


An oXygen Cheatsheet

2014-10-16


Here's a list of the operations we do most when using oXygen, with a brief reminder of how to perform them.

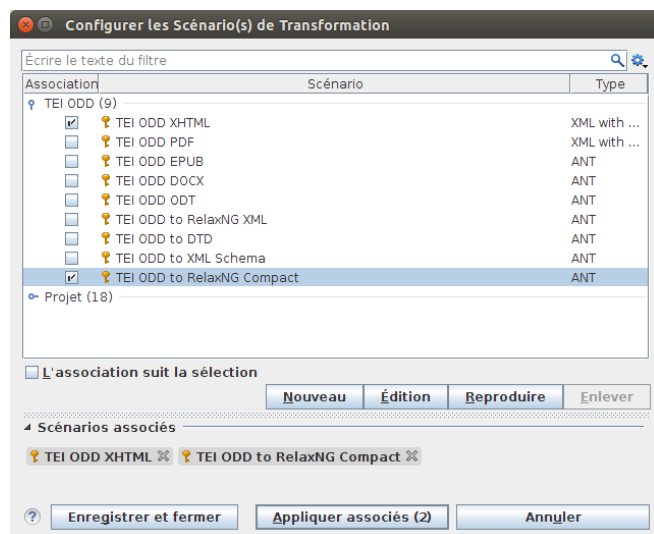
1 Operations on a complete document

Create a new TEI XML document

- Click the New icon on the toolbar (this one ) , or select **New** from the File menu, or type CTRL-N to open the New dialog box
- If you want to use one of the predefined TEI schemas, choose **Framework Template**, then **TEI P5**, and then choose the schema you want, for example **Bare**, **Lite**, all etc.
- If on the other hand you want to use a personalised schema you have made yourself, then choose **New Document**, then **XML Document**, and click on the **Customize** button at the bottom. In the dialog which then opens, you must specify where the schema you want to use is to be found, for example by navigating to the **out** folder if it is locally stored, choosing the right schema file, and clicking the **Open** button
- In either case, click on the **Create** button at the bottom. oXygen displays a minimal template for your chosen TEI schema.

Process an ODD

- Open a valid ODD file
- In the Document menu, choose **Transformation -> Configure Transformation Scenario(s)**, or type CTRL-SHIFT-C, or click the spanner icon (this one : ) on the toolbar.
- A list of available transformation scenarios is displayed. Tick the box next to those you want to apply: for ODD, the most useful are probably **TEI ODD XHTML** and **TEI ODD to RELAXNG Compact**



- Click the **Apply Associated** button to start the transformation(s); you can safely ignore the messages that scroll by in the lower window


2 OPERATIONS ON THE CONTENT OF AN XML DOCUMENT:

- By default, XHTML will be displayed using your default browser, while an RNC output will be saved in a folder called `out`, which oXygen will create in the current directory if necessary.

Associate a TEI XML file with a schema


- The schema association for a TEI document is usually set up when the document is created; if this is not done, oXygen will by default assume your file is to be validated against TEI All. To change this, select **Schema -> Associate schema** from the **Document** menu.
- Navigate to the schema file you want to use and press **Open**
- oXygen inserts a processing instruction (a PI) at the start of the document.
- If there are several such PIs, oXygen uses the last one.

Associate a TEI XML file with a stylesheet

- This can be done in two ways. ...
- To set up a default transformation scenario for a document, use the procedure described above for transformation of an ODD file (but select a different XSLT stylesheet, obviously)
- Alternatively, you can simply associate an XSLT or CSS stylesheet file with a document by selecting **XML Document -> Associate XSLT/CSS Stylesheet** from the **Document** menu.
- Whichever method you use, the transformation will be carried out without need for further specification whenever you press the **Transform** button on the toolbar (this one: ); type **CTRL-SHIFT-T**; or select **Transformation -> Apply Transformation Scenarios** from the **Document** menu

2 Operations on the content of an XML document:

Reformat document in text mode

- Select **Source -> Format and Indent** on the **Document** menu; type **CTRL-SHIFT-P**; or click the appropriate toolbar button (this one: )

Insert text from a file

- Put the cursor at the point in your document where you want the text to be inserted
- Choose **File -> Insert File** from the **Document** menu (*not* the **File** menu!)
- Navigate to the file whose contents you wish to insert
- Press **Open**

Tag a stretch of text

- Select and highlight the stretch of text you want to tag with the mouse.
- Type **CTRL-E** or choose **XML Refactoring – Surround with Tags** from the **Document** menu
- Select the tag you wish to use from the drop down menu (type its first letter to scroll the list rapidly)

Split a tagged element in two

- Put the cursor at the place where you want to split the element.
- Type ALT + SHIFT + D or choose XML Refactoring – Split Element from the Document menu


Untag an element

- Put the cursor anywhere inside the element you wish to untag.
- Type ALT + SHIFT + X or choose XML Refactoring – Delete Element Tags from the Document menu

Change the tagging of an element

- Put the cursor inside the start- or end-tag of the element you wish to rename.
- Choose XML Refactoring – Rename Element from the Document menu
- Type the new name you want and indicate whether which occurrences you want to change
- Press OK to make the changes

Comment out a stretch of text

- Select and highlight the stretch of text you want to tag with the mouse.
- Type CTRL SHIFT COMMA; choose Edit -> Toggle Comment from the Document menu; or click the appropriate button on the toolbar (this one : ); repeat to remove the comment tags

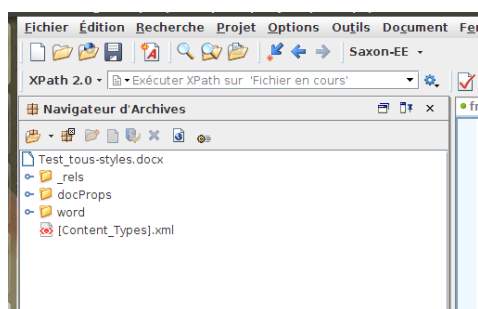
3 Operations on non-XML documents

Open and display an image file

- You can use the usual Open dialog to open an image file in JPG or PNG or TIFF formats. The image opens in a separate window which you can dock within the main editing area, resize, or move around or pin, using the window controls. You can't however zoom or otherwise process the image: for that you need to install a plugin such as the Severin image viewer.

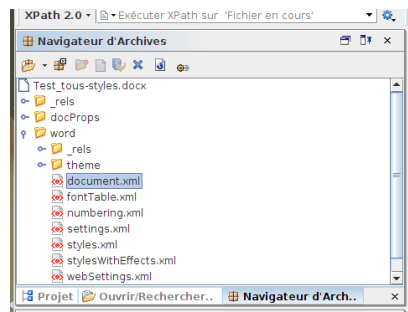
Open and convert a Word docx file

- In oXygen, use the usual Open dialog to select the docx file
- A window labelled **Archive Browser** opens to the left of the main screen. It shows the file structure of the docx archive.



3 OPERATIONS ON NON-XML DOCUMENTS

- Click the blue key next to the folder called word to see the contents of this folder



- Select the file called document.xml and double click to open it (may take a few moments if the file is large)
- With the document.xml file open in your main editing window, select Transformation -> Configure Transformation Scenario(s) from the Document menu. Or type CTRL-SHIFT-C. Or click the little spanner icon
- For the default DOCX to TEI conversion, check the little box next to DOCX TEI P5 and press the Apply Associated button