

Getting Started

1. Start GenScriber.

The main window is split into several sections.

You can adjust the layout to your liking by dragging the separator bars between the sections.

The main window is split horizontally to separate the image area and the worksheet.

The topleft section has tabs for the **images list, hints and picklists** .
(Some of these are not displayed until required.)

The 'Images' tab has its own set of buttons.

The bottom section is the data input area. To start adding data to GenScriber you need to open a document.

There are several ways to do this :-

- **Create a new document by specifying column names** .
- **Create a new document from a template**
- **Open a document from a file.**

For more information see below.

If you are transcribing from images, you also need to open an image.

2. Select the image folder.

Click on the Image Folder button in the Images tag (top left) and select the folder where your register images are stored.

All usable images in the folder will be display in the image file list. Click on any listed image to display it.

Create a new document from a template

1. From the File menu choose 'New Document (From Template)'.

2. Select the template to use.

An empty document will be created from the template you chose.

About Templates.

For the user, there is not much to know about templates. Everything is done automatically.

There are two kinds of templates. Predefined and User (temporary).

Predefined Master Templates are stored in the templates folder.

These templates are shown in the ' **New Document(from template)** ' menu list, and allow easy reproduction of a worksheet.

A predefined (master) template may be created automatically from the current worksheet, by choosing **'Save Master Template'** from the 'Tools' menu, or you may create it manually, using a text editor.

User templates are automatically created and saved to the **'/include/tmp'** folder when the user exits the application. These templates contain any options set for the current template.

When loading files, these templates will be used for any worksheets with the same column layout.

User templates will over-ride some of the options in matching predefined templates.

Open a document from a file

1. From the ' File ' menu choose ' Open Document File '.

You can also click the ' **Open File** ' button in the worksheet toolbar.

2 . Locate and select the file(s) to open.

Note: Multiple files can be opened and merged automatically.
Use CTRL or SHIFT to select multiple files.

File types are allowed to be different, but all merged files must use the same template layout (column titles).

How to select files to merge.

When in the ' **Open File** ' dialog, hold down the ' **Ctrl**' or '**Shift**' key to select multiple files.
Files will be opened in the order found on disk.

The name of the first file opened will be used as the filename, with '-new' appended.

The resulting file will be CSV format.

example: **file1.csv + file2.xls + file3.csv = file1-new.csv**

Create a new document by specifying column names

1. From the 'File' menu choose ' **Create New Document** '

2. Enter the template name. This is used as a reference (id). Use only alphanumeric characters, and no spaces. The template name should not refer to the worksheet contents. It should refer to the template type, and column structure. **Example:** **census1841(IRL)**

3. Enter the column titles.

Each name(title) must be entered on a separate line. Use only alphanumeric characters. Avoid using spaces. If you make mistakes in the column names, don't worry, you can change them later in the 'Column Options' tab.

4. Specify if it is a FullText document.

5. When done, **click on 'Save'** , and a new document will be created. After you create a document this way, options will allow you to change the column names and positions. you can also add or delete columns at any time.

Important note: Column names(titles) must be unique and they must not contain special characters. The column titles are used as a reference by some functions. Spaces in titles are allowed, but I suggest you do not use them.

The best way to format a title is to use 'medial capitals' in compound words, also known as camel-case.

ie. **FatherSurname** .

or you could multihyphenate.

ie. **This-Is-A-Long-Title** or **This_Uses_Underscore**