Pop-up Help Screen for Dromio

Glossary of XML buttons (with examples in parentheses):

Text of the Manuscript as viewed

- *ex* = for expanded text in common abbreviations, shows as italics (It*em*)
- ~~del~~ = for cancelled (i.e., crossed out) text (~~strikethrough~~)
- ins = for interlineal insertion text, often written above crossed out text (^green^)
- gap = for a gap in transcription, illegible letters replaced by periods (...)
- unc = for uncertain text (transcriber enters best guess) (unclear)
- mrk = for notational mark (e.g. manicule, etc.), include one-word description of mark, strive for consistency (manicule)
- img = for image/illustration (e.g. drawing), include one-word description of image, strive for consistency (drawing)

Navigation/Tracking

- ? = shows help screen
- <xml> = shows text with xml tags in angle brackets
- HTML = default view (in the <xml> view, shows text with editor effects)
- Save = saves changes
- Done = indicates transcription/encoding of page is complete

Layout/Non-textual Elements

- pb = for two or more pages in one image (page break) (3r)
- cw = catchword, word or words repeated on bottom of page/top of next page
- hd = for obvious headings (Cooking w*i*th Clarified Butter)
- lbl = for labels in the margins (**For a toothe-ache**)
- ps = for postscript text in letters (Do not forgetteth to write)
- opn = for text of opening in letters (To my most lovinge husband)
- cls = for text of closing in letters (Your most dejected servant,)
- add = for added text by booksellers, etc. (only for additions obviously made much later) (V.a.110)
- note = for note at the end of the text file (Transcribed by W. Shakespeare.)

Content

- nm = for proper names (non-fictional) (Queen Elizabeth)
- pl = for identified places; (Stratford-on-Avon)
- amt = for specific monetary amounts (include numeral and currency symbol) (iii s v d)

Semi-Diplomatic Transcription

- **^** = for superscript text, not interlineal insertions, that should remain superscript to understand the meaning, such as with certain numbers (iiij^{xx} meaning four score)
- **\^/** = for superscript text to be lowered as per semi-diplomatic convention (Janua*r*y)
- **~** = macron (¯) or tilde (~), for letters such as "ñ" or "m̄" letters, following letter should be expanded (run*n*ing for ruñing)
- **y/th** = for thorn letter (looks like "y"), transcribed as "th" (ye = *th*e)
- **<es>** = for "es" graph (chyld*es*)
- **<er>** = for "er" graph (transcribed as "er," or ar/or/re) (pet*er*)
- **<p>** = for special "p" graph, following two letters should be expanded text, "pre," "pro," "par," or "per" (*par*tie)
- **ye**=transcribed as "the" (*th*e)
- **yt**=transcribed as "that" (*tha*t)
- **yr**=transcribed as "your" (y*ou*r)
- **wth**=transcribed as "with" (w*i*th)
- **wch**=transcribed as "which" (w*hi*ch)

Quick Reference on How to Encode Your Transcription in XML

It is important to select the letter(s) or word with your cursor that you wish to encode first, then apply the encoding tag. Click on an appropriate button from the menu to apply it to the selected text. The style of the text changes as you encode it (i.e. deleted text appears as ~~strikethrough~~). To remove an encoding, select the text and click on the button that applied the encoding; this will remove it. You can also switch to <xml> view and delete the actual angle brackets of the encoding.

Common early modern brevigraphs (abbreviated text) have their own buttons (ye=the, yt=that, yr=your, wth=with, and wch=which). Simply click on the appropriate button to insert the abbreviated word into the transcription.

The window has two views, HTML and XML. You can switch between HTML and XML by toggling the <xml>/HTML button.

You can apply more than one XML tag to a section of text e.g., a manuscript page could call for encoding "To the Earl of Leicester" as both a heading and a name (<heading>To the <name>Earl of Leicester</name></heading>). If you get an error message, switch to the XML view where you can view the actual encoding tags in brackets.

Remember to click the Save button frequently to save your work. Please select Done only when you have completed transcribing and encoding the entire page.