

RDMBA

**User Manual
Version 1.0**



Felix Engel

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Felix.Engel@uniklinik-freiburg

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1 Introduction

This is the user manual for RDMBA (Research Data Management in Biological Anthropology), a platform that is used by Biological Anthropology¹ at Freiburg University² to manage research data from their projects. It is based on CKAN³, a software for open data platforms, that has been adapted for its current application. As a consequence, the CKAN documentation⁴ is a good resource for getting to terms with RDMBA. This very document is based on their user guide⁵. One of the principal changes in adapting CKAN to become RDMBA was to rename 'organizations' into 'projects'. So whenever the CKAN documentation refers to the former, this will be the latter in RDMBA.

1.1 Datasets and resources

On RDMBA, data is published in units called “datasets”. A dataset is a parcel of data - for example, it could be a series of project reports, materials for reproducing calculations in an article, or tables containing the results of osteological observations. When users search for data, the search results they see will be individual datasets.

A dataset contains two things:

- Information or “metadata” about the data. For example, the title and publisher, date, what formats it is available in, what license it is released under, etc.
- A number of “resources”, which hold the data itself. RDMBA does not mind what format the data is in. A resource can be a CSV, XML file, PDF document, image file, linked data

¹<http://www.uniklinik-freiburg.de/anthropology.html>; last accessed on 26 March 2015.

²http://www.uni-freiburg.de/start-en.html?set_language=en

³<http://ckan.org/>; last accessed on 26 March 2015.

⁴<http://docs.ckan.org/en/latest/contents.html>; last accessed on 26 March 2015.

⁵<http://docs.ckan.org/en/latest/user-guide.html>; last accessed on 26 March 2015.

in RDF format, etc. RDMBA can store the resource internally, or store it simply as a link, the resource itself being elsewhere on the web. A dataset can contain any number of resources. For example, different resources might contain the data for different years, or they might contain the same data in different formats.

1.2 Users, projects and authorisation

RDMBA distinguishes private and public data. Its core purpose is to store private data that is only intended for internal use within the department. As a consequence, most of the data stored within the system is not visible to normal visitors to the website. What they do see are public data sets that the department puts out to be shared with the world. In order to view private data, you need to obtain special authorisation.

All datasets are owned by a "project". Projects are research projects in Biological Anthropology and each of them has an administrator who is responsible for the project's presentation on RDMBA. A project administrator can add individual users to the project, with different roles, depending on the level of authorization needed. A user in a project can create a dataset owned by that project. This dataset is initially private, and visible only to other users in the same project. If public access is desired, it can be published at the press of a button. This may require a higher authorization level within the project.

Anyone can register a user account with RDMBA. But it only makes perfect sense for people who would like to apply for access to private datasets.

2 Using RDMBA

2.1 Finding data

2.1.1 Searching the site

To find datasets in RDMBA, type any combination of search words (e.g. “health”, “cranium”, etc) in the search box on any page. RDMBA displays the first page of results for your search (cf. figure 2.1). You can:

- View more pages of results
- Repeat the search, altering some terms
- Restrict the search to datasets with particular tags, data formats, etc using the filters in the left-hand column

If there are a large number of results, the filters can be very helpful, since you can combine filters, selectively adding and removing them, and modify and repeat the search with existing filters still in place.

2.1.2 Searching within a project

If you want to look for data owned by a particular project, you can search within that project from its home page in RDMBA.

1. Select the “Projects” link at the top of any page.
2. Select the project you are interested in. RDMBA will display your project’s home page.
3. Type your search query in the main search box on the page.

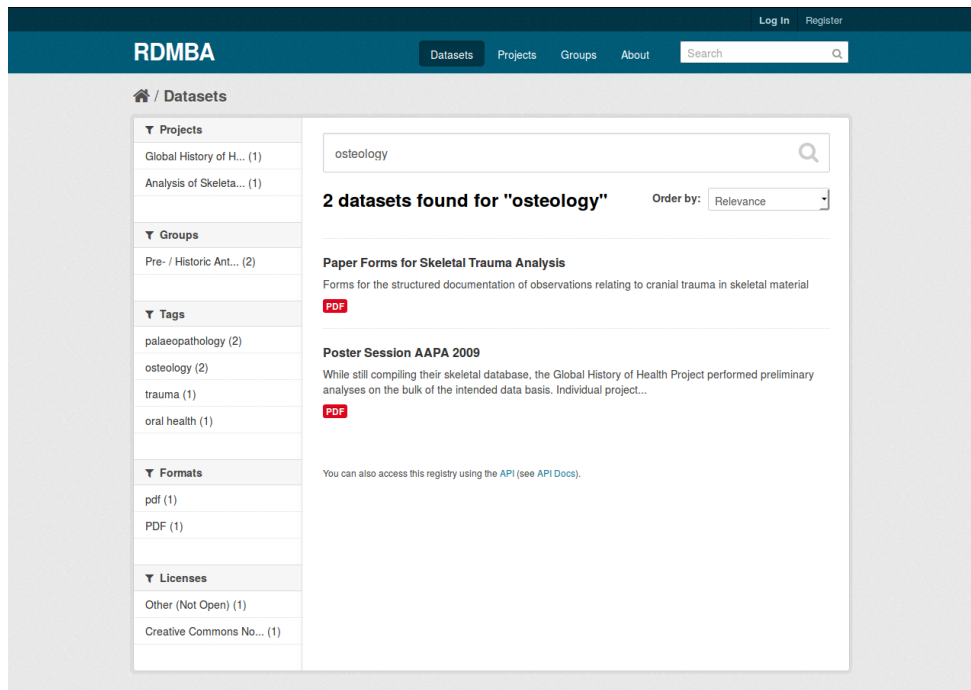


Figure 2.1: Data search on RDMBA

RDMBA will return search results as normal, but restricted to datasets from the project.

If the project is of interest, you can opt to be notified of changes to it (such as new datasets and modifications to datasets) by using the “Follow” button on the project page. See section 2.3.1 for more information on managing your news feed. You must have a user account and be logged in to use this feature (cf. section 2.2).

2.1.3 Exploring datasets

When you have found a dataset you are interested in and selected it, RDMBA will display the dataset page (cf. figure 2.2). This includes

- The name, description, and other information about the dataset
- Links to and brief descriptions of each of the resources

The resource descriptions link to a dedicated page for each resource. This resource page includes information about the resource, and enables it to be downloaded. Many types of

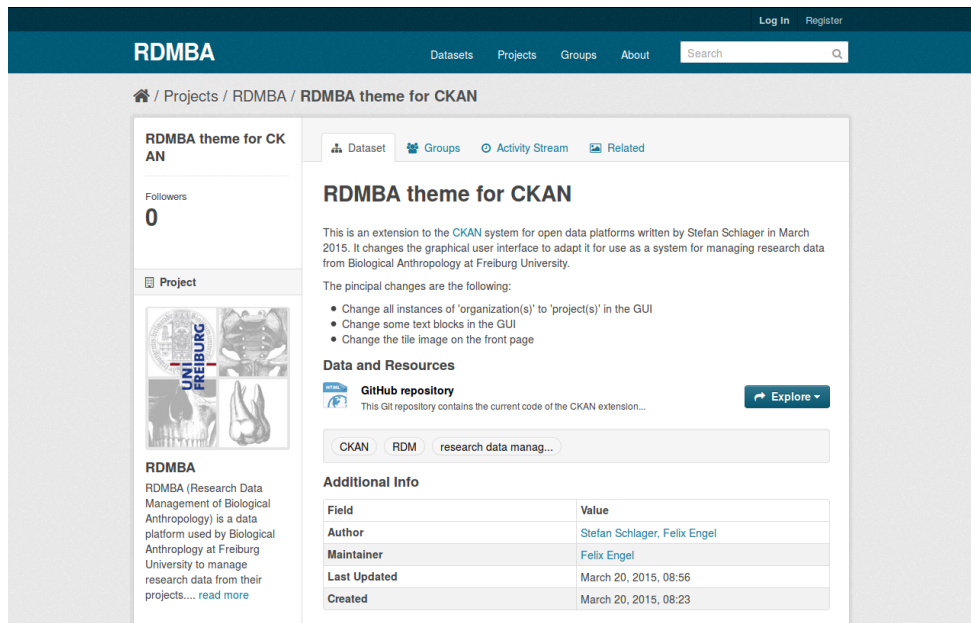


Figure 2.2: A dataset page in RDMBA.

resources can also be previewed directly on the resource page. .CSV files are previewed in a grid view, with map and graph views also available, if the data is suitable. The resource page will also preview resources if they are common image types, PDF, or HTML.

The dataset page also has two other tabs:

- *Activity stream* – see the history of recent changes to the dataset
- *Related items* – see any links to web pages related to this dataset, or add your own links (but you must have a user account and be logged in to do this).

If the dataset is of interest, you can opt to be notified of changes to it by using the “Follow” button on the dataset page. See section 2.3.1 for more information on managing your news feed. You must have a user account and be logged in to use this feature.

2.1.4 Track a dataset’s version history

RDMBA keeps track of all alterations made to datasets and stores former versions of its resources. One way to keep track of these changes is to look at the dataset’s Activity stream (cf.

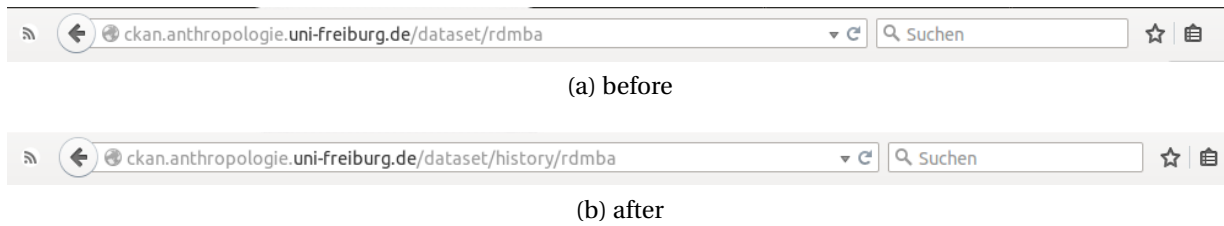


Figure 2.3: URL change necessary to display a dataset’s history.

section 2.1.3). But you can even go back in time to view a dataset’s state at any given stage. To do this, follow these steps:

Step 1. Navigate to the dataset page (cf. section 2.1.3).

Step 2. The URL displayed in your web browser should be something like this:

`ckan.anthropologie.uni-freiburg.de/dataset/name-of-your-dataset`

Add the term "history/" to this address to make it look like this (cf. figure 2.3):

`ckan.anthropologie.uni-freiburg.de/dataset/history/name-of-your-dataset`

Step 3. RDMBA now displays a list of all changes that have ever been made to the dataset (cf. figure 2.4). The column 'Timestamp' gives the day and time when each change was made, the column 'Author' who did the changes. To see the dataset at the point in time when a specific change was made, click the respective link in the 'Revision' column. You can obtain a list of changes between two specific revisions by selecting them through the radio groups in the first column and pressing the 'Compare' button.

2.2 Registering and logging in

To create a user ID, use the "Register" link at the top of any page. RDMBA will ask for the following (cf. figure 2.5):

- *Username* – choose a username using only letters, numbers, - and _ characters. For example, "jbloggs" or "joe_bloggs93".
- *Full name* – to be displayed on your user profile
- *E-mail address* – this will not be visible to other users

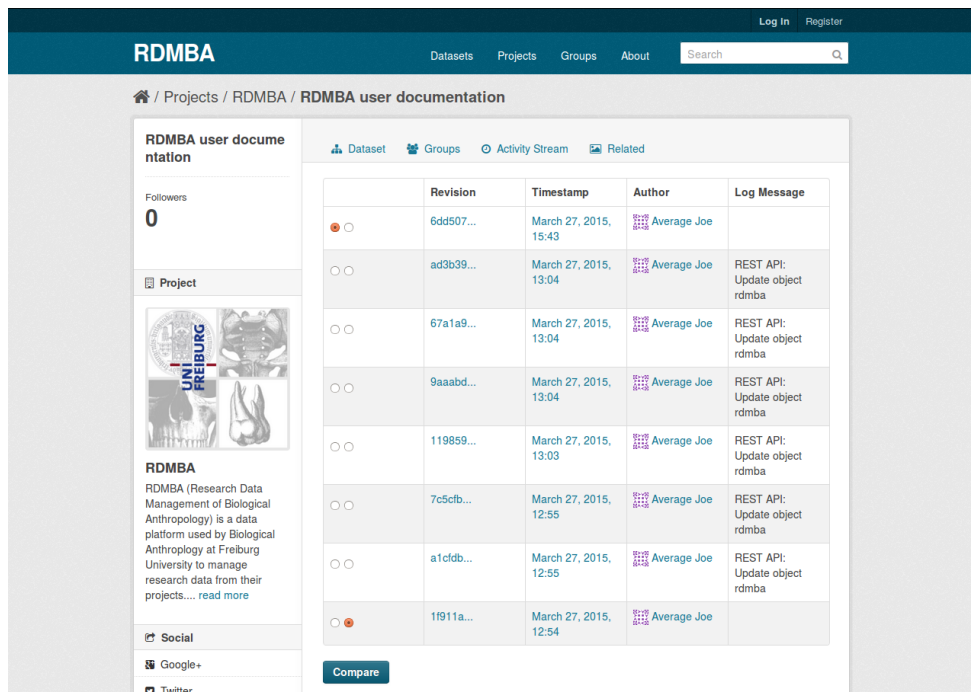


Figure 2.4: Version history of a dataset in RDMBA.

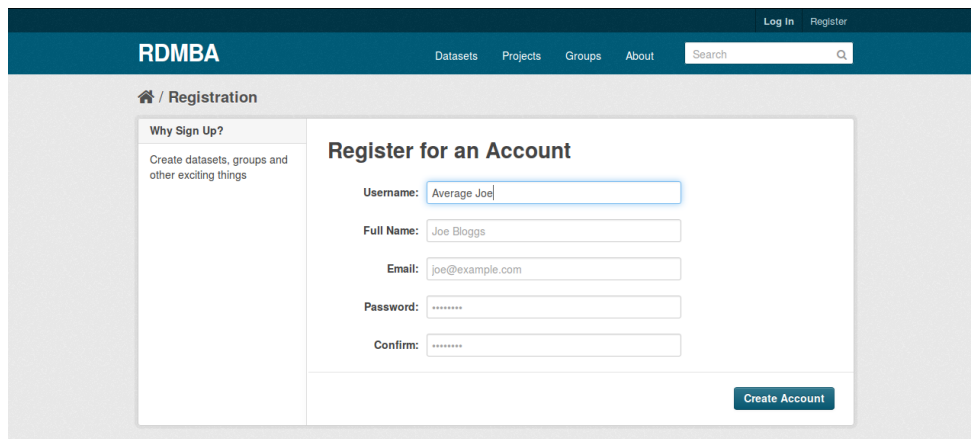


Figure 2.5: The RDMBA registration screen.

- *Password* – enter the same password in both boxes

If there are problems with any of the fields, RDMBA will tell you the problem and enable you to correct it. When the fields are filled in correctly, RDMBA will create your user account and automatically log you in.

NOTE

It is perfectly possible to have more than one user account attached to the same e-mail address. For this reason, choose a username you will remember, as you will need it when logging in.

You will realise that logging in does not change very much for you. The datasets you see are still the same. However, you can now follow datasets, projects and groups. Changes in the objects you are following are displayed in your account's activity stream (cf. section 2.3.1). You can also add new entries in all public datasets' 'Related' tabs (cf. section 2.1.3).

2.3 Personalisation

RDMBA provides features to personalise the experience of both searching for and publishing data. You must be logged in to use these features.

2.3.1 Managing your news feed

At the top of any page, select the dashboard symbol (next to your name). RDMBA displays your News feed (cf. figure 2.6). This shows changes to datasets that you follow, and any changed or new datasets in projects that you follow. The number by the dashboard symbol shows the number of new notifications in your News feed since you last looked at it. As well as datasets and projects, it is possible to follow individual users (to be notified of changes that they make to datasets).

If you want to stop following a dataset (or project or user), go to the dataset's page (e.g. by selecting a link to it in your News feed) and select the "Unfollow" button.

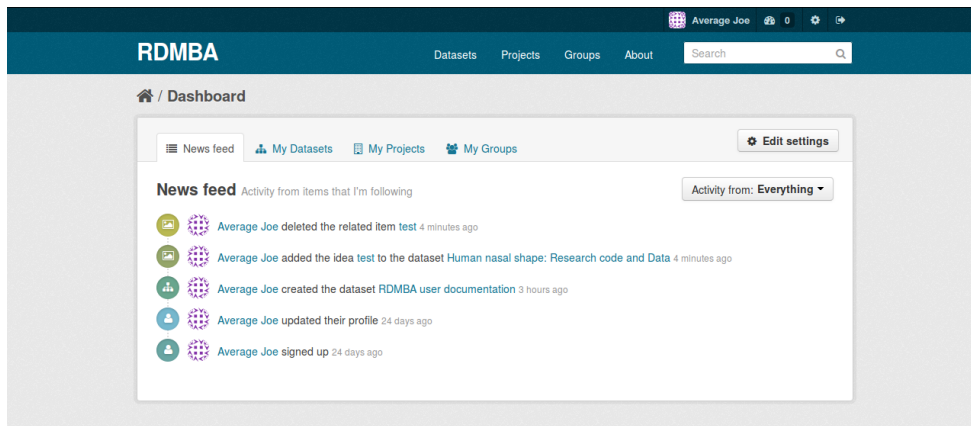


Figure 2.6: The News feed of a user dashboard

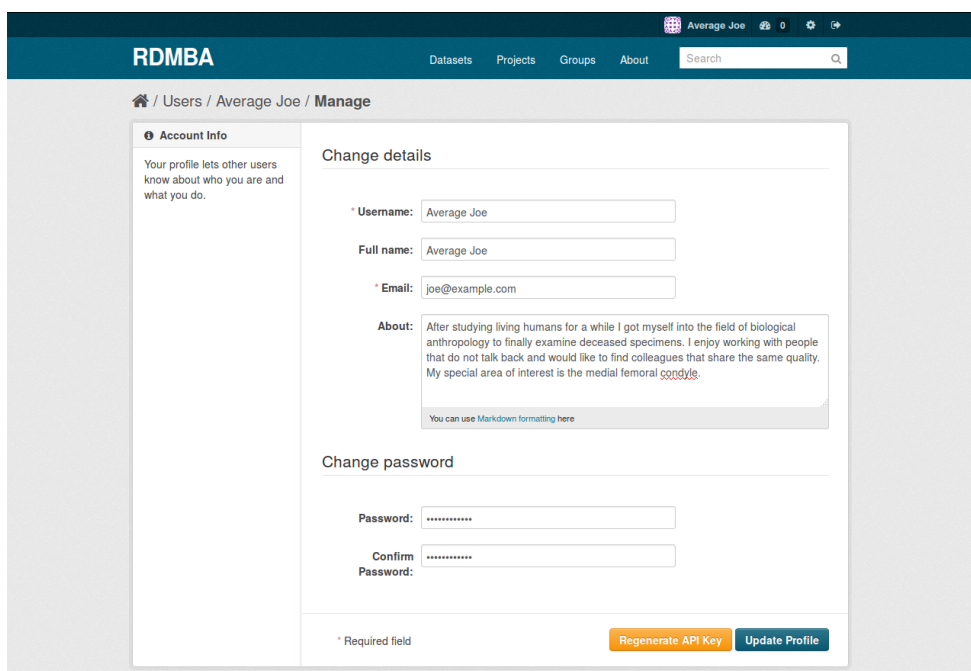


Figure 2.7: The user settings page.

2.3.2 Managing your user profile

You can change the information that RDMBA holds about you, including what other users see about you, by editing your user profile. (Users are most likely to see your profile when you edit a dataset or upload data to a project that they are following.) To do this, select the gearwheel symbol at the top of any page.

RDMBA displays the user settings page (cf. figure 2.7). Here you can change:

- Your username
- Your full name
- Your e-mail address (note: this is not displayed to other users)
- Your profile text - an optional short paragraph about yourself (you can use markdown formatting here – cf. Chapter A: "Basic Markdown Syntax" for more information)
- Your password

Make the changes you require and then select the "Update Profile" button.

NOTE

If you change your username, RDMBA will log you out. You will need to log back in, using your new username.

2.4 Joining a project

In order to work with private data sets (cf. section 1.2) or to upload data to the system you need to become part of the project you are working with. Send an email to the project administrator, asking for the appropriate rights. Do not forget to mention your user name, as this will be needed in order to assign additional access rights to your account.

If you do not know who is administrator of your project, go to 'Projects', select yours and check the 'About' tab (cf. figure 2.8) to find out.

The project administrator will decide if you are eligible to join the project and assign to you one of the following statuses as a project member:

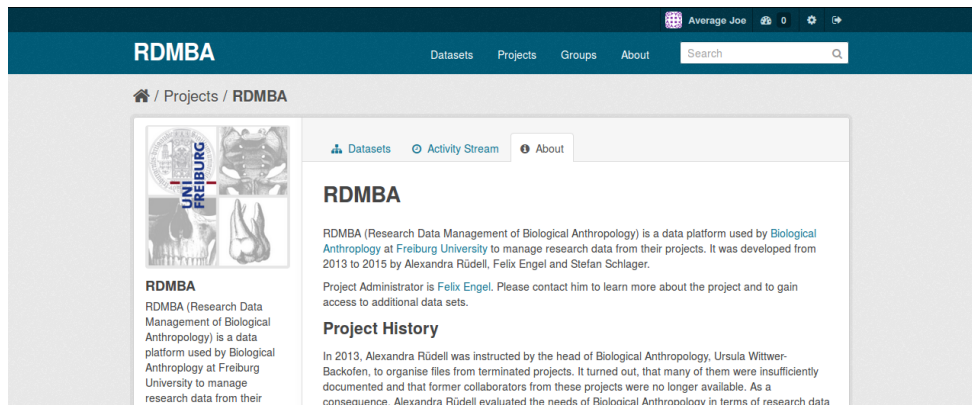


Figure 2.8: The 'About' tab of a project.

member You can read and download all project datasets, including private ones. You cannot alter, extend or delete existing datasets or create new datasets or resources.

editor You can read, alter, extend and delete all existing datasets and create new datasets and resources. You cannot add, promote, demote or delete other project members and you cannot edit the project's 'About' tab. Confer section 2.6 for actions you can perform.

2.5 Creating a new project

If you are working on a project with Biological Anthropology at Freiburg University that is not yet managed through RDMBA, you can have it set up for you. Just send an email to the site administrator. Do not forget to mention your user name, as this will be needed to make you project administrator.

If you do not know who is site administrator, check RDMBA's 'About' page (cf. figure 2.9) to find out. The current site administrator is named in the 'Contact' section.

The site administrator will set up a new project and make you it's administrator. This status lets you manage project members and edit the project's 'About' tab (cf. section 2.6 for more information about what you can do). Your first action as project administrator should be to add your Name to the 'About' tab and specify an email address where you can be reached.

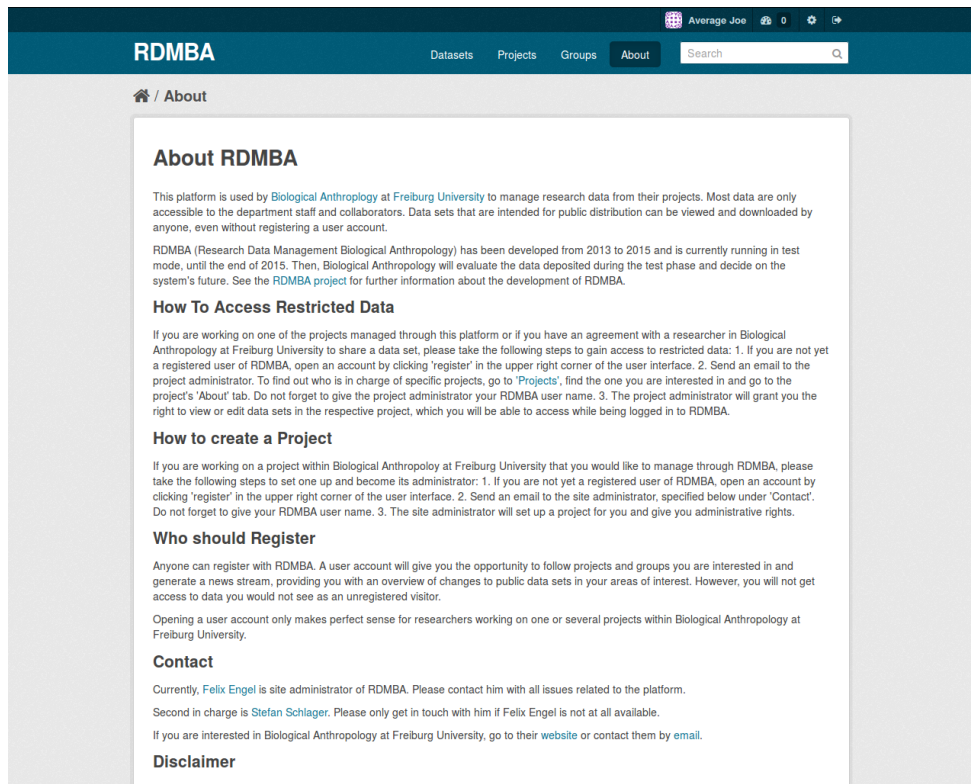


Figure 2.9: RDMBA's 'About' page.

NOTE

It is very important that you define yourself as project administrator on the 'About' tab. Otherwise, prospective project members cannot contact you and apply for admittance to the project.

2.6 Features for publishers

You need to be an administrator or editor on a project to perform the following actions.

2.6.1 Adding a new dataset

Step 1. You can access RDMBA's "Create dataset" screen in two ways.

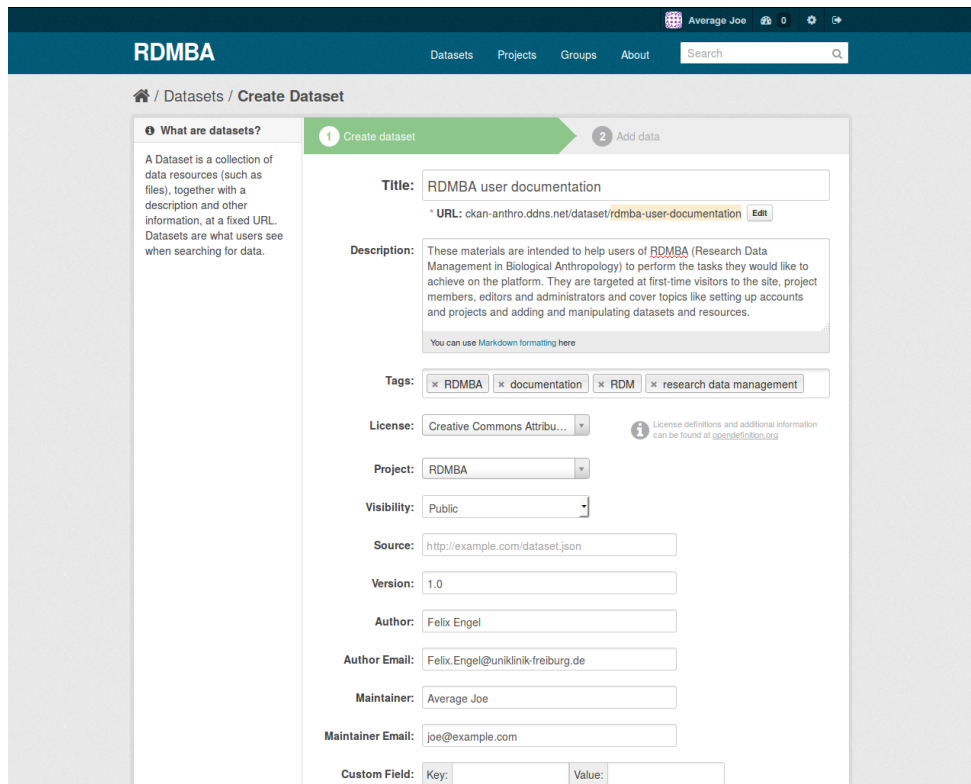


Figure 2.10: The 'Create dataset' screen.

1. Select the “Datasets” link at the top of any page. From this, above the search box, select the “Add Dataset” button.
2. Alternatively, select the “Projects” link at the top of a page. Now select the page for the project that should own your new dataset. Provided that you are a member of this project, you can now select the “Add Dataset” button above the search box.

Step 2. RDMBA will ask for the following information about your data. (The actual data will be added in step 4.)

- *Title* – this title will be unique across RDMBA, so make it brief but specific. E.g. “Lauchheim morphological sex estimation” is better than “Population data”.
- *Description* – You can add a longer description of the dataset here, including information such as where the data is from and any information that people will need to know

when using the data. You can use markdown formatting here – cf. Chapter A: "[Basic Markdown Syntax](#)" for more information.

- *Tags* – here you may add tags that will help people find the data and link it with other related data. Examples could be “population”, “sex”, “Lauchheim”. Hit the <return> key between tags. If you enter a tag wrongly, you can use its delete button to remove it before saving the dataset.
- *License* – you can include license information so that people know how they can use the data. This field should be a drop-down box. If you need to use a license not on the list, contact your site administrator.
- *Project* - This drop-down will enable you to choose from the projects you are a member of which one should own the dataset. Ensure the default chosen is the correct one before you proceed. (If you are in only one project, RDMBA will have chosen your project by default and you need not do anything.)
- *Visibility* - Here, you can decide whether the dataset shall be private or public (cf. section [1.2](#)).
- *Source* - Only specify anything here if you have obtained the dataset from another organisation or data platform. It makes sense to archive a copy of the data you have used in your project, even if it is still available from the source. The source might not provide it in the future or replace the set with a newer version.
- *Author* - The name of the person or organisation responsible for producing the data.
- *Author Email* - An e-mail address for the author, to which queries about the data should be sent.
- *Maintainer* - The person that curates the data. This should be someone who is currently working with the data or who knows well how it was produced.
- *Maintainer Email* - This should enable colleagues to contact the maintainer about issues concerning the availability of the data, e. g. if a file is corrupt.
- *Custom Field* - You can specify up to three extra metadata fields specific to the dataset or your project.

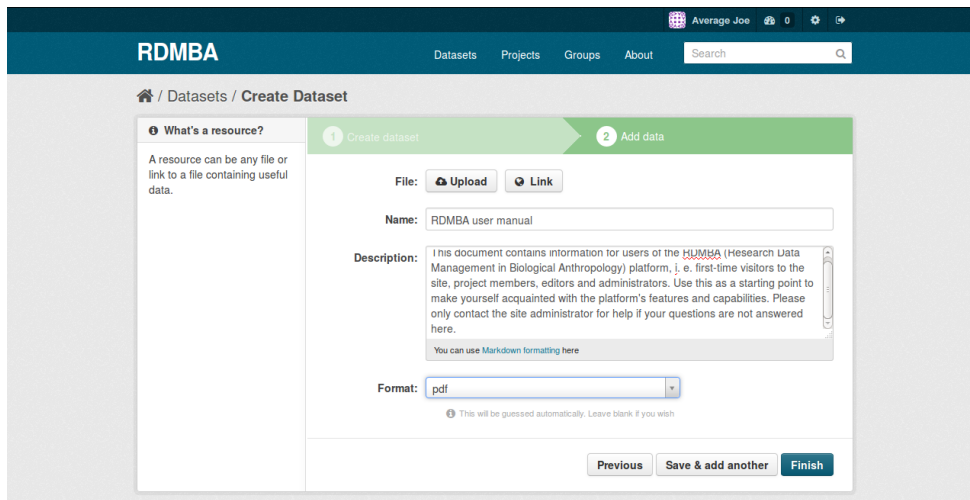


Figure 2.11: The 'Add data' screen.

NOTE

By default, the only required field on this page is the title. However, it is good practice to include, at the minimum, a short description and contact information for author and maintainer. You should ensure that you choose the correct project for the dataset, since at present, this cannot be changed later. You can edit or add to the other fields later.

Step 3. When you have filled in the information on this page, select the “Next: Add Data” button. (Alternatively select “Cancel” to discard the information filled in.)

Step 4. RDMBA will display the “Add data” screen (cf. figure 2.11). This is where you will add one or more “resources” which contain the data for this dataset. Choose a file or link for your data resource and select the appropriate choice at the top of the screen:

- If you are giving RDMBA a link to the data, like <http://example.com/mydata.csv>, then select “Link”. Keep in mind that this will not save a copy of the data in RDMBA – so what you will most likely want is “Upload”.
- If the data to be added to RDMBA is in a file on your computer, select “Upload”. RDMBA will give you a file browser to select it.

Step 5. Add the other information on the page. RDMBA does not require this information, but it is good practice to add it:

- *Name* – a name for this resource, e.g. “Basic examination - pelvic morphology”. Different resources in the dataset should have different names.
- *Description* – a short description of the resource (you can use markdown formatting here – cf. Chapter A: “[Basic Markdown Syntax](#)” for more information).
- *Format* – the file format of the resource, e.g. CSV (comma-separated values), XLS, JSON, PDF, etc. If you leave this blank, RDMBA will try to guess the format from the file extension.

NOTE

Please use open formats and avoid proprietary standards wherever possible. If a proprietary file format is discontinued by its owner, there will be no way to access the data in the future. Open formats are documented, insuring continuing accessibility. If in doubt, use the following formats where appropriate and try to chose formats that are as high in the list as possible:

tables: .csv (comma-separated values), .tsv (tabulator-separated values)

spreadsheets: .ods (open document spreadsheet)

vecotor graphics: .svg (scalable vector graphics), .odg (open document graphic)

images: .png (portable network graphic), .jpg (joint photographic expert group)

unformatted text: .txt (plain text)

formatted text: .rdf (rich document format), .odt (open document text)

documents with layout: .pdf (portable document format)

Step 6. If you have more resources (files or links) to add to the dataset, select the “Save & add another” button. When you have finished adding resources, select “Finish”.

2.6.2 Editing a dataset

You can edit the dataset you have created, or any dataset owned by a project that you are at least an editor of.

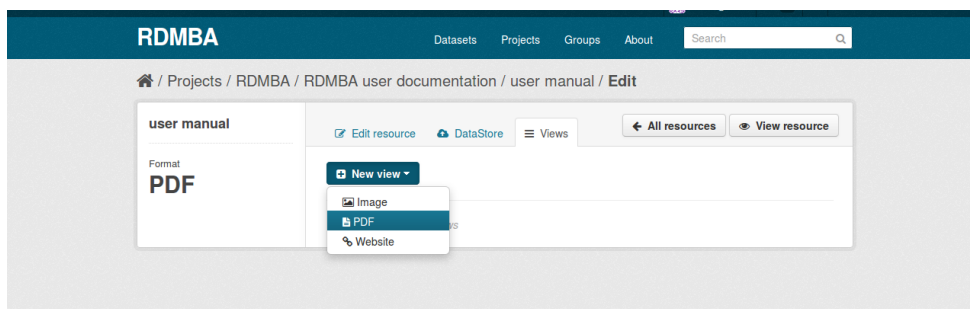


Figure 2.12: The 'Views' tab of the 'Edit resource' screen.

1. Go to the dataset's page. You can find it by entering the title in the search box on any page.
2. Select the "Manage" button, which you should see above the dataset title.
3. RDMBA displays the "Edit dataset" screen. You can edit any of the fields (Title, Description, Dataset, etc), change the visibility (Private/Public), and add or delete tags or custom fields. For details of these fields, see section 2.6.1: [Adding a new dataset](#). When you have finished, select the "Update dataset" button to save your changes.

2.6.3 Adding, deleting and editing resources

1. Go to the dataset's "Edit dataset" page (cf. section 2.6.2: [Editing a dataset](#), steps 1-2).
2. Go to the tab "Resources". You can select an existing resource (to edit or delete it), or select "Add new resource".
3. You can edit the information about the resource or change the linked or uploaded file. For details, see steps 4-5 of section 2.6.1: [Adding a new dataset](#).
4. When you have finished editing, select the button marked "Update resource" to save your changes. Alternatively, to delete the resource, select the "Delete" button.

2.6.4 Creating previews for resources

RDMBA can display documents of the following types as previews:

- Documents (.pdf)
- tabular data (.csv)
- text (.txt, .xml, .json)
- images (.png, .jpg, .gif)
- webpages (URL)

When you add a resource to RDMBA (cf. section [2.6.3: Adding, deleting and editing resources](#)), the system tries to figure out an adequate way to present a preview. But you can also define for yourself, how the document or data should be presented. And you can even create multiple previews for the same resource. This is how it works:

Step 1. Go to the resource's 'Edit resource' page (cf. section [2.6.3: Adding, deleting and editing resources](#), steps 1 and 2) and then to the "Views" tab (cf. figure [2.12](#)).

Step 2. Select the "New view" button to receive a pull-down menu with preview options available for the data type of your file. Select the type of preview you would like to configure.

Step 3. RDMBA displays the "Add view" screen and asks you for the following information:

- *Title* - The views that are defined for one resource, are displayed in tabs below the resource page. This will be the tab's title.
- *Description* - This text will be displayed above the preview (you can use markdown formatting here – cf. Chapter [A: "Basic Markdown Syntax"](#) for more information).
- *Filters* - If your resource contains tabular data, you can define filters here, in order to preview only part of the data. This option does not work for other data types.

Step 4. Select the "Preview" button to see a preview of your preview. If everything is fine, select "Add" to save your changes.

Repeat these steps to set up several previews of different kinds and/or based on different subsets of the data (cf. "Filters" above). The following types of views are available (please keep in mind that the selection of views you get to choose from depends on the type of your data):

PDF This view just displays .pdf files and nothing else.

Image This view can be used to display .png, .jpeg and .gif files.

NOTE

The "Image" view is also offered for .pdf documents but does not work for them. Choose the "PDF" view instead.

Data Explorer This view provides three ways of visualising tabular data (cf. figure 2.13). Remember that you can set per-view filters for the data to be displayed (see 'Step 3' above), in order to demonstrate different aspects of your data in a series of views. However, all of these views will have the following three tabs, no matter if they make sense for the respective subset or not:

- *Grid* - Displays the table as such
- *Graph* - Offers a variety of graph types to create charts
- *Map* - Displays the geographical distribution of sites, if the data contains geographical information (either as longitudes and latitudes or as GeoJSON)

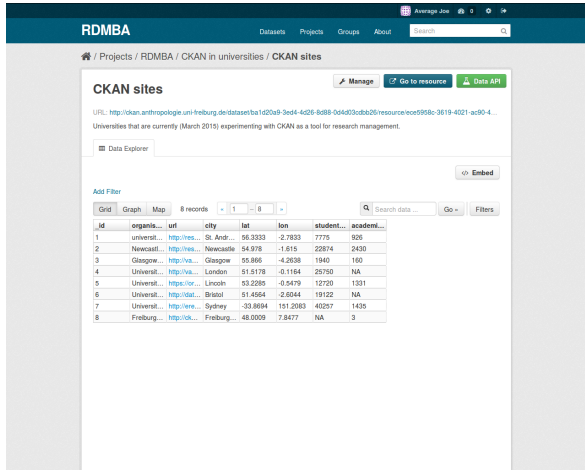
NOTE

For the Data Explorer view to work, your tabular data needs to be uploaded in a .csv (comma separated values) file. Otherwise, RDMBA does not understand that it is tabular and will not offer Data Explorer as a view option.

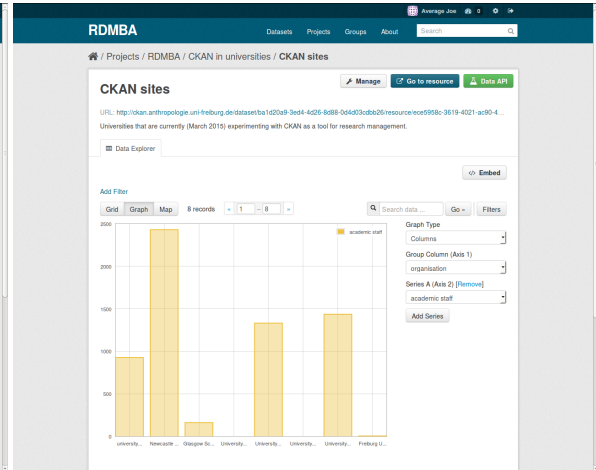
Website This view handles your resource as a web content. It depends on the web browser installed on people's systems how it is displayed. If you chose it for a .pdf file, the result might be similar or even identical with the "PDF" view; but only, if your browser has a method for displaying .pdf files.

2.6.5 Deleting a dataset

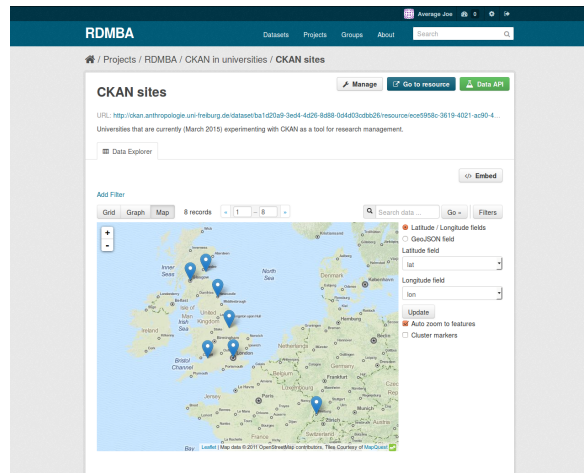
1. Go to the dataset's "Edit dataset" page (see section 2.6.2: [Editing a dataset](#)).
2. Select the "Delete" button.



(a) Grid



(b) Graph



(c) Map

Figure 2.13: The three tabs of the Data Explorer view.

3. RDMBA displays a confirmation dialog box. To complete deletion of the dataset, select “Confirm”.

NOTE

The “Deleted” dataset is not completely deleted. It is hidden, so it does not show up in any searches, etc. However, by visiting the URL for the dataset’s page, it can still be seen (by users with appropriate authorisation), and “undeleted” if necessary. If it is important to completely delete the dataset, contact your site administrator.

2.7 Features for project administrators

The following information is only relevant for you if you are administrator of a project.

When a project is created for you, you are automatically its “Admin”. From the project’s page you should see a “Manage” button above the search box. When you select this, RDMBA displays the organization admin page. This page has three tabs:

- *Info* – Here you can edit the information supplied about the project (title, description and image). You can use markdown formatting – cf. Chapter A: “[Basic Markdown Syntax](#)” for more information.
- *Datasets* - Here you can perform bulk operations on the project’s datasets, i. e. you can make several datasets at once either public or private or delete several datasets in one go.
- *Members* – Here you can add (button “Add Member”), remove (red buttons with crosses in them) and change access roles (button with wrenches) for different users in the project. Note: you will need to know their username on RDMBA. RDMBA allows members of projects with three roles:
 - *Member* – can see the project’s private datasets
 - *Editor* – can edit and publish datasets
 - *Admin* – can add, remove and change roles for project members

A Basic Markdown Syntax

Many pages in RDMBA, especially the 'About' tabs of projects and descriptions of datasets and resources, can be designed to contain formatting like hierarchical headers, ordered and unordered lists, bold and italic typesetting, images, links, etc.

To add these features to a document displayed as a webpage, a markup language is needed, that tells web browsers how to present text and other page elements. Usually, this markup language would be HTML (HyperText Markup Language). But to write text in HTML syntax is rather tedious, because it requires a lot of extra code to be entered.

In RDMBA, you do not need to use HTML to enrich your text layout. Instead, you can use markdown. Markdown is a shorthand version for HTML elements, that saves you the pain to add all HTML tags yourself. A software will take care of translating your markdown entries into real HTML instead. As a consequence, you will have a limited range of expression, as not all HTML features are supported by markdown. On the other hand, entering your text is much easier and straightforward.

There is a well-made documentation¹ for markdown syntax that beginners should consult to learn the main concepts. It contains a full list of supported elements and the syntax to realise them². This section just contains a boiled-down version of this list, with elements that you are most likely to need. It is mainly intended as a short reference list that should be used while writing markdown code, not as a full-fledged introduction. Refer to the proper documentation to learn about all options available to you.

The markdown documentation also contains a preview tool³ where you can enter markup syntax and receive a preview of how your text would appear in a browser. This might be a useful tool for you to style your text before you copy and paste it into RDMBA.

¹<http://daringfireball.net/projects/markdown/>; last accessed on 30 March 2015.

²<http://daringfireball.net/projects/markdown/syntax>; last accessed on 30 March 2015.

³<http://daringfireball.net/projects/markdown/dingus>; last accessed on 30 March 2015. Alternatively, have a look at <https://markdown-it.github.io/>; last accessed on 30 March 2015.

In markdown syntax, it can matter, if you insert a space or not. The following examples contain the character sequence '<space>' to show that a space was entered. Of course, only spaces that matter in terms of the syntax are highlighted in this way.

A.1 Paragraphs and line breaks

A.1.1 Add a new paragraph

To start a new paragraph, just leave a blank line between the new and the previous paragraph.

NOTE

If you just hit the enter button and start a new line, this will be ignored by markdown. You have to leave a line without any characters between two blocks of text to mark them as separate paragraphs.

This is what you type:

```
This is my first paragraph, telling my readers about some things I had on my
mind. It serves as an introduction to the other paragraphs that should be visibly
separated from each other.
```

```
    This is my second paragraph.
```

This is what you get:

This is the text of my first paragraph, telling my readers about some things I had on my mind. It serves as an introduction to the other paragraphs that should be visibly separated from each other.

This is my second paragraph.

A.1.2 Add a line break

In order to insert a line break, just leave two or more spaces at the end of a line.

This is what you type:

This is my first paragraph, telling my readers about some things I had on my mind. It serves as an introduction to the other paragraphs that should be visibly separated from each other.

This is the first line of my second paragraph, the content of which is very different from the former paragraph; Still, I would also like to have a little differentiation from the second line.<space><space>

This is the second line of my second paragraph.

This is what you get:

This is my first paragraph, telling my readers about some things I had on my mind. It serves as an introduction to the other paragraphs that should be visibly separated from each other.

This is the first line of my second paragraph, the content of which is very different from the former paragraph; Still, I would also like to have a little differentiation from the second line. This is the second line of my second paragraph.

A.2 Headers

You specify a header by adding one or more hash characters (#) in front. The number of hashes determines the header's hierarchical level.

This is what you type:

```
# My first header
## My second header
##### My fifth header
```

This is what you get:

My first header

My second header

My fifth header

A.3 Block quotes

You can mark a paragraph as a quote by adding one or more '>' characters in front of it. The number of '>'s will determine the degree of indentation.

This is what you type:

```
> This is a quote from another source that I am just citing to make my point.
```

This is what you get:

This is a quote from another source that I am just citing to make my point.

NOTE

RDMBA will display your quote indented and it will frame the paragraph on the left with a light grey vertical bar (a feature that cannot be rendered here). With each additional '>', RDMBA will not only increase indentation, but also add a further vertical bar. This allows you to create nested quotes.

A.4 Lists

A.4.1 Unordered lists

Unordered lists are also known as 'bulleted lists'. The listed items have no particular order and are marked by a special character, usually a bullet (black circle). To create an unordered list, you just have to place an asterisk (*), followed by a space, in front of every item. Instead of asterisks, you can also use plus signs (+) or hyphens (-) – the result is the same.

This is what you type:

```
*<space>First item  
*<space>Second item  
*<space>Third item
```

This is what you get:

- First item
- Second item
- Third item

NOTE

In lists, you do not need to separate items with blank lines as it is the case with paragraphs (cf. section [A.1.1](#)).

A.4.2 Ordered lists

In ordered lists, the items appear in a particular sequence and are commonly marked by a series of subsequent characters (like '1., 2., 3.' or 'a, b, c)'). With markdown, all ordered lists are structured by numbers. Just put the number, followed by a period and a space, in front.

This is what you type:

```
1.<space>First item.  
2.<space>Second item.  
3.<space>Third item
```

This is what you get:

1. First item
2. Second item
3. Third item

A.5 Horizontal rules

A horizontal rule is a line, running from the left to the right page margin. You can use it to separate unrelated parts of your page content. To obtain a horizontal rule, simply type three dashes.

This is what you type:

This is what you get:



A.6 Hyperlinks

A.6.1 Weblinks

A link to another webpage is made up of at least two elements: a) the part of your text that people should click on to activate the link and b) the URL (or internet address) of the page the link should lead to. Put the former in square brackets, the latter in normal brackets.

This is what you type:

Please follow [this link](http://ckan.anthropologie.uni-freiburg.de) in order to learn more.

This is what you get:

Please follow [this link](http://ckan.anthropologie.uni-freiburg.de) to learn more.

A.6.2 Weblinks with title

You can specify a text to be displayed when the cursor hovers over your weblink. This text is referred to as the 'title' of the link. Just put it in parentheses after the URL.

This is what you type:

Please follow [this link](http://ckan.anthropologie.uni-freiburg.de "Go to the RDMBA homepage") in order to learn more.

This is what you get:

The same as in section [A.6.1](#), but with the text "Go to the RDMBA homepage" appearing in a box if you place the cursor over the link text.

A.7 Emphasis

Emphasise parts of your text by enclosing them with single or double asterisks. Single asterisks will make RDMBA display the text part in italics, double asterisks in bold letters. You can use underscores (`_`) instead of asterisks to obtain identical results.

This is what you type:

There is another **important point**: Only ****double asterisks**** will produce ****bold font type****.

This is what you get:

There is another *important point*: Only **double asterisks** will produce **bold font type**.

A.8 Images

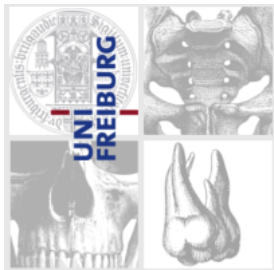
You can enrich your text by adding images. However, there is no particular routine for uploading images within markdown. Your images need to be available over the internet, i. e. they need to have a URL (Uniform Resource Locator). A simple way to make images available over the internet is to upload them to RDMBA as a resource. You can even reference images from private resources to be displayed on your (public) 'About' tabs of projects and in descriptions of public datasets. You can obtain an image's URL from its resource page (cf. section [2.1.3](#)).

Adding images is very similar to adding weblinks (cf. section [A.6.1](#)). Write the name of the image in square brackets, followed by the image URL in normal brackets. To specify that this link is to be displayed as an image, put an exclamation mark (!) in front. The image name in square brackets will be needed in case the image link is not available. Then the browser will display the image name as a place holder.

This is what you type:

```
![RDMBA logo](http://ckan.anthropologie.uni-freiburg.de/uploads/group/20150316-060853.006456logo.png)
```

This is what you get:



NOTE

Markdown does not support image scaling. Your image will be displayed in its original size if it fits into the page width or it will be scaled down to page width if it is larger. If you need to scale your image, you will have to upload a scaled version to be referenced in the text.