

System Documentation

The Function and Coding of File Names The Function and Coding of Document Descriptions Examples of How They Are Used by the UBHS Archive Update Program

File Names — Relevant file names are located in the Documents/ directory

Format: * Subject code: 2 characters from the control record subject code list. The list of codes can be generated by running program ListSubjectCodes.pl
* Spacer: ~
* Date: 8 digits in YYYYMMDD format or replace unknown part of date with "S's". Date document written.
* Spacer: ~
* Author code: file name from HTML/NamesBios directory. Coded name of author writing document. The list of author name codes can be generated by running program ListFileNames.pl
* Spacer: ~
* Pages: 2 or more digits indicating the number of pages in the PDF file.
[Optional: Spacer: ~ and foreign language code only if document is other than English]
* File extension: see below

Example: "AB19560310_SadlerB_07.pdf"

Overview: For each of the listings (author, date, and subject) the subject code is decoded into the subject description, the date is edited into YYYY MM/DD, author code is converted to author name for the author listing only otherwise the code is used, pages are edited to "01 pg. " or "xx pgs." and the output is sorted into correct sequence for display.

The file name subject code is converted to its description by the update program. The description is displayed in the 3 listings and is used to group documents in the subject listing.

The file name date is edited by the update program. If "S's" are entered in the date it displays "N/A" for date not available. The edited date is displayed in the 3 listings and is used to group documents in the date listing.

The file name author code is converted by the update program into a full author name using the cross reference provided by the HTML/NamesBios files — this name is used in the authors listing; the dates and subject code listing display the author code.

The file name page field is edited by the update program for display in each of the 3 listings.

The optional foreign language code is used by the update program to indicate next to a document that it is not English. The one letter code is converted to an abbreviation; eg. AB19560310_SadlerB_07_S.pdf would display (*Sp.*) next to a Spanish entry.

The file extension ".pdf" allows Adobe Reader to display the documents.

File Extension: Most files being displayed are PDF files found in the Documents/ directory — the file extension is ".pdf". To access any files outside the Documents/ directory a dummy file is required in the Documents/ directory to allow access to the file. These dummy files are empty text files with a file extension of ".txt".

Document Descriptions – document descriptions are located in ControlFiles/ArchiveFileDescriptions.txt

Format: FileName ~ Description

Example: "AB19560310_SadlerB_07.pdf~Synopsis of Paper 115, <U>The Supreme Being</U>"

The description can simply be a description of the document (PDF file name); it can contain HTML markup or it can include links as well. There are 2 types of links that can be included:

1) Reference Links — one reference link can be included in a description. It refers to any other document by document name and is enclosed within @ signs.

Example: "HB19620303_SprungerM_01.pdf~ Enclosure from a letter by Meredith Sprunger from 3 Mar 1962. See Rowley letter @HB19620203_RowleyM_05.pdf@"

A reference link is changed by the update program so that instead of showing the file name, which would be meaningless to the viewer, it says instead (using the example above): "Referenced RowleyM doc" which is a link to the PDF document referenced within the @ signs and is the document that will display when the link is clicked on.

To access files outside the Documents/ directory a reference link is tied to the document description of a dummy text file located in the Documents/ directory. The dummy record file name supplies the information about the subject, date, author, and pages of the file being accessed and the document description reference link supplies the address of the dummy file.

Example: "OH20071112A_WatkinsL_01.txt~@../ArchiveProcessing/ControlFiles/UBArchiveControlFile.txt@ system documentation — update program text control file defining subject and language codes."

This is an example of a document description that will generate a record linking to the UBArchiveControlFile.txt file. A dummy file named OH20071112A_WatkinsL_01.txt must be added to the files in the Documents/ directory otherwise the document description will be rejected — it needs to match a file in the Documents/ directory in order to be valid. The update program will alter this description so that it displays as "Referenced UBHS doc system documentation — update program text control file defining subject and language codes."

2) Article Links — multiple article links can be included in a description. They define articles found in periodicals, magazines, newsletters, etc. They also are enclosed within @ signs but they include the codes SC:

AUTHOR: and TITLE:

SC: is followed by the 2 character subject code assigned to this article. AUTHOR: is followed by the author code for the article author. These name codes are the file names found in the HTML/BiosNames directory. TITLE: is followed by the title of the article.

Example: "BY20050701_B_52.pdf~<U>The Herald,</U> Journal of Urantia Book Fellowship. Editor Linda Busselli. @SC: AA AUTHOR: OliveaC TITLE: The next fifty years, dissemination of the Urantia Book and its teachings@"

Overview: Article links are changed by the update program. The codes AUTHOR: and TITLE are changed to lower case and the title of the article is underlined. The above description example will display as: The Herald, Journal of Urantia Book Fellowship. Editor Linda Busselli. *Brotherhood* periodical article(s): author: OliveaC; title: The next fifty years, dissemination of the Urantia Book and its teachings;

When an article link is provided in a document description a subject code for the article and its author and title are entered. Therefore the document itself has a subject code and author and each article within the document also gets a subject code and author. These article links generate additional records that are displayed in the author, date, and subject listings. The periodical itself is shown with all its articles' authors and titles (the coded entries in the description are altered by the update program as shown above in the article link overview.) Each article is displayed under its author name with the date of the publication and the title of the article.

In the date listing the articles are listed under the date of the document along with the article author and title.

In the subject listing the articles are listed under the subjects they were assigned to, not under the subject code of the document they are found in. The author and title are listed with the date of the publication.

Examples above are shown enclosed in " " marks. They're for example clarity only and aren't added to the actual records.