Contents

1 Preliminary informations ............................................. 2

2 Context: Overview Page ................................................. 3
   2.1 Three features on the Overview Page .............................. 3
   2.2 Login interface .................................................... 4
   2.3 Account interface .................................................. 6
   2.4 Tab “Additional Bibliography” .................................. 7
       2.4.1 How to add a bibliographical reference .................. 8
   2.5 Tab “Annotations” .................................................. 9
       2.5.1 How to add an annotation ................................ 10
1 Preliminary informations

To run the e-codices annotation tool you have to accept JavaScript code in your browser. For a better experience of this tool, we recommend using the web browsers Firefox or Chrome.
2 Context: Overview Page

On the e-codices website, each manuscript has an “overview page” where basic information (details) such as shelfmark, title, material, summary, as well as links to all available descriptions is displayed.

This overview page can be accessed from any other page (facsimile view, search view, list view) via the button “Overview” (“Übersicht” in German, “Aperçu” in French and “Visione d’insieme” in Italian).

2.1 Three features on the Overview Page

On the Overview Page each individual manuscript shows three tabs:

1. One tab with the Document Details, i.e. the overview itself
2. One tab for Annotations
3. One tab for Additional Bibliography

Moreover, in the tabs for Annotations and Additional Bibliography there is a Login interface.
2.2 Login interface

By clicking on the button “Log In,” the login interface will be displayed. Via this interface you can do three different things:

- in case you already have an account, log in with your username or email address and your password
- in case you already have an account and forgot your password, link to a form for asking for a new password
- link to the registration form for creating a new account

To start using the e-codices annotation tool you need to register an account.
On the registration form, the only mandatory fields are: first name, last name, email address, username and password. Even if the other fields (title, institution, country, website) aren’t mandatory, we would like to encourage people to complete the whole form, to have a better understanding of our users.

Please note that the only information about you that will be visible for other users will be your username. As we conceive the e-codices Annotation Tool as a scientific tool, we suggest you to use your real name, but feel free to choose what is most convenient to you.

After submitting the form, you will receive an email with all necessary information to activate your new account on e-codices. Once your account is activated, you can directly log in on any overview page.
2.3 Account interface

As soon as you are logged in, you can access the account interface by clicking on your username on the left of the Log Out button.

From this interface, you can:

- change your personal information
- change your email address
- change your password
- delete your account

To complete the process of changing your email address and your password, you will receive an email with instructions for completing your changes.
2.4 Tab “Additional Bibliography”

In the tab “Additional Bibliography,” all submitted bibliographical references for that particular manuscript will be displayed.

If you click on “Add a bibliographical reference,” you can, obviously, add a new bibliographical reference; if you click on “Comment,” you are invited to add a comment to this bibliographical reference.
2.4.1 How to add a bibliographical reference

If you choose to add a new bibliographical reference, you will be prompted to the following interface:

![Add a bibliographical reference interface](image)

The only mandatory field of this form is the bibliographical reference. Optionally, you can add some extra information:

- if your reference also concerns others manuscripts, you can add them from the list of all manuscripts available on e-codices
- you can specify the topic of the bibliographical reference
- you can add a comment to the reference

Before submitting your new reference, you have to **preview** it first.
2.5 Tab “Annotations”

The tab “Annotations” has the same structure as the tab “Additional Bibliography”:

As for “Additional Bibliography,” you have the possibility to add new annotations and comment on them.
2.5.1 How to add an annotation

The “add an annotation” interface is similar to the one for adding a new bibliographical reference:

As for “add a bibliographical reference,” the only mandatory field is your annotation, but you can also specify other manuscripts to which this annotation refers and specify a topic for this annotation. Moreover, you can specify an extent (range) for the annotation as entire manuscript, binding, a particular page or a range of pages. Please note that if you choose a particular page or a range of pages, you will no longer be able to select another manuscript to which the annotation could refer.

Before you submit, you have to preview your annotation.