

# BIBLIOBOARD CREATOR TOOLKIT

This toolkit is designed to guide you through your first time using BiblioBoard Creator. By following the steps laid out below, you will gain an understanding of how to use Creator for all phases of the process. The Anthology you'll be making is all about Charleston, South Carolina which is where the BiblioLabs offices are located, so you can get to know our city while you get to know our product. The toolkit will take roughly an hour and a half to complete, plus time for processing. We recommend that you complete all four steps of Phase One (estimated time required: 40 minutes) before leaving for lunch or at the end of the day, then return to complete Phases Two and Three later (estimated time required: 50 minutes). This allows for the content to go through processing while you are away from your computer or working on other things.

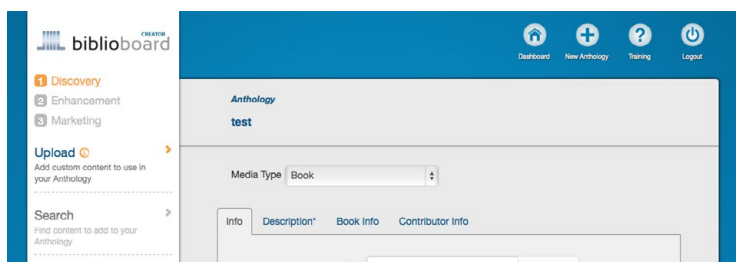
If your institution is interested in integrating their repository with Creator for a quicker, easier method of adding content, BiblioBoard can work with you to arrange it so that they will show up as additional tabs in Discovery > Search. However, your repository might not show up at this point.

Contact [creatorsupport@biblioboard.com](mailto:creatorsupport@biblioboard.com) to request more information.

To begin creating an Anthology using BiblioBoard Creator, you'll first need to log in using your unique user name and password. Once logged in, click on the "New Anthology" icon in the top right corner of your Dashboard. You will be prompted to enter a working title. Enter "Practice Anthology" as the title, and click "Create."

## PHASE ONE: DISCOVERY

You will be brought to the Upload Panel in the Discovery Phase. This panel is one of the two possible ways to add content to your Anthology.



## STEP ONE: UPLOAD

For practice, you will upload one piece of content for each media type supported on BiblioBoard. This will teach you how to add items to your Anthology that you have downloaded to your computer. You received six files along with this

toolkit. These are the files that will be uploaded.

### UPLOAD A BOOK

Select "Book" as your "Media Type" from the dropdown menu.

### INFO TAB

- File: Click on the "Select File" button. Select the downloaded book from wherever you saved it on your computer. Click "Open." The file has now been chosen.
- Title: Enter the Title "Beesley's Illustrated Guide to Saint Michael's Church."
- Subtitle: Although Subtitle is not a required field, this book has one, so it should be included. Enter the Subtitle "Charleston, So. Ca."

- Language: Select "English" from the list of available options in the dropdown menu.
- Publication Date: Enter "01/01/1908." This book does not mention the month and day of publication, but knowing the year is sufficient. Leave the circa box unclicked.
- License Type: Because this book was published before 1923, it is in the public domain. Choose "Public Domain" from the list of options in "License Type."
- Attribution: "Attribution" is used for Creative Commons Licenses. Because this is in the public domain, leave this field blank.
- Source URL: Because this piece of content is hosted on the World Wide Web for anyone to view, the "Source URL" should contain the link to the site where this item was originally found. The URL is:  
<https://archive.org/details/beesleysillustr00beesgoog>  
Copy this link and paste it into the "Source URL" field.

## DESCRIPTION TAB

- Description: Enter a short description of this piece of content. You can write your own description, or you can copy and paste this text into the box: This book provides a visual tour of Saint Michael's Church, located on the corner of Meeting and Broad Streets in downtown Charleston, South Carolina. Text accompanies each image to supplement the tour with information on the church. Elegant, intricate churches like this are common in Charleston, which is nicknamed "The Holy City."

## BOOK INFO TAB

- Publisher: Use the book's title page to find the information for this tab. Enter "Southern Printing & Pub. Co." as the publisher.
- Place of Publication: Enter "Charleston."
- Volume: There is no "Volume" number listed, so leave this field blank.
- Edition: There is no "Edition" listed, so leave this field blank.
- Issue Number: There is no "Issue Number" listed, so leave this field blank.
- Primary Category: Primary Category is required, so scroll through the list of options and choose "Architecture," because this is the category that fits best.
- Secondary Category: Although "Secondary Category" is not required, this book also fits into the "Religion" category, so choose that as well.
- Tertiary Category: "Tertiary Category" is not required, but if there is another category you consider appropriate, you can enter a third category. "Travel" or "History" are good options for this book.
- Text Directionality: This is a traditionally formatted book, so leave it as "Left to Right."
- ISBN: This field can be left blank
- ISSN: This field can be left blank
- DOI: This field can be left blank.
- Internal Publisher ID: This field can be left blank

## CONTRIBUTOR INFO TAB

- Add Contributor: The "Contributor Info" tab does not need to be filled out if the person who

originally created this piece of content is unknown. This book's author is known, so click the green "+ Add Contributor" button, which brings you to the "Info" sub-tab. The author is Charles Norbury Beesley, so select "Person" as the "Type" and "Author" as the "Role." Enter "Charles" as the "First Name," "Norbury" as the "Middle Name," and "Beesley" as the "Last Name." There is no listed "Prefix" or "Suffix," so leave these fields blank. The author is not anonymous, so leave this box unchecked.

Bio: This is an optional field, and as Charles Norbury Beesley did not include a biography in his book, this field can be left blank.

Click the blue "OK" button. "Charles Norbury Beesley" will appear. Because there are no other contributors listed for this book, no further entries must be made.

## UPLOAD BUTTON

Upload: Click the blue "Upload" button. This book has now been added to your Anthology and the form is cleared, allowing you to move on to the next item.

## UPLOAD AN ARTICLE

Select "Article" as your "Media Type" from the dropdown menu.

## INFO TAB

File: Click on the "Select File" button. Select the downloaded article from wherever you saved it on your computer. Click "Open." The file has now been chosen.

Title: Enter "Corn Grits in Family Meals."

Subtitle: There is no subtitle for this article, so leave this field blank.

Language: Select "English" from the list of available options in the dropdown menu.

Publication Date: Enter "01/01/1964." This article does not mention the day of publication, but knowing the month and year is sufficient. Leave the circa box unclicked.

License Type: Because this article was published by the U. S. Department of Agriculture, it is in the public domain. Choose "Public Domain" from the list of options.

Attribution: "Attribution" is used for Creative Commons Licenses. Because this is in the public domain, leave this field blank.

Source URL: Because this piece of content is hosted on the World Wide Web for anyone to view, the "Source URL" should contain the link to the site where this item was originally found. The URL is:  
<https://archive.org/stream/corngritsinfamil52unit#page/n1/mode/2up>

## DESCRIPTION TAB

Description: You can write your own description or you can copy and paste this text into the box: The U. S. Department of Agriculture released this collection of recipes using grits in January of 1964. While these recipes might have been new to many Americans, residents of South Carolina would likely have been familiar with them because grits have long been a staple in southern cooking. To this day, shrimp and grits is one of the most representative dishes of Charleston and the general Lowcountry region.

## ARTICLE INFO TAB

- Publisher: Enter "U. S. Dept of Agriculture."
- Periodical: Enter "Agricultural Marketing Service."
- Volume: There is no "Volume" number listed, so leave this field blank.
- Volume Number: There is no "Volume Number" listed, so leave this field blank.
- Page Range: There are not page numbers listed in this article, so leave the "Page Range" field blank.
- Text Directionality: This is a traditionally formatted book, so leave it as "Left to Right."
- ISBN: This field can be left blank
- ISSN: This field can be left blank
- DOI: This field can be left blank.
- Internal Publisher ID: This field can be left blank

## CONTRIBUTOR INFO TAB

- Add Contributor: Click the green "+Add Contributor" button, which brings you to the "Info" sub tab. The author is the U. S. Department of Agriculture, so select "Corporation" as the "Type" and "Author" as the "Role." Enter "U. S. Department of Agriculture" as the "Name." The corporation is not anonymous, so leave this field blank.
- Bio: Click on the "Bio" sub-tab. This is an optional field, and although the U. S. Department of Agriculture did not include a biography in this article, it is a well-known department with much information available about it. You can write your own biography, or copy and paste this into the text box: The United States Department of Agriculture develops and executes plans made by the federal government. They focus on agriculture, including farming, food, and forestry. The department was first established in 1839.

Click the blue "OK" button. "U. S. Department of Agriculture" will appear. Because there are no other contributors listed for this article, no further entries must be made.

## UPLOAD BUTTON

- Upload: Click the blue "Upload" button. This article has now been added to your Anthology and the form is cleared, allowing you to move on to the next item.

## UPLOAD AN IMAGE

Select "Image" as your "Media Type" from the dropdown menu.

## INFO TAB

- File: Click on the "Select Image" button. Select the downloaded image from wherever you saved it on your computer. Click "Open." The file has now been chosen.
- Title: Enter the title "Arthur Ravenel Junior Bridge."
- Subtitle: Enter the subtitle "From the Water."

- Language: Select "No Linguistic Content" from the list of available options in the dropdown menu.
- Publication Date: Enter "03/30/2007." Leave the circa box unclicked.
- License Type: This image is listed as licensed under the Creative Commons Attribution-Share Alike 2.5 Generic. Choose "Creative Commons Attribution Share-alike" from the list of options in "License Type."
- Attribution: "Attribution" is now a required field because it is a Creative Commons license. Enter "bbatsell" in the "Attribution" field.
- Source URL: Because this piece of content is hosted on the World Wide Web for anyone to view, the "Source URL" should contain the link to the site where this item was originally found. The URL is:  
[http://commons.wikimedia.org/wiki/File:Arthur\\_Ravenel\\_Bridge\\_\(from\\_water\).jpg](http://commons.wikimedia.org/wiki/File:Arthur_Ravenel_Bridge_(from_water).jpg)

## DESCRIPTION TAB

- Description: You can write your own description or you can copy and paste this text into the box: The Arthur Ravenel Junior Bridge spans the Cooper River, connecting downtown Charleston to Mount Pleasant. The eight-lane bridge opened in 2005 and has since become a major landmark of the city because of its visual appeal and because it is one of the largest cable-stayed bridges in the Western Hemisphere. It has a path for walkers, runners, and bikers.

## IMAGE INFO TAB

- Medium Format: Select "Photograph."
- Keywords: Enter some words that represent this image, such as "Arthur Ravenel Jr. Bridge," "Ravenel Bridge," "Cooper River Bridge," and "Cooper River." Separate each word or phrase with a comma.
- DOI: This field can be left blank.

## CONTRIBUTOR INFO

- Add Contributor: The "Contributor Info" tab does not need to be filled out because the person who originally created this piece of content is unknown.

## UPLOAD BUTTON

- Upload: Click the blue "Upload" button. This image has now been added to your Anthology and the form is cleared, allowing you to move on to the next item.

## UPLOAD A DOCUMENT

Select "Other Document" as your "Media Type" from the dropdown menu.

## INFO TAB

- File: Click on the "Select File" button. Select the downloaded document from wherever you saved it on your computer. Click "Open." The file has now been chosen.
- Title: Enter "Charleston Harbor and Its Approaches."

- Subtitle: Enter the subtitle "Showing the Positions of the Rebel Batteries" in the "Subtitle" field.
- Language: Select "English" from the list of available options in the dropdown menu.
- Publication Date: Enter "07/01/1863." This document does not mention the day of publication, but knowing the month and year is sufficient. Leave the circa box unclicked.
- License Type: This document was published before 1923, so choose "Public Domain" from the list of options in "License Type."
- Attribution: "Attribution" is used for Creative Commons Licenses. Because this is public domain, leave this field blank.
- Source URL: Because this piece of content is hosted on the World Wide Web for anyone to view, the "Source URL" should contain the link to the site where this item was originally found. The URL is: <http://goo.gl/9lqVzN>

## DESCRIPTION TAB

- Description: You can write your own description or you can copy and paste this text into the box: This map shows the position of the rebels in 1863. It is annotated to show the status of the siege of Charleston on July 17, 1863. Charleston's history is deeply intertwined with the Civil War. The first shots of the Civil War were fired at Fort Sumter, visible from downtown Charleston, and the city continued to be a key area for both sides throughout the war.

## DOCUMENT INFO TAB

- Publisher: Enter "War Department."
- Medium Format: Choose "Map" from the dropdown list of options for "Medium Format."
- Text Directionality: This is a traditionally formatted book, so leave it as "Left to Right."
- ISBN: This field can be left blank
- ISSN: This field can be left blank
- DOI: This field can be left blank.
- Internal Publisher ID: This field can be left blank

## CONTRIBUTOR INFO

- Add Contributor: Click the green "+Add Contributor" button, which brings you to the "Info" sub tab. The cartographer is the Office of the Chief of Engineers, so select "Corporation" as the "Type" and "Cartographer" as the "Role." Enter "Office of the Chief of Engineers" as the "Name." The corporation is not anonymous, so leave this field blank.

- Bio: Click on the "Bio" sub-tab. This is an optional field, so this field can be left blank.

Click the blue "OK" button. "Office of the Chief of Engineers" will appear. Because there are no other contributors listed for this document, no further entries must be made.

## UPLOAD BUTTON

- Upload: Click the blue "Upload" button. This document has now been added to your Anthology and the form is cleared, allowing you to move on to the next item.

## UPLOAD AN AUDIO CLIP

Select "Audio" as your "Media Type" from the dropdown menu.

### INFO TAB

- File:** Click on the "Select file" button in the "MP3 File" row. Select the file of the downloaded audio from wherever you saved it on your computer. Click "Open." The file has now been chosen.
- Title:** Enter the title "Charleston Fox Trot."
- Subtitle:** There is no subtitle, so leave the "Subtitle" field blank.
- Language:** Select "English" from the list of available options in the dropdown menu.
- Publication Date:** Enter "01/01/1925." Although the month and day are unknown, the year is sufficient information. Leave the circa box unclicked.
- License Type:** This audio file is listed as licensed under the Creative Commons license, but it has been released into the public domain. Select "Public Domain" from the list of options in "License Type."
- Attribution:** "Attribution" is used for Creative Commons Licenses. Because this is public domain, leave this field blank.
- Source URL:** Because this piece of content is hosted on the World Wide Web for anyone to view, the "Source URL" should contain the link to the web from which this item was originally found. The URL is: <https://archive.org/details/charleston1925>

### DESCRIPTION TAB

- Description:** You can write your own description or you can copy and paste this text into the box: The music of the 1920s caused a nationwide dance craze. Every region had its own dance style, but one style that caught on throughout the country was the Charleston. This song is an example of the type of song the Charleston would be danced during, with many kicks and turns. It was a move that could be executed alone or with a partner.

### AUDIO INFO TAB

- Keywords:** Enter some words in the "Keywords" field that represent this audio file, such as "Charleston," "Charleston dance," "Fox Trot," and "partner dancing." Separate each word or phrase with a comma.
- DOI:** This field can be left blank.

### CONTRIBUTOR INFO

- Add Contributor:** Click the green "+Add Contributor" button, which brings you to the "Info" sub-tab. The performer is the Golden Gate Orchestra, so select "Corporation" as the "Type" and "Performer" as the "Role." Enter "Golden Gate Orchestra" as the "Name." The corporation is not anonymous, so leave this field blank.
- Bio:** Click on the "Bio" sub-tab. This is an optional field, so this field can be left blank.

Click the blue "OK" button. "Golden Gate Orchestra" will appear. Because there are no other contributors listed for this document, no further entries must be made.

## UPLOAD BUTTON

Upload: Click the blue "Upload" button. This audio file has now been added to your Anthology and the form is cleared, allowing you to move on to the next item.

## UPLOAD A VIDEO

Select "Video" as your "Media Type" from the dropdown menu.

## INFO TAB

File: Click on the "Select file" button. Select the file of the downloaded video from wherever you saved it on your computer. Click "Open." The file has now been chosen.

Title: Out of the Stacks 2013 Highlights

Subtitle: There is no subtitle, so leave the "Subtitle" field blank.

Language: Select "English" from the list of available options in the dropdown menu.

Publication Date: For the "Publication Date," enter "12/01/2013." Leave the circa box unclicked.

License Type: This video is in the public domain. Select "Public Domain" from the list of options in "License Type."

Attribution: "Attribution" is used for Creative Commons Licenses. Because this is public domain, leave this field blank.

## DESCRIPTION TAB

Description: You can write your own description or you can copy and paste this text into the box: Out of the Stacks is the annual Charleston Conference library party, presented by BiblioBoard! In 2013, the party celebrated Charleston's rich music history, headlined by the excellent Jazz Artists of Charleston.

## VIDEO INFO TAB

Keywords: Enter some words in the "keywords" field that represent this video, such as "Charleston," "Jazz Artists of Charleston," "Out of the Stacks," and "Charleston Conference." Separate each word or phrase with a comma.

DOI: This field can be left blank.

## CONTRIBUTOR INFO

Add Contributor: Click the green "+Add Contributor" button, which brings you to the "Info" sub-tab. The producer is Sotheby's International Realty, so select "Corporation" as the "Type" and "Producer" as the "Role." Enter "BiblioBoard" as the "Name." The producer is not anonymous, so leave this box unchecked.

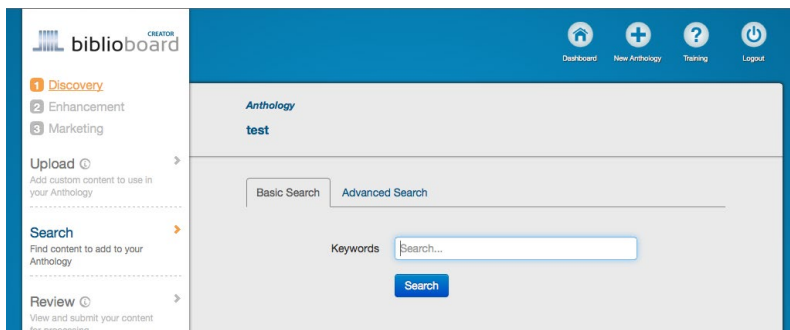
Bio: Click on the "Bio" sub-tab. This is an optional field, so this field can be left blank.

Click the blue "OK" button. "BiblioBoard" will appear. Because there are no other contributors listed for this document, no further entries must be made.

## UPLOAD BUTTON

Upload: Click the blue "Upload" button. This video has now been added to your Anthology and the form is cleared, allowing you to move on to the next item.





## STEP TWO: SEARCH

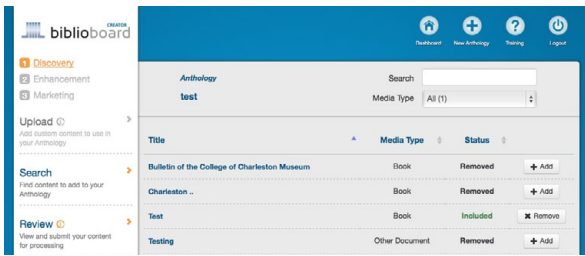
Click “Search” in the left-hand sidebar. Here, you will complete a Basic Search and an Advanced Search. The Search function in Creator yields book and article results from the BiblioLabs database of over four million public domain items.

### BASIC SEARCH

- In the “Basic Search” tab, enter “Charleston” in the “Keywords” field. Click the blue “Search” button. Several hundred results are yielded under the “Books” tab.
- To explore a result, you can hover your mouse over the title for more metadata. You can click on the book or article to be brought to another tab containing the entire book. Here, you can page through to get a better feel for the text.
- Return to the Creator tab. The term you searched appears in the top right corner. To get a more manageable amount of results, add more terms to the search.
- **TIP:** Spaces are treated as an OR search, so searching Charleston house (no quotation marks) yields a wider set of results, with content with either word from that search phrase.
- **TIP:** Typing two or more words within quotation marks searches for results containing both/all the words within those quotations, in the exact order and spacing they appear within the quotation. Search “Charleston house” to see the difference.
- **TIP:** Phrases can also be grouped by putting them in parentheses, at which point they can be linked by OR or AND. With OR, the results will show content with any of the words you have entered. This creates a broader search. Search (Charleston AND house) OR (antebellum AND house). With AND, the search yields results containing the at least one word from either parenthetical sets. Then search (Charleston house) AND antebellum.
- Search “Charleston AND houses.” By using an all-capital AND, the search brings back all results with both words. You will see multiple versions of The Dwelling Houses of Charleston, South Carolina. Normally, you’ll want to avoid any books that are flagged, but for example’s sake, add the result that says “Flagged During QA” in the “Status” column. Then, return to the Creator tab and click the gray “+Add” button in the row of that version. That item has now been added to your Anthology.
- If you have your institutions repository linked into Creator, you will see an additional tab next to the “Book” tab that has the name of your institution. If you have this tab, click it. The search terms used above filter this repository as well. The same hover, click, add, and remove options are available in this tab as well.

### ADVANCED SEARCH

- On the top right corner underneath the “Search” box, click on “Advanced Search.” This brings you to the “Advanced Search” tab, where you can filter by title, contributor, text, language, publication year, and repository. First, enter “Charleston” in the “Title” field and click “Search.”
- To narrow down the results further, click “Advanced Search” again. “Charleston” still appears in the “Title field.” Now, choose “Before” from the dropdown box in “Publication Year” and then type “1900” in the text field to the right of that row. Then click “Search.”
- From the list of results, add A History of the Calhoun Monument at Charleston, S. C. to your Anthology by clicking the gray “+Add” button. For this item, avoid the version that says “Flagged During QA” in the “Status” column.
- If you wish, you can return to “Advanced Search” and practice filtering with different results.



## STEP THREE: REVIEW

Now that you've added eight items to your Anthology, click on "Review" in the left-hand sidebar. This panel does not require you to do any work. It is simply a place for you to check in with your content. You can access this page at any point during Discovery. All eight items appear here,

regardless of if you've added them via either the Upload or Search Panel. Any items you added then removed in Search will also appear here, but they will show up as "Removed" in the "Status" column, rather than "Included." Like before, you can add or remove items by clicking the gray button to the right of each row.

In "Search" in the top right corner, type in "Bridge." Now, only the "Arthur Ravenel Jr. Bridge" appears. You can hover over the title for more metadata or click on it to get a preview.

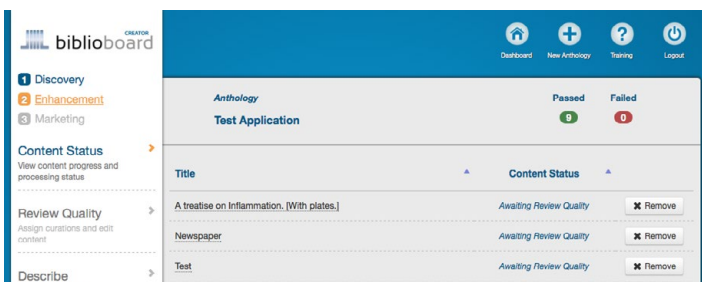
Delete that search term and select "Other Document" from the dropdown box in "Media Type." Now, only the "Charleston Harbor and Its Approaches" map appears. Again, you can hover over the title for more metadata or click on it to get a preview.

## STEP FOUR: FINISH

Click "Finish" in the left-hand sidebar. If you have followed all the above instructions and added all eight items, click the blue "Finish Discovery" button. If you have not added all eight items, return to the Upload Panel or the Search Panel and add those items now.

## PHASE TWO: ENHANCEMENT

In the Enhancement Phase, you will choose thumbnails, edit metadata, and create collections.



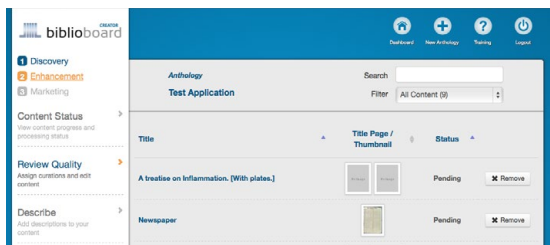
## STEP ONE: CONTENT STATUS

After clicking "Finish Describe," you will be routed to the Content Status Panel, the first panel in the Enhancement Phase.

In between the Discovery Phase and the Enhancement Phase, your content goes through

a Processing Phase. You will not need to do any work for this phase, but it will take an average of between 4-6 hours for each item to complete Processing. Some items will complete Processing almost instantaneously while others take more time. If any item is in Processing for longer than 48 hours, send a "Feedback" message using the tab on the left of the screen.

The Content Status Panel allows you to check in with your content. It shows you which stage each item is in, be it "Processing...", "Awaiting Review Quality," "Awaiting Describe," "Awaiting Collections," "Removed," or "Complete." Like before, you can hover over a title for more metadata or add and remove an item by using the gray buttons on the right.



## STEP TWO: REVIEW QUALITY

When an item completes Processing, it will appear in the Review Quality Panel. To get there, click “Review Quality” on the left-hand sidebar. The same hover, search, filter, and add and remove options are available in this panel. Each item will also show as either “Pending,” “Accepted,” or “Rejected” in the “Status” column, depending on if you have completed Review Quality for that item. Click on the title of an item to open it.

### A HISTORY OF THE CALHOUN MONUMENT AT CHARLESTON, S. C.

- A preview will be generated to the left. This does not represent the size the document will appear in your final Anthology.
- Because this is a multi-page document, you can use discretion when choosing the title page and thumbnail. In this book, the cover of the book (page 2) is included in the scan, but it is a low quality scan with a barcode. Instead of using the cover as the thumbnail page, use the title page (page 6). This page has the most metadata, and it would be a good page to represent the book. Select it as both the title page and thumbnail page by clicking on the image, then clicking the checkboxes next to “Set as Title Page” and “Set as Thumbnail Page.” The pages will now appear in the preview screens above the checkboxes.
- You have the option of adding pages to your Visual Browse Stream. The best candidates for the Visual Browse Stream are the image pages that are facing the correct direction and are easy to look at, like page 54. Images like page 12 are sideways and difficult to look at, so they are not good candidates. The other two images in this book are on pages 72 and 86. It is up to you if you think these images are good options. Browse through the book by scrolling with your mouse or navigating using your arrow keys on your keyboard, and select items you would like to add to your Visual Browse Stream by clicking the page and selecting the “Add to Visual Browse Stream” checkbox.
- This book has blank pages. These are unnecessary for the end-user, so hide them by clicking on them, then checking the “Hide Page” box. Do this for all blank pages, including the blank pages at the beginning and end of the book and the blank pages throughout the main text of the book. Also, the first three pages are unnecessary to present to the end user, so hide them as well.
- **TIP:** You can also check or uncheck checkboxes by right clicking on the page of interest, then clicking on a box to check or uncheck it.
- **TIP:** You can also check or uncheck boxes by using your keyboard. Select the page by clicking on it or by navigating to that page using the arrow keys. Then, type “t” to add it as your title page, “b” to add it as your thumbnail page, “v” to add it to your Visual Browse Stream, or “h” to hide the page.
- Click the green “Save & Accept” button.

### BEESELY’S ILLUSTRATED GUIDE TO SAINT MICHAEL’S CHURCH

- Like for A History of the Calhoun Monument at Charleston, S. C., a title page and thumbnail page must be chosen. Page 9 is a good title page and page 10 is a good thumbnail page. If you’d like, you could choose an image from later on in the book as the thumbnail page (perhaps page 27 or 31). Again, you can add items to the Visual Browse Stream. The best candidates are the image pages that are facing the proper direction, like page 21 or page 27. Browse through the book and select as many items as you would like to add to your Visual Browse Stream. For this book, it would be good to add around five pages to the Visual Browse Stream. Finally, hide all blank pages (pages 1-8 and 87-96).

- Click the green “Save & Accept” button.

## **CHARLESTON HARBOR AND ITS APPROACHES**

- Like with the other page files, a title page and a thumbnail must be chosen. Because this is a single-page document, make the first page the title page and thumbnail page. Then click the green “Save & Accept” button.

## **CORN GRITS IN FAMILY MEALS**

- Like with the other page files, a title page and thumbnail must be chosen. Because this is a multi-page document, you can use discretion when choosing the title page and thumbnail. Page 3 works as both the title page and thumbnail. Hide all blank pages (pages 1, 2, 5, and 6). Click the green “Save & Accept” button.

## **THE DWELLING HOUSES OF CHARLESTON, SOUTH CAROLINA**

- Like with the other page files, a title page and thumbnail must be chosen. However, the first page of this book indicates that it was scanned by Google Books. Many times, Google Books have watermarks in the bottom right corner of each page. To see if the pages have this watermark, click “Single Page View” at the top, or double click a page. Move around the pages by using the arrow buttons to either side. Once you have reached a page in the text, zoom up on the book by clicking the magnifying glass with a plus sign in it. Then, use your mouse to click and drag the view to the bottom right. You will notice a watermark that reads “Digitized by Google.” Because you are not affiliated with Google, this watermark renders the book unusable. Click the red “Reject/Remove” button.
- Select “Watermarked” from the dropdown list of options, then click the red “Reject” button. Doing so flags this book as unusable. Now, in Search, this book will say “Flagged During QA,” and you and others will know to avoid using this version of the book.

## **ARTHUR RAVENEL JUNIOR BRIDGE**

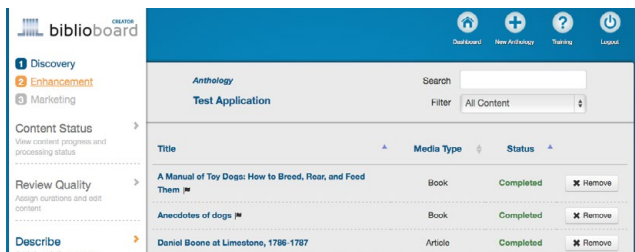
- A preview of the image is generated to the left. Make sure this item is not pixelated or small. When satisfied, click the green “Save & Accept” button.

## **CHARLESTON FOX TROT**

- A preview of the audio file is generated to the left. If no preview appears, you have not added the file properly. Click the red “Reject” button, then click “Discovery” in the top left corner of Creator to return your Anthology to Discovery. All changes you have made so far will be retained. You can now return to the Upload Panel and try uploading the audio file again.
- If the preview does appear, click play. Make sure the song plays. If it does, click the green “Save & Accept” button.

## **OUT OF THE STACKS 2013 HIGHLIGHTS**

- A preview of the video is generated to the left. If no preview appears, you have not added the file properly. Click the red “Reject” button, then click “Discovery” in the top left corner of Creator to return your Anthology to Discovery. All changes you have made so far will be retained. You can now return to the Upload Panel and try adding the video again.
- If the preview does appear, click play. Make sure the video plays. If it does, click the green “Save & Accept” button.



## STEP THREE: DESCRIBE

Now, you have accepted or rejected all of your content, and you are ready for the next step, the Describe Panel. After an item has been accepted in Review Quality, it will appear in the Describe Panel. To get there, click “Describe” on the left-hand sidebar. The same hover, search, filter, and add and remove options are available in this panel. Each item will also show as either “Pending,” “Accepted,” or “Rejected” in the “Status” column, depending on if/how you have completed Describe for that item. Click on the title of an item to open it.

### A HISTORY OF THE CALHOUN MONUMENT AT CHARLESTON, S. C.

- These are the same fields you saw in the Upload Phase. However, because this item was added through the Search Panel, not all metadata fields are filled out properly. The metadata that appears is pulled from the original uploader of the book, so some of it is accurate and some of it needs work.

#### INFO TAB

- Title: Verify that the title is correct and has correct capitalization.
- Subtitle: There is no subtitle, so leave the “Subtitle” field blank.
- Language: Select “English” from the list of available options in the dropdown menu.
- Publication Date: To verify the “Publication Date,” use the magnifying glass icon that has a plus in it, found in the toolbar above the title page, to zoom in. Use your mouse to drag the zoomed area down to the date. It is 1888, so the entered date is accurate.
- License Type: The “License Type” is accurately listed as “Public Domain.”
- Attribution: This can be left blank.
- Embed Code: This can be left blank.

#### DESCRIPTION TAB

- Description: There is nothing entered because it was pulled from Search, so take the time to enter a description. If you need to review the book further to write an accurate description, click on the arrows to the right and left of the title page to browse through the book, or use the “Thumbnail View” to get a wider look. You can also copy and paste this description into the text field: The Calhoun Monument stands high in the air in the center of Marion Square in Downtown Charleston. Marion Square is the centerpiece of green space in the downtown area, making the Calhoun Monument prominently placed. This book provides a history of the monument.

#### BOOK INFO TAB

- Publisher: Nothing is filled out here, but that information can be pulled from the title page. Using the zoom if you need to, find the publisher, “Luscas, Richardson & Co.,” and enter it in the “Publisher” field.
- Place of Publication: The title page also indicates “Charleston” as the “Place of Publication.”

Volume: This can be left blank.  
Edition: This can be left blank.  
Issue Number: This can be left blank.  
Primary Category: Choose "History."  
Secondary Category: You can select "Travel" as the "Secondary Category."  
Tertiary Category: You can select "Architecture" as the "Tertiary Category."  
Text Directionality: This is a traditionally formatted book, so leave it as "Left to Right."  
ISBN: This field can be left blank  
ISSN: This field can be left blank  
DOI: This field can be left blank.  
Internal Publisher ID: This field can be left blank

## CONTRIBUTOR INFO

Add Contributor: Click the green "Add Contributor" button and select "Corporate" as the "Type" and "Author" as the "Role." Enter "Ladies' Calhoun Monument Association" as the "Name."

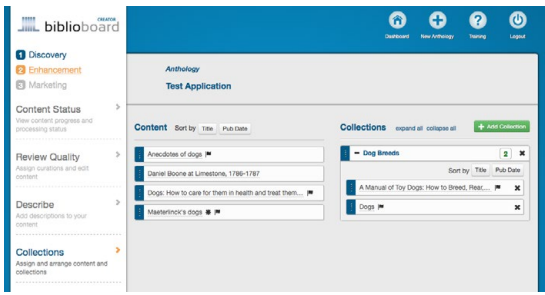
Bio: Click on the "Bio" sub-tab. This is an optional field, so it can be left blank.

Click the blue "OK" button. "Ladies' Calhoun Monument Association" will appear. Because there are no other contributors listed for this document, no further entries must be made.

- Return to the "Info" tab to address the checkboxes at the bottom. The first one is "Highlight this piece of content." Each Anthology requires at least 6 items to be marked as highlights. These are the most important, interesting, or appealing items from the Anthology. As this test Anthology only has seven items at this point, only one item does not need to be marked as a highlight. It is up to you which items you'd like to mark as highlights. If you'd like, all seven items can be highlights.
- **NOTE:** in BiblioBoard Library, highlights get a special purple ribbon over their thumbnail page and they are gathered in an additional special "Highlights" collection.
- The second checkbox is "Allow this content to be downloaded." This will be automatically checked or unchecked for all of your files. It determines whether the end-user can download this item to their computer or device. Because none of the items in this Practice Anthology are under strict copyright terms, it is fine to leave this box checked. If you'd like to change it, you can click on the box to make a checkmark appear or disappear.
- Once you have addressed the checkboxes at the bottom of the "Info" tab, click the green "Save & Accept" button.

The rest of your items have had the metadata entered in Upload, so you do not need to look at it unless you would like to check for typos or edit it. For the rest of the content, simply address the two checkboxes on the "Info" tab. You will need to mark at least six items as highlights in order to complete the Enhancement Phase.





## STEP FOUR: COLLECTIONS

Now, you have completed Describe for all of your content, and you are ready for the next step, the Collections Panel. After an item has been completed in Describe, it will appear in the Collections Panel. To get there, click “Collections” on the left-hand sidebar. You can hover over any item in Collections to get more metadata. In this panel, you will create at least

four collections to organize your content thematically.

To create your first Collection, click the green “+Add Collection” button on the top of the right-hand column.

- The form that appears first asks for a “Collection Name.” Enter “Food” in this field.
- Then click on “Select Image” and select “Default Set.” Choose one of the default images from the options and click select. Because there were no images added to your Anthology regarding food, this default image will suffice. Normally, default images are used as placeholders until you return to choose a better image. However, because this is a practice Anthology, it is fine to leave the default image as the final image.
- In the “Collection Description” field, copy and paste this text: This collection contains content about some of Charleston’s classic cuisine, such as grits.
- Click the blue “Save” button. Your Collection is generated.

To create the rest of your collections, follow the process outlined above to generate three more collections called “Dance,” “History,” and “Sights and Attractions.”

- For “Dance,” enter the following text in the “Collection Description” field: “Charleston” is the city, but “The Charleston” is the dance move that swept the nation.
- For “Sights and Attractions,” enter the following text in the “Collection Description” field: Tourists visit Charleston, South Carolina all months of the year for its great weather, great food, and many sights.
- For “History,” enter the following text in the “Collection Description” field: Charleston is full of rich history, notably for the role it played in the Civil War.
- For the “History” collection, click on “Select Image” and select “Visual Browse Stream.” Browse through all the items you added to the Visual Browse Stream in the Review Quality Phase. Select the image of the man by click on it then clicking “Select.” You are brought to an internal crop feature. Drag the box so that his face is in the picture, then click “Crop.” The cropped version appears. Note that this is a blurry, pixilated image. This makes the image a bad choice for a collection image. Click “Cancel.”
- You are brought back to the Visual Browse Stream. This time, choose one of the pictures of churches and click “Select.” Use the corners of the crop box to make the crop box bigger or smaller and click the box to move it around. When satisfied, click “Crop.” This image is not pixilated, so click the green “Accept” button.
- Click the blue “Save” button.

To add items to your Collection, you can right-click on the title in the left-hand column and select the appropriate collection, or you can click on the content and, still holding down on your mouse, drag it into the collection.

**TIP:** To move multiple items at once, hold down Command on your keyboard and select all the relevant content.

It is up to you which items get added to which Anthology. You may deviate, but the suggested organization is: “Food” contains “Corn Grits in Family Meals”; “Dance” contains “Charleston Fox

Trot"; "History" contains "A History of the Calhoun Monument at Charleston, S. C." and "Charleston Harbor and Its Approaches"; and "Sights and Attractions" contains "Arthur Ravenel Junior Bridge," "Beesley's Illustrated Guide to Saint Michael's Church" and "Out of the Stacks 2013 Highlights."

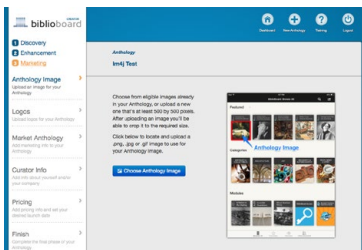
Once sorted, you can organize the items within the Anthology by Title or Publication Date by clicking the gray boxes underneath the Collection title, or you can click and drag items to create a custom order. You can organize the order of your Collections by clicking and holding on the collection and dragging it. To practice doing this, alphabetize your Collections.

## STEP FIVE: FINISH

Once your Collections are organized to your liking, click "Finish" in the left-hand column. Click the blue "Finish Enhancement" button to move on to the third and final phase.

## PHASE THREE: MARKETING

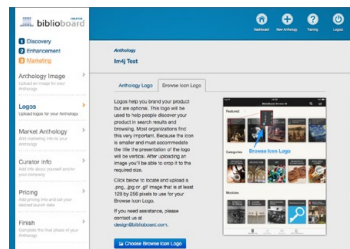
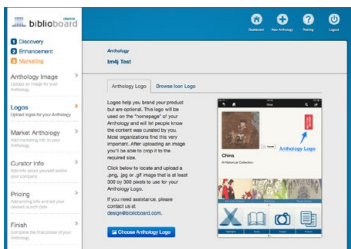
The Marketing Phase could also be called the Packaging Phase. You will choose an Anthology image, add logos, and write descriptions of your Anthology overall.



### STEP ONE: ANTHOLOGY IMAGE

You are brought to the first panel of Marketing, the Anthology Image Panel. This is where you will choose the image that will represent your Anthology, similar to a cover.

Click the blue "Choose Anthology Image" button, and click "Visual Browse Stream." Click on the picture of the Ravenel Bridge and click "Select." Maneuver the crop box until you are satisfied with what is selected, then click "Crop." You may select "Undo" to crop a different section, or "Cancel" to select a different image. When satisfied, click the green "Accept" button. Then click the blue "Save" button.



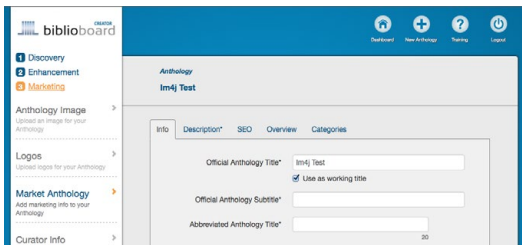
### STEP TWO: LOGOS

Click "Logos" on the left-hand column. Here, you can add logos that represent your institution. For the purposes of this practice Anthology, use the logos sent along with this guide.

In the "Anthology Logo" tab, click the blue "Choose Anthology Logo" button. Click "Upload Anthology Logo" and find the Anthology logo from wherever you saved it to your computer. Click "Open." Without moving the crop box, click the blue "Crop" button, then the green "Accept" button and the blue "Save" button.

Click on the "Browse Icon Logo" tab. Click the blue "Choose Browse Icon Logo" button. Click "Upload Browse Icon Logo" and find the browse icon logo from wherever you saved it to your computer. Click "Open." Without moving the crop box, click the blue "Crop" button, then the green "Accept" button and the blue "Save" button.





## STEP THREE: MARKET ANTHOLOGY

Click “Market Anthology” on the left-hand column. This is where you can edit the title and add more descriptions about your Anthology overall.

### INFO TAB

Official Anthology Title: Change the title to “Charleston, SC.”

Official Anthology Subtitle: Enter “A Practice Anthology.”

Abbreviated Anthology Title: Enter “Charleston Practice.”

### DESCRIPTION TAB

Description: This field refers to the Anthology overall and appears on the Anthology homepage. You can write your own, or you can copy and paste this description into the text field: Spanish moss and cobblestone streets adorn the scenery of Charleston, South Carolina, one of the most popular cities in the South. Charleston, SC: A Practice Anthology provides books, recipes, images and more about the city from the Civil War to today. With grits and “The Charleston,” the culture of the area is rich and original, and it has charmed the nation. Learn more about the port city with this seven-item Anthology.

### SEO TAB

Keywords: Enter roughly 16 words that would help people searching Google or similar engines find your Anthology. Some suggested terms are Charleston, South Carolina, SC, Lowcountry, grits, Saint Michael’s Church, Cooper River, Ravenel Bridge, the Charleston, antebellum.

SEO Description: This is a one-sentence description of your Anthology overall. You can come up with your own, or copy and paste this into the text field: This Anthology about Charleston, South Carolina covers the important role it played in the Civil War through to the reasons that tourists love to visit.

Audience Description: This is a sentence beginning with “This collections is ideal for individuals interested in...” Come up with your own end to the sentence, or copy and paste this into the text field: This collection is ideal for individuals interested in Charleston, Southern culture, the Lowcountry, and history.

### OVERVIEW TAB

Overview: This tab can be used in a variety of ways. For more examples of how to use this space, visit this site:

<http://goo.gl/L5BtAo>

However, because this is a practice Anthology about a specific place, you can copy and paste this into the text field: Charleston, South Carolina was founded in 1670. It was named Charles Towne, after King Charles II of England, but the name evolved over time to Charleston. The city was a major cultural center in the 19th century. It is well known that Charleston

played a central role in the Civil War, as the first shots were fired at Fort Sumpter, built in the Charleston Harbor. During the war, Charleston was under siege for nearly two years. After the war, the city continued to grow culturally, especially regarding art, music, dance and food. In the early 21st century, Charleston became a popular tourist destination year-round.

## CATEGORIES TAB

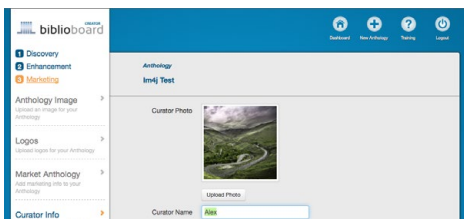
Primary Category: Choose "History."

Secondary Category: Choose "Travel."

Tertiary Category: Choose "Architecture."

Quaternary Category: Choose "Cooking."

Click the blue "Save" button at the bottom of the page.



## STEP FOUR: CURATOR INFO

Click "Curator Info" on the left-hand column. This is an optional panel. If you would like to add a picture of yourself, enter your name, link to your website, share your job title, and write a short autobiography, you may do so. You can also add information about your organization. Click the blue "Save" button when you are satisfied with this information.

## STEP FIVE: FINISH

Click "Finish" on the left-hand column once you've entered all the information in Marketing. When you click the blue "Finish Marketing" button, your Anthology is sent to the BiblioLabs Editorial Team and you will not be able to access it, so before you click it, make sure you have followed all of the listed steps. If you have not, click on "Discovery" or "Enhancement" in the top-left corner to return to that phase. All work you have done in Marketing will be there when you return as long as it has been saved at the page level. If you have completed all the steps, click the blue "Finish Marketing" button. Although this Anthology will not be published, it will be available to preview the final product. Let your BiblioLabs contact know that you have completed this practice Anthology, and they will give you access to view the finished product on BiblioBoard Library.

**IF YOU HAVE ANY QUESTIONS, CONTACT [CREATORSUPPORT@BIBLIOBOARD.COM](mailto:CREATORSUPPORT@BIBLIOBOARD.COM).**

**FOR MORE INFORMATION ABOUT BIBLIOBOARD, VISIT [WWW.BIBLIOBOARD.COM](http://WWW.BIBLIOBOARD.COM).**

