
Methodological Support

The Charles University Digitization Centre is able to provide methodological support for the process of digitizing documents and their subsequent processing and disclosure in the university digital library Kramerius for Charles University faculty libraries, other faculty departments, and other university departments. How can we help you? If you are interested, you can contact us using the form in the servicedesk.cuni.cz application, which is available under the "I am interested in training" button below.

Please note: the contact form for training requests is intended only for employees of faculties and departments of Charles University, and access to it requires logging in with Charles University username and password.

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<style> .service-text { box-shadow: 0 2px 5px 0 rgba(0, 0, 0, 0.26); padding-top: 5px; padding-bottom: 5px; } .service-text h4, h5 { padding-left: 5px; } .service-button-div { padding-top:5px; padding-bottom: 5px; } .service-button a { color: #ffffff; text-decoration: none; display: block; transform: scale(1); transition: transform 100ms ease; } .service-button:hover a { transform: scale(1.10); transition: transform 100ms ease; } .help-list { list-style: none; padding: 0; margin: 0; transition: all 200ms ease; transform: translate(0, 90px) scale(0.5); transform-origin: bottom center; opacity: 0; } .expanded .help-list { opacity: 1; } .help-list li { margin-bottom: 1em; } .help-list a { color: #212121; } .leftMainNav > ul > .inactiveMenu:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 1.5 16h10a1.5 1.5 0 0 1.5-1.5V7.864a.5.5 0 0 0-1 0V14.5a.5.5 0 0 1-.5.5h-10a.5.5 0 0 1-.5-.5v-10a.5.5 0 0 1.5-.5h6.636a.5.5 0 0 .5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 1 0v-.5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:first-of-type div.submenu ul li:nth-last-of-type(2) a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 1.5 16h10a1.5 1.5 0 0 1.5-1.5V7.864a.5.5 0 0 0-1 0V14.5a.5.5 0 0 1-.5.5h-10a.5.5 0 0 1-.5-.5v-10a.5.5 0 0 1.5-.5h6.636a.5.5 0 0 .5-.5z'%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 1 0v-.5z'%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } </style> <div class="service-text" style="position:relative;width:100%;padding-left:0px;"> <h4 style="margin-top:0px;">Training in the use of Czech national standards for digitization</h4> <ul> <li>How to ensure correct scanner settings?</li> <li>What tools can be used to convert files to desired formats?</li> <li>Specifics of metadata description of digital objects</li> <li>How to create an object according to <a href="https://standardy.ndk.cz/" target="_blank">NDK standards</a>?</li> </ul> <!--<div class="service-button-div" style="position:relative;bottom:0px;"> <a href="#" class="service-button" style="text-decoration:none; border:1px solid #cc2c32; display:inline-block; text-align:center; vertical-align:middle; padding:12px 24px; background:#cc2c32; color:#ffffff;"> Mám zájem </a> </div--> </div> <br/> <div class="service-text" style="position:relative;width:100%;padding-left:0px;"> <h4 style="margin-top:0px;">Training in creating digital objects in ProArc software</h4> <ul> <li>How to create a bibliographical description of documents in ProArc?</li> <li>How to create digital objects and their structure?</li> <li>How to import documents into the Kramerius digital library?</li> </ul> <!--<div class="service-button-div" style="position:relative;bottom:0px;"> <a href="#" class="service-button" style="text-decoration:none; border:1px solid #cc2c32; display:inline-block; text-align:center; vertical-align:middle; padding:12px 24px; background:#cc2c32; color:#ffffff;"> Mám zájem </a> </div--> </div> <br/> <div class="service-text" style="position:relative;width:100%;padding-left:0px;"> <h4 style="margin-top:0px;">Training in content administration of Kramerius digital library</h4> <h5>(version 4 and higher)</h5> <ul> <li>Basic system behaviour settings</li> <li>Basic user administration</li> <li>Access management basics</li> <li>Data imports and exports</li> <li>Statistics</li></ul>
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li> </ul> <!-- <div class="service-button-div" style="position:relative;bottom:0px;"> <a href="#" class="service-button" style="text-decoration:none; border:1px solid #cc2c32; display:inline-block; text-align:center; vertical-align:middle; padding:12px 24px; background:#cc2c32; color:#ffffff;"> Mám zájem </a> </div> --> </div> <div class="service-button-div" style="position:relative;bottom:0px;"> <button class="service-button" id="myBtn" style="border:1px solid #cc2c32; display:inline-block; text-align:center; vertical-align:middle; padding:12px 24px; background:#cc2c32; title="I am interested in training"><a target="_blank" href="https://servicedesk.cuni.cz/marketplace/formcreator/front/formdisplay.php?id=680">I am interested in training</a> </button> </div> <script> //Get the button var mybutton = document.getElementById("myBtn"); // When the user scrolls down 150px from the top of the document, show the button window.onscroll = function() {scrollFunction()}; function scrollFunction() { if (document.body.scrollTop > 200 || document.documentElement.scrollTop > 200) { mybutton.style.display = "block"; } else { mybutton.style.display = "none"; } } // When the user clicks on the button, scroll to the top of the document //function topFunction() { // $(".service-button").on("click", function() { // $(".service-button-div").toggleClass("expanded"); // }); // } </script> <br/>
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