

Creating Manuscripts To Display Side By Side A Transcript Using the Manuscript Content Model

The Manuscript Content Model is a specialized model used for textual documents and an encoded file that “displays” that textual document in a way that a browser (or computer) can understand. The textual document, or manuscript, are scanned images of an original document. These images can have the file format of tiff, jp2, or jpeg. The “encoded” file must be a TEI encoded XML file. [TEI](#), The Text Encoding Initiative, is a consortium that collectively develops and maintains a standard for the representation of text in digital form also called TEI.

The Manuscript Content Model implements 2 viewers displayed side by side in the browser’s window. On the left hand side, the TEI encoded file is displayed in the browser thanks to a transformation that allows the browser to understand how to display the XML encoding. On the right hand side, the large image viewer with the zoom displays the “pages” or scanned images of the text.



Like other complex content models the Manuscript Content Model works on the one to many relationship. There’s only one TEI encoded XML file and 1 or more scanned images of the text.

The Manuscript Content Model will OCR the pages ingested. Like the Book and Newspaper Content Models, that OCR data stream can be updated by “replacing” it with a better OCR text file.

The Manuscript Content Model is **NOT** the Transcript Tab Tool. The Manuscript Content Model is a content model for TEI encoded files that will display side by side scanned images of a text. If you ingest a digital asset as the Manuscript Content Model and then decide that the Book Content Model is better suited, you will have to start from scratch or re-ingest your content using the Islandora Internet Archive Book Content Model.

Needed Elements for the Manuscript Content Model:

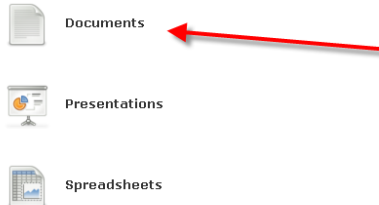
1. TEI XML file
2. Ready descriptive information to create the MODS record
3. One image or a Zipped file of your scanned images

PART 1: GETTING A TEI XML FILE

1. You can go to TEI's online tool Oxgarage: <http://www.tei-c.org/oxgarage/>
2. Select your source document type. If your transcript is of the file format .doc or .docx, select Documents.

Please select the type of the document you want to convert

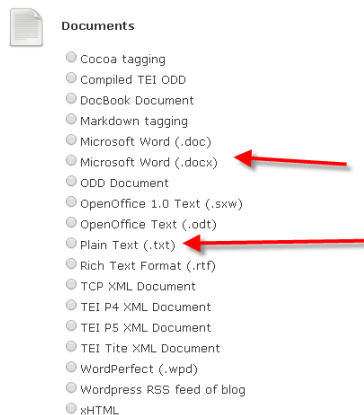
Convert from: 2



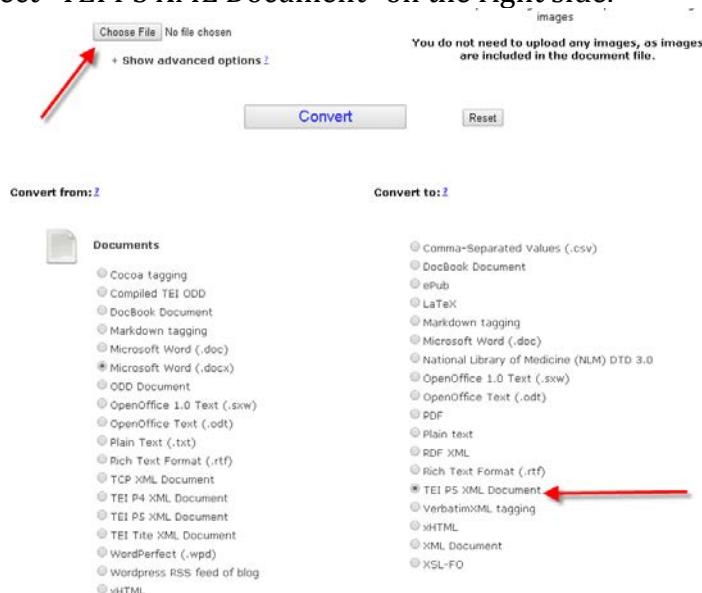
3. Select the file format of your source document

Please select the type of the document you want to convert

Convert from: 2

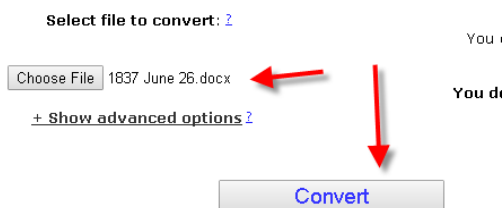


- After you select the file format of the source document (transcript), you will need to select “TEI P5 XML Document” on the right side.



- Choose your file and click “Convert”

Choose the file, upload images and press convert



- A TEI XML file will be created and saved to your download folder on your local computer. The name of the XML file will have the same name as your source document with the extension .XML. In this example, 1837 June 26.XML.
- This TEI XML file can be ingested as is using the Manuscript Content Model. If you do this, the user will not see in the transcript where one page begins if the manuscript is several pages.
- If you want to add a page number and an indicator of a new page in the TEI XML file, you will need to add the following information before the text that is on the new page.

```
<pb n="1" facs="Ms_101754_Cowles_1837_June_26.1.TIF"/>
```

pb stands for page break. n indicates the page number – here it is page 1. If this is page two then you have n="2". facs is where you put the name of the image that corresponds to that page. In this example, the scanned image of page 1 of the manuscript has the file name of Ms_101754_Cowles_1837_June_26.1.TIF.

The `<pb>` tag must not appear within a `<p>` tag. It is also necessary to indicate the 1st page by having a `<pb>` tag just after `<body>`.

```
<body>  
<pb n="1" facs="Ms_101754_Cowles_1837_June_26.1.TIF"/>  
<p> Boston June 26<hi rend="superscript">th</hi> 1837.</p>  
<p> My Dear Father,</p>
```

```
<p>[...]  
be here surrounded by amusements of every kind, which leave no time for reflection.  
I did not expect to</p>  
<pb n="2" facs="Ms_101754_Cowles_1837_June_26.2.TIF"/>  
<p>feel thefull [...]</p>
```

9. Add this tag and appropriate information for each new page. Save TEI XML file. Note: No other changes were made to the TEI XML file created by TEI OXgarage. You can make other modifications to the TEI XML file if you consult the P5 Guidelines.

Example of simple TEI XML file with only modifications for page number and page break

```
<TEI xmlns="http://www.tei-c.org/ns/1.0">
  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title/>
        <author>staff</author>
      </titleStmt>
      <editionStmt>
        <edition><date>2013-04-15</date></edition>
      </editionStmt>
      <publicationStmt>
        <p>unknown</p>
      </publicationStmt>
      <sourceDesc>
        <p>Converted from a Word document</p>
      </sourceDesc>
    </fileDesc>
    <encodingDesc>
      <appInfo>
        <application xml:id="docxtotei" ident="TEI_fromDOCX" version="2.15.0">
          <label>DOCX to TEI</label>
        </application>
      </appInfo>
    </encodingDesc>
    <revisionDesc>
      <listChange>
        <change><date>2016-03-22T15:12:14Z</date><name>staff</name></change>
      </listChange>
    </revisionDesc>
  </teiHeader>
  <text>
    <body>
      <pb n="1" facs="Ms_101754_Cowles_1837_June_26.1.TIF"/>
      <p> Boston June 26<hi rend="superscript">th</hi> 1837.</p>
      <p> My Dear Father,</p>
      <p> Samuel was here last evening, and shewed me your letter in regard to our- proposed journey. He wishes me to say that although it would be more convenient not to have so much baggage, yet he does not anticipate any trouble from it, as we have not more than many people take from choice. Still, should you think it more judicious for us to come directly home, we hold ourselves ready to give up this project, and there will be plenty of time for a letter or two to come. In case we hear nothing to the contrary, we intend to leave town on Thursday or Friday of next week, as Samuel wishes very much that I should spend the Sabbath in Windsor. We shall, of course, write from that place, giving the exact time at which we hope to be at home. </p>
      <p> I cannot realize at all that I have been here almost a year, and am so soon to go back to Farmington. Now that the time which I have been anticipating is so very near, I cannot believe that this is the last letter I shall probably write. In looking back upon the time I have spent here it seems like a dream. But, changed as my prospects are in regard to home, I am still anxious to be there, and shall consider it much more pleasant to do what I can to relieve its loneliness, than to be here surrounded by amusements of every kind, which leave no time for reflection. I did not expect to</p>
      <pb n="2" facs="Ms_101754_Cowles_1837_June_26.2.TIF"/>
      <p> feel the full extent of the change which has taken place in the family until I should be quietly at home this summer. But although its sadness will probably be greater than I can imagine, I ought yet to remember that there are many blessings left to me. I feel that I can never be sufficiently grateful to you for having given me so great advantages in the best of cities, of schools, and of families. I do not expect ever to be able to repay even this one act of parental kindness, but hope that this will be my object and aim when it becomes my lot to perform the duties of a daughter at home, and also to take, so far as I can, the place of her [her mother] who is gone. To watch the improvement of Mary will, I think, be one of my highest pleasures. </p>
      <p> I have never been able to form to myself any distinct and definite idea of the
```

manner in which you and my dear sister have been living, because I did not know how many other members of the family there were, except merely that Mrs Hilby had arrived. Whether Charles still remained, and whether Miss Hurlburt or any one else was there to preside at table, I have never been informed, and could only fear that the house must be even more lonely than I had supposed, and that your returns on Saturday evening must be to a home where there was no one but Mary to welcome you with any real interest. </p>

<p> I know that the trial of my returning here must have been very much greater to you than to me, and I hope you will not find that nothing has been gained by so great a sacrifice. For the last two weeks I have not been studying, as my uncle and cousins thought it would be best for me to devote all my time to drawing, and besides, there were so many things for me to see and do, that it would have been impossible for me to recite regularly. I have been out somewhere almost every day. Last Wednesday, cousin Isaac took me over to Salem. We walked about and saw the town, went to the East India Museum, and came back to Chelsea in time to see the</p>

<pb n="3" facs="Ms_101754_Cowles_1837_June_26.3.TIF"/>

<p>balloon ascension. The whole family seem to wish to make my last days in town as pleasant as possible, that no unpleasant associations might connected with Boston or its vicinity. Cousin Isaac also takes me occasionally to ride before breakfast, to shew me the beautiful villages around us. This morning we went to Brookline and Jamaica Plains, and actually alighted and walked about in a garden and got some flowers. These things do not seem to those who live among them as they do when we have been shut up in a city through the long, warm days of June, with nothing more refreshing to look at than paved streets and brick houses. It really seemed like the most delightful thing in the world to see flowers growing in a garden, with the dew upon them, instead of poor weary looking things set up in shop windows. </p>

<p> Do not think that, because I describe these things as being so pleasant, I am sorry to leave them. I mention them to shew the politeness of my cousins. At the same time, I remember that there is one country place far more attractive than any near Boston, where I hope soon to be. But changes which we little anticipate may take place in even one fortnight. </p>

<p> I cannot now realize that I am finishing the last letter I shall write to you from Boston; that the year which I though would be so very long has gone, and has ended—oh, how differently from what I had anticipated, much less that I am so soon to go home, and meet no mother there. But I will not wound you afresh by looking forward to the sorrow that awaits me. It is [for me?] to be grateful that I have so many friends left, and to remember that she, whose presence was so dear to us; is far happier than if she were here. </p>

<p> Yours most affectionately,</p>

<p> Charlotte</p>

<p>I had hoped to write to Mary again, but shall not have time. I do not doubt that she desires my return as much as I can. She will take my love as all I can send</p>

<pb n="4" facs="Ms_101754_Cowles_1837_June_26.4.TIF"/>

<p>her now, but I hope she will have something more substantial soon. </p>

</body>

</text>

</TEL>

PART 2: PREPARING IMAGE(S) OF YOUR MANUSCRIPT

10. Even if you have only 1 scanned image because your manuscript is only 1 page, you can still batch import this one page. Create a zip file of the images.

PART 3: DESCRIBING EVERYTHING (MODS)

Remember that the citable link is in the MODS data stream as well as the descriptions that are shared with external services such as DPLA (Digital Public Library of America). You will need to fill out a MODS form to ensure that this description information and handle are shared with external services. At this time, the MODS metadata isn't displayed.

PART 4: GETTING EVERYTHING INTO CTDA

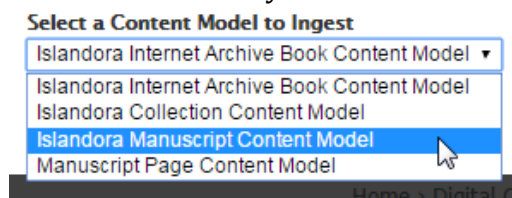
11. Go to the collection where you want to ingest your manuscript and TEI XML file. Ensure that the Manuscript Content Model is checked off in Manage/Collection/Allowable Policies. Make sure to check that your namespace is correctly highlighted, scroll down, and click "Update".



12. Click "Add an object to this Collection"

[+ Add an object to this Collection](#)

13. If your Collection has more than 1 allowable collection policy, then you will have to select Islandora Manuscript Content Model. If you create a Collection where only the Islandora Manuscript Content Model is used, then you will be lead directly to the MODS data entry form.



14. Click "Next"
15. The Manuscript Content Model was originally designed to be used with a finding aid. However, you don't need a finding aid (EAD XML file) to ingest TEI encoded files and scanned images of the manuscript. **Just Click "Next"**

You may link this manuscript with none or at most one Finding Aid. Note that if this manuscript is already linked to a Finding Aid, changes made here can remove that link.

Finding Aid

The finding aid object to which this manuscript is associated.

Previous Next

16. Enter descriptive data in the appropriate fields for the MODS form. This is the same form that you use for other digital assets such as PDFs, TIFFs, etc.

CTDA ITEM MODS FORM

This form is used to enter "metadata" or descriptive information
Participants.

Should This Appear in Connecticut History Illustrated?
Yes

If you select "No", then this digital asset WILL NOT appear in the aggreg.

Should This Appear in the Geographic Channel?
No

Select Yes if you would like this item to appear in a channel that aggreg.

Title Information (Required)

1

Initial Article (Optional)

Title (Required) *

Subtitle

Did You Assign This Title?
No

Add

Creator/Contributor Information (Recommended If Applicable)

1

17. Click "Next"

18. "Choose File" by finding the TEI encoded file that you created with Oxgarage and perhaps modified in an xml editor.

TEI (Text Encoding Initiative)

Choose File No file chosen Upload

Select xml file to upload.
Files must be less than 2048 MB.
Allowed file types: xml.

Previous Ingest

TEI (Text Encoding Initiative)

Choose File 1837 June 26_pb.xml Upload

Select xml file to upload.
Files must be less than 2048 MB.
Allowed file types: xml.

Previous Ingest

19. Click "Upload"

20. Click "Ingest"

21. At this point, you will only see the transcript. The "Details" won't display at this point either. Go to Manage/Datastreams/MODS and you will see the handle has been written to the MODS data stream.

Home » Digital Collections » Connecticut Historical Society

Letter from Charlotte to her father

View Manage Pages

Page 1

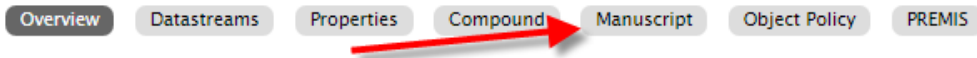
Boston June 26th 1837.

My Dear Father,

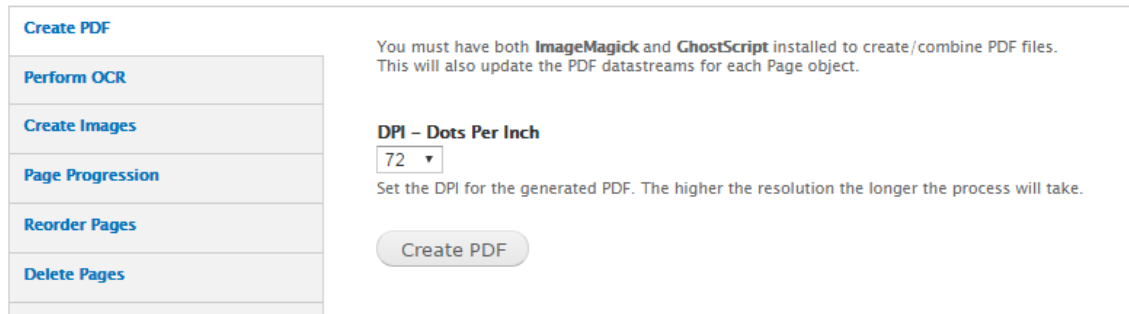
Samuel was here last evening, and shewed me your letter in regard to our- proposed journey. He wishes me to say that although it would be more convenient not to have so much baggage, yet he does not anticipate any trouble from it, as we have not more than many people take from choice. Still, should you think it more judicious for us to come directly home, we hold ourselves ready to give up this project, and there will be plenty of time for a letter or two to come. In case we hear nothing to the contrary, we intend to leave town on Thursday or Friday of next week, as Samuel wishes very much that I should spend the Sabbath in Windsor. We shall, of course, write from that place, giving the exact time at which we hope to be at home.

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22. Now we need to add the scanned images of the manuscript. Click “Manage”
23. Click “Manuscript”



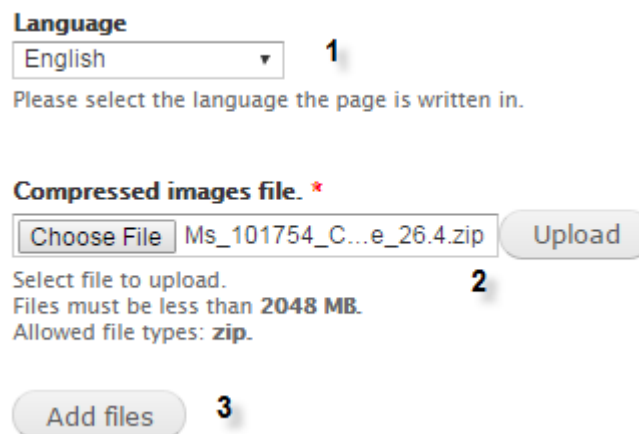
24. In the new window, you can add one page at a time or a zipped file of pages.
+ Add Page + Add Zipped Pages + Link with Finding Aid



- This example illustrates ingesting a zipped file of pages.
25. Click “Add Zipped Pages”



26. In the new window, select
a. Language of the manuscript (1)
b. Choose the zipped file and click “Upload” (2)
c. Click “Add files” (3)



27. Once all ingest processes are complete, you will see the side by side display of the TEI encoded transcript and the scanned images. You will not see “Details” – at this point in time this is normal.

Letter from Charlotte to her father

- ✓ Derivatives successfully created.
- ✓ Successfully added 4 pages to Letter from Charlotte to her father.

View

Manage

Pages

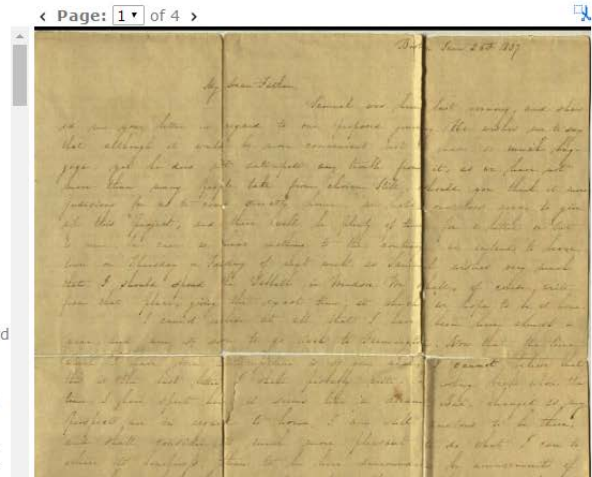
Toggle TEI

Page 1

Boston June 26th 1837.

My Dear Father,

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Note: In some browsers if you have the "Page 1" in your TEI, when the user goes to the next scanned page on the right side the left side will automatically go the next page as well in the transcript. This doesn't work for all browsers.