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# SKOS Editor – how-to guide



## Assumptions

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


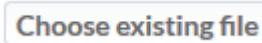
- The user is familiar with the basic concepts of SKOS - what it is and its general data model.
- The user is performing the tasks on a desktop computer. Mobile devices have not been fully tested.

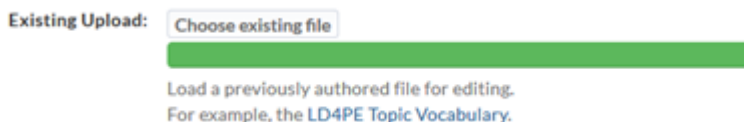
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## Walkthrough

### 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 **Scheme**.

### Edit a concept scheme

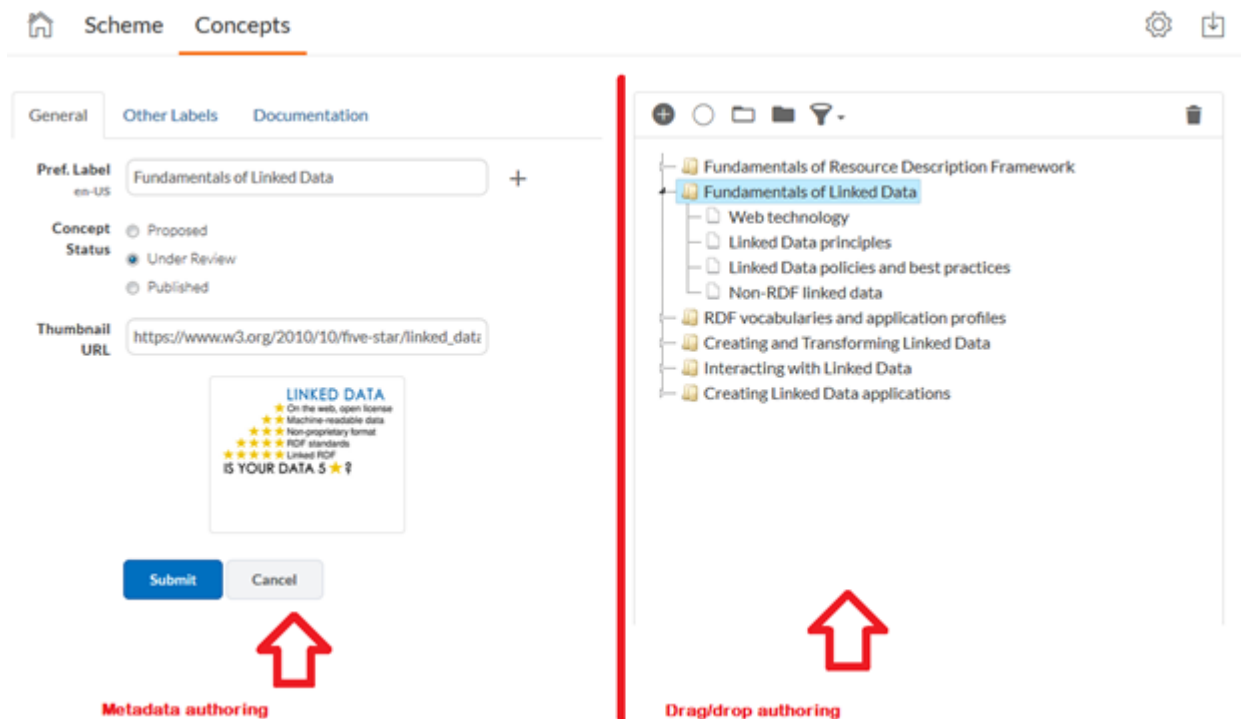
8. The **Scheme** page is where a user edits the *SKOS Concept Scheme* metadata.

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. **X**
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.






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

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