

# JAPAN DURING WORLD WAR II

A HISTORY WORKSHOP

## LAB 4:

### Data Management

#### *Instruction Sheet*

#### **A. SET UP A MEGA ACCOUNT & GET ACCESS TO THE JHL SHARED FOLDER**

1. Go to mega.nz and follow the instructions to set-up a Mega Account. Don't forget to save you password and Security Key and keep them in a safe place.

*Note: Mega is optimized for Firefox and Chrome. Some features might not be available if you use another browser.*

2. Give your e-mail address, or Mega account name to Joel so he can share the JHL Mega folder with you.

3. When you login to Mega you should see a notification about the newly shared folder on the top right-hand side of the screen. Click the bell icon to accept the shared folder.

4. Click on the shared folder's link on the far left hand side of the screen. (It looks like a file folder with three people inside it.) You should now see the "Japan History Lab Shared Folder" in the main interface panel.

5. Click on the folder and then on the "000 Sample" folder. Right click on the file 000\_tracking.txt and select Download>>Standard Download. The file will be downloaded to your local machine.

7. Open 000\_tracking.txt in Word Pad or another text editor. This a template for the files we will use to keep track of the media and footnotes that will link Biblio nodes to Article Nodes.

*Note: Everyone has full permissions on the shared folder, so please follow the principles of 'comment everything' and 'don't delete unless you have to' for both files and content within tracking files.*

#### **B. CREATE AND MAINTAIN A MEGA FOLDER FOR A BIBLIOGRAPHY ENTRY**

*We have to create a folder on Mega to correspond with each multi-media entry in the JHL Bibliography This is where we will keep multi-Media files while we get them ready to upload to Japan History Lab.*

1. Visit the Bibliography entry's page on Japan History Lab and click on the 'Edit' tab.

2. Copy the "000 Sample" folder you downloaded from Mega and rename it with the Node ID of the Bibliography entry, and the first few words of its title.

*The 'Node ID' or NID is the unique number Drupal uses to keep track of each node in the database. You can find it in the URL bar of your browser when you are in the 'Edit' tab. It is the number in this string of text at the end of the URL: /node/###/edit. Make sure the title words you choose will distinguish the entry from other similar ones.*

3. Rename the folders 000\_Originals and 000\_Finals so that the NID replaces “000”
3. Rename 000\_Tracking.txt so that the entry's NID replaces '000.'
4. Open the renamed tracking file. Make the following changes:
  - i. Replace 'Node 000: Sample Title' with the NID and title of the entry.
  - ii. Copy the entry's url into the file after 'URL:'
  - iii. Add a comment
  - iv. Add Descriptions and URLs of media files if you can
5. Save the text file to your newly renamed folder.
6. Upload the folder to the Japan History Lab folder on Mega by dragging and dropping, or using the 'File Upload' button at the top right of the page.
7. When you download or digitize the multi-media file upload it to the Originals folder. Add a note to the tracking file with your name and the date the file was uploaded.
8. After preparing the file to be uploaded to Japan History Lab save the edited file to the Finals folder. Add a note to the tracking file with your name and the date the file edited.
9. Once you have uploaded the file from the Finals folder to a bibliographic entry, go back and edit the tracking file to indicate file has been uploaded.

## REFERENCE

### **D. UPLOAD A MEDIA FILE TO A BIBLIOGRAPHY ENTRY IN DRUPAL**

1. Visit the Bibliographic entry's page on Japan History Lab and click on the 'Edit' tab.
2. Scroll down to the box labeled 'Media Upload.' Click browse and find the media file on your hard drive. Click 'Upload.'

*The file must be under 2 MB, and be one of the following file types: .txt, .pdf, .mp3, .jpeg, .jpg, .gif, .png, .wav, .avi, .mp4, .mv. If your file doesn't meet these requirements let Joel know and he can help you edit it, or upload it in another way.*

3. When the file is uploaded. Note the filename and Click save.

4. The full path to the media file will be: /site/default/files/*FILENAME*.

*You will use this filename when you embed the media in article pages, ie. *