

GETTING STARTED WITH PARADISEC

SIGN UP AS A USER WITH PARADISEC

Signing up with PARADISEC means you become a PARADISEC user. This allows you to gain access to collections in the archive. Only as a user can you access data in a PARADISEC collection after agreeing to PARADISEC's conditions of access, or sending a request to access data that has restrictions on viewing by following instructions provided by the collector.

You also need to sign up with PARADISEC if you wish to deposit material to the archive. Go to the PARADISEC catalog web page: <http://catalog.paradisec.org.au/>, and click on Sign up in the upper right-hand corner. Once you sign up, you get an automated message informing you to check your email to confirm your account, "A message with a confirmation link has been sent to your email address. Please open the link to activate your account". Click on the link in your email to confirm.

GET A COLLECTION ID FROM COEDL DATA MANAGER

Once you are a user, send a request to the CoEDL Data Manager (julia.miller@anu.edu.au) to request a collection be set up for you. To help you understand what a collection in PARADISEC might look like, visit the PARADISEC catalog to see other collections- how they are structured and how the files have been named and described. Links to two example collections are provided below.

NT5: <http://catalog.paradisec.org.au/collections/NT5>

Collection ID: NT5

Title: South Efate, Vanuatu

Description: NT5 is a set of audio and video recordings and transcripts from fieldwork between 2000 and 2008. It includes additional fieldwork in the Lelepa language, mainly on Lelepa Island.

LB3: <http://catalog.paradisec.org.au/collections/LB3>

Collection ID: LB3

Title: Italian dialect questionnaires for Marchigiano dialects from the province of Ascoli Piceno

Description: Italian dialect questionnaires (Carta dei Dialetti Italiani) collected from speakers of southern Marchigiano dialects from the province of Ascoli Piceno (communes of Appignano del Tronto and Castel di Lama) resident in Adelaide (South Australia). The study was later also extended to relatives resident in Ascoli Piceno. Undertaken by Linda Bone (Barwick) as an honours assignment for Italian Dialectology course taught by Antonio Comin, Flinders University, 1980.

You may have more than one collection, depending on how you want to organise your data. This is fine, just repeat the processes as needed.

At this point, send the CoEDL Data Manager the following details:

- Collection ID: XX##, e.g. KH01 (Ken Hale, Collection #1)
- Collection Title: (brief description, see above)
- Collection Description: (longer prose description, see above)

ORGANISE YOUR FILES

Get your files in the correct shape to upload to PARADISEC (see [COLLECTIONS AND ITEMS IN PARADISEC, FILE NAMING FOR PARADISEC ARCHIVING](#)). If you have video files, they will need to be processed before they are sent to the archive (see [WORKFLOW FOR VIDEO DATA](#)).

FILL IN METADATA SHEET

Download the minimal metadata Sheet and fill in all the fields. The CoEDL Data Manager must receive this form before you send files to be archived (see [METADATA INSTRUCTIONS](#)).

FILL OUT A DEPOSIT FORM

Depositors can specify conditions on the use of their data in a deposit form. Material stored in PARADISEC is available subject to the conditions set out by the depositor and only registered users can access primary records. See [COEDL-PARADISEC DEPOSIT FORM](#) for more details about access conditions. This will help inform your decision in setting access to the items in your collection.

SENDING YOUR FILES TO THE ARCHIVE

You cannot upload your files directly into the PARADISEC archive. However, we offer many ways to get your files to us. For more detailed instruction, see [FILE TRANSFER FOR ARCHIVING AND POST-PRODUCTION PROCESSING](#).

1. If you are part of a CoEDL designated corpus or collaborative project, you will have a share drive with Intersect (if you think you should have one, email the CoEDL Data Manager). From there, use the "ToArchive" share and let the CoEDL Data Manager know you have transferred files. This is for archive-ready files *or* media files for which you need help to further processing (video, audio, photo). For more information on the share drives, see [GETTING STARTED WITH SHARED WORKSPACES FOR YOUR COEDL PROJECTS](#).
2. Create a Cloudstor account-- you have 100 Gb free storage available to you instantly. This can be an easy means to transfer files. These can be files that are ready to archive, or files that need further processing (videos transcoded from .MTS to .mp4 or .mov so that you can use them with elan, bulk audio files needing resampling, etc). For more information on Cloudstor, see [DATA STORAGE](#).
3. Or you can always choose to post or hand deliver a hard drive to the CoEDL Data Manager at ANU:

Julia Colleen Miller
Centre of Excellence for the Dynamics of Language
College of Asia Pacific
The Australian National University
Coombs Building, 9 Fellows Road
Acton, 2601, Australia

*After reading through this guide, if you still have questions, or you wish to request a service, feel free to email me (julia.miller@anu.edu.au), or better, visit the **CoEDL Service Request Form**. CoEDL members use the Member login at the bottom of the CoEDL webpage. Then click the General Members tab, the link to the request form is in the left-hand panel. (<http://members.dynamicsoflanguage.edu.au/general-members/job-request/>).*