T-PEN

Transcription for Palaeographical and Editorial Notation



<u>Initial Draft User Manual</u>

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T-PEN version 0.6

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Manuscript images within this document are taken from the *Digital Medieval Manuscripts at Houghton Library* website (<u>http://hcl.harvard.edu/libraries/houghton/collections/early_manuscripts/</u>) and the *Codices Electronici Sangallenses* website (<u>http://www.cesg.unifr.ch/en/</u>). Used in accordance with conditions of use.

I. Getting Started.



A. Setting Up a User Account

1. Direct your browser to the **T-PEN HOMEPAGE** (<u>http://www.t-pen.org</u>).

The **T-PEN HOMEPAGE** is the basic starting-point for your use of T-PEN. From the **HOMEPAGE** you can log in to your account, navigate to your Projects or the Administration Page, or directly access any manuscript available in T-PEN.

2. In order to make use of T-PEN, you need to set up a **User Account**. In order to do this, click on the *Request an Account* button or the *Register* link on the T-PEN Homepage.

P3 DED	transcription for pa
	Kansansansansansa Request an account ≥
	Login Here: Email Password Log in
	Ity: Select a City repository: Select a Repository

A.2. The *Request an Account* button and *Register* link on the T-PEN Homepage

3. Thus will take you to a new page where you can log in (once you have established an account) or **Register a New Account**.

transcription for paleographical and editorial notation			
LOGIN OR REGISTER A NEW ACCOUNT			
Log In	Register a New Account		
You may log into your account to start transcribing or to manage your projects. 2 Forget your Password? Email Password Log In	or Register as a New User: Note: You will receive your password via email after your account is activated by an administrator Email First Name Last Name Register		

A.3. Login or Register for a New Account

4. Enter your e-mail address, your first name and your last name in the appropriate boxes. Then click on the *Register* button.

or Register as a New User:	
Note: You will receive your password via your account is activated by an administree Email	email after rator
smithp@e-mail.org	
First Name	
Pauline	
Last Name	
Smith	
	Register

5. An administrator will review your request and then activate your new account. You will then receive an e-mail (at the e-mail address you have provided) welcoming you to T-PEN and providing you with a password by means of which you make access your new account.



B. Logging in to T-PEN for the First Time

1. Direct your browser to the T-PEN HOMEPAGE (<u>http://www.t-pen.org</u>).

Login Here:	
Email	
smithp@e-mail.org	
Password	
••••••	
	Log In

2. Enter your e-mail address and the temporary password you have received and click on the *Log In* button.

3. Congratulations! You are now logged in to T-PEN.

4. You should now **change your password** to one of your own choosing.

5. To do this, click on the *Administration Page* link in the top right hand corner of the **T-PEN HOMEPAGE**.



B.5. The Administration Page link on the T-PEN Homepage

6. This link takes you to the USER ACCOUNT MANAGEMENT PAGE.

The USER ACCOUNT MANAGEMENT PAGE provides you with your basic Account information and enables you (a) to change your password, and (b) to administer access to and modify the shelfmark of any restricted-access manuscripts which you control. 7. On the **USER ACCOUNT MANAGEMENT PAGE**, use the boxes provided to enter and confirm a new password of your choosing, and then click on the *Submit* button.

User Account Manuscripts			
Change your password	TPEN Homepage 🍙		
New Password			
Submit			
Return to TPEN Homepage			

B.7. Changing your password on the User Account Management Page

8. Your password has now been changed and you should henceforward log in on the **T-PEN HOMEPAGE** using this password of your own choosing.



<u>C. Accessing a Manuscript from the T-PEN Homepage</u>

1. Direct your browser to the **T-PEN HOMEPAGE** (<u>http://www.t-pen.org</u>) and, if needs be, log in using your password.

2. Once you have logged in, you will see a page similar to that on the right:



From this page you may directly access:

RECENT P	AG
	Varalydin dies decaura
	phe demozionemundi con phe demozionemundi con
Vatican C	Bibioteca vaticana apostolica Pal. lat. 220
Vat_Pal_I	_220-f_66_v.pdf-000

Recent page:

Return directly to the last page you were transcribing on the last occasion you were logged in to T-PEN.

<u>Current Projects:</u> Provides direct access to any and all **PROJECTS** you may have established. (See further **Projects and Project Management**, below, pp. 17-26)

CURRENT PROJECTS:

Line parsing testing Line parsing testing

Homiliae (Irish-influenced?) Homiliae (Irishinfluenced?)

Gregory the Great Homilies Gregory the Great Homilies

City:	Select a City	-	
Repository:	Select a Repository		-

Access Available Manuscripts:

Use the two drop-down menus to browse and identify all the digital repositories available in T-PEN by both **City** and **Repository**. 3. Use the Drop-Down Menus to select the City and (if needs be) the Repository which holds the manuscript you wish to transcribe.

	City:	Harvard	•	-
	Repository:	Houghton Library		
4				•
			157 total manuscripts available	
	Harvard, Houghton Libr	rary MS Eng 515 (hosted by Harv	ard) Start transcribing Add to project	ja ja
đ	Harvard, Houghton Libr	rary MS Eng 530 (hosted by Harv	rard) Start transcribing Add to project	
	Harvard, Houghton Libr	rary MS Eng 587 (hosted by Harv	rard) <u>Start transcribing</u> Add to project	
	Harvard, Houghton Libr	rary MS Eng 590 (hosted by Harv	rard) Start transcribing Add to project	
	Harvard, Houghton Libr	rary MS Eng 701 (hosted by Harv	rard) Start transcribing Add to project	
-	Harvard, Houghton Libr	rary MS Eng 717 (hosted by Harv	rard) Start transcribing Add to project	100
F	Harvard, Houghton Libr	rary MS Eng 738 (hosted by Harv	rard) Start transcribing Add to project	
	Harvard, Houghton Libr	rary MS Eng 750 (hosted by Harv	rard) Start transcribing Add to project	
	Harvard, Houghton Libr	rary MS Eng 752 (hosted by Harv	rard) <u>Start transcribing</u> Add to project	-54
-3	Harvard, Houghton Libr	rary MS Eng 765 (hosted by Harv	rard) Start transcribing Add to project	1
ar .	Harvard, Houghton Libr	rary MS Eng 920 (hosted by Harv	rard) Start transcribing Add to project	12.3
	Harvard, Houghton Libr	rary MS Eng 938 (hosted by Harv	rard) Start transcribing Add to project	-
	Harvard, Houghton Libr	rary MS Eng 978 (hosted by Harv	rard) Start transcribing Add to project	
	Harvard, Houghton Libr	rary MS Eng 1031 (hosted by Har	rvard) Start transcribing Add to project	-
	Harvard, Houghton Libr	rary MS Eng 1054 (hosted by Har	rvard) Start transcribing Add to project	1
4	Harvard, Houghton Libr	rary MS Fr 123 (hosted by Harvar	d) Start transcribing Add to project	
	Harvard, Houghton Libr	rary MS Fr 124 (hosted by Harvar	d) Start transcribing Add to project	

C.3. Example: Digitized Manuscripts available from the Houghton Library in Harvard

4. The entire list of digitized manuscripts available from the City and/or Repository which you have chosen will quickly be listed at the bottom of the **T-PEN HOMEPAGE**.

5. Note that each available manuscript is immediately followed by two different links: *Start transcribing* and *Add to Project*.

Harvard, Houghton Library MS Eng 515 (hosted by Harvard) Start transcribing Add to project

Add to project

Clicking on *Add to Project* will enable you to: (a) start a new **PROJECT** based upon this manuscript; or (b) add this manuscript to an existing **PROJECT** (see further **Projects and Project Management**, below, pp. 17-26).

Start transcribing Clicking on *Start Transcribing* will open the first page of this manuscript in T-PEN's **TRANSCRIPTION PAGE**.

6. Select a manuscript and click on *Start Transcribing* to open that manuscript in the **TRANSCRIPTION PAGE**.

D. The T-PEN Transcription Page

1. The **T-PEN TRANSCRIPTION PAGE** can be accessed by clicking on the *Start Transcribing* link on the **T-PEN HOMEPAGE** or the *Transcribe* button on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** (see **Projects and Project Management**, below, pp. 17-26).



D.1. Harvard, Houghton Library, MS Eng 515, f. 30v in the T-PEN Transcription Page

2. The three basic elements of the **TRANSCRIPTION PAGE** are the **Manuscript Image**, the **Navigation Panel** and the **Transcription Box**.



3. The **Manuscript Image** provides the background for the entire page, enabling you to establish, at a glance, the context of the individual line you are transcribing.



Note that the line which is the focus of your transcription is highlighted by means of a red box overlaying the manuscript image.

4. The **Navigation Panel**, found in the lower left-hand corner of the Transcription Page, identifies the manuscript and page you are transcribing, and allows you to jump to any other page within that manuscript, by means of a drop-down menu.

Viewing: MS Eng 515 f. 30v. (seq. 62)
Jump to page

5. The **Transcription Box** is your basic workspace, where you enter your transcription; it also provides you with easy access to a wide range of useful transcription tools.

for þe wondres þat shul falle as clerkes trowe		
	Saved At 11:09, 14 August 2011	
Previous Line Agen be worldes ende	Next Line 🄛	
Column:A Line:11	Add Notes	
Characters XML Tags Wiew Full Page Abbreviations Latin Vulgate Characters XML Tags Compare Pages	(My Projects 🏦 Home) («Previous Page Next Page 🕨	
	Correct parsing Change Buttons # Preview	

The **Transcription Box** contains the following elements:

The Transcription Space:

and the second	for þe wondres þat shul falle as clerkes trowe	
		Saved At 11:09, 14 August 2011
Agen be worldes ende		
-		

This is the white box within which the cursor is displayed where you type in your transcription.

Immediately above this space, displayed in red lettering, you will find your transcription of the immediately-preceding line in the manuscript.

Just above this space, on the right, is a reminder of the last time your work was automatically saved.

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To the immediate left of the Transcription Space:



A reminder of which column and line on the manuscript page you are transcribing, and a button which allows you to navigate back to the previous line on the page.

To the immediate right of the *Transcription Space*:



A button which allows you to navigate to the next line on the page (you may also move forward by pressing the TAB key on your computer's keyboard),

and a second button which enables you to add any notes you may wish to associate with the line you are transcribing.

The *Transcription Aids* (on the bottom-left of the **Transcription Box**):



Clicking on these buttons opens up further panels which enable you to: add special characters directly into your transcription; add XML tags directly into your transcription; view the full manuscript page you are transcribing; search Cappelli's Dictionary of Latin Abbreviations, the Clementine Vulgate, and Perseus' Latin morphological tool / Latin dictionary; and compare the page you are transcribing to any other page in the same manuscript.

The *T-PEN Tools* (on the bottom-right of the **Transcription Box**):

Clicking on these buttons enables you to:

navigate directly to the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**; navigate directly to the **T-PEN HOMEPAGE**;



navigate to the previous page in the manuscript;

navigate to the next page in the manuscript;

correct the automated parsing of the manuscript page you are transcribing (see further **Correcting the Automated Parsing**, below, pp. 12-16);

customize the Special Character Buttons and XML Tag Buttons to your preferred settings;

and to preview and/or export your complete transcription

(see further Exporting your Transcription, below, pp. 27-29).



II. Correcting the Automated Parsing.

On occasion, you may find that the automated line parsing has not produced the optimal parsing of a manuscript page (some lines may have been omitted in the automated parsing, other lines may have been combined). T-PEN therefore provides you with the option to manually correct the automated line parsing by means of the **LINE PARSING REVIEW PAGE**.

The LINE PARSING REVIEW PAGE enables you to view and, if necessary, to correct the automated parsing of the individual lines on a digitized manuscript page.

A. Navigating to the Line Parsing Review Page

You may navigate to the Line Parsing Review Page either:

(a) directly from the T-PEN TRANSCRIPTION PAGE; or

(b) from the *Manuscripts* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**.

From the Transcription Page:

Click on the *Correct Parsing* button in the T-PEN Transcription Box.



Location of the *Correct Parsing* button in the T-PEN Transcription Box.

From the Transcription Project Management Page:

1. Click on the *Manuscripts* Tab towards the top of the page.



2. Click on the *Check line parsings* button towards the left of the page.



(See further below, under Projects and Project Management, p. 22)

B. The Line Parsing Review Page

The LINE PARSING REVIEW PAGE allows you to review and correct the automated line parsing:

	transcription for paleograp
so have vit becaus magtering rules fa latered rung yes for reversible rules	LINE PARSING REVIEW
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cartere is treating to be trend filotants to to to to	Actions P ? Hide Panel -
- To youndly land of since we there also and land at	Transcribe this follo Reset to detected lines
mattry and a man of tages summine you man chapter sympton	Adding Lines
the rule christle property that some the rules when the	Add new lines by clicking at the bottom of the line. Click the
tion in fute stuple put almoste ye barges of ye meetly a	remove lines button to switch to remove mode.
auscreefe & ane falle por was a wanter fages of laces and a court of some	Click to Remove Lines
the party destring destriction founds from an Orgonic standing for you for going a sport of	Previous Page Next Page 🔹
alice providence of the second of a stand of the second of the second of the second	Trouble seeing the ruler? Change the color below.
per allordars in shart to share whether from pro brankyopen laise where a former a	
and a contraint of the two yes allo ye bringers part of second find frantise	
which say yoor rance yop and bronghe south tion Designative & operation	Column Correction
and enrice where a produce per front such while a mapping and your pay	Correct Columns
by to falle you get got Back some danster en unager have sometiering America	Use this link if any of the columns indicated are imprecise.
and per a signed par yer water in part for any provide the for the part of the second me	Viewing: Harvard, Houghton Library MS Eng 530 John Shirley -
1985 Sance appear and denter & prove Salardye barre lader of anote with ge	Chronicles of England (acaudal) (#. 59-211v) (seq. 125-430)
anteriorante from per margine colo fue fore and fore your glassed	Jump to page
Verifi dam ne so possi deg possi o posse las plannente las antes anno las	
of him office with pass of the barbo petrone him bet of the and	Return to T-PEN Homepage
constance 20 ft plane thin which and containing the stoplac and contain	and a second sec
on fundants and power why here we here farmers to be farmer with	
menos and anaple of no aloop provide the second part pop	
popular of poylo disson no lodio in pupo limbe but you the name and	
ger vandes and the flambas characteristican flows of write taking any primotion	
toyo went tofanto veriber divises and - free his at and and	
une uniformationer and the state and the constitution of the second state of the second s	

On the left of the page is the digitized image of the manuscript page: a series of overlays indicate the lines which have been detected automatically by T-PEN's software.

On the right of the page is the **Line Parsing Review Panel**, which enables you to correct any errors in the automated line parsing.

At the top of this panel you will find a series of buttons which enable you to:

- hide the Line Parsing Review Panel;
- return to the **TRANSCRIPTION PAGE**;
- or reset the page to the originallydetected automated line parsing.

Viewing: Harvard, Houghton Library MS Eng 530 John Shirley - Chronicles of England (acaudal) (ff. 59-211v) (seq. 125-430)
Jump to page
Return to T-PEN Homepage

Actions P ? Hide Panel – Transcribe this folio Reset to detected lines

At the bottom of the panel you will find:

- information regarding the digitized page you are reviewing;
- the facility to navigate to any other page in the manuscript by means of a drop-down menu;
- and a button which will return you to the **T-PEN HOMEPAGE**.

<u>C. Correcting the Columns on the Line Parsing Review Page</u>

1. Check first to see if the Column(s) of text on the page have been parsed correctly.





COLUMN REVIEW	
Actions P ? Hide Panel -	
Confirm Remove Changes Click the image to set the LEFT border of the new column.	111200111000110
Clear Current Column Undo Last Column Remove All (2) Transcribe this folio If you have trouble seeing the ruler line, change the color below.	81 11,2531 160 43 FO
● Black ○ White ○ transparent	TRANSFER ST
Adding Columns	11.11.22.22.1
To add a column, click on the left side, right side, top, then bottom. Avoid overlapping it with another column.	TRACK TANK
Removing Columns	
Click any column to remove it. To reset this page with no columns, click the 'Remove Columns' button.	AT DO AN AND

3. This takes you to the **Column Review Panel** (pictured to the left), which enables you to add or remove the automatically-detected columns, and provides instruction as to how to achieve this.

4. To remove a column, simply click on it.
Alternatively, you may remove all detected columns by clicking on the *Remove All* button in the Column Review Panel.

Remove All 🛛 😣

5. Once you have removed the column(s), you can define a new column by using the ruler which automatically appears when you move your cursor over the digitized manuscript image.

6. First use the ruler to define the **left** border of the new column, by positioning the ruler over the correct point on the manuscript image and clicking your mouse button.

7. Using the same process, go on to define the **right** border, the **top** border and the **bottom** border of the new column.

Click the image to set the LEFT border of the new column.		Your next click will set the RIGHT border of the new column.
Your next click will set the TOP border of the new column.	'	Your next click will set the BOTTOM border of the new column and display it.

A series of instructions in the **Column Review Panel** and on the ruler itself will help guide you through this process.



- 8. After you have defined all four borders, your newly-defined column will be displayed as a colored overlay on the digitized image of the manuscript.
 - 9. If you are satisfied with your newly-defined column, click on the *Confirm* button towards the top of the **Column Review Panel**.



This will save your changes and return you to the LINE PARSING REVIEW PAGE.

D. Correcting the Lines on the Line Parsing Review Page

The facility to add or remove lines is very similar to that outlined above (in §II.C) for adding and removing columns.

To Add Lines:

Position the ruler (which automatically appears when you move your cursor over the digitized manuscript image) at the **bottom boundary** of the new line you wish to define, and click your mouse.

A new line will be recorded and overlaid on the digitized image.

Adding Lines		
Add new lines by clicking at the bottom of the line. Click the remove lines button to switch to remove mode.		
Click to Remove Lines	Remove All	
< Previous Page	Next Page 🛛 🕨	
Trouble seeing the ruler?	Change the color below.	
● Black ○ White	○ transparent	

<u> To Remove Lines:</u>

Click on the *Click to Remove Lines* button in the **Line Parsing Review Panel**.

Click to Remove Lines

You may now use the ruler to highlight any individual line, and remove it by clicking on your mouse. This will cause the selected line to merge with the line immediately above it, which will be reflected in the overlay.

Click to Add Lines

Once you have removed all the lines you wish to discard, click on the *Click to Add Lines* button to add any further lines you may wish to define.

Removing Lines		
Remove a line by clicking anywhere on it. Removing a line will add the section to the immediately previous line. Click the 'Add Lines' button to switch to remove mode.		
Click to Add Lines	Remove All	
Previous Page	Next Page 🔛	
Trouble seeing the ruler? Change the color below.		
Black O White	C transparent	

Your changes are automatically saved as you add and remove lines, so, once you are satisfied with your corrections, click on the *Transcribe this folio* button towards the top of the **Line Parsing Review Panel** in order to return to the **T-PEN TRANSCRIPTION PAGE**.





III. Projects and Project Management.

A **PROJECT** is a virtual collection of manuscript images, organized by an Individual User or a Group Leader, which facilitates sustained work on a given manuscript or series of manuscripts, including the opportunity for collaboration and transcription by a group of scholars.

A. Accessing the TRANSCRIPTION PROJECT MANAGEMENT PAGE

1. The **TRANSCRIPTION PROJECT MANAGEMENT PAGE** can be accessed directly from the **T-PEN HOMEPAGE**.

The **TRANSCRIPTION PROJECT MANAGEMENT PAGE** makes available a series of tabs through which you can manage every element of your existing **PROJECTS**, as well as creating new **PROJECTS** or adding to existing ones.

2. If you have already created a **PROJECT**, simply click on that **PROJECT**'s title, which will be displayed under *Current Projects* on the **T-PEN HOMEPAGE**.

CENT PAGE	Varaly din dies decaups	CURRENT PROJECTS:	CURRENT PROJECTS:
and but	Loponprisory mprint	Homiliae (Irish-influenced?) Homiliae (Irish- influenced?) Gregory the Great Homilies Gregory the Great	Line parsing testing Line parsing testing
atican Carebibio at_Pal_I	steca vaticana apostolica Pal. lat. 220 f_66_v.pdf-000	Homilies Sandbox Sandbox Predicationes Palatinae Predicationes Palatinae Itatin-american-peru Iatin-american-peru	Homiliae (Irish-influenced?) Homiliae (Irish- influenced?)
		Decretals, ca. a. 600 Decretals, ca. a. 600	Gregory the Great Homilies Gregory the Great
ty:	Select a City		Homilies
epository:	Select a Repository		Citerinine e

A.2. The location in which Current Projects are listed on the T-PEN Homepage

3. If you have not yet created any **PROJECTS**, simply select the manuscript you are interested in transcribing (using the Drop-Down Menus available on the **T-PEN HOMEPAGE**),

City:	Select a City	•	
Repository:	Select a Repository		

Harvard, Houghton Library MS Eng 515 (hosted by Harvard) Start transcribing Add to project

and then click on the *Add to Project* link which follows the manuscript you wish to transcribe. (see above, §1.C: pp. 7-8)



B. Creating a New Project (or Adding to an Existing Project)

1. To create a new **PROJECT**, or to add a manuscript to an existing **PROJECT**, you must navigate to the **New Project Page**.

	St. Gallen, Sunsolonomek Cod. Sang. 0014
This may be done in one	Create New Project
of two ways:	This manuscript will appear with the following project title on the <u>Project</u> . Include the images from this manuscript at the end of an <u>existing project</u> creating a <u>virtual manuscript</u> .
(I) Identify the manuscript	Project Title: Add St. Gallen, Stiftsbibliothek Cod. Sang. 0014 to an existing project:
on the T-PEN HOMEPAGE	I If this box is checked, existing transcriptions and line parsings for these images will be added to the project.
	Create New Project
and click on the	Add to Predicationes Palatinae Add to latin-american-peru
Add to Project	Coordinating Projects
link which immediately	Each project is a virtual collection of manuscripts, organized by the Group Leader. Any project can be expanded to multiple manuscripts.
follows the manuscript	When a manuscript is added to a project, all the associated page images are also added. Project images can be rearranged or deleted through the Project Management page.
you wish to transcribe.	Return to Project Management 5
Add to project	1 8

Add to project (see above §III.A: p. 17)

(II) Make use of the **Add to Project** feature in the *Projects* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**.



Clicking on the *Find Manuscript to Add* button opens a pop-over window enabling you to select your desired manuscript using the Drop-Down Menus, just as you would on the **T-PEN HOMEPAGE**.

Coll	aboration	Options	Export			
n	City:		St. Gallen	•	CLOSE X	Trans
	Reposito	ry:	Stiftsbiblio	hek 💌		
ory the G				392 total manuscripts a	available	-
project, sete vour p	St. Gallen,	, Stifts bibliothe	k Cod. Sang	. 0002 (hosted by ecodices) <u>Add to project</u>		
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			ound)

TRANSCRIPTION PROJECT MANAGEMENT

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2. Clicking on the *Add to Project* link on either page takes you to the **New Project Page**:

Create New Project	Add Images to Existing Project
This manuscript will appear with the following project title on the <u>Project</u> Management page.	Include the images from this manuscript at the end of an <u>existing project</u> creating a <u>virtual manuscript</u> .
Project Title:	Add St. Gallen, Stiftsbibliothek Cod. Sang. 0014 to an existing project:
If this box is checked, existing transcriptions and line parsings for these images will be added to the project.	Add to Line parsing testing Add to Homiliae (Irish-influenced?)
Create New Project	Add to Gregory the Great Homilies Add to Sandbox
Ulcate New Tojecy	Add to Predicationes Palatinae Add to latin-american-peru
	Add to Decretals, ca. a. 600

3. If you wish to create a new **PROJECT** incorporating the manuscript you have selected, use the **Create New Project** box on the left of the page.

Create New Project

If this box is checked, these images will be added

Note that a check-box enables you to import existing transcriptions and line-parsings associated with this manuscript, should you so wish.

Type the title of the new **PROJECT** in the box provided, and click on the *Create New Project* button at the bottom of the box.

Create New Project

4. If you wish to add the manuscript you have selected to an existing **PROJECT**, use the **Add Images to Existing Project** box on the right of the page.

Add Images to Existing Project

Add to Line parsing testing
Add to Gregory the Great Homilies
Add to Predicationes Palatinae
Add to Decretals, ca. a. 600

All your existing **PROJECTS** will be listed at the bottom of this box. Simply click on the title of the **PROJECT** to which you wish to add the manuscript you have selected.

5. You will then be returned to the *Projects* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**, with your new **PROJECT** or the **PROJECT** to which you have added the manuscript selected as the Active Project for Project Management.

Projects Manuscripts Collaboration Op	tions Export	
Project Selection	Current Metadata Summary	

<u>C. Managing your Project: The Projects Tab</u>

TRANSCRIPTION PROJECT MANAGEMENT				
Use this page to coordinate your team, design customized projects from available manuscripts, and make fine adjustments to individual pages.				
Projects Manuscripts Collaboration Options Export				

The **TRANSCRIPTION PROJECT MANAGEMENT PAGE** provides access to a series of Tabs through you can manage every aspect of your existing **PROJECTS**.

Projec	t Selection		Current Metadata Summary	Transcribe
,			, j	INWELLE FRANKLAND
Active pr	oject is Test St Gall 14.		Title: Test St Gall 14 Subtitle:	HIERONKON IN IOB
To mana	ge a different project, select below.		MS Identifier:	Sogor persingulor scripture dume
Clicking	the X will delete your project.		MS Settlement: MS Repository:	libroraduencariorum respondere male
All Proie	cts		MS Collection: null	diene quime-pro-actionem meam re
e	Test St Gall 14	×	MS ID number: Group Leader: Tomas O'Sullivan	namer; quarinon sapad grecor aquila sim
ē	Line parsing testing	51	Description:	machur sicheodorion uelaerkum euerko-uel rensum
			To update any of this information:	erenta uel exarroque commission ouriedie dempera
	Homiliae (Irish-influenced?)	×	Lindeta Matadata 🦚	
Ľ	Gregory the Great Homilies	×		Modify image sequence 🛛 🖷
Ľ	Sandbox			Change the order of or remove pages within this project
ø	Predicationes Palatinae	×		project.
ē	latin amorican poru	51		
		21		
	Decretais, ca. a. 600			
Add to	o Project			

The *Projects* Tab enables you to:

• Select which **PROJECT** is active for management and/or delete a **PROJECT**.

Project Selection				
Active project is Test St Gall 14.				
To manage a different project, select below. Clicking the X will delete your project.				
All Projects				
🏴 🛛 Test St Gall 14 🛛 🗙				
Line parsing testing				

• Create a new **PROJECT** or add a new manuscript to an existing **PROJECT** (see above §III.B: pp. 18-19).



• Review the metadata associated with the Active **PROJECT** and update and customize this metadata to your preferred entries.



• Open your manuscript in the **T-PEN TRANSCRIPTION PAGE**.



• Create a virtual manuscript by modifying the sequence of the digitized manuscript images associated with the project and/or removing any unwanted images from the sequence.

Modify image sequence	
Change the order of or remove pages within this project.	

D. Managing your Project: The Manuscripts Tab



The *Manuscripts* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** enables you to:

and state Linebreak and proofread existing text Check line parsings Transcribe Adjust the linebreaking or make changes to Verify the automatic line detection for the uploaded text. Also revise previously saved project or define the columns and lines HERONKOL IN 10B manually. Access independent control over transcriptions. gor pernogulor aripane dume each page in the project. libroraduerariorum respondere male Upload a file to get started by browsing to it dient: quimerpretationem main re below and clicking "Upload". The text will be ready for anyone on the team to apply to this fienen Les marpresam crimi project. umur; Quarinon & apud grecor aquila im michar sechoodonon uduerhum everbe vel rentum erente uel courroque commicour. Sanedie aempera Choose File No file chosen uns genuration anone exprerierunt Own nu uner inframent alumina orgenirobeli Upload Atorneirque dittinerre. quorueladdros uel Upload an existing transcription of your text Review and correct (in plain text format), Open your manuscript the automated line parsing in the **T-PEN** proofread it against the of the digitized manuscript **TRANSCRIPTION PAGE.** manuscript, and line-break images in your **PROJECT** your text so that it corresponds (see above §II: pp. 12-16). to the manuscript's lines.

E. Managing your Project: The Collaboration Tab

Modify project team	Invite a New Member	Recent Activity on this Project
membership on this project.	Enter User Information:	Add a note to the log 👳
Test St Gall 14 Group Members:	Email	Tomas O'Sullivan 8/15/11 12:02 PM Added manuscript St. Gallen, Stiftsbibliothek Cod. Sang. 0014
	First Name	
	Last Name	
	Invite 2	
		View Log in a new window

The *Collaboration* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** enables you to:

Modify project team & Add, delete, or just check your group membership on this project.	Invite a New Member Enter User Information:	Recent Activity on this Project Add a note to the log
Test St Gall 14 Group Members: osullit@slu.edu, O'Sullivan, Group Leader	Email First Name Last Name Invite &	Tomas O'Sullivan 8/15/11 12:02 PM Added manuscript St. Gallen, Stiftsbibliothek Cod. Sang. 0014
Create and modify a Project Team , adding or deleting team members to facilitate group transcription work on the selected PROJECT .	Invite a new member to join the Project Team and collaborate on this PROJECT (<u>note:</u> any new member will have to possess or establish their own T-PEN User Account)	A preview of the Log which details all the activity on the selected PROJECT .

F. Managing your Project: Importing a Schema and Button Management

Projects Manuscripts Collaboration Options Export				
Project Options	Current Button Summary	Transcription Tools		
Import XML schema, validate projects, and customize buttons.	Special Character Buttons $\mathbf{P}^{1} \mathbf{p}^{2} \mathbf{D}^{3} \mathbf{\delta}^{4} \mathbf{p}^{9} \mathbf{p}^{6} \mathbf{\mathcal{F}}^{7} \mathbf{z}^{8} 3^{9}$	Automatic Coding		
Link a schema to this project 🛛 😰		Imported Text Delimiter		
Button Management 🐞		Breaking Words Between Lines		
The Special Character and Custom xml Tags you define will remain specific to each project. These buttons are accessible on the	xmi i ags If you wish, you can copy these settings to all projects for which you are the leader:	Available Transcription Aids		
transcription pages. Characters assigned to	Overwrite All	Capelli Abbreviations		
by holding CTRL and pressing the	Contract of the	Z Latin Vulgate Search		
corresponding number on the keyboard.		Latin Dictionary		

The Options Tab on the TRANSCRIPTION PROJECT MANAGEMENT PAGE provides you with:



an overview of the Special Character Buttons and XML Tag Buttons available on the **TRANSCRIPTION PAGE** (see above §1.D, p. 11, under *Transcription Aids*);

and a range of options which facilitate the encoding of your transcription and the customization of the Transcription Tools available on T-PEN's **TRANSCRIPTION PAGE**. Project Options

Transcription Tools

Transcription Tools

The **Transcription Tools** box enables you to customize the strings that are used:

to indicate a new line in any uploaded transcription (see above §III.D: p. 22);

and to indicate that a single word runs across a line-break on the manuscript page.

Automatic Coding			
Imported Text Delimiter			
What string is used to indicate a new line?			
Currently set to: selectLinebreak			
Enter custom string here:custom save			
Breaking Words Between Lines			
What string will you use to indicate that a word has been separated across lines?			
Currently set to: "-"			
Enter custom string here:custom save			

Project Options

The **Project Options** box enables you to:



• link an existing XML schema to your selected **PROJECT**;



- validate the XML encoding of your transcription; and
- import customized XML Tag Buttons directed from the linked Schema;

Button Management 🗱
The Special Character and Custom xml Tags
you define will remain specific to each project.
These buttons are accessible on the
transcription pages. Characters assigned to
the numbered buttons can be inserted simply
by holding CTRL and pressing the
corresponding number on the keyboard.

• or customize to your own preferences the Special Character Buttons and XML Tag Buttons available on the **T-PEN TRANSCRIPTION PAGE**.

In order to customize the Special Character Buttons and XML Tag Buttons, click on the *Button Management* button in the **Project Options** box:



this will take you to the BUTTON MANAGEMENT PAGE

(this same page can also be accessed by clicking on the *Change Buttons* button, found amongst the *T-PEN Tools* on the **T-PEN TRANSCRIPTION PAGE**)



The BUTTON MANAGEMENT PAGE enables you to customize the Special Character Buttons and XML Tag Buttons available on T-PEN'S TRANSCRIPTION PAGE.

At the top of the **BUTTON MANAGEMENT PAGE**, you will see two Tabs, one of which provides access to the **Special Characters** and the other of which provides access to **Custom XML**.

Special Characters Custom XML	
Þ 222	Hotkeys
þ 254 ×	Enter the unicode value for each character. Search for character codes here:
Ð [208 ×	Buttons are mapped to the digits 1-9 on your keyboard. Hold CTRL and press the corresponding number key to insert one into your transcription.
ð 240 ×	Rearrange by clicking on the blue box and dragging to a new position. Click the X to remove a button.
p 503 x	You may add more than 9, but only the first 9 will be mapped to shortcuts.
p 447 ×	
Æ 198 ×	
æ 230 ×	
3 540 *	
Add a Button Save Changes	
	CURRENT SPECIAL CHARACTER BUTTONS
	Import User Buttons to Project

The **Special Characters** Tab enables you to customize the Special Character Buttons, by entering the <u>Decimal Unicode value</u> corresponding to the Special Character you desire (a link towards the top right of the page provides access to an on-line Decimal Unicode Table);

you may also add, delete or rearrange Buttons, or import customized User Buttons from another **PROJECT**.

Special Characters Custom XML					
* [button description * * > [< temp parameter	x) +	Custom XML Tags			
* button description	×	Add each tag without (angle brackets), any parameters including "quotes" in the next 5 fields, and a description in the final field. Text in the "description"			
+ button description	×	field will become the title of your button. Seek conciseness.			
+ button description	×	Rearrange by clicking on the blue box and dragging. Click the icon to remove a button from the list. Add as many buttons as is useful. You will access they they the former the construction of the second			
Add a Tag Save Changes them through the footer menu.					
button description button description button description button description					
		Import User Buttons to Project			

The **Custom XML** Tab enables you to customize the XML Tag Buttons by entering the XML Tag and any parameters, as well as a Button Description which will be displayed on the **TRANSCRIPTION PAGE**; you may also add, delete or rearrange Buttons, or import customized User Buttons from another **PROJECT**.



IV. Exporting your Transcription.

T-PEN currently enables you to export your transcription in the following formats: PDF; RTF; or XML / PLAIN TEXT.

You may export your transcription by:

(A) using the **Quick Export Options** available through the *Export* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**;

or (B) by Fine-Tuning Your Document.

A. Using the Export Tab on the Transcription Project Management Page



The *Export* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** enables you to:



Choose a **Quick Export Option**

(PDF, RTF or XML/PLAINTEXT), select how tagged text is to be styled, and export immediately.

Sample Format Pre	wiew
Full Shelfmark of source manuscripts – Repository, Colle Multiple Shelfmarks possible in virtual manuscripts – Rep	ction, Shelfmark 001 oository, Collection, Shelfmark 002
Transcribed and encoded by Project Leader	
Title of Proje	ct
Generated at 13:06 on 3 January 2011 from http://www.t-pen.org	
Projecti Jeder Marcus Tulive Projecti Menlans John Warnock Richard McClimtock	
consenspace dolor site met, consectator adjuticing elit, hinger molis er ciril et fantor polienterson elitikationen werd, ero ciell inversenze, sind colores conservant meta a de ciello inversenze, sind colores paresar meta a de ciello color soldspace necesor magna, se demonstro meta. Conselutor al techno magna, se demonstro meta. Serabator al techno magna, se demonstro function.	Loven pour comes from sectors 1.3.32 and 1.3.33 of the Finibus Borours et Malorum ¹ for Core, written in 43 SC Each note aligns with the correction Words break as entered.
Alquan quis orzi sed magna fringila tristique bibendum res visus. Cres id massa uma <u>Mausa</u> fermentum distum occurre. Than sit amet	A variety of styles can be applied to the context of <tags>. build underline, italics, new</tags>
mulau. Etam uhtores justa nec metus handrenti formantosis. Nam sera justa, perfum at notum se multis eta wart sepan handrad- tisa fasta de escensioned vista senses multis de escensioned vista senses handrade escensioned senses fasta fasta fasta perfuta de escensiones de la sense handrade escensiones de la sense handrade escensiones de la sense punta.	garagraph, driremova the content
Morbjuel anim varius dolor commodo onsare. Nunc <u>molio</u> condimentum nisi eu siellend. Phasellan seem augue. Nunc venenatis tempor augue eu semper.	

Preview the layout and styling you have chosen for your export (moving your cursor over this space activates the ZOOM feature)



Fine-Tune your Document by customizing all elements of the format, layout and styling of your export.

T-PEN: Initial Draft User Manual

B. Accessing the EXPORT TRANSCRIPTION PAGE

EXPORT TRANSCRIPTION

The **EXPORT TRANSCRIPTION PAGE** enables you to fine-tune your document by customizing all elements of the format, layout and styling of your export.

You may access the **EXPORT TRANSCRIPTION PAGE** either by:

 (A) clicking on the *Customize Your Export* button in the Fine-Tuning a Document box in the *Export* Tab on the TRANSCRIPTION PROJECT MANAGEMENT PAGE.

Fine-Tuning a Document
Customize Your Export

(B) clicking on the *Preview* button found amongst the *T-PEN Tools* on the **T-PEN TRANSCRIPTION PAGE**.



This will open a pop-over preview of your transcription.



Clicking on the *Export Transcription* button at the bottom right of this preview will also take you to the **EXPORT TRANSCRIPTION PAGE**.

EXPORT TRANSCRIPTION					
Exporting Predicationes Palatinae					
Export Options Preview of F		Preview of Export (first 30 folios)	Update Preview		
Export as: Colors:	Choose Format PDF RTF XML/Plaintext Black & White Color Tags	A1 <ss book="" loc="" cite="" null="" null="> A2 A3 A4 A5 A6	Î		
Export	Include Notes Format XML Tags Linebreaking Layout Reset Form	A7 A8 A9 A10 A11 A12 A13	e		

Export Options

<u>C. Fine-Tuning Your Document</u>

The **EXPORT TRANSCRIPTION PAGE** provides you with a preview of the transcription to be exported, together with a range of export options enabling you to modify the format, layout and styling of your document.

Preview of Export

Export Options		
(Choose Format	
Export as:	PDF	
	© RTF	
	XML/Plaintext	
Colors:	Black & White	
	Color Tags	J
	Include Notes	
	Format XML Tags	
	Linebreaking Layout	
Export	Reset Form	

The **Export Options** allow you to: choose the format of your export (PDF, RTF or XML/PLAINTEXT);

select whether you wish text which is tagged in XML to be identified by different colors or displayed in black & white;

include or exclude any notes associated with your transcription;

format the manner in which any XML tags you have included will be displayed in the document;

and choose the linebreaking layout of the document to be exported.

Include Notes		Format XML Tags	
Side-by-side	tpen_note	No Change 💌 🗖	Hide <tag></tag>
Beneath each line	SS	Italic 🔹 🔽	Hide <tag></tag>
© Endnotes	p	New Paragraph 🔻 🗹	Hide <tag></tag>
© Footnotes		Bold V	Hide <tag></tag>
🔍 Remove	(Y		riue stay-

	Linebreaking Layout		
	Start a new line		
	Page break only		
I	Continuous text		
	/-/ custom word break string		
	db // custom line break string		
l	Use linebreak string in exported document		
	Export Reset Form		

Once you are satisfied with the formatting and layout of your document (which will be previewed on the right-hand side of the **EXPORT**

TRANSCRIPTION PAGE), simply click the *Export* button and your transcription will be exported in the format which you have chosen.

