# TEI for Historical Manuscripts and Letters: A Beginner’s Workshop on Transcription, Metadata, Paleography and Code BWWC **201**7 **201**7**-06-**23 **co-presented by editors of the Digital Mitford Project: Lisa Wilson, SUNY Potsdam, e-mail: wilsonlm@potsdam.edu**

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# Presentation Notes

1. Intro.
   1. **Introduce** ourselves [EBB, LMW, KDC] [5-10 mins.]
   2. If time, go around the room and **ask participants to introduce themselves**, why they are interested in panel, what projects/ms’s/dh they work on themselves
2. **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
     + Franco Moretti, *Graphs, Maps, and Trees* features Mitford’s *Our Village* as a distinctive approach to walk-able space.
     + Formation of the Digital Mitford Project Team at the April 2013 British Women Writers’ Conference
3. **\* What is TEI?**   
   **\* Why use TEI xml for ms’s**?   
   **\* Why do we use TEI?**   
   **\* Why do we use Oxygen software?** [EBB from Google Drive Handout, 10 mins.]
4. **WORKSHOP: What to do with a letter ms.?** [5 MINUTES ONLY!]

[KCD 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 you might 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**]

**[ 2:30]**

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.]

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.?]

**[3:00]**

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]

[FINISH AT 3:30]