**Digital Paleography:**

**A Beginner’s Workshop on Text Encoding and MS Letters**  
BWWC **201**7 **201**7**-06-**23

co-presented by editors of the Digital Mitford Project:  
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# Presentation Notes

1. Intro.
   1. **Introduce** ourselves [EBB, LMW, KDC] [5 mins.]
   2. **How many people are brand new to digital humanities?**

**--text encoding?**

**--work with “angle brackets” (HTML) before?**

**--archival research?**

1. **What is Digital Mitford?:** brief history [EBB, 5 mins.]
   * + MRM: prolific, successful, professional woman writer of the 19th century—no scholarly edition exists. Show puzzle-piece logo
     + Formation of the Digital Mitford Project Team at the **April 2013 British Women Writers’ Conference**
     + Franco Moretti, *Graphs, Maps, and Trees* features Mitford’s *Our Village* as a distinctive approach to walk-able space.

**[10:40AM]**

1. **\* What is TEI?**   
   **\* Why use TEI xml for ms’s**?   
   **\* Why do we use TEI?**   
   **\* Why do we use oXygen software?** [EBB from TEI Learning Resources Handout, 10 mins.]
2. **WORKSHOP: What to do with a letter ms.?** [5 MINUTES ONLY!]

[KDC lead; LMW and EBB can capture brainstorming ideas on screen]

* 1. Hand out **the sample letter handout** and ask participants to skim through it. What can you read?
  2. Lead brainstorming session on metadata  
     Make sure we cover in discussion:   
     \* What might you want to **tag** in this ms. And why?   
     \* What might you want to capture as **metadata** for analyzing?   
     \* What do you think might be tricky or cause problems or be challenging to tag? [KDC lead]

[LMW and EBB can **capture brainstorming ideas on screen**]

**[ 11am]**

1. *(Here’s how we do it.)* How does the DM use TEI xml and how do we teach it? [LMW]

[Participants set aside the sample photo for now and use the stapled handout on Mitford TEI]

* 1. Intro. to TEI headers for letter ms. [sample xml file] [LMW, 5 mins.]
  2. Intro. to basic tags needed for letter ms. [handout pgs. 1-2] [LMW, 5-10 mins.]
  3. Intro. to personography/DM Site Index entries [handout pg. 3] [LMW, 5 mins.]

**[11:15 am]**

1. MORE CODING WORKSHOP: *(Now you try it!)* Participants take the sample letter handout and attempt **handwritten tags on paper**, **concentrating on first few sentences** or skimming for interesting sections they found earlier; break into small groups of 2-4 and compare what and how they’ve tagged; then return to the large group. [KDC lead, 10 mins.?]

**[11:25** – 11:30 **am]**

1. CODING TEI XML WORKSHOP:
   * + Download the no-tagged letter, and open in oXygen if you downloaded it, or Notepad, or TextEdit/ TextWrangler or the text editor of your choice.

Provide participants with pretyped text from letter opening with header but no body tags; participants experiment with tagging in <oXygen/>, using the handout. Work in small groups again, 1 laptop/file per group –we can maybe use our own machines and one or two others from the participants if anyone’s downloaded. [EBB lead with LMW & KDC] [15 minutes]

1. Return to large group, questions, debrief. Participants can reflect and ask questions [EBB, LMW, KDC] [15 minutes]  
   Advertise Digital Mitford Coding School **[FINISH AT 12pm]**

**NOTES from Keystone DH Live (June 2016)—on what might people want to tag in an ms letter:**

**What might we want to represent in the manuscript letter?**

● Dates

○ Of writing the letter

○ Of entering the Digital Mitford archive

○ When it was posted

● Place where it written

● Deletions

● Salutation and Close

● Stuff we can't easily classify at first: What is that stuff in the top? Is that another hand? Is that her?

● Things in a different hand than the author's

● Places where the handwriting changes in style

● Tears: gaps, holes, other damage to the letter

● Folds

● Oddities of the handwriting: things that are not easily represented in print.

And obviously, the full transcription!