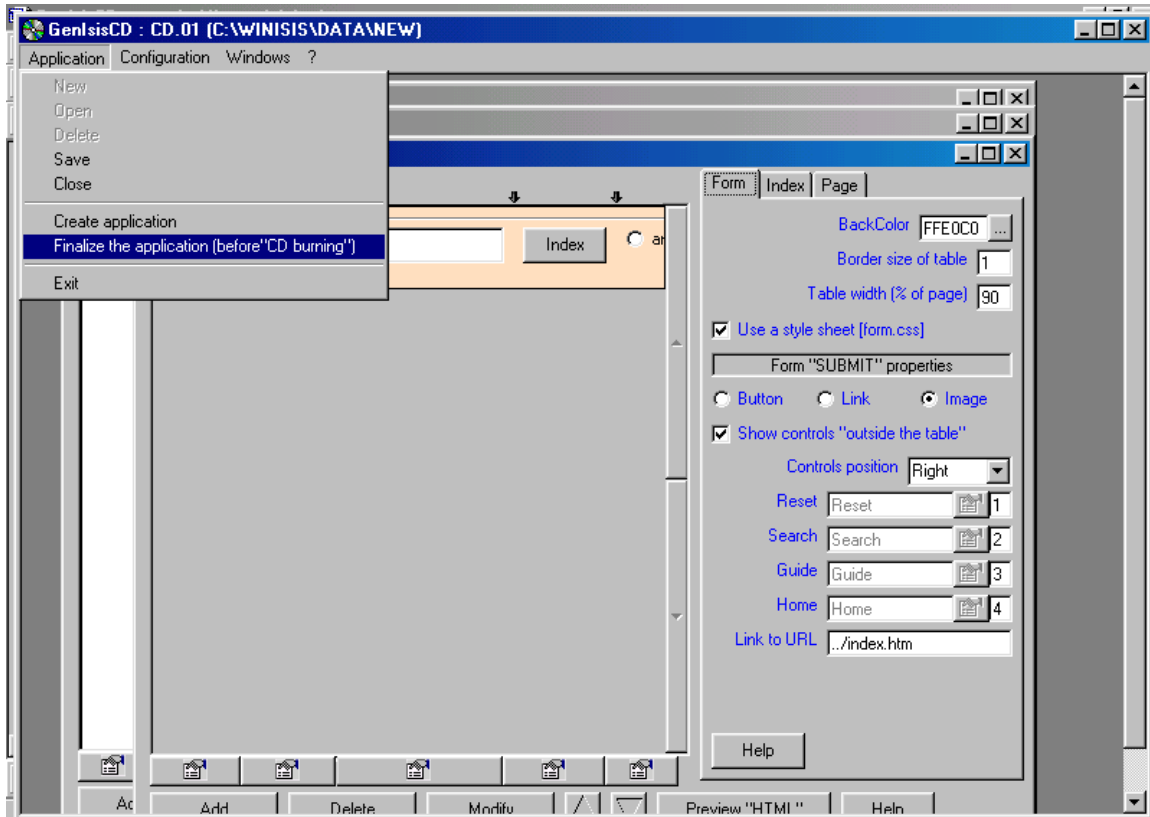
Now your application would be created in the folder *C:\Program Files\GenIsisCD\appl\Cd.01*.

(The second application will have the name Cd.02, third one will have Cd.03 and so on)

3.3 Finalize the cd-rom application

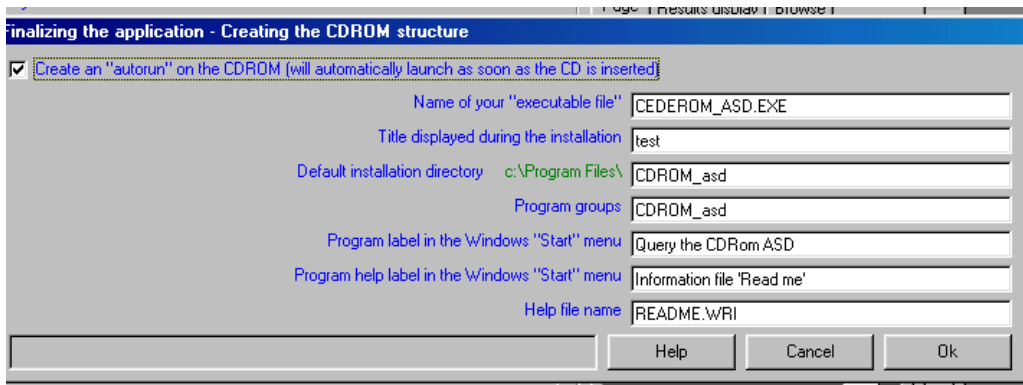
Click on the **Application** drop down menu and select **Finalize the application (before CD burning)** as in figure 24

Figure 24 Finalize Cd-rom Application



Then you will be lead to the following screen.

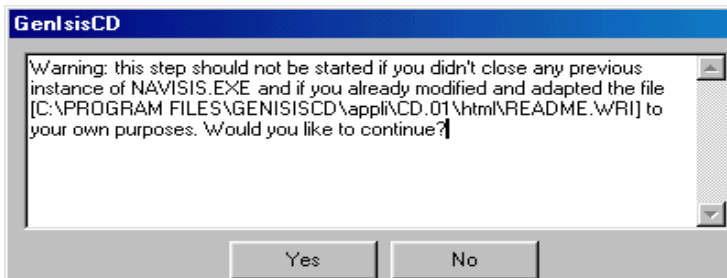
Figure 25



You may put ✓ tick mark on the check box so as to get the *auto run* feature for the resultant cd-rom.

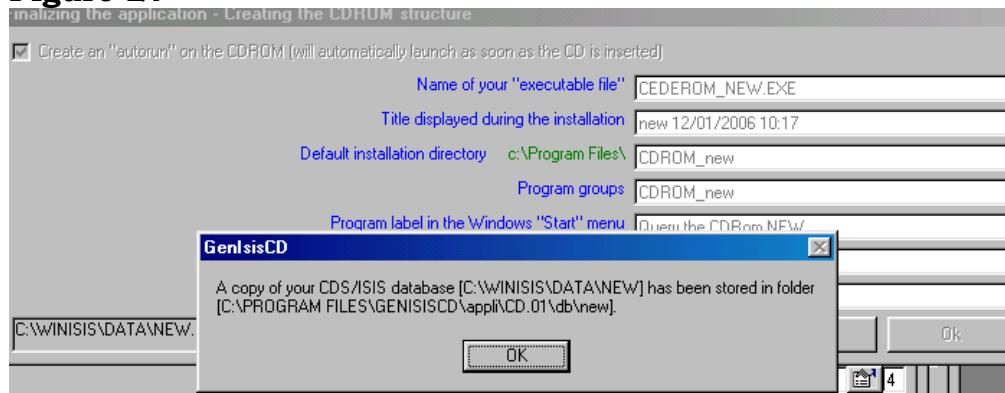
Then click **Ok** button in the above screen in order to move on to the following screen.

Figure 26



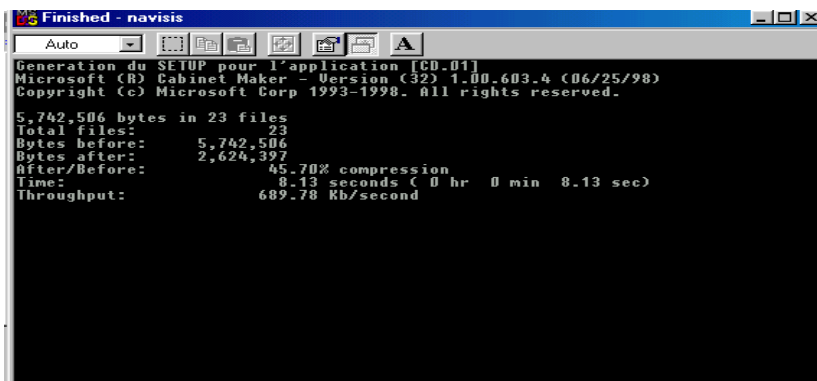
Click **Yes** in the above screen.

Figure 27



Click the **OK** button in the above screen.

Figure 28

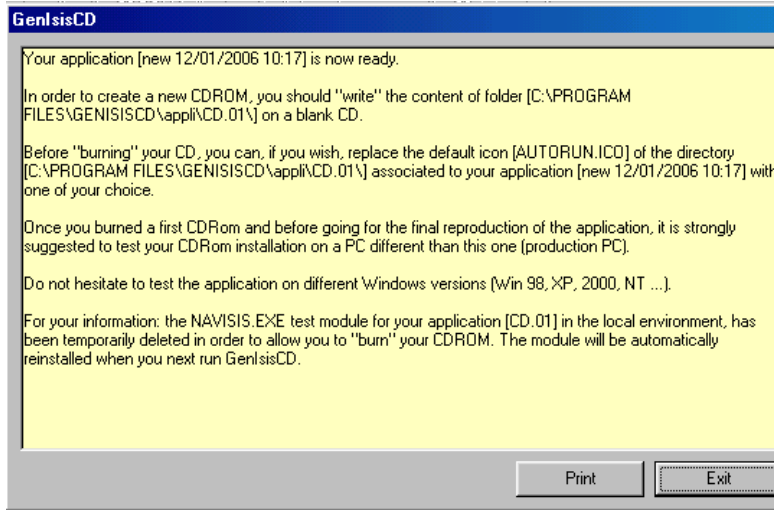


Allow the above screen to run till its end until it is finished.

Now click the **Close button (x)** to close the program and to get the following screen.

The following screen will give the instructions in burning the cd-rom.

Figure 29 Instructions of Burning the Cd-rom



Click **Exit** to close the cd-rom file generation process.

3.4 Modifications to be made before burning the cd-rom

Open the **html** folder (C:\Program Files\GenIstisCD\appl\Cd.01\html) and Delete the **index** file (index.htm).

Then open the **base_databasename_01** (eg. *new.o1*) folder (C:\Program Files\GenIstisCD\ appl\Cd.01\ html\ base_databasename_01)

Copy **form_databasename** (eg. *form_new*) file and paste it in the *html* folder. Then rename the **form_ databasename** file in *html* folder into **index**.

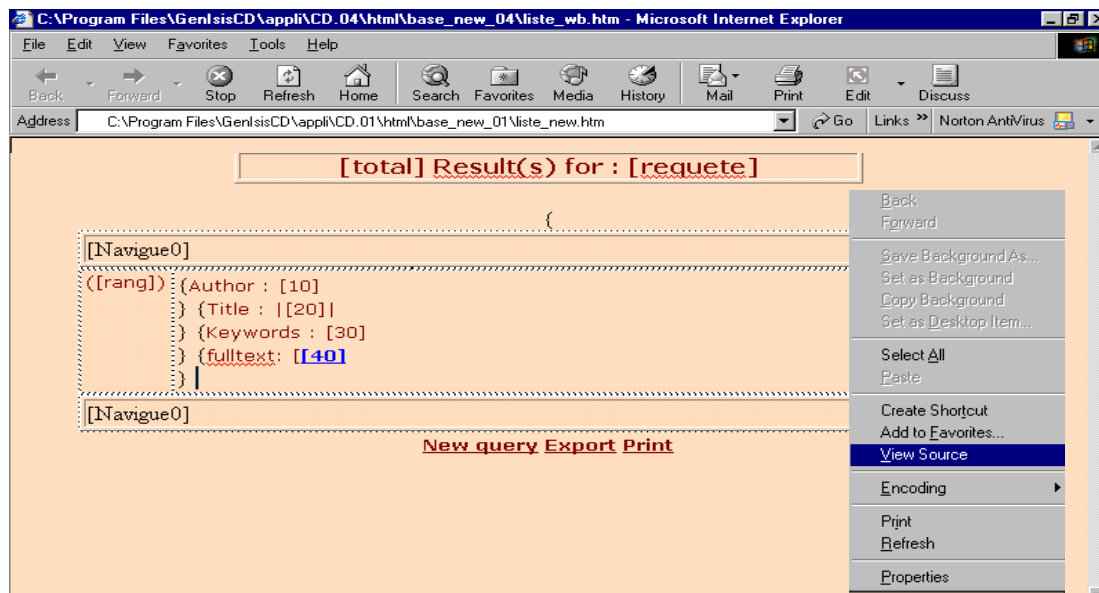
Create a *new* subfolder (say **pdf**) in the "**html**" directory. Then *copy* the set of your full text documents to the **pdf** subfolder (C:\Program Files\ GenIstisCD\appl\Cd.01\html\pdf).

Enable the resultant cd-rom to work in a computer with any cd-rom drive letter

Open the **liste_databasename** htm file in the **base_databasename** folder

(C:\ProgramFiles\GenIsisCD\appli\Cd.01\html\base_databasename\liste_databasename) and it will look as follows: -

Figure 30



Then **right click** on the page with the mouse and select **View sources** to see the html code of the page. Then **html codes** will appear in a notepad file as in figure 31.

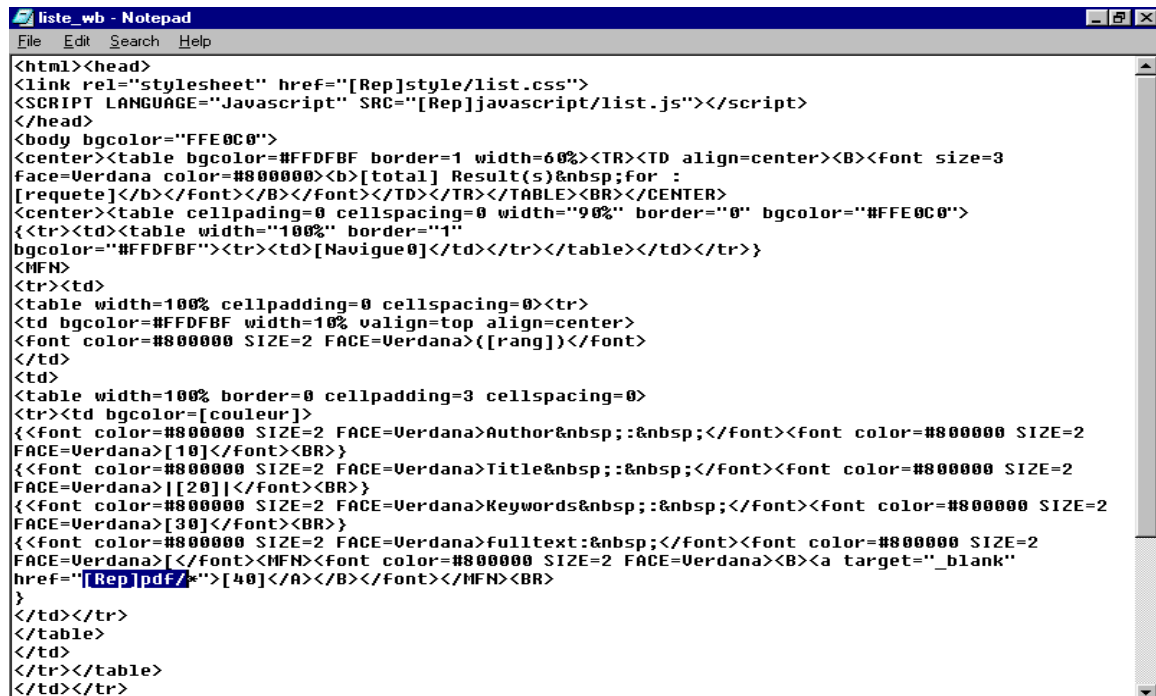
Now, you have to find out the *html source* pertaining to the field tag, which provides link to the full text documents (in the sample database 40 is the field tag).

The html source line can be found out easily by searching for the * using the **Search** function of notepad.

Then add the words **[Rep]pdf/** in front of the * mark coming just before the field tag number and the resultant line would look as follows as in figure 31

```
{<a target="_blank" href="[Rep]pdf/*">[40]</A></B></font><BR>}
```

Figure 31



If you provide this syntax **[Rep]**, it will replace the letter of the cd-rom drive of the computer where cd-rom is put, even if it is D, E or F.

The symbol "*" (star) will replace the name of the full text document file mentioned in the field 40.

Save the changes

Then burn the contents in the folder **cd.01** (C:\Program Files\GenIscd\appli\Cd.01) on a blank cd-rom.

3.5 Testing the burned cd-rom

Installing the cd-rom

Put the burnt cd-rom in any computer and the following screen will appear automatically.

If the autorun feature doesn't work, **open** the cd-rom drive to get the following screen.

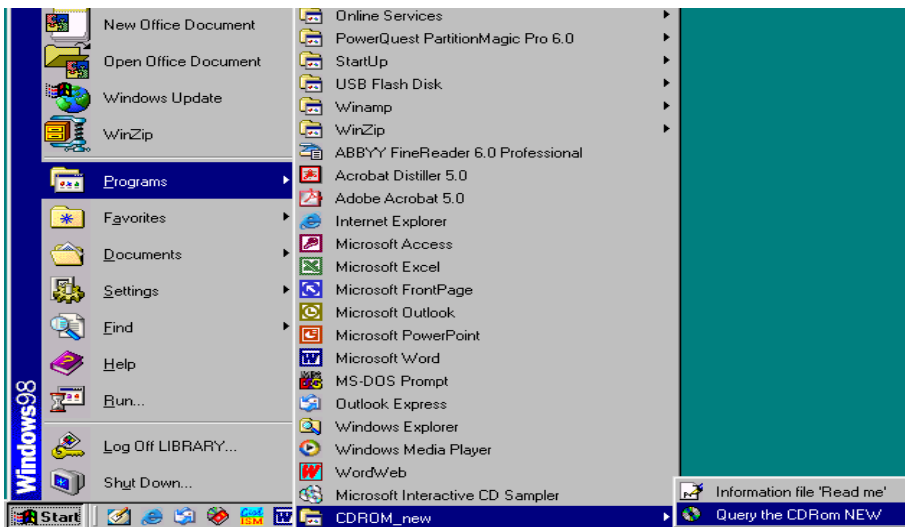
Figure 32



Click on the **Install the CDROM** button shown above and follow the on-screen instructions to install the program.

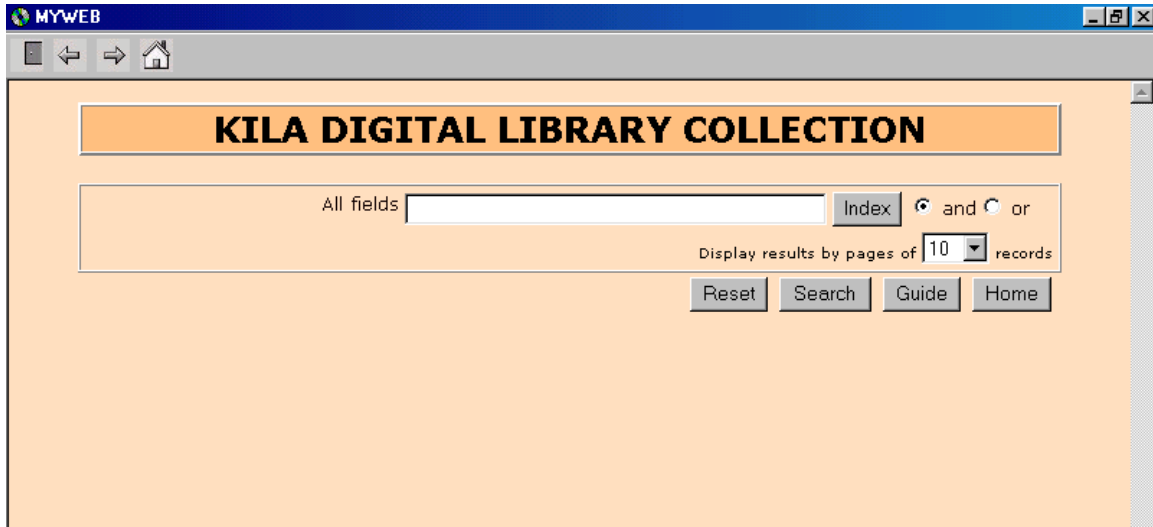
Running the cd-rom

Figure 33



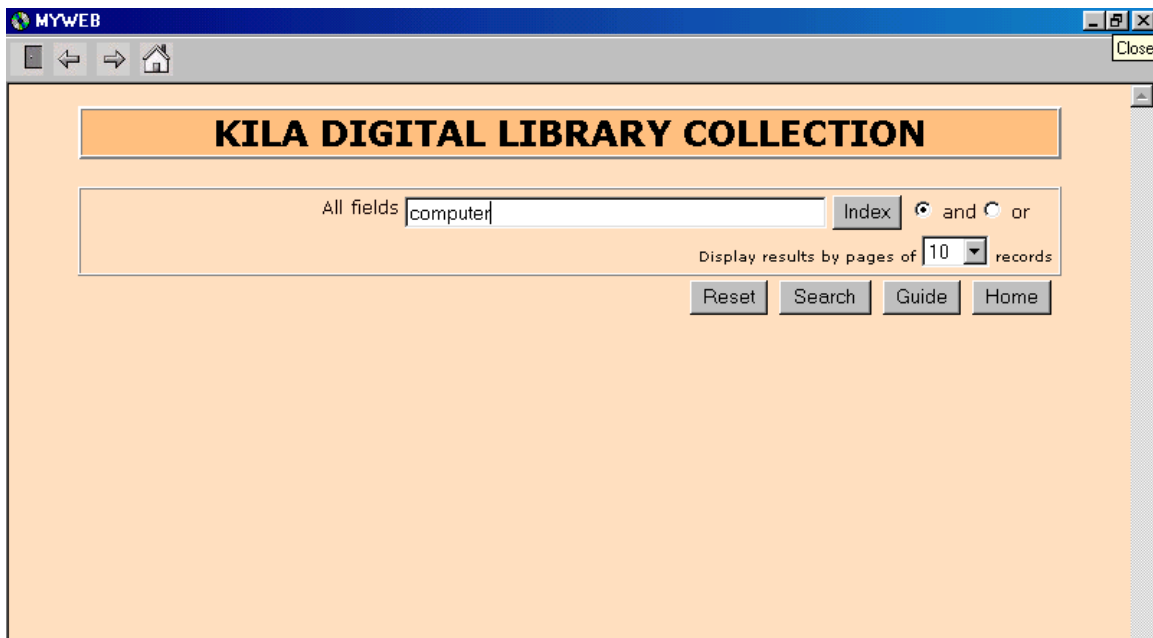
Then go to **Start/programs/cdrom_name/query the cdrom_name** to open the query form as follows: -

Figure 34 Search Page of Genisis CD



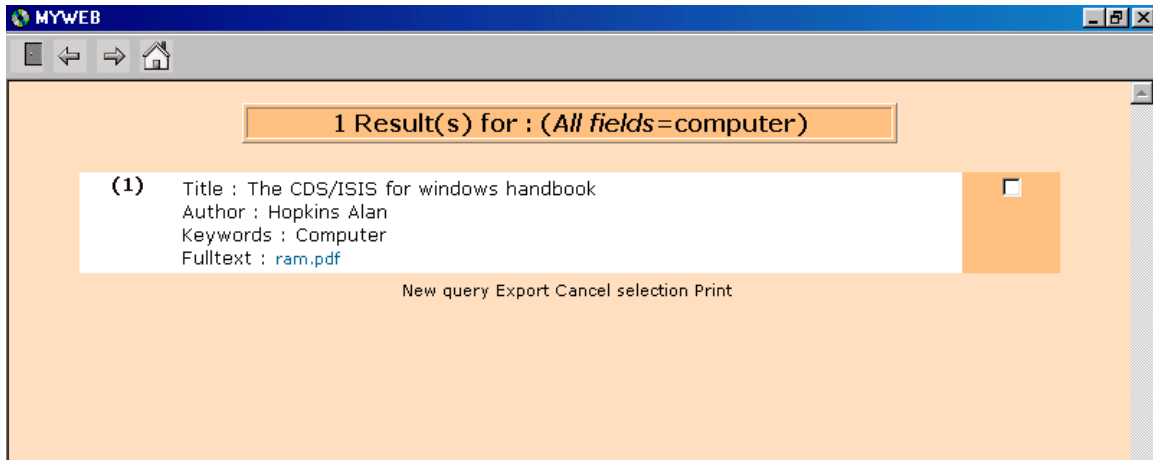
Type any search term in the **search box** for all fields to make a search.

Figure 35 Search Window



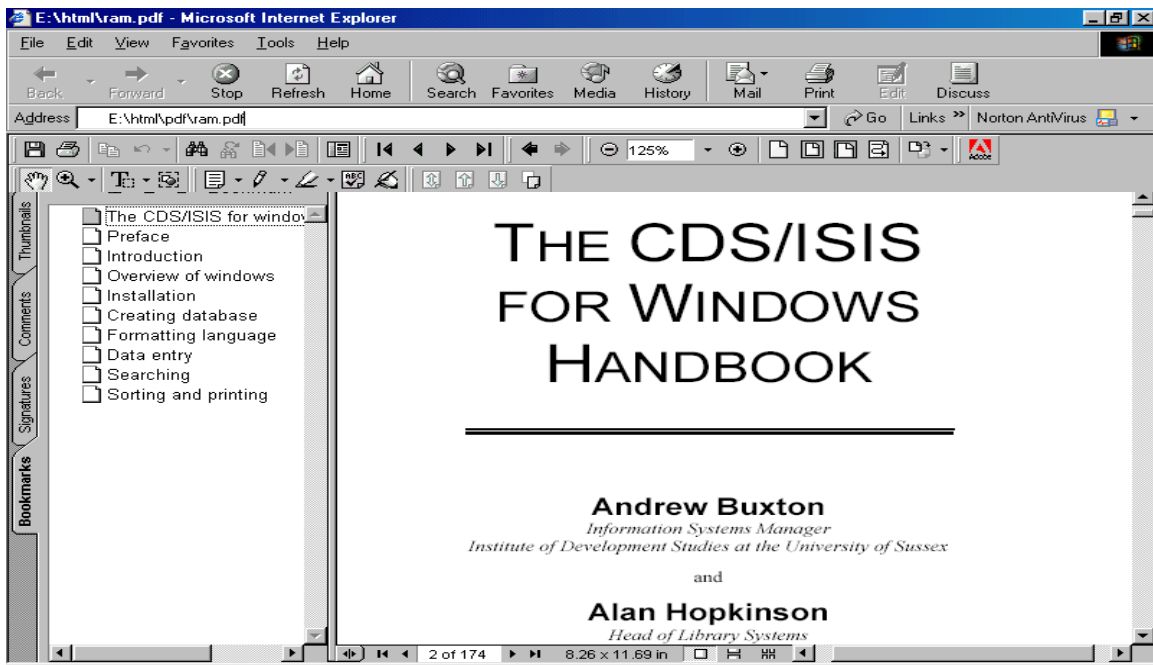
Click **Search** button to get the following search result.

Figure 36 Search Result



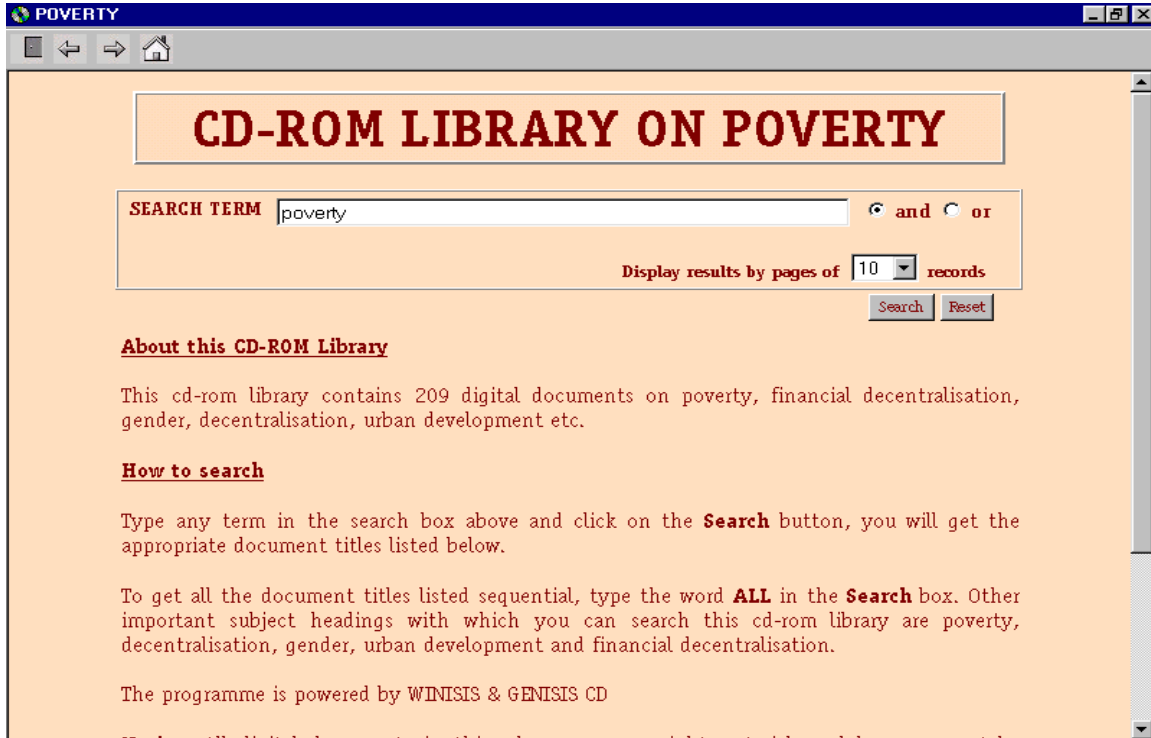
If you click on the link (*ram.pdf*) appearing against the field **Fulltext** provided above, appropriate document would be opened, automatically.

Figure 37 Fulltext Document Opened

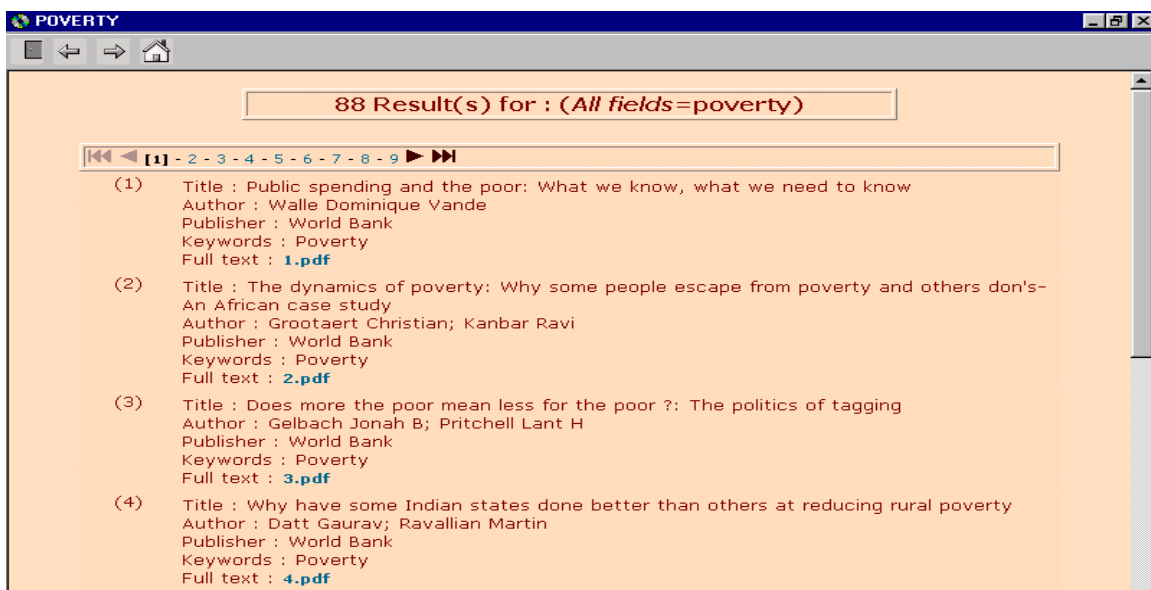


Sample Pages of a Cd-rom Library on Poverty

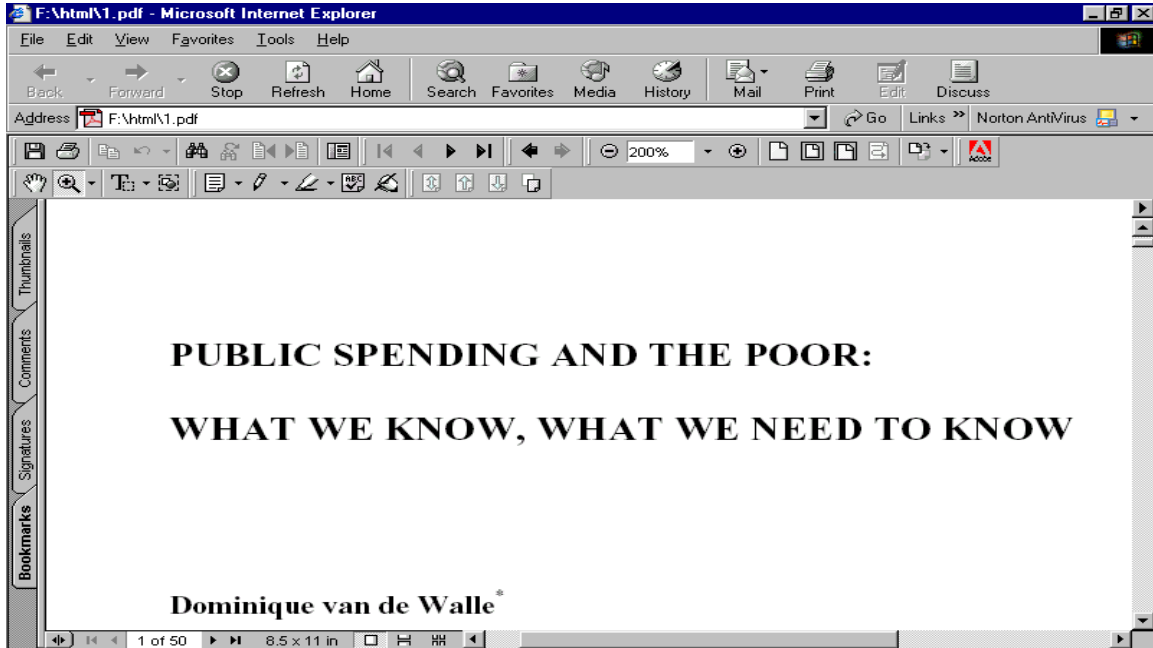
Query Page



Search Result for the Term *Poverty*



An Opened Full-text Document



Sample page of cd-rom library on Local Governance

Query Form

A screenshot of a web browser window displaying a search interface. The title bar reads 'DIG'. The main content area has a light orange background and features a search form. At the top, the title 'CD-ROM LIBRARY ON LOCAL GOVERNANCE' is displayed in a red-bordered box. Below it, a search form contains a text input field with 'democracy', radio buttons for 'and' and 'or', and a 'Display results by pages of 10 records' dropdown menu. A 'Search' button and a 'Reset' button are located to the right of the form. Below the search form, there is a section titled 'About this CD-ROM Library' with a paragraph of text: 'This CD-ROM Library contains 870 fulltext documents on subjects closely related to Decentralization or Local Governance. Many of the documents are downloaded from internet. Some of them do not contain even the author details. Even then, they can be utilized as a 'building block' in the creation of newer concepts in decentralization.' This is followed by a section titled 'How to find out the needed document?' with a paragraph: 'Type any term in the Search box above and click on the Search button, you will get the appropriate document titles listed below.' Another paragraph follows: 'If you type the word all in the search box above and click Search button, you will get all the documents listed sequentially. Each page may enlist upto 200 items in a single page, if you choose that option. If you click on the link appearing against the Fulltext field, the full text of the document will be opened in a new window.' At the bottom, a small text line reads 'The programme is powered by WINISIS and GENISISCD.'

Search Result for the Term *Democracy*



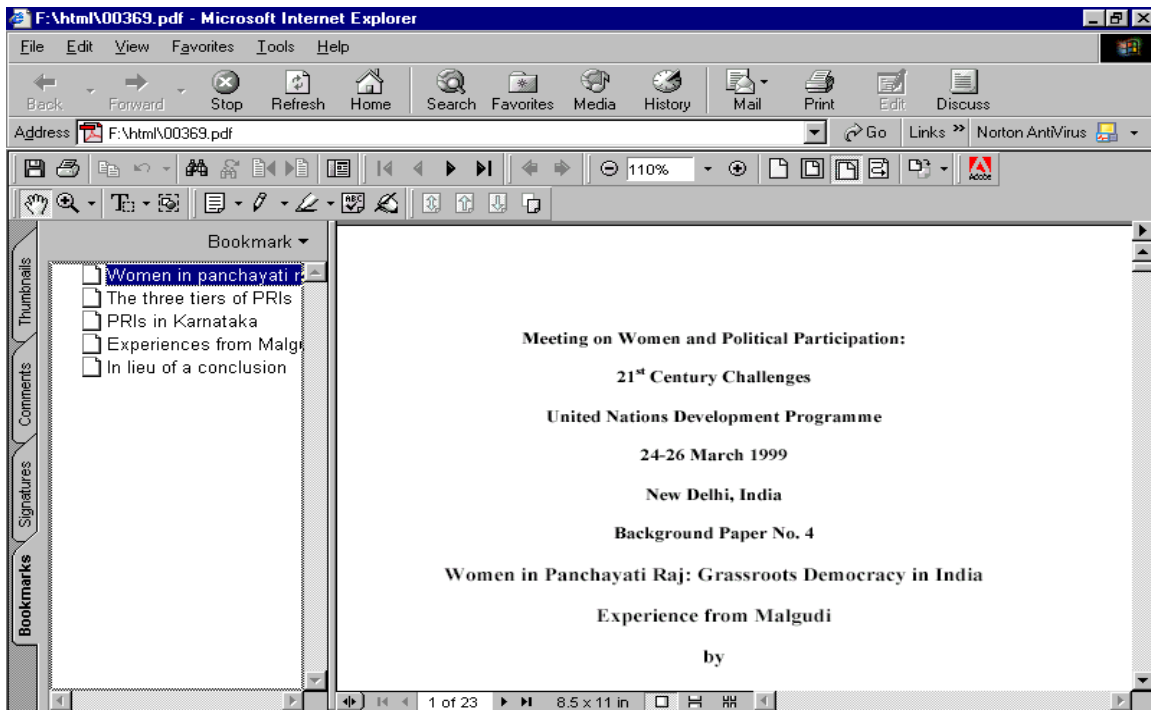
Previous page

13 Result(s) for : (All fields=democracy)

11 - 2

- (1) Title : E-Democracy in Practice
Author : Tommy Rosen
Fulltext : [00314.pdf](#)
- (2) Title : Women in Panchayati Raj:- Grass root democracy in India, Experience form Malgudi
Author : Poornima; Vinod Vyasula
Fulltext : [00369.pdf](#)
- (3) Title : Decentralisation and Democracy in Haiti
Author : Francosi pierre Louis
Fulltext : [00419.pdf](#)
- (4) Title : Local democracy and empowerment of the under privilege:- An analysis of democratic decentralisation in India
Author : Dr. George Mathew
Fulltext : [00518.pdf](#)
- (5) Title : Democracy, decentralisation and access to basic services: An elabpration on Sen's capability approach
Author : Santhosh Mehotra
Fulltext : [00553.pdf](#)
- (6) Title : Decentralisation, democracy and development:- People's campaign for decentralised planning in Kerala
Author : T M Thomas Issac
Fulltext : [00597.pdf](#)

Another Opened Full-text Document Showing Bookmark of Chapters



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United Nations Development Programme
24-26 March 1999
New Delhi, India
Background Paper No. 4
Women in Panchayati Raj: Grassroots Democracy in India
Experience from Malgudi
by

1 of 23 8.5 x 11 in

ANNEXURES

Annexure 1

Modifying a Winisis database

This part of the manual describes how to modify various components of the Winisis database.

Modifying the Field Definition Table

You can add an extra field to any Winisis database by modifying the *Field Definition Table* as described below

Adding a field

Open the database

Choose **Edit** ⇒ **Field Definition Table** from the drop down menu bar.

This will open up the **Database Definition-Field Table** window.

The cursor will be in the **Tag** box to add a field, type the **Tag Number**, press {tab} to move the cursor to the **Name**.

Then type the name of **field**, leave the next box as **Alphanumeric** and click the check box, if the field needs to be repeatable.

Click on the **Add** button.

Then click the **Ok** button when you finish and **Save** it.

If you add a new field, that needs to be added to the **Worksheet, Print Format & Field Selection Table**.

Removing a field

You can remove a field, by opening **Database Definition-Field Table** selecting the **Field** and clicking on the **Delete Entry** button.

Modifying the worksheet or creating a new one

Select **Edit** ⇒ **Data Entry Worksheets**.

The added field will be displayed on the **Fields** window on the left side.

Double click on the new field and that field will be added to **Data Entry Field** box on the right.

Your database will be ready to accept the data in the new **field**.

Modifying Field Selection Table

Open the database

Select **Edit** ⇒ **Field Selection Table**

Choose the added field from the drop down menu shown against the **Tag/Name**

Choose the **Technique** from the drop down menu

Click **Add** and Click **Ok** to save it

You can edit the **Entries** by double clicking on it and moving it on to the **Format** box

Creating a new Print Format for the existing database

Creating a new print format

Select **Edit** ⇒ **Print Formats**

Select **New**

Give a new *name* for print format

Put a tick mark on the box for **Don't clear current format** in order to make it as an additional print format

Click the **Ok** button to create a new print format

Then **Print Format Assistant** will be launched.

Choose a format from among five choices of print formats, click **Ok** and save it

Creating a print format while searching

While browsing, click on the icon showing a pencil on paper.

A window containing the format language will appear.

You can edit the format.

Then click on the lighting symbol to see that the change is implemented but not saved.

Then click on the floppy disk icon to save the change if it is in the right manner.

Modifying or adding Print formats

To set up a new print format, choose **Edit** ⇒ **Print format**. Select **New** in the print format screen.

Give a *name* in the text box and click **Ok**

Then click **Yes** to launch Print Format Assistant

Choose a print format from the five choices and click **Ok**

The editable print format will appear. If necessary, edit the print format and click **Ok** to save it.

Modifying the print format

Print format (.pft) determines the manner in which the database records are displayed. The default *Print format* must have the same filename as the database. So in order to make another print format as the default print format, change the file name as that of the database name.

In *Print format*, fields are specified by using *v* in front of the tag. eg v10. Text between single or double inverted commas will appear as it is, in the display. eg. "Author:"

Slash (/) will start a new line.

In the *Print format*, you can use *conditionals* as follows.

```
IF v80='BOOK' THEN v10/v20/v30 ELSE IF v80='ARTICLE' THEN
v20/v30/v40/v50. It means if v80 is 'Book' print v10/v20/v30 or else if
v80 is 'Article' print v20/v30/v40/v50
```

You can use the name of a print format *fmt1.pft* and *fmt2.pft* as follows: -

```
IF v80='BOOK' THEN @fmt1 ELSE @fmt2
```

If you provide a line **Link (('Go to the website'), 'OPENFILE ', v40)** in *Print format* and give the web address of the site (say *www, kilaonline.org*) in *v40*, a link will appear with the words **Go to the website**. A click on the hyper link will take you to the website, if the computer is connected to the internet.

If you provide a line **Link (('Show a picture'), 'OPENFILE ', v40)** in *Print format* and give the path of the image file in *v40*, a link will appear with the words **Show a picture**. A click on the *link* will open the image

file. This feature has been made use of for creation of digital archives, in this manual.

Modifying data in a database

You can change a range of records (eg. mfn 200-350) in a database by

- **Global Add**- adding a field to every record
- **Global Delete**- removes a complete field from every record
- **Global Replace**- replaced selected text in a field with text required

Global Add

Open database

Select **utils** ⇒ **Global Add**

Enter the range of MFNs eg. 10/350

Select the field tag using spin box

Type the text in the box at the bottom and it will be added to this field

Click **Ok** and then a progress window will come up

Global delete

Open database

Select **Utils** ⇒ **Global Delete**

Enter the range of MFNs eg. 2/362

Select the field tag by clicking the spin box

Press **Ok** to see that the field will be deleted from every record selected

Global replace

Open database

Select **Utils** ⇒ **Global replace**

Enter the range of MFN eg 8/321

Enter the text in the **Text to find**

Enter new text in the **New text** box

Enter **Tag** number (You can specify one or more fields)

Click **Ok** to replace the text

Adding fields to searched records

To add a field to every record you received in a search, use

Utils ⇒ **Global Add (search)**

To delete a field from every record you search, use

Utils ⇒ **Global Delete (search)**

The fields can be added to or removed from the searched records.

Moving data from one field to another by Export/Import

To move data from one field to another use export and import as follows.

You can do this by Export and Import of data with a **Reformatting Field Selection Table (FST)**. You need to create an **FST** for this purpose first and then to Import or Export the database with that reformatting FST.

Creating a reformatting FST

Choose **Edit** ⇒ **Field Selection Table** Select **New** button

Enter a name for **FST** eg. CONV

Then the database definition-extraction tables will be opened

Select the fields of the database from which you want to move the data to a new one, delete other fields and save it.

Edit the **FST** in such a way that the **Destination Field Tag** (eg.100, 200) would appear in the left and the field tag from where you move the data appear in the third row (12,13) as follows.

```
CONV.FST  
100 0 V12  
200 2 V13
```

Save the above FST and do the export or import of database using the above said *Reformatting FST*.

Export and Import using the Reformatting FST

Choose **Export** under **Database**

Put the **Reformatting FST** in the **Work** folder

Put the name of the **Reformatting FST** in the Export dialogue box

Click **Ok** to **Export** the database as **.iso** file.

Then import the exported **iso** file again as Winisis database

The fields **12&13** would have changed as **100&200**

Annexure 2

Converting a paper document into a digital document

The first step in converting a paper document into a digital document is to obtain images of all pages of the publications in digital format.

The next step is Optical Character Recognition (OCR) to be done with an OCR software.

The digitalisation process requires a scanner capable of working at a resolution of 300 dpi or above. The output format of a scanned page is a computer file that is usually stored in TIFF or Bitmap format. An uncompressed scanned page perhaps may have 2mb whereas a converted word/html page may have 5-15kb.

Low cost flatbed scanners are the cheapest and widely available. Low-end scanners with sheer feeder, and professional duplex scanners are costly items. Every scanner comes with its own software and some may have a computer card also. Using the software provided with the scanner, a digital image of each page can be scanned and transformed into a Bitmap or TIFF image. These images should be stored in a folder with standard filenames.

Now the image of the document should be subject to *OCR process*. The purpose of OCR process is to convert and obtain editable word, html or pdf version of the publication. Scanning and OCR are completely separate activities

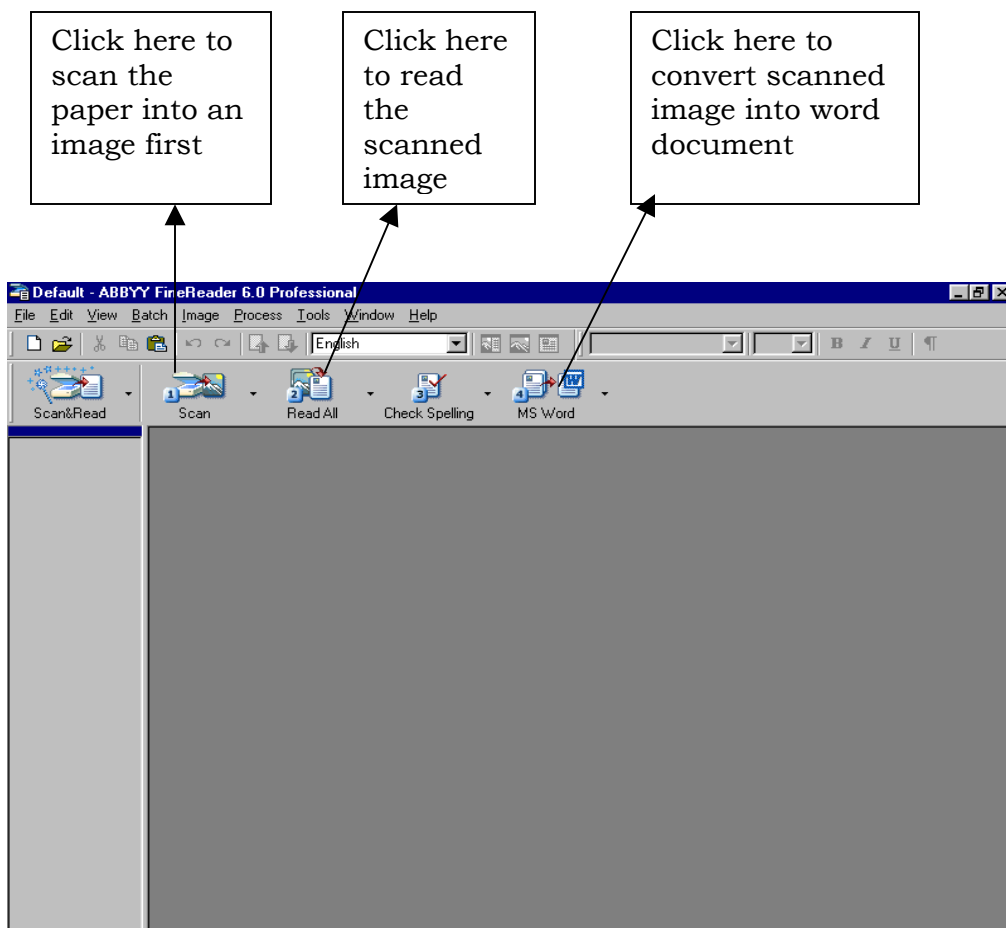
Give each document a typical number and put it in a suitable folder.

Fine Reader and *Omni page* are the user-friendly OCR programs. *Fine reader* is simple, cheap and flexible software costing reasonably.

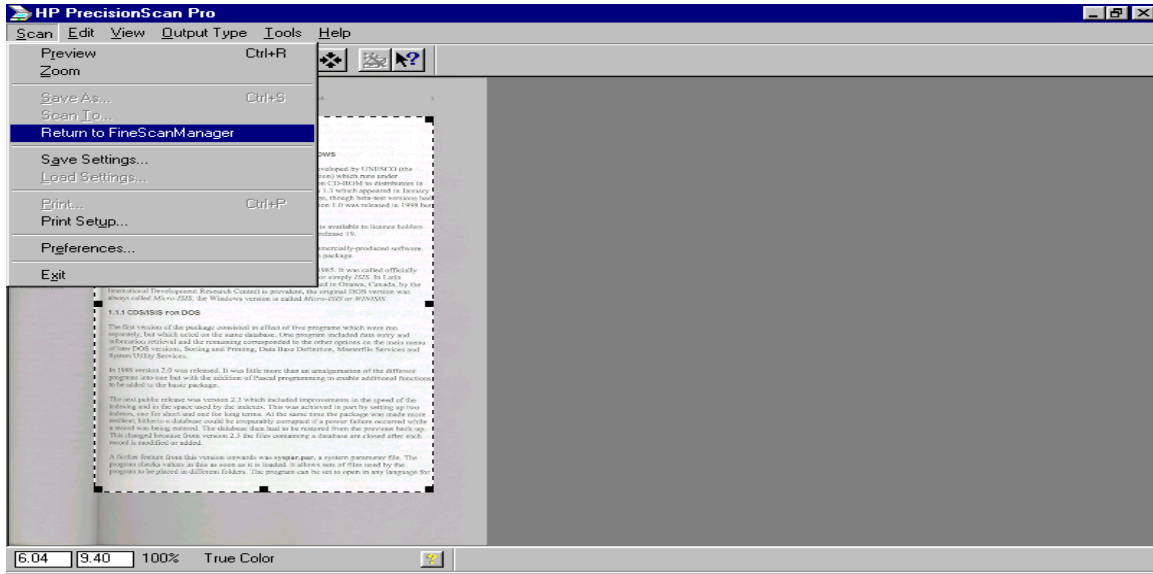
In many cases, OCR programs may not convert tables neatly. In such cases, tables can be saved as images. If a scanner is connected directly to the computer that runs the OCR software, most OCR programmes can scan a page and perform OCR immediately. For low volumes of digitization, page-by-page scanning and OCR is a reasonable strategy.

Making an image into an editable text using Fine Reader

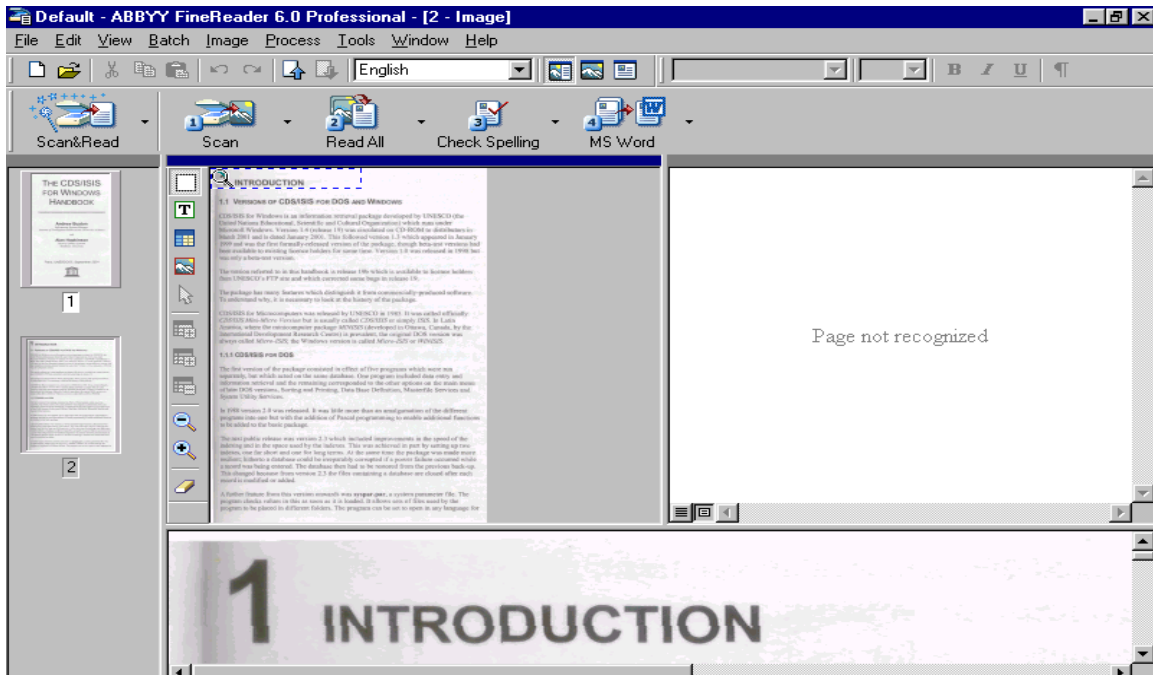
Open the OCR software (Fine Reader) and you will get the following window.



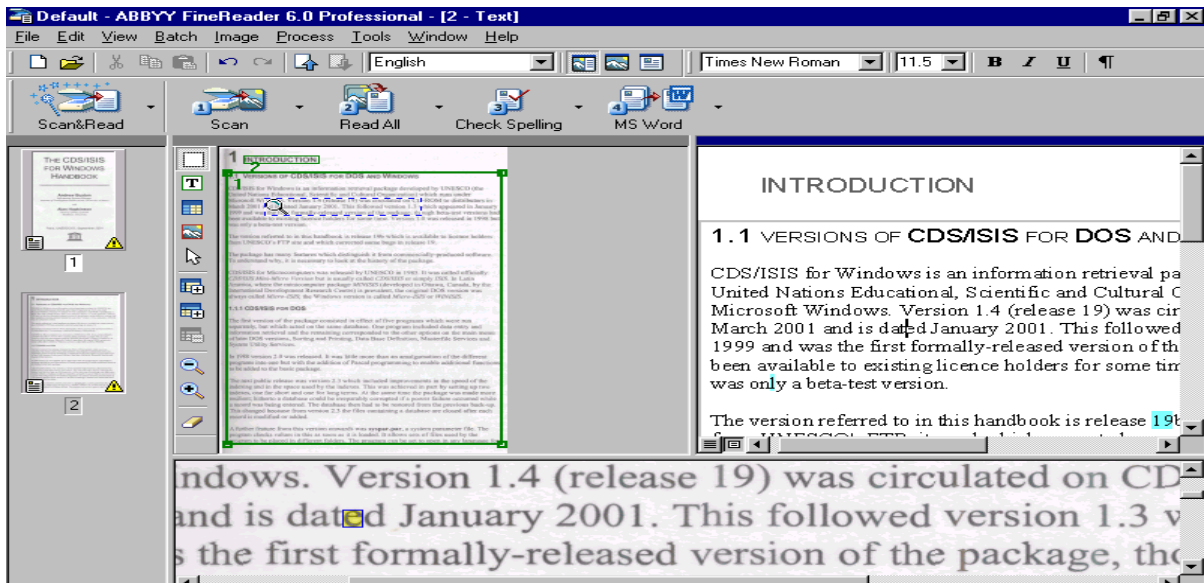
Put the document in the scanner and click **Scan** button as in the above figure to get the following window.



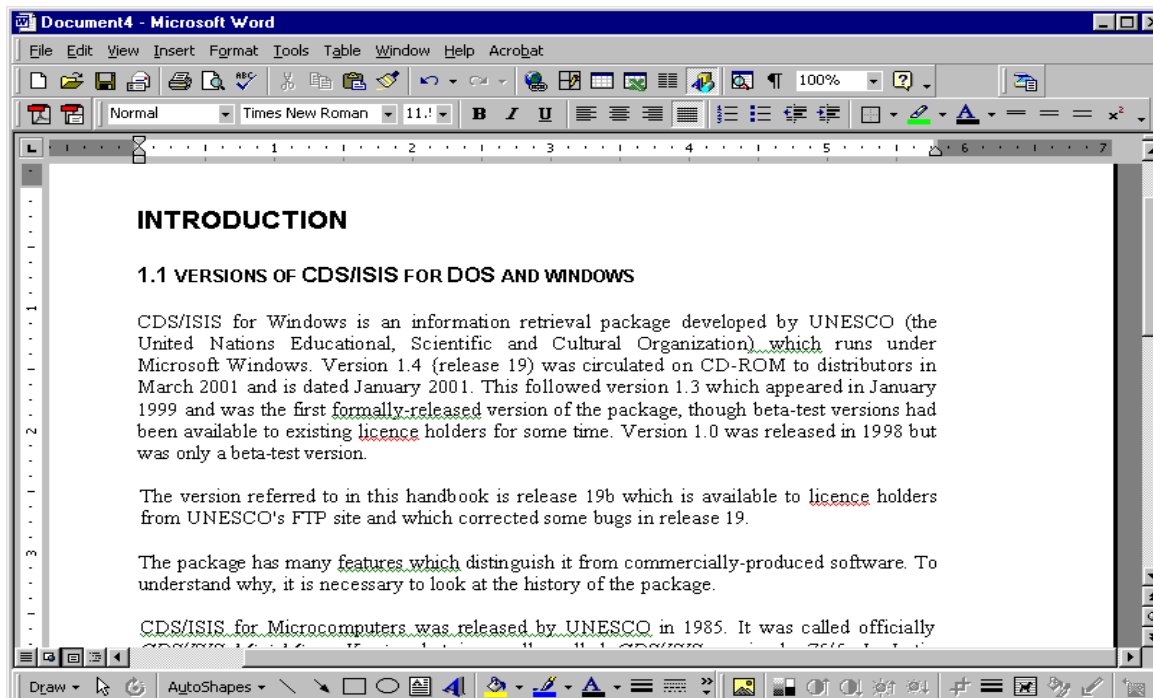
Then select the part of the image which you want to scan and click **Scan ⇒ Return to FineScanManager**



Now click the **Read All** button to read the image file.



Click on the **MS Word button** to convert the text into word format. Then you will get the text in Word format as follows: -



The word format can be saved, converted to any other format or used as needed.

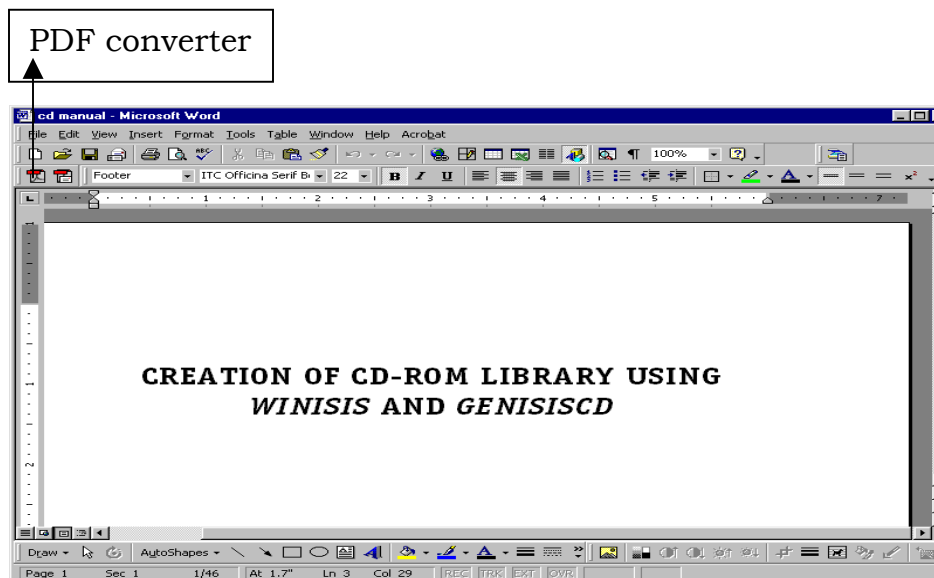
Annexure 3

Converting a Word document in to a PDF document

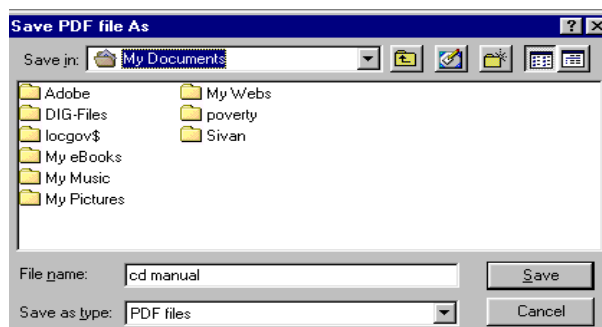
Portable Document Format (pdf) is the most popular document format for web applications and it would be the most appropriate format for the applications mentioned in this manual. It can provide *bookmarks* that help us to navigate the document pages easily.

Install *Adobe Acrobat* in your computer and your computer will be ready to convert a word document into *Portable Document Format* (pdf). You can use any other *pdf writer* bundled with scanner installation disk, to convert a *word* document into a *pdf* document. Those pdf writers may not be able to create bookmarks in the document.

After installing *Adobe Acrobat*, Open *Word*, *excel* or *power point* document and click the **PDF converter** icon in the toolbar to convert the document in to a PDF document.

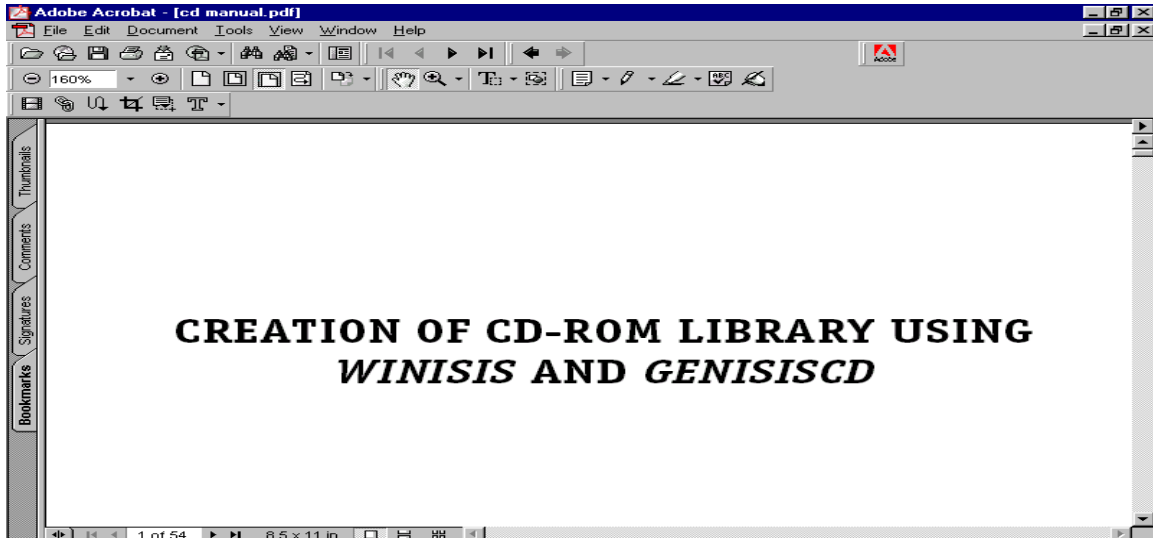


Then the following screen will appear



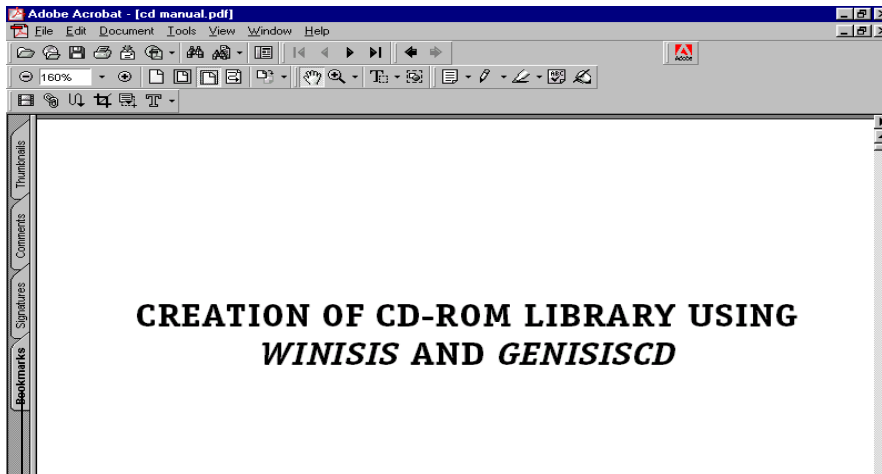
In the above figure, click the **Save** button to save the document in the selected folder.

Open the saved file as follows.



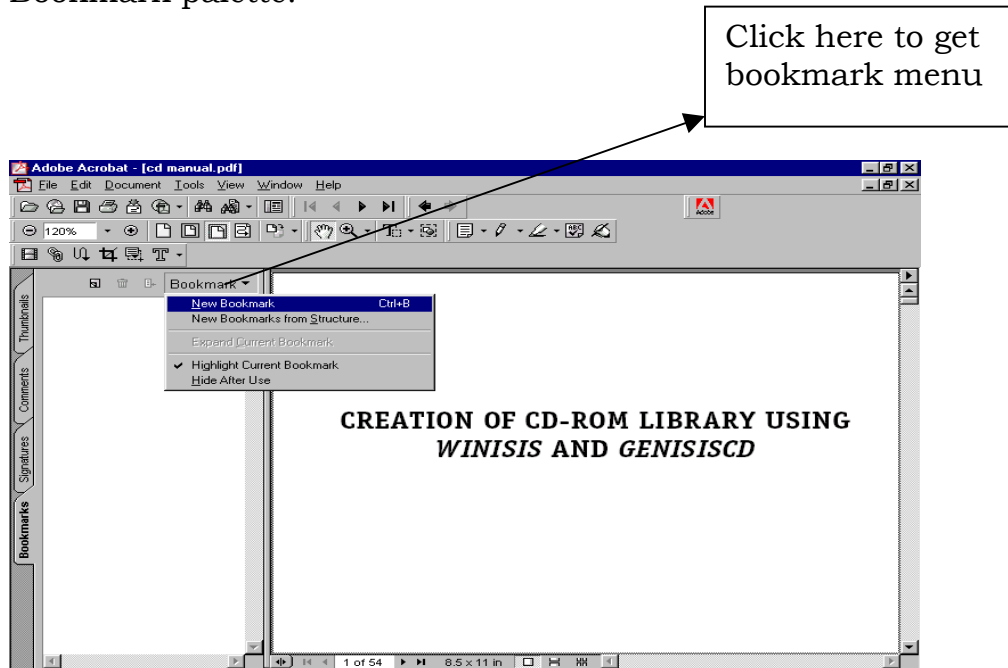
How to put *bookmark* to the pdf document

Bookmark in the pdf document helps one to move around in the document from chapter to chapter.

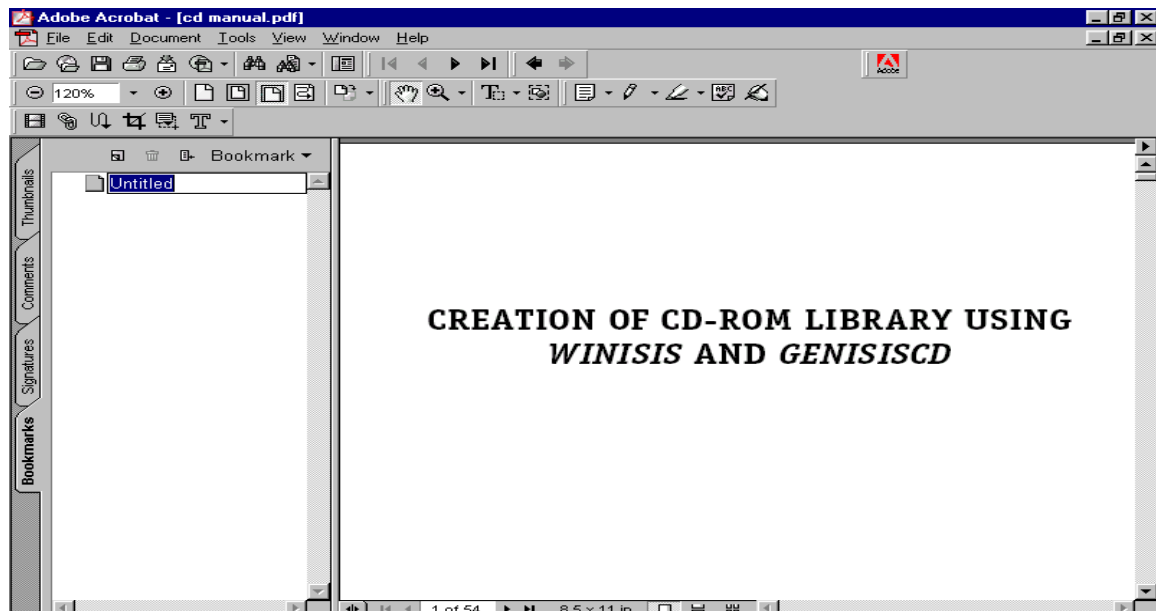


Click here to open
bookmark palette

In Adobe Acrobat, click the *New bookmark* menu at the top of the Bookmark palette.

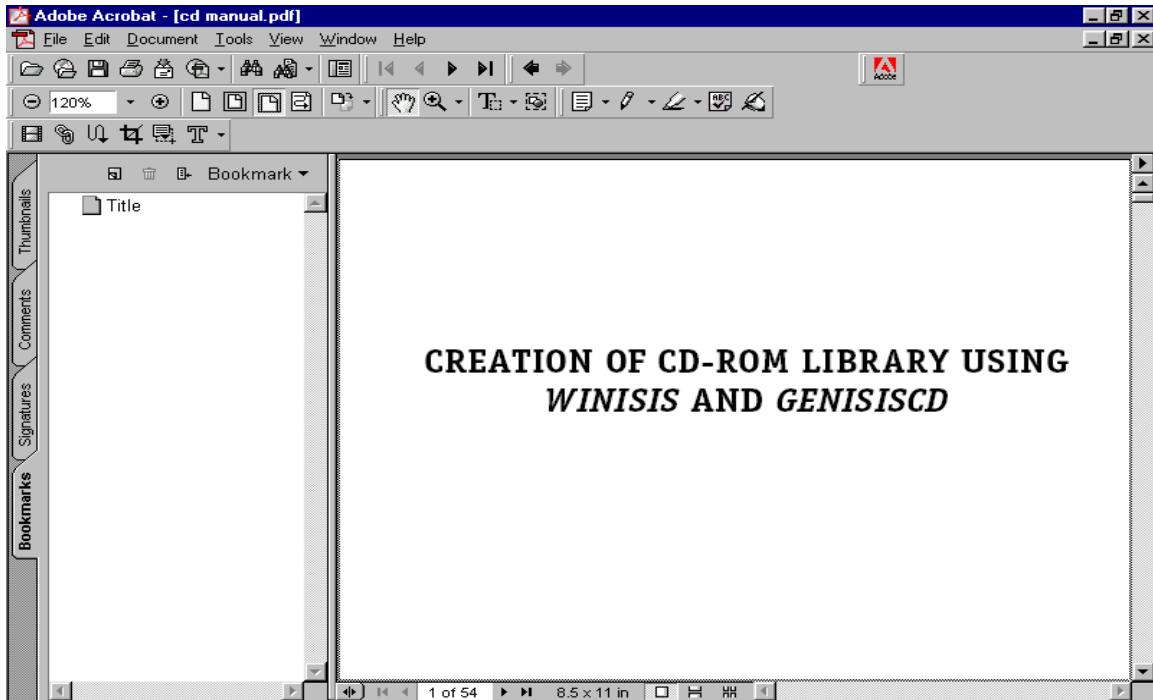


When you select **New bookmark** menu, you will get the text entry box for entering the bookmark label as follows: -

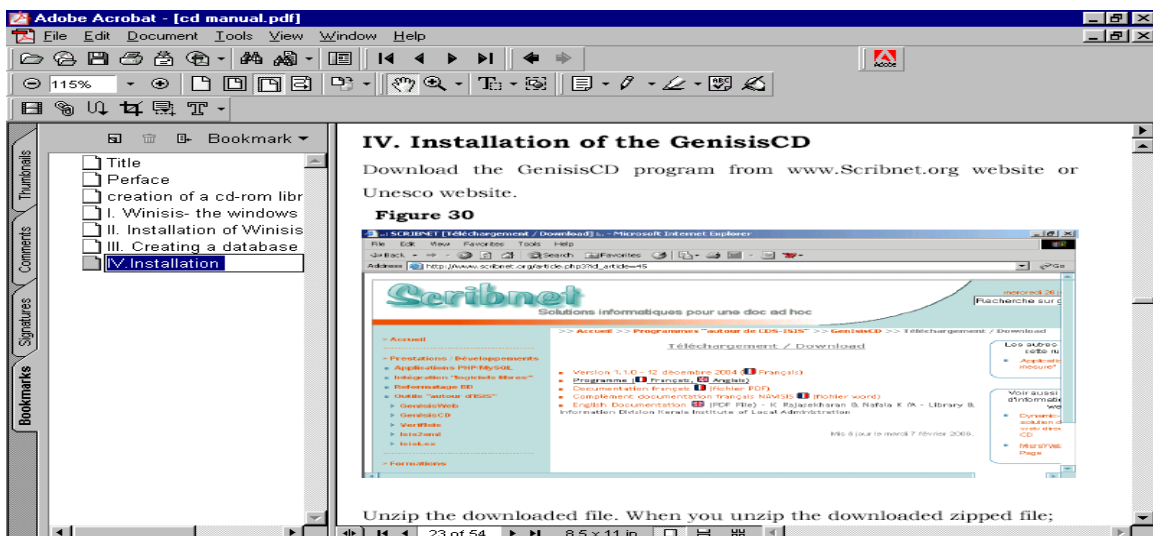


To provide a *bookmark* for a page, place the page visible, type the text for the bookmark label, and press **Enter**.

To provide the new *bookmark* for another page/ chapter, move the scroll bar on to the selected page /chapter. Keep the page visible, click the *new bookmark* menu at the top of the Bookmark palette. Then type the bookmark label in the text box and press Enter. The bookmark label for the page will appear as follows.



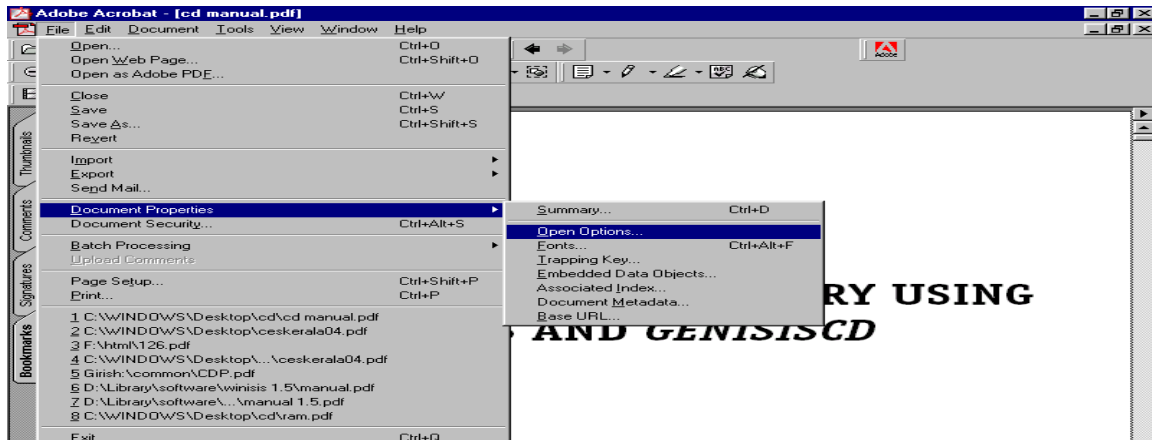
The pdf document with bookmarks will appear as follows and it provides easy navigation among the pages/chapters.



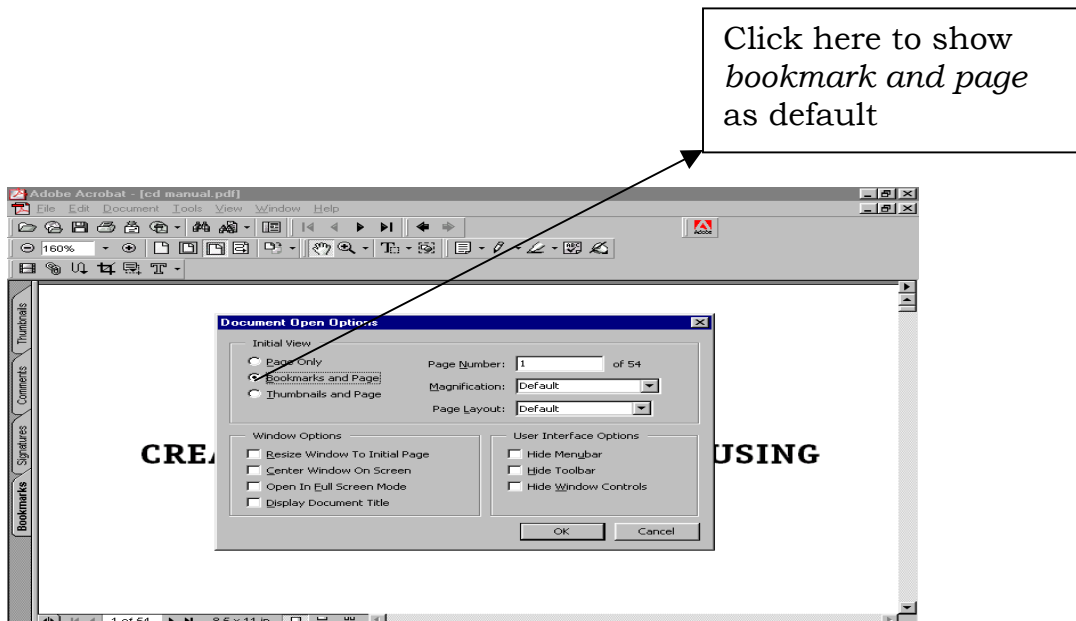
How to make a pdf document open with bookmarks by default?

Even if you provide bookmark to a document, it may not show the bookmark automatically when opened, unless you make it as its default property. It is always better to have the document opened with bookmarks.

Click on **File** ⇒ **Document Properties** ⇒ **Open Options** as follows



Then you will get the following screen.



In the above screen, select **Bookmarks and page** and click the **Ok** button to make the pdf document open with bookmark window.

Annexure 4

Publishing your website in internet using FrontPage

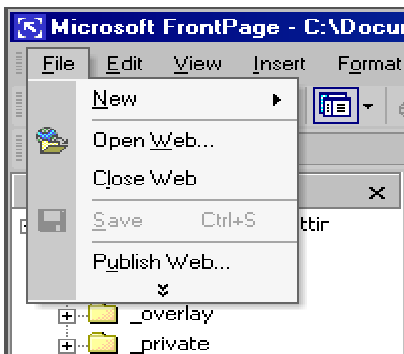
In order to publish(upload) a website, you need to get a domain name for your site such as www.kilaonline.org and server space for uploading your website. Internet service providers usually do those things on your behalf, on payment. The next step is to create website files and folders using html editor like FrontPage. You can include the GenisisWeb applications, mentioned in chapter 2 also in your website.

We will see how we can publish the web site in a webserver.

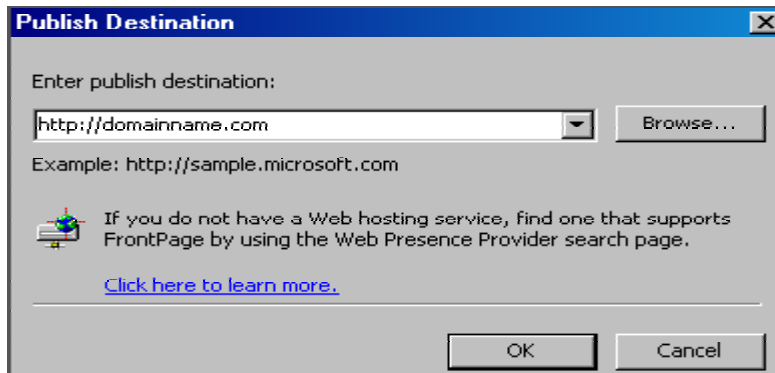
FrontPage is a program that help you build your website and publish it in the internet. Once you publish the site, it will be accessible from the World Wide Web.

To publish your site, please follow these steps:

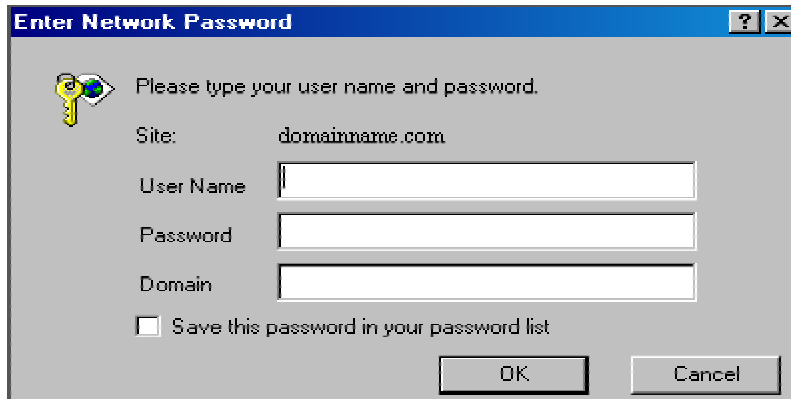
1. Connect to the Internet through your Internet Service Provider.
2. Open your website with FrontPage using **File** ⇒ **Open Web**.
3. In the **File** menu select **Publish Web**.



4. Enter your domain name or http address (**http://yourname.xyz/**)
(**http://yourIPaddress**)



5. Click the **Ok** button.
6. Enter the *username* and *password* supplied to you at the time of sign-up.



7. Click **Ok** and you will be able to access the web server space allotted to you. You can cut and paste the files from your computer to web server as if you are working with two folders in two computers in your network.

You can alternatively use *Macromedia Dream weaver*, *cute FTP* or even *Internet Explorer* to publish your site. *Cute FTP* is an excellent option.

The purpose of this annexure is to show that publishing a site in the internet is an easy task unlike as many would think.

Glossary of terms

Apache A free web server run in around 70 percent of the websites

Client/Server mode A computer network model where the client- *a web server*- places a request and the server- *a web server*- serves the pages requested

Cybrarian A librarian or researcher specialising in the internet, rather than books, as a source of information

Digitalization is a process of turning a physical form of document into a computer readable format. Digitalization requires a scanner and an optical character recognition (OCR) software

Ftp is file transfer protocol. It is a protocol used to upload or download files kept in ftp sites. You can upload/download information from an ftp site with a web browser

Home page A page that acts like a front door to the content of the website

Http is the short form for *hyper text transfer protocol*. It is a language or set of rules used to communicate between a server and browser

IP address The address of a particular computer in a network which have four groups of three digit numbers, ranging from 0 to 255. (eg. <http://100.0.0.60>)

Link is a highlighted word that has a connection to a target page and a click on the link will open the target page

MP3 is a compressed sound file meant for electronic distribution and it occupies only 10 percent of .wav sound files

OCR is a process of turning a scanner image into a computer editable text, so that the text can be retyped manually

PDF Portable Document Format is suitable format for publishing in internet and distribute documents through e-mail

Protocol A set of commands/rules that determine how two computers communicate with each other. http, ftp, TCP/IP etc are common protocols used in internet

Query Any request for information from a database

Query form is a submit form where you can type a query

TCP/IP is the short form for Transfer Control Protocol & Internet Protocol. This protocol governs the sending of data from one computer to another computer in internet or a local network

Upload Transferring information from a local computer to a remote web server across a network

Web Browser software is used for viewing WebPages. It is needed to display the pages held in a web server. Internet explorer is the most popular web server.

Web server is a computer in the internet that stores websites and serves the documents stored in the computer on search requests made through a web browser.

Website A location in the World Wide Web identified by a web address such as www.kilaonline.org. Websites are stored in web servers.
