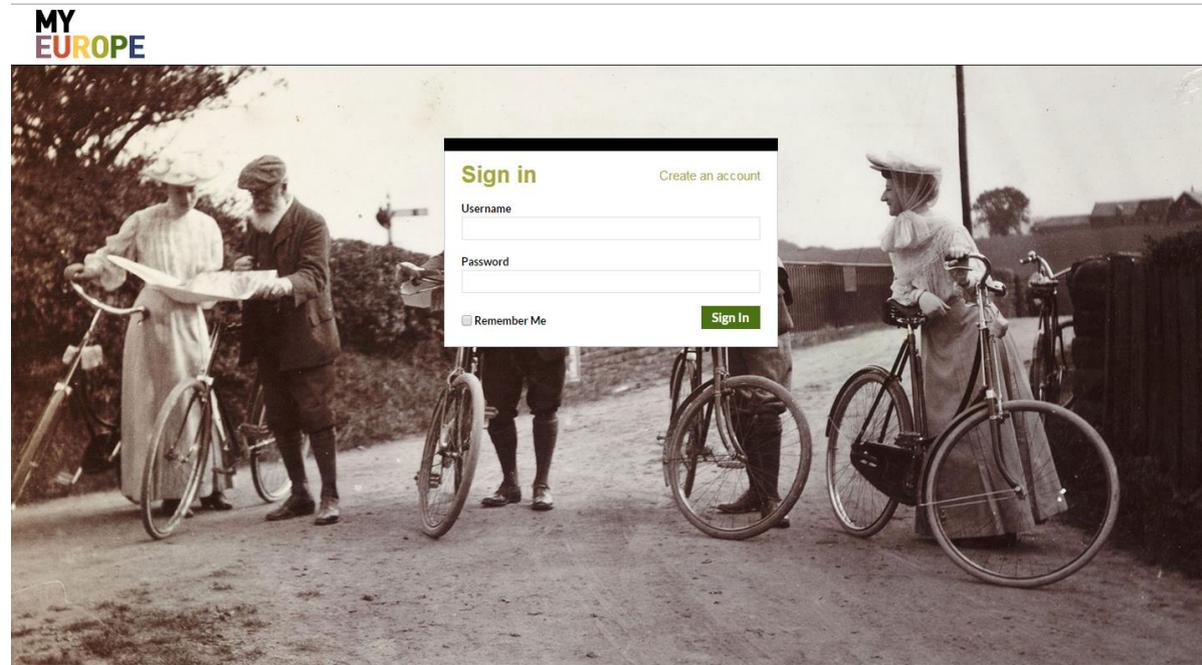# MyEurope: Instruction Manual

Are you curious what you can find and do in the new interactive playground of the digital museum: Inventing Europe? In MyEurope you can engage with the history we tell. Comment on the tours, objects and stories, and share your experiences, stories and objects with the rest of the world. Build your own personal object collection. Or create your own tour through Europe's history of technology, and share your knowledge and experiences with others. Join the community and become part of a movement to expand this new history together.
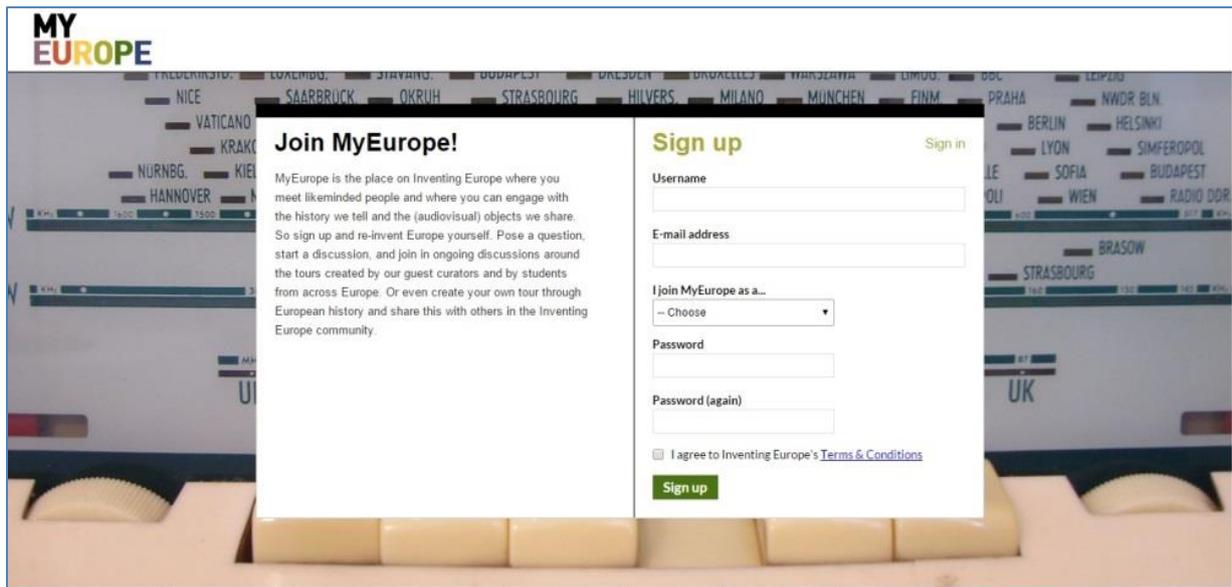
Want to know more? Then read the manual to find out all the possibilities of the **first Beta-version** of MyEurope.

Table of Contents

How to get started

Create an account
This only takes a few minutes.
- Go to http://www.inventingeurope.eu/myeurope/ and click 'create an account'.
- You arrive at the 'Sign up' page, where you need to fill out your username, e-mail and password.
- Select if you are a student, visitor, or other. This is obligatory and used only for future new online functional developments created for specific users.
- After reading the Terms & Conditions carefully, feel free to agree to the terms. After agreeing to the Terms you can sign up.

At the moment you will not receive a confirmation e-mail. After signing up, you get re-directed to the sign in page, where you can login immediately.

How to Log in?
You arrive at the log in screen by clicking on MyEurope in the menu bar of the Inventing Europe Digital Museum website. The button is located at the far right of the menu bar.

On the Log in page, fill out your username and password. Then press "Sign In".
If you want not to have to sign in each time you visit MyEurope, then you have the opportunity to have your details remembered. You then have to mark the "Remember me" box before signing in.

Clicking "Sign In" brings you to the Homepage of MyEurope

Exploring the homepage

The home page allows you easy access to all opportunities to engage with the history of the Digital Museum. You can discover, read and discuss tours, stories, and objects. You can find out what your favorite exhibition would look like by selecting your personal Object Collection, and you can create your own tour through European history. Don't hesitate and get started.

Click on **Discover what's out there** to explore tours by other users just like you.

Click on **Your Object Collection**, located right below the menu bar, to start your personal collection of most favorite objects.

Click on **Create new tour** to start your tour

Click on **Continue with your latest tour** to easily return to the latest tour you were working on.

Follow us on Facebook (/inventingeurope) and Twitter (@inventingeurope) to find our weekly update where we share new knowledge and keep you informed on news and events.

Build your profile

By clicking "Profile" in the MyEurope menu bar you arrive at your personal profile page. Here you can add additional information about yourself. We ask you to provide your institution, photograph and biography. Our mission is to start qualitatively high discussions and create trustworthy and traceable information. You then know with who you are in touch.

Your details

Name: Fill out your name as you want it to be shown in your tours. If you not do this, your username will appear.

Institution: Enter your institution, this will give other users an idea what your background is.

Picture: Upload a picture in landscape format, preferably with yourself at the center

Biography: Fill out your biography. At the moment, there are no options to see other people's biographies. In the future, we might create the option to make part of your profile public, herewith increasing quality and trustworthiness in discussions.

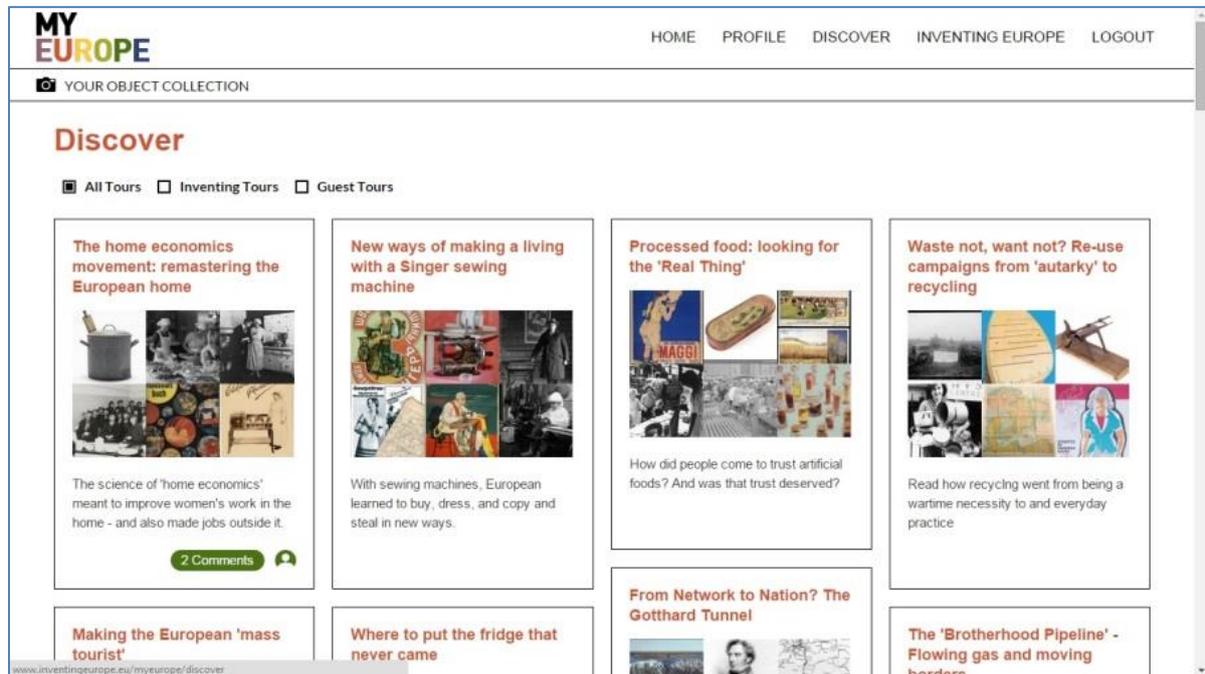Change password: You can change your password here.

Remove account: You can remove your account from the website. Please consult the Terms & Conditions for further information about the deletion of your account.

Your actions

When you scroll down you find the tours that you created and are working on. Simply click on a tour to edit it. Or start a new tour by clicking on the 'Create new tour' button.

Discover, read and discuss

Discover page
Here you find all the tours that are currently published on the European Digital Museum as well as those tours that are shared by our visitors, students, scholars, cultural heritage professionals and museum visitors from across Europe and beyond.

If you select the 'All Tours' button you find all available tours. By filtering 'Inventing Tours', you find all the tours that are currently published in the Digital Museum's six fixed exhibitions. By filtering 'Guest Tours' you find all the tours that are written by invited guest curators from across Europe.

When you hover with your mouse over a tour on the discover page, you find the name of the curator(s) and the number of comments made about the tour.

Click on one of the tours to read it, view the objects, and join a discussion or share your own stories.

Read a tour and discuss
You arrived at the discussion page of a tour. This is the place to share your expertise, your own stories, pose questions to the other community members or reply to ongoing discussions.

The left side of the page: Read a tour
On the left you can scroll through the tour and its additional information. At the top left you see what the tour is about, the name and picture of the curator(s), and the objects in the tour.

When you scroll down, you can browse through the objects and stories by clicking on the arrows placed on the left and right sides of the stories or by scrolling through the objects in

the bar placed in the middle of the page. If you click on one of the objects in this bar, the accompanying story appears.

By hovering over an object with your mouse you find the accompanying metadata. When you click on the object you will view a larger image.

The Right-hand side of the page: Discuss
On the right-hand side of the page you find the Discuss area.

1. Sign in to Discuss: When you create an account on MyEurope, automatically an account for our Discuss section will be created as well. So when you want to start or join a discussion, you will not need to sign in again.
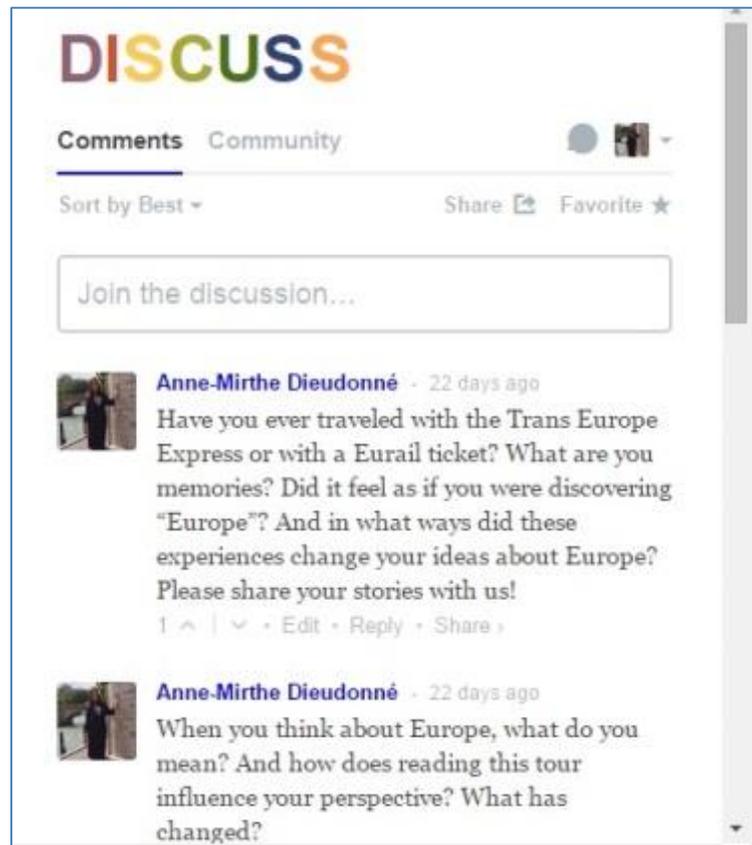
2. Join the discussion: Here you can start your own discussion. You can use this to pose a question to the community, or to share your expertise or an experience that relates to the tour, the stories and objects that you view on the left. Add what you want to share and press "Enter". Your discussion now appears for others to see.

3. Reply to a discussion: If you see an interesting discussion you want to reply to, then go to the 'Reply' button below the discussion of your choice and click on it. You can now insert your response. Press enter and your reply is visible to others.

4. Share a discussion: You can share via social media the discussions that appears with a tour. If you want to draw attention to all discussions appearing with a tour, then go to the Share button at the top right of the Discuss area, next to favorite, click 'Share' and follow the steps. Below each individual discussion and reply you also find a 'Share' button in grey. If you want to share via social media a particular discussion or reply, then click the 'Share' button, and follow the steps.

5. Favorite a discussion: You can favorite the discussions that appears with a tour by going to the top right of the Discuss area, and click on 'favorite'. You know that you favored the discussion when the star turns yellow.

Try it and feel free to share with each other so that we bring this new history to life and learn more together.

Create your object collection

How to collect your objects

You can start your personal object collection with your most favorite items. You find your 'object collection' at the top of each page, directly below the menu bar. Click on 'your object collection' and it slides downwards. You now have three options which you find on the top left side of the collection bar:

1. 'Upload your own': Click this button to add images you have saved on your computer. Read the Terms & Conditions carefully before you click on 'Ok'. Very large images will take a while before they appear in your collection. You might want to compress or resize your images to about 67 kb. This makes working with them online much easier.

2. 'Inventing Europe': With this option it is possible to use objects from Inventing Europe. This option brings you go to the object page of Inventing Europe. You can scroll downwards to find interesting pictures, but it is also possible to browse the tours or enter a search at the top of the page. When you have found an object you want to add to your collection, you hover with your mouse over the picture until an arrow appears in the picture. You click on this arrow without letting go of your mouse button and drag it to the object collection, which is now placed at the bottom of the page, you can let go of the mouse button when 'drop to add object' appears. The system automatically remembers all metadata that goes with this object. Click 'Continue on MyEurope' to return to your activities on MyEurope.

3. 'Europeana': Click on this option shows you a search bar that allows you to search the Europeana database for objects. Enter a search term and a list of the found objects will appear. If you click on one of the objects you will be redirected to the Europeana page of this object where you will find more information.
When you find an object you want to store in your object collection, you need to drag and drop the object to your object collection. Click on the object of your liking with your mouse and don't let go of the button before you have moved the object to the object collection. 'Saving image…' might show a while before the object is uploaded and appears in your collection. The original Europeana URL of the object is saved automatically with the object.

Hover over the object with your mouse and a pencil appears. This is the notes field of the object. Here you will find the Europeana URL.

Add notes to objects with the pencil button
If you want to add notes or comments to the objects in your collection, then hover with your mouse over the object, and a symbol of a pencil appears at the upper right corner. When you click on it the objects notes section slides out, and you are ready to insert your notes.

Delete objects from your collection
Hover with your mouse over the object you want to delete. Next to the pencil appears an 'x'. Click on it and your object is deleted.

You are ready to get started and fill your collection with great objects!
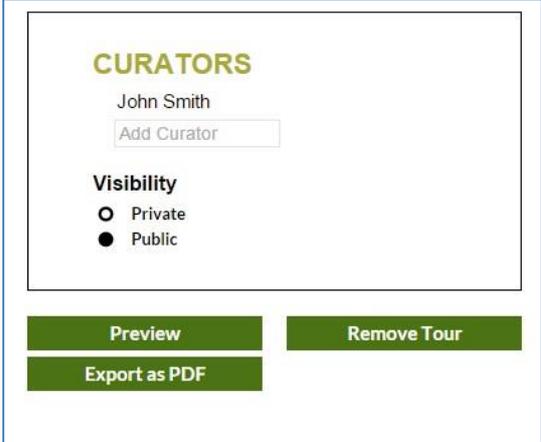
Create your own tour

In MyEurope you can create your own tour through Europe's history. On the home page (at the right) or on the profile page you can find a blue 'Create new tour' button. By clicking on this button you arrive at the landing page of your tour, called 'create your tour'-page.

What do you find here?

Right-hand side of the page:
Curator
Will you work alone? You will find your name here, because you are creating the tour. If you work in groups the person who starts the tour needs to add the other group members. Insert their names, and the system will automatically find them (assuming the other group members have created a MyEurope profile). Do you want to remove a curator from your tour? Then hover over his or her name. Click on the X that appears, and the curator is removed.

Visibility
The tour is automatically set on 'private', this means that only you (and your group members) can view the tour. You have the option to share your tour with others. In this beta version of the website you can change visibility from 'private' to 'public'. You will need to send a brief e-mail to the development team at inventingeurope@tue.nl. Insert in the subject field: "Publish tour on MyEurope" and insert in the text the title of your tour. The team will then make your tour visible to others.

Preview
When clicking on this option you find a preview of your tour. You can use this function to show the tour to others or to find out what it would look like if your tour would be published on the Discover page.

Export as PDF
If you want to print, save or share your tour with others, with this button you will create a PDF-file. You first select all the tour units you want to include in this PDF, by selecting the 'include in export' fields next to the tour units. Then you click on 'Export as PDF' button. The

PDF will appear in another window of your browser. Save the PDF on your computer by clicking with the right button of your mouse on the pdf and click on 'save as...'.

Remove tour
If you are not satisfied with your tour or want to remove it for any other reason, click this button.

Left side of the page: Create your tour
You are now ready to start your tour!

1. Title: Insert the title of your tour here.

2. Blurb: This is a 1-sentence teaser based on the subject of your tour, and which will be shown/elaborated in the 6 stories (max 15 words). The blurb always needs to attract attention and invite for further reading.

3. Description: Create a 50-word introduction of your tour that tells the reader what he can expect from your tour. What topic do you deal with? What interesting point do you want to make? What are you sharing?

4. Add language: You can offer your tour in more than one language. English is obligatory, allowing everyone to be able to understand each others' work. If you, for instance, like to create a German version of your tour as well, you add 'German' via the 'add language' tab located next to 'English'. A new tab then appears next to 'English' that is called 'German'. By clicking on this tab, the location where you can add the German details for your tour appears.

5. Remove language: If you want to remove the added language, go to the tab of the language you want to remove, click on 'Remove language', at the top of this tab.

Warning! The website not automatically translates your tour in the selected language, as automatic translations often lead to major errors and poor results. Translations are thus to be made by the curators of the tour.

Left side of the page: 'Edit your tour units'
Scrolling down on the 'Create your tour' page, you find the 6 different units that together compose your tour. Each tour can consist of maximally 6 units, that is 6 stories and 6 objects. This area shows you an overview of your units: the objects, the title, and the order in which you placed them. You can immediately start working on your units:
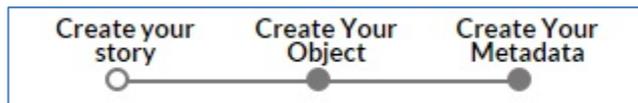
1. Drag and drop: Select the objects of your choice for each unit, by dragging and dropping them to each tour unit. Find out how to do this in the special section below [See 'Add an object' section on page 10] Have you not yet created your object collection? Then find out how to do this in the above section: "Create your object collection".

2. Select curator: If you work in groups, then select the curator per tour unit by choosing the curator name below the title of each unit. If you want to remove a curator from a tour unit, then switch this field back to ' - Select curator'.

3 'Edit': Press this button to edit this tour unit.

Working on a tour unit

Working on a tour unit requires four steps: 1. Add an object; 2. Create your story; 3. Create your object; 4. Create your metadata.

Navigating your tour unit
At the top left side the metro line can bring you to the place in your unit where you want to work on. Just click on the dot. The vertical metro line shows you the 6 potential units you can work on. This line at all times allows you to switch between units if desired. The 'Back to Tour' button redirects you to the home of your tour: the 'Create your tour' page.

Below the object you find two notes fields that are of general help.
Object notes: This field contains notes that belong directly to the object. This field is the same as the notes field that appears within Your object collection after having clicked on the pencil button. [See 'Add notes to objects with the pencil button' section on page 8]
Tour unit notes: this field is for you to add your personal notes. These are for your eyes only and will not be published later.

TIP: Each time you have changed one of the fields within this unit and you go elsewhere, the changed information is safed automatically
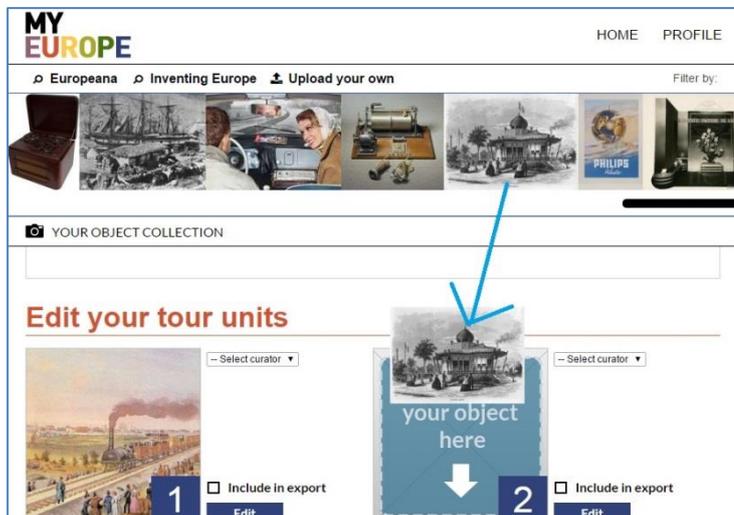
Now let's get started.

1. Add an object

Adding objects happens by dragging and dropping objects from your object collection to your tour.

This can happen on the 'Create your tour' page as well as on your tour unit page. How does this work?
1. Unfold 'Your object collection': and let your mouse hover over the image you want to add. An arrow appears on the object.
2. Click on the image without letting go of the mouse button. Drag the object to the tour unit of your liking. A downward arrow appears in the destination field. Let go of the mouse.
3. The question 'set this image?' appears. Click 'set image'.

How to upload a video to your tour unit on MyEurope?

Currently, it is impossible to view and play videos in MyEurope. To show that your tour unit has a video that people can watch elsewhere you need to take a number of steps:

1. Watch the video and find the most interesting part for your tour unit. Stop the video and take a screenshot of this part.
2. Give this image a name and save it on your computer.
3. Upload the image into Your Object Collection via the "Upload your own" button. [See the above section on page 10]
4. Drag and drop your object to the tour unit where you want to feature the video.
5. Insert the video URL in the "Video URL" box below the object.

Tip: In "Your Object Collection" you can click the pencil button that appears on an object when you mouse over it. In the notes field that appears you can add the video URL so that you will always have the original link available and attached to that image.

Warning! Videos added to your tours cannot play anywhere in MyEurope, not even after having shared tour on the Discover page.

Warning! You can only add the video frame and URL on the 'Tour Unit' pages, and not on the general 'Create your tour' page.

2. Create your story

Each unit consists of an object with additional data, and a story. The story is a narrative that corresponds with, or a context to the object. This is the place where you can share your knowledge, expertise, experience, and personal stories, always in relation to the object. In the Create your story section you find the following fields:

1. Title: Insert the title of your story.
2. Story: This is the place where you write your story. Considering official Inventing Europe standards a web story ideally should be max. 200 words..
- Sources: Add the sources you have used for your story here. We value highly proper referencing that allows for accountability and trustworthiness. Let us know your sources, also if it is oral history!

3. Create your object & 4. Create your metadata

These two sections belong together. They contain the official object metadata. Metadata is is information about the background of the object, and the location where the object comes from. We use the Dublin Core standards, a standard that is often used by big object databases online.

1. **Caption:** Insert the official title of your object, as according to where you have found it.

2. **Description** (English): If the object information is not in English, insert here the English version of the description of the object.

3. Description (Original Language): Add the information of the object here, either in English (if this is the original language) or in another language the objects is described in.

The Create your metadata section contains additional important information like 'rights' and 'publisher' and 'date'. These all refer to the location where the object is being held. The fields according to the Dublin core standards include:

1. Creator: This can be two things: The person or organization who has created the object; the person who has taken the picture of the object

2. Subject: Set of keywords given to an object, either telling what the object is about or how the object is categorized, for instance in a museum collection (you could also say that the keywords give an impression of the way in which the object was contextualized)

3. **Publisher:** Person or institute who has published the object (online database, or museum)

4. Contributor: Person or organization that has participated in the object (i.e. the name of the person who does the presentation of an audiovisual news reel)

5. Date: Can contain two things: date of production of the object; date of creation of the picture of the object.

6. Type: Image, Moving image, Object

7. Format: Details on the size of the object

8. Identifier: (Often a) number of location of the object/image within a collection

9. **Source:** Location in a collection or database (this can i.e. be a reference of a newspaper)

10. Language: If there are words on the object or image, this field shows what language it concerns. Language in two letters, ie: NO, PL, NL, EN, DL

11. Rights: One of the most important fields. Shows: who holds the rights of the object and/or the image of the object. This field gives information if you can use an object freely, if you have to ask permission, and if so, to whom.

An explanation of the various fields can be found at: http://dublincore.org/documents/dces/

Finished with your tour?

On the landing page of your tour, the Create your tour page', you find a number of options to choose from how to proceed. These appear at the right hand side of the page.

Export your tour as PDF

If you want to print, save or share your tour with others, with this button you will create a PDF-file. You first select all the tour units you want to include in this PDF, by selecting the 'include in export' fields next to the tour units. Then you click on 'Export as PDF' button. The

PDF will appear in another window of your browser. Save the PDF on your computer by clicking with the right button of your mouse on the pdf and click on 'save as...'.

View your tour in the preview mode
When clicking on this option you find a preview of your tour. You can use this function to show the tour to others or to find out what it would look like if your tour would be published on the Discover page.

Publish your tour on the Discover page
The tour is automatically set on 'private'. This means that only you (and your fellow tour curators) can view the tour. You have the option to share your tour with others. This means that your tour will appear on the Discover page of the MyEurope environment, where people can then view your tour together with all the other tours.

In this beta version of the website you do this by going to the landing page of the tour: the Create your tour page'. On the right hand side of the page, below the names of the curators, you view the words 'private' and 'publishes'. changing visibility from private to public. You will need to send a brief e-mail to the development team at inventingeurope@tue.nl. Insert in the subject field: "Publish tour on MyEurope" and insert in the text the title of your tour. The team will then make your tour visible to others.

Warning! Publishing tours on MyEurope does not equal publishing tours on the Inventing Europe Digital Museum website. These tours are written by experts and refereed by the Museum's development team. The team decides if a tour is suited to appear as a guest curator tour. Do you think your tour should appear as guest curator tour on the Inventing Europe website? Then contact us at inventingeurope@tue.nl

Remove your tour
If you are not satisfied with your tour or want to remove it for any other reason, click this button.

Terms and Conditions
We value trustworthy, friendly, and honest use of our website, our stories and the collections that we provide to re-use **only within the MyEurope environment**. Subscribing to MyEurope therefore means complying with our Terms & Conditions. You find our Terms & Conditions by following this link or by going to www.inventingeurope.eu > About > Terms of Use.

Further questions
We appreciate any feedback or questions you have about this first beta version of MyEurope, the interactive platform of Inventing Europe. Please send them to: inventingeurope@tue.nl