

Creating a GS3 collection in GLI

A quick guide

Greenstone developed by the Computer Science department of
The University of Waikato Te Whare Wānanga o Waikato



1. Create a New Collection

- File > New collection
- Give the collection a **name**, e.g. “images collection”
On the file system, your collection will be created with a shorter, 8 letter folder name at `web/sites/<SITE>/<SHORT-COLLNAME>`
e.g. web/sites/opotiki/imagesco
- Give your collection a longer **description** so users can understand what documents can be found in it
- If you’ve created other collections, you can **reuse** their **existing design** (browsing classifiers, indexers, format statements, metadata sets) by choosing a past collection from the “**Base this collection on**” drop-down box



2. Gather pane: Gather your docs

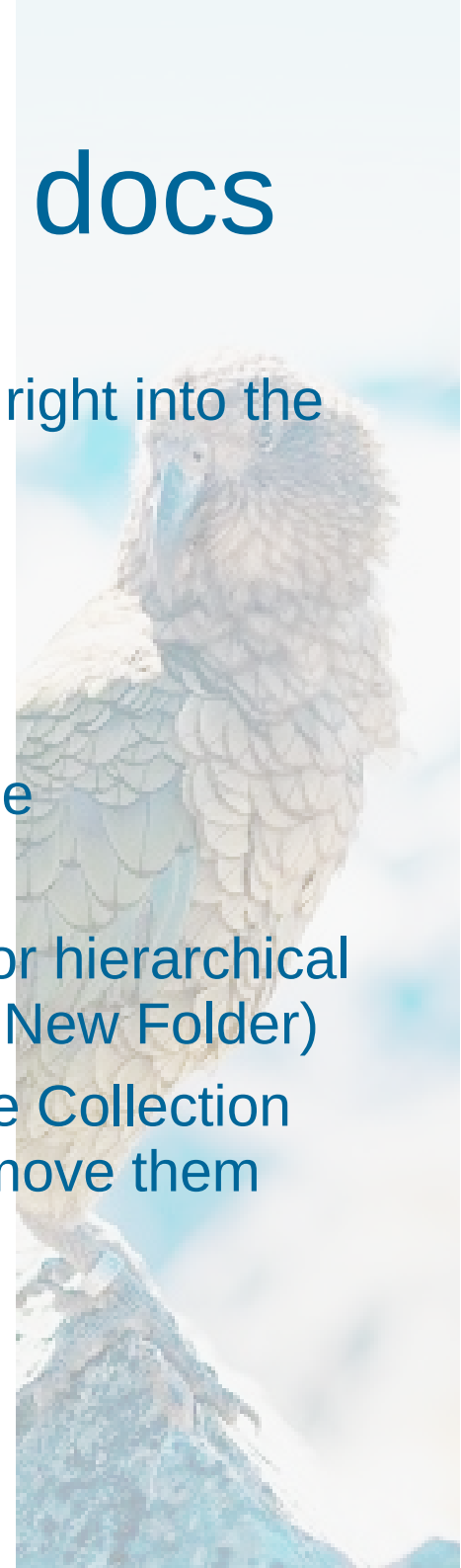
Drag and drop documents from the Workspace view on the right into the Collection view on the left.

In the Workspace view, you can locate documents on

- your file system, or
- previous collections, or
- resources you downloaded through GLI's Download pane

In the Collection view to the left,

- you can choose to organise your documents into folders for hierarchical structure or for easier metadata assignment. (Rightclick > New Folder)
- There's a dropdown box to filter what files are visible in the Collection view, e.g. if you want to quickly select all image files and move them into a folder without selecting other file types.

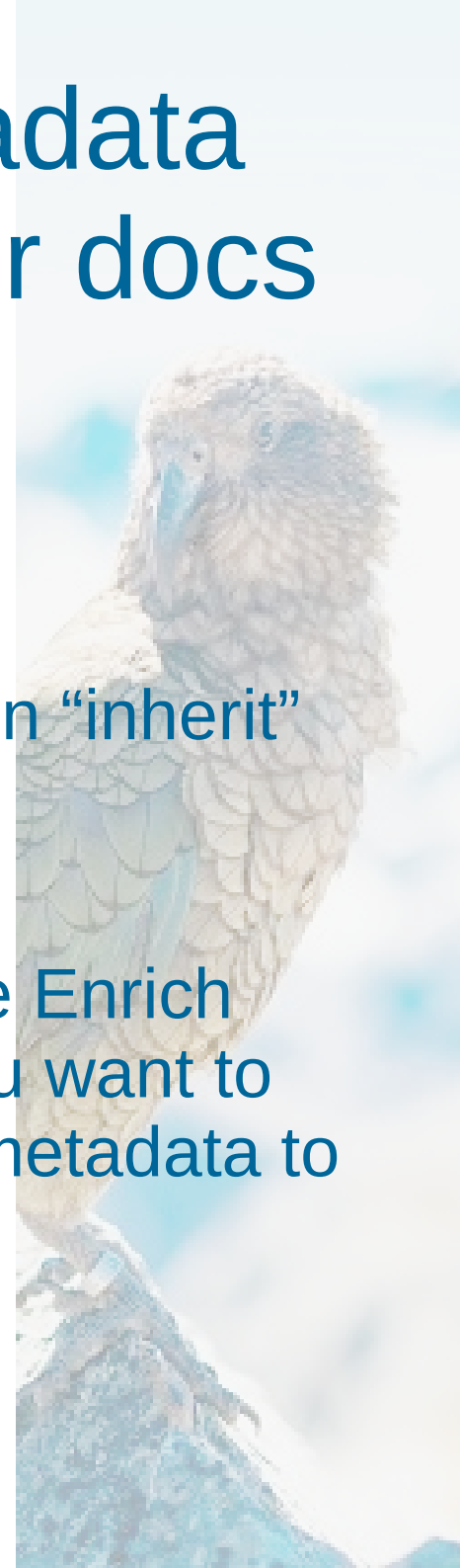


3. Enrich pane: assign metadata (library catalogue info) to your docs

You can assign metadata to

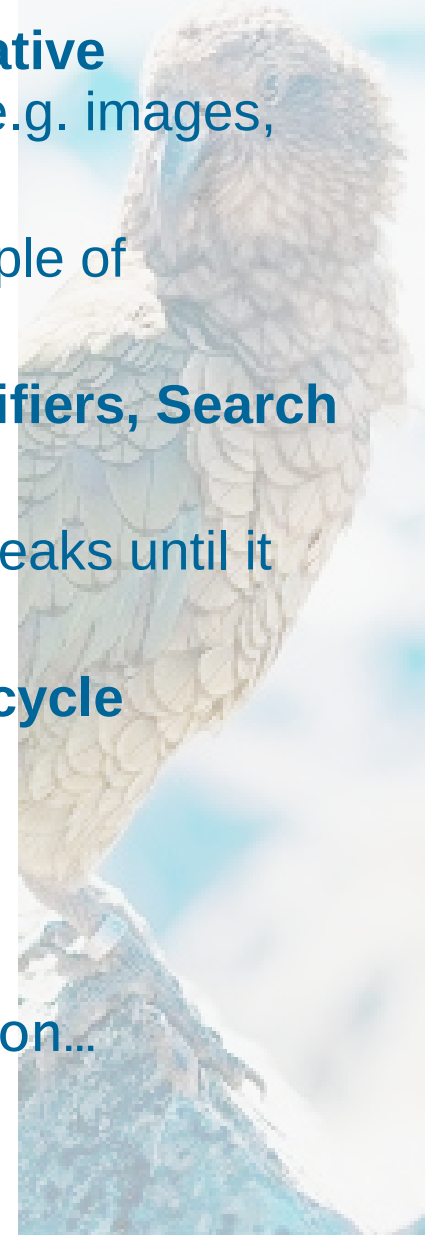
- individual files one at a time,
- multiple selected files at once,
- To one or more folders, so all documents therein “inherit” the same metadata in one go

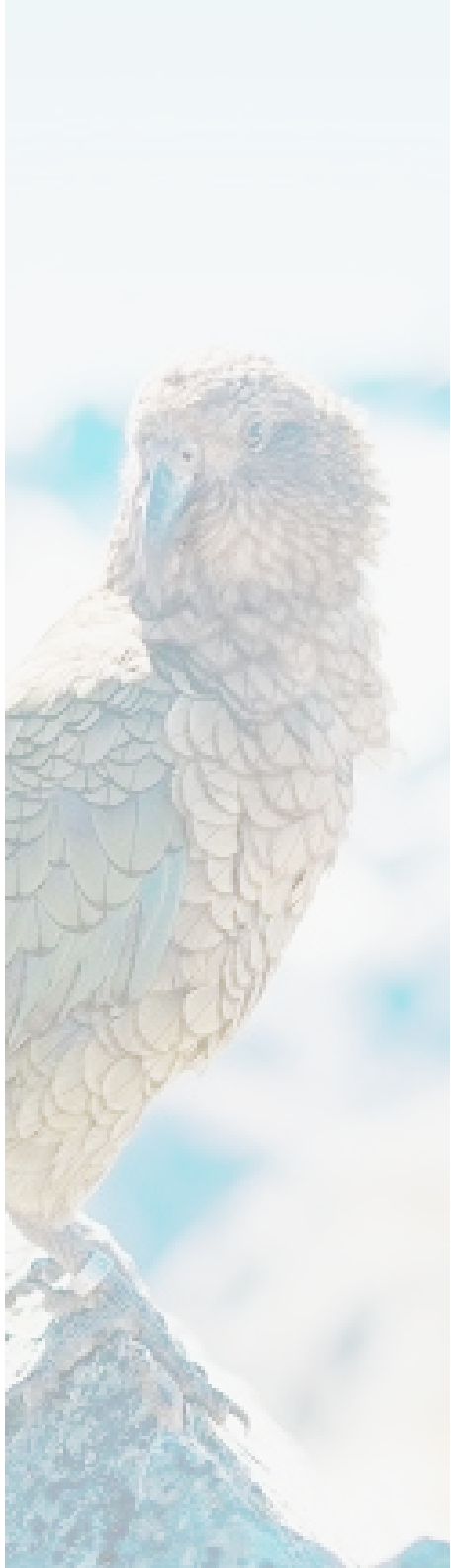
There’s also a dropdown box at the bottom of the Enrich pane to filter what files are visible in. Handy if you want to view just all the image files, to assign the same metadata to all of them at once. (e.g. *dc.Format image*)



Useful notes on designing collections

- Create a **test collection with a small number of representative documents** of the document formats you'll be working with (e.g. images, pdfs, videos, mp3s).
- Assign values for **representative metadata** fields to the sample of documents
- Design your collection in terms of **Document Plugins, Classifiers, Search Indexes**. Can adjust after every build & preview
- Also tweak **format statements** and keep **previewing** after tweaks until it looks right
- **Small collection: faster tweaking → building → previewing cycle**
- Throw in all your documents, assign metadata and build:
more likely for larger collection to look right in one go
- Like your collection design? **Reuse** it for new collections with
File > New Collection > Base this collection on...





Important notes on exiting GLI

- Greenstone uses Apache's bundled "tomcat" (Java based web server) to serve the Reader Interface
- Running GLI starts up the bundled tomcat (if it's not already been started from outside GLI)
- Important to quit GLI tidily: through its window-close button top right, or through File > Exit. Otherwise on Windows, tomcat may stay running in the background if GLI had launched tomcat and GLI was exited abnormally.
- Use Windows Task Manager > look for Java > End Task in such cases
- On Linux/Mac: `ps aux | grep tomcat`
note processid
then: `kill -2 <procid>` (if still running: `kill -9 <procid>`)

