

How to get started in CWRC-Writer

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Welcome to CWRC-Writer

Welcome to CWRC-Writer, here we describe how to get started using the editor and what to look out for.

Introduction to getting started in CWRC-Writer

To get started in CWRC-Writer, we suggest familiarizing yourself with CWRC-Writer in a sample document first, and then moving on to trying to create a new document if you wish.

Please handle with care:

Please do not use your browser's "Undo" button. We are working towards making this option usable within CWRC-Writer, however currently it does not work and using it may cause unpredictable results.

Allow CWRC-Writer a few seconds to load each page. If you interrupt the loading process you may have to shut down and reopen CWRC_Writer to continue working with this tool. You can open a saved document or a new template using the "Load" button on the toolbar. The CWRC logo in the upper left corner will take you outside the CWRC-Writer to the CWRC website (www.cwrc.ca). the new entity data option VIAF and GeoNames also take a few seconds to load. Thank you for your patience.

If you are having problems with CWRC-Writer, please call your browser cache. If the problem persists, please email cwrc@ualberta.ca

Logging in to CWRC-Writer

CWRC-Writer has a simple and straight forward process to login that requires a user name and password.

These instructions are for the standalone version of CWRC-Writer. If you would like to test CWCR-Writer, please contact us at cwrc@ualberta.ca

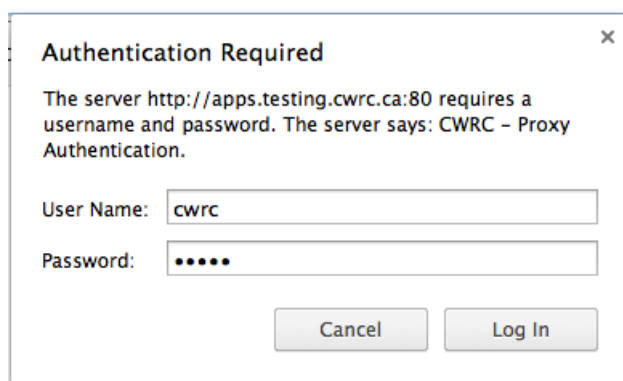
CWRC-Writer is only optimized for FireFox or Google Chrome browsers. Please open CWRC-Writer in either of the options only.

1. Open the CWRC-Writer URL in your browser: <http://apps.testing.cwrc.ca/editor/test/index.htm>
2. Enter your user name and password in the pop-up login box.

For the testing version of CWRC-Writer everyone has the same login information.

User name: cwrc

Password: cwrcy



The image shows a standard web browser authentication dialog box. The title bar reads 'Authentication Required' with a close button (X) in the top right corner. The main text inside the dialog states: 'The server http://apps.testing.cwrc.ca:80 requires a username and password. The server says: CWRC - Proxy Authentication.' Below this text are two input fields. The first is labeled 'User Name:' and contains the text 'cwrc'. The second is labeled 'Password:' and contains five dots, indicating a masked password. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Log In' on the right.

Related Links:

[Open a document or template from the landing page](#) on page 5

[Open a document or template from toolbar](#) on page 6

[Saving your document](#) on page 13

Open a document or template from the landing page

In the start-up menu of CWRC-Writer, users can choose one of the templates available when starting to work in CWRC-Writer.

- Click on the template that you would like to work with.

The title of the template is a button that will automatically load the document you selected in CWRC-Writer.



This will open a new document that you can begin working with.

Related Links:

[Logging in to CWRC-Writer](#) on page 4

[Open a document or template from toolbar](#) on page 6

[Saving your document](#) on page 13

[Validating your document](#) on page 15

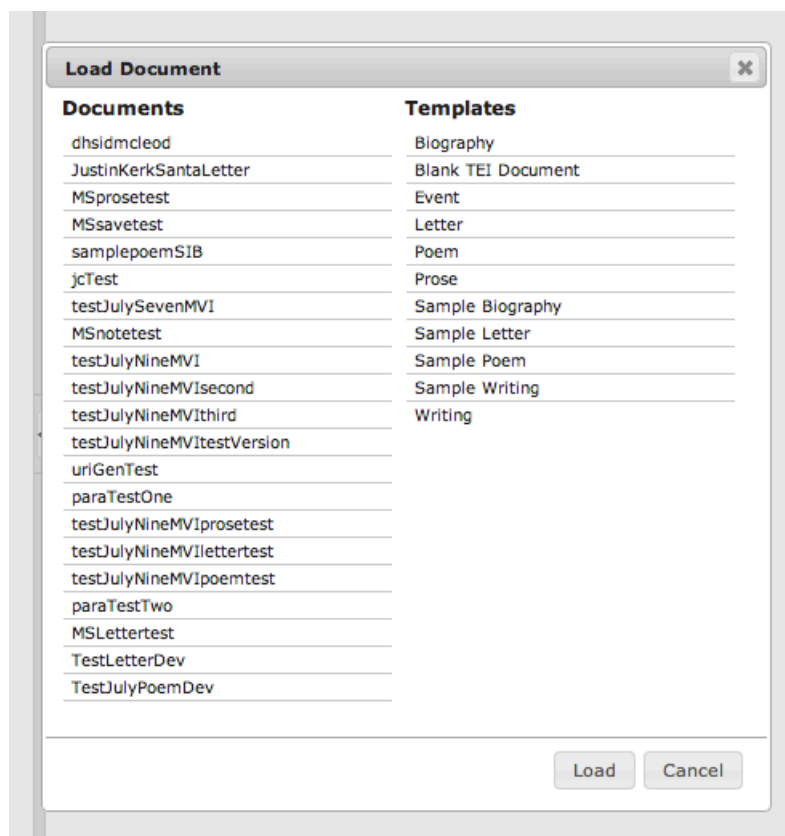
Open a document or template from toolbar

If a document/template is already open you can switch to or open another document/template at any time.

1. Select the Load button on the CWRC-Writer toolbar.



2. Click on the document/template you would like to open from the pop-up list.



By selecting a document/template from the list in the pop-up a new page will be reloaded.



Note: If you have not saved your information prior to opening a different document you will lose any changes that you have made.

Related Links:

[Logging in to CWRC-Writer](#) on page 4

[Open a document or template from the landing page](#) on page 5

[Saving your document](#) on page 13

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Reference Materials:

CWRC-Writer Toolbar

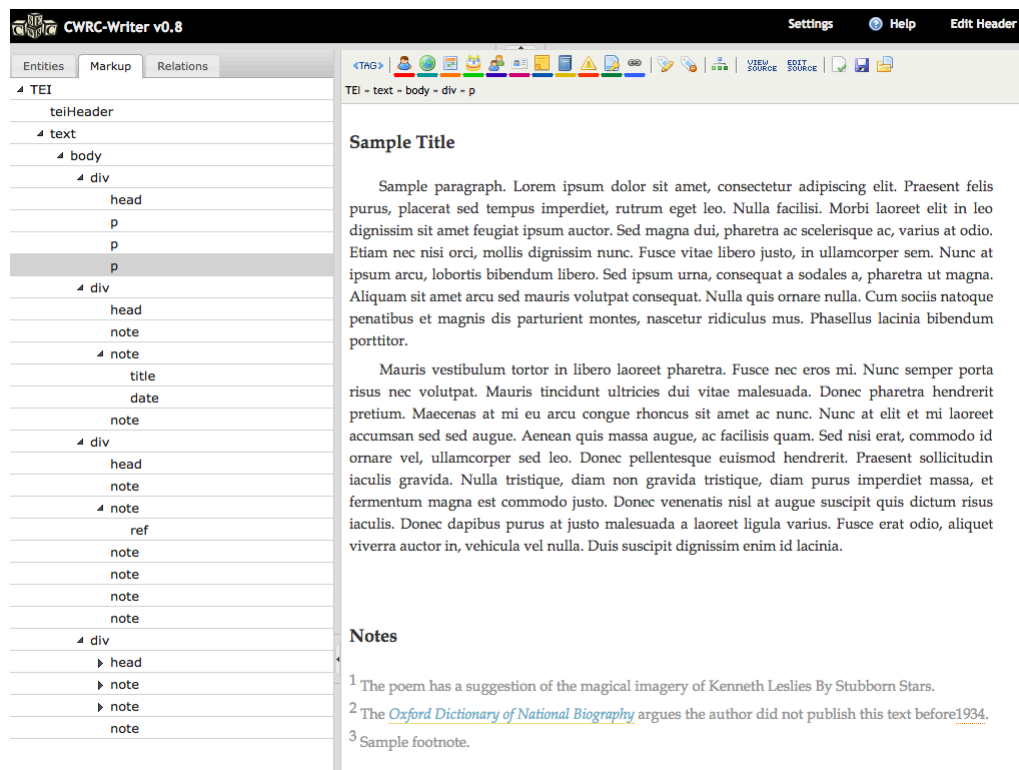
Writing in the text area of CWRC-Writer with your cursor

There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

- Select a range of text you would like to remove or place your cursor in the editor where you would like to add text.

You can then begin to write in CWRC Writer

Important: If you create a new "p" tag in the prose document, but then decide to work on something else in the document without entering text, you must then double click on that "p" tag before you can enter text into it. If you single click only and then write, you will delete the tag.



Related Links:

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 9

[Deleting text from the structure panel](#) on page 11

[Saving your document](#) on page 13

[Validating your document](#) on page 15

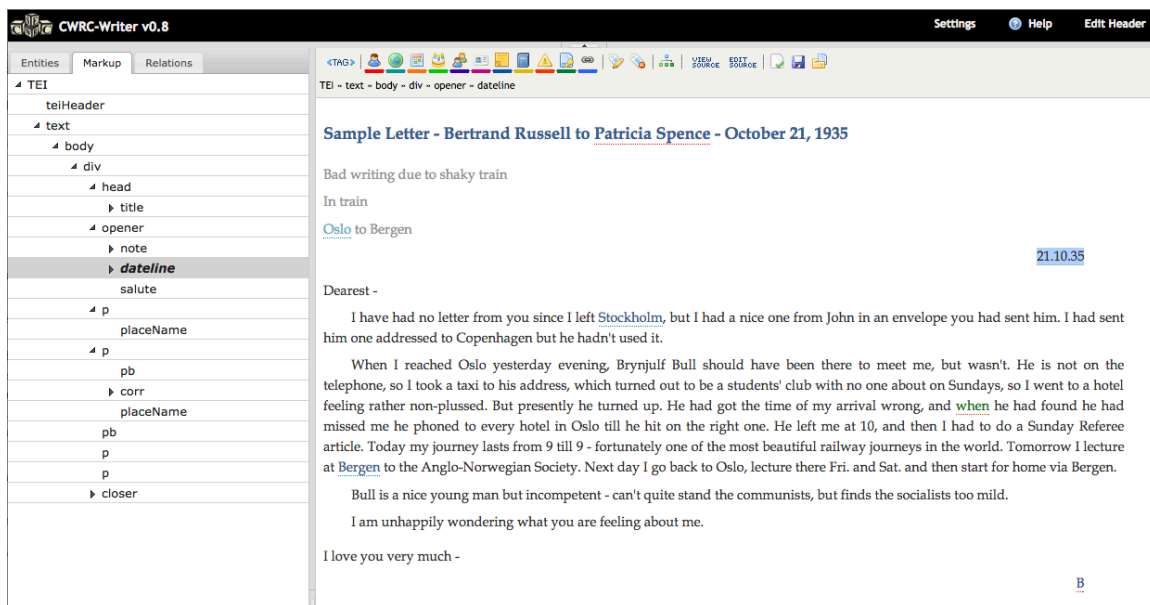
[Copying and pasting text](#)

Writing in the text area of CWRC-Writer by selecting a tag

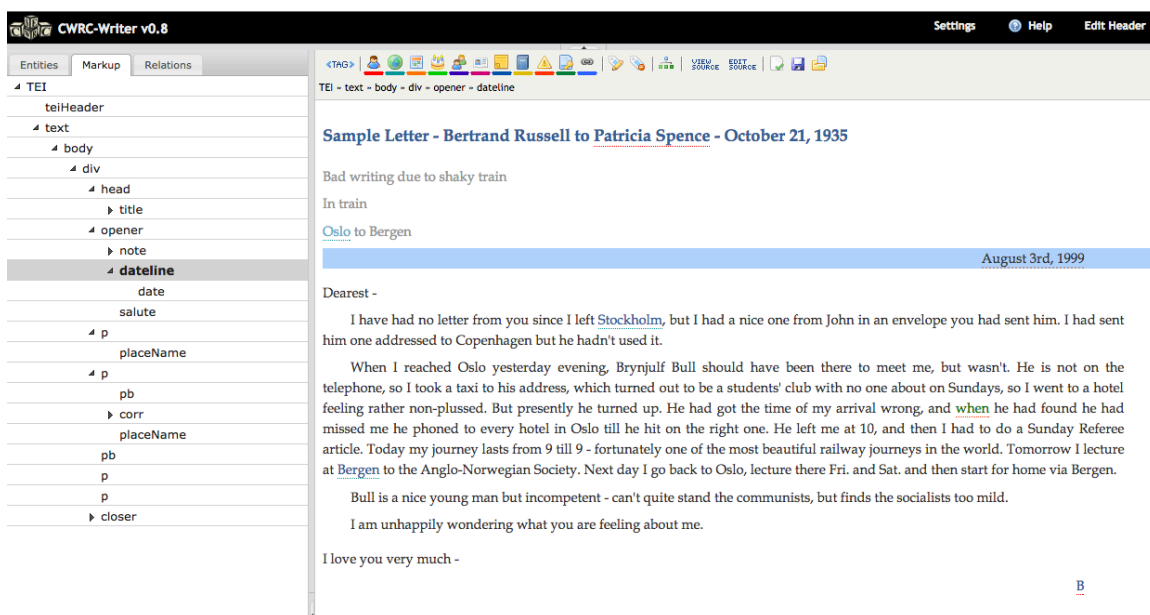
There are multiple ways to begin writing text in CWRC-Writer. You can select a tag and then begin to write, or you can place your cursor in the editor and begin to type.

You can begin typing text by first selecting a tag in the structure panel. This allows you to make sure in exactly what tag you are writing in.

1. In the structure panel, double click (so that the tag is bolded and italicized) on the tag in which you would like to type.



2. Once you have selected the tag you want to type in, begin typing.



The text will be entered in the tag you have selected, any content that previously existed in that tag will be erased.

Related Links:

[*Writing in the text area of CWRC-Writer with your cursor*](#) on page 8

[*Deleting text from the structure panel*](#) on page 11

[*Saving your document*](#) on page 13

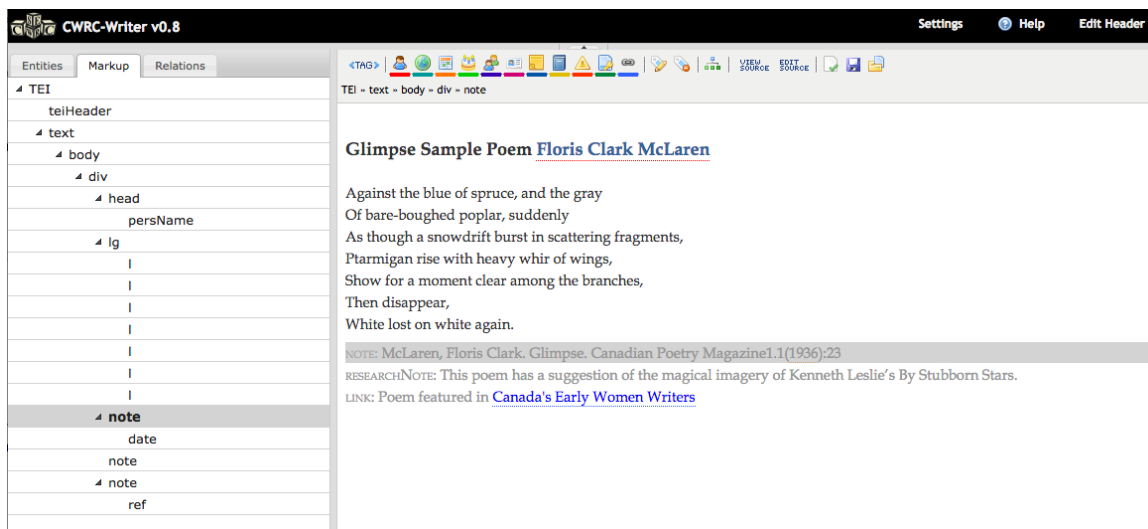
[*Validating your document*](#) on page 15

[*Copying and pasting text*](#)

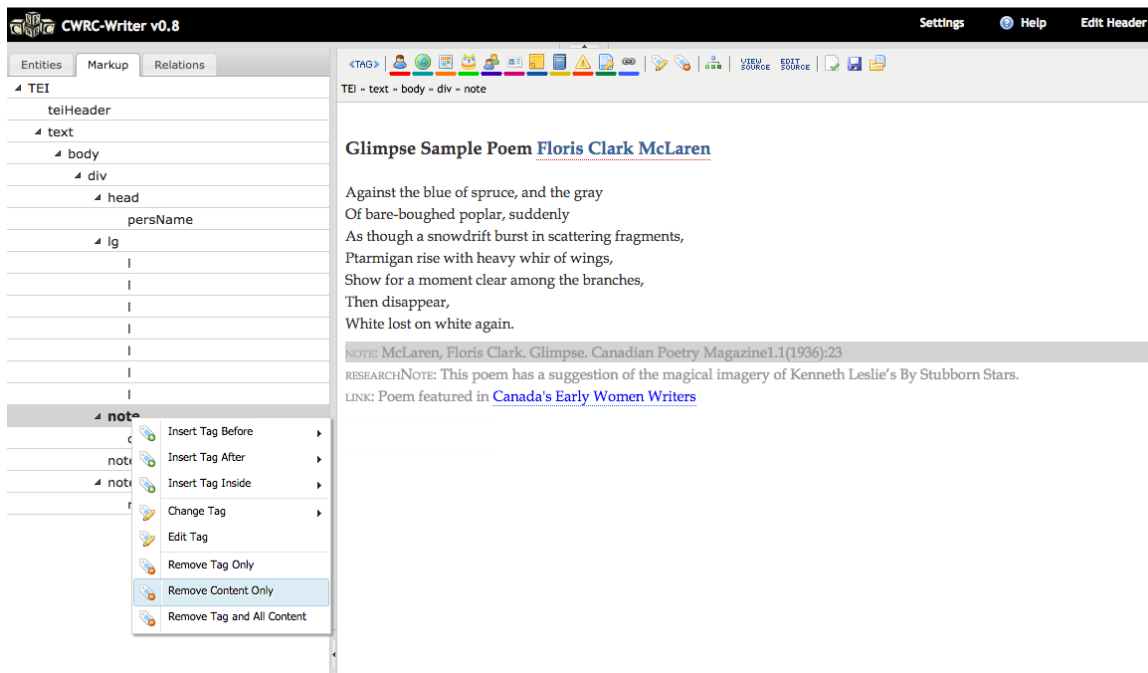
Deleting text from the structure panel

CWRC-Writer templates open with pre-existing text. It may be easier to first delete the text (but not the tags) before adding your own text to the document.

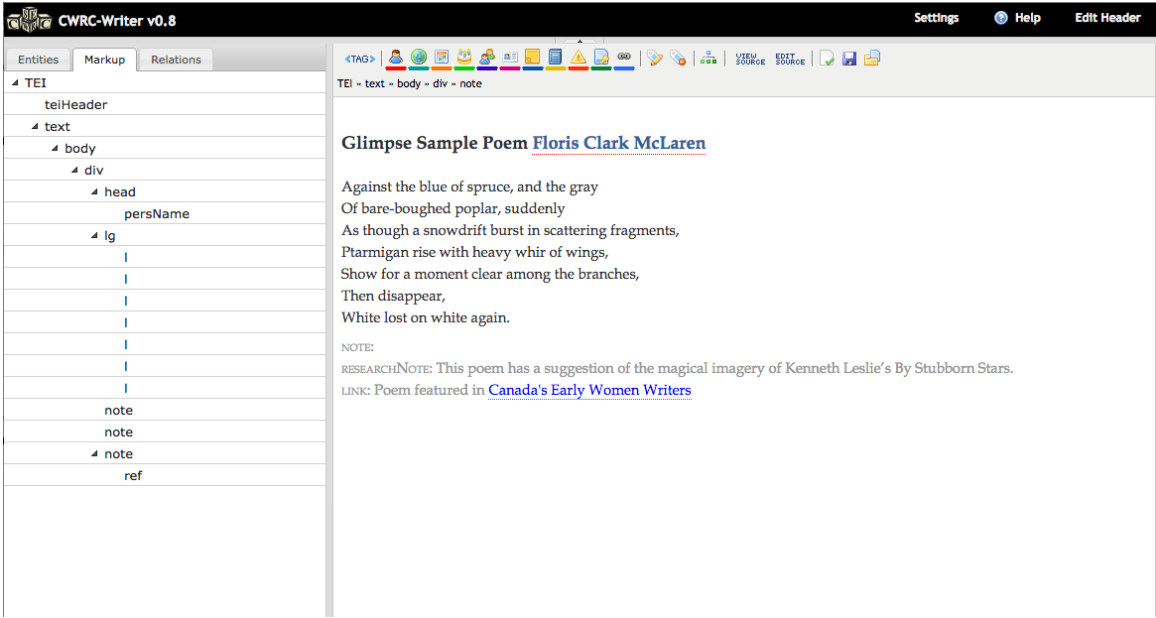
1. Click on the tag that contains the text that you would like to delete.



2. Right-click on the selected tag and choose "Remove Content Only"
If you would like to delete the tag and the content choose "Remove tag and all content" option from the right-click menu.



This will remove the content from this tag, but it will leave the tag in the document.



Related Links:

Writing in the text area of CWRC-Writer with your cursor on page 8

Writing in the text area of CWRC-Writer by selecting a tag on page 9

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Copying and pasting text

Reference Materials:

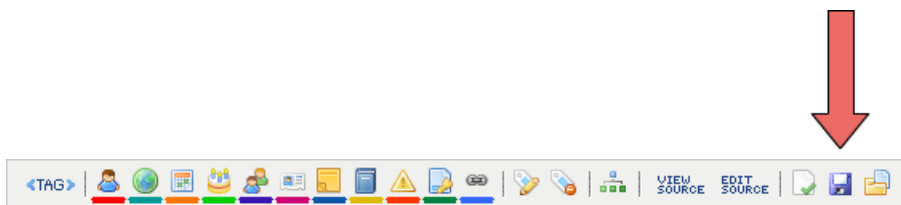
CWRC-Writer right-click menus

Navigation columns

Saving your document

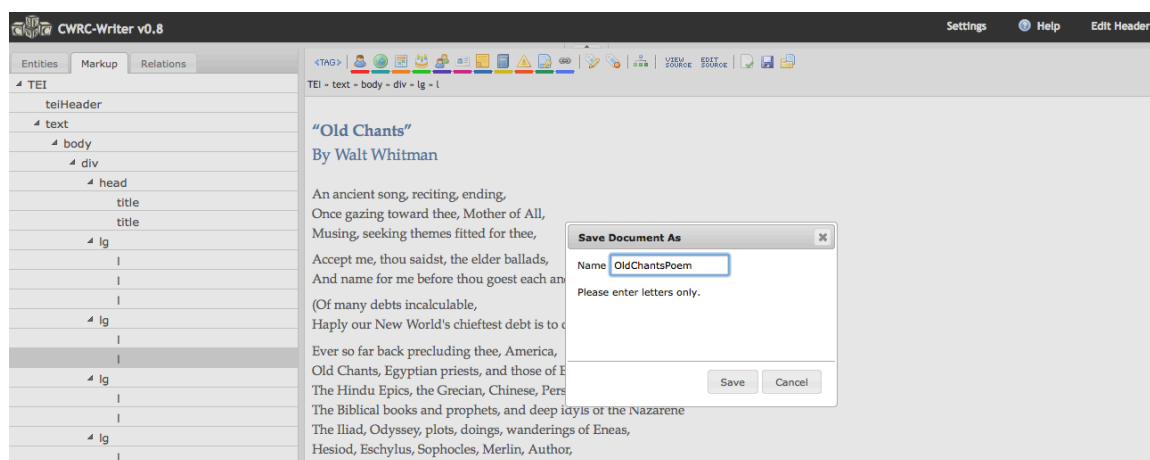
CWRC-Writer allows you to save documents you have created on our server as temporary test files to work with. At the moment, however, we do not have individual authentication setup for each user, so it's best if you do not play with each other's files: this way each tester can have his/her own files to alter, add to, and so forth.

1. Click on the *Save* toolbar button.



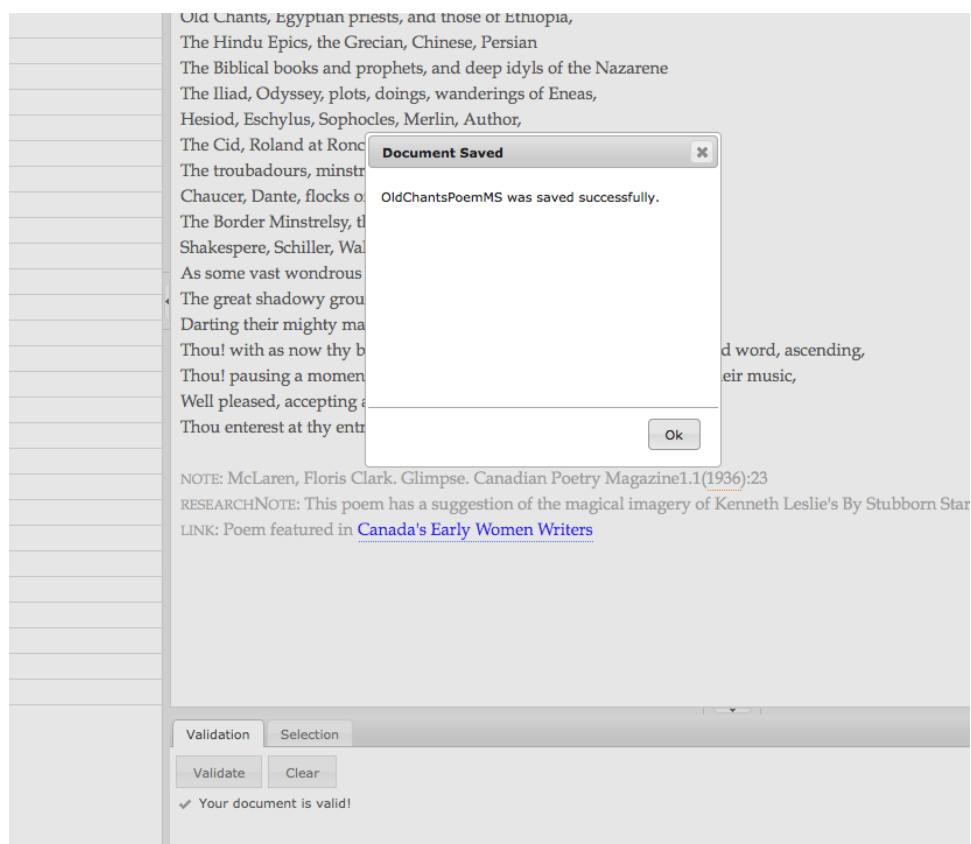
2. Enter the title of the document, and click *Save*.

Adding your initials to the beginning (e.g. MS) is a good way to indicate to others that it is a file created by another CWRC-Writer tester. You may only enter upper or lowercase letter; no numbers, spaces, or punctuation are allowed.



3. Once you clicked on *Save*, the document validates and is successfully saved.

If the document is not valid, a pop-up will appear and you will be asked if you would like to save anyway.



Related Links:

[Open a document or template from the landing page](#) on page 5

[Open a document or template from toolbar](#) on page 6

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 9

[Deleting text from the structure panel](#) on page 11

[Validating your document](#) on page 15

[Switching modes](#) on page 19

[Edit Source](#) on page 23

[Editing the header](#) on page 25

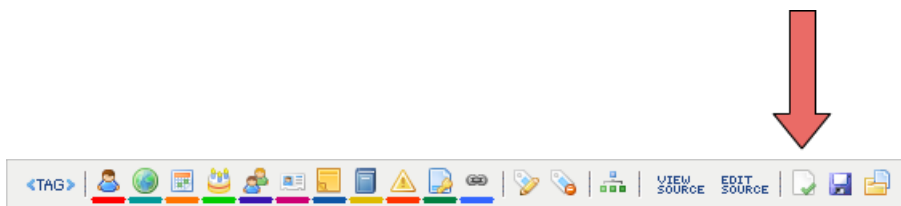
Reference Materials:

[CWRC-Writer Toolbar](#)

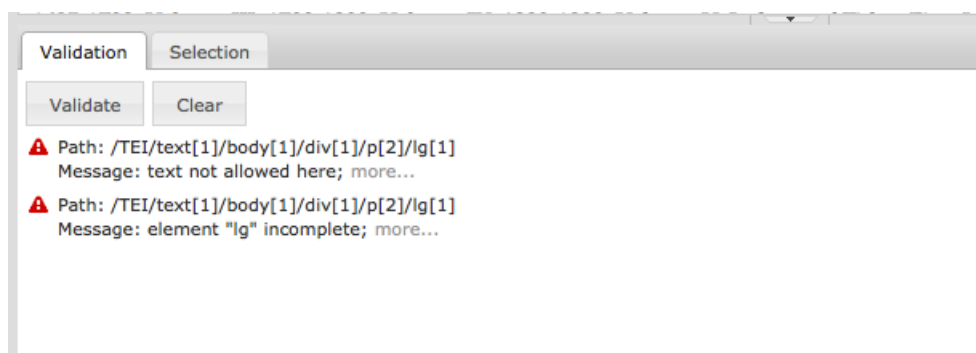
Validating your document

The validation of your XML document against the associated schema. If your document is invalid a list of errors found in the document will appear at the bottom of the page.

1. Click on the `Validate` button on the toolbar.document.

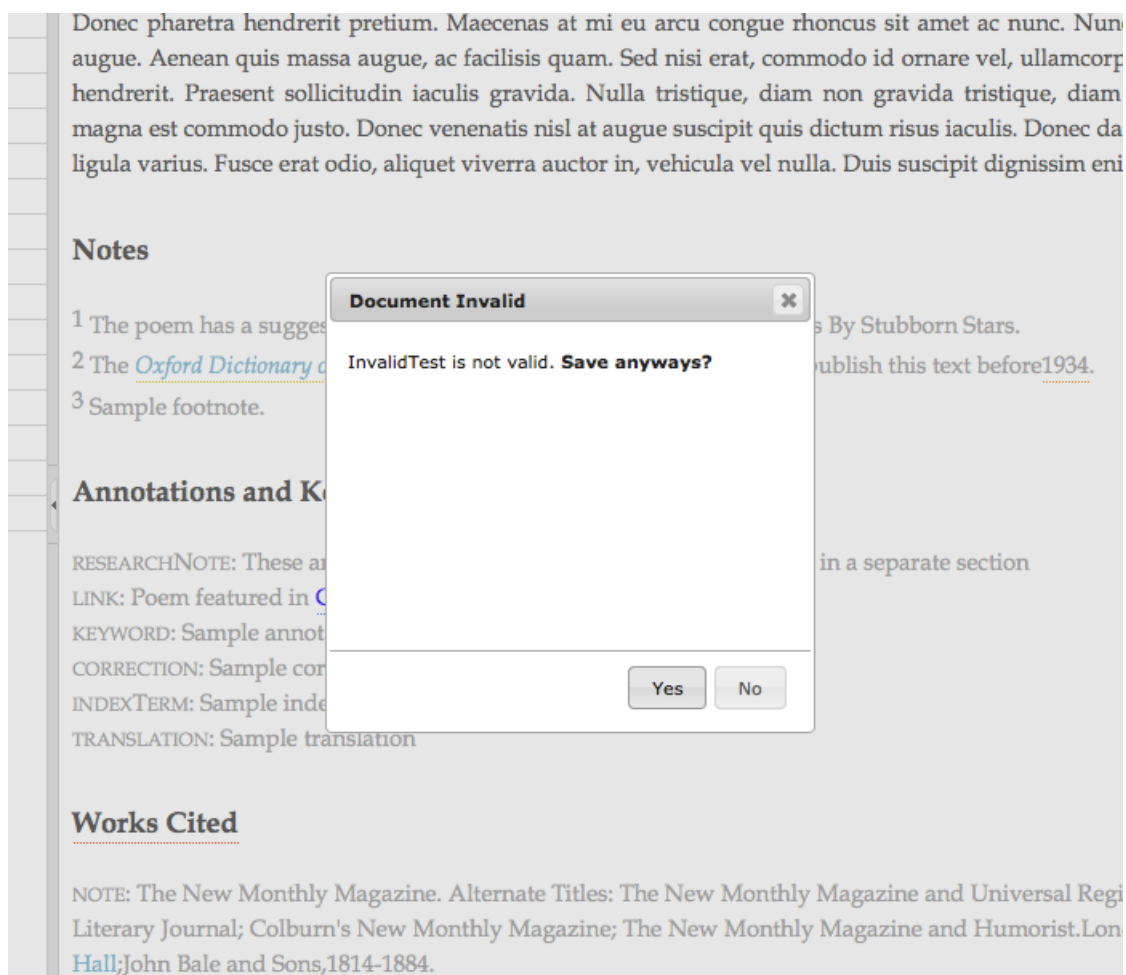


If the document is invalid a pop-up appears with error messages.



2. Click on one of the errors, this will highlight the error in the document. You can then correct the invalid structure.

You can still save the document if it is invalid, but a pop-up will appear making sure that you want to proceed.



3. Validate again.

If you fixed all the validation errors, you should receive a confirmation message.



Related Links:

[Writing in the text area of CWRC-Writer with your cursor](#) on page 8

[Writing in the text area of CWRC-Writer by selecting a tag](#) on page 9

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[*Edit Source*](#) on page 23

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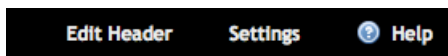
Reference Materials:

[*CWRC-Writer Toolbar*](#)

Switching modes

There is an option to change the different editor modes for your document. Editor modes control what tagging will be allowed in your document (a combination of XML and RDF).

1. Click on the `Settings` button on the top right top of the editor

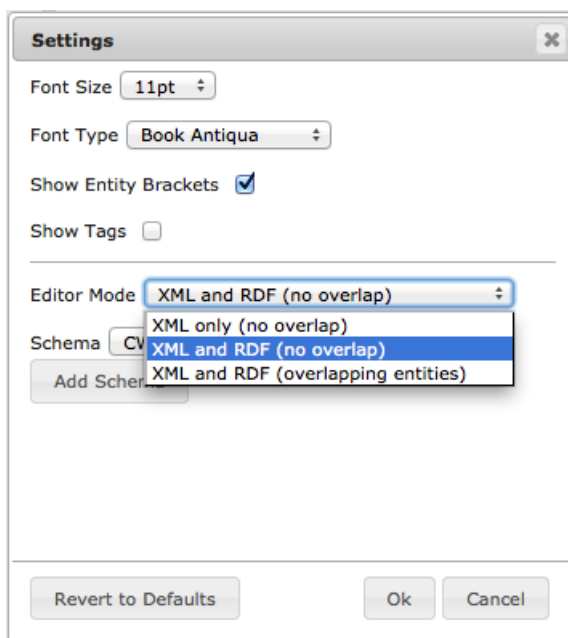


2. Select your preferred editor mode from the drop-down menu and click on `OK`. This will change the editor mode for your document. There are three editor modes in CWRC-Writer, based on the treatment of overlap.
 - XML only (no overlap)
 - XML and RDF (no overlap)
 - XML and RDF (overlapping entities)

The default mode is XML and RDF - no overlap. If you wish to switch between the three options, go to "Settings" (in the top right corner), choose the option you would like to work with, click on `OK` and begin to work with your document.



Note: If you have overlapping tags in your document, you cannot switch to one of the other two modes.



Related Links:

[Saving your document](#) on page 13

[Validating your document](#) on page 15

[Showing tags in editor](#) on page 20

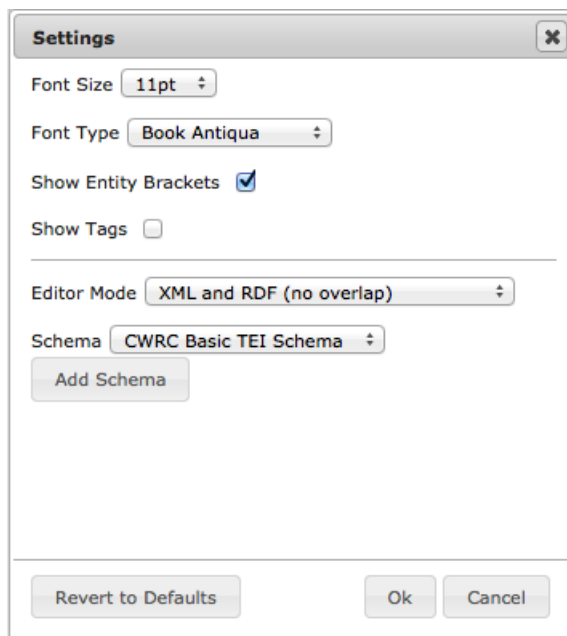
Reference Materials:

[Settings menu](#)

Showing tags in editor

Show tags allows you to view all the XML tags in the document.

1. Click on the `Settings` button on the top right top of the editor.



2. Click on the `Show Tags` check box button and click on `OK`. This will show all the XML tags in the document.

CWRC-Writer v0.8 Edit Header Settings Help

Entities Markup Relations

TEI

- teiHeader
 - text
 - body
 - div
 - head
 - opener
 - p
 - p
 - pb
 - p
 - p
 - closer

TEI - text

```

<TEI>
<text>
<body>
<div>

<head><title>Sample Letter - Bertrand Russell to <persName>Patricia
Spence</persName> - October 21, 1935</title></head>

<opener>
<note>
<p>Bad writing due to shaky train</p>
<p>In train</p>
<p><placeName>Oslo</placeName> to Bergen</p>
</note>

<dateline><date>21.10.35</date></dateline>

<salute>Dearest -</salute>
</opener>

<p>I have had no letter from you since I left <placeName>Stockholm</placeName>, but
I had a nice one from John in an envelope you had sent him. I had sent him one addressed to
Copenhagen but he hadn't used it.</p>

<p>When I reached Oslo yesterday evening, Brynjulf Bull should have been there to meet
me, but wasn't. He is not on the telephone, so I took a taxi to his address, which turned out to
be a students' club with no one about on Sundays, so I went to a hotel feeling rather
non-plussed. But presently he turned up. He had got the time of my arrival wrong, and
<corr> <choice> when </choice> </corr> he had found he had missed me he phoned to
every hotel in Oslo till he hit on the right one. He left me at 10, and then I had to do a Sunday
Referee article. Today my journey lasts from 9 till 9 - fortunately one of the most beautiful
railway journeys in the world. Tomorrow I lecture at <placeName>Bergen</placeName> to
the Anglo-Norwegian Society. Next day I go back to Oslo, lecture there Fri. and Sat. and then
start for home via Bergen.</p>

<p>Bull is a nice young man but incompetent - can't quite stand the communists, but finds
the socialists too mild.</p>

<p>I am unhappily wondering what you are feeling about me.</p>
<closer>

<salute>I love you very much -</salute>

<signed><persName> <persName>B</persName> </persName></signed>
</closer>

</div>

</body>
</text>
</TEI>

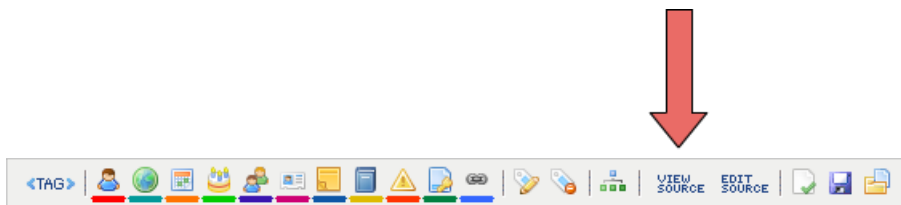
```

Related Links:[Switching modes](#) on page 19[View Source](#) on page 22[Edit Source](#) on page 23**Reference Materials:**[Settings menu](#)

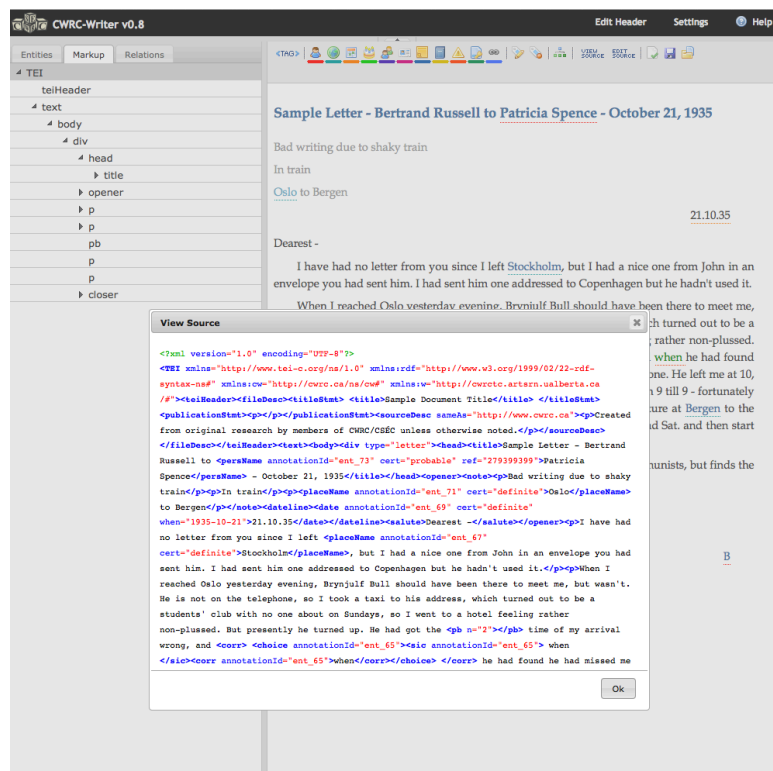
View Source

View Source is for users who wish to view the raw XML or RDF code.

1. Click on the View Source toolbar icon.



2. The view source pop-up appears, once you have finished looking over the code, click on the OK button.



Related Links:

[Edit Source](#) on page 23

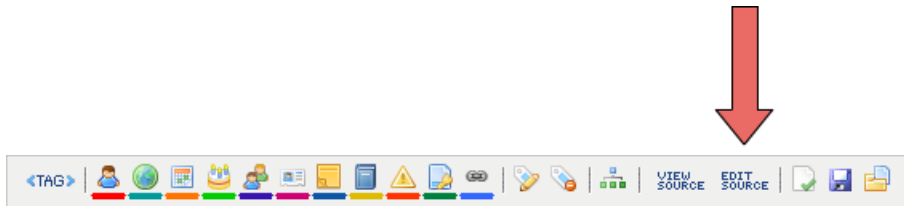
Reference Materials:

[CWRC-Writer Toolbar](#)

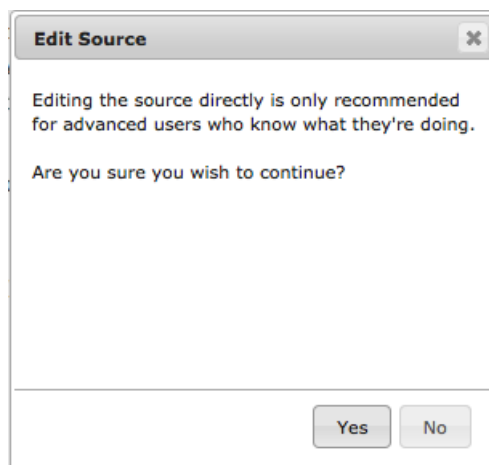
Edit Source

Edit Source is for users who wish to edit the raw XML or RDF code. We do not suggest that you use this option unless you are an expert.

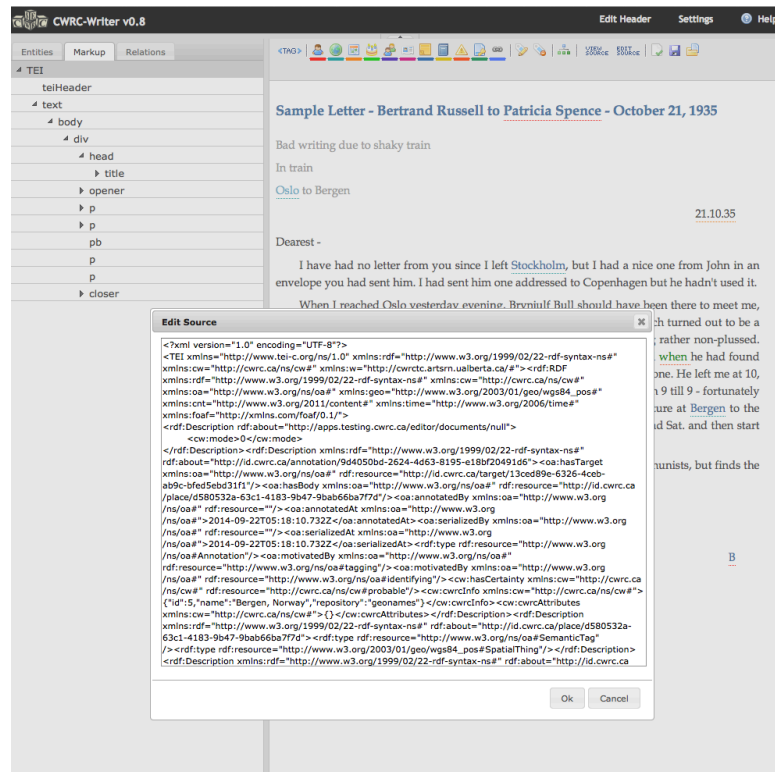
1. Click on the `Edit Source` toolbar icon.



2. When you click on the `Edit Source` button, a warning pop-up appears. To proceed, click on `Yes`.



3. The edit source pop-up appears, once you have finished editing the code (again, which we do not recommend), click on the `OK` button.



Related Links:

[View Source](#) on page 22

[Saving your document](#) on page 13

[Validating your document](#) on page 15

[Editing the header](#) on page 25

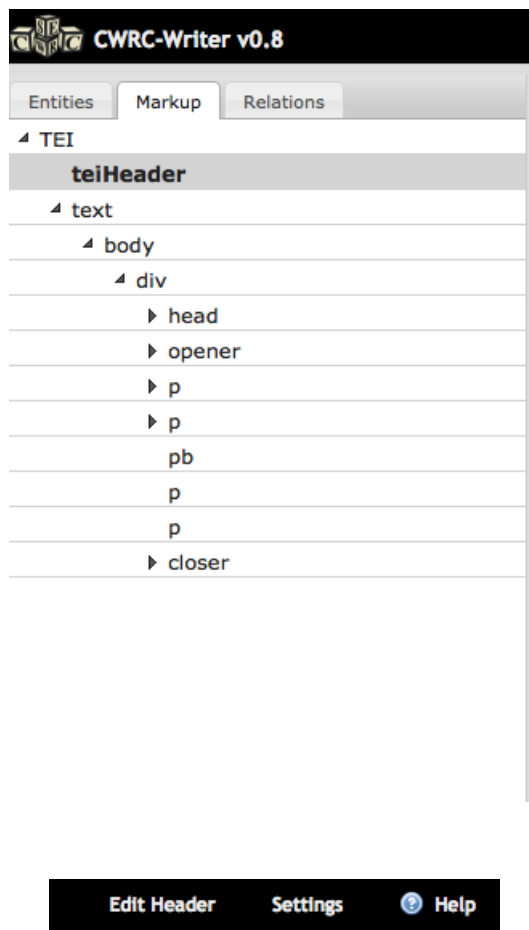
Reference Materials:

[CWRC-Writer Toolbar](#)

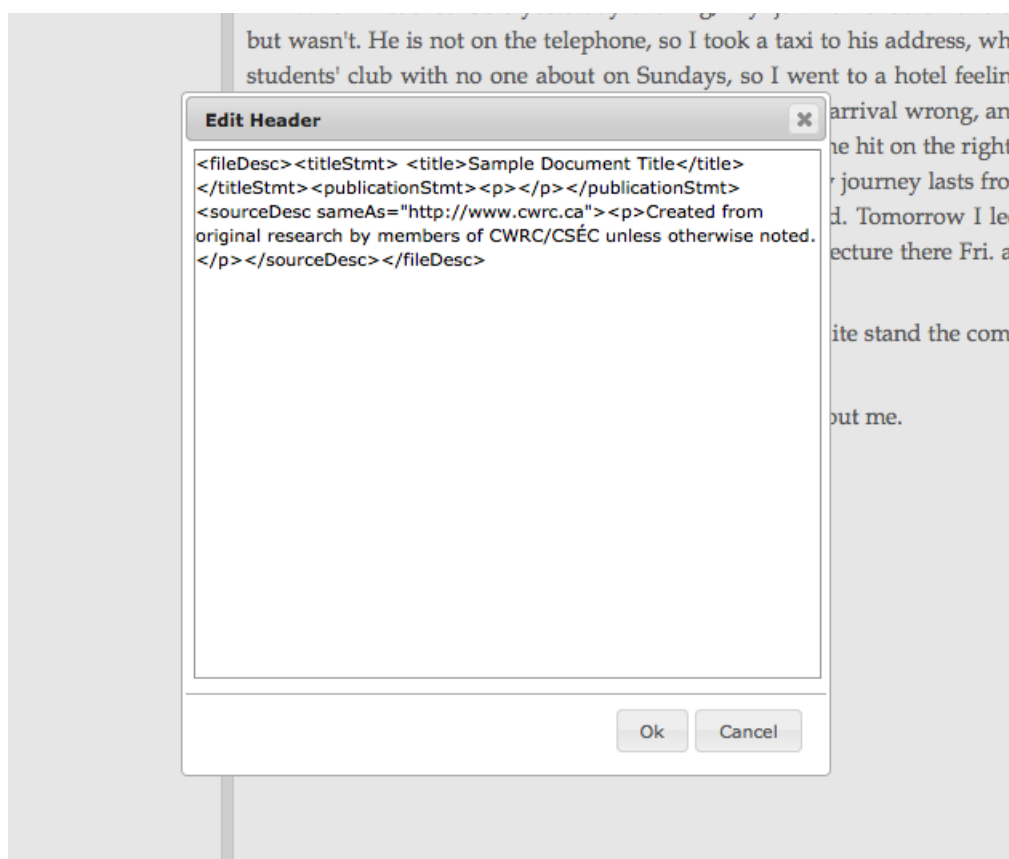
Editing the header

You can edit the TEI header in CWRC-Writer.

1. Click on the `teiHeader` tag in the left structure column or the `Edit Header` option in the top right corner.



2. Edit the header in a pop-up that appears. Once you have finished click on OK.

**Related Links:**

[Saving your document](#) on page 13

[Validating your document](#) on page 15

[Edit Source](#) on page 23