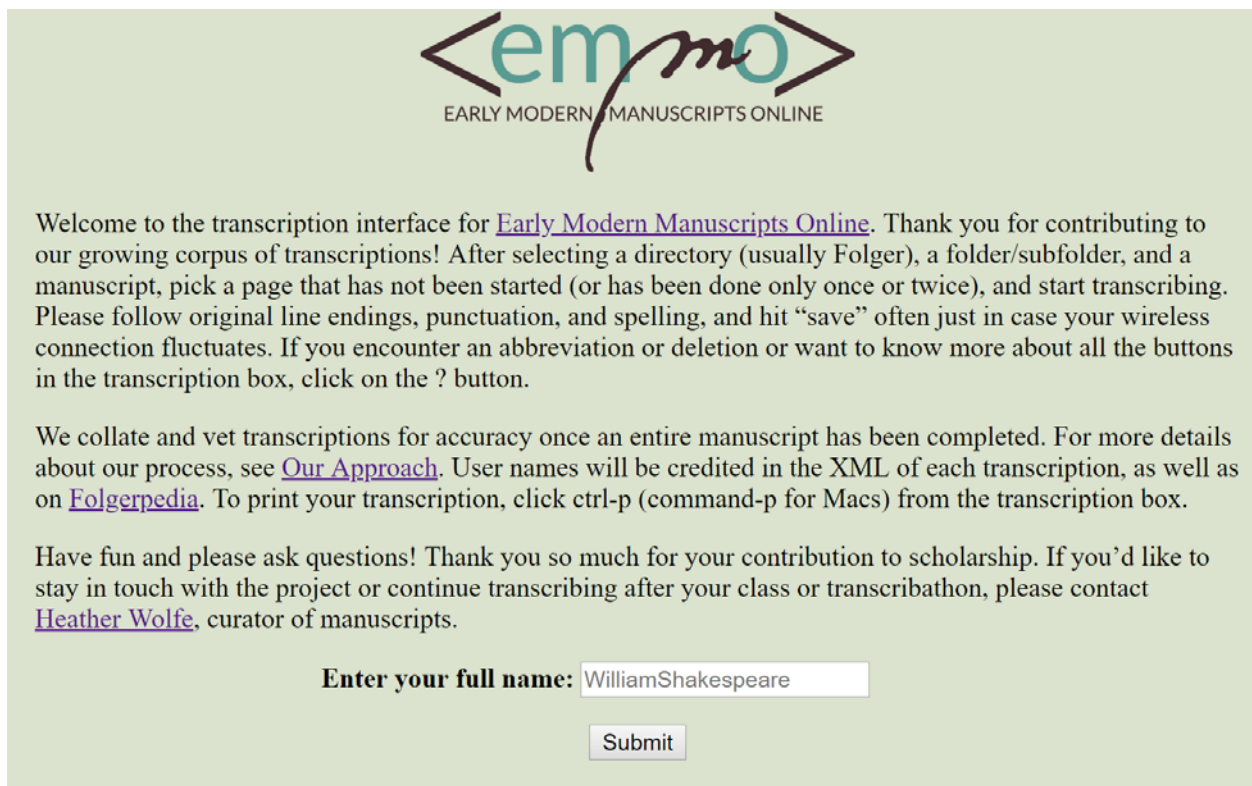


## Early Modern Manuscripts Online (EMMO) Transcription and Encoding Using Dromio

1. Launch your Internet browser (preferably Mozilla Firefox or Google Chrome). Make sure your browser is up-to-date. Turn off auto-correct and spell-check in your browser settings.
2. Type the following URL in the browser window: <http://transcribe.folger.edu/>. Type your first and last name in the dialog box where it says “Enter your full name” and press the Submit button.



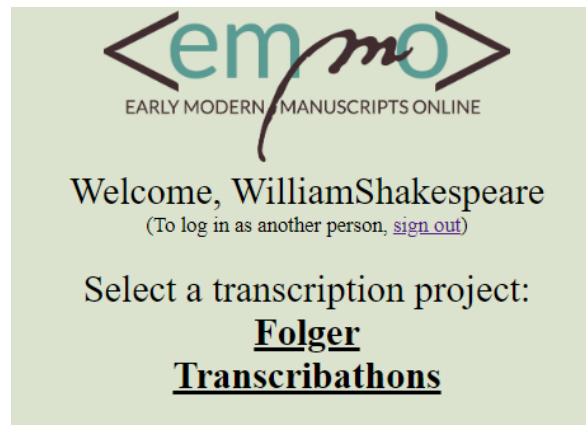
Welcome to the transcription interface for [Early Modern Manuscripts Online](#). Thank you for contributing to our growing corpus of transcriptions! After selecting a directory (usually Folger), a folder/subfolder, and a manuscript, pick a page that has not been started (or has been done only once or twice), and start transcribing. Please follow original line endings, punctuation, and spelling, and hit “save” often just in case your wireless connection fluctuates. If you encounter an abbreviation or deletion or want to know more about all the buttons in the transcription box, click on the ? button.

We collate and vet transcriptions for accuracy once an entire manuscript has been completed. For more details about our process, see [Our Approach](#). User names will be credited in the XML of each transcription, as well as on [Folgerpedia](#). To print your transcription, click ctrl-p (command-p for Macs) from the transcription box.

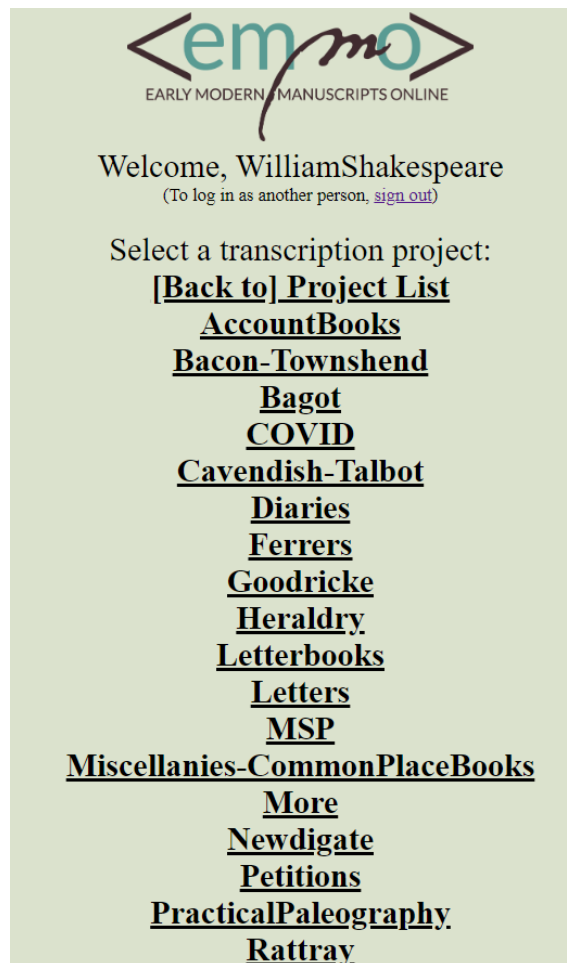
Have fun and please ask questions! Thank you so much for your contribution to scholarship. If you’d like to stay in touch with the project or continue transcribing after your class or transcribathon, please contact [Heather Wolfe](#), curator of manuscripts.

**Enter your full name:**

3. Select a transcription project or workshop/event from the list (this list often changes).



4. Dromio will display a list of subfolders or documents available for transcription (this list is subject to change and is not exhaustive; let us know if you would like a Folger manuscript added or placed in a separate folder for teaching):



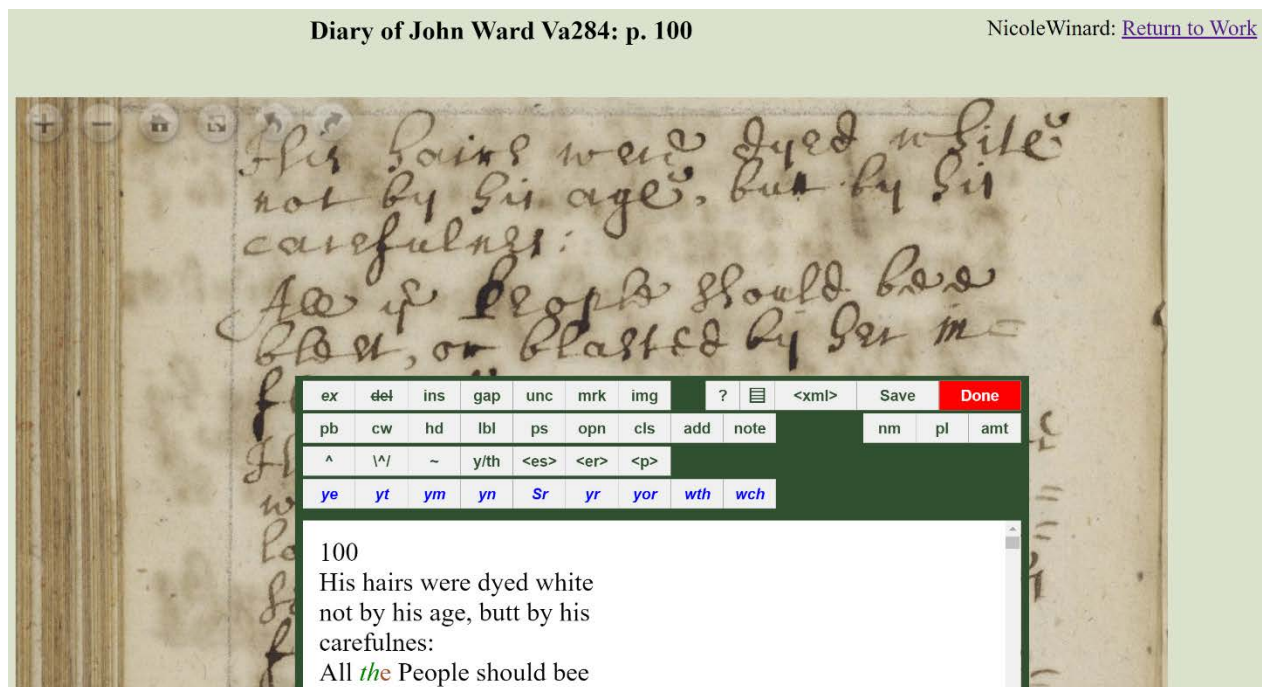
5. After selecting a subfolder, Dromio will display a list of documents or openings available for transcription within the subfolder. In the left column, you will see the Folger call number and title. In the middle column are page numbers for each digital image of a manuscript page or opening. The right column records the transcription status of each page, indicating how many individual transcriptions have been started and saved, and how many have been completed (marked **Done** by individual transcribers).

V.a.284: Diary of John Ward Va284	<a href="#">p. 8</a>	6 started; 5 complete
	<a href="#">p. 9</a>	6 started; 4 complete
	<a href="#">p. 10</a>	7 started; 4 complete
	<a href="#">p. 11</a>	6 started; 4 complete
	<a href="#">p. 12</a>	6 started; 4 complete
	<a href="#">p. 22</a>	14 started; 8 complete
	<a href="#">p. 23</a>	6 started; 4 complete
	<a href="#">p. 24</a>	3 started; 3 complete
	<a href="#">p. 25</a>	5 started; 4 complete
	<a href="#">p. 26</a>	5 started; 5 complete
	<a href="#">p. 27</a>	3 started; 3 complete
	<a href="#">p. 28</a>	5 started; 4 complete
	<a href="#">p. 64</a>	4 started; 2 complete
	<a href="#">p. 65</a>	3 started; 3 complete
	<a href="#">p. 66</a>	4 started; 4 complete
	<a href="#">p. 67</a>	3 started; 3 complete
	<a href="#">p. 68</a>	3 started; 3 complete
	<a href="#">p. 96</a>	3 started; 3 complete
	<a href="#">p. 97</a>	2 started; 2 complete
	<a href="#">p. 98</a>	2 started; 2 complete

6. Click on the page or folio number that you wish to transcribe. The digital image of the page or page(s) will appear.
  - a. The **Zoom** (+ and -), **Rotate** (↶ and ↷), **Home** (returns to original size) and **Full Screen** (image only view) tools are in the upper left corner. Each click of the **Rotate** arrows rotates the image 90 degrees.
  - b. The transcription window can be moved around by dragging the dark green top of the window with your cursor.
  - c. You can enlarge the transcription window by clicking and dragging the bottom or sides of the window with the cursor.
  - d. To start transcribing, type directly into the transcription window. Remember to click **Save** frequently to save your work. It will turn from red to black when you save.



### How to Encode Your Transcription in XML



XML (extensible markup language) is a tagging language used to describe text in a digital environment. The XML tags allow transcribers to record information on how text appears upon

the manuscript page (i.e. the head tag <head> indicates a heading or title). Tags may also convey information about words in the text (i.e. the <name> tag denotes a proper name). The XML tag set for EMMO is based upon the TEI (Text Encoding Initiative) tag set which is used to encode printed and handwritten texts for a digital environment. With the exception of the line break tag (lb/), all XML tags come in pairs, with an opening and close tag surrounding text (i.e. <place>London</place>).

Dromio makes encoding easier through a menu of buttons for commonly-used tags at the top of the transcription window. These buttons are “shortcuts” which insert XML tags around words without your having to type these tags manually. The tag names on these buttons have been abbreviated to save space (for instance, the <name> tag appears as “nm”).

1. Select the letter(s) or word with your cursor that you wish to encode.
2. Click on an encoding button from the menu to apply the XML tag to the selected text.
3. The style of the text changes as you encode it.
4. If you want to remove the tag, re-select the encoded text and re-click the tag.
5. You can switch between HTML and XML views by toggling the <xml>/<html> button.
6. If you are “stuck” in a tag, sometimes it is useful to go to the XML view and move the close tag manually to where it belongs.
7. Common early modern brevigraphs (abbreviated text) have their own buttons (ye=the, yt=that, yr=your, ym=them, with=with, and wch=which). Simply click on the button to insert the abbreviated word into the transcription. You do not need to type the word first.
8. You can apply more than one XML tag to a section of text. This is called “nesting.”
9. Click the **Save** button frequently to save your work. Select **Done** when you have completed transcribing and encoding the page. Don’t worry if you accidentally hit **Done** or want to make a correction after you hit **Done**. You can still make changes and resave.

### **Glossary of XML buttons, by function (with examples in parentheses):**

Remember, when selecting most tag buttons in Dromio:

- first transcribe the expanded form of the word
- select the letter(s) to be tagged with your cursor
- then click on the tag button to apply it

### **Text of the Manuscript as viewed**

- *ex* = for expanded (i.e., supplied) text (*command*)
- *spl* = supplied text to correct scribe’s mistake; use sparingly (e.g. “*hitt*” for erroneous writing of “*itt*” as “*htt*” or “*muche*” when transcriber supplies missing letters from contextual clues)



- ~~del~~ = for cancelled (i.e., crossed out) text (~~strikethrough~~)
- ins = for intralineal insertion text (<sup>intralineal</sup>)
- 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 (manicule)
- img = for image/illustration (e.g. drawing), include one-word description of image (drawing)

## Navigation/Tracking

- ? = help screen
- <xml> = shows text with xml tags
- Save = saves changes
- Done = indicates transcription/encoding completed

## Layout/Non-textual Elements

- pb = for two or more pages in one image (page break) (3r)
- cw = catchword (word repeated on bottom of page/top of next page) (When)
- hd = for obvious headings (Cooking with Clarified Butter)
- lbl = for labels in the margins (**For a toothe-ache**)
- qt = quote (for discernible hand-shift indicating quotation)
- 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 made clearly 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) (William Shakespeare)
- pl = for identified places; (Stratford-on-Avon)
- amt = for specific monetary amounts (include numeral and currency symbol) (iii<sup>s</sup> v<sup>d</sup>)

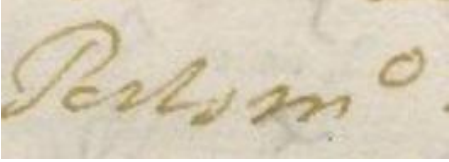
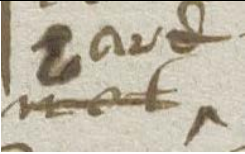
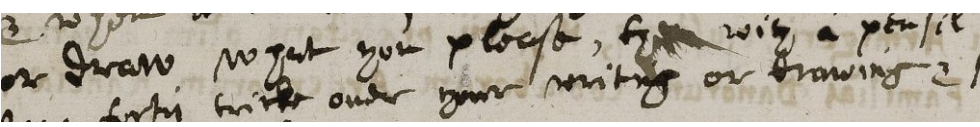
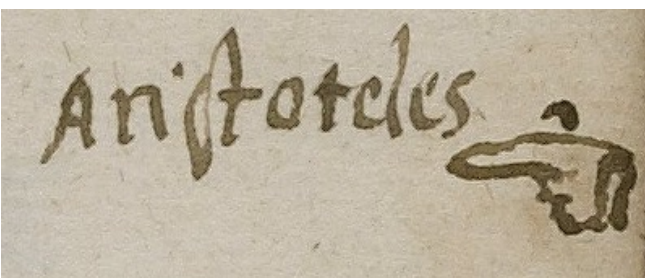
## Semi-Diplomatic Transcription

You will be making a “semi-diplomatic” transcription, meaning you will maintain original spellings (even if they are incorrect by modern standards) and will record any deletions or additions.


- ^ = for superscript text *not* to be lowered (iiii<sup>th</sup>)
- \^/ = for superscript text to be lowered (Octo<sup>ber</sup>)

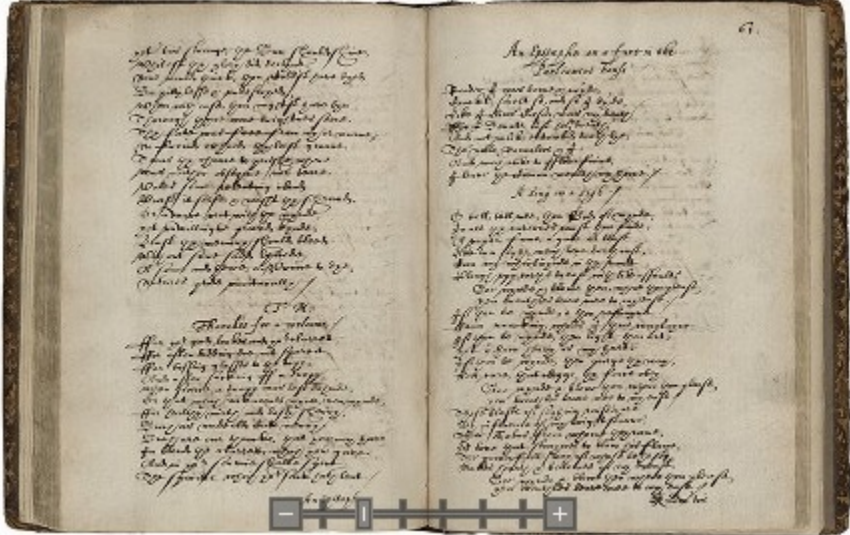
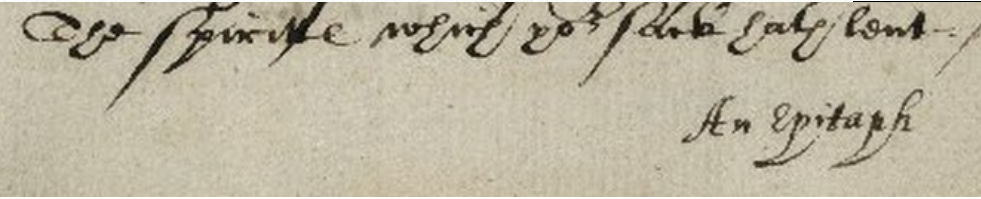
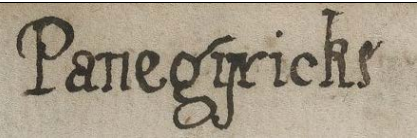
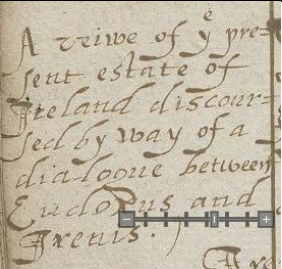
- ~ = macron ( ¯ ) or tilde ( ~ ), for letters such as “ñ” or “m̄” (run<sup>n</sup>ing for ruñing)
- y/th = for thorn letter (looks like “y”), transcribed as “th” (ye = *the*)
- <es> = for “es” graph (chylde<sup>s</sup>)
- <er> = for “er” graph (transcribed as “er,” or ar/or/re) (pet<sup>er</sup>)
- <p> = for special “p” graph (following two letters should be expanded text, “pre,” “pro,” “par,” or “per”) (partie)
- ye=transcribed as “the” (*the*)
- yt=transcribed as “that” (*that*)
- ym=transcribed as “them” (*them*)
- yr=transcribed as “your” (*your*)
- wth=transcribed as “with” (*with*)
- wch=transcribed as “which” (*which*)

# Frequently seen actions in secretary hand and how they are transcribed:

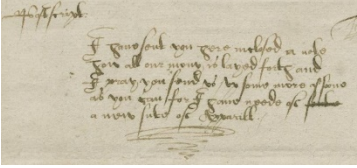
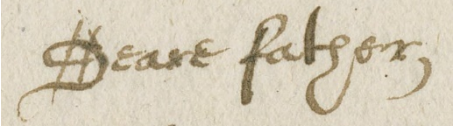

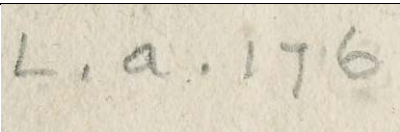
 <p>Portsm<sup>o</sup>uth</p>	<p><b>ex</b></p> <p>expanded (i.e., supplied) text</p> <p>Note: The superscript “o” is also lowered with the \^/ tag</p>
 <p>not ^ hard</p>	<p><b>del</b> (delete) &amp; <b>ins</b> (insert)</p> <p>intralineal inscription and deletion; add caret if present in ms</p>
 <p>Invidi repair to hole in paper lebrane queam</p>	<p><b>gap</b></p> <p>for a gap in transcription, estimated number of illegible letters replaced by periods</p>
<p>or draw what you please, then with</p> 	<p><b>unc</b></p> <p>for uncertain text (transcriber enters best guess within tag) (unclear)</p>
<p>Aristoteles manicule</p> 	<p><b>mrk</b></p> <p>for notational mark (e.g. manicule, etc.), include one-word description of mark (manicule). Also</p>

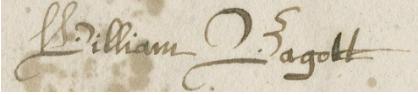
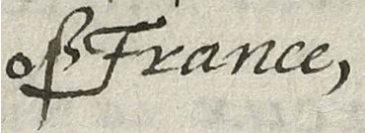
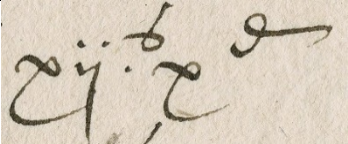


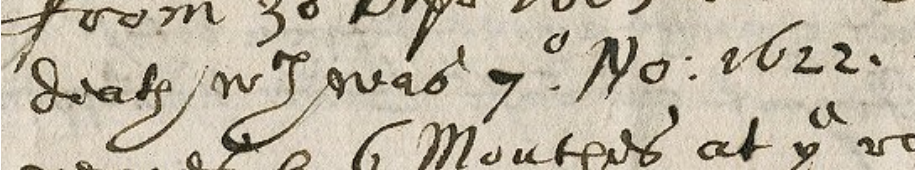
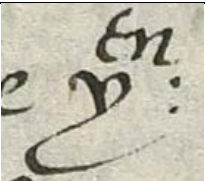
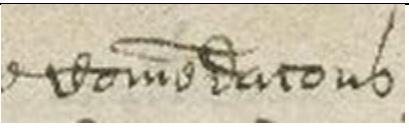
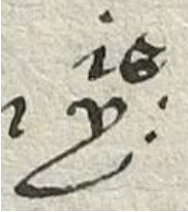
		<p>used for brevigraph markers such as . or : when they disappear as part of the word's expansion</p>
<p>nascono molte herbe onde paieno giardini. Drawing showing a house in Cyprus Forma delle case di Cipro Modo di tibiari</p>	 A historical drawing from a manuscript. The top part shows a two-story house with a balcony and several windows. Below the house, there is a scene of a person plowing a field with a horse. The drawing is in a simple, sketchy style with some color (yellow for the field, brown for the horse and plow). There is handwritten text in Italian above and below the drawing.	<p><b>img</b></p> <p>for image/illustratio n (e.g. drawing), include short description of image (drawing)</p>
<p>The spiritte which your sack hath lent./ An Epitaph 61 An Epitaphe  (Tag encloses the number of the new page)</p>		<p><b>pb</b></p> <p>for two or more pages in one image (page break) (3r)</p>

	
 <p>The spiritte which your sack hath lent./ An Epitaph</p>	<p>cw</p> <p>catchword (word appearing at bottom that also appears on the top of the next page) (When)</p>
 <p>Panegyricks</p>	<p>hd</p> <p>“Heading” tag used for page or section heading</p>
 <p>A triue of present estate of Ireland discoursed by way of a dialogue between Eudoxus and Irenis.)</p>	<p>lbl</p> <p>“Label” or note in the margin of the page</p>

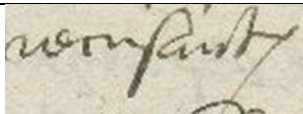

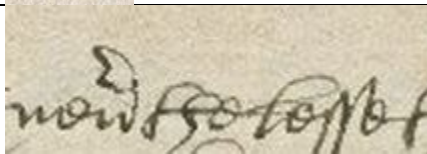
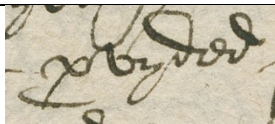
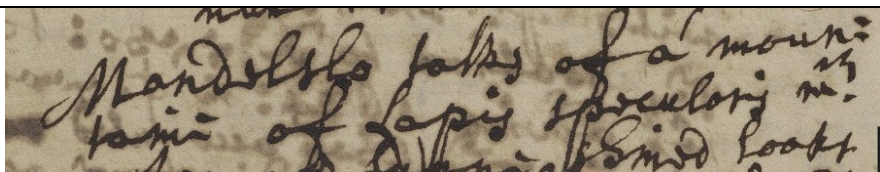
A viewe of **the** present estate of **Ireland** discoursed by way of a dialogue between **Eudoxus** and **Irenis**.)

 <p>Postscript: I haue sent you here inclosed a note how all our mony is layed forth and I pray you send vs vp some more as soone as you can for I haue neede of soute a new sute of Apparill.</p>	<p><b>ps</b></p> <p>Stands for “postscript” found at end of a letter</p>
 <p>Deare father,</p>	<p><b>opn</b></p> <p>Stands for opening of a letter. Both greeting and name included in tag.</p>
 <p>Your diligent and most obedient sonne Walter Bagott</p>	<p><b>cls</b></p> <p>Close tag, indicating close of a letter (includes salutation and name)</p>
 <p>L.a.176</p>	<p><b>add</b></p> <p>Used to indicate text added to a manuscript by a</p>

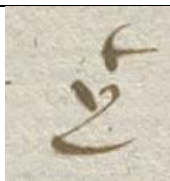
	later hand (such as a page or call number added by cataloguer)
<b>Transcribed by William Shakespeare</b>	<b>note</b>  Textual note added by transcriber, usually at end of document
 <b>William Bagott</b>	<b>nm</b>  Proper names of individuals
 of <b>France</b> ,	<b>pl</b>  “place” or placenames
 xij. <sup>s</sup> x <sup>d</sup> transcribed as <b>xij.<sup>s</sup> x<sup>d</sup></b> (12 shillings 10 pence)	<b>amt</b>  monetary amount or measurement  Note: “s” and “d” remain superscript and are tagged with superscript button (^). Amount tag encloses both number <u>and</u> monetary symbol.

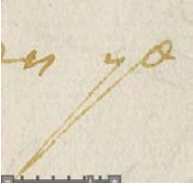
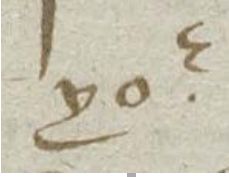
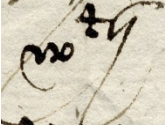
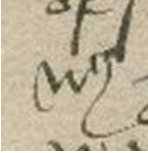
 <p>death <i>which</i> was 7<sup>o</sup> No<i>vember</i> 1622.</p>	<p>^</p> <p>“superscript” button</p> <p>(rarely used; for letters or characters written in superscript such as l, s, d, for money, and Latin ordinal number symbol “o”)</p>
 <p>y<sup>en</sup>: transcribed as <i>then</i>:</p>	<p>\^/</p> <p>“superscript-lowered” key: indicates text written in superscript that is “lowered” during transcription; colon is placed in metamark tag</p>
 <p>commendaciones</p>	<p>~</p> <p>“macron”, vertical line over “m” or “n” which signifies doubling of character</p>
 <p><i>this</i>:</p>	<p>y/th</p> <p>thorn transcribed as “th”; “is” superscript lowered; colon</p>



	is placed in metamark tag
 <p>recusant<sup>es</sup></p> <p>downward stroke for es graph, as opposed to upward stroke for “sigma” s:</p> 	<p>&lt;es&gt;</p> <p>es graph transcribed as “es”</p>
 <p>neu<sup>r</sup>theless = neuertheless (neu<sup>er</sup>thelesse)</p>	<p>&lt;er&gt;</p> <p>er graph transcribed as “er,” or ar/or/re</p>
 <p>pvyded = “provyded” (<sup>pro</sup>vyded)</p>	<p>&lt;p&gt; (“special P”), expanded to pro, per, par, or pre)</p>
 <p>Mandeltho talks of a &lt;word&gt;moun= tain&lt;/word&gt; of lapis specularis <i>which</i>.</p>	<p><b>word</b> indicates a word that breaks over two lines</p>

Clicking on one of the last six brevigraph buttons in the Dromio menu will insert the entire word and its XML tags. If there is a period or semi-colon as a brevigraph marker, move it to the end of the word and tag it as a metamark. This allows our stylesheet to render the word both diplomatically and semi-diplomatically.

 <p>“y” is the letter “thorn” (equivalent to “th”) y<sup>t</sup> = “that” (<i>that</i>)</p>	<p><i>yt</i></p>
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 <p>“y” is thorn ye or y<sup>e</sup> = “the” (<i>the</i>)</p>	<i>ye</i>
 <p>y<sup>r</sup> = (<i>your</i>) vs. yo<sup>r</sup> = (<i>your</i>)</p>	<i>yr</i>  note: this tag is for yr only. If you have yor, then you need to do it manually until we get a yor tag, so that it doesn't seem like you are supplying the o.
 <p>w<sup>th</sup> = “with” (<i>with</i>)</p>	<i>wth</i>
 <p>w<sup>ch</sup> = “which” (<i>which</i>)</p>	<i>wch</i>