

T-PEN

Transcription for Palaeographical and Editorial Notation



Initial Draft User Manual

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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 (http://hcl.harvard.edu/libraries/houghton/collections/early_manuscripts/) and the *Codices Electronici Sangallenses* website (<http://www.cesg.unifr.ch/en/>). 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** (<http://www.t-pen.org>).

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.



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**.



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 email after your account is activated by an administrator

Email

First Name

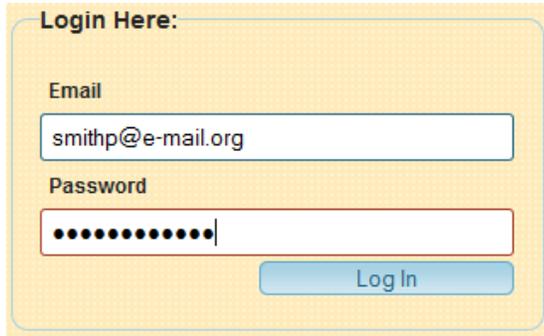
Last Name

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** (<http://www.t-pen.org>).

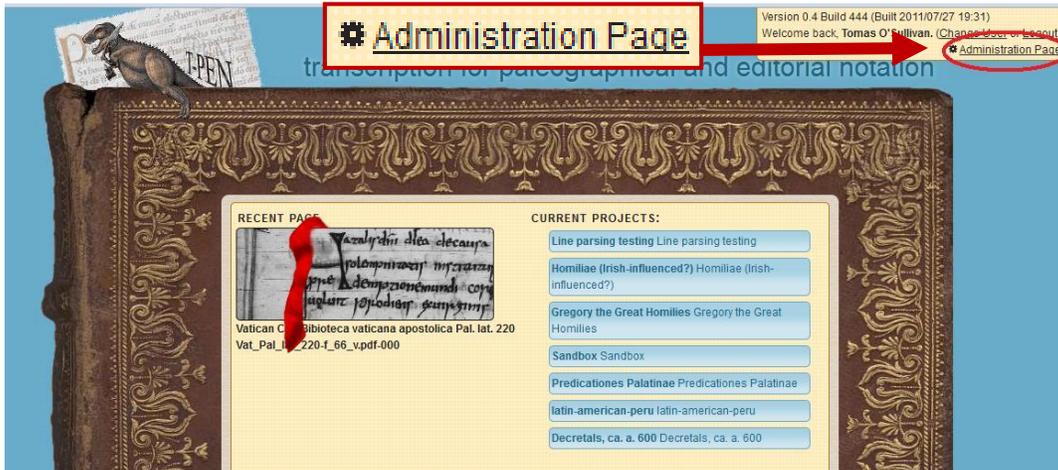


2. Enter your e-mail address and the temporary password you have received and click on the **Log In** button.

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**.

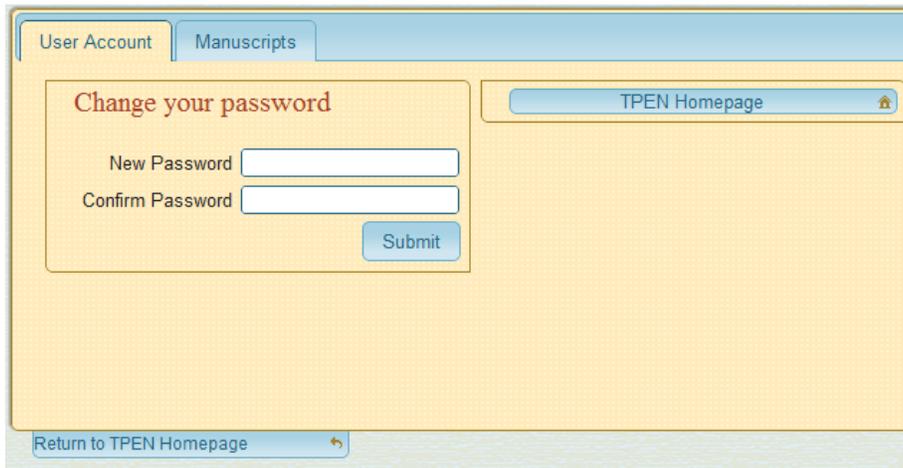


B.5. The **Administration Page** link on the T-PEN Homepage

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.



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

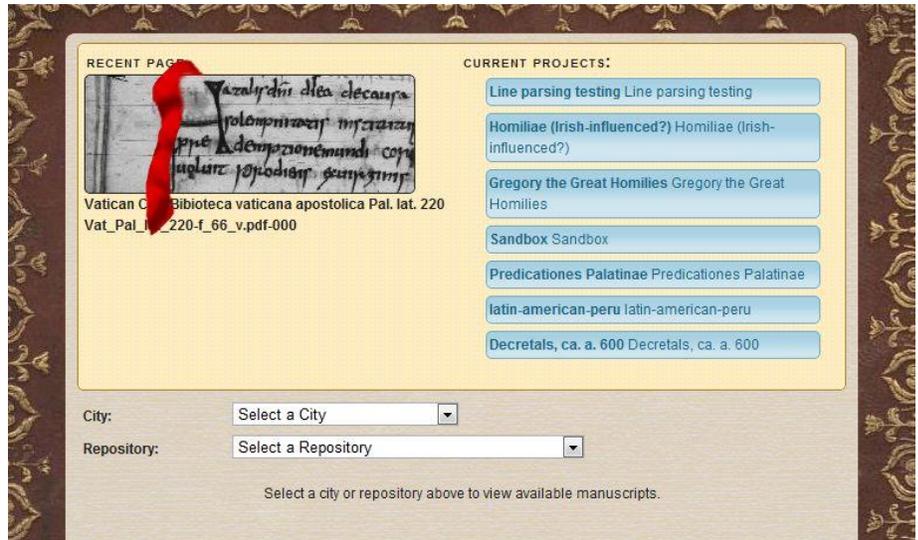
8. Your password has now been changed and you should henceforward log in on the **T-PEN HOMEPAGE** using this password of your own choosing.



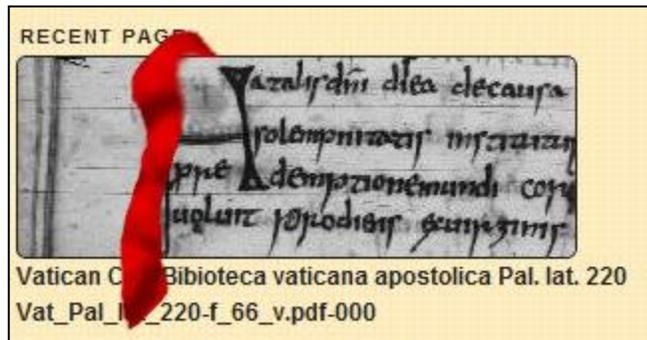
C. Accessing a Manuscript from the T-PEN Homepage

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

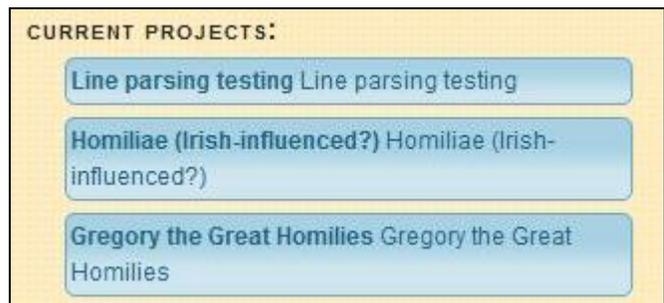


Recent page:

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

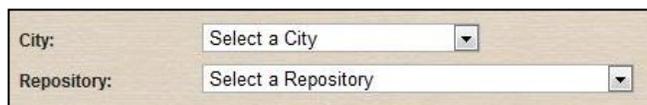
Current Projects:

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

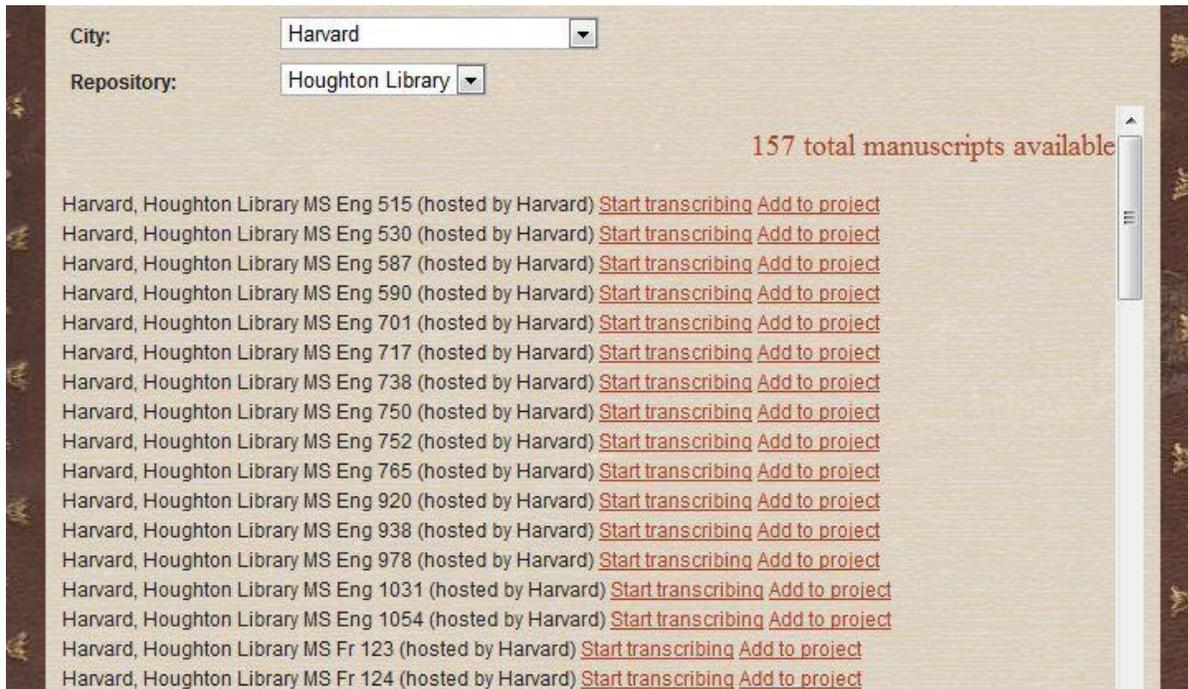


Access Available Manuscripts:

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.



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](#)

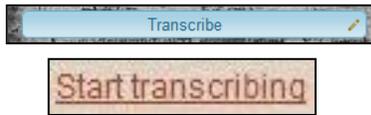
[Add to project](#) Clicking on *Add to Project* will enable you to: (a) start a new **PROJECT** based upon this manuscript; or (b) add this manuscript to an existing **PROJECT** (see further **Projects and Project Management**, below, pp. 17-26).

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

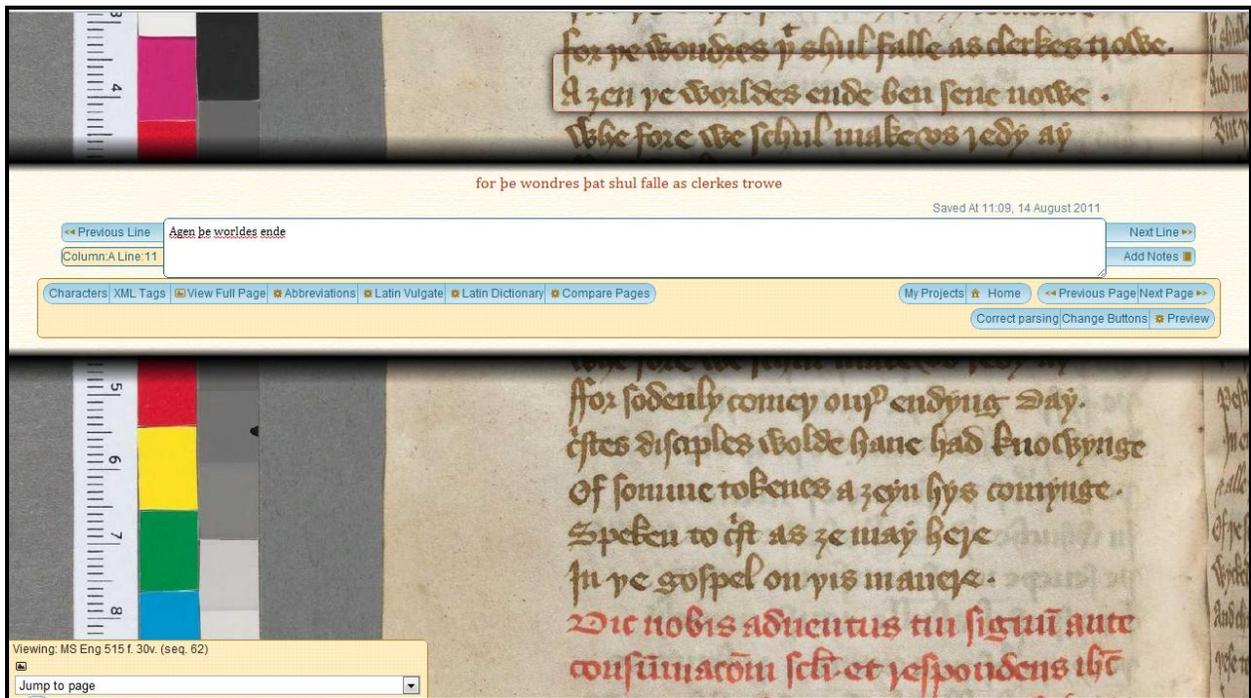
6. Select a manuscript and click on *Start Transcribing* to open that manuscript in the **TRANSCRIPTION PAGE**.

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).

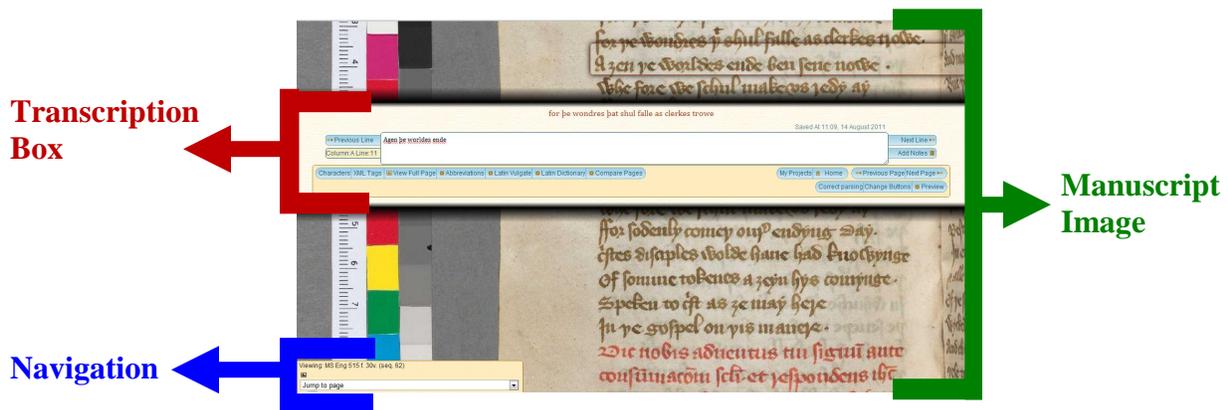


The **T-PEN TRANSCRIPTION PAGE** is the primary workspace within the T-PEN tool, and is used to transcribe the digitized manuscript images.

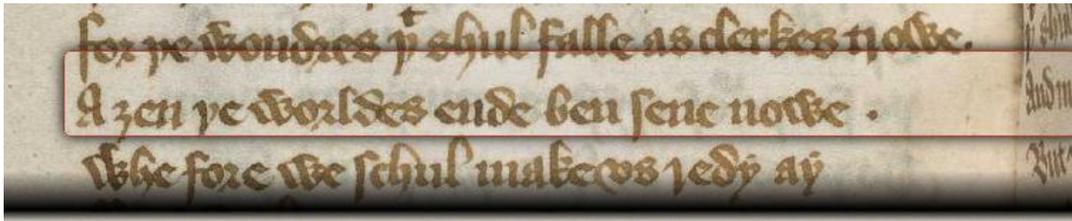


D.1. Harvard, Houghton Library, MS Eng 515, f. 30v in the T-PEN Transcription Page

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

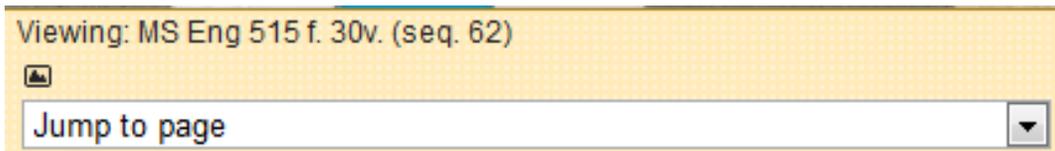


3. The **Manuscript Image** provides the background for the entire page, enabling you to establish, at a glance, the context of the individual line you are transcribing.

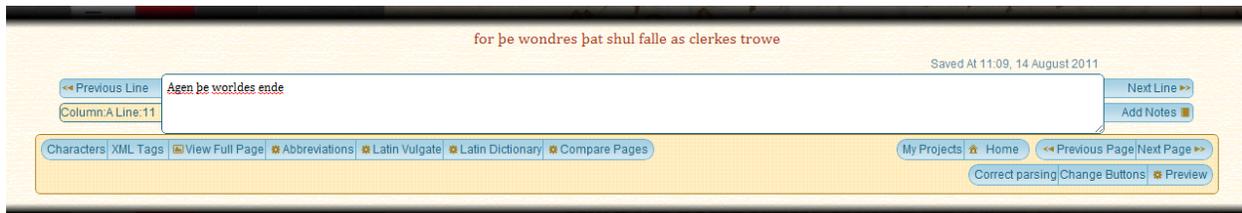


Note that the line which is the focus of your transcription is highlighted by means of a red box overlaying the manuscript image.

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.

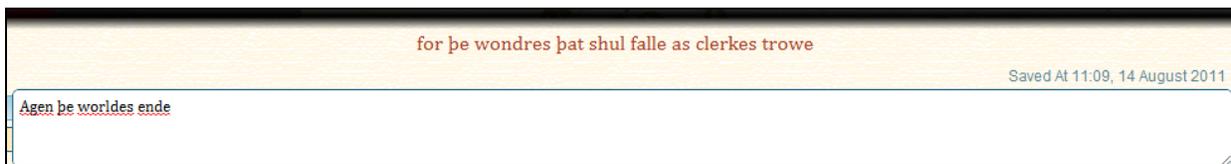


5. The **Transcription Box** is your basic workspace, where you enter your transcription; it also provides you with easy access to a wide range of useful transcription tools.



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

The *Transcription Space*:

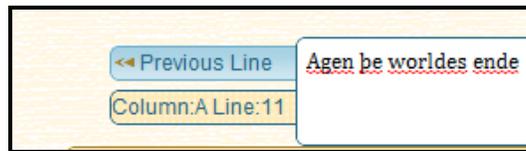


This is the white box within which the cursor is displayed where you type in your transcription.

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.

To the immediate left of the *Transcription Space*:



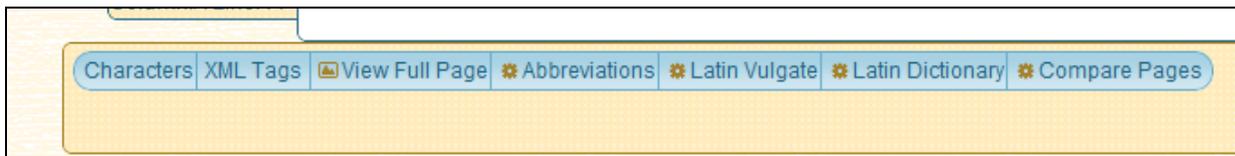
A reminder of which column and line on the manuscript page you are transcribing, and a button which allows you to navigate back to the previous line on the page.

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**):

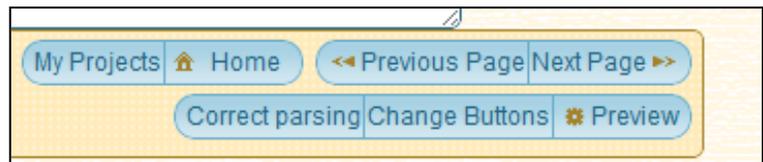


Clicking on these buttons opens up further panels which enable you to:
add special characters directly into your transcription;
add XML tags directly into your transcription;
view the full manuscript page you are transcribing;
search Cappelli's Dictionary of Latin Abbreviations, the Clementine Vulgate, 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:

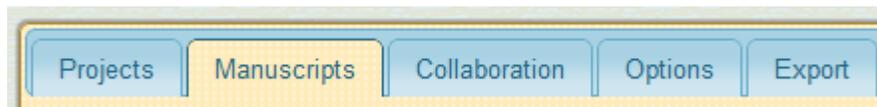
Click on the *Correct Parsing* button in the T-PEN Transcription Box.



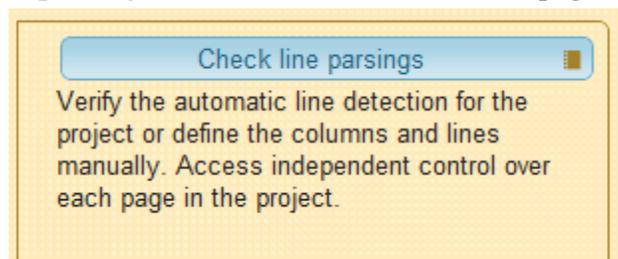
Location of the *Correct Parsing* button in the T-PEN Transcription Box.

From the Transcription Project Management Page:

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



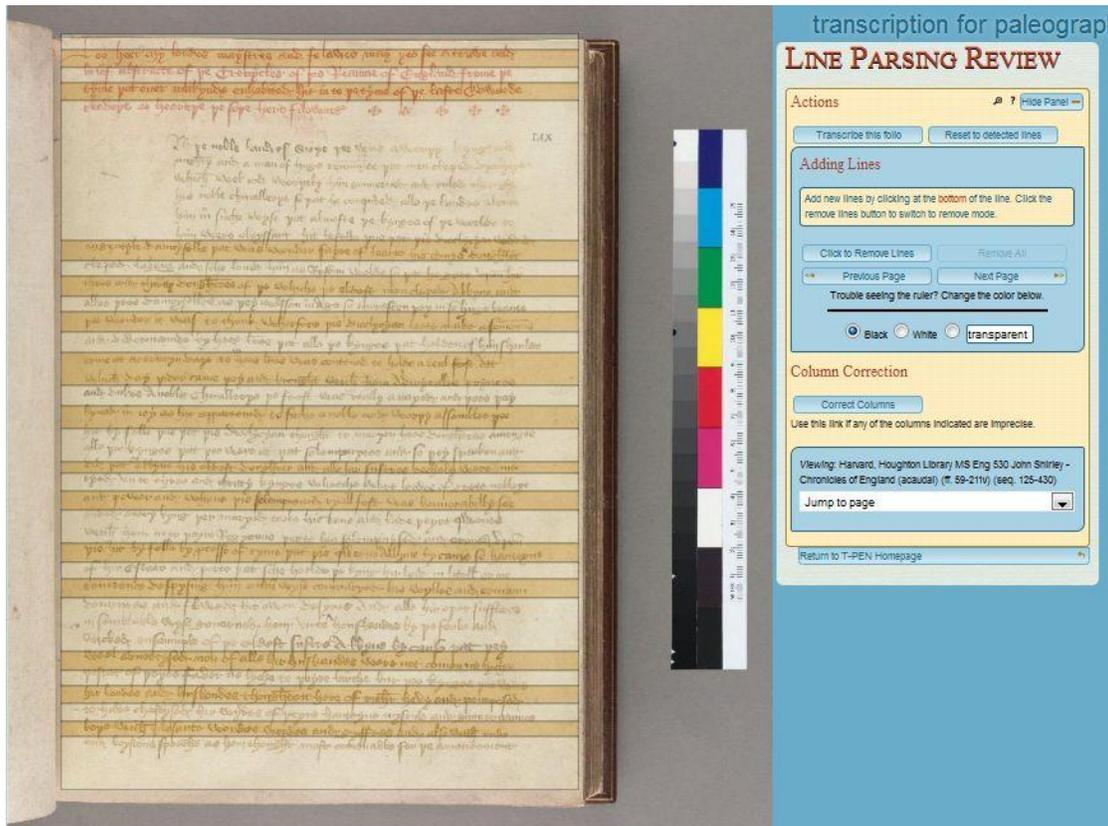
2. Click on the *Check line parsings* button towards the left of the page.



(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:

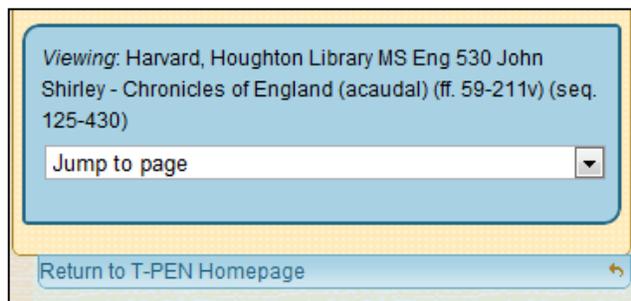
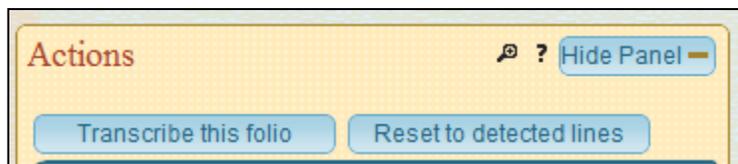


On the left of the page is the digitized image of the manuscript page: a series of overlays indicate the lines which have been detected automatically by T-PEN's software.

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 originally-detected automated line parsing.



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**.

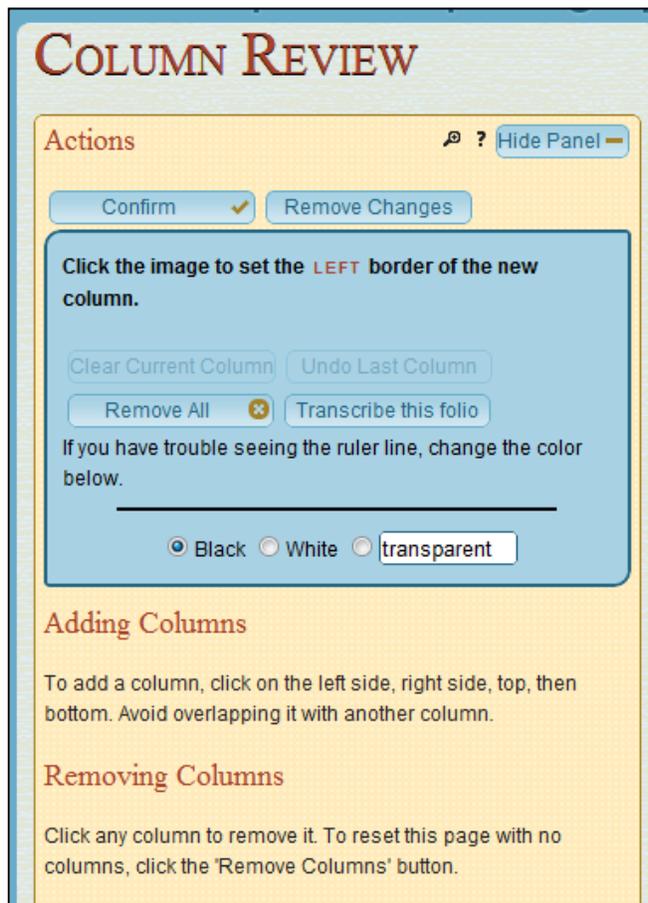
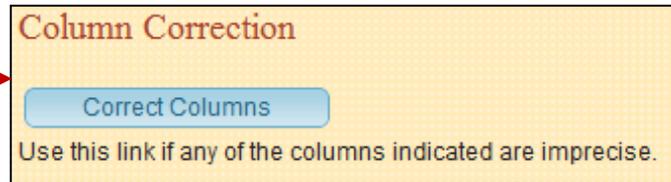
C. Correcting the Columns on the Line Parsing Review Page

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

N.B. If the column(s) of text are imprecise, it is **essential** you correct the parsing of the columns **before** correcting the parsing of the individual lines.

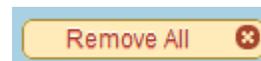


2. Open the **Column Review** facility by clicking on the **Correct Columns** button in the **Line Parsing Review Panel**.



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.



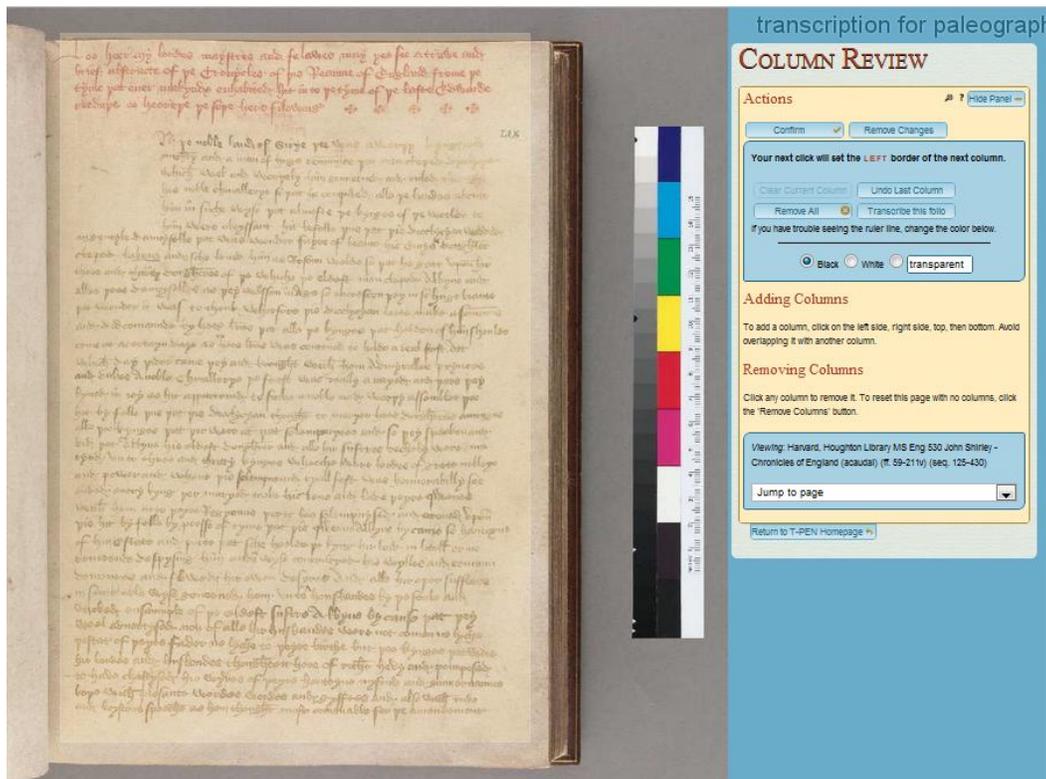
5. Once you have removed the column(s), you can define a new column by using the ruler which automatically appears when you move your cursor over the digitized manuscript image.

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.

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

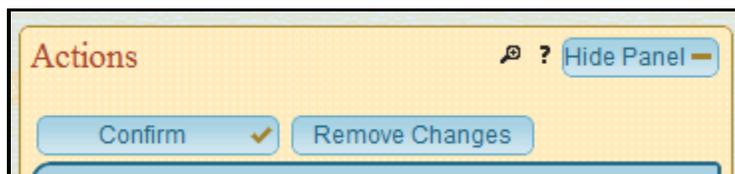
Click the image to set the LEFT border of the new column.	Your next click will set the RIGHT border of the new column.
Your next click will set the TOP border of the new column.	Your next click will set the BOTTOM border of the new column and display it.

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



- 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.

- 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**.

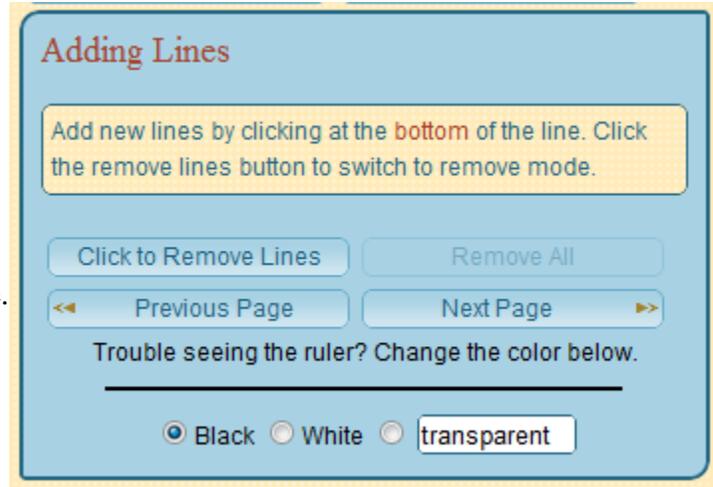
D. Correcting the Lines on the Line Parsing Review Page

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.

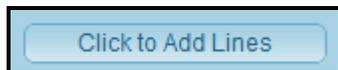


To Remove Lines:

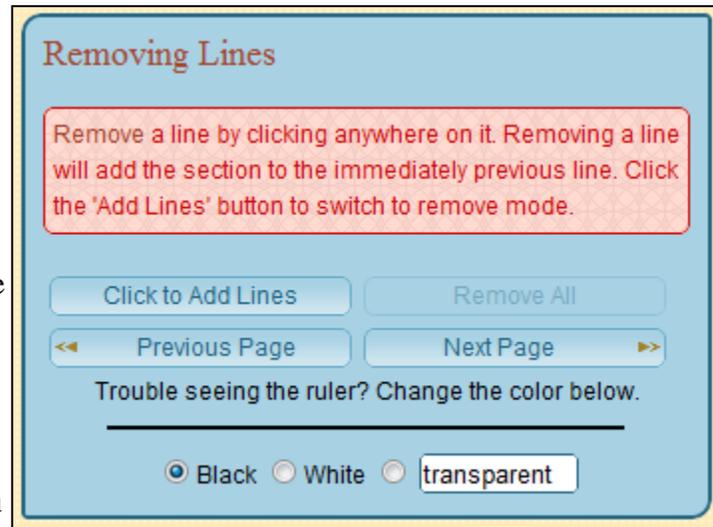
Click on the **Click to Remove Lines** button in the **Line Parsing Review Panel**.



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.



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.



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.

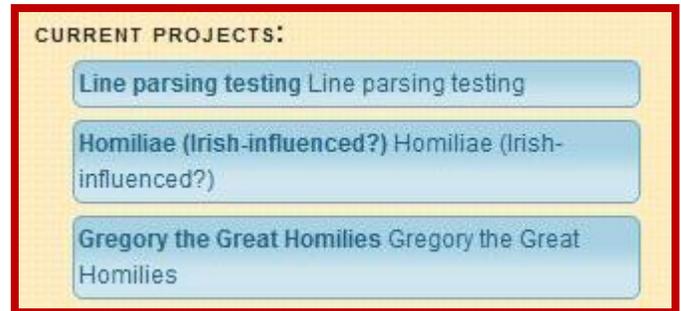
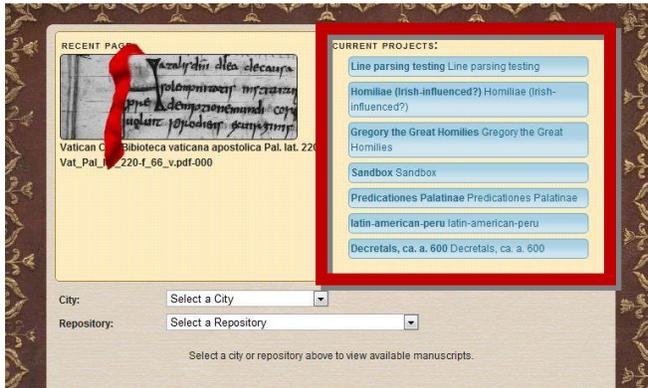
A **PROJECT** is a virtual collection of manuscript images, organized by an Individual User or a Group Leader, which facilitates sustained work on a given manuscript or series of manuscripts, including the opportunity for collaboration and transcription by a group of scholars.

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**.



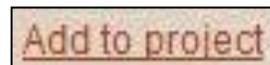
A.2. The location in which Current Projects are listed on the T-PEN Homepage

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:
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.



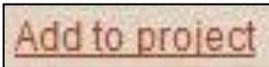
(see above, §I.C: pp. 7-8)

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**.

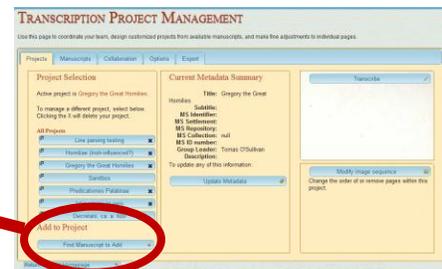
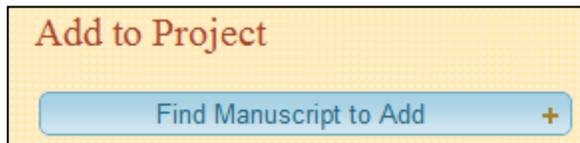
This may be done in one of two ways:

- (I) Identify the manuscript on the **T-PEN HOMEPAGE** and click on the **Add to Project** link which immediately follows the manuscript you wish to transcribe.

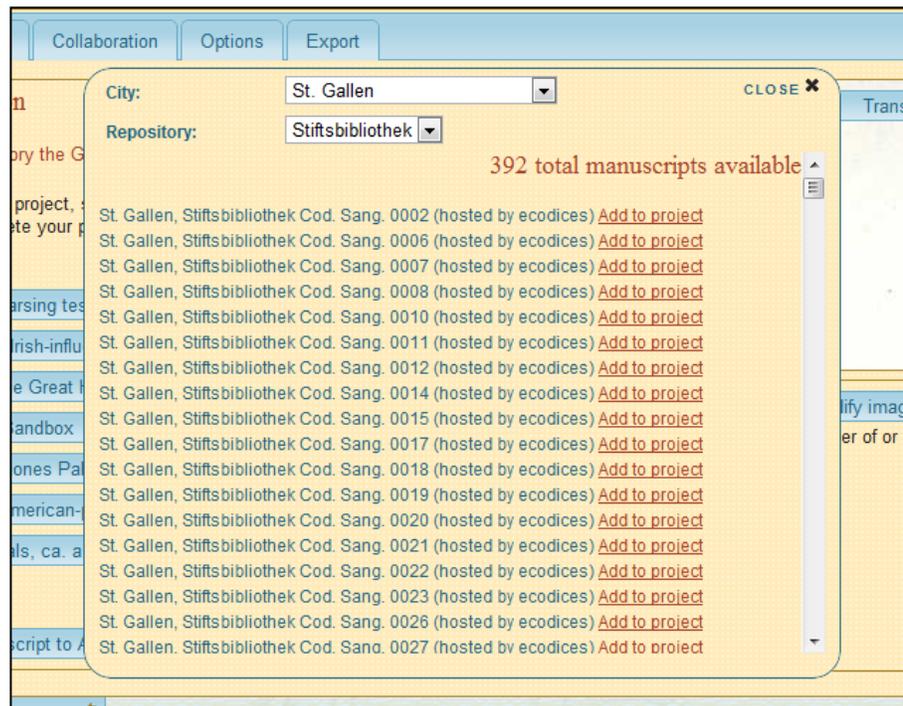


(see above §III.A: p. 17)

- (II) Make use of the **Add to Project** feature in the **Projects** Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**.
(see §III.C, below: pp. 20-21)



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**.



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

Create New Project

This manuscript will appear with the following project title on the [Project Management](#) page.

Project Title:

If this box is checked, existing transcriptions and line parsings for these images will be added to the project.

[Create New Project](#)

Add Images to Existing Project

Include the images from this manuscript at the end of an [existing project](#) creating a [virtual manuscript](#).

Add *St. Gallen, Stiftsbibliothek Cod. Sang. 0014* to an existing project:

[Add to Line parsing testing](#) [Add to Homiliae \(Irish-influenced?\)](#)

[Add to Gregory the Great Homilies](#) [Add to Sandbox](#)

[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.

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.

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.

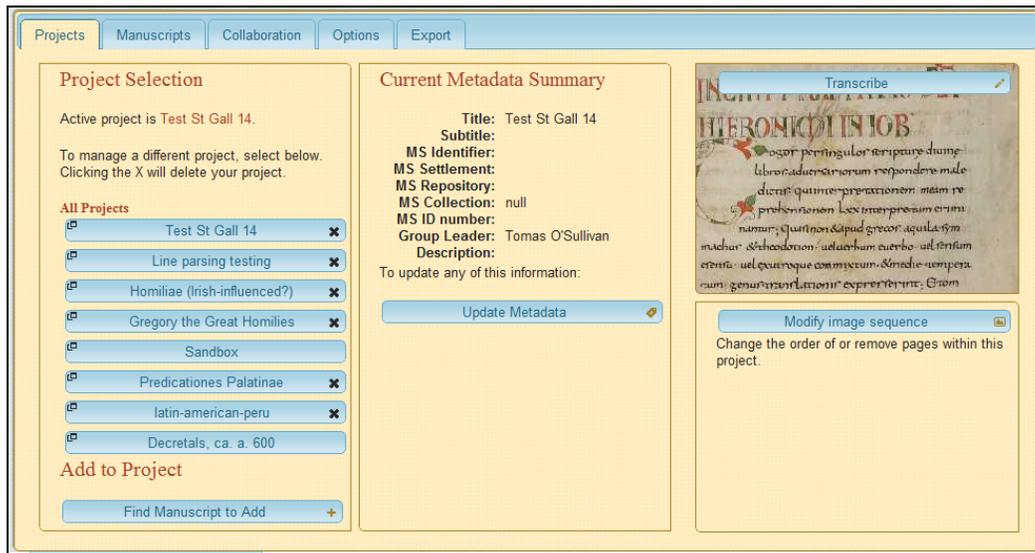
All your existing **PROJECTS** will be listed at the bottom of this box. Simply click on the title of the **PROJECT** to which you wish to add the manuscript you have selected.

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.

C. Managing your Project: The Projects Tab

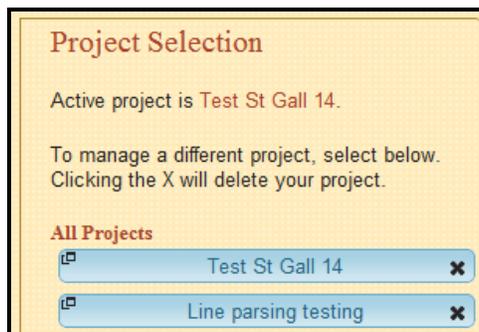


The **TRANSCRIPTION PROJECT MANAGEMENT PAGE** provides access to a series of Tabs through you can manage every aspect of your existing **PROJECTS**.

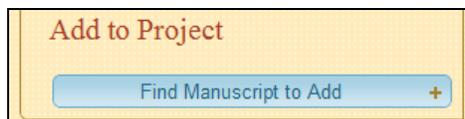


The **Projects** Tab enables you to:

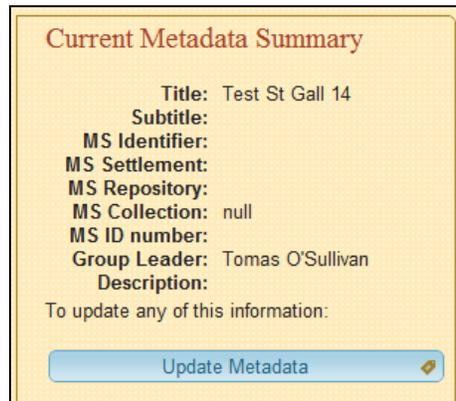
- Select which **PROJECT** is active for management and/or delete a **PROJECT**.



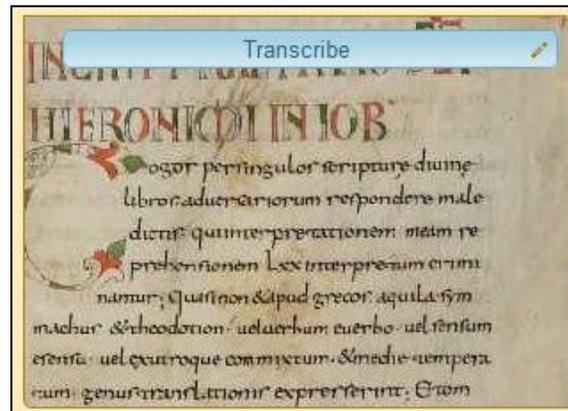
- Create a new **PROJECT** or add a new manuscript to an existing **PROJECT** (see above §III.B: pp. 18-19).



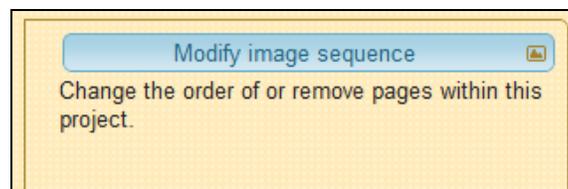
- Review the metadata associated with the Active **PROJECT** and update and customize this metadata to your preferred entries.



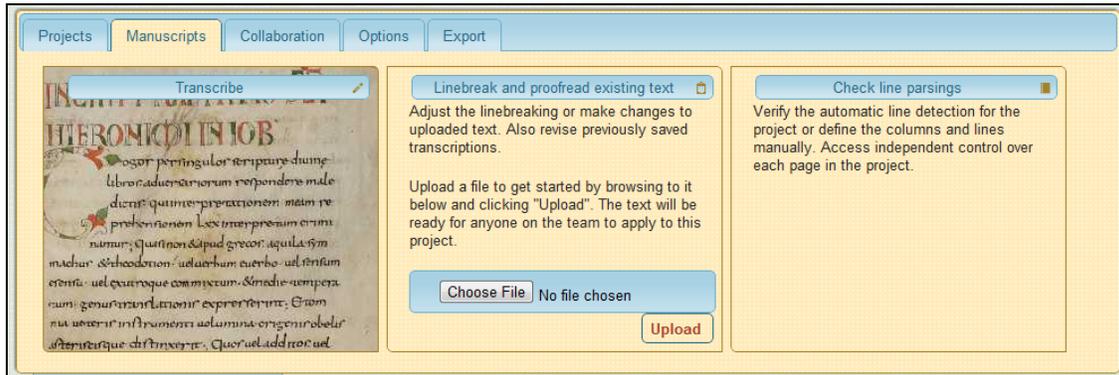
- Open your manuscript in the **T-PEN TRANSCRIPTION PAGE**.



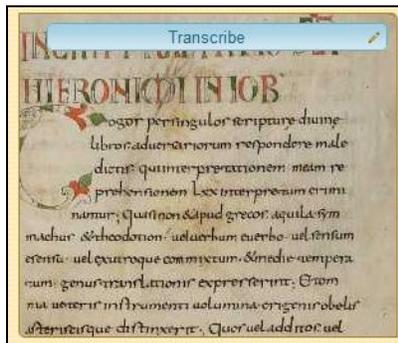
- Create a virtual manuscript by modifying the sequence of the digitized manuscript images associated with the project and/or removing any unwanted images from the sequence.



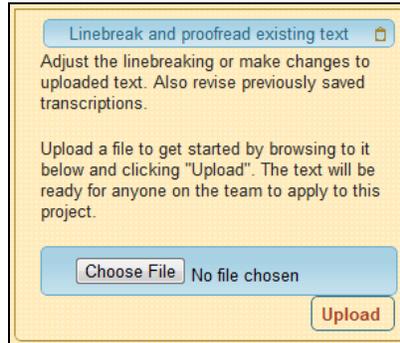
D. Managing your Project: The Manuscripts Tab



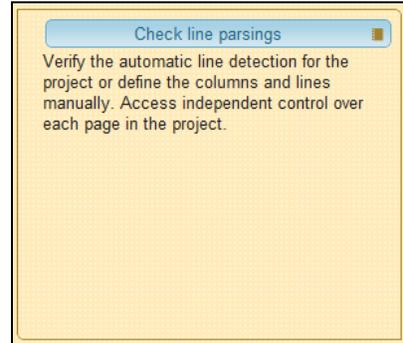
The *Manuscripts* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** enables you to:



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



Upload an existing
transcription of your text
(in plain text format),
proofread it against the
manuscript, and line-break
your text so that it corresponds
to the manuscript's lines.



Review and correct
the automated line parsing
of the digitized manuscript
images in your **PROJECT**
(see above §II: pp. 12-16).

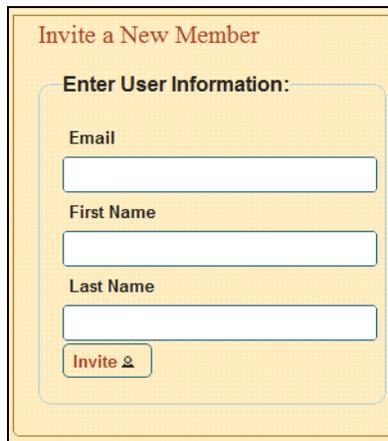
E. Managing your Project: The Collaboration Tab



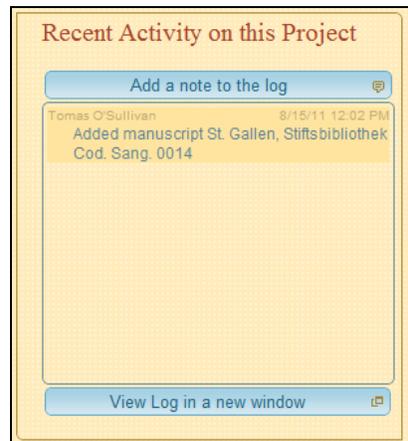
The **Collaboration** Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** enables you to:



Create and modify a **Project Team**, adding or deleting team members to facilitate group transcription work on the selected **PROJECT**.

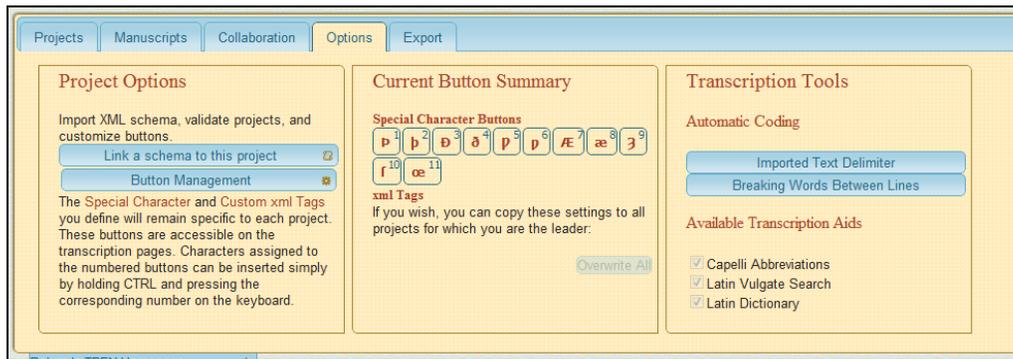


Invite a new member to join the **Project Team** and collaborate on this **PROJECT** (note: any new member will have to possess or establish their own T-PEN User Account)

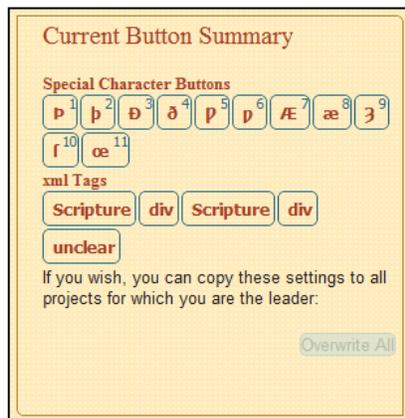


A preview of the **Log** which details all the activity on the selected **PROJECT**.

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

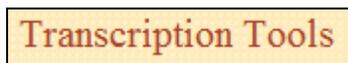
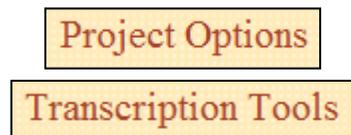


The *Options* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** provides you with:



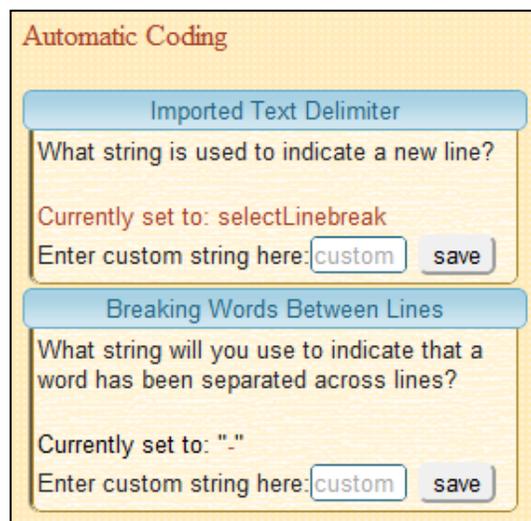
an overview of
the Special Character Buttons
and XML Tag Buttons
available on the **TRANSCRIPTION PAGE**
(see above §I.D, p. 11, under *Transcription Aids*);

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**.



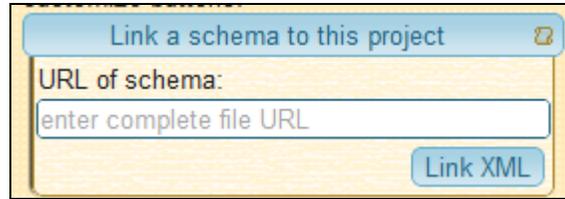
The **Transcription Tools** box enables you
to customize the strings that are used:
to indicate a new line in any uploaded transcription
(see above §III.D: p. 22);

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

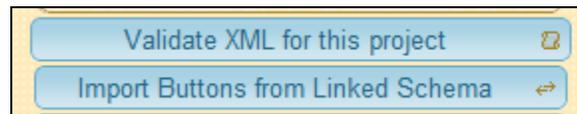


Project Options

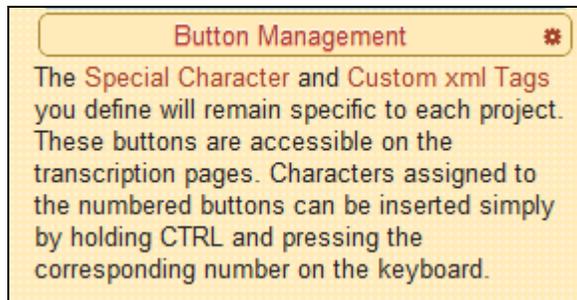
The **Project Options** box enables you to:



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

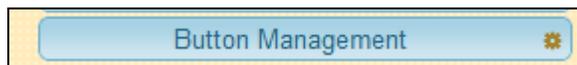


- validate the XML encoding of your transcription; and
- import customized XML Tag Buttons directed from the linked Schema;



- 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:



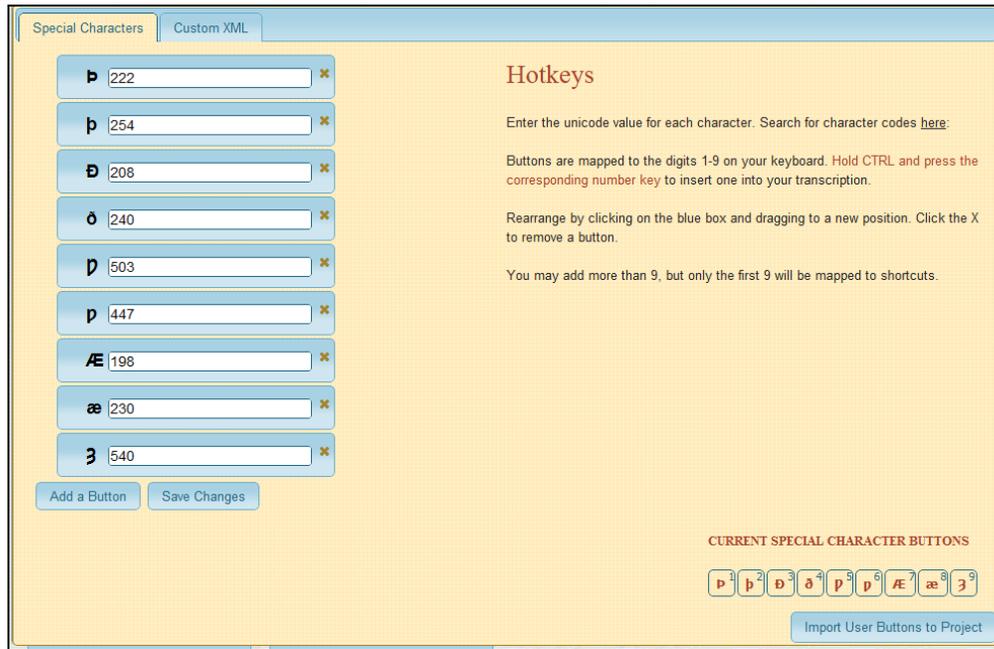
this will take you to the **BUTTON MANAGEMENT PAGE**

(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**)

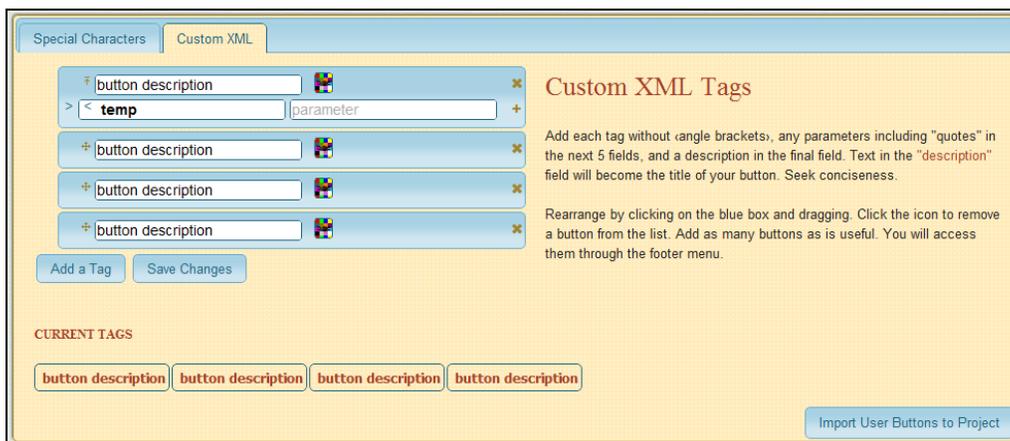


The **BUTTON MANAGEMENT PAGE** enables you to customize the Special Character Buttons and XML Tag Buttons available on **T-PEN'S TRANSCRIPTION PAGE**.

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**.



The **Special Characters** Tab enables you to customize the Special Character Buttons, by entering the Decimal Unicode value 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**.



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**.



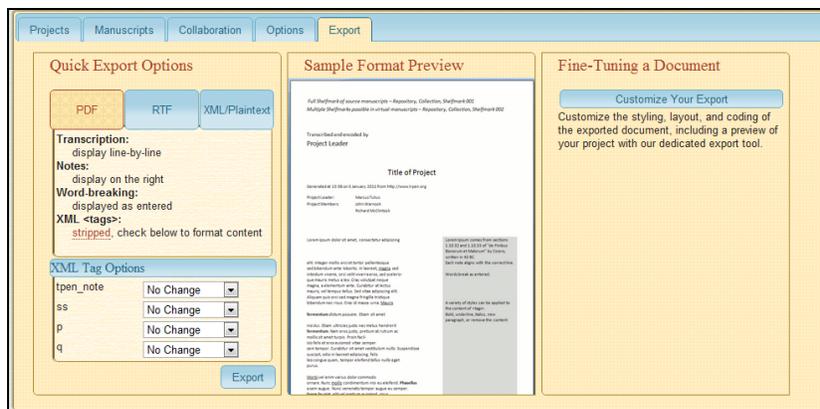
IV. Exporting your Transcription.

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

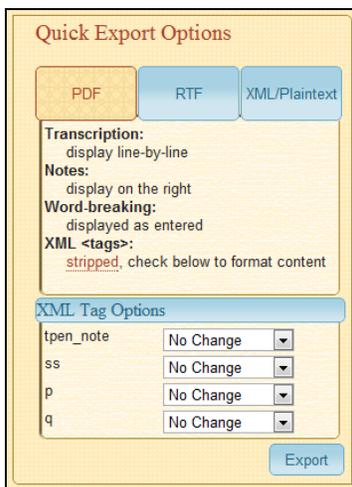
You may export your transcription by:

- (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



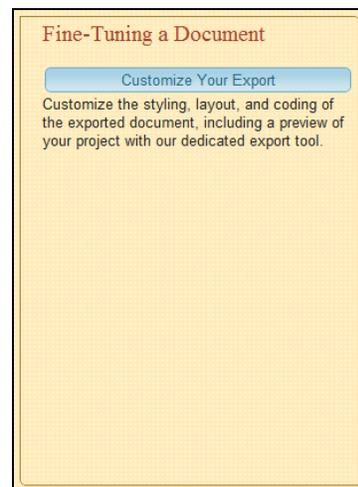
The **Export** Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE** enables you to:



Choose a **Quick Export Option** (PDF, RTF or XML/PLAINTEXT), select how tagged text is to be styled, and export immediately.



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.

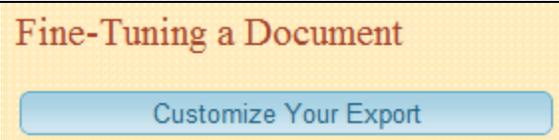
B. Accessing the EXPORT TRANSCRIPTION PAGE

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:

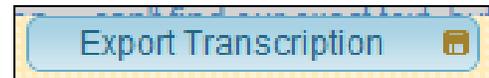
(A) clicking on the *Customize Your Export* button in the **Fine-Tuning a Document** box in the *Export* Tab on the **TRANSCRIPTION PROJECT MANAGEMENT PAGE**.



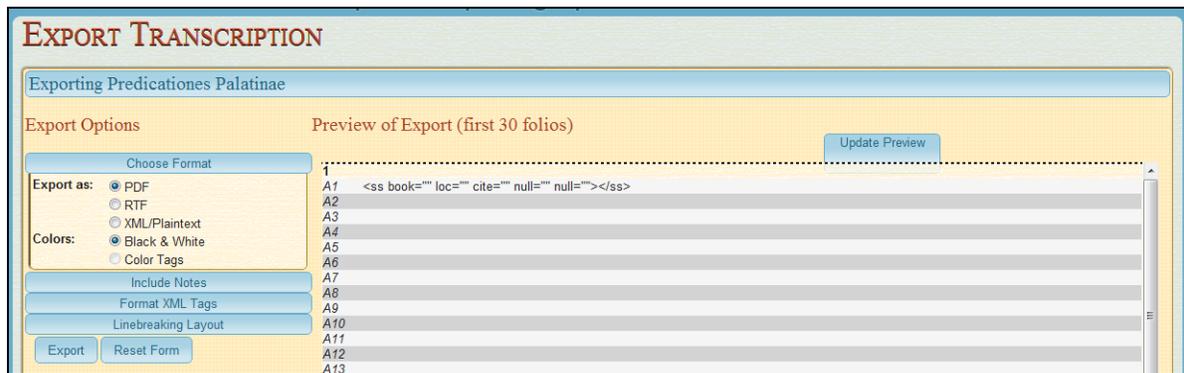
(B) clicking on the *Preview* button found amongst the *T-PEN Tools* on the **T-PEN TRANSCRIPTION PAGE**.



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**.



C. Fine-Tuning Your Document

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.

Export Options

Preview of Export

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.

Tag	Format	Hide <tag>
topen_note	No Change	<input type="checkbox"/>
ss	Italic	<input checked="" type="checkbox"/>
p	New Paragraph	<input checked="" type="checkbox"/>
q	Bold	<input checked="" type="checkbox"/>

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.

