Semantically Enhanced, Multifaceted, Collaborative Access to Cultural Heritage

Project IST-034984

D5.3 MOSAICA User Manual and Online Documentation

Deliverable

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Executive Summary

Document Objective

This document contains a detailed user manual for the MOSAICA application

Targeted Audience

MOSAICA Consortium

Prerequisite

D5.1 MOSAICA System & Application Specification

D5.2 MOSAICA Application

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1. MOSAICA MAIN SCREEN

MOSAICA home page, the main screen that is displayed when you enter the MOSAICA web site, is divided into 4 areas:

- The upper ruler – does not change as you work with MOSAICA and contains some general links to MOSAICA general resources:
  - The **Help!** File
  - **Who Are We?** Displays information about the creators of MOSAICA.
  - **What is MOSAICA?** Displays information about the idea behind MOSAICA and the vision that guides the creators of the system.
- The Second Ruler (the lower one) contains links to the various modules of MOSAICA:
  - Sign In – for those who already have a user name and password.
  - Register – for new users who wish to create their own account.
  - Investigate – the different resources in MOSAICA.
  - Explore –Maps that show geographic information from which you can browse to the annotations that are linked to the maps.
  - Virtual Expeditions – Build your own expeditions or follow the routes of different prebuilt expeditions.
  - Links to: **Benefits of registration**, **Privacy policy**, **Copyright/IP policy**.
- The main display area where the content and information is displayed, after clicking one of the selected links.
- The lower ruler – does not change as you work with MOSAICA, contains links to some legal articles and terms of use pertaining to the MOSAICA application:

Terms of service
Copyright/IP policy
Privacy policy
Fair use and multiculturalism.
Help
Contact us

Important Notice!!
When working in MOSAICA do not use the web browser back button, this will not take you back within MOSAICA but out of MOSAICA to a different web page. Use only MOSAICA options.

2. ACCESSING MOSAICA

2.1. Creating your own account

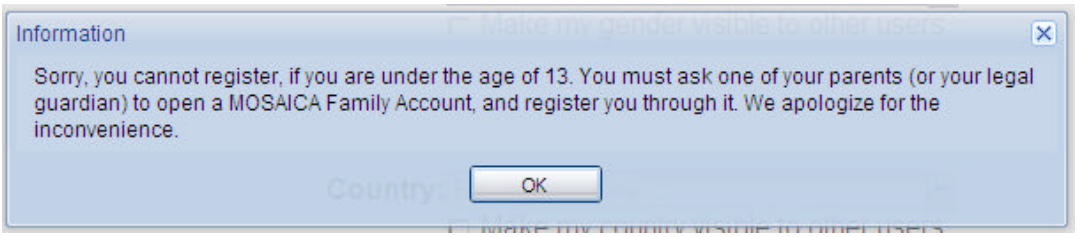
For information about the benefits of registering to MOSAICA, please read the **Benefits of registration** section (in order to do that you should click on the Benefits of registration link on the main screen.

In the Main screen of MOSAICA choose *'Register'*.
The registration screen will open.
We will go through it step by step.
Note! All fields are mandatory fields.

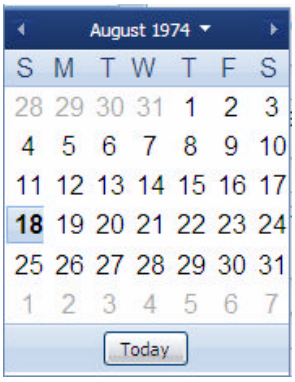
Here you enter your name, not your login user id, but your formal name when chatting with other users and when receiving e-mails from the system administrators. This name will show at the upper right corner of MOSAICA main screen after you sign in to MOSAICA.

Here you enter some personal details, your gender, date of birth and country.
Choose the appropriate content with the small arrow to the right of the cell or type in the words using the keyboard.
In the cell Gender, typing F will fill in Female and typing M will fill in Male.
For every information you enter choose whether you wish the information will be visible to other MOSIACA users by checking the relevant check box, or not visible, by living the relevant check box unchecked. This information is needed for research and statistics purposes and will not be disclosed to any user, should you choose to leave the checkboxes unchecked.
When entering your date of birth, type in a date in MM/DD/YYYY format or click the calendar icon to open a calendar to choose the date.

- Note! Children under 13 years old can not register to MOSIACA by themselves, their parents can register them us children; see the help on the *'Preferences'* section. The following massage will appear:



This is the calendar screen:

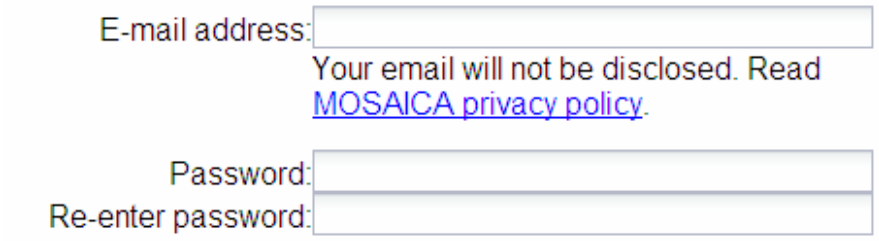


Click the small arrow near the month and year

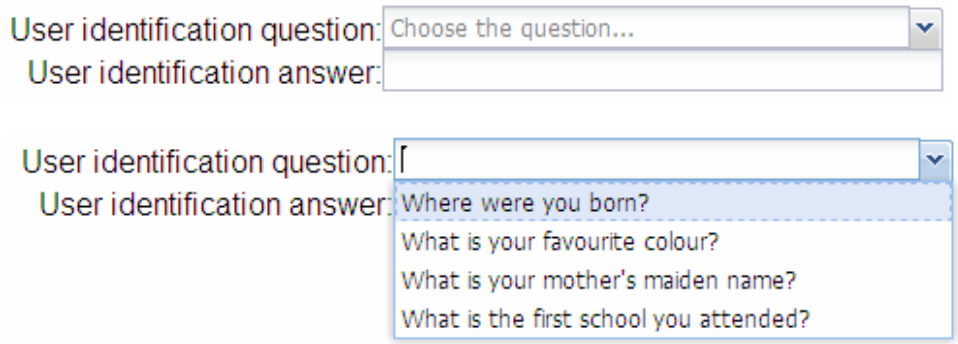
To open the following screen:

On the right choose the year and on the left choose the month. Click OK, this window will close and now choose the day and click OK.

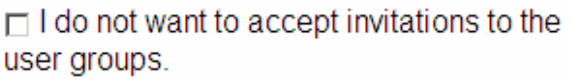
After providing some personal data, enter your e-mail address and a password:



The e-mail address is what the system administrator will use in order to confirm your registration and also to change your password if you forget it. You must enter a valid e-mail address.
After you have created your new account or made any significant changes to it, an email message will be sent to your registered email account, asking you to confirm the registration by answering the message.
Your account will remain inactive until your email reply have been sent and accepted by the system.
When signing in to MOSIACA you use your e-mail address as your login identifier.
Choose the password you wish to use, and re-enter it to confirm. Note whether the Caps Lock key is on, the MOSAICA system is key sensitive.
The password can be a combination of any character or symbol, from 3 to 12 characters.
After entering the e-mail address and password that will be used to enter MOSIACA, choose an identifying question. The identifying question will be used in case you have forgotten your password. In such case you will be prompt to answer the identifying question and assuming that you have answered it correctly, your current password will be sent to you by email.
Click the arrow to the left of the cell to choose the question. After selecting the question, type in the answer in the cell bellow.

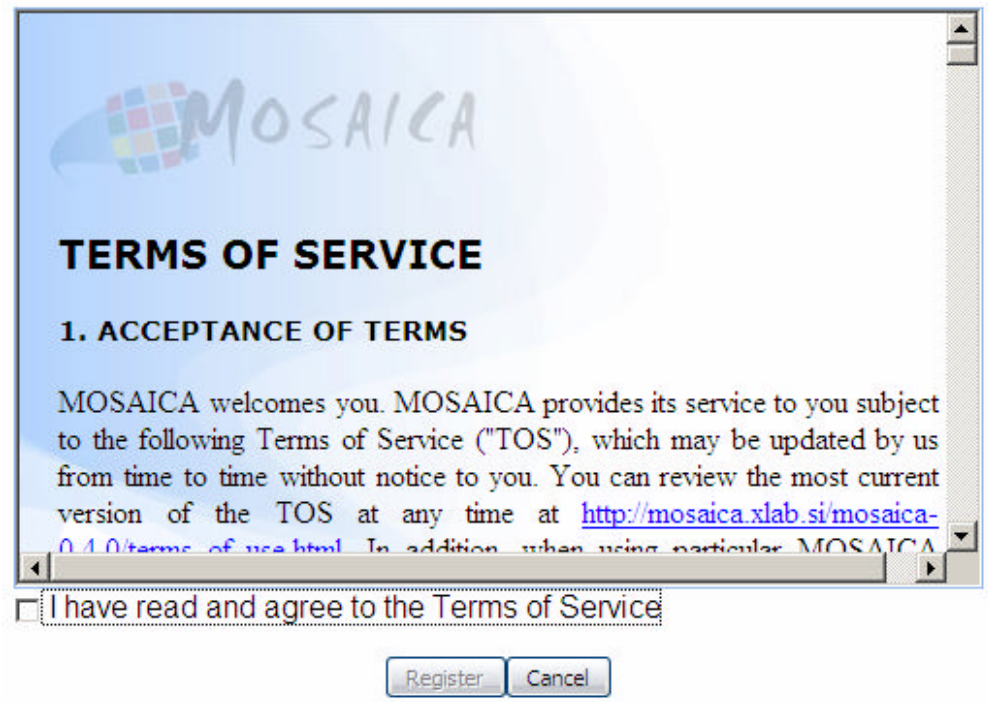


Mark the check box stating whether you wish to be invited to be a part of user groups, or not.



If you do not check this box, as a default, you might be invited by other users to join their user groups.

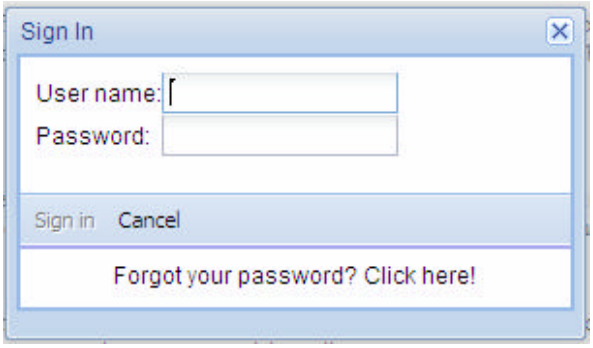
After reading carefully the TERMS OF SERVICE, check the appropriate check box
and click the *'Register'* button which will become available.



That concludes the registration process.

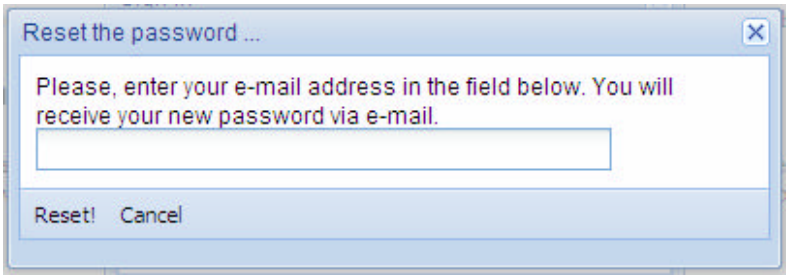
2.2. Signing into MOSAICA

After opening the MOSAICA home page, if you already have a valid account, click the **Sign In** Button.
The Login screen will appear:

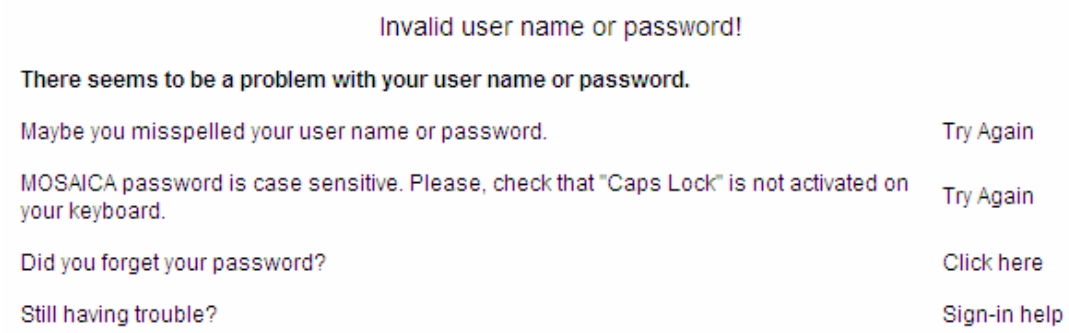


Enter your user name and password and click **Sign in**, or click **Cancel** if you do not wish to logon.

Important: the MOSAICA password is case sensitive. Make sure that 'Caps Lock' is not active and that you enter the password with the correct use of capital letters.
In case you have forgotten your password, click the **Forgot your password? Click here!** link and in the following screen enter your e-mail address so a new password will be sent to you by e-mail.
The e-mail address you enter here must be the same as the e-mail address you have provided when registering to MOSAICA.



When entering a wrong user name or a wrong password the following screen will show:



Choose one of the 4 listed options.
Choosing the 'Did you forget your password' option will start the same process as when the link on the login screen is clicked.

After you have signed in to MOSAICA you will see your name on the upper right corner of the screen, make sure this is the correct name and that you have logged in with the correct user.
When you finish using MOSAICA use the **sign out** button [sign out].
As mentioned before, the rulers on top and bottom of the screen will not change. What changes are the main screen and the second top ruler where possible actions are listed.
The main screen is now divided into two sections:

1. The main information screen which you can set to display different data after login. See explanation Preferences –> Display panel.
2. The Chat area where you can chat with other users who are currently logged on to MOSAICA.
   You may hide this window when you work and unhide it when you wish to chat, by clicking on the arrow button on the right: .

In Preferences –> Display panel you can set as a default, whether the chat window will be hidden after login or not.

Through this screen you can navigate to the different option of MOSAICA:

- Investigate – the many different resources that MOSAICA contains in its knowledge base.
- Explore – maps and images related to the resources inserted into MOSAICA
- Resources:
  a. Annotate your own web resources.
  b. Create Virtual Expeditions (only foe users with appropriate authorization). What are virtual expeditions? – learn about in the virtual expeditions user guide.
- Virtual Expeditions: run virtual expeditions
- Preferences:
  a. Change the various settings that control the way MOSAICA application appears and the way it works.
  b. Change and update user account settings.
  c. Manage user groups and authorization groups (only foe users with appropriate authorization).

3. USER PREFERENCES

Preferences

The **Preferences** menu shows on the screen after you have signed in to MOSAICA.
The preferences determine the way you see and work with MOSAICA application.
In this menu there are several options that appear on different tabs:

In this section we will go through each of these options in details.

3.1. User groups

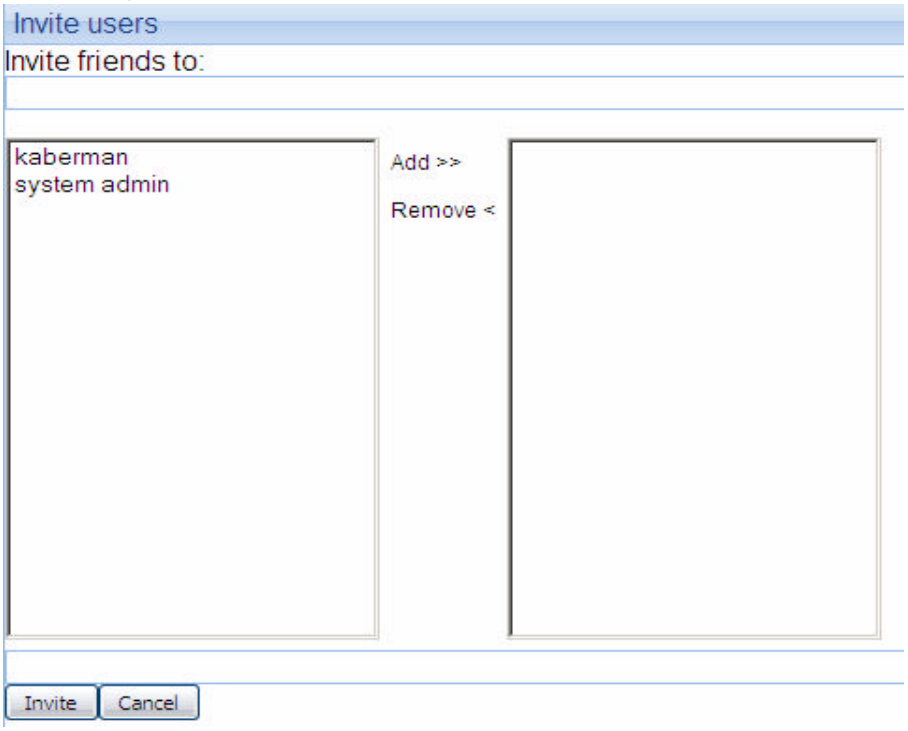
User groups are groups of MOSAICA users that share a common interest in cultural heritage and therefore looking for the same items in the MOSAICA knowledge base.
Any user can open a new group and invite new members to the group he created. The user that opens a group is the group administrator. Only the group administrator can change the group properties, but inviting new members is a privilege that is grunted to any user.
Members of the same group can chat with each other and view subjects of interest before they have been authorized.
When entering the User groups tab, the left side of the screen displays a menu with different options for this tab, the main part of the screen displays the details of each option chosen on the left.
The right part of the screen is the chat area and it can be closed or opened using the arrow button .
Standing on the border of each part of the screen, the pointer changes to a double head arrow which means that you can change the location of the borders and hence the areas of the different parts by holding down the right mouse button and dragging it to the desired location.
On the right, you will see four options concerning the management the User groups. These options are arranged in a tree format. Clicking on each one of them opens the relevant details in the main window. Here is a detailed explanation on each of the option:

All User groups
By choosing this option the main window will show an alphabetical list of all the user groups that are currently defined in the system.
At the top part of the window there is a search box where you can use free text to search for a group by its group name.
Any group name is used as a link to the group management screen. Clicking on any of the group names will open that screen.
In the group management screen:
Group details – is the name and group.
Group members in an alphabetical order; you can use free text to search members.
Different actions.
The available actions change, depending on whether you are a member of this group or not.
If you are not a member of this group actions are: *'Back to the list'* and *'Join this user group'*.

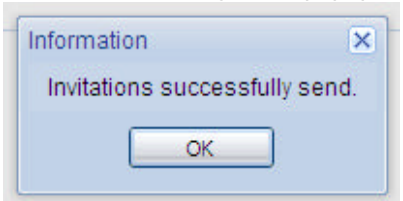
If you are a member of this group actions are: *'Back to the list'* and *'Leave this user group'*.
If it is a group you have created and you are an administrator of this group, the actions are: *'Back to the list'*, *'Leave this user group'*, *'Edit'* and *'Invite friends'*.

Edit
When choosing this option the window that opens is the same as creating a new user group window. The window will display the relevant group current details. Change the details that need to be changed and click *'Update user group'*.

Invite new friends
Clicking this option will open a window with a list of available users that you can invite to join your group.
You can invite to your group users that are at the same group as you are, based on the notion that you have joined interest subjects.
The screen will display only users that are already members at other groups you are also a member of, and are available for invitation.



Use *'add'* and *'remove'* arrows to choose friends and click the Invite button to confirm. An e-mail massage will be sent to these users, inviting them to join the group.
Confirm the massage that popup:



Click *Cancel* to leave this screen.

My user groups

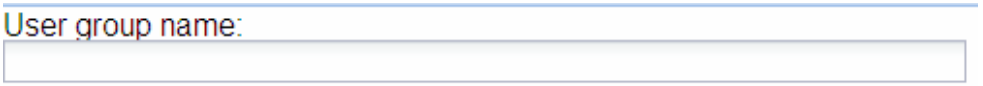
Under this folder there are two sub folders:

Groups I created – displays a list of all the groups that the logged user has created. The list is displayed in an alphabetical order and clicking on any of the groups opens the group details window as explained before. This list displays only the groups that the user has created. Other groups in which the user is a member, are not displayed her.

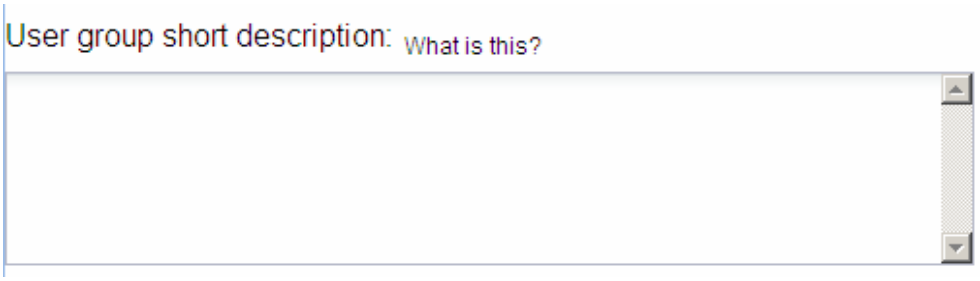
Groups I am a member of - displays a list of all the groups the logged on user is a member of. The list is displayed in an alphabetical order and clicking on any of the groups opens the group details window as explained before. This list displays only the groups that the user is member off and did not create.

Create a new user group

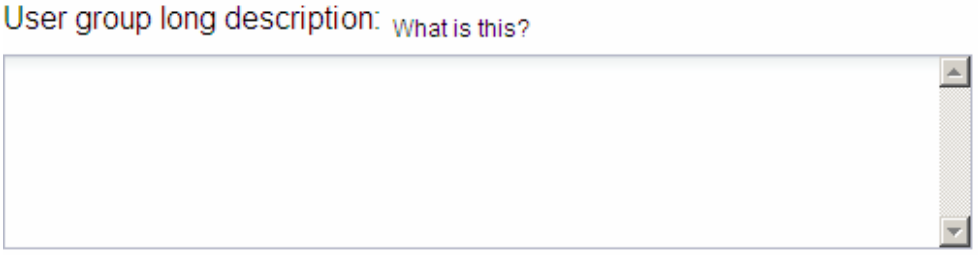
The 'create a new user group' window will open, containing three fields to update. All the fields are mandatory fields.



In this cell write the group name as you would like it to be displayed in different group lists. Give a short meaningful name.



In this cell write a short (about one line) description of this group. The short description will be displayed in different group lists, under the group name, showing some details on the group.



In this cell write a long description of this group that will be displayed in the group details screen when clicking a group and entering it.

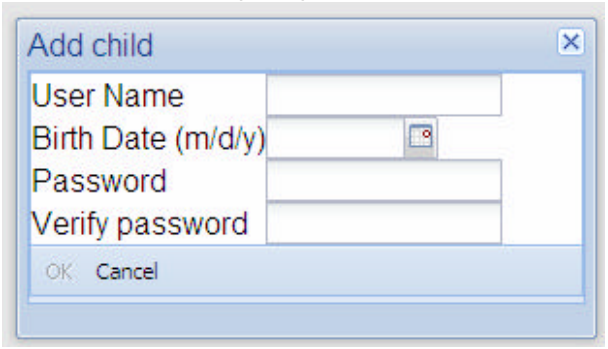
After entering all the relevant details you can invite new friend to the new group you have created by clicking the *'Invite friends'* button. Friends can also be invited later at any time, as explained previously.

When you have finished entering the details, click the *'Create user group'* button to create the group in the system.

3.2. User Profile

In this tab you can update your user account details. This screen displays the same details and the same fields as in the register screen.
You can update any of the details you have entered when registering to MOSAICA.
If you change the e-mail address, which is used to login to MOSAICA, your account will temporarily become disabled. An e-mail will be sent to the new e-mail address you have provided and only after confirming that this new e-mail address is valid by replying to the message, your account will be enabled.
The user ID that is kept in the system and all other relevant data will not be lost.
The *'Cancel'* button on this screen cancels the changes that were made by the user, before updating the changes.

Children
Children under age of 13 are not allowed to create their own accounts in MOSAICA, but they are allowed to have their own special accounts, created for them by their parents or legal guardians.
In this tab, you can create accounts for your children allowing them to login to MOSAICA.
The accounts you create for your children will have the minimal authorizations; they will not be able to change their user profile or change their group. The entire preferences menu will be hidden except for the definition of the *'Display Panel'*
In order to create an account for your child click the *'Add'* button at the lower part of this window.
In the window that opens provide user name, birth date, password and password confirmation:

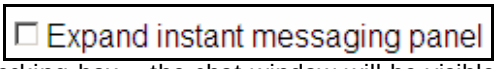


When logging in, your child has to use your e-mail address, the same one you use to login, and enter his own password.

3.3. Display Panel

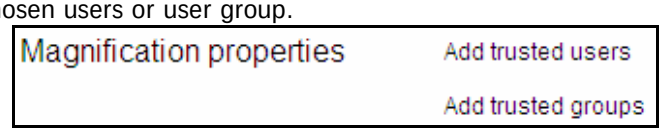
In this tab you can change and update your preferences for how the MOSAICA will be displayed and behave after you login.
General note: where a small blue arrow is displayed to the right of a text cell, click it to open a list of available options to choose from
Here are the different properties that you can set:

- Expend Instant Messaging Panel: Determine whether the chat window, will be visible or hidden after you login to MOSAICA:

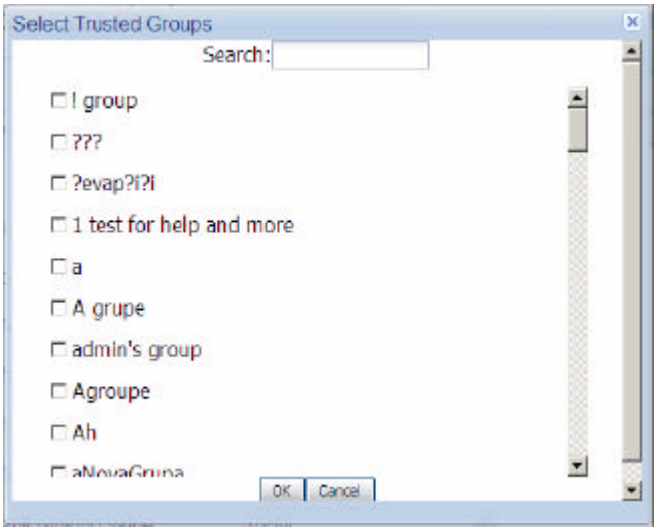


Checking box – the chat window will be visible.
Unchecking it – the chat window will be hidden.

- Initial display:
  a. No preferences – MOSAICA will start in the 'what is MOSAICA?' screen.
  b. Semantic browser – MOSAICA will start with the 'Investigate' screen showing.
  c. Semantic annotator – MOSAICA will start with the 'Resource' screen showing.
  d. GIS/TIS – MOSAICA will start with the 'Explore' screen showing.
- Display Language: choose your preferred language for the interface. Choose between English, French, Italian, German or Hebrew.
- Preferred Investigate View for the Investigate screen:
  a. Navigate –The folders will be displayed as a list of hyperlinks.
  b. Folders –The folders will be displayed as a regular folder tree (explorer style).
  c. Search – the precision search screen will open as default.
- Preferred Folders Display:
  a. Tree Diagram.
  b. Cone Diagram.
- Preferred Display of Resources:
  a. Icons
  b. List
- Preferred Filtering Option:
  a. No Filter.
  b. Type of Resource.
  c. Functionality.
  d. Title
  c. Ranking value.
- Default Ranking Value when you rank a resource:
  a. Not Very Good.
  b. Useful.
  c. Very Useful.
  d. Excellent.
- Default Ranking Purpose when you are ranking a resource:
  a. As Additional Information.
  b. As Clarification.
  c. As explanation.
  d. As Illustration.
  e. As Teaching Material.
- Magnification Properties – when searching resources highlight resources from certain chosen users or user group.



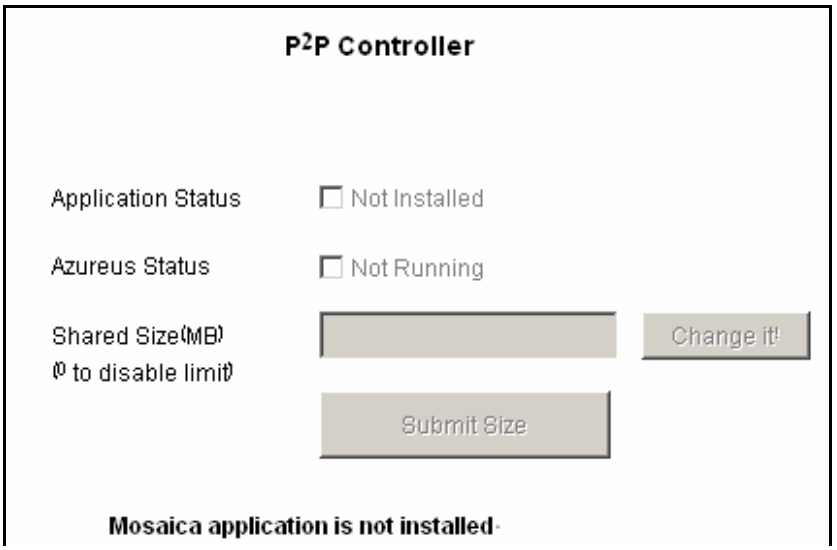
To apply: click on *'Add Trusted Users'* or *'Add Trusted Groups'*.
A window with the list of users, or the list of group, will open.
Mark the relevant users/groups and click *'OK'*.
You can search by user name or by group name.
Both screens look the same.



After updating all the relevant preferences, click on *'Update Profile'* at the bottom of the screen. All changes that you have made will take effect by the next time you will log into MOSAICA.

3.4. Peer to Peer

MOSAICA resources are managed by a P2P system that is shared by MOSAICA users.
In this tab you can download a P2P client and set up your computer to be a part of the P2P system.
Here you see application status, the Azureus status and set the size in MB of the space to be allocated on your disk for the shared resources. Set the size to 0 if you want to disable the size limit.



3.5. Content Approval

Any new content that has been added to MOSAICA must be approved by certain moderators before it becomes available to all the users.
In this tab, new resources that have been added to MOSAICA will appear. Choose which of the resources you approve for your children to view.
Select the child account for which you wish to approve the content, mark the resources you wish to approve and click *'Approve selection'* when done.
You can use the *'Check all'* and *'Clear all'* buttons when selecting resources.

3.6. Authorization Groups

Every user of MOSAICA is linked to an authorization group.
The authorization group determines the functions that are available for the users in the MOSAICA application: adding resources, editing them, deleting them and so on.
Every user that creates an account is automatically linked to an authorization group that is built for him and he is the administrator of this group.
Your children automatically become members of your group, the one that was created when you opened your MOSAICA account.
If you are an administrator of an authorization group, you can:

Edit Group
Edit the group name, short description and long description.
Also, define different authorization levels for various actions in the MOSAICA.
The authorization level and possible actions you define are for other users that you invite to this group and do not apply to you as the group administrator.
There are 16 different actions. For each one of these actions you may define one of the 4 possible authorization levels.
The actions are:

- Add annotation
- Delete annotation
- Add ranking
- Add resource
- Contribute resource
- Remove resource
- Add concepts
- Remove concept
- Add assertion
- Remote assertion
- Translate label
- Join user group
- Leave user group
- Adding user group
- Invitation to join user group
- Modify subordinate authorities

The authorization levels are:
Does not require confirmation and does not require approval.
Requires confirmation but does not require approval.

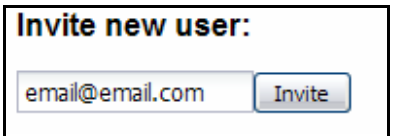
Requires approval
Not allowed

Create Sub Group
Create sub groups and define for them a different set of authorization levels for all the different possible actions listed above.

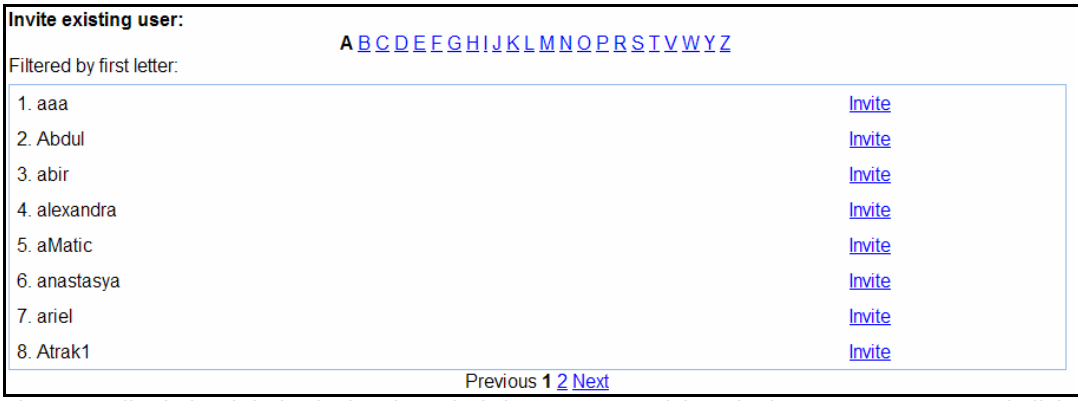
Remove group
Remove the group you work on at the moment.

3.7. Invite users

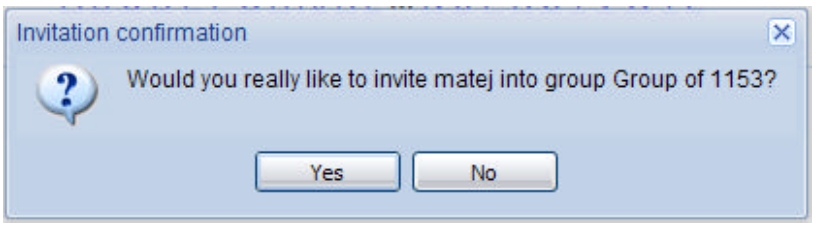
Invite new users to the group (new users are users that do not yet have a MOSAICA account), or invite MOSAICA existing users.
To invite new users, send them an e-mail through MOSAICA, enter an e-mail and click OK:



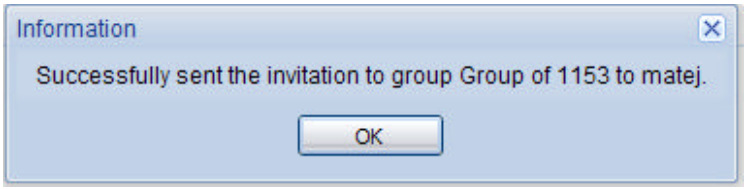
To invite MOSAICA existing users, choose them from the user list that will open in this screen:



The users list is in alphabetical order. Find the user you wish to invite to your group and click the 'invite' that appears on the same row as the user name.
A confirmation massage will show, click yes if you are sure about your invitation.



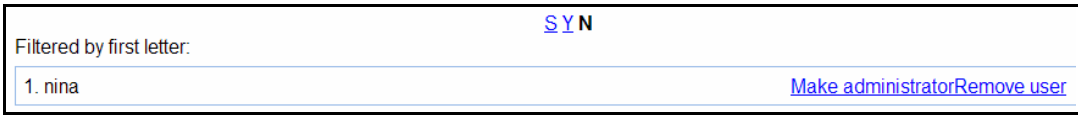
If you choose to click yes and confirm the invitation another massage will popup:



Members

See the list of group members.

For each member you can choose whether to make him a group administrator (if you are the group administrator) or choose to remove him from this group.



You can not remove yourself from your own group but you can choose to remove yourself from being a group administrator and make another user an administrator.

Leave

Leave an authorization group. You can not leave the group that was created for you when you've opened an account.

4. INVESTIGATING MOSAICA KNOWLEDGE BASE

The investigate screen is the place where the user can investigate the different resources in MOSAICA knowledge base.
You can either browse the resources structure until you've found what you are interested at, or you can perform a search to find what you where looking for.
Browsing through the resources bears similar logic to windows explorer:

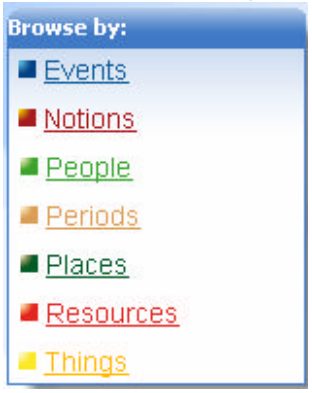
- On top of the screen there is an address bar.
- On the left there is a multicolor list, which corresponds to the folders list.
- In the center of the screen you will find the resources.

4.1. About resources

Resources may be pictures, maps, movies, sound files or any other form of digital asset.
The resources are stored in the MOSAICA knowledge base in a way similar to the way files are stored on your own computer. There are folders and subfolders that are arranged in a tree hierarchic style.

4.2. Browsing

On the left hand side of the screen you will find the 'Browse By' box.
This box enables you to start your search by selecting the category that you are interested at. For instance, selecting 'Events' will let you browse resources that are events oriented.



Once you have chosen a category, folders and resources will appear on the center part of the screen.

Folder: Resource:

It is easy to navigate through these folders, just double click a folder to open it.
Once you've opened a folder, the center of the screen will change and show you the content of that new folder.
Double clicking on a resource will open the resource itself.

On top of the screen there is an address bar that shows your current location:

If you know where you want to go, you can always write the address in this box and it will take to the location that you have specified.
To the left of the address bar there are 3 arrow buttons:

These arrows are identical to the navigation arrows that you would have in any file or web browser:

- Use the left arrow to go back to your previous position.
- Use the right arrow if you wish to restore the position that you had before you used the left arrow.
- Use the up arrow when you want to go 1 level higher from where you are currently positioned.

You can choose to display the folders as icons or as a list .

4.3. Viewing the resources

Any folder may contain other subfolders and/or resources (a resource may be a picture, a map, an audio file, a video or any other digital asset). Once you have opened a folder that contains resources, some new elements will appear on the screen:

1. A new sorting dialog will appear underneath the address bar.

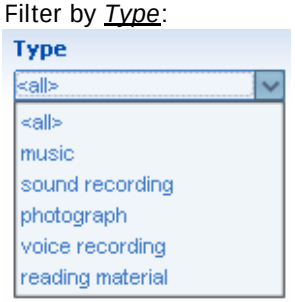
With this dialog you can *Sort* the resources by:

   a. Title – An alphabetical sort.
   b. Ranking.
   c. Purpose.
   d. Resource Type.

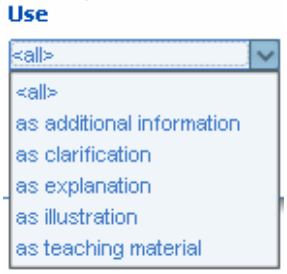
2. A new dialog box will appear on the left, underneath the 'Browse By' box:

With this box you *Filter* the resources by Type, Use or Rank.
Select <all> for no filter or select one of the options to apply a filter.

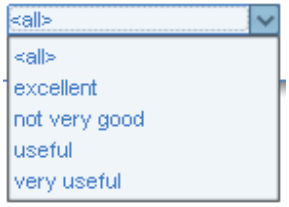
a. Filter by *Type*:



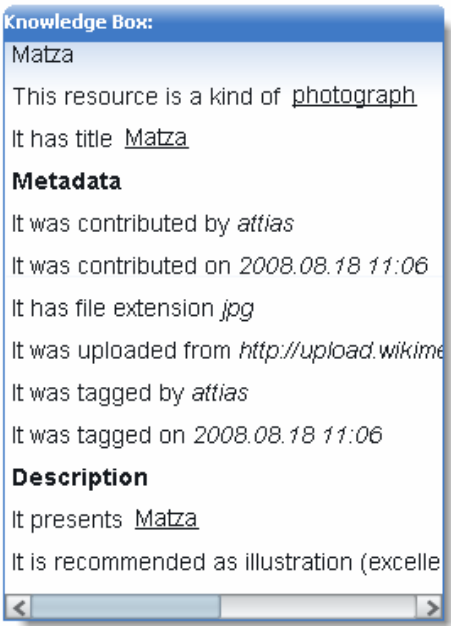
b. Filter by *Use*:



c. Filter by *Rank*:

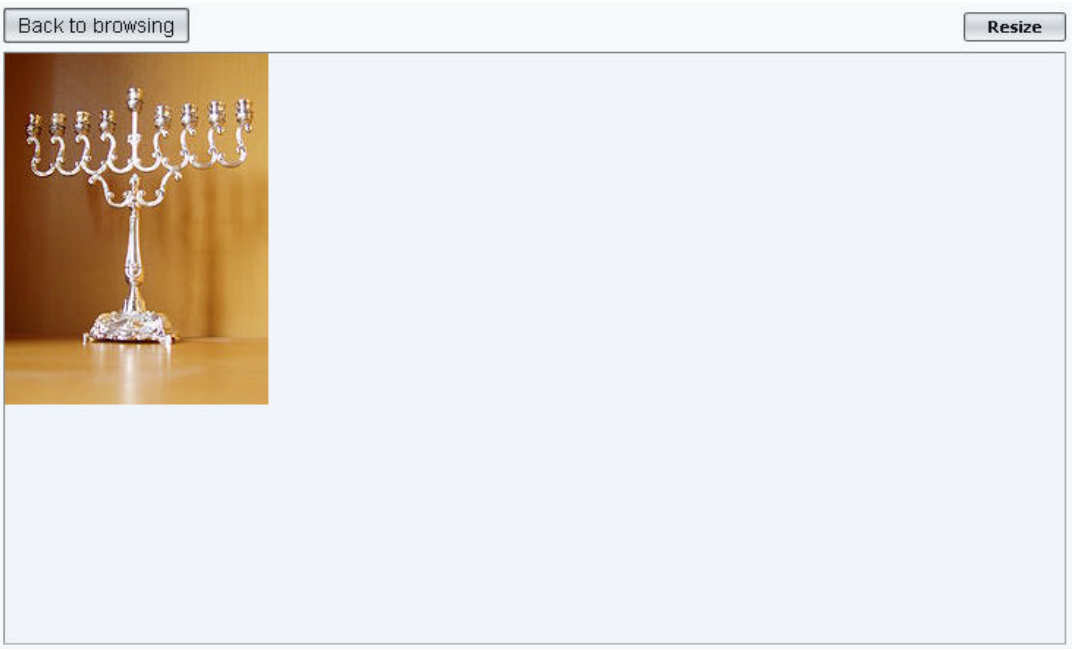


3. The knowledge Box:
   The knowledge box appears on the right side of the screen and it contains annotations and some general information about the currently selected folder or resource. When the selection is changed, the information in the knowledge box changes as well..
   For example, here is the knowledge box of the picture of Matza (a Jewish traditional food):



4.4. Opening a resource

As mentioned before, resources are stored in the mosaic knowledge base as files like any other computer file (although they are not stored on your own computer). It can be a text file, a picture file, a map, a movie file or any other file. Depending on the file type, the MOSAICA system will open it in the appropriate screen.
When opening a resource, on the right side of the screen, the knowledge box will always display the relevant data about the resource.
Double Clicking on a resource will open a new window in the center of the screen with an option to *Resize* the picture and a button to go *Back to browsing*.



A picture of a Menorah

The only exception to this is a resource of map type. Opening a map will take you to the 'Explore' tab of MOSAICA which allows navigation through the map. See the help section on 'Explore' for more details.

4.5. Searches

Simple search

Typing a word in the address bar will trigger a simple search on the word you have typed.
When typing an incomplete word (only the prefix of the word), MOSAICA will display a list of resources with the same prefix, so you could choose what you were looking for from this list.

The words in blue are the names of resources that start with the letters "chan".

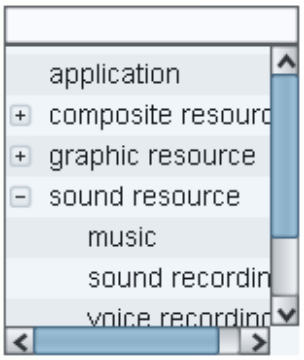
Precision Search

The search in this screen is a 'step by step' guided search that helps you find the most appropriate resource that you were looking for.
You activate the precision search by clicking on the 'Precision Search' label that is located above the address bar, to the right:

Precision Search .

This is essentially a guided search where the query is being built step by step.
In every step you will be prompt to select a value from a list or enter a free text value.
Whenever you are prompt to select a value from a list, a small arrow will appear to the right of the title. Click that arrow in order to open the list and choose from it.
Start here:

First you are prompt to choose the type of resource you wish to search for.

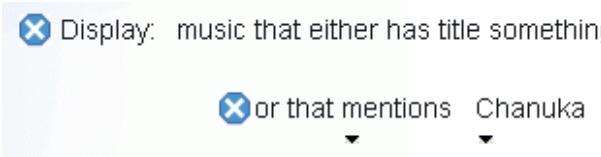


Notice that the values that are available for selection may be arranged in a tree structure.

- Next you have to add a condition. Use the search word *that* for an explicit search or the search word *that either* for multiple choices.

After selecting the search word, another box will open that displays a list of predicates that correspond to the type of resource:

You go on like that. Opening the black arrows, selecting the appropriate word or typing one:



A music resource that either has a title containing the letters 'al' or that mentions the holiday Chanukah.
In this search the result will be the music file of the song 'Al Henisim' that is sang at Chanukah,
Go on with the search and further refine it as you wish, until you are satisfied of the query. Then, click on the arrow to the left of the query area. That will activate the search.

The arrow will become green when standing on it: .
After clicking the arrow and activating a search, the whole search sentence will be displayed in the status bar.

To cancel a search, or a search level, click on the X icon: .
Important!, you should always be able to read the query that you have created as an ordinary sentence that makes sense. Otherwise, the query will most probably not mach any resource.
If you wish to leave the search screen and go back to browsing, click on the link at the right upper corner of the screen:

Back to Browsing

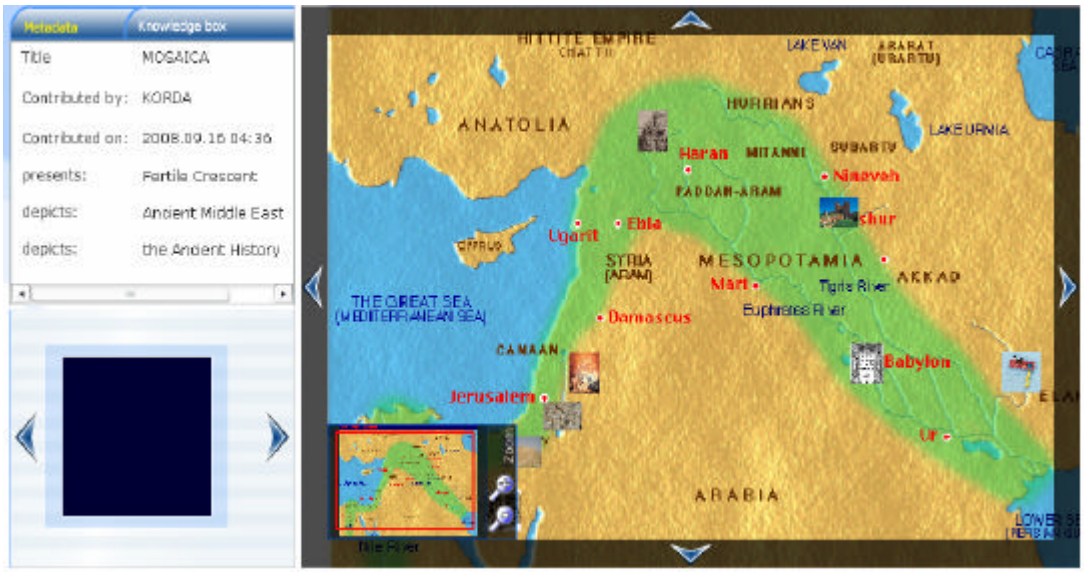
5. EXPLORING A MAP

The Explore screen is designed in order to investigate resources that are of a map type. You can access the 'Explore' screen in 2 ways:

Click the 'Explore' tab on the secondary toolbar

When you are investigating the mosaic knowledge base, open a resource of type Map - you will be directed to the Explore screen.

5.1. The screen layout



- On the main frame of the screen the map will be displayed with navigation buttons and an option to zoom in and out. Points of interest are embedded into the map. In most cases, the points of interest will be represented as small picture thumbnails.

At the bottom left corner of the screen you can see the pictures that are linked to certain points of interest on the map. Clicking on any of the thumbnails will display the larger picture(s) at the bottom-left corner.

At the upper left corner of the screen there is a tab folder with 2 tabs: The 'Metadata' tab displays general data of the current map and the 'Knowledge box' displays data related to the points of interest. Clicking on one of the points will automatically cause the 'Knowledge box' tab to be displayed, with the data that corresponds to the point that has been selected.

At the most upper part of the screen, not showing in this print, there is a time line. In some cases, in the MOSAICA system, you will find a number of maps that are linked to the same resource. In such case, the maps would usually be valid for different historical time and they will be displayed as thumbnails, on the time line, ordered by their relevant dates. Clicking on one of the maps (thumbnails) will cause the appropriate map to be loaded onto the main frame.

5.2. Working with a Map

In the following example we use a map of The Fertile Crescent.

There are a number of options on this screen:

The map is encircled be a black frame. On every facet, in the middle of the clack line, there is an arrow shape. Placing the mouse pointer over one of the arrows will turn the arrow red and move the map to the direction of the arrow.

On the bottom left corner of this window you can see a small picture of the whole map, with a red rectangle displaying the part of the map that is currently being displayed in the big frame. By clicking one of the magnifying glasses with the + and – signs, you can zoom the map in and out respectively. Placing the mouse pointer inside the red rectangle, holding the left mouse down and moving the mouse will cause the red rectangle to move with the mouse pointer and the portion of the map that is displayed on the main frame will change accordingly.

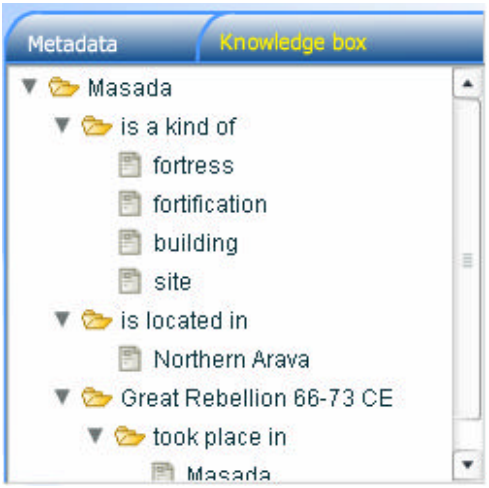
1. Clicking on one of the points of interest that are located on the map will display data related to that point, as described in previous section.

The same map after being zoomed in. Notice the red rectangle in the small frame that now covers only a small part of the map.

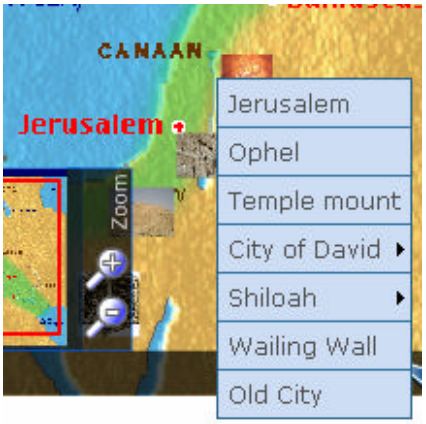
5.3. Opening a Picture

Clicking on a point of interest will cause the picture (Masada in this case) to display at the bottom left corner of the screen.

Clicking the picture here will open the picture in a new window.
In the knowledge box there will be data relevant to the picture you have selected, the data is the same data as can be found at the 'Investigate' screen.
This is the knowledge box on Masada:



Clicking on any of the subjects in the knowledge box will take you to the relevant resource on the 'Investigate' screen.
If a point on the map is linked to more then one resource, clicking the picture will open a drill down menu listing all the resources that are relevant to that interest point. For example, clicking the picture of the Wailing Wall near Jerusalem on the map will open the following menu:



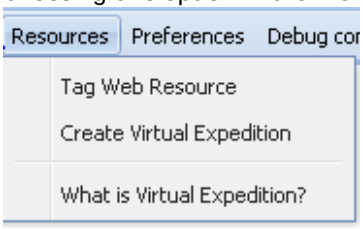
Clicking on any one of the values in the drill down menu will take you to the relevant resource on the 'Investigate' screen.
In the picture viewing area all the relevant pictures will be displayed. Use the arrow buttons to navigate between the pictures, by placing the mouse pointer on one of the arrows on both sides of the frame, same way as moving the map on the main frame.

6. ADDING RESOURCES

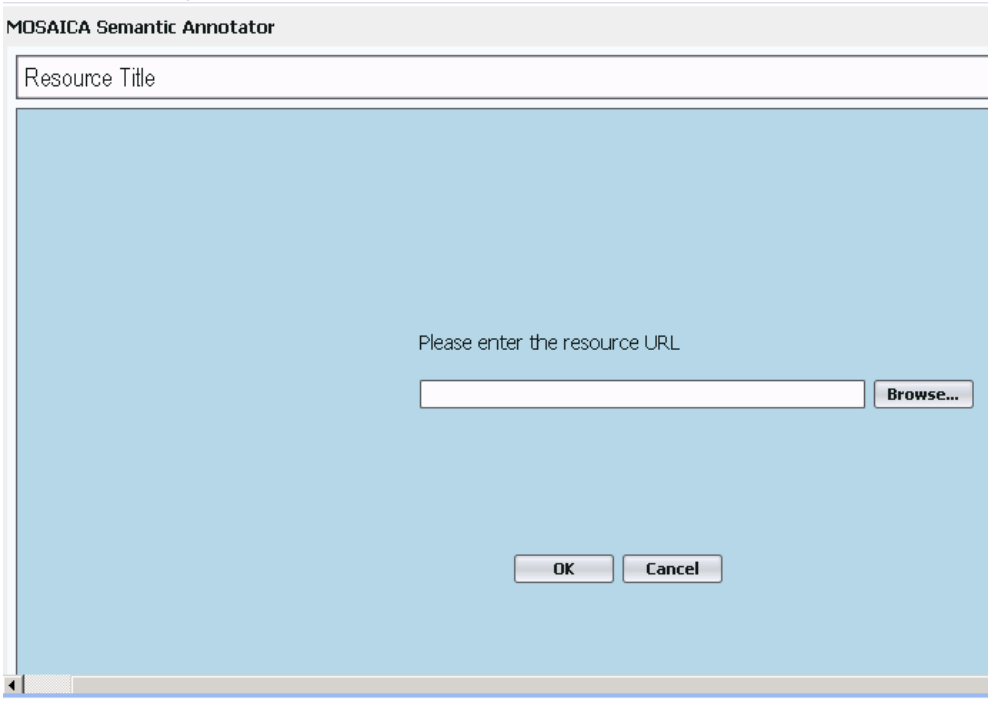
Resources are virtual expeditions (see the help on virtual expeditions) or files loaded to the MOSAICA system. Resources are the end results of searches in the MOSAICA system. Each resource is being connected to a certain subject with its metadata.
Resources are any music, audio, picture, text or XML files.
When choosing the resources menu you can choose to create a virtual expedition (see relevant help), or tagging a new web resource.

6.1. Tag New Resource

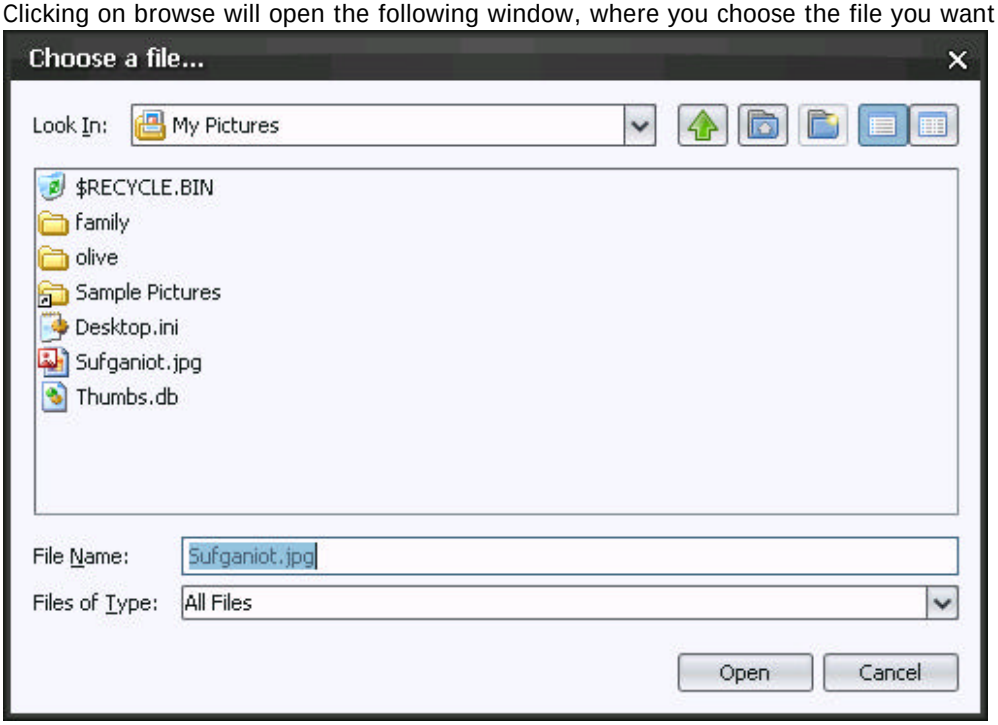
Choosing this option in the menu will open the MOSAICA Semantic Annotator.



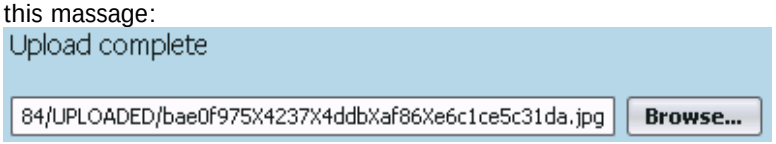
In the window that will open:
Choose browse in order to select the file you wish to add as a resource.
See the following screen:



Clicking on browse will open the following window, where you choose the file you want to add:



After selecting a file it will be uploaded to MOSAICA and if the upload was successful you will see this massage:



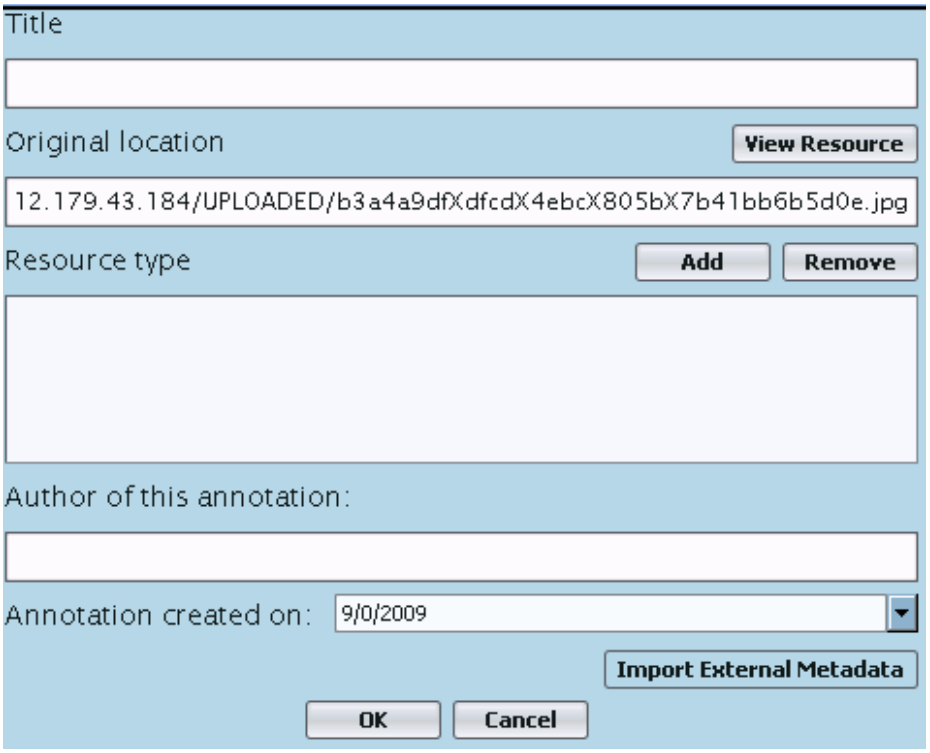
The file will get a MOSAICA name.
Otherwise, if the upload did not succeed, an error massage will be displayed.
Click OK.

In the following screen enter the following data:

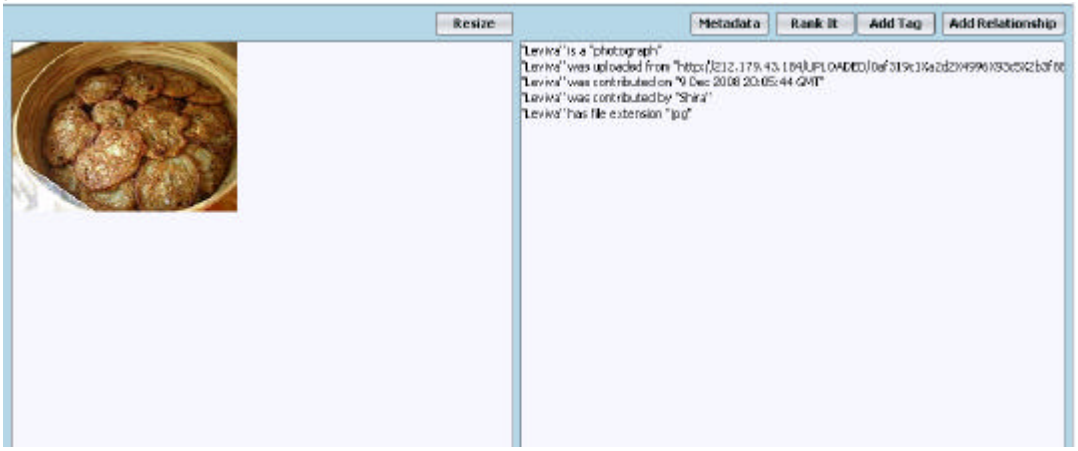
1. The resource *Title*, as free text.
2. The *Resource Type*, by clicking Add and selecting a resource type from the list that opens. You can also remove a resource type after selecting it by clicking the Remove button.
3. The *Author of this Annotation*, as free text.

The date the annotation was created. Click on the small arrow near the date field and choose the date from the calendar that opens.

4. View the resource as it will be displayed on the MOSAICA – click on the *View Resource* button.
5. You can not change the *Original Location* field.

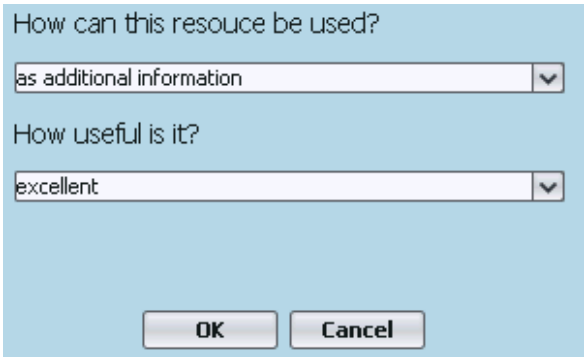


In the next screen you will see your resource and the metadata as you have entered it in the previous screen.



If the resource is a picture or a map you can click the resize button to see how it will look.
Other option on this screen:

1. Metadata – this option brings you back to the previous screen where you have entered the resource data.
2. Rank It – this option will open a new window in which you can choose the resource ranking: how can the resource be used and how useful it is.



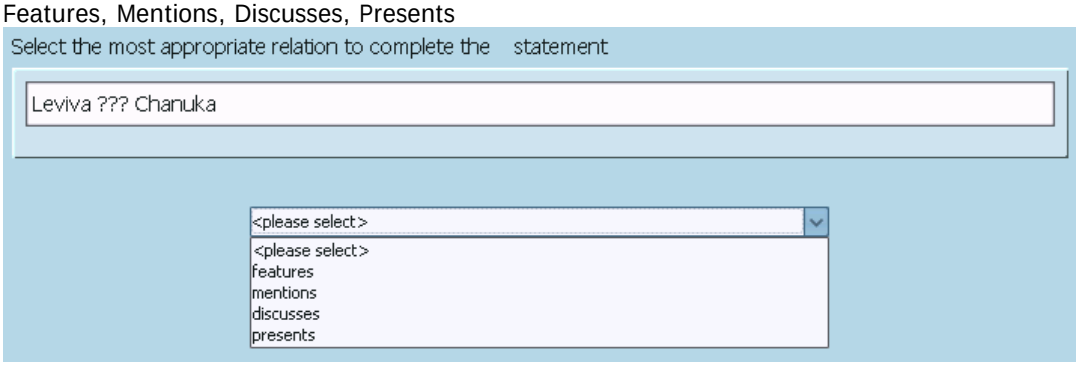
The resource can be used as either:

- As additional Information.
- As clarification.
- As explanation.
- As illustration.
- As teaching material.

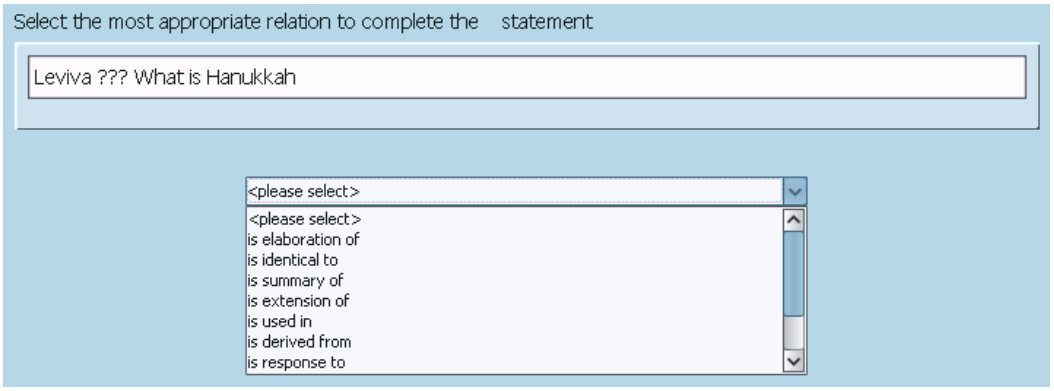
The resource can be:

- Excellent.
- Not very good.
- Useful
- Very Useful

3. Add Tag – to the resource, creating relationships between the resource and subjects.
In the window that opens select an existing subject. After selecting a subject from the list a new window will open where you need to define the kind of relationship between the resource and the subject.
The relations are:
Features, Mentions, Discusses, Presents



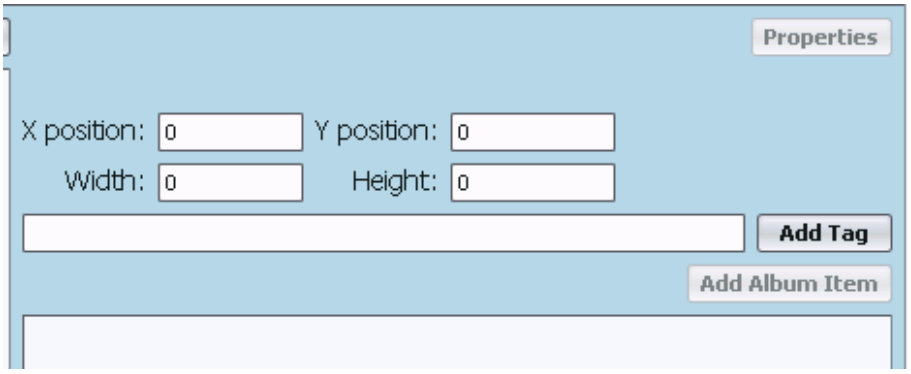
4. Add Relationship – to other resources, in a similar way to adding tags, only with different possible relations.
A resource can be to another resource:
An elaboration, identical to, summery of, extension of, used in, derived from, response to.



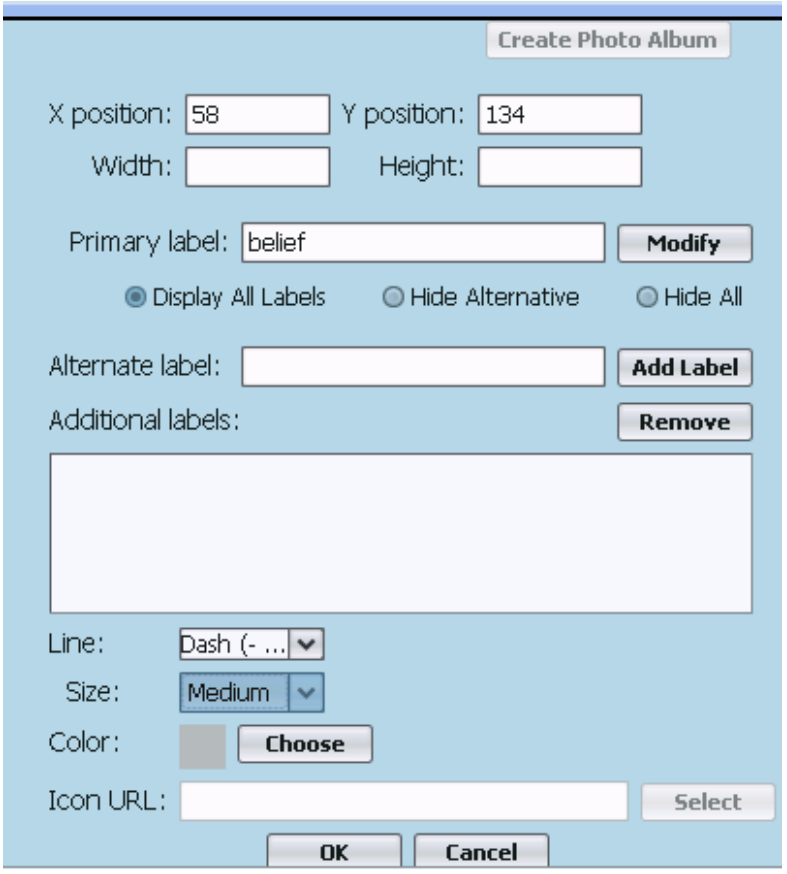
6. You can add more then one ranking, tag or relation to a resource. And each resource must have at least one ranking and one tag.
After editing all the data the window will show all the resource data that you have entered. You can choose to remove a tag or a relation by clicking the near them.
7. Click OK, the resource has been added to the system.

6.2. Adding a map resource

A map is a resource like any other resource only it can have additional layers; these layers are of two types: points and areas.
Points are used to specify particular locations on a map: cities, battle fields, houses, etc.
Areas are used to specify larger locations: regions, states, etc.
The marking is different: for point you only need to click, for area you draw it holding the left mouse button
Click the button *Mark Location on Map*.
Clicking this button will open a window in which you can add tags that will be displayed on the map in certain points that you choose.
The tags are semantic information about the point. The tag will tell users what this point represents.
You can also add an album item, albums are additional graphic resources related to the point, and in this case the tag on the map will open a drill down menu with all the resources that were inserted to the album, as explained in the section on Explore.
Enter the tag name and its coordinates and then either choose Add Tag or Add Album Item.
In the window that opens select the resource you would like to add as an additional layer to the map.



After adding a tag, you can set its properties – the way it will be displayed on the map.
Set label, font and color.
Here you can create a photo album that will be connected to the location on the map and will be displays when the user clicks this point on the map in the Explore (see the help on Explore).



7. VIRTUAL EXPEDITIONS

Virtual Expeditions are resources like any other resource in the MOSAICA system.
Virtual Expeditions – VE from now on, are prebuilt stories or scenarios that aim to give you a better understanding of the topics the building blocks of which are the resources stored in MOSAICA.
VE use resources from MOSAICA in order to tell their stories.

The User Manual for creating and running Virtual Expeditions is supplied as a distinct report (deliverable *D4.3 Virtual Expeditions User Manual & Tutorial*).