

Digi-libris mobile help

digi-libris mobile is a practical tool for mobile devices to organize your personal knowledge base so that vital information can rapidly be found again in the mass of material that accumulates over time.

This tool has been optimized for use with documents with embedded or attached metadata (dMeta) as well as for downloading digital assets (documents, videos, tutorials) and importing links from content providers using the electronic library exchange format (elxf).

New functionalities of digi-libris include language support for those in the field who need practical knowledge the most but may have only limited mastery of the English language (see  [Using language features and translation](#)).

The inclusion of additional language support should make the program attractive for any provider of health care knowledge to use the dMeta and/or elxf format for dissemination of such information to LMICs and to encourage the use of this or any other free organization tool to facilitate discovery thereof.

Start by populating your knowledge base

The first thing you should do after installing the application on your device is to set your display language (for all prompts and messages appearing on the screen) and, if you like to use the translation function, your reading language (if other than English).

Next add some content:

You can add any digital asset as well as links to web pages and even virtual items (just text without link or file behind it) to your digi-libris knowledge base in one of two ways:

1. You can add your own content from items already stored on your system or by searching on the web, see  below.
2. by downloading files in bulk from a content provider, see  below.

After adding an item you can adjust the metadata of the item to suit your needs and particularly to make it more readily discoverable when you need it again by adding keywords or editing the description and other metadata variables.

To add a virtual item click on any item to display its basic metadata on top and then click on (create new item). An empty metadata mask appears where you'd add a title, a description, some keywords and fill in any other field as appropriate.

For additional comments and personal notes use the last field called "PRIVATE".

Please make sure that each new item and particularly the ones you have added yourselves, contain at least one topic so that you can rapidly locate them again by category. See [Assigning topics](#) below.

Navigating through the app

The main screen has 8 navigation buttons allowing access to all major functions:



[Alpha](#)



[Topics](#)



[Favorites](#)



[Keywords](#)



[Files](#)



[Download](#)



[Settings](#)



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Alphabetical listing

lists all items in your knowledge base showing the type on the left, followed by the tile of the object, where the type could be any of the following:



Swiping the screen from the left opens the alphabetical shortcuts.

Click and hold an item

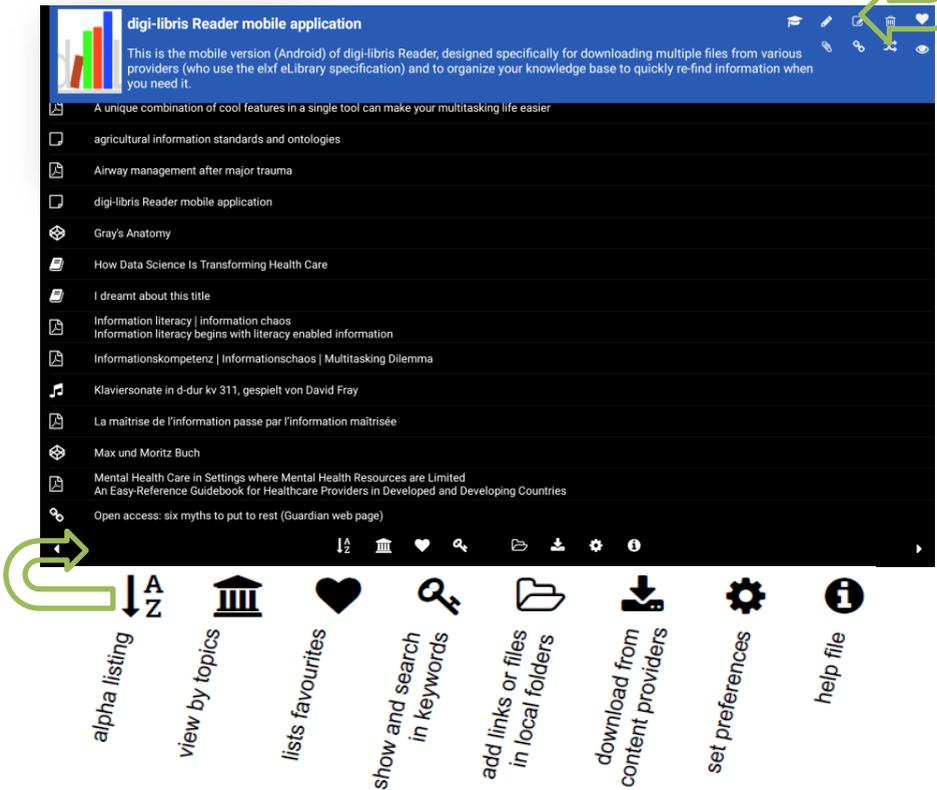
opens it or, if no file is available, shows the metadata page.

The first time you open a file of a given type you may be asked to indicate the application with which to open it.

In the case of PDF files we strongly recommend to use the free Adobe[®] Reader (download it if necessary), because it allows you to view and jump to bookmarks,

Click on an item

to displays its thumbnail, title and description plus action buttons:



view/edit metadata

Click on a variable (blue field) to add or modify the metadata (some system fields cannot be modified). An Edit field will open at the bottom of the page. Modifications are updated when you click on ✓ accept or  save the record (but not when you close the window with  or leaf through the collection with

◀ or ▶).

Click on  to undo current modifications, hit  to exit without saving.

Translation feature (if available)

Instantly translate title, description and abstract (if any) into your reading language, see  [Using language features and translation](#)) for more details.

View Attachments and Links

If an item has links, images or other files attached then this will be shown in the metadata panel on top with the ,  and/or  buttons visible and they can directly be opened by clicking on one of these buttons.

Alternatively you can open the metadata edit window with button , click on the *LINKS*, *IMAGES* or *ATTACHMENTS* field to open the edit field. Then just click on a word and then on the  view button.

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View listing by topics

Topics are extremely useful instruments to categorize your knowledge base for rapidly re-finding subjects of interest. They can be subdivided into 3 granularity levels for a better overview.

Clicking on this  button shows a list of the first level topics. Clicking on a white item displays all records containing that topic, clicking on a green item shows and expandable list with the second level of topics which in turn reveals the third level (if any).

Clicking there displays all items containing the first, second and third level topics.

As in the A-Z list you can click on an item to see its metadata.

Assigning or adding new topics

To assign or create a new topic you'd click on any record and select  on top to open the metadata edit window, then click on the  topics button on the bottom and select an action. This may appear complicated at first, but is necessary to ensure consistency across all records and avoid similar duplicates and typing errors.

A topic, once created, can be applied to other records.

Characters ! and * at the beginning have no particular significance other than ensuring that the topic will appear at the beginning of the alphabetical list.

If at all possible please assign an existing topic or subtopic rather than creating a new one which would only prolong the list and make discovery more difficult.

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Your favorites

shows the items you have previously selected in the metadata panel on top with .



Search by Keywords

lists all keywords contained in any of the items in the database.

Clicking on a term shows all items containing that keyword.

Select an item to view its metadata or click and hold it for a second to open it.

Swiping the screen from the left opens the alphabetical shortcuts.

Enter a word or a fragment of a word in the  search field on top of the page and see all keywords that include that word/fragment.

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Files - importing local files

search for and import files that or already stored on your system but are not yet part of your collection.

First select the file type you are looking for:

 PDF files – if they contain embedded metadata, this will be added to your collection.

 video,  audio,  image files,  browse anywhere for any other type of files on your system,  search on the web.

After selecting a file type (other than ) you'll see a listing of corresponding files. Clicking on an item will show a thumbnail, basic metadata and two more buttons:

 open the file (or view it in case of videos and images and listen to if audio)

 add it to your collection (this will not move the file, just add a reference to it in the database).

After adding a new item you should verify its readiness for best discoverability by verifying or completing at least the following lines:

Title

Topics

Language

Description

Keywords

Searching on the web

Clicking on  opens the internal web browser. Enter a search term and, when you have found what you were looking for select  to add that page as a link or, in case of a PDF or other file type, click on  to download the item .

Note: Files you have downloaded outside of digi-libris are normally stored in your download folder and can be imported from there with  later on.

Attention: If an item already exists in your knowledge base then the file will be replaced and the metadata thereof will be added with the same title plus a suffix [1]. See [Tips & Tricks](#) below for removing unwanted duplicates.

After adding the metadata window will open so that you can add more or change data.

This is the place to adjust the title, add keywords, refine the description to facilitate finding the object later again and to add other metadata as needed.

To include comments or personal notes edit field "PRIVATE" on the bottom of the list.

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download files from a content provider

You will be presented with a choice of options.

Download from content provider (listed by name). The first time around you'll have to add at least one new provider, see below.

Add a new provider. Opens an input field into which you enter the web address to a provider's eLibrary file (starts with "http..." and ends with ...elxf).

The program will connect to the internet, download the eLibrary file and display the download window showing one or more **blocks** (by date or theme) in **yellow**.

Clicking on a block reveals a list of one or more downloadable objects which are color coded^[1]:

| | |
|---|---|
| <p>▲ A new subject (2017-02-21)</p> <p>This is title 1</p> <p>This is title 2</p> | <p>Block header expanded Blocks are typically compilations by subject or date</p> <p>Green: A new item, i.e. neither file nor title exist</p> <p>Cyan: Item exists, but the import one is newer</p> |
| <p>This is title 3</p> | <p>Selected item, ready for downloading with </p> |
| <p>This is title 4</p> <p>This is title 5</p> <p>This is title 6</p> | <p>White: File and/or title exists, but date unknown</p> <p>Pink: The file exists but the title is different^[2]</p> <p>Orange: Item exists, but the import one is older</p> |

[1] Color coding requires comparison of each new item with existing items and, for that reason, slows down the display a bit. In settings you find an option to suppress color coding, recommended for long lists. You will still see the date comparison when you click on an item.

[2] The comparison with existing items is based on the underlying file or link (where applicable) and the title. If you have changed the title with of an existing object then the entry is marked as modified (pink) so as not to annihilate your own modifications or additions of the metadata thereof.

Clicking on an item shows date, size and the description of it.

Hit the "add to list" button to later import the item with .

Hit the "preview" button to inspect the item first (only PDF and links).

Hit the  “abstract” button (if available) to display an abstract instead of the description.

Clicking and holding a white line for a second selects a single item,
Clicking and holding a yellow line for a second selects all items in a given block.

Actions:

 expand or collapse all blocks.

select all items in open blocks

If color coding is active then with multiple clicks:

1st click: selects only new items (green)

2nd click: selects all newer items (cyan)

3rd click: selects everything in a block

deselect all items in open blocks

 start the download process,

 select how to deal with items that exist already.

 close window without downloading anything.

Adding duplicates

Downloading files that already exist on your system could overwrite the files and adds them to your knowledge base with the same title plus a suffix [1].

See Tips&Tricks below for removing such duplicates.

Settings

backup or restore the database.

Removing duplicates

Duplicate entries are entries with a title that exist already but with a suffix [1-n] added. Removes all duplicate entries of levels[1] and [2]. This will delete all corresponding records in your knowledge base but not the underlying files as these are most likely the same as those associated with the original record.

Help

opens this file.

Using language features and translation

You can choose

- between four **display languages** for navigating through the program (English, French, Russian and Spanish and the list could easily be extended)
- any of over hundred **reading languages** for seeing titles and descriptions in your own language (from Afrikaans to Zulu).

See also [About online translation](#)

Metadata variable names and Topics (those included in a provider's manifest or *.elxf file that carry translations) are automatically shown in the display language.

The translation  button, when visible, allows you to

Translate certain items into your reading language e.g. to view titles, descriptions and abstracts (if available) or into English if the original language is neither English nor your chosen reading language.

If the  symbol is next to a search field, you can translate a complete word (avoiding plurals) into English before starting a global search or looking up a keyword. **Topics and keywords are normally stored internally in English to facilitate sharing of documents across country borders.**

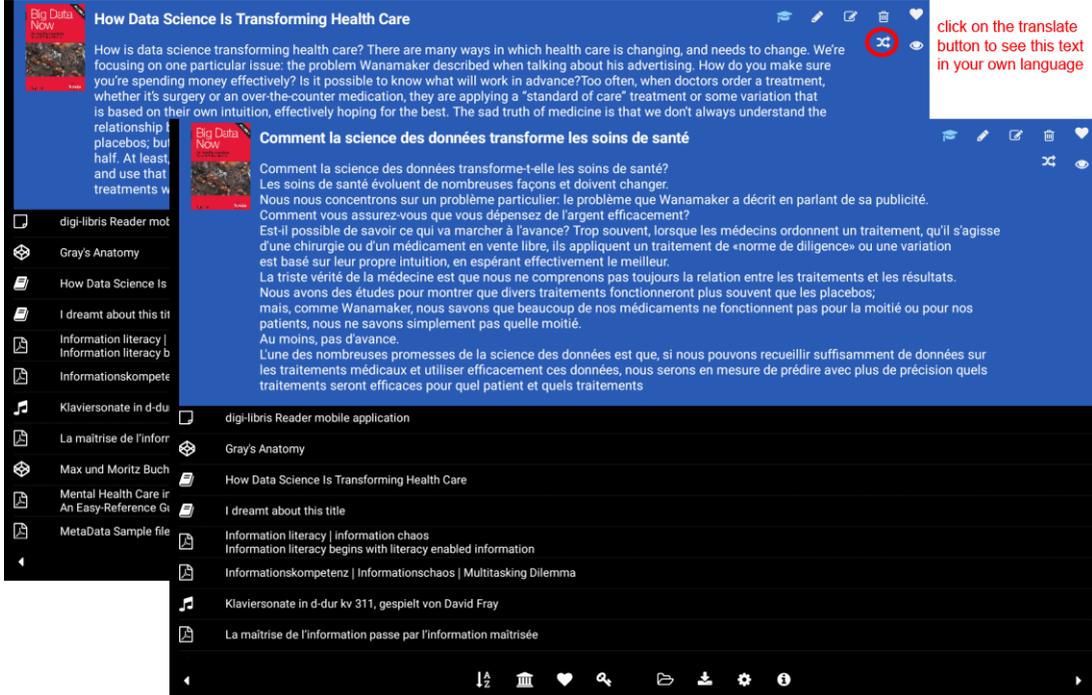
Although the contents of downloaded documents are not translated, you may still learn enough about a subject to decide to investigate further, particularly in cases of tutorial videos (of which there are now a lot available on the web).

About online translation

Translations work best when you are **online** as free third party services are used for that.

While such translations may not (yet) be perfect, they usually provide enough useful information and hints to allow informed choices by the user.

We also recommend that you download a translation extension for your browser so that you can see web pages or selected parts in your own language.



On Android devices Google Translate is used in one of three ways.

1. **On-line:** For standard languages (using a standard A-Z ANSI character set) the translation takes place in the background and is instantly displayed in the corresponding field.
2. For languages using a different character set e.g. Russian, Arabic, Chinese etc. the Google Translate page will pop up. If satisfied with the translation you see, click on the copy  button on that page to import the translation.
3. **Off-line:** first install the free Google Translate app for off-line use from the Google play store. To translate to and from non-standard languages you'd have to first select and install the language pairs (ca. 30 MB each) you are most likely to use regularly.
Click  on the screen and on  or  on the device (perhaps even more than once) to return to your program.

Tips & Tricks

Returning to your home page

Usually a click on  will take you back. Returning from an excursion into a third party program usually works with  on the device menu, but in web views this may be more complex if you have visited many pages. In this case you would click on  in the device menu and re-select this app.

Clearing the database

Occasionally you may want to start with a clean slate if your knowledge base becomes too cluttered or (in the worst case) gets corrupted for any reason.

There are three tables you can individually empty. In each case you'd enter the corresponding code (below) into the  search field on top:

\$del.base empties the main database.
Please be careful as all information **will be lost forever!**

\$del.provider removes all information about all content providers you have previously been connected with.
Next time you wish to download material from a provider you have to select *add a new provider*.

\$del.topics removes the topics list, but not the topics references in the main database.
The topics list will be re-built automatically from the topics found in the records when you click on  or when connecting to a provider, even if you don't download any items, provided topics are included in the download manifest (a file ending with *.elxf).

Since the database uses cache files for speed, some changes may only be visible after a program restart.

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