

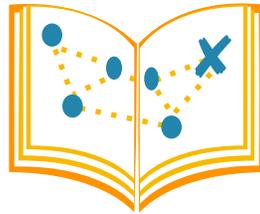
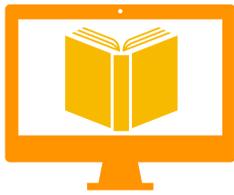
How to use

# SCALAR

## A Quick Reference Guide

### What is Scalar?

Scalar is a free web-based publishing tool that allows you to display your content as a digital book on pages you design.



With Scalar you can link pages and content together to create multiple paths through your book.

Integrate media, comments, tags, and annotations into your pages to give your audience an interactive reading experience.



### The Dashboard

The Scalar dashboard is made up of twelve tabs that give you an overview of your books and their contents.



Account



Sharing



Media



Users



Metadata



More

Manage various properties of your books and make batch edits.



Return to the dashboard from the front end by clicking on the wrench icon in the top right corner of the page.

### The Front End



From the front end of Scalar, you can create, style, edit, and link pages. You can also search your book and import media.

#### TITLE

#### Description



Give your new page a title and description. Add text, media, widgets, tags, comments, and annotations then

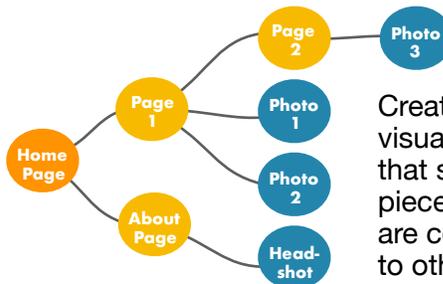
- 1 Choose your layout
- 2 Add relationships
- 3 Style your page
- 4 Choose page properties
- 5 Add Metadata

### Unique Features

Scalar has the ability to import content from Vimeo, Youtube, Omeka, and more.\*



\*Note: Some of these importing options require additional steps to be fully functional



Create visualizations that show which pieces of content are connected to others.

Under 'Book Users' in the Dashboard, you can view each user's contributions to the entire book.



## Sandbox

To get started, go to: <http://scalar-sandbox.ohio5.org>

**Username:** [Your Email Address]

**Password:** 'workshop0528'

## List of Terms

### Book

A unique Scalar site. A book is the container for all the elements that comprise any Scalar project.

### Author

Role term for person who can create and edit a Scalar book.

### Page

A Scalar element designed to display text and references to other elements within a book.

### Media

Multimedia content imported or uploaded into a book. Media objects are displayed with metadata fields and can be annotated.

### Tag

A relationship that intellectually organizes similar elements within a book. Tags can be assigned to any element, including other tags.

### Path

A relationship that describes a linear sequence through which pages and other elements can be arranged within a book. A page that navigates to another page is a path that 'contains' that subsequent page.

### Annotation

A relationship that directly references a media object. In static media, annotations can be assigned to specific locations. In temporal media, annotations can be assigned to time segments.

### Comment

A relationship that operates as a reaction to the contents of a page. Comments can be added by authors and readers and assigned additional functions once they are made visible within a book.

## Additional Resources

Introductory and advanced webinars: <https://scalar.me/anvc/webinars/past-webinars/>

Scalar 2 User Guide: [scalar.usc.edu/works/guide2/index](https://scalar.usc.edu/works/guide2/index)