Welcome to the Margery Kempe Digital Humanities Project…aka The Kempe Project. The initial work you will be doing for this project is what we have termed a PrePass of a transcription that has been completed by Dr. Fredell.

Each transcription group consists of 15 folios, recto and verso, for a total of 30 pages. Within the transcription you will find text that is predominately black in color, followed closely by red text, and in rare occurrences blue or some other color. You will also find black text that is “highlighted” with a red box (Ex. Word). This highlight box represents what is essentially the medieval equivalent of highlighting a word or character as depicted above. In the transcription you will also find some traditional medieval letters and punctuation (thorn, yogh, punctus). See below for an image of how these appear in the text.

Due to the nature of the automated process we use for the first pass, this PrePass has been designed so that these specific characteristics (red text, red box, etc.) in the transcription are not lost as the document is formatted for automation. In an effort to make this process as easy as possible the following guidelines have been established.

1. Put ADD in front of every character that is red.
   * 1. (Ex. ADD/)
2. For added red letters, partial words or complete words, put ADD in front of the series of characters that make up the addition.
3. Put HI in front of all highlighted letters and symbols.
   * + - 1. (Ex. HIA or HI&)
4. If you find an alternate color text, such as word, mark them with the following 3 letter code (Ex. BLUword)
5. Do a find and replace in word for thorn, yogh, punctus, and brackets.

thorn     þ    replace with &#x00FE;

yogh      ȝ     replace with &#x021D;

punctus  •     replace with &#x00B7;

bracket   [     replace with &#x23A3;

Note--all ADD HI BLU etc that you place within the prepass document must be against the word, letter, and/or character it is referring to.

(Ex. ADD/ not ADD /)

Also, I prefer color-coding the ADD and HI differently form the text it is indicating. This is not required but it makes scanning the document for missed characters/words easier.

Once you complete this coding…or if you need to take a break…or just if you want to be careful…save the copy as PREPASSoriginal\_name\_of\_folio\_group

If you have any questions on this please email Terri or Charles at [terrijo.ilgen@selu.edu](mailto:terrijo.ilgen@selu.edu) or [charles.borchers@selu.edu](mailto:charles.borchers@selu.edu) and we will get back to you as quickly as possible.