

# ***BIA: User's Guide***

## ***BIA Layout***

### **Main Menu**

#### **1. First Row**

**1.1. Simple Search**

**1.2. Document/ Volume / Person or Place Entry**

#### **2. Second Row**

**2.1. Advanced Search**

**2.1.1. Advanced Search Filters: Title/Occupation and Roles**

**2.1.2. Advanced Search Filters: Topics**

**2.2. Community Forums**

**2.3. My History**

#### **3. Third Row**

**3.1. My Messages**

**3.2. Personal Directory**

**3.3. My Marked List**

### **Work Panels:**

**1. Right Panel**

**2. Left Panel**

## ***F.A.Q***

**Q. Why do Right Panel lists sometimes open records in Left Panel, and sometimes in the right?**

**Q. How can I print an entry?**

**Q. Can I export or share an entry?**

**Q. Can I create a list of entries I am interested in?**

**Q. Can I save/print BIA's digitized images?**

**Q. How can I take notes while working?**

**Q. How can I access/change my User Profile?**

**Q. Can I send a direct message to other BIA users?**

**Q. How do I cite information and quotations extracted from BIA?**

**Q. Where do I direct any observations I might have regarding the contents of an entry?**

## BIA LAYOUT

The screenshot shows the BIA interface with a search for 'Medici, Cosimo I de'. The page is divided into three main sections: a top navigation band, a left sidebar, and a right main content area.

**Top Navigation Band (Yellow):** Contains the 'the MEDICI ARCHIVE PROJECT' logo, a search bar with 'All' selected, and buttons for 'Go', 'Last Document entry', 'Last Volume entry', 'Last Person entry', and 'Last Place entry'. Below this are links for 'Advanced Search', 'Community Forums', 'My History', 'Help', and 'Log out'.

**Left Panel (Blue):** Displays the profile for 'Medici, Cosimo I de' (Person ID 203). It includes a portrait, birth/death dates (1519 June 12, 1574 April 21), and a list of documents related to this person (6291 total). A 'PERSON DETAILS' section lists: Name (Medici, Cosimo I de'), Gender (M), Date of Birth (1519 June 12), Birth Place (Firenze / Firenze / Toscana / Italia), and Active Start.

**Right Panel (Green):** Shows search results for 'Medici, Cosimo I de' with 6291 records found. A table lists document entries with columns for Sender, Recipient, Date, Sender Location, Recipient Location, and Volume / Folio.

Sender	Recipient	Date	Sender Location	Recipient Location	Volume / Folio
Minerbetti, Bernardetto	Not Relevant in this Entry		Valladolid	Not Relevant in this Entry	5079 / 10
Vinta, Francesco di Paolo	Medici, Cosimo I de'		Milano	Firenze	3103 / 18
Pagni, Lorenzo di Andrea	Riccio, Pier Francesco		Toscana	Firenze	1171 / 218
Person Name Lost	Person Name Lost		Place Name Lost	Firenze	4259 / 126
Macinghi, Paolo	Medici, Cosimo I de'		Pisa	Firenze	425 / 47
Person Name	Medici, Cosimo I		Place	Firenze	617 / 41

The Primary Search and Viewing page of BIA is divided in three sections: The Main Menu – the band that runs across the top of the page (here highlighted in yellow) – and two work Panels: Left Panel (highlighted in blue) and Right Panel (highlighted in green) in the lower two-thirds of the page.

This is an annotated version of the screenshot above, with the top navigation band highlighted in yellow, the left sidebar highlighted in blue, and the right main content area highlighted in green. The layout and content are identical to the previous image, but the colors are used to visually separate the three sections described in the text.

## Main Menu



Main Menu comprises three rows of functions:

**1. The first row:**

- 1.1. Simple Search function
- 1.2. Document/ Volume / Person or Place entry buttons

**2. The second row, buttons to access:**

- 2.1. Advanced Search
- 2.2. Community Forums
- 2.3. My History
- 2.4. Help
- 2.5. Log Out

**3. The third row, buttons to access:**

- 3.1. My Messages
- 3.2. Personal Directory
- 3.3. My Marked List

### 1. First Row

#### 1.1. Simple Search Function

BIA is composed of four interlinked modules. 'Documents' stores information regarding individual documents entered in the database. 'Volumes' contains information about the volumes that have been entered. 'People' stores biographical information regarding the individuals and corporate bodies. 'Places' contains the hierarchy of place names, from continents and nations down to individual buildings and land features.

The Simple Search section permits a 'word search' in: 'Document Transcriptions', 'Document Synopses', 'Volumes', 'People', 'Places', or 'All' of the above via a drop-down menu. If 'All' is initially selected, the number of results for each category is given – one of which then needs to be selected. The list of search results is displayed in the Left Panel.

A view of the 'searched word' in highlights results for 'Document Transcriptions' or 'Synopses' can be accessed by clicking the 'Expand Results' button, located just above the search results. In addition, the parameters of the search can be refined using the 'Refine this search'.



Certain searches cannot be effectively conducted from this format and should be undertaken through Advanced Search.

## 1.2. Last Document/Volume/Person/Place

These four buttons, located in the top right corner above the menu bar, open in Left Panel the last Document, Person, Volume or Place entry that you viewed.

## 2. Second Row

### 2.1. Advanced Search

The Advanced Search requires you to select one of four modules: ‘Documents’, ‘Volumes’, ‘People’, and ‘Places’, then offers custom search filter options. Filter options and research results will differ according to the category selected. For example, a search made through Document Search will put documents in relation to people, while one made through People Search will put people in relation to documents. Before you launch a search, determine first what you are actually looking for.



### Search filters options

<u>DOCUMENTS</u>	<u>VOLUMES</u>	<u>PEOPLE</u>	<u>PLACES</u>
-Word search	-Volume	-Name Parts	-Place Name
-People and Places	-Volume Description	- <b>Title/Occupation</b>	-Place Type
-Transcription and/or Synopsis	-Correspondents and Context	-Person Details and Vital Statistics	-Linked to People
- <b>Topics</b>	-Volume ID	-In Research Notes	-Place ID
-Date Range		-Person ID	
-Volume and/or Folio			
-Document ID			

While most of the search filters are either self-explanatory or common to other searchable platforms, there are two that are peculiar to BIA: **Title/Occupation** and **Topics**. Given their importance and potential usefulness to all BIA users, these two filters require some explanations.

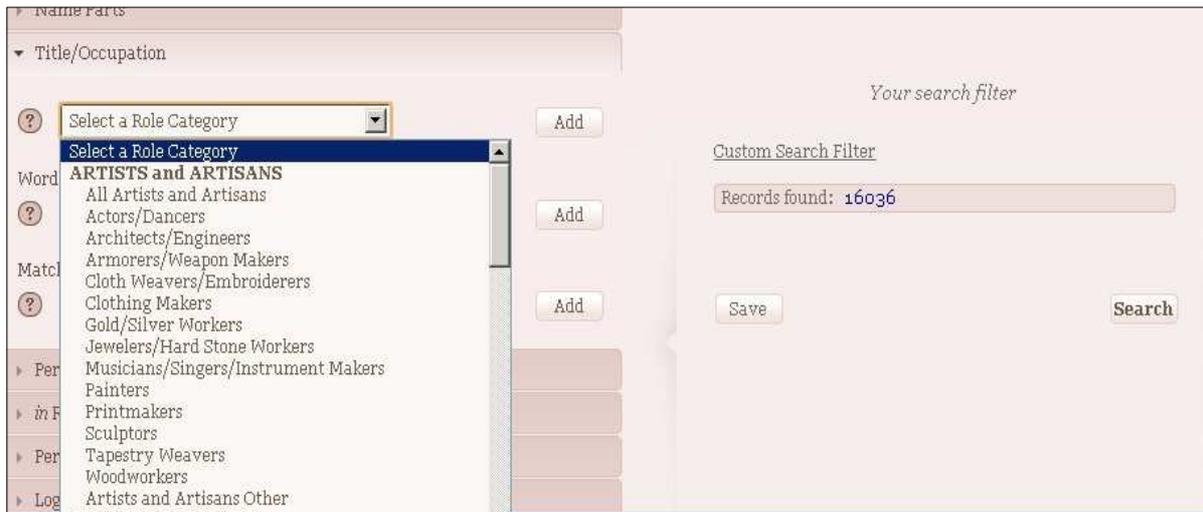
#### 2.1.1. Title/Occupation and Roles Categories (via People search)

You can search for a specific individual or group of individuals via ‘Role Categories’ or ‘Title/Occupation’ located in Advanced Search-People, either using the dropdown list of already existing Titles and Occupations or via a word search.

Role Categories are pre-set with lists under the broad categories of Artists and Artisans, Corporate Bodies, Ecclesiastics, Heads of State, Military and Naval Personnel, Nobles, Professions, Scholarly and Literary, State and Court Personnel.

Titles/Occupations Categories are created by MAP’s researchers according to the specific profession and nationality of the person at issue, and provide a compromise between practical considerations (like searchability) on the one hand, and linguistic and historical accuracy on the other.

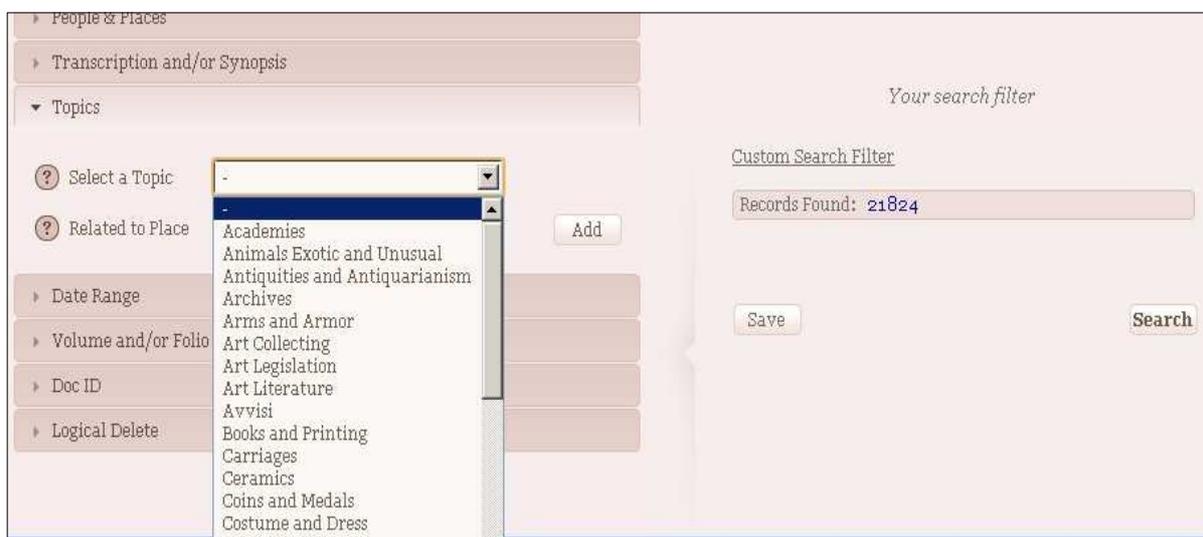
For example: Fernando de Azevedo (Person ID 9681) can be found under the Title/Occupation of ‘Archiepiscopus Burgensis (Burgos)’ (previously entered by MAP’s researchers under the Bishops/Archbishops Role) in Latin, as the role was part of the hierarchy of the Catholic church, and as ‘Presidente del Consejo de Castilla’ (entered in the Secretaries/Ministers Role) in Spanish, as the individual was part of the administration of the Spanish Crown. To help users, some Titles were entered in more than one language.



Given the nature of early modern society, the parameters according to which the Titles/Occupations Categories are entered have necessarily retained some level of ambiguity and inconsistency.

### 2.1.2. Topics Categories (via Documents search)

The Topic Categories were conceived to cover as many aspects of material culture as possible, making reference to kinds of objects, or activities- e.g.: 'Food and Wine'; 'Games, Toys and Sports'; 'Costume and Dress' etc. - establishing connections between these and geographical or topographical sites.



A full list of the Topics Categories, along with their definitions and entry parameters, is available at [this link](#).

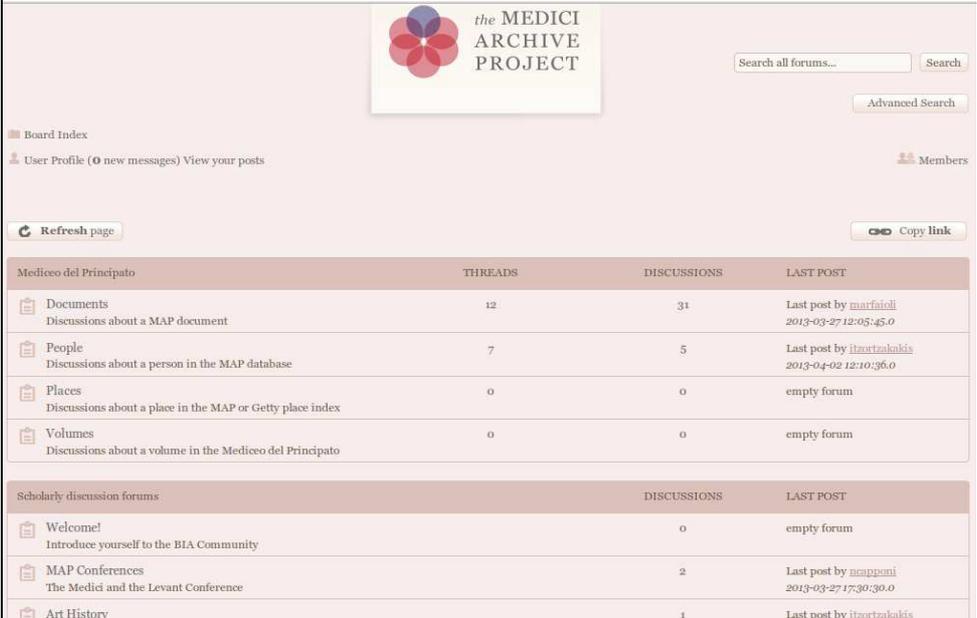
## 2.2. Community Forums

The Community Forums allow scholars to raise questions and discuss various topics with members of the BIA Community:

- Mediceo del Principato: Documents, People, Volumes or Place
- Scholarly Discussion Forum
- Technical Forum

**Creating Forum Discussions:** Forum discussions can be opened directly from a Document, Person, Volume, or Place record that is being viewed in the Left Panel of the Main Page by clicking the 'Discussions' button located at the top of this Panel. The same button allows previous discussions regarding the record to be viewed.

Users can create a Discussion regarding a specific topic or problem contacting the system administrators and the onsite Research group.



the MEDICI ARCHIVE PROJECT			
Search all forums...		Search	
Advanced Search			
Board Index	User Profile (0 new messages) View your posts		Members
Refresh page	Copy link		
Mediceo del Principato	THREADS	DISCUSSIONS	LAST POST
Documents Discussions about a MAP document	12	31	Last post by <a href="#">marfaini</a> 2013-03-27 12:05:45.0
People Discussions about a person in the MAP database	7	5	Last post by <a href="#">izortzakakis</a> 2013-04-02 12:10:36.0
Places Discussions about a place in the MAP or Getty place index	0	0	empty forum
Volumes Discussions about a volume in the Mediceo del Principato	0	0	empty forum
Scholarly discussion forums		DISCUSSIONS	LAST POST
Welcome! Introduce yourself to the BIA Community		0	empty forum
MAP Conferences The Medici and the Levant Conference		2	Last post by <a href="#">nrapponi</a> 2013-03-27 17:30:36.0
Art History		1	Last post by <a href="#">izortzakakis</a>

## 2.3. My History

Clicking 'My History' opens a new window displaying a list of the twenty most recent database items you have viewed. It can be sorted by 'Date', 'Type' or 'Action'. You can re-view an item in the list by clicking on it and visualizing it in Left Panel.

## 3. Third Row

### 3.1. My Message

Via this button you can write a message to a member of the BIA Community. Click on 'Compose Message' and enter the BIA Community Username of the scholar you wish to get in touch with.

### 3.2. Personal Directory

Via the 'Personal Directory' you can access and edit:

- 'User Preferences', containing your personal profile, your picture and other information you may want to share with other BIA users. From there you can also edit your Password.
- Your 'Personal Annotations' (this function is not active yet)
- The 'Personal Notes' function allows you to take notes on any element visualized in Left Screen. You can also access and edit your 'Personal Notes' while viewing digitized Documents/Volumes from the 'Page Turner'.



### 3.3. My Marked List

This button allows you to review at any time the list of 'marked' or 'flagged' entries (Documents, Volumes, Persons and Places) created by clicking on the "tick" icon on the upper right corner of Left Panel.

## Work Panels: Left Panel vs. Right Panel (Primary vs. Secondary)

The screen division beneath the Menu in two Panels has its origins in the entering/editing process, and was established primarily to avoid editing errors. BIA fellows and administrators edit existing entries and enter new ones in the Left 'Active' Panel, while the Right 'Inactive' Panel displays query results allowing the user to view entries information comparing them against the active entries that they are working on in the Left Panel. Consequently the Right Panel is not enabled for editing, and the clickable functions are necessarily reduced to a minimum.

The screenshot displays the BIA interface for the entry 'Medici, Cosimo I de'. The Left Panel (Primary) shows the person's details, including their name, birth and death dates, and a portrait. The Right Panel (Secondary) shows search results for documents indexed to this person, with a table listing sender, recipient, date, sender location, recipient location, and volume/folio.

Sender	Recipient	Date	Sender Location	Recipient Location	Volume / Folio
Minerbetti, Bernardetto	Not Relevant in this Entry		Valladolid	Not Relevant in this Entry	5079 / 10
Vinta, Francesco di Paolo	Medici, Cosimo I de'		Milano	Firenze	3103 / 18
Pagni, Lorenzo di Andrea	Riccio, Pier Francesco		Toscana	Firenze	1171 / 218
Person Name Lost	Person Name Lost		Place Name Lost	Firenze	4259 / 126
Macinghi, Paolo	Medici, Cosimo I de'		Pisa	Firenze	425 / 47
Person Name Lost	Medici, Cosimo I de'		Place Name Lost	Firenze	617 / 41

The two Panels also have different features and functions for non-editing BIA Community Users. In BIA's data hierarchy, the Left Panel is primary, the Right Panel is secondary.

### 1. Right Panel

The initial results of a search, either Simple or Advanced, will appear in the Right Panel as a list of Documents, People, Places or Volumes depending on which search category has been selected. An item selected from this list will open into the Primary Left Panel.

Subsequent links clicked in the Left Panel will open either new documents or offer lists of Documents/People/Titles&Occupations in the Right Panel. Any further links clicked from this secondary list will now open additional tabs in the Right Panel. These secondary/new links - now found in the Right Panel - will open subsequent items also in the Right Panel,

The screenshot displays the BIA interface for the entry 'Medici, Cosimo I de' from the perspective of a community user. The Right Panel (Secondary) shows search results for documents indexed to this person, with a table listing sender, recipient, date, sender location, recipient location, and volume/folio.

Sender	Recipient	Date	Sender Location	Recipient Location	Volume / Folio
Minerbetti, Bernardetto	Not Relevant in this Entry		Valladolid	Not Relevant in this Entry	5079 / 10
Vinta, Francesco di Paolo	Medici, Cosimo I de'		Milano	Firenze	3103 / 18
Pagni, Lorenzo di Andrea	Riccio, Pier Francesco		Toscana	Firenze	1171 / 218
Person Name Lost	Person Name Lost		Place Name Lost	Firenze	4259 / 126
Macinghi, Paolo	Medici, Cosimo I de'		Pisa	Firenze	425 / 47
Person Name Lost	Medici, Cosimo I de'		Place Name Lost	Firenze	617 / 41

regardless of whether they are Document, People, Volume or Place records.

For example: if you search for the word 'Empoli' in Volumes via Simple Search, you will get 9 records listed in the Right Panel. By clicking on any one of those records, you will visualize that particular volume in the Left Panel.

Vol ID 173 Created by RAC 02/12/1997

**Mediceo del Principato Volume 196**  
 Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni  
 1551 November 2 to 1552 February 11  
 Documents related to this Volume record: 49

**VOLUME DETAILS**

Volume/Filza	196
Start Date	1551 November 2
End Date	1552 February 11
Date Notes	

Your search: **Empoli**  
 Total records found: 9 Records

Carteggio	Filza N.(MDP)	Start Date	End Date	Digitized
Minute di Lettere e Registri / Minute: Cosimo I / Segretario: Concino	5	1542 July 24	1547 March 24	YES
Minute di Lettere e Registri / Minute: Cosimo I / Segretario: Concino	13	1549 April 2	1550 March 15	YES
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni	196	1551 November 2	1552 February 11	NO
Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici	220	1503 April 4	1505 April 7	NO

Clicking the Documents related to this Volume record, will open a list in the Right Panel.

Vol ID 173 Created by RAC 02/12/1997

**Mediceo del Principato Volume 196**  
 Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni  
 1551 November 2 to 1552 February 11  
 Documents related to this Volume record: 49

**VOLUME DETAILS**

Volume/Filza	196
Start Date	1551 November 2
End Date	1552 February 11
Date Notes	

Does Volume 196

Documents indexed to **Volume 196**  
 Total records found: 49 Records

Sender	Recipient	Date	Sender Location	Recipient Location	Volume / Folio
Medici, Cosimo I de'	Amoroso, Costantino (da Scio)	1551 November 4	Pisa	Place Name Lost	196 (-/-) 2
Medici, Cosimo I de'	Rojas, Juan de (Marqués de Poza)	1551 November 2	Pisa	Palencia	196 (-/-) 3
Medici, Cosimo I de'	Cuppano, Lucantonio (il colonnello)	1551 November 4	Pisa	Portoferraio	196 (-/-) 4
Medici, Cosimo I de'	Habsburg-de' Medici-Farnese, Margarete von	1551 November 4	Pisa	Parma	196 (-/-) 4
Medici, Cosimo I	Ferrari, Fabrizio	1551 November	Firenze	Bologna	196 (-/-)

Clicking any of the documents listed will open records in Right Panel, not in Left Panel – the full details can be viewed by scrolling down.

The screenshot shows a web interface with two main panels. The left panel, titled 'Mediceo del Principato Volume 196', contains the following information:

- Minute di Lettere e Registri / Registri: Cosimo I / Segretari: Concino, Giusti, T. Medici tesoriere, Pagni
- 1551 November 2 to 1552 February 11
- Documents related to this Volume record: 49
- A button labeled 'Show documents'.
- A small image of a document cover with the text 'To be digitized'.

The right panel, titled 'Volume: 196 Folio: 2', contains the following information:

- FROM: *Medici, Cosimo I de'*
- Pisa / Pisa / Toscana / Italia
- TO: *Amoroso, Costantino (da Scio)*
- Place Name Lost, Not Indicated or Unidentifiable / Top of the TGN hierarchy / Top of the TGN hierarchy / Top of the TGN hierarchy
- 1551 November 4
- A small image of a document page with the text 'To be digitized'.

Below these panels are two summary tables:

**VOLUME DETAILS**

Volume/Filza	196
Start Date	1551 November 2
End Date	1552 February 11
Date Notes	

**DOCUMENT DETAILS**

Doc ID	16992
Volume (MDP)	196
Insert/Part	/
Document starts at folio	2 /

This is because the search started from the Volume module, and only the results of the original search are considered primary.

To transfer a record from the Right 'Inactive' Panel to the Left 'Active' Panel (thus making it primary), use the button at the top of the Right Panel: 'Show this Person/Document/Place/Volume'.

## 2. Left Panel

The elements visualized in Left 'Active' Panel will always be the primary. This Panel also gives users

The screenshot shows a web interface for a person entry. The top section contains the following information:

- Medici, Cosimo I de'**
- Granduca di Toscana
- BIRTH: 1519 June 12
- DEATH: 1574 April 21
- Documents related to this person entry: 6291
- (View All | Sender 2124 | Recipient 2434 | Referring To 1733)
- A portrait of Cosimo I de' Medici.

Below this is a table titled 'PERSON DETAILS':

Name	Medici, Cosimo I de'
Gender	M
Date of Birth	1519 June 12
Birth Place	Firenze / Firenze / Toscana / Italia
Active Start	

access to a series of functions that are not available in the Right Panel.

Functions available from the Left Panel:

- Open a Discussion on a specific record in the Community Forums by clicking on the 'Discussion' button.
- Export records or share them via Twitter, Facebook and GooglePlus by using the Share/Link button.
- Print records via the 'printer' icon (upper right corner of Left Panel).
- Add the records to your Marked List by using the 'tick' icon (upper right corner of Left Panel). You can open your list clicking on the Marked List button located in the third row in the Main Menu bar.
- View series of records previously viewed in the Left Panel by using the arrows in the upper left-hand corner, or via the 'My History' feature in the Main Menu.



## ***F.A.Q.***

### **Q. Why do Right Panel lists sometimes open records in Left Panel, and sometimes in the right?**

**A.** The different 'behavior' of the two seemingly identical lists is caused by the fact that the queries that have originated them have different starting points.

For example: If you commence the search within the Document module i.e. via Basic Search => Doc. Transcriptions/Synopses or via Advanced Document Search, the list is a 'Prime' list, and all records will open into the Left Panel. All other fields (Volume, Documents, People, Places) searches leading to a Documents list will provide a 'Secondary' List where the document records will be visualized in the Right Panel.

### **Q. How can I print an entry?**

**A.** You can print any selected entry in the Left Panel or in your Marked List by clicking the printer icon in the upper right corner of the Left Panel. However, the manuscript images connected with the record cannot be printed.

### **Q. Can I export or share an entry?**

**A.** The Share/Link function opens a new screen with the record you are viewing, and provides you with the option of sharing it via Twitter, Facebook and GooglePlus, or by copying the http address.

### **Q. Can I create a list of entries I am interested in?**

**A.** You can create a list of 'marked' or 'flagged' entries (Documents, Volumes, Persons and Places) by clicking on the 'tick' icon (upper right corner of Left Panel). The list can be reviewed and edited at any time using the 'Marked List' button located in the third row in the Main Menu bar.

### **Q. Can I save/print BIA's digitized images?**

**A.** No. All the digital images from the Mediceo del Principato Archive are copyrighted by the Ministero dei Beni Culturali of the Italian Republic.

### **Q. How can I take notes while working on BIA?**

**A.** You can do so via the 'Personal Notes' function available in the Personal Directory menu or, if you are working on digitized Documents/Volumes, in the Page Turner.

### **Q. How do I access/edit my profile?**

**A.** Clicking 'Personal Directory' and then 'User Preferences' opens a window in which you can view and edit your profile.

### **Q. Can I send a direct message to other BIA users?**

**A.** You can do so via the 'My Messages' button in the Main Menu's third row.

### **Q. How do I cite information and quotations extracted from BIA?**

**A.** Any quotation from BIA is to include a precise reference to the entry or the Forum contribution which is being quoted. These are the citation formats required/suggested by MAP:

For an entry (Document, Volume, Person or Place):

In addition to the usual details for an archival reference (which may vary according to the rules set by the publisher) the citation must include the ID number of the entry in the BIA database in the following format:

MAP Doc/Vol/Person/Place ID# Id number

For example:

MAP Doc ID# 3338

MAP Vol ID# 329

MAP Person ID# 203

MAP Place ID# 28599

For a Forum contribution:

Regardless of the style adopted, citation must include:

- Full name of the contributor (this can be identified via ‘Community forums’, ‘Members’)
- Title of the post
- Date of the posting
- Name of the Discussion
- Date in which the post was downloaded
- URL of the posting (copy it via the ‘Copy Link’ button)

For example:

Tzortzatakakis, Ioannis. “Museo vs. Galleria”, 30 March 2013. Art History Forum. 3 April 2013.

<http://bia.medici.org/DocSources/community/ShowTopicForum.do?forumId=&topicId=61&postPageNumber=1&postPageTotal=1&postsForPage=10&completeDOM=true>

**Q. Where do I report any observations regarding the contents of an entry?**

**A.** You can report any observation via the Forums, opening a Forum Discussion (via the ‘Discussion’ button) on the entry at issue, or sending a direct Message or email to the BIA Coordinator:  
arfaioli@medici.org