TextLab

A User's Guide

Credits

TextLab was created under the direction of Dr. John Bryant at Hofstra University by Brian Ferris and Kevin Pechin, developers at Hofstra University and by Nick Laiacona, Ed Zavada, Adam Hockensmith and Lou Foster, developers at Performant Software Solutions.

TextLab: A User's Guide was created by Dr. John Bryant at Hofstra University and Susan Holland at Performant Software Solutions.

Overview

What is TextLab?

TextLab is a web application that helps scholars, editors, and students analyze revisions of any written work, in manuscript or print, in order to create a fluid-text edition of that work.

How Does it Work?

TextLab's XML editor automatically inserts TEI tags for text and image transcription markup. It then translates the XML through XSLT to create the HTML necessary to view the finished product on a web page.

What Can You Do With TextLab?

Primary Editing:

- Identify revision sites on digital images of manuscript leaves.
- Transcribe the revision texts associated with those sites as well as other unrevised inscription and metamarks.

Secondary Editing:

- Compose revision sequences and revision narratives for any given set of revision sites in manuscript and print. (The adaptation of Juxta to TextLab, enabling the collation of print texts, is currently in development.)
- Store all alternative revision sequences and narratives composed by different users in the TextLab database.

Editorial Display:

- Create a clear reading text, diplomatic transcription, and base version for each manuscript leaf.
- Complete the fluid-text editing process through TextLab's automatic hyperlink of all alternative revision sequences and narratives to the revision sites as displayed in both the diplomatic transcription and base version, allowing easy access to variant revision hypotheses.

Table of Contents:

A User's Guide **1**

Credits **2**

Overview **3**

What is TextLab? **3**

How Does it Work? **3**

What Can You Do With TextLab? **3**

Primary Editing: 3

Secondary Editing: 3

Editorial Display: 3

Table of Contents: **4**

Getting Started **7**

How To Access TextLab **7**

TextLab User Interface **7**

1. Toolbar 8

2. Left Panel 9

3. Center Panel 9

4. Bottom Panel 10

Project Owner: Setup **10**

1. Create a New Project **10**

2. Import Leaves **11**

3. Modify TEI Header **11**

4. Create Accounts **12**

Primary Editing **12**

1. Create a Transcription File **12**

2. Create a Table of Contents **13**

3. Transcribe **13**

4. Mark Revision Sites **14**

5. Additional Tags **17**

6. Preview **17**

7. Save **17**

8. Submit Transcription to Project Owner **18**

Project Owner: Preparing for Secondary Editing **18**

Compile the Official Transcript **18**

Secondary Editing **18**

1. Create a Sequence File **19**
2. Select Revision Sites, Transcribe, and Add Narration **19**
3. Save **21**
4. Submit Sequence to Project Owner **21**
Project Owner: Following Secondary Editing **21**
The Edition **22**
Tags Appendix **26**
add **26**
Image: 26
XML: 26
Diplomatic: 27
addspan **27**
anchor **27**
app **27**
Image: 27
XML: 27
Diplomatic: 28
anchor **28**
choice **28**
corr **28**
del **28**
Image: 28
XML: 29
Diplomatic: 29
delspan **29**
div **29**
ex **29**
expan **30**
gap **30**
Image: 30
XML: 30
Diplomatic: 30
handShift **31**
hi **31**
Image: 31
XML: 31
Diplomatic: 31

l **31**
lb **32**
Image: 32
XML: 32
Diplomatic: 32
metamark **33**
Image: 33
XML: 33
Diplomatic: 33
milestone **34**
XML: 34
Reading: 34
p **34**
pb **34**
rdg **34**
Image: 34
XML: 35
Diplomatic: 35
restore **35**
Image: 35
XML: 35
Diplomatic: 36
sic **36**
Image: 36
XML: 36
Diplomatic: 36
subst **37**
Image: 37
XML: 37
Diplomatic: 37
supplied **37**
unclear **38**
Image: 38
XML: 38
Diplomatic: 38

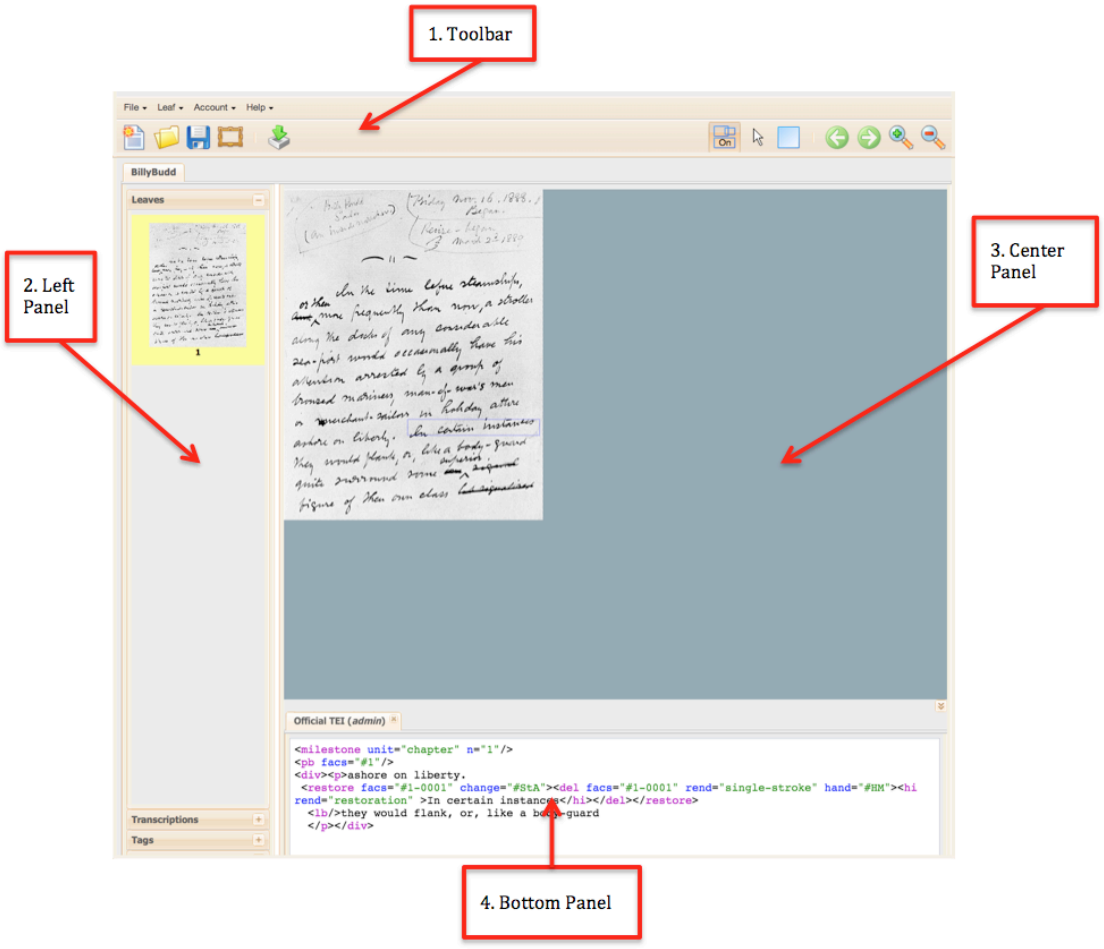
Getting Started

How To Access TextLab

Open a browser and navigate to the TextLab URL. In the login pop-up window, enter the username and password provided by the project owner.

TextLab User Interface

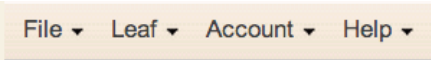
The basic TextLab window is shown below with a sample project in Primary editing view.



1. Toolbar

TextLab's toolbar contains menus and icons allowing you to open, save and preview projects as well as import and change the view of manuscript leaves.

*Menu:**



File: Start a new project, open a project for editing, open collated works, save, close, print, and export as TEI XML.

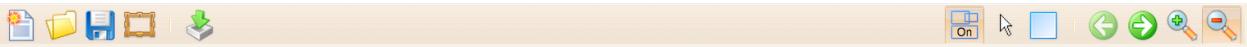
Leaf: Import a leaf, download a leaf to your desktop, move to a different leaf, zoom in or out, rotate a leaf, and delete a leaf.

Account: Log in, log out, or change your password.

Help: Review license and information about TextLab.

*There is no Edit menu. However, all edit functions can be accessed by using standard keyboard commands for Mac or Windows.

Icons:



New Project

Open Project (primary editing only)

Save

Preview on MEL

Import Leaf

Show/Hide Site Boxes

Pointer Tool

Rectangle Tool

Previous Leaf

Next Leaf

Zoom In

Zoom Out

2. Left Panel

The Left Panel tabs vary depending on whether you are in the Primary or Secondary editing mode. Click and drag the right-hand bar to resize the Left Panel. Open a tab by clicking the plus sign. Close by clicking the minus sign.

Primary Editing tabs:

Leaves: Shows a thumbnail image of all leaves in the chosen project. Click a thumbnail to bring the image into the Center Panel.

Transcriptions: For each project, TextLab automatically generates three files for storing the project's accumulated TEI-XML transcriptions. These are the Working TEI, Official TEI, and Official TEI Header files. Users create their own individualized transcription files by Right or Ctrl-clicking on any folder and then selecting *New Transcription*. The transcription will be stored in the selected folder. When approved, individual transcriptions are added to the Official TEI file.

Tags: Here, you will find a toolkit of TEI-XML tags commonly used for genetic and editorial markup. Click the question mark next to each tag for more information. The Tags Appendix in this manual provides examples of how markup appears in the diplomatic version.

Secondary Editing tabs:

Leaves: Shows a thumbnail image of all leaves in this project. Click a thumbnail to bring the image into the Center Panel.

Sequences: Click *Create New* to compose a revision sequence. A single revision sequence may refer to revision sites on multiple leaves.

Note: You can open multiple projects in TextLab in both Primary and Secondary editing modes. A tab for each project appears below the toolbar. Click these tabs to move from one project to another.

3. Center Panel

When you click a leaf thumbnail in the Leaves tab of the Left Panel, the image appears in the Center Panel. Resize the viewing area by clicking and dragging the vertical bar to the left or the horizontal bar below. Use the zoom tools on the toolbar to get a closer look at the leaf.

4. Bottom Panel

In Primary editing, the Bottom Panel contains the transcribed text and tags added in markup. In Secondary editing, the Bottom Panel contains revision sequences and narratives. Click and drag the vertical bar to the left or the horizontal bar above to resize this panel.

You can open multiple transcriptions (in Primary editing) and multiple revisions sequences and narratives (in Secondary). Tabs allowing you to switch from one opened item to another appear immediately above the Bottom Panel.

Project Owner: Setup

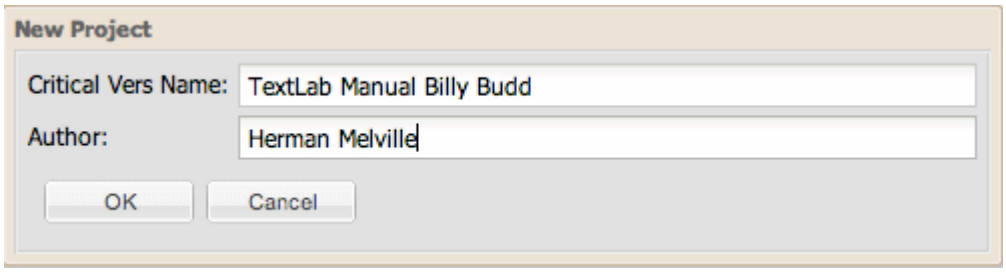
For each TextLab project, there are three types of users: the project owner, primary editors, and secondary editors.

The Project Owner creates the project, creates user logins, reviews transcriptions, and provides final approval of transcriptions before they can be published.

1. Create a New Project

New Project

Create a new project by clicking the New Project icon or by selecting File>New Project from the toolbar. Enter the Project Name and Author in the pop-up window:



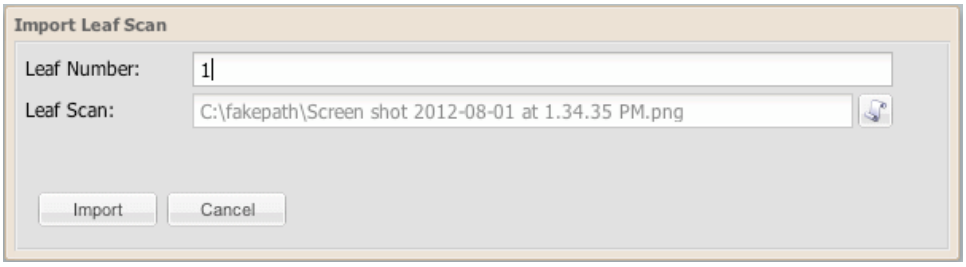
2. Import Leaves

Import Leaves

Import leaves for transcription by clicking the Import Leaf icon or by selecting Leaf>Import Leaf from the toolbar. Number the leaf, and then click the scroll icon to locate and select the leaf on your computer. Click Import.

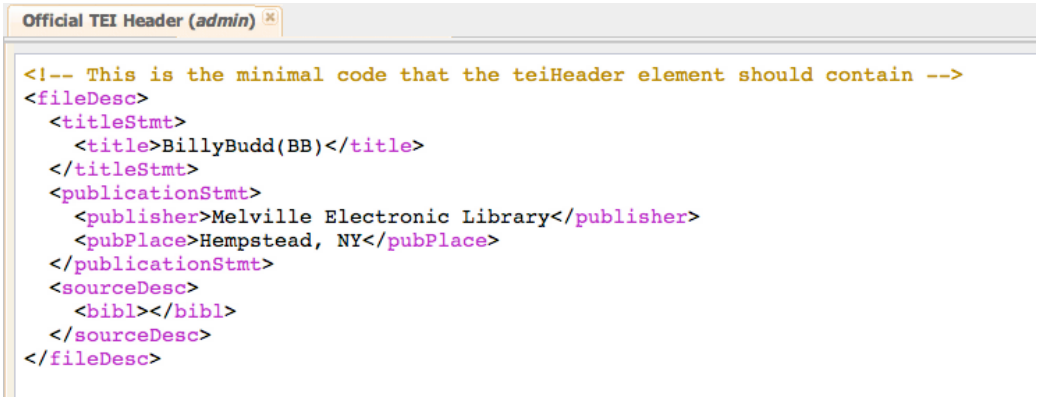
A thumbnail of the leaf appears on the Left Panel. Highlight a leaf to make it appear in the Center Panel.

Note: To remove a leaf, right-click (control-click) the leaf image on the Left Panel, then select Delete Leaf.



3. Modify TEI Header

Select the Transcriptions tab from the Left Panel then select Official TEI Header. Modify the TEI header to include what is needed for this project. TextLab provides a framework of minimal TEI header code that individual project owners will have to fill in and/or modify. Users should consult the appropriate chapters in the TEI guidelines (P5) at the following URL: http://www.tei-c.org/release/doc/tei-p5-doc/en/html/index.html



4. Create Accounts

Make a request to Hofstra IT to create new accounts.

Primary Editing

In Primary editing, the user selects a manuscript leaf, transcribes the text on that leaf, marks revision sites on that leaf, and uses TEI-XML tags to transcribe the leaf's regular inscription and revision texts.

1. Create a Transcription File

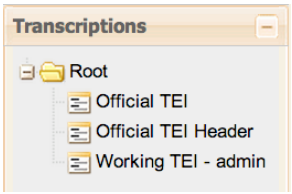
Open Project

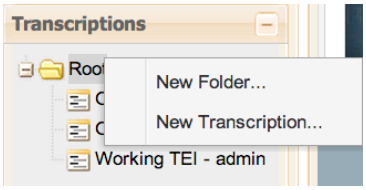
Click the Open Project icon or select File>Open for Primary Edit. A list of projects will appear; select your project from the list and click OK. The leaves associated with this project will appear in the Left Panel on the Leaves tab.

Select the first leaf that is in your assigned batch. The leaf image will appear in the Center Panel.

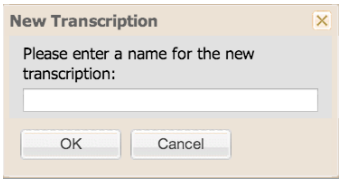
Zoom
(Use the zoom buttons to assist in reading the leaf. To download the full image of a leaf to your desktop, select Leaf > Download Leaf in the menu bar.)

To begin primary transcription, select the Transcriptions tab on the Left Panel. Right or Ctrl-click on any folder and select *New Transcription*.





Enter a name for the transcription in the New Transcription window that opens. Use the naming convention created by the project owner. The transcription will be saved in the selected folder.



Note: You can include multiple leaves in a single transcription file. Click the next leaf in the Leaves tab on the Left Panel, and then enter the <pb/> (page break) tag in the transcription. The <pb/> tag is located in the Tags tab on the Left Panel. When entered, the tag will automatically associate your transcription with the corresponding leaf in the Center Panel.

Transcriptions can be organized in folders. To create a folder, Right or Ctrl-click on the Root folder and select *New Folder.* Give the folder a name in the New Folder window that opens. Transcriptions can be moved by clicking and dragging them into or out of a folder.

2. Create a Table of Contents

Enter the milestone tag at the beginning of each chapter to create a table of contents. Be sure to supply the appropriate chapter number in the n= "x" attribute of the milestone tag.

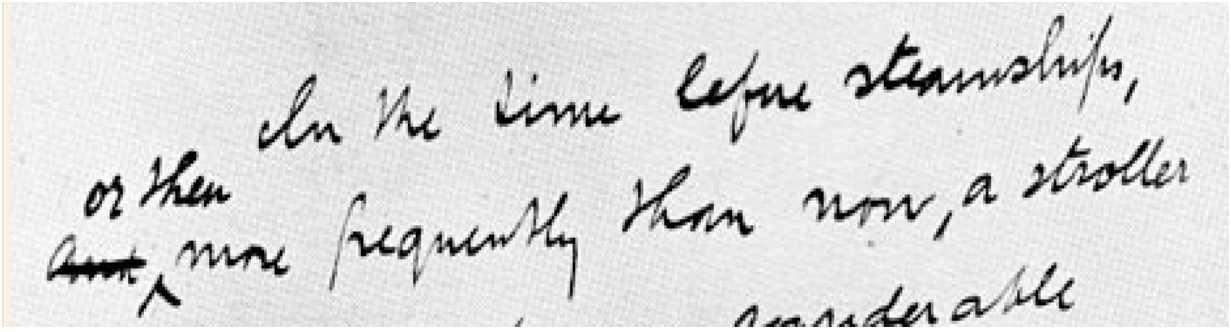
<milestone unit = "chapter" n="1"/>

Note: The milestone tag is found on the Tags tab of the Left Panel.

3. Transcribe

Begin transcribing in the transcription area in the Bottom Panel. Transcribe text as seen on the page, including all unrevised text, revisions, and metamarks. Your entire leaf transcription must be enclosed with either the <ab> tag (anonymous block) or the (text division) and <p> (paragraph) tags. These tags must be added manually.

This example shows a portion of a manuscript leaf:



Below is the transcription with a chapter header <milestone>, page break <pb>, and anonymous block <ab> tags, but without any revision markup. Note that the preview function will not work without these initial tags.

BBImage1slh (*admin*)

```
<milestone unit="chapter" n="1"/>
<pb facs="#1"/>
<ab>In the time before steamships, an or then more frequently than now, a stroller</ab>
```

Below is the transcription with <milestone>, <pb/> and <p> tags without revision markup. Again, these tags are the minimum required to use the preview function.

BBImage1slh (*admin*)

```
<milestone unit="chapter" n="1"/>
<pb facs="#1"/>
<div><p>In the time before steamships, an or then more frequently than now, a stroller</p></div>
```

There is no Edit menu. However, all edit functions can be accessed and used in the transcription area by using standard keyboard commands for Mac or Windows.

4. Mark Revision Sites

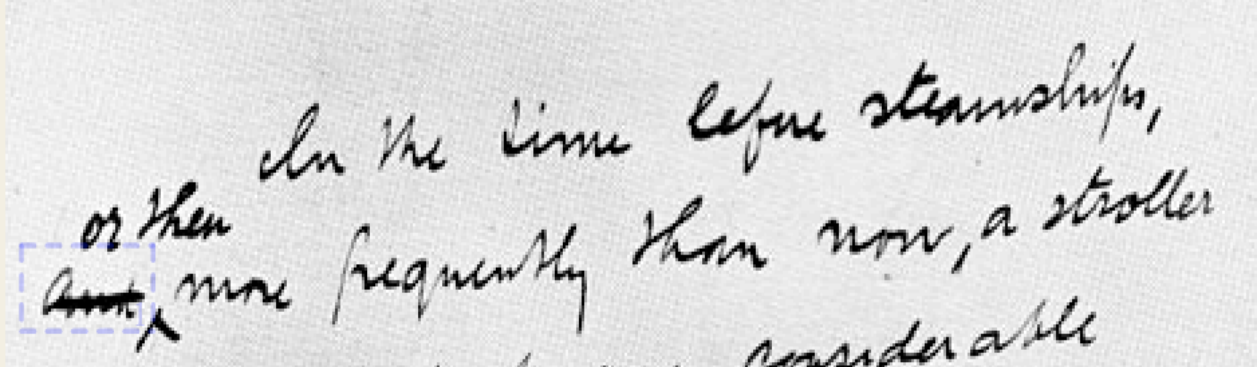
Rectangle Tool

Use the Rectangle Tool to draw a box around each revision site, metamark (such as a caret or folio number), or area of interest (unclear word, damage, pinholes, etc.) on the manuscript leaf. The box will have a unique number automatically assigned to it, and it will first appear in dotted lines. You may mark all sites first and then transcribe the text, linking and tagging revision site and text, or you may mark a site and transcribe as you work through the leaf.

The workflow is up to you. However, a good practice is to adopt a high degree of granularity in marking revision sites: that is, a deletion and an insertion (no matter how clearly related they may be in your mind) should be marked with two rectangles. Similarly, a deletion of three words achieved through three pen strokes, would take three rectangles. This practice maximizes flexibility later on for Secondary editing.

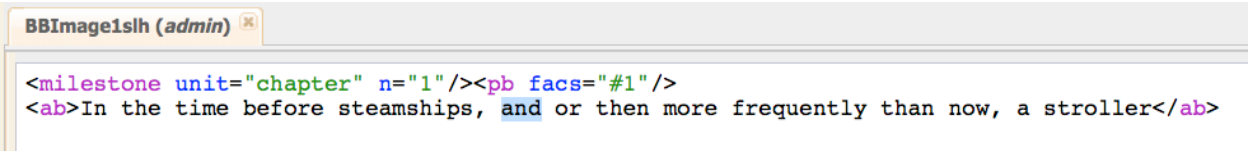
As you proceed, the leaf image will become increasingly encrusted with boxes. If the boxes interfere with your inspection of the leaf image, use the Show/Hide Site Boxes toggle switch on the toolbar to remove the boxes from view.

In the example below, the user has selected the rectangle tool on the toolbar. By clicking and dragging the rectangle cursor around the revision site in the manuscript leaf, the user captures the crossed out word "**and**". Notice the revision site box appears as light, dotted lines. To delete the box (in order to redraw it), click on the box: the dotted lines will become darker and an "x" will appear in the upper right hand corner; click the "x" to remove the box.

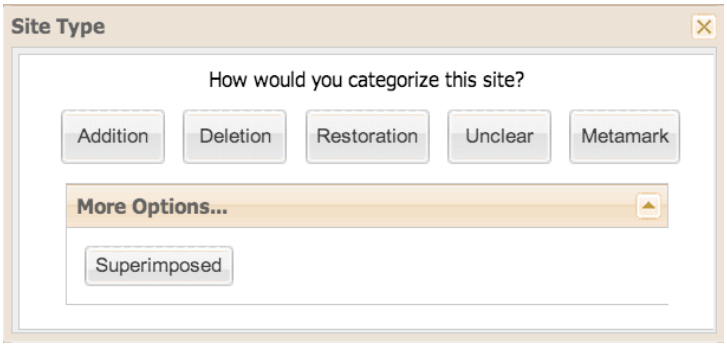


To link the box to its corresponding text in your transcription, first select the text in the Bottom Panel using the pointer cursor, whose icon is located on the toolbar:

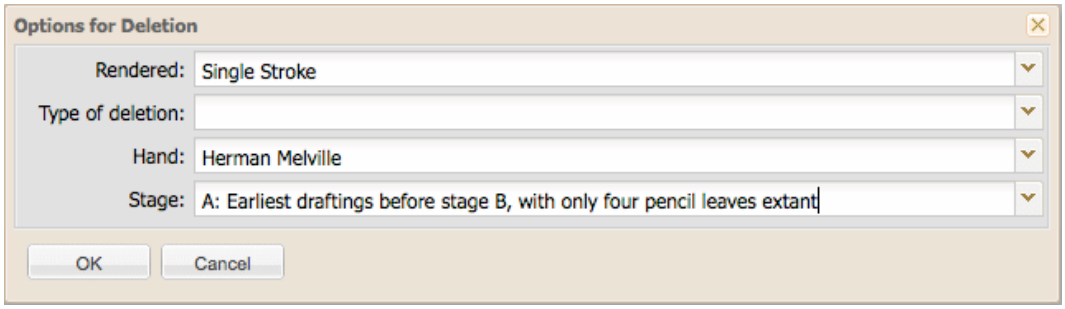
Pointer Tool



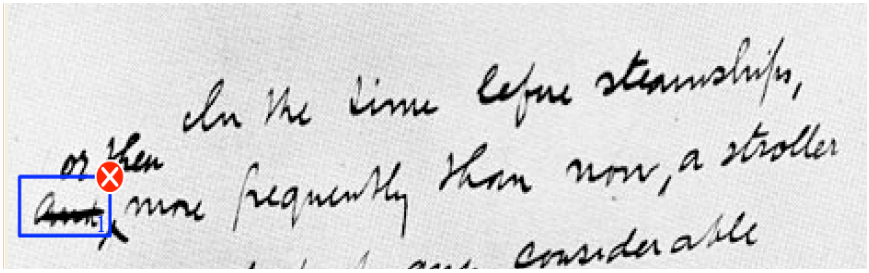
Then, double-click within the revision site box in the Center Panel. A pop-up appears offering a selection of tags to categorize this revision. To view additional selections, click the More Options button.



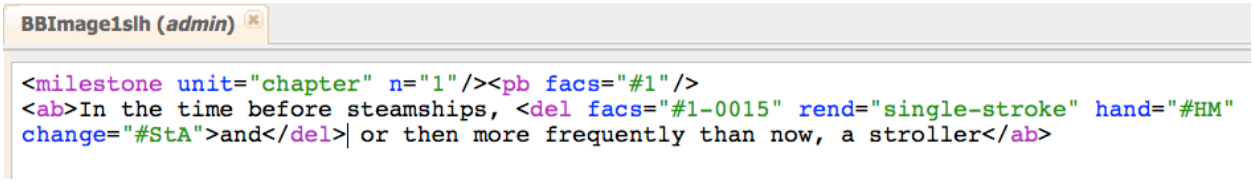
To categorize this revision site as a deletion, click the Deletion button. Another pop-up window appears with fields for more detailed information about the deletion. Each field offers several options.



Once you have clicked OK, TextLab automatically links the manuscript revision box to the selected text in the transcription. Notice that the dotted box around the revision site will now appear solid:



Notice, too, that TextLab automatically codes the transcription of the revision text with the details you have selected:



In order to find the transcription code for a particular boxed revision site, simply click the revision box in the Center Panel image and its corresponding "facs=" code in the transcription in the Bottom Panel will illuminate. When you mouse over a "facs=" code in the transcription, its corresponding box will illuminate in the Center Panel.

Note: If you wish to re-do a revision site, click the revision site box on the leaf image, and then click X. This removes the revision site from the image. You must then manually remove the corresponding coding from the transcription.

5. Additional Tags

Additional tags are located on the Tags tab on the Left Panel. Simply highlight the transcription words you wish to code, click on the appropriate tag, and the additional markup will appear around the selected text. Click the question mark next to each tag for more information about the tag. (See also the Tags Appendix at the end of this manual.)

6. Preview

Preview

To activate the Preview feature, be sure to include a <pb> (page break) tag at the beginning of your transcription and either the <ab> (anonymous block) or (text division) and <p> (paragraph) tags around your transcription.
TextLab's "Preview" feature transforms your TEI-XML transcription into three formats:

1. **The Diplomatic Transcription** is a print simulation of the transcribed manuscript leaf.
2. **The Base Version** is the final reading of manuscript text, which removes all deletions and adds all insertions.
3. **The Reading Text** provides a smooth, readable version of the base version.

Since the accuracy of these formats depends upon valid and proper markup in your Primary editing, using Preview is also a good tool for checking for any coding errors. For instance, if you find a deletion or insertion is missing, or misplaced, in the preview of the Diplomatic Transcription, you can return to your transcription to make the proper change in your markup. To view all three formats simply click the Preview icon.

7. Save

Save

TextLab automatically saves your work while you are working, and whenever you switch from panel to panel or tab to tab; however, it is always a good idea to click the Save icon often during long periods of transcription.

8. Submit Transcription to Project Owner

Because Primary editing creates the transcription for further Secondary editing, your Primary transcription must be vetted for accuracy and put into a read-only format as part of the Official TEI file before your edition can be completed.

To submit the transcription to the Project Owner for approval, right-click (or control-click) on the filename of the completed transcription located in the Transcriptions tab on the Left Panel. Select Submit Transcription from the drop-down menu. The transcription file is now locked. Only the project owner can make additional edits.

Project Owner: Preparing for Secondary Editing

Compile the Official Transcript

Preview

The Project Owner uses the Preview feature to check the accuracy and validity of each completed transcription file submitted. When a transcription meets approval, the owner adds the transcription to its proper place in the Official TEI transcription for the project by copying and pasting the transcribed text from the submitted file into the official transcription file. This process is repeated with all submitted and approved transcription files until the official transcription contains all approved transcriptions for the project's edition.

To publish the Official TEI transcription to the Melville Electronic Edition (MEL) website, right-click (or control-click) the official transcription filename located in the Transcription tab of the Left Panel and select Publish Transcription.

Note: Secondary editing cannot begin until this step is completed.

Secondary Editing

In Secondary editing, TextLab allows a user to upload a manuscript leaf already transcribed in primary editing, select a set of revision sites, determine a Revision Sequence representing the steps that the original writer took to revise the text, and compose a Revision Narrative that describes and argues for each revision step in the sequence. The Revision Narrative explains who made what changes, when, where, how, and why.

1. Create a Sequence File

To enter the Secondary Editing mode, click File>Open for Secondary Edit. Select your project from the list, and click OK. The leaves associated with this project will appear in the Left Panel on the Leaves tab.

Select a leaf by clicking on the thumbnail image. The full leaf image will then appear in the Center Panel.

Use the zoom buttons to assist in reading the leaf.

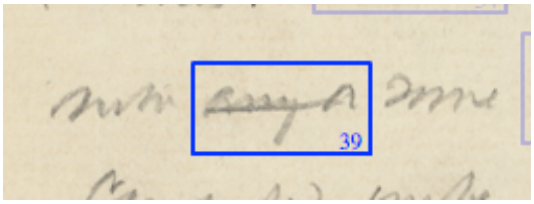
To create a Sequence File, select the Sequences tab on the Left Panel. Click *Create New* to compose the new file. Use the naming convention created by the project owner.

Note: If you are working on a batch of leaves, you can add one leaf after another in your sequence file. Click the next leaf icon on the Left Panel and that leaf will appear in the Center Panel. Then, continue recording the revision sequences and narratives in the Bottom Panel.

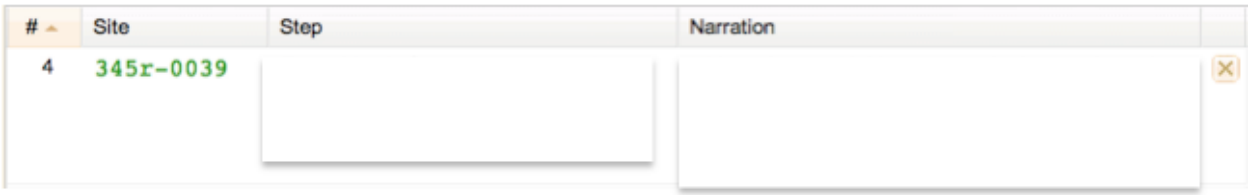
2. Select Revision Sites, Transcribe, and Add Narration

The revision sequence framework appears in the Bottom Panel. To create a revision sequence, first double-click a revision site box on the leaf in the Center Panel. Then, in the step column, manually compose the text of the first step the writer took at that particular site. The secondary editor must then enter a revision narrative of the step in the Narration column. Once a row of information is completed, the editor can repeat the process for subsequent steps.

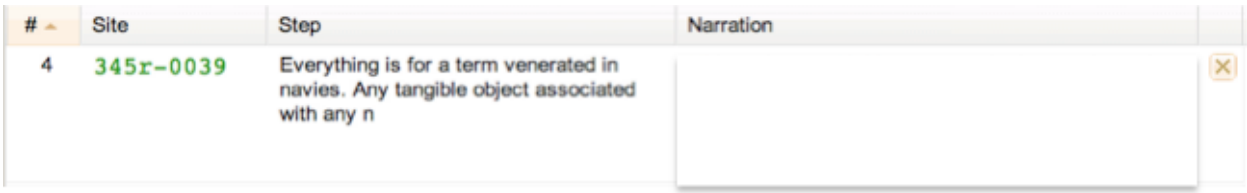
The following example focuses on a deleted word and a letter on a manuscript leaf:



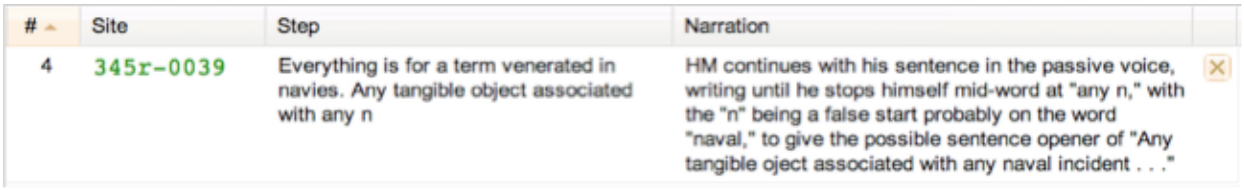
To edit this site, double-click the revision site box. The step number and revision site ID number appear automatically in the first two columns in the revision sequence framework on the Bottom Panel.



Then, transcribe the text in the Step column. To assist readers' understanding of the context of the revision process at this site, the editor can provide as additional text before and/or after the text located in the revision site box itself.



Use the Narration column to tell the story of the revision. The revision narrative is a concise but readable explanation of what happens at each step of the revision process; it is also an argument in support of the editor's hypothesis concerning each revision step. Here, editors may also speculate on the possible and probable reasons for each step.



Use as many steps as needed to show the full revision process associated with the chosen set of revision sites for any given revision sequence. The editor may manually insert standard TEI-XML tags to highlight revisions, such as <del> to create a strikethrough formatting to indicate a deleted word or <b> for bold to indicate words newly inserted in a revision step. Shift + six on your keyboard may be used to indicate the insertion of a caret.

#	Site	Step	Narration	
4	345r-0039	Everything is for a term venerated in navies. Any tangible object associated with any n	HM continues with his sentence in the passive voice, writing until he stops himself mid-word at "any n," with the "n" being a false start probably on the word "naval," to give the possible sentence opener of "Any tangible oject associated with any naval incident . . ."	
5	345r-0039	Everything is for a term venerated in navies. Any tangible object associated with ~~any n~~	With a new idea in mind, he deletes "any n"	
6	345r-0039	Everything is for a term venerated in navies. Any tangible object associated with some striking incident is converted into a monument.	continues with the new formulation of "some striking incident," and completes his passive voice sentence	

There is no Edit menu. However, all edit functions can be accessed in the transcription area by using standard keyboard commands for Mac or Windows.

3. Save

Save

TextLab automatically saves your work while you are working, and whenever you switch from panel to panel or tab to tab; however, it is always a good idea to click the Save icon often during long periods of transcription.

4. Submit Sequence to Project Owner

To submit the sequence to the Project Owner for approval in the edition, right-click (control-click) the filename of the completed sequence located in the Sequences tab on the Left Panel. Select Submit Sequence from the drop-down menu.

The transcription file is now locked. Only the project owner can make additional edits.

Project Owner: Following Secondary Editing

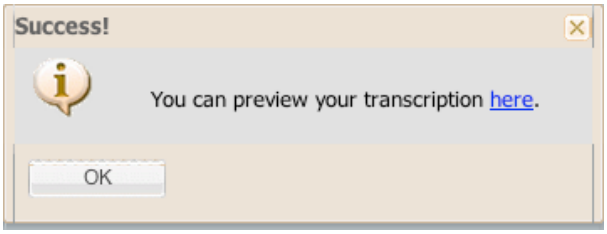
To publish the revision sequence and narrative to the Melville Electronic Edition (MEL) website, right-click (or control-click) the sequence filename located in the Sequence tab of the Left Panel and select Publish Sequence.

The Edition

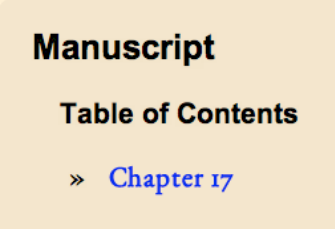
TextLab generates the core data for a fluid-text edition of the manuscript, and displays that data in three formats: reading text, diplomatic transcription, and base version, each linked to the manuscript leaves. In the diplomatic transcription and base version, readers can also view any or all revision sequences and narratives that have been created for revision sites on a given manuscript leaf.

Preview

To view the edition, select File>Open for Primary Edit. Select a Project, and from the Transcriptions tab, select Official TEI. Then click the Preview icon. Click the hypertext linked "here" in the pop up window that appears:



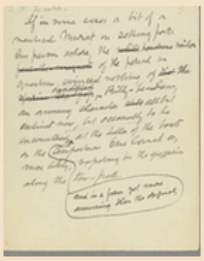
You will first see a Table of Contents:



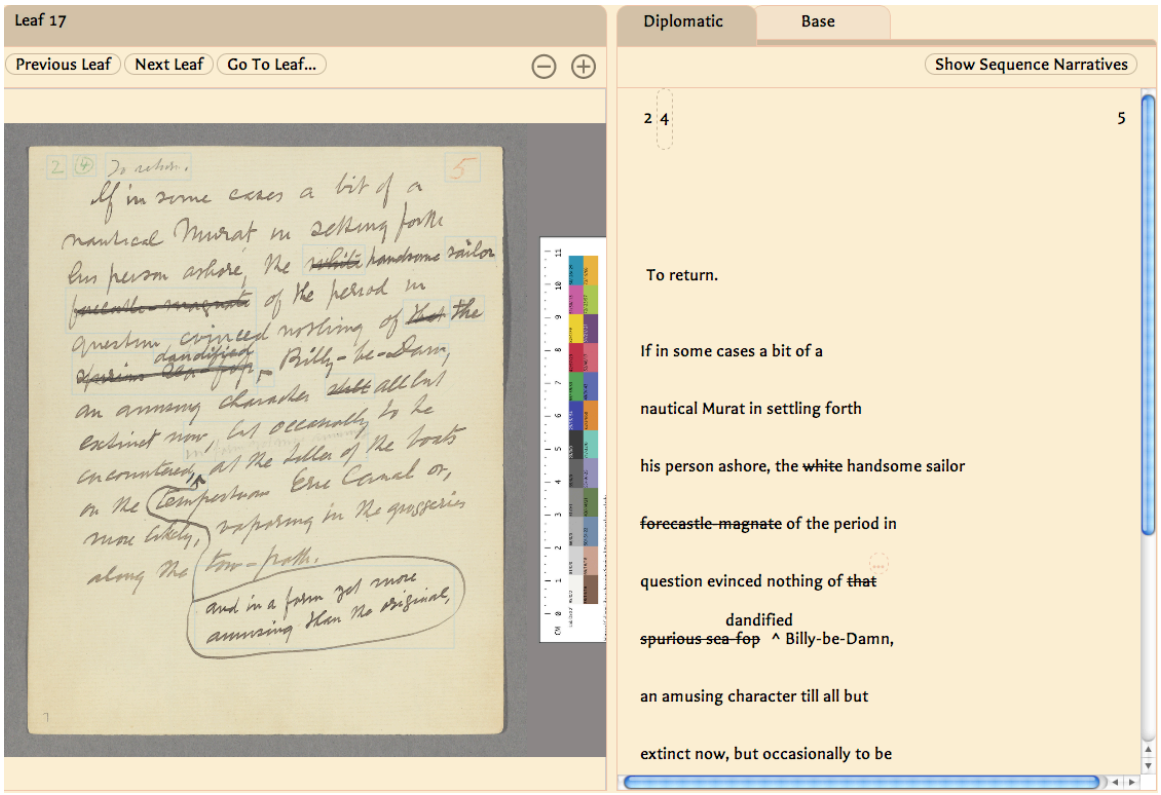
Click on the Chapter hyperlink, and you will see the edition's Reading Text for the text on the selected leaf alongside a thumbnail of the leaf or leaves:

Manuscript [Chapter 17]

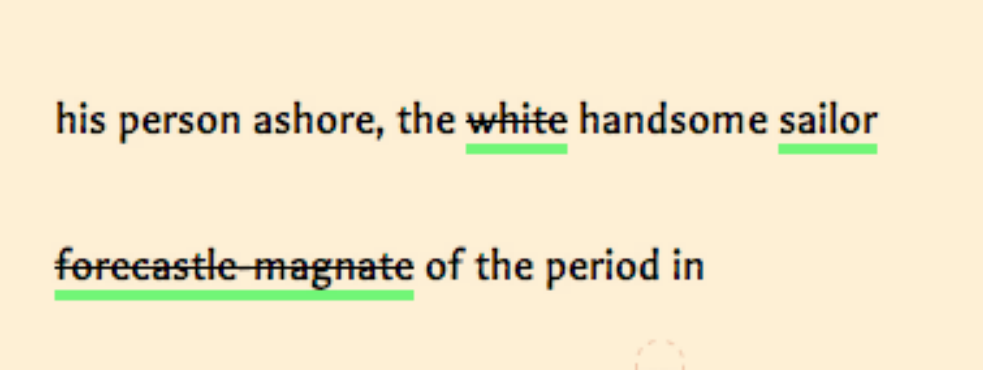
To return. If in some cases a bit of a nautical Murat in settling forth his person ashore, the handsome sailor of the period in question evinced nothing of the dandified Billy-be-Damn, an amusing character till all but extinct now, but occasionally to be encountered, at the tiller of the boats on the tempestuous Erie Canal or, more likely, vaporing in the groggeries along the tow-path.



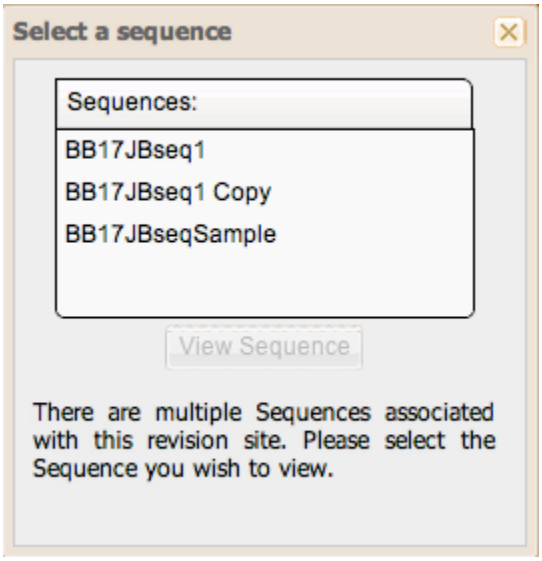
Clicking on the thumbnail of a leaf takes you to the Diplomatic Transcription and Base Version tabs in the panel to the right of the full image of the leaf. Below the Diplomatic and Base tabs, you will find the Show/Hide Sequence Narratives toggle switch:



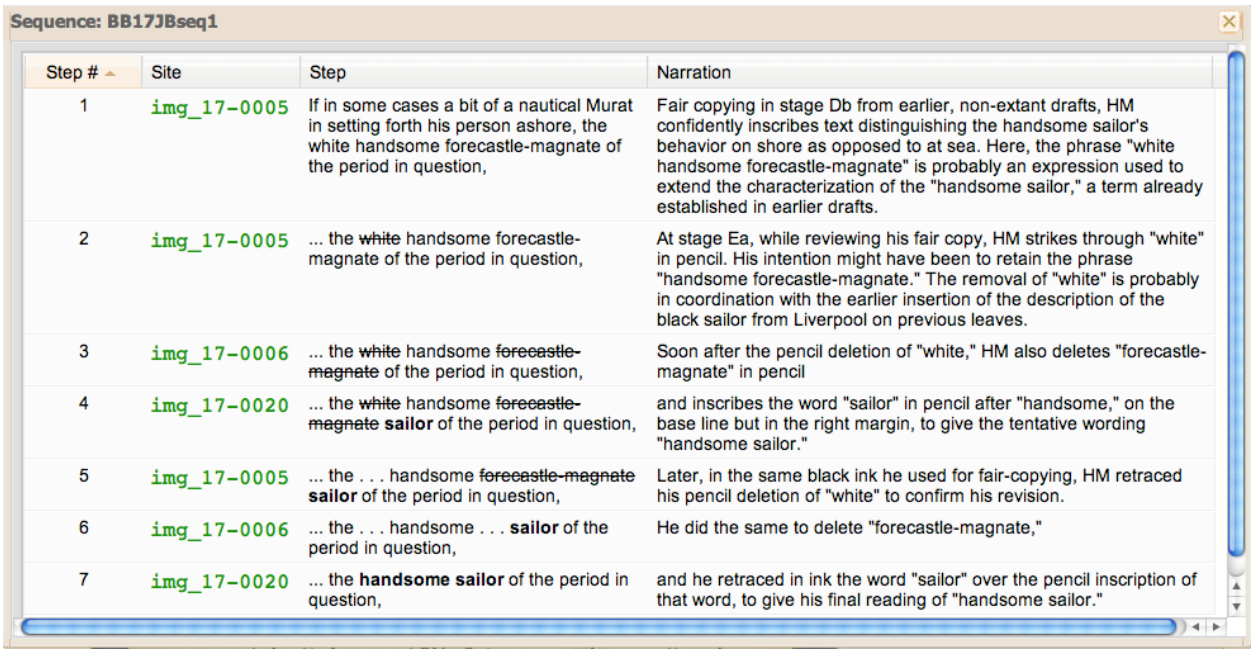
With the toggle switched to Show, any revision site with published revision sequences and narratives will be underlined in green:



Click a designated revision site, and a pop-up listing all alternative revision sequences associated with that revision site will appear:



Double-click any listed sequence, and the sequence will pop-up; additional sequences can be brought onto your screen for comparison:



Sequence: BB17JBseq1

Step #	Site	Step	Narration
1	img_17-0005	If in some cases a bit of a nautical Murat in setting forth his person ashore, the white handsome forecastle-magnate of the period in question,	Fair copying in stage Db from earlier, non-extant drafts, HM confidently inscribes text distinguishing the handsome sailor's behavior on shore as opposed to at sea. Here, the phrase "white handsome forecastle-magnate" is probably an expression used to extend the characterization of the "handsome sailor," a term already established in earlier drafts.
2	img_17-0005	... the ~~white~~ handsome forecastle-magnate of the period in question,	At stage Ea, while reviewing his fair copy, HM strikes through "white" in pencil. His intention might have been to retain the phrase "handsome forecastle-magnate." The removal of "white" is probably in coordination with the earlier insertion of the description of the black sailor from Liverpool on previous leaves.
3	img_17-0006	... the ~~white~~ handsome ~~forecastle-magnate~~ of the period in question,	Soon after the pencil deletion of "white," HM also deletes "forecastle-magnate" in pencil
4	img_17-0020	... the ~~white~~ handsome ~~forecastle-magnate~~ **sailor** of the period in question,	and inscribes the word "sailor" in pencil after "handsome," on the base line but in the right margin, to give the tentative wording "handsome sailor."
5	img_17-0005	... the . . . handsome ~~forecastle-magnate~~ **sailor** of the period in question,	Later, in the same black ink he used for fair-copying, HM retraced his pencil deletion of "white" to confirm his revision.
6	img_17-0006	... the . . . handsome . . . **sailor** of the period in question,	He did the same to delete "forecastle-magnate,"
7	img_17-0020	... the **handsome sailor** of the period in question,	and he retraced in ink the word "sailor" over the pencil inscription of that word, to give his final reading of "handsome sailor."

Tags Appendix

The TEI-XML tags and attributes most often used in transcribing revisions pop up automatically during the primary editing process and are applied automatically. In addition, TextLab supplies a toolkit of tags that are also applied automatically but only when selected from the Tags toolkit in the Left Panel and not through pop-ups.

These tags provide useful information within the transcription that may enable additional textual analysis by future users of the edition. Some (such as <milestone> and <pb/>) are required for Preview to work and therefore determine how each leaf will appear in the diplomatic transcription. (In secondary editing, tags may also be used to highlight words in the revision sequence steps; however, currently these tags must be added manually.)

Tags are found in the Tags tab of the Left Panel in the Primary editing mode. Below is a list of the tags available in TextLab. Where applicable, screenshots show how the tag appears in the diplomatic transcription.

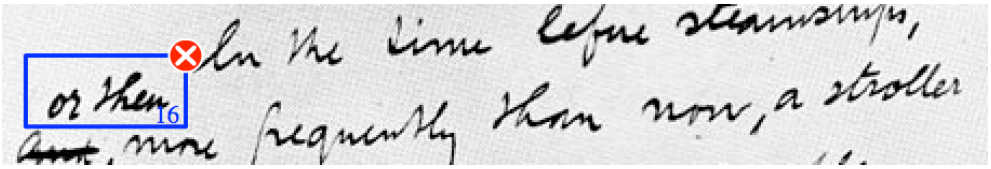
ab

"Anonymous block." Used for enclosing text in a transcription. Either <ab> or and <p> tags must be used to enclose transcription text.

add

An addition that contains letters, words, or phrases inserted in the text.
In this example, the phrase "or then" is tagged as an addition made with a caret.

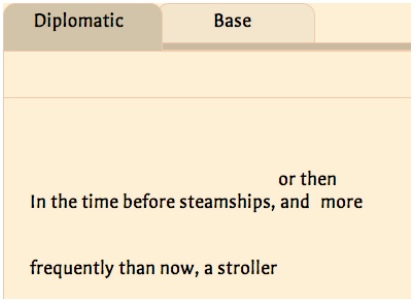
Image:



XML:

```
In the time before steamships, and <add rend="caret" place="above" hand="#HM">or
then</add> more frequently than now, a stroller
```

Diplomatic:



addspan

A self-closing tag indicating a long sequence of added text. Useful for marking an addition that occurs across tags (e.g. if a line break tag is inserted in the middle of the addition). Mark the beginning of the addition with the addspan tab and mark the end with an anchor tag. Include the anchor within the addspan tag.

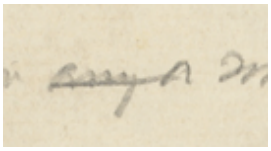
anchor

Identifies a point within a text. Can be used with other tags.

app

Marks information used in a textual apparatus. At least one <rdg> (reading) tag must appear inside the <app> tag. Alternate readings will appear in the diplomatic version when the cursor is placed over the revision site.

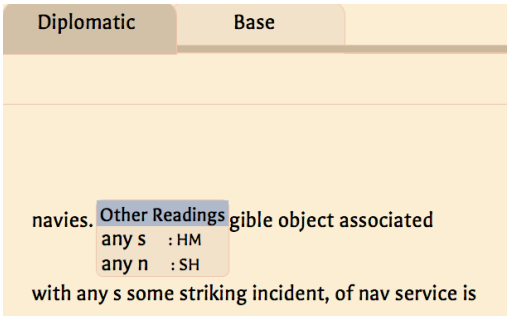
Image:



XML:

```
<app><rdg resp="#HM">any s</rdg> <rdg resp="#SH">any n</rdg></app>
```

Diplomatic:



anchor

Used to attach an identifier to a point within the transcription.

choice

Groups alternative encodings for the same text. Must be used together with the <corr> and <sic> tags.

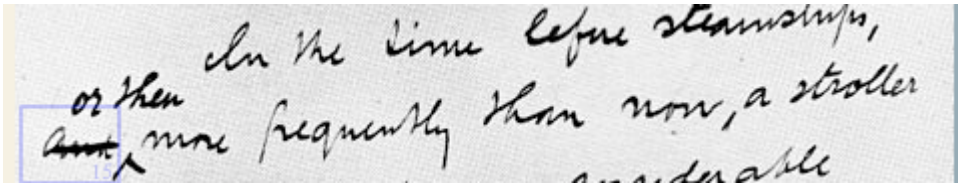
corr

Used to mark an editorial correction made to text that the editor believes was entered erroneously in the original. See tag "**choice,**" for example.

del

A deletion of letters, words, or passages. In this example, the word "and" was tagged as a deletion made with a single stroke.

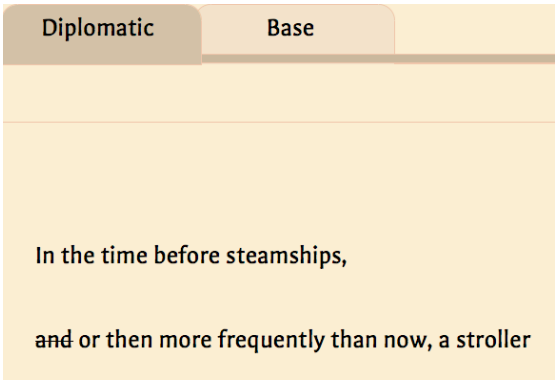
Image:



XML:

```
<p>In the time before steamships, <lb/>
<del facs="#1-0015" rend="single-stroke" hand="#HM">and</del> or then more
frequently than now, a stroller</p>
```

Diplomatic:



delspan

A self-closing tag indicating a long sequence of deleted text. Useful for marking a deletion that occurs across tags (e.g. if a line break tag is inserted in the middle of the deletion). Mark the beginning of the deletion with the delspan tab. Mark the end with an anchor tag, which is identified within the delspan tag.

div

Denotes a division of the front, body, or back of a text. Use with the <p> (paragraph) tag to enclose text in a transcription. Either <ab> or and <p> tags must be used to enclose transcription text.

ex

Editorial expansion. This tag contains a sequence of letters added by the editor or transcriber when expanding an abbreviation. For example, if the author wrote "rd" instead of "road," the inscription could be transcribed as **r**<ex>**oa**</ex>d. This tag can also be contained within the <expan> tag.

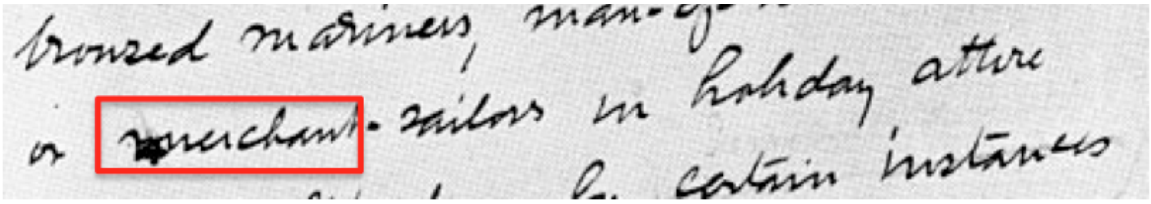
expan

Contains the expansion of the abbreviation and can be used with the <ex> tag. For example, if the author wrote "rd" for road, the inscription could be transcribed as <expan>**r**<ex>**oa**</ex>**d**</expan>.

gap

Indicates where text has been omitted if, for example, it is missing or illegible because of damage. It appears in the diplomatic version as [...].

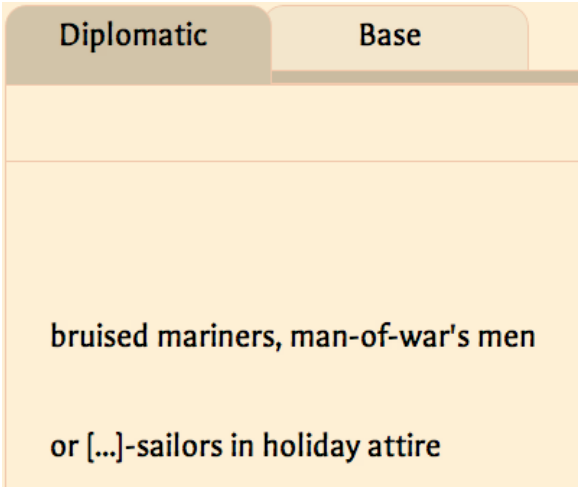
Image:



XML:

```
<p>bruised mariners, man-of-war's men
<lb/>or <gap reason="illegible"/>-sailors in holiday attire</p>
```

Diplomatic:



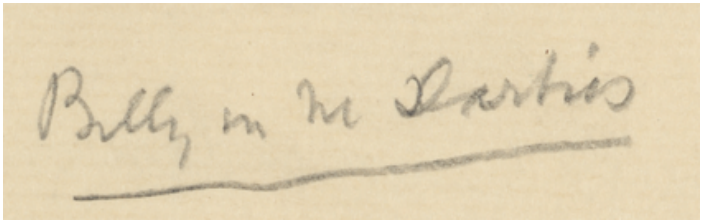
handShift

Marks the beginning of a sequence of text written in a new hand.

hi

Highlighted. A word or phrase is marked as graphically distinct from other text, such as bold, underlined, or italic. In this example, the tagged phrase was underlined.

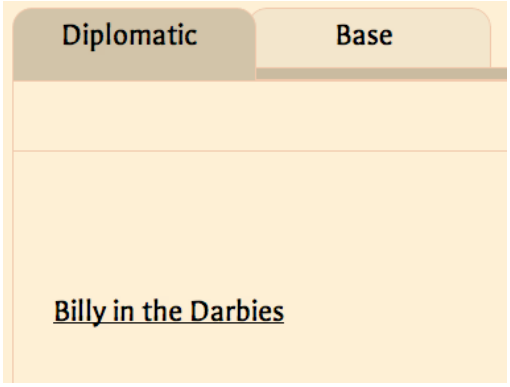
Image:



XML:

```
<hi rend="underline">Billy in the Darbies</hi>
```

Diplomatic:



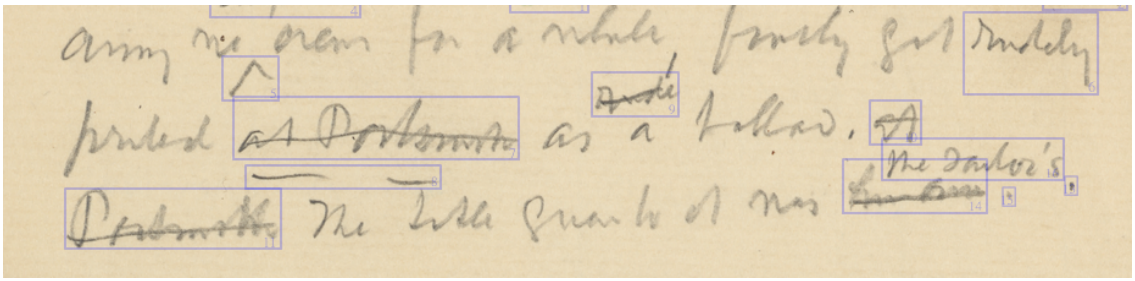
l

Contains a single line of verse. Not to be confused with <lb/> (line break).

lb

Marks the break between one line and the next line. This allows the text in the diplomatic version to follow the lineation of the manuscript leaf.

Image:



XML:

```
<p>among the shipboard crew for awhile, finally got rudely
<lb/>printed at Portsmouth as a rude ballad. at
<lb/>Portsmouth The title given to it was his own the sailor's.</p>
```

Diplomatic:

Diplomatic | Base

among the shipboard crew for awhile, finally got rudely

printed at Portsmouth as a rude ballad. at

Portsmouth The title given to it was his own the sailor's.

metamark

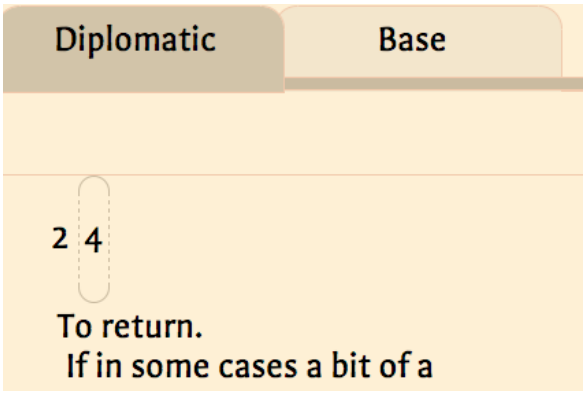
A writer's symbol or inscription that notes how the document should be read but is not intended to be included in the reading of the text. Metamarks include Caret, Folio number, Insertion Device, and Section Divider.

Image:

XML:

```
<metamark facs="#img_17-0001" place="margin(top) margin(left)">2</metamark>
```

Diplomatic:



milestone

Marks a boundary separating sections of text such as a new book, poem, or act in a play. When used to create a table of contents, the results appear as part of the Reading Text.

XML:

```
<milestone unit="chapter" n="1"/>
```

Reading:

Manuscript

Table of Contents

» Chapter 1

p

Marks a paragraph. Used with the tag to enclose text in a transcription.

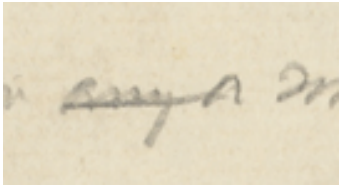
pb

Marks the beginning of a page of a text. The <pb/> tag is required to link the transcription to its corresponding leaf. It may also be used when transcribing more than one leaf in the same transcription file to mark the end of one leaf and the beginning of the next.

rdg

Shows alternate versions of a word or phrase. Must always be used within an <app> tag.

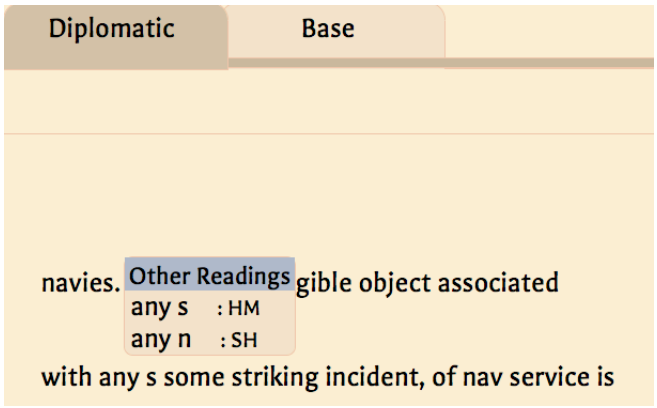
Image:



XML:

```
<app><rdg resp="#HM">any s</rdg> <rdg resp="#SH">any n</rdg></app>
```

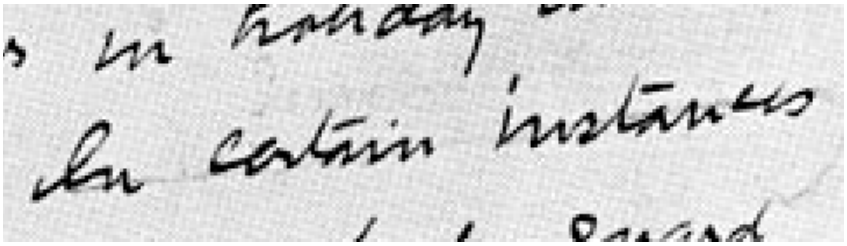
Diplomatic:



restore

Used to indicate text that had been cancelled but was later restored by the author. Using the restore option automatically adds the <del> tag and the necessary <hi> tag for styling. Text marked with the restore tag appears in bold in the diplomatic transcription.

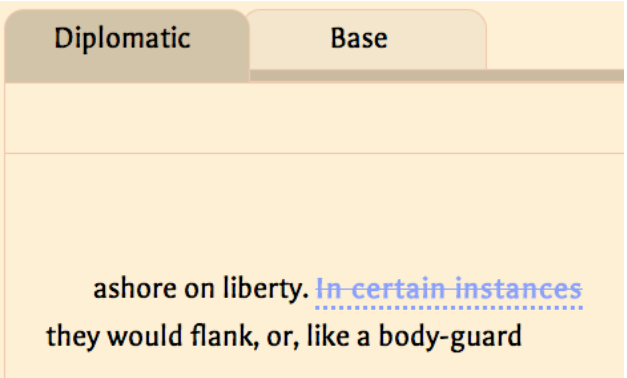
Image:



XML:

```
<restore facs="#1-0001" change="#StA"><del facs="#1-0001"
rend="single-stroke" hand="#HM"><hi rend="restoration" >In certain
instances</hi></del></restore>
```

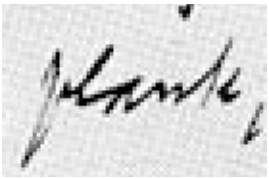
Diplomatic:



sic

Marks text that was reproduced as written even though that text appears incorrect or inaccurate. Can also be used within the <choice> tag with a subsequent <corr> tag showing the correct version of the text.

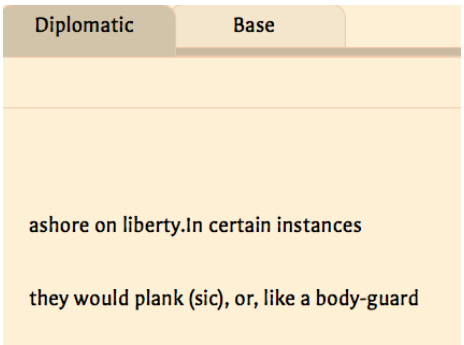
Image:



XML:

```
<sic>plank</sic>
```

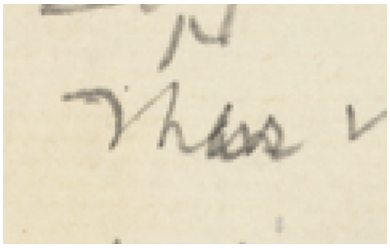
Diplomatic:



subst

Used to designate a revision in which new words or parts of words are superimposed over an earlier inscription in order to transform one word into another. In the example below, "their" is transformed into "this" by the superimposition of "is" over "eir" in the original "their." <Del> and <add> tags are required within <subst> to indicate old and new text.

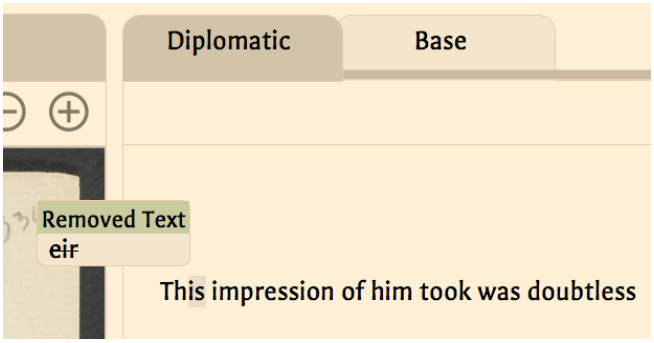
Image:



XML:

```
<p>Th<subst> <del rend="single-stroke" hand="#HM">eir</del> <add rend="no-
caret" place="inline" hand="#HM">is</add> </subst> impression of him took was
```

Diplomatic:



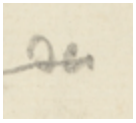
supplied

Marks text supplied by transcriber, usually because the original cannot be read.

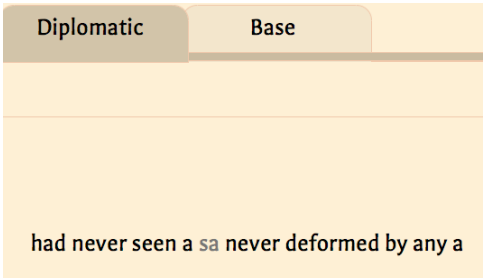
unclear

Marks text that cannot be transcribed with certainty because it is illegible on the manuscript. An @resp attribute appears inside the markup to indicate the initials of the reader responsible for the hypothetical reading of the unclear text. <Unclear> text appears gray in the diplomatic version.

Image:



XML:

```
seen a <unclear resp="#MEL">sa</unclear> never deformed
```

Diplomatic: