



Explore Tech Talk Updates About Related Join

SKOS Editor – how-to guide

Search ...



Assumptions

This instructional text relies on certain assumptions about the learner's background on the topic and working environment:

- The user is familiar with the basic concepts of SKOS – what it is and its general data model.
- The user is performing the tasks on a desktop computer. Mobile devices have not been fully tested.

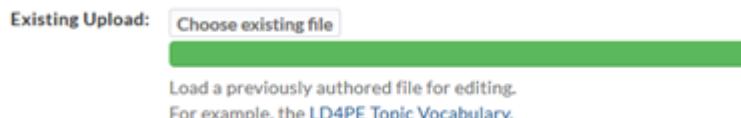
Quick Links

- [Back to Share Our Tools](#)
- Documentation:
 - [Download this page \(PDF\)](#)
 - [LRMI Tools - How-To Guide](#)

Walkthrough

Upload an existing file

1. To begin, download and save the JSON-based SKOS file for the LD4PE Topical Index locally to your computer:
<http://ld4pe.s3-website-us-east-1.amazonaws.com/assets/LD4PE-TopicVocab.json>
2. Visit the sandbox SKOS Editor:
<http://ld4pe.s3-website-us-east-1.amazonaws.com>
3. In the top navigation bar, click the gear icon .
4. Under, **Existing Upload** select the *Choose existing file* button .
5. From the local file selector pop-up, select the LD4PE file that you downloaded in step #1.
6. You will see a green successful progress bar displayed once the file has been uploaded.



7. In the top navigation bar, click on **Schema**.

Edit a concept scheme

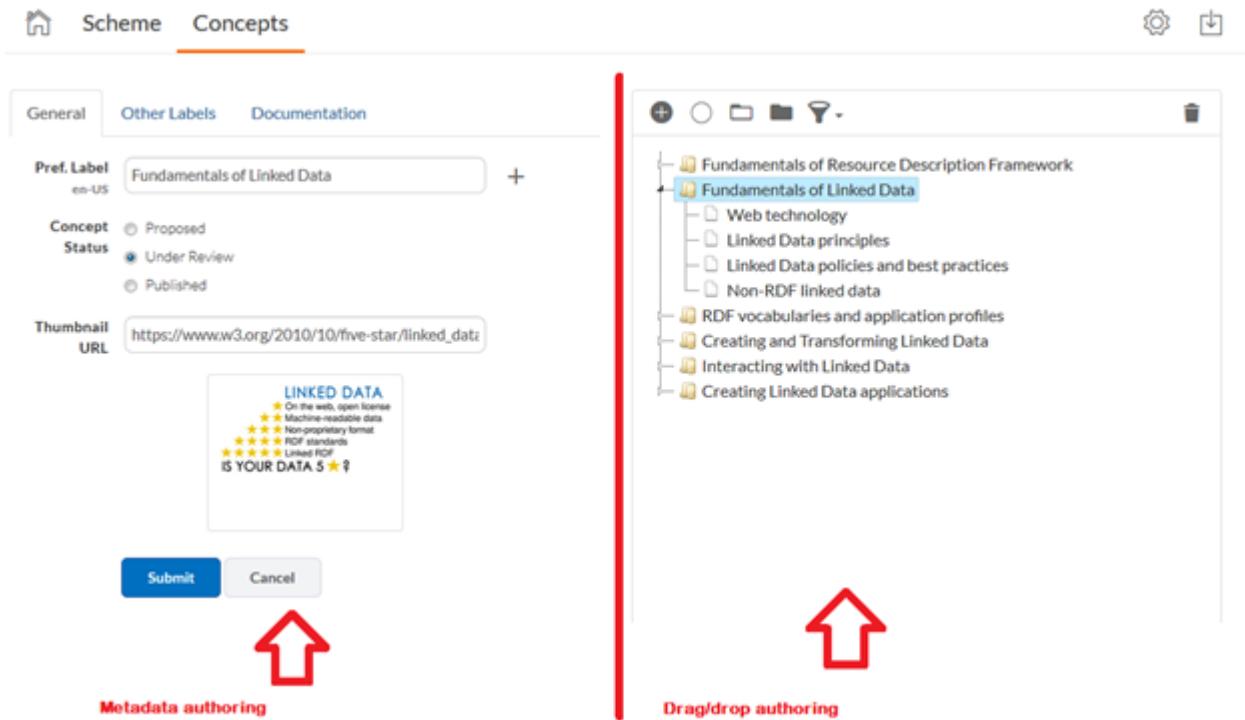
8. The **Schema** page is where a user edits the SKOS Concept Scheme metadata.

1. You will find this form prepopulated with values that came from the LD4PE Topical Index file that was uploaded.
2. All properties on the form are organized by tabs. The **Concept Scheme** form has only one tab, "General".
3. The properties which are associated with literal values have corresponding language terms. A language term can be modified by clicking on the term name (en-US) which then exposes an inline dropdown for language selection.
4. If a property is designated as repeatable, it can be repeated by clicking the corresponding plus icon 
5. To remove a property entry, click the corresponding "x" icon. 
6. To save any changes, press the **Submit**
9. Once you are finished editing the **Concept Scheme**, click on **Concepts** in the top navigation bar.

Edit existing concepts

The **Concepts** page lists all related SKOS Concepts.

10. The left hand side of the page is where individual **Concept** metadata is authored and edited. The right hand side of the page displays the hierarchical ordering of related **Concepts**. See the below illustration.



The screenshot shows the SKOS Editor interface. On the left, a 'Concept' is being edited with tabs for General, Other Labels, and Documentation. The General tab is active, showing a 'Pref. Label' (Fundamentals of Linked Data), 'Concept Status' (Under Review), and a 'Thumbnail URL' (https://www.w3.org/2010/10/five-star/linked_data). On the right, a hierarchical tree of SKOS Concepts is displayed, with a red arrow pointing from the left panel to the right panel, labeled 'Metadata authoring'. Another red arrow points from the right panel to the left panel, labeled 'Drag/drop authoring'.

11. Clicking on each **Concept** in the right hand hierarchy populates the authoring/editing panel on the left.
12. Concept metadata can be edited and authored similar to the **Scheme**. There are three tabs for Concepts, "General", "Other Labels" and "Documentation". Each tab contains corresponding properties.
13. To commit a change to a specific Concept, press the **Submit**

Add a new top concept

14. From the hierarchy menu, deselect all nodes by pressing the **Deselect All** button .
15. Type in a new **Label** and press the **Submit** button.
16. The new **Concept** is now displayed in the right hand hierarchy as a top level item.

Add a new narrower concept

17. To add a new **Concept** as a narrower item, select an existing **Concept** from the hierarchy.
18. From the hierarchy menu, press the **Add Narrower** button .
19. The **Add Narrower** button will now be toggled on .
20. While the **Add Narrower** button is toggled on, all new **Concepts** will be added as narrower items beneath the selected **Concept**.
21. Type in a new **Label** and press the **Submit** button.
22. Your new **Concept** appears as narrower item of the selected **Concept**.
23. Repeat as often as necessary to build out narrower items.
24. When you are finished adding narrower **Concepts**, turn off the narrower toggle by pressing the **Deselect All** button .

Delete a concept

25. To delete an existing **Concept** (and all related narrower **Concepts**), select it from the hierarchy.
26. Press the **Delete** button .

Expand and collapse the concept hierarchy

27. To expand and show all **Concepts** and narrower items, press the **Open All** button .
28. To collapse and hide all **Concepts** but the top level items, press the **Close All** button .

Filter the concept hierarchy

29. To filter the hierarchy by **Concept Status** select the **Filter** button .
30. Select the **Concept Status** you wish to filter the hierarchy by.
31. The hierarchy will refresh showing all matching **Concepts** highlighted in red.
32. To remove the filter, press the **Filter** button again and select the option of **Clear Status Filter**.

Download the SKOS file

33. Once you are finished authoring your **Concept Scheme** and related **Concepts**, you can download the **RDF/JSON** version of your work locally by pressing the **Download** button from the top navigation bar .
34. Press the **Download** button under the **Download RDF** heading.
35. When prompted, save your **RDF/JSON** **SKOS** encoded file locally.
36. You may leave the session and close your browser. You can re-upload this file at later date by following steps #2 - #7 under the aforementioned “**Upload an existing file**” section.

WELCOME!

Authenticated visitor

Contact the LD4PE Project

DCMI is a project of ASIS&T:
8555 16th Street, Suite 850
Silver Spring, Maryland
20910, USA
Tel. 301-495-0900
Fax: 301-495-0810

SITE MAP

Home

Explore

Tech Talk

View page list

Updates

View page list

About

View page list



Content on this website, unless explicitly stated otherwise, is licensed by DCMI under a Creative Commons Attribution 4.0 International License (CC BY 4.0). Refer to our Attributions Page for additional details.

Copyright 2014-2016 Dublin Core Metadata Initiative