**How to Process a Concordance**

1. Identify Concordance
2. Secure digital copy (must be clear and clean); if digitizing, note that entire text may not be needed. If concordance includes text snippets, possible to digitize only headwords and locations.
3. Process concordance file using scripts to produce an idiosyncratically “lemmatized” version; this version uses the existing headwords in the concordance.
   1. If simple (i.e. headword + location data): use clangen script (see <https://github.com/HCDigitalScholarship/bridge-tools>)
   2. If complex: “Skalak concordance processer”
4. Reformat idiosyncratically “lemmatized” as needed; e.g. converting headwords to lemmatizable form (e.g. if headword for the preposition “ab” in concordance = “AB,A” change to “AB”); process LOCATION data into Bridge-readable format;
   1. Add RUNNINGCOUNT column to allow for return to original order after processing
   2. for concordances with multiple texts, this will mean splitting work-titles from location into SECTION column;
      1. when doing so be sure that location cells formatted as TEXT (otherwise e.g. 1.190 may be converted by Excel to 1.19); simple solution is to convert periods to underscores first (1.190 to 1\_190) before any other processing.
5. Auto-Lemmatize the idiosyncratically “lemmatized” version by running auto\_lemma\_concordance.py; this will take the idiosyncratically lemmatized headwords and convert to MORPHEUS parses
6. Convert the MORPHEUS parses to BRIDGE using convert\_lemmatized\_text.py.
7. Validate and complete conversion of MORPHEUS to BRIDGE spreadsheet
8. Process the BRIDGE parses into an Input Glossary using format\_lemmatized\_text.py
9. Match to BRIDGE dictionary DISPLAYLEMMA and SHORTDEF in Excel (using VLOOKUP)
10. Validate TITLES in Input Glossary, looking for typos, words that should be relemmatized (e.g. regular adverbs, convert to adjective, word with different orthography in concordance and Bridge, e.g., Samos and SAMVS/N)
    1. Best practice to return to BRIDGE spreadsheet and make changes there; then remake Input Glossary
11. Identity (1) new TITLES in text and (2) existing titles that require data in Bridge Dictionary
12. Add new TITLES to BRIDGE-[LANGUAGE]-MASTER.xlsx
13. Add new TITLES and missing data to BRIDGE-LATIN-MASTER.xlsx
    1. Best practice: create a new file ([TEXT]-VOCAB NEEDED.xlsx) with those TITLES missing information (including the new TITLES); add information. Import into MASTER using VLOOKUP.
14. Upload update to BRIDGE Master.
15. Upload text to Bridge
16. Archive .pdf, .txt, and .xlsx of the Concordance.