

Instructions for installing and using the “ASFA to Aquatic Commons Conversion Software”

Introduction

This software has been designed to convert **ASFA records** into **Aquatic Commons¹ records**.

The **ASFA to Aquatic Commons conversion software** includes **two components**:

- i) The **conversion software** folder called ‘**asfa_to_ac_conversion**’ (which contains the tool) and
- ii) A **Java Runtime Environment (or JRE)** which is needed for the tool to run.

Important! These instructions are written for **Windows Vista** and **Windows 7** operating systems. If you are using **Windows XP**, in the pathnames, **substitute ‘C:\Users’ with ‘C:\Documents and Settings’**.

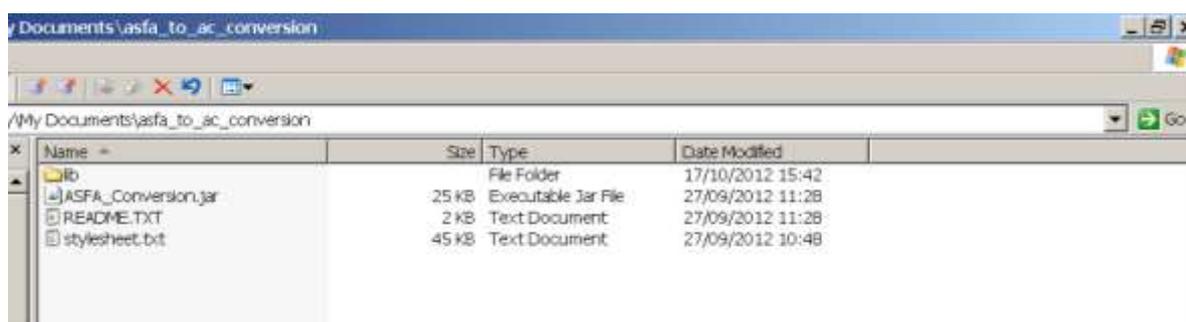
Sections I and II of this document describe how to download and configure the two above-mentioned components.

Sections III, IV and V describe how download ASFA records from **www-ISIS-ASFA**, convert them and upload them to the Aquatic Commons Repository.

I. Downloading and Configuring the Conversion Software

- 1) The conversion software may be downloaded from the ASFA Reserved FTP site at: <ftp://ASFA:PWda28b@ext-ftp.fao.org/Fl/Reserved/ASFA> *Username: ASFA Password: PWda28b* in the Folder **!!ASFA_AC_Conversion_Tool²**
- 2) <Copy> the file **asfa_to_ac_conversion.zip** and save it on your computer (e.g. on your Desktop)
- 3) <Unzip> the file **asfa_to_ac_conversion.zip** (once it has been saved onto your computer) and <Extract> all the files. A dialogue box should display that asks you to select a folder into which the files should be extracted. **For Windows Vista and Windows 7 set this value to ‘C:\Users\<your name>\My Documents’.**

A folder called ‘**asfa_to_ac_conversion**’ should now appear in your **My Documents** folder and it should contain the following four components: one folder called **Lib**, a programme file called **ASFA_Conversion.jar** and two Text files, **Readme.txt** and **stylesheet.txt**.



- 4) Create two new folders in ‘**C:\Users\<your name>\My Documents**’: one called ‘**asfa_export**’ (where the exported ASFA records will be saved) and another called ‘**asfa_to_ac_output**’ (where the tool will save the converted ASFA records).

¹ For more information on the Aquatic Commons Repository, please see the web page: <http://www.iamslc.org/publications/aquatic-commons>

² The Address, *username* and *password* of the **ASFA Reserved FTP Site** changes periodically. Please check that the above information is current.

II. Downloading and installing the Java Runtime Environment (JRE) software³

Check first whether you already have the 'JRE' software installed on your computer by looking in 'Start->Control Panel->Programs and Features' [*in Windows XP: Start->Settings->Control Panel->Add or Remove Programs*] to see whether there is an entry for 'Java (TM) SE Java Runtime Environment 6'.

If such an entry is already present, you can skip the rest of this section and **go straight to Section III**. If you don't have JRE installed on your computer, follow the instructions given below:

- 1) <Copy and paste> the following link into your Internet browser:

<http://www.oracle.com/technetwork/java/javase/downloads/jre-6u26-download-400751.html>

A web page should display with 'ORACLE' in the top left hand corner, a tab titled 'Downloads', and a subtitle of 'Java SE Downloads'. If you have read and agree with the license conditions, click on the radio button next to 'Accept Licence Agreement'.

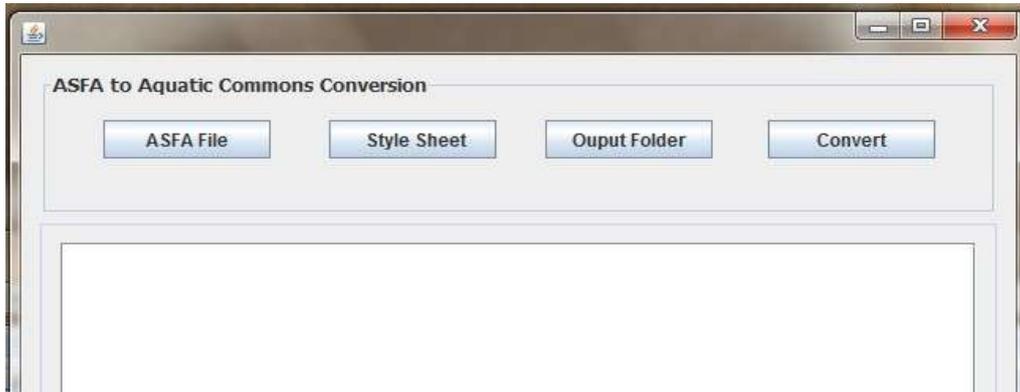
- 2) Assuming you have a Windows 32 bit operating system (*to check, <Click> on Start->right click on 'Computer' and choose 'Properties' from the drop-down list*), you will see a Table entitled 'Java SE Runtime Environment 6 Update 26 (or above)'. In the 'Download' column of the Table (shown below), <Click> on the item '**jre-6u26-windows-i586.exe**' (the corresponding entry of '**Windows x86 Offline**' in the 'Product / File Description' column). <Click> on the 'Save File' button in the dialogue-box that appears and <Run> the '**jre-6u26-windows-i586.exe**' file that has been downloaded by clicking on it. Then <Click> on the 'Install' button on the 'Welcome to Java' dialogue-box. A message-box informing you that 'You have successfully installed Java' should appear.

Java SE Runtime Environment 6 Update 26		
Product / File Description	File Size	Download
Linux x86 - RPM Installer	20.10 MB	 jre-6u26-linux-i586-rpm.bin
Linux x86 - Self Extracting Installer	20.63 MB	 jre-6u26-linux-i586.bin
Linux Intel Itanium - RPM Installer	19.31 MB	 jre-6u26-linux-ia64-rpm.bin
Linux Intel Itanium - Self Extracting Installer	21.80 MB	 jre-6u26-linux-ia64.bin
Linux x64 - RPM Installer	19.67 MB	 jre-6u26-linux-x64-rpm.bin
Linux x64 - Self Extracting Installer	20.24 MB	 jre-6u26-linux-x64.bin
Solaris x86 - Self Extracting Binary	20.27 MB	 jre-6u26-solaris-i586.sh
Solaris SPARC - Self Extracting Binary	25.10 MB	 jre-6u26-solaris-sparc.sh
Solaris SPARC 64-bit - Self Extracting Binary	11.19 MB	 jre-6u26-solaris-sparcv9.sh
Solaris x64 - Self Extracting Binary	7.48 MB	 jre-6u26-solaris-x64.sh
Windows x86 Kernel	0.86 MB	 jre-6u26-windows-i586-iftw-k.exe
Windows x86 Online	0.86 MB	 jre-6u26-windows-i586-iftw.exe
Windows x86 Offline	15.85 MB	 jre-6u26-windows-i586.exe
Windows Intel Itanium	18.48 MB	 jre-6u26-windows-ia64.exe
Windows x64	16.14 MB	 jre-6u26-windows-x64.exe

³ JRE is a software framework which allows the running of applications written in the Java programming language, regardless of the computer architecture.

III. Running the Conversion Software

<Double-click> on the 'ASFA_Conversion.jar'⁴ file in the 'asfa_to_ac_conversion' folder, in your 'My Documents' folder. You will see a form called 'ASFA to Aquatic Commons Conversion' that has four buttons and a text area.

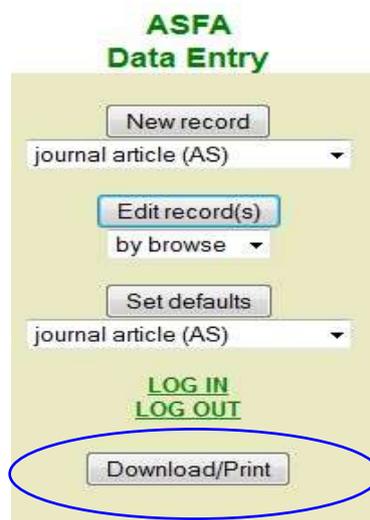


IV. Using the Conversion Software

These instructions assume that you are already reasonably familiar with the 'www-ISIS-ASFA' software and the *Aquatic Commons* repository⁵. They will guide you through a three-step process: exporting records from *www-ISIS-ASFA*, converting them using the software delivered in this package and, importing them into the '*Aquatic Commons*' repository available at <http://aquaticcommons.org/>.

1) Exporting records from www-ISIS-ASFA

- a) <Click> on the "Download/Print" button on the left-hand side of the screen

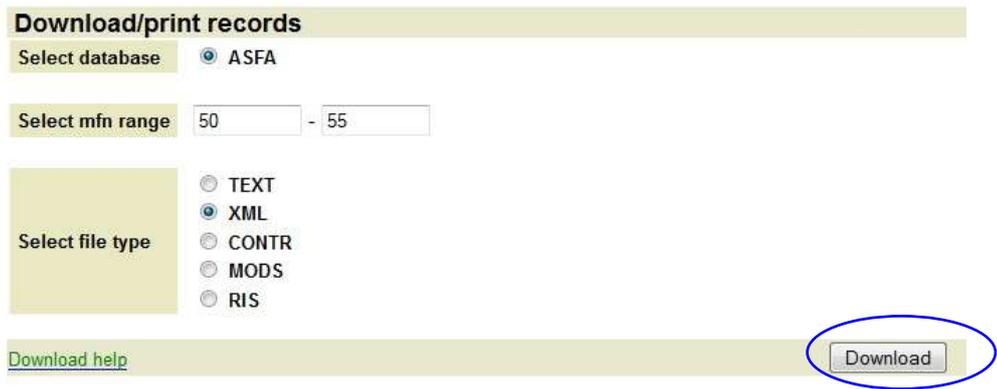


- b) <Type> the range of records to be exported in the "Select mfn range" boxes
- c) <Select> the 'XML' radio button (the ASFA records will be exported in XML format)

⁴ A shortcut to the conversion tool can be created on your desktop by right clicking on the 'ASFA_Conversion.jar' and, while holding down the button, dragging the icon to the desktop, releasing the button and selecting the 'Create shortcut' option.

⁵ You will find information on the Aquatic Commons Repository, on the following web page: <http://www.iamslc.org/publications/aquatic-commons>

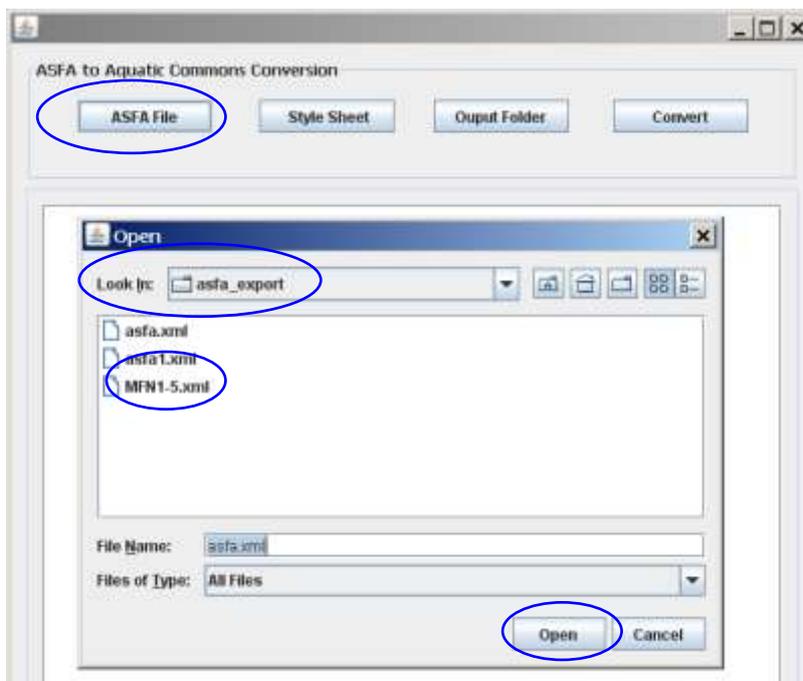
d) <Click> on the 'Download' button



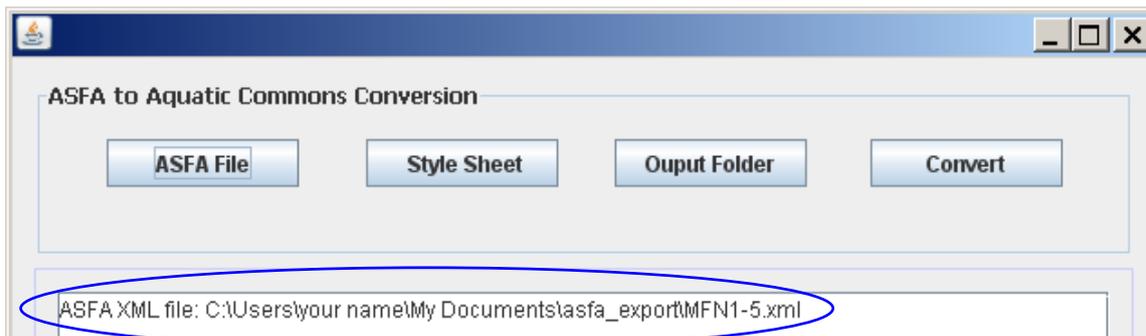
- e) In the dialogue box that appears, leave the 'Save File' radio button selected, and <Click> on the 'OK' button
- f) The file is downloaded with the name 'asfa.xml' or, if there are already one or more files of that name present, it is saved as 'asfa(<n>.xml' where <n> is an incrementing number. Save this file in the sub-folder called 'asfa_export' (which you previously created in your **My Documents** folder) and change the filename to reflect the selection criteria, such as the 'mfn range' used and/or the date, e.g. MFN1-5.xml. The file extension **must** be retained as '.xml', since it indicates the format of the file contents.

2) Choose the ASFA xml-file

If the 'ASFA to Aquatic Commons Conversion' program is not already running, you should run it now via the method established in [Section III, Running the Conversion Software](#). <Click> on the 'ASFA File' button. A 'File Chooser' window will appear. Use the 'Look in' box to navigate to the sub-folder **asfa_export**. Select the ASFA file that you have just downloaded and click on the 'Open' button.



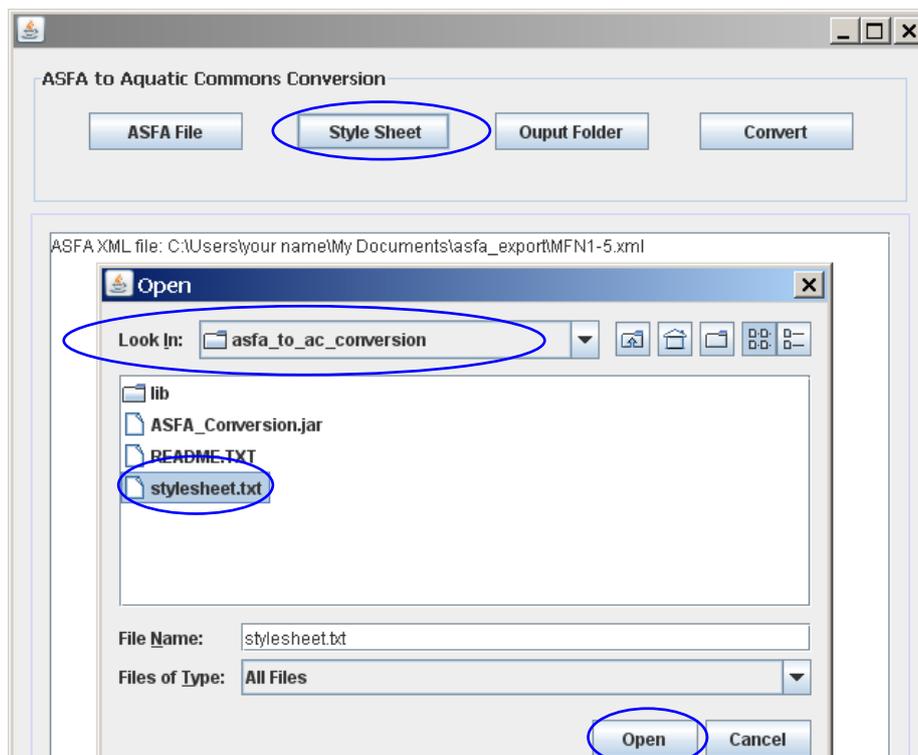
A line confirming your choice should appear in the text box.



3) Choose the style sheet

- a) <Click> on the **'Style Sheet'** button. A 'File Chooser' window will appear. Use the 'Look in' box to navigate to the file **'stylesheet.txt'** in the **'asfa_to_ac_conversion'** folder mentioned in [Section I, Downloading and Configuring the Conversion Software](#). If you have used the default settings, this will be the path:

C:\Users\your name\ My Documents\asfa_to_ac_conversion\stylesheet.txt

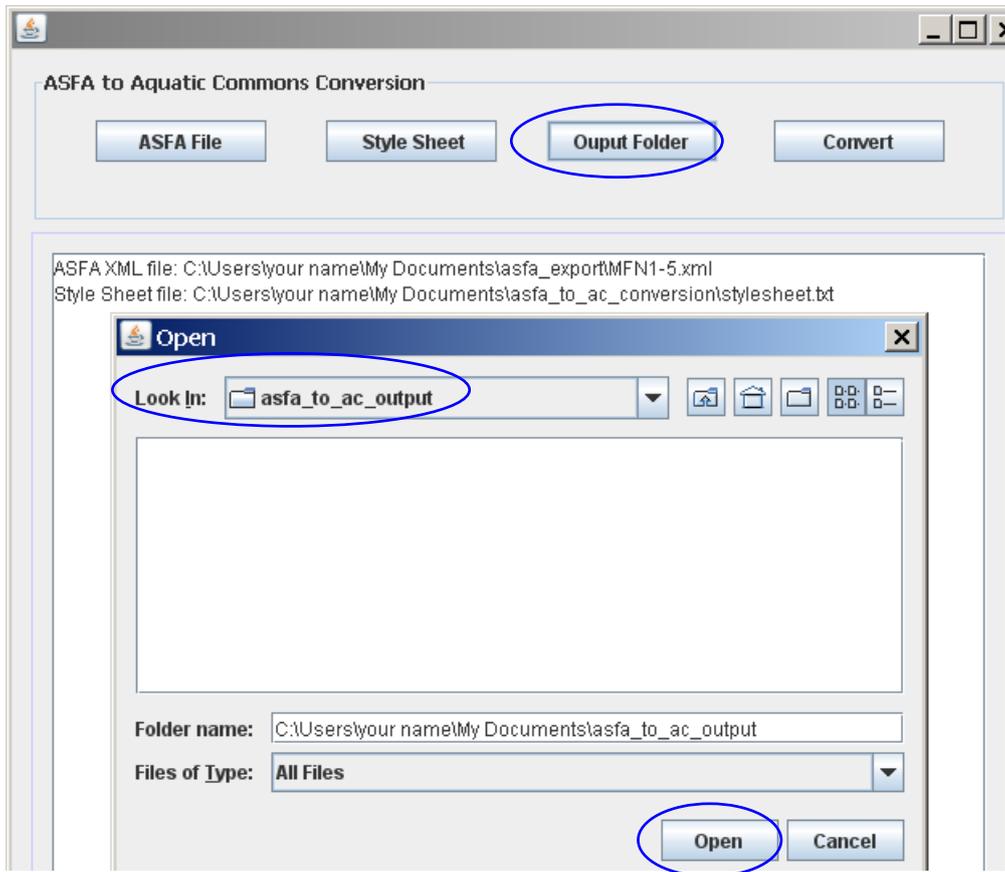


- b) <Select> the file 'stylesheet.txt' and <Click> on the 'Open' button. Another line confirming the selection will appear in the text box.

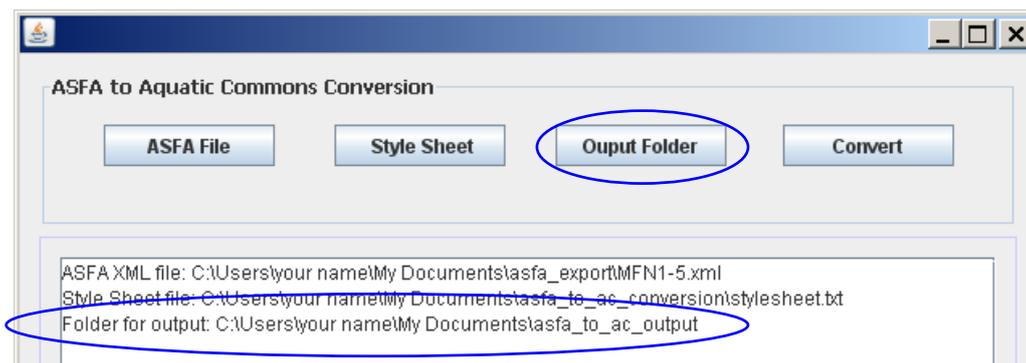


4) Choose Output folder

<Click> on the 'Output Folder' button. A 'File Chooser' window will appear. Use the 'Look in' box to navigate to the sub-folder 'asfa_to_ac_output'. <Click> on the 'Open' button to select the sub-folder 'asfa_to_ac_output'.

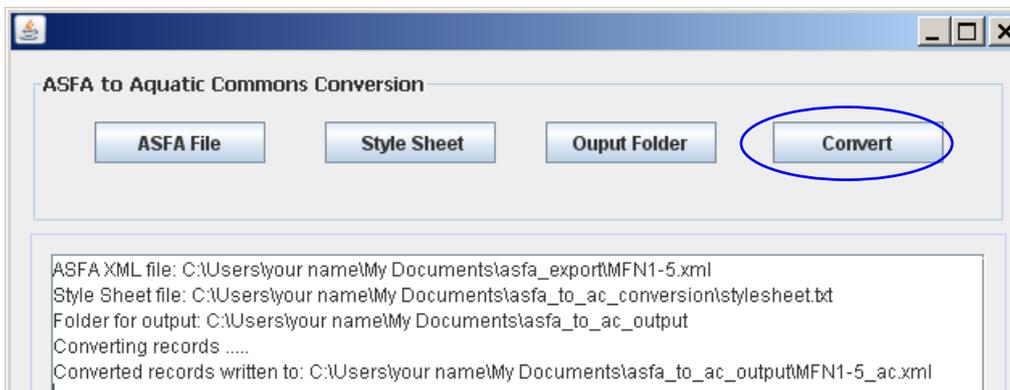


Another line confirming the selection will appear in the text box.



5) Convert the ASFA records

- 1) <Click> on the 'Convert' button. A line will then appear in the text box that says 'Converting records' which indicates that the conversion is in progress
- 2) Once the conversion has finished, a line will appear that says 'Converted records written to: <path of the converted file>'

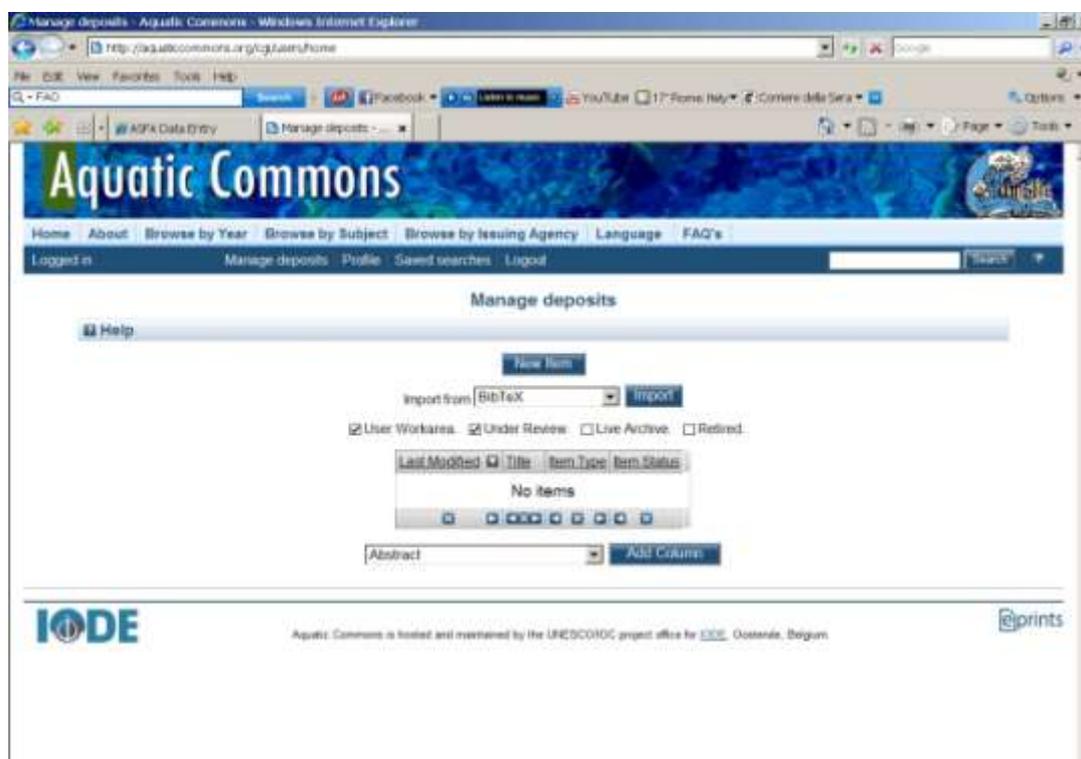


- 3) The converted file will appear in the folder “**asfa_to_ac_output**”. The file name will be the same as that of the input file but with the suffix ‘_ac’ inserted prior to the file extension, e.g. “**asfa_ac.xml**” or **MFN1–5_ac.xml**

Important: Please note that if there is a file already with this name in the directory, it will be overwritten! If you wish to convert more than one file, you must rename the first one before converting the next one.

V. Upload to the Aquatic Commons repository

- 1) Log in to your account on the Aquatic Commons web site at: <http://aquaticcommons.org>⁶
- 2) You will see the following screen⁷:



⁶ If you do not already have an account with Aquatic Commons you may send an e-mail, for information on how to do so, to the following address: AquaticCommons@gmail.com

⁷ The Screen captures in this document were made using Internet Explorer as the Internet Browser. If you are using Google Chrome or Mozilla Firefox, there may be some slight variations regarding the tabs/buttons that are displayed.

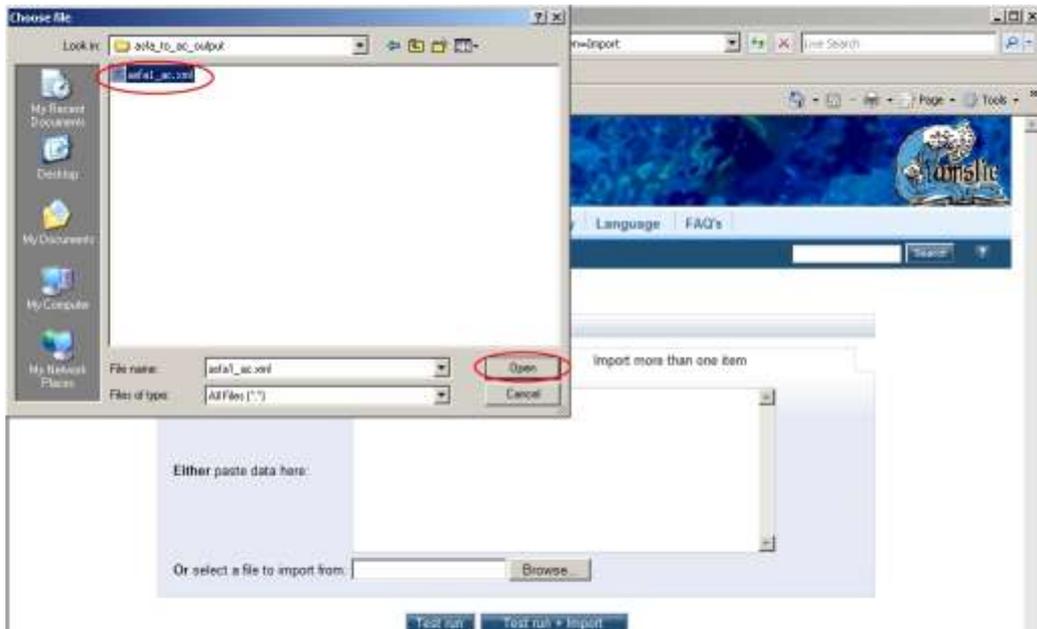
- 3) In the 'Import from' box, <Click> on the arrow of the drop-down-menu, and change the default value of 'Bib Tex' to 'XML'. Then <Click> on the 'Import' button.



- 4) On the 'Import Items' form that appears, by default the 'Import a single item' tab is selected. <Click> on the 'Import more than one item' tab. Note that you should do this even if you have only exported one record to the file.
- 5) <Click> on the 'Browse' button to navigate to the **asfa_to_ac_output** folder, where you have saved the converted file with the '_ac' suffix, e.g. ASFA1_ac.xml, MFN1-5_ac.xml.



6) Select the file you wish to import and <Click> on the 'Open' button in order to load the file.



7) <Click> on the 'Test run' button.



8) If the test completes successfully, a green banner with a 'tick' symbol and the text 'Test run completed: <n> item(s) found' will appear⁸. This 'Test run' part of the procedure can be skipped once the routine is familiar.

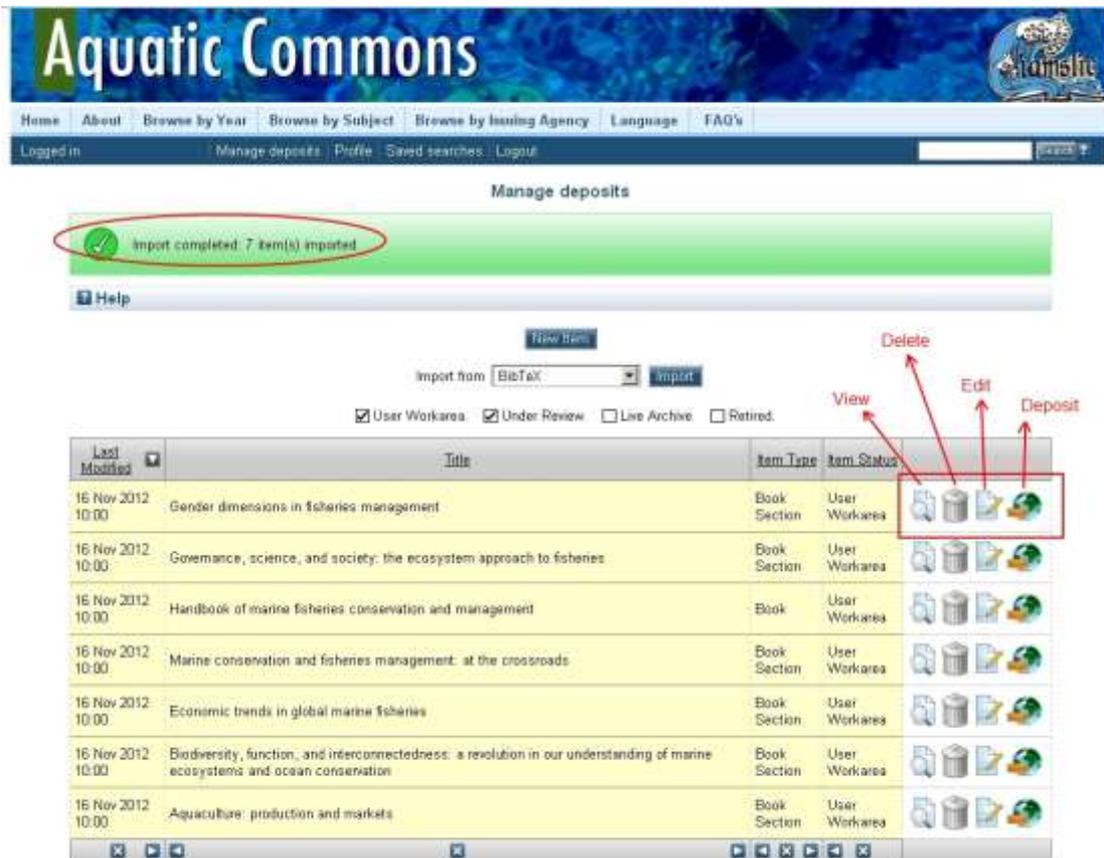


⁸ If an error message appears, you should go back and check the original ASFA records for discrepancies (e.g. strange characters or symbols in the text) and correct them. You will then have to repeat the Conversion process (Section IV).

- 9) To actually import the record(s), it is necessary to click again on the 'Import more than one item' tab and <Reselect> the file to import. This time <Click> on the 'Test run + Import' button.



- 10) Now the text in the green banner should say 'Import completed: <n> item(s) imported'.



- 11) The 'Item Type' of the imported record(s) is displayed. By using the various icons on the right-hand column of this page you can review the conversion that has taken place for each of the imported records and process them as you wish (i.e. View, Delete, Edit, Deposit).

Note that when you run the '**ASFA to Aquatic Commons Conversion**' program on subsequent conversions, it will automatically remember the folders to which you navigated when you selected the various files and folders. The 'Style Sheet' is automatically selected for you on subsequent occasions, although it is possible to reselect it by clicking on the button again if you so wish.

VI. Notes on the conversion process

The conversion software is intended to be a time-saving mechanism compared with the labour of copying data from the fields in the **www-ISIS-ASFA** software and pasting it into the fields in the **Aquatic Commons** record. **Remember that the data imported into the Aquatic Commons records must always be reviewed for both completeness and the accuracy of field-mapping.** Appropriate additions and edits should be made when required. Details of some of the manual editing that may be required are given below:

- If the '**Date of publication**' or the '**Pages**' field in the 'www-ISIS-ASFA' record contains **any non-numeric data**, for example **[n.d.]** as the date, the data is not transferred to the Aquatic Commons record and the date field will be empty. (This is done to avoid errors in the Aquatic Commons import).
- There are six 'www-ISIS-ASFA' worksheets and nine Aquatic Commons document types, so you may wish to check the suitability of the mapping regarding the bibliographic level.
- If there are several URLs in the ASFA record only the first one will be transferred to the Aquatic Commons record. If an ASFA record has more than one URL address, you will have to manually add them to the Aquatic Commons record.
- Technical note regarding the Typesetting codes for Special/Forbidden characters (Annex 5 of the 'Guidelines for Bibliographic Description and Data Entry using www-ISIS-ASFA software'): **Non-standard/extended ASCII characters** can cause the Aquatic Commons import to fail. Therefore, any accented character appearing in the text of the ASFA record should be stripped of the accent, e.g. è, é, ñ, ç, to avoid possible failure or unwanted changes.