Manual for
CREATION OF CD-ROM LIBRARY

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MANUAL FOR
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Winisis, a software for creation of textual database, can be used for developing searchable digital archives of full text documents in doc, xls, ppt, html, pdf, audio, video or picture format.

A database created with Winisis can be modified as a digital archive by adding a command line in its *print format* so as to display a hyperlink in the database display screen that link up the record to an appropriate document in the digital document collection. The database can also be made web-based with associate software GenisisWeb/GenisisCD. The digital archives thus created can be published in intranet, internet or CD-ROM. This manual deals with the modalities of creating digital archives.

I. WINISIS: the windows version of CDS/ISIS

Winisis is a software developed by Unesco. It is a flexible, easy to use and menu-driven generalized information storage and retrieval software application. The software is designed specifically for creating and managing textual databases. Winisis has capability to create any number of databases with completely different data elements. Winisis application can be used by anyone having a little computer experience.

Components of Winisis database

Winisis database comprises of a set of records and each record contains a set of fields. A field in a record is a container of data elements. Winisis database has a *master file* containing all the records of the database. An

inverted file functions as an index to the *master file* for faster access to any record.

In order to create a Winisis database with any chosen fields, you need to define the following components.

- **Field Definition Table (FDT):** The FDT defines the fields such as Author, Title, Publisher etc. of the records in the database and their characteristics. FDT determines the nature of data entry worksheet.
- **Data Entry Worksheet(s):** The worksheet is the screen layout used to create and/or update the records of the database. Winisis provides a specially designed editor to create the worksheet.
- **Print Format (PFT):** The PFT is the format for display or printing of records.
- **Field Selection Table(s) (FST):** FST defines fields that can be searched in the database. Search is made possible by creating an inverted file of the terms in the search fields.
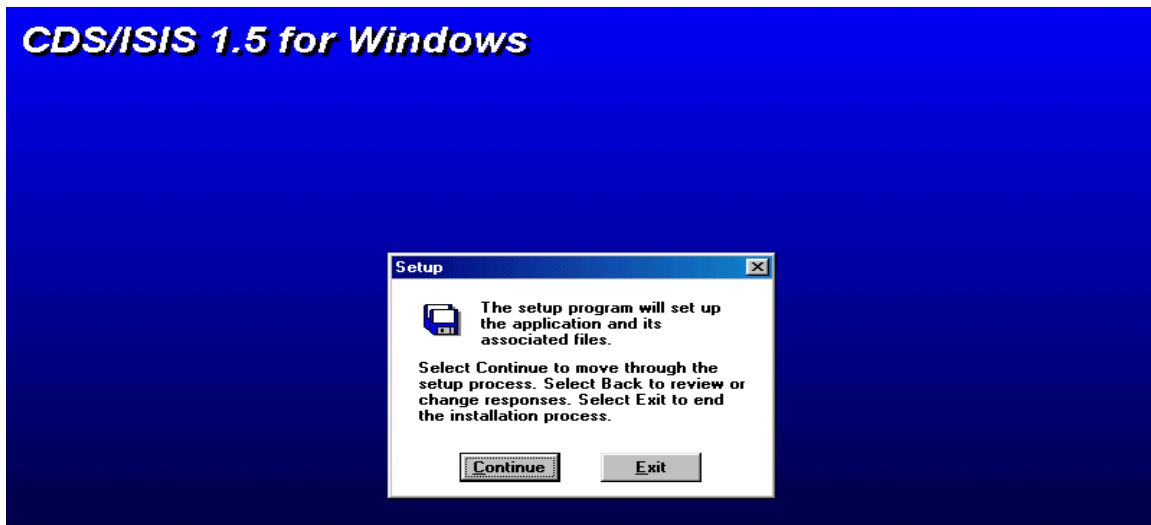
II. Installation of WINISIS

Double Click on the **Wisis1.5.exe[1]** to start its installation.

Figure 1

Wisis15

Then you will get the first screen in the installation process as follows: -

Figure 2

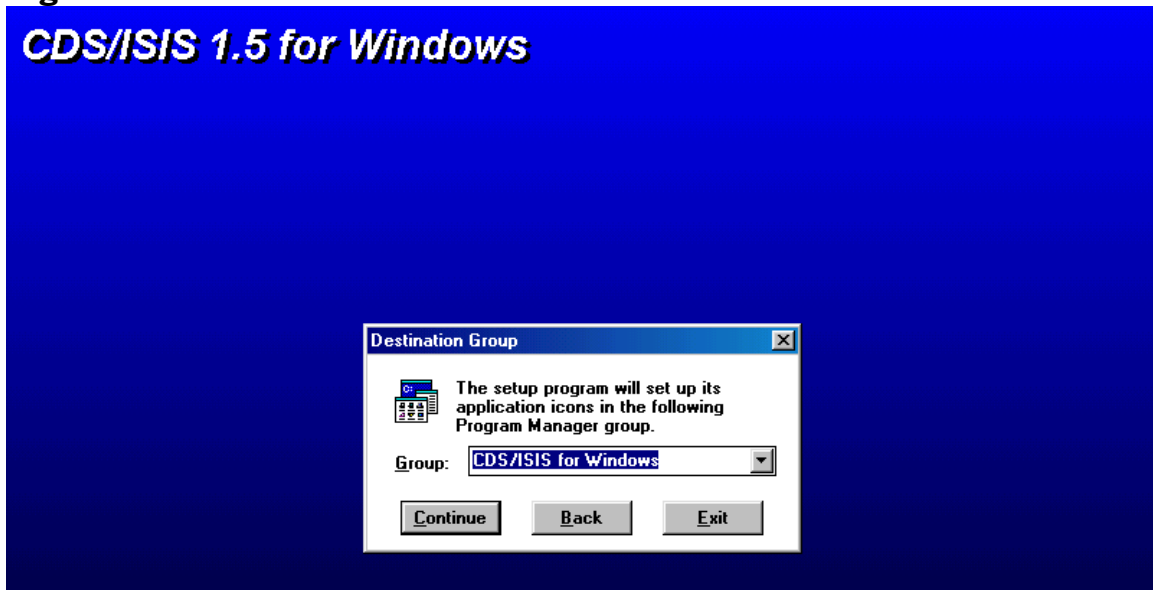Click on the **Continue** button and you will get the following window

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[1]Winisis and associated software are obtainable from Unesco website www.unesco.org/isis. You can download Winisis directly from www.unesco.org/isis/files/Winisis15_3.exe or www.unesco.org/isis/files/winisislicense .html

Figure 3
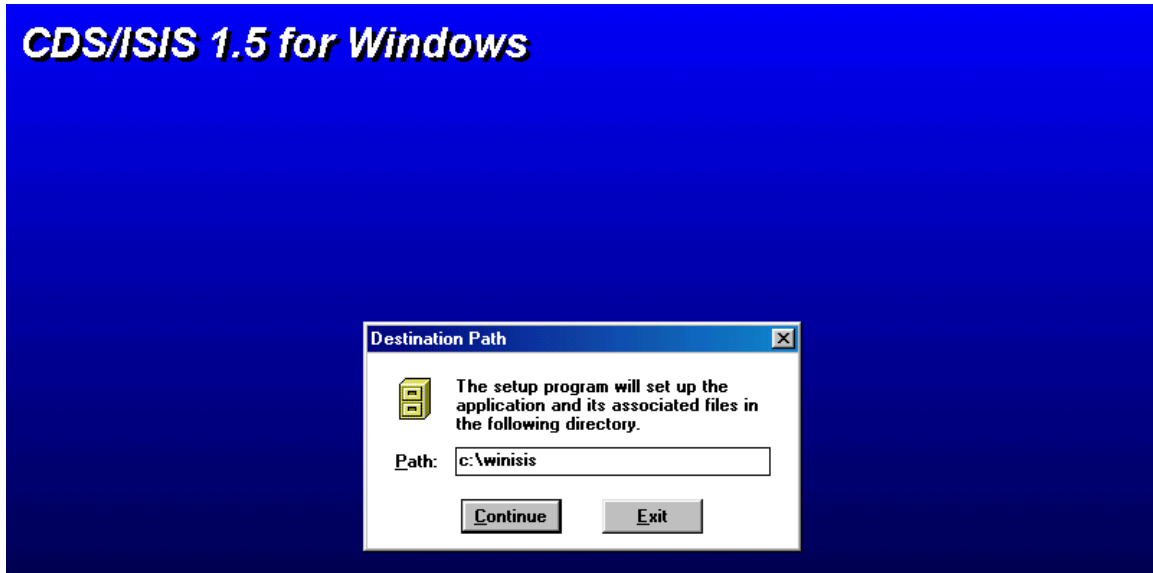
Click on the **Continue** button.
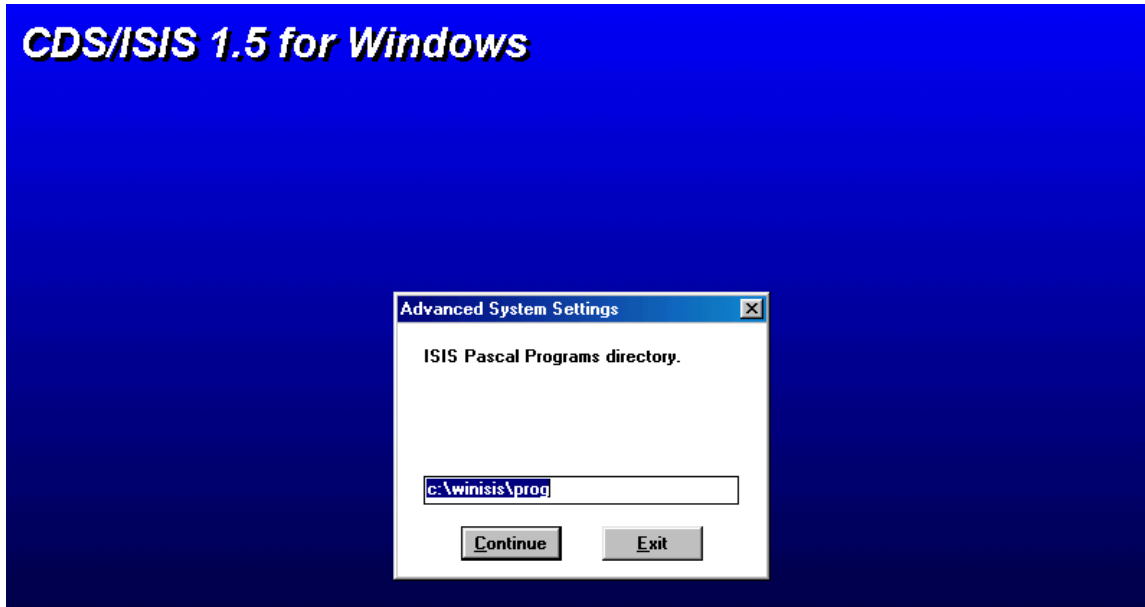
Figure4

Click on the **Continue** button

Figure 5
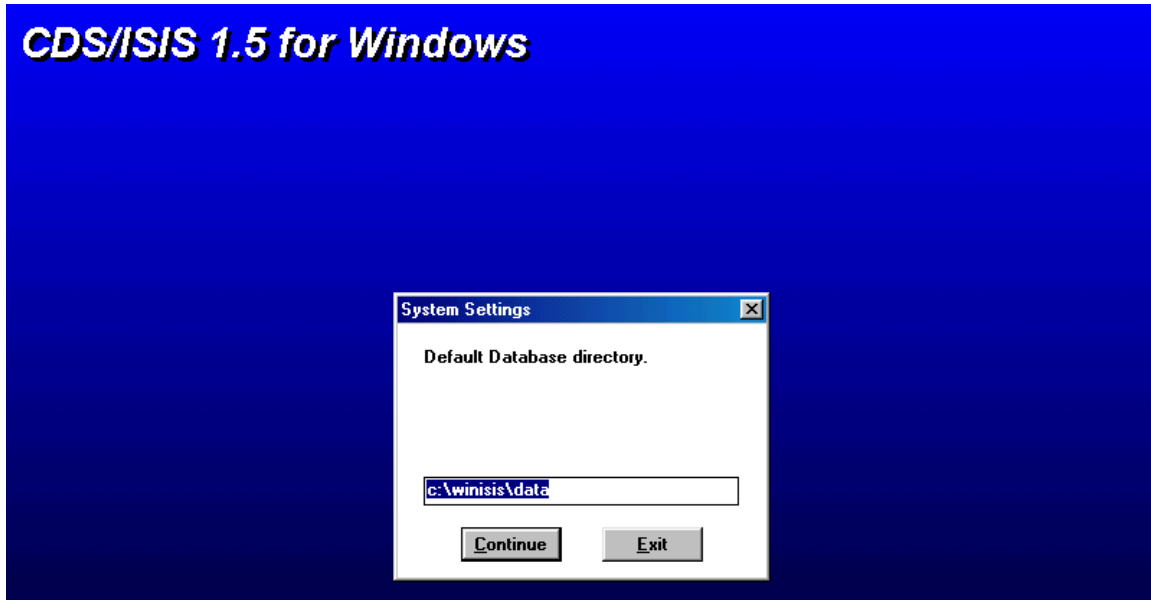
Click on the **Continue** button
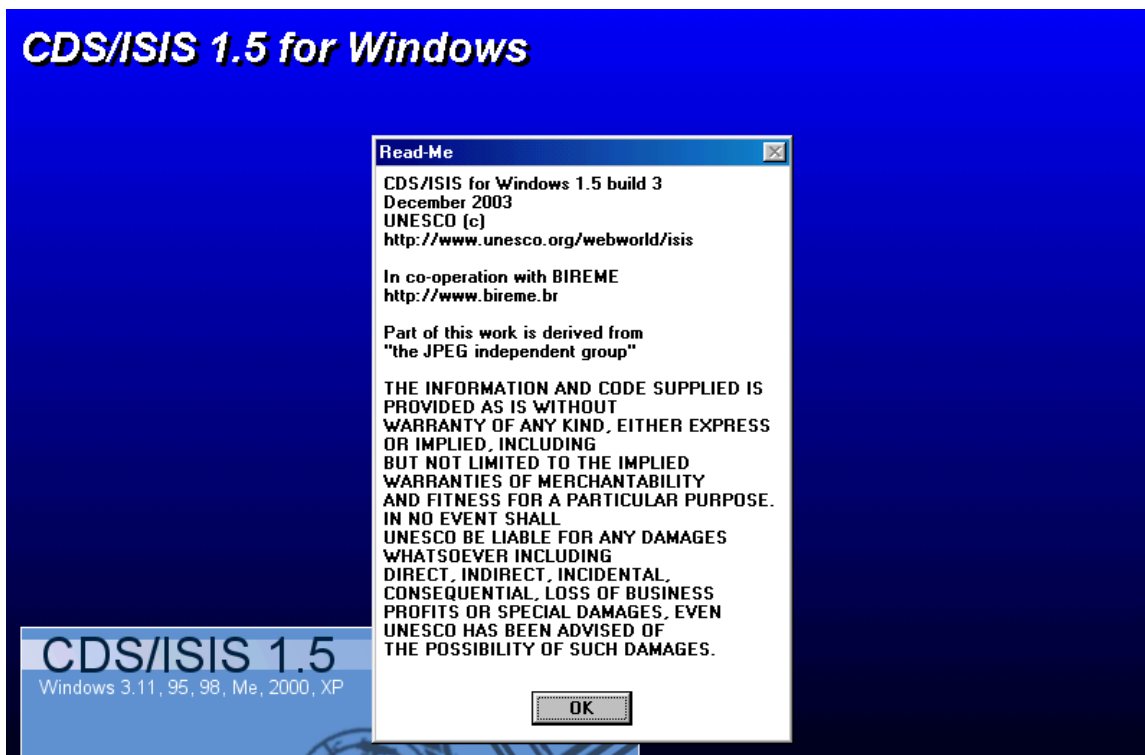

Figure 6
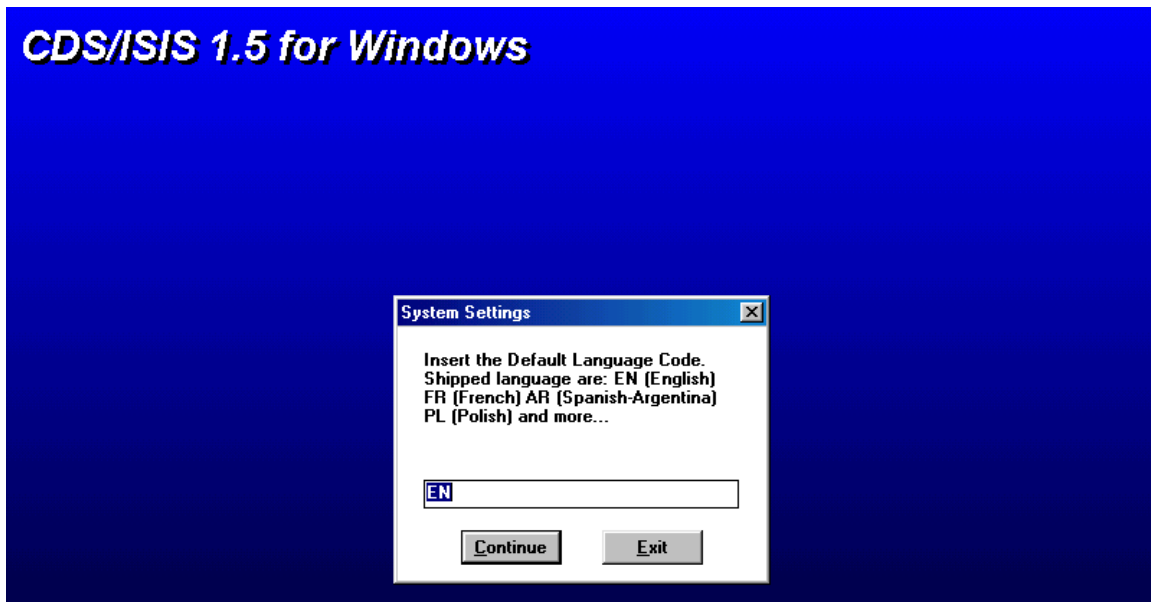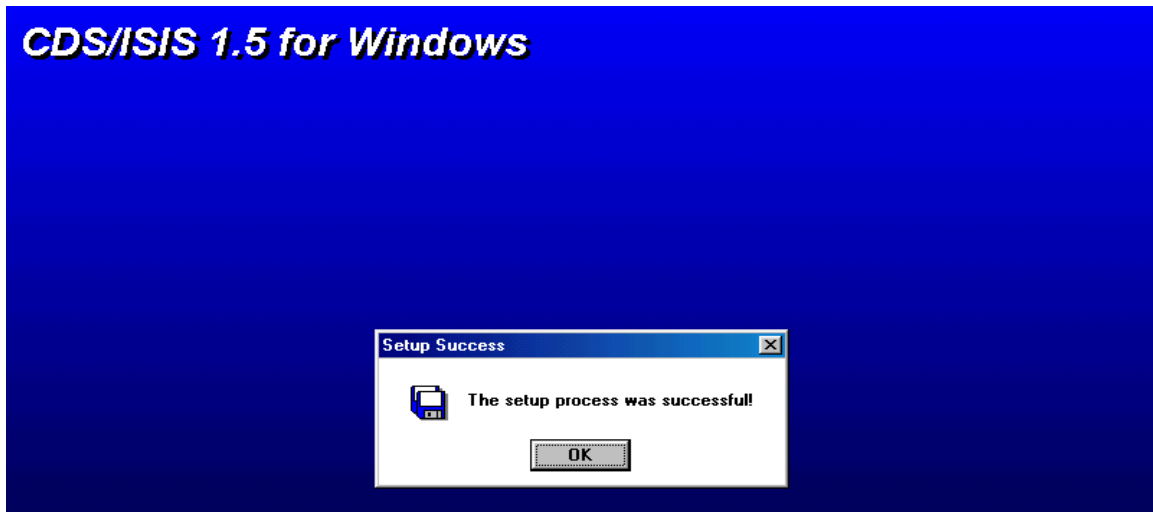

Click on the **Continue** button

Figure 7

Click on the **Continue** button

Figure 8

Click the **OK** button and you will be notified the successful installation of the programme.

Figure 9

Click the **OK** button to finalize the installation.

The next step is the creation of database

III. Creating the database

A **database** is a set of records or pieces of information about entities such as books, journals, articles or conference proceedings. A record is made up of a number of *fields*. Each field contains data about particular facts like author, title, keyword etc.

How to create the database of digital collection of documents, using Winisis?

In order to create an archive of digital documents, you need to collect a few full text documents and place them in a folder in your computer.

Create a database of the above digital documents in Winisis[2]. The database can have any number of fields. But our sample database will have the following tags and fields for convenience.

    10 Author
    20 Title
    30 Keywords
    40 Fulltext

(*It is advisable to use an international standard, such as MARC21 or Common Communication Format for Bibliographical Description (CCF/B) for the purpose*)

Creation of database by using Winisis is very easy and automatic.

For creation of database, open the Winisis programme by clicking **CDS_for Windows** under **Start/Program.** Then you will get the following screen: -
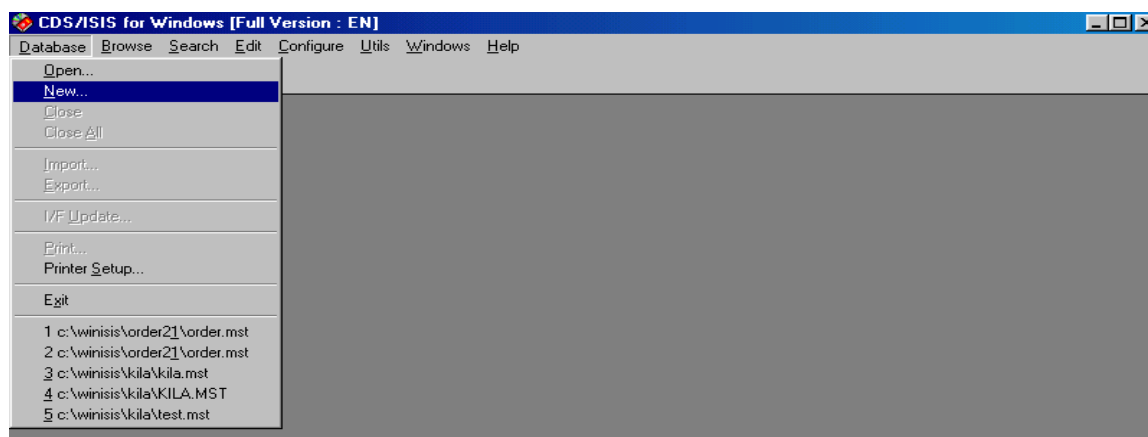
Figure 10

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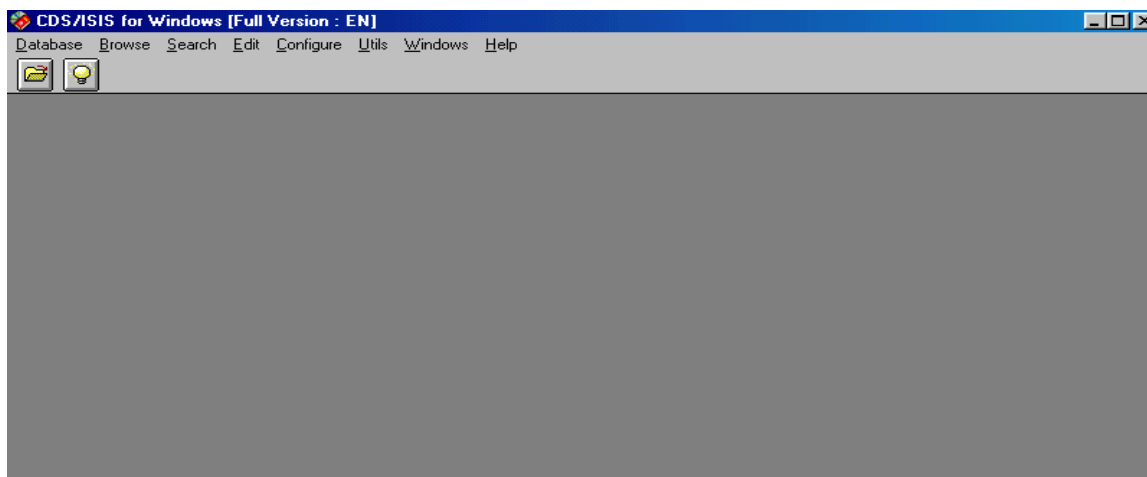
[2] Winisis is installed in C:\winisis folder. *Data* subfolder holds the Winisis data files. Each Winisis database consists of around 12 files. Files ending with *.mst, .fdt, .pft* and *.ifp* are important data files. *Syspar.par* is the parameter file that determines many things. Each file in the Winisis must have a *numeric tag* to identify it. You cannot change the tag number of a field name without resorting to import or export process.
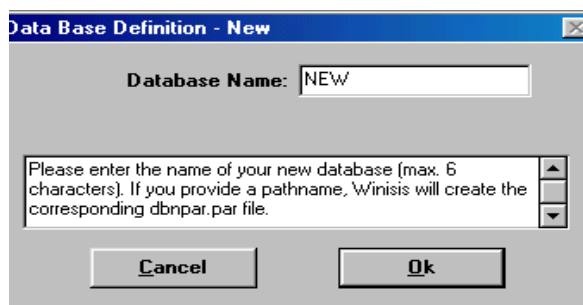
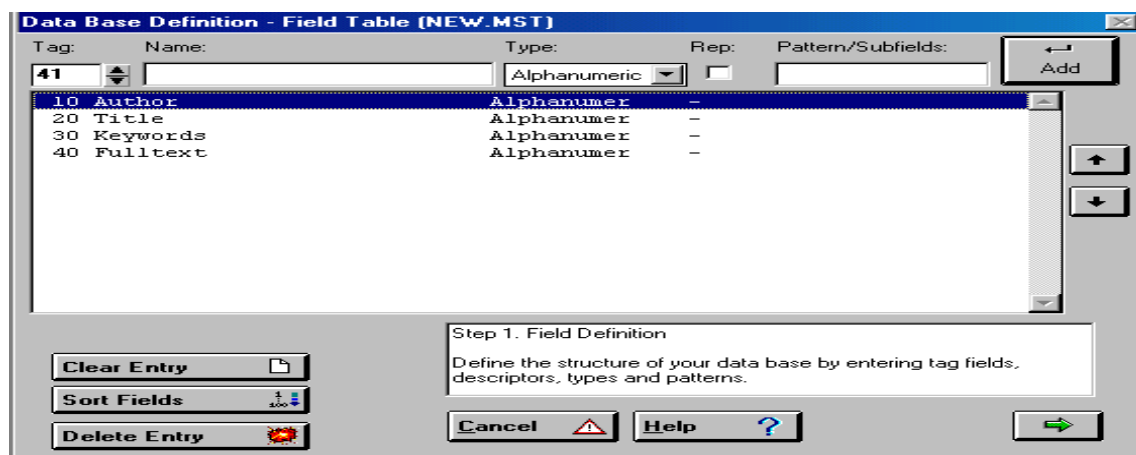Click on the **Database** drop down menu and select **New** as follows: -

Figure 11

Now you will be lead to the following screen: -

Figure 12

Give a database name such as **NEW** and click on the **Ok** button. Then you will get the following screen: -

Figure 13 Field Definition Table

You need to provide the **Tag number** (10, 20, etc) and **Field name** (Author, Title etc) of your choice in the *Name box*. Beginners may choose Alphanumeric under *Type*. Click the check box under *Rep* for multiple occurrence of the field. *Pattern/Subfields* can be ignored, if you are not dividing the field into subfields. Click the **Add** button every time on completion of each entry.

On entering the tag numbers and the name of *fields*, click the **arrow button** at the right bottom corner to move on to the next screen.

Figure 14 Data Entry Worksheet
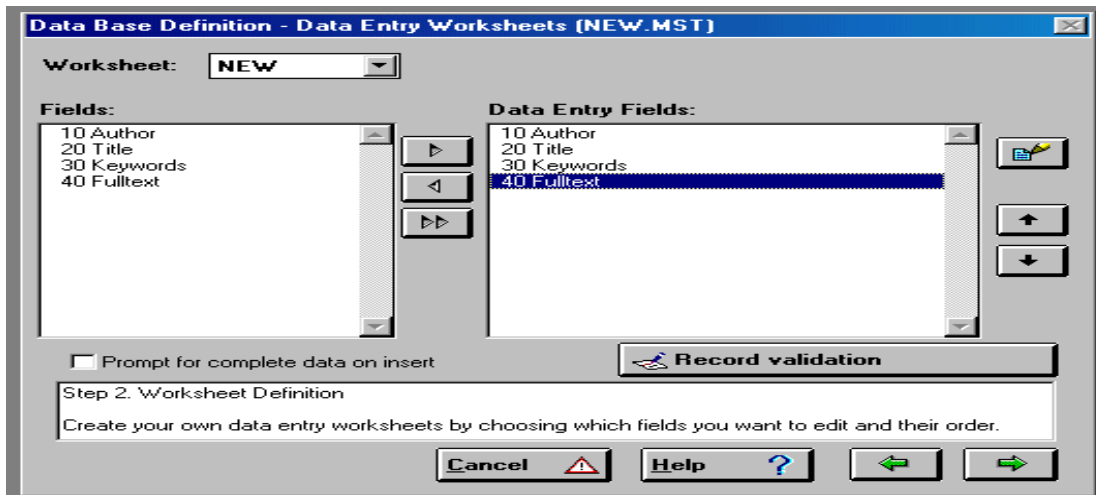
In the above screen, highlight the fields (in the left pane), which you want to include as the ***Data Entry Field*** and click on the **side arrow button** in the middle so as to get the field included as a ***Data Entry Field***.
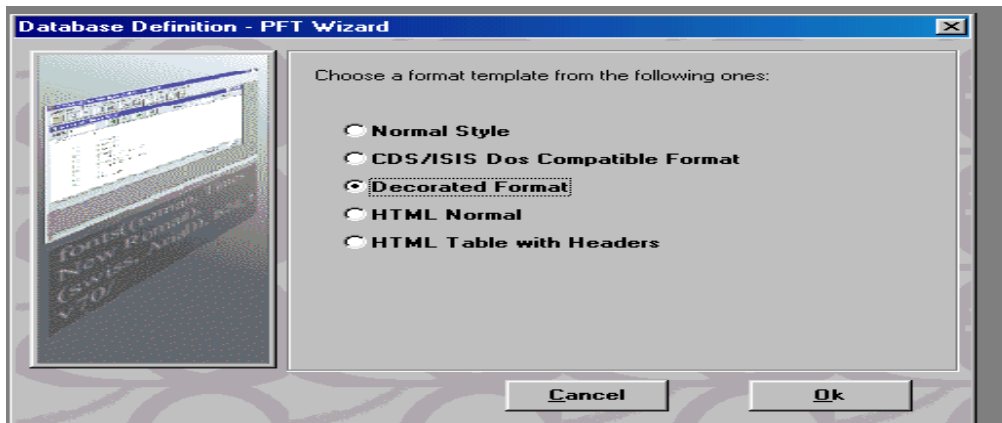
If you click on the double arrow button above, all fields will be selected as Data Entry Fields and will appear in the right pane as above. Then click on the **green arrow** button to move on to the following screen.

Figure 15

CDS/ISIS Wizard

Do you want Winisis to launch the Print Format Assistant?

Yes   No

Click **Yes** to launch the wizard Print Format Assistant

Figure 16 Choose a Print Format

Database Definition - PFT Wizard

Choose a format template from the following ones:

○ **Normal Style**
○ **CDS/ISIS Dos Compatible Format**
◉ **Decorated Format**
○ **HTML Normal**
○ **HTML Table with Headers**

Cancel   Ok

Select the appropriate print format and click **Ok** button to get the print format screen as in Fig 17.

Decorated format is the preferable choice for the beginners.

Figure 17 Print Format

Data Base Definition - Formats (NEW.MST)

Format name: NEW

```
fonts((modern,Courier New),(roman,Times New Roman),(swiss,Arial
cols((0,0,0)),
cll0,fl,box(l)'MFN: 'mfn(4),tab(2032),{cl8,fs32,b'NEW.MST'}/#f2
if p(v10) then {cll,fs24,i,'Author:'},tab(2032),v10/fi/
if p(v20) then {cll,fs24,i,'Title:'},tab(2032),v20/fi/
if p(v30) then {cll,fs24,i,'Keywords:'},tab(2032),v30/fi/
if p(v40) then {cll,fs24,i,'Fulltext:'},tab(2032),v40/fi/
```

Step 3. Print Format Definition

Define the way ISIS will present your data to the end user.

Cancel   Help

In the print format shown above, you need to add the following format line in order to appear a hypertext link with the words **Click here.** The hyperlink will be cross-linked to the full text document, the full path of which is provided in the **tag 40 Full text**

Link (('Click here'), 'OPENFILE ', v40)

Ensure to *provide a space between the OPENFILE command and the single quote*, and the command OPENFILE should be in upper case as shown above.

The meaning of the command is that, when you click on the '**Click here**' link, the click will automatically result in opening the digital document denoted in the field V40, in a new window.

The resultant print format would appear as in Figure 18.

Figure 18
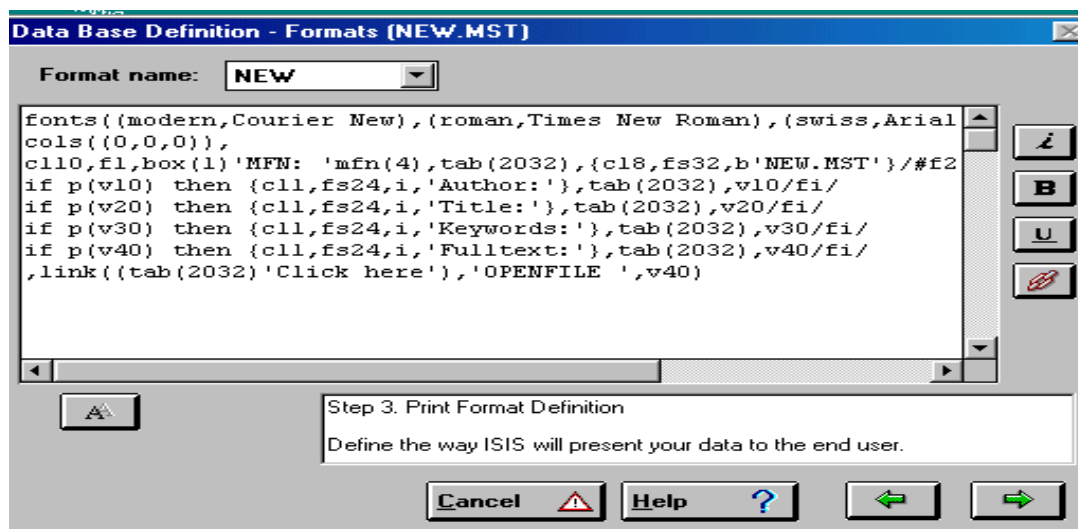
Click the **Side arrow** button to move ahead and you will be asked whether to launch the Dictionary Assistant. Dictionary Assistant will

help you to select the fields for indexing and the indexing technique for creation of *Inverted File Index.*

Figure 19

Click **Yes** to launch the Dictionary Assistant.

You will then get the following screen.

Figure 20 Field Selection Table
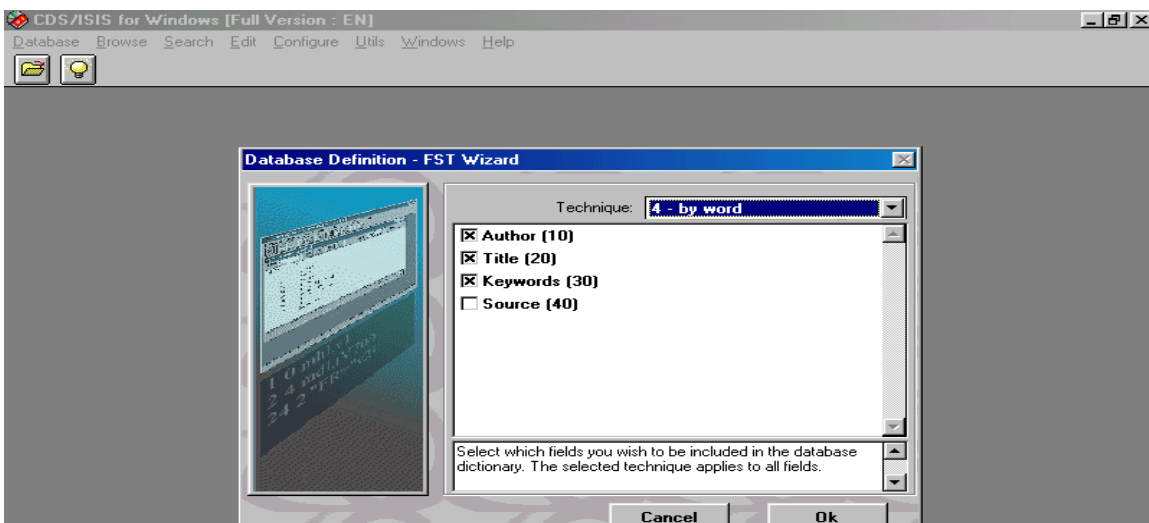
Put **x** mark in the **check boxes** on the left side of the field names and select the appropriate **Technique** for indexing from the dropdown menu at the right top. The most commonly used indexing techniques are *0-by line* and *4-by word.* Select **4 by word** indexing technique in the drop down menu. Then click **Ok** to move on to the next screen.

Figure 21 Field Selection Table-Definition
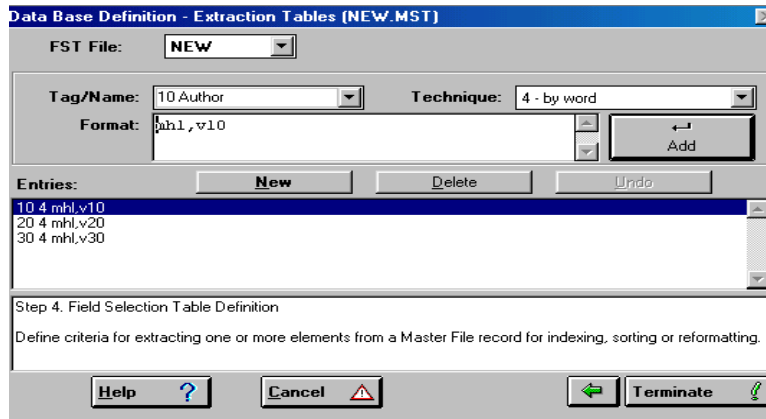
Here you can change the indexing technique. If you need to correct any entry, just click on the entry in the entry box and that will appear in the edit box shown above. You can edit the text, if needed. Then click the **Terminate** button and you will get the following message.

Figure 22
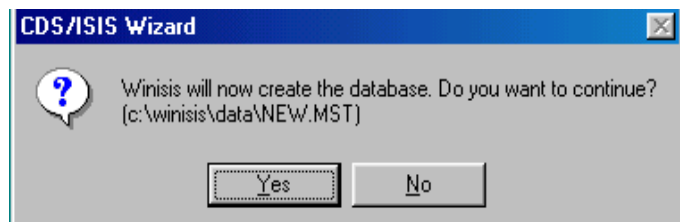
Then click the **Yes** button for confirmation and you will be notified that the database has been created.

Figure 23

Click the **OK** button.

Now creation of the database is over.

Figure 24
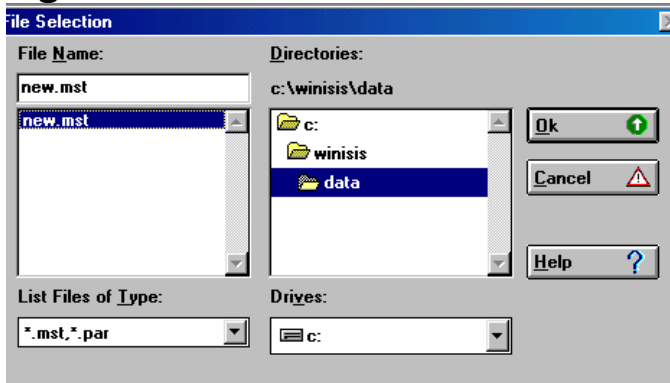
Then select **.mst** file of the new database (*new.mst* in this example)

Figure 25 Opening the Database
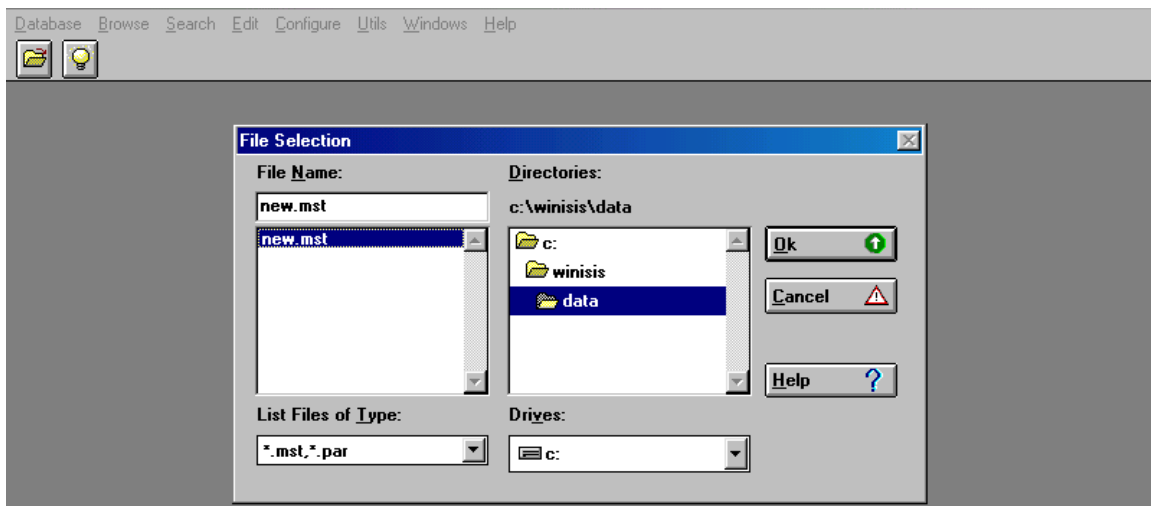
Click the **Ok** button to get the following screen.

Figure 26 Database Opened
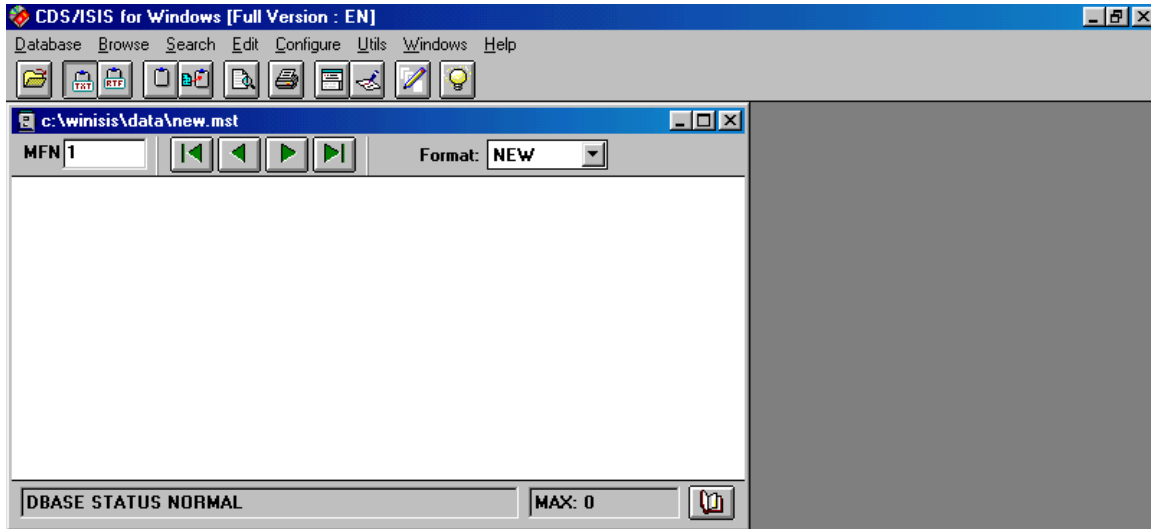
Database definition process is over and you need to enter the data by opening the Winisis as in Fig 26 by clicking the **Data entry** under **Edit** menu.

You will then get the following screen in Figure 27.

Figure 27 Data Entry Window

Click here to enter a new record
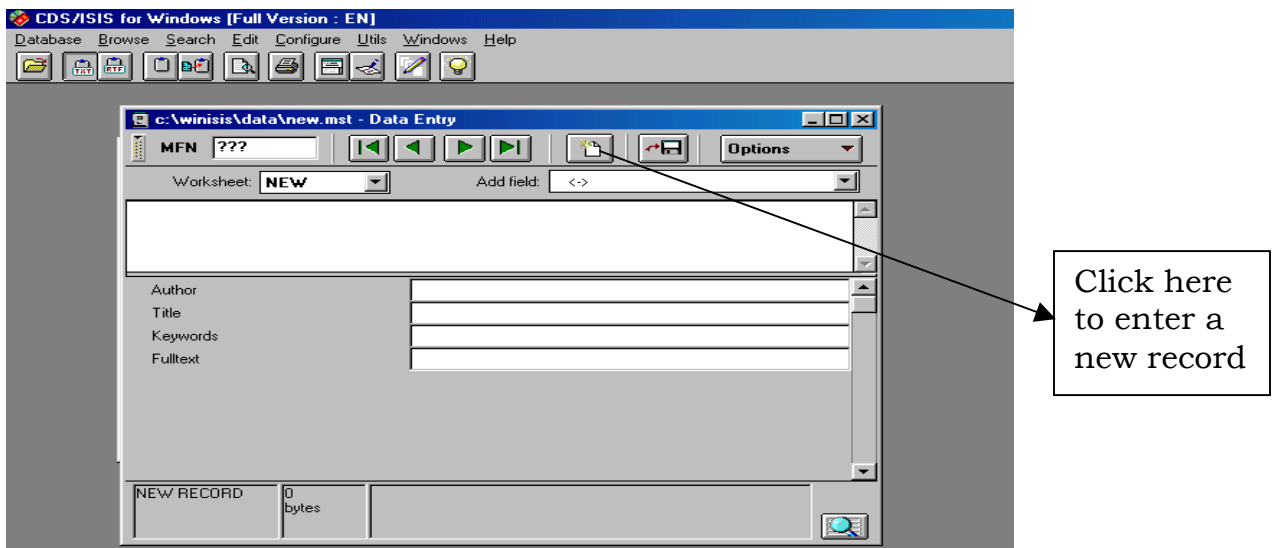
Entering Data in the Database

Enter the data of all documents of the digital collection. The document name of the fulltext documents including extension (.pdf, .doc etc.) should be entered in the **Fulltext** field. (eg. ram.pdf)

Figure 28
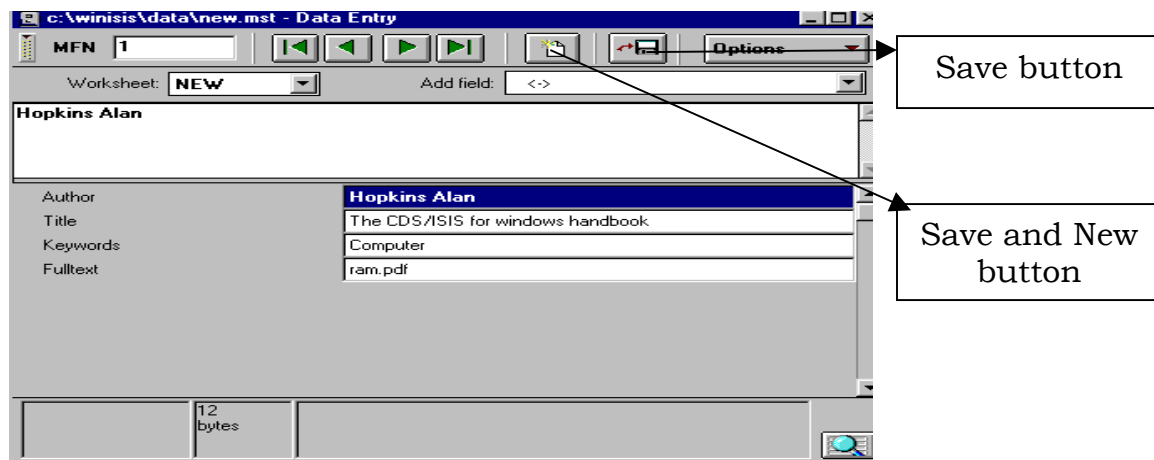
Save the data, close the window and open the database to see the following screen: -

Figure 29
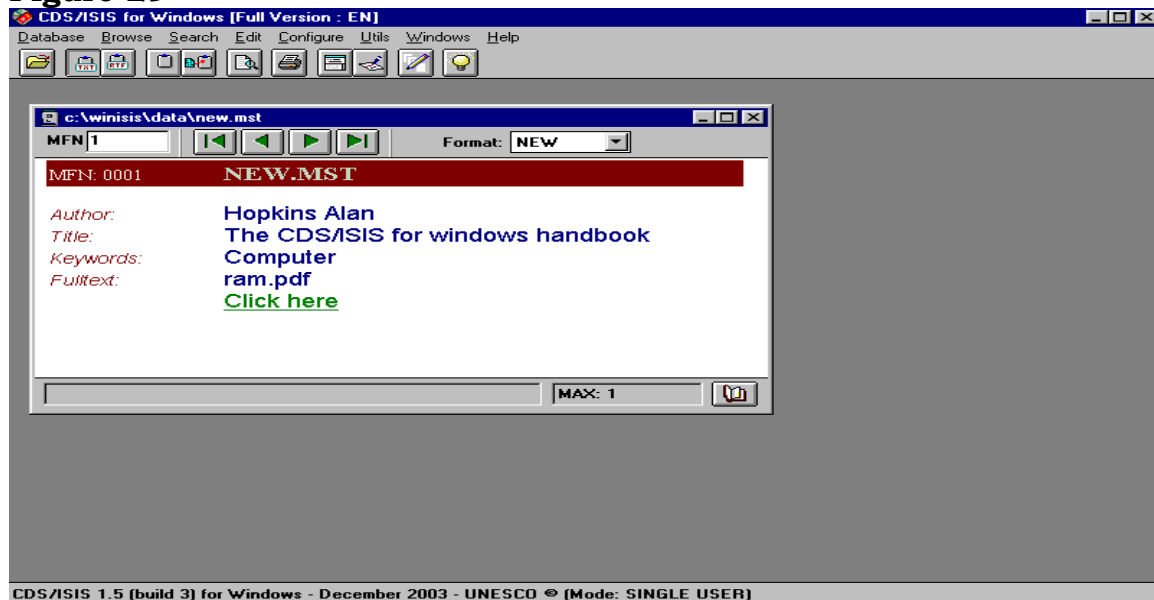
The database creation is over and you can install GenisisCd and create a cd-rom of this database.

IV. Installation of the GenisisCD

Download the GenisisCD program from *www.scribnet.org* website or Unesco website.

Figure 30
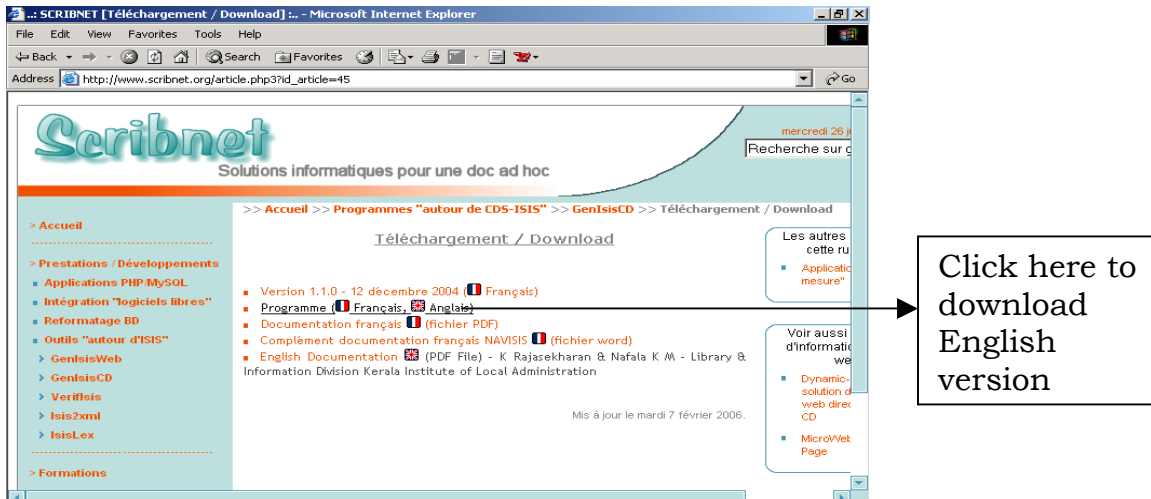
Unzip the downloaded zipped file and you will get the following three files

Figure 31

Double click the **setup.exe** file given above

Then you will get the first screen in the installation process as follows: -

Figure 32

Click on the **OK** button and you will be lead to a screen as in Figure 3 as follows: -

Figure 33

Click the computer icon to continue

Click on the **computer icon** on the left side and you will get the following screen: -

Figure 34
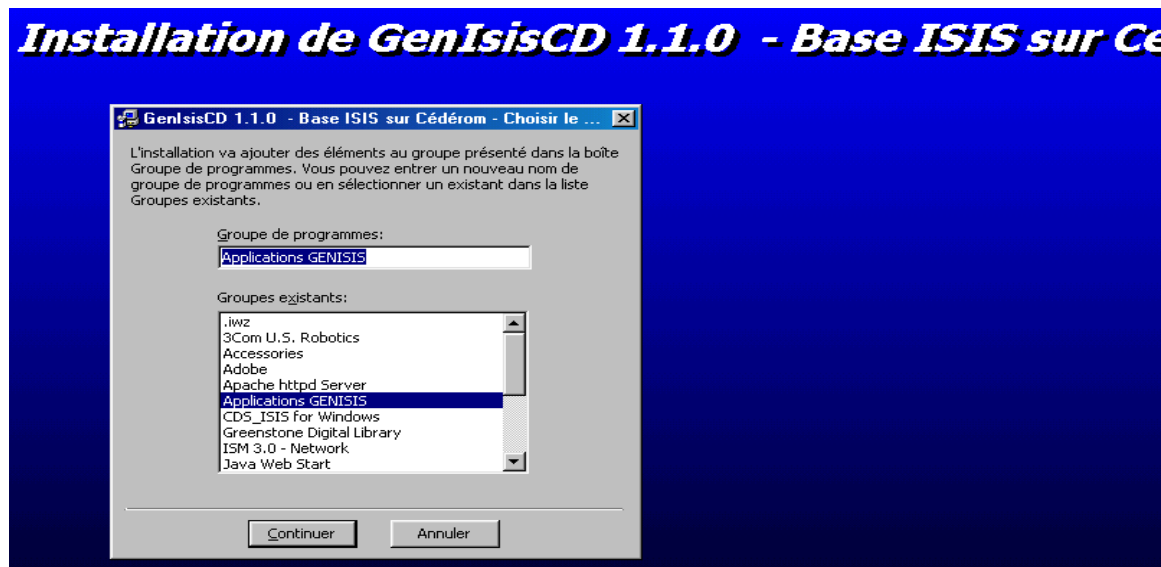
Click on the **Continuer** button and you will be notified the successful installation of the program.

Figure 35

Click on the **OK** button to finalize the installation.

V. Creation of GenisisCD files for burning into a cd-rom

To start GenisisCD program, go to **Start\Programs\Applications Genisis\GenisisCD-BaseISIS** as follows: -

Figure 36
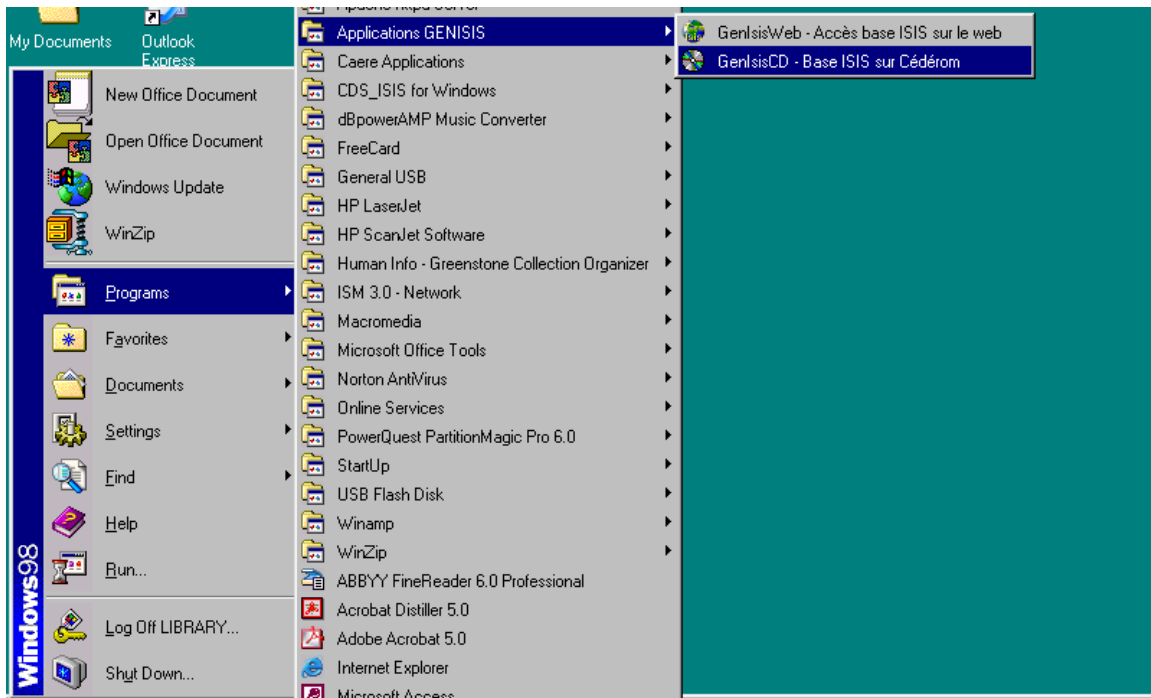
Then you will get the following screen in Figure 37

Figure 37
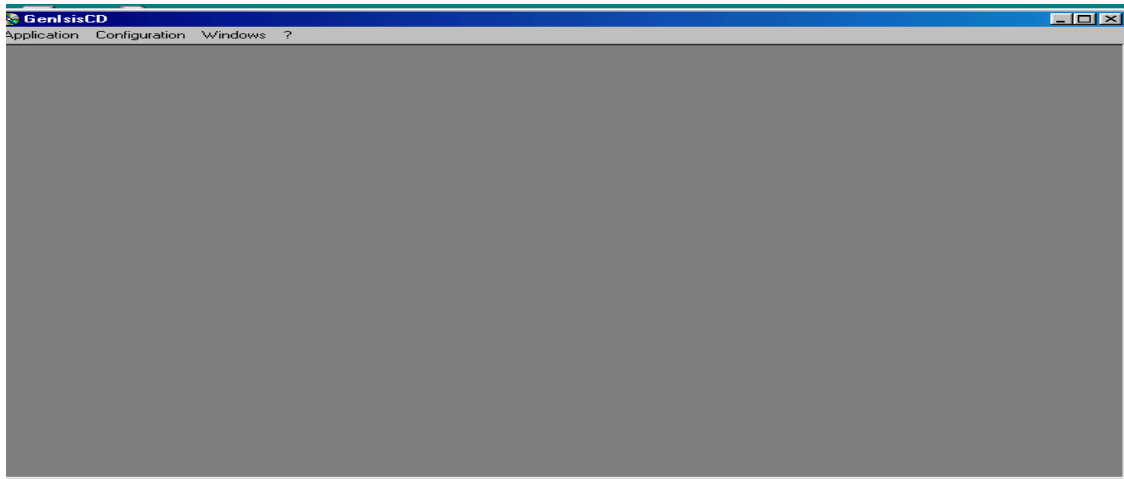
Click **Configuration** menu and select **Options** to get the following screen.

Figure 38
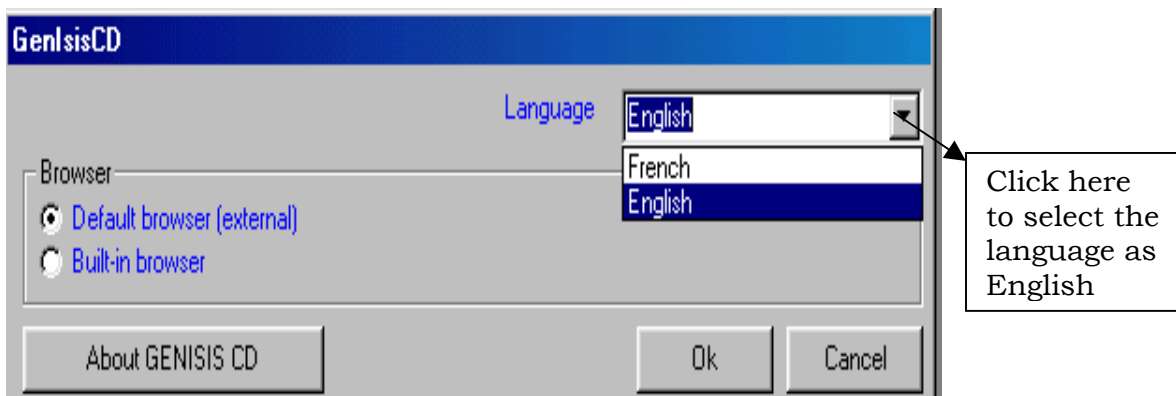
In the above screen, click on the language drop down arrow key to select the language **English** and click the **Ok** button.[3]

Click on the **Application** menu and select **New** as follows.

---

[3] If your installation doesn't show English language, create a notepad file with the following contents.
[OPTIONS]
LANG=en
Save it with the name **GenisisCD** and put it in the folder C:\Program Files\GenIsisCD
The application will be converted to English when you refresh it.

Figure 39
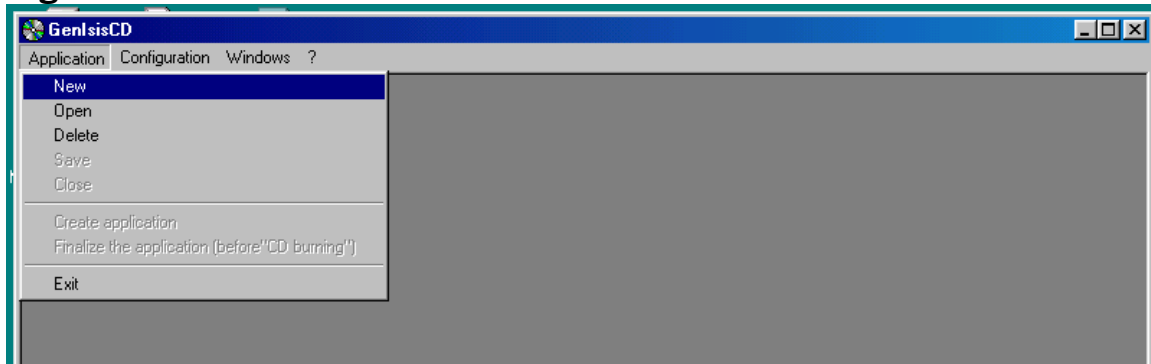
Then the following screen will appear.

Figure 40
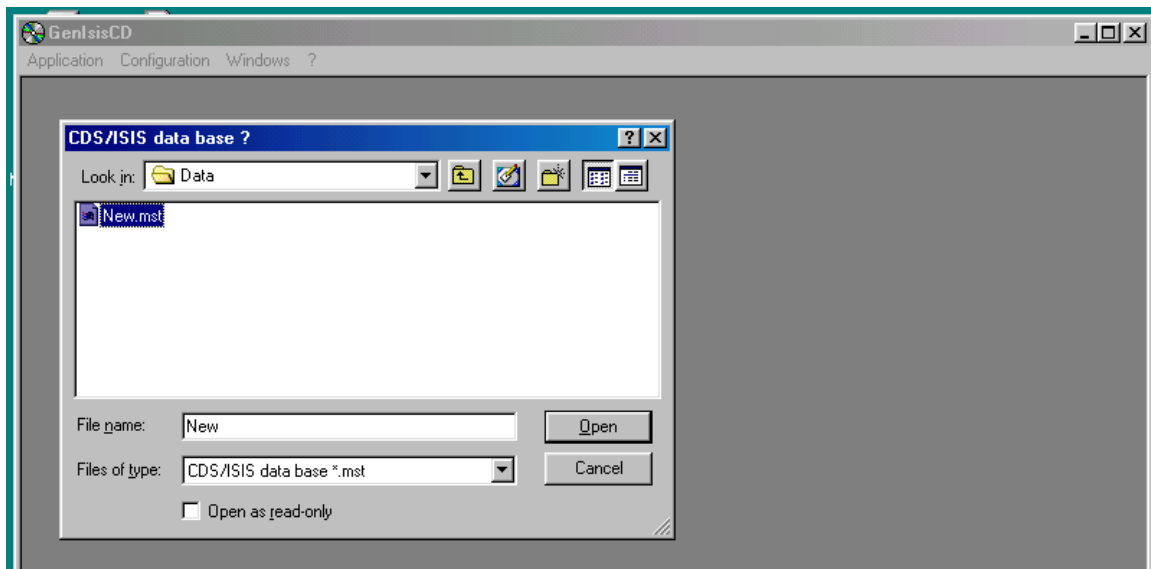
Select the **.mst** file of the modified Winisis database and click the **Open** button in the above screen. Then you will get the following screen: -

Figure 41
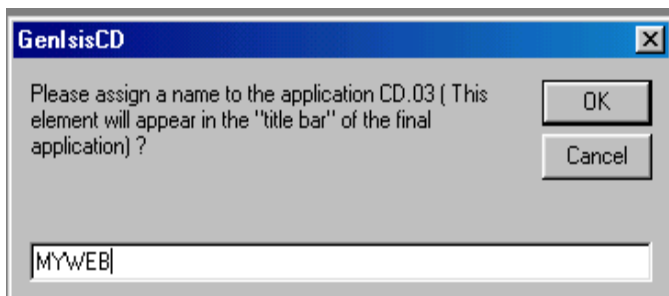
Give a name like **MYWEB** for your application and click **OK**.

Then you will get three form design formats.

Figure 42
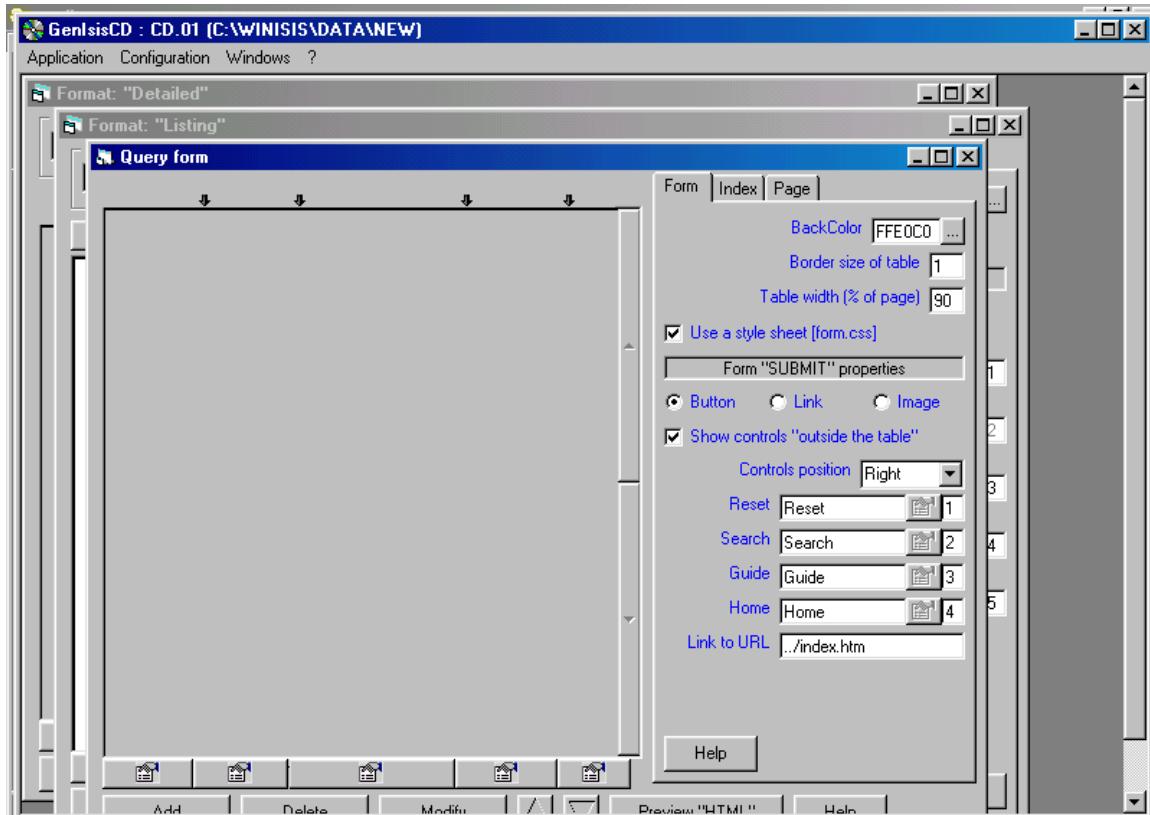
The form formats are
> ➢ Query form
> ➢ Format 'listing'
> ➢ Format 'details'

Query form allows you to design the web like *Query Form* - a front end form for searching the database.

Format 'listing' allows you to design a *short display format*. If you don't design a format, the default format will appear automatically.

Format 'details' In GenisisCD, format 'details' is not organically linked with format 'listing' and hence it has not been used in this part of the manual. You can provide detailed display with *format 'listing'*.

How to design the query form?

Query Form is the front-end web form for search by users as if in a website. It has a search box, submit button and other buttons.

To design the query form, select the **Query form** by clicking on the top of it.

Figure 43 Adding field/s to Query Form

Click here to add fields
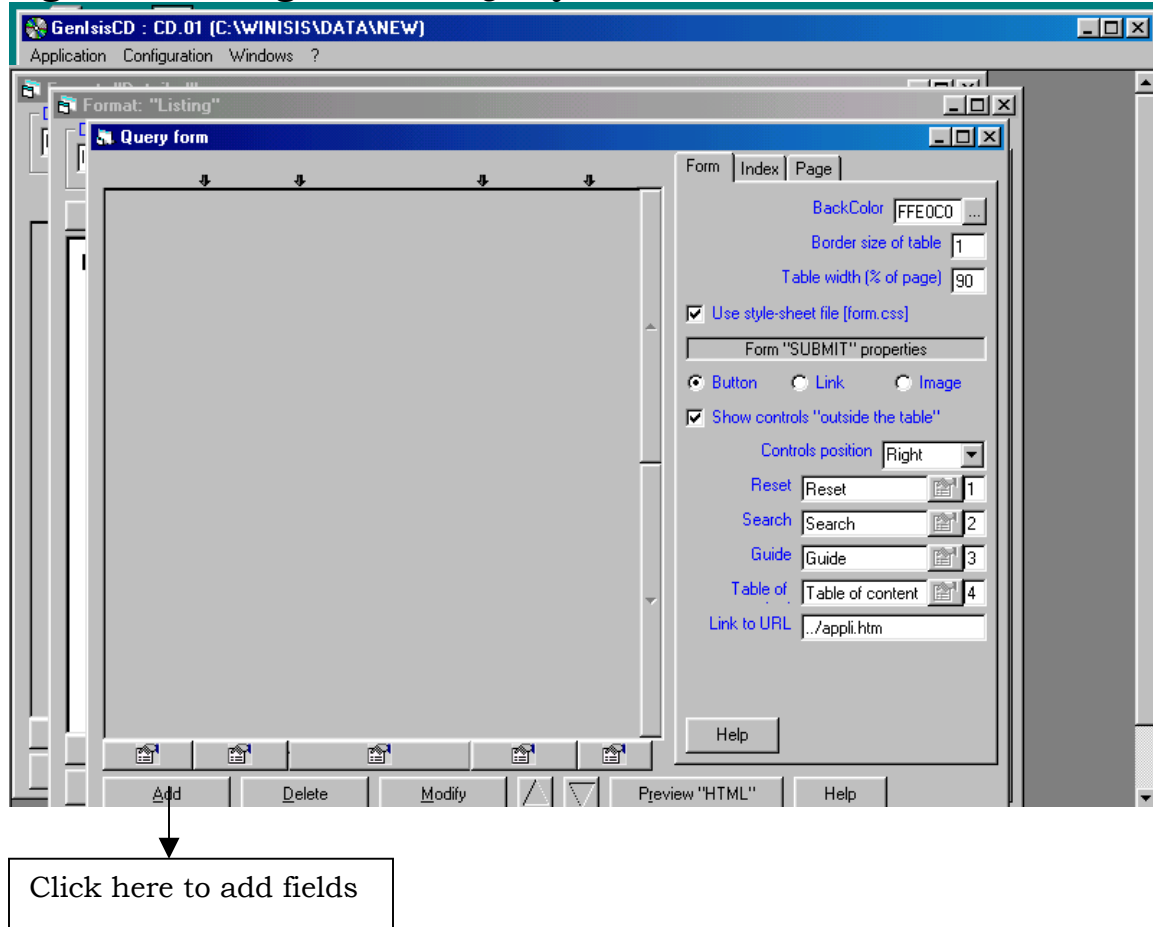
Then click on the **Add** button at the bottom of the query form in Fig 43

When you click on the **Add** button you will get the following window: -

Figure 44 Adding *All fields*

Access
to index

In the above screen, it is preferable to select **'All fields'** from the left panel (as it allows search by any term in the inverted file index of the database) and then click **Ok**

The items appearing on the left pane are the fields included in the Winisis database. Select one field each at a time so as to have search box for all those fields in the Query form.

More fields can be included in the search box by clicking on "**Add"** button and clicking on **Ok** button. You can continue with one by one, until you select all fields and create search boxes for all fields.

From this format, you can create **search operators** check box and **index button** by marking the appropriate check box.

Then you will be lead to the following window: -

Figure 45 Design Query Form
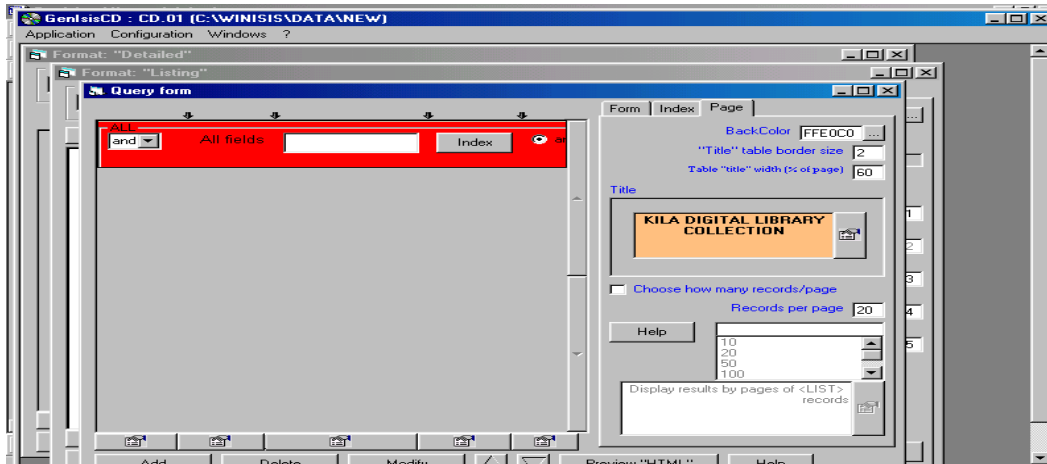
Select any or all the three tabs **Form**, **Index** and **Page** appearing on the right side of the above screen for appropriately choosing the 'look' of the *Query Form*, *Index Display Page* and *Search Display Page.*

You can play with these options and choose anything you prefer to have a beautiful look for your cd-rom library.
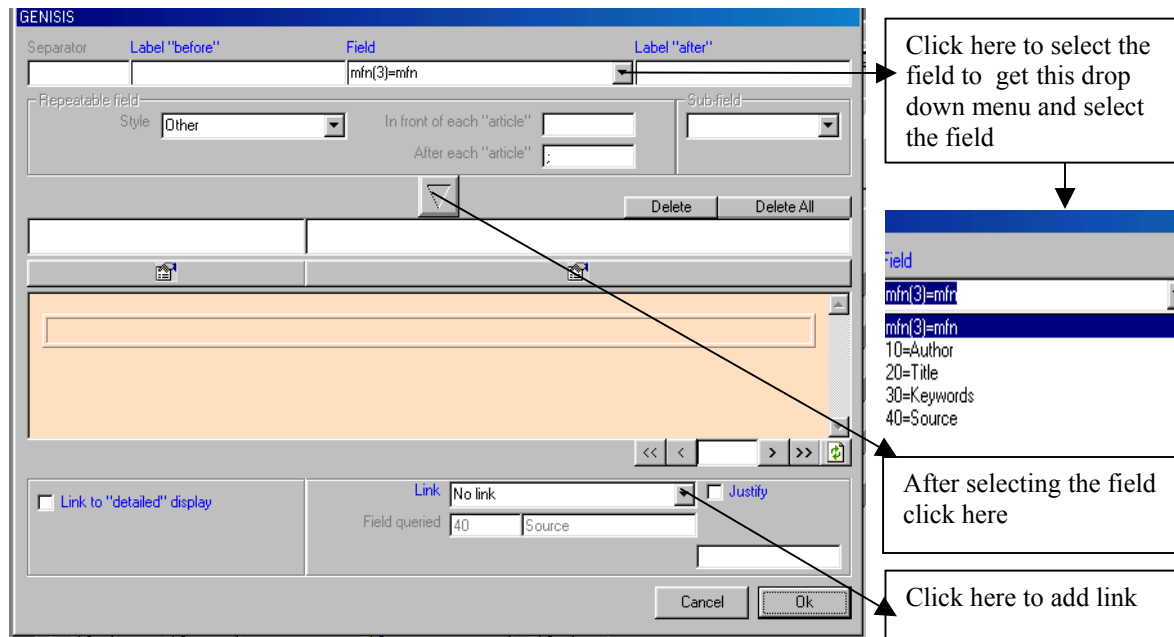
Designing format 'listing'

Click on the *'Format-listing'* window and you will get the following default form. If you don't **Add** any field, the default search page will appear.

Figure 46 Format 'listing' Window
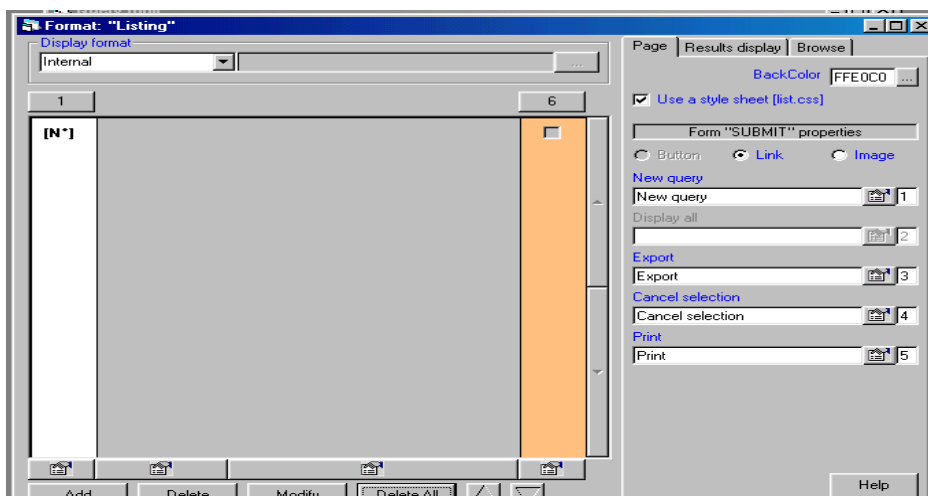
Click the **Add** button at the bottom to create a customized search-result page and you will get the following window.

Figure 47

From the above screen, select the appropriate **Field** in the drop down menu and then click the **down arrow** button at the middle and then click the **Ok** button.

Then select the next *field* by clicking the **Add** button till all **Fields** except **Fulltext** are selected.

Figure 48
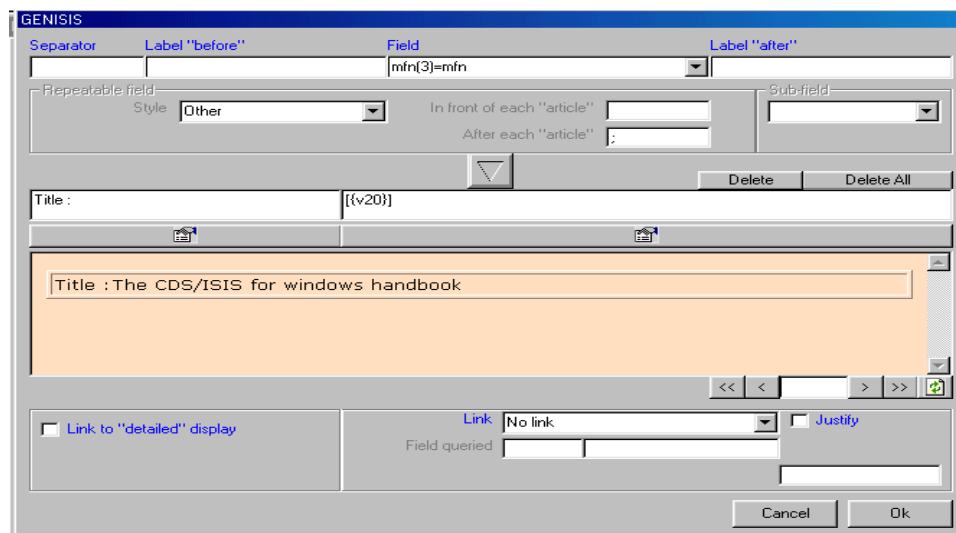
Select the **Fulltext** field as follows: -

Figure 49 Linking Fulltext Field to the Documents

Then click on the **down arrow** button at the middle so as to display the **Fulltext** file name *ram.pdf.*

Now select the drop down menu appearing against **link** and select **To external resource (pdf, doc...**), if the full text documents are pdf, doc, html etc. Then click the **Ok** button to save it.
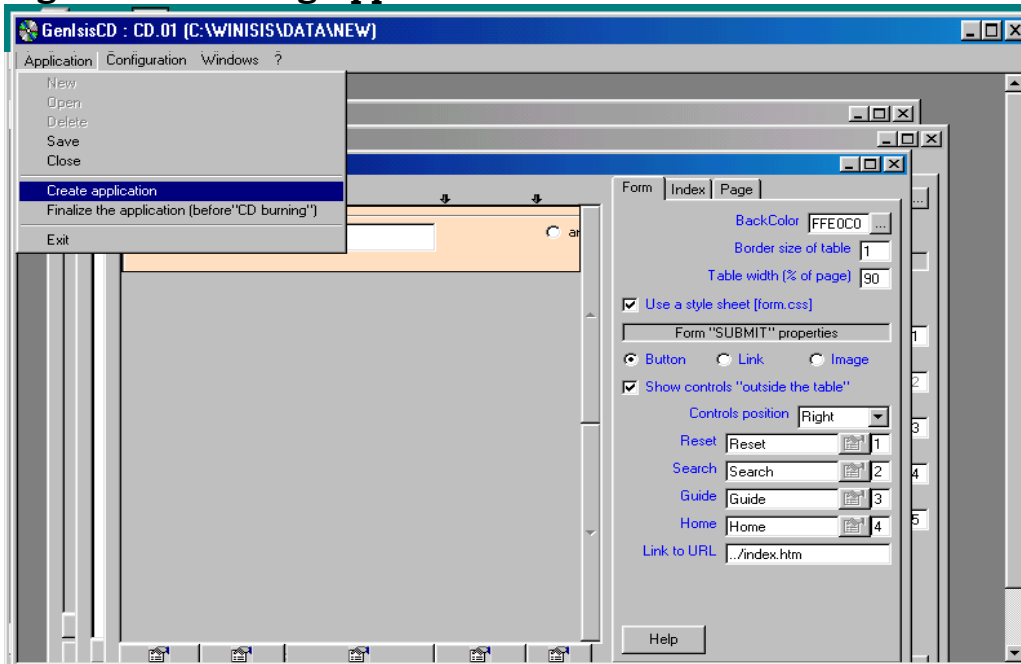
Then move on to the next screen in Fig 50
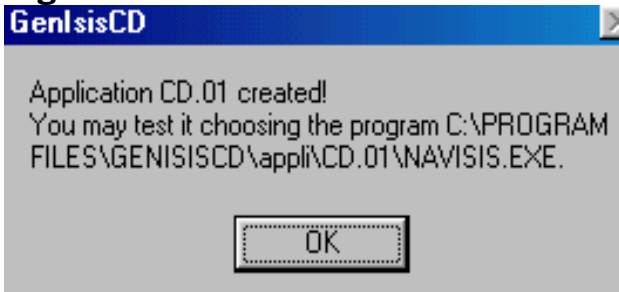
Figure 50

After designing two forms (Query form & format 'listing') as above, you may click on the **Application** drop down menu and select **Create application** in figure 51

Figure 51 Creating Application

On clicking the **Create application,** you will get the following screen as in Figure 52
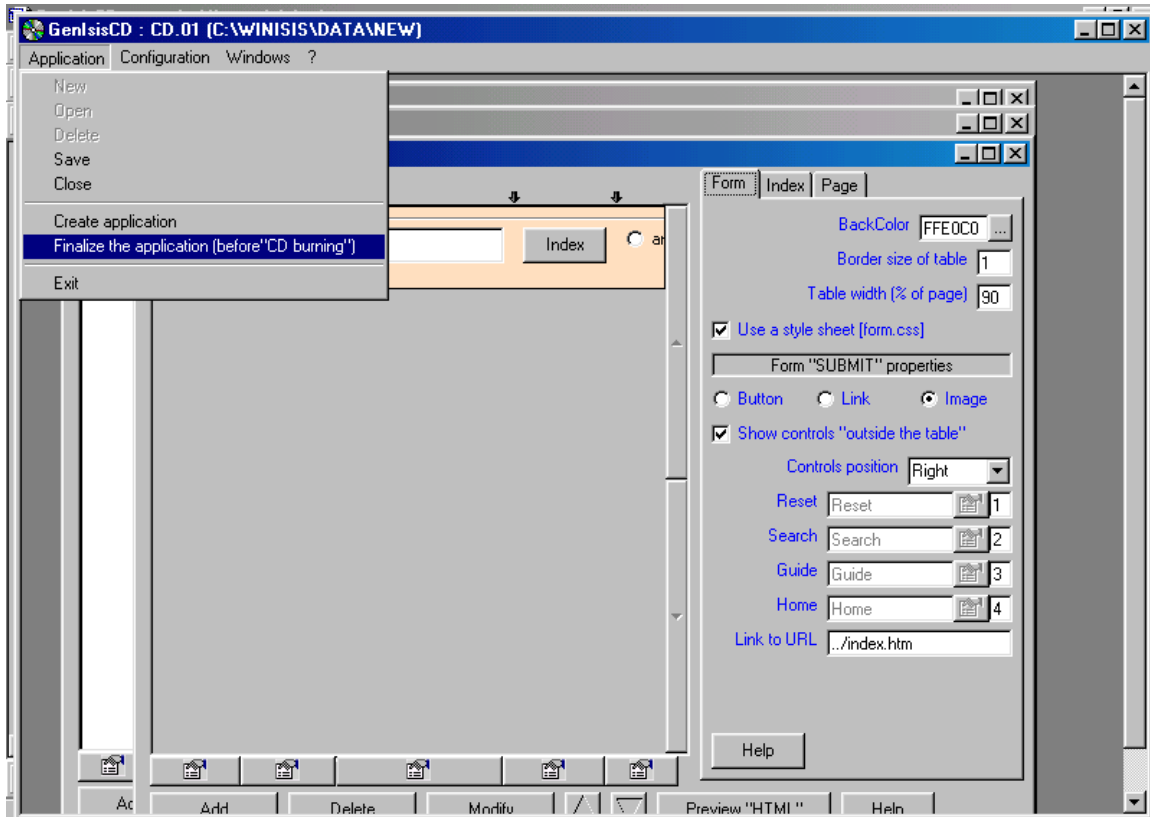
Figure 52

Click the **OK** button.

Now your application would be created in the folder *C:\Program Files\GenIsisCD\appli\Cd.01.*
(The second application will have the name Cd.02, third one will have Cd.03 and so on)
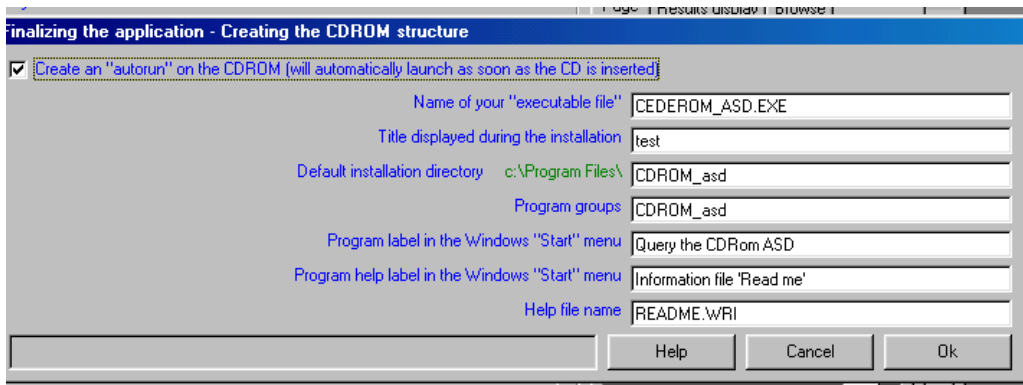
VI. Finalize the cd-rom application

Click on the **Application** drop down menu and select **Finalize the application (before CD burning)** as in figure 53

Figure 53 Finalize Cd-rom Application
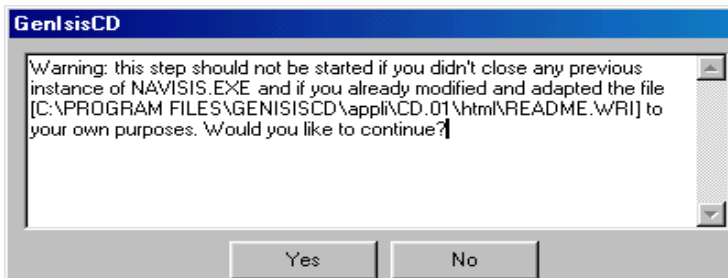

Then you will be lead to the following screen.

Figure 54

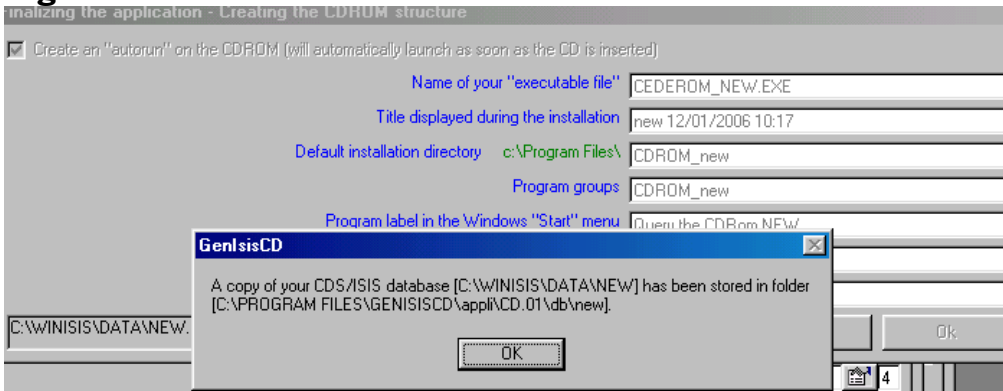You may put ✓ tick mark on the check box so as to get the *auto run* feature for the resultant cd-rom.

Then click **Ok** button in the above screen in order to move on to the following screen.
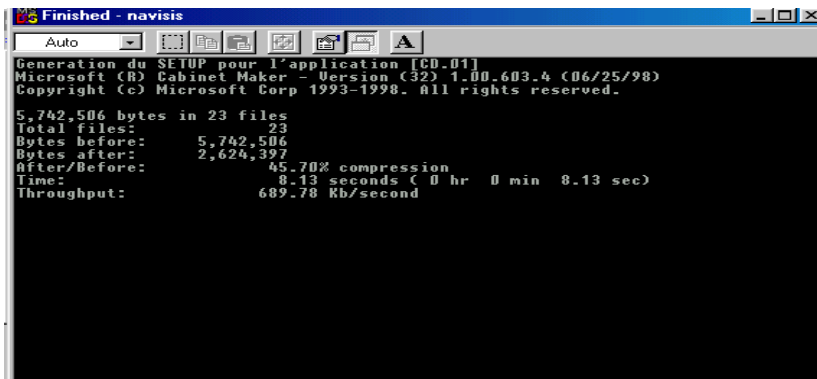
Figure 55

Click **Yes** in the above screen.

Figure 56

Click the **OK** button in the above screen.
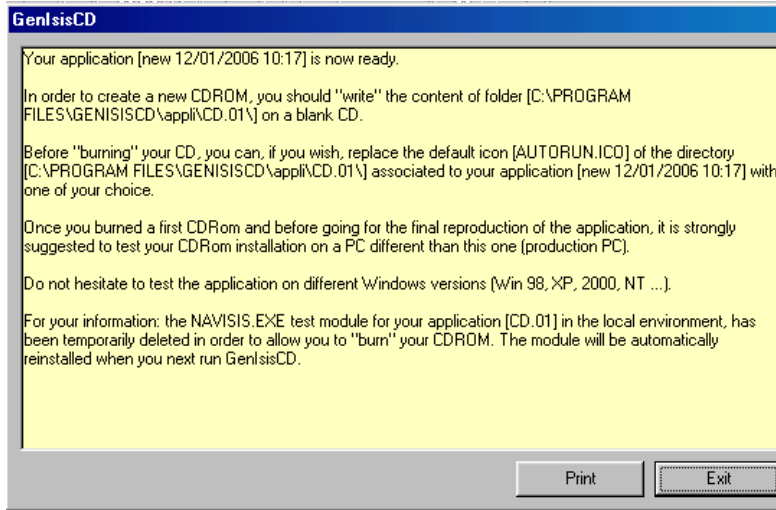
Figure 57

Allow the above screen to run till its end until it is finished.

Now click the **Close button** (**x**) to close the program and to get the following screen.

The following screen will give the instructions in burning the cd-rom.

Figure 58 Instructions of Burning the Cd-rom

Click **Exit** to close the cd-rom file generation process.

VII. Modifications to be made before burning the cd-rom

Open the **html** folder (C:\Program Files\GenIsisCD\appli\Cd.01\html] and Delete the **index** file (index.htm).

Then open the **base_databasename_01** (eg.*new.o1*) folder (C:\Program Files\GenIsisCD\ appli\Cd.01\ html\ base_databasename_01)
Copy **form_databasename** *(eg. form_new)* file and paste it in the *html* folder. Then rename the **form_ databasename** file in *html* folder into **index.**
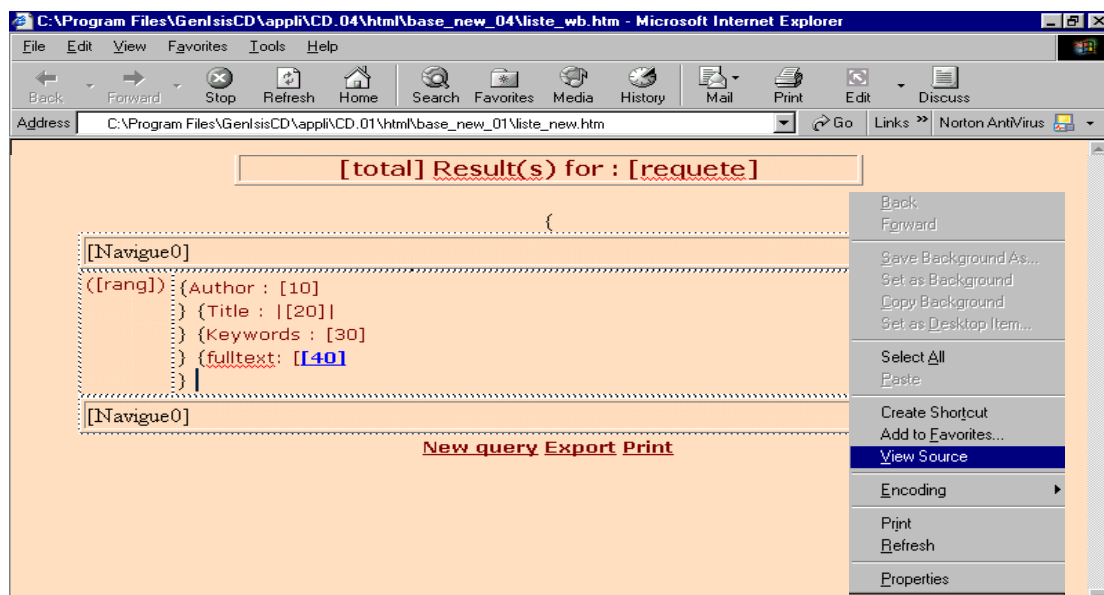
Create a *new* subfolder (say **pdf**) in the "**html**" directory. Then *copy* the set of your full text documents to the **pdf** subfolder (C:\Program Files\ GenIsisCD\appli\Cd.01\html\pdf).

Enable the resultant cd-rom to work in a computer with any cd-rom drive letter

Open the *liste_**databasename** htm file in the ***base_databasename*** folder (C:\ProgramFiles\GenIsisCD\appli\Cd.01\html\base_databasename \liste_databasename) and it will look as follows: -

Figure 59

Then *right click* on the page with the mouse and select ***View sources*** to see the html code of the page. Then **html codes** will appear in a notepad file as in figure 60.

Now, you have to find out the *html source* pertaining to the field tag, which provides link to the full text documents (in the sample database *40 is the field tag*).

The html source line can be found out easily by searching for the * using the **Search** function of notepad.

34

Then add the words **[Rep]pdf/** in front of the ***** mark coming just before the field tag number and the resultant line would look as follows as in figure 60

{<a target="_blank" href="**[Rep]pdf/***">[40]</A></B>
}

Figure 60

```
liste_wb - Notepad
File  Edit  Search  Help
<html><head>
<link rel="stylesheet" href="[Rep]style/list.css">
<SCRIPT LANGUAGE="Javascript" SRC="[Rep]javascript/list.js"></script>
</head>
<body bgcolor="FFE0C0">
<center><table bgcolor=#FFDFBF border=1 width=60%><TR><TD align=center><B><font size=3
face=Verdana color=#800000><b>[total] Result(s) for :
[requete]</b></font></B></font></TD></TR></TABLE><BR></CENTER>
<center><table cellpading=0 cellspacing=0 width="90%" border="0" bgcolor="#FFE0C0">
{<tr><td><table width="100%" border="1"
bgcolor="#FFDFBF"><tr><td>[Navigue0]</td></tr></table></td></tr>}
<MFN>
<tr><td>
<table width=100% cellpadding=0 cellspacing=0><tr>
<td bgcolor=#FFDFBF width=10% valign=top align=center>
<font color=#800000 SIZE=2 FACE=Verdana>([rang])</font>
</td>
<td>
<table width=100% border=0 cellpadding=3 cellspacing=0>
<tr><td bgcolor=[couleur]>
{<font color=#800000 SIZE=2 FACE=Verdana>Author : </font><font color=#800000 SIZE=2
FACE=Verdana>[10]</font><BR>}
{<font color=#800000 SIZE=2 FACE=Verdana>Title : </font><font color=#800000 SIZE=2
FACE=Verdana>|[20]|</font><BR>}
{<font color=#800000 SIZE=2 FACE=Verdana>Keywords : </font><font color=#800000 SIZE=2
FACE=Verdana>[30]</font><BR>}
{<font color=#800000 SIZE=2 FACE=Verdana>fulltext: </font><font color=#800000 SIZE=2
FACE=Verdana>[</font><MFN><font color=#800000 SIZE=2 FACE=Verdana><B><a target="_blank"
href="[Rep]pdf/*">[40]</A></B></font></MFN><BR>
}
</td></tr>
</table>
</td>
</tr></table>
</td></tr>
```

If you provide this syntax **[Rep]**, it will replace the letter of the cd-rom drive of the computer where cd-rom is put, even if it is D, E or F.

The symbol **"*"** (star) will replace the name of the full text document file mentioned in the field 40.

Save the changes

Then burn the contents in the folder **cd.01** (C:\Program Files\GenIsisCD\appli\Cd.01) on a blank cd-rom.

VIII. Testing the burned cd-rom

Installing the cd-rom

Put the burnt cd-rom in any computer and the following screen will appear automatically.

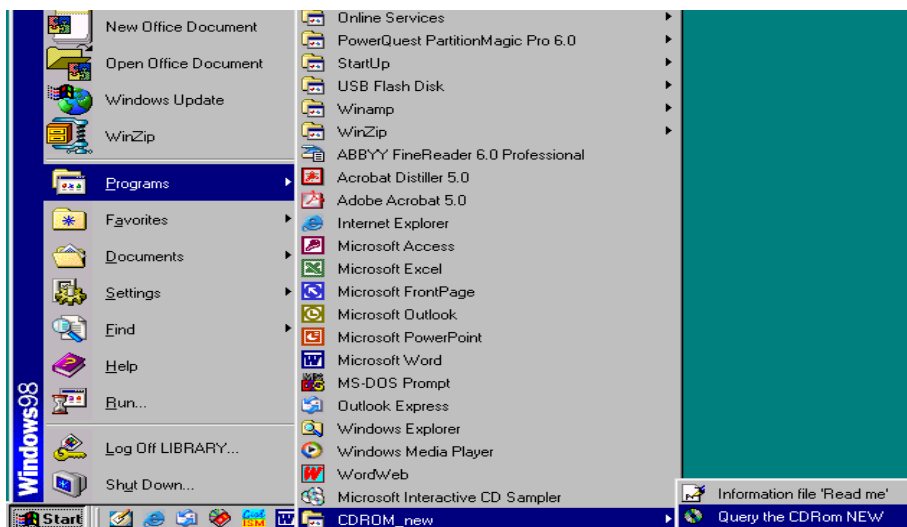If the autorun feature doesn't work, **open** the cd-rom drive to get the following screen.

Figure 61

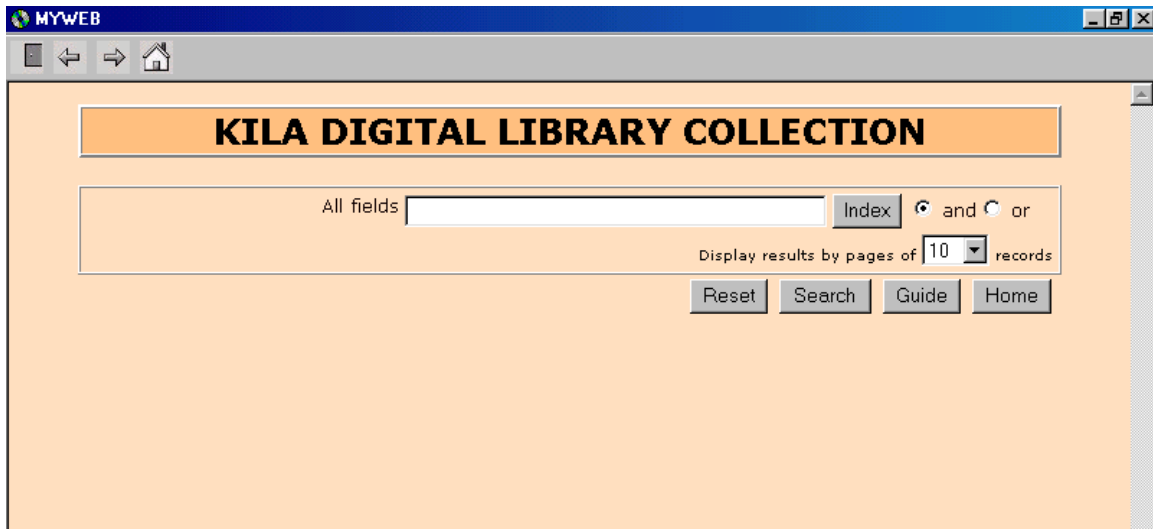Click on the **Install the CDROM** button shown above and follow the on-screen instructions to install the program.

Running the cd-rom

Figure 62

Then go to **Start/programs/cdrom_*name*/query the cdrom_name** to open the query form as follows: -

Figure 63 Search Page of Genisis CD

Type any search term in the **search box** for all fields to make a search.

Figure 64 Search Window

Click **Search** button to get the following search result.

Figure 65 Search Result
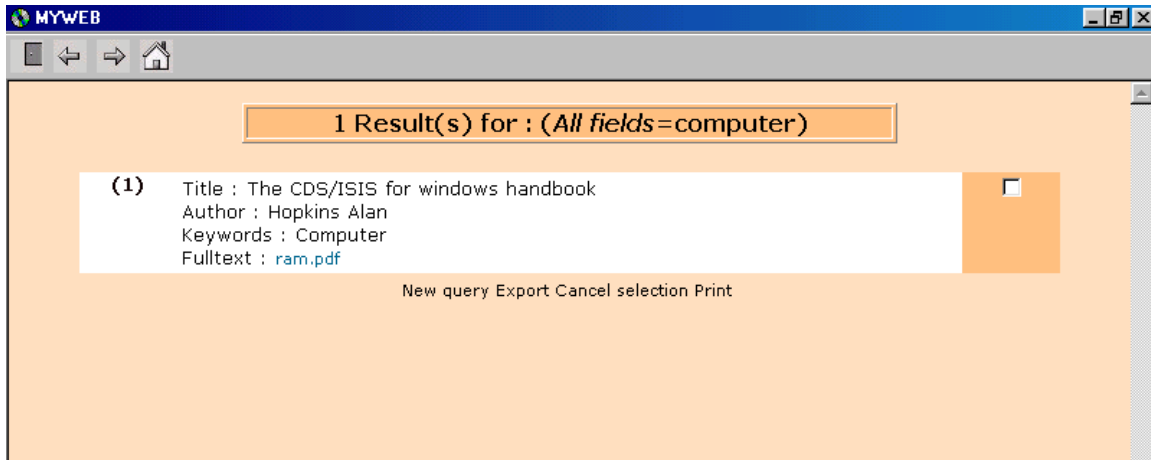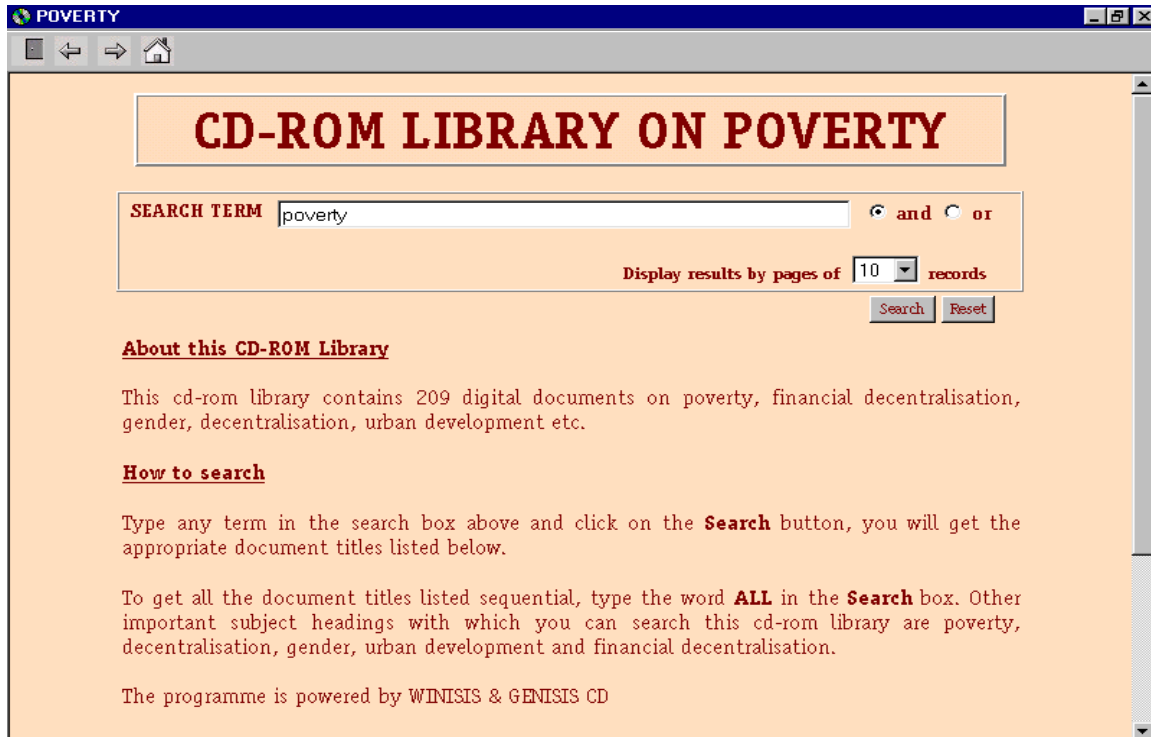
If you click on the link (*ram.pdf*) appearing against the field **Fulltext** provided above, appropriate document would be opened, automatically.

Figure 66 Fulltext Document Opened
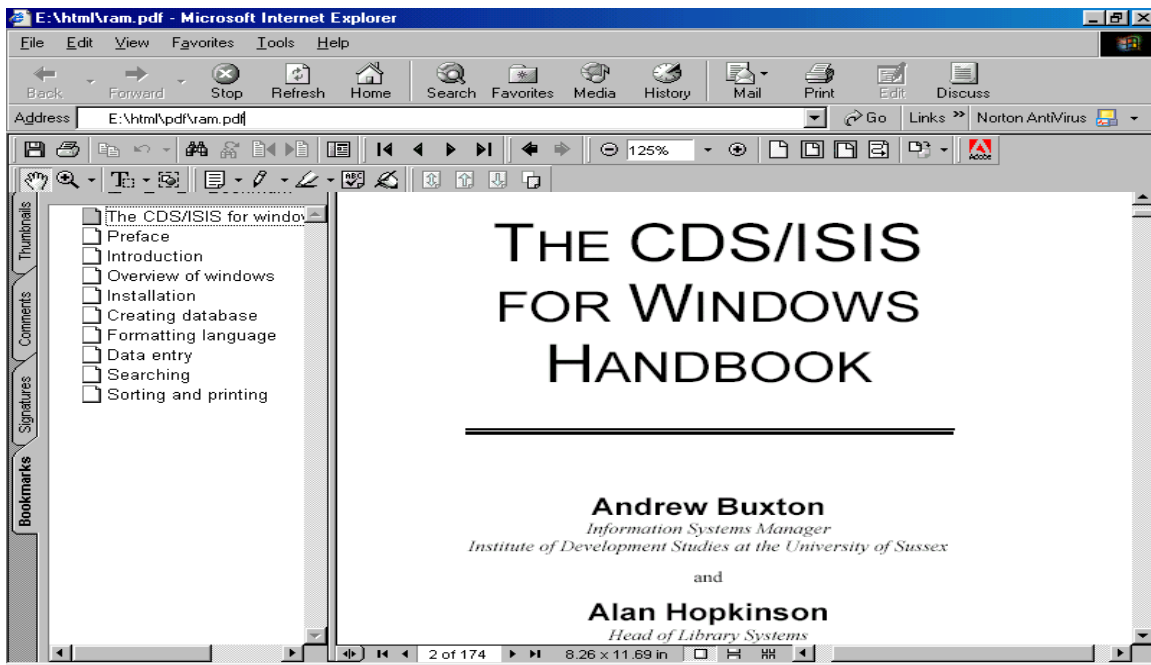
Sample Pages of a Cd-rom Library on Poverty

Query Page

Search Result for the Term *Poverty*

An Opened Full-text Document

PUBLIC SPENDING AND THE POOR:

WHAT WE KNOW, WHAT WE NEED TO KNOW

Dominique van de Walle[*]

Sample page of cd-rom library on Local Governance

Query Form

CD-ROM LIBRARY ON LOCAL GOVERNANCE

SEARCH TERM democracy   ⦿ and ○ or

Display results by pages of 10 records

Search Reset

About this CD-ROM Library

This CD-ROM Library contains **870 fulltext documents** on subjects closely related to Decentralization or Local Governance. Many of the documents are downloaded from internet. Some of them do not contain even the author details. Even then, they can be utilized as a 'building block' in the creation of newer concepts in decentralization.

How to find out the needed document?
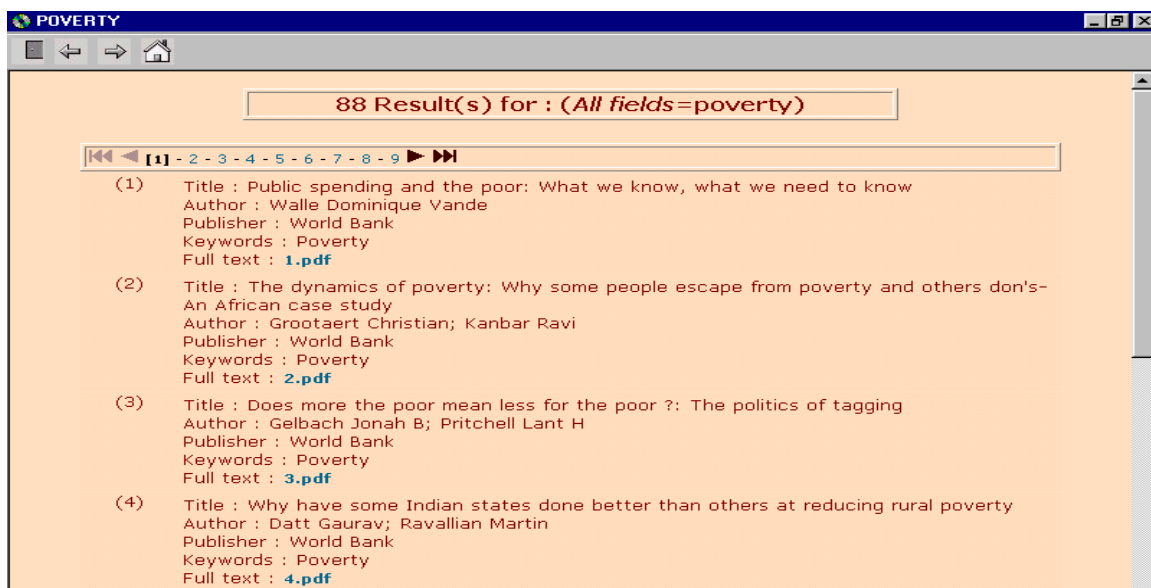
Type any term in the **Search** box above and click on the **Search** button, you will get the appropriate document titles listed below.

If you type the word **all** in the search box above and click **Search** button, you will get all the documents listed sequentially. Each page may enlist upto 200 items in a single page, if you choose that option. If you click on the **link** appearing against the **Fulltext** field, the full text of the document will be opened in a new window.

The programme is powered by WINISIS and GENISISCD.

Search Result for the Term *Democracy*

Another Opened Full-text Document Showing Bookmark of Chapters

*****