



NARRATE

Needs for Digital Recording and Documentation of Ecclesiastical Cultural Treasures in Monasteries and Temples



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The purpose of NARRATE project is to codify the actual recording and documentation needs for the ecclesiastical cultural treasures, through a systematic study of the users' needs.

Consortium partners



SOFIA UNIVERSITY
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cognitiveux



NARRATE

Needs for Digital Recording and Documentation of Ecclesiastical Cultural Treasures in Monasteries and Temples



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- COGNITIVE UX

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COGNITIVE UX



Abbreviations

Assoc. Prof.	Associate Professor
CH	Church heritage
ChT	Church Treasures
EU	European Union
Eccl.	Ecclesiastical
Hist.	Historical



Executive Summary

The EU Erasmus+ “NARRATE: Needs for Digital Recording and Documentation of Ecclesiastical Cultural Treasures in Monasteries and Temples” (2022-1-EL01-KA220-HED-000089867) aims at identifying and promoting the needs and priorities concerning ecclesiastical Cultural Heritage (CH) documentation.

This study seeks to organize and address the specific requirements for recording and documenting ecclesiastical cultural treasures by thoroughly analyzing user needs. NARRATE focuses on capturing ecclesiastical cultural heritage in a way that allows stakeholders to convey their interconnected histories, roles, and spiritual significance over time.

The present report: *R4.2. Production of Training Material and Guides of Best Practices* describes preparation of training materials for working with the NARRATE platform. This stage of the project allows specialists and communities from the Thrace region to contribute content to the project platform. The dissemination of the results is also of particular importance for promoting the project's outcomes. The presence and participation of clergy and theology students are equally significant for evaluating the project's activities.



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1. Methodology

The purpose of the NARRATE project is to organize the process of describing and digitizing objects of the religious cultural heritage of the Thrace region. Specialists and communities from the region who know the ecclesiastical heritage and have access to church artifacts play a key role in this process. These are clergy members, church employees, museum workers, employees in the metropolises, students of theology and religion. Training these people to work with the NARRATE platform is an important part of the project implementation. The preparation of the training materials for working with the NARRATE platform was fully tailored to their needs and level of computer skills. The steps for the preparation of the educational materials were developed at meetings with the NARRATE team.

Stage 1: Identifying work stages and assigning tasks

Stage 2: Organizing the Sofia University team that will develop the training materials

Stage 3: Analysis of the target group and their computer skills in order to select the content of the training materials

Stage 4: Planning the amount, type and content of the learning materials

Stage 5: Preparation of the scenarios within teaching materials

Stage 6: Discussing the script with the team and making adjustments

Stage 7: Preparation of the videos according to the script and translation to English

Stage 8: Preparation of presentations and translation to English

Stage 9: Dissemination of learning materials

2. Implementation of the Activity

2.1 Identifying work stages and assigning tasks

During the regular online project team meetings, the working stages for the preparation of training materials were identified. The preparation of the training materials began after the completion of the NARRATE platform. The main part of the development and creation of the training materials was entrusted to the team from Sofia University.



2.2. Organizing the Bulgarian team involved in developing the training materials

A team of specialists from the Faculty of Theology of Sofia University was formed to prepare training materials. The team included: Svetoslav Rybolov, Ivaylo Naydenov, Polina Spirova, Ventsislav Karavalchev and Ioannis Kaminis. Specialists who professionally deal with training of people of different ages were selected. Their task was to choose the type of training materials, their number and content. The team meetings were held live in the building of the Faculty of Theology of Sofia University, as well as online. In the course of making these decisions, the team in Sofia maintained communication and consulted with colleagues from Greece, Turkey and Germany. The content of the training materials was consulted with colleagues from the Aristotle University of Thessaloniki, especially with Fr. Chrysostomos Nasis, whose advice and guidance were particularly valuable to our team.

2.3. Analysis of the target group and their computer literacy for the purpose of selecting the content of the training materials

In collaboration with colleagues from the Aristotle University of Thessaloniki, the Bulgarian team analyzed the results of the meetings with the platform users, carried out in the first part of the project, and came to the conclusion that a large part of the users has weak or almost no computer competency. Not all of them have the skills to work with a digital camera and they lack elementary skills for digital image processing. Not all of them have personal email addresses. Therefore, it was decided that the training materials should include not only instructions for working with the NARRATE platform, but also basic skills for working with a digital camera and elementary digital image processing.

2.4. Planning the number, type and content of learning materials

Once the platform was finished, the Sofia team discussed with colleagues from Cognitive UX some of the functionalities in order to facilitate the work of users and the preparation of training materials. After analyzing the needs of users, it was decided that the training materials would be in the form of videos that would not only explain how the platform works, but also provide an opportunity to visually demonstrate the operation of the system. It was decided to produce four videos with an average duration of between 3 and 5 minutes.



The team decided to first prepare the scripts for the first two videos. The scripts for the third and fourth videos were created in early September, when the NARRATE platform was fully completed.

It was also decided to develop Power Point presentations that allow users to experience the same content through different media. This way, they will be able to choose the way they learn according to their needs and learning style.

2.5. Preparing video scripts

Initially, the team discussed the goals of each of the videos--what we want users to learn from them. Then, the details of the educational content of the videos were described. The script of each film includes the content of the text read by the narrator, as well as what images will be used. It was decided that the script would be written in English, and the videos would also be made in English. In this way, they would be able to be used by users and other partner organizations. If necessary, subtitles in the respective language can be added to each video. Two of the videos created under the project – for work with the NARRATE platform – have subtitles added in Bulgarian.

Scenarios of the four videos:

1. Video 1 - How to take the perfect NARRATE photo?

a. Video 1 Script

Intro Animation

Narrator (In Studio): Hi there! Welcome to the world of Narrate, the Erasmus+ project dedicated to preserving ecclesiastical cultural treasures by photographing, documenting and sharing them. In this tutorial series, I'll show YOU how to be part of this important mission. First, we'll explore how to document objects for our database by taking the perfect pictures. Let's get started!

Narrator (Voiceover): You can take photos using your personal smartphone, a digital camera, or even a tablet. Any of these will work, as long as you follow 4 simple rules.

Narrator (Voiceover): "Rule number 1. You can use any type of camera as long as it takes good-quality digital photos.



Narrator (Voiceover): " Rule Number 2: Proper lighting is crucial. Always try to take pictures during the day when natural light is available and try to avoid photographing shadowy places."

Narrator (Voiceover): "If you need extra light, use a phone flashlight, a regular flashlight, or a lamp. But avoid using the camera's flash as it can create unwanted glare and shadows. Continuous use of flash might also damage the surface of the object. Camera flashes are forbidden in many museums and churches, so please respect the rules of the sights."

Narrator (Voiceover): "Rule Number 3: Ensure there are no busy backgrounds. A clean and simple background keeps the focus on the object you're photographing.

Additionally, no people should be in the photos."

Narrator (Voiceover): "Rule Number 4: Make sure the images are not blurred. Take your time to properly focus on the camera before capturing the photo."

Narrator (In Studio): "To summarize there are 4 main rules for taking a NARRATE picture:

1. Use a good camera.
2. Use proper lighting.
3. Avoid busy backgrounds.
4. No blurred images.

Now that we have covered the basics let's discuss how to properly photograph each object."

Narrator (Voiceover): "If you are photographing specific items such as icons, mural paintings, chandeliers, and others, always capture the mandatory angles: the front, back, and a 45-degree angle. This approach provides a comprehensive view of the object."

Narrator (Voiceover): "If you are capturing a text, make sure it's easy to read in your photo. Clear and legible text is important."

Narrator (Voiceover): "When it comes to photographing a building, capture all sides to give a complete visual representation."



Narrator (Voiceover): "If possible, take photos of the inside to highlight important architectural and cultural details."

Narrator (Voiceover): "Any important objects inside the building should be captured using the same techniques discussed earlier."

Narrator (In Studio, close up): If you want to learn how to edit a picture before uploading it in the system, please watch the next tutorial titled "How to edit a photo for Narrate"

Narrator (In studio/ full screen): "Thank you for watching! Your contribution to the NARRATE project is invaluable. See you in the next tutorial!"

b. Script Breakdown

Narration	Video
	Intro
Welcome to the NARRATE tutorial series. In this video, we'll guide you on how to take the perfect photos for our project. Let's get started!	Title - How to take the perfect photo? Tutorial Transition to white screen with Narrate Logo then again transition to the screen
You can take photos using your personal smartphone, a digital camera, or even a tablet. Any of these will work, as long as you follow these 4 rules.	Icons of each device. Each Icon in a square/frame with a green tick popping up when the device is mentioned.



<p>Rule number 1. You can use any camera you want as long as it takes good quality digital photos.</p>	<p>Start with 2 pictures in frames(same) pop up - Left - bad, Right - good. When the sentence ends - cross on Bad, Green check on Good.</p>
<p>Rule Number 2: Proper lighting is crucial. Always try to take pictures during the day when natural light is available. Try to avoid photographing shadowy places.</p>	<p>Start with 2 pictures in frames(same) pop up - Left - bad, Right - good. When the sentence ends - cross on Bad, Green check on Good.</p>
<p>"If you need extra light, use a phone flashlight, a normal flashlight, or a lamp.</p>	<p>Icons of each device. Each Icon in a square/frame with a green tick popping up when the device is mentioned.</p>
<p>But avoid using the camera's flash as it can create unwanted glare and shadows, and continuous use of flash might damage the surface of the object. Camera flash is forbidden in many museums and churches.</p>	<p>Exclamation sign - crossed phone with a flash in a single frame in the middle.</p>
<p>Rule Number 3: Ensure there are no busy backgrounds. A clean and simple background keeps the focus on the object you're photographing.</p>	<p>Start with 2 pictures in frames(same) pop up - Left - bad, Right - good. When the sentence ends - cross on Bad, Green check on Good.</p>
<p>No people should be in the photos. Focus on the objects.</p>	<p>Photo of an object and a person (tourist) standing next to it smiling. Cross it. Use a stock image for this one.</p>



<p>"Rule Number 4: Make sure the images are not blurred. Take your time to properly focus on the camera before capturing the photo."</p>	<p>Start with 2 pictures in frames(same) pop up - Left - bad, Right - good. When the sentence ends - cross on Bad, Green check on Good.</p>
<p>"To summarize these are the 4 main rules for taking a NARRATE picture. 1. Use a good camera. 2. Use proper lighting. 3. Remove unnecessary backgrounds. 4. No blurred images.</p>	<p>Just the list. Either each rule pops up when mentioned or the whole list comes up at once. Maybe include a small icon/image to improve style after each of the lines. Or check boxes that are being checked once we mention the rule.</p>
<p>Now that we have covered the basics let's discuss how to properly photograph each object.</p>	<p>Transition - stock video of a pro photographer or Character Animator Puppet</p>
<p>"If you are photographing specific items such as icons, mural paintings, chandeliers, and others, always capture the mandatory angles.</p>	<p>Icon in a square/frame with a green tick popping up when the item is mentioned.</p>
<p>the front, back, and a 45-degree angle. This provides a comprehensive view of the object."</p>	<p>3 pictures in frames, all 3 get green check when mentioned. At "comprehensive" they all get circled?</p>
<p>If you are capturing a text, make sure it's easy to read in your photo. Clear and legible text is important.</p>	<p>Start with 2 pictures in frames(same) pop up - Left - bad, Right - good. When the sentence ends - cross on Bad, Green check on Good</p>



When it comes to photographing a building, capturing all sides to give a complete visual representation is crucial.	Many pictures in frames (at least 4) all get green checks.
If possible, take photos of the inside to highlight important architectural and cultural/heritage details.	Example photos.
Any important objects inside the building should be captured using the same techniques discussed earlier.	Example photos.
If you want to learn how to edit a picture before uploading it in the system, please watch the next tutorial titled "How to edit a photo - Narrate"	Transition - player playing the next video on a screen or Character Animator Puppet
Thank you for watching! Your contribution to the NARRATE project is invaluable. See you in the next tutorial!"	Transition - Logos of all Universities or Character Animator Puppet
	Outro Animation

2. Video 2 - How to edit the perfect Narrate photo?

a. Video 2 Script

Narrator (In Studio): "Hello again, and welcome to the second part of the Narrate tutorial series. In this video, we'll guide you on how to prepare your images for upload to our system. Let's get started!"

Narrator (Voiceover): "You can use any editing software to prepare your images. Options include but are not limited to Windows Photos App, Photoshop, or Canva"



Narrator (Voiceover): "In this tutorial we will walk through the process using Windows Photos App."

Narrator (Voiceover): "First, open the photo on your Windows computer by right clicking the photo then select Open with and select Photos. Then click on the first icon on top of the image "Edit Image" or press Ctrl + E."

Narrator (Voiceover): "Start by cropping any unwanted background from the image to focus on the important details by dragging the edges of the image as shown."

Narrator (Voiceover): "Once you've removed all unwanted parts, proceed with editing the light and colors if needed. You could adjust the brightness, exposure, contrast, highlights, and shadows to ensure your image is clear and well-lit."

Here is how these 5 adjustments work:

Brightness: Adjusts the overall lightness or darkness of an entire image.

Exposure: Controls the amount of light in a photo, affecting its overall brightness and detail.

Contrast: Enhances the difference between the light and dark areas of an image.

Highlights: Adjusts the brightest parts of an image to either increase or decrease their intensity.

Shadows: Alters the darkest areas of an image to either lighten or darken them.

Narrator (Voiceover): "Once your image is ready, save it using the following naming convention: Date (DD.MM.YYYY). This helps keep our database organized."

Narrator (Voiceover): "Please save your photos in a Narrate dedicated folder on your computer. It's important to store all uploaded images on your device or cloud as well, especially if you plan on contributing continuously. "

Narrator (Voiceover): "The size of your image should be between 1200 x 1200 pixels and 480 x 480 pixels. To check if it matches the requirements, right click on the image in the folder, then click on Properties, then go to Details and check the Width and Height of the image."



Narrator (Voiceover): "If the size is outside the mentioned requirements, please open the image with the Windows Photos App as shown previously, then click the 3 dots, and select Resize.

In the Width and Height fields you can manually enter the ratio mentioned before.

For landscape pictures, ensure that the width is 1200 pixels, and the height will be automatically resized by the app. Similarly, for portraits make sure that the height is 1200 pixels.

Narrator (Voiceover): "Then, save the image in a dedicated folder for the NARRATE project on your device following the naming convention described previously."

Narrator (In Studio): You are one step away from uploading your photos to the Narrate project! Before you do so, however, let's go through the registration process.

Narrator (Voiceover): "Thank you for watching and see you in the next tutorial!"

b. Script Breakdown

Narration	Video
	Intro Animation
Welcome to the NARRATE tutorial series, brought to you by Sofia University. In this video, we'll guide you on how to prepare your images for upload to our system. Let's get started!	Title of Tutorial - How to edit the perfect NARRATE photo? Tutorial
You can use any editing software to prepare your images. Options include but are not limited to Windows Photos App, Photoshop, Canva, or any other tool you prefer."	Again using a structure with 3 icons + 4th one with icons of other software



<p>Let's walk through the process using Windows Edit Image.</p>	<p>Zoom in on the first icon.</p>
<p>First, open the photo on your Windows computer by right clicking the photo then select Open with and select Photos. Then click on the first icon on top of the image "Edit Image" or press Ctrl + E.</p>	<p>Use recording of these instructions. Instructions of editing/systems/other computer related will be put in a smaller screen within the frame of the video.</p>
<p>Start by cropping any unwanted background from the image to focus on the important details by dragging the edges of the image as shown."</p>	<p>Use recording of these instructions.</p>
<p>Once you've removed all unwanted parts, proceed with editing the light and colors if needed. You could adjust the brightness, exposure, contrast, highlights, and shadows to ensure your image is clear and well-lit.</p>	<p>Show how to open adjustments. Then highlight the 5 mains</p>
<p>So what does each of these 5 adjustments do?</p> <p>Brightness: Adjusts the overall lightness or darkness of an entire image.</p> <p>Exposure: Controls the amount of light in a photo, affecting its overall brightness and detail.</p> <p>Contrast: Enhances the difference between the light and dark areas of an image.</p>	<p>The definition for each adjustment pop up in a rectangle above the picture we are using as an example. Each adjustment is being dragged to the extremes to show what happens when we use them. We continue with the move-as-talk style of instructions.</p>



<p>Highlights: Adjusts the brightest parts of an image to either increase or decrease their intensity.</p> <p>Shadows: Alters the darkest areas of an image to either lighten or darken them.</p>	
<p>Once your image is ready, save it using the following naming convention: Date (DD.MM.YYYY). This helps keep our database organized.</p>	<p>Show how to do it.</p>
<p>Please save your photos in a Narrate dedicated folder on your computer. It's important to store all uploaded images on your device or cloud as well, especially if you plan on contributing continuously.</p>	<p>Exclamation sign! Showing how we create a new folder with a title "NARRATE"</p>
<p>The size of your image should be between 1200 x 1200 pixels and 480 x 480 pixels. To check if it matches the requirements, right click on the image in the folder, then click on Properties, then go to Details and check the Width and Height of the image</p>	<p>Show the ratios above the computer screen. Then show how to check the current ratios.</p>
<p>If the size is outside the mentioned requirements, please open the image with the Windows Photos App as shown previously, then click the 3 dots, and select Resize.</p> <p>In the Width and Height fields you can manually enter the ratios mentioned before. However, be careful as you need to keep</p>	<p>Again recording of the instructions + highlight of selections along the way.</p>



<p>approximately the same ratio as the original photo.</p>	
<p>For example, this image has a ratio of Y x Z after the editing. If I just put 1200 x 1200 as aspect ratios and save it, some important parts of the images might get automatically cropped out. In order to avoid that you can try to enter values that will keep the same ratio (example) or you can manually play with the ratios until you get the picture you want.</p>	<p>Show an example of what happens and how a perfectly edited picture gets screwed up.</p>
<p>Most android phones would take default pictures at a ratio close to 2:1 (Landscape) and 1:2 (Portrait), while Iphone pictures have 4:3 (Landscape) and 3:4 (Portrait), so you can just scale them down to 1200 x 600 or 600 x 1200 for Android photos and 1200:900 or 900:1200 for Iphone.</p>	<p>Once again we use icons - Android on left, iOS on right. Put ratios below. Put both Landscape and Portrait icons with the ratios on top.</p>
<p>Then, save the image in a dedicated folder for the NARRATE project on your device following the naming convention described previously</p>	<p>Once again show the naming convention rules.</p>
<p>You are now almost ready to start contributing to the Narrate project! Before you upload your first photo, however, let's go through how to register in the Narrate system in the next tutorial</p>	<p>Transition - player playing the next video on a screen or Character Animator Puppet</p>



Thank you for watching this tutorial. Your contributions to the NARRATE project are greatly appreciated. Happy uploading!"	Transition - Logos of all Universities or Character Animator Puppet
	Outro Animation

Video 3 Script

Narrator (In Studio): Hi there! Welcome to the third video of the Narrate tutorial series. In this video, I will show you how to register on our website, update your password, and recover it if needed. Let's dive in!

Narrator (Voiceover): First, go to the website displayed on your screen. If you already have an account, you can log in using your email, password and organization. But if you're new here, follow these steps to create your registration.

Narrator (Voiceover): Click on the "Sign up" link to start your registration. You'll need to enter your email address, so make sure you are using an active one since you'll need it later in the process. Then, create a password with a minimum of 8 characters, confirm it by typing it again in the next field, and fill in your first and last name. Lastly, select your organization from the dropdown menu.

Narrator (Voiceover): Once you've filled in all the fields, click the "Sign up" button. If everything is correctly populated, you'll see a confirmation message on the screen. Before signing in, check your email inbox for an email titled "Narrate - Activate Account."

Narrator (Voiceover): Sometimes, it might take a few minutes for the activation email to arrive. When you receive it, you'll find an activation code and a link. Copy the code, then click on the link.

Narrator (Voiceover): On the Narrate activation page, enter your email and paste the activation code into the provided field. Press "Activate Account." If successful, you'll see a confirmation pop-up. You can now log in by entering your email address, password, and selecting your organization from the dropdown menu. Then, press "Sign in."



Narrator (In Studio): Congratulations! You're now part of NARRATE! If you need to update your password, it's easy. Click on the profile icon in the top right corner of the website, then select "Security Settings."

Narrator (Voiceover): Click on the profile icon in the top right corner of the website, then select "Security Settings." You'll need to type in your old password, then your new password, and confirm it. Click "Save Changes," and if everything checks out, you'll see a confirmation message.

Narrator (Voiceover): But what if you forget your password? No worries. You can recover it by clicking "Forgot password" on the login page. Enter your email, and if the request is successful, you'll see a confirmation message.

Narrator (Voiceover): Open your email to find a "Narrate Password Reset" email. Inside, you'll see a reset code and a link. Copy the code, click on the link, and on the page that opens, enter your email, paste the reset code, and choose a new password. Remember, your password must be at least 8 characters long. Then, press "Reset Password."

Narrator (In Studio): You can now log in to your NARRATE account and start exploring.

Narrator (In Studio): If you'd like to learn how to properly upload your photos to the platform, make sure to watch the next tutorial where we'll go into detail on that process.

Narrator (In Studio): Thank you for watching! Your contributions to the NARRATE project are invaluable. See you in the next tutorial!

Video 4 Script

Narrator (In Studio): Hi there! Welcome back to the NARRATE project. In this tutorial, I'll guide you through the process of adding, updating, and deleting ecclesiastical treasures in our system. Let's get started!

Narrator (Voiceover): First, we'll learn how to add a new ecclesiastical treasure to the database. Begin by clicking the "Add new ecclesiastical treasure" button. Remember, populating the name in English is mandatory, but you can also add the name in Greek, Bulgarian, and Turkish if needed. The same applies to the appellation fields—make sure the English version is updated.



Narrator (Voiceover): If your treasure has an existing object code, you can add it in the designated field. Next, you have the option to add a description—this can be either short or long, depending on your preference.

Narrator (Voiceover): Now, let's move on to the Characteristics section. Here, you can provide detailed information about the treasure. This includes the Time Span, Kind of treasure, Creator, and the Beginning of Existence. You can also specify if the object was located in a church, in another country, or if it was lost and found. Additionally, fields are available for details like dimensions, material used, inscription, manuscript text, event information, and even the position of the treasure.

Narrator (Voiceover): After that, you can open the Documentation and Conservation section and fill in any relevant fields that apply to your treasure. If your treasure is part of a collection, be sure to populate all the necessary fields in the Objects and Collection section.

Narrator (Voiceover): Finally, navigate to the Content, Photos, and Videos section to upload your media files. You can do this by either dragging your files into the designated fields or by clicking on one of the fields, going to your Narrate folder, and selecting the files you wish to upload.

Narrator (Voiceover): Once all your media files are uploaded, click on "Save Changes." Congratulations, your treasure is now successfully uploaded to the database!

Narrator (In Studio): Next, let's talk about how to update an existing treasure with more information or photos. Once you've uploaded a treasure, you can view it by looking through the list of ecclesiastical treasures. If you uploaded the treasure, you'll see four icons on the right.

Narrator (Voiceover): The first icon lets you open the treasure and view all the information and media associated with it. The second icon allows you to update or change any of the written information about the treasure. The third icon enables you to update or upload new media files. And finally, the trash bin icon allows you to delete the treasure from the database.

Narrator (Voiceover): If the treasure was not uploaded by you, you will only see the "View" option. This allows you to look through all the information and media files in the record, but you won't be able to make any changes.

Narrator (Voiceover): If you're searching for a specific record, you can use the search box at the top of the page to find it quickly.

Narrator (In Studio): This concludes our tutorial series. Thank you for watching and for being part of the NARRATE project!

2.6. Discussing the script with the team and adjusting

Each scenario went through several edits by the Sofia University team. The goal of the edits was to achieve greater clarity of the statement, to provide the user with only the most important information, so that he could quickly and easily navigate the platform and its use. During the work, online discussions were held with Cognitive UX and colleagues from the Aristotle University of Thessaloniki, in order to achieve clarity on the methods of user registration and work with the platform.

2.7. Preparing the videos according to the script

Initially, the team produced the first two videos, which included introductory instructions – on working with a digital camera and on image processing. Later, in early September, when the platform was fully ready, the videos providing instructions for working with it were produced.

Figure 1: First video screenshot



The first video contains instructions for users on how to use a digital camera and how to take quality photos. This is a necessary preparatory step for using the NARRATE platform.

Figure 2: Second video screenshot



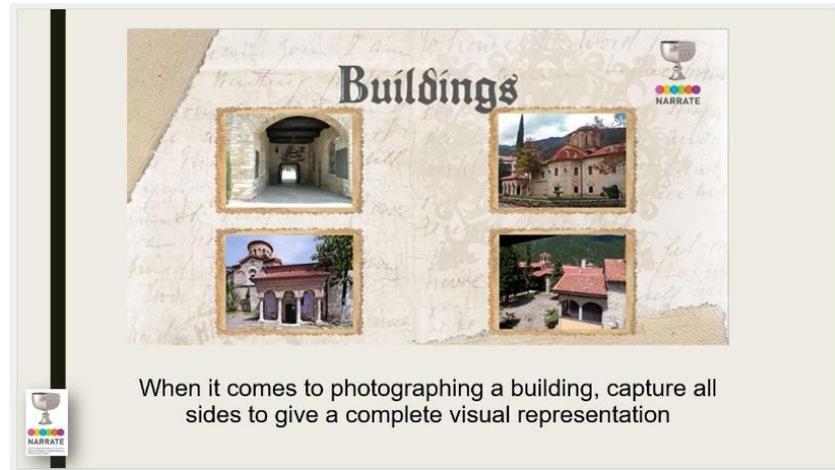
The second clip contains instructions on how to work with a digital camera, what are the basic rules when filming church sites outdoors and indoors, how to process digital images, and how to save them in a special folder that will facilitate their transfer to the NARRATE platform.

Figure 3: Third video screenshot



The third video contains instructions for registering on the NARRATE platform, creating a password, and changing the password if necessary.

Figure 5: Screenshot of PP Presentations



Four presentations were prepared, providing instructions on how to work with a digital camera and process digital photos, how to register on the NARRATE platform, and how to describe and record new objects on the platform.

The work on the presentations is the work of Senior Assistant Dr. Polina Spirova.

2.9. Dissemination

After the training materials – videos and presentations – were developed, they were sent by email to users.

Figure 6: Ventsislav Karavaltchev and students from Sofia University during the workshop, December 19, 2024



On December 19, 2024, a Workshop – training on using the NARRATE platform was organized for master's and bachelor's students at the Faculty of Theology of Sofia

University who study church art. The training followed the scenarios of the educational materials.

Figure 7: Polina Spirova and students from Sofia University during the workshop, December 19, 2024



The students were instructed on how to register on the platform, how they can change their password if necessary. Then they were presented with the platform, its functionalities and possibilities for describing objects of religious cultural heritage and their digital filming and recording. The result of the workshop was reflected in the website [Dveri.bg](https://dveri.bg)¹.

Figure 8: Polina Spirova and students from Sofia University during the workshop, May, 2024



¹https://dveri.bg/component/com_content/Itemid,100723/catid,14/id,73828/view,article/



This is not the first time that the students from the Faculty of Theology of Sofia University have been introduced to the NARRATE project. In May 2024, a seminar on the digitization of church heritage in Bulgaria was organized by Polina Spirova for students of the faculty. At the seminar, Yannis Kaminis introduced the participants to the NARRATE project. The seminar was covered on the website Dveri.bg².

3. Conclusions

The development of the training materials for using the NARRATE platform was a complete team effort. Throughout the entire process, there was very good coordination between the participants in Sofia, as well as with colleagues from the teams in other countries, especially with colleagues from the Aristotle University of Thessaloniki, who were tasked with developing the methodological guidelines for training on the platform. The work required cooperation with the program developers, who always provided full support to the Sofia University team. The resulting product is innovative and at the same time convenient for use by a wide range of users – those with limited knowledge in the field of computer technology, as well as those who easily work with new technologies. The developed training materials allow users to very quickly and easily familiarize themselves with the logic of the platform and use it effectively.

The format of the training materials – videos and presentations – allows for easy user training – both on-site in training rooms and for distance learning. They also provide a good opportunity for self-study for those who want to get acquainted with the platform and use it. The produced materials can be easily sent by e-mail or users can access them via links.

² https://dveri.bg/component/com_content/Itemid,100723/catid,14/id,73336/view,article/