1.0.1

User Manual 11.8.04

How to use this manual

This document covers all you need to know to get started using Totem. This document is complemented by the Totem knowledgebase available at:
 www.totem-software.com/kb

Via the knowledgebase, you can read up to date articles about how to use Totem as well as post helpful comments for other Totem users.

Introduction

Overview

Totem transforms a personal computer and an inexpensive web-cam or video camera into an efficient system for conducting interviews and creating multimedia biographies.

Computer + Camera + Software =
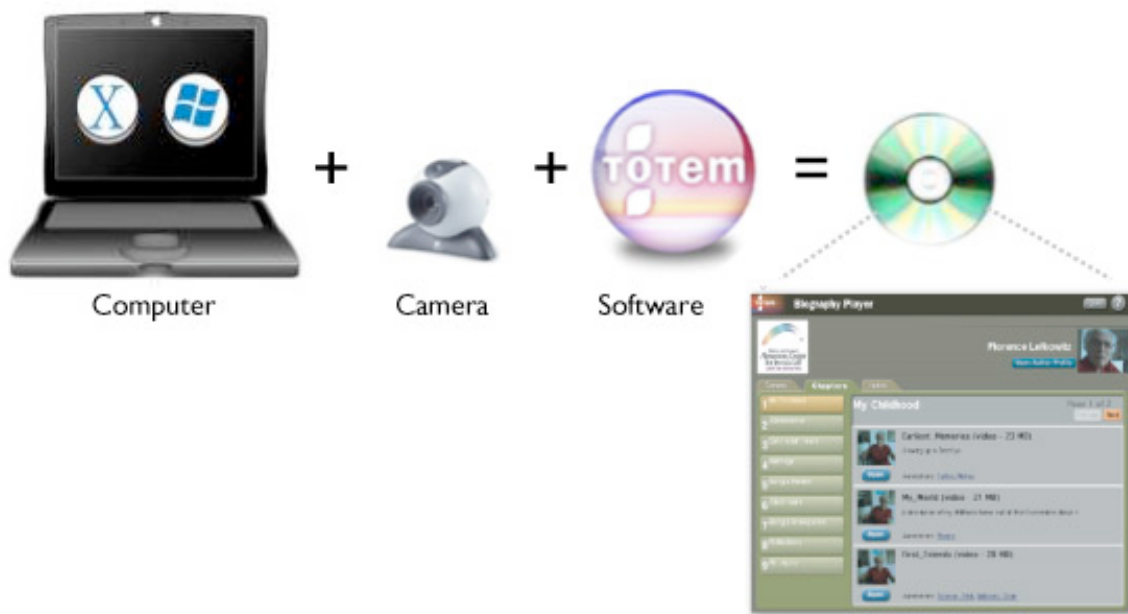
A Complete & Innovative Process

With Totem, there are no tapes that pile up needing to be digitized, transcribed or reviewed. The software enables many people to share the same computer and record video, audio and image files directly to it. Each interviewer has a password-protected account allowing the system to be easily administrated. Organizing collected information is simple. Once recorded, video, audio, image and files can be edited and described with keywords making them easy to search and sort. When it comes time to share, entire collections or individual files can be distributed along with Totem's free media player. Thanks to Totem, creating multimedia biographies and managing large or small-scale documentation projects is now more affordable and easier than ever.

GLOSSARY

The following terms are used throughout this manual and the software.

Administrato*r*
Individual who has access to all information in TOTEM, including system settings.

Annotate
To add a keyword to a video or audio clip or photograph.

Author
The individual being interviewed; the interviewee.

Author Profile
Background information about the author that is provided in preparation for the interview. Typically provided by the author, a knowledgeable family member or friend.

Biography
An author's collection of reminiscences, stories and life lessons.

Browse
To review entries and look for matches using specific criteria. Users can enter a keyword to find associated entries. Users can also search for terms in the title of an entry. The search can, for example, be limited by media type or number of annotations.

Caption
A description of an entry that will appear alongside the entry in a chapter. If the same entry is assigned to multiple chapters, a different caption may be used for each occurrence.

Chapter
A set of clips or photographs that are grouped together, typically because they share a common theme.

Clip
A video or audio file. Typically a recording of the author's response to a question. May be either a video clip or audio clip.

Co-Author
An individual who assists the author in reminiscing by bringing memorabilia and sensory objects to stimulate memories. May be a family member or friend.

Crop
To delete part of a photograph. See edit.

Delete
Erase an entry entirely.

Edit
To delete part of a clip or photograph. Typically a video or audio clip is trimmed to remove long periods of silence and a photograph is cropped to remove extra or unwanted parts of the image.

Entry
Umbrella term referring to any video, audio and image files recorded by Totem or imported into the system.

Export
To move entries/files from Totem's database to other media.

Facilitator
Individual who conducts the interview and/or records entries. Facilitators do not have the same privileges as Administrators. They cannot change system settings or access other user's accounts.

Index
An alphabetical list of all keywords assigned to entries. Can be used to find an entry on a particular keyword or category of keywords such as subjects, people or places.

Interview
The process of a facilitator asking an author questions.

Keyword
A descriptive term attached to a specific moment (see marker) in a clip or place in a photograph. These terms comprise the index. The process of adding keywords is called annotating.

Keyword Category
The keyword categories are dates, people, places, and subjects. The category determines what format the keyword will be entered into the index, e.g. last name, first name or month/day/year.

Marker
A marker is used to identify an important or relevant moment in an entry. Once an entry is marked it can be annotated with keywords.

Media Type
Indicates whether an entry is a video, audio, or photograph.

Question
Within each topic, several questions are listed to help guide the facilitator through the topic. The questions included in TOTEM are intended to elicit conversation and guide meaningful exchanges; they are not intended to be exhaustive or prescriptive.

Question Set

The file that contains Totem's list of interview questions. This file can be edited or replaced allowing for Totem to incorporate any questions that interest you. See Editing Questions.

Session

The biography may be recorded over the course of several meetings among the author, co-author, and facilitator. These meetings are referred to as sessions. Typically sessions work best if they are kept under an hour.

Subject

A broad division of interview questions. The four subjects for Totem's default question set are: experiences, life cycle, people, and values and legacy. Within a subject, questions are further divided into topics.

Title

This is the name that will identify the entry in the chapter, index, or search results. This is the name entered when saving the file.

Topic

Each subject contains related topics. For example, Totem's default question set includes the subject "Life Cycle." Life Cycle includes topics such as childhood, schooling and education, married life, growing older, widowhood, etc.

Totem

Chapter 1. The Administrator

A. Setting up for the First Time

1. The first time you open Totem, you will be asked to create an administrator account, with a user name, password, and security question. If you forget your password, the software will ask you this security question. If you answer it correctly, the software will display your password.

2. After creating your administrator account, Totem will ask you where it should save files. If you do not have a preference, use the default location. To change the location, click **Choose**. Click **next** when you are done.

3. Next Totem will show you the location where it will save backup files. This screen is similar to the previous screen. Click **next** when you are done. Totem will now take you to a login screen.

B. Logging in and creating an Author account for the first time.

1. Since this is the first time Totem is being used on your computer, and you have not yet conducted an interview there are not yet accounts for the people you will be interviewing.

2. You will be logging in as a system Administrator using the password and user name you entered when initializing the software.

3. The login screen will appear immediately upon launching the software. Type in the username you first entered and password, then click **Enter**.

4. After logging in, you will see a screen titled **Choose Author**. No authors will be listed if it is your first time

logging in. The author is the person whose biography you will be recording.

5. To add an author, click the **New Author** key at the bottom of the window. Enter the name and birth date of the author. You must use two digits for the month and date; four digits for the year. ***This information is required as it will be used to create a timeline of cultural references that correspond with the author's age.***

6. Click **Next**. The author you just added should now be listed on the **Choose Author** screen. Click on the author's name, and then click **Select. You will be automatically logged into the selected author's account.**

C. Creating a New Administrator Account

1. To create a new administrator account, an existing administrator must first login and select an author (Instructions for adding an author are in Section II, Part b.).

2. The administrator can now access the **System Admin** button at the top of the screen. After clicking this button, click the **User Information** button. You will see an option on the right called **Create New Administrator**. Fill in the fields and click **Submit**.

3. You must first logout in order to login using the new administrator account.

D. System options and settings

1. After logging in and selecting an author, you will be taken to the main screen. There is a button at the top labeled **System Admin**. Click the button. You will be in the **System Settings** section, which has three tabs. The left-most tab, **Storage**, allows you to choose the location where Totem will save files. The middle tab, **Backup**, allows you to select a location for backup copies of files and to choose whether backups should be created automatically. The right tab, **Video/Audio** will take you to a screen with a pull-

down menu for selecting the quality of video and audio clips. Select high, medium, or low. The bottom of this screen has buttons for Advanced Audio Settings and Advanced Video Settings.

2. Administrators control the quality and size of the audio and video files recorded by Totem. ***Totem's default settings will not work automatically on every machine as sound and video configurations vary.*** Optimal settings will allow you to record video files at a size small enough to fit 1 hour of video content onto a 700MB CD (along with the Totem Media Player).

3. Recommended Settings

   • Video: Medium MPEG–4 compression at 10 FPS with a data rate limited to 75 Kbp/s.
   • Audio: IMA 4:1 compression sampled at a 44.1 Khz ,16 bits, mono.

   Customize the settings to meet your particular needs but beware that large files will impede Totem's processing times especially when saving, editing and deleting files.

4. Above the three tabs is a square button labeled **User Information**. Clicking on this button will take you to another section with three tabs. The **Administrators** tab, on the left, shows you a list of current administrators and allows you to create new administrators. The middle tab, **Facilitators**, lists the facilitators and their passwords and allows you to see which authors are assigned to which facilitators. Administrators are also included in the facilitators list. Click on a facilitator's name to see a list of authors. This list will appear on the right. To change which authors are assigned to a facilitator, click the facilitator's name, then click **Change Privileges** at the bottom. In the window that opens, you can select a name from the left list and click **Assign Author** to add that author to the facilitator you have selected. This list shows all available authors. An author may be assigned to more than one facilitator. To

remove an author, click the name in the right list, then **Remove Author**. Click **Save Changes** to save and close this window.

5. The right tab, **Authors**, lists authors, the total time they have spent in Totem, and the disk space they are using. You can delete an author by clicking the name, then **Delete Author** at the bottom. Are the Author's associated files still available via the backup?

E. Logging out

1. To log out, click the Logout button at the top right of the screen. You will get a message asking, "Are you sure you want to logout?" **Cancel** will return you to the biography. If you click **OK** a new window will ask if you'd like to make a backup. If you click **Cancel**, you will be logged out immediately without creating a backup.

2. If you click **OK** the software will create a backup in the location you selected when setting up Totem. When the question screen disappears, a backup has been created.

F. Quit

1. Clicking the Quit button will close Totem. You can click "Quit" without logging out first.

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Chapter 2. The Facilitator

A. Creating a new account

1. After double-clicking the Totem icon on the desktop on the strip at the bottom of the screen, you will see a login screen. On this screen, in the bottom right corner, click on **Create New Facilitator Account.** The name you enter will be your user name. You may include a space between your first and last names.

2. Click **next**. You will be returned to the Login screen, where you may login using the username you just created.

B. Adding an Author

1. After logging in, you will see a screen titled **Choose Author**. No authors will be listed if it is your first time logging in. The author is the person whose biography you will be recording.

2. To add an author, click the **New Author** key at the bottom of the window. Enter the name and birth date of the author. You must use two digits for the month and date; four digits for the year. ***This information is required.*** Should it be required or 'strongly encouraged' for consumer mkt?

3. Click **Next**. The author you just added should now be listed on the **Choose Author** screen. Click on the author's name, and then click **Select.**

C. The Author Profile

1. After selecting an author, you will be brought to the Main Page. In the upper right corner of this page is a button labeled "Open Author Profile." Click on this button to access the profile. You can use this button to get back to the author profile at any time. The profile has five tabs. You can input or select information under each tab or leave it blank.

   a. The **Identification** tab contains basic data such as name, gender, and place of birth. ***First name, last name, and date of birth are required***.

   b. The **Background** tab contains data covering many aspects of the author's life. Some subsections, such as Military Service, will not apply to every resident. There are two types of boxes where you can input information. One allows the facilitator to type directly into textboxes. The other requires additional steps. For example, the Siblings subsection has a grey box in which you can not type. Under the box is a button labeled **New Row**. Clicking this will add a blank row in which you can type the relevant information.

   c. The **Notes** tab is a blank page the facilitator can use to record notes about the author.

   d. The **Timeline** tab does not require any input from the facilitator or author. It provides facts about the U.S. and the world for each year of the author's life. There is a dropdown menu on the right labeled **Pick Cultural Reference**. Select an item from this menu, such as Best Actor or President, to view only the facts related to this category for a particular year.

   e. The **Photo** tab provides an interface for taking a photo that will appear in the author's biography. If you have set up the camera to face the author, the right side of the screen will give you a view of what the camera "sees." Adjust the camera so it is focused on the author. To capture the image, click the "Take Picture" button under

the live image. The picture you take will appear on the left. Clicking "No Image" under the still photo will erase your photo and cause the image to revert to a generic silhouette. When you click the "Close Window" button (top right) to close the author profile, the photo you took will appear in the upper right corner of the screen.

D. Interviewing

1. At the top of the screen, click the button labeled **Biography**. You will be taken to the **Interview** section of the biography. To return to this section later, click the square labeled **Interview**.

2. Click **Begin Interview** in the middle of the screen. The input screen will appear.

   a. Interview Questions

      i. The bottom right quarter of the screen contains options for you to select. To view the interview questions, use the two pull-down menus on the right of the screen. Choose a subject (People, Life Cycle, Experiences, or Values and Legacy).

      ii. Then choose a topic (a sub-section of the subject). The first question in this topic will appear. Click previous or next to browse the questions.

   3. Recording

   To record entries, first select a media type using one of the four buttons on the right of the screen.

   a. *For video and audio*

      i. If you are videotaping, the left side of the screen shows you what the camera will record. For both video and audio, nothing will be recorded until you press **Record**. Click the **Record** button to begin. When you are done, click **Stop Recording**.

ii. On the right side of the screen, type a name for this clip, and click **Save**. Click on **Create New Video Clip** (or **Create New Audio Clip**) to continue. You can also select a new media type at this time.

b. *For photo*

i. The left side of the screen shows you a video preview. Click **Take Picture** on the right to capture a still photo.

ii. Enter a name for this clip and click **Save**.

c*. To import*

i. If you have an existing file you would like to include in the biography, click the **Import** button.

ii. Click the large button labeled **Browse Files**. Select the file you want to import, then click **Open**.

iii. The file you imported will open and will be automatically saved to the biography that you are creating.

E. Managing information

1. Information about Current Interview Sessions

a. Go to the main interview page (the page you see when you click the square button labeled interview).

b. At the bottom of the screen is information about the current interview session: how many entries were created in each media type, how much disk space is devoted to each media type, and the duration of video and audio clips.

2. Information about the entire biography for this author.

   a. The top of the main interview page shows how many questions exist and how many entries you have made to date that relate to specific topics. If you did not select a question before recording a clip, the clip will not be counted here.

   b. Note the information at the bottom of the screen for total number of entries and specifics about media types.

F. Logging Out

1. To change to another author, you must log out and log in again.

2. To log out, click the button in the upper right corner of the screen labeled **Logout**. Then click **OK**. You will be asked whether you want to create a backup. See Section I parts a and e for more detail on creating a backup, or just click **OK**.

Chapter 3. After The Interview

To view, edit, annotate, and organize entries in the biography, click the square button labeled **View Biography**. For editing an entry we recommend the following process:

- create markers before editing or annotating.
- Once you have markers you can annotate, i.e. add keywords to points in the clip or photo.
- You can also use markers when removing part of a clip (editing).
- Create Chapters after annotating and editing.
- To begin this process you must find and open one of the entries you have created.

A. Browse

1. Click on the tab labeled **Browse** to find the entries you have already created.

2. Clicking the **Search** button on the bottom left of the screen in this section will return a list of all the entries for the biography. You can also use the pull-down menus on the left to narrow your search.

3. When you have found the entry you want to work with, click the **Open** tab under the entry itself. You will have four options: Edit, Annotate, Add to Chapter, or Delete. (These are not in the order they appear on the screen) Edit will allow you to remove a portion of a clip, crop a photograph, or change the title of an entry. Annotate allows you to add keywords, which will be used to create an index. You can navigate to the Annotate feature through the Edit screen and vice versa.

B. Markers

Markers allow you to tag specific clips or photographs and attach descriptive keywords to that point. They are useful in identifying spots to remove part of a clip (e.g., delete from beginning to Marker A), and they also allow you to play only parts of a clip at a time (e.g., begin playing from Marker B). In a photo, a marker could tag an individual's face, allowing you to label each person separately. You may create markers as you are recording by pressing the spacebar or clicking on the button that has an asterisk (◊). Markers can also be added later (see following explanation).

1. Adding Markers

   After locating the entry through the Browse tab, click the **Open** button under the entry. Then, select the option **Annotate**.

   a. *For video/audio*

      i. Once the clip is open, you can play it and add markers as it is playing.

      ii. Click on the button under the image screen with the arrow (}) to play. You may rewind or fast forward by moving the indicator on the _____ bar.

      iii. To add a marker, click on the button with the asterisk (◊). You will see that the marker now appears in a table underneath the image screen.

      iv. When the video is finished playing, clicking on the marker in this table will cue the video or audio to the point indicated by the marker.

   b. *For photos*

      i. Add a marker by clicking on a spot in the photograph.

2. Deleting Markers

    a. To delete a marker, click on that marker in the table. You will see that the asterisk button now has a red line through it.

    b. Click this button to delete the marker.

C. Annotating

1. To annotate, i.e. add keywords to an entry, open the entry and click **Annotate**. You need to have markers in order to annotate. (See Section B. Markers)

2. On the right side of the screen, you will see two pull-down menus. The first says **Select a Marker to Annotate**. Select one of the markers that you have created.

3. The second pull-down menu asks you to select a Keyword Category. Your options are dates, people, places, or subjects. The keywords that you enter will show up in the index and allow you to group together various entries about the same person, topic, event, etc. Select a keyword category.

4. In the third line, enter a keyword: date, name, place, or subject. You will see the keywords you have created at the bottom.

5. Then click **Add Annotation** at the bottom. You may add more than one annotation to the same marker.

6. When you are done with this particular clip, click **Close Window**.

D. Editing

1. Removing a portion of a clip

   a. First click **Edit**.

   b. To remove a portion of a clip, you need to have markers assigned to the clip. See *Section B. Markers* above for instructions on how to add markers.

   c. To trim the clip, select the part you want to delete. Using the pull-down menu labeled **From:**, select the point where you will start trimming. Using the menu labeled **To:**, select the point where you will end trimming.

   d. You can even cut out the middle of a clip. The deleted section can be any part of the clip, no matter how small. Once you have selected the piece to delete, click on "Edit Recording."

   e. You do not need to save the file again it will be replaced automatically. You can edit a clip multiple times deleting specific sections with each edit.

2. Cropping a photograph

   a. Click **Edit** as you would for a clip.

   b. To select the section of the photo you would like to ***keep***, place the cursor in the upper left corner of the section, hold the mouse down, and drag the mouse down and to the right. A rectangular area will be highlighted. Everything outside the highlighted area will be cut.

   c. Click on **Crop Photo** on the right. You do not need to save the file again.

3. Changing a file name

   a. There is a button near the top of the screen labeled **Change File Name**.

b. Click this button, enter a new name, and click **OK**.

E. Deleting an Entry

1. Through a search or through the index, locate the entry and click **Open**. One of the options on the screen will be **Delete**.

2. Click to delete the entry. There is also an option under Edit or Annotate to delete the file.

F. Chapters

1. Creating a Chapter

   a. Click on the Chapters tab under **View Biography**. If you have not yet created chapters, there will be nothing here.

   b. To create a new chapter, you can click on Edit Chapters at the bottom of this screen. This button opens the Chapter Editor.

   c. Inside the Chapter Editor, click on **Add Chapter**, and type in the name of the new chapter.

   d. Click **Save Changes** at the bottom. This will save changes and also close the Chapter Editor. You can also create a new chapter as you go through assigning entries to chapters.

2. Adding entries to chapters

   a. Locate an entry using either the index or search, and click on **Open**. Then click **Add to Chapter**. A new window will pop up with two pull-down menus.

   b. Select a chapter from the first menu, or click **Create a New Chapter** below the menu. (To create a new chapter, simply type in a title and click **OK**. The chapter you created will now appear in the pull-down menu.)

   c. If the entry is audio or video, the second pull-down menu will allow you to select where to begin playing the clip.

The clip will be cued to begin at the marker you selected if you choose to begin play at some place other than the beginning, when you access the clip through the Chapter tab.

    d. You can also type a caption. This will appear next to the entry when you view it through the Chapter tab. You may assign the same entry to different chapters and give it a different caption in each chapter, or have it begin playing at a different marker.

    e. Click **Save Changes** when you are done.

3. Editing existing chapters

    a. To edit an existing chapter, go to the Chapters tab and click **Edit Chapters** at the bottom left of the screen. You will see all your chapters listed in order.

    b. To re-order the chapters, select a chapter and click on the up or down arrow that appears in the same line as the chapter name.

    c. To remove a clip from a chapter, first select the chapter. In the box underneath you will see a list of all the clips that are in this chapter. Select a clip and click **Delete item** to delete. This will remove the clip from the chapter, but it will remain in the index.

    d. Click **Save Changes** when you are done.

4. Editing Captions

    a. To edit a caption, click on **Edit Chapters**, select a chapter, then select a clip within that chapter. The bottom box will show you the caption, which you can change.

    b. Click **Save Changes** when you are done.

Chapter 4. Viewing The Biography

A. The Index

1. Keywords

   a. The Index is composed of the keywords entered when annotating the entries. These terms will be automatically alphabetized. Names of people will sort by last name, first name. Years will sort numerically.

   b. In the Index, you can click on a word to see a list of all entries to which you have assigned that keyword.

2. Keyword Categories

   The Keyword Categories are also denoted in the index with bold font. Selecting Date, for example, will show you all the clips that have a date assigned to them.

B. Chapters

Click on the **Chapters** tab. The chapters you created will be listed on the left. Click on a chapter to see the entries you have assigned to that chapter as well as their captions.

Totem

Chapter 5. Exporting to CD

A. Exporting

1. To export a biography, click the **Export** button at the top of the screen. You will see two pull-down menus on the left. The first menu offers a choice of what kinds of materials to export (e.g., individual files, files assigned to chapters, files with annotations). You must make a selection.

2. The second menu asks you to select the author. Under the menus you may check or uncheck **Include Totem Media Player**. If you choose to include Totem Media Player, you will be able to view your files through a screen that looks like the Totem program but does not allow you to add or edit files.

3. If you do not include Totem Media Player, you will have to view the files through other software that is on your computer. (Most computers come with a way to view photos. Your computer may not have software for viewing videos.)

4. The next option is PC or Mac. If you are exporting to the computer you are using, select the appropriate option for the computer you are using. If exporting to a disk, choose based on the computer where the disk will be used.

5. On the right side of the screen, select the types of clips to export: video, audio, photo, or all.

6. Then click **Export** to complete. The files will automatically be saved to the desktop in a folder labeled with the author's name. You can see the name of this file on the left side of the Export screen. If you want to have the files on a disk, you can transfer the folder from the desktop to a disk.

B. Writing to CD

1. Select all the contents of the folder on your desktop by opening it and hitting Control A. If you copy the folder rather than selecting all the contents, the CD will not play automatically upon loading.

2. If you have inserted a CD into the computer drive, you should see an icon for the CD on the desktop. Drag the selected files onto the CD. This will copy all the contents to the CD.

Chapter 6. Advanced Features

A. Inserting a custom logo into the Totem player

1. The Totem player can have a custom logo appear in the upper left corner. The default logo is a small blank pixel.

2. In order to export players with a custom logo you must first create a .bmp file of your logo that is no more than:

   o 109 wide (pixels)
   o 102 high (pixels)

3. A sample logo file should be available via the knowledgebase www.totem-software.com/kb

4. To automatically export players with your custom logo you can replace the default logo within Totem's root folder in the export directory. TOTEM/Export/Win.

5. *If you are using a Mac* you will see both TOTEM/Export/Win and TOTEM/Export/Mac. The Mac folder contains the packaged player (ie. the player icon). The file goes inside the package. In order to open the package hold down the Control key and click on the player icon. Select "show package contents" from the drop down menu. Drag your icon into this folder and replace the default or blank logo.

B. Creating new question sets for Totem

Contact us if you are interested in creating your own questions for Totem. We will be happy to help provide the files you need to insert a custom list into the application. Your list will replace the default questions that come with the application.