

GUIDANCE MATERIAL

for adding new languages, illustrations and terms



ARCHIDICT

Illustrative Multilingual Dictionary
for Architects, Builders and Construction Workers



Erasmus+ KA2 Strategic Partnership
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Editing works by

Nicole Georgigianni, Makis Zontos (Best Cybernetics, Greece)
János Palotás, Gábor Palotás (EK Association, Hungary)
Cristina Ceccarelli, Erika Nemes (Associazione Euphoria, Italy)
Chrysi Koundouraki (Creative Learning Programmes, UK)

Proof-read by:

Robert McMichael (Creative Learning Programmes, UK)

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INTRODUCTION

ARCHIDICT - Illustrative Multilingual Dictionary for Architects, Builders and Construction Workers was realised as part of an international partnership in the framework of the Erasmus+ KA2 Strategic Partnership programme scheme with the support of the European Commission between 2017 and 2020. The members of the consortium originated from 8 European countries and partnered together to develop the contents and provide the required translations in 9 languages (English, German, Italian, Spanish, Portuguese, Polish, Bulgarian, Greek and Hungarian). The basis of the multilingual dictionary are the illustrated pages which include interactive functions such as the possibility of listening to the pronunciation of each term and highlighting the areas of the illustrations corresponding to exact extent of the terms. In addition to these the third basic function of the interactive pages is the translator, which allows the smooth transition between the multiple languages of the Dictionary.

The present Guidance Material serves as a technical manual for expanding the Illustrative Multilingual Dictionary of ARCHIDICT with:

- Further languages by translating all the terms and providing all the sound files required for the listening feature of the dictionary
- Newer illustrations paired with newer terms in the form of new interactive illustrated pages
- Newer subchapters within current chapter structures
- Newer quiz exercises in connection with the newer materials placed to the framework of the online dictionary.

Besides the possible extensions the procedures shown as part of this guide are also applicable for making corrections, and updating materials and information already in the dictionary, in either graphic or text form.

ADMINISTRATION OF ARCHIDICT

During the realisation of the project the members of the partnership contributed to the development of the dictionary through their local administrative accesses, which allowed them to edit certain things, and especially to add their translations for the languages they were responsible for. Currently local administrators of ARCHIDICT are:

Creative Learning Programmes - English language (EN)

EK Association - Hungarian language (HU)

Best Cybernetics - Greek language (EL)

Akademia SEK - Bulgarian language (BG)

VLC - Polish and German language (PL) and (DE)

Euphoria - Italian language (IT)

IELM - Spanish language (ES)

UPT - Portuguese language (PT)

For further languages to be added to the dictionary the partnership is searching for additional local administrators who could enrich the existing content with new translations, taking care of adding fresh terms and updates in a specific language. Based on the decision of the partnership and with the coordination of the EK Association the list of editors of ARCHIDICT can be continuously enlarged. If you or your organisation would be interested in fulfilling this role regarding another language edition, feel free to contact the coordinator of the consortium on the following email address: palotas.gabor@ekegyesulet.hu (Gabor Palotas, international programme manager of EK Association).

The management of the local administrators is performed by administrators with higher access level. They are called the super admins and their role allows them to create new local administrator accesses and to add new languages for ARCHIDICT, which will in turn be handled by these new local admins. For the details and extent of all the rights and editing possibilities of the local and super admin roles, please see further chapters of this book.

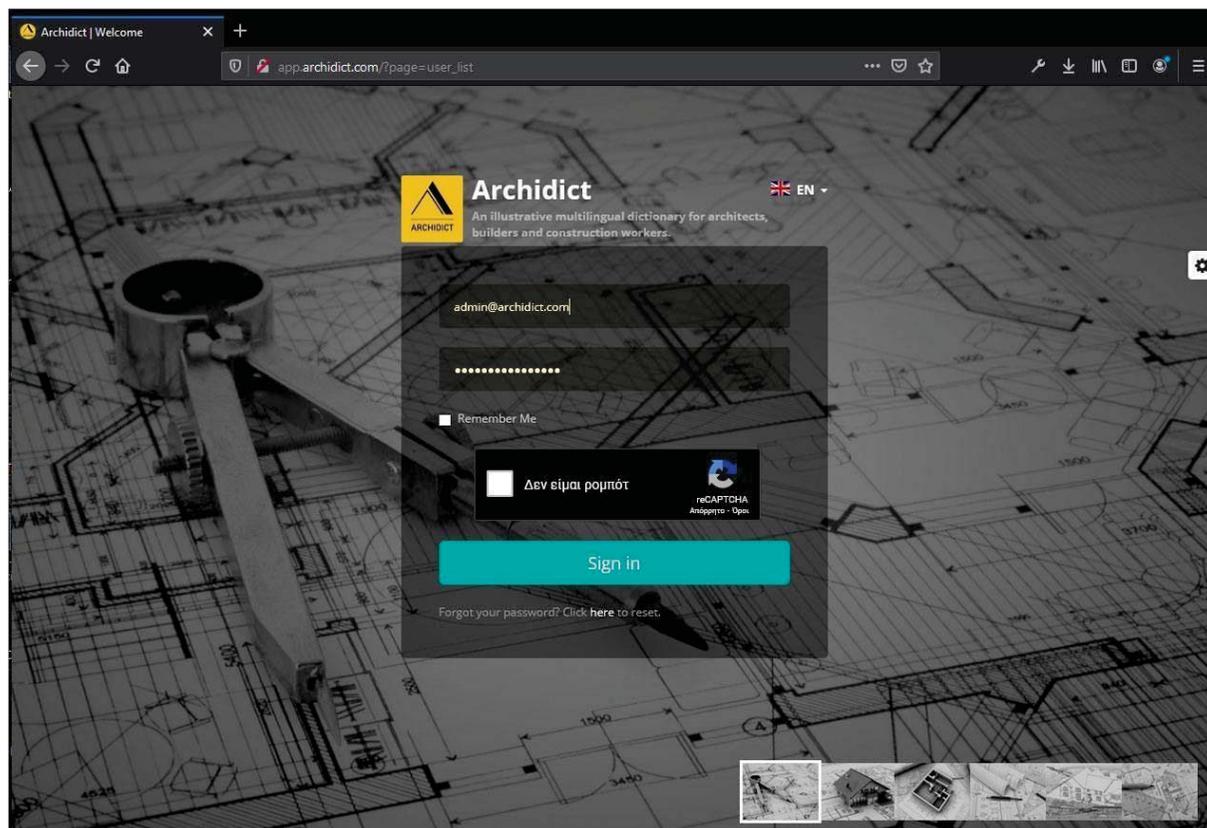
THE APPLICATION BEHIND ARCHIDICT

Login screen

ARCHIDICT Administration tool is accessible at <http://app.archidict.com>

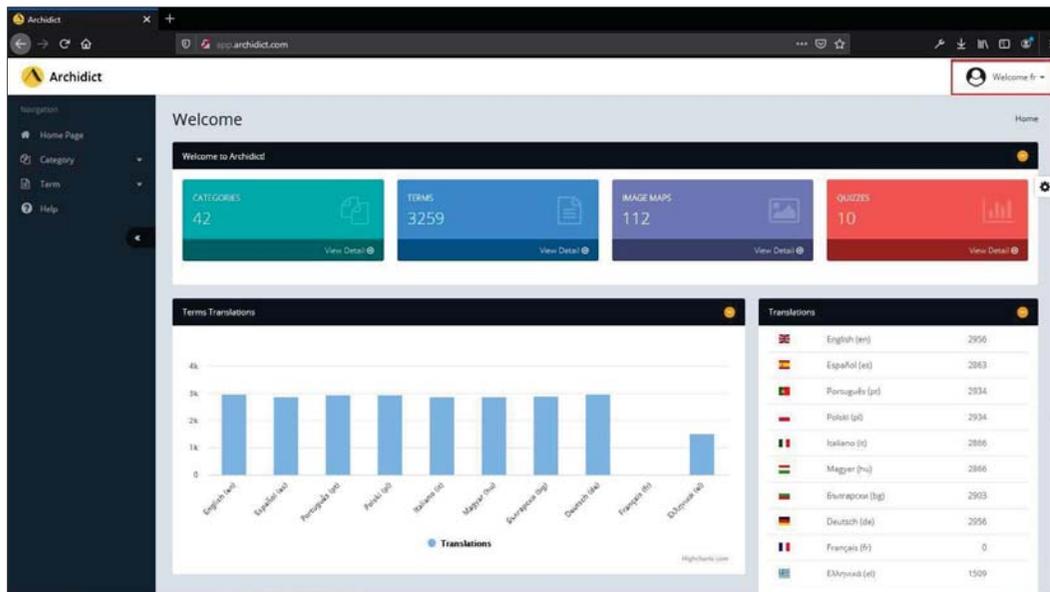
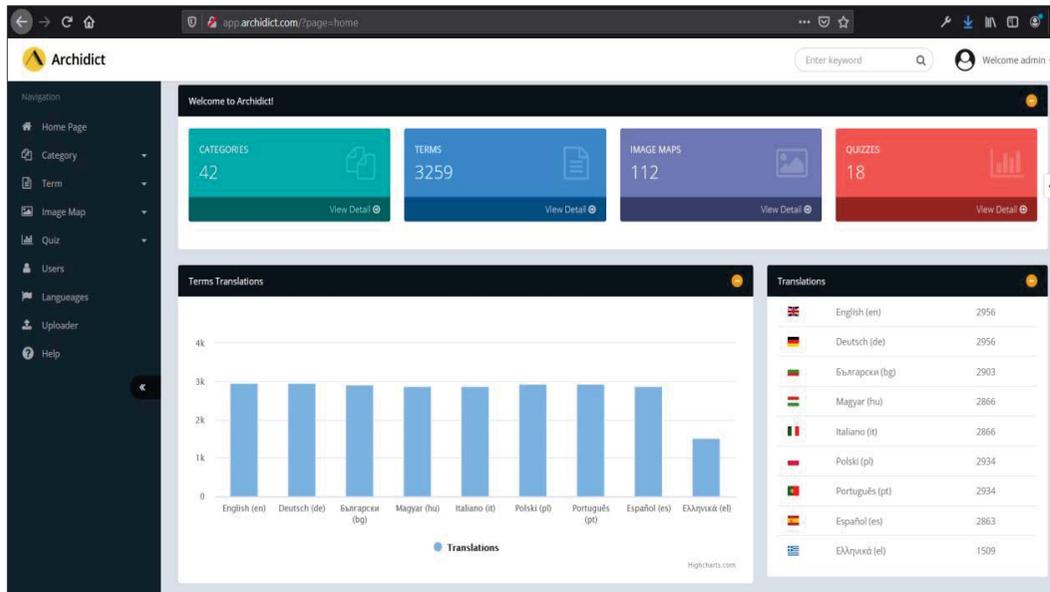
Admins can receive their credentials from super admins via email. The password can be updated by the new users upon request, using the in-built technology.

The screen background can be changed by selecting one of the photographs in the bottom right of the login page.



Home screen - dashboard

The home screen provides an overview of the actual state of the database, including the number of Categories, Terms, Imagemaps and Quizzes uploaded to the server. There is also a separate box for the number of the different translations in different languages and a graph showing the same numbers in an illustrative way. The super admin access is different from the local admin settings in many ways, predominantly in the available functions in the left sidebar.



Let's now compare these functions in the two cases:

Local administrators can:

- Add, edit or delete **categories**
- Add, edit or delete new **terms** created by their own organisation
- Add, edit or delete new **imagemaps** created by their own organisation
- Add, edit or delete **quizzes**
- Add **sounds**

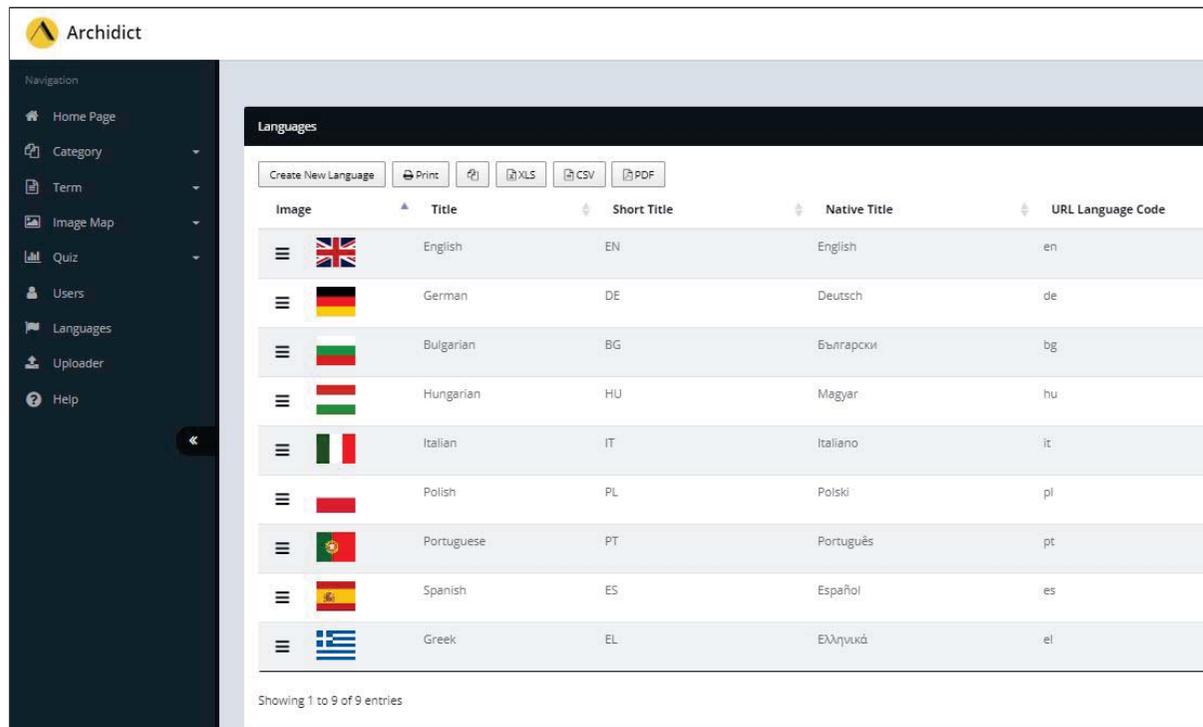
Super admins can naturally manage all the functions that local administrators able to do, and additionally:

- Add, edit, remove **languages**
- Add, edit, remove **users** (local administrators)

Let's see first the functions only accessible through the super admin access:

1. Creating a New Language by Super Admins

To create a New Language (e.g. French) click on **Languages** from the menu on the left side, then click on the button “**Create New Language**”.



Archidict

Navigation

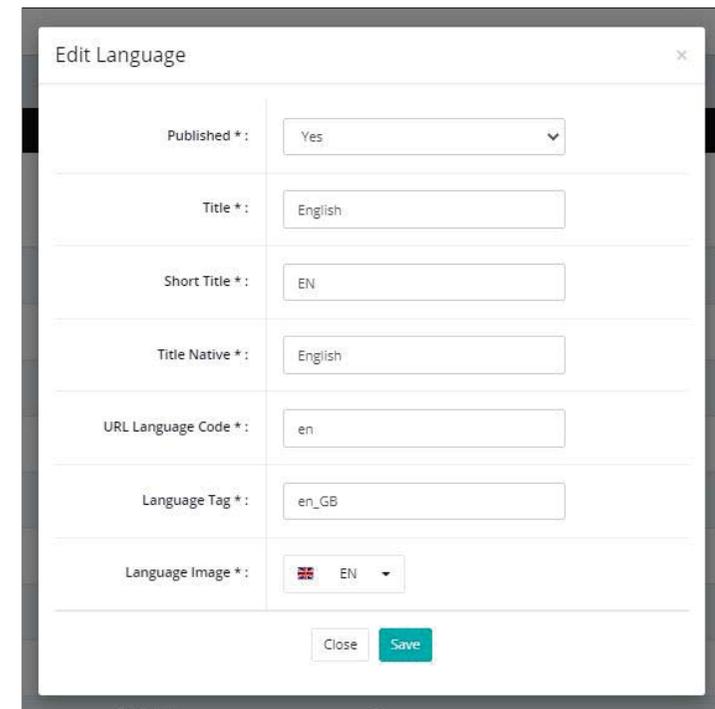
- Home Page
- Category
- Term
- Image Map
- Quiz
- Users
- Languages
- Uploader
- Help

Languages

Create New Language Print XLS CSV PDF

| Image | Title | Short Title | Native Title | URL Language Code |
|-------|------------|-------------|--------------|-------------------|
| | English | EN | English | en |
| | German | DE | Deutsch | de |
| | Bulgarian | BG | Български | bg |
| | Hungarian | HU | Magyar | hu |
| | Italian | IT | Italiano | it |
| | Polish | PL | Polski | pl |
| | Portuguese | PT | Português | pt |
| | Spanish | ES | Español | es |
| | Greek | EL | Ελληνικά | el |

Showing 1 to 9 of 9 entries



Edit Language

Published *: Yes

Title *: English

Short Title *: EN

Title Native *: English

URL Language Code *: en

Language Tag *: en_GB

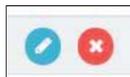
Language Image *: EN

Close Save

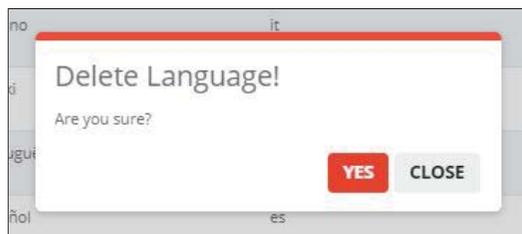
Then insert a new language by filling in the fields in the *Edit Language* dialog window:

- Published: Choose YES / NO to define whether the new language will be published online or not.
- Title: Name of the language to be added.
- Short title: Give language an abbreviation.
- Title Native: Provide the name of the language as spelled in the language itself (e.g. francais).
- Specify URL Language Code: The typical format consists of a two-letter language code (e.g. fr).
- Specify Language Tag: The typical format consists of the two-letter language code followed by the two letter country code (e.g. fr_FR).
- Select Language Image: Choose a relevant flag/imagine.
- Finally click on SAVE.

Languages can later be re-edited by using the 'pencil' icon in the specific row of the list of languages. By using the 'cancel' button any language can be deleted.



In case of the Edit button you can edit all previous settings as during the creation of the language, using the same dialog box. To fully complete the deletion process, the intention needs to be confirmed one more time:



The list of languages can be printed, copied to the clipboard and exported as an 'xls', a 'csv' or a 'pdf' file.

2. Managing Local Users (Local Administrators) by Super Admins

To add a new member who will act as a Local Administrator, click on the **Users** tab from the Menu on the left side. Then click on the button **“Create New User”**.

| Username | User Type | Parent ID | URL Language Code | Published |
|------------------|-----------|-----------|-------------------|-----------|
| bg@archidict.com | 50 | 0 | bg | ✓ |
| de@archidict.com | 50 | 0 | de | ✓ |
| el@archidict.com | 50 | 0 | el | ✓ |
| en@archidict.com | 50 | 0 | en | ✓ |
| es@archidict.com | 50 | 0 | es | ✓ |
| hu@archidict.com | 50 | 0 | hu | ✓ |
| it@archidict.com | 50 | 0 | it | ✓ |
| pl@archidict.com | 50 | 0 | pl | ✓ |
| pt@archidict.com | 50 | 0 | pt | ✓ |

Edit User

Published * : Yes

Username * : bg@archidict.com

Password :

URL Language Code * : bg

Close Save

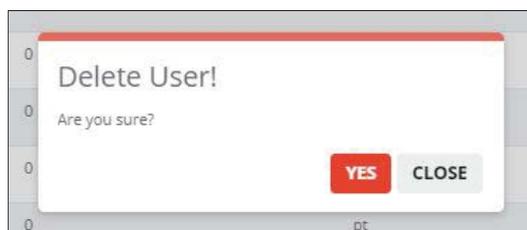
Fill in the following required fields to ADD a new user:

- Published: Choose YES / NO to define whether the new user will be active or not.
- Define a username and password.
- Specify URL Language Code (e.g. fr).
- Finally SAVE the data inserted in the fields.

The details of the user can be edited anytime with the ‘pencil’ icon, found in the list of the users. Here the deletion of a user can also be performed by pressing the red ‘cancel’ button.



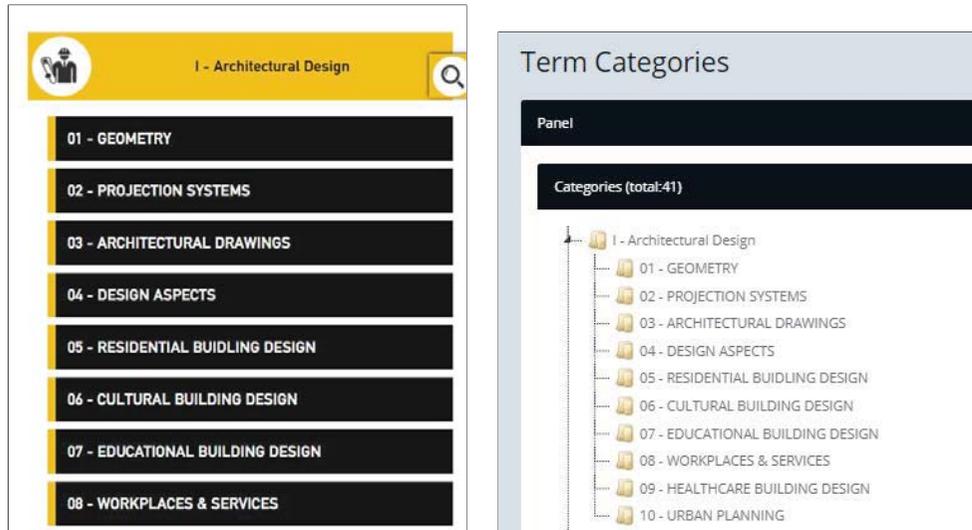
In case of the Edit button the same dialog window appears as in case of the ‘Create New User’ button, so any former setting can be overwritten. In case of the deletion, the system requests a final confirmation from the admin.



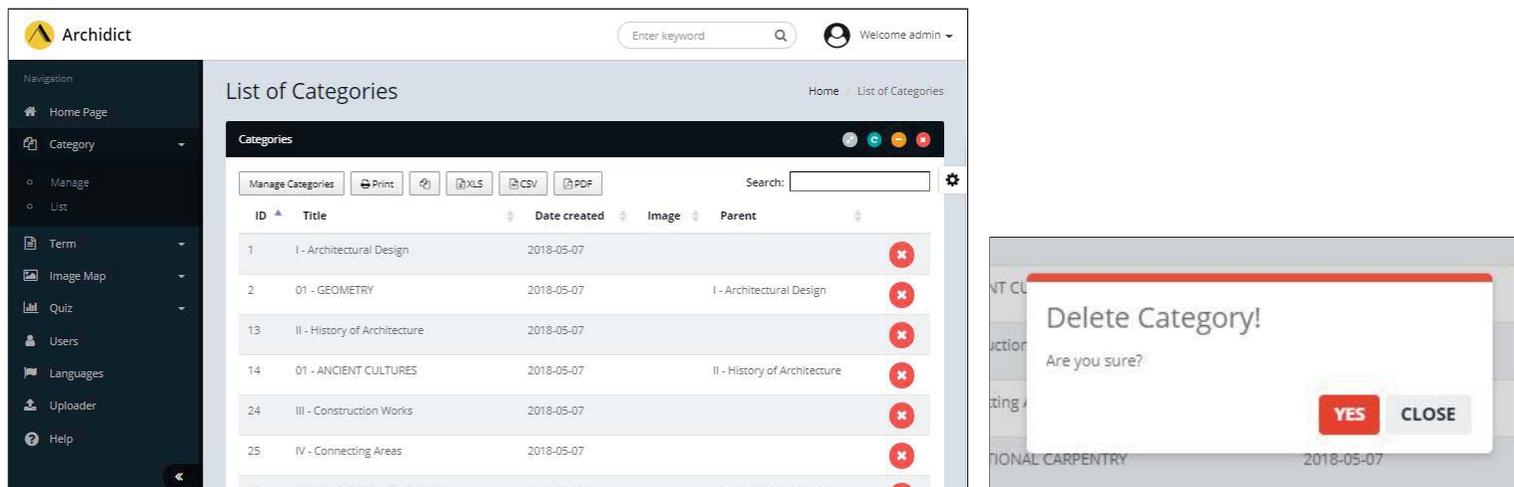
The list of users can be printed, copied to the clipboard and exported as an ‘xls’, a ‘csv’ or a ‘pdf’ file.

3.1. Managing Categories - by Super Administrators

The system of categories provides the hierarchical framework for terms and image maps (interactive pages) in the form of parent and child categories. ARCHIDICT dictionary has its chapter and subchapter structure inherited from the parent-child relationship of the different categories. The four main chapters are on parent level, while the altogether 36 subchapters are the children of these parent categories. This structure can be reorganised later if needed, either by expanding the parent categories (main chapters) with more children (subchapters) or by adding less or more main chapters to the system and completely updating the former framework.



The Categories section of the left sidebar menu has two commands: Manage and List. The List button can open a list view of the Categories (List of Categories) where the only editing possibility is the Delete function. If there is a need for deleting a chapter or a subchapter, it can be performed in this view. The deletion requires an additional confirmation before it becomes effective.



To edit or to create a new category, you need to open the Manage Categories function - either from the left sidebar menu or from the header of the List of Categories view.

The Term Categories page contains a tree view on the left side of all categories already created, even showing the parent-child relationships. You can edit an existing category item on the right side of the page by selecting one of them on the tree view.

Term Categories

Home / Term Categories

Panel

Categories (total:41)

- I - Architectural Design
 - 01 - GEOMETRY
 - 02 - PROJECTION SYSTEMS
 - 03 - ARCHITECTURAL DRAWINGS
 - 04 - DESIGN ASPECTS
 - 05 - RESIDENTIAL BUILDING DESIGN
 - 06 - CULTURAL BUILDING DESIGN
 - 07 - EDUCATIONAL BUILDING DESIGN
 - 08 - WORKPLACES & SERVICES
 - 09 - HEALTHCARE BUILDING DESIGN
 - 10 - URBAN PLANNING
- II - History of Architecture
 - 01 - ANCIENT CULTURES
 - 02 - EGYPTIAN ARCHITECTURE
 - 03 - GREEK ARCHITECTURE
 - 04 - ROMAN ARCHITECTURE
 - 05 - ROMANESQUE STYLE
 - 06 - GOTHIC STYLE
 - 07 - RENAISSANCE STYLE
 - 08 - BAROQUE STYLE
 - 09 - 19TH CENTURY STYLES
 - 10 - MODERNISM & POSTMODERNISM

I - Architectural Design

| | |
|--|--|
|  Title (EN) | <input type="text" value="I - Architectural Design"/> |
|  Title (DE) | <input type="text" value="I - Architektonische Planung"/> |
|  Title (BG) | <input type="text" value="I - Архитектурно планиране"/> |
|  Title (HU) | <input type="text" value="I - Építészeti tervezés"/> |
|  Title (IT) | <input type="text" value="I - Progettazione Architettonica"/> |
|  Title (PL) | <input type="text" value="I - Planowanie architektury"/> |
|  Title (PT) | <input type="text" value="I - Planejamento arquitetónico"/> |
|  Title (ES) | <input type="text" value="I - Planificación arquitectónica"/> |
|  Title (EL) | <input type="text" value="I - Αρχιτεκτονικός Σχεδιασμός"/> |
| Image | <input type="text" value="Image"/>  |
| Parent | <input type="text" value="(root)"/> |

You can edit the following parameters:

- The Titles in all available languages of the dictionary: Title(EN), Title(DE), Title(BG), Title(HU), Title(IT), Title(PL), Title(PT), Title(ES) and Title(EL), based on the actual set of languages, writing the different translations in separate cells marked with the relevant title and flag.
- You can also upload an image for the selected category.
- You can define the category if it is a child of an existing other category by specifying its Parent from the drop-down menu providing the existing categories to choose from.
- You can add a short description.

Finally you need to press the Save button to make the changes effective:

File Edit Insert View Format Table Tools

















Save

To add a new Category, make sure that none of the existing categories is selected in the tree view - for this you need to close the editing process of the category by pressing the Save button. In this case all the cells will empty so that you can specify a new category containing all the parameters which were mentioned above (Title, Image, Parent and Description). Adding a new category must also be finalised with the Save button.

3.2. Managing Categories - by Local Administrators

There are many fewer settings available for managing the categories on a local administrator level than with super administrator access. The List of Categories function is only slightly distinct from the super admins with some different Titles shown in the language set for the local administrator. The Delete function is equally possible at this level too. By clicking the Manage Categories in the List view or the Manage button in the left side bar, you arrive to the Term Categories page. This also has the tree view on the left side of the page, but the editing possibilities on the right only allow for the editing of the Title in the language of the Local Administrator. The local administrator is able to create a new category, but the Title can be only edited in the language assigned with the actual access, so any further translations should be added by one of the super administrators or by every other local administrator individually. It is again the super administrator who needs to find the best place for the newly created category in the existing hierarchy, finalising all remaining possible settings in the category too.

List of Categories

Home / List of Categories

Categories

Manage Categories Print XLS CSV PDF Search:

| ID | Title | Date created | Image | Parent |
|----|--|--------------|-------|-------------------------|
| 1 | I - Építészeti tervezés | 2018-05-07 | | |
| 2 | 01 - GEOMETRY | 2018-05-07 | | I - Építészeti tervezés |
| 13 | II - Építészettörténet | 2018-05-07 | | |
| 14 | II.01 - Ancient Cultures **interactive** | 2018-05-07 | | II - Építészettörténet |

Term Categories

Home / Term Categories

Panel

Categories (total:41)

I - Architectural Design

 Title (HU)

- I - Architectural Design
 - 01 - GEOMETRY
 - 02 - PROJECTION SYSTEMS
 - 03 - ARCHITECTURAL DRAWINGS
 - 04 - DESIGN ASPECTS
 - 05 - RESIDENTIAL BUILDING DESIGN
 - 06 - CULTURAL BUILDING DESIGN
 - 07 - EDUCATIONAL BUILDING DESIGN
 - 08 - WORKPLACES & SERVICES
 - 09 - HEALTHCARE BUILDING DESIGN
 - 10 - URBAN PLANNING

Term Categories

Home / Term Categories

Panel

Categories (total:42)

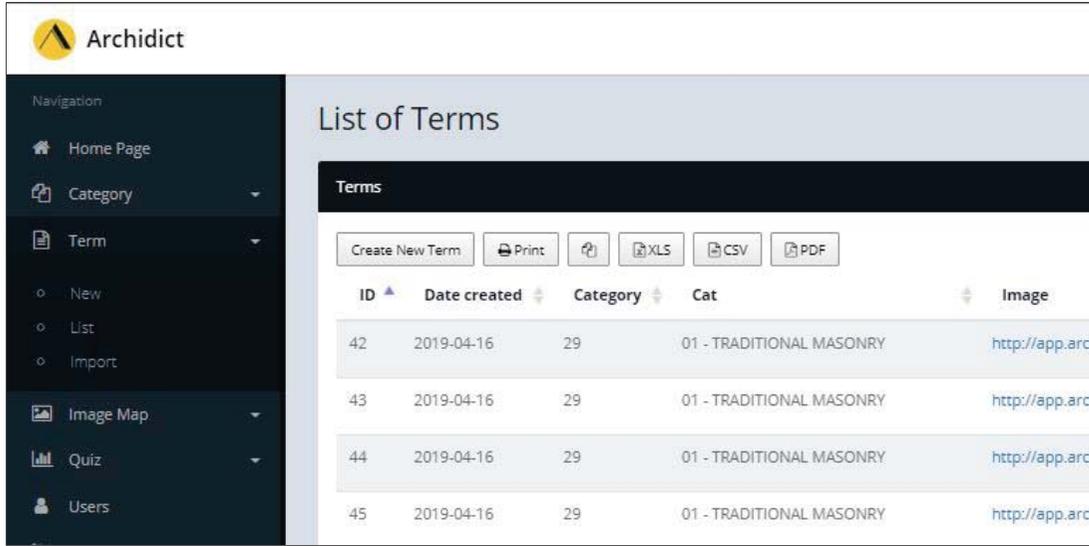
New Category

 Title (HU)

- I - Architectural Design
 - 01 - GEOMETRY
 - 02 - PROJECTION SYSTEMS
 - 03 - ARCHITECTURAL DRAWINGS

4.1. Management of Terms - by Super Administrators

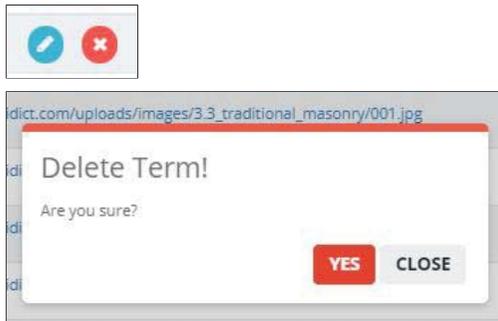
In the left sidebar menu, there are three options under the 'Term' function: New, List and Import. The List of Terms provides the list of terms currently placed in the dictionary; organised by ID, Date created, Category (number), Category (title), Image or Tags. The ID is automatically created when adding a new term while the Date created naturally shows the time when the term was added. All other fields can be edited by the super administrators.



The screenshot displays the 'List of Terms' page in the Archidict application. The left sidebar contains navigation options: Home Page, Category, Term (with sub-options: New, List, Import), Image Map, Quiz, and Users. The main content area is titled 'List of Terms' and features a 'Terms' header. Below the header are buttons for 'Create New Term', 'Print', 'XLS', 'CSV', and 'PDF'. A table lists terms with the following columns: ID, Date created, Category, and Image. The table contains four rows of data:

| ID | Date created | Category | Cat | Image |
|----|--------------|----------|--------------------------|---|
| 42 | 2019-04-16 | 29 | 01 - TRADITIONAL MASONRY | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg |
| 43 | 2019-04-16 | 29 | 01 - TRADITIONAL MASONRY | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg |
| 44 | 2019-04-16 | 29 | 01 - TRADITIONAL MASONRY | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg |
| 45 | 2019-04-16 | 29 | 01 - TRADITIONAL MASONRY | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg |

The Edit function is available in the row of every term in the form of a 'pencil' icon, along with the Delete button. As seen with the categories earlier, the 'delete' button can remove an item from the list, but only after a final confirmation.



The list of users can be printed, copied to the clipboard and exported as an 'xls', a 'csv' or a 'pdf' file.

Editing and existing term - Let's examine now the 'Term Form' page, which opens when we press the Edit button of a Term (pencil icon):

In the Edit Term panel it is possible to fill out the following cells:

- *Term Alias* can help the creation of the image maps (interactive pages), basic elements of the dictionary by providing an identifiable name for the similar terms.
- In the *Category* cell you define the chapter or subchapter (parent or child category) which the Term has to be assigned with.
- The Term can be assigned with an *image*, selected from the database or by uploading a new image. Usually the terms are assigned with the images which will serve as a basis for the relevant image map.
- The *Term Name* can be provided in all languages of the dictionary: Term name (EN), Term name (DE) etc... assigned with a Term Description if required.
- A specific image can be uploaded for the different translations in the Image (EN), Image (DE) etc. sections, however only in very special cases.
- In the *Sound* section each translation can receive the pronounced audio file of the Term, either selected from a file already on the database or by uploading a new sound file.
- Finally, *Term examples* and *Term synonyms* cells provide further possibilities in the detailed specifications of the terms, provided in each language of the dictionary.

Image (EN)

http://app.archidict.com/uploads/images/3_3_traditional_masonry/001.jpg x 

Sound (EN)

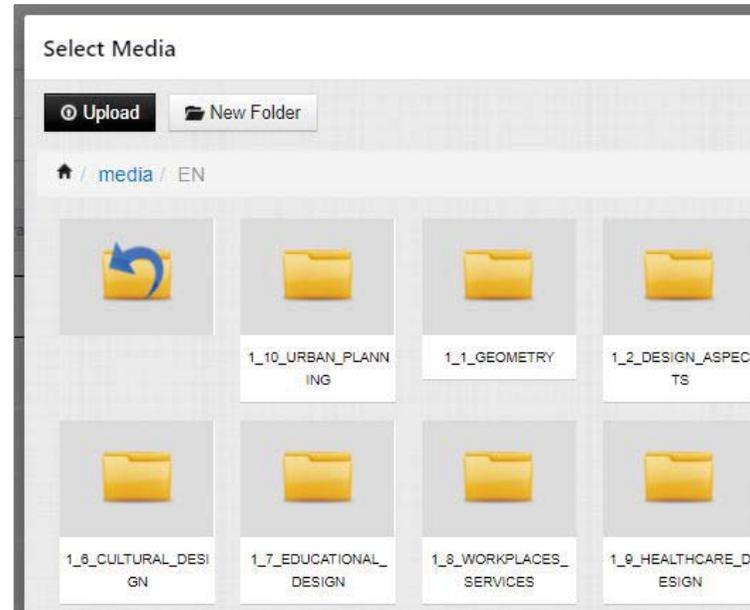
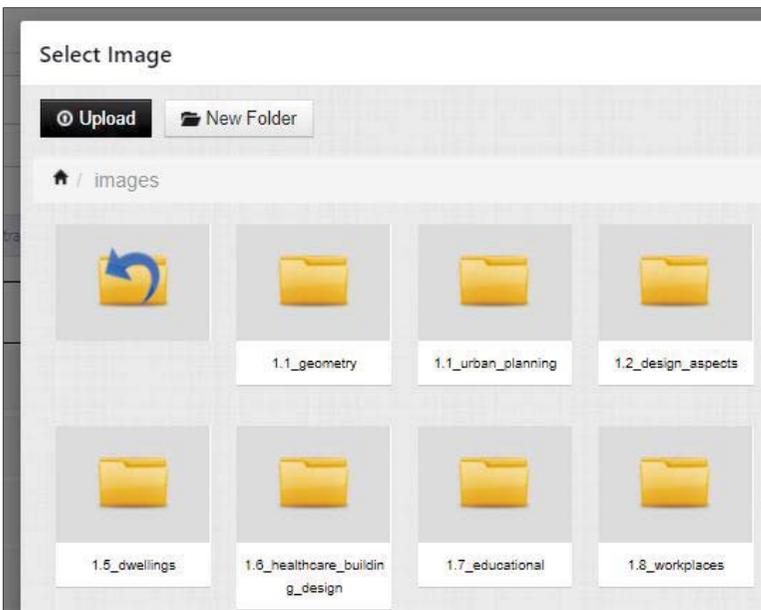
http://app.archidict.com/uploads/media/EN/3_1_Traditional_Masonry/BONDS_1/42_1_UNIT_HEADER_WALL.mp3 x 

Term examples (EN)

Examples

Term synonyms and related words (EN)

In case you would like to select an image or a sound file for the Term, you need to press the blue 'folder icon' to the right of the relevant cell. In this case the relevant Image or Media folder opens in a pop-up window. Here you can select from the files placed in the already existing folder structure or you can upload newer files and you can even create new folders for the newly uploaded data. Finally, the orange 'image' and 'play button' icons allow you to view the actually selected images or to listen to the actually assigned sound files.

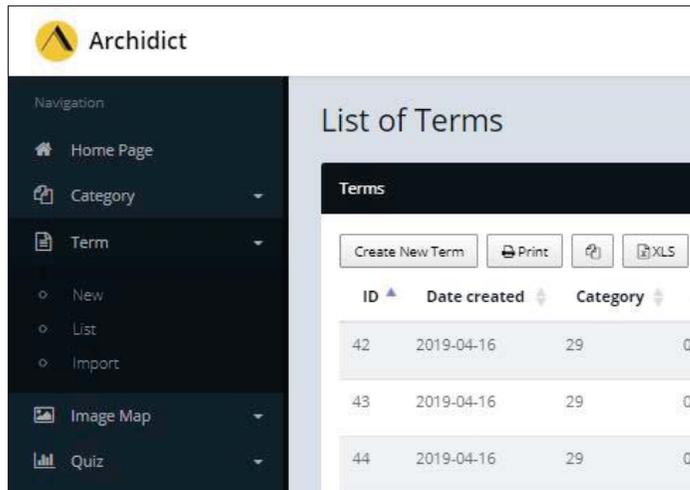


Having filled out all the required cells, the editing process must be saved by pressing the *Save* button, so that the Terms will appear in the database, particularly in the List of Terms in a visible form.



New Terms

The creation of a new Term uses exactly the same panel structure as the Edit Term page, but under the title 'New Term'. The panel can be reached directly from the left sidebar menu under the Term section or from the header of the List of Terms view, by pressing the 'Create New Term' button. In the New Term panel, appearing with blank fields, is the most important cell to fill: the Term name (EN) as English is the primary language of the dictionary. As in the case of the editing process the creation of a new term has to be finalised with pressing the Save button.



Importing Terms

There is a possibility to import large amounts new terms or translations in one or even more languages. For doing so, first go to the Import Term page by clicking on the Import button under the Term section of the left sidebar menu. Here download the xls sample file that you can use for creating the file to import. In case you want to update the database with a new language version of the existing terms or you want to provide a correction on formerly uploaded terms, you will need to export the complete list of terms too in xls file format. This can be done on the List of Terms page using the export function of the header, using the 'XLS' button.

Import Terms

Help

1. Add / Edit Languages. [MORE](#)
2. Download the .xls sample file from [HERE](#)
3. Fill in the terms and their translations, using ID>0 for existing term or ID=0 for a new one
4. In the 'Preview/Edit Terms before Import' edit the results, if necessary
5. Click on 'Start Import'
6. Update Media Links

List of Terms

Terms

Create New Term Print XLS CSV PDF

| ID | Date created | Category | Cat | Image |
|----|--------------|----------|--------------------------|-------------------------------------|
| 42 | 2019-04-16 | 29 | 01 - TRADITIONAL MASONRY | http://app |

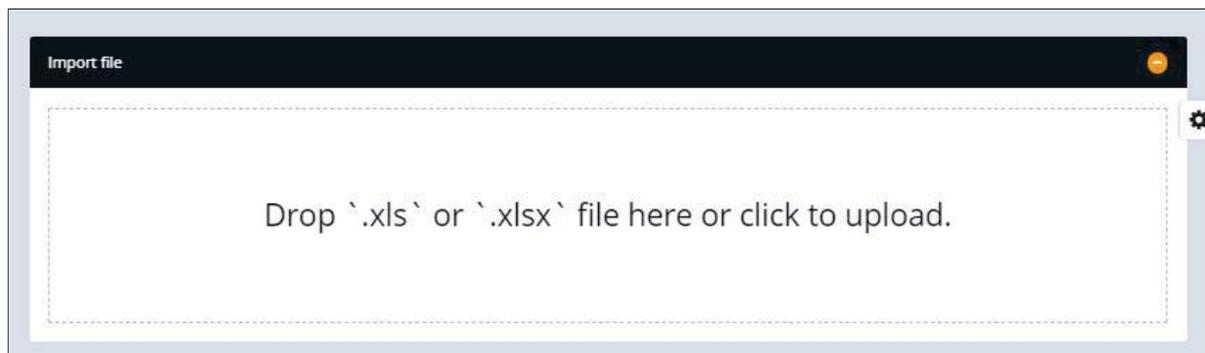
The Excel (xls) file to be uploaded needs to follow two rules:

- In case of updating a term or providing new translations of existing terms, you need to use the IDs that are listed in the xls file downloaded from the database. While in case of any new terms, you need to use 0 as ID. The system will generate the final IDs for these new terms, so that all the terms can be properly identified and therefore used later as part of the image maps (interactive pages).
- For the languages you would like to provide translations, you need to use a column with the following pattern in the header: Term(xy), where 'xy' is the abbreviation of the language in question. For instance, in the case of the German language it looks like the following: 'de', so for German terms you need to add to the header the following code: Term(de).

As it can be seen in the sample file, it is possible to edit more languages at once and you can also update existing and upload new terms at the same time too:

| ID | Category | Image | Term(EN) | Term(de) | Term(bg) |
|----|----------|---|--------------------|---|-----------------------------|
| 42 | 29 | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg | 1 UNIT HEADER WALL | 1 STEIN DICKE BINDERSCHICHTMAUER (GANZER STEIN) | НАПРЕЧНА ЗИДАРИЯ ЦЯЛА ТУХЛА |
| 0 | 29 | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg | ¾ closers | der Dreiviertelstein | ¾ цяла тухла |

Having downloaded and respectively edited the Excel file according to the needs, you can start the upload process. For this you just need to drag the xls file to the Import file box of the Import Terms page. Or you can click on the area of the box to find the relevant xls file for uploading to the database.

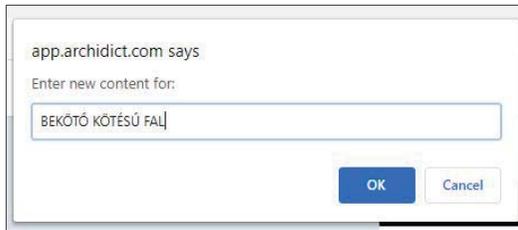


There are some further steps in the process. As soon as the file is uploaded to the server, you will receive a feedback whether it was successful, and a preview before you are able to start updating the list of terms in the database:

| ID | Category | Image | Term(EN) | Term(de) | Term(bg) | Term(hu) | Term(it) | Term(pl) | Term(pt) | Term(es) | Term(el) |
|----|----------|---|--------------------|---|-----------------------------|-------------------|-----------------------------|---|--|---|---------------------|
| 42 | 29 | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg | 1 UNIT HEADER WALL | 1 STEIN DICKE BINDERSCHICHTMAUER (GANZER STEIN) | НАПРЕЧНА ЗИДАРИЯ ЦЯЛА ТУХЛА | BEKŐTŐ KÖTÉSŰ FAL | Muro a una testa (1 filare) | ŚCIANA JEDNOWARSTWOWA Z WIAZANIEM GŁÓWKOWYM | 1 UNIDADE DE PAREDE DE TIJOLOS PERIPANOS | Aparejo de tijón o Aparejo a la española (una fila) | Μπτατική Τοιχοποιία |
| 0 | 29 | http://app.archidict.com/uploads/images/3.3_traditional_masonry/001.jpg | ¾ closers | der Dreiviertelstein | ¾ цяла тухла | ¾-es elem | Mattone tre/quarti | Cegła dziewiątka (cegła ¾/4) | ¾ de tijolo | Ladrillo de caja | τούβλο ¾/4 |

[Start Import](#)

In the Preview / Edit Terms before Import window you are able to perform some final modifications if you happen to find a need for corrections. This can be simply done by clicking on the relevant term you wish to modify. As a result of your click, a dialog box will open for your edit and conformation:



app.archidict.com says

Enter new content for:

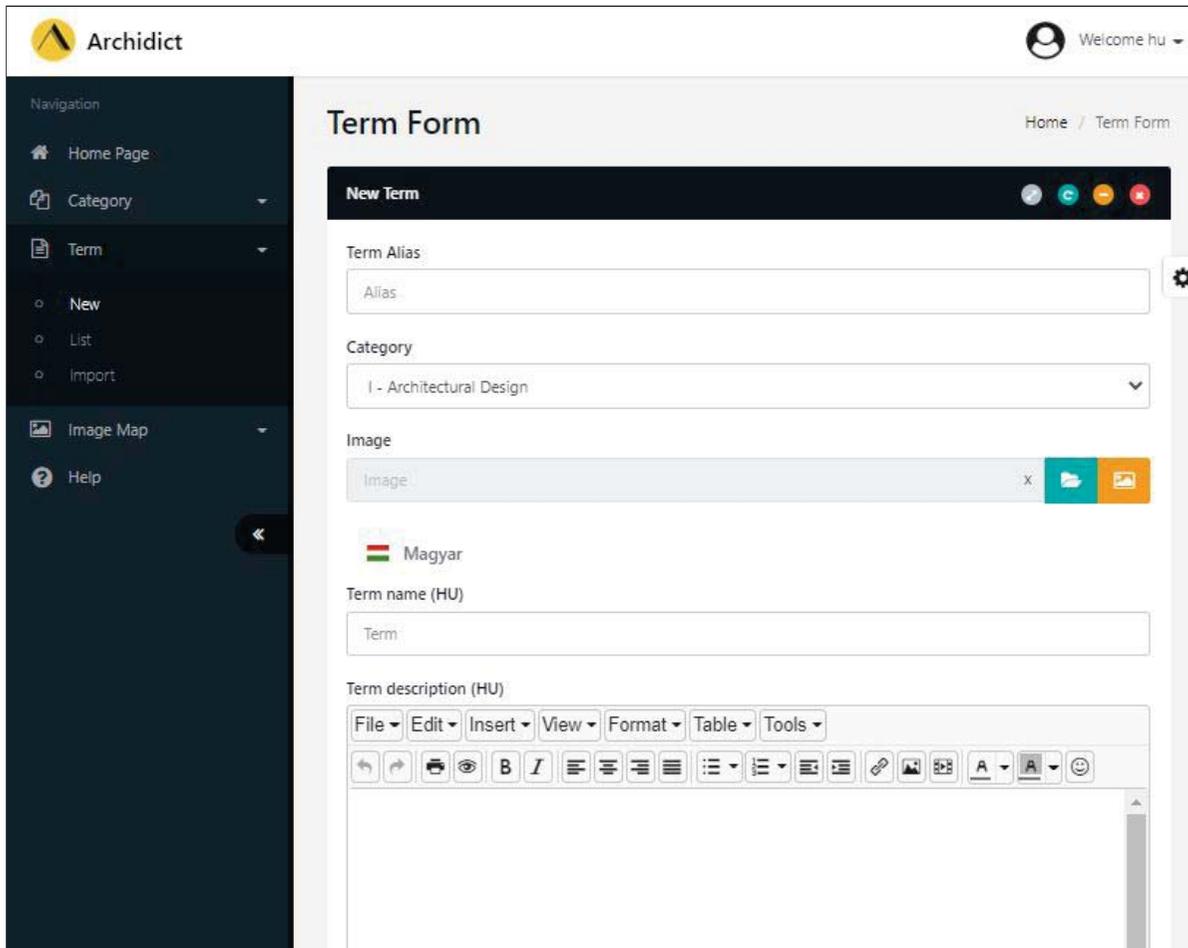
BEKÖTŐ KÖTÉSŰ FAL

OK Cancel

If you have finished editing the list of terms, you can now press the 'Start Import' button.

4.2. Management of Terms - by Local Administrators

The List of Terms shown with access of local administrators is essentially identical to the one of the super administrators, except for the Edit Term / New Term panel of the Term Form page contains only one language to fill instead of the multilingual feature of the super admin's version.



Archidict

Welcome hu

Navigation

- Home Page
- Category
- Term
 - New
 - List
 - Import
- Image Map
- Help

Home / Term Form

New Term

Term Alias

Alias

Category

I - Architectural Design

Image

Image x

Magyar

Term name (HU)

Term

Term description (HU)

File Edit Insert View Format Table Tools

Rich text editor toolbar with icons for undo, redo, print, view, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, font size, font color, and smiley.

The Import Terms page is also simpler compared to the version available for super administrators. The uploaded import file has only an effect on the ID and the terms in the language that is assigned with the local administrator access. The Update of Media Links is not available for local admins, this way the process of the Import is completed by pressing the 'Start Import' button.

Import Terms

Help

1. Download the .xls sample file from [HERE](#)
2. Fill in the terms and their translations, using ID>0 for existing term or ID=0 for a new one
3. In the 'Preview/Edit Terms before Import' edit the results, if necessary
4. Click on 'Start Import'

Preview/Edit Terms before Import ✖

| ID | Term(hu) |
|----|-------------------|
| 42 | BEKÖTŐ KÖTÉSŰ FAL |
| 0 | 3/4-es elem |

Start Import

5. Managing Sound Files for Terms - by Local and Super Administrators

As each of the terms in ARCHIDICT has an audio file attached to it, to complete the process of filling the database up with data you need to upload the sound files too. The uploading of the files is performed through an ftp access. The email sent to local administrators with their credentials to the application contains their access to the ftp server too. Using the ftp connection, local admins can upload the required sounds to the required folder of the relevant language. Super administrators can naturally upload sounds of all languages to the required folders in case some changes or corrections are required. There are some basic rules for the naming and uploading process, these are the following:

- For the sound files 'mp3' format has to be used with the smallest file size that still allows eligible quality.
- It is important to take care of the correct naming; the extension needs to have a lower case lettering: *.mp3;
- The names of the sound files need to simply follow the ID's of the terms. So, in case the ID of a term is '567', then the complete file name will be '567.mp3'.

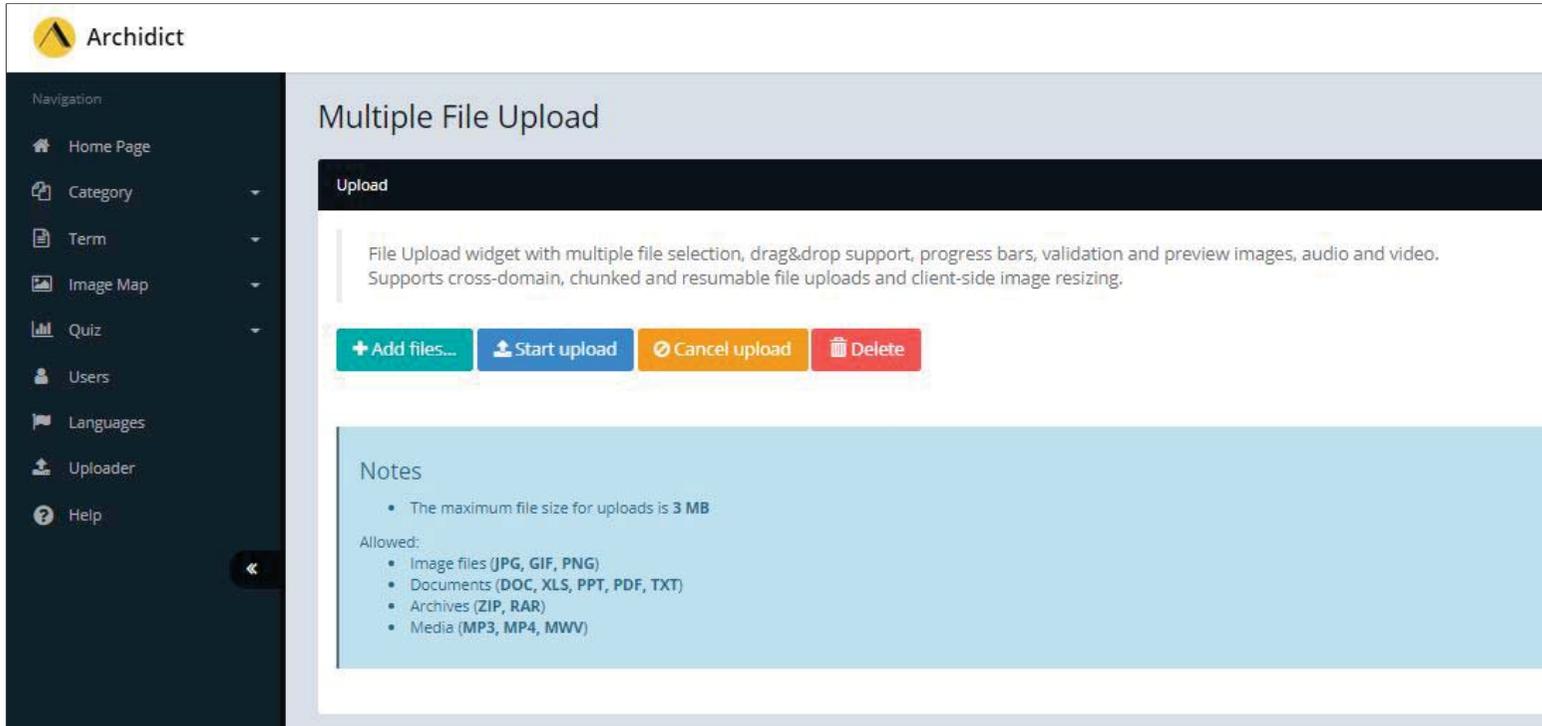
Having uploaded the new sound files you need to update the media links, so that the sound files be linked correctly to the corresponding updated terms. Press the 'Update Media Links' button for this purpose any time you add new sounds to newly placed terms. If there is a need for updating the existing sounds for any reason, you only need to overwrite the formerly uploaded files through the ftp access.

Update Media Links ✖

Update Media Links

6. Multiple File Upload for Super Administrators

Super Administrators have the possibility to use the tool of the Multiple File Upload page. Images, audio files, different kinds of documents or archives of these files can be uploaded at once and organised into the relevant folders of the database. You can access the page from the left sidebar menu by clicking 'Uploader'.



The screenshot displays the 'Multiple File Upload' page in the Archidict application. On the left is a dark navigation sidebar with the Archidict logo and a list of menu items: Home Page, Category, Term, Image Map, Quiz, Users, Languages, Uploader, and Help. The main content area has a light blue header with the title 'Multiple File Upload'. Below the header is a dark 'Upload' button. A text box describes the widget's features: 'File Upload widget with multiple file selection, drag&drop support, progress bars, validation and preview images, audio and video. Supports cross-domain, chunked and resumable file uploads and client-side image resizing.' Below this are four buttons: '+ Add files...', 'Start upload', 'Cancel upload', and 'Delete'. A light blue 'Notes' section contains a bullet point stating 'The maximum file size for uploads is 3 MB' and a list of allowed file types: Image files (JPG, GIF, PNG), Documents (DOC, XLS, PPT, PDF, TXT), Archives (ZIP, RAR), and Media (MP3, MP4, MWV).

7. Creation and Management of Image Maps - by Local and Super Administrators

If all the terms, images and sounds are uploaded for a desired page, administrators can start creating Image Maps (interactive pages) with the help of a built-in Image Map creator application. Inside the tool the illustrations of ARCHIDICT can be finally combined with the terms, the sounds of these terms, and interactive, highlightable regions which can explain the exact extent of the terms as part of the illustration.

Let's see now the available possibilities in connection with the management of the image maps!

Management of Image Maps

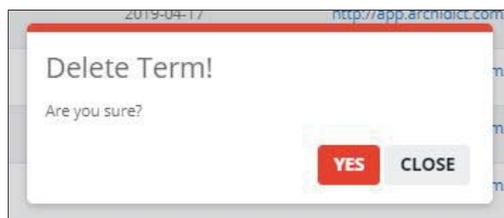
From the left sidebar menu of the ARCHIDICT application you can select Image Map / List to have an overview of all imagemaps created as part of the current structure of the dictionary. Each Image Map has an ID, a Title, a Date of the creation and as many Tags as we would like to add. Furthermore, the Category chosen for the Image Map defines which subchapter of the dictionary it is found in. Finally, the Image Set works as a background illustration for the Map, upon which the terms and interactive regions can be placed.

The screenshot shows the 'List of Image Maps' page in the ARCHIDICT application. The page has a dark sidebar on the left with navigation options: Home Page, Category, Term, Image Map (with sub-options New and List), Quiz, and Users. The main content area is titled 'List of Image Maps' and includes a search bar and a 'Create New Image Map' button. Below this is a table with the following data:

| ID | Title | Category | Date created | Image | Tags |
|----|----------------------------|--------------------------|--------------|---|---------|
| 59 | 1 UNIT HEADER WALL | 01 - TRADITIONAL MASONRY | 2019-04-16 | http://app.archidict.com/uploads/images/301_masonry_01.jpg | masonry |
| 60 | 1.5 UNIT ENGLISH BOND WALL | 01 - TRADITIONAL MASONRY | 2019-04-16 | http://app.archidict.com/uploads/images/301_masonry_02.jpg | masonry |
| 61 | BRICK WALL BOND TYPES | 01 - TRADITIONAL MASONRY | 2019-04-16 | http://app.archidict.com/uploads/images/301_masonry_03.jpg | Masonry |

Each row in the table has three action buttons: an 'Eye' icon for preview, a 'Pencil' icon for edit, and a 'Delete' (X) icon for removal.

In each row we can find three buttons. The 'Eye' icon can provide a preview for you about the actual state of the image map. The 'Delete' button (X) is for erasing an image map, but this requires an additional confirmation:



The 'Pencil' button lets you edit or modify the parameters of the selected image map on a separate page.

In the header of the Image Maps panel there are some further buttons: the 'Create Image Map' button is identical with the 'New' button in left sidebar menu, while all the further icons are to print or export the List of Image Maps in different formats such as pdf, csv or xls.

Editing the Parameters of the Image Maps

Either editing the main settings of an existing image map or during the creation of a new one, a number of parameters have to be set using the Image Map Form. This form can be accessed by using the Create Image Map button on the List of Image Maps page, directly from the left sidebar menu of the app or by clicking on the 'Pencil' icon of an already existing image map. The fields to fill on the Image Map Form are the following:

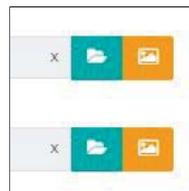
The screenshot shows the 'Image Map Form' interface. At the top, there's a title 'Image Map Form' and a breadcrumb 'Home / New Image Map'. Below that is a dark header 'Edit Image Map' with navigation icons. The form fields are:

- Title:** A text input field containing '1 UNIT HEADER WALL'.
- Category:** A dropdown menu with '01 - TRADITIONAL MASONRY' selected.
- Image:** A text input field with a URL 'http://app.archidict.com/uploads/images/301_masonry_01.jpg' and a file upload button.
- Thumbnail:** A text input field with a URL 'http://app.archidict.com/uploads/images/3.3_traditional_masonry/Masonry-1-k.png' and a file upload button.
- Tags:** A text input field with 'masonry' and a close button.
- Description:** A rich text editor with a toolbar (File, Edit, Insert, View, Format, Table, Tools) and a text area containing '123'.

 At the bottom right, there is a blue button labeled 'Image Map Editor'.

- Title of the Image Map for identification purposes.
- Category to select from a drop-down menu based on the actual settings of the category hierarchy. This setting will specify the actual place of the image map inside the chapter structure of ARCHIDICT's accordion menu.
 - Image: you can either upload an illustration for the background image of the image map or choose one from the available files in the database. The background image needs to be empty of text as those will be added as part of the creation of the image map in dynamic form called from the term list of the database.
 - Thumbnail: a small size version of the image map is to be uploaded or selected from the already existing files of the database so that these previews can represent the image maps in the dynamic chapter structure of the dictionary.
 - Tags: optionally you can mark the image map with tags to help the search for the similar maps.
 - By filling the Description cell you can add some further information about the content of the image map in text form.

The buttons next to the image cells allow to select the relevant images and to provide preview possibilities of the selected files:



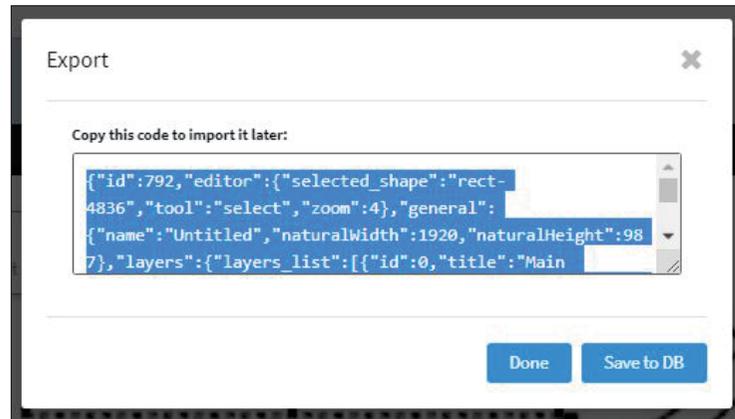
Finally the Image Map Editor button at the bottom opens the built-in application of the ARCHIDICT management page.

Image Map Editor

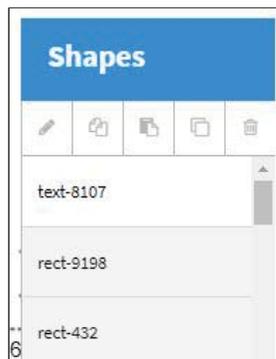
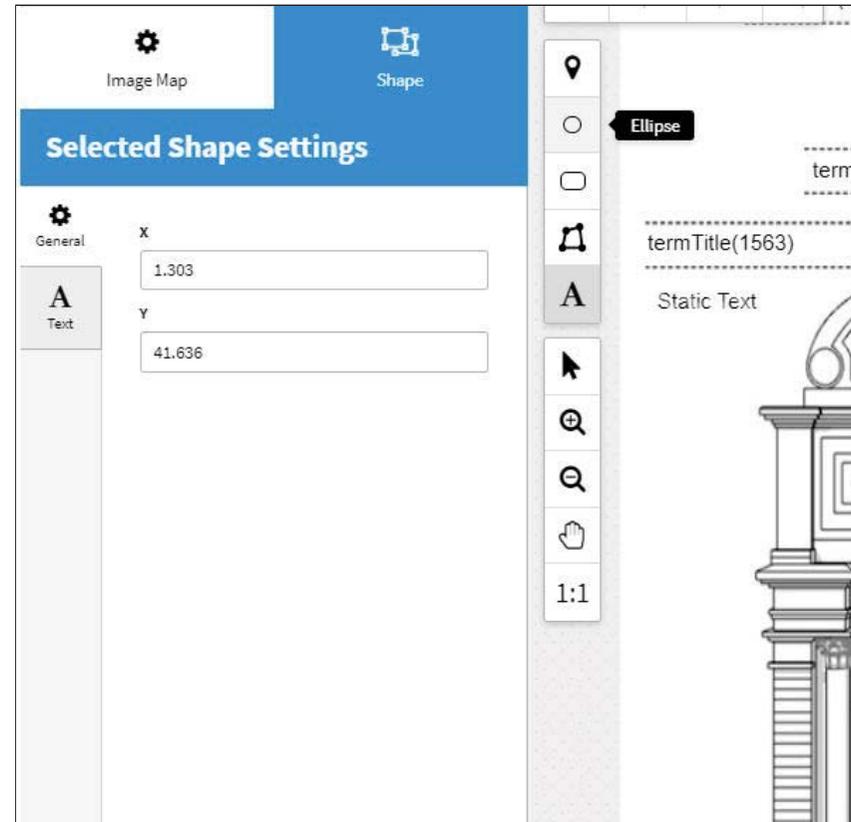
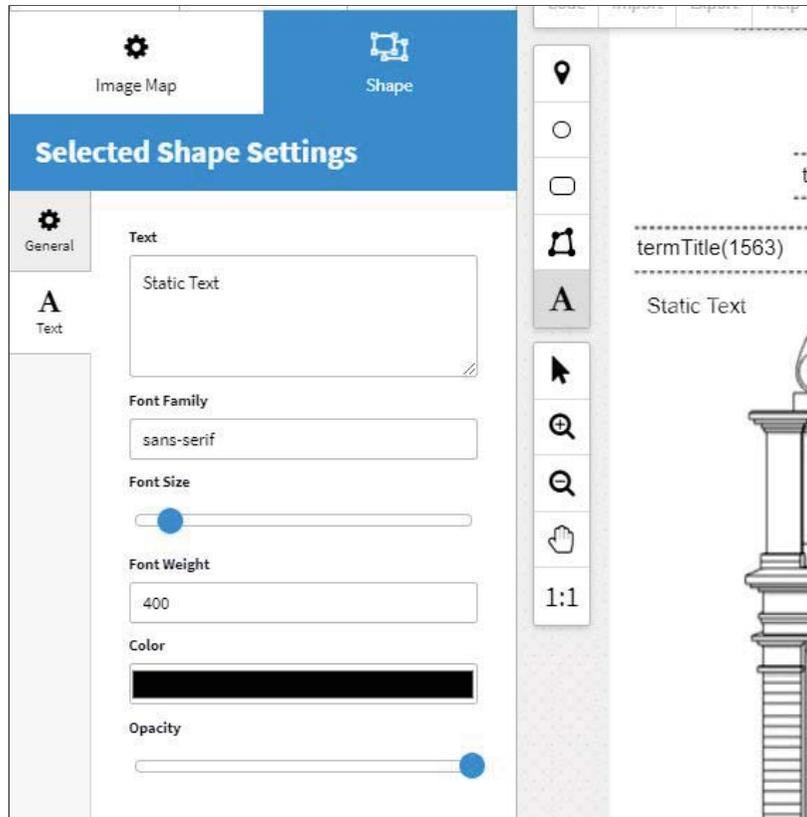
The following actions can be performed in the Image Map Editor application:

- Adding static texts precisely positioned on the background image.
- Adding dynamic texts called directly from the database (Terms). These terms will act in a multilingual way on the ARCHIDICT platform, dynamically reacting to the switch of languages.
- Drawing shapes or regions upon the texts and certain parts of the background image. This option can help to provide hover mouse (or touch) interactions for the terms and for relevant areas of the image.
- Linking the audio files to the shapes which allow the users to listen to the pronounced sounds of the terms in the selected language.
- Linking the connecting shapes to each other, so that the shape of the texts and the shape(s) of the connecting area explaining that term can react to the mouse (or touch) interactions at once, independently which is hovered or clicked.

Before showing these steps of the image map creation, there are some key functions which need to be discussed first. The buttons of these functions can be found at the top-left corner of the image. The most important of these four items is the 'Export' button which allows us to save the changes we made with the Image Map. It is recommended to perform a save once every 10 minutes, otherwise our editing work may be lost. By pressing the Export button, you will receive the complete code of the interactive page (Image Map), that you can save on your computer. To save the modifications onto the database, you need to press the 'Save to DB' button. Copying the codes of the Image Map can allow you to make modifications on them in an offline mode and 'Import' the new version back to the database. If you would like to copy the codes, you can also choose the 'Code' function for this purpose. Finally, the 'Help' button opens an online Guide about the usage of the application.



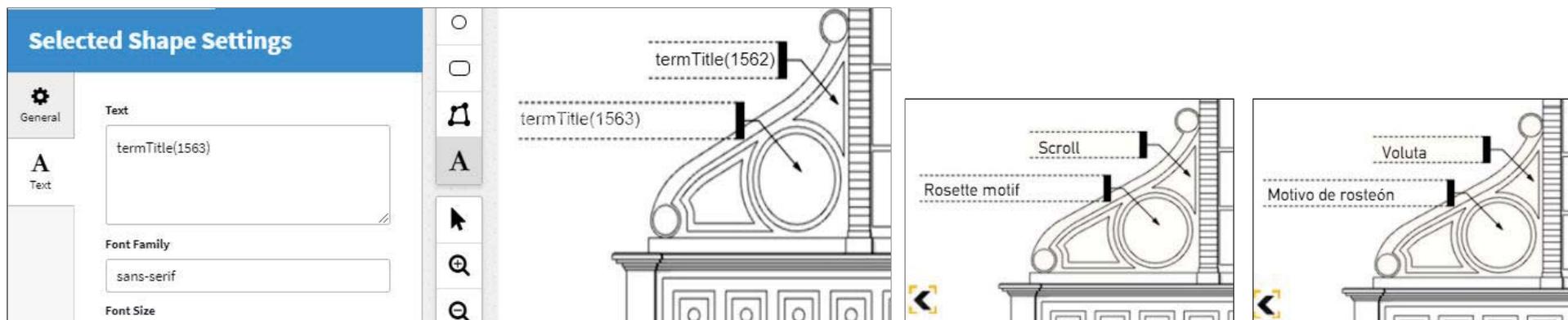
- a) **Static Texts:** using the Text tool marked with the 'A' icon you can enter any text you may want by clicking on a desired place in the image. The exact word must be written in the 'Text' cell in the left side editor panel (in the example: Static Text). In the same panel you are able to select a Font Family, to set a Font Size, Font Weight, Colour and Opacity. For normal character weight you need to keep '400' as a parameter, for bold you need to set '600' instead. You can also use exact values for the position in the General panel of the Text tool (X and Y values calculated from the top-left corner of the page).



As a result of the text-placing process a new record item has appeared in the list of Shapes on the right side of the editor window as a combination of the 'text' tag and a 2- to 4-digit number. The buttons in the header of the 'Shapes' panel allow you to perform different actions on the items in the list. With the help of the 'Rename' icon (pencil) you can rename a record, the 'Copy Style' and 'Paste Style' icons can copy the style settings of an item (font size, weight etc.) and transfer it to another record. The 'Duplicate' icon creates a copy of the record with a new name (by adding 'copy' to the original name), while the 'Delete' button can erase a record from the image and the list of Shapes. These settings naturally work with all other types of shapes too.

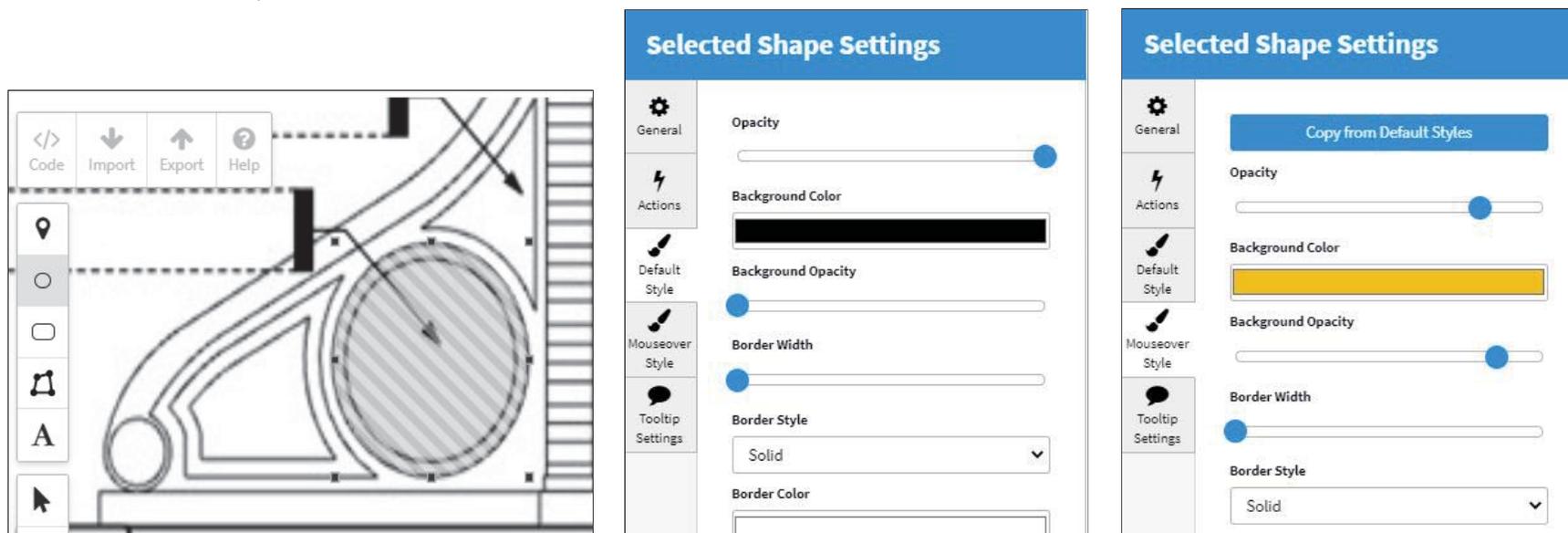
Please note that renaming of a shape is not recommended as part of ARCHIDICT due to possible conflicts with other settings!

- b) **Dynamic Texts:** The process for the placement of a Dynamic Text is identical to the one of a Static Text. The only difference comes from the use of the script that allows for a Term to be used in place of the Dynamic Text called from the database by the ID defined for the Term. This format will allow the engine of ARCHIDICT to translate the placed terms to any language of the dictionary. If you want to add a certain Term to the Image Map, you need to know its ID and use the following script in the 'Text' cell of the left side panel: 'termTitle(ID)'. Let's say that we would like to place the word 'Rosette motif' to the Image Map. The ID of this Term is 1563, so we need to use the following script: **termTitle(1563)**.



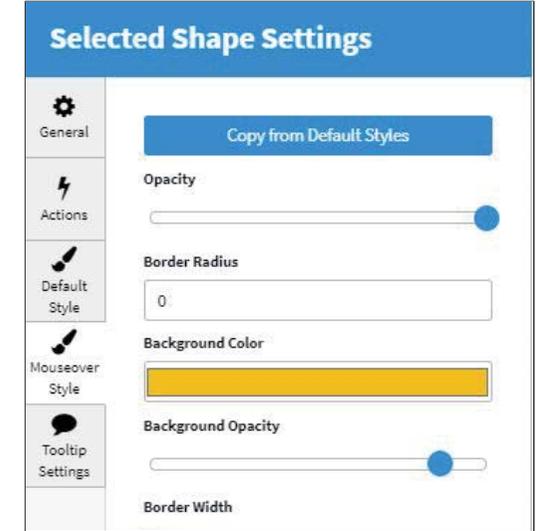
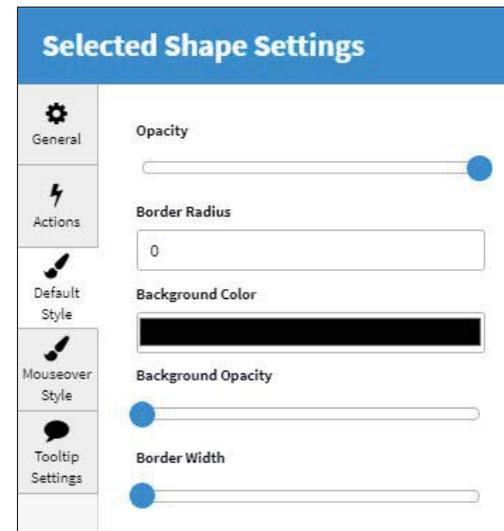
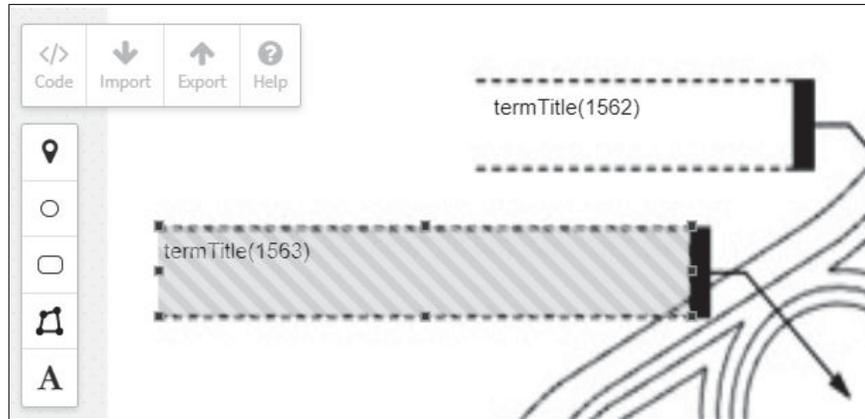
As the Dynamic Text was placed as a script and the Image Map was exported, the dictionary will show the new term on the relevant interactive page in a multilingual form, showing a national version at a time based on the actual language settings.

- c) **Shapes - polygons, rectangles, ellipse:** You are able to draw certain types of shapes onto the background image of the Image Maps. For the text boxes it is recommended to use the 'Rectangle' item from the list, while the parts of the different illustrations on buildings, structure types will require the 'Polygon' tool. The 'Ellipse' tool is the best choice in the case of the above-mentioned Rosette Motif. Let's see its settings as part of the Default and the Mouseover Style:

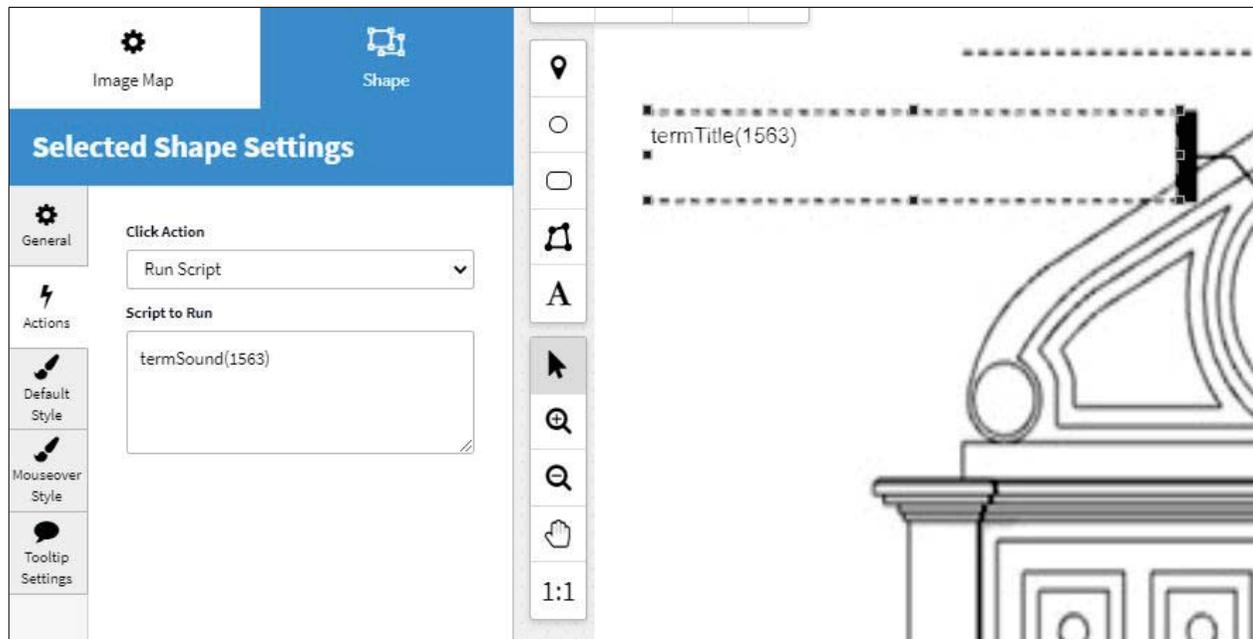


The RGB code to be used for the ARCHIDICT yellow of the Mouseover Style is **241, 192, 53**.

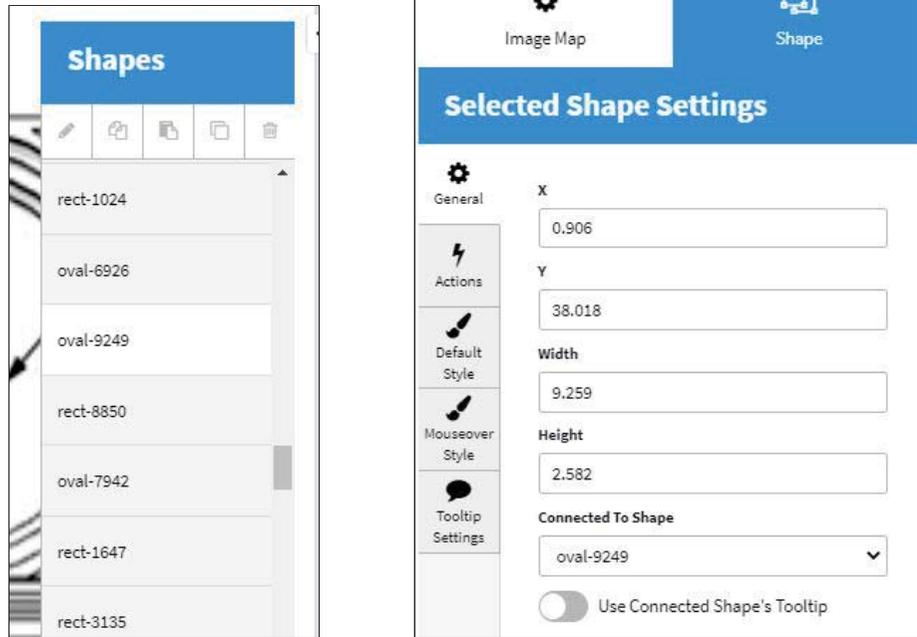
Let's place a Shape, a Polygon for the text box too. Make sure that you set the Border radius to '0'.



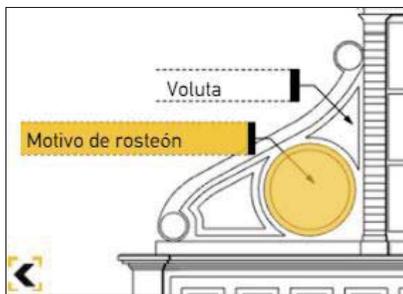
- d) **Sounds:** As a next step we can add Sounds to the newly created shapes. This is a simple process, but it needs to be done in case of both shapes: in both the case of the Ellipse and the Rectangle. In order to make this work, you need to select the 'Actions' function in the 'Selected Shape Settings' and there you need to choose the 'Run Script' function as a 'Click Action'. In the 'Script to Run' cell you need to use the following script: 'termSound(ID)'. In the case of the Rosette Motif the ID of which is 1563, so the code will look like this: **termSound(1563)**.



- e) **Connecting the shapes:** The last step is to connect the two shapes. This should be done from only one side, so not in both directions as that can block the function. By choosing the 'General' function of the 'Selected Shape Settings' of the Rectangle you need to find now the code of the Ellipse (oval-9249) and set it under the 'Connected to Shape' title:



If you now save this to the database (Export / Save to DB), you can already see the mouseover action over the Rosette Motif, activated at once. And if you click on any of the shapes, you will be able to hear the pronounced term in the set language of the dictionary:



8. Management of Quizzes - by Super Administrators

From the left sidebar menu of the ARCHIDICT application you can select Quiz / List to have an overview of all quizzes already uploaded to the dedicated Quiz page of ARCHIDICT. Each Quiz has an 'ID', a 'Title', a 'Date created' column. The Category chosen for the Quiz defines the chapter of the Quiz page where you will be able to find the quiz itself.

The screenshot shows the 'List of Quizzes' interface. At the top left is the 'Archidict' logo. A search bar is located at the top right with the text 'Enter keyword'. Below the search bar, the user is logged in as 'Welcome admin'. The main content area is titled 'List of Quizzes' and contains a table of quizzes. The table has the following columns: ID, Title, Category, Date created, Language, Questions, and Tags. Each row represents a quiz and includes three action buttons: an eye icon (preview), a pencil icon (edit), and a red X icon (delete). The table data is as follows:

| ID | Title | Category | Date created | Language | Questions | Tags |
|----|----------------------------|----------------------------|--------------|----------|-----------|-------------------------|
| 4 | Barn | 02 - TRADITIONAL CARPENTRY | 2018-09-20 | en | 18 | [Eye] [Pencil] [Delete] |
| 5 | Joints 1 | 02 - TRADITIONAL CARPENTRY | 2018-09-20 | en | 7 | [Eye] [Pencil] [Delete] |
| 6 | Dome Types | 01 - TRADITIONAL MASONRY | 2018-09-20 | en | 8 | [Eye] [Pencil] [Delete] |
| 7 | Vault Types | 01 - TRADITIONAL MASONRY | 2018-09-20 | en | 12 | [Eye] [Pencil] [Delete] |
| 9 | Wall Bonds | 01 - TRADITIONAL MASONRY | 2018-09-20 | en | 9 | [Eye] [Pencil] [Delete] |
| 10 | Brick Position and Closers | 01 - TRADITIONAL MASONRY | 2018-09-20 | en | 6 | [Eye] [Pencil] [Delete] |
| 11 | Lenghtening Joints | 02 - TRADITIONAL CARPENTRY | 2018-09-20 | en | 8 | [Eye] [Pencil] [Delete] |

In each row you can see three buttons. The 'Eye' icon can provide a preview for you about the actual state of the selected quiz. The 'Delete' button (X) is for erasing the item in the list, but this requires an additional confirmation too:



Finally, the 'Pencil' button allows you to edit the settings of the selected Quiz.

In the header of the Image Maps panel there are some further buttons: the 'Create New Articulate Quiz' button is identical with the 'Quiz / New' button in left sidebar menu, while the further icons are to print or export the List of Quizzes in different formats such as pdf, csv or xls.

Creating or Editing a Quiz

Whether we edit the parameters of an existing Quiz or we are planning to set up a new one, we need to use the same form with the same setting options. This form can be accessed by using the Create New Articulate Quiz button on the List of Image Quizzes page, directly from the left sidebar menu of the app (Quiz / New) or by clicking on the 'Pencil' icon of an already existing Quiz. You can set the following things as part of the form:

- Title: You can set a title for the Quiz, which will also appear on the thumbnail image of the quiz.
- Category: The selected category will define the position of the quiz in the chapter structure of ARCHIDICT's Quiz page.
- Optional pieces of information can be provided by defining or filling in the 'Language', the 'Questions', the 'Tags' and the 'Descriptions' cells.
- An important field is the Thumbnail section, where you can upload a small-scale preview image of the Quiz or naturally select one from the already uploaded images of the database. This image will appear on the Quiz page in the relevant chapter based on the category settings.

When editing the settings of a new Quiz, the most important step to make is the upload process of the Articulate export files in a zipped format. Once the zip file is uploaded to the Box set up for this purpose and all settings are made, you need to finalise the process by pressing the 'Save' button and to do so in case of any modification which might take place on any later occasion.



